



Immigration Removal Adjudication
Committee on Adjudication
Proposed Recommendation| June 14-15, 2012
Proposed Amendments

This document displays manager's amendments (with no marginal notes) and additional amendments from Conference members (with the source shown in the margin).

1 The U.S. immigration removal adjudication agencies and processes have been the
2 objects of critiques by the popular press, organizations of various types, legal scholars,
3 advocates, U.S. courts of appeals judges, immigration judges, Board of Immigration Appeals
4 members and the Government Accountability Office. Critics have noted how the current
5 immigration adjudication system fails to meet national expectations of fairness and
6 effectiveness. One of the biggest challenges identified in the adjudication of immigration
7 removal cases is the backlog of pending proceedings and the limited resources to deal with the
8 caseload. A study reports that the number of cases pending before immigration courts within
9 the U.S. Department of Justice's Executive Office for Immigration Review (EOIR) recently
10 reached an all-time high of more than 300,000 cases and that the average time these cases
11 have been pending is 519 days.¹ A February 2010 study by the American Bar Association's
12 Commission on Immigration reports that the number of cases is "overwhelming" the resources
13 that have been dedicated to resolving them.² Another challenge identified is the lack of
14 adequate representation in removal proceedings, which can have a host of negative

¹ Transactional Records Access Clearinghouse, *Comprehensive, independent and nonpartisan information about U.S. federal immigration enforcement*, Syracuse Univ., available at http://trac.syr.edu/phptools/immigration/court_backlog/.

² American Bar Association Commission on Immigration, *Reforming the Immigration System, Proposals to Promote Independence, Fairness, Efficiency, and Professionalism in the Adjudication of Removal Cases*, 1-49 (2010) available at http://www.americanbar.org/content/dam/aba/migrated/Immigration/PublicDocuments/aba_complete_full_report.authcheckdam.pdf.



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15 repercussions, including delays, questionable fairness, increased cost of adjudicating cases, and
16 risk of abuse and exploitation. More than half of respondents in immigration removal
17 proceedings and 84 percent of detained respondents are not represented.³

18 The numerous studies examining immigration removal adjudication have focused on the
19 two agencies principally involved: ~~EOIR and~~ the U.S. Department of Homeland Security (DHS),
20 specifically two of its components agencies: the United States Citizenship and Immigration
21 Services (USCIS) and Immigration and Customs Enforcement (ICE), and EOIR. Prior studies about
22 EOIR have noted the limited resources available to the agency and called for more resources to
23 hire more immigration judges and support staff and thus ease the backlog of cases; criticized
24 immigration judge hiring standards and procedures, and recommended enhanced orientation,
25 continuing education, and performance monitoring.

26 Consultants for the Administrative Conference of the United States conducted a
27 comprehensive and detailed study of potential improvements in immigration removal
28 adjudication.⁴ Following the study and consistent with the Conference's statutory mandate of
29 improving the regulatory and adjudicatory process, the Conference issues this
30 Recommendation directed at reducing the caseload backlog, increasing and improving
31 representation, and making the immigration adjudication system more modern, functional,
32 effective, transparent and fair. This Recommendation urges a substantial number of
33 improvements in immigration removal adjudication procedures, but does not address
34 substantive immigration reform. A pervading theme of this Recommendation is enhancing the
35 immigration courts' ability to dispose of cases fairly and efficiently. Many of the reforms are

³ *Id.*

⁴ See Lenni B. Benson and Russell R. Wheeler, *Enhancing Quality and Timeliness in Immigration Removal Adjudication* (Draft Report June 7, 2012) available at <http://www.acus.gov/wp-content/uploads/downloads/2012/06/Enhancing-Quality-and-Timeliness-in-Immigration-Removal-Adjudication-Final-June-72012.pdf>.



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36 aimed at structuring the pre-hearing process to allow more time for immigration judges to give
37 complex cases adequate consideration. This Recommendation is directed at EOIR and DHS
38 components' agencies, USCIS and ICE. A few parts of this Recommendation would also impact
39 the practices of United States Customs and Border Protection (CBP), another component of
40 DHS.

