

Appendix E

Instructions For How To Submit Applications And Evidence To The Immigration Court While You Are Detained

Evidence Package Contents:

Before you submit it, there are a few documents that should be included in the evidence package, in addition to the evidence itself:

1. Translations and translation certificate

Any document that is not written in English must be accompanied by an **English translation**.

Each translation must be accompanied by an **English translation certificate** with the date and signature of the translator. This certificate can be written and signed by hand or on the computer, as long as it is signed by the person who did the translation.

Then, each document in any language other than English must consist of three parts: 1) a copy of the original document, 2) a translation of that document into English, 3) a translation certificate.

Here is an example of what the Certificate of Translation should state:

CERTIFICATE OF TRANSLATION	
I, _____, am competent to translate from (name of translator)	
_____ language into English and certify that the translation of (language)	
_____ names of documents	
is true and accurate to the best of my abilities.	
_____ (signature of translator)	_____ (typed/printed name of translator)
_____ (address of translator)	
_____ (address of translator)	
_____ (telephone number of translator)	

2. Certificate of Service

At the end of the package of all the evidence, you have to add a document called a "**certificate of service**." See also Appendix A.

This document serves to affirm to the court that you have sent a copy of the same evidence to the government's attorney.

Below are examples in English and Spanish of what the certificate should say. The one you send has to be in English; Spanish is only there for you to understand what it says.

<u>Certificate of Service</u>	
I certify that I caused a copy of the attached materials to be sent by first class mail on	
Office of the Principal Legal Advisor Department of Homeland Security John F. Kennedy Federal Building, Room 425 15 New Sudbury Street Boston, MA 02203.	
[<i>Your signature</i>] Signature	Date: _____

3. Information of the person arrested

On the first page of the evidence packet, you must write the following in large letters: "**DETAINED,**" **your name, and your A-number.**

Copies

Before sending any evidence or application to the Immigration Court, make sure to keep at least two copies of all the documents you send so you have:

1. The original packet to send to the Immigration Court
2. A copy to send to the government (Department of Homeland Security)
3. A copy to keep for yourself

Mailing Address for the Immigration Court:

Send your applications or evidence to the Immigration Court at this

address:

[*Your first and last name.*]

[*Your address*]

Detention Docket
Chelmsford Immigration Court
150 Apollo Drive, Suite 100
Chelmsford, MA 01824

4. Send another copy to the government (Department of Homeland Security)
at the following address:

[*Your first and last name.*]

[*Your address*]

Office of the Principal Legal Advisor
Department of Homeland Security
John F. Kennedy Federal Building, Room 425
15 New Sudbury Street
Boston, MA 02203