

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
UNITED STATES IMMIGRATION COURT
SAN FRANCISCO, CALIFORNIA**

**ORDER 20-02: STANDING ORDER OF THE SAN FRANCISCO IMMIGRATION
COURT REGARDING TELEPHONIC APPEARANCES**

IT IS HEREBY ORDERED that effective immediately:

1. All attorneys and qualified representatives for all parties scheduled to appear before the San Francisco Immigration Court may appear telephonically, without the need to file a motion for telephonic appearance.
2. If an attorney chooses to appear telephonically under this order, they are responsible for notifying the Court properly at least fifteen [15] days prior to the hearing. Notification must include Respondent's A number, the date and time of the hearing, the name of the Immigration Judge and the best telephone number for counsel. Counsel should provide the same information to the Department of Homeland Security.
3. This order does not supersede Immigration Court Practice Manual [ICPM] Ch. 4.15(n)(i)-(iii) relating to respondent's required presence, availability throughout the entire hearing period, and limitations on cellular telephones.
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 scheduled hearing.
5. Any documents the parties wish the Court to consider must be filed with the Court, with a copy sent to opposing counsel, at least fifteen [15] days prior to the hearing. ICPM Ch. 3.1(b)(i)(A).
6. This order does not negate the underlying requirement that telephonic appearances be reserved for emergent circumstances where an attorney is unable to appear in person. Nothing in this order prevents an Immigration Judge from requiring an in-person appearance on a specific case, or for a specific attorney.

San Francisco Immigration Court

So Ordered