

## APPENDIX R

### Standing Orders

The following immigration courts have implemented standing orders pursuant to the EOIR Director's Policy Memorandum 20-09, *The Immigration Court Practice Manual and Orders* (Feb. 13, 2020):

- 1) Adelanto: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
US IMMIGRATION COURT  
ADELANTO, CALIFORNIA

#### **STANDING ORDER OF THE ADELANTO IMMIGRATION COURT RELATING TO TELEPHONIC APPEARANCES AT ALL HEARINGS**

IT IS HEREBY ORDERED that all attorneys and qualified representatives, for any party may appear telephonically in cases before the Adelanto Immigration Court, without prior approval and without filing a motion in advance. *This order supersedes all previous standing orders for the Adelanto Immigration Court.*

1. It is counsel's responsibility to provide a telephonic number, no later than noon the day before the hearing, to the court staff where they can be reached for the hearing and to be available for the court's call. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any scheduled hearing. For the duration of this order, parties may appear by cell phone or land line. These numbers must be provided to the in-take email box at [Adelanto.Immigration.Court@EOIR.USDOJ.GOV](mailto:Adelanto.Immigration.Court@EOIR.USDOJ.GOV).
2. Furthermore, motions for continuance of any detained hearing due to COVID-19 are to be filed with as much notice as possible, but may, on an emergency basis, be made by submitting an email to the above in-take email box.
3. The parties are encouraged to confer and reach stipulations as to fact/legal issues to facilitate the prompt disposition of cases. This is particularly important for bond determination hearings and the parties are encouraged to confer and reach agreement on the eligibility and the amount of a bond. Further, parties should submit affidavits or written statements in lieu of witnesses appearing to facilitate the need to provide and ensure safety and social distancing for EOIR staff, Judges and all parties involved in the proceedings. For Immigration Judges conducting VTC hearings on behalf of Adelanto Immigration Court from a location outside of Adelanto, these same guidelines will apply and correspondence, motions and documents are to be submitted at the in-take email listed above.
4. Any documents which counsel wishes the Court to consider during the hearing must be filed with the Court, and a copy received by opposing counsel or the pro se Respondent at least **five business days** prior to the bond or master hearing and **ten business days** for the merits. Filings on the day of a hearing will only be accepted at the discretion of the Immigration Judge assigned to the case.
5. EMAILS to the Intake box: The subject of your email must contain the nature of the filing; the case 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. Any formal motions included as part of an email must be an attachment and must comply with the Immigration Court Practice Manual.

6. PAGE LIMITS: Effective immediately, for parties using the temporary email 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 fifty (50) pages, the party must electronically file a Table of Contents and then separately submit the supporting documentation/evidentiary filing with the original Table of Contents by using the United States Postal Service or an overnight delivery service no later than the date set for filing the documents with the Immigration Court where the Immigration Judge presides.

This order shall remain in effect until rescinded by the Court.



Scott Laurent  
Assistant Chief Immigration Judge  
Adelanto, California  
APRIL 22, 2020

2) Arlington: All immigration judges (2 orders; 3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
ARLINGTON, VIRGINIA

**STANDING ORDER OF THE IMMIGRATION COURT**

This order supersedes the Standing Order effective as of June 10, 2020 and supplements the Policy Memorandum 20-13 “EOIR Practices Related to the COVID-19 Outbreak” accessible [here](#).

**Detained:**

Effective July 20<sup>th</sup> and until rescinded, any attorney for any party may appear telephonically in any *detained* case before the Arlington Immigration Court without prior approval and without filing a motion in advance. Section 4.15(m)(i) of the Immigration Court Practice Manual is waived for the duration of this Standing Order, including any extensions.

Attorneys who request a telephonic appearance for a particular hearing must call the court to ascertain operational status and inform the Court in advance of the hearing. All Counsel shall provide the best telephone number at which counsel can be reached. Landline telephone numbers are preferred in order to minimize noise and disruption. Representatives appearing telephonically must be able to receive the Court’s telephone call at the time the case is scheduled to be heard and for three hours thereafter.

Respondents are required to be present in court for the hearing, unless their presence is waived or they are appearing via VTC.

**Non-Detained:**

Effective July 20<sup>th</sup> and until rescinded, any attorney for any party may appear telephonically in any non-detained Individual (Merits) hearing before the Arlington Immigration Court without prior approval and without filing a motion in advance. Section 4.15(m)(i) of the Immigration Court Practice Manual is waived for the duration of this Standing Order, including any extensions.

Attorneys who request a telephonic appearance for a particular hearing must call the court to ascertain operational status and inform the Court in advance of the hearing. Both Respondent’s and DHS Counsel shall provide the best telephone number at which counsel can be reached. Landline telephone numbers are preferred in order to minimize noise and disruption. Representatives appearing telephonically must be able to receive the Court’s telephone call at the time the case is scheduled to be heard and for three hours thereafter. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

All Respondents that will testify shall appear in person for Individual (Merits) Hearings. In their discretion, an Immigration Judge may, in exceptional circumstances, grant a motion for a Respondent to testify telephonically, but such motions are strongly disfavored. Parties are encouraged to utilize methods that reduce the number of persons appearing for Individual Hearings. This includes filing sworn written statements in lieu of testimony when appropriate.

An attorney appearing telephonically forfeits the chance to offer documents for filing at the hearing. If the other attorney is present and files documents, the attorney appearing telephonically also forfeits the chance to cite his or her inability to review the documents in objecting to their admission into evidence.

**Detained & Non-Detained:**

All proceedings shall be limited to a maximum of 10 people in the courtroom -- counsel, Respondent(s), witnesses, security officer(s), and any other necessary people, which will be determined by the presiding judge.

Motions to Continue hearings due to COVID-19 concerns should be filed at least 24 hours prior to the scheduled hearing or as soon as possible and, to the extent practicable, be made to the Court by e-filing. Any emergencies related to COVID-19 arising the day of a hearing should be brought to the Court's attention immediately by calling the Court.

Date: July 8, 2020

**VANCE  
SPATH** Digitally signed by  
VANCE SPATH  
Date: 2020.07.08  
10:58:16 -04'00'  
Vance H. Spath  
Acting Assistant Chief Immigration Judge

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
ARLINGTON, VA

**STANDING ORDER IMPLEMENTING TWO-MONTH TEMPORAL FILING LIMIT AND  
PAGE LIMITATION ON ELECTRONICALLY-FILED DOCUMENTS**

Effective immediately the Arlington Immigration Court is imposing a two-month temporal filing limit on documents filed at the Arlington Immigration Court using the temporary email account. The Arlington Immigration Court will reject documents filed via the temporary e-mail box if filed more than two months before the next hearing date or a court-ordered deadline ("call-up date"), whichever is earlier. Those parties wishing to file documents more than two-months in advance may still do so; however, the documents must be sent to the Court via the U.S. Postal Service or an overnight delivery service, and not through the temporary e-mail box. Documents rejected for not complying with the two-month temporal filing limit may be filed by mail or through an overnight delivery service. Notwithstanding the two-month temporal limit on filings through email, parties are required to comply with all deadlines for filings, as specified in the Immigration Court Practice Manual (ICPM) (see Ch. 3.1(b)).

HEARING EXAMPLE: If documents are filed via the temporary e-filing mailbox on May 1, 2020, for a hearing scheduled on or before July 1, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 1, 2020, for a hearing scheduled after July 1, 2020, they will be rejected.

CALL-UP DATE EXAMPLE: If documents are filed via the temporarily e-filing mailbox on May 1, 2020, for a call-up date scheduled on or before July 1, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 1, 2020, for a call-up date scheduled after July 1, 2020, they will be rejected.

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

For parties using the temporary email account to electronically file pre-hearing briefs, motion briefs, responses, or replies at the Arlington Immigration Court, such filings shall be limited to twenty-five (25) pages. (see ICPM, Ch. 4.19). This limitation applies to the contents of the brief including a statement of facts, issues, burden of proof, argument, conclusion stating the precise relief or remedy sought, and citations or authorities. Font size and spacing shall remain consistent with the ICPM (see Ch. 3.3).

For parties using a temporary email account to electronically file supporting documentation/evidentiary filings at the Arlington Immigration Court, such filings shall be limited to fifty (50) pages, in any particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court or consistent with the ICPM (see Ch. 3.1(b)).

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

30 April 2020  
Date

VANCE SPATH

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SPATH  
Date: 2020.04.30 15:01:52 -0400

Vance H. Spath, Acting Assistant Chief Immigration Judge  
Arlington, Virginia

3) Atlanta – Ted Turner Drive: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
ATLANTA – TED TURNER DRIVE  
ATLANTA, GEORGIA

STANDING ORDER OF THE ATLANTA-TED TURNER DRIVE IMMIGRATION COURT

IT IS HEREBY ORDERED that, effective immediately and continuing through July 31, 2020:

- 1) Any attorney of record for any party may submit a request to appear telephonically in cases before the Atlanta – Ted Turner Drive Immigration Court by either filing a written motion with the Court, or by submitting a request via the Court's temporary e-mail box ([AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov](mailto:AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov)). Such requests or motions must be filed at least **three (3) business days** prior to the scheduled date of the hearing.
  - a. The Court encourages parties who submit written motions for telephonic appearances to utilize the EOIR Case and Appeals System (ECAS) for cases with electronic records of proceeding (eROPs). Alternatively, written requests or motions may be submitted via the Court's temporary e-mail box ([AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov](mailto:AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov)).
  - b. All written requests or motions for telephonic appearance by attorneys must provide their client's Alien number, the name of the judge, the date of the hearing, and the best phone number at which the attorney will answer. Attorneys must also provide a copy of a completed E-28 with any motion or written request for telephonic appearance.
  - c. Any attorney appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
  - d. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing. To ensure the quality of the record, anyone appearing by telephone shall be in a quiet, private location. The call may never be placed on hold. The use of car phones, speakerphones or phones in public places is prohibited.
  - e. The Court may limit or revoke telephonic privileges for counsel due to tardiness, poor call quality, inattentiveness during the call, or any other issues which impede or interfere with the Court conducting the hearing.
- 2) Any attorney who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings

will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.

- a. For cases with electronic records of proceeding (eROPs), the parties are encouraged to use the EOIR Courts and Appeals System (ECAS) to file motions, applications, and other documents with the Court. The Court will also accept documents filed in person, via the U.S. Postal Service (USPS), by overnight delivery service, or via the Court's temporary e-mail box ([AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov](mailto:AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov))
  - b. For cases with paper records of proceeding (ROPs), the parties may file documents in person, via the U.S. Postal Service (USPS), by overnight delivery service, or via the Court's temporary e-mail box ([AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov](mailto:AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov)).
  - c. There is a page limit of 100 pages for submissions to the temporary e-mail box. Accordingly, the Court will reject documents filed via the temporary e-mail box if the filing exceeds 100 pages. Documents rejected through this process may be filed in person, via U.S. Postal Service or an overnight delivery service, or filed via ECAS, for cases with electronic records of proceeding.
- 3) In-person appearances for scheduled hearings are limited to attorneys, respondents, interpreters, security personnel, and other individuals determined to be essential by the presiding judge. Parties should submit affidavits or written statements in lieu of witnesses appearing in person. Telephonic appearances by witnesses may be allowed at the Immigration Judge's discretion.
- a. Visitors to EOIR-controlled space are required to adhere to the guidelines set forth in Policy Memorandum 20-13 (<https://www.justice.gov/eoir/page/file/1284706/download>).
- 4) This order supersedes the standing order entered on June 19, 2020.

SIRCE  
OWEN

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SIRCE OWEN  
Date: 2020.07.02  
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Sirce Elliott Owen  
Assistant Chief Immigration Judge  
Atlanta, Georgia

4) Atlanta – W Peachtree St: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
ATLANTA – W. PEACHTREE STREET  
ATLANTA, GEORGIA

STANDING ORDER OF THE  
ATLANTA – W. PEACHTREE STREET IMMIGRATION COURT

On March 17, 2020, the Federal Government issued a memorandum directing agencies to minimize face-to-face interactions with members of the public, which is posted at <https://www.whitehouse.gov/wpcontent/uploads/2020/03/M-20-16.pdf>. This order is made pursuant to Immigration and Nationality Act § 240(b)(1)-(2) and 8 C.F.R. §§ 1003.10(b), 1003.21(b), 1003.25, 1003.29, 1003.3 l(c), 1003.40.

All parties should continue to monitor the EOIR website at <https://www.justice.gov/eoir> and/or EOIR's Twitter feed at: @DOJ\_EOIR ([https://twitter.com/DOJ\\_EOIR](https://twitter.com/DOJ_EOIR)) for the latest information on the Court's operating status.

IT IS HEREBY ORDERED that, effective immediately and continuing until rescinded or superseded:

- 1) In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Witnesses, Court interpreters, essential EOIR staff and security personnel. *See* ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)). Parties are encouraged to submit affidavits or written statements in lieu of witnesses appearing in person. Limited exceptions may be accommodated on a case-by-case basis and must be requested by written motion pursuant to the filing deadlines set forth in the Immigration Court Practice Manual. Any members of the media who wish to observe proceedings are encouraged to coordinate their visits with the Court's Public Affairs Officer, Kelly Nance, at [Kelly.Nance@usdoj.gov](mailto:Kelly.Nance@usdoj.gov).
- 2) The parties are encouraged to confer and reach stipulations as to factual and legal issues to facilitate the prompt disposition of cases.
- 3) Motions for telephonic appearances must be filed no later than 5 business days prior to the scheduled hearing for which the telephonic appearance is being requested. However, unless and until the motion is granted, the parties are expected to appear in person.
- 4) In-person appearances for respondents under the age of 14 who are in removal proceedings with a parent are waived until the expiration date of this order. Individual requests to waive the appearance of a respondent must be submitted in writing to the Court no later than 5 business days before the hearing for which the waiver request has been submitted.
- 5) Any individual having business in person before the Court must notify the Court Administrator or Assistant Chief Immigration Judge immediately by telephone, either personally or through counsel, if any of the following apply:
  - a. The individual is displaying symptoms consistent with COVID-19 exposure;
  - b. The individual has been diagnosed with COVID-19;

- c. The individual is pending results of a COVID-19 diagnostic test;
  - d. Within the past 14 days, the individual has had contact with anyone who has been diagnosed with COVID-19;
  - e. The individual has been asked to self-quarantine by local health authorities or a medical provider
- 6) No individual described in paragraph 5 will be permitted into the EOIR court space. Further, no individual who is subject to the restrictions articulated in Policy Memorandum 20-10, "Immigration Court Practices During the Declared National Emergency Concerning the COVID-19 Outbreak" (March 19, 2020) (as amended), will be permitted into the EOIR court space.
  - 7) All visitors to the court must continue to comply with the agency face covering, social distancing, and access requirements promulgated in Policy Memorandum 20-13, available at <https://www.justice.gov/eoir/page/file/1284706/download>.
  - 8) For cases with electronic records of proceeding (eROPs), the parties are encouraged to use the EOIR Courts and Appeals System (ECAS) to file motions, applications, and other documents with the Court. The Court will also accept documents filed in person, via the U.S. Postal Service (USPS), by overnight delivery service, or via the Court's temporary e-mail box ([AtlantaPeachtree.Immigration.Court@usdoj.gov](mailto:AtlantaPeachtree.Immigration.Court@usdoj.gov))
  - 9) For cases with paper records of proceeding (ROPs), the parties may file documents in person, via the U.S. Postal Service (USPS), by overnight delivery service, or via the Court's temporary e-mail box ([AtlantaPeachtree.Immigration.Court@usdoj.gov](mailto:AtlantaPeachtree.Immigration.Court@usdoj.gov)).
  - 10) With the exception of asylum applications,<sup>1</sup> there is a 60-day temporal limit on filings through the temporary e-mail box and a page limit of 100 pages. Accordingly, the Court will reject documents filed via the temporary e-mail box if filed more than 60 days before the next hearing date or a court-ordered deadline (or call-up date), whichever is earlier, or if the filing exceeds 100 pages. Documents rejected through this process may be filed in person, via U.S. Postal Service or an overnight delivery service, or re-submitted electronically within the above-specified timeframe. Nothing in this order alters filing deadlines specified in the ICPM, Ch. 3.1(b) or case-specific deadlines imposed by an Immigration Judge.
  - 11) This order supersedes the standing order entered on May 20, 2020.

**ALFREDI** Digitally signed by  
**A OWENS** ALFREDIA OWENS  
Date: 2020.07.28  
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Alfredia Owens  
Assistant Chief Immigration Judge  
Atlanta, Georgia

<sup>1</sup> Applications for asylum are exempt from the 60-day 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.

5) Aurora: All immigration judges (2 orders, 2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
AURORA, CO

STANDING ORDER OF THE AURORA IMMIGRATION COURT RELATING TO TELEPHONIC  
APPEARANCES OF COUNSEL AND PERMITTED ATTENDEES AT DETAINED MASTERCALNDAR  
AND INDIVIDUAL HEARINGS

IT IS HEREBY ORDERED that, effective immediately and continuing through January 1, 2021:

1. Any attorney for any party may appear telephonically in cases before the Aurora Immigration Court without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically for a particular case should contact that judge's legal assistant 48 hours prior to the scheduled hearing so that they can be provided a conference line number. By requesting a telephonic appearance the parties understand and agree that conference line numbers will only be disclosed to witnesses and parties and no further disclosure is permitted.
2. The Aurora Immigration Judges will **only** accept telephonic appearances on the conference lines provided by that judge's legal assistant.
3. Telephonic appearances will **only be accepted by the Aurora Immigration Court at the lines provided by the judge's legal assistant. No other method of telephonic appearance will be permitted.** If counsel fails to appear through the utilization of the conference line or in-person, counsel will thereafter be required to appear in-person at any rescheduled hearing.
4. Also during this time period, requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible. On an emergency basis, in ECAS cases, motions should be filed electronically. In non-ECAS cases, motions to continue can be made to the court by telephone facsimile (FAX), by Faxing the request to 1-303-361-0688, while serving opposing counsel.
5. Any individual who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
6. Any party appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
7. In person attendance at hearings shall be limited to attorneys, parties, witnesses, security officers, and any other necessary people, which will be determined by the presiding judge.

**MATTHEW KAUFMAN** Digitally signed by  
MATTHEW KAUFMAN  
Date: 2020.07.31  
08:19:37 -0600

Matthew W. Kaufman  
Assistant Chief Immigration Judge

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
AURORA, CO

**STANDING ORDER OF THE AURORA IMMIGRATION COURT RELATING TO  
PROCEDURES FOR CUSTODY REDETERMINATION HEARINGS**

IT IS HEREBY ORDERED effective immediately and continuing through January 1, 2021:

1. All requests for custody redeterminations where Respondent is represented by counsel must include an indication as to whether an in-person or telephonic hearing is desired, and if neither party requests a hearing then it will be decided on the pleadings.
2. Written submissions shall include, but not be limited to, the following:
  - a. The motion for custody redetermination;
  - b. All evidence in support of or in opposition to the motion;
  - c. Any brief or other pleading in support of or in opposition to the motion; and
  - d. Any other papers related to the motion.
3. With respect to the Department of Homeland Security, the Department shall file a Form I-213 and any argument regarding whether a particular conviction requires mandatory detention.
4. With respect to the Respondent, Respondent shall file a criminal history chart setting forth each conviction and each pending charge. Respondent shall also file any argument regarding whether a particular conviction does not require mandatory detention.
5. Respondent shall set forth the bond amount Respondent is requesting.
6. All submissions required by this Order shall be filed no later than 48 hours prior to the custody redetermination hearing.

**MATTHEW KAUFMAN** Digitally signed by  
MATTHEW KAUFMAN  
Date: 2020.07.31  
08:20:24 -0600

Matthew W. Kaufman  
Assistant Chief Immigration Judge

6) Baltimore: All immigration judges (2 orders, 4 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
BALTIMORE, MARYLAND

STANDING ORDER OF THE IMMIGRATION COURT

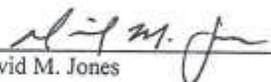
Effective immediately and for as long as the State of Maryland continues to operate under a State of Emergency, any attorney for any party may appear telephonically in any case before the Baltimore Immigration Court without prior approval and without filing a motion in advance. Section 4.15(m)(i) of the Immigration Court Practice Manual is waived for the duration of this Standing Order, including any extensions.

Attorneys who request a telephonic appearance for a particular hearing must call the court at least five business days in advance of the hearing. Counsel shall provide the best email address to receive OpenVoice call-in information in the event OpenVoice will be used, and the best telephone number at which counsel may be reached. Respondents are required to be present in court for the hearing, unless their presence is waived.

Motions to Continue hearings due to COVID-19 concerns should be filed within 24 hours prior to the scheduled hearing or as soon as possible and, to the extent practicable, be made to the Court by e-filing. The Court's mailbox is [Baltimore.Immigration.Court@usdoj.gov](mailto:Baltimore.Immigration.Court@usdoj.gov). Any emergencies related to COVID-19 arising the day of a hearing should be brought to the Court's attention immediately by calling the Court.

This order supersedes Assistant Chief Immigration Judge David M. Jones's Standing Order dated April 2, 2020.

Date: June 30, 2020

  
David M. Jones  
Assistant Chief Immigration Judge

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
BALTIMORE, MARYLAND

**STANDING ORDER OF THE IMMIGRATION COURT**

The Immigration Court has established a temporary email address to accept evidentiary filings. We are currently receiving exceptionally large evidentiary packages for cases that are scheduled far into the future.

Effective immediately, the Baltimore Immigration Court is imposing the following standing orders on documents filed through this temporary email address.

**Fifty (50) Page Limit**

IT IS HEREBY ORDERED; that effective immediately, for parties using the Baltimore Immigration Court temporary email address, *all* filings are limited to 50 pages per case submission. Submissions exceeding the 50-page limit will be rejected.

If the submission contains more than 50 pages the parties may submit the first 50 pages, to include the Table of Contents. The entire submission may not exceed 50 pages. The remaining documents may be filed separately, to include the original Table of Contents, in person, via USPS, or any other delivery service no later than the date set for the filing of documents with the immigration court.

**Three-Month Temporal Limit**

IT IS HEREBY ORDERED; with the exception of asylum applications, all documents filed via email to the Baltimore Immigration Court must be for cases whose hearing dates or court-ordered filing deadlines are within three months of the submission. The Baltimore Immigration Court will reject documents filed via the temporary email address if filed more than three months before the next hearing date or court-ordered deadline, whichever is earliest. Documents filed more than three months in advance of the next hearing date or court-ordered deadline may be filed in person or sent to the court via the U.S. Postal Service (USPS) or other delivery service, not through the temporary e-mail address.

**HEARING EXAMPLE:** A document filed via the temporary email address on April 20, 2020, for a hearing scheduled on or before July 19, 2020, will be accepted provided it conforms with the Immigration Court Practice Manual ("ICPM") and email filing instructions. However, a document filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, will be rejected and should be filed in person, via USPS, or any other delivery service.

**CALL-UP DATE EXAMPLE:** A document filed via the temporarily email address on April 20, 2020, to satisfy a call-up date scheduled on or before July 19, 2020, would be accepted provided it conforms with the ICPM and the email filing instructions. However, a document filed on April 20, 2020, to satisfy a call-up date scheduled on or after July 20, 2020, will be rejected and should be filed in person, via USPS, or any other delivery service.

Documents rejected for not complying with the email three-month temporal limit may be filed in person, via USPS, or any other delivery service. **Applications for asylum are exempt from the three-month temporal limit on filings through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.** Parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

**Temporary Email Address Filing Protocol**

IT IS HEREBY ORDERED; the following protocol must be followed when filing documents through the temporary email address. The subject of your email 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 motion to continue on a case whose alien registration number is 012345678 and a hearing date of June 30, 2020, would input, "Motion to Continue - 012345678 - 06/30/2020" in the subject line of the email. 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"



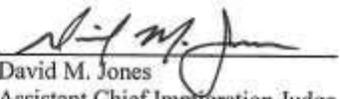
**EXAMPLE:** A filer of an application for cancellation of removal whose alien registration number is 012345678 and whose hearing date is on January 2, 2021, with a court-mandated application filing deadline of June 25, 2020, would input, "Application for Cancellation of Removal - 012345678 - 06/25/2020" in the subject line of the email. 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."



The image shows a screenshot of an email interface. On the left side, there is a 'Send' button with a paper plane icon. To the right of the button, the email header information is displayed: 'To: Baltimore. Immigration.Court@uscis.dhs.gov', 'Cc:', and 'Subject: Application for Cancellation of Removal - 012345678 - 06/25/2020 - WA.' The 'Cc' field is empty.

This order supplements the general electronic filing instructions and sets additional requirements for the Baltimore Immigration Court.

Date: April 28, 2020

  
David M. Jones  
Assistant Chief Immigration Judge

7) Batavia: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
UNITED STATES IMMIGRATION COURT AT  
BATAVIA, NEW YORK

**STANDING ORDER OF THE BATAVIA IMMIGRATION COURT RELATING  
TO TEMPORAL AND PAGE LIMITS ON DOCUMENTS FILED VIA EMAIL**

Due to the COVID-19 pandemic and in the interest of safety, the Batavia Immigration Court has begun accepting the filing of documents via email. The following orders regarding the filing of documents shall remain effective until further notice:

**IT IS HEREBY ORDERED** that a three-month temporal limit on filings through email shall be in effect until further notice.

The Batavia Immigration Court is imposing a three-month temporal filing limit on documents filed through email. Effective immediately, the 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 April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.
- **CALL-UP DATE EXAMPLE:** If documents are filed via the temporarily e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 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 email, 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 email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.*

The subject of your email 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. If you are submitting documents pursuant to a court-mandated filing deadline (“call-up date”), you must indicate such in the subject line.

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 email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, “Motion to Continue - 012345678 - 06/30/2020 - W.A.J.”

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 call-up date of 06/25/2020 would input, "Application for Cancellation of Removal - 012345678 – Call-up 06/25/2020" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Application for Cancellation of Removal - 012345678 – Call-up 06/25/2020 - W.A.J."

**IT IS FURTHER ORDERED** that a page-limit on filings through email shall be in effect until further notice.

Effective immediately, for parties using a temporary email 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 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.

This order supersedes the prior order of April 20, 2020

May 12, 2020

**JOSE SANCHEZ** Digitally signed by JOSE SANCHEZ  
Date: 2020.05.12 11:41:28 -04'00'

Jose A. Sanchez  
(Acting) United States Assistant Chief Immigration Judge  
Batavia, NY

8) Boston: All immigration judges (3 pages)

**UNITED STATES DEPARTMENT OF JUSTICE**  
**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**  
**UNITED STATES IMMIGRATION COURT**  
**BOSTON, MASSACHUSETTS**

STANDING ORDER BOS 20-01

TELEPHONIC APPEARANCES OF COUNSEL, RESPONDENTS,  
WITNESSES, AND OTHER INDIVIDUALS AT MASTER CALENDAR AND  
INDIVIDUAL HEARINGS

IT IS HEREBY ORDERED that, effective immediately and continuing until further order of the court:

**A. MASTER CALENDAR HEARINGS**

- 1) Any attorney or representative for any party may appear telephonically in master calendars before the Boston Immigration Court without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically for a particular case should inform the Boston Immigration Court, main desk, at least two (2) business days in advance of the hearing by:
  - a) Calling 1-617-565-3080,
  - b) Providing the alien number, the name of the judge, and the best phone number at which the attorney will answer.

Also during this time period, requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible.

- c) Any individual who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.

- d) Any party appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- e) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.
- f) In-court proceedings shall be limited to attorneys, parties, witnesses, security officers, and any other necessary people, which will be determined by the presiding judge. Hearings remain open to the public, space permitting. Courtrooms have limited seating capacity at present, as posted.
- g) Counsel or accredited representatives for respondents are strongly encouraged to file written pleadings in advance of the telephonic master hearing in accordance with Immigration Court Practice Manual (ICPM). For an example of acceptable written pleadings, see ICPM, Appendix L (April 10, 2020) at <https://www.justice.gov/eoir/page/file/1258536/download>.

#### **B. INDIVIDUAL HEARINGS**

- 1) The individual Immigration Judge, in his or her discretion, and upon consent of the respondent and DHS, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(c). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person or by VTC and waives that right or orally affirms under oath and on the record that he or she has been advised of the right to proceed in person or by VTC and waives that right. *See* 8 C.F.R. § 1003.25(c).
- 2) Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed in advance of the telephonic merits hearing in accordance with the ICPM. No filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* ICPM, Chap. 3.1(b)(ii)(A).
- 3) The parties may agree to request that the Court issue a decision based solely on the sworn application(s) and documentary evidence, consistent with *Matter of Fefe*, 20 I & N Dec. 116 (BIA 1989) and *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). If the parties reach such an agreement, they are encouraged to file a Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits, in advance of any hearing. Such motion must include all required stipulations. If no such agreement is reached in advance of the hearing, the parties may make an oral motion at the outset of the hearing. The **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** must include at a minimum the following:

- a. A sworn affidavit or declaration from the respondent indicating:
  - 1) that the respondent has been advised of the right to proceed in person or by VTC and waives that right;
  - 2) that any application or request for relief on which the respondent is proceeding and any affidavits or supporting declarations have been read to the respondent in a language the respondent speaks and understands;
  - 3) that any application or request for relief and all documentary evidence is true, correct and complete to the best of the respondent's knowledge; and
  - 4) that any other pending relief applications are withdrawn or to be held in abeyance and a statement from the parties regarding their respective positions on appeal;
- b. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a); and
- c. If the respondent is applying for voluntary departure under INA §§ 240B(a) or (b), his or her counsel or accredited representative must clearly indicate in the Motion that he or she has explained to the respondent the conditions that attach to voluntary departure as set forth in 8 C.F.R. § 1240.26 and *Matter of Gamero*, 25 I&N Dec. 164 (BIA 2010). The Motion must also include a sworn affidavit or declaration from the respondent that he or she understands the conditions that attach to voluntary departure, and that he or she accepts such conditions should voluntary departure be granted in the exercise of the Court's discretion. *See id.* For the purposes of post-conclusion voluntary departure during the period this Standing Order is in effect, the parties should assume the Court would set the minimum bond of \$500 and grant the maximum period of sixty (60) days to depart.

### C. GENERAL PROVISIONS

- 1) An Immigration Judge may, in his or her discretion, halt any telephonic hearing, and the parties may be required to attend a future in-person hearing on a date to be determined. Further, nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.

This order supersedes all prior Standing Orders of the Boston Immigration Court.

**JOSE SANCHEZ** Digitally signed by JOSE SANCHEZ  
Date: 2020.10.08 08:38:25 -04'00'

Jose A. Sanchez  
U.S. Assistant Chief Immigration Judge  
Boston Immigration Court

BOS 20-01; TELEPHONIC APPEARANCES

9) Buffalo: All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
UNITED STATES IMMIGRATION COURT AT  
BUFFALO, NEW YORK

**STANDING ORDER OF THE BUFFALO IMMIGRATION COURT  
RELATING TO TELEPHONIC APPEARANCES AT INDIVIDUAL AND  
MASTER CALENDAR HEARINGS**

Due to the COVID-19 pandemic, the Buffalo Immigration Court is implementing the below safety precautions, which shall remain effective until further notice:

**IT IS HEREBY ORDERED** that parties and their counsel scheduled to appear for an individual or master calendar hearing before the Buffalo Immigration Court may appear telephonically, without the need to file a motion for telephonic appearance. This permission is subject to the following caveats:

- 1) Any individual who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 2) Any party appearing before the Court telephonically must do so from the office of their legal counsel. Any such party waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 3) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

**IT IS FURTHER ORDERED** that in-person appearances shall be subject to the following safety precautions:

- a) In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Court interpreter, essential EOIR staff and security personnel. See ICPM § 4.9(a)(ii)(citing 8 C.F.R. § 1003.27(b)).
- b) Any party that is displaying symptoms consistent with COVID-19 exposure, has been diagnosed with COVID-19, or has had contact with anyone who has been diagnosed with COVID-19 must notify the Court immediately by telephone and will not be allowed to appear in Court.
- c) This order supersedes the order of May 13, 2020

June 10, 2020

**JOSE SANCHEZ** Digitally signed by JOSE SANCHEZ  
Date: 2020.06.10 12:29:50 -04'00'  
Jose A. Sanchez  
United States Assistant Chief Immigration Judge, Acting  
Buffalo, New York

10) Charlotte: All immigration judges (2 orders, 4 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
CHARLOTTE, NORTH CAROLINA

**CHL-20-01: STANDING ORDER FOR VIRTUAL  
APPEARANCES AT INDIVIDUAL HEARINGS**

**IT IS HEREBY ORDERED** that, for the thirty (30) day period following the signing of this order, counsel for Respondent (“Counsel”) and counsel for the Department of Homeland Security (“DHS”) scheduled to appear for any individual hearing before the Charlotte Immigration Court (“Court”) may, for good cause shown, appear via supported video teleconferencing or telephone (hereinafter “virtual appearance”). Respondent **must** appear in person for any scheduled individual hearing absent exceptional circumstances, but may, subject to law and regulations, request to appear virtually.<sup>1</sup> Parties **must** file a motion requesting virtual appearance no less than fifteen (15) days prior to any scheduled individual hearing. Motions for Virtual Appearance will be considered subject to the following:

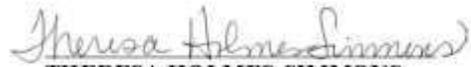
- 1) Counsel must attest that Counsel fully discussed with Respondent the effect of a virtual appearance. Counsel must attest that in his/her professional opinion, Counsel can fully and effectively represent Respondent’s interests via a virtual appearance.
- 2) Respondent must attest that Respondent fully discussed with Counsel the effect of a virtual appearance. Respondent must attest that Respondent can be fully and effectively represented by Counsel via a virtual appearance and affirmatively waive Counsel’s in-court appearance. Should Respondent fail to attest to the above, Counsel will be required to appear in person.
- 3) Counsel or DHS who appear telephonically do so with the understanding that any filings must be in the Court’s official record of proceedings at the time of the scheduled hearing unless a later filing deadline is permitted by law, regulations, or guidelines. Call-up dates for the filing of supporting documents as set by the Court remain in effect. The decision of the Court on the merits of any application will be based on the documents admitted into evidence at the close of the individual hearing.
- 4) If the Court is unable to reach Counsel or DHS by telephone for an individual hearing, Counsel or DHS will thereafter be required to appear in person at all individual hearings.
- 5) Telephonic appearances for witnesses will be considered on a case by case basis for good cause shown, subject to existing law and regulation. Witness affidavits are encouraged in the alternative. Witnesses appearing in person will be required to remain outside the courtroom until called to provide testimony. Witnesses appearing in person are required to wear a face

<sup>1</sup> See EOIR Practices Related to the Covid-19 Outbreaks, Policy Memorandum 20-13.

covering unless they have a medical condition that prevents them from wearing a face covering.

- 6) Respondent, Counsel, and DHS appearing in person before the Court are required to wear a face covering unless they have a medical condition that prevents them from wearing a face covering, or Respondent is under two years of age.
- 7) To the extent permitted by law and regulation, the number of persons present in the courtroom for an individual hearing will be limited. In the best interests of the health and well-being of all involved and to the extent permitted by law and regulation, only Respondent, Counsel, and DHS should enter the courtroom. Absent good cause, family members, friends, personal interpreters, counsel staff members, observers, general public, and others as determined by the Court, will not be allowed to enter the courtroom unless an appropriate Motion to Attend has been filed with the Court no less than fifteen (15) days in advance of the hearing. However, should Respondent be a child, or an adult declared incompetent, a legal guardian may accompany Respondent in court.

\_\_\_\_\_  
DATE



**THERESA HOLMES-SIMMONS**

U.S. Assistant Chief Immigration Judge  
Charlotte, North Carolina

**THERESA HOLMES  
SIMMONS**

Digitally signed by THERESA  
HOLMES SIMMONS  
Date: 2020.09.25 13:24:18  
-04'00'

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
CHARLOTTE, NORTH CAROLINA

**STANDING ORDER OF THE CHARLOTTE IMMIGRATION COURT RELATING TO  
TEMPORAL AND PAGE LIMITS ON DOCUMENTS FILED VIA EMAIL**

**IT IS HEREBY ORDERED** that a three-month temporal limit on filings through email shall be in effect until further notice:

The Charlotte Immigration Court is imposing a three-month temporal filing limit on documents filed through email. Effective immediately, the Court will reject documents filed via the temporary email 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 email box.

- **HEARING EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform with the Immigration Court Practice Manual (“ICPM”) and the email filing instructions. However, if the documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.
- **CALL-UP DATE EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the email filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 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 email, 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 email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.*

The subject of your email 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.

- **HEARING 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 email. 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."
- **CALL-UP DATE 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 call-up date of 06/25/2020 would input, "Application for Cancellation of Removal - 012345678 – 06/25/2020" in the subject line of the email. 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."

