



AMERICAN **BAR** ASSOCIATION

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Commission on Immigration

# **A LEGAL GUIDE FOR**

# **ICE DETAINEES:**

# **Bond and Parole**

**Last Updated February 2021**

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## Bond

A bond is an amount of money you pay in order to be released from immigration detention. When you are first arrested by Immigration and Customs Enforcement (ICE), ICE will determine whether you can be given a bond and be released. If ICE sets a bond amount that is too high or if ICE doesn't set a bond amount at all, you can ask the **immigration judge** to review that decision. This is called a “custody redetermination hearing” or a “**bond hearing**.” During this hearing, the judge will look at factors in your case to determine if you should be released and, if you can be released whether you need to pay a bond and how much money your bond should be. The lowest amount of bond that can be set is \$1,500, but there is no maximum amount. If you are released on bond and attend all your immigration court hearings, you – or whomever paid the bond – will get the bond money back. Mainly the judge will determine if you are a **danger to the community** and if you are a **flight risk** (likely to attend your hearings in the future). This guide is meant to provide information to people who will represent themselves in requesting bond.

### Who qualifies for bond?

Bond is not available for people who have already been ordered removed or if you have been classified as an “arriving alien” meaning that you were arrested by Customs and Border Protection (CBP) or ICE coming into the country at an airport or border crossing.<sup>1</sup> You will also likely not be eligible for bond if you are being accused of terrorist activities or have certain criminal convictions. If this is the case, you may be subject to “mandatory detention.”

### Mandatory detention

A person who is subject to mandatory detention cannot be released on bond. That means that you will not be given a bond hearing and you will stay in detention until your immigration case is over. Usually, you will be subject to mandatory detention if you have been convicted of crimes including:

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<sup>1</sup> On your Notice to Appear (NTA) it will say if ICE is classifying you as an arriving alien.

- A crime involving moral turpitude (generally, a crime involving dishonesty that is shocking to a reasonable person)<sup>2</sup>
- A controlled substance offense (drug crimes)
- Two or more offenses for which you spent a total of five (5) years in prison
- Drug trafficking
- Prostitution or solicitation of prostitution
- Activities related to terrorism

There is an exception to mandatory detention if you have been convicted of one of these crimes, called the “petty offense” exception, which could make you eligible for release. You could qualify for this exception if:

1. You committed the crime while under eighteen (18) years old and more than five (5) years ago or,
2. The possible sentence for the crime was less than one (1) year and you spent less than six (6) months in jail.

**If you have a criminal history, you may want to talk to an immigration attorney before you apply for bond to find out if you are eligible.**

### Bond Hearings

If you are eligible for bond and ICE does not set a bond or sets a bond that is too high for you to pay, you can request a **bond hearing** (also called custody redetermination hearing) from the immigration judge. A bond hearing is different from an immigration hearing. At an immigration hearing, you may want to present evidence of why you should not be removed from the United States and/or that you are eligible for relief from removal. A bond hearing is about whether you should be released from detention while your immigration case is pending and how much money you will have to pay in order to be released.

How to Request a Bond Hearing: You can request a bond hearing in person at your first court date or by writing a motion for a bond hearing. An example of a bond motion is included in this guide at **Appendix A**. Unlike the hearings on your immigration case, you will likely only have one bond hearing, so you may want to make sure to have all your materials together before you request a bond hearing. If the judge denies your request for a bond hearing it does not mean that you have been ordered deported, just that you will not be released while your immigration case is pending. If the immigration judge denies you bond, you cannot request another bond hearing unless there is a change in your custody circumstances that changes whether you are eligible for bond. For example, if the immigration judge denied you bond because he or she thought that you would be a danger to the community because of a conviction on your record but that conviction

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<sup>2</sup> A lot of crimes fall under this category. If you have been convicted of a crime and you are not sure if it is a Crime Involving Moral Turpitude, you may want to contact an attorney before you apply for bond or anything else in immigration court.

is vacated or overturned by an appeals court, you may be able to request another bond hearing. You may want to contact an immigration attorney if you think you may be eligible for a bond hearing.

At your bond hearing, you may want to show evidence as to why the immigration judge should release you. You may show that you are not a danger to society and that if released, you will attend all your immigration hearings. You may also show the judge that you have a place to live and that you will not become dependent on government benefits if you are released.

You have a place to live if released: Before releasing you, the immigration judge will want to see proof that you will have a roof over your head and someone who will be paying your expenses, so you will not be living on the street or committing crimes to survive. You can show this by submitting a letter from the person who is going to provide a place for you to live if you are released on bond (this person is called your **sponsor**). The letter may be written and signed by the sponsor. The letter may include information about how the sponsor knows you and what immigration status your sponsor has (along with proof of his or her legal immigration status in the U.S.) and proof of the address where you will live. An example of the Sponsor Letter is included in this guide at **Appendix F**.

You are not a danger to society: The immigration judge will not release you on bond if he or she thinks you will commit a crime and hurt someone after your release. The immigration judge will look at the positive factors involving your employment history, family and community ties and balance the against any negative factors, like your criminal history, if any. If you have a criminal history, the judge will look at the nature of the crime, how long in the past the crimes were and whether you have been rehabilitated. Some evidence you may want to include to show that you are not a danger to society are court records showing the dates of former crimes, evidence that you completed rehabilitation programs, like Alcoholics Anonymous, proof that you have been steadily employed and anything else you feel shows that you are not dangerous.

