

Steps for Immigration Court Dates

01

Ask the resident for their A-number.
ORI needs this to assist the resident.

02

Look up their court date in the EOIR system.

03

Enter the details into the [Immigration Referral Form for EA Providers](#).

You will find the link on the HomeBASE portal.

04

You should receive a response within 3 working days.

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Step 1: Ask the resident for their A-number.

The A number is an identification number given to the individual for federal immigration purposes.

Places you can find it:

- ICE Check-in Log
- Notice to Appear in Immigration Court
- Notice of Hearing in Immigration Court
- Biometrics Appointment Notice
- EAD Card

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[illegible]

Notice to Appear

WITHOUT THE SPECIFIC PERMISSION OF THE OWNER IS STRICTLY PROHIBITED

[illegible]

Notice of Hearing in Immigration Court

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Court Dates

Continuation Page for Form: Release on Recognizance 1-220A

Signature of alien

Alien's Address

Alien's Telephone Number (if any)

Your A number

RIGHT INDEX PRINT

ICE Check-in Log

MUST attend these appointments or risk being detained.

DATE	OFFICER	COMMENT/CHANGES
04/19/18	C. Enriquez	Released on ORR-COLUP due to lack of space.
		Enrollment into ATO recommended for the parent in this family unit.

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Court Dates

Step 2a: Look up their court date.

Enter your A-Number

A-Number *Required*

What's an A-Number?

SUBMIT

Case information from this automated resource is provided for convenience only. Documents the immigration court or Board of Immigration Appeals issue to you or your representative are the only official determinations related to your case.

<https://acis.eoir.justice.gov/en/>

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Court Dates

Results of A-number Search

Next Hearing Information

Your upcoming MASTER hearing is IN PERSON on March 4, 2025 at 1:00 PM

JUDGE
Visiting Judge 4

COURT ADDRESS
JFK BLDG, 15 NEW SUBURRY, #320
BOSTON, MA 02203

Decision and Motion Information

This case is pending.

Case Appeal Information

No appeal was received for this case.

Court Contact Information

If you require further information regarding your case, or wish to file additional documents, please contact the immigration court.

COURT ADDRESS
JFK FEDERAL BLDG., ROOM 320
BOSTON, MA 02203

PHONE NUMBER
(617) 565-3080

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Court Dates

Step 2b: Chelmsford Court Dates

There is a new immigration court opening in a Chelmsford, Massachusetts. This is often referred to as the "Lowell Immigration Court."

Clients will soon have to discern whether their in-state court dates are in Chelmsford or Boston.

For now, please transport the clients to the locations on the hearing notices (see right) the clients receive. If none is available, please transport them to the Boston Immigration court until we obtain clearer guidance from the court.

HEARING NOTICE

OFFICE OF IMMIGRATION & REMOVAL PROCEDURE
IMMIGRATION COURT
300 VARIETY ST., 3RD FL, RM 307
NEW BEDF., MA 02459

Case Number: [REDACTED] Date: Mar 12, 2025

The type of hearing

1. This may be rescheduled in those proceedings of the hearing in the Immigration Court. Your hearing date has been scheduled for the date of the hearing. If you are unable to attend, you must notify the court at least 10 business days before the hearing. If you fail to appear, you may be considered to have abandoned your case. If you are unable to attend, you must notify the court at least 10 business days before the hearing. If you fail to appear, you may be considered to have abandoned your case.

Location of hearing

2. The hearing will be held at the location specified on the hearing notice. If you are unable to attend, you must notify the court at least 10 business days before the hearing. If you fail to appear, you may be considered to have abandoned your case.

Date and time of hearing

3. The hearing will be held at the location specified on the hearing notice. If you are unable to attend, you must notify the court at least 10 business days before the hearing. If you fail to appear, you may be considered to have abandoned your case.

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Court Dates



Step 3: Fill in the Immigration Referral Form for EA Providers.



Input the details you found at the EOIR website into the ORI Referral Form. You will need any adults whose information is being submitted to provide their consent for data-sharing.



[You can find the form on the HomeBASE portal.](#)

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Court Dates



Step 4: You should receive a response within 3 working days.

You will receive a confirmation email upon submitting the form.

Depending on the details of the case, ORI may:

- Recommend that you support the family with transport (within MA) to attend court.
- Provide information about organizations who can help the family.
- Refer the family to a lawyer who can assist them with changing their court date or venue and/or explain how to get on Webex to appear virtually in court.
- In rare circumstances, ask you to help the client access the Webex link for court.

ORI cannot provide legal advice and will only provide information or referrals to legal providers.

If you do not hear back within 3 working days, you should follow the instructions provided in the confirmation email.

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ICE Check-Ins



ICE Check-Ins

01

Ask the resident for their A-number. ORI needs this to assist the resident.

02

Gather information about the ICE Check-in.

03

Enter the details into the Immigration Referral Form for EA Providers. You will find the link on the HomeBASE portal.

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You should receive a response within 3 working days.

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ICE Check-Ins



Step 2: Gather details about the ICE check-in.

- Check for the date and time on the form
- See if client has checked in with ICE before
- Check for the location
- Check to see if client has a bracelet (those can generally be removed at a check in)
- Report that into the referral form

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Input the details into the referral form. You will need any adults whose information is being submitted to provide their consent for data-sharing.



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ICE Check-Ins



Step 4: You should receive a response within 3 working days.

You will receive a confirmation email upon submitting the form.

Depending on the details of the case, ORI may:

- Recommend that you support the family with transport (within MA) to attend the check-in.
- Connect the family with a lawyer who can assist them.

ORI cannot provide legal advice and will only provide information or referrals to legal providers.

If you do not hear back within 3 working days, you should follow the instructions provided in the confirmation email.

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