**IT IS FURTHER ORDERED** that a page-limit on filings through email shall be in effect until further notice.

Effective immediately, for parties using a temporary email 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 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 Charlotte Immigration Court.

This order supersedes all prior Standing Orders of the Charlotte Immigration Court.

\_\_\_\_\_  
April 23, 2020  
DATE

  
**THERESA HOLMES-SIMMONS**  
U.S. Assistant Chief Immigration Judge  
Charlotte, North Carolina

11) Chicago: All immigration judges (2 orders, 6 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
CHICAGO IMMIGRATION COURT

**STANDING ORDER NUMBER ONE:**  
**REGARDING DOCUMENTS FILED VIA ELECTRONIC MAIL**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Chicago Immigration Court is accepting the filing of documents via electronic mail (email). This standing order supplements the Policy Memorandum 20-11 "Filings and Signatures" (accessible [here](#)). The following Order regarding procedures for filing documents via email in the Chicago Immigration Court is effective immediately, is released contemporaneously with Standing Order Number Two, and replaces any prior standing order for Chicago:

1. Under no circumstances shall any individual who is currently diagnosed with the COVID-19 virus, or who has had known contact with a person with COVID-19 within the last 14 days, or who has been asked to self-quarantine, or who is experiencing symptoms consistent with COVID-19, enter the Court to file documents or conduct any business.
2. The Court strongly encourages filings be made by U.S. mail, overnight delivery service, or email, consistent with the requirements set forth in this Order. Filings via email may be made to the Court's temporary email box at:

[Chicago.Immigration.Court@usdoj.gov](mailto:Chicago.Immigration.Court@usdoj.gov)

[ChicagoDetained.Immigration.Court@usdoj.gov](mailto:ChicagoDetained.Immigration.Court@usdoj.gov)

Practitioners are reminded that, as noted in Policy Memorandum PM 20-13, this email address shall be deactivated on September 4, 2020, which is 60 days after the court has resumed non-detained hearings.

3. Subject to the provisions of this Order, all filings must otherwise comply with the provisions of the Immigration Court Practice Manual (ICPM), accessible [here](#).
4. **Duplicate Filings:** Each individual filing should be made one time, by one manner of filing (i.e., U.S. mail, overnight delivery service, email, or in-person), except that the original of any Form I-589 filed by email must also be submitted as described in paragraph 6.
5. **Three-Month Temporal Limit on Filings through Email:** For non-detained cases, the Court will reject email filings, if filed more than three months before the next hearing date or a Court-ordered filing deadline, whichever is earlier. Those electing to file documents more than three months in advance may still do so; however, such documents must be filed by U.S. mail, overnight delivery service, or in-person, not through the Court's temporary email box. This temporal limit does not apply to detained cases.

Example: Under most circumstances, an applicant scheduled for a non-detained individual merits hearing on December 1 may not file supporting documents via the Court's temporary email box until September 1. Except as otherwise provided in this Order, earlier submissions may be rejected.

**Applications for asylum (Form I-589) are exempt from the three-month temporal limit on filings through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.** The original of any Form I-589 filed by email must also be submitted by U.S. mail or overnight delivery service, or in person at the Court's filing window.

6. **Email Subject Line:** For filings via the Court's temporary email box, and consistent with the EOIR's guidelines, "Filing by Email – Immigration Courts", accessible [here](#), the subject line of the email must contain the nature of the filing, the case number ("alien registration number"), the date of the next hearing, any Court-mandated deadline for the filing, and the initials of the Immigration Judge assigned to the case. The initials of each Immigration Judge are listed in Appendix "A," attached hereto.

Example: For a motion to continue a hearing before Judge William A. Jones, for case number A 012 345 678, with a hearing date of June 30, 2020, and a Court-ordered deadline of June 25, 2020, the subject line would read: "Motion to Continue – A 012 345 678 – 06/30/20 – filing deadline 06/25/20 – WAJ."

Failure to follow the guidelines may result in rejection of the filing.

7. **Page Limitation:** Filings made via the Court's temporary email box are limited to fifty (50) single-sided pages. Any filing over fifty (50) single-sided pages must be filed by U.S. mail or overnight delivery service, or in person at the Court's filing window.
8. The cover page of all filings, including those filed via email, must contain the next hearing date, time, and, if applicable, the date of any Court-ordered filing deadline. Filings without this information may be rejected.

**IT IS SO ORDERED.**

**DATE: June 25, 2020**

**SHEILA  
MCNULTY**

**Sheila McNulty  
Acting Deputy Chief Immigration  
Judge**

Digitally signed by SHEILA  
MCNULTY  
Date: 2020.06.25 18:27:40  
-05'00'

**APPENDIX A**

**Chicago Immigration Court Judge Listing**

Judge	Initials
Samuel B. Cole	SBC
Kathryn DeAngelis	KLD
Craig Defoe	CDE
Eliza Klein	EKN
Michael Klosowsky	MLK
Elizabeth Lang	EGL
Joshua Luskin	JAL
Patrick McKenna	PMK
Sheila McNulty	SMN
Samia Naseem	SNA
Jennifer Peyton	JIP
Robin Rosche	RJR
Kaarina Salovaara	KSA
Eva Saltzman	ESS

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
CHICAGO IMMIGRATION COURT

**STANDING ORDER NUMBER TWO:**  
**REGARDING TELEPHONIC APPEARANCES**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Chicago Immigration Court hereby issues the following standing Order regarding telephonic appearances. This standing order supplements the Policy Memorandum 20-13 "EOIR Practices Related to the COVID-19 Outbreak" accessible [here](#). This Order is effective immediately for all scheduled, non-detained hearings, is released contemporaneously with Standing Order Number One, regarding Documents Filed Via Electronic Mail, and replaces any prior standing order pertaining to non-detained hearings in Chicago. The Order shall remain in effect until further Order of the Court.

**A. MASTER HEARINGS**

1. All non-detained master calendar hearings for represented respondents (family, adult, and juvenile) will be conducted telephonically without the need for a motion for telephonic appearance to be filed in advance. Similarly, either party may move for a future in-person hearing, and such motion will be considered by the Immigration Judge. A respondent is considered represented once counsel or an accredited representative files a Form EOIR-28 with the Court in accordance with 8 C.F.R. § 1292.4(a).
2. The Court hereby waives the presence of all represented respondents for master hearings in accordance with 8 C.F.R. § 1003.25(a).
3. Counsel or accredited representatives for respondents are strongly encouraged to file written pleadings at least fifteen (15) calendar days in advance of the telephonic master hearing. For an example of acceptable written pleadings, see the Immigration Court Practice Manual, Appendix L (June 11, 2020), accessible [here](#). Further, practitioners are encouraged to follow the Best Practices outlined in Policy Memorandum 20-13.
4. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to, applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic master hearing. The Court will not accept any filings on the date of the telephonic master hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Number One Regarding Documents Filed Via Electronic Mail*.

**B. MERITS HEARINGS**

1. The individual Immigration Judge, in his or her discretion, and upon consent of the respondent, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(c). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person and waives that right. *See* 8 C.F.R. § 1003.25(c).
2. The parties are strongly encouraged to confer and reach stipulations as to facts and/or legal issues in advance of all hearings. *See* 8 C.F.R. § 1003.21; Practice Manual, Chap. 4.18; *Matter of Yewondwosen*, 21 I&N Dec. 1025 (BIA 1997).
3. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic merits hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Number One Regarding Documents Filed Via Electronic Mail*. No filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* Immigration Court Practice Manual, Chap. 3.1(b)(ii)(A) (June 11, 2020).
4. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections or amendments to all pending applications and/or to his or her declaration(s) at least fifteen (15) calendar days in advance of the telephonic merits hearing. The respondent is strongly encouraged to submit such filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Number One Regarding Documents Filed Via Electronic Mail*.
5. In cases where the parties have agreed to request that the Court issue a decision solely on the sworn application(s) and documentary evidence, and in accordance with the Best Practices as noted in Policy Memorandum 20-13, the parties must file a **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** in advance of any hearing. The **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** must include at a minimum the following:
  - a. A sworn affidavit or declaration from the respondent indicating:
    - 1) that the respondent has been advised of the right to proceed in person and waives that right;
    - 2) that any application or request for relief on which the respondent is proceeding and/or affidavit or supporting declaration has been read to the respondent in a language the respondent speaks and understands;
    - 3) that any application or request for relief and all documentary evidence is true, correct and complete to the best of the respondent's knowledge; and

- 4) that any other pending relief applications are withdrawn or to be held in abeyance.  
*See* 8 C.F.R. § 1003.25(c).
- b. A statement from the parties regarding their respective positions on appeal;
- c. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a); and
- d. If the respondent is applying for voluntary departure under INA §§ 240B(a) or (b), his or her counsel or accredited representative must clearly indicate in the Motion that he or she has explained to the respondent the conditions that attach to voluntary departure as set forth in 8 C.F.R. § 1240.26 and *Matter of Gamero*, 25 I&N Dec. 164 (BLA 2010). In addition, the Motion must also include a sworn affidavit or declaration from the respondent that he or she understands the conditions that attach to voluntary departure, and that he or she accepts such conditions should voluntary departure be granted in the exercise of the Court's discretion. *See id.* For the purposes of post-conclusion voluntary departure during the period this Standing Order is in effect, the parties should assume the Court would set the minimum bond of \$500 and grant the maximum period of sixty (60) days to depart.

#### **GENERAL PROVISIONS**

1. To ensure the quality of the record, the parties appearing telephonically are strongly encouraged to be available by landline telephone in a quiet private location. Failure to respond when the case is called may result in the conclusion that counsel has failed to appear.

**Nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.**

**IT IS SO ORDERED.**

**DATE: June 25, 2020**

SHEILA  
MCNULTY

Digitally signed by  
SHEILA MCNULTY  
Date: 2020.06.25  
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**Sheila McNulty**  
**Acting Deputy Chief Immigration Judge**

12) Cleveland: All immigration judges (7 pages)

### **Fifth Revised Standing Order for the Cleveland Immigration Court**

On March 17, 2020, the Federal Government issued a memorandum directing agencies to minimize face-to-face interactions with members of the public, which is posted at <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-16.pdf>. To comply with directives from Federal, State, and County health officials and reduce the spread of COVID-19, it is hereby ordered that the following procedures shall be implemented immediately in the Cleveland Immigration Court and shall remain effective until rescinded by a superseding order of the Cleveland Immigration Court. This order is made pursuant to Immigration and Nationality Act § 240(b)(1)-(2) and 8 C.F.R. §§ 1003.10(b), 1003.21(b), 1003.25, 1003.29, 1003.31(c), 1003.40.

On August 25, 2020, General Order No. Order No. 2020-08-2 was issued by the Honorable Chief Judge Patricia A. Gaughan which superseded Amended General Order No. 2020-08-1, which was vacated. This order continued the closure of the Carl B. Stokes U.S. Courthouse to the General Public. The General Order requires the use of face masks or cloth face coverings for all individuals in the courthouse unless otherwise directed by the Court or a courthouse official. Common areas where employees or the public congregate to interact will be closed. Physical distancing will be enforced in other public and common areas.

All parties should continue to monitor the EOIR website at: <https://www.justice.gov/eoir/eoir-operational-status-during-coronavirus-pandemic> for the latest information on court operating status.

### **INDIVIDUALS TESTING POSITIVE FOR COVID OR THOSE WITH INFLUENZA OR COVID-19 SYMPTOMS**

Under no circumstances shall any individual experiencing symptoms consistent with Influenza or COVID-19 infection enter the Court, including but not limited to the lobby, filing window, and courtrooms. This same restriction applies to any individuals who have tested

positive for COVID-19, unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. Individuals may be asked questions related to whether they have any of these symptoms (this includes having a temperature at or in excess of 100.4 degrees or having a temperature in the past 48 hours at or in excess of 100.4 degrees) and may be denied access to or asked to leave the Court space, depending on their responses. If any individual described in this paragraph is unable to attend an upcoming hearing at which his or her presence is required, he or she shall promptly notify the Court. The Court may request appropriate medical documentation as deemed necessary for any party requesting continuance based on health conditions.

Parties are advised that the Court's email filing mailbox at [Cleveland.Immigration.Court@usdoj.gov](mailto:Cleveland.Immigration.Court@usdoj.gov) will be terminated as of **September 4, 2020**. For an emergent matter the parties may contact the Court by phone.

#### UPON ARRIVAL

All persons scheduled before the Cleveland Immigration Court should allow additional time sufficient to clear security, check in with court staff and arrive in the appropriate courtroom by the scheduled hearing time. In accordance with General Order No. 2020-08-2 a health screening (temperature check and COVID-19 screening questions) may be conducted at the entrance to the courthouse where the Cleveland Immigration Court is located. Individuals will be denied entrance to the courthouse if they have a temperature of 100.4 degrees or higher or respond affirmatively to any COVID-19 screening question. Respondents denied entrance to the courthouse should contact the Cleveland Immigration Court immediately at (216) 802-1100 to notify the court staff. In order to comply with General Order No. 2020-08-2, only witnesses whose entry has been approved by the Court in advance of the scheduled hearing will be granted access to the Courthouse. This means spouses, children, friends or any other person not approved to appear before the court will not be allowed inside the Courthouse.

All persons must have an appropriate face mask or cloth face covering which adequately covers the wearer's nose and mouth at all times. All

persons without an appropriate face covering shall be denied access to or asked to leave the Court space. All persons are also required to comply with any applicable signs or instructions from Court personnel while in the Court and adjacent space.

### **PUBLIC OBSERVATION OF IMMIGRATION PROCEEDINGS**

Members of the public wishing to observe immigration court proceedings should be aware that not all immigration proceedings are open to the public due to confidentiality. Observers must be seated prior to the start of any proceeding and should remain seated throughout the hearing to avoid disruption of the hearing. The Executive Office for Immigration Review has issued a Security Directive regarding electronic devices in space under its jurisdiction. Observers should consult PM 19-10 effective March 20, 2019 for guidance. Further, due to the pandemic the maximum number of persons who may be allowed into any one court room is limited for the protection of all those attending a hearing. Each courtroom has the capacity posted. All public observers must be over the age of 18 years. Judges retain the authority to further limit those that may attend any given hearing.

Observers are subject to the same face covering requirements outlined above and no person without a face covering will be granted access to any courtroom. In addition those that wish to observe must be free of any Influenza or COVID-19 symptoms. Observers should not enter the court if they have been exposed to a person with Influenza or COVID-19 symptoms. In accordance with General Order No. 2020-08-2 a health screening (temperature check and COVID-19 screening questions) may be conducted at the entrance to the courthouse where the Cleveland Immigration Court is located. Individuals will be denied entrance to the courthouse if they have a temperature of 100.4 degrees or higher or respond affirmatively to any COVID-19 screening question.

### **FILING OF MOTIONS, APPLICATIONS, BRIEFS, EVIDENCE, AND OTHER DOCUMENTS FOR DETAINED AND NON DETAINED PROCEEDINGS**

Routine Filings: In person filings are being accepted, however parties

are encouraged to utilize first class mail or express delivery services. Parties shall file any and all motions, documents or evidence prior to any scheduled proceedings in accordance with the Immigration Practice Manual.

**Time-Sensitive Filings:** All filing deadlines ordered by the Court remain in effect. Unless otherwise ordered by the Court, all filings are due in accordance with the deadlines established in the Immigration Court Practice Manual, Chapter 3.1(b). Untimely filings are subject to the consequences identified in the Immigration Court Practice Manual, Chapter 3.1(d).

**Amendments to Applications:** All changes, edits or updates to any application before the court must be filed in accordance with the practice manual **prior** to the hearing date. All modifications must be reviewed with the Respondent in their best language prior to submission.

**Page Limit:** For documents relating to country conditions or other reference materials, a maximum of 150 pages total may be submitted. The relevance of each background/country condition document shall be set forth in the table of contents or by citation in the prehearing statement. A party wishing to submit more than 150 pages of such documentation must first establish good cause in a written motion that identifies the documents sought to be submitted, why they are believed to be necessary, and what they show that is not already established by any prior submissions. The U.S. Department of State's most recent Country Report on Human Rights Practices and Report on International Religious Freedom may be submitted, or made part of the record by motion, without counting against this page limit.

**Witnesses:** In order to comply with General Order No. 2020-08-2, any witnesses in which a sworn notarized statement would not be appropriate, parties must seek approval to appear in person or by telephone. Parties must submit an appropriate motion and order with their witness list no later than **fifteen (15) days in advance** of the individual calendar hearing. This list must provide the names of witnesses, method of attendance (in-person or telephone) and a brief summary of the actual testimony expected to be given. This summary must be more than a generic statement and provide a basis for the

Judge to determine relevancy of requested witness. Failure to comply with the above will result in witnesses not being allowed to enter the building.

### **REQUESTS FOR TELEPHONIC PREHEARING CONFERENCES**

Parties are reminded that telephonic prehearing conferences may be requested to narrow issues, obtain stipulations, exchange information, or otherwise simplify and organize the proceeding. 8 C.F.R. § 1003.21(a). Prehearing conferences may be initiated by the Immigration Judge or requested by a party, in writing, to resolve matters without the need for a hearing. If either party believes that a matter is appropriately resolved via a pretrial conference that party shall confer with the opposing party and file an appropriate motion with the Court. The Court will then review the record and take action as appropriate.

### **DETAINED HEARINGS**

Detained hearings will be conducted as follows: Attorneys are permitted to appear in person for any scheduled hearing but each attorney must give notice of their intent to attend in person. Any attorney-at-law for any party may request to appear telephonically. Attorneys for the parties must provide a landline phone number at which they may be reached. All notices must be received by the Court no later than 48 hours prior to the hearing date and time. Attorneys for the respondent must confer with the respondent in advance of the hearing and ensure that the respondent consents to the telephonic appearance.

Parties are encouraged to confer and reach stipulations as to facts and/or legal issues (e.g. 10 years of continuous residence) to facilitate the prompt disposition of cases. Parties are also encouraged to confer and reach agreement on the eligibility for bond and the amount of the bond. Parties should submit affidavits or written statements of witnesses in lieu of the witnesses appearing in court.

**NON DETAINED**  
**INDIVIDUAL CALENDAR HEARINGS**

Pursuant to 8 C.F.R. § 1003.25(c), Counsel and respondent(s) may appear by telephone at an evidentiary hearing with the consent of the alien involved after the alien has been advised of the right to proceed in person or video teleconference. Counsel for the alien involved should file a motion 15 days in advance of the scheduled hearing requesting a telephonic evidentiary hearing. Such motion must include a sworn affidavit or declaration from the alien involved stating that he or she has been advised of the right to proceed in person or video teleconference and waives that right. Counsel and respondent must be together and they must appear through a landline. The telephone number must be included in the motion for the telephonic evidentiary hearing. Unless otherwise ordered by the individual immigration judge, the respondent must file any changes, corrections or amendments to all pending applications and or to his or her declaration(s) in accordance with the time limits set by the Immigration Court Practice Manual in advance of the telephonic evidentiary hearing. Failure to respond when the case is called may result in the conclusion that the respondent has failed to appear.

Parties are encouraged to utilize methods that reduce the number of persons appearing for Individual Hearings. This includes filing sworn written statements in lieu of testimony when appropriate. Parties should refrain from bringing children or other persons not essential to the scheduled individual hearing. The presiding judge retains the right to exclude non-essential persons from the courtroom.

Motions for witnesses to appear by telephone must be submitted no later than **fifteen (15) days** in advance of the individual calendar hearing. Motions for witnesses to appear telephonically must include a summary of the witness's expected testimony that demonstrates its relevance, materiality, and its necessity.

In all individual calendar hearings wherein the respondent is represented, Counsel for the respondent shall submit any stipulations of fact or law that the parties have reached (meaning the parties have agreed on) and if applicable delineate any particular social group(s).

The above must be filed with the Court and served on the Department of Homeland Security no later than fifteen (15) days prior to the individual calendar hearing.

Parties are encouraged to resolve cases through written pleadings, stipulations and joint motions. The Court may adopt the stipulations of the parties in lieu of, or in addition to, the respondent's oral testimony and rely on such stipulations in reaching a decision.

This Order will remain in full force and effect until and unless modified by any future order.

**JAMES MCCARTHY** Digitally signed by JAMES  
MCCARTHY  
Date: 2020.09.03 15:49:49 -04'00'

James F. McCarthy, III

Assistant Chief Immigration Judge

13) Conroe: All immigration judges

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
CONROE IMMIGRATION COURT  
Conroe, Texas**

**STANDING ORDER OF THE CONROE IMMIGRATION COURT RELATING TO  
TELEPHONIC APPEARANCES OF COUNSEL AND PERMITTED ATTENDEES AT ALL  
HEARINGS**

IT IS ORDERED that, effective immediately and continuing until further notice:

- 1) Any attorney or accredited representative for any party may appear telephonically in hearings before the Conroe Immigration Court without prior approval and without filing a motion in advance. Attorneys or representatives who would like to appear telephonically for a particular hearing should call the main desk in advance of the hearing at 1-936-520-5400 and provide the Alien number, the name of the Immigration Judge (IJ) presiding over the hearing, and the best phone number to reach the attorney or representative.
- 2) If the Court is unable to reach the attorney or representative by telephone for the hearing, the attorney or representative will be required to appear in-person at any rescheduled hearing.
- 3) Any attorney or accredited representative who wishes to appear telephonically does so with the understanding that any paper or electronic filings must be filed in advance of the hearing in sufficient time to be included in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 4) No filings for any hearing will be accepted over the bench unless filed by pro se litigants. All other filings must be made via ECAS, at the filing window prior to the hearing, or via mail-delivery service.
- 5) Requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible. On an emergency basis, requests may be made to the Court by email to [tammy.young@usdoj.gov](mailto:tammy.young@usdoj.gov) and serving the request to opposing counsel.
- 6) Attendees at all hearings may be limited to attorneys, respondent, witnesses, security officers, and other persons determined by the IJ to be necessary.
- 7) Each IJ has the discretion to alter this standing order on a case by case basis.



John R. Doolittle, II  
Assistant Chief Immigration Judge  
Conroe, Texas

14) Dallas: All immigration judges (2 orders, 3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
DALLAS IMMIGRATION COURT

**STANDING ORDER RELATING TO ELECTRONIC FILINGS**

(Superseding the order issued on 4/22/2020)

IT IS HEREBY ORDERED that parties filing documents through the Dallas Immigration Court's electronic mailbox shall adhere to the following instructions. These instructions supersede the general instructions for electronic filings:

I. Three-Month Temporal Limit on Filings through E-mail

The Dallas Immigration Court is imposing a three-month temporal filing limit on documents filed through e-mail. Effective immediately, the Dallas Immigration Court will reject documents filed via its 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, such documents must be sent to the court via the U.S. Postal Service or an overnight delivery service, not through the e-mail box.

**HEARING EXAMPLE:** If documents are filed via the e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform with the Immigration Court Practice Manual (ICPM) and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

**CALL-UP DATE EXAMPLE:** If documents are filed via the e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 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 email, parties are required to comply with all deadlines for filings, as specified in the ICPM, ch. 3.1(b). See 8 C.F.R. §1003.31(c).

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

2. E-mail Subject Line

The subject of filer's email 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, if known.

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 email. 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"

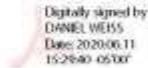
EXAMPLE: A filer of an application for cancellation of removal with a case with alien registration number 012345678 and a hearing date on 01/02/2021 but a court-mandated filing deadline ("call-up date") of 06/25/2020 would input, "Application for Cancellation of Removal - 012345678 - 06/25/2020" in the subject line of the email. 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."

### 3. Limitation on Size of Filing

Effective immediately, for parties using the Dallas Immigration Court's email account to electronically file, supporting documentation/evidentiary filings are limited to fifty (50) pages single sided and double-spaced in a particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court.

Date: June 11, 2020

DANIEL  
WEISS



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DANIEL WEISS  
Date: 2020.06.11  
15:29:40 -05'00'

Daniel H. Weiss  
Assistant Chief Immigration Judge  
Dallas Immigration Court

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
DALLAS IMMIGRATION COURT

**STANDING ORDER FOR THE DALLAS IMMIGRATION COURT  
REGARDING COVID-19 SYMPTOMS**

IT IS HEREBY ORDERED that under no circumstances shall any individual experiencing symptoms consistent with Influenza or COVID-19 enter the Court, including but not limited to the lobby, filing window, and courtrooms. This same restriction applies to any individuals who have tested positive for COVID-19 unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. Individuals may be asked questions related to whether they have any of these symptoms and may be denied access to or asked to leave the Court space, depending on their response. If any individual is unable to attend an upcoming hearing at which his or her presence is required, he or she shall promptly notify the Court in writing to the Court's email filing mailbox at [Dallas.Immigration.Court@usdoj.gov](mailto:Dallas.Immigration.Court@usdoj.gov) or in an emergency, by telephone to the Court. The Court may request appropriate medical documentation as deemed necessary.

This ORDER will remain in full force and effect unless and until modified by future order.

Date: June 30, 2020

DANIEL WEISS Digitally signed by DANIEL  
WEISS  
Date: 2020.06.30 14:48:11  
-0500'

Daniel H. Weiss  
Assistant Chief Immigration Judge  
Dallas Immigration Court

15) Dallas: Immigration Judge Xiomara D. Davis-Gumbs

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
DALLAS IMMIGRATION COURT

**STANDING ORDER OF IMMIGRATION JUDGE XIOMARA DAVIS-GUMBS RELATING TO  
TELEPHONIC APPEARANCES**

IT IS HEREBY ORDERED that, for the sixty (60) day period following the signing of this order, parties scheduled to appear before Immigration Judge Xiomara Davis-Gumbs at the Dallas Immigration Court may, without need for written motion, appear telephonically. Permission to appear telephonically is subject to the following caveats:

- 1) Any party who wishes to appear telephonically does so with the understanding that any paper filings to be considered by the Court must be in the official Record of Proceedings (ROP) at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the ROP at the close of the hearing.
- 2) Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 3) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in person at any rescheduled hearing.

Date: June 30, 2020

XIOMARA DAVIS-GUMBS, District Director for Xiomara Davis-Gumbs  
www.dallas.cis.dhs.gov

Xiomara Davis-Gumbs  
Immigration Judge  
Dallas Immigration Court

16) Dallas: Immigration Judge Robert Kimball

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
DALLAS IMMIGRATION COURT

STANDING ORDER FOR REPRESENTED NON-DETAINED MASTER CALENDAR CASES  
BEFORE JUDGE ROBERT W. KIMBALL

- 1) Written pleadings must conform to Appendix L of the Practice Manual.
- 2) Written pleadings must be filed in every case, unless removability has already been established and relief has already been filed or specified.
- 3) Written pleadings must be filed at the earlier of:
  - a) at the time a relief application is filed,
  - b) within 15 days of an E-28 being filed,
  - c) at the beginning of a master calendar hearing being conducted, or
  - d) within one year of an NTA being issued.
- 4) If, at the time written pleadings are filed, a party believes the case is not ready for an evidentiary hearing on relief or contested charges, the party shall file a written brief or motion setting forth the reasons why further master calendar proceedings are necessary.
- 5) For cases with an active application or E-28 at the time of issuance of this order, but for which there are no written pleadings or finding of removability, and identification of relief or relief application, the written pleadings should instead be filed within 45 days of the issuance of this order, or at the first master calendar hearing held after the issuance of this order, whichever is earlier.
- 6) If not already filed, relief applications must be filed within 90 days of identification of relief or the filing of written pleadings.
- 7) For any case in which an I-589 application lists membership in a particular social group (PSG) as a purview, a written statement with the exact delineation of the particular social group must be filed within 60 days of the filing of the I-589. For any such application pending at the time of issuance of this order, the PSG statement must be filed within 45 days of issuance of this order.
- 8) Parties may request pre-hearing conferences, e.g. to resolve unusual or difficult issues. Unless otherwise specified, such conferences will be conducted telephonically and outside the presence of the Respondent. An attorney making such a request is presumed to have waived his client's presence unless otherwise specified in the request. A request for a pre-hearing conference shall state two alternative dates and times for the proposed conference, and a telephone number where the attorney may be reached. A party requesting a pre-hearing conference shall make reasonable efforts to confer with opposing counsel on the proposed dates and times. With the prior permission of the court, a request for a pre-hearing conference may be made by email to the court clerk and to the opposing party.

Date: May 1, 2020

ROBERT  
KIMBALL

Robert W. Kimball  
Immigration Judge  
Dallas Immigration Court

Digitally signed by  
ROBERT KIMBALL

Date: 2020.05.01

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17) Dallas: Immigration Judge Dietrich Sims

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
DALLAS IMMIGRATION COURT

**STANDING ORDER OF IMMIGRATION JUDGE DEITRICH H. SIMS RELATING TO  
TELEPHONIC APPEARANCES AT MASTER CALENDAR HEARINGS AND INDIVIDUAL  
MERITS HEARINGS**

IT IS HEREBY ORDERED that, for the forty-five (45) day period following the signing of this order, parties scheduled to appear for a master calendar and for an individual merits hearing before Immigration Judge Deitrich H. Sims at the Dallas Immigration Court may, without need for written motion, appear telephonically. Permission to appear telephonically is subject to the following caveats:

- 1) Any party who wishes to appear telephonically does so with the understanding that any paper filings to be considered by the Court must be in the official Record of Proceedings (ROP) at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing and the decision of the Court will be based on the documents in the ROP at the close of the hearing.
- 2) Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 3) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in person at any rescheduled hearing.

Date: this 7<sup>th</sup> day of July, 2020

DEITRICH  
SIMS

Digitally signed by  
DEITRICH SIMS  
Date: 2020.07.07  
16:30:05 -05'00'

Deitrich H. Sims  
Immigration Judge  
Dallas Immigration Court

18) Dallas: Immigration Judge Daniel H. Weiss

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
DALLAS IMMIGRATION COURT

**STANDING ORDER OF IMMIGRATION JUDGE DANIEL H. WEISS RELATING TO  
TELEPHONIC APPEARANCES AT MASTER CALENDAR HEARINGS**

IT IS HEREBY ORDERED that, for the sixty (60) day period following the signing of this order, parties scheduled to appear for a master calendar hearing before Immigration Judge Daniel H. Weiss at the Dallas Immigration Court may, without need for written motion, appear telephonically. Permission to appear telephonically is subject to the following caveats:

- 1) Any party who wishes to appear telephonically does so with the understanding that any paper filings to be considered by the Court must be in the official Record of Proceedings (ROP) at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the ROP at the close of the hearing.
- 2) Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 3) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in person at any rescheduled hearing.

Date: June 30, 2020

DANIEL WEISS  
Digitally signed by DANIEL WEISS  
Date: 2020.06.30  
09:00:54 -05'00'

Daniel H. Weiss  
Assistant Chief Immigration Judge  
Dallas Immigration Court

19) Denver: All immigration judges (4 pages)

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

**STANDING ORDER NO. DEN 20-01**

**TELEPHONIC APPEARANCES FOR REPRESENTED  
RESPONDENTS DURING THE COVID-19 PANDEMIC**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Denver Immigration Court hereby issues the following standing Order regarding telephonic appearances. The following Order regarding telephonic appearances is effective immediately for all scheduled hearings and shall remain in effect until further Order of the Court.

**A. PLEADINGS, APPLICATIONS FOR RELIEF, AND MASTER CALENDAR HEARINGS**

1. All master calendar hearings for represented respondents will be conducted telephonically without the need for a motion for telephonic appearance to be filed by either party in advance. *See* Appendix A. A respondent is considered represented once counsel or an accredited representative files a Form EOIR-28 with the Court in accordance with 8 C.F.R. § 1292.4(a). If counsel or respondent wish to appear in person, they must file a motion to notify the court in advance of the hearing.
2. In lieu of a master calendar hearing, the Immigration Judge may issue a scheduling order for represented respondents ordering the filing of written pleadings, applications for relief, and other required documents, evidence, and briefs. If the Immigration Judge issues a scheduling order in lieu of scheduling a master calendar hearing, the parties must abide by those scheduling deadlines.
3. The Court hereby waives the presence of all represented respondents for master hearings in accordance with 8 C.F.R. § 1003.25(a).
4. For any master hearings on the Court's juvenile docket, the Court waives the presence of any respondent who is in the care and custody of the Office of Refugee Resettlement (ORR) or who has been approved for participation in the Unaccompanied Refugee Minor (URM) program.
5. Unless otherwise ordered by the Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic master hearing. The Court will not accept any filings on the date of the telephonic master hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, until the e-mail filing mailbox is deactivated.

**B. TELEPHONIC MERITS HEARINGS**

1. During the validity of this Standing Order, all attorneys and accredited representatives, including DHS counsel, are permitted to appear telephonically in all matters before the Denver Immigration Court without the need for a written motion. Attorneys or accredited representatives wishing to appear telephonically must use the procedures outlined in Appendix A.
2. If a represented respondent wishes to appear telephonically at their merits hearing, the individual Immigration Judge, in his or her discretion, and upon consent of the respondent, may conduct a telephonic merits hearing in accordance with 8C.F.R. § 1003.25(c). *See* Appendix A. For any merits hearing, a timely motion for telephonic appearance by a represented respondent is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person or via VTC and waives that right. *See* 8 C.F.R. § 1003.25(e).
3. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic merits hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, until the e-mail filing mailbox is deactivated. Absent good cause, no filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* Immigration Court Practice Manual, Chap. 3.1(b)(ii)(A). All rebuttal or impeachment evidence, in addition to evidence filed late for good cause, must be available in an electronic format.
4. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections, or amendments to any pending application(s) and/or to his or her declaration(s) at least fifteen (15) calendar days in advance of the merits hearing. The respondent is strongly encouraged to submit such filings by way of U.S. mail, overnight delivery service, or e-mail or until the e-mail filing mailbox is deactivated.
5. In-person appearances for scheduled hearings are limited to attorneys, accredited representatives, respondents, applicants, witnesses, and other individuals determined to be essential by the presiding judge. The number of people in a courtroom is limited to ten (10) individuals at any time, including the Immigration Judge, interpreter, Respondent(s), Respondent's counsel, and DHS counsel. 8 C.F.R. § 1003.27(a)-(b). All proposed witnesses, including the Respondent, must provide sworn statements submitted in accordance with any set pre-hearing filing deadline.
  - a. If a party wishes to examine or cross-examine a witness (other than a Respondent), that party must file a Motion to Allow Witness Testimony at least fifteen days ahead of the scheduled merits hearing. Such a Motion must provide a reason as to why such testimony should be allowed in addition to the written testimony required from all witnesses. The Motion to Allow Witness Testimony must also include information allowing for a telephonic appearance of the witness; in-court testimony will be allowed only upon a showing as to why written and/or telephonic testimony would not suffice. No witnesses will be allowed to appear in court other than with advance written approval by the Court of a motion allowing for such testimony.

**C. GENERAL PROVISIONS**

1. Failure to respond when the case is called may result in the conclusion that counsel has failed to appear. Scheduling simultaneous appearances in multiple locations does not excuse a failure to appear.
2. All parties appearing telephonically before the Court must further comply with the attached instructions for making telephonic appearances. *See* Appendix A.
3. The presiding judge reserves the right to halt any remote appearance in progress, to bar any telephone appearances in any case and to order the attorney, accredited representative, respondent, applicant or witness to personally appear. Nothing in this Order affects the authority of the presiding judge to exclude persons on a case-by-case basis, including persons exhibiting signs or symptoms of a potentially communicable condition.
4. Nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases or issue individual orders in a specific case.

**IT IS SO ORDERED.**

**MATTHEW  
KAUFMAN** Digitally signed by  
MATTHEW KAUFMAN  
Date: 2020.09.11  
09:48:55 -0400

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**Matthew Kaufman**  
**Assistant Chief Immigration Judge**

**Appendix A**

**Instructions for Telephonic Appearances before the Denver Immigration Court**

**Making Your Telephonic Appearance**

- You must call into the hearing at least 15 minutes before the hearing time.
- In order to access the Open Voice telephonic system, dial **1-888-585-9008**.
- After dialing the main number, you will be prompted to enter the conference room number. To determine the appropriate conference room number for the Immigration Judge you are telephonically appearing before, please refer to the table below.
- When prompted, please enter the security code. The security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing. All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.
- After entering the security code, you will be joined into the telephonic hearing and you will be asked to state your name. Please state your full name as it appears on your E-28 and the last three digits of the respondent's A# for whom you are telephonically appearing.
- After check-in, **please mute your phone** and wait until your case is called. Your case will be called in the order in which the Court deems appropriate.
- To mute and unmute your participant line, use the mute feature on your phone or please press \* 2.
- Once you enter the hearing, do not place the call on hold as it will be disruptive to the hearings.
- If Court has commenced once you enter the hearing, do not interrupt. Your name will be announced upon entering the hearing and late appearances will be disruptive to hearings already commenced.
- Once your matter is concluded, please disconnect from the line.