RECOMMENDATION

PART I. Immigration Court Management and Tools for Case Management

A. Recommendations to EOIR Regarding Immigration Court Resources, Monitoring Court Performance and Assessing Court Workload

44 1. To encourage the enhancement of resources for immigration courts, working within and
45 through the U.S. Department of Justice (DOJ), the DOJ's Executive Office for Immigration
46 Review (EOIR) should:

- 47 a. Continue to seek appropriations beyond current services levels but also plan for
48 changes that will not require new resources;
- 49 b. Make the case to Congress that funding legal representation for respondents
50 (*i.e.*, non-citizens in removal proceedings), especially those in detention, will
51 produce efficiencies and net cost savings; and
- 52 c. Continue to give high priority for any available funds for EOIR's Legal Orientation
53 Program ("~~LOP~~") and other initiatives of EOIR's Office of Legal Access Programs,
54 which recruit non-profit organizations to provide basic legal briefings to detained
55 respondents and seek to attract pro bono legal providers to represent these
56 individuals.

57 2. To monitor immigration court performance, EOIR should:



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- 58 a. Continue its assessment of the adaptability of performance measures used in
59 other court systems;
- 60 b. Continue to include rank-and-file immigration judges and U.S. Department of
61 Homeland Security (DHS) agencies in the assessment of the immigration court's'
62 performance;
- 63 c. Continue to incorporate meaningful public participation in its assessment; and
- 64 d. Publicize the results of its assessment.
- 65 3. To refine its information about immigration court workload, EOIR should:
- 66 a. Explore case weighting methods used in other high volume court systems to
67 determine the methods' utility in assessing the relative need for additional
68 immigration judges and allowing more accurate monitoring and analysis of
69 immigration court workload;
- 70 b. Expand its data collection field, upon introduction of electronic filing or other
71 modification of the data collection system, to provide a record of the sources for
72 each Notice to Appear form (NTA) filed in immigration courts;
- 73 c. Continue its evaluation of adjournment code data, as an aid to system-wide
74 analysis of immigration court case management practices, and devise codes that
75 reflect the multiplicity of reasons for an adjournment;
- 76 d. Evaluate the agency's coding scheme to consider allowing judges or court
77 administrators to identify what the agency regulations call "pre-hearing
78 conferences," sometimes known as "status conferences;" and
- 79 e. Authorize, as appropriate, a separate docket in individual immigration courts for
80 cases awaiting biometric data results with a special coding for these cases to



81 allow ~~later measurement of EOIR to measure~~ the degree to which ~~such these~~
82 ~~types of~~ security checks are solely responsible for ~~the case~~ delays.⁵

83 **B. Recommendations to EOIR Regarding Immigration Court Management Structure and**
84 **Court Workforce**

85 4. EOIR should consider assembling a working group of immigration judges and others
86 familiar with court management structures to assist in its ongoing evaluation of
87 alternatives to the current Assistant Chief Immigration Judge structure used by the
88 agency.

89 5. To increase the immigration court workforce, EOIR should:

90 a. Consider the use of temporary immigration judges where permitted by its
91 regulations. If temporary immigration judges are used, EOIR should use
92 transparent procedures to select such judges and usual procedures for
93 monitoring judges' performance;

94 b. Consider the National Association of Immigration Law Judges' (NAIJ) proposal for
95 instituting senior status (through part-time reemployment or independent
96 contract work) for retired immigration judges;⁶ and

97 c. Consider using appropriate government employees as temporary immigration
98 court law clerks.

⁵ [In the immigration adjudication context, biometric data are collected from respondents and used to perform a background check on respondents for security reasons.](#)

⁶ See *Improving Efficiency and Ensuring Justice in the Immigration Court System: Hearing Before the S. Comm. on the Judiciary*, 112th Cong. (2011) (statement of NAIJ), available at <http://dl.dropbox.com/u/27924754/NAIJ%20Written%20Statement%20for%20Senate%20Judiciary%20Cmte%205-18-11%20FINAL.pdf> (citing the National Defense Authorization Act for FY 2010, Public Law 111-84 where Congress facilitated part-time reemployment of Federal employees retired under CSRS and FERS on a limited basis, with receipt of both annuity and salary).



