

# Table of Contents

## CHAPTER 1. PRELIMINARY MATTERS

### I. AUTHORIZATION TO RELEASE DOCUMENTS

- § 1:1 Practitioners' notes
- § 1:2 Sample authorization by client for release of documents to counsel

### II. CERTIFICATE OF TRANSLATION

- § 1:3 Practitioners' notes
- § 1:4 Sample certificate of translation for materials submitted in Immigration Court

### III. PROOF OR CERTIFICATE OF SERVICE

- § 1:5 Practitioners' notes
- § 1:6 Sample certificate of service

### IV. FREEDOM OF INFORMATION AND PRIVACY ACT REQUESTS

- § 1:7 Practitioners' notes
- § 1:8 Sample Freedom of Information Act/Privacy Act request for information

### V. REQUEST FOR BOND BEFORE DEPARTMENT OF HOMELAND SECURITY

- § 1:9 Practitioners' notes
- § 1:10 Sample request to Department of Homeland Security for release of detainee on bond or on detainee's own recognizance

### VI. REQUEST TO DEPARTMENT OF HOMELAND SECURITY FOR PAROLE OF ARRIVING ALIEN

- § 1:11 Practitioners' notes
- § 1:12 Sample letter requesting parole by Department of Homeland Security of detained alien

### VII. REQUEST TO DEPARTMENT OF HOMELAND SECURITY FOR A FAVORABLE EXERCISE OF PROSECUTORIAL DISCRETION

- § 1:13 Practitioners' notes
- § 1:14 Sample Letter to DHS Requesting a favorable exercise of prosecutorial discretion by joining in a motion to terminate removal proceedings

### VIII. LETTER TO DEPARTMENT OF HOMELAND SECURITY IN SUPPORT OF DACA APPLICATION

- § 1:15 Practitioners' notes
- § 1:16 Sample cover letter in support of an application for deferred action for childhood arrivals

## CHAPTER 2. PROCEEDINGS BEFORE IMMIGRATION JUDGES

### I. REGISTERING WITH THE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW AND PARTICIPATING IN ELECTRONIC FILING

§ 2:1 Practitioners' notes

### II. MOTION TO WAIVE APPEARANCE, ACCEPT WRITTEN PLEADINGS, AND SCHEDULE INDIVIDUAL HEARING

§ 2:2 Practitioners' notes

§ 2:3 Sample motion to waive appearance, accept written pleadings, and schedule individual hearing

§ 2:4 Sample order granting or denying motion to waive appearance, accept written pleading, and schedule individual hearing

§ 2:5 Sample written pleadings

### III. MOTIONS PERTAINING TO CUSTODY AND BOND

§ 2:6 Practitioners' notes

§ 2:7 Sample motion by respondent seeking hearing on custody and bond

§ 2:8 Sample motion requesting custody/bond hearing pursuant to *Matter of Joseph*

§ 2:9 Sample request by respondent for subsequent custody/bond hearing based on materially changed circumstances

### IV. MOTION TO REOPEN AN IN ABSENTIA ORDER OF REMOVAL

§ 2:10 Practitioners' notes

§ 2:11 Sample Motion to Reopen an In Absentia Order of Removal

### V. DENT MOTION FOR PRODUCTION OF DOCUMENTS FROM RESPONDENT'S A-FILE

§ 2:12 Practitioners' notes

§ 2:13 Sample *Dent* Motion Seeking Production of Documents from Respondent's A-File

### VI. MOTION FOR CONTINUANCE

§ 2:14 Practitioners' notes

§ 2:15 Sample motion by respondent requesting continuance of merits hearing

### VII. MOTION FOR ADMINISTRATIVE CLOSURE

§ 2:16 Practitioners' notes

§ 2:17 Sample Motion for Administrative Closure

### VIII. MOTION TO TERMINATE TO PURSUE NATURALIZATION APPLICATION

§ 2:18 Practitioners' notes

§ 2:19 Sample motion to terminate to pursue naturalization application

TABLE OF CONTENTS

**IX. MOTION FOR CHANGE OF VENUE**

- § 2:20 Practitioners' notes
- § 2:21 Sample motion for change of venue

**X. MOTION TO WITHDRAW AS COUNSEL**

- § 2:22 Practitioners' notes
- § 2:23 Sample motion to withdraw as counsel of record