Judge	Room Number
Burgie, Brea	217-979-423
Calcador, Kerri	920-446-237
Corrin, Melanie	166-245-454
Gardzelewski, Ivan	482-596-702
Kane, Alison	261-615-338
Kaufman, Matthew	523-944-320
O'Hare, Donald	535-856-712
Trujillo, Eileen	958-845-415

20) Detroit: All immigration judges (3 pages)

**Revised Standing Order  
for the Detroit Immigration Court**

All previous standing orders for the Detroit Immigration Court are hereby rescinded.

March 17, 2020, the Federal Government issued a memorandum directing agencies to minimize face-to-face interactions with members of the public, which is posted at <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-16.pdf>. To comply with directives from Federal, State, and County health officials and reduce the spread of COVID-19, it is hereby ordered that the following procedures shall be implemented immediately in the Detroit Immigration Court and shall remain effective until rescinded by a superseding order of the Detroit Immigration Court. This order is made pursuant to Immigration and Nationality Act § 240(b)(1)-(2) and 8 C.F.R. §§ 1003.10(b), 1003.21(b), 1003.25, 1003.29, 1003.31(c), 1003.40.

All parties should continue to monitor the EOIR website at <https://www.justice.gov/eoir> and/or EOIR's Twitter feed at: ([https://twitter.com/DOJ\\_EOIR?ref\\_src=twsrc%5Etfw](https://twitter.com/DOJ_EOIR?ref_src=twsrc%5Etfw)) the latest information on court operating status.

**INDIVIDUALS TESTING POSITIVE FOR COVID OR  
THOSE WITH INFLUENZA OR COVID-19 SYMPTOMS**

Under no circumstances shall any individual experiencing symptoms consistent with Influenza or COVID-19 infection enter the Court, including but not limited to the lobby, filing window, and courtrooms. This same restriction applies to any individuals who have tested positive for COVID-19, unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. Individuals may be asked questions related to whether they have any of these symptoms and may be denied access to or asked to leave the Court space, depending on their responses. If any individual described in this paragraph is unable to attend an upcoming hearing at which his or her presence is required, he or she shall promptly notify the Court in writing to the Court's email filing mailbox at [Detroit.Immigration.Court@usdoj.gov](mailto:Detroit.Immigration.Court@usdoj.gov) or in an emergency, by telephone to

the Court. The Court may request appropriate medical documentation as deemed necessary.

## HEARINGS

Effective immediately and until rescinded or modified by a superseding order, any attorney-at-law for any party may appear telephonically in all detained and non-detained cases within the jurisdiction of the Detroit Immigration Court without approval and without filing a motion in advance.

It is counsel's responsibility to provide a telephone number to the court staff where they can be reached for the hearing and to be available for the court's call. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in person at any scheduled hearing.

Parties are encouraged to confer and reach stipulations as to facts and/or legal issues (e.g. 10 years of continuous residence) to facilitate the prompt disposition of cases. Parties are also encouraged to confer and reach agreement on the eligibility for bond and the amount of the bond. Parties should submit affidavits or written statements of witnesses in lieu of the witnesses appearing in court.

## UPON ARRIVAL

All persons scheduled before the Detroit Immigration Court should allow sufficient time to clear security, check in with court staff and arrive in the appropriate courtroom by the scheduled hearing time. **All persons must have an appropriate face mask or cloth face covering which adequately covers the wearer's nose and mouth at all times.** As needed, children younger than two years old and those individuals with medical conditions are exempt from this requirement. All other persons without a face covering shall be denied access to or asked to leave the Court space. All persons are also required to comply with any applicable signs or instructions from Court personnel while in the Court and adjacent space.

**FILING OF MOTIONS, APPLICATIONS, BRIEFS,  
EVIDENCE, AND OTHER DOCUMENTS FOR DETAINED  
AND NON DETAINED PROCEEDINGS**

Routine Filings: First class mail, express delivery services, or email sent in compliance with the guidelines posted at: <https://www.justice.gov/eoir/filing-email>. Parties shall file any and all motions, documents or evidence by prior to any scheduled proceedings in accordance with the Immigration Practice Manual. The Court will continue to accept email filings until **September 11, 2020**. The Court is not accepting email filings that are sixty (60) days in advance of any filing deadline or hearing date. **This limitation does not apply to applications for asylum.** Additionally, any submissions over fifty (50) pages **must** be made by means other than email. Attempts to circumvent the (50) page limit by submitting multiple submissions shall result in the entire submission being rejected. No conformed copy of any filing made through the Court's email will be provided. If counsel wishes to receive a conformed copy, they must follow the procedure set forth in the Immigration Court Practice Manual. Counsel should refrain from contacting the Court by phone or email to confirm receipt of any filing through the Court's email.

Time-Sensitive Filings: All filing deadlines ordered by the Court remain in effect. Unless otherwise ordered by the Court, all filings are due in accordance with the deadlines established in the Immigration Court Practice Manual, Chapter 3.1 (b). Untimely filings are subject to the consequences identified in the Immigration Court Practice Manual, Chapter 3.1(d).

This Order will remain in full force and effect until and unless modified by any future order.

CHRISTOPHER  
SEPPANEN

Digitally signed by CHRISTOPHER  
SEPPANEN  
Date: 2020.07.02 15:13:36 -04'00'

Christopher R. Seppanen

Assistant Chief Immigration Judge

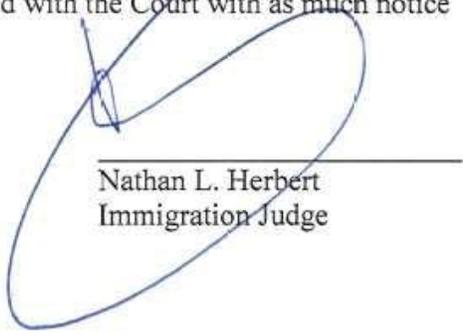
21) El Paso: All immigration judges

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
EL PASO IMMIGRATION COURT  
700 EAST SAN ANTONIO AVENUE, SUITE 750  
EL PASO, TEXAS 79901**

**STANDING ORDER: TELEPHONIC APPEARANCES AND REQUESTS TO  
CONTINUE DUE TO COVID-19 CONCERNS IN CASES BEFORE THE EL PASO  
IMMIGRATION COURT**

Effective immediately, and for as long as the State of Texas continues to operate under a State of Disaster due to COVID-19, any attorney for any party may appear telephonically in cases before the El Paso Immigration Court without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically, either with or without the respondent(s), for a particular case should contact the El Paso Immigration Court by telephone at **(915) 534-6020**, fifteen minutes prior to the scheduled hearing and provide the Court with a landline telephone number at which they may be reached. Also, during this time period, requests to continue cases due to COVID-19 concerns should be filed with the Court with as much notice as possible.

  
Sunita B. Mahtabfar  
Immigration Judge

  
Nathan L. Herbert  
Immigration Judge

22) Elizabeth: All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
ELIZABETH, NEW JERSEY

**SUPERSEDING ORDER. This order hereby supersedes a Standing Order issued and signed on March 19, 2020: Telephonic Appearances and Requests to Continue due to COVID-19 Concerns in Cases before the Elizabeth immigration Court**

**Effective immediately** and for as long as the State of New Jersey continues to operate under a State of Emergency, any attorney for any party may appear telephonically in cases before the Elizabeth Immigration Court without filing a motion in advance. Attorneys who would like to appear telephonically for a particular case should contact Legal Assistant Harold Arango, at least one business day in advance of the hearing by calling (908) 787-1355, and should provide the best phone number at which to be reached. Also, during this time period, requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible, but may, on an emergency basis, be made to the Court by phone, after notifying opposing counsel.

Additionally, any party that is displaying symptoms consistent with COVID-19 exposure, has been diagnosed with COVID-19, or has had contact with anyone who has been diagnosed with COVID-19 must notify the Court immediately by telephone and will not be permitted to appear in Court.

**Effective immediately**, for parties using a temporary email 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 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court.

Digitally signed by DAVID  
CHENG  
Date: 2020.10.01 14:00:22  
-0400

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David Cheng  
Assistant Chief Immigration Judge

23) Eloy: All immigration judges (3 orders, 3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
ELOY, ARIZONA

**STANDING ORDER OF THE ELOY IMMIGRATION COURT RELATING TO  
TELEPHONIC APPEARANCES AT MASTER CALENDAR AND BOND HEARINGS**

**IT IS HEREBY ORDERED** that attorneys and qualified representatives scheduled to appear for a master calendar or bond hearing before the Eloy Immigration Court may appear telephonically, without the need to file a motion for telephonic appearance.

It is counsel's responsibility to provide a telephone number to the court staff where they can be reached for the hearing and to be available for the court's call. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing. For the duration of this order parties may appear by cell phone or land line.

Any documents which counsel wishes the court to consider during the hearing must be filed with the court, and a copy *received* by opposing counsel or the pro se respondent at least *two business days* prior to the hearing.

This order shall remain in effect until rescinded by the court.

March 18, 2020  
Date

  
Irene Feldman  
Assistant Chief Immigration Judge  
Eloy, Arizona

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
ELOY, ARIZONA

**STANDING ORDER OF THE ELOY IMMIGRATION COURT RELATING TO  
ELECTRONICALLY FILED DOCUMENTS**

**IT IS HEREBY ORDERED** that electronic filings with the Eloy Immigration Court made through the Eloy.Immigration.Court@usdoj.gov mailbox comply with the following:

- Unless the immigration judge has established a specific submission deadline in the case, electronic filings in Master Calendar and Bond hearings must be received by the court and a copy *received* by opposing counsel or the *pro se* respondent not less than *two business days* prior to the scheduled hearing. For example, if the hearing is scheduled on Friday, electronic filings must be received by the court and the parties not later than Wednesday. If the hearing is scheduled for Monday, electronic filings must be received by the court and the parties not later than Thursday. If the immigration judge established a filing deadline in the case, the party's submissions, including any electronic filings, must comply with that deadline.

- For filings in Individual hearings, submissions may not be filed electronically with the court more than 30 calendar days in advance of the scheduled hearing.

- Electronically filed submissions are limited to 50 pages total length. This order does not affect the ability of the parties to file submissions in excess of 50 pages with the court in person, by the United States Postal Service or by a commercial delivery service.

- Only attorneys or *pro se* respondents may electronically file documents. Filings from private attorneys must come from the e-mail address they have on file with EOIR (i.e., not from a paralegal, legal assistant, or other support staff filing on the attorney's behalf). Filings from the Department of Homeland Security must come from a ".gov" address.

Electronic filings which do not comply with this order *will be summarily rejected* by the court. This order shall remain in effect until rescinded by the court.

April 23, 2020

IRENE  
FELDMAN

Digitally signed by IRENE  
FELDMAN  
Date: 2020.04.23 08:49:12  
-07'00'

Irene C. Feldman  
Assistant Chief Immigration Judge

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
ELOY, ARIZONA

**STANDING ORDER OF THE ELOY IMMIGRATION COURT RELATING TO  
TELEPHONIC APPEARANCES FOR INDIVIDUAL HEARINGS**

**IT IS HEREBY ORDERED** that attorneys and qualified representatives scheduled to appear in individual hearings before the Eloy Immigration Court may appear telephonically, without the need to file a motion for telephonic appearance.

It is counsel's responsibility to provide a telephone number to the court staff where they can be reached for the hearing, and to be available for the court's call. For the duration of this order parties may appear by cell phone or land line. If the court is unable to reach counsel by telephone for the hearing, or if counsel fails to make reasonable efforts to avoid background noise, counsel will thereafter be required to appear in-person at any rescheduled hearing. The parties are strongly encouraged to discuss any stipulations or agreements prior to the individual hearing.

This order supersedes and revokes the orders of the same subject issued by Immigration Judges Paul M. Habich dated April 2, 2020, Jennifer I. Gaz dated April 3, 2020, and Jose Luis Penalosa, Jr. dated April 6, 2020.

This order shall remain in effect until rescinded by the Court.

April 24, 2020

**IRENE  
FELDMAN**  
Irene C. Feldman  
Assistant Chief Immigration Judge

Digitally signed by  
IRENE FELDMAN  
Date: 2020.04.23  
11:30:37 -07'00'

24) Fishkill: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
FISHKILL IMMIGRATION COURT

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

**IT IS HEREBY ORDERED** that, The Fishkill Immigration Court is imposing a three-month temporal filing limit on documents filed through e-mail. Effective immediately, The Fishkill 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 – W.A.J.”

### 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 – W.A.J.”

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

Digitally signed by H. Kevin Mart  
Date: 2020.08.27 12:12:08 -0400

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

25) Florence: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
FLORENCE, ARIZONA

**SUPERSEDING STANDING ORDER OF THE FLORENCE IMMIGRATION COURT  
RELATING TO TELEPHONIC APPEARANCES AT ALL HEARINGS AND  
PAGE LIMITS ON ELECTRONICALLY FILED DOCUMENTS**

This order supersedes the standing orders entered on March 23, 2020, and April 6, 2020, and shall remain in effect until rescinded by the Court.

**IT IS HEREBY ORDERED** that both Department of Homeland Security counsels and respondents' attorneys or qualified representatives, who are scheduled to appear for master calendar, bond, and individual hearings before the Florence Immigration Court, may appear telephonically without the need to file a motion for telephonic appearance.

Attorneys who are planning to appear telephonically shall call the **Florence Immigration Court at 520-868-3341** in advance of the hearing and provide (1) the Alien number of the case(s), (2) name of judge, and (3) the best phone number where the attorney can be reached. The attorney shall remain available for the court's call. If the court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any promptly-rescheduled hearing.

The parties are encouraged to confer with one another prior to the hearing in order to reach stipulations as to facts and/or legal issues to facilitate the prompt disposition of cases. The parties are also encouraged to confer and reach agreement on the eligibility for bond and the amount of the bond. The parties should also submit affidavits or written statements of witnesses in lieu of the witnesses appearing in court.

Any documents which counsel requests the court to consider during the hearing must be timely filed with the court, and timely received by opposing counsel or the pro se respondent, at least two business days prior to the hearing. Any party appearing telephonically waives the right to object to admissibility of any document offered in court on the sole basis that they are unable to examine the document.

Due to the current COVID-19 health crisis, motions and pleadings pertaining to detained cases should be filed with as much notice as possible, but no later than two business days in advance of the scheduled hearing by submitting an email to the Court at the following email address: [Florence.Immigration.Court@usdoj.gov](mailto:Florence.Immigration.Court@usdoj.gov). The parties shall include the A-number in the subject line of the email with the name of the respondent, last-name first, and the type of pleading included in the electronic submission. [Example: Subject: A123-456-789- LAST NAME, First Name- Motion to Terminate.] All parties are on notice that they should not file or send notices to any other email addresses.

1

Instructions for filings can be found at <https://www.justice.gov/eoir/filing-email>. Attorneys are advised that such filings must comply with Paragraph 3.3(c) of the Immigration Court Practice Manual with the exception of the requirement for hole-punching and binding. Attorneys are also encouraged to be succinct and to file only such documents that are relevant and probative to the case. Attorneys are encouraged to limit the filing of duplicative country condition reports and to file only such reports that are necessary and reasonable. The subject line of any email filing must contain the nature of the filing, the alien registration number, the date of the next hearing or the call-up date, or any court-mandated deadline for the filing, and the initials of the immigration judge assigned to the case.

Effective immediately, the Florence Immigration Court is imposing a fifty (50) page limit on all electronic filings made through the [Florence.Immigration.Court@usdoj.gov](mailto:Florence.Immigration.Court@usdoj.gov) electronic mailbox. Supporting documents/evidentiary filings will be limited to fifty (50) pages for a particular case. If a party intends to file more than fifty (50) single-sided pages, the party must electronically file a copy of the Table of Contents and separately file the supporting documents/evidentiary filings with the original Table of Contents by the United States Postal Service, through an overnight delivery service, or in person at the court's filing window. Documents must be filed no later than the court-ordered deadline for filing the documents, or in such an absence, consistent with the deadlines set forth in the Immigration Court Practice Manual. (See Ch. 3.1(b).)

Electronic filings which do not comply with this order will be summarily rejected by the court.

June 4, 2020

AMY  
HOOGASIAN  
Amy C. Hoogasian  
Assistant Chief Immigration Judge  
Florence, Arizona

Digitally signed by AMY  
HOOGASIAN  
Date: 2020.06.04 18:59:35  
-0700

26) Ft. Snelling (Bloomington): All immigration judges (3 orders, 4 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
FORT SNELLING, MINNESOTA

**STANDING ORDER OF THE FORT SNELLING COURT**

**Standing Order: (March 26, 2020) – Telephonic Appearances and Requests to  
Continue before the Fort Snelling Immigration Court due to the COVID-19  
Pandemic**

Effective immediately, any attorney or qualified representative, for any party may appear telephonically in cases before the Fort Snelling Immigration Court, without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically without prior approval, either with or without respondent(s), for a particular case before any judge at the Court, must provide notice to the Fort Snelling Immigration Court at [FortSnelling.Immigration.Court@USDOJ.GOV](mailto:FortSnelling.Immigration.Court@USDOJ.GOV), in advance of the hearing.

Any necessary witnesses will be allowed to appear by telephone with advanced notice to the email address above.

Any party that is displaying symptoms consistent with COVID-19 exposure, has been diagnosed with COVID-19, or has had contact with anyone who has been diagnosed with COVID-19, must notify the Court immediately by telephone or the email address listed above, and will not be allowed to appear in Court.

Motions to Continue due to COVID-19 concerns should be filed with as much notice as possible, but may, on an emergency basis, be made to the Court by using the email address listed above.

Attorneys must provide the Court with the A-number, date and time of the scheduled hearing, and the phone number at which Counsel can be reached for the hearing. Private attorneys must submit their request from an email address that is on file with EOIR. DHS filings must be sent from a government email address.

  
Ryan E. Wood  
Assistant Chief Immigration Judge

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
FORT SNELLING, MINNESOTA

STANDING ORDER OF THE FORT SNELLING COURT

**Second Standing Order: (April 7, 2020) – Video Teleconferencing  
due to the COVID-19 Pandemic**

Effective immediately, Video Teleconferencing (VTC) will be utilized for all detained hearings, unless Respondent's appearance is waived in accordance with 8 C.F.R. § 1003.25.

Parties are strongly encouraged to meet remotely, confer, reach stipulations, and to limit hearings to contested matters. Further, parties should submit affidavits or written statements in lieu of witnesses appearing.

Filing deadlines for detained matters remain in effect. Same-day filings are strongly discouraged. Subject to the discretion of the Immigration Judge, with good cause, same-day filings will only be allowed at the front window or sent via email to [FortSnelling.Immigration.Court@USDOJ.GOV](mailto:FortSnelling.Immigration.Court@USDOJ.GOV).

Starting April 9, 2020, all detained hearings will take place in Courtrooms 2 and 5. Parties may appear in person or telephonically with prior notice to the Court in accordance with the Standing Order dated March 26, 2020. Judges will appear via VTC from a co-located, closed courtroom. All hearing notices and written orders will be served by mail.

The public galleries will be limited to eight numbered seats. See 8 C.F.R. § 1003.27(a). All attorneys and family members must check-in at the front window.

This order remains in effect while published on the EOIR Operational Status website: <https://www.justice.gov/eoir/eoir-operational-status-during-coronavirus-pandemic>



**Ryan R. Wood**  
Assistant Chief Immigration Judge

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
FORT SNELLING, MINNESOTA

STANDING ORDER OF THE FORT SNELLING COURT

**Third Standing Order: (April 22, 2020) – Temporal and Page Limitations for Electronic Filings**

Effective immediately, all documents submitted to the temporary court email account at [FortSnelling.Immigration.Court@USDOJ.GOV](mailto:FortSnelling.Immigration.Court@USDOJ.GOV), must contain a subject heading with 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. Example: "Motion to Continue - A012-345-678 - 06/30/2020 - RRW"

For parties using the temporary court email 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 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. mail or an overnight delivery service no later than the date set for filing the documents with the Immigration Court. Electronic submissions of U.S. Department of State Human Rights Reports are strongly disfavored. Parties may request, or the Judge may take, administrative notice of such reports *sua sponte*. The date of such reports shall be specified on the record.

The Court will reject documents filed via the temporary court e-mail account if filed more than ninety (90) days before the next hearing date or a court-ordered deadline ("call-up date"), whichever is earlier. Those wishing to file documents more than ninety (90) days in advance may still do so; however, they must be sent via the U.S. Postal Service or an overnight delivery service, not through the temporary e-mail box. Documents rejected for not complying with the ninety (90) day temporal limit on filing may be filed by mail or through an overnight delivery service. Notwithstanding the ninety (90) day 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). **Note: Applications for asylum are exempt from the ninety (90) day**

**temporal limit on filings through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.**

This order remains in effect while published on the EOIR Operational Status website: <https://www.justice.gov/eoir/eoir-operational-status-during-coronavirus-pandemic>



**Ryan R. Wood**  
Assistant Chief Immigration Judge

27) Guaynabo (San Juan): All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
SAN JUAN, PUERTO RICO

STANDING ORDER OF THE SAN JUAN IMMIGRATION COURT RELATING TO TELEPHONIC APPEARANCES OF  
COUNSEL AND PERMITTED ATTENDEES AT DETAINED MASTER CALENDAR AND INDIVIDUAL HEARINGS

IT IS HEREBY ORDERED that effective immediately and until at least May 29, 2020:

- 1) Any attorney for any party may appear telephonically in cases before the San Juan Immigration Court without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically for a specific case should inform the San Juan Immigration Court's main desk in advance of the hearing by calling 787-749-4386, and providing their client's Alien number, the name of the judge, the date of the hearing, and the best phone number at which the Court may contact the attorney. Attorneys may also utilize the temporary email account for the San Juan Immigration Court, as set forth at: <https://www.justice.gov/eoir/filing-email>.
- 2) If the Court is unable to reach counsel by telephone for the hearing, thereafter, the Court will require counsel to appear in person at any rescheduled hearing.
- 3) Any attorney who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual (ICPM). No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 4) Any attorney appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 5) In-court proceedings shall be limited to attorneys, parties, security officers, and any other necessary participants, which will be determined by the presiding judge.
- 6) Finally, during this time period, written requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible. Please note: Any party or witness who is displaying symptoms consistent with COVID-19, has been diagnosed with COVID-19, or has had contact with anyone diagnosed with COVID-19, must notify the Court immediately by telephone and will not be allowed to personally appear in Court.
- 7) This Order *supersedes* the Order issued on March 25, 2020.

James K. Grim

Digitally signed by James K. Grim  
Date: 2020.05.06 15:50:14 -0400

James K. Grim  
Assistant Chief Immigration Judge  
May 6, 2020

28) Harlingen: All immigration judges (3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
HARLINGEN IMMIGRATION COURT  
2009 W. JEFFERSON AVE. STE 300  
HARLINGEN, TEXAS 78550

**STANDING ORDER OF THE HARLINGEN IMMIGRATION COURT**

Due to the COVID-19 Pandemic, the Harlingen Immigration Court is implementing the following safety precautions until further notice:

1. In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Court interpreter, essential EOIR staff and security personnel. See ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)).
2. Video conferencing ("VTC") will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. See ICPM § 4.7(b).
3. Limited exceptions to the above orders may be accommodated on a case-by-case basis and must be requested by written motion prior to the day of the hearing.
4. Any individual that is (a) displaying symptoms consistent with COVID-19 exposure; (b) has been diagnosed with COVID-19; (c) is pending results of a COVID-19 diagnostic test; (d) has, within the past 14 days, had contact with anyone who has been diagnosed with COVID-19; (e) or has been asked to self-quarantine by local health authorities or a medical provider, shall notify the Court immediately by telephone or the e-mail address provided below and will not be allowed to appear in Court.
5. Parties who would like to appear telephonically for a particular case should provide notice to the Court at the email address provided below, in advance of the hearing and in accordance with the attached instructions. Parties should provide the best phone number at which to be reached.

The Executive Office for Immigration Review has established a temporary email account to facilitate electronic filings for all parties during the COVID-19 Pandemic. The email address for the Harlingen Immigration Court is [Harlingen.Immigration.Court@usdoj.gov](mailto:Harlingen.Immigration.Court@usdoj.gov). The instructions for using this email account are incorporated in this Standing Order and are attached. Private attorneys must submit their request from an e-mail address that is on file with EOIR. DHS filings must be sent from a government email address. Do not send any Court filings or correspondence directly to the government e-mail accounts of Court staff, unless specifically directed to do so, as these filings and correspondence may not be accepted by the Court. This Standing Order supersedes the previous Standing Order, same subject, dated March 23, 2020.

Effective date: April 1, 2020

ERIC  
DILLOW

Erie L. Dillow  
Assistant Chief Immigration Judge

Digitally signed by ERIC  
DILLOW  
Date: 2020.04.01  
12:49:31 -05'00'

The following instructions are incorporated in the Harlingen Immigration Court COVID-19 Standing Order:

The Executive Office for Immigration Review (EOIR) has established temporary email accounts for immigration courts nationwide to facilitate electronic filing for all parties while the rollout of the EOIR Court and Appeals System (ECAS) is delayed due to COVID-19. Those who have already opted-in to ECAS should continue to use ECAS where it is available. Others who wish to utilize electronic filing may file through email as instructed below. Please note EOIR cannot provide technical support or confirm receipt of filings at this time. If you have questions, please contact the EOIR Office of Policy, Communications and Legislative Affairs Division at [PAO.EOIR@usdoj.gov](mailto:PAO.EOIR@usdoj.gov).

**All filers:**

- Failure to follow the guidelines listed below may result in the rejection of your submitted document filing. If your submission is rejected, you will be notified by email with a request to correct the issue and refile the document.
- The subject of your email must contain the nature of the filing, the alien registration number, the date of the next hearing, 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 on 01/02/2021 would input, "Motion to Continue - 012345678 - 01/02/2021" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 01/02/2021 - W.A.J"

- While multiple documents for the same case may be submitted in one email, do not combine separate submissions into one file. Each document type must be submitted separately and include the type of filing in the file name.
- You remain responsible for service on the opposing party.
- Submit certificate of service with every filing in the same email.
- All electronically-filed documents must meet the requirements of filings outlined in the Immigration Court Practice Manual. Further, an electronically filed document cannot be larger than 25 megabytes (MB). For submissions that would be larger than 25 MB, please follow the below steps:
  - split the document into multiple files so no portion is larger than 25 MB;
  - name each document so that it is clear they should be matched with the other portions.  
Example: 5678\_1234ABC\_Brief\_Part1; 5678\_1234ABC\_Brief\_Part2
- Files must be a minimum resolution of 300dpi.
- File formats accepted are PDF and JPEG. We cannot accept other file formats.
- Do not include links to non-EOIR websites in your submissions.

- Filings with more than one page must include page numbers.
- If scanning and attaching a document, pages must appear right-side-up.
- The filing party must maintain the originals of any documents that are electronically filed and must make the originals available for production, if so ordered, or for inspection upon request by a party.

**Attorneys and fully-accredited representatives**

- If you have opted-in to ECAS, do not use email in lieu of filing through ECAS.
- Name your file with the last four digits of your client's alien registration number, your EOIR ID, and the type of filing.

**Example:** Attorney Johnson, EOIRID 1234ABC, with client 012345678, filing an asylum application would name the document: 5678\_1234ABC\_AsylumApplication

**Respondents**

- Name your file with the last four digits of your alien registration number, your last name, and the type of filing.

**Example:** Jane Smith, alien registration number 876543210, filing a motion to expedite, would name the document: 3210\_Smith\_MotionToExpedite

**Example:** Submitting an asylum application and country conditions evidence, attach the application with the file name 5678\_1234ABC\_AsylumApplication in one file and the country conditions with the file name 5678\_1234ABC\_CountryConditions.

29) Hartford: All immigration judges (3 pages)

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
HARTFORD, CONNECTICUT**

**STANDING ORDER: TELEPHONIC APPEARANCES, REQUESTS TO  
CONTINUE, & ELECTRONIC FILINGS DUE TO COVID-19 CONCERNS  
IN CASES BEFORE THE HARTFORD IMMIGRATION COURT**

Effective immediately until further order of this court:

1. Any attorney or qualified representative, for any party may appear telephonically in cases before the Hartford Immigration Court, without prior approval and without filing a motion in advance. Attorneys or qualified representatives who would like to appear telephonically, either with or without respondent(s), for a particular case should contact the Hartford Immigration Court, at 860-240-3881, in advance of the hearing and should provide: the A-number, the time and date of the scheduled hearing, and the best phone number to be reached for the hearing.
2. Motions to continue cases due to COVID-19 concerns should be filed with as much notice as possible, but may, on an emergency basis, be made to the Hartford Immigration Court, by e-mail at Hartford.Immigration.Court@USDOT.GOV while copying opposing counsel.
3. Three-Month Temporal Limit on Filings through Email

The Hartford Immigration Court is imposing a three-month temporal filing limit on documents filed through email. Effective immediately, the 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 April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform to the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

**CALL-UP DATE EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform to the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 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 email, 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 email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.

**EMAIL:**

The subject of your email 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 email. 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 email. 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.”

### PAGE LIMITS

Effective immediately, for parties using a temporary email 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 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court.

This standing order supersedes the standing order issued on March 30, 2020.

**JOSE SANCHEZ** Digitally signed by JOSE  
SANCHEZ  
Date: 2020.04.20 14:51:33 -04'00'

Jose A. Sanchez  
U. S. Assistant Chief Immigration Judge  
Hartford Immigration Court

30) Honolulu: Immigration Judge Beamer

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
HONOLULU, HAWAII**

**STANDING ORDER: TELEPHONIC APPEARANCES BEFORE IMMIGRATION  
JUDGE BEAMER DUE TO COVID-19**

Effective immediately and until rescinded by the Court, any attorney for any party may appear telephonically in cases before Immigration Judge Beamer in the Honolulu Immigration Court without prior approval and without filing a motion in advance.

Attorneys who wish to appear telephonically before Immigration Judge Beamer must contact court staff in advance of the hearing and provide the best phone number at which to be reached. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

Any documents to be considered by the Court during the hearing must be filed with the Court, and a copy received by opposing counsel or *pro se* respondent, at least two business days prior to the hearing. No additional filing will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing. Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.

So ordered.

June 15, 2020

DAYNA BEAMER Digitally signed by DAYNA BEAMER  
Date: 2020.06.15 09:03:13Z  
DAYNA BEAMER  
Immigration Judge  
Honolulu Immigration Court

31) Houston: All immigration judges (2 orders, 4 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
HOUSTON-SMITH ST. IMMIGRATION COURT  
1801 SMITH ST., 9<sup>th</sup> FLOOR  
HOUSTON, TEXAS 77002

**STANDING ORDER NO. 01**  
**(PROTOCOLS GOVERNING PROCEEDINGS DURING THE COVID-19 PANDEMIC)**

Given the severity of the current COVID-19 pandemic, and in consideration of all attendant proclamations and restrictions, the Houston-Smith St. Immigration Court and Annex will implement the precautionary measures listed below.

Effective immediately and until further notice, it is therefore ORDERED as follows:

1. The Court may allow anyone involved in any hearing or proceeding of any kind to participate remotely, such as by teleconferencing or video teleconferencing, as practicable.
2. Attorneys and accredited representatives may elect to make a remote appearance by telephone without filing a motion in advance of a scheduled hearing by calling the Court's main desk at 713-718-3870 at least one business day in advance of the scheduled hearing and providing the following information:
  - a. The client's alien registration number;
  - b. The name of the presiding judge;
  - c. The date of the hearing; and,
  - d. The number at which the attorney or accredited representative can be contacted.
3. To ensure the quality of the record, anyone appearing by telephone shall be in a quiet, private location. The call may never be placed on hold. The use of car phones, speakerphones or phones in public places is prohibited.
4. If an attorney or accredited representative schedules a telephonic appearance and fails to respond when the matter is called, the Court may treat the failure to respond as a failure to appear by the attorney or accredited representative. Scheduling simultaneous appearances in multiple locations does not excuse a failure to appear.
5. Attorneys and accredited representatives who appear by telephone do so with the understanding that paper or electronic filings must be filed in compliance with all deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual.
6. No filings will be accepted in court on the date of a scheduled hearing unless filed by a *pro se* respondent or applicant. The decision of the presiding judge will be based on documents in the record at the close of the hearing.

7. Filing by mail and electronic means is strongly encouraged. To reduce the threat of contracting or passing the virus, the Court is temporarily accepting motions, pleadings, applications, briefs, notices, and other documents sent by e-mail to [Houston.Immigration.Court@usdoj.gov](mailto:Houston.Immigration.Court@usdoj.gov). The filing instructions are found at: <https://www.justice.gov/eoir/filing-email>.
8. The presiding judge reserves the right to halt any remote appearance in progress, to bar any telephone appearances in any case and to order the attorney, accredited representative, respondent, applicant or witness to personally appear.
9. No attorney, accredited representative, respondent, applicant, witness, or member of the public may attend a hearing in person if they have tested positive for COVID-19 in the 14 days prior to the scheduled hearing, have had contact with anyone who has tested positive for COVID-19 in the 14 days prior to the scheduled hearing, have COVID-19 symptoms (fever, cough, shortness of breath), or are under an order to self-quarantine. Parties and counsel shall immediately inform the Court in writing or by calling the main desk at 713-718-3870 if they fall into any of the above-listed categories.
10. Nothing in this Order affects the authority of the presiding judge to exclude persons on a case-by-case basis, including persons exhibiting signs or symptoms of a potentially communicable condition.
11. In-person appearances for scheduled hearings are limited to attorneys, accredited representatives, respondents, applicants, witnesses, Court interpreters, security personnel, and other individuals determined to be essential by the presiding judge.
12. To the extent not already authorized, in all case types, whenever a judge is required to sign an order, judgment, or notification, the judge may electronically sign with a digital signature.

**SIGNED, ENTERED, AND ORDERED at Houston, Texas, this 1st day of April, 2020.**

**LISA LUIS** Digitally signed by LISA LUIS  
Date: 2020.04.01 13:15:35  
-0500  
Assistant Chief Immigration Judge

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
HOUSTON-SMITH ST. IMMIGRATION COURT  
1801 SMITH ST., 9<sup>th</sup> FLOOR  
HOUSTON, TEXAS 77002

**STANDING ORDER NO. 02**  
**(RELATING TO ELECTRONIC FILINGS)**

Effective immediately and until further notice, the Houston-Smith St. Immigration Court and Annex will impose certain limits on court filings submitted through the Court's temporary email account referenced in Standing Order No. 01. This Order sets out the specific limitations and instructions.

**IT IS ORDERED** that:

**1. Three-Month Temporal Limit on Filings Through Email**

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

**HEARING EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted, provided they conform with the Immigration Court Practice Manual (ICPM) and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

**CALL-UP DATE EXAMPLE:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 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 email, parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

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

## 2. Email Format

The subject of each email 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.

**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 enter, "Motion to Continue - 012345678 - 06/30/2020" in the subject line of the email. 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 enter, "Application for Cancellation of Removal - 012345678 – 06/25/2020" in the subject line of the email. 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."

## 3. Page Limit

For parties using the Court's temporary email account to file electronically, supporting documentation/evidentiary filings are limited to fifty (50) pages in a particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the Court. Hard copy submissions will be deemed filed on the date of receipt by the Court, as specified in the ICPM, Ch. 3.1(a)(iii).

This Order supersedes the general electronic filing instructions presently posted online.

**SIGNED, ENTERED, AND ORDERED at Houston, Texas, this 24th day of April, 2020.**

Digitally signed by LISA  
LUIS  
Date: 2020.04.24 13:21:54  
-0500'  
\_\_\_\_\_  
Assistant Chief Immigration Judge

32) Houston – S. Gessner Rd: All immigration judges (3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
HOUSTON-S. GESSNER ROAD IMMIGRATION COURT  
8701 S. GESSNER ROAD, 10<sup>th</sup> FLOOR  
HOUSTON, TEXAS 77074

**STANDING ORDER NO. 01**  
**(PROTOCOLS GOVERNING PROCEEDINGS DURING THE COVID-19 PANDEMIC)**

Given the severity of the current COVID-19 pandemic, the Houston-S. Gessner Rd. Immigration Court will implement the precautionary measures listed below.

