

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 undersigned counsel 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 _____

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