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- 99 6. To promote transparency about hiring practices within the agency and consistent with
100 any statutory restrictions to protect privacy, EOIR should periodically publish summary
101 and comparative data on immigration judges, Board of Immigration Appeals members,
102 and support staff as well as summary information on judges' prior employment.⁷
- 103 7. EOIR should expand its webpage entitled "Immigration Judge Conduct and
104 Professionalism" that discusses disciplinary action to include an explanation of why the
105 agency is barred by statute from identifying judges upon whom it has imposed formal
106 disciplinary action.
- 107 8. EOIR should consider incorporating elements of the American Bar Association's and the
108 Institute for the Advancement of the American Legal System's Judicial Performance
109 Evaluation models into its performance evaluation process, including the use of a
110 separate body to conduct agency-wide reviews.⁸
- 111 **C. Recommendations to EOIR Regarding Enhancing the Use of Status Conferences,
112 Administrative Closures and Stipulated Removals**
- 113 9. To enhance the utility of status conferences, EOIR should:
- 114 a. Assemble a working group to examine immigration judges' perceptions of the
115 utility, costs and benefits of such conferences;

⁷ Some examples of the types of data that may be published include: year of law school graduation, graduate education, languages spoken, past employment with DHS, past employment representing respondents in immigration cases, military experience, gender and race/ethnicity composition.

⁸ See Institute for the Advancement of the American Legal System, *Quality Judges Initiative*, U. Denv., available at <http://www.du.edu/legalinstitute/jpe.html> (providing Judicial Performance Evaluation resources); American Bar Association, *Black Letter Guidelines for the Evaluation of Judicial Performance (2005)*, available at http://www.abanet.org/jd/lawyersconf/pdf/jpec_final.pdf (providing JPE resources).



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- 116 b. Consider a pilot project to evaluate the effectiveness and feasibility of
117 mandatory pre-hearing conferences to be convened in specified categories of
118 cases;
- 119 c. Evaluate situations in which the judge should order the trial attorney to produce
120 essential records from the respondent’s file;
- 121 d. Evaluate the use of EOIR’s Form-55⁹ and consider creating a new form (similar to
122 scheduling orders used in other litigation contexts); and
- 123 e. Recommend procedures for stipulations by represented parties.
- 124 10. To clarify the proper use of techniques for docket control in immigration removal
125 adjudication cases, EOIR should:
- 126 a. Amend the Office of the Chief Immigration Judge’s (OCIJ) Practice Manual to
127 specifically define “Motions for Administrative Closure;”² and
- 128 ~~b. Amend appropriate regulations so that once a respondent has formally admitted~~
129 ~~or responded to the charges and allegations in an NTA, the government’s ability~~
130 ~~to amend the charges and allegations may be considered by the immigration~~
131 ~~judge in the exercise of his or her discretion.~~
- 132 11. EOIR should expand its review of stipulated removals by considering a pilot project to
133 systematically test the utility of stipulated removal orders (provided that respondents
134 have been counseled by independent attorneys) as a mechanism to (a) reduce
135 detention time, (b) allow judges to focus on contested cases, and (c) assess whether and
136 when the use of stipulated removals might diminish due process protections.

Comment [CMA1]: Ivan Fong Proposed Amendment 1 (For explanation of this proposed amendment to strike, please see the separate document entitled “DHS Proposed Amendments”).

⁹ See “Record of Master Calendar Form” in “Tools for the IJ,” available at <http://www.justice.gov/eoir/vll/benchbook/index.html>.



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137 12. In jurisdictions where DHS routinely seeks stipulated removal orders and asks for a
138 waiver of the respondent's appearance, EOIR should consider designing a random
139 selection procedure where personal appearance is not waived and the respondent is
140 brought to the immigration court to ensure that the waivers were knowing and
141 voluntary. If undertaking such a project, EOIR should encourage one or more advocacy
142 organizations to prepare a video recording (with subtitles or dubbing in a number of
143 languages) that explains the respondent's removal proceedings, general eligibility for
144 relief, and the possibility of requesting a stipulated order of removal should the
145 respondent wish to waive both the hearing and any application for relief including the
146 privilege of voluntary departure.

147 **D. Recommendation to EOIR and DHS Regarding the BIA**

148 13. EOIR should finalize its 2008 proposed regulations to allow greater flexibility in
149 establishing three-member panels for the Board of Immigration Appeals (BIA).

