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UNITED STATES DEPARTMENT OF JUSTICE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW IMMIGRATION COURT – LOCATION

)	DETAINED	/ NON-DETAINED
In the Matter of:)		
John Smith)	File No(s).:	A000 000 000
Jane Smith)		A111 111 111
In Removal Proceedings)		
)		

JOINT MOTION TO ADMINISTRATIVELY CLOSE PROCEEDINGS





In the Matter of:) DETAINED / NON-DETAINED
John Smith)) File No(s).: A000 000 000
Jane Smith) A111 111 111
In Removal Proceedings) Master Calendar: Month 00, 20) Immigration Judge: Last Name

JOINT MOTION TO ADMINISTRATIVELY CLOSE PROCEEDINGS

The U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement (Department), and the respondent(s), by and through their respective undersigned counsel, jointly move the Immigration Judge to administratively close the instant proceedings in the above-captioned matter(s).

As the Board of Immigration Appeals has explained, administrative closure is "merely an administrative convenience" that "allows the removal of cases from the immigration judge's calendar," but "does not result in a final order." *Matter of Lopez-Barrios*, 20 I&N Dec. 203, 204 (BIA 1990). Moreover, both parties—i.e., the Department and respondent—must consent to administrative closure. *See id.* At any time when either party wishes to place a matter back on the docket for active consideration, that party may file a motion to recalendar. *See, e.g., Matter of Wang*, 23 I&N Dec. 924, 925 (BIA 2006); *Matter of Cervantes-Torres*, 21 I&N Dec. 351, 352 (BIA 1996).

In the instant matter, the parties have concluded that it is in their best interest that proceedings be administratively closed. Should either party wish to withdraw their consent to

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administrative closure, that party will file a motion to recalendar with this Court. Moreover, notwithstanding any administrative closure of these proceedings, the respondent(s) acknowledge(s) his/her/their obligation to timely notify the Department and Immigration Court of each change of address and new address, consistent with section 265 of the Immigration and Nationality Act and 8 C.F.R. § 1003.15(d)(2).

Based upon the foregoing, the parties request that the Immigration Judge grant this joint motion to administratively close proceedings. Attached, for the Immigration Judge's convenience, is a proposed order relating to this motion.

Respectfully submitted,



On behalf of U.S. Immigration and Customs Enforcement,

U.S. Department of Homeland Security

Name #3 Assistant Chief Counsel/Senior Attorney 1234 Center Street Anytown, ST 99999

Date:	_			

On behalf of the respondent(s),

Counsel for Respondent(s) Law Firm (If Applicable) Address 1 Address 2

Date:

UNITED STATES DEPARTMENT OF JUSTICE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW IMMIGRATION COURT – LOCATION

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In the Matter of:) DETAINED / NON-DETAINED)
John Smith) File No(s).: A000 000 000
Jane Smith) A111 111 111
In Removal Proceedings) Master Calendar: Month 00, 20 Immigration Judge: Last Name
ORDER OF	THE IMMIGRATION JUDGE
Upon consideration of the Joint states the following:	Motion to Administratively Close Proceedings, the Court
1. The parties have agreed to a	dministrative closure of the instant proceedings.
2. Other:	· · · · · · · · · · · · · · · · · · ·
THEREFORE, it is HEREBY ORDER	ED that the motion be:
and motion of the parties. Proceedings	are hereby administratively closed upon the joint consent may be recalendared at any time upon either party's ate a final judgment rendered on the merits of these
[] DENIED.	
Immigration Judge	Date:
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