You are not a flight risk: For this requirement, it is required to present evidence that shows that you have enough ties to the community to prove to the immigration judge that you will appear for all your hearings. The judge will also consider whether you might be eligible to stay in the United States. REMEMBER: A bond hearing is NOT a hearing on the application for a form of relief in your immigration case, but the fact that you will be applying for a form of relief before the immigration judge or USCIS that could be granted is information that the judge will consider when deciding to release you bond. If there is a chance that you will succeed in your immigration case, the immigration judge may think that it is more likely that you will attend all your hearings.

What to Expect at the Bond Hearing: You may want to collect all your documents and have your sponsor and anyone else writing support letters for you to send the letters to you and not the court. Once you have all your materials together, you may file it with the Immigration Court. It

is required to give a copy of the materials to ICE.<sup>3</sup> You can either mail the packet to the Court or take it to your immigration hearing and complete a Certificate of Service (example at **Appendix E**). You may also make a copy of everything you filed for yourself and keep it for your own records.

At the hearing, the immigration judge will hear your reasons why you should be released on bond and will also hear the government attorney's arguments as to why you should not be released on bond. If possible, you may have people who wrote letters of support for you (family, friends, employers, etc.) come and testify at the bond hearing on your behalf. The immigration judge and the government attorney may ask your witnesses questions about you and why you should be released.

Appealing a bond decision: If the judge denies your bond, you can appeal that decision to the Board of Immigration Appeals (BIA) within thirty (30) days of the decision. To appeal, it is required to use Form EOIR-26<sup>4</sup> and the BIA must receive that form within the thirty (30) days of the decision. For the appeal, you may want to provide details of what the error of law or fact that the immigration judge made. For example, if the judge denied you bond because of criminal conviction that you do not have, this is an error of fact. It is not allowed to present new evidence for the BIA to consider in your case. If the judge grants a bond, DHS has the right to appeal that decision to the BIA as well. For more information on BIA appeals, please call the ABA Detention and LOP Information line at 2150#.

#### Important things to note

Paying your bond: If the judge orders a bond, you or your friends or family members can pay the bond and you will be released. The entire amount of the bond must be paid by money order or cashier's check made out to the "Department of Homeland Security." The bond can be paid at the detention facility or at the closest ICE Field Office. It is required for whoever is paying the bond to have your full A number and full name and will receive paperwork from ICE showing the bond was paid. **YOU MAY WANT TO KEEP THIS PAPERWORK** as it will be needed to get the bond money back after the immigration proceedings are over. The person who paid the bond can get the bond money back even if you are deported.

Changing Your Address and Venue: If you are released from immigration detention, it is required to update your address with the immigration court and DHS using Form EOIR-33.<sup>5</sup> Both the Immigration Court and DHS must receive a copy of Form EOIR-33. It is very important that you update your address as the immigration court will send you notices of your hearings to

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<sup>3</sup> You can either give the copy of your bond request to the ICE attorney in person at the hearing or you can mail it to the appropriate ICE Office of the Principal Legal Advisor. A list of the offices is below at Appendix H and online at <https://www.ice.gov/contact/legal>.

<sup>4</sup> This form is available online at <https://www.justice.gov/eoir/file/eoir26/download> and you can also request a copy of the form at the Immigration Court after the hearing or from your Deportation Officer.

<sup>5</sup> A full list of change of address forms by Court can be found at <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>. You can also request this form from the Immigration Court at any of your hearings or request it from your Deportation Officer.

your home. If the court does not have your correct address, you risk not receiving notice of your immigration hearing and if you do not attend any of the hearings, you may likely be ordered removed in your absence (an *in absentia* order of removal) and you will not be able to get your bond money back.

### Parole and Orders of Supervision

Parole is release from custody if you are classified as an “arriving alien” meaning you were arrested at a port of entry on the border or at an airport. If you are classified as an arriving alien, you are not eligible for bond, but you can be paroled into the United States by ICE. You can also be released by ICE on an order of supervision, meaning that ICE will release you, but you will have to agree to their conditions of release, which could include wearing an electronic ankle bracelet or checking in at the ICE office regularly. The purpose of orders of supervision is for ICE to ensure that you will go to all your court hearings and that ICE will be able to find you when they are ready to remove you from the United States.

ICE can parole you or release you on an order of supervision at any time during or after your immigration removal proceedings. This includes if your immigration case is already over and your removal order is final, and ICE is working to arrange your deportation from the United States.

Unlike bond, only **ICE** can grant you parole or release. Also, unlike bond, DHS can release you on parole without asking you to provide any money. However, DHS may ask you to pay a parole bond, but that amount is not reviewable by the immigration judge or the BIA, like a regular bond is, because the immigration judge cannot grant parole.

#### What may be helpful for you to include with a parole or release request?

Like bond, it is required to submit to DHS proof that you are not a danger to society and proof that you are not a flight risk (meaning that you will appear for all your immigration court hearings and for removal if you are ordered removed). It is required to also provide ICE with proof of your identity. How you may present your information and documentation to include is discussed in more detail below.

Identity Documents: Usually include a passport or country ID, which ICE may already have if these documents were taken from you when you were arrested.

