

WORD INDEX

A separate Citation Index -- containing cases, statutes, and regulations -- follows this Index.

A

- A number (alien registration number)
- briefs 59
 - consolidated appeals 59, 64
 - inquiries 13
 - motions 77, 79
 - multiple 55, 59, 79
 - Notice of Appeal 55
 - required for inquiries 13
- AAO see Dep't of Homeland Security(DHS)
- AAU see Dep't of Homeland Security(DHS)
- accredited representatives
- accreditation 25
 - appearances 25
 - attorneys, same rules as 26
 - discipline see discipline
 - fees 25
 - immigration specialists, compared to . . . 25
 - list of 6
 - misconduct 26
 - Notice of Appearance 25
 - qualifications 25
 - recognized organizations 25
 - removal from list of 26
 - signatures 26, 39
 - verification 6, 26
- address obligations
- alien (represented) 23
 - alien (unrepresented) 18
 - attorney see representative *below*
 - change of address form 18, 19, 22, 23, 138
 - compound changes of address 22
 - detained alien 19
 - representative 22
- adjustment of status 6, 47, 81, 89
- Administrative Appeals Off. see Dep't Homeland
- administrative closure see motion to recalendar
- administrative notice 69
- advance parole 7
- advisory opinions 10
- affirmed without opinion see summary affirmance
- Airborne Express see couriers
- alien I.D. number see A number
- alien registration number see A number
- amicus curiae
- appeals 54
 - appearance by 30, 110
 - briefs 30, 65
 - motions 77
 - oral argument 30, 110, 111, 115
 - request to appear as 30
- anti-discrimination complaints 3
- Appeal Fee Waiver Request (Form EOIR-26A)
 see fees
- appeal waiver see appeals
- appeals
- aff'd without decision see summary affirmance
 - appeal waiver . see waiver of appeal *below*
 - bond appeals see bond appeals
 - briefing 50, 58
 - circuit court 56
 - concurrent consideration of 70
 - consolidated see consolidated proceedings
 - cross-appeals 66
 - deadlines 57, 150
 - decision served on parties 52
 - departure while appeal pending . . . 72, 100
 - detained aliens 57
 - DHS appeals 72
 - evidence 69
 - extensions see extensions
 - facts, assertions of 61
 - failure to oppose 71
 - fine appeals see fine appeals
 - form see Notice of Appeal
 - frivolous appeals 75
 - grounds for appeal 55
 - how to file 50, 54

appeals (cont.)

Immigration Judge decisions 49
 intention to file a brief 55, 56
 interlocutory appeals 51, 72
 motion to reconsider, as opposed to 49
 new authority / new law after appeal 69
 non-opposition to appeal 71
 Notices of Appeal see Notice of Appeal
 order of documents see documents
 parties 52
 process 49
 rejected 50
 remand, after 88
 representatives 53
 right to appeal . see waiver of appeal *below*
 severed appeals 70
 stays see stays
 summary dismissal . see summary dismissal
 third parties 54
 types of 49
 unrelated appeals 56, 59
 untimely 34, 57, 79
 visa petition see visa petition appeals
 visa revalidation see visa revalidation appeals
 visa revocation . see visa revocation appeals
 waived see waiver of appeal *below*
 waiver of appeal 53, 72, 75, 123
 withdraw'l of appeal 70, 89, 120, 121, 122, 126
 withdrawal of opposition 72
 appearance see Notice of Appearance
 applicants for temporary admission 118
 applications for relief see relief
 aserarios see immigration specialists
 ASQ 14, 66, App. B, App. I
 asylum 6, 13, 45, 84, 85, 108
 attorney complaints see discipline
 attorney discipline see discipline
 Attorney General . 2, 8, 10, 11, 62, 63, 120, 125
 attorneys (*see also* representation, discipline)
 attorney of record see representation
 bar admissions 20
 change of address . see address obligations
 disbarred see discipline
 discipline see discipline
 dismissal of counsel 23
 expulsion see discipline
 fees excessive see discipline
 filing on behalf of another . see representation

attorneys (cont.)

free legal services see pro bono *below*
 ineffective assistance of counsel see discipline
 law firms 21, 22, 39
 misconduct see discipline
 multiple representation . see representation
 new counsel 23
 new law office 21
 Notice of Appearance 20
 pro bono 7, 19
 Pro Bono Program 18
 qualifications 19
 referrals to practicing attorneys 19
 release of counsel 23
 right to counsel 19
 sanctions see discipline
 service of papers 22
 signatures 20, 21
 state bar numbers 20
 substitution of counsel 23, 111
 suspension see discipline
 withdrawal of counsel 24, 111
 automated status query system see ASQ

B

battered spouses 118
 BIA see Board of Immigration Appeals
 BIA TIPS 14, App. B, App. I
 binding see documents
 Board of Immigration Appeals (BIA)
 Board Members 3, 4
 case management system 3
 case screening 3
 Chairman 4
 Clerk's Office see Clerk's Office
 decisions, types of 8
 Department of Justice, relation to . . . 2, 149
 en banc decisions 4
 function 1
 mailing address see mail
 panel decisions 4
 panel system 3
 role 1
 single Board Member decisions 3
 Vice Chairmen 4
 bond appeals
 briefing 102
 deadlines 101, App. D
 fee 45, 102