150 **PART II. Immigration Removal Adjudication Cases and Asylum Cases**

151 **A. Recommendations to EOIR Regarding Prosecution Arrangements and the**
152 **Responsibilities of Trial Counsel**

153 14. EOIR should not oppose unit prosecution, which DHS's Immigration and Customs
154 Enforcement (ICE) Chief Counsel has devised for prosecution in some immigration
155 courts.¹⁰

156 15. EOIR should consider providing immigration judges with additional guidance directed at
157 ensuring that trial counsel are prepared and responsible for necessary actions that the
158 parties must complete between hearings. Specifically, EOIR should consider:

¹⁰ The term "unit prosecution," also sometimes known as "vertical prosecution," is used in this Recommendation to refer to a practice used in some immigration courts, whereby the ICE Chief Counsel organizes ICE trial attorneys into teams and then assigns the teams to cover the dockets of specific judges.



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- 159 a. Amending the OCIJ's Practice Manual to explicitly include best practices for the
160 activities of trial counsel in immigration removal proceedings;
- 161 b. Instructing judges to document, in the record, the responsibilities, commitments,
162 actions and omissions of trial counsel in the same case; and
- 163 c. Clarifying the authority for judges to make conditional decisions on applications
164 for relief where trial counsel has not provided necessary information.

165 **B. Recommendations to EOIR Regarding Representation**

166 16. To increase the availability of competent representation for respondents, EOIR should:

- 167 a. Undertake a more intensive assessment of the paraprofessional programs that
168 provide legal representation and the accreditation process for such programs;
- 169 b. Continue its assessment of the accuracy and usefulness of the pro bono
170 representation lists provided at immigration courts and on the agency's website;
171 and
- 172 c. Develop a national pro bono training curriculum, tailored to detention and non-
173 detention settings:
- 174 i. The training curriculum should be developed in consultation with groups
175 that are encouraging pro bono representation.
- 176 ii. The training curriculum should be offered systematically and in
177 partnership with educational, CLE and/or non-profit providers.

178 17. To enhance the guidance available to legal practitioners and pro se respondents, EOIR
179 should:



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- 180 a. Work with a pro bono organization to develop materials that explain the legal
181 terms and concepts within the OCIJ Practice Manual;
- 182 b. Share supplemental instructions developed by individual immigration courts or
183 judges to aid the parties in preparing submissions to the immigration court; and
- 184 c. Evaluate the cost and utility of developing access to electronically-available
185 information in immigration court waiting rooms or similar spaces so that the
186 respondents can access the court website and find instructional materials.
- 187 18. To enhance the number and value of know-your-rights (KYR) presentations given to
188 detained respondents, EOIR should:
- 189 a. Ensure that KYR presentations are made sufficiently in advance of the initial
190 master calendar hearings to allow adequate time for detained individuals to
191 consider and evaluate the presentation information (to the extent consistent
192 with DHS requirements for KYR providers);
- 193 b. Consider giving LOP providers electronic access to the court dockets in the same
194 manner as it is currently provided to DHS attorneys representing the
195 government in cases (with appropriate safeguards for confidentiality and
196 national security interests); and
- 197 c. Encourage local EOIR officials to obtain from detention officers aggregate data
198 about new detainees (such as, where possible, lists of new detainees, their
199 country of origin, and language requirements) at the earliest feasible stage for
200 both the immigration courts and LOP providers.
- 201 19. EOIR should study and develop the circumstances where the use of limited appearances,
202 (the process by which counsel represent a respondent in one or more phases of the



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203 litigation but not necessarily for its entirety), is appropriate and in accordance with
204 existing law. After further study, EOIR should consider taking appropriate action such as:

- 205 a. Modifying appropriate and underlying regulations as necessary;
- 206 b. Issuing an Operating Policies and Procedures Memorandum (OPPM) entry to
207 explain to immigration judges the circumstances in which they may wish to
208 permit limited appearances and the necessary warnings and conditions they
209 should establish; and
- 210 c. Amending the OCIJ Practice Manual to reflect this modified policy.

211 20. EOIR should consider whether pro se law clerk offices would save costs, enhance
212 fairness, and improve efficiency.