Sponsor letter: This is a letter that shows that you have a place to live if you are released on parole. It is required for the sponsor to write and sign this letter and for the sponsor to provide supporting documents showing proof of their address and legal status in the United States. The letter may include information about how the sponsor knows you and for how long they have known you. Proof of immigration status could include a copy of a passport or permanent resident card (green card). Proof of address could include a rental lease or a utility or credit card bill that shows the sponsor’s name or address. An example of a sponsor letter is available at **Appendix F**.



Proof that you are not a danger to society: This may include proof that you do not have any criminal history or, if you do have criminal history, it is required to show how long ago the crime occurred and how you have been rehabilitated. For example, if you have a conviction for driving under the influence, you could provide evidence that you attend Alcoholics Anonymous meetings or that you completed a rehabilitation program.

Proof that you are not a flight risk: This may include any information you have showing your ties to the community, family ties in the United States, and history of steady employment. You may also provide information on what form of relief you plan to apply for before the immigration court and how likely it is that you will succeed (for example, if you are planning to apply for asylum before the immigration judge, it may be helpful to include information about the basis of your asylum claim).

### Humanitarian Parole

Humanitarian parole is used to secure release from detention when there is an urgent humanitarian reason for the person. These reasons typically involve someone with a very serious medical condition that will require treatment outside of the detention facility, someone who is pregnant, someone who is a witness or otherwise helping law enforcement with a criminal case, or some other reason that requires you be released.

It is required to request humanitarian parole from ICE, not the immigration court. Just like a regular parole request, it is required to establish your identity (using your identification documents), that you are not a flight risk (all of the reasons that you will appear for all of your court hearings), and that you are not a danger to the community (your lack of criminal history or rehabilitation from criminal past, your community ties, and other information to show your good character). A sample humanitarian parole request letter is included at **Appendix C**.

In addition to these elements, you may want to consider showing the urgent humanitarian need for you to be released or how your release would benefit the general public.

Urgent Humanitarian Need: This may include any significant reasons why you need to be released including your medical conditions or pregnancy (along with medical records), your age (if under 18 years old or of significant old age), or that you are a witness or otherwise assisting a law enforcement agency.

Public Interest: This may include any reasons why your release will benefit the general public including what impact your detention has on your family and community. You may use affidavits and letters from your family, friends, and employer or any others you think would help in helping to show that your release is in the interest of the public.

## Writing a statement or declaration requesting release

Your request to be released, whether through bond or parole, may be supported by a statement of the facts and your arguments as to why you should be released. Examples of the formatting and what type of information to include in these statements is included with this guide.

### To whom may the declaration be addressed?

If you are applying for **parole** or **release from detention under ICE supervision** while your case is pending, the request will be addressed to your deportation officer and the Field Office (a list of the ICE Field Offices is included in this guide).

ICE Detention and Removal Office  
US Department of Homeland Security  
Field Office Street Address  
City, State Zip Code

Your letter may begin with:

“Dear Immigration Officer (Name):”

If you are filing a **bond request** with the Immigration Court while your case is pending, the request for release will be addressed to the Immigration Judge. It is required for a copy of this request to be sent to the DHS attorney (addresses for the DHS Offices of the Principal Legal Advisor are included with this guide).

“To the Honorable Judge (Name):”

## Concerns to Address and Documents to Provide

**Your identity:** You may explain where and when you were born and what documents you have which establish that you are who you say you are. These could include your passport, other government issued ID from your home country, a U.S. permanent resident card, your birth certificate, driver’s license or other governmental identification card.

If you are using letters from friends and family members to establish your identity, the letters may include information about how the person knows you, for how long they have known you, and the letter may be notarized to show that the writer is making these statements under oath that all this information is true and correct. An example of a friends and family letter is included at **Appendix G**.

**Where you will live:** You may explain that you will have an address where you will be living and that you will have people who will be supporting you. Explain exactly where you will be living, whether these people are any relation to you, how long they have known you, and whether they are planning to help with your expenses. You may include a letter from a sponsor confirming this information (an example is included at **Appendix F**). It is required for your sponsor to have legal

immigration status in the United States, and for them to include proof of their status with their letter. In your request, you may explain what your plans are and how you will live, find a job, transportation, and other necessities.

If you do not have anyone to live with, then you may want to locate a halfway house, residential treatment program, or a shelter that will accept you. The best way to find resource information in your area is to call the local United Way. Like a sponsor letter, you may want to consider asking for a letter from the organization that will provide you housing showing their commitment to providing you transitional housing.

If you are planning to work, and you have access to this information, you may also provide information on your prospective employment including letters from an employer, references from former employers, and descriptions of your current job skills and any training you may have received while detained.

**Proof that you will not be a danger to society:** If you have gotten into trouble with the police in the past, the Judge may request you explain how you have changed and how you know that you will not get into trouble in the future. Think carefully about what you have learned from your trouble in the past and why you want to be able to leave detention. Do you want to be able to work and support your family? Do you want to be able to spend time with your spouse or children? Do you need to support your family?

You can submit letters from your family and members of your community in order to help with this factor. An example of a friends and family letter is included at **Appendix G**.

Letters from family and friends may state how long they have known you and in what capacity (friend, co-worker, religious leader, etc.), positive things they know about you, any information they have that you are not dangerous and will not flee if released from detention. You may also include letters from people who believe that you can be trusted when you are out of detention and can be from people like religious leaders, prison chaplains, former employers, or jail/detention officers who you know personally.