- bond appeals (cont.)
- how to file 101
 - interlocutory appeals, different from 73
 - jurisdiction 6, 99
 - moot 103
 - procedure 101
 - stays 93, 100, 102
 - transcripts 51, 103
- Border and Transportation Security
see Department of Homeland Security
- briefing schedule
- bond appeals 103
 - deport. appeals see removal appeals *below*
 - fine appeals 124, 125
 - interlocutory appeals 73
 - motions 83
 - oral argument 107, 112
 - removal appeals 50
 - visa petition appeals 119
- briefs (see also documents)
- A number 59
 - amicus curiae 65
 - bond appeals 102
 - briefing notice 58
 - briefing schedules ... see briefing schedule
 - briefing waiver 68
 - captions 59
 - chronologies 61
 - citations see citations
 - citing text in 64
 - conformed copies 35
 - consolidated appeal 59, 64
 - contents, recommended 59
 - cover page 41, 59, App. F
 - deadlines 50, 65, App. D
 - decision not to file 68
 - deport. appeals see removal appeals *below*
 - evidence 69
 - extensions see extensions
 - failure to file 55, 56, 68, 69, 74
 - fee not required 58
 - filing receipts 35, 57, 66
 - fine appeals 123, 124
 - format 58
 - how to file 58
 - improperly filed 34
 - interlocutory appeals 73
 - late-filed brief, motion to accept 34, 68
- briefs (cont.)
- length 41, 58
 - motion briefs 82
 - multiple briefs 61
 - new argument 64
 - new authorities 64
 - oral argument 107, 112
 - pagination 41, 58
 - rejection of 34, 66
 - removal appeals 55, 58
 - reply briefs 65, App. D
 - response briefs 64, App. D
 - signatures 58
 - source of factual information 44
 - source of law 44
 - statement of facts 59, 60
 - summary dismissal see summary dismissal
 - supplemental briefs 40, 41, 64, 116
 - unrelated appeals 59
 - untimely see late-filed brief *above*
 - visa petition appeals 119
 - waive briefing ... see briefing waiver *above*
 - where filed 58
 - writing guidelines 58
- BTS see Department of Homeland Security (DHS)
- C**
- cables see citations
 - calls see inquiries
 - captions see documents
 - case management Board of Immi'gration Appeals
 - cases, specific see citations, Matter of
 - CAT see United Nations
 - Certificate of Service see service
 - Certificate of Translation see language certification
 - Board, by Immigration Judge to 76
 - review by 7
 - signer's 38
 - translator's 38, App. H
 - CFR see citations
 - change of address see address obligations
 - changed circumstances see motion to reopen; motion to remand
 - CIS see Department of Homeland Security (DHS)
 - Citation Guidelines 156
 - citations
 - Attorney General decisions 62
 - bills 156

- citations (cont.)
- Board decisions 61, 62, 156
 - cables 156
 - CFR 156
 - concurring opinions 62, 156
 - Congressional hearings 156
 - Congressional reports 156
 - Country Reports 156
 - DHS decisions 63
 - dissenting opinions 62, 156
 - exhibits 64
 - federal court cases 63, 156
 - Federal Register 156
 - Foreign Affairs Manual (FAM) 156
 - forms 156
 - governmental memoranda 44, 156
 - guidelines 156
 - hard-to-find source of law 44
 - how to cite, generally 156
 - I&N Decisions 62, 156
 - Immigration and Nationality Act (INA) 156
 - Immigration Judge decision 63, 156
 - In re, use of 62, 156
 - INA see Imm. and Nationality Act *above*
 - indexed decisions 156
 - INS decisions 156
 - Interim Decisions (Int. Dec.) 9
 - international materials 156
 - law 61, 156
 - legislative history 156
 - Matter of, use of 62, 156
 - memoranda 44, 156
 - Practice Manual 156
 - precise page numbers 62
 - record of proceedings 61
 - regulations 63, 156
 - state court cases 63
 - statutes 63, 156
 - transcript 63
 - treaties 156
 - UNHCR Handbook 156
 - unpublished Board decisions 62, 156
 - US Code 156
 - Visa Bulletin 156
- Citizenship and Imm. Servsee Dep't of Homeland
- classified information 12, 13
- Clerk's Office
- conformed copies 35
- clerk's office (cont.)
- FOIA 139
 - inquiries 14, 15, 35, 66, 97, 120, 125
 - records of proceedings 12, 139
 - role 5, 149
- collect calls see inquiries
- compelling circumstances 32, 96
- complaints about attorneys see discipline
- compound motions see motion
- concurrence see citations
- concurrent consideration of appeals see appeals
- concurring opinions see citations
- confidentiality 13, 133
- conformed copies see filing receipts
- consolidated proceedings
- A numbers 59
 - briefs 59, 64
 - consolidation, meaning of 69
 - fees 46, 47
 - Notices of Appeal, number of 54
 - number of filings 41
 - requests for consolidation 70
- Conv. Against Torture (CAT) see United Nations
- copies see no. of copies; record of proceedings
- Country Reports see Dep't of State; citations
- couriers 31, 32, 33, 34
- courts see Immigration Courts
- cover page 59, 80, App. F
- credibility findings 8
- credible fear determinations 7
- criminal convictions 44, 80, 86, 90
- custody see bond appeals
- D**
- day, meaning of 33
- de novo review 8
- de novo review see review
- deadlines (see also extensions)
- appeals 34, 57, 101, 118, 121, 124
 - bond appeals 101
 - briefs 34, 50, 64, 65, 66, 68
 - computing 33
 - couriers 34
 - cross-appeals 66
 - day, meaning of 33
 - delivery delays 34
 - deport. appeals see removal appeals *below*
 - detained aliens 57
 - extension requests 34, 66, 67

