

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
VARICK STREET IMMIGRATION COURT**

**STANDING ORDER OF THE VARICK STREET IMMIGRATION COURT  
RELATING TO THREE-MONTH TEMPORAL LIMIT ON FILINGS THROUGH E-MAIL**

**IT IS HEREBY ORDERED** that, The Varick Street Immigration Court is imposing a three-month temporal filing limit on documents filed through e-mail. Effective immediately, The Varick Street Immigration Court will reject documents filed 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. 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 an overnight delivery service, not through the temporary e-mail box.

**HEARING EXAMPLE:** If documents are filed via the temporary e-mail box on May 4, 2020, for a hearing scheduled on or before August 4, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 4, 2020, for a hearing scheduled after August 4, 2020, they will be rejected.

**CALL-UP DATE EXAMPLE:** If documents are filed via the temporarily e-filing mailbox on May 4, 2020, for a call-up date scheduled on or before August 4, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 4, 2020 for a hearing scheduled after August 4, 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 e-mail, parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

**Note: 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.**

**E-MAIL**

The subject of your e-mail 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. Below is a listing of Immigration Judges/Initials assigned to the Varick Street Immigration Court:

## Three-Month Temporal Limit on Filings through E-Mail

JUDGE	INITIALS
IJ Conroy	CC1
IJ Norkin	DNO
IJ Hoover	FHR
IJ Prieto	FPO
IJ Cortes	JOC
IJ Ling	LLG
IJ Farber	LTF
IJ Kolbe	MGK
IJ Burnham	SEB
IJ Mulligan	TJM

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 input, “Motion to Continue – 012345678 – 06/30/2020” in the subject line of the e-mail. 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 input, “Application for Cancellation of Removal – 012345678 – 06/25/2020” in the subject line of the e-mail. 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.”

Effective immediately, for parties using a temporary e-mail box to electronically file, supporting documentation/evidentiary filings are limited to fifty (50) pages in a particular case. If a party intends to file more than (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.

**This standing order supersedes all previously posted e-mail filing instructions for the duration of this standing order.**

5-1-2020  
Date

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H. Kevin Mart  
Assistant Chief Immigration Judge  
Varick Street Immigration Court