

OCC-NYC MOTIONS

Step 1: Check One ➡ **Detained** **Non-Detained**

Step 2: Check One ➡ **Immigration Judge** **BIA**

Step 3: Check One Motion Type and All Applicable Reasons for the Motion ⚡

<input type="checkbox"/> General Motions	<input type="checkbox"/> Motion to Reopen/Reconsider	<input type="checkbox"/> Joint Motion to Reopen Request*	<input type="checkbox"/> Request for Prosecutorial Discretion
<input type="checkbox"/> Change of Venue <input type="checkbox"/> Adjournment <input type="checkbox"/> Dismissal for USCIS adjudication <input type="checkbox"/> Withdrawal <input type="checkbox"/> Other: _____	<input type="checkbox"/> Adjustment of Status <input type="checkbox"/> Asylum/WH/CAT <input type="checkbox"/> In Absentia Order <input type="checkbox"/> Other: _____	<input type="checkbox"/> Adjustment of Status <input type="checkbox"/> Asylum/WH/CAT <input type="checkbox"/> In Absentia Order <input type="checkbox"/> Other: _____	

Step 4: Case Information (Print Legibly) ⚡

Alien's Name: _____	
Alien Registration Number: _____	
Immigration Judge: _____	Date of Hearing: ____/____/____
Assistant Chief Counsel: _____	Table of Contents Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
G-28 or EOIR-28 Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Step 5: Motion Submitted By (Print Legibly) ⚡

Name: _____	
Law firm: _____	Phone Number: _____
Street Address: _____	
City: _____	State: _____ Zip Code: _____

Service by mail must be made to our street address at the appropriate location - 26 Federal Plaza, Varick Street or ICE Hudson Valley. **The OCC-NYC does not have a PO Box address.**

We encourage the use of E-service. Please see the OCC-NYC Electronic Service Fact Sheet for more information.

E-Service Mailboxes:	
<p><u>Prosecutorial Discretion:</u> OPLA-PD-NYC-OCC@ice.dhs.gov</p> <p><u>Joint Motions to Reopen:</u> NONDETAINED.NYC_JMTR@ice.dhs.gov DETAINED.NYC_JMTR@ice.dhs.gov</p>	<p><u>Other Filings:</u> 26 Federal Plaza: OPLA-NYC-eService@ice.dhs.gov Varick Street: OPLA-NYC-VRK-eService@ice.dhs.gov Ulster/Downstate: OPLA-NYC-IHP-eService@ice.dhs.gov</p>