Effective immediately and until further notice, it is therefore ORDERED as follows:

1. The Court may allow anyone involved in any hearing or proceeding of any kind to participate remotely, such as by teleconferencing or video teleconferencing, as practicable.
2. Attorneys and accredited representatives may elect to make a remote appearance by telephone without filing a motion in advance of a scheduled hearing by calling the Court's main desk at 713-995-3900 at least one business day in advance of the scheduled hearing and providing the following information:
  - a. The client's alien registration number;
  - b. The name of the presiding judge;
  - c. The date of the hearing; and,
  - d. The number at which the attorney or accredited representative can be contacted.
3. To ensure the quality of the record, anyone appearing by telephone shall be in a quiet, private location. The call may never be placed on hold. The use of car phones, speakerphones or phones in public places is prohibited.
4. If an attorney or accredited representative schedules a telephonic appearance and fails to respond when the matter is called, the Court may treat the failure to respond as a failure to appear by the attorney or accredited representative. Scheduling simultaneous appearances in multiple locations does not excuse a failure to appear.
5. Attorneys and accredited representatives who appear by telephone do so with the understanding that paper or electronic filings must be filed in compliance with all deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual (ICPM).
6. No filings will be accepted in court on the date of a scheduled hearing unless filed by a *pro se* respondent or applicant. The decision of the presiding judge will be based on documents in the record at the close of the hearing.

7. Filing by mail and electronic means is strongly encouraged. To reduce the threat of contracting or passing the virus, the Court is temporarily accepting motions, pleadings, applications, briefs, notices, and other documents sent by e-mail to [HoustonGessner.Immigration.Court@usdoj.gov](mailto:HoustonGessner.Immigration.Court@usdoj.gov).

8. **Three-Month Temporal Limit on Filings Through Email:** A three-month temporal limit will apply to all documents filed through email. The 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 Court via the U.S. Postal Service or overnight delivery service, not through the temporary e-mail box.

**Hearing Example:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted, provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

**Call-Up Date Example:** If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 2020, they will be rejected.

9. 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 email, parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

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

11. **Email Format:** The subject of each email 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.

**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 enter, “Motion to Continue - 012345678 - 06/30/2020” in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, “Motion to Continue - 012345678 - 06/30/2020 – W.A.J.”

**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 enter, "Application for Cancellation of Removal - 012345678 - 06/25/2020" in the subject line of the email. 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."

12. **Page Limit:** For parties using the Court's temporary email account to file electronically, supporting documentation/evidentiary filings are limited to fifty (50) pages in a particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the Court. Hard copy submissions will be deemed filed on the date of receipt by the Court, as specified in the ICPM, Ch. 3.1(a)(iii).
13. The presiding judge reserves the right to halt any remote appearance in progress, to bar any telephone appearances in any case and to order the attorney, accredited representative, respondent, applicant or witness to personally appear.
14. No attorney, accredited representative, respondent, applicant, witness, or member of the public may attend a hearing in person if they have tested positive for COVID-19 in the 14 days prior to the scheduled hearing, have had contact with anyone who has tested positive for COVID-19 in the 14 days prior to the scheduled hearing, have COVID-19 symptoms (fever, cough, shortness of breath), or are under an order to self-quarantine. Parties and counsel shall immediately inform the Court in writing or by calling the main desk at 713-995-3900 if they fall into any of the above-listed categories.
15. Nothing in this Order affects the authority of the presiding judge to exclude persons on a case-by-case basis, including persons exhibiting signs or symptoms of a potentially communicable condition.
16. In-person appearances for scheduled hearings are limited to attorneys, accredited representatives, respondents, applicants, witnesses, Court interpreters, security personnel, and other individuals determined to be essential by the presiding judge.
17. To the extent not already authorized, in all case types, whenever a judge is required to sign an order, judgment, or notification, the judge may electronically sign with a digital signature.

**SIGNED, ENTERED, AND ORDERED at Houston, Texas, this 28th day of May, 2020.**

**LISA LUIS** Digitally signed by LISA LUIS  
Date: 2020.05.28 09:48:53  
-0500'  
Assistant Chief Immigration Judge

33) Imperial: All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
IMPERIAL, CALIFORNIA

**STANDING ORDER: TELEPHONIC APPEARANCES IN CASES BEFORE THE  
IMPERIAL IMMIGRATION COURT DUE TO COVID-19**

Effective immediately and until rescinded by the Court, any attorney or qualified representative for any party scheduled for master calendar, bonds, merits, or reasonable/credible fear hearings before the Imperial Immigration Court may appear telephonically in cases before the Imperial Immigration Court without prior approval and without filing a motion in advance.

Attorneys who wish to appear telephonically must contact court staff in advance of the hearing and provide the best phone number at which to be reached. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

The Parties are encouraged to confer and reach stipulations as to fact/legal issues to facilitate the prompt disposition of cases. This is particularly important for bond determination hearings and the parties are encouraged to confer and reach agreement on the eligibility and the amount of bond. Further, parties should submit affidavits or written statements in lieu of witnesses appearing.

Any documents to be considered by the Court during the hearing must be filed with the Court, and a copy received by opposing counsel or *pro se* respondent, at least two business days prior to the hearing. The Imperial Immigration Court accepts electronic filing of documents in cases before it, and all parties are strongly encouraged to file any and all documents electronically. No additional filing will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing. Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.

So ordered.

Apr. 12, 2020  
Date

  
Rico J. Bartolomei  
Assistant Chief Immigration Judge  
Imperial Immigration Court

34) Kansas City: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
KANSAS CITY IMMIGRATION COURT  
KANSAS CITY, MISSOURI

**REVISED STANDING ORDER OF THE KANSAS CITY IMMIGRATION COURT**

Effective immediately, the Kansas City Immigration Court is implementing the below safety precautions and limitations with regards to all hearings.

1. In-person appearances are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, court interpreter, essential EOIR staff and security personnel. See ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)).
2. Any attorney for a respondent may appear telephonically without prior approval and without filing a motion in advance. Attorneys should, however, contact the Kansas City Immigration Court at 816-581-5000, or through the temporary court email account at [KansasCity.Immigration.Court@usdoj.gov](mailto:KansasCity.Immigration.Court@usdoj.gov), in advance of the hearing, by providing the A-number, time and date of the scheduled hearing, and the phone number at which counsel can be reached for the hearing.
3. Video conferencing will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. See ICPM § 4.7(b).
4. Limited exceptions may be accommodated to the above orders on a case-by-case basis and must be requested **prior** to the day of the hearing by written motion.
5. Any party that is displaying symptoms consistent with COVID-19 exposure, has been diagnosed with COVID-19, or has had contact with anyone who has been diagnosed with COVID-19, must notify the Court immediately by telephone or email, and will not be allowed to appear in Court.
6. All documents submitted to the temporary court email account must contain a subject heading with 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. Example: "Motion to Continue - A012-345-678 - 06/30/2020 - JWH".
7. For parties using the temporary court email account to electronically file, supporting documentation/evidentiary filings are limited to seventy-five (75) pages in a particular **case**. If a party intends to file more than seventy-five (75) 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. mail or an overnight delivery service no later than the date set for filing the documents with the Immigration Court. Electronic submissions of U.S. Department of State Human Rights

Reports remain strongly disfavored because the Court routinely takes administrative notice of them. Parties may request, or the Judge may take, administrative notice of such reports *sua sponte*. The date of such reports shall be specified on the record.

8. The Court will reject documents filed via the temporary court e-mail account if filed more than ninety (90) days before the next hearing date or a court-ordered deadline ("call-up date"), whichever is earlier. Those wishing to file documents more than ninety (90) days in advance may still do so; however, they must be sent via the U.S. Postal Service or an overnight delivery service, not through the temporary e-mail box. Documents rejected for not complying with the ninety (90) temporal limit on filing may be filed by mail or through an overnight delivery service. Notwithstanding the ninety (90) 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). **Note: Applications for asylum are exempt from the ninety (90) temporal limit on filings through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.**
9. This Revised Standing Order supersedes the prior Standing Order, dated March 25, 2020, and remains in effect while published on the EOIR Operational Status website: <https://www.justice.gov/eoir/eoir-operational-status-during-coronavirus-pandemic>.

Date: April 24, 2020

Digitally signed by RYAN  
WOOD  
Date: 2020.04.24 16:41:01  
-05'00'

---

Ryan R. Wood  
Assistant Chief Immigration Judge



36) LaSalle: All immigration judges (3 pages)

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
LASALLE IMMIGRATION COURT  
JENA, LOUISIANA**

**STANDING ORDER OF THE LASALLE IMMIGRATION COURT RELATING TO  
PROCEDURES FOR MASTER CALENDAR HEARINGS, BOND HEARINGS AND  
MERITS HEARINGS DUE TO COVID-19**

Effective immediately and until further notice from the Court, the LaSalle Immigration Court will impose the following procedures for Master Calendar Hearings and Individual (Merits) Hearings. This Order supersedes all previous Orders on the subject and sets out the specific procedures and instructions:

**IT IS ORDERED** that:

**1. MASTER CALENDAR HEARINGS**

- a) Any attorney representing any party may appear telephonically (for respondent) or via video teleconference (VTC) (for DHS) for Master Calendar Hearings and Bond Hearings before the LaSalle Immigration Court without prior approval and without filing a motion in advance. The Court will call counsel at the phone number located on their EOIR-28. Counsel must ensure the number on the EOIR-28 is the appropriate number where they can be reached for a telephonic hearing. This section does not apply to attorneys whose telephonic hearing privileges have been previously revoked by a LaSalle Immigration Judge. Counsel whose telephonic privileges have been revoked will need to appear in person for Master Calendar Hearings and Bond Hearings.
- b) Any attorney who wishes to appear telephonically for a Master Calendar Hearing or Bond Hearing (for respondent) or via VTC (for DHS) does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing and no exceptions will be made.
- c) Any attorney appearing telephonically or via VTC waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- d) If the Court is unable to reach counsel by telephone or VTC for the hearing due to counsel's unavailability, thereafter, counsel will be required to appear in-person at any rescheduled hearing. To ensure the quality of the record, anyone appearing by telephone or VTC shall be in a quiet, private location. With respect to telephonic hearings, the call may never be

placed on hold. The use of car phones, speakerphones, or phones in a public place is prohibited.

## **2. MERITS HEARINGS**

- a) **Respondent's Appearance:** To the greatest extent possible, respondents will appear via VTC. However, when a quality VTC connection is not possible, respondents will appear in-person.
- b) **Attorney's Appearance:** Respondent's counsel and DHS counsel shall appear in-person for Merits Hearings. Respondent's counsel whose client is housed at a remote facility may appear with their client at the remote location via VTC with prior approval of the Immigration Judge.
- c) **Witnesses:** Parties are strongly encouraged to submit affidavits or written statements for witnesses. Parties may motion the Court for telephonic or in-person witness testimony, provided this form of testimony is deemed critical to the proceeding by the Immigration Judge.
- d) **Social Distancing:** The Court will require all parties to practice social distancing in the courtroom. There will be designated seats for each individual that appears and only a limited number of people will be allowed in the courtroom. In-person appearances in the courtroom shall be limited to the following individuals: respondents, attorneys, interpreters, and other individuals determined to be essential by the Immigration Judge.
- e) **Extraordinary Circumstances:** If respondent's counsel or DHS counsel believes that counsel has an extraordinary circumstance, then counsel may file a motion to request a telephonic hearing. Evidence must be attached to the motion to demonstrate the attorney's specific extraordinary circumstance. The Immigration Judge will make a decision based on the merits of each specific motion.
- f) If the Immigration Judge determines that an extraordinary circumstance exists that warrants a telephonic Merits Hearing, then the following will apply:
  - (i) Any attorney appearing telephonically or via VTC does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding, in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing. No exceptions will be made.
  - (ii) Any attorney appearing telephonically or via VTC must file any relevant original documents/evidence with the Court by the deadline set by the Immigration Judge.

- (iii) Any attorney appearing telephonically or via VTC waives the right to object to admissibility of any document offered in court on the sole basis that they are unable to examine the document.
- (iv) If the Court is unable to reach counsel by telephone or via VTC for the hearing due to counsel's unavailability, then counsel will be required to appear in-person at any rescheduled hearing thereafter. To ensure the quality of the record, anyone appearing by telephone or via VTC shall be in a quiet, private location. With respect to telephonic hearings, the call may never be placed on hold. The use of car phones, speakerphones or phones in a public places is prohibited.

### **3. INDIVIDUALS WITH COVID-19 SYMPTOMS OR POSITIVE COVID-19 TEST**

Under no circumstances shall any individual experiencing symptoms consistent with COVID-19 infection enter the Court, including but not limited to the lobby, filing window, and courtrooms. This same restriction applies to any individuals who have tested positive for COVID-19, unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. If any individual described in this section is unable to attend an upcoming hearing at which his or her presence is required, then that person shall promptly file a motion to continue with the Court. In case of an emergency, the individual may call the Court's main number (318-335-6880) to provide notification of the illness, but must follow up thereafter by filing a motion to continue with the Court.

**GRADY CROOKS** Digitally signed by GRADY  
CROOKS  
Date: 2020.07.01 09:42:38 -0500  
Grady A. Crooks  
Assistant Chief Immigration Judge  
LaSalle Immigration Court

37) Los Angeles – N. Los Angeles St.: All immigration judges (5 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
LOS ANGELES (NORTH), CALIFORNIA

NLA 20-02:  
STANDING ORDER: ESTABLISHING SAFE PROCEDURES  
DURING THE COVID-19 NATIONAL EMERGENCY

This Order establishes filing requirements and courtroom procedures pursuant to Immigration and Nationality Act (INA) §240(b)(1)-(2) and 8 C.F.R. § 1003.10(b), 1003.21(b), 1003.25, 1003.31(c), 1003.40.

This Order is effective immediately and shall remain effective until it is rescinded by a superseding order of the Los Angeles (North) Immigration Court.

**IT IS HEREBY ORDERED** that, effective immediately and continuing until further order of the Court:

I. Appearances Before the Court

- A. No attorney, interpreter, witness, or member of the public who is subject to the restrictions articulated in Policy Memorandum 20-13, *EOIR Practices Related to the COVID-19 Outbreak* (June 11, 2020) (as amended), is subject to an isolation or quarantine order from a government health official or a medical provider, or has had physical contact with anyone within the past fourteen (14) days who was diagnosed with COVID-19 may appear in the Los Angeles (North) Immigration Court because the public interest requires that removal proceedings be closed to individuals likely to spread COVID-19. If an individual fails to comply with these reasonable limitations, the Court shall comply with guidance from federal, state, and county health authorities and continue the hearing.
- B. Any attorney or qualified representative for any party may appear telephonically in master calendar cases before the Los Angeles (North) Immigration Court, without prior approval and without filing a motion in advance. Attorneys or qualified representatives who would like to appear telephonically, either with or without respondent(s), for a particular master calendar case should contact the Los Angeles (North) Immigration Court, at 213-576-4701 at least two (2) business days in advance of the hearing and should provide: the A-number, the time and date of the scheduled hearing, and the best phone number to be reached for the hearing.
- C. Any attorney or qualified representative for any party may appear telephonically at evidentiary/individual hearings before the Los Angeles (North) Immigration Court after filing a written motion for such appearance. Attorneys and qualified representatives for respondents must include in their motions this information: (1) a statement that the respondent was advised of his or her right to appear in person

or by video conference; and, (2) the respondent consents to a telephonic hearing. Credible fear determinations may be reviewed by the Immigration Judge through a telephone conference without the consent of the alien. Attorneys or qualified representatives who would like to appear telephonically should either (1) include their contact information in their motions; or, (2) should contact the Los Angeles (North) Immigration Court, at 213-576-4701 at least two (2) business days in advance of the hearing and provide: the A-number, the time and date of the scheduled hearing, and the best phone number to be reached for the hearing.

- D. All parties appearing telephonically before the Court must further comply with the attached instructions for making telephonic appearances. *See* Appendix A.
- E. An Immigration Judge may, in his or her discretion, halt any video conference or telephonic hearing, and the parties may be required to attend a future in-person hearing on a date to be determined. Further, nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.
- F. Any individual who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing unless good cause is shown if counsel or the qualified representative does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing. Rebuttal or impeachment evidence, however, will be accepted on the day of the hearing where the parties appear telephonically. Such rebuttal or impeachment evidence shall be made available to the Court and the parties electronically on the day of the hearing.
- G. Any proceedings conducted in-person shall be limited to representatives who have filed a notice of appearance (Form EOIR-28), parties, witnesses, security officers, and any other necessary people, which will be determined by the presiding Immigration Judge, so long as no more than six (6) people are present in the courtroom. The court strongly encourages witnesses, family, and community members to provide telephonic testimony or submit letters or written declarations in lieu of appearing at hearings.

## II. Filing of Applications, Briefs, Motions, and Evidence

- A. The filing of documents and evidence by U.S. Postal Service first class mail is strongly preferred and highly recommended.
- B. Motions to continue cases due to COVID-19 concerns should be filed with as much notice as possible, but may, on an *emergency* basis, be made to the Los Angeles (North) Immigration Court, by email at:

[LA@LosAngeles.Immigration.Court@USDOL.GOV](mailto:LA@LosAngeles.Immigration.Court@USDOL.GOV)

- C. Opposing counsel must be served with any and all filings made with the Court, whether by email, the U.S. Postal Service, or overnight delivery service.
- D. Three-Month Temporal Limit on Filings through Email: Other than *emergency* filings, the Court is imposing a three-month temporal filing limit on documents filed through email. Effective immediately, the Court will reject documents filed via the temporary email 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 email box.
- E. **Applications for asylum (Form I-589) are exempt from the three-month temporal limit on filings through email, and will be considered filed on the date of receipt for purposes of the one-year filing deadline.**
- F. The subject of the email 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.

Example: A filer of a motion to continue with a case with alien registration number A012345678 and a hearing date of 06/30/2020 would input, “Motion to Continue - A012345678 - 06/30/2020” in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, “Motion to Continue - A012345678 - 06/30/2020 – WAJ”

- G. Effective immediately, for parties using the temporary email 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 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. mail or an overnight delivery service no later than the date set for filing the documents with the Immigration Court.

### III. Motion to adjudicate applications without an evidentiary hearing

- A. Either party may file a *Joint or Unopposed Motion to Adjudicate Applications Without Evidentiary Hearing* with the Court. The Motion must be filed prior to any filing deadlines established by the Court to request that a written decision on the merits be issued based solely on the applications, declarations, and other evidence contained in the record of proceeding. The Motion must include at a minimum:
  - a. A sworn affidavit or declaration from the respondent indicating:

- 1) that the respondent has been advised of the right to proceed in person or by video conference and waives that right;
  - 2) that any application or request for relief on which the respondent is proceeding and/or affidavit or supporting declaration has been read to the respondent in a language he or she speaks and understands;
  - 3) that any application or request for relief and all documentary evidence is true, correct and complete to the best of the respondent's knowledge; and,
  - 4) that any other pending relief applications are withdrawn or to be held in abeyance. *See* 8 C.F.R. § 1003.25(c).
- b. A statement from the parties regarding their respective positions on appeal;
- c. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a)
- B. If the respondent has sworn to the contents of the application(s) under oath before an Immigration Judge, the court will issue a written decision, in appropriate circumstances, as soon as practicable. The Immigration Judge will automatically reserve the right to appeal to the Board of Immigration Appeals on behalf of both parties.
- C. The Court reserves the discretion to deny a *Joint or Unopposed Motion to Adjudicate Applications Without Evidentiary Hearing* if it deems it necessary to examine the respondent or other witnesses, or for any other reason.

This order supersedes all prior Standing Orders of the Los Angeles (North) Immigration Court.

**IT IS SO ORDERED.**

**Dated: September 30, 2020**

**JEFFREY MILLER**  
Digitally signed by JEFFREY MILLER  
Date: 2020.09.30 14:32:45 -0700  
**JEFFREY S. MILLER**  
**ASSISTANT CHIEF IMMIGRATION JUDGE**

**Appendix A**

**Instructions for Telephonic Appearances before the North Los Angeles Immigration Court**

**Making Your Telephonic Appearance:**

- You must call into the hearing at least 15 minutes before the hearing time.
- In order to access the OpenVoice telephonic system, dial **1-888-585-9008**.
- After dialing the main number, you will be prompted to enter the conference room number. To determine the appropriate conference room number for the Immigration Judge you are telephonically appearing before, please refer to the table below:

JUDGE	NUMBER
Aina, Nathan N.	992-530-905
Hsu, Lily C.	909-857-006
Left, James M.	313-143-995
Miller, Jeffrey S.	978-788-135
Piepmeyer, Kristin	986-996-801
Travieso, Frank M.	980-757-078

- When prompted, please enter the security code. The security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing.
- All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.
- After entering the security code, you will be joined into the telephonic hearing and you will be asked to state your name. Please state your full name as it appears on your E-28 and the last three digits of the respondent's A# for whom you are telephonically appearing.
- After check-in, **please mute your phone** and wait until your case is called. Your case will be called in the order in which the Court deems appropriate.
- To mute and unmute your participant line, use the mute feature on your phone or please press \* 2.
- Once you enter the hearing, do not place the call on hold as it will be disruptive to the hearings.
- If Court has commenced once you enter the hearing, do not interrupt. Your name will be announced upon entering the hearing and late appearances will be disruptive to hearings already commenced.
- Once your matter is concluded, please disconnect from the line.

38) Los Angeles – Olive Street: All immigration judges (2 orders, 8 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
LOS ANGELES (OLIVE STREET) IMMIGRATION COURT

**STANDING ORDER REGARDING DOCUMENTS FILED VIA ELECTRONIC MAIL**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Los Angeles (Olive Street) Immigration Court is accepting the filing of documents via electronic mail (email). The following Order regarding procedures for filing documents via email is effective immediately:

1. Under no circumstances shall any individual who is currently diagnosed with the COVID-19 virus, or who has had known contact with a person with COVID-19 within the last 14 days, or who has been asked to self-quarantine, or who is experiencing symptoms consistent with COVID-19, enter the Court to file documents or conduct any business.
2. The Court strongly encourages filings be made by U.S. mail, overnight delivery service, or email, consistent with the requirements set forth in this Order. Filings via email may be made to the Court's temporary email box at:

[LAOlive.Immigration.Court@USDOL.gov](mailto:LAOlive.Immigration.Court@USDOL.gov)

3. Subject to the provisions of this Order, all filings must otherwise comply with the provisions of the Immigration Court Practice Manual (ICPM).

<https://www.justice.gov/eoir/office-chief-immigration-judge-0>

All email filings must also comply with EOIR's guidelines, "Filing by Email – Immigration Courts." Failure to follow the guidelines may result in rejection of the filing.

<https://www.justice.gov/eoir/filing-email>

4. **Duplicate Filings:** Each individual filing should be made one time, by one manner of filing (i.e., U.S. mail, overnight delivery service, email, or in-person), except that the original of any Form I-589 filed by email must also be submitted as described in paragraph 6.
5. **Three-Month Temporal Limit on Filings through Email:** For non-detained cases, the Court will reject email filings, if filed more than three months before the next hearing date or a Court-ordered filing deadline, whichever is earlier. Those electing to file documents more than three months in advance may still do so; however, such documents must be filed by U.S. mail, overnight delivery service, or in-person, not through the Court's temporary email box. This temporal limit does not apply to detained cases.

Example: Under most circumstances, an applicant scheduled for a non-detained individual merits hearing on December 1 may not file supporting documents via the Court's temporary email box until September 1. Except as otherwise provided in this Order, earlier submissions may be rejected.

6. **Applications for asylum (Form I-589) are exempt from the three-month temporal limit on filings through email, and will be considered filed on the date of receipt for purposes of the one-year filing deadline.** The original of any Form I-589 filed by email must also be submitted by U.S. mail or overnight delivery service, or in person at the Court's filing window.
7. **Email Subject Line:** For filings via the Court's temporary email box, the subject line of the email must contain the nature of the filing, the case number ("alien registration number"), the date of the next hearing and any Court-mandated deadline for the filing, and the initials of the Immigration Judge assigned to the case. The initials of each Immigration Judge are listed in Appendix "A" attached hereto.

Example: For a motion to continue a hearing before Judge William A. Jones, for case number A 012 345 678, with a hearing date of June 30, 2020, and a Court-ordered deadline of June 25, 2020, the subject line would read: "Motion to Continue – A 012 345 678 – 06/30/20 – filing deadline 06/25/20 – WAJ."

8. **Page Limitation:** Filings made via the Court's temporary email box are limited to fifty (50) single-sided pages. Any filing over fifty (50) single-sided pages must be filed by U.S. mail or overnight delivery service, or in person at the Court's filing window.
9. The cover page of all filings, including those filed via email, must contain the next hearing date, time, and, if applicable, the date of any Court-ordered filing deadline. Filings without this information may be rejected.

**IT IS SO ORDERED.**

**DATE: May 14, 2020**

**RODIN ROOYANI** Digitally signed by RODIN  
ROOYANI  
Date: 2020.05.14 10:40:25 -0700  
**Rodin Rooyani**  
**Assistant Chief Immigration Judge**

**APPENDIX A**

**Los Angeles (Olive Street) Immigration Court**

**Judge Listing**

<b>Allen (JAN)</b>
<b>Bakke Varzandeh (JBV)</b>
<b>Bank (IEB)</b>
<b>Bass (LB7)</b>
<b>Behne (ABE)</b>
<b>Chon (HYC)</b>
<b>Costa (PJC)</b>
<b>Desai (JD1)</b>
<b>Dorfman (ARD)</b>
<b>Everett (TRE)</b>
<b>Francis (LJF)</b>
<b>Hong (AHO)</b>
<b>Huddleston (NHT)</b>
<b>Jasso (JJO)</b>
<b>Juelle (CRJ)</b>
<b>Latimore (JDL)</b>
<b>Lee (EDL)</b>
<b>Malvin (DHM)</b>
<b>Miller, N (NMR)</b>
<b>Park (JPK)</b>
<b>Patti (STP)</b>
<b>Rooyani (RR1)</b>
<b>Ruane (RAR)</b>
<b>Simons (ALS)</b>
<b>Stancill (CES)</b>
<b>Vahid-Tehrani (GA)</b>
<b>Villegas (VSV)</b>
<b>Virchis (BVI)</b>
<b>Waterloo (JWO)</b>

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
LOS ANGELES (OLIVE STREET) IMMIGRATION COURT

**STANDING ORDER REGARDING TELEPHONIC APPEARANCES**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Los Angeles (Olive Street) Immigration Court hereby issues the following standing Order regarding telephonic appearances. The following Order regarding telephonic appearances is effective immediately for all scheduled hearings, both detained and non-detained, and shall remain in effect until further Order of the Court.

**A. MASTER HEARINGS**

1. All master calendar hearings for represented respondents will be conducted telephonically without the need for a motion for telephonic appearance to be filed in advance. A respondent is considered represented once counsel or an accredited representative files a Form EOIR-28 with the Court in accordance with 8 C.F.R. § 1292.4(a).
2. The Court hereby waives the presence of all represented respondents for master hearings in accordance with 8 C.F.R. § 1003.25(a).
3. For any master hearings on the Court's juvenile docket, the Court waives the presence of any respondent who is in the care and custody of the Office of Refugee Resettlement (ORR) or who has been approved for participation in the Unaccompanied Refugee Minor (URM) program.
4. Counsel or accredited representatives for respondents are strongly encouraged to file written pleadings at least fifteen (15) calendar days in advance of the telephonic master hearing. For an example of acceptable written pleadings, see the Immigration Court Practice Manual, Appendix L (April 10, 2020) at <https://www.justice.gov/eoir/page/file/1258536/download>.
5. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic master hearing. The Court will not accept any filings on the date of the telephonic master hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's ***Standing Order Regarding Documents Filed Via Electronic Mail*** at <https://www.justice.gov/eoir/page/file/1276676/download>.

**B. MERITS HEARINGS**

1. The individual Immigration Judge, in his or her discretion, and upon consent of the respondent, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(c). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person and waives that right. *See* 8 C.F.R. § 1003.25(c).
2. The parties are strongly encouraged to confer and reach stipulations as to facts and/or legal issues in advance of all hearings. *See* 8 C.F.R. § 1003.21; Immigration Court Practice Manual, Chap. 4.18; *Matter of Yewondwosen*, 21 I&N Dec. 1025 (BIA 1997).
3. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic merits hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*. No filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* Immigration Court Practice Manual, Chap. 3.1(b)(ii)(A).
4. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections or amendments to all pending applications and/or to his or her declaration(s) at least fifteen (15) calendar days in advance of the telephonic merits hearing. The respondent is strongly encouraged to submit such filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*.
5. In cases where the parties have agreed to request that the Court issue a decision solely on the sworn application(s) and documentary evidence, the parties must file a **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** in advance of any hearing. The **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** must include at a minimum the following:
  - a. A sworn affidavit or declaration from the respondent indicating:
    - 1) that the respondent has been advised of the right to proceed in person and waives that right;
    - 2) that any application or request for relief on which the respondent is proceeding and/or affidavit or supporting declaration has been read to the respondent in a language the respondent speaks and understands;
    - 3) that any application or request for relief and all documentary evidence is true, correct and complete to the best of the respondent's knowledge; and

- 4) that any other pending relief applications are withdrawn or to be held in abeyance. *See* 8 C.F.R. § 1003.25(c).
- b. A statement from the parties regarding their respective positions on appeal;
- c. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a); and
- d. If the respondent is applying for voluntary departure under INA §§ 240B(a) or (b), his or her counsel or accredited representative must clearly indicate in the Motion that he or she has explained to the respondent the conditions that attach to voluntary departure as set forth in 8 C.F.R. § 1240.26 and *Matter of Gamero*, 25 I&N Dec. 164 (BIA 2010). The Motion must also include a sworn affidavit or declaration from the respondent that he or she understands the conditions that attach to voluntary departure, and that he or she accepts such conditions should voluntary departure be granted in the exercise of the Court's discretion. *See id.* For the purposes of post-conclusion voluntary departure during the period this Standing Order is in effect, the parties should assume the Court would set the minimum bond of \$500 and grant the maximum period of sixty (60) days to depart.

**GENERAL PROVISIONS**

1. To ensure the quality of the record, the parties appearing telephonically are strongly encouraged to be available by landline telephone in a quiet private location. Failure to respond when the case is called may result in the conclusion that counsel has failed to appear.
2. All parties appearing telephonically before the Court must further comply with the attached instructions for making telephonic appearances. *See* Appendix A.

**An Immigration Judge may, in his or her discretion, halt any telephonic hearing, and the parties may be required to attend a future in-person hearing on a date to be determined. Further, nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.**

**IT IS SO ORDERED.**

**DATE: June 9, 2020**

RODIN ROOYANI Digitally signed by RODIN  
ROOYANI  
Date: 2020.06.09 12:22:35 -07'00'

**Rodin Rooyani**  
**Assistant Chief Immigration Judge**

**Appendix A**

**Instructions for Telephonic Appearances before the Los Angeles (Olive Street) Immigration Court**

**Making Your Telephonic Appearance**

- You must call into the hearing at least 15 minutes before the hearing time.
- In order to access the OpenVoice telephonic system, dial **1-888-585-9008**.
- After dialing the main number, you will be prompted to enter the conference room number. To determine the appropriate conference room number for the Immigration Judge you are telephonically appearing before, please refer to the table below:

Judge	Room Number
Allen, Janette	271-912-105
Bakke Varzandeh, Joyce	311-872-669
Bank, Ira	808-220-125
Bass, Lori	383-675-184
Behne, Audra	698-901-176
Chon, Hye	513-735-305
Costa, Philip	943-524-976
Desai, Jankhana	901-207-402
Dorfman, Arlene	918-752-659
Everett, Timothy	230-021-243
Francis, Leon	655-305-054
Hong, Andrea	721-826-509
Huddleston, Natalie	740-297-557
Jasso, Jaime	744-291-434
Juelle, Carlos	134-823-572
Latimore, Jan	610-105-176
Lee, Edward	792-418-780
Malvin, Daniel	572-385-416
Miller, Nancy	750-040-830
Park, Jeannette	737-622-162
Patti, Sebastian	451-507-099
Rooyani, Rodin	301-283-156
Ruane, Rachel	862-340-522
Simons, Anita	955-827-572
Stancill, Christine	480-375-717
Vahid-Tehrani, Gita	451-470-567
Villegas, Veronica	700-834-918
Virchis, Bridget	446-600-441
Waterloo, Jason	195-508-243

- When prompted, please enter the security code. The security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing. All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.
- After entering the security code, you will be joined into the telephonic hearing and you will be asked to state your name. Please state your full name as it appears on your E-28 and the last three digits of the respondent's A# for whom you are telephonically appearing.
- After check-in, **please mute your phone** and wait until your case is called. Your case will be called in the order in which the Court deems appropriate.
- To mute and unmute your participant line, use the mute feature on your phone or please press \* 2.
- Once you enter the hearing, do not place the call on hold as it will be disruptive to the hearings.
- If Court has commenced once you enter the hearing, do not interrupt. Your name will be announced upon entering the hearing and late appearances will be disruptive to hearings already commenced.
- Once your matter is concluded, please disconnect from the line.

39) Los Angeles – Van Nuys Blvd: All immigration judges (2 orders, 8 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
LOS ANGELES (VAN NUYS) CALIFORNIA

**VNS 20-01 STANDING ORDER ON RESUMPTION OF NON-DETAINED HEARINGS  
FOR PHASE 1:**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Los Angeles - Van Nuys Immigration Court hereby issues the following Standing Order regarding telephonic appearances and other business with the Immigration Court. This Standing Order supplements and expands upon EOIR Policy Memorandum 20-13 “EOIR Practices Related to the COVID-19 Outbreak” accessible on the Agency’s website. This Standing Order is effective immediately for all scheduled, non-detained hearings, and is released contemporaneously with the Standing Order “REGARDING DOCUMENTS FILED VIA ELECTRONIC MAIL.” Both orders, in tandem, supersede any previous Standing Orders for the Los Angeles-Van Nuys Immigration Court. These orders shall remain in effect until further Order of the Court.

**A. MASTER HEARINGS**

All non-detained hearings designated as a “master” calendar hearing will continue to remain suspended until further notice. Any questions regarding the status of the case as either “master” or “individual” may be clarified through reviewing the hearing notice issued for the case or contacting the Agency’s 1-800 number at (800) 898-7180. Information on cases can also be obtained via the agency website.

**B. MERITS HEARINGS**

1. In order to minimize the number of individuals called to court at any one time, judges will rotate on a weekly basis and limit the number of merits hearing per morning and afternoon session. Not every Immigration Judge will be on site at the court per day. Rotations will be by teams of judges—such schedules of the weeks when a particular Immigration Judge will be presiding over hearings will be made available by contacting the Van Nuys Immigration Court at (818) 904-5200;

2. Any attorney or qualified representative for any party may appear telephonically in cases before the Van Nuys Immigration Court, without prior approval and without filing a motion in advance. Attorneys or qualified representatives who would like to appear telephonically for a particular case should contact the Van Nuys Immigration Court, at (818) 904-5200 at least two

(2) days in advance of the hearing and should provide: the A-number, the time and date of the scheduled hearing, and the best phone number to be reached. Twenty-four (24) hours before the hearing, Counsel will be contacted by the court staff with instructions to call in to Court for the scheduled hearing through our Open Voice Conferencing System. See Appendix A;

3. The parties are strongly encouraged to confer and reach stipulations as to facts and/or legal issues in advance of all hearings. See 8 C.F.R. § 1003.21; Practice Manual, Chap. 4.18; *Matter of Yewondwosen*, 21 I&N Dec. 1025 (BIA 1997);

4. Respondents will be required to appear for their hearings unless their presence is waived by the Immigration Judge. The presence of individuals under the age of 18 that are part of removal proceedings with other family members will be waived for their hearings unless they have separate applications from the principal Respondents and their testimony is necessary. This will also ensure social distancing and assist in minimizing the number of individuals called to Immigration Court;

5. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the merits hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's Standing Order Number One Regarding Documents Filed Via Electronic Mail. No filings except at the discretion of the Judge, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the merits hearing. See Immigration Court Practice Manual, Chap. 3.1(b)(ii)(A) (June 11, 2020);

6. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections or amendments to all pending applications and/or to his or her declaration(s) at least fifteen (15) calendar days in advance of the merits hearing. The respondent is strongly encouraged to submit such filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's Standing Order Number One Regarding Documents Filed via Electronic Mail.

