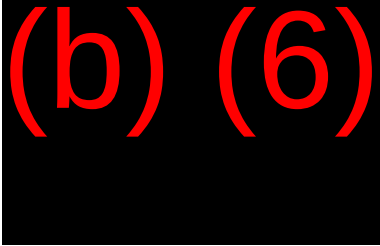


## DHS Team (Records Process)

### DHS Records Team

Angela Green (Supervisor)



The DHS Team processes DHS record requests for cases involving **final removal orders, reinstatement cases and expedited removal cases.**

1. DHS Team receives the new case assignment from OIL's Circuit Coordinators for a DHS record request.
2. Angela Green (supervisor) assigns all cases to one of the DHS paralegals. The assigned attorney, team leader, team paralegal or legal assistant is copied on the case assignment.
3. The DHS paralegal requests the DHS record (via email) from DHS and Chief Counsel Offices within 24 to 48 hours from receipt of the assignment. The DHS paralegal attaches to the email request the necessary ROP documents (record of proceedings memo, index, and the certification page for record of proceedings).
4. The DHS paralegal maintains communication with the DHS and Chief Counsel Offices concerning any special instructions for securing and filing the record. The OIL attorney and team paralegal/legal assistant is copied on all email conversations.
5. When the certified administrative record is received from DHS/ICE the DHS paralegal sends the assigned attorney the record for review and approval. Once approved the DHS paralegal ECF files the record with the circuit court.
6. The DHS paralegal sends an email request to OIL's Record Unit with the attached filed DHS record for uploading the record on to Share Point.
7. For DHS records with a pro se petitioner the team paralegal or legal assistant is responsible for mailing a copy of the DHS record to the pro se petitioner to complete service.

# *Court Process for Cases*

P files PFR

Initiating document for Court of Appeals (Case No. YY-XXXX(X))

Notifies ICE/EOIR/OIL that a PFR has been filed

Issues due dates for filing of certified administrative records/briefs/stay responses (court specific)

If stay motion filed → orders certain local rules to go into effect

# *5 Steps to Take After you Receive a Circuit Counselor Assignment*

Step 1

- Check OIL Guidance for any circuit-specific actions

Step 2

- Enter Your Notice to Appear

Step 3

- Determine whether a motion to stay removal has been filed and act accordingly

Step 4

- Record relevant dates & case information and screen your case

Step 5

- Ensure the Record is Filed, File Documents with the ARU, Place Communications in AMMS, Keep up with CIMS, & Comply with your ADs Rules

Step 3b:  
*Act Accordingly*

(b)(5)

# Step 5a: *Ensure the Record is Filed*

- ❑ Certified Administrative Records are Generally filed 40 days after PFR is filed
  - ❑ So now you can breathe
- ❑ Paralegals file the Certified Administrative Record
  - ❑ Referred to as the "AR" or "A.R." in all circuits except the Fifth, in which it is referred to as the ROA
- ❑ Your job is to keep track of when this is due
  - ❑ On some teams, paralegals do this themselves and file extensions (if needed) themselves
- ❑ Familiarize yourself with your team rules and if YOU are required to file an extension (and one is needed) then do so
  - ❑ Make sure AR is complete\*