

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
DALLAS IMMIGRATION COURT**

STANDING ORDER RELATING TO ELECTRONIC FILINGS

IT IS HEREBY ORDERED that, for the three-month period following the signing of this order, parties filing documents through the Dallas Immigration Court's temporary electronic mailbox shall adhere to the following instructions. These instructions supersede the general instructions for electronic filings:

1. Three-Month Temporal Limit on Filings through E-mail

The Dallas Immigration Court is imposing a three-month temporal filing limit on documents filed through e-mail. Effective immediately, the Dallas Immigration Court will reject documents filed via its temporary e-mail box if filed more than three months before the next hearing date or a court-ordered deadline ("call-up date"), whichever is earlier. Those wishing to file documents more than three months in advance may still do so; however, such documents must be sent to the court via the U.S. Postal Service or an overnight delivery service, not through the temporary e-mail box.

HEARING EXAMPLE: If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform with the Immigration Court Practice Manual (ICPM) and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

CALL-UP DATE EXAMPLE: If documents are filed via the temporarily e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 2020, they will be rejected.

Documents rejected for not complying with the three-month temporal limit on filing may be filed by mail or through an overnight delivery service. Notwithstanding the three-month temporal limit on filings through email, parties are required to comply with all deadlines for filings, as specified in the ICPM, ch. 3.1(b). *See* 8 C.F.R. §1003.31(c).

NOTE: Applications for asylum are exempt from the three-month temporal limit on filings through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.

2. E-mail Subject Line

The subject of filer's email must contain the nature of the filing, the alien registration number, the date of the next hearing or any court-mandate deadline for the filing, and the initials of the immigration judge assigned to the case, if known.

EXAMPLE: A filer of a motion to continue with a case with alien registration number 012345678 and a hearing date of 06/30/2020 would input, "Motion to Continue - 012345678 - 06/30/2020" 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 - 06/30/2020 - WAJ"

EXAMPLE: A filer of an application for cancellation of removal with a case with alien registration number 012345678 and a hearing date on 01/02/2021 but a court-mandated filing deadline ("call-up date") of 06/25/2020 would input, "Application for Cancellation of Removal - 012345678 – 06/25/2020" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Application for Cancellation of Removal - 012345678 - 06/25/2020 – WAJ."

3. Limitation on Size of Filing

Effective immediately, for parties using the Dallas Immigration Court's temporary email account to electronically file, supporting documentation/evidentiary filings are limited to fifty (50) pages single sided and double-spaced in a particular case. If a party intends to file more than fifty (50) pages, the party must electronically file the Table of Contents and separately submit the supporting documentation/evidentiary filings with the original Table of Contents by using the U.S. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court.

Date: April 22, 2020

Daniel H. Weiss
Assistant Chief Immigration Judge
Dallas Immigration Court