



U.S. Department of Justice

Executive Office for Immigration Review

Office of the Chief Immigration Judge

Chief Immigration Judge

*5107 Leesburg Pike, Suite 2500
Falls Church, Virginia 22041*

June 28, 2006

MEMORANDUM

TO: All Immigration Judges
All Court Administrators
All Judicial Law Clerks
All Immigration Court Staff

FROM: The Office of the Chief Immigration Judge

SUBJECT: Interim Operating Policies and Procedures Memorandum 06-01:
Fee Waiver Form

Pursuant to 8 C.F.R. § 1003.24(d), an Immigration Judge may waive a fee for an application or motion upon a showing that the filing party is unable to pay the fee.

Although the regulations do not specify that a fee waiver ruling be committed to writing, the lack of a written record has created problems for both our courts and for respondents. To rectify these problems, Immigration Judges will now render fee waiver decisions in writing.

To promote uniformity, a standard fee waiver order is provided as Attachment A. A copy of this order will be created in CASE. In the interim, the courts should create a WordPerfect version of this order. Immigration Judges must use this order whenever waiving a fee, including in detained cases, pursuant to 8 C.F.R. § 1003.24(d).

If you have any questions regarding this OPPM, please contact the Counsel to the Chief Immigration Judge at (703) 305-1247 or your Assistant Chief Immigration Judge.

A handwritten signature in black ink, appearing to read "David L. Neal".

David L. Neal
Acting Chief Immigration Judge

ATTACHMENT A

**UNITED STATE DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
901 NORTH STUART STREET
ARLINGTON, VA 22203**

In the Matter of: (Name)

File No: A XX-XXX-XXX

Respondent

IN REMOVAL PROCEEDINGS

ORDER OF THE IMMIGRATION JUDGE

The Respondent has requested a fee waiver for a motion or application for relief requiring a fee under 8 C.F.R. § 103.7. The Respondent's request for a fee waiver is hereby granted pursuant to 8 C.F.R. § 1003.24(d).

Date: _____

(Name)
Immigration Judge