- deadlines (cont.)
- failure to meet 34
 - fine appeals 124
 - legal holidays 33
 - motions 34
 - overnight delivery 32, 34
 - rejection, effect of 34
 - removal appeals 57
 - reply briefs 65, 66
 - response briefs 64
 - timely, meaning of 33
 - transcription request, effect on 51
 - visa petition appeals 118
 - visa revalidation appeals 122
 - visa revocation appeals 121
 - weekends 33
- decisions (see also citations)
- I&N Decisions 9, 11, 62
 - Interim Decisions (Int. Dec.) 9, 61
 - judicial review 3, 11
 - precedent 9, 10, 11
 - published 9
 - sent by regular mail 52
 - service on parties 8, 9, 49, 90, 103, 120, 125
 - slip opinions 61
 - unpublished 10
- defective filings 34
- defective payment see fees
- defective transcripts see transcripts
- delay, duty to avoid 67
- delivery see mail
- Department of Homeland Security (DHS)
- AAO see Administrative Appeals *below*
 - AAU see Administrative Appeals *below*
 - Administrative Appeals Office 3, 149
 - appeal, right to 53
 - application fees 47
 - Board, relationship to 1, 2
 - bond decisions 100, 101
 - Border and Transportation Security 149
 - briefing 117, 119, 123, 124, 125
 - BTS see Border *below*
 - CIS see Citizenship *below*
 - Citizenship and Immigration Services 149
 - duties of 10
 - filing fees, DHS exempt from 46
 - filing fees, when pay to DHS 118
 - finances and penalties 123
- DHS (cont.)
- ICE see Immigration and Customs *below*
 - Immigration and Customs Enforcement 149
 - Immigration and Naturalization Service, relationship to 2
 - Immigration Court, relationship to 2, 60
 - motion limits 85, 87
 - party, deemed a 53
 - references to 60
 - remands to 88
 - stays 93
 - USCIS see Citizenship *above*
 - visa petitions 10, 117
- Department of State
- Country Reports 44, 69, 156
 - Foreign Affairs Manual (FAM) 63, 156
 - Visa Bulletin 81, 156
- departure
- effect on appeal 72, 100, 103
 - effect on motion 84, 87, 90
 - voluntary departure see voluntary departure
- detained aliens
- address obligations 18, 19
 - appeal deadline 57
 - briefing deadlines 66
 - cover page 80, App. F
 - legal representation by 29
 - motions 80
 - oral argument 107, 111
- DHL see couriers
- disbarment see discipline
- discipline
- accredited representatives 127
 - appeals 132
 - asesarios see immigration specialists
 - authority to discipline 127
 - bribery 128
 - censure 133
 - coercion 128
 - complaint form 129
 - complaint, how to file 130
 - confidentiality 133
 - contempt of court 129
 - criminal convictions 128, 131
 - default orders 132
 - DHS attorneys 127
 - DHS Office 130, 131, 132, 135
 - disbarment 19, 21, 128, 130, 131

discipline (cont.)

- duty to advise clients 133
- duty to report 20, 130
- excessive fees 128
- expulsion 21, 133
- failing to appear for scheduled hearings 128
- failure to answer notice 132
- failure to report 21
- false certifications 128
- false statements 128
- fees *see excessive fees above*
- filing deadlines, effect on 134
- filings after discipline 24
- frivolous appeal 75
- frivolous behavior 75, 127, 128
- guilty of crime 130
- hearing 132
- imm. specialists . *see immigration specialists*
- ineffective assistance of counsel 28, 130, 134
- jurisdiction 24, 127
- law students 27
- list of disciplined practitioners 134
- mailings after discipline 24
- misconduct 27
- motions 133
- nolo contendere plea 130
- notarios *see immigration specialists*
- notary public . . . *see immigration specialists*
- Notice of Appeal (Form EOIR-45) 132
- Notice of Appearance 21
- Notice of Intent to Discipline . . 130, 131, 133
- Office of General Counsel 5, 129, 130
- Office of Professional Responsibility . . 127
- pending cases, effect on 131, 133, 134
- petition for immediate suspension 131
- practitioner defined 127
- procedure 130
- public disclosure 133
- reinstatement 134
- resignation 128, 130
- runners, use of 128
- sanctions 133
- solicitation 128
- state bar number 21
- suspension 19, 21, 24, 128, 130, 131
- unauthorized practice of law 127, 128
- unethical conduct 127
- unprofessional conduct 127

discipline (cont.)

- visa consultants . *see immigration specialists*

dissent *see citations*

dissenting opinions *see citations*

document fraud 3

documents

- ACCO fasteners 42
- binding 42
- captions 41, 59, 79
- certified copies 43
- cover pages 40, 41, 59, 138, App. E
- criminal convictions 44, 80
- fonts 42
- footnotes 42, 61
- handwritten filings 39
- headings 61
- highlighting 44, 80
- hole-punching 42
- line spacing 42
- number of copies 41
- one-sided 43
- order of documents 39
- originals 43
- page limits 41, 58
- paper size and quality 41
- photocopies 43, 44
- photographs 42, 43
- source of fact 44
- source of law 44
- stapling 42
- supporting documents . . . 39, 40, 43, 44, 79
- tabs 41
- translations *see language*

draft orders 82

duty to report discipline *see discipline*

E

- e-filing 16, 33, 137
- e-mail *see mail*
- employer sanctions 3, 8
- employment-based petition . *see visa pet. appeal*
- English language *see language*
- envelopes *see mail*
- EOIR *see Executive Office for Immigration Review*
- EOIR ID numbers *see representation*
- EOIR-26 *see Notice of Appeal*
- EOIR-27 *see Notice of Appearance*
- EOIR-28 *see Notice of Appearance*
- EOIR-29 *see Notice of Appeal*

