

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
PHILADELPHIA IMMIGRATION COURT
900 MARKET STREET, SUITE 504
PHILADELPHIA, PA 19107**

**STANDING ORDER
(RELATING TO DOCUMENTS FILED VIA ELECTRONIC MAIL)**

Effective immediately and until further notice, the Philadelphia Immigration Court imposes certain limits on court filings by email.

IT IS ORDERED that:

1. Three-Month Temporal Limit on Filings Through Email

A three-month temporal limit will apply to all filings by email. The Immigration Court will reject documents filed via the temporary e-mail box 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 Immigration Court via the U.S. Postal Service or courier service, not through the temporary e-mail box.

Notwithstanding the three-month temporal limit on filings through email, parties are required to comply with all filing deadlines previously specified by the Immigration Judge or provided in the *Immigration Court Practice Manual* (ICPM), Ch. 3.1(b).

True emergency motions and applications for asylum are exempted from the three-month temporal limit on filings through email and will be considered filed on the date of receipt.

2. Page Limit

For parties using the Immigration Court’s email account to file electronically, supporting documentation/evidentiary filings are limited to fifty (**50**) paginated pages in a particular case. If the filing is not paginated it will not be considered.

If a party intends to file more than fifty (**50**) pages, the party must instead 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 or courier service no later than the date set for filing the documents with the Immigration Court. Hard copy submissions will be deemed filed on the date of receipt by the Immigration Court, as specified in the ICPM, Ch. 3.1(a)(iii).

3. Email Format

The subject line of each email must contain the alien registration number, whether Respondent is detained, date of next-scheduled hearing, brief description of what is filed, and whether the filing presents a true emergency. The filer should include the initials of the Immigration Judge assigned to the case if that information is available to the filer.

This order supplements any general electronic filing instructions presently posted online by the Executive Office for Immigration Review.

THERESA HOLMES¹ Digitally signed by THERESA
SIMMONS HOLMES SIMMONS
Date: 2020.06.29 17:30:58 -04'00'

Theresa Holmes-Simmons
Assistant Chief Immigration Judge