



U. S. Department of Justice

Executive Office for Immigration Review

Office of the Immigration Judge

1000 Second Avenue, Suite 2500
Seattle, Washington 98104

February 9, 2000

Carol L. Edward
Attorney at Law
500 Denny Way
Seattle, WA 98109

RECEIVED

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CAROL L. EDWARD
ATTORNEY AT LAW

Dear Ms. Edward:

Enclosed for review by the American Immigration Lawyers Association, Seattle, Washington Chapter, is a proposed change to the local operating procedures used by the Seattle, Washington Immigration Court. The only change from the existing local operating procedures is the addition of part "D" under Procedure 2. I ask that AILA members consolidate their responses to the proposed change into one document. I further ask that the response be forwarded to my attention within thirty days of today's date - March 10, 2000. Thank you in advance for your consideration of the proposed change in procedures. If you have any questions concerning the proposed change, please call me at (206) 553-5953.

Sincerely,

Joseph Neifert
Court Administrator

enclosure

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**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
SEATTLE, WASHINGTON**

LOCAL OPERATING PROCEDURES

Procedure 1. General

All matters shall proceed at the time and date scheduled for hearing. Parties shall be prepared to go forward with their cases as notified. These operating procedures are intended to promote the efficient operation of the Immigration Court thereby better serving the interests of justice.

Procedure 2. Filing Procedures

- A. All documents and applications shall be filed at the public window of the Immigration Court during regular hours as posted in the Immigration Court or as otherwise ordered by the presiding Immigration Judge.
- B. In addition to complying with 8 C.F.R. Sections 3.31 and 3.32, all documents and applications shall be two-hole punched at the top of the page with holes 2-3/4 inches apart. All submissions exceeding five (5) pages in length shall be paginated by numbering each page consecutively in the bottom right hand corner. The numbering of pages shall begin anew with each submission. Submissions should neither be tabbed, lettered nor designated as exhibits. The Immigration Judge will assign exhibit numbers to your submissions as he/she sees fit. All such submissions shall also have as a first page a table of contents with page number identification.
- C. In addition to complying with 8 C.F.R. Sections 3.31 and 3.32, all proposed exhibits and briefs must be filed with the Immigration Court no later than ten (10) calendar days prior to the scheduled Individual Calendar hearing unless otherwise authorized by the Immigration Judge in extraordinary circumstances.
- ✓D. In addition to complying with the above procedures, the maximum submission of documents shall be limited to 150 pages per family unit. In the event that there is a need to submit in excess of 150 pages, a motion requesting leave of court for additional filings shall be accompanied by a declaration from the party or, if represented, by their attorney. The declaration shall state the reasons for the necessity of further submissions. If the Immigration Court grants the motion, the party may then file the approved number of additional pages. The motion must be filed with the Immigration Court no later than twenty (20) calendar days prior to the scheduled individual calendar hearing, unless authorized by the Immigration Judge in extraordinary circumstances. This will give the Immigration Judge time to rule on the motion prior to the standard ten (10) day call-up date issued by the Immigration Judge for the filing of proposed exhibits and briefs prior to the individual calendar hearing.