**Template Cover Letter for Motion to Reopen and Emergency Motion for a Stay of Removal**

Information specific to the Board of Immigration Appeals (BIA) is highlighted in blue

Information specific to an Immigration Court is highlighted in green.

Information requiring modification is highlighted in yellow.

[ATTORNEY LETTERHEAD]

Board of Immigration Appeals

Office of the Chief Clerk

5107 Leesburg Pike, Suite 2000

Falls Church, VA 22041

Immigration Court

Executive Office for Immigration Review

[Address]

RE: [Name]

[A Number]

**Motion to Reopen and Emergency Motion for Stay of Removal**

Dear Clerk:

This office represents [Name]. Enclosed for filing please find:

* Notice of Entry of Appearance as Attorney or Accredited Representative (Form EOIR 28 / Form EOIR 27);
* Respondent’s Motion to Reopen, which undersigned counsel will supplement as expeditiously as possible; Exhibit List and Exhibits in Support; Proof of Service; and Proposed Order;
* Respondent’s Emergency Motion for Stay of Removal; Exhibit List and Exhibits in Support; Proof of Service; and Proposed Order; and
* [Motion for a Fee Waiver **OR** Receipt for $110 Filing Fee / Form EOIR 26A **OR** $110 filing fee payable to the U.S. Department of Justice].

Thank you for your immediate attention to this matter.

Sincerely,

[Attorney’s Name]