

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

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

IT IS HEREBY ORDERED that, The Ulster Immigration Court is imposing a three-month temporal filing limit on documents filed through e-mail. Effective immediately, The Ulster 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-filing mailbox on September 1, 2020, for a hearing scheduled on or before December 1, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on September 1, 2020, for a hearing scheduled on or after December 2, 2020, they will be rejected.

CALL-UP DATE EXAMPLE: If documents are filed via the temporarily e-filing mailbox on September 1, 2020, for a call-up date scheduled on or before December 1, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on September 1, 2020 for a hearing scheduled on or after December 2, 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-mandate deadline for the filing, and the initials of the immigration judge assigned to the case.

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.”

Three-Month Temporal Limit on Filings through E-Mail

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 account 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.

8-27-2020

Date

H. Kevin Mart
Acting Assistant Chief Immigration Judge
Ulster Immigration Court