



U.S. Department of Justice
Executive Office for Immigration Review
Office of the Chief Immigration Judge
Headquarters Immigration Court
5107 Leesburgh Pike, Suite 1850
Falls Church, Virginia 22041

FACT SHEET

Headquarters Immigration Court

The Executive Office for Immigration Review (EOIR) established the Headquarters (HQIC) on July 19, 2004. EOIR is a component of the Department of Justice which, on behalf of the Attorney General, adjudicates cases involving charges of immigration violations. EOIR has more than 200 Immigration Judges located in 53 Immigration Courts nationwide to conduct proceedings and decide cases. Based at EOIR Headquarters in Falls Church, VA, the HQIC is comprised of three Immigration Judges who hear cases via video conferencing (VC) to hearing locations throughout the United States. Through the use of the VC hookups, the HQIC assists other Immigration Courts with their dockets by addressing short-term resource needs as they arise.

Mission

To provide fair and efficient immigration hearings through VC at established hearing locations throughout the United States.

General Principles

VC hearings are held in immigration courts throughout the United States pursuant to congressional mandate at 8 U.S.C. 1229a(b)(2)(A)(iii), section 240(b)(2)(A)(iii) of the Immigration and Nationality Act. Congress made no distinction between an in-person hearing and a hearing conducted by VC, including no requirement for consent of the participants to conduct a VC hearing.

Hearing conducted by VC will be fundamentally fair and will fully protect the participants' right to procedural due process.

VC provides real-time transmission of audio and video between two or more locations and permits individuals to see, hear, and speak with each other as though they are at the same location.

VC does not change adjudicative quality or change decisional outcomes.

VC provides individuals with the same access to the hearing records as if appearing at a non-VC hearing. There is a means of transmitting and receiving additional evidence between all locations and all participants. No proceedings will be videotaped. No videotaped records will be maintained. A technical assistant from the Executive Office for Immigration Review's (EOIR's) Information Resources Management Staff (IRM) section is available to assist with VC operations.

The audio/video transmission is secure and the participants' privacy is protected.

Public access to VC hearings will be governed by the provisions of 8 C.F.R. 1003.27 in the same manner as on site, in-person hearings.

Key Personnel

Assistant Chief Immigration Judge

Mary Beth Keller

(supervisory responsibility for the HQIC)

Immigration Judges

Quynh Vu Bain, Charles C. Adkins-Blanch, Roxanne C. Hladylowycz, Robert P. Owens

Court Administrator

Sheridan Butler

Judicial Law Clerk

Daniel Swanwick

Legal Assistants

Alita Bonhomme, Eileen Downey, Kisha Moten, Antwione Reese, Ann Robinson

[Click here for a court contact list](#)

Jurisdiction and Venue

HQIC will not accept the filing of charging documents. Charging documents will be filed at the base city court.

Jurisdiction vests, and proceedings commence, when the charging document is filed in the base city court. See 8 C.F.R. 1003.14.

Venue will lie with the base city court or hearing location within the administrative control of that base city court.

Records of Proceedings (ROP's)

ROP's will be created by the field base city court.

ROP's will be returned to the field base city after the conclusion of proceedings, unless the case is pending for further proceedings or for the purpose of dealing with appeals or motions to reopen or consider.

ROP's will be returned to the field base city for file retirement purposes. This will ensure that all ROP's from each field base city are retired together.

Scheduling of Hearings and Movement of ROPs

The HQIC judge is to be considered as part of the field base city court. In other words, the HQIC judge is deemed to be located in the field base city court, but simply in a satellite location. The field base city will receive the case, open the case in the computer, schedule the first hearing to be conducted by the HQIC, create the ROP, send the hearing notice, and then forward the file to HQIC.

All administrative operations will remain the responsibility of the base city court, including the scheduling of hearings, the updating of CASE, production and service of notices and orders, Appeals, FOIA, and transcription requests, etc. HQIC staff will enter information pertaining to COVs. However, the disposition of the ROP will be the responsibility of the base city court. Updating of the ROP will be handled by HQIC.

Hearing notices will have to account for time zone differences (if any) between HQIC and the base city court.

During the time that a case is docketed with an HQIC judge, all motions, applications, and other filings will continue to be made to the base city court. They will be entered into the computer, and then sent to the HQIC. At the conclusion of the proceedings the HQIC judge(s) will instruct the parties that post-hearing filings will also be made to the base city court.

Access to ROP's

Parties will have access to ROP's, either at HQIC or the base city court. If the case is pending after proceedings are concluded, the ROP will be located at HQIC. During that time, if the request is to review the ROP at the base city court, the contents will be transmitted by facsimile, or the ROP itself will be sent by FedEx to the base city court, depending on the size of the file and/or whether hearing tapes were requested for review. This determination is the responsibility of the HQIC Court Administrator and the base city Court Administrator. If the request to review the ROP is made after the conclusion of the proceedings, the request shall be directed to the base city court.

At the conclusion of the proceedings, HQIC will return the file within 3-5 days of completion. If a motion to reopen or reconsider is filed, the judge who heard the matter will adjudicate the motion. After disposing of the motion, if no motion is filed, and there are no further proceedings pending, HQIC will send the ROP via FedEx Express saver (4:30 p.m. delivery third business day) to the base city court for retirement purposes.