

1 UNITED STATES DEPARTMENT OF JUSTICE  
2 EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
3 SAN ANTONIO IMMIGRATION COURT  
4 800 DOLOROSA STREET, SUITE 300  
5 SAN ANTONIO, TX 78207  
6

7 **STANDING ORDER OF THE SAN ANTONIO IMMIGRATION COURT REGARDING**  
8 **ELECTRONIC / EMAIL FILINGS BY COUNSEL**

9 (Augmenting the order issued on 4/2/2020)

10 The San Antonio Immigration Court is imposing a three-month chronological filing limit on  
11 documents filed through email at: SanAntonio.Immigration.Court@USDOJ.GOV. Effective  
12 immediately, the Court will reject documents filed via the temporary e-mail box if filed more  
13 than three months before the next hearing date or a court-ordered deadline (“call-up date”),  
14 whichever is earlier. Those wishing to file documents more than three months in advance may  
15 still do so; however, they must be delivered to the court via the U.S. Mail or a delivery service,  
16 and may not be filed through the temporary e-mail box. Those documents delivered through the  
17 temporary e-mail box that do not comply with the timeframes set forth herein will be rejected  
18 and regarded as not filed.

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20 **HEARING EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April  
21 22, 2020, for a hearing scheduled on or before July 21, 2020, they will be accepted provided they  
22 conform to the Immigration Court Practice Manual (ICPM) and the e-mail filing instructions.  
23 However, if documents are filed on April 22, 2020, for a hearing scheduled on or after July 22,  
24 2020, they will be rejected and regarded as not filed.

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26 **CALL-UP DATE EXAMPLE:** If documents are filed via the temporarily e-filing mailbox on  
27 April 21, 2020, for a call-up date scheduled on or before July 20, 2020, they will be accepted  
28 provided they conform to the ICPM and the e-mail filing instructions. However, if documents  
29 are filed on April 22, 2020, for a call-up date scheduled on or after July 22, 2020, they will be  
30 rejected and regarded as not filed.

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32 **REJECTED FILINGS:** Documents rejected for not complying with the three-month  
33 chronological limit may be filed by mail or a delivery service. Notwithstanding the three-month  
34 chronological limit on filings through email, parties are required to comply with all deadlines for  
35 filings, as specified by the Judge or the ICPM, ch. 3.1(b).

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

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41 **EMAIL -** The subject of the email must contain the nature of the filing, the alien  
42 registration number, the date of the next hearing or any court-mandate deadline for the filing, and  
43 the initials of the immigration judge assigned to the case.

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45 **Example:** A filer of a motion to continue with a case with alien registration number  
46 012345678 and a hearing date of 06/30/2020 would input, "Motion to Continue - 012345678 -

1 06/30/2020” in the subject line of the email. If the filer knows the hearing is scheduled before  
2 Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 06/30/2020 -  
3 WAJ"  
4

5 Example: A filer of an application for cancellation of removal with a case with alien  
6 registration number 012345678 and a hearing date on 01/02/2021 but a court-mandated filing  
7 deadline (“call-up date”) of 06/25/2020 would input, "Application for Cancellation of Removal -  
8 012345678 – 06/25/2020" in the subject line of the email. If the filer knows the hearing is  
9 scheduled before Judge William A. Jones, the subject would be, "Application for Cancellation of  
10 Removal - 012345678 - 06/25/2020 – WAJ."  
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12 **FILING PAGE LIMIT:** Effective immediately, for parties using the temporary email  
13 box to electronically file, supporting documents/evidentiary filings are limited to fifty (50) pages  
14 in each case. If a party intends to file more than fifty (50) pages, the party must electronically  
15 file the Table of Contents and separately submit the supporting documents or evidentiary filings  
16 with the original Table of Contents by U.S. Mail or a delivery service no later than the filing  
17 deadline.  
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19 The language above modifies the instructions presently posted online and supersedes the general  
20 electronic filing instructions.  
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22 This order augments the Standing Order of the San Antonio Immigration Court issued as  
23 of 4/2/2020.  
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28 \_\_\_\_\_  
29 Daniel J. Daugherty  
30 Assistant Chief Immigration Judge  
31 Las Vegas, Salt Lake City  
32 (Acting) Pearsall, San Antonio