If you do have a criminal history, you could include letters and documents speaking to how you have changed since the conviction (evidence of rehabilitation). This could include certificates from any courses you attended to deal with issues such as substance abuse, anger management, etc.; certificates of education or job-training courses taken while in ICE custody or elsewhere (English-language instruction, GED, college, etc.); and documents showing that the state or federal correctional system released you on parole because they did not consider you a danger to society.

**Proof that you are not a significant flight risk:** For this factor, it is required for you to show that you will cooperate with the conditions imposed as part of your release. In this part of the letter,

you may explain how you are so connected to your family and community that you will not want to leave and that you will appear for all of your court hearings as your case progresses. This is important because the decision-maker may fear that they will not be able to find you after you are released. You may explain what ties you have to the community here in the U.S., your family that is here (and their immigration status), the length of your residence in the U.S., your employment history, and the likelihood that you will win your immigration case. Examples of documentation that you may submit include:

- Documentation of the length of time you have lived in the U.S., such as school records, rental agreements, government records relating to any legal status you had such as Lawful Permanent Resident (LPR), Temporary Protected Status (TPS), etc.
- Documents showing ownership of a business, real estate, or vehicles.
- Evidence that you were providing financial support to your family like bank statements, pay stubs from lawful employment and tax records.
- Evidence of your participation in religious or community groups.
- Marriage certificate and birth certificates of any U.S. citizen children and photos of you with your family.

If you are asking to be released from detention after you have been issued a removal order, you may also include the following things in your request:

**That you are cooperating in getting travel documents:** ICE will not release you if you are not cooperating with their efforts to remove you from the U.S. and that includes helping to secure valid travel documents. Your letter may include what you have done to cooperate with ICE, such as providing necessary information to your deportation officer and giving ICE your identity documents when requested and having your photo and fingerprints taken when requested. You may keep track of every time you have called your consulate and note the date, to whom you spoke, and what they said. You may also include the times you tried to call the consulate, and no one answered. You may keep all copies of all documents that you gave to ICE and copies of any correspondence from your consulate.

### **Submitting your Request for Release**

Once you have all your papers together, you may prepare them for the decision-maker.

1. Make a list of everything that you are giving to the Immigration judge or ICE and put that on top.
2. Sign and attach a “Certificate of Service,” (example below at **Appendix E**). This document is required to prove that you also gave a copy of all your documents to the government attorney.
  - For bond requests, make two copies of the whole packet. Send one copy to the Immigration judge and one copy to the government attorney at the ICE Office for the Principal Legal Advisor. You can either mail the packet or bring it with you to the hearing.

- For parole requests, make a copy and submit it to the ICE Field Office for Enforcement and Removal Operations. The other copy will go to the government attorney.
- YOU MAY KEEP A COPY OF EVERYTHING YOU SUBMIT FOR YOURSELF.

Appendix A: Sample Bond Motion

Your Name  
Your Facility Name  
Your Facility Address

DETAINED

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

CITY, STATE

< **NOTE**: It is required to write the city and state of the court you are filing the motion with; for example: MIAMI, FLORIDA.

In the Matter of:

)

[Your Name]

)

)

A# XXX-XXX-XXX

)

)

In Removal Proceedings

)

Hon. Immigration Judge: [Judge Name]

Next Hearing: [Date]

RESPONDENT'S PRO SE APPLICATION FOR  
REDETERMINATION OF CUSTODY STATUS

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
CITY, STATE**

IN THE MATTER OF \_\_\_\_\_ )  
 )  
Name: \_\_\_\_\_ ) A# \_\_\_\_\_ )  
 )

**PRO SE APPLICATION FOR REDETERMINATION OF CUSTODY STATUS**

I, [Your Name], proceeding pro se, respectfully request a redetermination of the condition of release from custody. In support of this request, I state the following:

1. My full, true and correct name is \_\_\_\_\_ [Your Full Name] \_\_\_\_\_. I was born on \_\_\_\_\_ [Date of Birth] \_\_\_\_\_ in \_\_\_\_\_ [City, Country of Birth] \_\_\_\_\_. I entered the United States on \_\_\_\_\_ [Date of Entry] \_\_\_\_\_.
2. If released, I will reside at the following address: \_\_\_\_\_ [Address] \_\_\_\_\_. I will live there with \_\_\_\_\_ [Name and Relationship to Sponsor] \_\_\_\_\_.
3. I am requesting a bond redetermination because \_\_\_\_\_ [Explain why you should be released. If you were granted a bond by ICE but the bond is too high, explain that here.] \_\_\_\_\_.
4. I am not a danger to the community because \_\_\_\_\_ [Explain your lack of criminal history or rehabilitation and any other factors in your favor to show that you are not a danger to the community.] \_\_\_\_\_.
5. I am not a flight risk because \_\_\_\_\_ [Explain your community and family ties and any other factors to show that you will appear for your hearings.] \_\_\_\_\_.

For these reasons, I respectfully request that my custody be redetermined.

