OCC-NYC MOTIONS

Step 1: Check One ☐ **Detained** ☐ **Non-Detained**

Step 2: Check One ☐ **Immigration Judge** ☐ **BIA**

Step 3: Check One Motion Type and All Applicable Reasons for the Motion

☐ General Motions	☐ Motion to Reopen/Reconsider	☐ Joint Motion to Reopen Request*	☐ Request for Prosecutorial Discretion
☐ Change of Venue ☐ Adjournment ☐ Dismissal for USCIS adjudication ☐ Withdrawal ☐ Other: _____	☐ Adjustment of Status ☐ Asylum/WH/CAT ☐ In Absentia Order ☐ Other: _____	☐ Adjustment of Status ☐ Asylum/WH/CAT ☐ In Absentia Order ☐ Other: _____	

Step 4: Case Information (Print Legibly)

Alien's Name: _____

Alien Registration Number: _____

Immigration Judge: _____ Date of Hearing: _____/_____/_____

Assistant Chief Counsel: _____ Table of Contents Attached? ☐ Yes ☐ No

G-28 or EOIR-28 Attached? ☐ Yes ☐ No

Step 5: Motion Submitted By (Print Legibly)

Name: _____

Law firm: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Service by mail must be made to our street address at the appropriate location - 26 Federal Plaza, Varick Street or ICE Hudson Valley. **The OCC-NYC does not have a PO Box address.**

We encourage the use of E-service. Please see the OCC-NYC Electronic Service Fact Sheet for more information.

E-Service Mailboxes:

Prosecutorial Discretion:
OPLA-PD-NYC-OCC@ice.dhs.gov

Joint Motions to Reopen:
NONDETAINED.NYC_JMTR@ice.dhs.gov
DETAINED.NYC_JMTR@ice.dhs.gov

Other Filings:
26 Federal Plaza: OPLA-NYC-eService@ice.dhs.gov
Varick Street: OPLA-NYC-VRK-eService@ice.dhs.gov
Ulster/Downstate: OPLA-NYC-IHP-eService@ice.dhs.gov