

YOUR WORKING CHECKLIST

Organize records and logistics for a master calendar hearing

What can I prepare before a master calendar hearing without choosing pleadings from a template?

Read the current hearing notice, preserve the NTA and court history, verify the representation and communication questions, and keep scheduling records organized. EOIR describes master calendar hearings as involving pleadings, scheduling and similar matters. This guide does not choose responses, waive rights or promise that a hearing will be continued.

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

Your preparation checklist

- ☐ Identify the hearing type and current notice.
- ☐ Organize the NTA and procedural history.
- ☐ Clarify representation and communication needs.
- ☐ Keep scheduling tasks separate from legal responses.
- ☐ Preserve the court's actual instructions afterward.

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: Master calendar hearing

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

EOIR / U.S. Department of Justice: Learn about immigration court

<https://www.justice.gov/eoir/learn-about-immigration-court>

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Source links (continued)

Immigrant Insider: Editorial policy and verification status

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

Return to the complete guide

<https://immigrantinsider.com/immigration-court/master-calendar-preparation/>

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.