



# Buffalo Service Processing Center



## Overview

U.S. Immigrations and Customs Enforcement (ICE) detention standards require that noncitizens in ICE facilities be allowed confidential contact with legal representatives. To facilitate improved access to legal representatives, ICE has implemented [ERO eFile](#) to schedule.

## Procedures for virtual legal visits at Buffalo SPC:

All appointments through [ERO eFile](#) will include:

- Legal representative's full name, contact information, phone number(s) and email address
- Detainee's full name and alien number
- In some situations, a legal representative may also be required to confirm the detention facility location of the detainee

**Legal representatives should notate their Microsoft Teams meeting ID and the passcode in the Virtual Meeting Information section for the appointment in [ERO eFile](#).**

Appointments will require the following attachments to be uploaded in [ERO eFile](#) (otherwise appointments may be subject to cancellation):

- A scan of the legal representative's government issued identification
- A scan of the legal representative's identification or documentation reflecting their status as an active legal representative, such as a state bar card, attorney license, paralegal license, or similar legal status
- A copy of the attorney's G-28 already on file in [ERO eFile](#) (unless this is a pre-representational visit)
- If a legal assistant is the only legal representative to join the call, the email should also attach a letter of authorization on the firm's/organization's letterhead and a scan of the assistant's identification

**Please note the facility reserves the right to cancel or reschedule appointments in the event of safety/security risk at the facility and to ensure equal access to legal visitation by other legal representatives and aliens.**

**For information on ERO efile :** <https://www.ice.gov/eroefile/>

<https://www.ice.gov/detain/detention-facilities/buffalo-batavia-service-processing-center>



Please be advised that legal representatives and their staff are not permitted to video or audio record during any virtual or in-person visit or any call with non-citizens at the facility. Any violation of these rules may result in suspension or a permanent revocation of VAV user privileges.



**[ERO eFile](#) / 585-344-6500**