- EOIR-45 see discipline
- evidence
- administrative notice 69
 - admitted into the record 69
 - affidavits 35, 80
 - criminal conviction 44, 80
 - declarations 35, 80
 - language 80
 - motion to accept late filing 35
 - motion to reconsider 86
 - motion to remand 69, 88
 - motion to reopen 84, 85
 - motion to stay 95
 - new evidence on appeal 69, 119, 124
 - newly available see motions
 - statements made in brief 69
 - statements made in motion 69, 80
 - supplemental evidence 80
 - unavailability of 88, 119
 - visa petitions 81
- excessive fees see discipline
- Executive Office for Immigration Review (EOIR)
- Board of Immigration Appeals (BIA) see Board
 - Clerk's Office see Clerk's Office
 - forms 136, App. E
 - Office of General Counsel (OGC) 26, 139, 149
 - Office of the Chief Administrative Hearing Officer (OCAHO) 3, 149
 - Office of the Chief Immigration Judge (OCIJ) 149
 - Public Affairs Office 5, 105, 110
 - rulemaking 143
- exhibits
- citation to 64
 - oral argument 113
 - tabbing 41
- expedite requests 16, 42, 48, 96, 97
- extensions
- appeals 57
 - briefing 51, 66, 67
 - caption on request 67
 - defective filings 34
 - extension request pending, effect of 34
 - failure to file brief after extension 68
 - rejected filings 50
 - request, contents of 67
 - request, effect of pending 34
 - substitution of counsel, based on 23
 - timely filed, must be 67
- extensions (cont.)
- unopposed requests 34
- F**
- false statements see discipline
- FAM see Department of State
- families
- children see petitions *below*; representation
 - consolidated proceedings 46, 69, 77
 - filings, including every name on 53, 77
 - guardians see representation
 - motions 77
 - non-party family members 54, 77
 - Notice of Appeal 52
 - parents see representation
 - petitions, family-based 117
 - rep. by family member .. see representation
 - signatures see representation
- faxes 15, 32
- federal courts 11, 56
- Federal Express see couriers
- Federal Register 143, 156
- Fedex see couriers
- fee waiver see fees
- fee waiver form see fees
- fees
- amount of payment 46
 - Appeal Fee Waiver Request see fee waiver *below*
 - appeal of Imm. Judge decision .. 45, 46, 57
 - application for relief, amount 47
 - application for relief, paid to DHS 47
 - application for relief, when filed with motion 81
 - application for relief, when paid 47, 81
 - attaching 47
 - attorney fees see attorneys
 - bond appeal 45, 102
 - bounced check 47
 - briefs see briefs
 - cash 47
 - checks 47
 - credit cards 47
 - currency see payable *below*
 - defective payment 34, 47, 50
 - DHS filings 46
 - difference between filing and application 45, 47
 - excessive 128
 - failure to pay . see defective payment *above*
 - fee required 45

- fees (cont.)
- fee waiver 39, 40, 46, 57, 80
 - fee waiver form 46, 57, 80, 137
 - fine appeal 124
 - FOIA 140
 - forgot to pay *see defective payment above*
 - form of payment 47
 - joint motion 46
 - missing *see defective payment above*
 - money orders 47
 - motion to reconsider 45
 - motion to reopen 45
 - motion to stay deportation 45, 95
 - motion to stay removal 45, 95
 - motion while appeal pending 45, 46
 - motions generally 46, 80
 - number of payments 46
 - payable in U.S. dollars only 47
 - reimbursement 46
 - relief *see applications for relief above*
 - stays 45, 95
 - visa petition appeals 118
 - visa petition filing fee 82
 - visa revalidation appeals
 - see visa petition above*
 - visa revocation appeals
 - see visa petition above*
 - waived fees *see fee waiver above*
 - when filing fee is not required 45
 - when filing fee is required 45
 - wrong amount, rejected for 46
- fiancees 8
- filed, meaning of 34
- filing on behalf of *see representation*
- filing receipts
- briefs 57, 66
 - conformed copies 35, 66
 - motions generally 82
 - motions to reconsider 15, 82
 - motions to reopen 15, 82
 - Notices of Appeal 57
 - supplemental filings 57
 - timeliness, adjudication of 35
 - when issued 35, 50
 - when not issued 35
- fine appeals
- adjudication 125
 - assessment of fines 123
- fine appeals (cont.)
- briefing 123, 124, 125
 - deadline 124, App. D
 - evidence 124
 - fee 124
 - form 123
 - how to file 123
 - invalidation of fine 126
 - jurisdiction 7, 123
 - motions 126
 - personal interviews 126
 - processing 123, 125
 - remands 124, 126
 - representation 124
 - standing 123
 - status inquiries 125
 - waiver of appeal 123
 - withdrawal of appeal 126
- FOIA *see Freedom of Information Act*
- fonts *see documents*
- footnotes 42, 61
- foreign student advisors 30
- forms
- appeals *see Notice of Appeal*
 - blank forms 136, App. E
 - Certificate of Service 36
 - colors 137
 - completed forms 138
 - computer-generated 137
 - DHS forms App. E
 - e-filing *see e-filing*
 - EOIR forms 136, App. E
 - fee waiver *see fees*
 - FOIA *see Freedom of Information Act*
 - motions *see motion*
 - non-form filings 138
 - originals 138
 - photocopied 137
 - requesting 136, App. E
 - signatures 138
- free legal services *see representation*
- Freedom of Information Act (FOIA)
- A number 140
 - classified material 140
 - Clerk's Office 139
 - costs *see fees below*
 - denials 141
 - fee 140

