

APPENDIX F Sample Cover Page

**A. Torney, Esquire
1234 Center Street
Anytown, ST 99999**

DETAINED

Filing party. If pro se, the alien should provide his or her own name and address in this location. If a representative, the representative should provide his or her name and complete business address.

Detention status. If the alien is detained, the word "DETAINED" should appear prominently in the top right corner, preferably highlighted.

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
BOARD OF IMMIGRATION APPEALS**

Court. The Board prefers that filings be addressed in this way.

_____)
In the Matter of:)
)
Jane Smith)
John Smith)
Jill Smith)
)
In removal proceedings)
_____)

File Nos.: **A 12 345 678**
 A 12 345 679
 A 12 345 680

A numbers. The alien registration number of every person included in the appeal or motion should be listed.

Names and type of proceeding. The full name of every alien included in the appeal or motion should be listed.

RESPONDENTS' MOTION TO REOPEN

Filing title. The Board prefers that the title of the brief or motion be placed in the middle and bottom of the page.

