

**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
KANSAS CITY IMMIGRATION COURT  
KANSAS CITY, MISSOURI**

**REVISED STANDING ORDER OF THE KANSAS CITY IMMIGRATION COURT**

Effective immediately, the Kansas City Immigration Court is implementing the below safety precautions and limitations with regards to all hearings.

1. In-person appearances are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, court interpreter, essential EOIR staff and security personnel. *See* ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)).
2. Any attorney for a respondent may appear telephonically without prior approval and without filing a motion in advance. Attorneys should; however, contact the Kansas City Immigration Court at 816-581-5000, or through the temporary court email account at [KansasCity.Immigration.Court@usdoj.gov](mailto:KansasCity.Immigration.Court@usdoj.gov), in advance of the hearing, by providing the A-number, time and date of the scheduled hearing, and the phone number at which counsel can be reached for the hearing.
3. Video conferencing will be utilized to the greatest extent possible, and any necessary witnesses will be allowed to appear by telephone. *See* ICPM § 4.7(b).
4. Limited exceptions may be accommodated to the above orders on a case-by-case basis and must be requested **prior** to the day of the hearing by written motion.
5. Any party that is displaying symptoms consistent with COVID-19 exposure, has been diagnosed with COVID-19, or has had contact with anyone who has been diagnosed with COVID-19, must notify the Court immediately by telephone or email, and will not be allowed to appear in Court.
6. All documents submitted to the temporary court email account must contain a subject heading with the nature of the filing, the alien registration number, the date of the next hearing or any court-mandated deadline for the filing, and the initials of the immigration judge assigned to the case. Example: "Motion to Continue - A012-345-678 - 06/30/2020 - JWH".
7. For parties using the temporary court email account to electronically file, supporting documentation/evidentiary filings are limited to seventy-five (75) pages in a particular **case**. If a party intends to file more than seventy-five (75) pages, the party must electronically file the Table of Contents and separately submit the supporting documentation/evidentiary filings with the original Table of Contents by using the U.S. mail or an overnight delivery service no later than the date set for filing the documents with the Immigration Court. Electronic submissions of U.S. Department of State Human Rights

Reports remain strongly disfavored because the Court routinely takes administrative notice of them. Parties may request, or the Judge may take, administrative notice of such reports *sua sponte*. The date of such reports shall be specified on the record.

8. The Court will reject documents filed via the temporary court e-mail account if filed more than ninety (90) days before the next hearing date or a court-ordered deadline (“call-up date”), whichever is earlier. Those wishing to file documents more than ninety (90) days in advance may still do so; however, they must be sent via the U.S. Postal Service or an overnight delivery service, not through the temporary e-mail box. Documents rejected for not complying with the ninety (90) temporal limit on filing may be filed by mail or through an overnight delivery service. Notwithstanding the ninety (90) temporal limit on filings through email, parties are required to comply with all deadlines for filings, as specified in the ICPM, ch. 3.1(b). **Note: Applications for asylum are exempt from the ninety (90) temporal limit on filings through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.**
9. This Revised Standing Order supersedes the prior Standing Order, dated March 25, 2020, and remains in effect while published on the EOIR Operational Status website: <https://www.justice.gov/eoir/eoir-operational-status-during-coronavirus-pandemic>.

Date: April 24, 2020

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Ryan R. Wood  
Assistant Chief Immigration Judge