

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
ARLINGTON, VA**

**STANDING ORDER IMPLEMENTING TWO-MONTH TEMPORAL FILING LIMIT AND
PAGE LIMITATION ON ELECTRONICALLY-FILED DOCUMENTS**

Effective immediately the Arlington Immigration Court is imposing a two-month temporal filing limit on documents filed at the Arlington Immigration Court using the temporary email account. The Arlington Immigration Court will reject documents filed via the temporary e-mail box if filed more than two months before the next hearing date or a court-ordered deadline (“call-up date”), whichever is earlier. Those parties wishing to file documents more than two-months in advance may still do so; however, the documents must be sent to the Court via the U.S. Postal Service or an overnight delivery service, and not through the temporary e-mail box. Documents rejected for not complying with the two-month temporal filing limit may be filed by mail or through an overnight delivery service. Notwithstanding the two-month temporal limit on filings through email, parties are required to comply with all deadlines for filings, as specified in the Immigration Court Practice Manual (ICPM) (*see* Ch. 3.1(b)).

HEARING EXAMPLE: If documents are filed via the temporary e-filing mailbox on May 1, 2020, for a hearing scheduled on or before July 1, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 1, 2020, for a hearing scheduled after July 1, 2020, they will be rejected.

CALL-UP DATE EXAMPLE: If documents are filed via the temporarily e-filing mailbox on May 1, 2020, for a call-up date scheduled on or before July 1, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 1, 2020, for a call-up date scheduled after July 1, 2020, they will be rejected.

Note: Applications for asylum are exempt from the two-month temporal filing limit through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.

For parties using the temporary email account to electronically file pre-hearing briefs, motion briefs, responses, or replies at the Arlington Immigration Court, such filings shall be limited to twenty-five (25) pages. (*see* ICPM, Ch. 4.19). This limitation applies to the contents of the brief including a statement of facts, issues, burden of proof, argument, conclusion stating the precise relief or remedy sought, and citations or authorities. Font size and spacing shall remain consistent with the ICPM (*see* Ch. 3.3).

For parties using a temporary email account to electronically file supporting documentation/evidentiary filings at the Arlington Immigration Court, such filings shall be limited to fifty (50) pages, in any 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 immigration court or consistent with the ICPM (*see* Ch. 3.1(b)).

This order supersedes any general electronic filing instructions presently posted online and shall remain in effect until rescinded by the Court.

30 April 2020

Date

Vance H. Spath, Acting Assistant Chief Immigration Judge
Arlington, Virginia