



U.S. Department of Justice

Executive Office for Immigration Review

Office of the General Counsel

5107 Leesburg Pike, Suite 2600
Falls Church, Virginia 22041

December 22, 2020

MEMORANDUM TO: Melody D. Braswell
Department Clearance Officer
Department of Justice

FROM: Christina Baptista
Senior Counsel
Executive Office for Immigration Review

SUBJECT: New Voluntary Information Collection for Approval by the Office
of Management and Budget:
Office of the Chief Administrative Hearing Officer E-Filing Portal.

Attached is the information collection request (ICR) for the Office of the Chief Administrative Hearing Officer E-Filing Portal, as required for certification and submission to the Office of Management and Budget. The purpose of this portal is to allow parties in OCAHO cases to file complaints electronically, request electronic access to a case to which they are a party, file motions and requests electronically, and receive service of orders and decisions from OCAHO by email.

The following documents are contained in this ICR package:

1. OMB form 83-I Paperwork Reduction Act Submission;
2. Supporting Statement for Paperwork Reduction Act Submission with burden statement;
3. Certification Statement;
4. Law or authority mandating the information collection;
5. 60-day ICR notice published in the Federal Register; and
6. 30-day ICR notice that will be published in the Federal Register.

If you have any questions concerning this ICR, please contact Christina Baptista at 703-305-0992 or at christina.baptista@usdoj.gov. Thank you very much for all of your assistance.

Attachments