

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
HOUSTON – GREENSPPOINT PARK IMMIGRATION COURT  
16800 GREENSPPOINT PARK DRIVE, 2<sup>nd</sup> Floor  
HOUSTON, TEXAS 77060**

**STANDING ORDER 21-01 OF THE HOUSTON GREENSPPOINT PARK  
IMMIGRATION COURT RELATING TO TELEPHONIC APPEARANCES,  
UTILIZING WEBEX, AND CONSOLIDATING CASES**

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

1. Any attorney or accredited representative for any party may be permitted to appear telephonically using Open Voice or via WebEx before the Houston Greenspoint Park Immigration Court (HGP). The attorney or accredited representative who wishes to appear in either manner must file a “Motion To Appear Remotely” with the Court at least 15 business days in advance of a master calendar pursuant to EOIR Policy Manual chapter II, section 3.1(b)(1), 30 days in advance of an individual hearing pursuant to EOIR Policy Manual chapter II, section 3.1(b)(2), or as otherwise ordered by the Immigration Court.
  - a. The motion shall provide:
    - i. The name of the presiding judge;
    - ii. The hearing date and time;
    - iii. The name, email address, and telephone number of each individual to participate remotely;
    - iv. Identification of the conferencing remote service (i.e., Open Voice, WebEx, or both) that participants want to use; and;
    - v. A detailed explanation as to why the individual cannot appear in person.
  - b. If the motion to appear remotely is granted, the immigration court will issue the following:
    - i. For Open Voice appearances, see the instructions in Appendix A.
    - ii. For WebEx appearances, see the instructions in Appendix B. For additional information on using the Webex platform, please refer to the instructions at this link - [Webex Flyer \(justice.gov\)](https://www.justice.gov/webex-flyer).
  - c. Any audio or video recording of a court proceeding held by video or teleconference, including screen shots, or other visual copying of a hearing, is strictly prohibited. 8 C.F.R. § 1003.28.
  - d. The attorney or accredited representative must be prepared to proceed in person if the motion to appear remotely is not granted.

2. Respondents and witnesses must appear in court for hearings or they may be permitted to appear via Webex. A “Motion To Appear Remotely” for respondent(s) or witnesses to appear via Webex must be filed at least 15 business days in advance of a master calendar pursuant to EOIR Policy Manual chapter II, section 3.1(b)(1), 30 days in advance of an individual hearing pursuant to EOIR Policy Manual chapter II, section 3.1(b)(2), or as otherwise ordered by the Immigration Court. The motion shall provide a detailed explanation in the form of an affidavit or unsworn declaration as to why the individual cannot appear in person. The motion shall comply with Section 1.a. of this standing order.

Only the Immigration Judge can waive the physical or video presence of respondents and witnesses. The respondent(s) or witnesses must be prepared to proceed in person if the motion is not granted. Witnesses shall provide a copy of their government issued ID and a declaration of their proffered testimony to the Court prior to their testimony.

3. Telephonic appearances will be made using the Open Voice platform, unless otherwise ordered by the Immigration Court. To ensure the quality of the record, anyone appearing by telephone shall be in a quiet, private location. The call shall never be placed on hold. The use of mobile phones, speakerphones, or phones in public places is prohibited.
4. If an attorney or accredited representative schedules a telephonic or Webex appearance and fails to appear, counsel 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.
5. Attorneys and accredited representatives who appear remotely 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 EOIR Policy Manual. Same-day filings are strongly discouraged. Subject to the discretion of the Immigration Judge, with good cause, impeachment and rebuttal evidence will only be allowed if received by the assigned Immigration Court by ECAS (where available), mail or other shipping/delivery service, or in-person at the front window if the proponent can establish actual service of an identical copy on the opposing party (or, if the party is represented, the party’s representative). Any party appearing remotely waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the original document.
6. The presiding judge reserves the right to halt any remote appearance in progress, to bar any telephone or Webex appearances in any case and to order the attorney, accredited representative, respondent, applicant or witness to personally appear.
7. 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 281-765-5900 if they fall into any of the above-listed categories.

8. Any visitor to the Houston Greenspoint Park Court must follow the current public health notice, located at <https://www.justice.gov/eoir-operational-status>, all Court signage, and instructions from Court Staff.
9. 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.
10. The EOIR Policy Manual, Part II, Chapter 4.21(a), provides that the Immigration Court may consolidate cases at its discretion or upon motion of one or both of the parties, where appropriate. If an immigration judge determines that consolidation is appropriate, the order of consolidation for cases at the Houston Greenspoint Park Immigration Court will be as follows:
  - a. The case(s) will consolidate on the docket of the immigration judge assigned to the respondent's case that has the earliest date received at EOIR. In the event the date received at EOIR is the same for multiple cases, the cases will consolidate on the docket of the immigration judge assigned to the case of the respondent with the lowest last three digits of the alien registration number.
  - b. A copy of the motion to consolidate should:
    - 1) Be filed for each case included in the request for consolidation.
    - 2) Be decided by the releasing judge(s) assigned to the case(s). A releasing judge is an immigration judge who will be transferring their cases to the immigration judge identified under Paragraph 1.

