

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
UNITED STATES IMMIGRATION COURT  
LOS ANGELES (VAN NUYS) CALIFORNIA  
GOLDEN STATE ANNEX-DETAINED HEARINGS

**VNS 20-03 STANDING ORDER FOR TELEPHONIC APPEARANCES AND  
SUBMISSION OF DOCUMENTS FOR DETAINED HEARINGS**

The following order relates only to telephonic appearances and issues affecting detained hearings conducted by the Los Angeles-Van Nuys Immigration Court for Respondents detained by the Department of Homeland Security at the Golden State Annex located at 611 Frontage Road, McFarland, California 93250.

**A. MASTER HEARINGS**

1. Any attorney or qualified representative for any party in cases involving the Golden State Annex may appear telephonically without prior approval and without filing a motion in advance of the hearing. Attorneys or qualified representatives who would like to appear telephonically for a particular case should contact the Los Angeles--Van Nuys Immigration Court, at (818) 904-5200 at least two (2) business days in advance of the hearing to verify the date of the hearing and the particular Immigration Judge who will be conducting the case. All telephonic appearances will be through our Open Voice Conferencing System. See Appendix A for a list of the numbers for each Immigration Judge. 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.

2. Applications for relief from removal and/or other supporting documents may be received over the bench if the attorney or representative of the Respondent is present in the courtroom. For parties appearing telephonically and 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 seven (7) 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.

**B. MERITS HEARINGS**

1. Any attorney or qualified representative for any party may appear telephonically in merits cases before the Los Angeles--Van Nuys Immigration Court, without prior approval and without filing a motion in advance. As in the case for master calendar hearings, attorneys or qualified representatives who would like to appear telephonically for a particular merits case should contact the Van Nuys Immigration Court, at (818) 904-5200 at least two (2) business days in advance of the hearing to verify the date and time of the hearing. All telephonic appearances for

merits hearings will be through our Open Voice Conferencing System. See Appendix A for a list of the numbers for each Immigration Judge.

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. Attorneys can choose to appear in person in lieu of a telephonic appearance for the VTC hearing at the Los Angeles-Van Nuys Immigration Court. Due to the need to socially distance individuals during the COVID 19 pandemic and the limitations on capacity within the individual courtrooms, the Immigration Court cannot guarantee that all interested persons other than attorneys for the DHS or Respondents will be allowed into the courtroom during the hearing. For any witness for any party, the Immigration Court strongly encourages the parties to file relevant declarations or affidavits in lieu of live testimony.

4. 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);

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 seven (7) 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 affect. 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).

#### **D. FILING OF DOCUMENTS**

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).

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. **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.”

6. **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.

7. 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.

Dated:

October 20, 2020

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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) (474-674-585)**

**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) (800-290-721)**

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