Date:

Respectfully submitted,

\_\_\_\_\_  
Name, A#

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
CITY, STATE**

---

**In the Matter of:** \_\_\_\_\_

**A#** \_\_\_\_\_

**ORDER OF THE IMMIGRATION JUDGE**

Upon consideration of Respondent's **Application for Redetermination of Custody Status** 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: \_\_\_\_\_

Deadline: \_\_\_\_\_

- The application(s) for relief must be filed by \_\_\_\_\_
- The Respondent must comply with DHS biometrics instructions by \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Honorable Immigration Judge

Certificate of Service

This document was served by:       Mail       Personal Service

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

Date: \_\_\_\_\_

By: Court Staff \_\_\_\_\_



## Appendix B: Sample Parole Request Letter

[Field Office Director Name]  
Field Office Director  
[Field Office Address]  
[City, State Zip]

[Your Name]  
[Your A#]

### REQUEST FOR PAROLE

Dear Field Office Director [Last Name],

I, (Name) \_\_\_\_\_ A# \_\_\_\_\_, am requesting that I be released on parole because I am an arriving alien and have been found to have a credible fear of persecution.

**Identity:** I have established my identity through the following documents: *[List all the identity documents you have such as a passport or driver's license.]* See attachments.

**Sponsor:** If released, I will live with \_\_\_\_\_ *[Name of sponsor]* who is my \_\_\_\_\_ *[Explain the Relationship]*. He/She has agreed to support me if I am released. See attachments.

**Flight Risk:** I am not a flight risk for the following reasons: *[List all the reasons that may show you will attend all immigration court hearings including community ties and history of attending previous immigration hearings.]* See attachments.

**Danger to the Community:** I do not pose a danger to the community for the following reasons: *[Provide information about your good character including lack of criminal history or rehabilitation, community service and anything else that may prove you are good person and are not dangerous.]* See attachments.

Thank you very much for your consideration of this request.

---

[YOUR NAME AND A#]

---

Date

The following documents have been attached to this request: *[It is required to provide a list of all supporting documents you are submitting with your request.]*

## Appendix C: Sample Humanitarian Parole Request Letter

[Field Office Director Name]  
Field Office Director  
[Field Office Address]  
[City, State Zip]

[Your Name]  
[Your A#]

### REQUEST FOR HUMANITARIAN PAROLE

Dear Field Office Director [Last Name],

I, (Name) \_\_\_\_\_ A# \_\_\_\_\_, am requesting that I be released on humanitarian parole because my continued detention is not in the public interest.

**Identity:** I have established my identity through the following documents: *[List all of the identity documents you have such as a passport or driver's license.]* See attachments.

**Flight Risk:** I am not a flight risk for the following reasons: *[List all the reasons that may show you will attend all immigration court hearings including community ties and history of attending previous immigration hearings.]* See attachments.

**Danger to the Community:** I do not pose a danger to the community for the following reasons: *[Provide information about your good character including lack of criminal history or rehabilitation, community service and anything else that may prove you are good person and are not dangerous.]* See attachments.

**Humanitarian Reasons Meriting Parole:** I am requesting parole based on the following urgent humanitarian reasons: *[Provide information about your medical condition or other reason why you should be released from detention.]* See attachments.

**Public Benefit:** My release is in the public interest for the following reasons: *[Provide information on how your release would benefit your family and community.]*

Thank you very much for your consideration of this request,

---

[YOUR NAME AND A#]

---

Date

The following documents have been attached to this request: *[It is required to provide a list of all supporting documents you are submitting with your request.]*

Appendix D: Sample Motion to Change Venue

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

CITY, STATE

< **NOTE**: It is required to write the city and state of the court you are filing the motion with; for example: MIAMI, FLORIDA.

In the Matter of:

)

)

[Your Name]

)

)

A# XXX-XXX-XXX

)

In Removal Proceedings

)

Hon. Immigration Judge: [Judge Name]

Next Hearing: [DATE]

**RESPONDENT'S PRO SE MOTION TO CHANGE VENUE**

I, [Your Name], proceeding pro se, respectfully request a change of venue.

I currently reside at [Your Current Address] and

request that my case be transferred to the Immigration Court closest to my residence.

Date:

Respectfully submitted,

\_\_\_\_\_  
Name, A#

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
CITY, STATE**

---

**In the Matter of:** \_\_\_\_\_

**A#** \_\_\_\_\_

**ORDER OF THE IMMIGRATION JUDGE**

Upon consideration of Respondent's **MOTION FOR CHANGE OF VENUE**, 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 state in the opposition to the motion.
- The motion is untimely per \_\_\_\_\_.
- Other:

Deadline: \_\_\_\_\_.

The application(s) for relief must be filed by \_\_\_\_\_.

The Respondent must comply with DHS biometrics instructions by \_\_\_\_\_.

---

Date

---

Honorable Immigration Judge

---

Certificate of Service

This document was served by:  Mail  Personal Service

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

Date: \_\_\_\_\_

By: Court Staff \_\_\_\_\_

## Appendix E: Sample Certificates

### Certificate of Service

*It is required to include a certificate of service to the government attorney if you are requesting bond or change of venue. This will show the judge that you have given a copy of the request and materials to government for their consideration. You can complete this certificate and submit it to the immigration judge.*

I, [Name], certify that I  Mailed  Hand-delivered a true copy of the attached to:

Office of the Chief Counsel  
Immigration and Customs Enforcement  
[Street Address]  
[City, State Zip]

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Certificate of Translation

*If you are including any documents that were not originally written in English, it is required they be accompanied by an English translation. Make sure the translator includes a certificate swearing that he or she is competent in both languages.*

#### Certificate of Translation

I, [Name of Translator], am competent to translate from [Name of Other Language] into English and certify that the translation of [Type of Document – Letter, Birth Certificate, etc.] is true and accurate to the best of my abilities.

