

## Instructions for cases requiring additional security

### PLEASE DO NOT DISCLOSE

Immigration Courts are beginning to receive cases for which the Department of Justice is requiring special arrangements. Your court has received the following cases that fall in this category:

NAME	A-NUMBER
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If any more are to be filed in your court, you will be notified as we receive more information from the Department.

The following procedures are being followed for these cases:

1. Because some of these cases may ultimately involve classified evidence, the cases are to be assigned only to judges who currently hold at least a secret clearance.
2. You should make certain that INS (or whoever provides your courtroom security) is informed of the hearing and the need to provide additional courtroom security.
3. Each of these cases is to be heard separately from all other cases on the docket. The courtroom must be closed for these cases --- no visitors, no family, and no press.
4. The Record of Proceeding is not to be released to anyone except an attorney or representative who has an EOIR-28 on file for the case (assuming the file does not contain classified information). Any other request for information on one of these cases must be submitted in writing and processed as a FOIA request, i.e., forwarded to the Office of the General Counsel.
5. This restriction on information includes confirming or denying whether such a case is on the docket or scheduled for a hearing. Any press requests must be referred to the Public Affairs Office at (703)-305-0289.
6. The ANSIR record for the case is to be coded to ensure that information about the case is not provided on the 1-800 number and the case is not listed on the court calendars posted outside the courtrooms.
7. Specific instructions about ANSIR coding and marking the ROP are provided below.
8. Finally, you should instruct all courtroom personnel, including both court employees and contract interpreters, that they are not to discuss the case with anyone.

If you have any questions regarding the procedures outlined, please contact Anthony A. Padden, Chief Clerk, at (703) 305-1247.

Procedures for ANSIR coding and marking ROP

1. Case creation

The Hearing Actions Screen (PF2) contains a field marked "Release Information to 1-800 (Y/N)." The default is set to "Y". The options are "Y" "N" or "X". The clerk should change the "Y" to "X". Entering "X" in this field will ensure three things: 1) no information about the case will be available through the 1-800 number; 2) a warning whenever anyone else attempts to enter the ANSIR record; and 3) removing all information about the case from court calendars that are printed.

2. For 1-800 number

When the case is properly coded, the message on the 1-800 number is:

*Information can not be released regarding this case. Please contact your local Immigration Court or the Board of Immigration Appeals if further information is required.*

3. For data entry screen

When the case is properly coded, the initial ANSIR screen will display this message:

**WARNING WARNING**

*Information about this case is not to be disclosed.*

*If you receive any questions or requests for information about this case, you should refer them to the court administrator.*

*Do not disclose any information about this case.*

4. For ROPs

Regular blue ROP jackets should be used, but Court Administrators should buy large stamps that say:

*Do not disclose contents  
of this record.*

Please stamp the front and back of the ROP.