

YOUR WORKING CHECKLIST

Read a Notice to Appear without treating allegations as a final decision

What should I identify on an immigration Notice to Appear before seeking legal help?

Preserve the complete NTA and distinguish its identity fields, allegations, charges and any hearing information. Keep later hearing notices and orders separate. This guide helps organize a qualified consultation; it does not tell a respondent what to admit, which relief to seek or whether a document creates or resolves jurisdiction.

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

Your preparation checklist

- ☐ Preserve the complete charging document.
- ☐ Distinguish allegations from legal charges.
- ☐ Compare hearing information with later notices.
- ☐ Keep the court and DHS records distinguishable.
- ☐ Prepare a precise authorized-review inquiry.

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>

Immigrant Insider: Editorial policy and verification status
<https://immigrantinsider.com/editorial-policy/>

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Return to the complete guide

<https://immigrantinsider.com/immigration-court/nta-reading/>

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.