



U.S. Department of Justice
Executive Office for Immigration Review
Office of the Chief Immigration Judge

Chief Immigration Judge

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Falls Church, Virginia 22041

MEMORANDUM

TO: All Immigration Judges
All Court Administrators
All Court Personnel

FROM: Michael J. Creppy
Chief Immigration Judge

SUBJECT: Operating Policies and Procedures Memorandum (OPPM) No. 99-3:
Facsimile (FAX) Machine Policy between INS, Guam and the Honolulu HI
Immigration Court.

The Immigration and Naturalization Service (INS) in Guam has been allowed to file Notices to Appear (NTAs) on cases involving detained aliens in Guam, using a facsimile (FAX) machine as a result of the recent increase in the issuance of charging documents there. These type of filing permission is **only** allowed between INS, Guam and the Honolulu, Hawaii Immigration Court. This permission does not exempt the Guam INS from mailing the original FTA to the Honolulu Immigration Court but requires that the original charging document be sent within ten days of the FAXed documents.

The facsimile (FAX) Machine policy outlined in OPPM 97-5 is still in effect for all other immigration court locations. Please contact your Assistant Chief Immigration Judge if you have any questions.