



U.S. Immigration and Customs Enforcement

March 18, 2020

Temporary Procedural Changes in response to COVID-19

ICE ERO Newark is implementing procedures to limit its public facing operations for a temporary period in order to mitigate the potential spread of COVID-19. These procedures will be reviewed every 30 days.

Non-Detained Case Reporting

ERO Newark will temporarily change in-person reporting requirements to telephonic reporting. Individuals who are required to report to a deportation case officer will be able to report telephonically. The numbers for reporting to Newark or Mt. Laurel, as follows: Newark Office (973) 645-3666; Mt. Laurel Office (856) 787-3499

Individuals will need to provide the following:

- Their case number (A#),
- current address,
- current phone number,
- case officer name (if known), and the
- status or updates of their case/situation.

Individuals must comply with all instructions provided ERO Newark.

Individuals subject to a Final Order of Removal must comply with the instructions of the Deportation Officer when asked to purchase tickets to depart the United States, etc. Verification of departure of individuals departing the U.S. will continue and those individuals will continue to report to the office in person, as directed.

Upon request, case officers will send an email to counsel as proof that their client complied with the reporting requirements in lieu of an original signature on OREC/OSUP documentation.

Bonds

ERO Newark will continue to accept bonds. Only the individual appearing to post the bonds will be permitted to enter the office. Anyone accompanying such individuals (e.g., for support, or children accompanied by another adult), will be asked by security not to enter the building and/or waiting area.

Another option to paying an immigration bond in person at an ICE Field Office is to arrange payment of the bond through a surety company.

Stay of Removal

ERO Newark will temporarily permit the filing of Form I-246, Application for Stay of Deportation or Removal, through the mail accompanied by money orders, certified funds, or request for fee waivers only. This applies only to individuals who are in compliance with their reporting requirements to ICE. Please read the instructions on Form I-246 completely and ensure that you have submitted the correct identity documents (section 3) and the complete documentation (section 4) so that the application is not rejected based on the items in section 6. The only item in section 6 that ICE is temporarily waiving is the requirement to submit the application in person.

If there are any questions on a particular matter or case, please contact a supervisor in the Non-Detained Unit.

