

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
26 FEDERAL PLAZA  
NEW YORK, NEW YORK**

**STANDING ORDER:**

**Effective immediately**, the New York Immigration Court (NYC) is imposing a three-month temporal filing limit on electronically filed documents. NYC will reject electronically filed documents via the temporary e-mail boxes if filed more than three months before the next hearing date or a court-ordered deadline (“call-up date”), whichever is earlier. The Court further requests that parties consider limiting filings to those that are emergencies and time-sensitive. For parties using the temporary email account to electronically file, supporting documentation/evidentiary filings are limited to fifty (**50**) pages in a particular filing. 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. Postal Service, or an overnight delivery service no later than the date set for filing the documents with the immigration court.

Paper filing is discouraged and electronic filing is **strongly encouraged** during this period. Those wishing to make paper submissions 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 an overnight delivery service, not through the temporary e-mail box, and the Court would recommend that such filings not be in person. 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).

The parties should also submit affidavits or written statements of witnesses in lieu of the witnesses appearing in court. The parties are encouraged to confer and reach stipulations as to facts and/or legal issues (*e.g.*, 10 years of continuous physical presence) to facilitate the prompt disposition of cases. *See, generally, Matter of E-F-H-L-*, 26 I&N Dec. 319, 322 fn.3 (BIA 2014); *vacated on other grounds*, 27 I&N Dec. 226 (A.G. 2018). *Matter of Fefe*, 20 I&N Dec. 116, 118 (BIA 1989). Nothing in this Standing Order should be construed as interfering with any ethical responsibilities of any attorney or accredited representative to confer with his or her client. Nothing in this Standing Order should be interpreted to supplant the individual Immigration Judge’s (IJ) authority to manage his or her cases.

**Email Subject Line for Electronic Filings:** The subject of your email and the name of the attached file must contain the nature of the filing, the alien registration number, the date of the next hearing, the initials of the IJ assigned to the case and the respondent’s detention status. For example, a motion to continue filed in a case with alien registration number 012345678 and a hearing date on 06/18/2020 before IJ XYZ would input, “Motion to Continue - 012345678 - 06/18/2020-Judge XYZ- non-detained” in the subject line of the email. If the filer does not know which IJ is assigned to their case, please include the phrase “IJ Unknown” in the subject line of the email. If the IJ assigned does not appear in the list, use the full last name. The Immigration Judges’ initials are attached to this Order as *Appendix A*.

**Note: Applications for asylum are exempt from the three-month temporal limit on electronic filings and will be considered filed on the date of receipt for purposes of the one-year filing deadline.** Additionally, if a party has a hearing date that is scheduled after the three-month deadline and wishes to file a substantive motion, related to the merits of their claim, such motions may still be filed.

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

*Appendix A*

<b>JUDGE</b>	<b>INITIALS</b>
IJ Noel A. Brennan	NB
IJ Olivia L. Cassin	OLC
IJ Amit Chugh	AC2
IJ Raisa Cohen	RAC
IJ Evalyn P. Douchy	EPD
IJ L. Batya Schwartz Ehrens	LES
IJ Samuel M. Factor	SAF
IJ Lena Golovnin	LGN
IJ Cynthia Gordon	CYG
IJ Vivienne E. Gordon-Uruakpa	VGU
IJ Dorothy Harbeck	DH
IJ Howard C. Hom	HH
IJ Carrie Johnson- Papillo	CCJ
IJ Amiena A. Khan	AAK
IJ Deborah E. Klahr	DKR
IJ Theodora N. Kouris	TKS
IJ Frederic G. Leeds	FGL
IJ F. James Loprest Jr.	JLP
IJ Maria Lurye	MLY
IJ Michael G. McFarland	MMF
IJ Barbara A. Nelson	BAN
IJ Brian T. Palmer	BTP
IJ Laura N. Pierro	LPO

IJ Cathy Sagesse	CSE
IJ Douglas B. Schoppert	DBS
IJ Alice Segal	ASL
IJ Helen Sichel	HJS
IJ John J. Siemietkowski	JNS
IJ Rantideva Singh	SHR
IJ Oshea Denise Spencer	ODS
IJ Jem C. Sponzo	JCS
IJ Donald Thompson	DWT
IJ Mimi Tsankov	MMT
IJ Virna Wright	VAW
IJ Randa Zagzoug	RZA

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Carrie C. Johnson-Papillo  
Assistant Chief Immigration Judge