

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
FLORENCE, ARIZONA**

**SUPERSEDING STANDING ORDER OF THE FLORENCE IMMIGRATION COURT  
RELATING TO TELEPHONIC APPEARANCES AT ALL HEARINGS AND  
PAGE LIMITS ON ELECTRONICALLY FILED DOCUMENTS**

This order supersedes the standing orders entered on March 23, 2020, and April 6, 2020, and shall remain in effect until rescinded by the Court.

**IT IS HEREBY ORDERED** that both Department of Homeland Security counsels and respondents' attorneys or qualified representatives, who are scheduled to appear for master calendar, bond, and individual hearings before the Florence Immigration Court, may appear telephonically without the need to file a motion for telephonic appearance.

Attorneys who are planning to appear telephonically shall call the **Florence Immigration Court at 520-868-3341** in advance of the hearing and provide (1) the Alien number of the case(s), (2) name of judge, and (3) the best phone number where the attorney can be reached. The attorney shall remain available for the court's call. If the court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any promptly-rescheduled hearing.

The parties are encouraged to confer with one another prior to the hearing in order to reach stipulations as to facts and/or legal issues to facilitate the prompt disposition of cases. The parties are also encouraged to confer and reach agreement on the eligibility for bond and the amount of the bond. The parties should also submit affidavits or written statements of witnesses in lieu of the witnesses appearing in court.

Any documents which counsel requests the court to consider during the hearing must be timely filed with the court, and timely received by opposing counsel or the pro se respondent, at least two business days prior to the hearing. Any party appearing telephonically waives the right to object to admissibility of any document offered in court on the sole basis that they are unable to examine the document.

Due to the current COVID-19 health crisis, motions and pleadings pertaining to detained cases should be filed with as much notice as possible, but no later than two business days in advance of the scheduled hearing by submitting an email to the Court at the following email address: [Florence.Immigration.Court@usdoj.gov](mailto:Florence.Immigration.Court@usdoj.gov). The parties shall include the A-number in the subject line of the email with the name of the respondent, last-name first, and the type of pleading included in the electronic submission. [Example: Subject: A123-456-789- LAST NAME, First Name- Motion to Terminate.] All parties are on notice that they should not file or send notices to any other email addresses.

Instructions for filings can be found at <https://www.justice.gov/eoir/filing-email>. Attorneys are advised that such filings must comply with Paragraph 3.3(c) of the Immigration Court Practice Manual with the exception of the requirement for hole-punching and binding. Attorneys are also encouraged to be succinct and to file only such documents that are relevant and probative to the case. Attorneys are encouraged to limit the filing of duplicative country condition reports and to file only such reports that are necessary and reasonable. The subject line of any email filing must contain the nature of the filing, the alien registration number, the date of the next hearing or the call-up date, or any court-mandated deadline for the filing, and the initials of the immigration judge assigned to the case.

Effective immediately, the Florence Immigration Court is imposing a fifty (50) page limit on all electronic filings made through the [Florence.Immigration.Court@usdoj.gov](mailto:Florence.Immigration.Court@usdoj.gov) electronic mailbox. Supporting documents/evidentiary filings will be limited to fifty (50) pages for a particular case. If a party intends to file more than fifty (50) single-sided pages, the party must electronically file a copy of the Table of Contents and separately file the supporting documents/evidentiary filings with the original Table of Contents by the United States Postal Service, through an overnight delivery service, or in person at the court's filing window. Documents must be filed no later than the court-ordered deadline for filing the documents, or in such an absence, consistent with the deadlines set forth in the Immigration Court Practice Manual. (See Ch. 3.1(b).)

Electronic filings which do not comply with this order will be summarily rejected by the court.

June 4, 2020

AMY

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Date: 2020.06.04 18:59:35  
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Amy C. Hoogasian  
Assistant Chief Immigration Judge  
Florence, Arizona