



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

August 14, 1998

MEMORANDUM

TO: All Immigration Judges  
All Court Administrators

FROM: The Office of the Chief Immigration Judge

SUBJECT: Operating Policies and Procedures Memorandum No. 98-6 Detail City Coverage

The following Operating Policies and Procedures Memorandum (OPPM) supersedes OPPM No. 86-11 relating to detail city coverage. It updates the location and frequency of detail city coverage for each Immigration Court and sets forth guidelines to provide for detail city caseload coordination with base city operations.

1. Detail City Roster. Attached is the location of Immigration Courts and Detail City Assignment (Attachment 1) which indicates base city responsibilities for all detail cities currently covered. Please make certain that all support staff members have copies of this updated roster so that when Immigration Judges grant changes of venue, ROPs are forwarded to the appropriate base city.
2. Frequency of Travel. The last column on the attachment indicates the frequency of travel to each detail city. These figures are based on Calendar Year 1998 travel. Those Judges who are assigned detail city responsibilities should now identify proposed travel dates for calendar year 1999 in accordance with the indicated frequency on Attachment #1. Please provide these proposed travel dates on Attachment #2 to your Assistant Chief Immigration Judge for review no later than August 28, 1998. After these or alternate dates have been approved by me, please send in travel Authorizations (Form DOJ-501s) to your Assistant Chief Immigration Judge for Immigration Judge and support staff by October 30, 1998 for the entire calendar year.

In setting these schedules, please consider the following:

- a. Your individual annual leave plans. Please consider now when you want to take annual leave during calendar year 1999. Once the detail city schedules have been approved, only emergencies and sick leave will allow cancellation of these dates because of the disruption for the parties and the extra work for our own clerks to re-schedule these dates.
- b. Avoid scheduling detail travel during weeks in which Federal holidays fall except where the detail is approved for three days or less.
- c. Where more than one Immigration Judge per Court is assigned regularly scheduled details, make sure that travel is coordinated with base city coverage. There must be detained calendar coverage for each court each week.
- d. In order that the Information and Program Analysis personnel can generate the Management Information System statistics for the monthly report, please ensure that all statistical data regarding your sites, both base court and details are forwarded to them no later than the fifth of each month.

By providing me now with your proposed travel schedule for the entire calendar year, we will be better able to plan a reasonable hearing schedule and avoid last minute problems and confusion.

3. Custody of Records of Proceeding (ROPs). All open status Record of Proceedings (ROPs) for detail city cases should be located in the base city court and all case-related documents should be routinely filed in the base city court. For those courts affected by a transfer of detail city responsibility, please work with the appropriate Assistant Chief Immigration Judge and your support staff to complete the transfer of ROPs by first class mail as soon as possible.
4. Detail City Calendars. All Immigration Judge regularly scheduled details will generally consist of a minimum of three IJ days and a maximum of five IJ days.

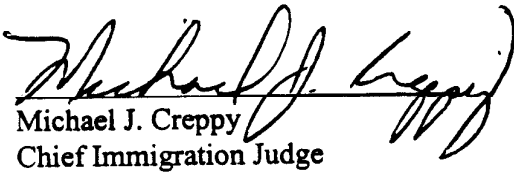
Immigration Judges will continue to conduct telephonic/televideo hearings from their base city for detail city master calendars during the periods between travel to the detail city. By doing so, all calendar time (except detained cases if applicable) during

the days an Immigration Judge is physically present in the detail city can be devoted to Individual Calendar hearings. The telephonic/televideo master calendars between base city and detail city should be reflected in a Judge's individual Agenda.

All copies of initial Master Calendars and Individual Calendars should be sent in sufficient time for the INS District Counsel's Office to locate, review, and transport "A" files to the hearing location.

In addition, with reference to notice requirements, please review Interim Operating Policies and Procedures Memorandum No. 92-2: Notices of Immigration Judge Hearings. See also Chapter IV of the Uniform Docketing System Manual.

I again appreciate your fine efforts on detail city coverage. If you have questions about any of these matters, please consult with your Assistant Chief Immigration Judge.

  
Michael J. Creppy  
Chief Immigration Judge

Attachments