

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

**STANDING ORDER IMPLEMENTING THREE-MONTH TEMPORAL FILING LIMIT AND  
PAGE LIMITATION ON ELECTRONICALLY-FILED DOCUMENTS**

Effective immediately, the Phoenix Immigration Court is imposing a three-month temporal filing limit on documents filed at the Phoenix Immigration Court using the temporary email account. The Phoenix Immigration Court 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 parties wishing to file documents more than three months in advance may still do so; however, the 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. Documents rejected for not complying with the three-month temporal filing limit may be filed by mail or through an overnight delivery service. Notwithstanding the three-month temporal filing limit through email, parties are required to comply with all deadlines for filings, as specified in the Immigration Court Practice Manual (ICPM) (*see* Ch. 3.1(b)).

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

For parties using a temporary email account to electronically file pre-hearing briefs, motion briefs, responses, or replies at the Phoenix Immigration Court, such filings shall be limited to twenty-five (25) pages. (*see* ICPM, Ch. 4.19). This limitation applies to the contents of the brief including a statement of facts, issues, burden of proof, argument, conclusion stating the precise relief or remedy sought, and citations or authorities. Font size and spacing shall remain consistent with the ICPM (*see* Ch. 3.3).

For parties using a temporary email account to electronically file supporting documentation/evidentiary filings at the Phoenix Immigration Court, such filings shall be limited to fifty (50) pages in any 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 or consistent with the ICPM (*see* Ch. 3.1(b)).

This order supersedes any general electronic filing instructions presently posted online and shall remain in effect until rescinded by the Court.

4/22/2020

Date

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Amy C. Hoogasian, Assistant Chief Immigration Judge  
Phoenix, Arizona