

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

Bloomington/Fort Snelling Immigration Court



**REQUEST TO REVIEW CASE FILE**  
**EOIR Record of Proceeding (ROP)**

\_\_\_\_\_  
*A Number*

\_\_\_\_\_  
*Respondent's Name*

Request to:

\_\_\_\_\_  
*Date*

☐

Review ROP

☐

Obtain Copies of  
Case Documents

☐

Obtain Copies of DAR  
Recordings (*Audio CD*)

Access to ROP Based on:

☐

Requesting party is **Attorney of Record \***  
(*Identity verified*)

☐

Requesting party is an **Attorney with a Signed  
Release** from respondent (*Copy of letter attached*)

☐

Requesting party is the **Respondent in  
Proceedings** (*Identity verified*)

☐

**DHS Officer/Government Attorney**

*\* Includes attorneys and representatives as identified  
by an EOIR-28 Appearance form on file for the case.*

\_\_\_\_\_  
*Requestor's Name (Printed)*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*E-Mail Address*

\_\_\_\_\_  
*Requestor's Signature*

**Item(s) Requested from Case File:**

*(Please list specific documents to be copied and/or hearing dates for audio recordings. Provide an office mailing address if items are to be sent by U.S. Mail.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Date fulfilled:* \_\_\_\_\_

*Court Clerk:* \_\_\_\_\_

## **FILE REVIEW:**

Access to case files and copies of case documents may be provided to the following individuals:

- An **attorney of record** with an EOIR-28 Appearance on file.
- An **attorney with a signed release** from the respondent that allows for access to their file.
- **Respondent** (respondent must appear in person with picture identification).
- **DHS official** (e.g., Assistant Chief Counsel, ICE Officer, Border Patrol Agent).

NOTE: Law students who have filed both an EOIR-28 and “representation statement” as described in [8 C.F.R. § 1292.1 \(a\) \(2\)](#), and [ICPM -- 2.5\(b\)\(ii\)](#), may review case files. As long as the supervising attorney or faculty member has notified the court in advance – law students may review case files without the supervising attorney being present.

Non-parties may not review case files, but may request copies of case documents through a formal FOIA request. More information on that procedure is available by contacting the agency’s **FOIA Service Center** at (703) 605-1297, or on the EOIR public website, at: [www.justice.gov/eoir/foia-facts](http://www.justice.gov/eoir/foia-facts)

## **COPY REQUESTS:**

Pursuant to the [Immigration Court Practice Manual](#), the court *“has the discretion to provide parties or their legal representatives with a copy of hearing recordings and up to 25 pages of the record without charge, subject to the availability of court resources.”*

While it is sometimes possible for copies of documents to be made while an attorney waits – depending on the court schedule and workload, requestors may be asked to return later, or to receive copies sent to them by mail.

Generally, requests for audio CD copies of recordings must be made in writing with advance notice, and may take 1-2 days to process, depending on staff resources.