



U.S. Department of Justice

Executive Office for Immigration Review

Office of the Chief Immigration Judge

Chief Immigration Judge
5107 Leesburg Pike, Suite 2500
Falls Church, Virginia 22030

May 30, 2018

MEMORANDUM

TO: All Immigration Judges
All Court Administrators and Deputies
All Interpreters and Legal Assistants
All Judicial Law Clerks and Attorney Advisors
All Administrative Assistants and Clerk Typists

FROM: Office of the Chief Immigration Judge

SUBJECT: Availability for Detail Travel

In an effort to ensure that all immigration courts are appropriately staffed at all times, the Office of the Chief Immigration Judge asks that you please identify **three, two-week periods**, (for a total of six weeks), based on the Detail Dates in the chart below, between 7 July 2018 and 5 January 2019, when you will be available to accept details. Note: such details may include but may not be limited to mass migration emergencies, enforcement initiatives, and management needs including staff shortages.

Please remain available for detail during the weeks you select. You should not select times when you are scheduled to be on any other scheduled detail or leave. Please do not change your docket until your detail, if any, is confirmed. Immigration judges may cover hearings through video teleconferencing or in person. Circumstances may require travel on Sunday and Saturday. All personnel must sign up; however, this request is not applicable for personnel in courts located in detention facilities (for judges, please note if you handle a detained docket).

Thank you. Please use this link to provide your availability by **June 11, 2018**.