### C. SPECIAL CIRCUMSTANCES

1. The parties are encouraged to notify the Court, by way of a motion to advance, of any pending matter that is ready for an immediate merits hearing;

2. In cases where the parties have reached an agreement for a final resolution of a case, i.e. grant or denial of a particular application(s) for relief, the parties must file a Joint or Unopposed Motion to that effect. Any remaining unadjudicated applications will be deemed withdrawn unless otherwise indicated;

3. In cases where the parties have agreed to request that the Court issue a decision solely on the sworn application(s) and documentary evidence, and in accordance with the Best Practices as noted in Policy Memorandum 20-13, the parties must file a Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits in advance of any hearing. The Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits must include at a minimum the following:

a. A sworn affidavit or declaration from the respondent indicating:

- 1) That the respondent has been advised of the right to proceed in person or by VTC and waives that right;
- 2) That any application or request for relief on which the respondent is proceeding and/or affidavit or supporting declaration has been read to the respondent in a language the respondent speaks and understands;
- 3) That any application or request for relief and all documentary evidence is true, correct and complete to the best of the respondent's knowledge; and
- 4) That any other pending relief applications are withdrawn or to be held in abeyance. See 8 C.F.R. § 1003.25(c).

b. A statement from the parties regarding their respective positions on appeal;

c. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a); and

d. If the respondent is applying for voluntary departure under INA §§ 240B(a) or (b), his or her counsel or accredited representative must clearly indicate in the Motion that he or she has explained to the respondent the conditions that attach to voluntary departure as set forth in 8 C.F.R. § 1240.26 and *Matter of Gamero*, 25 I&N Dec. 164 (BIA 2010). In addition, the Motion must also include a sworn affidavit or declaration from the respondent that he or she understands the conditions that attach to voluntary departure, and that he or she accepts such conditions should voluntary departure be granted in the exercise of the Court's discretion. See *id.* For the purposes of post-conclusion voluntary departure during the period this Standing Order is in effect, the parties should assume the

Court would set the minimum bond of \$500 and grant the maximum period of sixty (60) days to depart.

Nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.

IT IS SO ORDERED.

Dated:

September 11, 2020

**SCOTT  
LAURENT** Digitally signed by  
SCOTT LAURENT  
Date: 2020.09.11  
08:57:17 -0700

Scott Laurent  
Assistant Chief Immigration Judge  
Van Nuys, California

APPENDIX A

**Los Angeles (Van Nuys) Immigration Court Judge Listings and Instructions for Telephonic Appearances:**

To make a telephonic appearance using the Court's telephonic conferencing system, you must call 15 minutes prior to the hearing time. In order to access the Open Voice telephonic system, dial **1-888-585-9008**. After dialing the main number, you will be prompted to enter the conference room number related to the Immigration Judge you are appearing before. Please see below for the Immigration Judge's initials and Open Voice Conference Room number:

**Brian Burke (BB2)**

**David Burke (DB) (570-660-650)**

**Carlos Maury (CEM)**

**Tara Naselow-Nahas (TNN) (590-790-352)**

**A Ashley Tabaddor (AAT) (860-667-121)**

**Scott Laurent (SDL) (800-291-721)**

**Arlene Dorfman (ARD) (918-752-659)**

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
OFFICE OF THE IMMIGRATION JUDGE  
LOS ANGELES (VAN NUYS) IMMIGRATION COURT

**VNS 20-02-STANDING ORDER ON FILING OF DOCUMENTS FOR  
PHASE 1**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Los Angeles--Van Nuys Immigration Court is accepting the filing of documents via electronic mail (email). This standing order supplements the Policy Memorandum 20-11 "Filings and Signatures" (please see agency website). The following Order regarding procedures for filing documents via email in the Los Angeles--Van Nuys Immigration Court is effective immediately, is released contemporaneously with Standing Order "RESUMPTION OF NON-DETAINED HEARINGS", and replaces any prior standing order for the Los Angeles- Van Nuys immigration court:

1. Under no circumstances shall any individual who is currently diagnosed with the COVID-19 virus, or who has had known contact with a person with COVID-19 within the last 14 days, or who has been asked to self-quarantine, or who is experiencing symptoms consistent with COVID-19, enter the Court to file documents or conduct any business.

2. The Court strongly encourages filings be made by U.S. mail, overnight delivery service, or email, consistent with the requirements set forth in this Order. Filings via email may be made to the Court's temporary email box at: [LAVanNuys.Immigration.Court@usdoj.gov](mailto:LAVanNuys.Immigration.Court@usdoj.gov). Practitioners are reminded that, as noted in Policy Memorandum PM 20-13, this email address shall be deactivated on November 20, 2020, which is 60 days after the court has resumed non-detained hearings.

3. Subject to the provisions of this Order, all filings must otherwise comply with the provisions of the Immigration Court Practice Manual (ICPM): <https://www.justice.gov/eoir/office-chief-immigration-judge-0>.

All email filings must also comply with EOIR's guidelines, "Filing by Email – Immigration Courts." Failure to follow the guidelines may result in rejection of the filing. <https://www.justice.gov/eoir/filing-email>.

4. **Duplicate Filings:** Each individual filing should be made one time, by one manner of filing (i.e., U.S. mail, overnight delivery service, email, or in-person), except that the original of any Form I-589 filed by email must also be submitted as described in paragraph 6.

5. **Three-Month Temporal Limit on Filings through Email:** For non-detained cases, the Court will reject email filings, if filed more than three months before the next hearing date or a Court-ordered filing deadline, whichever is earlier. Those electing to file documents more than three months in advance may still do so; however, such documents must be filed by U.S. mail,

overnight delivery service, or in-person, not through the Court's temporary email box. This temporal limit does not apply to detained cases.

Example: Under most circumstances, an applicant scheduled for a non-detained individual merits hearing on December 1 may not file supporting documents via the Court's temporary email box until September 1. Except as otherwise provided in this Order, earlier submissions may be rejected.

**6. Applications for asylum (Form I-589) are exempt from the three-month temporal limit on filings through email, and will be considered filed on the date of receipt for purposes of the one-year filing deadline.** The original of any Form I-589 filed by email must also be submitted by U.S. mail or overnight delivery service, or in person at the Court's filing window.

**7. Email Subject Line:** For filings via the Court's temporary email box, the subject line of the email must contain the nature of the filing, the case number ("alien registration number"), the date of the next hearing and any Court-mandated deadline for the filing, and the initials of the Immigration Judge assigned to the case. The initials of each Immigration Judge are listed in Appendix "A" attached hereto.

Example: For a motion to continue a hearing before Judge A Ashley Tabbador, for case number A 012 345 678, with a hearing date of June 30, 2020, and a Court-ordered deadline of June 25, 2020, the subject line would read: "Motion to Continue – A 012 345 678 – 06/30/20 – filing deadline 06/25/20 – AAT."

**8. Page Limitation:** Filings made via the Court's temporary email box are limited to fifty (50) single-sided pages. Any filing over fifty (50) single-sided pages must be filed by U.S. mail or overnight delivery service, or in person at the Court's filing window.

9. The cover page of all filings, including those filed via email, must contain the next hearing date, time, and, if applicable, the date of any Court-ordered filing deadline. Filings without this information may be rejected.

Failure to follow the guidelines may result in rejection of the filing.

IT IS SO ORDERED.

DATE:

September 9, 2020

SCOTT  
LAURENT

Digitally signed by  
SCOTT LAURENT  
Date: 2020.09.09  
14:05:53 -07'00'

Scott Laurent  
Assistant Chief Immigration Judge  
Van Nuys, California

APPENDIX A

**Los Angeles (Van Nuys) Immigration Court Judge Listing**

**Brian Burke (BB2)**

**David Burke (DB)**

**Carlos Maury (CEM)**

**Tara Naselow (TNN)**

**A Ashley Tabaddor (AAT)**

**Scott Laurent (SDL)**

**Arlene Dorfman (ARD)**

40) Memphis: All Immigration Judges (13 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
MEMPHIS IMMIGRATION COURT

**STANDING ORDER: PROCEDURES**

On March 17, 2020, the Federal Government issued a memorandum directing agencies to minimize face-to-face interactions with members of the public, which is posted at <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-16.pdf>. To comply with directives from Federal, State, and County health officials and reduce the spread of COVID-19, it is hereby ordered that the following procedures shall be implemented immediately in the Memphis Immigration Court and shall remain effective until rescinded by a superseding order of the Memphis Immigration Court. This order is made pursuant to Immigration and Nationality Act § 240(b)(1)-(2) and 8 C.F.R. § 1003.10(b), 1003.21(b), 1003.25, 1003.29, 1003.31(c), 1003.40.

All parties should continue to monitor the EOIR website at <https://www.justice.gov/eoir> and/or EOIR's Twitter feed at: @DOJ\_EOIR ([https://twitter.com/doj\\_eoir?lang=en](https://twitter.com/doj_eoir?lang=en)) for the latest information on court operating status.

**INDIVIDUALS WITH COVID-19 SYMPTOMS OR POSITIVE COVID-19 TEST**

Under no circumstances shall any individual experiencing symptoms consistent with COVID-19 infection enter the Court, including but not limited to the lobby, filing window, and courtrooms. This same restriction applies to any individuals who have tested positive for COVID-19, unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. If any individual described in this paragraph is unable to attend an upcoming hearing at which his or her presence is required, he or she shall promptly notify the Court in writing to the Court's email filing mailbox at [Memphis.Immigration.Court@usdoj.gov](mailto:Memphis.Immigration.Court@usdoj.gov), or in an emergency, by telephone to the Court.

**FILING OF MOTIONS, APPLICATIONS, BRIEFS, EVIDENCE, AND OTHER DOCUMENTS**

**Routine Filings:** First class mail, express delivery services, or email sent in compliance with the guidelines posted at <https://www.justice.gov/eoir/filing-email> are strongly preferred over in-person submission of motions, applications, briefs, evidence, and any other documents. However, filings to the Court's email filing mailbox should not be made more than three (3) months in advance of any filing deadline or hearing date **unless it is an application for asylum and its filing is necessary to meet the one-year filing requirement of Section 208(a)(2)(B)**. Additionally, any submissions over fifty (50) pages must be made by means other than email.

**Time-Sensitive Filings:** All filing deadlines ordered by the Court remain in effect. Unless otherwise ordered by the Court, all filings are due in accordance with the deadlines established in the Immigration Court Practice Manual, Chapter 3.1(b). Untimely filings are subject to the consequences identified in the Immigration Court Practice Manual, Chapter 3.1(d).

**Page Limit:** For documents relating to country conditions or other reference materials, a maximum of 150 pages may be submitted. The relevance of each background/country condition document shall be set forth in the table of contents or by citation in the prehearing statement. A party wishing to submit more than 150 pages of such documentation must first establish good cause in a written motion that identifies the documents sought to be submitted, why they are believed to be necessary, and what they show that is not already established by any prior submissions. The U.S. Department of State's most recent Country Report on Human Rights Practices and Report on International Religious Freedom may be submitted, or made part of the record by motion, without counting against this page limit.

### MASTER CALENDAR HEARINGS

In order to reduce the number of personal appearances for master calendar hearings, the following shall be submitted no later than five (5) business days prior to a scheduled master calendar hearing:

1. Written pleadings,<sup>1</sup> unless previously submitted; and
2. **Either:**
  - A) motion to vacate master and set for individual hearing<sup>2</sup> with the respondent's application(s) for relief, unless previously submitted; **or**
  - B) a motion to continue establishing good cause for continuing the case to another master calendar hearing; **or**
  - C) a request to appear in person or telephonically at the scheduled master calendar hearing that establishes the necessity for the hearing.

Notwithstanding the above, the Court may direct that the master calendar hearing proceed as scheduled.

### INDIVIDUAL CALENDAR HEARINGS

Pursuant to 8 C.F.R. 1003.25(a), Counsel and respondent(s) may appear by telephone for good cause shown. A motion to appear telephonically must be submitted no later than fifteen (15) days in advance of the individual calendar hearing. The motion shall include a single landline telephone number at which both counsel and the respondent(s) may be reached. Motions must also include a written acknowledgement that the respondent(s) has been advised of his or her right to personally appear at the hearing per 8 C.F.R. §1003.25(c) and consents to appearing telephonically in lieu of a personal appearance. Any party appearing by telephone waives the right to object to any evidence presented at the individual hearing on the basis that he/she is unable to view such evidence.

Motions for witnesses to appear by telephone must also be submitted no later than fifteen (15) days in advance of the individual calendar hearing. Motions for telephonic witnesses shall include a summary of the witness's expected testimony that demonstrates its relevance, materiality, and its necessity.

Appearances are not required by minor respondents under the age of fourteen (14), or for respondent(s) whose appearance has previously been waived by the Immigration Judge.

In all individual calendar hearings wherein the respondent is represented and the relief sought includes asylum, withholding of removal, and/or protection under the Convention Against Torture, Counsel for the respondent shall submit proposed stipulated facts that form the basis for the claim of relief. The proposed stipulated facts shall delineate any particular social group(s), if applicable, and shall be filed with the Court and served on the Department of Homeland Security no later than thirty (30) days prior to the individual calendar hearing.

If agreed to by the parties, the Court may adopt the proposed stipulated facts in lieu of, or in addition to, the respondent's oral testimony and rely on such stipulated facts in reaching a decision.

---

<sup>1</sup> Separate, written pleadings are required for each respondent, and the written pleadings must be signed by the respondent (or guardian) and the respondent's representative. Immigration Court Practice Manual, Chapter 4.15(j)(April 10, 2020). Pleadings must comply with the requirements set forth in the Immigration Court Practice Manual, and representatives are strongly encouraged to submit written pleadings using the template provided at Attachment A.

<sup>2</sup> Representatives are strongly encouraged to submit motions to vacate using the template provided at Attachment B.

**REQUESTS FOR TELEPHONIC PREHEARING CONFERENCES**

Parties are reminded that telephonic prehearing conferences may be requested to narrow issues, obtain stipulations, exchange information, or otherwise simplify and organize the proceeding. 8 C.F.R. § 1003.21(a). Prehearing conferences may be initiated by the Immigration Judge or requested by a party, in writing, to resolve matters without the need for a hearing. If either party believes that a matter is appropriately resolved via a pretrial conference, that party shall confer with the opposing party and file an appropriate motion with the Court. The Court will then review the record and take action as appropriate.

Dated, this 1st day of May, 2020.



Renae M. Hansell  
Assistant Chief Immigration Judge  
Memphis, Tennessee

Attachments: Attachment A  
Attachment B

A

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
MEMPHIS, TENNESSEE

IN THE MATTER OF \_\_\_\_\_ )  
 )  
 ) A \_\_\_\_\_ )  
 )  
IN REMOVAL PROCEEDINGS )

RESPONDENT'S WRITTEN PLEADINGS

On behalf of my client I make the following representations:

1. The respondent waives a formal reading of the NTA and concedes proper service of the Notice to Appear dated \_\_\_\_\_.
2. I have explained to the respondent, and the respondent acknowledges:
  - a. The rights set forth in 8 C.F.R. § 1240.10(a);
  - b. The consequences of failing to appear in Court as set forth in INA §240(b)(5);
  - c. The limitation on discretionary relief for failure to appear set forth in INA § 240(b)(7);
  - d. The consequences of knowingly filing or making a frivolous application as set forth in INA §208(d)(6);
  - e. The requirements to notify the Court within 5 business days of any change of address or telephone number, using Form E-33/IC pursuant to 8 C.F.R. §1003.15(d); and
  - f. That if any application is not timely filed, the application will be deemed waived and abandoned under 8 C.F.R. § 1003.31(c).
3. The respondent **admits** factual allegations \_\_\_\_\_ and **denies** \_\_\_\_\_.
4. The respondent **concedes** the following charges of removability \_\_\_\_\_ and **denies** the following charges of removability \_\_\_\_\_.
5. In the event of removal, the respondent names as the country to which removal should be directed \_\_\_\_\_ or **declines to designate** a country of removal.
6. The respondent will apply for the following forms of relief:  
 Termination of Proceedings  Asylum  Withholding of Removal  CAT  Adjustment of Status  
 42B  42A  Voluntary Departure  Waiver of inadmissibility pursuant to INA \_\_\_\_\_  
 Other \_\_\_\_\_  
 Relief Outside the Jurisdiction of the Court \_\_\_\_\_
7. The respondent's best language is \_\_\_\_\_, and we request an interpreter in that language for the individual hearing.
8. The respondent's address is \_\_\_\_\_.
9. If the relief from removal requires an application, the respondent will file the application as directed by the court. The respondent acknowledges that if the application(s) are not timely filed, the application(s) will be deemed waived and abandoned under 8 C.F.R. 1003.31(c).
10. The respondent has received biometrics instructions and will timely comply with instructions. I have explained the instructions to the respondent. I have also explained to the respondent that under 8 C.F.R. 1003.47(d), failure to provide biometrics or other biographical information within the time allowed will constitute abandonment of the application unless the respondent demonstrates that such failure was a result of good cause.
11. The respondent estimates \_\_\_\_\_ hours will be necessary for the individual hearing.

Attorney for the respondent: \_\_\_\_\_ Date: \_\_\_\_\_

Respondent's pleading declaration:

I have been advised of my rights in these proceedings by my attorney or representative. I understand those rights. I waive a further explanation of those rights by this Court. I have been advised by my attorney or representative of the consequences of failing to appear for a hearing. I have also been advised by my attorney or representative of the consequences of failing to appear for a scheduled date of departure or deportation. I understand those consequences. I have been advised by my attorney or representative of the consequences of knowingly filing a frivolous asylum application. I understand the consequences. I have been advised by my attorney or representative of the consequences of failing to follow the DHS biometrics instructions within the time allowed. I understand those consequences. I understand that if my mailing address changes I must notify the court within 5 days of such change by completing an Alien's Change of Address Form (Form EOIR-33/IC) and filing it with this court. Finally, my attorney or representative has explained to me what this Written Pleading says. I understand it, I agree with it, and I request that the court accept it as my pleading.

Respondent (or guardian if a minor): \_\_\_\_\_ Date: \_\_\_\_\_

B

A. Tourney, Esquire  
Law Offices of A. Tourney  
123 Main Street  
Anytown, TN 12345

NON-DETAINED

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
MEMPHIS, TENNESSEE

---

IN THE MATTER OF	)	
	)	
_____	)	A _____
_____	)	A _____
_____	)	A _____
	)	
IN REMOVAL PROCEEDINGS	)	

---

Immigration Judge: Holt

Next Hearing Date: January 1, 2000

RESPONDENT'S MOTION TO VACATE MASTER CALENDAR HEARING  
AND SET FOR AN INDIVIDUAL HEARING (OR TO STATUS DOCKET)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
MEMPHIS, TENNESSEE

IN THE MATTER OF	)	
	)	
_____	)	A _____
_____	)	A _____
_____	)	A _____
IN REMOVAL PROCEEDINGS	)	

RESPONDENT'S MOTION TO VACATE MASTER CALENDAR HEARING  
AND SET FOR AN INDIVIDUAL HEARING (OR TO STATUS DOCKET)

COMES NOW, the respondent, by and through counsel, and requests that this Court vacate the currently-scheduled master calendar hearing and set this matter for an individual hearing. In support of such Motion, the following scheduling information is provided:

1. A **COPY** of an application filed with USCIS. \_\_\_\_\_  
*\*DO NOT* enter this as an application for the Court.  
*or*  
 An application for the Court. \_\_\_\_\_  
 Relief requested: \_\_\_\_\_
2. I want an expedited hearing on my asylum application. \_\_\_\_\_  
*or*  
 I reject a setting on the first available hearing date. \_\_\_\_\_
3. I **HAVE** complied with all biometrics instructions. \_\_\_\_\_  
*or*  
 I **HAVE NOT** complied with all biometrics instructions. \_\_\_\_\_

WHEREFORE, in consideration of my written pleadings and the scheduling information provided herein, I hereby request that the Court vacate my currently-scheduled master calendar hearing and set this matter for an individual hearing.

\_\_\_\_\_  
A. Tourney, Esquire

Alien Name(s)  
Alien Number(s)

CERTIFICATE OF SERVICE

On \_\_\_\_\_, I \_\_\_\_\_  
(date) (printed name of person signing below)

served a copy of this Motion to Vacate Master Calendar Hearing and Set for an Individual

Hearing (or to Status Docket) and any attached pages to \_\_\_\_\_  
(name of party served)

\_\_\_\_\_  
(address of party served)

by \_\_\_\_\_  
(method of service – courier, first class mail, hand-delivery, etc.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
MEMPHIS, TENNESSEE

IN THE MATTER OF	)	
_____	)	A _____
_____	)	A _____
_____	)	A _____
IN REMOVAL PROCEEDINGS	)	

ORDER OF THE IMMIGRATION JUDGE

Upon consideration of the Motion to Vacate Master Calendar Hearing and Set for an Individual Hearing (or to Status Docket), it is HEREBY ORDERED that the motion be:  **GRANTED**  **DENIED** because:

- DHS does not oppose the motion.
- The respondent does not oppose the motion.
- A response to the motion has not been filed with the Court.
- Good cause has been established for the motion.
- The Court agrees with the reasons stated in the opposition.
- The motion is untimely per the \_\_\_\_\_.
- Other: \_\_\_\_\_.

An individual hearing is set for \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Courtroom \_\_\_\_\_. Supplemental documents are due \_\_\_\_\_ days in advance of the individual hearing. If biometrics instructions have not yet been complied with, the respondent must comply, and provide proof of such to the Court, no later than \_\_\_\_\_.

*OR*

A master calendar hearing on the Court's status docket is set for \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Courtroom \_\_\_\_\_.

Date	[name], Immigration Judge
------	---------------------------

Certificate of Service			
This document was served by: <input type="checkbox"/> Mail <input type="checkbox"/> Personal Service			
To: <input type="checkbox"/> Alien	<input type="checkbox"/> Alien, c/o Custodial Officer	<input type="checkbox"/> Alien's Atty/Rep	<input type="checkbox"/> DHS
Date: _____	By: Court Staff _____		

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
MEMPHIS, TENNESSEE

IN THE MATTER OF	)	
_____	)	A _____
_____	)	A _____
_____	)	A _____
IN REMOVAL PROCEEDINGS	)	

ORDER OF THE IMMIGRATION JUDGE

Upon consideration of the Motion to Vacate Master Calendar Hearing and Set for an Individual Hearing (or to Status Docket), it is HEREBY ORDERED that the motion be:  **GRANTED**  **DENIED** because:

- DHS does not oppose the motion.
- The respondent does not oppose the motion.
- A response to the motion has not been filed with the Court.
- Good cause has been established for the motion.
- The Court agrees with the reasons stated in the opposition.
- The motion is untimely per the \_\_\_\_\_.
- Other: \_\_\_\_\_.

An individual hearing is set for \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Courtroom \_\_\_\_\_. Supplemental documents are due \_\_\_\_\_ days in advance of the individual hearing. If biometrics instructions have not yet been complied with, the respondent must comply, and provide proof of such to the Court, no later than \_\_\_\_\_.

*OR*

A master calendar hearing on the Court's status docket is set for \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Courtroom \_\_\_\_\_.

Date	[name], Immigration Judge
------	---------------------------

Certificate of Service

This document was served by:  Mail  Personal Service

To:  Alien  Alien, c/o Custodial Officer  Alien's Atty/Rep  DHS

Date: \_\_\_\_\_ By: Court Staff \_\_\_\_\_

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
MEMPHIS, TENNESSEE

IN THE MATTER OF	)	
_____	)	A _____
_____	)	A _____
_____	)	A _____
IN REMOVAL PROCEEDINGS	)	

ORDER OF THE IMMIGRATION JUDGE

Upon consideration of the Motion to Vacate Master Calendar Hearing and Set for an Individual Hearing (or to Status Docket), it is HEREBY ORDERED that the motion be:  **GRANTED**  **DENIED** because:

- DHS does not oppose the motion.
- The respondent does not oppose the motion.
- A response to the motion has not been filed with the Court.
- Good cause has been established for the motion.
- The Court agrees with the reasons stated in the opposition.
- The motion is untimely per the \_\_\_\_\_.
- Other: \_\_\_\_\_.

An individual hearing is set for \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Courtroom \_\_\_\_\_. Supplemental documents are due \_\_\_\_\_ days in advance of the individual hearing. If biometrics instructions have not yet been complied with, the respondent must comply, and provide proof of such to the Court, no later than \_\_\_\_\_.

*OR*

A master calendar hearing on the Court's status docket is set for \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Courtroom \_\_\_\_\_.

\_\_\_\_\_  
Date [name], Immigration Judge

Certificate of Service

This document was served by:  Mail  Personal Service

To:  Alien  Alien, c/o Custodial Officer  Alien's Atty/Rep  DHS

Date: \_\_\_\_\_ By: Court Staff \_\_\_\_\_

41) Miami – Krome: All immigration judges (2 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
MIAMI, FLORIDA

**STANDING ORDER 20-01 OF THE IMMIGRATION COURT REGARDING  
TELEPHONIC APPEARANCES AND PAGE LIMITATIONS FOR  
ELECTRONIC FILINGS**

Effective September 24, 2020, and until rescinded, any attorney for any party may appear telephonically in any master calendar case before the Krome Immigration Court, to include cases assigned to judges presiding over cases at the Broward Transitional Center, without prior approval and without filing a motion in advance. Section 4.15(m)(i) of the Immigration Court Practice Manual is waived for the duration of this Standing Order, including any extensions.

Attorneys requesting telephonic appearances for a scheduled Individual (Merits) Hearing must file a Motion to Appear Telephonically no later than three (3) days prior to any such scheduled hearing.

For any telephonic appearance, attorneys must call the court at least two (2) business days prior to such hearing to ascertain the operational status of the Court and inform the Court in advance of the hearing that they will be appearing telephonically. All counsel shall provide the best telephone number at which counsel can be reached. Landline telephone numbers are preferred. Speaker phone usage is prohibited. Counsel appearing telephonically must be able to receive the Court's telephone call at the time the case is scheduled to be heard and for three hours thereafter.

Respondents are required to be present in court for the hearing, unless their presence is waived or they are appearing via VTC.

An attorney appearing telephonically waives the chance to offer documents for filing at the hearing. If the other attorney is present and files documents, the attorney appearing telephonically also waives the chance to cite his or her inability to review the documents in objecting to their admission into evidence.

Motions to Continue hearings due to COVID-19 concerns should be filed at least 24 hours prior to the scheduled hearing or as soon as possible and, to the extent practicable, be made to the Court by e-filing. Any emergencies related to COVID-19 arising the day of a hearing should be brought to the Court's attention immediately by calling the Court.

For parties using the temporary email account to electronically file pre-hearing briefs, motion briefs, responses, or replies at the Krome Immigration Court, such filings shall be limited to twenty-five (25) pages. (*see* ICPM, Ch. 4.19). This limitation applies to the contents of the brief including a statement of facts, issues, burden of proof, argument, conclusion stating the precise relief or remedy sought, and citations or authorities. Font size and spacing shall remain consistent with the ICPM (*see* Ch. 3.3).

For parties using a temporary email account to electronically file supporting documentation/evidentiary filings, such filings shall be limited to fifty (50) pages, in any particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court or consistent with the ICPM (*see* Ch. 3.1(b)).

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

Date: September 24, 2020

**VANCE  
SPATH**  
VANCE H. SPATH  
Assistant Chief Immigration Judge

Digitally signed by  
VANCE SPATH  
Date: 2020.09.24  
08:49:40 -04'00'

42) New Orleans: All immigration judges (2 orders, 4 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
NEW ORLEANS IMMIGRATION COURT  
NEW ORLEANS, LOUISIANA

**STANDING ORDER OF THE NEW ORLEANS IMMIGRATION COURT  
RELATING TO TEMPORAL AND PAGE LIMITS ON DOCUMENTS FILED VIA  
EMAIL**

Effective immediately and until further notice, the New Orleans Immigration Court will impose certain limits on court filings submitted through the Court's temporary email account referenced. This Order sets out the specific limitations and instructions.

**IT IS ORDERED** that:

**1. THREE-MONTH TEMPORAL LIMIT ON FILINGS THROUGH EMAIL**

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

**HEARING EXAMPLE:** If documents are filed via the temporary e-filing mailbox on May 20, 2020, for a hearing scheduled on or before August 19, 2020, they will be accepted, provided they conform with the Immigration Court Practice Manual (ICPM) and the e-mail filing instructions. However, if documents are filed on May 20, 2020, for a hearing scheduled on or after August 20, 2020, they will be rejected.

**CALL-UP DATE EXAMPLE:** If documents are filed via the temporary e-filing mailbox on May 20, 2020, for a call-up date scheduled on or before August 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 20, 2020, for a call-up date scheduled on or after August 20, 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 email, parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

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

## 2. EMAIL FORMAT

The subject of each email 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.

**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 enter the following in the subject line of the email: "*Motion to Continue - A012 345 678 - 06/30/2020*"

If the filer knows the hearing is scheduled before Judge William A. Jones, the subject line would be: "*Motion to Continue - A012 345 678 - 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 enter the following in the subject line of the email: "*Application for Cancellation of Removal - A012 345 678 - 06/25/2020*"

If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be: "*Application for Cancellation of Removal - A012 345 678 - 06/25/2020 - WAJ*"

## 3. PAGE LIMIT

For parties using the Court's temporary email account to file electronically, supporting documentation/evidentiary filings are limited to **fifty (50) pages** in a particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the Court. Hard copy submissions will be deemed filed on the date of receipt by the Court, as specified in the ICPM, Ch. 3.1(a)(iii).

This Order supersedes the general electronic filing instructions presently posted online.

**SIGNED, ENTERED, AND ORDERED at New Orleans, Louisiana, this 11<sup>th</sup> day of May, 2020.**

CHRISTA LAMPLEY Digitally signed by CHRISTA LAMPLEY  
Date: 2020.05.11 15:46:08 -0500  
Joy Lampley-Fortson  
Assistant Chief Immigration Judge  
New Orleans Immigration Court

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
NEW ORLEANS IMMIGRATION COURT  
NEW ORLEANS, LOUISIANA

INTERIM STANDING ORDER OF THE NEW ORLEANS IMMIGRATION COURT  
RELATING TO MASTER CALENDAR HEARINGS AND MERITS HEARINGS  
DUE TO COVID-19

Effective immediately and until further notice, the New Orleans Immigration Court will impose certain procedures for Individual (Merits) Hearings. This Order sets out the specific procedures and instructions.

IT IS ORDERED that:

1. **MASTER CALENDAR HEARINGS**

Master Calendar Hearings are postponed until further notice. Parties are encouraged to check the Executive Office for Immigration Review (EOIR) website periodically for operational status updates.

2. **MERITS HEARINGS**

- a) **Respondent's Appearance:** All Respondents that will testify shall appear in person for Individual (Merits) Hearings. The presence of all other Respondents are hereby waived and they are encouraged not to appear. In their discretion, an Immigration Judge may, in exceptional circumstances, grant a motion for a Respondent to testify telephonically, but such motions are strongly disfavored.
- b) **Attorney's Appearance:** Any attorney who would like to request to appear telephonically for an Individual (Merits) Hearing must file a motion for telephonic hearing demonstrating good cause. See 8 C.F.R. §1003.25(c). Respondent's counsel will be called on the phone number located on their EOIR-28. DHS counsel must provide a telephone number in the motion where counsel may be reached for the hearing. Counsel must ensure that the appropriate number where they can be reached for a telephonic hearing is provided.
- c) **Social Distancing:** The Court will require all parties to practice social distancing in the courtroom. There will be designated seats for each individual that appears and only a limited number of people will be allowed in the courtroom. In-person appearances in the courtroom shall be limited to the following individuals: respondents, attorneys, interpreters, and other individuals determined to be essential by the Immigration Judge.
- d) **Witnesses:** Parties are encouraged to submit affidavits or written statements for non-Respondent witnesses. In-person testimony for these individuals will not be permitted at

this time and their presence will not be authorized in the courtroom. Telephonic testimony by all non-Respondent witnesses is hereby granted without need of a motion.

- e) Any attorney who requests to appear telephonically for an Individual (Merits) Hearing does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing unless the Immigration Judge allows such filing as a matter of discretion. Otherwise, the decision of the Court will be based on the documents in the record at the close of the hearing and no exceptions will be made.
- f) Any attorney appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- g) If the Court is unable to reach counsel by telephone for the Individual (Merits) Hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing. To ensure the quality of the record, anyone appearing by telephone shall be in a quiet, private location. The call may never be placed on hold. The use of car phones, speaker phones or phones in public places is prohibited.

### **3. INDIVIDUALS WITH COVID-19 SYMPTOMS OR POSITIVE COVID-19 TEST**

Under no circumstances shall any individual experiencing symptoms consistent with COVID-19 infection enter the Court, including but not limited to the lobby, filing window, and courtrooms. Please see the COVID-19 symptoms on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>. This same restriction applies to any individuals who have tested positive for COVID-19, unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. If any individual described in this section is unable to attend an upcoming hearing at which his or her presence is required, then that person shall promptly notify the Court in writing and file it with the Court via mail. In case of an emergency, the individual may call the Court's main number (504-589-3992) to provide notification of the illness, but must follow up thereafter by filing a written notification with the Court.

**CHRISTA LAMPLEY** Digitally signed by CHRISTA LAMPLEY  
Date: 2020.06.26 18:46:53 -05'00'  
Joy Lampley-Fortson  
Assistant Chief Immigration Judge  
New Orleans, Louisiana

43) New York – Broadway: All immigration judges (3 orders, 8 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
NEW YORK BROADWAY IMMIGRATION COURT

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

**IT IS HEREBY ORDERED** that, The New York Broadway Immigration Court is imposing a three-month temporal filing limit on documents filed through e-mail. Effective immediately, The New York Broadway 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 New York Broadway Immigration Court:

Three-Month Temporal Limit on Filings through E-Mail

JUDGE	INITIALS
IJ Laforest	BLF
IJ Christensen	JBC
IJ Poczter	AVP
IJ McCarthy	JMM
IJ Navarro	MEN
IJ Chung	JCG
IJ Dodd	DED
IJ Calvelli	AWC
IJ Gundlach	RTG
IJ Krasinski	CKI

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 – W.A.J."

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 – W.A.J."

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

H. Kevin Mart Digitally signed by H. Kevin Mart  
Date: 2020.05.01 14:33:12 -0400  
H. Kevin Mart  
Assistant Chief Immigration Judge  
New York Broadway Immigration Court

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
NEW YORK BROADWAY IMMIGRATION COURT

**STANDING ORDER OF THE NEW YORK BROADWAY IMMIGRATION COURT  
RELATING TO FILINGS FOR CASES ADJOURNED DUE TO COVID-19**

IT IS HEREBY ORDERED, that effective immediately for cases adjourned due to COVID-19, the new filing deadline shall be as set forth in the Immigration Court Practice Manual Ch 3.1(b) unless the Immigration Judge otherwise establishes a filing deadline based upon the rescheduled hearing date ("revised call-up date"). The provisions of this court's Standing Order relating to Three Month Temporal Limit On Filings Through E-Mail remain in effect.

5-8-2020

Date

H. Kevin Mart

Digitally signed by H. Kevin Mart  
Date: 2020.05.08 11:03:07 -0400

H. Kevin Mart  
Assistant Chief Immigration Judge  
New York Broadway Immigration Court

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
NEW YORK BROADWAY IMMIGRATION COURT**

**STANDING ORDER REGARDING TELEPHONIC APPEARANCES**

Due to the COVID-19 pandemic and in the interest of public health and safety, the New York Broadway Immigration Court hereby issues the following Standing Order Regarding Telephonic Appearances. This order is effective immediately for all scheduled hearings, and shall remain in effect until further order of the Court.

**A. MASTER CALENDAR HEARINGS**

1. All master calendar hearings for represented respondents will be conducted telephonically without the need for a motion for telephonic appearance to be filed in advance. A respondent is considered represented once counsel or an accredited representative files a Form EOIR-28 with the Court in accordance with 8 C.F.R. § 1292.4(a).
2. The Court hereby waives the presence of all represented respondents for master calendar hearings in accordance with 8 C.F.R. § 1003.25(a).
3. Counsel or accredited representatives for respondents are strongly encouraged to file written pleadings at least fifteen (15) calendar days in advance of the telephonic master calendar hearing. For an example of acceptable written pleadings, see the Immigration Court Practice Manual, Appendix L (April 10, 2020) at <https://www.justice.gov/eoir/page/file/1258536/download>.
4. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic master calendar hearing. The Court will not accept any filings on the date of the telephonic master calendar hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail to NYBroadway.Immigration.Court@USDOJ.GOV (email filings at this address will no longer be accepted 60 days after the court has resumed hearing non-detained cases).

**B. MERITS HEARINGS**

1. The Immigration Judge, in his or her discretion, and upon consent of the respondent, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(c). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn

affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person and waives that right. *See* 8 C.F.R. § 1003.25(c).

2. Parties are encouraged to resolve cases through written pleadings, stipulations, and joint motions. Such actions may resolve some types of cases without a hearing. Joint or stipulated requests for the disposition of a pending case—e.g. requests for a stipulated order of removal, a stipulated order of voluntary departure, or a stipulated order granting protection or relief from removal or joint motions to terminate or dismiss proceedings—are encouraged, and will be adjudicated expeditiously by the Immigration Judge.
3. If eligibility for relief is contested, the parties may jointly agree to request that the Court conduct an abbreviated hearing and issue a decision based solely on the sworn application(s) and documentary evidence, consistent with *Matter of Fefe*, 20 I & N Dec. 116 (BIA 1989). If the parties reach such an agreement, they are encouraged to file a Joint or Unopposed Motion to Adjudicate Application Without Testimony, in advance of any hearing. Such motion must include all required stipulations. If no such agreement is reached in advance of the hearing, the parties may make an oral motion at the outset of the hearing.
4. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least thirty (30) calendar days in advance of the telephonic merits hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail to NYBroadway.Immigration.Court@USDOJ.GOV (email filings at this address will no longer be accepted 60 days after the court has resumed hearing non-detained cases). No filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* Immigration Court Practice Manual, Chap. 3.1(b)(ii)(A).
5. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections or amendments to all pending applications and/or to his or her declaration(s) at least thirty (30) calendar days in advance of the telephonic merits hearing. The respondent is strongly encouraged to submit such filings by way of U.S. mail, overnight delivery service, or e-mail to NYBroadway.Immigration.Court@USDOJ.GOV (email filings at this address will no longer be accepted 60 days after the court has resumed hearing non-detained cases).

