

Record of Proceeding Review Form

Date: _____

1. Respondent's Information

File Number: A# _____

Riding Cases: A# _____

File Name: _____

2. Please check the type of proceeding

☐ Removal ☐ Deportation ☐ Exclusion ☐ **Other Proceeding:** _____

3. Please indicate the type of request by checking one or more of the following

| Request to Review file(s) | Request for CD(s) and/or Tape(s) |
|--|--|
| <input type="checkbox"/> File Review | <input type="checkbox"/> CD Request for Digitally Recorded Hearing Date of proceeding(s): _____ |
| <input type="checkbox"/> Tape Review | <input type="checkbox"/> Tape Copy Request Total number of tapes provided: _____ |
| Request for Copies of Document(s) | |
| <input type="checkbox"/> Notice to Appear (NTA) -or- Order to Show Cause (OSC) | |
| <input type="checkbox"/> Additional Charges (DHS Form I-261) | |
| <input type="checkbox"/> Immigration Judge Order | |
| <input type="checkbox"/> Other (<i>Approval Required</i>): _____ | |

4. Method of delivering the CDs/Tapes/Documents to you

☐ Personal pick-up

☐ Self-Addressed Stamped-Envelope

Please Note: The Immigration Court does not return conformed copies or other documents without a prepaid return envelope or packaging. (Practice Manual Chapter 3.1(f))

5. Requestor information

Your Name: _____

Telephone #: _____

Agency you Represent: _____

E-Mail: _____

Please Note: Upon reviewing, listening, or receiving documents from the Record of Proceeding (ROP), the reviewer MUST sign this form which will be maintained in the ROP.

Signature of Requestor: _____

Date: _____

| EOIR USE ONLY | |
|---------------|-----------------|
| Processed By: | Date Processed: |