



## U.S. Department of Justice

Executive Office for Immigration Review  
Immigration Court

---

*5500 W. Amelia Earhart Dr., Suite 160  
Salt Lake City, Utah 84116*

Friday, August 05, 2011

TO: American Immigration Lawyers Association  
Utah State Chapter

Department of Homeland Security  
Office of the Chief Counsel

Department of Homeland Security  
Immigration and Customs Enforcement

FROM: Jon Hill  
Court Administrator

SUBJECT: Move – Salt Lake City Immigration Court

On September 8, 2011 the Salt Lake City Immigration Court is scheduled to begin moving from its current location at 5500 Amelia Earhart Drive, Suite 160, Salt Lake City, Utah 84116 to a new location at **2975 South Decker Lake Drive, Suite 200; West Valley City, UT 84119-6094.**

**The court is located on the second floor of this building.** The court will be co-located in the same building with the Department of Homeland Security-U.S. Immigration and Customs Enforcement, and the Department of Homeland Security-Office of the Chief Counsel.

This memorandum is intended to answer questions you may have concerning the court's move. **There are some changes that will take effect, so I ask that you read this memorandum carefully.**

### Dates of Move

**Tuesday, September 6, 2011** will be the last day hearings will be held in the Salt Lake City court at its present location.

**Wednesday, September 7, 2011**, the staff will be packing and making final arrangements for the court's move. At close of business on Wednesday, September 7, 2011, the Salt Lake City court will close permanently at its present location.

**Thursday, September 8, 2011** commercial movers will begin packing and moving the Salt Lake City court to its new location. The move is scheduled to take place over Thursday, Friday, the weekend, and Monday, September 12.

**Tuesday, September 13, 2011** the court will open at 8:00 a.m. in its new location.

### **Access to the Salt Lake City Immigration Court - New Location**

**2975 South Decker Lake Drive, Suite 200; West Valley City, UT 84119-6094**

The building in which the immigration court will be located stands approximately ¼ mile to the northeast of the Maverik Events Center (formerly called the “E-Center”).

The **UTA bus** “Route 240, 4000 West/ Dixie Valley” runs through the area on Decker Lake Drive.

The **UTA West Valley Trax line** is set to open for operations on August 07, 2011. The Decker Lake TRAX Station on the West Valley Trax line is approximately 300 feet from the south parking lot entrance to the court.

Public parking for private vehicles of court visitors is located at the same address.

### **Filing Documents at the Court During and After the Move**

The court’s filing window will be open and fully operational at the court’s current location – 5500 Amelia Earhart Drive, Suite 160 – until close of the window at 3:30 p.m. on Wednesday, September 7, 2011. On Wednesday, September 7, 2011 at 3:30 p.m. the filing window at this location will close permanently.

The filing window at the court’s new location – 2975 South Decker Lake Drive, Suite 200 – will be **open and operational at 8:00 a.m. on Tuesday, September 13, 2011.**

Filing hours for the court in its new location will **CHANGE** slightly from the current filing hours. **The new hours will be 8:00 a.m. until 12:00 p.m., and 12:30 p.m. until 4:00 p.m.**

### **Hearings During the Move**

No hearings are scheduled for the court for the days of September 7, 8, 9, and 12. Any hearing that is scheduled after September 6<sup>th</sup> will take place at the court’s new location.

### **Contacting the Court During and After the Move**

The court will retain its current phone number of (801) 524-3000 at the new location. This phone number is scheduled to remain active until 4:00 p.m. on Wednesday, September 7, 2011 in the court’s current location. The same phone number will be programmed to ring in the court’s new space starting on Tuesday, September 13 at 8:00 a.m. Phone hours for the court in its new location will **CHANGE** slightly from the current hours. **The new hours will be 8:00 a.m. until 4:30 p.m.**

### **Mailing Address / Filing Documents by Mail**

The official mailing address for the Salt Lake City Immigration Court beginning Wednesday, September 14, 2011 will be:

**2975 South Decker Lake Drive, Suite 200; West Valley City, UT 84119-6094.**

Anything filed with the court using the old address after this date may be returned by the United States Postal Service.

### **Notification to Respondents/Attorneys - Pending Cases**

Beginning 01 August 2011, notices have begun being mailed to the respondent (attorney if represented) in all pending cases notifying them of the change in address for their court hearing and/or for mailing documents to the court.

### **Case Records**

The records of proceeding (both physical and electronic) for all pending and closed cases will be moved to the court's new location between Thursday, September 8 and Monday, September 12. **The court asks that you not seek to review a case file between September 5 and 15.** If you need to review a file during this period, please contact the court.

### **Web Site**

The web site for the court can be accessed at [www.justice.gov/eoir/sibpages/ICadr.htm](http://www.justice.gov/eoir/sibpages/ICadr.htm). The web site is scheduled to be updated with the court's new address information by September 12, 2011. This memorandum is scheduled to be posted to the Salt Lake City court's website shortly.

### **Staff**

All employees at the court's current location will move to the new location effective Tuesday, September 13, 2011.

### **Security**

The building in which the court is located will have on-site security officers and security screening stations operated by the Federal Protective Service. Both the security officers and security screening stations will be located at the ground-floor entrance of the building. In general, the same rules that apply to entering the court at its current location at 5500 Amelia Earhart Drive will apply when entering the building. Given that there may be more visitors entering the building than what is currently seen, and that the court is located on the second floor of the building, please allow for extra time to access the court in its new location. Attorneys should inform their clients of these security measures.

### **Office of the Chief Counsel -Move**

Beginning on Tuesday, September 13 the Office of the Chief Counsel will also begin operations at 2975 South Decker Lake Drive; West Valley City, UT 84119. The Office of the Chief Counsel (OCC) will be located in the same building occupied by the court. The OCC will provide further information in separate correspondence as their move date approaches.

Thank you for your continued support as we move to our new location. If you have any questions concerning the court's move, please feel free to contact me at (801) 524-3000, x325.