

Name: _____

NON-DETAINED

Address: _____

Address: _____

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT**

(City & State of Immigration Court)

In the Matter of _____
_____,
Respondent
In Removal Proceedings

File No.: A _____

Immigration Judge: _____

Next Hearing: _____
(Date & Time)

RESPONDENT'S PRO SE MOTION TO CHANGE HEARING FORMAT

RESPONDENT'S PRO SE MOTION TO CHANGE HEARING FORMAT

Respondent, _____, respectfully moves this
(Name)

Honorable Court to Change the format of their upcoming _____
(Master Calendar/Individual)

hearing from in person to internet-based (Webex), pursuant to 8 C.F.R. § 1003.25(c). Pursuant to EOIR Director's Policy Memorandum 21-03, video teleconferencing "may be used for any immigration court hearing, particularly when operational need calls for its usage" including where necessary "to increase convenience and accessibility for respondents; to reduce travel costs; . . . [and] to ensure timely adjudication of cases." Memorandum from James R. McHenry III, EOIR Dir., PM 21-03, Immigration Court Hearings Conducted by Telephone and Video Conferencing, at 4 (Nov. 6, 2020). Moreover, video teleconferencing "increasing flexibility, allows the adjudication of cases from multiple settings without being tethered to a particular courtroom, and does not compromise the fairness of the hearing." Memorandum from Sirce E. Owen, EOIR Acting Dir., PM 25-25, Rescind and Cancel Director's Memorandum 22-07, at 1 (Mar. 14, 2025).

In support of this motion, Respondent states the following:

Based on the foregoing, Respondent respectfully requests that the Court grant the request for Respondent to appear remotely at his _____ hearing on
(Master Calendar/Individual)

_____ as such format change is appropriate and practicable for all parties.
(Date & Time of Hearing)

Respectfully Submitted,

Signature

Date

EXHIBIT _____

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT**

(City & State of Immigration Court)

In the Matter of: _____

File No.: A _____

ORDER OF THE IMMIGRATION JUDGE

Upon consideration of the **Respondent's Pro Se Motion to Change Hearing Format**, it is
HEREBY ORDERED that the motion be: ☐ **GRANTED** ☐ **DENIED** because:

- ☐ DHS does not oppose the motion.
- ☐ The respondent does not oppose the motion.
- ☐ A response to the motion has not been filed with the court.
- ☐ Good cause has been established for the motion.
- ☐ The court agrees with the reasons stated in the opposition to the motion.
- ☐ The motion is untimely per _____.
- ☐ Other: _____.

Deadlines:

- ☐ The application(s) for relief must be filed by _____.
- ☐ The respondent must comply with DHS biometrics instructions by: _____.

Date

Immigration Judge

Certificate of Service

This document was served by: ☐ Mail ☐ Personal Service ☐ Electronic Service

To: ☐ Respondent ☐ Respondent's c/o Custodial Officer ☐ Respondent's Atty/Rep ☐ DHS

Date: _____

By: Court Staff _____

Name: _____

A#: _____

PROOF OF SERVICE

On _____, I, _____,
(Date) (Name)

served a copy of this: **RESPONDENT'S PRO SE MOTION TO CHANGE HEARING
FORMAT** and any attached pages to the Office of Chief Counsel, Department of Homeland
Security at the following address:

By: _____
(Method of Delivery)

Signature

Date