**XI. MOTION REQUESTING IMMIGRATION JUDGE'S RECUSAL**

- § 2:24 Practitioners' notes
- § 2:25 Sample motion to recuse

**XII. MOTION SEEKING IN-PERSON HEARING**

- § 2:26 Practitioners' notes
- § 2:27 Sample motion by respondent to appear in person at merits hearing

**XIII. MOTION FOR A COMPETENCY HEARING**

- § 2:28 Practitioners' notes
- § 2:29 Sample Motion for a Competency Hearing

**XIV. MOTION TO SUBSTITUTE NEW FORM I-589, APPLICATION FOR ASYLUM AND WITHHOLDING OF REMOVAL**

- § 2:30 Practitioners' notes
- § 2:31 Sample motion requesting Immigration Judge to substitute new Form I-589 for previously filed application

**XV. MOTION TO LATE FILE MATERIALS**

- § 2:32 Practitioners' notes
- § 2:33 Sample motion by respondent to extend date for filing applications for asylum, withholding of removal, and relief under the Convention Against Torture

**XVI. MOTION TO SUPPRESS EVIDENCE**

- § 2:34 Practitioners' notes
- § 2:35 Sample motion to suppress and exclude evidence

**XVII. REQUEST TO PRESENT, OR EXCLUDE, EXPERT WITNESS TESTIMONY**

- § 2:36 Practitioners' notes
- § 2:37 Sample motion to qualify witness as expert
- § 2:38 Sample motion challenging ICE proffer of witness as expert

**XVIII. REQUEST TO PRESENT TELEPHONIC TESTIMONY**

- § 2:39 Practitioners' notes
- § 2:40 Sample motion by respondent to permit telephonic testimony from expert witness

**XIX. MOTION REQUESTING IMMIGRATION JUDGE TO ACCEPT AND FOLLOW UNPUBLISHED BOARD DECISION**

- § 2:41 Practitioners' notes
- § 2:42 Sample motion requesting Immigration Judge to follow unpublished BIA decision

**XX. MOTION FOR VOLUNTARY DEPARTURE**

- § 2:43 Practitioners' notes
- § 2:44 Sample Motion Requesting Voluntary Departure at the Outset of Removal Proceedings

**XXI. MOTION TO INTRODUCE NEW EVIDENCE**

- § 2:45 Practitioners' notes
- § 2:46 Sample emergency motion to introduce new evidence

**XXII. MOTION TO REOPEN OR RECONSIDER**

- § 2:47 Practitioners' notes
- § 2:48 Sample compound motion to reconsider, or in the alternative, to reopen

**XXIII. BRIEF OPPOSING APPLICATION OF MATERIAL SUPPORT BAR**

- § 2:49 Practitioners' notes
- § 2:50 Sample motion opposing application of material support bar

**XXIV. MOTION FOR SUBPOENA**

- § 2:51 Practitioners' notes
- § 2:52 Sample motion by respondent for subpoena

**XXV. MOTION FOR CLOSED HEARING**

- § 2:53 Practitioners' notes
- § 2:54 Sample motion for closed hearing
- § 2:55 Sample order granting or denying motion for closed hearing

**CHAPTER 3. PROCEEDINGS BEFORE THE BOARD OF IMMIGRATION APPEALS**

**I. REGISTERING WITH THE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW AND PARTICIPATING IN ELECTRONIC FILING**

- § 3:1 Practitioners' notes

**II. BIA'S FILING REQUIREMENTS, AND PREFERRED FORMATS FOR COVER PAGES, PROOFS/CERTIFICATES OF SERVICE AND CERTIFICATES OF TRANSLATION**

- § 3:2 Practitioners' notes

**III. BIA NOTICE OF APPEAL**

- § 3:3 Practitioners' notes

TABLE OF CONTENTS

§ 3:4 Sample attachment to Form EOIR-26, Notice of Appeal

**IV. BRIEF SUPPORTING INTERLOCUTORY APPEAL**

§ 3:5 Practitioners' notes

§ 3:6 Sample brief in support of interlocutory appeal

**V. MOTION TO DISMISS DHS APPEAL**

§ 3:7 Practitioners' notes

§ 3:8 Sample motion to dismiss DHS appeal based on failure to state grounds

§ 3:9 Sample motion requesting summary dismissal of untimely DHS bond appeal

**VI. MOTION TO EXPEDITE**

§ 3:10 Practitioners' notes

§ 3:11 Sample motion to expedite respondent's request for summary dismissal of untimely DHS bond appeal

