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UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT – LOCATION

_____)	DETAINED / NON-DETAINED
In the Matter of:)	
John Smith)	File No(s): A000 000 000
Jane Smith)	A111 111 111
In Removal Proceedings)	
_____)	

JOINT MOTION TO ADMINISTRATIVELY CLOSE PROCEEDINGS

administrative closure, that party will file a motion to recalendar with this Court. Moreover, notwithstanding any administrative closure of these proceedings, the respondent(s) acknowledge(s) his/her/their obligation to timely notify the Department and Immigration Court of each change of address and new address, consistent with section 265 of the Immigration and Nationality Act and 8 C.F.R. § 1003.15(d)(2).

Based upon the foregoing, the parties request that the Immigration Judge grant this joint motion to administratively close proceedings. Attached, for the Immigration Judge's convenience, is a proposed order relating to this motion.

Respectfully submitted,

On behalf of
U.S. Immigration and Customs Enforcement,
U.S. Department of Homeland Security

On behalf of the respondent(s),

Name #3
Assistant Chief Counsel/Senior Attorney
1234 Center Street
Anytown, ST 99999

Counsel for Respondent(s)
Law Firm (If Applicable)
Address 1
Address 2

Date: _____

Date: _____

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John Smith)	File No(s): A000 000 000
Jane Smith)	A111 111 111
In Removal Proceedings)	Master Calendar: Month 00, 20--
_____)	Immigration Judge: Last Name

ORDER OF THE IMMIGRATION JUDGE

Upon consideration of the Joint Motion to Administratively Close Proceedings, the Court states the following:

1. The parties have agreed to administrative closure of the instant proceedings.
2. Other: _____.

THEREFORE, it is HEREBY ORDERED that the motion be:

GRANTED. These proceedings are hereby administratively closed upon the joint consent and motion of the parties. Proceedings may be recalendared at any time upon either party's motion, and this order does not constitute a final judgment rendered on the merits of these proceedings.

DENIED. _____

Immigration Judge

Date: _____

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Date: _____ By: Court Staff _____