



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

Chief Immigration Judge

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**MEMORANDUM**

**TO:** All Immigration Judges  
All Court Administrators  
All Court Personnel

**FROM:** Michael J. Creppy  
Chief Immigration Judge

**SUBJECT:** Operating Policies and Procedures Memorandum (OPPM) No. 99-3:  
Facsimile (FAX) Machine Policy between INS, Guam and the Honolulu HI  
Immigration Court.

The Immigration and Naturalization Service (INS) in Guam has been allowed to file Notices to Appear (NTAs) on cases involving detained aliens in Guam, using a facsimile (FAX) machine as a result of the recent increase in the issuance of charging documents there. These type of filing permission is **only** allowed between INS, Guam and the Honolulu, Hawaii Immigration Court. This permission does not exempt the Guam INS from mailing the original FTA to the Honolulu Immigration Court but requires that the original charging document be sent within ten days of the FAXed documents.

The facsimile (FAX) Machine policy outlined in OPPM 97-5 is still in effect for all other immigration court locations. Please contact your Assistant Chief Immigration Judge if you have any questions.