

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

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

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
§ 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

TABLE OF CONTENTS

- § 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
- § 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

TABLE OF CONTENTS

- § 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 Laws and Rules

Table of Cases

Index