213 21. To encourage improvement in the performance of attorneys-private practitioners who
214 appear in the immigration court, EOIR should:

- 215 a. Continue its efforts Consider whether to implement the statutory grant of
216 immigration judge contempt authority over private practitioners;¹¹
- 217 b. Evaluate appropriate procedures (as supplements to existing disciplinary
218 procedures) to allow immigration judges to address trial counsel's private
219 practitioners' lack of preparation, lack of substantive or procedural knowledge or
220 other conduct that impedes the court's operation; and
- 221 c. Explore options for developing educational and training resources such as
222 seeking pro bono partnerships with reputable educational or CLE providers
223 and/or seeking regulatory authority to impose fines on private practitioners to
224 subsidize the cost of developing such materials.

¹¹ The Immigration and Nationality Act of 1952 (INA), § 240(b)(1) (2010); 8 U.S.C. § 1229a(b)(1) (2006).

Comment [CMA2]: Ivan Fong Proposed Amendment 2 (For explanation of this proposed amendment to strike, please see the separate document entitled "DHS Proposed Amendments").



225 **C. Recommendations to DHS Regarding Notice to Appear Forms**

226 22. DHS should consider revising the NTA form or instruct its completing officers to clearly
227 indicate officer's agency affiliation, being specific about the entity preparing the NTA, in
228 order to enhance the immigration court's ability to better estimate future workload.¹²

229 23. DHS should conduct a pilot study evaluating the feasibility of requiring (in appropriate
230 cases) the approval of an ICE attorney prior to the issuance of any NTA. The pilot study
231 should be conducted in offices with sufficient attorney resources and after full study of
232 the efficiencies and operational changes associated with this requirement, DHS should
233 consider requiring attorney approval in all removal proceedings.

234 **D. Recommendations to EOIR Regarding the Asylum Process**

235 24. To facilitate the processing of defensive asylum applications, EOIR should consider
236 having the OCIJ issue an OPPM entry, which:

237 a. Explains that appropriate procedures for a respondent's initial filing of an asylum
238 application with the immigration court do not require the participation of the
239 judge and oral advisals made on the record at the time of the initial filing;¹³

240 b. Authorizes court personnel to schedule a telephonic status conference with the
241 judge and ICE attorney in any situation where the respondent or his/her
242 representative expresses a lack of understanding about the asylum filing and
243 advisals;

¹² The purpose of this recommendation, coupled with Recommendation ¶ 3b, is to allow EOIR to better refine its information about immigration court workload by expanding its data collection field to include a record of the sources for each NTA form filed in immigration court.

¹³ "Oral advisal" is a term used by immigration courts to mean warnings given by an immigration judge about the procedural and substantive consequences for various actions.



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244 c. Notes that the immigration judge may renew, at the merits hearing, the advisal
245 of the danger of filing a frivolous application and allow an opportunity for the
246 respondent to withdraw the application; and

247 d. Makes clear that the filing with immigration court personnel qualifies as a filing
248 with the court, satisfies the statutory one-year filing deadline in appropriate
249 cases and for the purposes of commencing the 180-day work authorization
250 waiting period.

251 25. EOIR should consider seeking enhanced facilitation of defensive asylum applications by
252 amending its current procedure of having judges “adjourn” asylum cases involving
253 unaccompanied juveniles while the case is adjudicated within the DHS Asylum Office
254 and instead have the judge administratively close the case. If the Office subsequently
255 cannot grant the asylum or other relief to the juvenile, the Office can refer the case to
256 ICE counsel to initiate a motion to re-calendar the removal proceeding before the judge.

257 26. EOIR should give priority to the use of adjournment codes for the purpose of managing
258 immigration judges’ dockets and stop using these codes to track the number of days an
259 asylum application is pending.

260 **E. Recommendation to DHS Regarding the Asylum Process**

261 27. DHS should consider revising its regulations and procedures to allow asylum and
262 withholding applicants to presumptively qualify for work authorization provided that at
263 least 150 days have passed since the filing of an asylum application.¹⁴

264 **F. Recommendations Regarding Further Study of Immigration Adjudication and the** 265 **Asylum Process**

¹⁴ See *Immigration Removal Adjudication Rept. (Apr. 2012)*, *supra* note 1, at 54-55 (describing in detail how these revised regulations would work under this recommendation).