**VII. MOTION FOR EXTENSION OF TIME IN WHICH TO FILE BRIEF IN SUPPORT OF APPEAL**

§ 3:12 Practitioners' notes

§ 3:13 Sample motion requesting extension of briefing schedule

**VIII. MOTION REQUESTING THAT THE BOARD AFFIRM WITHOUT AN OPINION THE DECISION REACHED BY THE IMMIGRATION JUDGE**

§ 3:14 Practitioners' notes

§ 3:15 Sample motion requesting that the Board affirm without an opinion the immigration judge's order to terminate respondent's proceedings

**IX. MOTION REQUESTING THAT A BOARD PANEL ADJUDICATE ALIEN'S APPEAL**

§ 3:16 Practitioners' notes

§ 3:17 Sample motion requesting that a three-member panel adjudicate appeal

**X. MOTION TO WITHDRAW/SUBSTITUTE AS COUNSEL**

§ 3:18 Practitioners' notes

§ 3:19 Sample motion to withdraw as counsel

**XI. MOTION TO REMAND**

§ 3:20 Practitioners' notes

§ 3:21 Sample motion to remand based on ineffective assistance of counsel

§ 3:22 Sample motion to remand for additional fact finding

§ 3:23 Sample motion to remand based on new grounds of relief

**XII. REQUEST THAT BOARD TAKE ADMINISTRATIVE NOTICE OF FACTS**

§ 3:24 Practitioners' notes

§ 3:25 Sample motion requesting that the Board take administrative notice of Maryland court order vacating respondent's criminal convictions

### **XIII. MOTION TO SUPPLEMENT APPEAL BRIEF WITH UNPUBLISHED BOARD OF IMMIGRATION APPEALS DECISIONS**

- § 3:26 Practitioners' notes
- § 3:27 Sample motion requesting to supplement respondent's appeal brief with three unpublished Board decisions, and requesting the Board to follow them

### **XIV. MOTION TO RECONSIDER**

- § 3:28 Practitioners' notes
- § 3:29 Sample motion asking the Board to reconsider its decision in which it failed to adjudicate respondent's motion to remand

### **XV. MOTION TO REOPEN**

- § 3:30 Practitioners' notes
- § 3:31 Sample motion asking the Board to reopen respondent's asylum proceedings based on probative new evidence
- § 3:32 Sample joint motion by the DHS and respondent to reopen proceedings based on respondent's post conviction relief and to remand to the Immigration Judge

### **XVI. REQUEST FOR STAY OF REMOVAL**

- § 3:33 Practitioners' notes
- § 3:34 Sample motion for emergency stay of removal

### **XVII. MOTION TO SUPPLEMENT THE RECORD ON REMAND FROM THE FEDERAL CIRCUIT COURT**

- § 3:35 Practitioners' notes
- § 3:36 Sample motion to supplement respondent's record before the Board on remand from the Ninth Circuit and renew respondent's request for relief

### **XVIII. MOTION TO TERMINATE FOLLOWING REMAND FROM A FEDERAL CIRCUIT COURT OF APPEALS**

- § 3:37 Practitioners' notes
- § 3:38 Sample motion to terminate following remand from a Federal Circuit Court of Appeals

## **CHAPTER 4. PROCEEDINGS BEFORE THE FEDERAL DISTRICT COURTS**

### **I. HABEAS CORPUS CHALLENGE TO MANDATORY DETENTION UNDER INA § 236(c) OF ALIEN IN PROCEEDINGS**

- § 4:1 Practitioners' notes
- § 4:2 Sample habeas corpus challenge to mandatory detention under INA § 236(c) of alien in proceedings

