



U.S. Department of Justice

Executive Office for Immigration Review

Board of Immigration Appeals

*5107 Leesburg Pike, Suite 2400
Falls Church, Virginia 22041*

Guidelines for Submitting an Optional Supplemental Brief on the BIA Procedural Reforms Regulation.

The Board's Procedural Reforms regulation, which was published on August 26, 2002, gives the parties an opportunity to file supplemental briefs explaining why an appeal or motion does or does not fit the criteria for three Board Member review. If briefing has already been completed in your case, and your case is still pending at the Board, you may file a supplemental brief in response to the new regulation. Submission of such a brief is optional and is not required. If you choose to file a supplemental brief, it must be received at the Board no later than September 25, 2002. To facilitate handling of your supplemental brief, and to help the Clerk's office identify your submission as a Procedural Reforms Regulation brief, please:

- Write the words "**Reform Reg**" on the outside of the envelope
- Prominently include the words "**Reform Regulation Brief**" on the cover page and in the caption of your brief.

If a briefing schedule has not yet been set in your case, you will be allowed to address the new regulation in the brief you file according to the deadline set in the briefing schedule.

All submissions must be signed and dated and include proof of service on the opposing party.