

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

**STANDING ORDER OF THE ELOY IMMIGRATION COURT RELATING TO  
ELECTRONICALLY FILED DOCUMENTS**

**IT IS HEREBY ORDERED** that electronic filings with the Eloy Immigration Court made through the Eloy.Immigration.Court@usdoj.gov mailbox comply with the following:

- Unless the immigration judge has established a specific submission deadline in the case, electronic filings in Master Calendar and Bond hearings must be received by the court and a copy *received* by opposing counsel or the *pro se* respondent not less than *two business days* prior to the scheduled hearing. For example, if the hearing is scheduled on Friday, electronic filings must be received by the court and the parties not later than Wednesday. If the hearing is scheduled for Monday, electronic filings must be received by the court and the parties not later than Thursday. If the immigration judge established a filing deadline in the case, the party's submissions, including any electronic filings, must comply with that deadline.

- For filings in Individual hearings, submissions may not be filed electronically with the court more than 30 calendar days in advance of the scheduled hearing.

- Electronically filed submissions are limited to 50 pages total length. This order does not affect the ability of the parties to file submissions in excess of 50 pages with the court in person, by the United States Postal Service or by a commercial delivery service.

- Only attorneys or *pro se* respondents may electronically file documents. Filings from private attorneys must come from the e-mail address they have on file with EOIR (i.e., not from a paralegal, legal assistant, or other support staff filing on the attorney's behalf). Filings from the Department of Homeland Security must come from a ".gov" address.

Electronic filings which do not comply with this order will be summarily rejected by the court. This order shall remain in effect until rescinded by the court.

April 23, 2020

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Irene C. Feldman  
Assistant Chief Immigration Judge