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266 28. With the active participation of DHS and EOIR and with input from all other relevant
267 stakeholders, a comprehensive study of the feasibility and resource implications of the
268 following issues related to proposed changes to the asylum process should be
269 conducted:

270 a. Whether DHS should direct some appeals currently in the BIA's jurisdiction to
271 more appropriate forums and subject to the availability of resources by:

272 i. Seeking statutory and regulatory change to allow all appeals of denied I-
273 130 petitions to be submitted to the United States Citizenship and
274 Immigration Services' Administrative Appeals Office (AAO);

275 ii. Amending regulations to send all appeals from United States Customs
276 and Border Protection (CBP) airline fines and penalties to AAO; or
277 alternatively consider eliminating any form of administrative appeal and
278 have airlines and other carriers seek review in federal courts; and

279 iii. Creating a special unit for adjudication within the AAO to ensure quality
280 and timely adjudication of family-based petitions, which should:

281 1. Formally segregate the unit from its other visa petition
282 adjudications;

283 2. Issue precedent decisions with greater regularity and increase the
284 unit's visibility; and

285 3. Publicize clear processing time frames so that potential appellants
286 can anticipate the length of time the agency will need to complete
287 adjudication.



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- 288 b. Whether EOIR should seek enhanced facilitation of defensive asylum
289 applications by amending its regulations to provide that where the respondent
290 seeks asylum or withholding of removal as a defense to removal, the judge
291 should administratively close the case to allow the respondent to file the asylum
292 application and/or a withholding of removal application in the DHS Asylum
293 Office; and if the Office does not subsequently grant the application for asylum
294 or withholding, or if the respondent does not comply with the Office procedures,
295 that office would refer the case to ICE counsel to prepare a motion to re-
296 calendar the case before the immigration court.
- 297 c. Whether the United States Citizenship and Immigration Services (USCIS) should
298 expedite the asylum process by:
- 299 i. Amending its regulations to provide an asylum officer with authority to
300 approve qualified asylum applications in the expedited removal context;
- 301 ii. Allocating additional resources to complete the asylum adjudication in
302 the expedited removal context; as there may be significant net cost
303 savings for other components of DHS and for EOIR;
- 304 iii. Amending its regulations to clarify that an individual, who meets the
305 credible fear standard, could be allowed to complete an asylum
306 application with an asylum officer instead of at an immigration court; and
- 307 iv. Allowing an asylum officer to grant an applicant parole into the U.S.
308 where the officer believes the individual has a well-founded fear of
309 persecution or fear of torture and permit the officer to recommend that
310 DHS allow the individual to be released from detention on parole pending
311 completion of the asylum process.



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- 312 d. Whether USCIS should clarify that an asylum officer may prepare an NTA and
313 refer a case to immigration court where an officer determines that a non-citizen
314 meets the credible fear standard but the officer believes that the case cannot be
315 adequately resolved based on the initial interview and the asylum application
316 prepared in conjunction with that interview, or in cases where an officer believes
317 there are statutory bars to full asylum eligibility.
- 318 e. Whether DHS should facilitate the DHS Asylum Office's adjudication of certain
319 closely related claims by:
- 320 i. Amending its regulations to authorize the Office to adjudicate eligibility
321 for withholding of or restriction on removal providing also that if the
322 Office grants such relief, there would be no automatic referral to the
323 immigration court;
- 324 ii. Amending its regulations to authorize the Office to grant "supervisory
325 release," identity documents, and work authorization to individuals who
326 meet the legal standards for withholding or restriction on removal;
- 327 iii. Developing a procedure in cases where withholding or supervisory
328 release are offered requiring the Office to issue a Notice of Decision
329 explaining the impediments to asylum, informing an applicant of his or
330 her right to seek de novo review of the asylum eligibility before the
331 immigration court, and explaining the significant differences between
332 asylum and withholding protections; and
- 333 iv. Developing a procedure to allow such applicants to request immigration
334 court review, whereupon the Asylum Office would initiate a referral to
335 the immigration court.