\_\_\_\_\_  
Signature of Translator

\_\_\_\_\_  
Name of Translator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address, Phone Number of Translator

## Appendix F: Sample Sponsor Letter

*This letter may be written by the person that will provide you a place to live if you are released from detention. It is required the letter be addressed to the immigration judge if you are asking for bond or to ICE if you are asking for parole.*

**Dear Immigration Judge/ICE,**

**I am writing to state that I am willing to be the sponsor for** *[Name of Detained Person]*, *[A Number of Detained Person]*.

**I know** *[Name]* **because he/she is my** *[Explain your relationship with the person you are sponsoring. For example a family relationship or personal friendship]*.

**My immigration status in the United States is** *[Explain what your immigration status is – U.S. Citizen, Lawful Permanent Resident, Temporary Protected Status Holder, etc.]* **I have attached a copy of proof of that immigration status to this letter.** *(Make a copy of your green card or passport or work authorization document and attach it to the letter)*

**If** *[Name]* **is released on he/she will live at the following street address** *[Provide the street address where you live or where you will be supporting the detained person to live if released]*. *(It is required the sponsor to also attach proof of address like a piece of mail).*

**Sincerely,**

\_\_\_\_\_ *[Signature]*

*[Sponsor Name]*

## Appendix G: Sample Friend/Family/Community Member Letter

*This letter may be written by your friends, family, or other members of the community who can speak to your community ties and good character. It is required the letter be addressed to the Immigration judge if you are asking for bond or to ICE if you are asking for parole.*

**Dear Immigration Judge/ICE,**

**I am writing to state that I am** [family member/friend/employer/pastor] **of** [Name of Detained Person], [A# of Detained Person].

**I know** [Name] **because he/she is my** [This section may explain how the letter-writer knows you – family relationship, friendship, community member, parishioner, or any other relationship].

[The next paragraphs may describe how the letter-writer knows that that you are a person of good character. The letter may also describe how you will contribute to your community if you are released. For example, if the letter-writer is your spouse, he or she could explain how your family needs you to be released so that you can contribute to child-care or the household finances.]

**Sincerely,**

\_\_\_\_\_  
[Signature]

[Letter-writer Name]

## Appendix H: Addresses to Serve Documents for ICE

**Bond** documents are sent to the ICE Office of the Principal Legal Advisor. **Parole** documents are sent to the ICE Field Office for Enforcement and Removal Operations.

<b>ICE Office of the Principal Legal Advisor – For Bond Requests</b>			
Arizona	SAC Phoenix 4041 North Central Avenue Room 1650 Phoenix, AZ, 85012 Phone: (602) 200-2200, Fax: (602) 277-0038		
California	SAC Los Angeles 300 N. Los Angeles St, Room 6075 Los Angeles, CA90012 Phone: (213) 830-5599	SAC San Diego 880 Front St., Ste. 3000 San Diego, CA, 92101 Phone: (619) 744-4600 Fax: (619) 557-7275	SAC San Francisco 630 Sansome St., Ste 890 San Francisco, CA94111 Phone: (415) 844-5455 Fax: (415) 844-5451
Colorado	SAC Denver 5445 DTC Pkwy Suite 600 Greenwood Village, CO, 80111 Phone: (303) 721-3000, Fax: (303) 721-3003		
Florida	SAC Miami 11226 Northwest 20th Street Miami, FL, 33172 Phone: (305) 597-6000 Fax: (305) 597-6227	SAC Tampa 2203 North Lois Avenue Suite 600 Tampa, FL, 33607 Phone: (813) 357-7000 Fax: (813) 348-1877	
Georgia	SAC Atlanta 1100 Centre Parkway Atlanta, GA, 30344 Phone: (404) 346-2300, Fax: (404) 346-2374		
Hawaii	SAC Honolulu 595 Ala Moana Boulevard Honolulu, HI, 96813 Phone: (808) 529-1900, Fax: (808) 532-4689		
Illinois	SAC Chicago One Tower Lane Suite 1600 Oakbrook Terrace, IL, 60181 Phone: (630) 574-4600, Fax: (630) 574-2889		
Louisiana	SAC New Orleans 1250 Poydras Street Suite 2200 New Orleans, LA, 70113 Phone: (504) 310-8800, Fax: (504) 310-8900		
Massachusetts	SAC Boston		



	10 Causeway Street Room 722 Boston, MA, 02222 Phone: (617) 565-7400, Fax: (617) 565-7422	
Maryland	SAC Baltimore 40 South Gay Street 3rd Floor Baltimore, MD, 21202 Phone: (410) 962-2620, Fax: (410) 962-3469	
Michigan	SAC Detroit 477 Michigan Avenue Suite 1850 Detroit, MI, 48226 Phone: (313) 226-0500, Fax: (313) 226-6282	
Minnesota	SAC Minneapolis/St. Paul 1 Federal Drive Suite 1340 Fort Snelling, MN, 55111 Phone: (612) 843-8800, Fax: (612) 843-8921	
Missouri	SAC Kansas City 4100 N Mulberry Drive Suite 225 Kansas City, MO, 64116 Phone: (816) 584-1054, Fax: (816) 584-1976	
North Carolina	SAC Charlotte 3700 Arco Corporate Drive Charlotte, NC, 28273 Phone: (704) 679-6140, Fax: (704) 679-6143	
New Jersey	SAC Newark 620 Frelinghuysen Avenue Newark, NJ, 07114 Phone: (973) 776-5500, Fax: (973) 776-5652	
Nevada	SAC Las Vegas 501 Las Vegas Boulevard Suite 536 Las Vegas, NV, 89101 Phone: (702) 388-6858, Fax: (702) 388-6740	
New York	SAC Buffalo 250 Delaware Ave Suite 814 Buffalo, NY, 14202 Phone: (716) 464-5900 Fax: (716) 464-6087	SAC New York 601 W. 26th Street Room 726 New York, NY, 10001 Phone: (646) 230-3200 Fax: (646) 230-3255
Pennsylvania	SAC Philadelphia 220 Chestnut Street Room 200 Philadelphia, PA, 19106	Phone: (215) 717-4800 Fax: (215) 597-4200
Tennessee	SAC Nashville	

