



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