

U.S. Department of Justice

Executive Office for Immigration Review

Office of the General Counsel

5107 Leesburg Pike, Suite 2600
Falls Church, Virginia 22041

November 1, 2010

Professor Jacqueline Stevens
Department of Political Science
Northwestern University
601 University Place
Evanston, IL 60208

RE: "Fact Sheets" or Other Intra-Agency Memorandums Written or Distributed Since January 1, 2008, With Instructions for EOIR Staff Regarding Media Visits to the Immigration Courts.

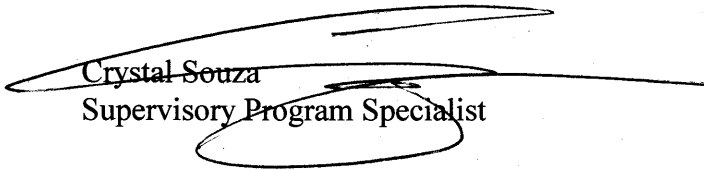
Dear Professor Stevens:

This letter is in response to your Freedom of Information Act (FOIA) request, which the Executive Office for Immigration Review (EOIR) received on August 12, 2010. In your FOIA request, you seek "Fact Sheets" or other intra-agency memorandums written or distributed since January 1, 2008 with instructions for EOIR staff regarding media visits to Immigration Courts.

The enclosed documents and the Immigration Court Practice Manual are responsive to your FOIA request. Pursuant to 5 U.S.C. § 552(a)(2), an agency is not required to provide FOIA requesters with records it already makes available to the public on its website. The Immigration Court Practice Manual is located on EOIR's website at http://www.justice.gov/eoir/vll/OCIJPracManual/ocij_page1.htm. Responsive information is available in the Immigration Court Practice Manual at Chapters 1.6, 4.9, and 4.14.

If you are not satisfied with this decision, you may file an appeal with the Office of Information Policy (OIP), U.S. Department of Justice, 1425 New York Ave., N.W., Suite 11050, Washington, D.C. 20530. OIP must receive your appeal within 60 days of the date of this letter. The procedures for appeal are stated at 28 C.F.R. § 16.9.

Sincerely,


Crystal Souza
Supervisory Program Specialist

Enclosures

EOIR # 2010-15,158



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Office of the Director
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FACT SHEET

Contact: Office of Legislative and Public Affairs
(703) 305-0289 Fax: (703) 605-0365
Internet: www.justice.gov/eoir/

Sept. 9, 2010

Observing Immigration Court Hearings

The Executive Office for Immigration Review (EOIR) conducts immigration court hearings in 59 immigration courts nationwide. Immigration court hearings are generally open to the public.

Immigration hearings may be closed to the public because:

- The immigration judge closed the hearing to protect witnesses, parties, or the public interest;
- The immigration judge granted a motion the parties filed to close a hearing; or
- The case involves:
 - An abused spouse or child;
 - Information that is protected by a protective order; or
 - An application for asylum, withholding of removal relief, or Convention Against Torture protections.

Before going to observe an open hearing, please note that:

- You do not need to notify the immigration court in advance to observe an open hearing. When planning to observe an open hearing held within a detention facility, however, you should contact the detention facility in advance to learn of any security clearance requirements for entry to the building.
- No cameras or recording devices are allowed in the courtroom.
- When courtroom space is limited, the news media has priority over the general public.

More Information

- Listing of Immigration Courts – <http://www.justice.gov/eoir/sibpages/ICadr.htm>.
Hearing Locations - <http://www.justice.gov/eoir/vll/courts3.htm>.
- Public Access – *Immigration Court Practice Manual*, Chapters 1.6, 4.9, and 4.14
http://www.justice.gov/eoir/vll/OCIJPracManual/ocij_page1.htm.
- EOIR Overview – <http://www.justice.gov/eoir/press/09/EOIRataGlance121409.pdf>.

— EOIR —

COURT ADMINISTRATORS' SECURITY PAGE

The information on this page is intended to assist Court Administrators in implementing and administering security policies and procedures in the Immigration Courts. Please do not hesitate to contact the Office of Security any time you have questions concerning security policies and procedures. For more information on court security matters, you may either click on the subject title in the table below or cursor down through this page.

ACCESS CONTROL PROCEDURES FOR VISITORS

In accordance with regulations concerning access to Department of Justice facilities, Court Administrators should ensure that the directions below are provided, in writing, to all employees.

The following procedures apply to non-employee individuals (e.g., deliverymen, repairmen, building maintenance workers, employees of other government agencies, personal visitors, etc.) who require access to the secured administrative area of the immigration court.

1. The receptionist, or official point-of-contact within the court, will confirm the individual's identity by requesting some form of photo identification (e.g., driver's license, government identification, company credentials, etc.).
2. The receptionist will verify the reason for the individual's visit with the person they are visiting prior to allowing the individual to enter the administrative area. Food and flower deliveries should be accepted outside the administrative area.
3. The visitor shall be escorted by a court employee at all times while within the court's administrative area.

COURTROOM SECURITY

Courtroom security procedures should be consistent with OPPM 88-9 and any local procedures set forth in the Court's Occupant Emergency Plan.

ADDITIONAL SECURITY FOR IMMIGRATION HEARINGS

Immigration proceedings may generate a significant level of public interest or cause concern for the safety of court personnel. Please be sure to contact the Office of Security as soon as possible upon determining that additional security may be required for any hearing. Provided sufficient advance notice, the Office of Security can make the necessary arrangements for additional security in the form of extra guards and, depending on the local availability, the temporary installation of screening equipment.