

Guidelines on Sign-Up and Reminder Emails Immigration Court Observation

Observers should be aware of an important feature on our sign up page and the critical information contained in the reminder emails. Read this so that you don't go to court and miss your shift due to entering the wrong courtroom, or being told are no hearings because you inquire about the wrong judge.

When you go to [sign up](#) for shifts, you should always click view description for the shift in question. It will clarify the type of shift, and any details that are known at the time of posting, such as judge, courtroom, or scheduling issues. You can make a note of this on your calendar. See illustration below. (Blue circles and squares in screen shots are added to this illustration, but won't appear on the website):

+ Detained Master Calendar and Bond Hearings- Court Observation

+ Tuesday, October 4th

8:30am - 10:30am
Bishop Whipple Federal Building

view description

2 SPOTS LEFT

Detained Master Calendar and Bond Hearings- Court Observation
Master calendar and bond hearings for immigrants in ICE detention, and master calendar hearings for immigrants in prison serving a criminal sentence while in removal proceedings (IHP hearings). Thursday (detained) hearings are in courtroom 5, Tuesday (IHP) hearings are in courtroom 2.

Tuesday IHP master calendar hearings are scheduled every 30 minutes.

Shift description:
IHP master calendar hearings (respondents are in removal proceedings while serving criminal convictions). Observe in Judge Miller's courtroom #2.
Hearings are scheduled every 30 minutes.

Files

- [blank docket for transcribing.pdf \(35.804kb\)](#)
- [Detained Master Calendar & Bond Form.5.10.22.pdf \(71.345kb\)](#)
- [Volunteer Manual Immigration Court Obs.6.14.22 .pdf \(1,541kb\)](#)

When you get an emailed shift reminder, you must click on "Volunteer Profile Link" to see your shift.

Click the Volunteer profile link in your emailed shift reminder:

Dear Amy,

Please read this entire message as it is updated regularly.

You are scheduled to observe in immigration court. If you click the link below, you will see your upcoming shifts. The shift descriptions contain more information.



[Volunteer Profile Link](#)

The required forms for the type of hearing you will be observing are downloadable on the linked shift notice. Each type of hearing (detained master calendar, non-detained master calendar, and merits) has its own observation form.

If you believe you signed up for shifts that aren't showing up when you click the volunteer link above, please notify the project coordinator at courtobserver@umn.edu.

If you are confused about what courtroom to go to, the staff at the filing window might be able to help you. If the courtroom is locked, please ask at the filing window for the room to be unlocked. They will typically contact the clerk inside the courtroom on your behalf. The guards need permission from court staff to unlock the courtroom door.

When you click on your profile, you will see your shift and any detailed instructions, as in the two screenshots below:

Immigration Court Observation- Fort Snelling Court

[open the event](#)

Your name

Your Profile

Merit Hearings- Court Observation

8:30AM-10:30AM on Saturday, September 24th, 2022 [Add to calendar](#)

Merits hearings are also known as individual hearings or final hearings. The judge will hear testimony and review evidence and rule on the case. The judge will ask the respondent for permission to have observers present, it is always possible that you may be asked to leave. While this is unfortunate we fully support respondent's right to make this decision given the sensitive nature of testimony.

If the case is continued to another day for more testimony or for the judge to give an oral decision, you will have priority for the shift before it is opened to other observers, please let the project coordinator know if you wish to attend the continued hearing. Please email with the rescheduled date asap regardless of whether or not you can attend: courtobserver@umn.edu.

Shift description:

Merits hearing, respondent is in ICE detention, pro se. Observe in Courtroom 5.

Files:

[Obs. Form MERITS Hearing 4.2021.pdf \(68.075KB\)](#), [Volunteer Manual Immigration Court Obs.6.14.22 .pdf \(1,541KB\)](#)

Immigration Court Observation- Fort Snelling Court

open the event

Observer name here

Your Profile

Detained Master Calendar and Bond Hearings- Court Observation

Bishop Whipple Federal Building

10:00AM-11:30AM on Tuesday, September 20th, 2022 [Add to calendar](#)

Master calendar and bond hearings for immigrants in ICE detention, and master calendar hearings for immigrants in prison serving a criminal sentence while in removal proceedings (IHP hearings). Thursday (detained) hearings are in courtroom 5, Tuesday (IHP) hearings are in courtroom 2.

Tuesday IHP master calendar hearings are scheduled every 30 minutes.

Shift description:

IHP master calendar hearings. Judge Miller, Courtroom 2.

Files:

[blank docket for transcribing.pdf](#) (35.804KB), [Detained Master Calendar & Bond Form.5.10.22.pdf](#) (71.345KB), [Volunteer Manual Immigration Court Obs.6.14.22 .pdf](#) (1,541KB)

If you have any question about what hearing you are to observe, please contact the project coordinator the day prior to your shift: courtobserver@umn.edu