

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
UNITED STATES IMMIGRATION COURT
BALTIMORE, MARYLAND**

STANDING ORDER OF THE IMMIGRATION COURT

The Immigration Court has established a temporary email address to accept evidentiary filings. We are currently receiving exceptionally large evidentiary packages for cases that are scheduled far into the future.

Effective immediately, the Baltimore Immigration Court is imposing the following standing orders on documents filed through this temporary email address.

Fifty (50) Page Limit

IT IS HEREBY ORDERED; that effective immediately, for parties using the Baltimore Immigration Court temporary email address, *all* filings are limited to 50 pages per case submission. Submissions exceeding the 50-page limit will be rejected.

If the submission contains more than 50 pages the parties may submit the first 50 pages, to include the Table of Contents. The entire submission may not exceed 50 pages. The remaining documents may be filed separately, to include the original Table of Contents, in person, via USPS, or any other delivery service no later than the date set for the filing of documents with the immigration court.

Three-Month Temporal Limit

IT IS HEREBY ORDERED; with the exception of asylum applications, all documents filed via email to the Baltimore Immigration Court must be for cases whose hearing dates or court-ordered filing deadlines are within three months of the submission. The Baltimore Immigration Court will reject documents filed via the temporary email address if filed more than three months before the next hearing date or court-ordered deadline, whichever is earliest. Documents filed more than three months in advance of the next hearing date or court-ordered deadline may be filed in person or sent to the court via the U.S. Postal Service (USPS) or other delivery service, not through the temporary e-mail address.

HEARING EXAMPLE: A document filed via the temporary email address on April 20, 2020, for a hearing scheduled on or before July 19, 2020, will be accepted provided it conforms with the Immigration Court Practice Manual (“ICPM”) and email filing instructions. However, a document filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, will be rejected and should be filed in person, via USPS, or any other delivery service.

CALL-UP DATE EXAMPLE: A document filed via the temporarily email address on April 20, 2020, to satisfy a call-up date scheduled on or before July 19, 2020, would be accepted provided it conforms with the ICPM and the email filing instructions. However, a document filed on April 20, 2020, to satisfy a call-up date scheduled on or after July 20, 2020, will be rejected and should be filed in person, via USPS, or any other delivery service.

Documents rejected for not complying with the email three-month temporal limit may be filed in person, via USPS, or any other delivery service. **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.** Parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

Temporary Email Address Filing Protocol

IT IS HEREBY ORDRED; the following protocol must be followed when filing documents through the temporary email address. The subject of your email must contain the nature of the filing, the alien registration number, the date of the next hearing or any court-mandate deadline for the filing, and the initials of the immigration judge assigned to the case.

EXAMPLE: A motion to continue on a case whose alien registration number is 012345678 and a hearing date of June 30, 2020, would input, "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"


The image shows a screenshot of an email composition interface. On the left side, there is a 'Send' button. The 'To:' field contains the email address 'Baltimore.Immigration.Court@usdoj.gov'. The 'Subject' field contains the text 'Motion to Continue - 012345678 - 06/30/2020 - WAJ'. There is also a 'Cc:' field which is currently empty. Below the subject line, there is a large empty text area for the email body.

EXAMPLE: A filer of an application for cancellation of removal whose alien registration number is 012345678 and whose hearing date is on January 2, 2021, with a court-mandated application filing deadline of June 25, 2020, would input, "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."

 Send	To:	Baltimore. Immigration.Court@usdoj.gov
	Cc:	
	Subject	Application for Cancellation of Removal - 012345678 - 06/25/2020 - WAJ

This order supplements the general electronic filing instructions and sets additional requirements for the Baltimore Immigration Court.

Date: April 28, 2020



David M. Jones
Assistant Chief Immigration Judge