### **II. HABEAS CORPUS CHALLENGE TO INDEFINITE DETENTION OF ALIEN POST FINAL ORDER**

- § 4:3 Practitioners' notes

## TABLE OF CONTENTS

§ 4:4 Sample habeas memorandum challenging indefinite detention of alien

### **III. HABEAS CORPUS MOTION SEEKING REOPENING OF ALIEN'S IMMIGRATION PROCEEDINGS BASED ON PROBATIVE NEW EVIDENCE**

§ 4:5 Practitioners' notes

§ 4:6 Sample habeas memorandum asserting probative new evidence as ground for reopening immigration proceedings against alien detainee

## **CHAPTER 5. PROCEEDINGS BEFORE THE FEDERAL COURTS OF APPEALS**

### **I. STEPS TO TAKE PRIOR TO REPRESENTING A PERSON BEFORE A FEDERAL CIRCUIT COURT OF APPEALS**

§ 5:1 Federal rules of appellate procedure and local rules

§ 5:2 Required membership in circuit court bars

§ 5:3 Electronic Filing

### **II. PETITION FOR REVIEW**

§ 5:4 Practitioners' notes

§ 5:5 Sample petition for review

### **III. REQUEST FOR STAY OF REMOVAL PENDING ADJUDICATION OF ALIEN'S PETITION FOR REVIEW**

§ 5:6 Practitioners' notes

§ 5:7 Sample motion for stay of removal pending adjudication of petition for review

### **IV. MOTION TO COMPEL GOVERNMENT TO RETURN ALIEN ILLEGALLY REMOVED**

§ 5:8 Practitioners' notes

§ 5:9 Sample emergency motion to compel government to immediately return petitioner to the United States

### **V. MOTION FOR ENLARGEMENT OF TIME TO FILE OPENING BRIEF**

§ 5:10 Practitioners' notes

§ 5:11 Sample unopposed motion by petitioner for enlargement of time in which to file opening brief

§ 5:12 Sample declaration in support of motion for enlargement of time to file opening brief

### **VI. MOTION FOR ABEYANCE OF BRIEFING SCHEDULE**

§ 5:13 Practitioners' notes

§ 5:14 Sample unopposed motion for abeyance of briefing schedule to permit BIA adjudication of joint motion to reopen

## **VII. APPOINTMENT OF COUNSEL/ACCEPTANCE OF BIA BRIEF IN SUPPORT OF PETITION FOR REVIEW**

- § 5:15 Practitioners' notes
- § 5:16 Sample pro se motion asking court to appoint counsel for alien in proceedings on petition for review, or to accept alien's BIA brief in support of petition

## **VIII. PETITION FOR REHEARING OR EN BANC REVIEW**

- § 5:17 Practitioners' notes
- § 5:18 Sample petition for rehearing or en banc review

## **IX. PETITION FOR WRIT OF MANDAMUS**

- § 5:19 Practitioners' notes
- § 5:20 Sample petition for writ of mandamus

## **X. MOTION FOR ATTORNEY'S FEES AND COURT COSTS UNDER THE EQUAL ACCESS TO JUSTICE ACT**

- § 5:21 Practitioners' notes
- § 5:22 Sample motion requesting attorney's fees and costs under the Equal Access to Justice Act

## **APPENDICES**

- Appendix 1. EOIR Organizational Chart
- Appendix 2. EOIR Directory
- Appendix 3. EOIR Automated Telephone Numbers for Case Status and Filing Tips
- Appendix 4. Forms
- Appendix 5. Where to File
- Appendix 6. Deadlines
- Appendix 7. Immigration Court Sample Cover Page
- Appendix 8. Immigration Court Sample Table of Contents
- Appendix 9. Immigration Court Sample Criminal History Chart
- Appendix 10. Sample Certificate of Translation
- Appendix 11. Sample Certificate of Service
- Appendix 12. Immigration Court Sample Oral Pleading
- Appendix 13. Immigration Court Sample Written Pleading
- Appendix 14. Board of Immigration Appeals Mailing Address
- Appendix 15. Board of Immigration Appeals Sample Cover Page
- Appendix 16. Board of Immigration Appeals Citation Guidelines
- Appendix 17. Contact Information for Clerks of the United States Courts of Appeals
- Appendix 18. EOIR Electronic Filing Pilot Program
- Appendix 19. ECAS Pilot Program Participation Terms and Conditions
- Appendix 20. ECAS User Manual

TABLE OF CONTENTS

**Table of Laws and Rules**

**Table of Cases**

**Index**