	501 Brick Church Park Drive Nashville, TN, 37207 Phone: (615) 664-5500, Fax: (615) 650-4112	
Texas	SAC Dallas 125 E. John Carpenter Freeway Suite 800 Irving, TX, 75062 Phone: (972) 444-7300 Fax: (972) 444-7461  SAC El Paso 11541 Montana Avenue Suite H El Paso, TX, 79912 Phone: (915) 856-2315 Fax: (915) 857-6083	SAC Houston 4141 N. Sam Houston Parkway East #300 Houston, TX, 77032 Phone: (281) 985-0500 Fax: (281) 985-0505  SAC San Antonio 1015 Jackson Keller Road Suite 200 San Antonio, TX, 78213 Phone: (210) 321-2800 Fax: (210) 979-4643
Virginia	SAC Washington, DC 2675 Prosperity Ave, Suite 400 Fairfax, VA, 20598 Phone: (703) 285-6729, Fax: (703) 285-6709	
Washington	SAC Seattle 1000 Second Avenue Suite 2300 Seattle, WA, 98104 Phone: (206) 442-2200, Fax: (206) 442-2201	
Puerto Rico	SAC San Juan Capitol Building, 800 Juan Ponce de Leon Avenue, 12th Floor San Juan, 00908 Puerto Rico Phone: (787) 729-5151, Fax: (787) 729-6646	

<b>ICE Field Office for Enforcement and Removal Operations – For Parole Requests</b>		
Arizona	Phoenix Field Office 2035 N. Central Avenue Phoenix, AZ, 85004 Phone: (602) 766-7030, Email: <a href="mailto:Phoenix.Outreach@ice.dhs.gov">Phoenix.Outreach@ice.dhs.gov</a> Area of Responsibility: Arizona	
California	Los Angeles Field Office 300 North Los Angeles St. Rm. 7631 Los Angeles, CA, 90012 Phone: (213) 830-7911, Email: <a href="mailto:LosAngeles.Outreach@ice.dhs.gov">LosAngeles.Outreach@ice.dhs.gov</a>	San Diego Field Office 880 Front Street #2242 San Diego, CA, 92101 Phone: (619) 436-0410, Email: <a href="mailto:SanDiego.Outreach@ice.dhs.gov">SanDiego.Outreach@ice.dhs.gov</a>

	<p>Area of Responsibility: Los Angeles Metropolitan Area (Counties of Los Angeles, Orange, Riverside, San Bernardino), and Central Coast (Counties of Ventura, Santa Barbara and San Luis Obispo)</p>	<p>Area of Responsibility: San Diego and Imperial County</p> <p>San Francisco Field Office 630 Sansome Street Rm 590 San Francisco, CA, 94111 Phone: (415) 844-5512, Email: <a href="mailto:SanFrancisco.Outreach@ice.dhs.gov">SanFrancisco.Outreach@ice.dhs.gov</a></p> <p>Area of Responsibility: Northern California, Hawaii, Guam, Saipan</p>
Colorado	<p>Denver Field Office 12445 E. Caley Avenue Centennial, CO, 80111 Phone: (720) 873-2899, Email: <a href="mailto:Denver.Outreach@ice.dhs.gov">Denver.Outreach@ice.dhs.gov</a> Area of Responsibility: Colorado, Wyoming</p>	
Florida	<p>Miami Field Office 865 SW 78th Avenue Suite 101 Plantation, FL, 33324 Phone: (954) 236-4900, Email: <a href="mailto:Miami.Outreach@ice.dhs.gov">Miami.Outreach@ice.dhs.gov</a> Area of Responsibility: Florida, Puerto Rico, U.S. Virgin Islands</p>	
Georgia	<p>Atlanta Field Office 180 Ted Turner Dr. SW Suite 522 Atlanta, GA, 30303 Phone: (404) 893-1210, Email: <a href="mailto:Atlanta.Outreach@ice.dhs.gov">Atlanta.Outreach@ice.dhs.gov</a> Area of Responsibility: Georgia, North Carolina, South Carolina</p>	
Illinois	<p>Chicago Field Office 101 W Ida B Wells Drive Suite 4000 Chicago, IL, 60605 Phone: (312) 347-2400, Email: <a href="mailto:Chicago.Outreach@ice.dhs.gov">Chicago.Outreach@ice.dhs.gov</a> Area of Responsibility: Illinois, Indiana, Wisconsin, Missouri, Kentucky, Kansas</p>	
Louisiana	<p>New Orleans Field Office 1250 Poydras Suite 325 New Orleans, LA, 70113 Phone: (504) 599-7800, Email: <a href="mailto:NewOrleans.Outreach@ice.dhs.gov">NewOrleans.Outreach@ice.dhs.gov</a> Area of Responsibility: Alabama, Arkansas, Louisiana, Mississippi, Tennessee</p>	
Massachusetts	<p>Boston Field Office 1000 District Avenue Burlington, MA, 01803</p>	