- FOIA (cont.)
- filing deadlines, effect on 140
 - form 139
 - how to file a request 139
 - information required 140
 - limitations 140
 - non-parties 12, 13, 139
 - Office of General Counsel 5, 139
 - parties 139
 - privacy 141
 - processing time 140
 - purpose of 139
 - requests 13, 139
 - statutory exemptions 140
 - who may file a request 139
- frivolous appeal see discipline
- frivolous behavior see discipline
- G**
- Government Printing Office (GPO) 9, 137, 143
- guardian see representation
- H**
- H nonimmigrant visas 8
- hand delivery see mail
- Handbook see United Nations
- handwritten filings see documents
- harmless error 74
- headings see documents
- highlighting see documents
- hole-punching see documents
- holidays see deadlines
- Homeland Security see Dep't of Homeland S.
- I**
- I&N Decisions see decisions
- ICE see Department of Homeland Security (DHS)
- ID numbers
- aliens see A number
 - representatives see representation
- immigrant petitions
- appeals see visa petition appeals
 - employment-based 3, 8, 117
 - family-based 6, 117, 121
- Immigration and Nationality Act (INA) see citations
- Immigration and Naturalization Service (INS)
- Board, relationship to 2
 - Department of Homeland Security, relationship to 2
- Immigration Courts 2, 60
- Immigration Judges 2, 10, 49, 60
- immigration specialists 17, 25, 28, 29, 127
- in absentia proceedings 6, 7, 51, 84, 93
- In re, use of 62
- INA
- 204(a)(1) 118
 - 212(d)(3) 6
 - 240(b) 7
 - 240(b)(5) 93
 - 240B 7
 - 242B 7, 93
 - 244(e) 7
 - 273 123
- INA see citations
- inadmissibility see waivers of inadmissibility
- indexed decisions 10, 62
- ineffective assistance of counsel see discipline
- inquiries
- automated status query system see ASQ
 - calls 13, App. B
 - collect calls 13
 - filings tips see BIA TIPS
 - identity of assigned Board Member(s) 5
 - legal advice 14
 - necessary information for making 13
 - oral argument 105
 - projected processing times 15
 - specific staff members, directed to 15
 - status inquiries 4, 15, 120, 125, App. B, App. I
 - visa petition appeals 120
- INS see Immigration and Naturalization Service
- Int. Dec. see decisions
- Interim Decisions see decisions
- interlocutory appeals see appeals
- Internet 16, 137, 142, App. B
- J**
- joint motion see fee; motion; service
- judicial review 11
- jurisdiction
- advance parole 7
 - appeals vs. motions to reconsider 49, 53
 - appeals, types of 6, 7
 - applications for new relief 47
 - attorney discipline see discipline *below*
 - bond appeals 6, 99
 - departed aliens 84
 - deportation proceedings 6, 49
 - employer sanctions 8
 - exclusion proceedings 6, 49

jurisdiction (cont.)
 fines and penalties 7, 8, 123
 immigrant petitions (employment-based) . 8
 immigrant petitions (family-based) . . 6, 117
 Immigration Judge decisions 49, 50
 Immigration Judge vs. Board 49
 in absentia proceedings 6, 7
 motions 6, 78, 85, 87, 88
 orphan petitions 7
 removal proceedings 6, 49
 stays 94
 visa petition appeals 6, 117
 visa revalidation appeals 6, 121
 visa revocation appeals 6, 121
 voluntary departure 6, 7
 waivers of inadmissibility 6

L

L nonimmigrant visas 8
 language
 Certificate of Translation App. H
 certified translations 38, 80
 English requirement 38, 80
 motions 38, 80
 Notice of Appeal 38
 Spanish, information in 14
 supporting documents 38, 80
 translations *see certified above*
 translators 38
 late-filed briefs *see briefs*
 law firms *see attorneys*
 law graduates 26, 27
 law library *see library*
 law students 26, 27
 legal advice *see inquiries*
 legal services *see attorneys*
 legislative history *see citations*
 library 5, 9, 11, 12, 142
 limited appearances *see representation*
 LLIRC *see library*

M

mail
 Airborne Express *see couriers*
 attention ("attn.") line 15, 31, App. A
 attorney misconduct 24
 Board's mailing address App. A
 changes of address *see address obligations*
 couriers *see couriers*
 delivery delays 34

mail (cont.)
 DHL *see couriers*
 e-filing *see e-filing*
 e-mail 16
 envelopes 15, 31, 32, 35
 express mail 32, App. A
 faxes *see faxes*
 Federal Express *see couriers*
 first class mail 34, App. A
 hand delivery 32, 36, App. A
 mailbox rule *see mailbox rule*
 overnight delivery 31, 32, 33, 34, App. A
 postage 31
 priority mail App. A
 return receipt requested App. A
 separate envelopes 32
 special delivery App. A
 United Parcel Service *see couriers*
 unrelated cases 32
 mailbox rule 31, 57
 Matter of
 use of 62
 [case name] App. J
 Air India "Flight No. 101", 21 I&N Dec. 890
 (BIA 1997) 126
 Beechcraft B-95, #N21JC, 17 I&N Dec. 147
 (BIA 1979) 126
 Chirinos, 16 I&N Dec. 276 (BIA 1977) . . 103
 Coelho, 20 I&N Dec. 464 (BIA 1992) . . . 88
 Crammond, 23 I&N Dec. 179 (BIA 2001) . 90
 Fedorenko, 19 I&N Dec. 57 (BIA 1984) 61, 69
 Gadda, 23 I&N Dec. 645 (BIA 2003) 127, 133
 Guzman, 22 I&N Dec. 722 (BIA 1999) . . . 85
 H-A-, 22 I&N Dec. 728 (BIA 1999) 81
 Joseph, 22 I&N Dec. 660 (BIA 1999) . . . 102
 K-, 20 I&N Dec. 418 (BIA 1991) 73
 Lopez, 22 I&N Dec. 16 (BIA 1998) 79
 Mladineo, 14 I&N Dec. 591 (BIA 1974) . . 78
 Patino, 23 I&N Dec. 74 (BIA 2001) 53
 Rosales, 19 I&N Dec. 655 (BIA 1988) . . . 24
 Sano, 19 I&N Dec. 299 (BIA 1985) 118, 121
 Shih, 20 I&N Dec. 697 (BIA 1993) 53
 Soriano, 19 I&N Dec. 764 (BIA 1988) 119, 125
 Velarde, 23 I&N Dec. 253 (BIA 2002) . . . 81
 Zaidan, 19 I&N Dec. 297 (BIA 1985) . . . 121
 motion (*see also motion to...*)
 appeal affirmed without opinion 79
 appeal form, do not use 136

motion (cont.)

