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**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
SALT LAKE CITY, UTAH**

July 21, 2020

STANDING ORDER OF THE SALT LAKE CITY IMMIGRATION COURT REGARDING  
ELECTRONIC / EMAIL FILINGS BY COUNSEL

IT IS HEREBY ORDERED, effective immediately and continuing until further notice:

The Salt Lake City Immigration Court (SLC) is imposing a three-month chronological filing limit on documents filed through email at: SaltLakeCity.Immigration.Court@USDOJ.GOV Effective immediately, SLC will reject documents filed via the 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, they must be delivered to the court via the U.S. Mail or a delivery service, and may not be filed through the temporary e-mail box. Those documents delivered through the temporary e-mail box that do not comply with the timeframes set forth herein will be rejected and regarded as not filed.

**HEARING EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April 22, 2020, for a hearing scheduled on or before July 21, 2020, they will be accepted provided they conform to the Immigration Court Practice Manual (ICPM) and the e-mail filing instructions. However, if documents are filed on April 22, 2020, for a hearing scheduled on or after July 22, 2020, they will be rejected and regarded as not filed.

**CALL-UP DATE EXAMPLE:** If documents are filed via the temporarily e-filing mailbox on April 22, 2020, for a call-up date scheduled on or before July 21, 2020, they will be accepted provided they conform to the ICPM and the e-mail filing instructions. However, if documents are filed on April 22, 2020, for a call-up date scheduled on or after July 22, 2020, they will be rejected and regarded as not filed.

**REJECTED FILINGS:** Documents rejected for not complying with the three-month chronological limit may be filed by mail or a delivery service. Notwithstanding the three-month chronological limit on filings through email, parties are required to comply with all deadlines for filings, as specified by the Judge or the ICPM, ch. 3.1(b).

**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.**

**EMAIL -** The subject of the 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.

1 Example: A filer of a motion to continue with a case with alien registration number  
2 012345678 and a hearing date of 06/30/2020 would input, "Motion to Continue - 012345678 -  
3 06/30/2020" in the subject line of the email. If the filer knows the hearing is scheduled before  
4 Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 06/30/2020 -  
5 WAJ"  
6

7 Example: A filer of an application for cancellation of removal with a case with alien  
8 registration number 012345678 and a hearing date on 01/02/2021 but a court-mandated filing  
9 deadline ("call-up date") of 06/25/2020 would input, "Application for Cancellation of Removal -  
10 012345678 – 06/25/2020" in the subject line of the email. If the filer knows the hearing is  
11 scheduled before Judge William A. Jones, the subject would be, "Application for Cancellation of  
12 Removal - 012345678 - 06/25/2020 – WAJ."  
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14 **FILING PAGE LIMIT:** Effective immediately, for parties using the temporary email box  
15 to electronically file, supporting documentation/evidentiary filings are limited to seventy-five  
16 (75) pages in each case. If a party intends to file more than seventy-five (75) pages, the party  
17 must electronically file the Table of Contents and separately submit the supporting  
18 documentation or evidentiary filings with the original Table of Contents by U.S. Mail or a  
19 delivery service no later than the filing deadline.  
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21 This order supersedes the previous standing orders regarding electronic mail filing limits  
22 and augments the standing order for telephonic appearances.  
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28 Daniel J. Daugherty  
29 Assistant Chief Immigration Judge  
30 Salt Lake City