

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

**STANDING ORDER NUMBER ONE:  
REGARDING DOCUMENTS FILED VIA ELECTRONIC MAIL**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Chicago Immigration Court is accepting the filing of documents via electronic mail (email). This standing order supplements the Policy Memorandum 20-11 “Filings and Signatures” (accessible [here](#)). The following Order regarding procedures for filing documents via email in the Chicago Immigration Court is effective immediately, is released contemporaneously with Standing Order Number Two, and replaces any prior standing order for Chicago:

1. Under no circumstances shall any individual who is currently diagnosed with the COVID-19 virus, or who has had known contact with a person with COVID-19 within the last 14 days, or who has been asked to self-quarantine, or who is experiencing symptoms consistent with COVID-19, enter the Court to file documents or conduct any business.
2. The Court strongly encourages filings be made by U.S. mail, overnight delivery service, or email, consistent with the requirements set forth in this Order. Filings via email may be made to the Court’s temporary email box at:

[Chicago.Immigration.Court@usdoj.gov](mailto:Chicago.Immigration.Court@usdoj.gov)

[ChicagoDetained.Immigration.Court@usdoj.gov](mailto:ChicagoDetained.Immigration.Court@usdoj.gov)

Practitioners are reminded that, as noted in Policy Memorandum PM 20-13, this email address shall be deactivated on September 4, 2020, which is 60 days after the court has resumed non-detained hearings.

3. Subject to the provisions of this Order, all filings must otherwise comply with the provisions of the Immigration Court Practice Manual (ICPM), accessible [here](#).
4. **Duplicate Filings:** Each individual filing should be made one time, by one manner of filing (i.e., U.S. mail, overnight delivery service, email, or in-person), except that the original of any Form I-589 filed by email must also be submitted as described in paragraph 6.
5. **Three-Month Temporal Limit on Filings through Email:** For non-detained cases, the Court will reject email filings, if filed more than three months before the next hearing date or a Court-ordered filing deadline, whichever is earlier. Those electing to file documents more than three months in advance may still do so; however, such documents must be filed by U.S. mail, overnight delivery service, or in-person, not through the Court’s temporary email box. This temporal limit does not apply to detained cases.

Example: Under most circumstances, an applicant scheduled for a non-detained individual merits hearing on December 1 may not file supporting documents via the Court's temporary email box until September 1. Except as otherwise provided in this Order, earlier submissions may be rejected.

**Applications for asylum (Form I-589) 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.** The original of any Form I-589 filed by email must also be submitted by U.S. mail or overnight delivery service, or in person at the Court's filing window.

6. **Email Subject Line:** For filings via the Court's temporary email box, and consistent with the EOIR's guidelines, "Filing by Email – Immigration Courts", accessible [here](#), the subject line of the email must contain the nature of the filing, the case number ("alien registration number"), the date of the next hearing, any Court-mandated deadline for the filing, and the initials of the Immigration Judge assigned to the case. The initials of each Immigration Judge are listed in Appendix "A," attached hereto.

Example: For a motion to continue a hearing before Judge William A. Jones, for case number A 012 345 678, with a hearing date of June 30, 2020, and a Court-ordered deadline of June 25, 2020, the subject line would read: "Motion to Continue – A 012 345 678 – 06/30/20 – filing deadline 06/25/20 – WAJ."

Failure to follow the guidelines may result in rejection of the filing.

7. **Page Limitation:** Filings made via the Court's temporary email box are limited to fifty (50) single-sided pages. Any filing over fifty (50) single-sided pages must be filed by U.S. mail or overnight delivery service, or in person at the Court's filing window.
8. The cover page of all filings, including those filed via email, must contain the next hearing date, time, and, if applicable, the date of any Court-ordered filing deadline. Filings without this information may be rejected.

**IT IS SO ORDERED.**

**DATE: June 25, 2020**

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**Sheila McNulty**  
**Acting Deputy Chief Immigration**  
**Judge**

**APPENDIX A**

**Chicago Immigration Court Judge Listing**

<b>Judge</b>	<b>Initials</b>
Samuel B. Cole	SBC
Kathryn DeAngelis	KLD
Craig Defoe	CDE
Eliza Klein	EKN
Michael Klosowsky	MLK
Elizabeth Lang	EGL
Joshua Luskin	JAL
Patrick McKenna	PMK
Sheila McNulty	SMN
Samia Naseem	SNA
Jennifer Peyton	JIP
Robin Rosche	RJR
Kaarina Salovaara	KSA
Eva Saltzman	ESS