appeal outside Board's jurisdiction . . . 78, 79
 appeal pending, filed while 120
 applications for relief, underlying . . . 47, 81
 automatic stays 93
 briefs 64, 65, 82
 caption 79
 cases already decided by the Board 78
 cases never before the Board 78
 cases pending before the Board 78
 changed circumstances *see* new circum. *below*
 compound motions 82
 construed by content, not title 79
 copy of Immigration Judge order 80
 cover page 41, App. F
 departure of alien 84, 90
 detained alien 80
 draft orders 82
 evidence 69, 80, 86
 fee 45, 46, 47, 80
 fee waivers 46
 filed, when deemed 31
 filing receipts 35, 82
 fine appeal 126
 form 79
 format 79
 grounds for motion 80
 how to file 78
 joint motion 46, 85
 jurisdiction 78
 language 38, 80
 leaving U.S. . . *see* departure of alien *above*
 new circumstances 84
 new eligibility for relief 88
 new evidence 88
 new facts 84, 86
 new law 86
 newly available evidence 84
 non-opposition 90
 Notice of Appeal improper 43, 56, 79
 Notice of Appearance 77
 number limits 82
 number of copies 41
 number of pages 41
 opposition to a motion 82
 oral argument 82, 106
 order of documents *see* documents
 parties 77

motion (cont.)

proof of service 36, 80
 reinstatement 90, 135
 reply briefs *see* briefs *above*
 representation 77
 response briefs *see* briefs *above*
 return to practice 134
 signature 38
 stays 93
 subsequent to remand 78
 summary affirmances *see* summary affirmance
 time limits 82
 timely, when deemed 33
 transcripts 83
 untimely 34
 visa petition appeal 120
 visa revalidation appeal 122
 visa revocation appeal 121
 where to file App. K
 motion to accept late-filed brief 68
 motion to accept supplemental brief 64
 motion to accept untimely filing 34, 68
 motion to amend 90
 motion to consolidate 89
 motion to expedite 96, 97
 motion to hold in abeyance 90
 motion to join 89
 motion to recalendar 19, 86, 89
 motion to reconsider
 appeal form, do not use 136
 appeal, decision to 49
 automatic stays 88
 compound motions 82
 denial of late-filed brief motion 68
 denial of prior motion 86
 DHS motions 87
 fee 45, 80
 filing receipts 15, 35, 82
 form 79
 how to file *see* motion
 identification of error 87
 jurisdiction 78
 new law 86, 87
 number limits 86, 87
 persons outside the United States 87
 pre-7/1/96 decisions 86
 pre-7/31/96 motions 86
 purpose 86

- motion to reconsider (cont.)
 summary affirmance order 74, 79, 87
 time limits 86, 87
 transcripts 51
 visa petitions 120
 motion to remand
 appeal form, do not use 136
 changed circumstances
 see new evidence below
 DHS, remand to 88
 fine appeal 124
 form 79
 how to file *see motion*
 motion to reopen, treated as 85, 87
 motion to withdraw appeal, difference from 71
 new eligibility for relief 88
 new evidence 69, 88, 119
 purpose 88
 requirements 88
 time and number limits 88
 where to file App. K
 motion to reopen
 administratively closed cases 86
 appeal form, do not use 136
 appeal pending, filed while 85, 87
 automatic stays 86, 93
 changed circumstances 84
 compound motions 82
 criminal convictions 86
 deadline *see time limits below*
 DHS motions 85
 evidence 84, 85
 fee 45, 80
 filing receipts 15, 35, 82
 form 79
 how to file *see motion*
 in absentia *see in absentia proceedings*
 joint motions 46, 83, 85
 jurisdiction 78, 85, 87
 motion to recalendar, difference from 86, 89
 motion to remand, when treated as . 85, 87
 new circumstances, based on 84
 new evidence 84
 new facts 83, 84
 Notice of Appearance 77
 number limits 84
 persons outside the United States 84
 pre-9/30/96 85
 motion to reopen (cont.)
 purpose 83
 stays 86, 93
 time limits 83, 84
 transcripts 51
 unrepresented aliens 19
 visa petitions 120
 where to file App. K
 motion to sever appeals *see appeals*
 motion to stay 45, 94, 95
 motion to withdraw appeal 71
 motion to withdraw as counsel 23, 24, 111
 motions *see motion; motion to ...*
 multiple representation *see representation*
N
 new authority *see new law*
 new evidence *see evidence*
 new facts *see motions; motion to reopen*
 new law
 after appeal has been decided 86
 oral argument 113
 while appeal is pending 64, 69
 new law office *see attorneys*
 news media *see press*
 nonprofit organizations 19, 25, 27
 notarios *see immigration specialists*
 notary public *see immigration specialists*
 Notice of Appeal (Form EOIR-26)
 additional copies 55
 additional sheets 55
 address obligations 18
 appeal package, part of 39
 bond appeal 101
 brief accompanying 55
 brief in support of 55
 Certificate of Service 36, 56
 color 137
 completion of 55
 consolidated appeals 54
 deadline 57
 families 52, 54
 filing receipt 50, 57
 grounds for appeal 55, 74
 how to file *see appeals*
 important data 55
 instructions 55
 language 38
 motion, form not used for 56, 79, App. E

