



Chief Immigration Judge

5201 Leesburg Pike
Falls Church, Virginia 22041

February 6, 1984

MEMORANDUM TO: All Immigration Judges

FROM: William R. Robie *WR*
Chief Immigration Judge

SUBJECT: Operating Policies and Procedures 84-1:
Case Priorities and Processing

1. Detained Cases. As previously established by INS policy before the ~~establishment~~ of ECIR and by continuation of that policy during the past year, detained cases and detained bond redetermination hearings should be calendared at the earliest possible date consistent with the Uniform Docketing System and all efforts shall be made to complete these cases expeditiously. The calendaring of detained cases and detained bond redetermination hearings shall be of the highest priority relative to the calendaring of all other types of cases.

2. Processing of Detained Bond Redetermination Hearings. Since detained bond cases are among the highest priority cases, they must be completed at the earliest possible time. Similarly, detained bond cases that are appealed to the Board of Immigration Appeals must be processed and forwarded in the shortest time possible.

Normally, bond redetermination hearings will not be recorded and transcripts will not be produced for bond hearings as these hearings are informal and time is of the essence in the processing of these cases. In the unusual situation where an Immigration Judge determines that the recording of a bond hearing is necessary and an appeal occurs, the transcript and memorandum decision will be produced in that Immigration Judge's office immediately following receipt of the appeal by the Immigration Judge.

Because of the necessity of forwarding bond appeals expeditiously to the Board, I suggest that requests for briefing time wherever possible be limited to a maximum of ten days per party. If further extensions are requested, the Board will consider them.

3. Use of Questionnaires and Bond Redetermination Hearings. Immigration Judges may make use of all appropriate methods to reach a speedy and proper determination in a bond proceeding. If an Immigration Judge deems it appropriate, in order to expedite a bond proceeding, information may be solicited from a party or parties by use of a written questionnaire. If a questionnaire is used in reaching a decision on bond, it should be included in the record and forwarded as part of the Record of Proceeding file in the event of an appeal. It is important, however, that the use of a questionnaire not delay the bond hearing process. It is not appropriate to use questionnaires in telephonic bond redetermination hearings.

4. Exclusion and Other Cases. As in the past, the second highest priority should be given to exclusion cases. These and all other cases should be handled pursuant to your current calendaring procedures or under the Uniform Docketing System wherever that is in place.

WRR/cb