



U. S. DEPARTMENT OF JUSTICE
Executive Office for Immigration Review

Immigration Court
Bishop Henry Whipple Federal Building
One Federal Drive, Suite 1850
Fort Snelling, Minnesota 55111
(612) 725-3765

COMMON MISTAKES FOUND IN IMMIGRATION COURT FILINGS

- No Proof of Service
- Improper Proof of Service
- No fee Receipt, Other Proof of Payment, or Fee Waiver Request
- Fee Incorrectly Paid to Court
- No Name
- Missing/Incorrect Alien Registration Number
- No EOIR-28 Notice of Entry of Appearance / No EOIR ID# listed
- Other Counsel Entered
- Incorrect Filing Location (case pending before a different Immigration Court)
- Incorrect Filing Location (case pending before the Board of Immigration Appeals)
- Case is not Pending
- Missing or Improper Signature (all signatures must be original)
- No Translation or Improper Translation
- No Cover Page
- Not Two-Hole Punched
- No Pagination
- No Proposed Order
- Compound Motion
- Filing is Late (and there is no motion to accept late filing)