336 **G. Recommendations to EOIR and DHS Regarding the Use of VTC and Other Technology**



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337 29. EOIR and DHS should provide and maintain the best video teleconferencing (VTC)
338 equipment available within resources and the two agencies should coordinate, where
339 feasible, to ensure that they have and utilize the appropriate amount of bandwidth
340 necessary to properly conduct hearings by VTC.

341 30. EOIR should consider more systematic assessments of immigration removal hearings
342 conducted by VTC in order to provide more insights on how to make its use more
343 effective and to ensure fairness. Assessments should be periodically published and
344 include:

345 a. Consultation with the DHS Asylum Office regarding its use of VTC equipment and
346 review of its best practices for possible adoption and integration into EOIR
347 procedures;

348 b. Random selection of hearings conducted by VTC for full observation by Assistant
349 Chief Immigration Judges and/or other highly trained personnel;

350 c. Formal evaluation of immigration removal hearings conducted by VTC;

351 d. Gathering information, comments and suggestions from parties and other
352 various stakeholders about the use of VTC in immigration removal hearings; and

353 e. A realistic assessment of the net monetary savings attributable to EOIR's use of
354 VTC equipment for immigration removal hearings.

355 31. EOIR should:

356 a. Encourage its judges, in writing and by best practices training, to (a) be alert to
357 the possible privacy implications of off-screen third parties who may be able to
358 see or hear proceedings conducted by VTC, and (b) take appropriate corrective



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359 action where procedural, statutory or regulatory rights may otherwise be
360 compromised; and

361 b. Consider amending the OCIJ Practice Manual's §4.9 ("Public Access") to remind
362 respondents and their representatives that they may alert the judge if they
363 believe unauthorized third parties are able to see or hear the proceedings.

364 32. EOIR should direct judges to inform parties in hearings conducted by VTC who request
365 in-person hearings of the possible consequences if the judge grants such a request,
366 including, but not limited to, delays caused by the need to re-calendar the hearing to
367 such time and place that can accommodate an in-person hearing.

368 33. To facilitate more effective representation in removal proceedings where VTC
369 equipment is used, EOIR should:

370 a. Provide more guidance to respondents and their counsel about how to prepare
371 for and conduct proceedings using VTC in the OCIJ Practice Manual and other
372 aids it may prepare for attorneys, and for pro se respondents;

373 b. Encourage judges to permit counsel and respondents to use the courts' VTC
374 technology, when available, to prepare for the hearing; and

375 c. Encourage judges to use the VTC technology to allow witnesses to appear from
376 remote locations when appropriate and when VTC equipment is available.

377 34. To improve the availability of legal consultation for detained respondents and help
378 reduce continuances granted to allow attorney preparation, DHS should consider:

379 a. Providing VTC equipment where feasible in all detention facilities used by DHS,
380 allowing for private consultation and preparation visits between detained
381 respondents and private attorneys and/or pro bono organizations;



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382 b. Requiring such access in all leased or privately controlled detention facilities
383 where feasible;

384 c. In those facilities where VTC equipment is not available, designating duty officers
385 whom attorneys and accredited representatives can contact to schedule collect
386 calls from the detained respondent where feasible; and

387 d. Facilitating the ability of respondents to have private consultations with
388 attorneys and accredited representatives.

389 35. To improve the availability of legal reference materials for detained respondents:

390 a. DHS should make available video versions of the KYR presentations on demand
391 in detention facility law libraries; and where feasible, to be played on a regular
392 basis in appropriate areas within detention facilities; and

393 b. EOIR should assist in or promote the transcription of the text of relevant videos
394 into additional languages or provide audio translations in the major languages of
395 the detained populations.

396 36. EOIR should encourage judges to permit pro bono attorneys to use immigration courts'
397 video facilities when available to transmit KYR presentations into detention centers and
398 subject to DHS policies on KYR presentations.

399 37. EOIR should move to full electronic docketing as soon as possible.

400 a. Prior to full electronic docketing, EOIR should explore interim steps to provide
401 limited electronic access to registered private attorneys, accredited
402 representatives, and ICE trial attorneys; and



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- 403 b. EOIR should consider the interim use of document cameras in video proceedings
404 prior to the agency's full implementation of electronic docketing and electric
405 case files.

