

Court Dates

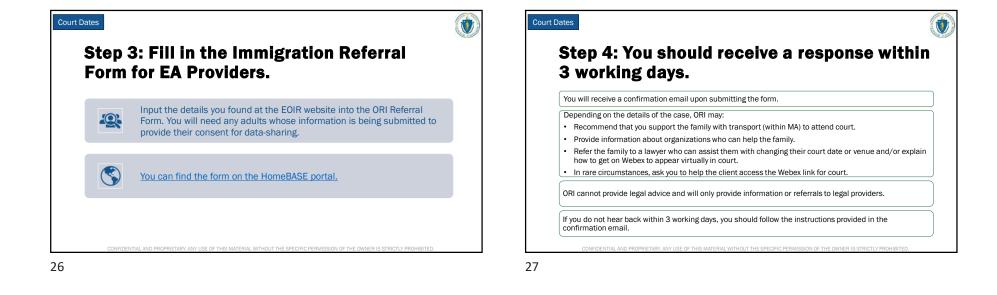
Step 2b: Chelmsford Court Dates

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 instate 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.







Check-Ins

Step 1: Ask the resident for their A-number. Step 1: Ask the resident for their A-number. Places you can find it: • CE Check-in Log • Notice to Appear in Immigration Court • Notice of Hearing in Immigration Court • Notice of Hearing in Immigration Court • Biometrics Appointment Notice • EAD Card

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CE Check-Ins

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

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- 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

 Step 3: Fill in the Immigration Referral

 Form for EA Providers.

 Input the details into the 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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