

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
PORT ISABEL IMMIGRATION COURT  
27991 BUENA VISTA BLVD  
LOS FRESNOS, TEXAS 78566**

**STANDING ORDER OF THE PORT ISABEL IMMIGRATION COURT**

Due to the COVID-19 Pandemic, the Port Isabel Immigration Court is implementing the following safety precautions until further notice:

1. In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Court interpreter, essential EOIR staff and security personnel. See ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)).
2. Video conferencing ("VTC") will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. See ICPM § 4.7(b).
3. Limited exceptions to the above orders may be accommodated on a case-by-case basis and must be requested by written motion prior to the day of the hearing.
4. Any individual that is (a) displaying symptoms consistent with COVID-19 exposure; (b) has been diagnosed with COVID-19; (c) is pending results of a COVID-19 diagnostic test; (d) has, within the past 14 days, had contact with anyone who has been diagnosed with COVID-19; (e) or has been asked to self-quarantine by local health authorities or a medical provider, shall notify the Court immediately by telephone or the e-mail address provided below and will not be allowed to appear in Court.
5. Parties who would like to appear telephonically for a particular case should provide notice to the Court at the email address provided below, in advance of the hearing and in accordance with the attached instructions. Parties should provide the best phone number at which to be reached.

The Executive Office for Immigration Review has established a temporary email account to facilitate electronic filings for all parties during the COVID-19 Pandemic. The email address for the Port Isabel Immigration Court is [PortIsabel.Immigration.Court@usdoj.gov](mailto:PortIsabel.Immigration.Court@usdoj.gov). The instructions for using this email account are incorporated in this Standing Order and are attached. Private attorneys must submit their request from an e-mail address that is on file with EOIR. DHS filings must be sent from a government email address. Do not send any Court filings or correspondence directly to the government e-mail accounts of Court staff, unless specifically directed to do so, as these filings and correspondence may not be accepted by the Court. This Standing Order supersedes the previous Standing Order, same subject, dated March 24, 2020.

Effective date: April 1, 2020

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Eric L. Dillow  
Assistant Chief Immigration Judge

The following instructions are incorporated in the Port Isabel Immigration Court COVID-19 Standing Order:

The Executive Office for Immigration Review (EOIR) has established temporary email accounts for immigration courts nationwide to facilitate electronic filing for all parties while the rollout of the EOIR Court and Appeals System (ECAS) is delayed due to COVID-19. Those who have already opted-in to ECAS should continue to use ECAS where it is available. Others who wish to utilize electronic filing may file through email as instructed below. Please note EOIR cannot provide technical support or confirm receipt of filings at this time. If you have questions, please contact the EOIR Office of Policy, Communications and Legislative Affairs Division at [PAO.EOIR@usdoj.gov](mailto:PAO.EOIR@usdoj.gov).

**All filers:**

- Failure to follow the guidelines listed below may result in the rejection of your submitted document filing. If your submission is rejected, you will be notified by email with a request to correct the issue and refile the document.
- The subject of your email must contain the nature of the filing, the alien registration number, the date of the next hearing, and the initials of the immigration judge assigned to the case.

**Example:** A filer of a motion to continue with a case with alien registration number 012345678 and a hearing date on 01/02/2021 would input, "Motion to Continue - 012345678 - 01/02/2021" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 01/02/2021 - WAJ"

- While multiple documents for the same case may be submitted in one email, do not combine separate submissions into one file. Each document type must be submitted separately and include the type of filing in the file name.
- You remain responsible for service on the opposing party.
- Submit certificate of service with every filing in the same email.
- All electronically-filed documents must meet the requirements of filings outlined in the Immigration Court Practice Manual. Further, an electronically filed document cannot be larger than 25 megabytes (MB). For submissions that would be larger than 25 MB, please follow the below steps:
  - split the document into multiple files so no portion is larger than 25 MB;
  - name each document so that it is clear they should be matched with the other portions.  
Example: 5678\_1234ABC\_Brief\_Part1; 5678\_1234ABC\_Brief\_Part2
- Files must be a minimum resolution of 300dpi.
- File formats accepted are PDF and JPEG. We cannot accept other file formats.
- Do not include links to non-EOIR websites in your submissions.

- Filings with more than one page must include page numbers.
- If scanning and attaching a document, pages must appear right-side-up.
- The filing party must maintain the originals of any documents that are electronically filed and must make the originals available for production, if so ordered, or for inspection upon request by a party.

**Attorneys and fully-accredited representatives**

- If you have opted-in to ECAS, do not use email in lieu of filing through ECAS.
- Name your file with the last four digits of your client's alien registration number, your EOIR ID, and the type of filing.

**Example:** Attorney Johnson, EOIRID 1234ABC, with client 012345678, filing an asylum application would name the document: 5678\_1234ABC\_AsylumApplication

**Respondents**

- Name your file with the last four digits of your alien registration number, your last name, and the type of filing.

**Example:** Jane Smith, alien registration number 876543210, filing a motion to expedite, would name the document: 3210\_Smith\_MotionToExpedite

**Example:** Submitting an asylum application and country conditions evidence, attach the application with the file name 5678\_1234ABC\_AsylumApplication in one file and the country conditions with the file name 5678\_1234ABC\_CountryConditions.