

From: (b)(6); (b)(7)(C)
Sent: Wed, 28 Oct 2020 15:39:02 +0000
To: # Boston OCC (All Employees)
Subject: PLANet Appeal Workflow SOP - Boston 2020-10-28 FINAL
Attachments: PLANet Appeal Workflow SOP - Boston 2020-10-28 FINAL.pdf

Hi All,

Please find attached new PLANet Appeal Workflow SOP. This is for prospective cases, where we have not yet filed the NOA as of today. Thanks to (b)(6); [redacted] for his work on this! Please let me know if you have any questions.

Best regards,

(b)(6); [redacted]

(b)(6); (b)(7)(C)

Deputy Chief Counsel
DHS/ICE/OPLA/Boston

JFK Federal Building, (b)(6); [redacted]

Boston, MA 02203

(b)(6); [redacted] Office

617-565-4921 Fax

(b)(6); [redacted]@ice.dhs.gov<mailto:(b)(6); [redacted]@ice.dhs.gov>

~~*** Warning *** Attorney/Client Privilege *** Attorney Work Product *** This communication and any attachments may contain confidential and/or sensitive attorney/client privileged information or attorney work product and/or law enforcement sensitive information. It is not for release, review, retransmission, dissemination, or use by anyone other than the intended recipient. Please notify the sender if this email has been misdirected and immediately destroy all originals and copies. Furthermore do not print, copy, re-transmit, disseminate, or otherwise use this information. Any disclosure of this communication or its attachments must be approved by the Office of the Principal Legal Advisor, U.S. Immigration and Customs Enforcement. This document is for INTERNAL GOVERNMENT USE ONLY and may be exempt from disclosure under the Freedom of Information Act, 5 USC ?? 552(b)(5), (b)(7)~~

**U.S. Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor**



**Standard Operating Procedures
for
PLANet Appeal History Features and Workflow
October 2020**

Table of Contents

Scope of the SOP	1
Goals and Purpose	1
Section I – Key	2
Section II – How to Create a New Event and Generate an Appeal Event Page.....	3
A. Elevation to ILPD Function.....	3
B. Appeal Event	4
C. IJ Decision Date	4
D. Appeal Type	5
E. Supervisor/Reviewer	6
F. Summary	6
G. Group Mailbox	6
H. Save or Save & Close.....	6
I. Appeal Event Reminder Email.....	7
Section III – Case Appeals Grid	8
Section IV – Appeal Event Overview	9
A. Appeal Section.....	9
B. Brief Section.....	12
C. Outcome Section	16

Scope of the SOP

This document sets forth a Standard Operating Procedure (SOP) for OPLA Boston's Area of Responsibility (AOR) when tracking all appeals, appeal briefs, and Board of Immigration Appeals (BIA) decisions using the new PLAnet appeal history features. Upon completion of the initial phased implementation, procedures beyond those set forth in the SOP may be required by OPLA leadership, the Immigration Law and Practice Division (ILPD), and individual OPLA field locations.

Goals and Purpose

The purpose of this SOP is to establish the operational policies and minimum standard procedures for the automated tracking of DHS appeals to the BIA. The goals for this SOP are to:

- Provide an overview of tracking responsibilities; and
- Increase the accuracy and types of appeal metrics on which OPLA can report.

Section I – Key

Bold:

Items in **bold** refer to fields in the Event Item or Appeal Event, e.g., **Appeal Reserved, Elevation to ILPD, Brief Due Date.**

Italics:

Items in *italics* refer to the selections or values available for each field, e.g., within **Elevation to ILPD**, the available selections are *ILPD Concurrence Required* and *Pre-Approved – Notice Only*.

