



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

Chief Immigration Judge

5107 Leesburg Pike, Suite 2545

Falls Church, Virginia 22041

MEMORANDUM

TO: All Immigration Judges
All Court Administrators
All Judicial Law Clerks
All Court Staff

FROM: The Office of the Chief Immigration Judge

SUBJECT: OPPM 99-4: Electronic I-830 (Notice to EOIR: Alien Address)

The Executive Office for Immigration Review has entered into an agreement with the Immigration and Naturalization Service (INS) to accept the electronic transmittal of Form I-830 (Notice to EOIR: Alien Address) effective May 1, 1999. This agreement formalizes the use of electronic E-mail to notify the immigration courts and the Board of Immigration Appeals(BIA) of **any** change in an alien's custody status while a case is pending completion. The electronic transmission of Form I-830 will also be used to alert the immigration court/BIA when the INS moves an alien from one place of detention/incarceration to another.

The Information Resources Management staff has set up individual E-mail boxes for each immigration court specifically and exclusively for the retrieval of the electronic Form I-830 (Please see attached ANSIR instructions for details on accessing E-mail using the proxy feature). All immigration courts should have at least three individuals (designee and two back-ups) responsible for checking this mailbox at least once a day. The designee will be responsible for the following:

1. Print all Form I-830s received;
2. Review the form for completeness (e.g. - missing information, change in status unclear, etc.);
 - a. If the form is NOT complete, reply back to the INS official, explain the problem, request a correction and ask for a re-submission of the form.
 - b. If the form IS complete, proceed to step three;
3. Reply back to the INS official with "Received and Accepted" (until this is done, INS will not consider the electronic form filed);

4. Update the ANSIR case record screen to reflect information shown on the electronic form;
5. Date stamp the electronic form;
6. File the electronic Form I-830 in the Record of Proceeding.

This information will be included in the Uniform Docketing System Manual in the near future. If you have any questions regarding the procedures outlined in this OPPM, please contact Tony Padden, Chief, Central Operations Unit, at (703) 305-1560.

Michael J. Creppy
Chief Immigration Judge

Attachment