

**CHECKLIST FOR TEMPLATE PRO-SE MOTIONS TO REOPEN
(NOT BASED ON *IN ABSENTIA* ORDERS)**

You should file this motion with the Board of Immigration Appeals if you appealed your removal order. If you did not appeal your removal order, you should file this motion with the immigration court (immigration judge) that entered the removal order against you.

In all cases, you should send a copy of the motion and all supporting documents to the Department of Homeland Security's Office of Chief Counsel.

The filing should include:

- Fee Waiver: BIA Form EOIR-26A (*blank form included*)
- Emergency Motion to Reopen, Emergency Motion to Stay Removal, and Motion for Fee Waiver (*template included*)
 - Motion
 - Exhibit List and Exhibits
 - Application for Immigration Relief
 - Proof of Service
 - If you are filing with an immigration court: Proposed Order

This document not a substitute for independent legal advice supplied by a lawyer familiar with your case.

DO NOT TREAT ANY OF THE ATTACHED DOCUMENTS AS LEGAL ADVICE.