

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
UNITED STATES IMMIGRATION COURT
SAN FRANCISCO, CALIFORNIA**

**STANDING ORDER REGARDING TEMPORAL AND PAGE LIMITS
ON DOCUMENTS FILED VIA E-MAIL**

Due to the COVID-19 pandemic and in the interest of safety, the San Francisco Immigration Court has begun accepting the filing of documents via e-mail. The following orders regarding these filings supersede the general electronic filing instructions. They are effective immediately and shall remain effective until further notice.

IT IS HEREBY ORDERED that with the exception of asylum applications,¹ there is a **three-month temporal limit** on filings through e-mail.

Accordingly, the 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 (or call-up date), whichever is earlier. Documents rejected through this process may be filed via U.S. Postal Service or an overnight delivery service, or re-submitted electronically within the above-specified timeframe. Further, those wishing to file documents more than three months in advance must submit such filing via U.S. Postal Service or an overnight delivery service.

- **EXAMPLE:** If documents for either a **hearing or call-up date** are filed via the temporary e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

Nothing in this order alters filing deadlines specified in the ICPM, ch. 3.1(b) or case-specific deadlines imposed by an Immigration Judge.

IT IS FURTHER ORDERED filings submitted through e-mail shall be limited to **100 pages**.

Accordingly, the Court will reject a filing submitted via the temporary e-mail box if it is over 100 pages including the caption page, proposed order, and proof of service.² Those wishing to

¹ *Applications for asylum are exempt from the three-month temporal limit on filings through e-mail and will be considered filed on the date of receipt for purposes of the one-year filing deadline.*

² Disassembled submissions of voluminous filings will be rejected. Multiple filings in a single matter will only be accepted where the filings are clearly unrelated (such as an updated application and a separate Country Conditions filing).

submit a filing more than 100 pages must submit such filing via U.S. Postal Service or an overnight delivery service.

IT IS FURTHER ORDERED that filings submitted via e-mail shall contain sufficient information to identify the requirements noted above.

The subject of the e-mail must contain the nature of the filing, the alien registration number, the date of the next hearing or any court-mandated deadline/call-up date for the filing, and the initials of the Immigration Judge assigned to the case.

- **EXAMPLE:** A motion to continue filed for a respondent with the A number of 012-345-678 and a hearing date of 6/30/2020 before Judge John S. Doe would input, “Motion to Continue – A#012-345-678 – 6/30/2020 – JSD.”
- **EXAMPLE:** An application filed for a respondent with the A number of 012-345-678 and a hearing date of 1/02/2021 but a call-up date of 6/30/2020 before Judge John S. Doe would input, “Cancellation of Removal – A#012-345-678 – call-up 6/30/2020 – JSD.”
- **EXAMPLE:** A filing for a respondent where the Immigration Judge is unknown should indicate UNK or N/A. The above examples would be “Motion to Continue – A#012-345-678 – 6/30/2020 – UNK” or “Cancellation of Removal – A#012-345-678 – call-up 6/30/2020 – UNK.”

DATE:

04/24/2020

ASSISTANT CHIEF IMMIGRATION JUDGE

CHRISTOPHER R. SEPPANEN