### **C. GENERAL PROVISIONS**

1. To ensure the quality of the record, the parties appearing telephonically are strongly encouraged to be available by landline telephone in a quiet private location. Failure to respond when the case is called may result in the conclusion

that counsel has failed to appear.

2. All parties appearing telephonically before the Court must further comply with the attached instructions for making telephonic appearances. *See* Appendix A.

**An Immigration Judge may, in his or her discretion, halt any telephonic hearing, and the parties may be required to attend a future in-person hearing on a date to be determined. Further, nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.**

**IT IS SO ORDERED.**

**DATE:** June 22, 2020

*Khalilah Taylor*  
\_\_\_\_\_  
**Khalilah Taylor**  
**Assistant Chief Immigration Judge**

**APPENDIX A**

**Instructions for Telephonic Appearances before the New York Broadway  
Immigration Court**

**Making Your Telephonic Appearance**

- You must call into the hearing at least 15 minutes before the hearing time.
- In order to access the OpenVoice telephonic system, dial **1-888-585-9008**.
- After dialing the main number, you will be prompted to enter the conference room number. To determine the appropriate conference room number, please refer to the table below:

JUDGE	CONFERENCE ROOM NUMBER
Taylor, Khalilah (ACIJ)	290-405-554
Calvelli, Andrew	TBD*
Christensen, Jesse	598-601-043
Chung, Jennifer	582-443-280
Dodd, Diane	153-435-304
Gundlach, Robert	TBD*
Krasinski, Carolyn	TBD*
Laforest, Brigitte	711-321-536
McCarthy, James	207-953-762
Navarro, Maria	904-696-763
Poczter, Aviva	607-843-272

- A security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing. All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.
- After entering the security code, you will be joined into the telephonic hearing and you will be asked to state your name. Please state your full name as it appears on your E-28 and the last three digits of the respondent's A# for whom you are telephonically appearing.
- After check-in, **please mute your phone** and wait until your case is

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\* The Court will issue an amended standing order when this information becomes available.

called.

- To mute and unmute your participant line, use the mute feature on your phone or please press \*2.
- Once you enter the hearing, do not place the call on hold as it will be disruptive to the hearings.
- If Court has commenced once you enter the hearing, do not interrupt. Your name will be announced upon entering the hearing and late appearances will be disruptive to hearings already commenced.
- Once your matter is concluded, please disconnect from the line.

44) New York – Federal Plaza: All immigration judges (3 orders, 11 pages)

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

**STANDING ORDER REGARDING THE COVID-19 PANDEMIC**

Due to the COVID-19 pandemic and in the interest of public health and safety, the New York – Federal Plaza Immigration Court hereby issues the following Standing Order regarding COVID-19. This Order is effective immediately for all scheduled hearings, both detained and non-detained (once the Court resumes hearing non-detained cases), and shall remain in effect until further Order of the Court.

**I. BUILDING SAFETY**

At all times, the rules, restrictions and guidelines set forth by the General Services Administration (GSA) must be followed for admission to 26 Federal Plaza. At all times, the rules, restrictions and guidelines set forth by the Department of Justice (DOJ) must be followed for entry into DOJ-controlled areas, e.g. waiting rooms, courtrooms, etc.

**II. TELEPHONIC APPEARANCES**

**A. MASTER HEARINGS**

1. All master calendar hearings for represented respondents will be conducted telephonically without the need for a motion for telephonic appearance to be filed in advance. A respondent is considered represented once counsel or an accredited representative files a Form EOIR-28 with the Court in accordance with 8 C.F.R. § 1292.4(a).
2. The Court hereby waives the presence of all represented respondents for master hearings in accordance with 8 C.F.R. § 1003.25(a).
3. Counsel or accredited representatives for respondents are strongly encouraged to file written pleadings in advance of the telephonic master hearing in accordance with Immigration Court Practice Manual (ICPM). For an example of acceptable written pleadings, see ICPM, Appendix L (April 10, 2020) at <https://www.justice.gov/eoir/page/file/1258536/download>.
4. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed in accordance with the time limits in the ICPM in advance of the telephonic master hearing. The Court will not accept any filings on the date of the telephonic master hearing.
5. While U.S. mail, overnight delivery service will be accepted, the parties are strongly encouraged to submit filings by way of e-mail, in accordance with the Court's 5/1/2020 *Standing Order Regarding Temporal and Page Limits for Documents Filed Via Electronic Mail* until the NYC Court is fully operational.

According to PM 20-13, EOIR will no longer accept email filings via [NYFederalPlaza.Immigration.Court@eoir.usdoj.gov](mailto:NYFederalPlaza.Immigration.Court@eoir.usdoj.gov) 60 days after the Court has resumed hearing non-detained cases.

## B. INDIVIDUAL MERITS HEARINGS

1. The individual Immigration Judge, in his or her discretion, and upon consent of the respondent and DHS, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(c). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person and waives that right. *See* 8 C.F.R. § 1003.25(c).
2. The parties are strongly encouraged to confer and reach stipulations as to facts and/or legal issues in advance of all hearings. *See* 8 C.F.R. § 1003.21; Immigration Court Practice Manual, Chap. 4.18; *Matter of Yewondwosen*, 21 I&N Dec. 1025 (BIA 1997).
3. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed in advance of the telephonic merits hearing in accordance with the ICPM. No filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* ICPM, Chap. 3.1(b)(ii)(A).
4. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections or amendments to all pending applications and/or to his or her declaration(s) in accordance with the time limits set by the ICPM in advance of the telephonic merits hearing.
5. While U.S. mail, overnight delivery service will be accepted, the parties are strongly encouraged to submit filings by way of e-mail, in accordance with the Court's 5/1/2020 *Standing Order Regarding Temporal and Page Limits for Documents Filed Via Electronic Mail* until the NYC Court is fully operational. According to PM 20-13, EOIR will no longer accept email filings via [NYFederalPlaza.Immigration.Court@eoir.usdoj.gov](mailto:NYFederalPlaza.Immigration.Court@eoir.usdoj.gov) 60 days after the Court has resumed hearing non-detained cases.
6. The parties may agree to request that the Court issue a decision based solely on the sworn application(s) and documentary evidence, consistent with *Matter of Fefe*, 20 I & N Dec. 116 (BIA 1989) and *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). If the parties reach such an agreement, they are encouraged to file a Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits, in advance of any hearing. Such motion must include all required stipulations. If no such agreement is reached in advance of the hearing, the parties may make an oral motion at the outset of the hearing. **The Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing**

**on the Merits** must include at a minimum the following:

- a. A sworn affidavit or declaration from the respondent indicating:
  - 1) that the respondent has been advised of the right to proceed in person and waives that right;
  - 2) that any application or request for relief on which the respondent is proceeding and any affidavits or supporting declarations have been read to the respondent in a language the respondent speaks and understands;
  - 3) that any application or request for relief and all documentary evidence is true, correct and complete to the best of the respondent's knowledge; and
  - 4) that any other pending relief applications are withdrawn or to be held in abeyance. A statement from the parties regarding their respective positions on appeal;
- b. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a); and
- c. If the respondent is applying for voluntary departure under INA §§ 240B(a) or (b), his or her counsel or accredited representative must clearly indicate in the Motion that he or she has explained to the respondent the conditions that attach to voluntary departure as set forth in 8 C.F.R. § 1240.26 and *Matter of Gamero*, 25 I&N Dec. 164 (BIA 2010). The Motion must also include a sworn affidavit or declaration from the respondent that he or she understands the conditions that attach to voluntary departure, and that he or she accepts such conditions should voluntary departure be granted in the exercise of the Court's discretion. *See id.* For the purposes of post-conclusion voluntary departure during the period this Standing Order is in effect, the parties should assume the Court would set the minimum bond of \$500 and grant the maximum period of sixty (60) days to depart.

### **C. GENERAL PROVISIONS**

1. To ensure the quality of the record, the parties appearing telephonically are strongly encouraged to be available by landline telephone in a quiet private location. Failure to respond when the case is called may result in the conclusion that counsel has failed to appear.
2. All parties appearing telephonically before the Court must further comply with the attached instructions for making telephonic appearances. *See* Appendix A.
3. An EOIR-28 must be submitted with every motion.
4. Proposed orders accompanying any motions must be submitted in triplicate.

**An Immigration Judge may, in his or her discretion, halt any telephonic hearing, and the parties may be required to attend a future in-person hearing on a date to**

be determined. Further, nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.

IT IS SO ORDERED.

DATE: August 13, 2020

*Khalilah Taylor*  
\_\_\_\_\_  
KHALILAH TAYLOR  
Assistant Chief Immigration Judge

**Appendix A**

**Instructions for Telephonic Appearances before the NYC (26 Federal Plaza) Immigration Court**

**Making Your Telephonic Appearance**

- You must call into the hearing at least 15 minutes before the hearing time.
- In order to access the OpenVoice telephonic system, dial **1-888-585-9008**.
- After dialing the main number, you will be prompted to enter the conference room number. To determine the appropriate conference room number for the Immigration Judge you are telephonically appearing before, please refer to the table below:

Judge	Room Number
Noel Brennan	230-203-150
Loti Campanella	TBD*
Olivia Cassin	916-920-282
Amit Chugh	941-386-372
Raisa Cohen	295-664-868
Evalyn Douchy	347-160-428
Lisa Ehrens	968-714-616
Sam Factor	960-622-201
David Fraiden	TBD*
Lena Golovnin	999-400-469
Cynthia Gordon	870-795-912
Vivienne Gordon- Uruakpa	691-279-407
Dorothy Harbeck	162-308-718
Howard Hom	469-221-518
Carrie Johnson-Papillo	552-461-303
Amiena Khan	532-566-641

Judge	Room Number
Deborah Klahr	207-395-182
Theodora Kouris	768-792-629
Frederic Leeds	923-153-081
James Loprest	781-075-084
Maria Lurye	347-338-216
Michael McFarland	648-556-029
Barbara Nelson	487-482-565
Brian Palmer	600-591-335
Cathy Sagasse	135-225-209
Douglas Schoppert	529-624-453
Alice Segal	785-465-858
John Siemietkowski	214-224-600
Rantideva Singh	547-287-281
Oshea Spencer	343-984-264
Jem Sponzo	611-855-043
Khalilah Taylor	290-405-554 <sup>1</sup>
Scott Thomsen	TBD*
Donald Thompson	TBD*
Mimi Tsankov	748-337-446
Virna Wright	721 149 134
Randa Zagzoug	436-858-972

- A security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing. All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.

\*The Court will issue an amended standing order when this information becomes available.

- After entering the security code, you will be joined into the telephonic hearing and you will be asked to state your name. Please state your full name as it appears on your E-28 and the last three digits of the respondent's A# for whom you are telephonically appearing.
- After check-in, **please mute your phone** and wait until your case is called. Your case will be called in the order in which the Court deems appropriate.
- To mute and unmute your participant line, use the mute feature on your phone or please press \* 2.
- Once you enter the hearing, do not place the call on hold as it will be disruptive to the hearings.
- If Court has commenced once you enter the hearing, do not interrupt. Your name will be announced upon entering the hearing and late appearances will be disruptive to hearings already commenced.
- Once your matter is concluded, please disconnect from the line.

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*

JUDGE	INITIALS
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

CARRIE PAPILO Digitally signed by CARRIE PAPILO  
Date: 2020.08.01 13:25:41 -0400

Carrie C. Johnson-Papillo  
Assistant Chief Immigration Judge

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

**STANDING ORDER OF THE NEW YORK FEDERAL PLAZA IMMIGRATION COURT  
RELATING TO FILINGS FOR CASES ADJOURNED DUE TO COVID-19**

IT IS HEREBY ORDERED, that effective immediately for cases adjourned due to COVID-19, the new filing deadline shall be as set forth in the Immigration Court Practice Manual Ch 3.1(b) unless the Immigration Judge otherwise establishes a filing deadline based upon the rescheduled hearing date ("revised call-up date"). The provisions of this court's Standing Order relating to Three Month Temporal Limit On Filings Through E-Mail remain in effect.

5-8-2020  
Date

CARRIE PAPILLO Digitally signed by CARRIE  
PAPILLO  
Date: 2020.05.08 15:37:14 -0400  
Carrie C. Johnson-Papillo  
Assistant Chief Immigration Judge  
New York Broadway Immigration Court

45) New York – Varick: All immigration judges (2 orders, 3 pages)

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

H. Kevin Mart Digitally signed by H. Kevin Mart  
Date: 2020.05.01 14:21:13 -0400  
H. Kevin Mart  
Assistant Chief Immigration Judge  
Varick Street Immigration Court

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

**STANDING ORDER OF THE VARICK STREET IMMIGRATION COURT  
RELATING TO FILINGS FOR CASES ADJOURNED DUE TO COVID-19**

IT IS HEREBY ORDERED, that effective immediately for cases adjourned due to COVID-19, the new filing deadline shall be as set forth in the Immigration Court Practice Manual Ch 3.1(b) unless the Immigration Judge otherwise establishes a filing deadline based upon the rescheduled hearing date ("revised call-up date"). The provisions of this court's Standing Order relating to Three Month Temporal Limit On Filings Through E-Mail remain in effect.

5-8-2020

Date

H. Kevin Mart

Digitally signed by H. Kevin Mart  
Date: 2020.05.08 11:05:21 -0400

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

46) New York – Varick: Immigration Judge H. Kevin Mart

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

**STANDING ORDER OF IMMIGRATION JUDGE H. KEVIN MART  
RELATING TO TELEPHONIC APPEARANCES AT MASTER CALENDAR HEARINGS**

**IT IS HEREBY ORDERED** that, for the thirty (30) day period following the signing of this order, parties scheduled to appear for a master calendar hearing before Immigration Judge H. Kevin Mart at the Varick Street Immigration Court may appear telephonically, without the need to file a motion for telephonic appearance. This permission is subject to the following caveats:

- 1) Any individual who wishes to appear telephonically does so with the understanding that any paper filings to be considered by the Court must be in the official record of proceeding at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 2) Any party appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 3) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in person at any rescheduled hearing.

\_\_\_\_\_  
Date March 21, 2020

HERBERT MART Digitally signed by HERBERT MART  
Date: 2020.03.21 18:04:50 -0400  
\_\_\_\_\_  
H. Kevin Mart  
Assistant Chief Immigration Judge  
Varick Street Immigration Court

47) Newark: All immigration judges (2 orders; 8 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
NEWARK, NEW JERSEY

NEWARK-Immigration Court is imposing a three-month temporal filing limit on documents filed through email.

**Effective immediately**, NEW 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.

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 email, 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 email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.**

EMAIL

The subject of your email 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.

**Effective immediately**, for parties using a temporary email 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 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court.

DAVID CHENG Digitally signed by DAVID CHENG  
Date: 21/10/20, 12:09:03 -0400

David Cheng  
Assistant Chief Immigration Judge

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
NEWARK, NEW JERSEY**

**STANDING ORDER REGARDING TELEPHONIC APPEARANCES  
FOR MASTER AND MERITS HEARING**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Newark Immigration Court hereby issues the following standing Order regarding telephonic appearances for master and merits hearings. The following Order regarding telephonic appearances is effective immediately for all scheduled hearings, and shall remain in effect until further Order of the Court.

**A. MASTER HEARINGS**

1. All master calendar hearings for represented respondents will be conducted telephonically without the need for a motion for telephonic appearance to be filed in advance. A respondent is considered represented once counsel or an accredited representative files a Form EOIR-28 with the Court before the date of the scheduled hearing, in accordance with 8 C.F.R. § 1292.4(a).
2. The Court hereby waives the presence of all represented respondents for master hearings in accordance with 8 C.F.R. § 1003.25(a).
3. For any master hearings on the Court's juvenile docket, the Court waives the presence of any respondent who is in the care and custody of the Office of Refugee Resettlement (ORR) or who has been approved for participation in the Unaccompanied Refugee Minor (URM) program.
4. Counsel or accredited representatives for respondents are to file written pleadings at least fifteen (15) calendar days in advance of the telephonic master hearing. For an example of acceptable written pleadings, see the Immigration Court Practice Manual, Appendix L (April 10, 2020)
5. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic master hearing. The Court will not accept any filings on the date of the telephonic master hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*.

## B. MERITS HEARINGS

1. The individual Immigration Judge, in his or her discretion, and upon consent of the respondent, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(c). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person and waives that right. *See* 8 C.F.R. § 1003.25(c).
2. The parties are strongly encouraged to confer and reach stipulations as to facts and/or legal issues in advance of all hearings. *See* 8 C.F.R. § 1003.21; Immigration Court Practice Manual, Chap. 4.18; *Matter of Yewondwosen*, 21 I&N Dec. 1025 (BIA 1997).
3. Any party who wishes to appear telephonically does so with the understanding that any paper filings to be considered by the Court must be in the official Record of Proceedings (ROP) at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the ROP at the close of the hearing.
4. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic merits hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*.
5. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections or amendments to all pending applications and/or to his or her declaration(s) at least fifteen (15) calendar days in advance of the telephonic merits hearing. The respondent is strongly encouraged to submit such filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*.
6. Any party appearing telephonically waives the right to object to the admissibility of any documents offered in Court on the sole basis that they are unable to examine the document.
7. In cases where the parties have agreed to request that the Court issue a decision solely on the sworn application(s) and documentary evidence, the parties must file a **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits**. The **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** must include at a minimum the following:

- a. A sworn affidavit or declaration from the respondent indicating:
  - 1) that the respondent has been advised of the right to proceed in person and waives that right;
  - 2) that any application or request for relief on which the respondent is proceeding and/or affidavit or supporting declaration has been read to the respondent in a language the respondent speaks and understands;
  - 3) that any application or request for relief and all documentary evidence is true, correct and complete to the best of the respondent's knowledge; and
  - 4) that any other pending relief applications are withdrawn. *See* 8 C.F.R. § 1003.25(c).
- b. A statement from the parties regarding their respective positions on appeal;
- c. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a); and
- d. If the respondent is applying for voluntary departure under INA §§ 240B(a) or (b), his or her counsel or accredited representative must clearly indicate in the Motion that he or she has explained to the respondent the conditions that attach to voluntary departure as set forth in 8 C.F.R. § 1240.26 and *Matter of Gamero*, 25 I&N Dec. 164 (BIA 2010). The Motion must also include a sworn affidavit or declaration from the respondent that he or she understands the conditions that attach to voluntary departure, and that he or she accepts such conditions should voluntary departure be granted in the exercise of the Court's decision. *See id.* For the purposes of post-conclusion voluntary departure during the period this Standing Order is in effect, the parties should assume the Court would set the minimum bond of \$500.00 and grant the maximum period of sixty (60) days to depart.

#### GENERAL PROVISIONS

1. Attorneys are encouraged to be succinct and to file only such documents that are relevant and probative. Attorneys are also encouraged to limit the filing of duplicative country condition reports and to file only such reports that are necessary and reasonable.
2. To ensure the quality of the record, the parties appearing telephonically shall be in a quiet private location. The call may never be placed on hold. The use of cellular phones or phones in public places are prohibited. Failure to respond when the case is called may result in the conclusion that counsel has failed to appear.

3. If the Court is unable to reach Counsel by telephone for the hearing, or counsel fails to respond when the matter is called, the Court may treat the failure to respond as failure to appear by counsel or accredited representative. Counsel or accredited representative will thereafter be required to appear in person at any rescheduled hearing. Scheduling simultaneous appearances in multiple locations does not excuse a failure to appear.

4. All parties appearing telephonically before the Court must further comply with the attached instructions for making telephonic appearances. *See* Appendix A.

**An Immigration Judge may, in his or her discretion, halt any telephonic hearing, and the parties may be required to attend a future in-person hearing on a date to be determined. Further, nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.**

**IT IS SO ORDERED.**

**DATE: June 19, 2020**

**DAVID CHENG** Digitally signed by DAVID  
CHENG  
Date: 2020.06.19 10:57:28 -0400  
**David Cheng**  
**Assistant Chief Immigration Judge**

Appendix A

Instructions for Telephonic Appearances before the Newark Immigration Court

**Making Your Telephonic Appearance**

You must call into the hearing at least 15 minutes before the hearing time.

In order to access the OpenVoice telephonic system, dial **1-888-585-9008**.

After dialing the main number, you will be prompted to enter the conference room number. To determine the appropriate conference room number for the Immigration Judge you are telephonically appearing before, please refer to the table below:

ACIJ David Cheng	413-028-400
Judge Alberto Riefkohl	995-524-125
Judge Arya Ranasinghe	804-581-973
Judge Ramin Rastegar	976-981-466
Judge Shana Chen	792-017-922
Judge Shifra Rubin	332-397-526
Judge Tamar Wilson	407-314-087
Judge Leo Finston	752-644-025
Judge Laura Pierro	810-713-588

When prompted, please enter the security code. The security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing. All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.

After entering the security code, you will be joined into the telephonic hearing and you will be asked to state your name. Please state your full name as it appears on your E-28 and the last three digits of the respondent's A# for whom you are telephonically appearing.

After check-in, **please mute your phone** and wait until your case is called. Your case will be called in the order in which the Court deems appropriate.

To mute and unmute your participant line, use the mute feature on your phone or please press \* 2.

Once you enter the hearing, do not place the call on hold as it will be disruptive to the hearings.

If Court has commenced once you enter the hearing, do not interrupt. Your name will be announced upon entering the hearing and late appearances will be disruptive to hearings already commenced.

Once your matter is concluded, please disconnect from the line.

**Appendix B**

Conference Room Number

Judge Denise Hinds Roach	422-545-726
Judge Amanda Jeannopoulos	516-027-432
Judge Leila Mullican	809-459-448

48) Oakdale: All immigration judges (2 orders, 5 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
OAKDALE IMMIGRATION COURT  
OAKDALE, LOUISIANA

**STANDING ORDER OF THE OAKDALE IMMIGRATION COURT RELATING TO  
TEMPORAL AND PAGE LIMITS ON DOCUMENTS FILED VIA EMAIL**

Effective immediately and until further notice, the Oakdale Immigration Court will impose certain limits on court filings submitted through the Court's temporary email account referenced. This Order sets out the specific limitations and instructions.

**IT IS ORDERED** that:

**1. THREE-MONTH TEMPORAL LIMIT ON FILINGS THROUGH EMAIL**

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

**HEARING EXAMPLE:** If documents are filed via the temporary e-filing mailbox on May 20, 2020, for a hearing scheduled on or before August 19, 2020, they will be accepted, provided they conform with the Immigration Court Practice Manual (ICPM) and the e-mail filing instructions. However, if documents are filed on May 20, 2020, for a hearing scheduled on or after August 20, 2020, they will be rejected.

**CALL-UP DATE EXAMPLE:** If documents are filed via the temporary e-filing mailbox on May 20, 2020, for a call-up date scheduled on or before August 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on May 20, 2020, for a call-up date scheduled on or after August 20, 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 email, parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

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

## 2. EMAIL FORMAT

The subject of each email 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.

**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 enter the following in the subject line of the email: "*Motion to Continue - A012 345 678 - 6/30/2020*"

If the filer knows the hearing is scheduled before Judge William A. Jones, the subject line would be: "*Motion to Continue - A012 345 678 - 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 enter the following in the subject line of the email: "*Application for Cancellation of Removal - A012 345 678 - 06/25/2020*"

If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be: "*Application for Cancellation of Removal - A012 345 678 - 06/25/2020 - WAJ*."

## 3. PAGE LIMIT

For parties using the Court's temporary email account to file electronically, supporting documentation/evidentiary filings are limited to **fifty (50) pages** in a particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the Court. Hard copy submissions will be deemed filed on the date of receipt by the Court, as specified in the ICPM, Ch. 3.1(a)(iii).

This Order supersedes the general electronic filing instructions presently posted online.

**SIGNED, ENTERED, AND ORDERED at Oakdale, Louisiana, this 11<sup>th</sup> day of May, 2020.**

CHRISTA LAMPLEY Digitally signed by CHRISTA LAMPLEY  
Date: 202005.11 15:52:11 -0500  
Joy Lampley-Fortson  
Assistant Chief Immigration Judge  
Oakdale Immigration Court

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
OAKDALE IMMIGRATION COURT  
OAKDALE, LOUISIANA

STANDING ORDER OF THE OAKDALE IMMIGRATION COURT RELATING TO  
PROCEDURES FOR MASTER CALENDAR HEARINGS, BOND HEARINGS AND  
MERITS HEARINGS DUE TO COVID-19

Effective immediately and until further notice, the Oakdale Immigration Court will impose certain procedures for Master Calendar Hearings and Individual (Merits) Hearings. This Order sets out the specific procedures and instructions:

**IT IS ORDERED** that:

**1. MASTER CALENDAR HEARINGS**

- a) Any attorney for any party may appear telephonically (for Respondent) or via video teleconference (for DHS) for Master Calendar Hearings and Bond Hearings before the Oakdale Immigration Court without prior approval and without filing a motion in advance. The Court will call counsel at the phone number located on their EOIR-28. Counsel must ensure that the number on their EOIR-28 is the appropriate number where they can be reached for a telephonic hearing. This section does not apply to attorneys whose telephonic hearing privileges have been previously revoked by an Oakdale Immigration Judge. Counsel whose telephonic privileges have been revoked will need to appear in person for Master Calendar Hearings and Bond Hearings.
- b) Any attorney who wishes to appear for a Master Calendar Hearing or Bond Hearing telephonically (for respondent) or via video teleconference (for DHS) does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing and no exceptions will be made.
- c) Any attorney appearing telephonically or via video teleconference waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- d) If the Court is unable to reach counsel by telephone or video teleconference for the hearing due to counsel's unavailability, then counsel will thereafter be required to appear in-person at any rescheduled hearing. To ensure the quality of the record, anyone appearing by telephone or video teleconference shall be in a quiet, private location. With respect to telephonic hearings, the call may never be placed on hold. The use of car phones, speakerphones or phones in a public places is prohibited.

## 2. MERITS HEARINGS

- a) Respondent's Appearance: To the greatest extent possible, Respondents will appear via VTC.
- b) Attorney's Appearance: Respondent's counsel and DHS counsel shall appear in person for Merits Hearings. Counsel that represent Respondents located at the Winn Correctional Center shall continue to appear at the Winn Correctional Center with the respondent.
- c) Witnesses: Parties are encouraged to submit affidavits or written statements for witnesses. In person testimony for these individuals will not be permitted at this time and their presence will not be authorized in the courtroom. Telephonic testimony by all witnesses is hereby granted without need of a motion.
- d) Social Distancing: The Court will require all parties to practice social distancing in the courtroom. There will be designated seats for each individual that appears and only a limited number of people will be allowed in the courtroom. In-person appearances in the courtroom shall be limited to the following individuals: respondents (only when VTC is not available), attorneys, interpreters, and other individuals determined to be essential by the Immigration Judge.
- e) Extraordinary Circumstances: If Respondent's counsel or DHS counsel believes that counsel has an extraordinary circumstance, then counsel may file a motion to request a telephonic hearing. Evidence must be attached to the motion to demonstrate the attorney's specific extraordinary circumstance. The Immigration Judge will make a decision based on the merits of each specific motion.
- f) If the Immigration Judge determines that an extraordinary circumstance exists that warrants a telephonic Merits Hearing, then the following will apply:
  - Any attorney appearing telephonically or via video teleconference does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing. No exceptions will be made.
  - Any attorney appearing telephonically or via video teleconference must file any relevant original documents/evidence with the Court by the deadline set by the Immigration Judge.

- Any attorney appearing telephonically or via video teleconference waives the right to object to admissibility of any document offered in court on the sole basis that they are unable to examine the document.
- If the Court is unable to reach counsel by telephone or video teleconference for the hearing due to counsel's unavailability, then counsel will thereafter be required to appear in-person at any rescheduled hearing. To ensure the quality of the record, anyone appearing by telephone or video teleconference shall be in a quiet, private location. With respect to telephonic hearings, the call may never be placed on hold. The use of car phones, speakerphones or phones in a public places is prohibited.

### **3. INDIVIDUALS WITH COVID-19 SYMPTOMS OR POSITIVE COVID-19 TEST**

Under no circumstances shall any individual experiencing symptoms consistent with COVID-19 infection enter the Court, including but not limited to the lobby, filing window, and courtrooms. This same restriction applies to any individuals who have tested positive for COVID-19, unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. If any individual described in this section is unable to attend an upcoming hearing at which his or her presence is required, then that person shall promptly file a motion to continue with the Court. In case of an emergency, the individual may call the Court's main number (318-335-0365) to provide notification of the illness, but must follow up thereafter by filing a motion to continue with the Court.

**CHRISTA LAMPLEY** Digitally signed by CHRISTA LAMPLEY  
Date: 2020.06.26 18:40:50 -0500  
Joy Lampley-Fortson  
Assistant Chief Immigration Judge  
New Orleans, Louisiana

49) Omaha: All immigration judges (2 pages)

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
OMAHA IMMIGRATION COURT  
OMAHA, NEBRASKA**

**STANDING ORDER OF THE OMAHA IMMIGRATION COURT**

Due to the ongoing COVID-19 Pandemic, the Omaha Immigration Court is implementing the following safety precautions:

IT IS ORDERED, effective immediately and continuing until further notice:

1. In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Court interpreter, essential Executive Office for Immigration Review (EOIR) staff, security personnel, and any other necessary individuals, as determined by the presiding judge. See ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)).
2. Video conferencing ("VTC") will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. See ICPM § 4.7(b).
3. Parties who would like to appear telephonically for a particular case should provide notice to the Court at the email address provided below, in advance of the hearing, and in accordance with the instructions which can be found at the link below. Parties should provide the best phone number at which to be reached.
4. Limited exceptions to the above orders may be accommodated on a case-by-case basis and must be requested by written motion prior to the day of the hearing.
5. Any individual that (a) is displaying symptoms consistent with COVID-19 exposure; (b) has been diagnosed with COVID-19; (c) is pending results of a COVID-19 diagnostic test; (d) has, within the past 14 days, had contact with anyone who has been diagnosed with COVID-19; (e) or has been asked to self-quarantine by local health authorities or a medical provider, shall notify the Court immediately by telephone or the e-mail address provided below and will not be allowed to appear in the Court. Individuals may be asked questions related to whether they have any of these symptoms and may be denied access to or asked to leave EOIR-controlled space, depending upon their responses. If any individual described in this paragraph is unable to attend an upcoming hearing at which his or her presence is required, he or she shall promptly notify the Court, in writing, to the Court's email filing mailbox at [Omaha.Immigration.Court@usdoj.gov](mailto:Omaha.Immigration.Court@usdoj.gov) or in an emergency, by telephone to the Court. The Court may request appropriate medical documentation, as deemed necessary.
6. All persons scheduled to appear before the Omaha Immigration Court should allow additional time sufficient to clear security, check-in with court staff, and arrive in the appropriate courtroom by the scheduled hearing time.
7. All visitors to EOIR-controlled space are required to wear an appropriate face mask or cloth face covering which adequately covers the wearer's nose and mouth at all times. This requirement will not apply to children under two years of age and individuals with medical conditions that prevent them from wearing a face covering. Visitors without a face covering may be denied access to or asked to leave EOIR-controlled space.
8. All visitors to EOIR-controlled space are also required to observe any applicable social distancing guidelines to the maximum extent practicable, and comply with any applicable signs or instructions from EOIR personnel regarding behavior while in that space. Visitors who fail to observe such guidelines may be denied access to or asked to leave EOIR-controlled space.

The Executive Office for Immigration Review has established a temporary email account to facilitate electronic filings for all parties during the COVID-19 Pandemic. The email address for the Omaha Immigration Court can be found at the following address:

[Omaha.Immigration.Court@usdoj.gov](mailto:Omaha.Immigration.Court@usdoj.gov)

Instructions for using this email account can be found at:

<https://www.justice.gov/eoir/filing-email>

Private attorneys must submit their request from an e-mail address that is on file with EOIR. DHS filings must be sent from a government email address. Practitioners are reminded that, as noted in Policy Memorandum PM 20-13 “*EOIR Practices Related to the COVID-19 Outbreak*” this e-mail address shall be deactivated on October 9, 2020, which is 60 days after the Court has resumed non-detained hearings.

The Court strongly encourages filings be made by First Class U.S. mail, express/overnight delivery service, or e-mail, consistent with the requirements set forth in this Standing Order.

Subject to the provisions of this Standing Order, all filings must otherwise comply with the provisions of the Immigration Court Practice Manual (ICPM), or as otherwise ordered by the presiding Immigration Judge.

This Standing Order supersedes the previous Standing Order, same subject, dated April 6, 2020. This Standing Order shall remain in full force and effect until and unless modified by any future order.

**Nothing in this Standing Order should be interpreted to supplant an Immigration Judge’s authority to manage his or her cases.**

Effective Date: July 24, 2020

**ERIC DILLOW**  
Digitally signed by ERIC  
DILLOW  
Date: 2020.07.24 12:49:42  
-05'00'

Eric L. Dillow  
Assistant Chief Immigration Judge

50) Orlando: All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
ORLANDO, FLORIDA

STANDING ORDER OF THE ORLANDO IMMIGRATION COURT RELATING TO TELEPHONIC APPEARANCES OF  
COUNSEL AND PERMITTED ATTENDEES AT DETAINED MASTER CALENDAR AND INDIVIDUAL HEARINGS

IT IS HEREBY ORDERED that effective immediately and until at least May 29, 2020:

- 1) Any attorney for any party may appear telephonically in cases before the Orlando Immigration Court without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically for a specific case should inform the Orlando Immigration Court's main desk in advance of the hearing by calling 407-722-8900, and providing their client's Alien number, the name of the judge, the date of the hearing, and the best phone number at which the Court may contact the attorney. Attorneys may also utilize the temporary email account for the Orlando Immigration Court, as set forth at: <https://www.justice.gov/eoir/filing-email>.
- 2) If the Court is unable to reach counsel by telephone for the hearing, thereafter, the Court will require counsel to appear in person at any rescheduled hearing.
- 3) Any attorney who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual (ICPM). No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 4) Any attorney appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 5) In-court proceedings shall be limited to attorneys, parties, security officers, and any other necessary participants, which will be determined by the presiding judge.
- 6) Finally, during this time period, written requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible. Please note: Any party or witness who is displaying symptoms consistent with COVID-19, has been diagnosed with COVID-19, or has had contact with anyone diagnosed with COVID-19, must notify the Court immediately by telephone and will not be allowed to personally appear in Court.
- 7) This Order *supersedes* the Order issued on March 25, 2020.

James K. Grim Digitally signed by James K. Grim  
Date: 2020.05.06 15:55:10 -0400

James K. Grim  
Assistant Chief Immigration Judge  
May 06, 2020

51) Otay Mesa: All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
OTAY MESA, CALIFORNIA

**STANDING ORDER: TELEPHONIC APPEARANCES IN CASES BEFORE THE OTAY  
MESA IMMIGRATION COURT DUE TO COVID-19**

Effective immediately and until rescinded by the Court, any attorney for any party may appear telephonically in cases before the Otay Mesa Immigration Court without prior approval and without filing a motion in advance.

Attorneys who wish to appear telephonically must contact court staff in advance of the hearing and provide the best phone number at which to be reached. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

Any documents to be considered by the Court during the hearing must be filed with the Court, and a copy received by opposing counsel or *pro se* respondent, at least two business days prior to the hearing. The Otay Mesa Immigration Court accepts electronic filing of documents in cases before it, and all parties are strongly encouraged to file any and all documents electronically. No additional filing will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing. Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.

So ordered.

March 30, 2020  
Date

  
Rico J. Bartolomei  
Assistant Chief Immigration Judge  
Otay Mesa Immigration Court

52) Otero: Immigration Judge Brock Taylor (2 total, 3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
OTERO IMMIGRATION COURT  
26 MCGREGOR RANGE ROAD  
CHAPARRAL, NEW MEXICO 88081

**STANDING ORDER OF THE IMMIGRATION JUDGE: IMPEACHMENT EVIDENCE**

Effective April 10, 2020, the Department of Homeland Security (DHS) is hereby ordered to file with the Court and to serve upon the Respondent any impeachment evidence it wishes to submit in the Respondent's case at least 10 days prior to the Respondent's individual merits hearing.

