



**U.S. Department of Justice**  
Executive Office for Immigration Review  
*Office of the Chief Immigration Judge*

Chief Immigration Judge

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Falls Church, Virginia 22041

To: All OCIJ Staff  
All Immigration Judges  
All Court Administrators  
All Court Support Staff

From: The Office of the Chief Immigration Judge

Subject: Operating Policies and Procedures Memorandum OPPM 98-9: Administrative Control List and Posting Procedures.

This memorandum supersedes Operating Policies and Procedures Memorandum (OPPM) 87-2 which listed all Administrative Control Immigration Courts. 8 C.F.R. § 3.14 states that jurisdiction vests with a specific immigration court only after a charging document has been filed with that court. A specific Immigration and Naturalization Service (INS) field office is not required to file a charging document with any specific Immigration Court. Therefore, the association of INS field offices with an immigration court is provided to the public only as a general guide about where the INS may file specific charging documents. Be advised that INS has additional field offices not listed in our administrative control listing. This list also provides for the probable jurisdictions for charging documents relating to individual aliens in custody at Detention Facilities/Service Processing Centers, or incarcerated alien inmates in the custody of Departments of Corrections.

The current Immigration Court Administrative Control List must be made available to the public pursuant to 8 C.F.R. § 3.11. This list should be posted on a bulletin board in the public area where practical and must be made available to the public for reference at the public counter in all immigration courts. The Administrative Control List will be updated by the Office of the Chief Immigration Judge every six months. Please contact your Assistant Chief Immigration Judge should you have any questions.

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Michael J. Creppy  
Chief Immigration Judge