- Notice of Appeal (cont.)
- oral argument 105
 - original 43, 55
 - required for appeal 54
 - signature 43
 - summary dismissal *see* summary dismissal
- Notice of Appeal (Form EOIR-29)
- bond appeals 101
 - color 138
 - fine appeals 123
 - visa petition appeals 118
- Notice of Appearance (Form EOIR-27)
- accredited officials 29
 - accredited representatives 25
 - alien's signature 20
 - attorneys 20, 21
 - change in law firm, used for 21
 - change of address, not used for alien 23
 - change of address, used for attorney 22
 - color 138
 - difference from EOIR-28 17, 20
 - discipline information 21
 - fine appeals 124
 - law graduates 27
 - law students 27
 - motions generally 77
 - motions to reconsider 77
 - motions to reopen 77
 - multiple clients 22
 - new counsel 23
 - oral argument 110
 - pro se aliens 17
 - representation *see* representation
 - reputable individuals 29
 - required of all representatives 17
 - service upon other party 17, 20
 - state bar number 20
 - unrepresented persons 17
 - visa petition appeals 118
- Notice of Appearance (Form EOIR-28) 20
- Notice of Entry *see* Notice of Appearance
- number of copies 41
- O**
- OCAHO *see* Executive Office
- OCIJ *see* Executive Office
- Office of General Counsel *see* Executive Office
- Office of Immigration Litigation (OIL) 3, 149
- Office of Information and Privacy 141
- Office of Professional Responsibility *see* discipline
- Office of the Chief Imm. Judge *see* Exec. Office
- Office of the Clerk *see* Clerk's Office
- OGC *see* Executive Office
- OIL *see* Office of Immigration Litigation
- oral argument
- amicus curiae 111, 115
 - argument and rebuttal 114, 115
 - closed argument 108, 109
 - location 108
 - motions 82, 106
 - new law 113
 - news media 110
 - notification 107
 - open argument 108, 109
 - Oral Argument Coordinator 105, App. B
 - public access 11, 108
 - Q&As 107
 - recording 109
 - representation 110, 111
 - responding parties 106
 - seating 109, 110
 - selection criteria 106
 - selection of cases 105
 - supplemental briefs 112, 116
 - weather, delays due to 112
- order of documents *see* documents
- orders *see* decisions; draft orders
- original
- applications for relief 81
 - documents 43
 - forms 43, 138
 - motion 43
 - Notice of Appeal 43, 55
 - signatures 20, 38, 43
 - supporting documents 43
- orphan petitions 7, 117
- overnight delivery *see* mail
- P**
- page limits *see* documents
- pagination *see* briefs
- paper size *see* documents
- Paralegals 28, 39
- parent *see* visa petitions; representation
- parties
- generally *see* appeals
 - omitted *see* motion to amend
- petitions *see* visa petition appeals

photocopies see documents; forms
 photographs 42, 43
 post-conviction relief .. see criminal convictions
 Practice Manual
 authority 1
 citation to App. J
 copies 142
 Internet 142
 photocopying 142
 public input 142
 purpose 1
 Q&As see Questions and Answers
 reproduction 142
 revisions 1
 updates 142
 precedent decisions see decisions
 press 5, 105, 108, 109, 110
 pro bono see attorneys
 Pro Bono Program see attorneys
 pro se see representation
 processing times 15
 Proof of Service see service
 Public Affairs Office see Executive Office
 published decisions see decisions
Q
 Questions and Answers 16, 142
R
 receipt rule 31
 receipts see filing receipts
 reconsideration see motion to reconsider
 record of proceedings
 briefs, addition of 66
 citation to 61, 63
 confidentiality 13
 contents 12, 52, 119, 125
 copies 12, 13, 139
 defects in recorded record 51
 federal courts 11
 FOIA see Freedom of Information Act
 inspection by non-parties 12
 inspection by parties 12
 management 5
 oral argument 109, 113
 removal of 12
 stipulations see stipulations
 tape recording 51, 83
 references
 cases see citations

references (cont.)
 Department of Homeland Security 60
 Immigration Judges 60
 parties 60
 record of proceedings see citations
 third parties 60
 regulations see citations
 rejected
 filing 34, 36, 47, 50, 66, 78
 meaning of 34
 no fee 46, 47
 wrong fee 46, 47
 relatives see families
 release of counsel see attorneys
 relief
 application 81
 application fee, amount of 47
 application fee, different from filing fee .. 47
 application fee, when paid 47, 81
 forms 137, App. E
 Immigration Courts 2, 10
 imminent ineligibility for 96
 jurisdiction 47
 newly available eligibility for 47, 88, 89
 prima facie eligibility 81
 remand
 circuit court see circuit court remand
 motion see motion to remand
 reopening see motion to reopen
 reply briefs see briefs
 Representation
 accredited officials of foreign governments
 appearance see Notice of Appearance
 asesarios see immigration specialists
 attorney discipline see discipline
 attorney of record see representative *below*
 child 28
 clergy 29
 communications 18
 discipline see discipline
 entering an appearance 17
 EOIR ID numbers 20
 family member 28, 39
 fellow inmates 29
 filing on behalf of 22
 filings, representative should submit 18
 fine appeals 124
 former employees of the Department of