Unless otherwise provided in the order granting the motion to consolidate, the adult respondent with the case with the earliest date received at EOIR or the lowest last three digits of the alien registration number (if the date received at EOIR is the same for more than one case) will be designated the lead case.

**SIGNED, ENTERED, AND ORDERED at Houston, Texas, this 25<sup>th</sup> day of August, 2021.**

---

Jeffery S. Miller  
Assistant Chief Immigration Judge

## Appendix A

### Instructions for Telephonic Appearances before the Houston Greenspoint Park (HGP) 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
Dinsdale, Justin	409-050-449
Guidry, Monica	867-654-948
Hempel, Nicholle	483-595-355
Landis, Brent	851 610 583
Lee, Alexander	392-790-720
McGuirk, Erica	981-919-433
Miller, Jeffery	978-788-135
Parker, Martinque	732-824-729
Paxton, David	512-970-732
Phan, Christopher	956-741-730
Pobjecky, Artie	821-247-508
Schwab, Jodie	146-734-860
Spencer, Oshea	343-984-264
Tamez, Lydia	384-434-433
Wells, Kenya	386-483-190
White, Romaine	401-583-901
Whitworth, Mark	796-895-242

- 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

### Instructions for Webex Appearances before the Houston Greenspoint Park (HGP) Immigration Court

#### **Making Webex Appearances:**

- You must log in to Webex at least 15 minutes prior to the hearing time.
- Participants must use a computer equipped with a microphone, video-camera, and the technical capacity to participate in a complete, uninterrupted hearing.
- Participants are strongly encouraged to wear headphones during Webex hearings because this helps to eliminate audio-feedback, which can degrade the quality of the court's audio recording. Participants are required to adhere to the prohibitions on photographing or audio/video recording any portion of the hearing. *See* EOIR Policy Manual Pt. II, § 4.13; 8 CFR § 1003.28.
- If an Immigration Judge grants a Motion for Webex Appearance, the participants may then use the hyperlink listed below which corresponds to the Immigration Judge assigned to the respondent's case. Once the WebEx link is entered into an internet browser, the participants will have the capability to hear and see all the other hearing participants.

Judge	Webex Link
Dinsdale, Justin	<a href="https://eoir.webex.com/meet/IJ.Dinsdale">https://eoir.webex.com/meet/IJ.Dinsdale</a>
Guidry, Monica	<a href="https://eoir.webex.com/meet/IJ.Guidry">https://eoir.webex.com/meet/IJ.Guidry</a>
Hempel, Nicholle	<a href="https://eoir.webex.com/meet/IJ.Hempel">https://eoir.webex.com/meet/IJ.Hempel</a>
Landis, Brent	<a href="https://eoir.webex.com/meet/IJ.Landis">https://eoir.webex.com/meet/IJ.Landis</a>
Lee, Alexander	<a href="https://eoir.webex.com/meet/IJ.Alexander.Lee">https://eoir.webex.com/meet/IJ.Alexander.Lee</a>
McGuirk, Erica	<a href="https://eoir.webex.com/meet/IJ.McGuirk">https://eoir.webex.com/meet/IJ.McGuirk</a>
Miller, Jeffery	<a href="https://eoir.webex.com/meet/ACIJ.Miller">https://eoir.webex.com/meet/ACIJ.Miller</a>
Parker, Martinque	<a href="https://eoir.webex.com/meet/IJ.Parker">https://eoir.webex.com/meet/IJ.Parker</a>
Paxton, David	<a href="https://eoir.webex.com/meet/IJ.Paxton">https://eoir.webex.com/meet/IJ.Paxton</a>
Phan, Christopher	<a href="https://eoir.webex.com/meet/IJ.CPhan">https://eoir.webex.com/meet/IJ.CPhan</a>
Pobjecky, Artie	<a href="https://eoir.webex.com/meet/IJ.Pobjecky">https://eoir.webex.com/meet/IJ.Pobjecky</a>
Schwab, Jodie	<a href="https://eoir.webex.com/meet/IJ.Schwab">https://eoir.webex.com/meet/IJ.Schwab</a>
Spencer, Oshea	<a href="http://eoir.webex.com/meet/IJ.Spencer">http://eoir.webex.com/meet/IJ.Spencer</a>
Tamez, Lydia	<a href="https://eoir.webex.com/meet/IJ.Tamez">https://eoir.webex.com/meet/IJ.Tamez</a>
Wells, Kenya	<a href="https://eoir.webex.com/meet/IJ.Wells">https://eoir.webex.com/meet/IJ.Wells</a>
White, Romaine	<a href="https://eoir.webex.com/meet/IJ.Romaine.White">https://eoir.webex.com/meet/IJ.Romaine.White</a>
Whitworth, Mark	<a href="https://eoir.webex.com/meet/IJ.Whitworth">https://eoir.webex.com/meet/IJ.Whitworth</a>

- If Court has commenced once you enter the hearing, do not interrupt as late appearances will be disruptive to hearings already commenced. The Immigration Judge will be able to see your name on the Court's screen.
- Once your matter is concluded, please disconnect from Webex.