

YOUR WORKING CHECKLIST

Organize an individual-hearing evidence file under the court's actual instructions

How can I organize evidence for an immigration individual hearing without assuming a generic deadline or filing rule?

Start with the current court orders and applicable EOIR instructions, then map records, translations and proposed witness materials to the actual issues under authorized review. Keep filing, service and receipt distinct. This guide does not choose testimony, draft a legal claim or guarantee that evidence will be admitted.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Start with the actual court instructions.
- ☐ Build an issue-to-source index for private review.
- ☐ Keep translations and witness materials identifiable.
- ☐ Distinguish court filing, service and receipt.
- ☐ Retain the final filed version and later rulings.

A little support for your next step.

Eagle Translate has reserved the discount code SUPPORT25 for Immigrant Insider readers, to help immigrants in the United States with document translation costs. Use your reader code when you order. No expiration date. No usage limit.

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Check the order total before payment.

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Notes and questions to follow up

Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

EOIR / U.S. Department of Justice: Delivery and receipt

<https://www.justice.gov/eoir/policy-manual-eoir/part-II/icpm/chapter-2-1>

EOIR / U.S. Department of Justice: Master calendar hearing

<https://www.justice.gov/eoir/policy-manual-eoir/part-II/icpm/chapter-3-14>

Immigrant Insider: Editorial policy and verification status

<https://immigrantinsider.com/editorial-policy/>

Return to the complete guide

<https://immigrantinsider.com/immigration-court/individual-hearing-evidence/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.