

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
HOUSTON-SMITH ST. IMMIGRATION COURT  
1801 SMITH ST., 9<sup>th</sup> FLOOR  
HOUSTON, TEXAS 77002**

**STANDING ORDER NO. 02  
(RELATING TO ELECTRONIC FILINGS)**

Effective immediately and until further notice, the Houston-Smith St. Immigration Court and Annex will impose certain limits on court filings submitted through the Court's temporary email account referenced in Standing Order No. 01. This Order sets out the specific limitations and instructions.

**IT IS ORDERED** that:

**1. Three-Month Temporal Limit on Filings Through Email**

A three-month temporal limit will apply to all documents filed through email. 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 ("call-up date"), whichever is earlier. Those wishing to file documents more than three months in advance may still do so; however, they must be sent to the Court via the U.S. Postal Service or overnight delivery service, not through the temporary e-mail box.

**HEARING EXAMPLE:** If documents 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 Immigration Court Practice Manual (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.

**CALL-UP DATE EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a call-up date 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 call-up date scheduled on or after July 20, 2020, they will be rejected.

Documents rejected for not complying with the three-month temporal limit on filing may be filed by mail or through an overnight delivery service. Notwithstanding the three-month temporal limit on filings through email, parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

**Applications for asylum 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.**

## **2. Email Format**

The subject of each email must contain the nature of the filing, the alien registration number, the date of the next hearing or any court-mandated deadline for the filing, and the initials of the immigration judge assigned to the case.

**EXAMPLE:** A filer of a motion to continue with a case with alien registration number 012345678 and a hearing date of 06/30/2020 would enter, "Motion to Continue - 012345678 - 06/30/2020" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 06/30/2020 – WAJ."

**EXAMPLE:** A filer of an application for cancellation of removal with a case with alien registration number 012345678 and a hearing date on 01/02/2021 but a court-mandated filing deadline ("call-up date") of 06/25/2020 would enter, "Application for Cancellation of Removal - 012345678 – 06/25/2020" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Application for Cancellation of Removal - 012345678 - 06/25/2020 – WAJ."

## **3. Page Limit**

For parties using the Court's temporary email account to file electronically, supporting documentation/evidentiary filings are limited to fifty (50) pages in a 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 Court. Hard copy submissions will be deemed filed on the date of receipt by the Court, as specified in the ICPM, Ch. 3.1(a)(iii).

This Order supersedes the general electronic filing instructions presently posted online.

**SIGNED, ENTERED, AND ORDERED at Houston, Texas, this 24th day of April, 2020.**

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Assistant Chief Immigration Judge