Name: **NON-DETAINED**

Address:

Address:

**UNITED STATES DEPARTMENT OF JUSTICE**

**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW IMMIGRATION COURT**

(City & State of Immigration Court)

)

In the Matter of )

)

, )

)

Respondent ) **File No.: A**

) **In Removal Proceedings**  )

)

Immigration Judge: Next Hearing:

(Date & Time)

# RESPONDENT’S PRO SE MOTION TO CHANGE HEARING FORMAT

**RESPONDENT’S PRO SE MOTION TO CHANGE HEARING FORMAT**

Respondent, , respectfully moves this

(Name)

Honorable Court to Change the format of their upcoming

(Master Calendar/Individual)

hearing from in person to internet-based (Webex), pursuant to 8 C.F.R. § 1003.25(c). Pursuant to EOIR Director’s Policy Memorandum 21-03, video teleconferencing “may be used for any immigration court hearing, particularly when operational need calls for its usage” including where necessary “to increase convenience and accessibility for respondents; to reduce travel costs; . . .

[and] to ensure timely adjudication of cases.” Memorandum from James R. McHenry III, EOIR Dir., PM 21-03, Immigration Court Hearings Conducted by Telephone and Video Conferencing, at 4 (Nov. 6, 2020). Moreover, video teleconferencing “increasing flexibility, allows the adjudication of cases from multiple settings without being tethered to a particular courtroom, and does not compromise the fairness of the hearing.” Memorandum from Sirce E. Owen, EOIR Acting

Dir., PM 25-25, Rescind and Cancel Director’s Memorandum 22-07, at 1 (Mar. 14, 2025).

In support of this motion, Respondent states the following:

Based on the foregoing, Respondent respectfully requests that the Court grant the request

for Respondent to appear remotely at his hearing on

(Master Calendar/Individual)

as such format change is appropriate and practicable for all parties. (Date & Time of Hearing)

Respectfully Submitted,

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| Signature | Date |

# EXHIBIT \_\_\_

**UNITED STATES DEPARTMENT OF JUSTICE**

**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW IMMIGRATION COURT**

(City & State of Immigration Court)

In the Matter of: File No.: A

## ORDER OF THE IMMIGRATION JUDGE

Upon consideration of the **Respondent’s Pro Se Motion to Change Hearing Format,** it is HEREBY ORDERED that the motion be: ☐ **GRANTED** ☐ **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 application(s) for relief must be filed by.

☐ The respondent must comply with DHS biometrics instructions by: .

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | Immigration Judge |

**Certificate of Service**

This document was served by: ☐ Mail ☐ Personal Service ☐ Electronic Service

To: ☐ Respondent ☐ Respondent’s c/o Custodial Officer ☐ Respondent’s Atty/Rep ☐ DHS

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: Court Staff Name:

A#:

## PROOF OF SERVICE

On , I, ,

(Date) (Name)

served a copy of this: **RESPONDENT’S PRO SE MOTION TO CHANGE HEARING FORMAT** and any attached pagesto the Office of Chief Counsel, Department of Homeland Security at the following address:

By:

(Method of Delivery)

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| --- | --- |
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| Signature | Date |