

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
300 WEST CONGRESS STREET, SUITE 300  
TUCSON, ARIZONA 85701**

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

This standing order supersedes all prior standing orders and is subject to change and/or revocation without notice. Effective immediately, and until further notice, any attorney or qualified representative for any party may appear telephonically before the Tucson Immigration Court without prior approval and without filing a motion for telephonic appearance for any type of hearing, including hearings conducted by video teleconference (“VTC”) from the La Palma Correctional Center and/or any juvenile detention facility.

Any attorney or qualified representative must confer with the respondent or applicant in advance of the hearing to ensure that the respondent or applicant consents to the telephonic appearance. Attorneys or representatives should email the Tucson Immigration Court at [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov) no later than one business day in advance of the hearing to provide the telephone number where the attorney or representative may be reached. If any attorney or representative wishes to appear in-person at a hearing in a detained case, the attorney must provide the Court with two business days of notice. It is the responsibility of all parties to inquire as to any social or physical distancing requirements that have been established by the Court, CoreCivic, or the General Services Administration.

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 (e.g. 10 years of continuous residence) 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 that counsel wishes the Court to consider at the hearing must be both timely filed with the Court and timely received by opposing counsel or the *pro se* respondent or applicant at least two business days prior to the hearing.

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 [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov). All parties are on notice that they should not file or send notices to any other email address. 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

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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. 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.

With respect to electronic filings, the Tucson Immigration Court is imposing a 90-day limit on electronic filings made through the [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov) mailbox. The Court will reject electronic filings if they are filed in excess of 90 days prior to the next hearing date or court-ordered deadline (“call-up date”), whichever is earlier. Those wishing to file documents more than 90 days in advance of a hearing or a call-up date may file the submission in person, or should send the filing via the United States Postal Service or an overnight delivery service. Electronic filings rejected for not complying with the 90-day deadline may be filed in person, by the United States Postal Service or by an overnight delivery service. Notwithstanding the 90-day limit on electronic filings, all parties are required to comply with all deadlines for filings as specified in Paragraph 3.1(b) of the Immigration Court Practice Manual and as set forth in any Scheduling Order issued by any Tucson Immigration Judge. **Applications for asylum are exempt from the 90-day electronic filing limit and will be considered filed on the date of receipt for purposes of the one-year filing deadline. This exemption from the filing deadline applies only to the Form I-589, and not to documentation filed in support of the application.**

The Tucson Immigration Court is imposing a 50-page limit on all electronic filings made through the [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov) electronic mailbox. Supporting documents/evidentiary filings will be limited to 50 pages for a particular case. If a party intends to file more than 50 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 in person, or by the United States Postal Service or an overnight delivery service no later than the date set by the Court for the filing of the documents. Only attorneys, and not legal assistants, paralegals or others, may electronically file documents; all documents must be filed from the specific email address on file with EOIR, if the email does not come from the email address on file, the submission will be rejected.

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Irene C. Feldman  
Assistant Chief Immigration Judge