"Impeachment evidence" includes copies of any documents or records in the possession of DHS that may be used in the Respondent's case in order to impeach the Respondent's testimony, including, but not limited to, the following: (1) any record of statements attributed to the Respondent; (2) the Respondent's Form I-213, Record of Deportable/Inadmissible Alien; (3) the Respondent's Record of Sworn Statement; (4) the Respondent's Record of Determination/Credible Fear Interview; (5) the Respondent's passport or other identification documents; (6) any record of prior visa application by the Respondent; and (7) any document related to the Respondent's criminal history.

The Court has authority to exercise "independent judgment and discretion and may take any action consistent with [its] authorities under the Act and regulations that is appropriate and necessary for the disposition of cases." 8 C.F.R. § 1003.10(b). The Court has authority to set time limits for filing documents. 8 C.F.R. § 1003.31(c); *see also* Immigration Court Practice Manual Chapter 3.1(b)(i)(B) & (b)(ii)(B). The Court notes that the Respondent is "entitled to the production of his visa or other entry document, if any, and of any other documents and records ... pertaining to such entry in the custody of the Service." INA § 291. The Court recognizes that the

Respondent is entitled to have "a reasonable opportunity to examine the evidence against the alien." INA § 240(b)(4)(B); 8 C.F.R. § 1534(c)(3). The Court finds that filing impeachment evidence with the Court and serving this evidence upon the respondent at least 10 days prior to the Respondent's individual merits hearing is necessary to ensure a fundamentally fair and orderly hearing. *Mukhia v. Holder*, 506 F. App'x 824, 828 (10th Cir. 2013); *Osei v. INS*, 305 F.3d 1205, 1208 (10th Cir. 2002).

If impeachment evidence is not filed within the time set by the Court, the opportunity to file that evidence shall be deemed waived. 8 C.F.R. § 1003.31(c).

This Order supersedes any contrary instruction or policy, including the Immigration Court Practice Manual. See 8 C.F.R. § 1003.10(b).

WHEREFORE, IT IS HEREBY ORDERED that all impeachment evidence shall be filed with the Court and served upon the Respondent no later than 10 days prior to the Respondent's individual merits hearing.

IT IS SO ORDERED.

3/27/20  
DATE

  
BROCK E. TAYLOR  
United States Immigration Judge

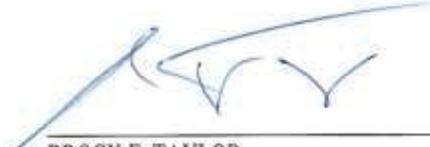
UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
OTERO IMMIGRATION COURT  
26 MCGREGOR RANGE ROAD  
CHAPARRAL, NEW MEXICO 88081

**STANDING ORDER OF THE IMMIGRATION JUDGE:**  
**TELEPHONIC APPEARANCES DUE TO COVID-19 CONCERNS**  
**IN CASES BEFORE IMMIGRATION JUDGE BROCK E. TAYLOR**

Effective immediately, any attorney for any party may appear telephonically in cases before Immigration Judge Brock E. Taylor without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically for a particular case shall contact the Otero Immigration Court by telephone at (575) 824-8900 at least 15 minutes prior to the scheduled hearing and provide the Court with a landline telephone number at which the attorney may be reached.

IT IS SO ORDERED.

3/27/20  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
BROCK E. TAYLOR  
United States Immigration Judge

53) Pearsall: All immigration judges (2 orders, 3 pages)

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
SOUTH TEXAS ICE PROCESSING CENTER  
566 VETERAN DRIVE  
PEARSALL, TX 78061**

**STANDING ORDER OF THE PEARSALL IMMIGRATION COURT**

(Superseding the order issued March 19, 2020)

Due to the COVID-19 pandemic, the Pearsall Immigration Court is implementing the below safety precautions until further notice:

1. In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Court interpreter, essential EOIR staff and security personnel. See ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)). No more than eight respondents will be allowed in the courtroom at any time.
2. Video conferencing ("VTC") will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. See ICPM § 4.7(b).
3. Limited exceptions to the above orders may be accommodated on a case-by-case basis and must be requested by written motion prior to the day of the hearing.
4. Any individual having business in person before the Court must notify the Court immediately by telephone if any of the following apply:
  - a. The individual is displaying symptoms consistent with COVID-19 exposure
  - b. The individual has been diagnosed with COVID-19
  - c. The individual is pending results of a COVID-19 diagnostic test
  - d. Within the past 14 days, the individual has had contact with anyone who has been diagnosed with COVID-19
  - e. The individual has been asked to self-quarantine by local health authorities or a medical provider

No individual described in one of the above categories will be permitted into the EOIR court space.

Attorneys who would like to appear telephonically for a particular case should inform the Immigration Judge's legal assistant in advance of the hearing by email and should provide the best phone number at which to be reached. Emails can be sent to the Pearsall Immigration Court email inbox at: [Pearsall.Immigration.Court@USDOJ.GOV](mailto:Pearsall.Immigration.Court@USDOJ.GOV)

Effective date: April 2, 2020

**CLAY MARTIN** Digitally signed by CLAY MARTIN  
Date: 2020.04.02 13:25:54 -0500

Clay N. Martin  
Assistant Chief Immigration Judge





54) Philadelphia: All immigration judges (2 orders, 7 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
PHILADELPHIA, PENNSYLVANIA

**STANDING ORDER OF THE PHILADELPHIA IMMIGRATION COURT  
RELATING TO TELEPHONIC APPEARANCES AT HEARINGS**

Due to the COVID-19 pandemic and in the interest of public health and safety, the Philadelphia Immigration Court hereby issues the following Standing Order regarding telephonic appearances.

This Order regarding telephonic appearances is effective immediately for all scheduled hearings, both detained and non-detained, and shall remain in effect until further Order of the Court.

This Order supersedes the Court's *Standing Order Relating to Telephonic Appearances at Hearings* issued June 11, 2020.

**A. INDIVIDUAL CALENDAR (MERITS) HEARINGS**

1. The individual Immigration Judge, in his or her discretion and upon consent of the respondent, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(c). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person and waives that right. *See* 8 C.F.R. § 1003.25(c).
2. The parties are strongly encouraged to confer and reach stipulations as to facts and/or legal issues in advance of all hearings. *See* 8 C.F.R. § 1003.21; Immigration Court Practice Manual, Chap. 4.18; *Matter of Yewondwosen*, 21 I&N Dec. 1025 (BIA 1997).
3. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic merits hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*. The acceptance of e-mail filings is subject to the Court maintaining an active electronic filing e-mail account, which is planned to continue for sixty (60) days following the Court's reopening on July 6, 2020. *See* Exec. Office for Immigration Review, PM 20-13 at 4, *Updating Practices Related to the COVID-19 Outbreak* (June 11, 2020), available at <https://www.justice.gov/eoir/policy-memoranda>. No filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* Immigration Court Practice Manual, Chap. 3.1(b)(ii)(A).
4. Unless otherwise ordered by the individual Immigration Judge, the respondent must file any changes, corrections or amendments to all pending applications and/or to his or her declaration(s) at least fifteen (15) calendar days in advance of the telephonic merits

hearing. The respondent is strongly encouraged to submit such filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*. The acceptance of e-mail filings is subject to the Court maintaining an active electronic filing e-mail account, which is planned to continue for sixty days (60) following the Court's reopening on July 6, 2020. *See* Exec. Office for Immigration Review, PM 20-13 at 4.

5. In cases where the parties have agreed to request that the Court issue a decision solely on the sworn application(s) and documentary evidence, the parties must file a **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** in advance of any hearing. The **Joint or Unopposed Motion to Adjudicate Application Without Evidentiary Hearing on the Merits** must include at a minimum the following:
  - a. A sworn affidavit or declaration from the Respondent indicating:
    - 1) that the respondent has been advised of the right to proceed in person and waives that right;
    - 2) that any application or request for relief on which the respondent is proceeding and/or that any affidavit or supporting declaration has been read to the respondent in a language that the respondent speaks and understands;
    - 3) that any application or request for relief and all documentary evidence is true, correct, and complete to the best of the respondent's knowledge; and
    - 4) that any other pending relief applications are withdrawn or to be held in abeyance. *See* 8 C.F.R. § 1003.25(c).
  - b. A statement from the parties regarding their respective positions on appeal;
  - c. A statement from DHS counsel regarding the status of requisite identity, law enforcement, or security investigations or examinations, and, if completed, the applicable expiration date in accordance with 8 C.F.R. § 1003.47(a); and
  - d. If the Respondent is applying for voluntary departure under INA §§ 240B(a) or (b), his or her counsel or accredited representative must clearly indicate in the Motion that he or she has explained to the respondent the conditions that attach to voluntary departure as set forth in 8 C.F.R. § 1240.26 and *Matter of Gamero*, 25 I&N Dec. 164 (BIA 2010). The Motion must also include a sworn affidavit or declaration from the respondent that he or she accepts such conditions that attach to voluntary departure, and that he or she accepts such conditions should voluntary departure be granted in the exercise of the Court's discretion. *See id.* For the purposes of post-conclusion voluntary

departure during the period this Standing Order is in effect, the parties should assume the Court would set the minimum bond of \$500 and grant the maximum period of sixty (60) days to depart.

#### **B. MASTER CALENDAR HEARINGS**

1. All master calendar hearings for represented respondents will be conducted telephonically without the need for a motion for telephonic appearance to be filed in advance. A respondent is considered represented once counsel or an accredited representative files a Form EOIR-28 with the Court in accordance with 8 C.F.R. § 1292.4(a).
2. The Court hereby waives the presence of all represented respondents for master hearings in accordance with 8 C.F.R. § 1003.25(a).
3. For any master hearing on the Court's juvenile docket, the Court waives the presence of any respondent who is in the care and custody of the Office of Refugee Resettlement (ORR) or who has been approved for participation in the Unaccompanied Refugee Minor (URM) program.
4. Counsel or accredited representatives for respondents are strongly encouraged to file written pleadings at least fifteen (15) calendar days in advance of the telephonic master hearing. For an example of acceptable written pleadings, see the Immigration Court Practice Manual, Appendix L (April 10, 2020) at <https://www.justice.gov/eoir/page/file/1258536/download>.
5. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic master hearing. The Court will not accept any filings on the date of the telephonic master hearing. The parties are strongly encouraged to submit filings by way of U.S. mail, overnight delivery service, or e-mail, in accordance with the Court's *Standing Order Regarding Documents Filed Via Electronic Mail*. The acceptance of e-mail filings is subject to the Court maintaining an active electronic filing e-mail account, which is planned to continue for sixty days (60) following the Court's reopening on July 6, 2020. See Exec. Office for Immigration Review, PM 20-13 at 4.

#### **GENERAL PROVISIONS**

1. To ensure the quality of the record, the parties appearing telephonically are strongly encouraged to be available by landline telephone in a quiet private location. If a cellular telephone is used the party must be in a quiet private location, and if the call is "dropped" the Court will have the discretion to deem the hearing concluded for the day or take other remedial action within the Court's discretion. Failure to respond when the case is called may result in the conclusion that counsel has failed to appear.

2. All parties appearing telephonically before the Court must further comply with the attached instructions for making telephonic appearances. *See* Appendix A.

**An Immigration Judge may, in his or her discretion, halt any telephonic hearing, and the parties may be required to attend a future in-person hearing on a date to be determined. Further, nothing in this Standing Order should be interpreted to supplant an Immigration Judge's authority to manage his or her cases.**

**IT IS SO ORDERED.**

**June 29, 2020**

\_\_\_\_\_  
Date

THERESA HOLMES Digitally signed by THERESA  
HOLMES-SIMMONS  
SIMMONS Date: 2020.06.29 16:55:50 -0410'

\_\_\_\_\_  
THERESA HOLMES-SIMMONS  
Assistant Chief Immigration Judge  
Philadelphia, Pennsylvania

### **Appendix A**

#### **Instructions for Telephonic Appearances before the Philadelphia Immigration Court**

##### **Making Your Telephonic Appearance**

- You must call into the hearing at least 15 minutes before the hearing time.
- In order to access the OpenVoice telephonic system, dial **1-888-585-9008**.
- After dialing the main number, you will be prompted to enter the conference room number. The specific conference room numbers for each Philadelphia Immigration Judge will be forthcoming.
- When prompted, please enter the security code. The security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing. All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.
- After entering the security code, you will be joined into the telephonic hearing and you will be asked to state your name. Please state your full name as it appears on your E-28 and the last three digits of the respondent's A# for whom you are telephonically appearing.
- After check-in, **please mute your phone** and wait until your case is called. Your case will be called in the order in which the Court deems appropriate.
- To mute and unmute your participant line, use the mute feature on your phone or please press \* 2.
- Once you enter the hearing, do not place the call on hold as it will be disruptive to the hearings.
- If Court has commenced once you enter the hearing, do not interrupt. Your name will be announced upon entering the hearing and late appearances will be disruptive to hearings already commenced.
- Once your matter is concluded, please disconnect from the line.

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.

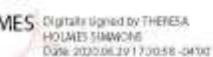
If a party intends to file more than fifty (50) pages, the party must instead electronically file the Table of Contents and separately submit the supporting documentation/ evidentiary filings with the original Table of Contents by using the U.S. Postal or courier service no later than the date set for 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 HOLMES  
SIMMONS



Digitally signed by THERESA  
HOLMES SIMMONS  
Date: 2020.08.19 17:00:58 -0400

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Theresa Holmes-Simmons  
Assistant Chief Immigration Judge

55) Phoenix: All immigration judges (3 orders, 5 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
PHOENIX, ARIZONA

**PHO 20-03: PHOENIX IMMIGRATION COURT STANDING ORDER RELATING TO  
TELEPHONIC APPEARANCES FOR NON-DETAINED HEARINGS  
AND WAIVERS OF HEARING**

Due to ongoing concerns related to the COVID-19 pandemic, the Phoenix Immigration Court is issuing this Standing Order to address telephonic appearances for both merits and master calendar hearings. This Standing Order is effective upon reopening for all scheduled *non-detained* hearings<sup>1</sup> and shall remain in effect until any further orders are issued by this Court.

**I. Merits/Individual Hearings**

1. The individual Immigration Judge, in his or her discretion, and upon consent of the respondent, may conduct a telephonic merits hearing in accordance with 8 C.F.R. § 1003.25(e). For any merits hearing, a timely motion for telephonic appearance is required in advance of the hearing and must include a sworn affidavit or declaration from the respondent indicating that he or she has been advised of the right to proceed in person, or by video-teleconference, and waives that right. *See* 8 C.F.R. § 1003.25(e).

2. Unless otherwise ordered by the individual Immigration Judge, all filings, including but not limited to applications, amendments to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic merits hearing. The parties are strongly encouraged to submit filings by U.S. mail, overnight delivery service, or e-mail filing, as long as the email box remains activated. Absent good cause, no filings, other than rebuttal or impeachment evidence, will be accepted in Court on the date of the telephonic merits hearing. *See* Immigration Court Practice Manual, Chap. 3.1(b)(ii)(A). All rebuttal or impeachment evidence, in addition to evidence filed late for good cause, must be available in an electronic format.

3. In-person appearances for scheduled hearings are limited to attorneys, accredited representatives, respondents, applicants, witnesses, and other individuals determined to be essential by the presiding judge. The number of people in a courtroom is limited to ten (10) individuals at any time, including the Immigration Judge, interpreter, respondent(s), respondent's counsel, and Department of Homeland Security counsel. 8 C.F.R. § 1003.27(a)-(b). All proposed witnesses, including the respondent, must provide sworn statements submitted in accordance with any set pre-hearing filing deadline.

**II. Master Calendar Hearings**

1. All master calendar hearings for represented respondents will be conducted telephonically without the need for a motion for telephonic appearance to be filed in advance. A respondent is

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<sup>1</sup> This Standing Order does not apply to the detained juvenile docket at the Phoenix Immigration Court.

considered represented after counsel or an accredited representative files a Form EOIR-28 with the Court in accordance with 8 C.F.R. § 1292.4(a). The Court hereby waives the presence of all represented respondents for master hearings in accordance with 8 C.F.R. § 1003.25(a). If counsel or respondent wish to appear in person, they must file a motion to notify the court in advance of the hearing.

2. Unless otherwise ordered by the Immigration Judge, all filings, including but not limited to applications, pretrial motions, briefs, and supplemental documents, must be filed at least fifteen (15) calendar days in advance of the telephonic master hearing. The Court will not accept any filings on the date of the telephonic master hearing. The parties are strongly encouraged to submit filings by U.S. mail, overnight delivery service, or e-mail filing, as long as the email box remains activated.

**III. “Open Voice” Phone Conference Call Information**

1. All parties approved to appear telephonically before the Court must further comply with these instructions for making telephonic appearances.

- Dial **1-888-585-9008** to access the “Open Voice” Conference Call system.
- When prompted, please enter the specific conference “room number” for the judge’s courtroom you are calling (numbers listed below), followed by the # sign.
- When prompted, please enter the security code. The security code will be provided by the Court to the attorney of record or accredited representative in advance of the hearing. All attorneys and accredited representatives must ensure their contact information with the court is updated and accurate.
- When asked, please state your name and the last three digits of the respondent’s A# for whom you are telephonically appearing.
- Please remember to *mute your phone* and until your case is called.
- Once you enter the conference call system, please do not place the call on hold.
- Once your case is concluded, please disconnect from the line.

Open Voice Conference Call “Room Numbers”:

<u>Judge</u>	<u>Conference Room Number</u>
<b>IJ Robert Bartlemay</b>	<b>980-663-268</b>
<b>IJ Elizabeth Cottor</b>	<b>931-064-707</b>
<b>IJ LaMonte Freerks</b>	<b>261-819-167</b>
<b>ACIJ Amy Hoogasian</b>	<b>778-393-535</b>
<b>IJ Joseph Imburgia</b>	<b>327-278-849</b>
<b>IJ Melissa Karten</b>	<b>120-067-308</b>
<b>IJ Munish Sharda</b>	<b>245-312-076</b>
<b>IJ Linda Spencer-Walters</b>	<b>788-653-208</b>

**IV. Resolving Cases Without a Hearing or Through Short Matter Calendar**

If either party believes that any matter may be appropriately resolved, either without a hearing or on a short matter calendar (less than one hour), then the party shall confer with the opposing party. If an agreement is reached between the parties where a hearing is unnecessary or for a short appearance with the judge, then either party may file notice with the Court setting forth the agreement between the parties or the circumstances of the parties' agreement for a short matter hearing. The Court will then review the record and take action as appropriate.

Notwithstanding this Order, Immigration Judges maintain their authority to manage their respective caseload and issue individual orders in a specific case. Nothing in this Standing Order should be interpreted to supersede an Immigration Judge's authority to do so.

**IT IS HEREBY ORDERED.**

September 18, 2020

AMY  
HOOGASIAN  
Digitally signed by AMY  
HOOGASIAN  
Date: 2020.09.18.20:44:  
-0700'

Amy C. Hoogasian  
Assistant Chief Immigration Judge  
Phoenix, Arizona

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
PHOENIX, ARIZONA

**STANDING ORDER IMPLEMENTING THREE-MONTH TEMPORAL FILING LIMIT AND  
PAGE LIMITATION ON ELECTRONICALLY-FILED DOCUMENTS**

Effective immediately, the Phoenix Immigration Court is imposing a three-month temporal filing limit on documents filed at the Phoenix Immigration Court using the temporary email account. The Phoenix 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 parties wishing to file documents more than three months in advance may still do so; however, the documents must be sent to the Court via the U.S. Postal Service or an overnight delivery service, not through the temporary e-mail box. Documents rejected for not complying with the three-month temporal filing limit may be filed by mail or through an overnight delivery service. Notwithstanding the three-month temporal filing limit through email, parties are required to comply with all deadlines for filings, as specified in the Immigration Court Practice Manual (ICPM) (*see* Ch. 3.1(b)).

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

For parties using a temporary email account to electronically file pre-hearing briefs, motion briefs, responses, or replies at the Phoenix Immigration Court, such filings shall be limited to twenty-five (25) pages. (*see* ICPM, Ch. 4.19). This limitation applies to the contents of the brief including a statement of facts, issues, burden of proof, argument, conclusion stating the precise relief or remedy sought, and citations or authorities. Font size and spacing shall remain consistent with the ICPM (*see* Ch. 3.3).

For parties using a temporary email account to electronically file supporting documentation/evidentiary filings at the Phoenix Immigration Court, such filings shall be limited to fifty (50) pages in any particular case. 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court or consistent with the ICPM (*see* Ch. 3.1(b)).

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

4/22/2020  
Date

AMY  
HOOGASIAN  
Digitally signed by AMY  
HOOGASIAN  
Date: 2020.04.22 11:21:14  
-0700  
Amy C. Hoogasian, Assistant Chief Immigration Judge  
Phoenix, Arizona

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
PHOENIX, ARIZONA

**STANDING ORDER OF THE PHOENIX IMMIGRATION COURT**  
**RELATING TO TELEPHONIC APPEARANCES**  
**AT DETAINED JUVENILE MASTER CALENDAR AND INDIVIDUAL HEARINGS**

IT IS HEREBY ORDERED that Department of Homeland Security counsels respondents' attorneys or qualified representatives, pro bono counsels, friends of the court, and appointed child advocates in *detained juvenile cases* who are scheduled to appear for master calendar and individual hearings before the Phoenix Immigration Court, may appear telephonically without the need to file a motion for telephonic appearance.

The attorneys who would like to appear telephonically shall call the Phoenix Immigration Court in advance of the hearing and provide the Alien number, name of judge and the best phone number where the attorney can be reached. The attorney shall remain available for the court's call. If the court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any promptly-rescheduled hearing.

Any documents which counsel requests the court to consider during the hearing must be filed with the court, and *received* by opposing counsel or the *pro se* respondent, at least *two business days* prior to the hearing. Any party appearing telephonically waives the right to object to admissibility of any document offered in court on the sole basis that they are unable to examine the document.

This order shall remain in effect until rescinded by the Court.

April 3, 2020

AMY  
HOOGASIAN  
Digitally signed by AMY  
HOOGASIAN  
Date: 2020.04.03 09:32:25  
-07'00'  
\_\_\_\_\_  
Amy C. Hoogasian  
Assistant Chief Immigration Judge  
Phoenix, Arizona

56) Port Isabel: All immigration judges (3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
PORT ISABEL IMMIGRATION COURT  
27991 BUENA VISTA BLVD  
LOS FRESNOS, TEXAS 78566

**STANDING ORDER OF THE PORT ISABEL IMMIGRATION COURT**

Due to the COVID-19 Pandemic, the Port Isabel Immigration Court is implementing the following safety precautions until further notice:

1. In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Court interpreter, essential EOIR staff and security personnel. See ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)).
2. Video teleconferencing ("VTC") will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. See ICPM § 4.7(b).
3. Limited exceptions to the above orders may be accommodated on a case-by-case basis and must be requested by written motion prior to the day of the hearing.
4. Any individual that is (a) displaying symptoms consistent with COVID-19 exposure; (b) has been diagnosed with COVID-19; (c) is pending results of a COVID-19 diagnostic test; (d) has, within the past 14 days, had contact with anyone who has been diagnosed with COVID-19; (e) or has been asked to self-quarantine by local health authorities or a medical provider, shall notify the Court immediately by telephone or the e-mail address provided below and will not be allowed to appear in Court.
5. Parties who would like to appear telephonically for a particular case should provide notice to the Court at the email address provided below, in advance of the hearing and in accordance with the attached instructions. Parties should provide the best phone number at which to be reached.

The Executive Office for Immigration Review has established a temporary email account to facilitate electronic filings for all parties during the COVID-19 Pandemic. The email address for the Port Isabel Immigration Court is [PortIsabel.Immigration.Court@usdoj.gov](mailto:PortIsabel.Immigration.Court@usdoj.gov). The instructions for using this email account are incorporated in this Standing Order and are attached. Private attorneys must submit their request from an e-mail address that is on file with EOIR. DHS filings must be sent from a government email address. Do not send any Court filings or correspondence directly to the government e-mail accounts of Court staff, unless specifically directed to do so, as these filings and correspondence may not be accepted by the Court. This Standing Order supersedes the previous Standing Order, same subject, dated March 24, 2020.

Effective date: April 1, 2020

ERIC  
DILLOW

Eric L. Dillow  
Assistant Chief Immigration Judge

Digitally signed by  
ERIC DILLOW  
Date: 2020.04.01  
12:51:38 -05'00'

The following instructions are incorporated in the Port Isabel Immigration Court COVID-19 Standing Order:

The Executive Office for Immigration Review (EOIR) has established temporary email accounts for immigration courts nationwide to facilitate electronic filing for all parties while the rollout of the EOIR Court and Appeals System (ECAS) is delayed due to COVID-19. Those who have already opted-in to ECAS should continue to use ECAS where it is available. Others who wish to utilize electronic filing may file through email as instructed below. Please note EOIR cannot provide technical support or confirm receipt of filings at this time. If you have questions, please contact the EOIR Office of Policy, Communications and Legislative Affairs Division at [PAO.EOIR@usdoj.gov](mailto:PAO.EOIR@usdoj.gov).

**All filers:**

- Failure to follow the guidelines listed below may result in the rejection of your submitted document filing. If your submission is rejected, you will be notified by email with a request to correct the issue and refile the document.
- The subject of your email must contain the nature of the filing, the alien registration number, the date of the next hearing, 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 on 01/02/2021 would input, "Motion to Continue - 012345678 - 01/02/2021" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 01/02/2021 - WAJ"

- While multiple documents for the same case may be submitted in one email, do not combine separate submissions into one file. Each document type must be submitted separately and include the type of filing in the file name.
- You remain responsible for service on the opposing party.
- Submit certificate of service with every filing in the same email.
- All electronically-filed documents must meet the requirements of filings outlined in the Immigration Court Practice Manual. Further, an electronically filed document cannot be larger than 25 megabytes (MB). For submissions that would be larger than 25 MB, please follow the below steps:
  - split the document into multiple files so no portion is larger than 25 MB;
  - name each document so that it is clear they should be matched with the other portions.  
Example: 5678\_1234ABC\_Brief\_Part1; 5678\_1234ABC\_Brief\_Part2
- Files must be a minimum resolution of 300dpi.
- File formats accepted are PDF and JPEG. We cannot accept other file formats.
- Do not include links to non-EOIR websites in your submissions.

- Filings with more than one page must include page numbers.
- If scanning and attaching a document, pages must appear right-side-up.
- The filing party must maintain the originals of any documents that are electronically filed and must make the originals available for production, if so ordered, or for inspection upon request by a party.

**Attorneys and fully-accredited representatives**

- If you have opted-in to ECAS, do not use email in lieu of filing through ECAS.
- Name your file with the last four digits of your client's alien registration number, your EOIR ID, and the type of filing.

**Example:** Attorney Johnson, EOIRID 1234ABC, with client 012345678, filing an asylum application would name the document: 5678\_1234ABC\_AsylumApplication

**Respondents**

- Name your file with the last four digits of your alien registration number, your last name, and the type of filing.

**Example:** Jane Smith, alien registration number 876543210, filing a motion to expedite, would name the document: 3210\_Smith\_MotionToExpedite

**Example:** Submitting an asylum application and country conditions evidence, attach the application with the file name 5678\_1234ABC\_AsylumApplication in one file and the country conditions with the file name 5678\_1234ABC\_CountryConditions.

57) Portland: All immigration judges (3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
PORTLAND IMMIGRATION COURT

**STANDING ORDER 20-02<sup>1</sup>: Special Procedures During the COVID-19 National Emergency**

On March 17, 2020, the Federal Government issued a memorandum directing agencies to minimize face-to-face interactions with members of the public, which is posted at <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-16.pdf>. To comply with directives from Federal, State, and County health officials and reduce the spread of COVID-19, the following procedures shall be implemented immediately and shall remain effective until rescinded by a superseding order of the Portland Immigration Court. This order is made pursuant to Immigration and Nationality Act § 240(b)(1)-(2) and 8 C.F.R. § 1003.10(b), 1003.21(b), 1003.25, 1003.29, 1003.31(e), 1003.40.

**INDIVIDUALS WITH COVID-19 SYMPTOMS OR POSITIVE COVID-19 TEST**

Under no circumstances shall any individual experiencing symptoms consistent with COVID-19 infection enter the Court, including but not limited to the lobby, filing window, and courtrooms. This same restriction applies to any individuals who have tested positive for COVID-19, unless they have been affirmatively advised by an appropriate medical professional that they are no longer contagious. If any individual described in this paragraph is therefore unable to attend an upcoming hearing at which his or her presence is required, he or she shall promptly notify the Court.

**FILING OF MOTIONS, APPLICATIONS, BRIEFS, EVIDENCE, AND OTHER DOCUMENTS**

First class mail, express delivery services, or email sent in compliance with both the guidelines posted at <https://www.justice.gov/eoir/filing-email> and the special rules below, are strongly preferred over in-person submission of motions, applications, briefs, evidence, and any other documents, to reduce the risk of COVID-19 transmission. Nothing here alters any deadline set by the Court for a specific case, or set by statute, regulation, or the Immigration Court Practice Manual, Chapter 3.1(b).

**Special Rules for Email Filings:**

**Three-Month Email Filing Window:** Email filings shall not be made for cases with a hearing date or court-ordered call-up date which is more than three months beyond the date of filing. The Court will reject documents filed via the temporary email box if filed more than three months before the next hearing date or call-up date, whichever is sooner. Those wishing to file documents more than three months in advance may do so via the U.S. Postal Service or an express delivery service. **Note: Form I-589 is exempt from this limitation and will be considered filed on the date of the Court's receipt of the email for purposes of the one-year asylum filing deadline.**

**50-Page Limit for Email Filings:** For email filings, supporting documentation/evidentiary filings are limited to 50 pages per case. A party wishing to file more than 50 pages of such materials shall file the Table of Contents by email, while filing the full set of documents (with the original

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<sup>1</sup> This Standing Order supersedes Standing Order 20-01.

Table of Contents) via U.S. mail or express delivery service no later than the date set for filing the documents with the Court.

Routine Filings; Prehearing Filings: Prehearing submissions remain due 15 days before the individual hearing, as usual. The parties are reminded that submissions filed less than 15 days prior to the individual hearing are untimely and will be excluded from the evidentiary record, unless the Court determines that there is good cause to excuse the late filing and that there is no undue prejudice to the opposing party.

Page Limit: For background/country conditions documents that do not relate to Respondent(s), their family, or others with whom they have a personal connection, a maximum of 150 pages may be submitted. The relevance of each background/country conditions document shall be set forth in the table of contents or by citation in the prehearing statement. A party wishing to submit more than 150 pages of such documentation must establish good cause in a written motion that identifies the documents sought to be submitted, why they are believed to be necessary, and what they show that is not already established by any prior submissions. The State Department's most recent Country Report on Human Rights Practices and Report on International Religious Freedom may be submitted, or made part of the record by motion, without counting against this page limit.

In-Court Filings: Until such time as this Standing Order is rescinded or superseded, documents physically submitted at a hearing will not be handled or considered by the Court at the hearing. In the case of a merits hearing, such filings will be considered in the adjudication of the matter only upon a showing that 1) There is good cause to excuse the late filing, 2) There is no undue prejudice to the opposing party, and 3) The document is necessary for the appropriate resolution of the case, and is not cumulative, inconsequential, or otherwise unnecessary.

Emergency Motions: In the case of an emergency motion (e.g., motion for stay of removal), counsel may call to alert the Court to the need to review and process the filing immediately; in such cases, filing the motion by email will greatly assist the Court in handling the motion expeditiously.

#### **MOTIONS TO CONTINUE**

It is unnecessary to file a motion to continue any hearing scheduled before June 15, 2020; cases scheduled prior to June 15 are being reset by the Court. A motion to continue any hearing scheduled on or after June 15 shall contain a statement that the party seeking the continuance has communicated with the opposing party regarding the motion, and shall state the position of the opposing party. Motions to continue, including those based on the COVID-19 outbreak, must explain specifically why the continuance is necessary, and what efforts were made to prepare for the hearing before filing the motion to continue.

#### **IDENTIFICATION OF MATTERS APPROPRIATE FOR PROMPT ADJUDICATION**

If either party believes that a matter is appropriately resolved either without a hearing or on a telephonic short matter calendar, that party shall confer with the opposing party. If an agreement is reached that the matter can be resolved in such a manner, either party may file notice with the Court, using language agreed to by both parties. The Court will then review the record and take action as appropriate.

Portland Immigration Court  
Standing Order 20-02

So ordered.

**RICHARD  
ZANFARDINO** Digitally signed by  
RICHARD ZANFARDINO  
Date: 2020.05.22 10:40:12  
-07'00'

---

Richard Zanfardino  
Immigration Judge

**MINDY  
HOEPPNER** Digitally signed by  
MINDY HOEPPNER  
Date: 2020.05.22  
10:46:16 -07'00'

---

Mindy Hoepner  
Immigration Judge

**CHRISTOPHER  
LYONS** Digitally signed by  
CHRISTOPHER LYONS  
Date: 2020.05.22 12:48:32  
-07'00'

---

Joren Lyons  
Immigration Judge

**THERESA SCALA** Digitally signed by THERESA  
SCALA  
Date: 2020.05.22 10:05:07 -07'00'

---

Theresa Scala  
Assistant Chief Immigration Judge

Portland Immigration Court  
Standing Order 20-02

58) Sacramento: All immigration judges (3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
SACRAMENTO IMMIGRATION COURT

21 August, 2020

**STANDING ORDER 01a-20: SPECIAL PROCEDURES DURING THE COVID-19 NATIONAL EMERGENCY**

IT IS ORDERED, effective immediately and continuing until further notice:

**FILING OF MOTIONS, APPLICATIONS, BRIEFS, EVIDENCE, AND OTHER DOCUMENTS**

First class mail, express delivery services, or email sent in compliance with the guidelines posted at <https://www.justice.gov/eoir/filing-email> are strongly preferred over in-person submission of motions, applications, briefs, evidence, and any other documents, to reduce the risk of COVID-19 transmission.

**Routine Filings; Prehearing Filings:** Prehearing submissions remain due 15 days before the individual hearing, as usual. The parties are reminded that submissions filed less than 15 days prior to the individual hearing are untimely and will be excluded from the evidentiary record, unless the Court determines that there is good cause to excuse the late filing and that there is no undue prejudice to the opposing party.

**Page Limit:** For background/country conditions documents that do not relate to Respondent(s), their family, or others with whom they have a personal connection, a maximum of 150 pages may be submitted. The relevance of each background/country conditions document shall be set forth in the table of contents or by citation in the prehearing statement. A party wishing to submit more than 150 pages of such documentation must establish good cause in a written motion that identifies the documents sought to be submitted, why they are believed to be necessary, and what they show that is not already established by any prior submissions. The State Department's most recent Country Report on Human Rights Practices and Report on International Religious Freedom may be submitted, or made part of the record by motion, without counting against this page limit.

**In-Court Filings:** Until such time as this Standing Order is rescinded or superseded, documents physically submitted at a hearing will not be handled or considered by the Court at the hearing. In the case of a merits hearing, such filings will be considered in the adjudication of the matter only upon a showing that 1) There is good cause to excuse the late filing, 2) There is no undue prejudice to the opposing party, *and* 3) The document is necessary for the appropriate resolution of the case, and is not cumulative, inconsequential, or otherwise unnecessary.

**Emergency Motions:** In the case of an emergency motion (e.g., motion for stay of removal), counsel may alert the Court to the need to review and process the filing immediately; in such cases, filing the motion by email will greatly assist the Court to expeditiously process the motion.

**MOTIONS TO CONTINUE**

It is unnecessary to file a motion to continue any individual hearing or any master calendar hearing during Court closure. Scheduled cases during Court closure will be reset by the Court. A motion to continue any hearing scheduled after the Court reopens shall contain a statement that the party seeking the continuance has communicated with the opposing party regarding the motion, and shall state the position of the opposing party.

SACRAMENTO IMMIGRATION COURT  
STANDING ORDER 01a-20  
21 August, 2020

**TELEPHONIC APPEARANCES AT MASTER CALENDAR AND INDIVIDUAL HEARINGS**

**Master Calendar Hearings:** Parties scheduled to appear for a master calendar hearing before the Court may appear telephonically, without the need to file a motion for telephonic appearance. This permission is subject to the following caveats:

- 1) Any individual who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 2) Any party appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 3) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

**Individual Hearings:** Witnesses at an individual hearing may appear telephonically without a motion for telephonic testimony. This permission is subject to the following caveats:

- 1) A copy of the witness' government issued identification is provided to the Court prior to the hearing.
- 2) A declaration by the proposed witness or a summary of the proffered testimony by way of an offer of proof executed by the proffering attorney is provided to the Court prior to the hearing.

**LIMITS ON FILINGS**

**Email temporal limit:** There is a three-month temporal filing limit on documents filed through email. The 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.

