

## MEMORANDUM

TO: All Immigration Judges  
All Court Administrators  
All Court Personnel

FROM: The Office of the Chief Immigration Judge

SUBJECT: Operating Policy and Procedure Memorandum No. 97-5:  
Facsimile (Fax) Machine Policy

In order to more efficiently handle the operations of our Immigration Courts, the following policy is effective immediately:

1. Fax machine usage will be based on the “honor” system. All usage (both sending and receiving) must be court-related; exceptions in emergent situations may be granted by the Assistant Chief Immigration Judge. Fax machines are capable of printing “journals” indicating the number from which and to which faxes are sent. Court Administrators and Assistant Chief Immigration Judges will be responsible for investigating instances of abuse.
2. Unless expressly stated in an Operating Policy and Procedure Memorandum of this court, no case-related legal documents may be filed or received in the Immigration Court through fax transmission. The sole exception is for Department of State opinions.
3. Fax machines shall not be used for routine messages and requests, especially when such messages or requests can be made through E-mail.
4. Since we have limited numbers of fax machines in our courts, consideration should be given alternative methods of transmission (e.g., overnight mail, regular mail, E-mail). Generally, it is more cost effective to use overnight mail for documents in excess of ten pages.
5. Court Administrators, or their delegates, shall decide the priority of fax transmissions when more than one documents needs to be transmitted at the same time..

It is anticipated that by allowing all court personnel access to fax machines in accordance with this OPPM, administrative working documents and other EOIR-related transmissions can be handled in a timely manner.

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Michael J. Creppy  
Chief Immigration Judge