

Sample cover sheet

Your Name: Write your full name here

Your Address: Write your new address here

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT

City and State: Write the city and state of your current immigration court

In the Matters of:

Write your full name here
(Your Name)

File No.: A Write your A Number here
(Your Alien Registration Number)

Write your child or spouse's full name here
(Name)

File No.: A Write your child or spouse's A Number here
(Alien Registration Number)

Write your child or spouse's full name here
(Name)

File No.: A Write your child or spouse's A Number here
(Alien Registration Number)

Only include this part if you have a spouse or child included in your immigration court case.

Immigration Judge: Write the name of your immigration judge here

Next Hearing Date: Write the date of your hearing here. If you don't have a hearing scheduled, write "none" or "N/A."

RESPONDENT'S SUBMISSION OF EXHIBITS

Sample table of contents

INDEX TO DOCUMENTATION FILED IN SUPPORT OF

Write what your immigration case is about. For example "Application for asylum."

Respondent:

Write your full name here

Next Hearing Date:

Write the date of your next hearing if one is scheduled

Name of Exhibit (Piece of Evidence)	Page #
Good Moral Character	
Write the name of each document that proves your good moral character. <i>Example: Letter from the food bank where I volunteer.</i>	
Physical Presence	
Write the name of each document that proves how long you've lived in the United States. <i>Example: Copy of my lease agreements from 2020-2025.</i>	
Extreme Hardship	
Write the name of each document that proves deportation would cause extreme hardship. <i>Example: Letter from my daughter's doctor.</i>	
Dangerous to Return Home	
Write the name of each document that proves why it is dangerous for you to return to your home country. <i>Example: Report from Human Rights Watch.</i>	
Recovery After Criminal Charges	
Write the name of each piece of evidence that proves you have recovered after criminal charges and are following the law. <i>Example: Receipt from payment of speeding fine.</i>	

You don't have to send evidence in every category.
You can add more lines if you need them.

Sample certificate of service

Write your full name here

(Respondent's Name)

Write your A-Number here

(Respondent's Alien Number)

CERTIFICATE OF SERVICE

On Write today's date here, I, Write your full name here,
(date) (printed name of person signing below)

served a copy of this submission of exhibits,

and any attached pages to Write "Office of the Principal Legal Advisor for DHS – ICE" here
(name of party served)

at the following address: Write the address of your OPLA office here
(address of party served)

by Write how you will send a copy to the government attorney (OPLA office). For example, "USPS priority mail."
(method of service, for example overnight courier, hand-delivery, first class mail)

Sign your name here

(signature)

Write today's date here

(date)