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 email, parties are required to comply with all deadlines for filings, as specified in the Immigration Court Practice Manual, Chapter 3.1(b).

The subject of the email 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.

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

SACRAMENTO IMMIGRATION COURT  
STANDING ORDER 01a-20  
21 August, 2020

**Limit on page numbers:** For parties using a temporary email 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 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. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court.

This order supersedes the general electronic filing instructions and Sacramento Immigration Court Standing Order 01-20.

**LORETO  
GEISSE** Digitally signed by  
LORETO GEISSE  
Date: 2020.08.24  
15:01:19-0700  
\_\_\_\_\_  
Loreto S. Geisse  
Immigration Judge

**WILLIAM  
NEUMEISTER** Digitally signed by  
WILLIAM NEUMEISTER  
Date: 2020.08.24  
10:24:06-0400  
\_\_\_\_\_  
David Neumeister  
Immigration Judge

**ROBERT  
MAGGARD** Digitally signed by  
ROBERT MAGGARD  
Date: 2020.08.24  
10:19:23-0700  
\_\_\_\_\_  
Print Maggard  
Immigration Judge

**CHRISTOPH  
ER PHAN** Digitally signed by  
CHRISTOPHER PHAN  
Date: 2020.08.21  
18:09:38-0400  
\_\_\_\_\_  
Christopher Phan  
Immigration Judge

**GILDA  
TERRAZAS** Digitally signed by GILDA  
TERRAZAS  
Date: 2020.08.21  
15:36:54-0700  
\_\_\_\_\_  
Gilda Terrazas  
Immigration Judge

**Jonathan W.  
Hitesman** Digitally signed by  
Jonathan W. Hitesman  
Date: 2020.08.21  
11:59:41-0700  
\_\_\_\_\_  
Jonathan W. Hitesman  
Assistant Chief Immigration Judge



1           Example: A filer of a motion to continue with a case with alien registration number  
2 012345678 and a hearing date of 06/30/2020 would input, "Motion to Continue - 012345678 -  
3 06/30/2020" in the subject line of the email. If the filer knows the hearing is scheduled before  
4 Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 06/30/2020 -  
5 WAJ"  
6

7           Example: A filer of an application for cancellation of removal with a case with alien  
8 registration number 012345678 and a hearing date on 01/02/2021 but a court-mandated filing  
9 deadline ("call-up date") of 06/25/2020 would input, "Application for Cancellation of Removal -  
10 012345678 - 06/25/2020" in the subject line of the email. If the filer knows the hearing is  
11 scheduled before Judge William A. Jones, the subject would be, "Application for Cancellation of  
12 Removal - 012345678 - 06/25/2020 - WAJ."  
13

14           **FILING PAGE LIMIT:** Effective immediately, for parties using the temporary email box  
15 to electronically file, supporting documentation/evidentiary filings are limited to seventy-five  
16 (75) pages in each case. If a party intends to file more than seventy-five (75) pages, the party  
17 must electronically file the Table of Contents and separately submit the supporting  
18 documentation or evidentiary filings with the original Table of Contents by U.S. Mail or a  
19 delivery service no later than the filing deadline.  
20

21           This order supersedes the previous standing orders regarding electronic mail filing limits  
22 and augments the standing order for telephonic appearances.  
23

24           DANIEL           Digitally signed by DANIEL  
25           DAUGHERTY        D AUGHERTY  
26                                Date: 2020.07.21 05:17:14  
27                                +0700  
28           Daniel J. Daugherty  
29           Assistant Chief Immigration Judge  
30           Salt Lake City

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**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
SALT LAKE CITY, UTAH**

July 14, 2020

STANDING ORDER OF THE SALT LAKE CITY IMMIGRATION COURT REGARDING  
TELEPHONIC APPEARANCES OF COUNSEL AND PERMITTED ATTENDEES AT  
DETAINED MASTER CALENDAR AND INDIVIDUAL HEARINGS

IT IS ORDERED, effective immediately and continuing until further notice:

1) Counsel for any party may appear telephonically in cases before the Salt Lake City Immigration Court. Counsel who want to appear telephonically for a particular case must inform the Salt Lake City Immigration Court, main desk, in advance of the hearing by either emailing the court at : SaltLakeCity.Immigration.Court@USDOJ.GOV or by calling the Court at 1-801-524-3000. You must provide the Alien number, the name of the judge and the best phone number at which the attorney shall answer. During this time of national emergency, motions to continue cases due to COVID-19 concerns must be filed with as much notice as possible. On an emergency basis motions may be filed by email at the address above or by telephone facsimile (FAX), to 1-801-524-3030, while serving opposing counsel.

2) Any individual who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.

3) Any party appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.

4) If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

5) In-court proceedings shall be limited to counsel, parties, a witness, security officers, and any other necessary people, which will be determined by the presiding judge.

**DANIEL DAUGHERTY**  
Digitally signed by DANIEL DAUGHERTY  
Date: 2020.07.13 14:14:11 -07'00'  
Daniel J. Daugherty  
Assistant Chief Immigration Judge  
Las Vegas and Salt Lake City

60) San Antonio: All immigration judges (2 orders, 3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
SAN ANTONIO IMMIGRATION COURT  
800 DOLOROSA STREET, SUITE 300  
SAN ANTONIO, TX 78207

**STANDING ORDER OF THE SAN ANTONIO IMMIGRATION COURT**

(Superseding the order issued on March 19, 2020)

Due to the COVID-19 pandemic, the San Antonio Immigration Court is implementing the below safety precautions until further notice:

1. In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Court interpreter, essential EOIR staff and security personnel. *See* ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)).
2. Video conferencing ("VTC") will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. *See* ICPM § 4.7(b).
3. Limited exceptions to the above orders may be accommodated on a case-by-case basis and must be requested by written motion prior to the day of the hearing.
4. Any individual having business in person before the Court must notify the Court immediately by telephone if any of the following apply:
  - a. The individual is displaying symptoms consistent with COVID-19 exposure
  - b. The individual has been diagnosed with COVID-19
  - c. The individual is pending results of a COVID-19 diagnostic test
  - d. Within the past 14 days, the individual has had contact with anyone who has been diagnosed with COVID-19
  - e. The individual has been asked to self-quarantine by local health authorities or a medical provider

No individual described in one of the above categories will be permitted into the EOIR courtroom.

Attorneys who would like to appear telephonically for a particular case should inform the Immigration Judge's legal assistant in advance of the hearing by email and should provide the best phone number at which to be reached. Emails can be sent to the San Antonio Immigration Court email inbox at:

[SanAntonio.Immigration.Court@USDOL.GOV](mailto:SanAntonio.Immigration.Court@USDOL.GOV)

Effective date: April 2, 2020

CLAY MARTIN Digitally signed by CLAY MARTIN  
Date: 2020.04.02 12:01:54 -05'00'

Clay N. Martin  
Assistant Chief Immigration Judge

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.

19  
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.

25  
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.

31  
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).

36  
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.**

40  
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.

44  
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."

11  
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.

18  
19 The language above modifies the instructions presently posted online and supersedes the general  
20 electronic filing instructions.

21  
22 This order augments the Standing Order of the San Antonio Immigration Court issued as  
23 of 4/2/2020.

24  
25 DANIEL Digitally signed by  
26 DAUGHERTY DANIEL DAUGHERTY  
27 Date: 2020.05.18  
28 16:12:21 -07'00'  
29 Daniel J. Daugherty  
30 Assistant Chief Immigration Judge  
31 Las Vegas, Salt Lake City  
32 (Acting) Pearsall, San Antonio

61) San Diego: All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
SAN DIEGO, CALIFORNIA

**STANDING ORDER: TELEPHONIC APPEARANCES IN CASES BEFORE THE SAN  
DIEGO IMMIGRATION COURT DUE TO COVID-19**

Effective immediately and until rescinded by the Court, any attorney for any party may appear telephonically in cases before the San Diego Immigration Court without prior approval and without filing a motion in advance.

Attorneys who wish to appear telephonically must contact court staff in advance of the hearing and provide the best phone number at which to be reached. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person at any rescheduled hearing.

Any documents to be considered by the Court during the hearing must be filed with the Court, and a copy received by opposing counsel or *pro se* respondent, at least two business days prior to the hearing. The San Diego Immigration Court accepts electronic filing of documents in cases before it, and all parties are strongly encouraged to file any and all documents electronically. No additional filing will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing. Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.

So ordered.

March 30, 2020  
Date

  
Rico J. Bartolomei  
Assistant Chief Immigration Judge  
San Diego Immigration Court

62) San Francisco: All immigration judges (2 orders, 3 pages)

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
SAN FRANCISCO, CALIFORNIA**

**STANDING ORDER RELATING TO TELEPHONIC APPEARANCES AT ALL  
DETAINED HEARINGS**

All previous standing orders relating to telephonic participation for San Francisco-detained hearings are hereby rescinded.

**IT IS HEREBY ORDERED** that all attorneys for parties and all qualified representatives may appear telephonically for all master calendar, merits, bond, reasonable fear review, or credible fear review hearings, without having to file a formal motion for telephonic appearance.

It is each attorney's responsibility to provide a valid telephone number to court staff prior to the telephonic appearance, if different than the phone number listed on the attorney's E-28. Attorneys can email Court staff at [sfd.review@usdoj.gov](mailto:sfd.review@usdoj.gov) to provide their contact information for telephonic appearances. The emails should clearly state the A#, name of respondent and date of the scheduled hearing in the subject line. If the Court is unable to reach counsel by telephone for the hearing, counsel will thereafter be required to appear in-person for future hearings. For the duration of this order, parties may appear by cell phone or landline.

Any motions to continue hearings due to COVID-19 should be submitted electronically to [SanFrancisco.Immigration.Court@usdoj.gov](mailto:SanFrancisco.Immigration.Court@usdoj.gov) with as much advanced notice as possible. Additionally, any documents the parties wish the Court to consider for hearings covered under this standing order can be filed with the Court electronically to [SanFrancisco.Immigration.Court@usdoj.gov](mailto:SanFrancisco.Immigration.Court@usdoj.gov) with a copy sent to opposing counsel, at least **three business days** prior to the bond or master hearing, and **ten business days** prior to individual merit hearings. During this time, the Court will not receive filings on the day of the hearing, except on a case-by-case basis as determined by the Immigration Judge as a matter of discretion.

The parties are encouraged to confer and reach stipulations as to factual and legal issues to facilitate the prompt disposition of cases. For bond hearings, parties are encouraged to confer and reach agreement on eligibility and/or the amount of bond when appropriate. Further, parties should submit affidavits or written statements in lieu of witnesses, for both individual hearings and bond hearings.

This order shall remain in effect until rescinded.

CHRISTOPHER SEPPANEN Digitally signed by CHRISTOPHER SEPPANEN  
Date: 2020.04.03 14:06:21 -0400

Assistant Chief Immigration Judge  
Christopher Seppanen

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
SAN FRANCISCO, CALIFORNIA

**STANDING ORDER REGARDING TEMPORAL AND PAGE LIMITS  
ON DOCUMENTS FILED VIA E-MAIL**

Due to the COVID-19 pandemic and in the interest of safety, the San Francisco Immigration Court has begun accepting the filing of documents via e-mail. The following orders regarding these filings supersedes the general electronic filing instructions. They are effective immediately and shall remain effective until further notice.

**IT IS HEREBY ORDERED** that with the exception of asylum applications,<sup>1</sup> there is a **three-month temporal limit** on filings through e-mail.

Accordingly, the 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 (or call-up date), whichever is earlier. Documents rejected through this process may be filed via U.S. Postal Service or an overnight delivery service, or re-submitted electronically within the above-specified timeframe. Further, those wishing to file documents more than three months in advance must submit such filing via U.S. Postal Service or an overnight delivery service.

- **EXAMPLE:** If documents for either a **hearing or call-up date** are filed via the temporary e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform with the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

Nothing in this order alters filing deadlines specified in the ICPM, ch. 3.1(b) or case-specific deadlines imposed by an Immigration Judge.

**IT IS FURTHER ORDERED** filings submitted through e-mail shall be limited to **100 pages**.

Accordingly, the Court will reject a filing submitted via the temporary e-mail box if it is over 100 pages including the caption page, proposed order, and proof of service.<sup>2</sup> Those wishing to

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<sup>1</sup> *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.*

<sup>2</sup> Disassembled submissions of voluminous filings will be rejected. Multiple filings in a single matter will only be accepted where the filings are clearly unrelated (such as an updated application and a separate Country Conditions filing).

submit a filing more than 100 pages must submit such filing via U.S. Postal Service or an overnight delivery service.

**IT IS FURTHER ORDERED** that filings submitted via e-mail shall contain sufficient information to identify the requirements noted above.

The subject of the e-mail must contain the nature of the filing, the alien registration number, the date of the next hearing or any court-mandated deadline/call-up date for the filing, and the initials of the Immigration Judge assigned to the case.

- **EXAMPLE:** A motion to continue filed for a respondent with the A number of 012-345-678 and a hearing date of 6/30/2020 before Judge John S. Doe would input, "Motion to Continue – A#012-345-678 – 6/30/2020 – JSD."
- **EXAMPLE:** An application filed for a respondent with the A number of 012-345-678 and a hearing date of 1/02/2021 but a call-up date of 6/30/2020 before Judge John S. Doe would input, "Cancellation of Removal – A#012-345-678 – call-up 6/30/2020 – JSD."
- **EXAMPLE:** A filing for a respondent where the Immigration Judge is unknown should indicate UNK or N/A. The above examples would be "Motion to Continue – A#012-345-678 – 6/30/2020 – UNK" or "Cancellation of Removal – A#012-345-678 – call-up 6/30/2020 – UNK."

DATE:

04/24/2020

**CHRISTOPHER  
SEPPANEN**

Digitally signed by CHRISTOPHER  
SEPPANEN  
Date: 2020.04.24 08:17:34 -0400

ASSISTANT CHIEF IMMIGRATION JUDGE

CHRISTOPHER R. SEPPANEN

63) Seattle: All immigration judges

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
SEATTLE IMMIGRATION COURT

**ORDER 02-20: RECISSION OF STANDING ORDER 01-20**

Standing Order 01-20, issued May 4, 2020, is hereby rescinded in its entirety, except that there shall remain a fifty page limit, per case, for filings e-mailed to the court per the electronic filing guidelines instituted in response to the COVID-19 national emergency. The guidelines can be found at "<https://www.justice.gov/eoir/filing-email>".

It is so ordered.

THERESA SCALA Digitally signed by THERESA SCALA  
Date: 2020.09.28 10:47:06 -0700

Theresa M. Scala  
*Assistant Chief Immigration Judge*

SHANE JOHNSON Digitally signed by SHANE JOHNSON  
Date: 2020.09.17 14:29:50 -0700

Shane E. Johnson  
*Immigration Judge*

ROBERT MCSEVENY Digitally signed by ROBERT MCSEVENY  
Date: 2020.09.17 18:43:33 -0700

Robert B.C. McSeveney  
*Immigration Judge*

BRETT PARCHERT Digitally signed by BRETT PARCHERT  
Date: 2020.09.17 16:20:46 -0700

Brett M. Parchert  
*Immigration Judge*

DAVID EVANS Digitally signed by DAVID EVANS  
Date: 2020.09.17 16:20:46 -0700

David W. Evans  
*Immigration Judge*

Seattle Immigration Court  
Standing Order 02-20

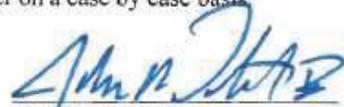
64) Stewart: All immigration judges

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
STEWART IMMIGRATION COURT  
Lumpkin, Georgia**

**STANDING ORDER OF THE STEWART IMMIGRATION COURT RELATING TO  
TELEPHONIC APPEARANCES OF COUNSEL AND PERMITTED ATTENDEES AT ALL  
HEARINGS**

IT IS ORDERED that, effective immediately and continuing until further notice:

- 1) Any attorney or accredited representative for any party may appear telephonically in hearings before the Stewart Immigration Court without prior approval and without filing a motion in advance. Attorneys or representatives who would like to appear telephonically for a particular hearing should call the main desk in advance of the hearing at 1-229-838-1324 and provide the Alien number, the name of the Immigration Judge (IJ) presiding over the hearing, and the best phone number to reach the attorney or representative.
- 2) If the Court is unable to reach the attorney or representative by telephone for the hearing, the attorney or representative will be required to appear in-person at any rescheduled hearing.
- 3) Any attorney or accredited representative who wishes to appear telephonically does so with the understanding that any paper or electronic filings must be filed in advance of the hearing in sufficient time to be included in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 4) No filings for any hearing will be accepted over the bench unless filed by pro se litigants. All other filings must be made via ECAS, at the filing window prior to the hearing, or via mail-delivery service.
- 5) Requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible. On an emergency basis, requests may be made to the Court by facsimile by faxing the request to 1-229-838-9538 and serving the request to opposing counsel.
- 6) Attendees at all hearings may be limited to attorneys, respondent, witnesses, security officers, and other persons determined by the IJ to be necessary.
- 7) Each IJ has the discretion to alter this standing order on a case by case basis.



John R. Doolittle, II  
Assistant Chief Immigration Judge  
Lumpkin, Georgia

65) Tacoma: All immigration judges (3 pages)

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
TACOMA IMMIGRATION COURT

**STANDING ORDER 03-20: Procedures for Safe Hearings During the COVID-19 National Emergency**

This order establishes filing requirements and courtroom procedures pursuant to Immigration and Nationality Act § 240(b)(1)-(2) and 8 C.F.R. §§ 1003.10(b), 1003.21(b), 1003.31(c), 1003.40. This order is effective immediately. Standing Order 01-20: Establishing Safe Procedures During the COVID-19 National Emergency, and Standing Order 02-20: Establishing Safe Procedures During the COVID-19 National Emergency are revoked and rescinded.

**FACTUAL FINDINGS**

On Wednesday March 17, 2020, the Federal Government directed agencies to minimize face-to-face interactions with members of the public.<sup>1</sup> To comply with directives from Federal, State, and County health officials and reduce the spread of COVID-19, the following procedures shall be implemented immediately.

**VIDEO CONFERENCE AND TELEPHONIC PROCEEDINGS**

All master calendar, bond, credible and reasonable fear review, and individual calendar hearings shall be conducted by video conference in one of five (5) court rooms, including VTC Courtroom 1 (E-145-H) and VTC Courtroom 2 (E-145-G), separate from immigration judges and court staff. INA § 240(b)(2)(A)(iii); 8 C.F.R. § 1003.25(c); *see Vilchez v. Holder*, 682 F.3d 1195, 1199 (9th Cir. 2012). Immigration judges will conduct video conference hearings from their offices or remote courtrooms.

Respondents have a right to proceed in person or through video conference at an evidentiary hearing on the merits. INA § 240(b)(2)(B). If a Respondent objects to conducting an evidentiary hearing where their attorney appears telephonically, Respondent may request a continuance for good cause. 8 C.F.R. §§ 1003.29, 1240.6.

No attorney, interpreter, witness, or member of the public who is subject to the restrictions articulated in Policy Memorandum 20-13, EOIR Practices Related to the COVID-19 Outbreak (June 11, 2020) (as amended), is subject to an isolation or quarantine order from a government health official or a medical provider, or has had physical contact with anyone within the past fourteen (14) days who was diagnosed with COVID-19 may appear in the Tacoma Immigration Court because the public interest requires that removal proceedings be closed to individuals likely to spread COVID-19. 8 C.F.R. § 1003.27(c). If an individual fails to comply with these reasonable limitations, the court shall comply with guidance from federal, state, and county health authorities and continue the hearing. 8 C.F.R. § 1240.6.

**A. Attorneys and Accredited Representatives**

Attorneys and accredited representatives are strongly encouraged to appear by telephone conference at the phone number contained in the Form EOIR-28, Notice of Entry of Appearance, filed with the court. INA § 240(b)(2)(A)(iv). No prior request for a telephonic hearing is required—the court will call an attorney, using information contained in the Form EOIR-28, if one is not physically present in the video conference courtroom at the start of a hearing. Attorneys and accredited representatives may also provide an alternative phone number by calling the Tacoma Immigration Court at least four (4) days

<sup>1</sup> OFFICE OF MGMT. & BUDGET, EXEC. OFFICE OF THE PRESIDENT, Memorandum for the Heads of Departments and Agencies (Mar. 17, 2020), available at <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-16.pdf>.

prior to a hearing. Attorneys may also appear with Respondent in the video conference courtroom.

**B. Witnesses, Family Members, and Community Members**

Witnesses, family, and community members may attend a hearing in the same courtroom as Respondent, so long as no more than six (6) people—including Respondent, DHS counsel, an interpreter, a bailiff, and Executive Office for Immigration Review staff—are present in the courtroom. 8 C.F.R. § 1003.27(a). The court strongly encourages witnesses, family, and community members to provide telephonic testimony or submit letters or written declarations in lieu of appearing at hearings to limit the potential spread of COVID-19.

**C. Members of the Media**

Members of the general public may be asked to leave a hearing to accommodate a member of the media, 8 C.F.R. § 1003.27(a).

**D. Members of *Franco-Gonzales* Class**

Notwithstanding this order, the court will implement safeguards and adopt all procedures necessary to ensure a full and fair hearing for members of the *Franco-Gonzalez v. Holder*, 2014 WL 5475097 (C.D. Cal. 2014) class, including an in-person hearing.

**FILING OF APPLICATIONS, DOCUMENTS, BRIEFS, AND EVIDENCE**

The filing of documents and evidence by first class mail is strongly preferred to reduce the risk of COVID-19 transmission. 8 C.F.R. § 1003.32(a). Documents filed by email pursuant to Immigration Court Practice Manual, Chapter 3.1(a)(viii) (Apr. 10, 2020) may not exceed fifty (50) pages—all filings greater than fifty (50) pages must be submitted at the court’s filing window or by mail. The court may not consider or give any evidentiary weight to untimely evidence presented at the hearing. *See Taggar v. Holder*, 736 F.3d 866, 889 (9th Cir. 2013). Further, the court may continue a hearing if documents are presented during a hearing, so that the court has an opportunity to review and carefully consider the new evidence. 8 C.F.R. §§ 1003.29, 1240.6.

**MOTIONS TO CONTINUE**

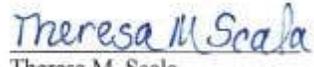
While this order is effective, any party may call the Tacoma Immigration Court at (253) 779-6020 to request that a hearing be continued if Respondent’s attorney, accredited representative, or witnesses are unable to appear, pursuant to the procedures articulated by this order, because they are exhibiting any symptoms of COVID-19, are subject a quarantine or isolation order of a local, state, or federal official—including situations where the attorney or accredited representative cares for a sick or at-risk family member or a minor child—or because of guidance or orders issued by the Centers for Disease Control, the Washington Department of Health, or a County Health Officer. 8 C.F.R. § 1003.10(b), 1003.29. Motions to Continue may also be filed in writing.

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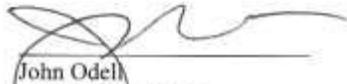
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So ordered.

  
Theresa M. Scala  
Assistant Chief Immigration Judge  
Date: 8/5/2020

  
Tammy L. Fitting  
Immigration Judge  
Date: 8-4-2020

  
John Odell  
Immigration Judge  
Date: 8/4/2020

  
Charles Neil Floyd  
Immigration Judge  
Date: 8-5-2020

66) Tucson: All immigration judges (2 pages)

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT  
300 WEST CONGRESS STREET, SUITE 300  
TUCSON, ARIZONA 85701**

**STANDING ORDER OF THE TUCSON IMMIGRATION COURT  
RELATING TO TELEPHONIC APPEARANCES AT ALL HEARINGS  
AND TEMPORAL AND PAGE LIMITS  
ON ELECTRONICALLY FILED DOCUMENTS**

This standing order supersedes all prior standing orders and is subject to change and/or revocation without notice. Effective immediately, and until further notice, any attorney or qualified representative for any party may appear telephonically before the Tucson Immigration Court without prior approval and without filing a motion for telephonic appearance for any type of hearing, including hearings conducted by video teleconference ("VTC") from the La Palma Correctional Center and/or any juvenile detention facility.

Any attorney or qualified representative must confer with the respondent or applicant in advance of the hearing to ensure that the respondent or applicant consents to the telephonic appearance. Attorneys or representatives should email the Tucson Immigration Court at [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov) no later than one business day in advance of the hearing to provide the telephone number where the attorney or representative may be reached. If any attorney or representative wishes to appear in-person at a hearing in a detained case, the attorney must provide the Court with two business days of notice. It is the responsibility of all parties to inquire as to any social or physical distancing requirements that have been established by the Court, CoreCivic, or the General Services Administration.

The parties are encouraged to confer with one another prior to the hearing, in order to reach stipulations as to facts and/or legal issues (e.g. 10 years of continuous residence) to facilitate the prompt disposition of cases. The parties are also encouraged to confer and reach agreement on the eligibility for bond and the amount of the bond. The parties should also submit affidavits or written statements of witnesses in lieu of the witnesses appearing in court. Any documents that counsel wishes the Court to consider at the hearing must be both timely filed with the Court and timely received by opposing counsel or the *pro se* respondent or applicant at least two business days prior to the hearing.

Due to the current COVID-19 health crisis, motions and pleadings pertaining to detained cases should be filed with as much notice as possible, but no later than two business days in advance of the scheduled hearing by submitting an email to the Court at [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov). All parties are on notice that they should not file or send notices to any other email address. Instructions for filings can be found at <https://www.justice.gov/eoir/filing-email>. Attorneys are advised that such filings must comply with Paragraph 3.3(c) of the Immigration Court Practice Manual with the exception

STANDING ORDER OF THE TUCSON IMMIGRATION COURT  
RELATING TO TELEPHONIC APPEARANCES AT ALL HEARINGS  
AND TEMPORAL AND PAGE LIMITS ON ELECTRONICALLY FILED DOCUMENTS

Page 2 of 2

of the requirement for hole-punching and binding. Attorneys are also encouraged to be succinct and to file only such documents that are relevant and probative. Attorneys are encouraged to limit the filing of duplicative country condition reports and to file only such reports that are necessary and reasonable.

The subject line of any email filing must contain the nature of the filing, the alien registration number, the date of the next hearing or the call-up date, or any court-mandated deadline for the filing, and the initials of the immigration judge assigned to the case.

With respect to electronic filings, the Tucson Immigration Court is imposing a 90-day limit on electronic filings made through the [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov) mailbox. The Court will reject electronic filings if they are filed in excess of 90 days prior to the next hearing date or court-ordered deadline ("call-up date"), whichever is earlier. Those wishing to file documents more than 90 days in advance of a hearing or a call-up date may file the submission in person, or should send the filing via the United States Postal Service or an overnight delivery service. Electronic filings rejected for not complying with the 90-day deadline may be filed in person, by the United States Postal Service or by an overnight delivery service. Notwithstanding the 90-day limit on electronic filings, all parties are required to comply with all deadlines for filings as specified in Paragraph 3.1(b) of the Immigration Court Practice Manual and as set forth in any Scheduling Order issued by any Tucson Immigration Judge. **Applications for asylum are exempt from the 90-day electronic filing limit and will be considered filed on the date of receipt for purposes of the one-year filing deadline. This exemption from the filing deadline applies only to the Form I-589, and not to documentation filed in support of the application.**

The Tucson Immigration Court is imposing a 50-page limit on all electronic filings made through the [Tucson.Immigration.Court@usdoj.gov](mailto:Tucson.Immigration.Court@usdoj.gov) electronic mailbox. Supporting documents/evidentiary filings will be limited to 50 pages for a particular case. If a party intends to file more than 50 pages, the party must electronically file a copy of the Table of Contents and separately file the supporting documents/evidentiary filings with the original Table of Contents in person, or by the United States Postal Service or an overnight delivery service no later than the date set by the Court for the filing of the documents. Only attorneys, and not legal assistants, paralegals or others, may electronically file documents; all documents must be filed from the specific email address on file with EOIR, if the email does not come from the email address on file, the submission will be rejected.

IRENE  
FELDMAN

Digitally signed by IRENE  
FELDMAN  
Date: 2020.04.22 14:52:24  
-07'00'

Irene C. Feldman  
Assistant Chief Immigration Judge

67) Ulster: All immigration judges (2 pages)

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 – W.A.J.”

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 – W.A.J.”

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**

Digitally signed by H. Kevin Mart  
Date: 2020.08.27 12:17:54 -0400

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

68) York: All immigration judges

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
YORK, PENNSYLVANIA**

**STANDING ORDER OF THE YORK IMMIGRATION COURT  
RELATING TO TELEPHONIC APPEARANCES AT HEARINGS**

**IT IS HEREBY ORDERED** that, for the thirty (30) day period following the signing of this order, parties scheduled to appear for a master calendar, custody, or individual hearing before the York Immigration Court may appear telephonically, without the filing of a motion for telephonic appearance. This permission is subject to the following caveats:

- 1) Any party, whether an attorney or a litigant, who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding at the time the hearing is scheduled to be held. No additional filings will be accepted at the hearing from a party not appearing in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 2) Any party appearing telephonically waives the right to object to the admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
- 3) If the Court is unable to reach a party by telephone for the hearing, the party will thereafter be required to appear in person at any rescheduled hearing.
- 4) The parties may offer testimony from witnesses appearing telephonically if the witness's contact information is provided to the Court prior to the hearing. Witnesses must be sequestered to the best of their ability when others are testifying. If a witness fails to appear, it is within the Court's discretion whether to proceed with or reschedule the hearing.

Date July 13, 2020

THERESA HOLMES  
SIMMONS

Digitally signed by THERESA  
HOLMES-SIMMONS  
DN: cn=THERESA HOLMES-SIMMONS,  
o=U.S. DEPARTMENT OF JUSTICE

Theresa Holmes-Simmons  
Assistant Chief Immigration Judge  
York, Pennsylvania

## Table of Changes

Appendix R of the Immigration Court Practice Manual is updated periodically. The tables below are arranged by most recent date of change, and contain within each table the section amended and nature of the change made to Appendix R. Page numbers throughout Appendix R may have changed as the result of updates.

### October 8, 2020

Section amended	Nature of change
Appendix R	Replaced standing order for Boston Immigration Court.

### October 6, 2020

Section amended	Nature of change
Appendix R	Replaced standing order for Los Angeles – N. Los Angeles St.

### October 1, 2020

Section amended	Nature of change
Appendix R	Replaced standing order for Seattle Immigration Court; Added standing order for Charlotte Immigration Court.

### September 25, 2020

Section amended	Nature of change
Appendix R	Added standing order for Miami – Krome Immigration Court.

### September 22, 2020

Section amended	Nature of change
Appendix R	Added standing order for Phoenix Immigration Court.

### September 11, 2020

Section amended	Nature of change
Appendix R	Replaced standing order for Denver and Los Angeles – Van Nuys Blvd Immigration Courts; Added standing order for Los Angeles – Van Nuys Blvd Immigration Court.

### September 4, 2020

Section amended	Nature of change
Appendix R	Added standing orders for Fishkill and Ulster Immigration Courts; Replaced standing order for Cleveland Immigration Court.

### August 27, 2020

Section amended	Nature of change
Appendix R	Removed standing orders for Batavia and Buffalo Immigration Courts; Replaced standing order for Sacramento Immigration Court.

### August 13, 2020

Section amended	Nature of change
Appendix R	Added standing order for New York – Federal Plaza Immigration Court; Replaced standing order for Denver Immigration Court.

**August 11, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Denver Immigration Court.

**August 6, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for Tacoma Immigration Court.

**July 31, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Aurora Immigration Court.

**July 29, 2020**

Section amended	Nature of change

Appendix R	Replaced standing orders for Atlanta – Ted Turner Drive, Atlanta – W Peachtree Street, Newark, and Omaha Immigration Courts.
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**July 22, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for Las Vegas and Salt Lake City Immigration Courts.

**July 14, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Salt Lake City Immigration Court; Replaced standing order for York Immigration Court.

**July 8, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Arlington and Dallas Immigration Courts.

**July 7, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for Detroit Immigration Court.

**July 2, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for Atlanta – Ted Turner Drive Immigration Court.

**July 1, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Dallas Immigration Court; replaced standing order for LaSalle Immigration Court.

**June 30, 2020**

Section amended	Nature of change
Appendix R	Replaced and added standing orders for Philadelphia Immigration Court; replaced standing orders for Baltimore and Dallas Immigration Courts.

**June 29, 2020**

Section amended	Nature of change
Appendix R	Added standing orders for Oakdale and New Orleans Immigration Courts.

**June 26, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Chicago Immigration Court.

**June 24, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for Cleveland Immigration Court.

**June 23, 2020**

Section amended	Nature of change
Appendix R	Added standing order for New York City - Broadway Immigration Court

**June 19, 2020**

Section amended	Nature of change
Appendix R	Replaced Standing Order for Atlanta Ted Turner Immigration Court; Added standing order for Newark Immigration Court

**June 16, 2020**

Section amended	Nature of change

Appendix R	Added standing order for Honolulu Immigration Court.
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**June 12, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Dallas, Philadelphia, and York Immigration Courts.

**June 11, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Batavia, Boston, and Buffalo Immigration Courts.

**June 10, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for Arlington Immigration Court; Added standing order for Los Angeles – Olive Street Immigration Court.

**June 5, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Florence and Los Angeles – Olive Street Immigration Courts.

**June 2, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Aurora Immigration Court.

**May 28, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Houston – S. Gessner Rd Immigration Court; Replaced standing orders for Dallas Immigration Court.

**May 26, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for Portland Immigration Court.

**May 20, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Atlanta – W Peachtree St Immigration Court.

**May 19, 2020**

Section amended	Nature of change
Appendix R	Added standing orders for San Antonio and Pearsall Immigration Courts.

**May 18, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Los Angeles – Van Nuys Boulevard Immigration Court.

**May 15, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Los Angeles – Olive Street Immigration Court; Replaced standing order for Atlanta – Ted Turner Drive.

**May 14, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Buffalo and Batavia Immigration Courts.

**May 12, 2020**

Section amended	Nature of change

Appendix R	Added standing orders for Chicago, New Orleans, NYC – Broadway, NYC – Federal Plaza, NYC – Varick, and Oakdale Immigration Courts.
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**May 7, 2020**

Section amended	Nature of change
Appendix R	Replaced standing orders for Aurora, Guaynabo (San Juan) and Orlando Immigration Courts.

**May 6, 2020**

Section amended	Nature of change
Appendix R	Replaced standing order for LaSalle Immigration Court.

**May 5, 2020**

Section amended	Nature of change
Appendix R	Added standing orders for Dallas, New York – Broadway, New York – Varick, and Seattle Immigration Courts; Replaced standing order for Atlanta – Ted Turner Drive Immigration Court.

**May 1, 2020**

Section amended	Nature of change
Appendix R	Added standing orders for Memphis and New York – Federal Plaza Immigration Courts; Replaced standing order for Elizabeth and Tacoma Immigration Courts.

**April 30, 2020**

Section amended	Nature of change
Appendix R	Adding standing order for Arlington Immigration Court; Replaced standing order for Los Angeles – N. Los Angeles Street Immigration Court

**April 29, 2020**

Section amended	Nature of change
Appendix R	Adding standing order for Baltimore Immigration Court; Replaced standing order for Portland Immigration Court.

**April 27, 2020**

Section amended	Nature of change
Appendix R	Adding standing orders for Houston and Sacramento Immigration Courts; Replaced standing order for Kansas City Immigration Court.

**April 24, 2020**

Section amended	Nature of change
Appendix R	Adding standing orders for Chicago, Ft. Snelling (Bloomington), and San Francisco Immigration Courts; Replaced standing orders for Kansas City and Eloy Immigration Courts.

**April 23, 2020**

Section amended	Nature of change
Appendix R	Adding standing orders for Charlotte and Portland Immigration Courts; Replaced standing order for Adelanto, Batavia, Buffalo, Eloy, and Tucson Immigration Courts.

**April 22, 2020**

Section amended	Nature of change
Appendix R	Added standing orders for Dallas, Las Vegas, Newark, Phoenix, and Salt Lake City Immigration Courts.

**April 21, 2020**

Section amended	Nature of change
Appendix R	Added standing orders for Batavia and Buffalo Immigration Courts; Revised standing orders for Boston, Cleveland, and Hartford Immigration Courts.

**April 17, 2020**

Section amended	Nature of change
Appendix R	Revised standing order for Dallas Immigration Court.

**April 16, 2020**

Section amended	Nature of change

Appendix R	Revised standing orders for Aurora, Batavia, and Buffalo Immigration Courts.
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**April 15, 2020**

Section amended	Nature of change
Appendix R	Added standing order for Chicago Immigration Court; Replaced standing order for Detroit Immigration Court.

**April 10, 2020**

Section amended	Nature of change
Appendix R	Appendix R moved to standalone document; Replaced standing order for Atlanta-Ted Turner Drive Immigration Court.