Your Name, *pro se* NON-DETAINED

Your Address

**UNITED STATES DEPARTMENT OF JUSTICE**

**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**

**IMMIGRATION COURT**

**[City, State of your immigration court]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the Matter of: )

 )

Your Name ) A Number

 )

Family member’s name if they have the same hearing ) A Number

 )

Family member’s name if they have the same hearing ) A Number

 )

In Removal Proceedings )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

Immigration Judge: Name of Judge Next Hearing: Date & Time of Hearing

***PRO SE* MOTION TO ALLOW VIRTUAL APPEARANCE**

***PRO SE* MOTION TO ALLOW VIRTUAL APPEARANCE**

1. My name is [Name]. My next hearing is on [Date of hearing] at [Time of Hearing]. [Optional: My family members [names of family members] also have the same hearing.]
2. I respectfully request the Court to allow me to appear by Webex or by phone for my next hearing as permitted under INA § 240(b)(2) and 8 C.F.R. § 1003.25(c). The Immigration Court Practice Manual at Chapter 4.6 and 4.7 also allows for hearings to be conducted by video or telephone conference.
3. Therefore, I ask to be allowed to attend the hearing virtually because [write true reasons why it is difficult for you to go to the hearing in person. For example, if applicable, you can describe any problems with transportation in getting to the immigration court. If you or your family member have a serious illness, injury, or disability, you can also describe that. Or you can describe any other circumstance that makes it difficult for you to go in person. You can include multiple reasons.]
4. If the hearing is by phone, I can be reached at [your phone number].
5. If the hearing is internet-based (Webex), I have access to internet, video capabilities, and a private place to attend the hearing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**United States Department of Justice**

**Executive Office for Immigration Review**

**Immigration Court**

**[City, State of your immigration court]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the Matter of: )

 )

Your Name ) A Number

 )

In Removal Proceedings )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORDER OF THE IMMIGRATION JUDGE**

Upon consideration of the Respondent’s Motion to Allow Virtual Appearance, it is HEREBY ORDERED that the motion be □ GRANTED or □ DENIED because:

□ DHS does not oppose the motion.

□ The respondent does not oppose the motion.

□ A response to the motion has not been filed with the court.

□ Good cause has been established for the motion.

□ The court agrees with the reasons stated in the opposition to the motion.

□ The motion is untimely per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

□ Other:

Deadlines:

□ The applications for relief must be filed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

□ The respondent must comply with DHS biometrics instructions by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Immigration Judge

Certificate of Service

This document was served by: [ ] Mail [ ] Personal Service

To: [ ] Alien [ ] Alien c/o Custodial Officer [ ] Alien’s Atty/Rep [ ] DHS

By: Court Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE OF SERVICE**

On \_\_\_\_\_\_[ Date]\_\_\_\_\_\_\_\_\_, I, \_\_\_\_\_\_\_[ Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, served a copy of this **Motion to Allow Virtual Appearance to** the Office of Chief Counsel at \_\_\_\_[Write the address of government attorney. You can find the address here:

<https://www.ice.gov/contact/field-offices?office=12>. You will need to mail a copy of the motion to that address.]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

by \_\_\_\_\_\_\_\_\_[method of delivery, such as USPS mail]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date