



## Office of Chief Counsel, Chicago E-Inquiry Fact Sheet

**Effective December 7, 2016**, attorneys may contact the Office of Chief Counsel in Chicago (OCC) via e-mail about cases pending before EOIR in order to more efficiently and effectively complete litigation. The OCC staff has been divided into three teams, each of which is assigned to specific Immigration Judges (IJs). Attorneys should direct their inquiries to the e-mail box that corresponds to the Immigration Judge to whom their client's case has been assigned. The Team E-Mail Addresses are:

[OCC-CHI-TeamA@ice.dhs.gov](mailto:OCC-CHI-TeamA@ice.dhs.gov) for matters before IJs Cole, Fujimoto, Vinikoor, or Visiting Judges

[OCC-CHI-TeamB@ice.dhs.gov](mailto:OCC-CHI-TeamB@ice.dhs.gov) for matters before IJs D'Angelis, McNulty, and Rosche

[OCC-CHI-TeamC@ice.dhs.gov](mailto:OCC-CHI-TeamC@ice.dhs.gov) for matters before IJs Giambastiani, Perez-Guzman, and Peyton

Please comply with the Terms and Conditions below when e-mailing. The OCC will respond promptly, generally within two business days.

### Terms and Conditions of Use:

- EOIR-28:** The attorney must have an EOIR-28 on file or attach a completed EOIR-28 to the e-mail. The OCC will not respond to inquiries regarding specific cases where the attorney does not have a notice of appearance on file confirming the foreign national's consent to their representation.
- A-Number:** The relevant alien registration number must be in the subject line of the e-mail. Attorneys will not respond to an inquiry regarding a particular case where the attorney has failed to provide his or her client's alien registration number.
- Not to be used for Electronic Service:** The e-mail box should not be used for serving documents on ICE. Please do not submit motions, briefs, applications, requests for prosecutorial discretion, or other filings through these team e-mail boxes. They will not be accepted. For electronic service, please continue to use the electronic service email box: [OPLA-CHI-eService@ice.dhs.gov](mailto:OPLA-CHI-eService@ice.dhs.gov).
- Other Pertinent Information:** The body of the e-mail must include the following information:
  - Foreign National's Name and Alien Registration Number
  - Detained/Non-detained
  - Immigration Judge
  - Next Hearing Date (if applicable)
  - Attorney's Name and Telephone Number(s).
- These team e-mail boxes should not be used as a means or substitute for legal research. The OCC will not respond to general immigration law questions. However, inquiries regarding ICE processes and procedures may be appropriately directed to the e-mail box.
- Please restrict your inquiries to specific questions regarding individual cases.
- In certain instances, responses to e-mails may be more appropriately handled by telephone. It is imperative that a phone number is included in the e-mail to allow for a timely response by OCC staff.

### Penalties:

- E-mails that do not comply with the Terms and Conditions of Use may be rejected.
- Violations of the Terms and Conditions of Use will result in suspension of e-mail inquiry privileges.