Section II – How to Create a New Event and Generate an Appeal Event Page

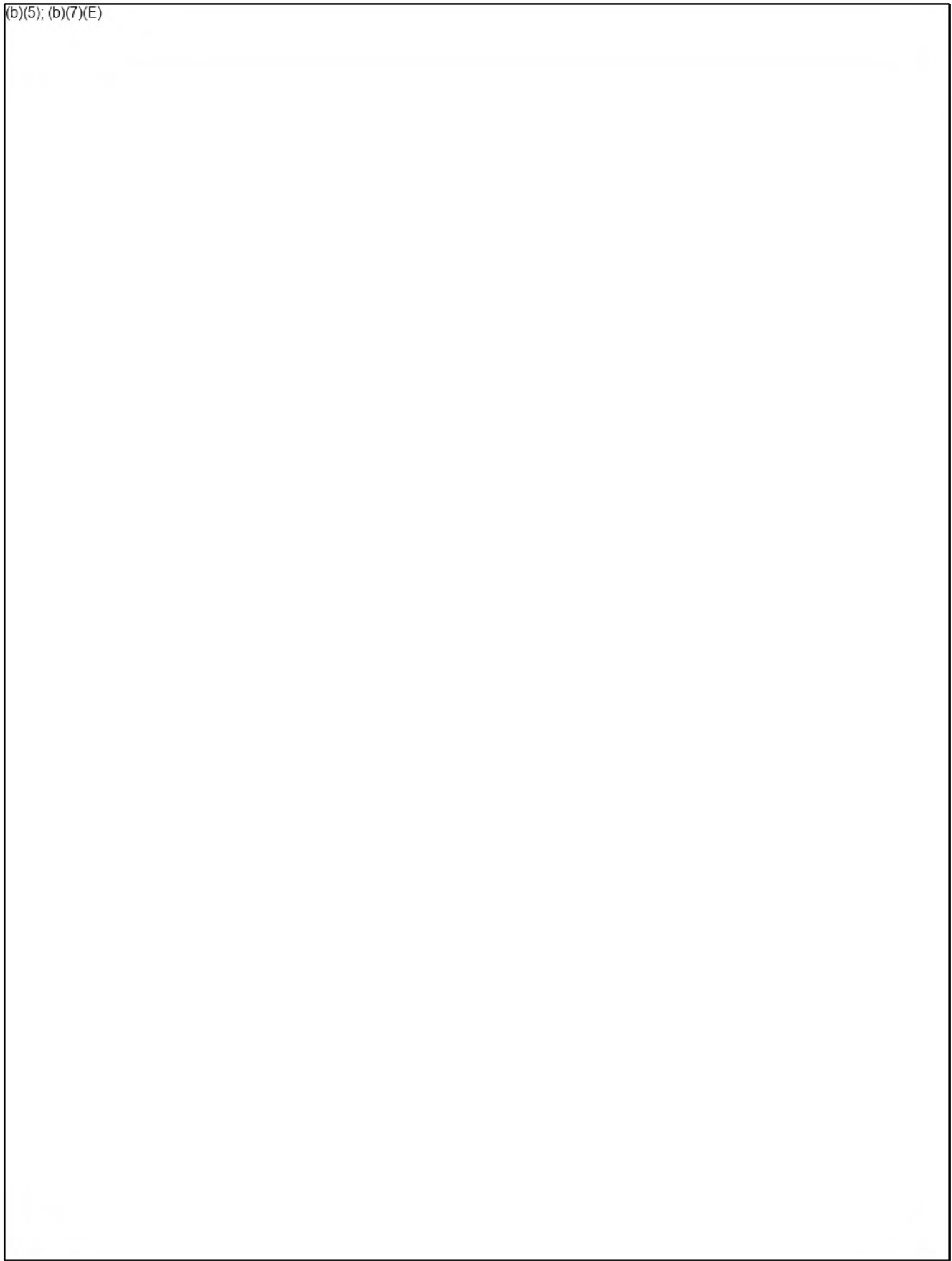
(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)



Section III – Case Appeals Grid

(b)(5); (b)(7)(E)



Section IV – Appeal Event Overview

(b)(5); (b)(7)(E)

(continued)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)

(b)(5); (b)(7)(E)