	Phone: (781) 359-7500, Email: <a href="mailto:Boston.Outreach@ice.dhs.gov">Boston.Outreach@ice.dhs.gov</a> Area of Responsibility: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	
Maryland	Baltimore Field Office 31 Hopkins Plaza 6th Floor Baltimore, MD, 21201 Phone: (410) 637-4000, Email: <a href="mailto:Baltimore.Outreach@ice.dhs.gov">Baltimore.Outreach@ice.dhs.gov</a> Area of Responsibility: Maryland	
Michigan	Detroit Field Office 333 Mt. Elliott St Detroit, MI, 48207 Phone: (313) 568-6049, Email: <a href="mailto:Detroit.Outreach@ice.dhs.gov">Detroit.Outreach@ice.dhs.gov</a> Area of Responsibility: Michigan, Ohio	
Minnesota	St Paul Field Office 1 Federal Drive Suite 1601 Fort Snelling, MN, 55111 Phone: (612) 843-8600, Email: <a href="mailto:StPaul.Outreach@ice.dhs.gov">StPaul.Outreach@ice.dhs.gov</a> Area of Responsibility: Iowa, Minnesota, Nebraska, North Dakota, South Dakota	
New Jersey	Newark Field Office 970 Broad St. 11th Floor Newark, NJ, 07102 Phone: (973) 645-3666, Email: <a href="mailto:Newark.Outreach@ice.dhs.gov">Newark.Outreach@ice.dhs.gov</a> Area of Responsibility: New Jersey	
New York	Buffalo Field Office 250 Delaware Avenue, Floor 7 Buffalo, NY, 14202 Phone: (716) 464-5800, Email: <a href="mailto:Buffalo.Outreach@ice.dhs.gov">Buffalo.Outreach@ice.dhs.gov</a> Area of Responsibility: Upstate New York	New York City Field Office 26 Federal Plaza 9th Floor, Suite 9-110 New York, NY, 10278 Phone: (212) 264-4213, Email: <a href="mailto:NewYork.Outreach@ice.dhs.gov">NewYork.Outreach@ice.dhs.gov</a> Area of Responsibility: The five boroughs (counties of NYC) and the following counties: Dutchess, Nassau, Putnam, Suffolk, Sullivan, Orange, Rockland, Ulster, and Westchester
Pennsylvania	Philadelphia Field Office 114 North 8th Street Philadelphia, PA, 19107 Phone: (215) 656-7164, Email: <a href="mailto:Philadelphia.Outreach@ice.dhs.gov">Philadelphia.Outreach@ice.dhs.gov</a> Area of Responsibility: Delaware, Pennsylvania, West Virginia	
Texas	Dallas Field Office	Houston Field Office

	<p>8101 N. Stemmons Frwy Dallas, TX, 75247 Phone: (214) 424-7800, Email: <a href="mailto:Dallas.Outreach@ice.dhs.gov">Dallas.Outreach@ice.dhs.gov</a> Area of Responsibility: North Texas, Oklahoma</p> <p>El Paso Field Office 11541 Montana Ave Suite E El Paso, TX, 79936 Phone: (915) 225-1901/1941, Email: <a href="mailto:ElPaso.Outreach@ice.dhs.gov">ElPaso.Outreach@ice.dhs.gov</a> Area of Responsibility: West Texas, New Mexico</p>	<p>126 Northpoint Drive Houston, TX, 77060 Phone: (281) 774-4816, Email: <a href="mailto:Houston.Outreach@ice.dhs.gov">Houston.Outreach@ice.dhs.gov</a> Area of Responsibility: Southeast Texas</p> <p>San Antonio Field Office 1777 NE Loop 410 Floor 15 San Antonio, TX, 78217 Phone: (210) 283-4750, Email: <a href="mailto:SanAntonio.Outreach@ice.dhs.gov">SanAntonio.Outreach@ice.dhs.gov</a> Area of Responsibility: Central South Texas</p>
Utah	<p>Salt Lake City Field Office 2975 Decker Lake Drive Suite 100 West Valley City, UT, 84119-6096 Phone: (801) 886-7400, Email: <a href="mailto:SaltLakeCity.Outreach@ice.dhs.gov">SaltLakeCity.Outreach@ice.dhs.gov</a> Area of Responsibility: Utah, Idaho, Montana, Nevada</p>	
Virginia	<p>Washington Field Office 2675 Prosperity Avenue 3rd Floor Fairfax, VA, 20598-5216 Phone: (703) 285-6200, Email: <a href="mailto:Washington.Outreach@ice.dhs.gov">Washington.Outreach@ice.dhs.gov</a> Area of Responsibility: District of Columbia and Virginia</p>	
Washington	<p>Seattle Field Office - Area of Responsibility: Alaska, Oregon, Washington 12500 Tukwila International Boulevard Seattle, WA, 98168 Phone: (206) 835-0650, Email: <a href="mailto:Seattle.Outreach@ice.dhs.gov">Seattle.Outreach@ice.dhs.gov</a></p>	