- representation (cont.)
- Justice 29
 - free legal services see attorneys
 - guardian 28
 - ID numbers .. see EOIR ID numbers *above*
 - imm. specialists . see immigration specialists
 - law firms see attorneys
 - law graduates 27
 - law students 27
 - limited appearances 21
 - motions 17
 - multiple representation 21, 22, 39, 110
 - notarios see immigration specialists
 - notary public ... see immigration specialists
 - notice to opposing party 17
 - on behalf of ... see filing on behalf of *above*
 - oral argument 110
 - parent 28
 - Pro Bono Program see attorneys
 - pro bono see attorneys
 - pro se 18
 - representative of record 21, 22, 23, 26, 77, 110
 - reputable individual 28, 29
 - signatures see signatures
 - state bar numbers see attorneys
 - types of representatives 17
 - visa consultants . see immigration specialists
 - visa petition denials 118
- reputable individuals 28
- reputable individuals see representation
- response briefs see briefs
- review
- de novo 8
 - scope of review 8
- review see scope of review; de novo review
- right to counsel 19
- S**
- sanctions see discipline
- scope of review see review
- self-petitioners see visa petition appeals
- separate envelopes see mail
- service
- Certificate of Service 56, App. G
 - delivery, method of 36
 - Immigration Service (INS) see Immigration and
 - joint motion 36
 - motions 38, 80, 95
 - Notice of Appeal 36, 56
- Service (cont.)
- Notice of Appearance 37
 - proof of service 34, 36, 37, 50, 56, 80, App. G
 - representation, notice of 17
 - representative, service of papers on . 22, 37
 - required of all filings 36
 - stays 95
 - timing 36
 - severance of appeals see appeals
 - signatures
 - accredited representatives 26, 39
 - aliens 20
 - appeals 38
 - attorneys 20, 21
 - briefs 38, 58
 - Certificates of Service 37
 - computer-generated signatures 38
 - faxes 38
 - forms 43, 138
 - law firms 22, 38
 - motions 38
 - Notices of Appeal 43
 - original 38, 43
 - paralegals 39
 - proof of service see Certificates *above*
 - signature stamps 38
 - simulated 38 - single Board Member see Board
 - slip opinions see decisions
 - Spanish see language
 - state bar numbers see attorneys
 - State Department see Department of State
 - status inquiries see inquiries
 - statutes see citations
 - stays
 - adjudication 94
 - appeal (direct appeal) 93
 - appeal (in absentia order) 93
 - appeal (removal decision) 93
 - automatic stays 93
 - bond appeal 102
 - discretionary stays 94
 - duration 94
 - emergency stays 95
 - fee 45, 95
 - how to request 94
 - motion required 94
 - motion to reconsider 88

stays (cont.)

- motion to reopen 86
- motions to reopen 86
- non-emergency stays 96
- notice 94
- pending motions 94
- procedure for requesting 95
- written order 94

stipulations 52, 119, 125

sua sponte . . . see certification; motion to reopen

substitution of counsel see attorneys

summary affirmance 73, 79, 87

summary dismissal

- appeal see failure to specify *below*
- attorney sanctions 75
- concessions of fact or law 75
- failure to file brief 55, 56, 69, 74
- failure to file brief after extension request 68
- failure to meet appeal requirements 75
- failure to specify grounds for appeal 56, 74
- improper purpose 75
- jurisdiction, appeal outside Board's 75
- meaning of 74
- relief granted 75
- sanctions see discipline

supplemental authorities see new law

supplemental briefs 40, 64, 112, 116

suspension from practice see discipline

T

tabs see documents

telephone calls see inquiries

telephone inquiries see ASQ; inquiries

Temporary Protected Status 6

third parties 18, 54, 60, 77, 118, 121

time, how to compute 33

timely, meaning of 33

TIPS see BIA TIPS

Torture Convention see United Nations

transcripts

- bond appeals 51, 103
- briefing deadlines, effect on 51
- briefing schedule, sent with 50
- citation to 63
- correction requests 51
- defects in 51
- Immigration Judge decisions 51
- interlocutory appeals 51
- motions generally 83

transcripts (cont.)

- motions to reconsider 51
- oral argument 116
- requests for transcription 51, 83
- stipulations see stipulations
- tape recordings 83
- when prepared 51

translation see language

translators see language

U

unauthorized practice of law 28, 127

United Nations

- Convention Against Torture (CAT) 6, 45, 46, 84, 108, App. J
- Convention on Refugees App. J
- Protocol on Refugees App. J
- UNHCR Handbook App. J

United Parcel Service (UPS) see couriers

unpublished cases see citations; decisions

unrelated appeals see appeals

unrepresented (“pro se”) see representation

untimeliness see deadlines

untimely appeals see appeals

untimely briefs see briefs

US Code see citations

USCIS see Dep’t of Homeland Security (DHS)

V

Virtual Law Library see library

Visa Bulletin see Department of State

visa consultants see immigration specialists

visa petition appeals

- adjudication 120
- briefing 119
- deadline 118, App. D
- employment-based petitions 3, 8, 117
- evidence 119
- family-based petitions 6
- fee 118
- how to file 118
- jurisdiction 117
- motion to remand 119
- motions 120
- processing 119
- record on appeal 119
- representation 118
- self-petitioners 118
- standing 118
- status inquiries 120

- visa revalidation appeals
 - briefing 122
 - deadline 122, App. D
 - fee see how to file *below*
 - how to file 122
 - jurisdiction 121
 - motions 122
 - processing 122
 - standing 121
 - visa revocation appeals
 - briefing 121
 - deadline 121, App. D
 - fee see how to file *below*
 - how to file 121
 - jurisdiction 121
 - motions 121
 - processing 121
 - self-petitioners 121
 - standing 121
 - voluntary departure
 - effect on appeal see departure
 - effect on motion see departure
 - jurisdiction see jurisdiction
 - length of 7
- W**
- waived appeals see appeals
 - waived fees see fees
 - waiver of appeal see appeals
 - waivers of inadmissibility 6, 8, 118
 - web site see Internet; App. B
 - widows/widowers 118
 - withdrawal of appeal see appeals
 - withdrawal of counsel see attorneys
 - withholding of removal 6, 45, 46, 84, 108

