



## Chicago Office of the Chief Counsel: E-Service Fact Sheet

The Chicago Office of the Chief Counsel (Chicago OCC) has implemented E-Service which allows e-mail service of documents on the Chicago OCC. E-Service is the preferred method of service on the Chicago OCC, however, in-person or mail service is acceptable. The E-Service address is: [chicagooccfilings@ice.dhs.gov](mailto:chicagooccfilings@ice.dhs.gov)

### Terms and Conditions of Use:

1. E-Service is limited to the following types of documents:

- a. Motions, briefs, applications, evidence, and Notices of Appeal filed with the Immigration Judge or the Board of Immigration Appeals
- b. Joint Motions to Reopen
- c. Requests for Prosecutorial Discretion

*Note:* General inquiries should be sent to the Team e-mail boxes. (See E-Inquiry Fact Sheet)

2. The subject line of the e-mail must only include the Alien Registration Number (A-Number) and name of the type of document being served.

3. Documents being served must be in either Adobe Acrobat (PDF) or Microsoft Word format, and must be attached to the e-mail correspondence. OCC will not access documents through hyperlinks to storage servers, file drop-boxes, "cloud" servers, or other non-attachment sources.

4. The body of the e-mail **must** include the following information:

- a. Alien's Name and A-Number
- b. Detained / Non-detained
- c. Immigration Judge
- d. Next Hearing Date (if applicable)
- e. Attorney's Name, Mailing Address, Telephone Number, E-mail Address

*Note:* Electronic correspondence containing *only* attachments and *without* the above text in the body of the e-mail will not be opened by OCC and will be deemed improperly served.

5. An e-mail reply will be forwarded within 24 hours of receipt confirming the title of the document received and the number of pages.

6. By serving documents electronically through this system, the alien and his representative consent to receipt of service of ICE submissions by electronic service in accordance with DHS policies.

7. By serving documents electronically through this system, the alien and his representative consent to the Terms and Conditions of Use.

### Penalties:

E-Service that does not comply with the Terms and Conditions of Use may be rejected. Violations of the Terms and Conditions of Use may result in suspension of E-Service privileges.



## Chicago Office of the Chief Counsel: E-Inquiry Fact Sheet

The Chicago Office of Chief Counsel (Chicago OCC) has established an E-Inquiry system to allow communication with the Chicago OCC via e-mail about cases pending before the Executive Office for Immigration Review. The OCC staff has been divided into four teams, each of which is assigned to specific Immigration Judges (IJs). Inquiries should be directed to the e-mail box that corresponds to the IJ to the case has been assigned. The team e-mail addresses are:

[OCC-CHI-TeamA@ice.dhs.gov](mailto:OCC-CHI-TeamA@ice.dhs.gov) for matters before IJs Fujimoto and Zerbe;  
[OCC-CHI-TeamB@ice.dhs.gov](mailto:OCC-CHI-TeamB@ice.dhs.gov) for matters before IJs McNulty and Vinikoor;  
[OCC-CHI-TeamC@ice.dhs.gov](mailto:OCC-CHI-TeamC@ice.dhs.gov) for matters before IJs Cuevas, Giambastiani and Guzman; and  
[OCC-CHI-TeamD@ice.dhs.gov](mailto:OCC-CHI-TeamD@ice.dhs.gov) for matters before IJs DiMarzio and Klein.

Please comply with the Terms and Conditions below when e-mailing. The OCC will respond promptly, generally within two business days.

### Terms and Conditions of Use:

1. **EOIR-28:** The attorney must have an executed EOIR-28 on file or attach a executed EOIR-28 to the e-mail. Without this consent confirming the alien's consent to representation, the OCC will not respond to inquiries regarding specific cases.
2. **A-Number:** The relevant alien registration number must be in the subject line of the e-mail. Attorneys will not respond to an inquiry regarding a particular case where the attorney has failed to provide his or her client's alien registration number.
3. **Other Pertinent Information:** The body of the e-mail must include the following information:
  - a. Alien's Name
  - b. Detained/Non-detained
  - c. Immigration Judge
  - d. Next Hearing Date (if applicable)
  - e. Attorney's Name and Telephone Number(s).
4. Please restrict your inquiries to specific questions regarding individual cases. These team e-mail boxes should not be used as a means or substitute for legal research. The OCC will not respond to general immigration law questions. However, inquiries regarding ICE processes and procedures may be appropriately directed to the e-mail box.
6. By using the E-Inquiry system, the alien and his representative consent to receipt of responses via e-mail in accordance with DHS policies. In certain instances, responses to e-mails may be more appropriately handled by telephone, therefore, it is imperative that a phone number is included in the e-mail to allow for a timely response by OCC staff.
7. **Not to be used for Electronic Service:** The e-mail box should not be used for serving documents on Chicago OCC. Please do not submit motions, briefs, applications, requests for prosecutorial discretion, or other filings through these team e-mail boxes. They will not be accepted. For electronic service, please continue to use the electronic service email box: [chicagooccfilings@ice.dhs.gov](mailto:chicagooccfilings@ice.dhs.gov). (See E-Service Fact Sheet.)

### Penalties:

E-mails that do not comply with the Terms and Conditions of Use may be rejected. Violations of the Terms and Conditions of Use may result in suspension of E-Inquiry privileges.