

# IMMIGRATION COURT OBSERVATION PROJECT (I.C.O.P.)



## HELPFUL TIPS FOR OBSERVERS

**LOCATION:** 630 Sansome St. @ Washington, 4th Floor, Room 475. Montgomery Station. Mondays and Wednesdays the Detained Master Calendar is in courtroom one, Judge Yamaguchi. Tuesdays and Thursdays in courtroom three, Judge Murry.

**START TIME:** The court is open to the public at 8:00am. Morning sessions are from 9:00am until 12:00pm. Aim to arrive early at 8:30am. Go to Room 475 to record docket information in your observation chart before court starts.

**WHAT TO BRING:** Valid government I.D. card, observation charts, note paper, pen. Observation chart are online at: <http://www.nlgsf.org/committees/immigration.php>.

**WHAT NOT TO BRING:** Recording devices – they will not let you in with these! No weapons of course. Laptops are OK. Phones with a camera function are now permitted.

**SECURITY PROTOCOL:** If the security guard out front challenges your right to be there, Politely remind the guard that the master calendars are public proceedings, and inform them that the court has approved the Immigration Court Observation Project to be present at master calendar hearings. Mention that you are an Immigration Court Observation Project participant with the National Lawyers Guild. Mention that you are a student/attorney/legal worker. Otherwise, call the immigration court clerk for the day directly at the number(s) listed below.

**DOCKET INFORMATION:** Upon arrival, go to the right out of the elevators, down to Room 475 (on the left) to look at the docket posted on the wall behind glass. Ask the clerk behind the glass door for a copy to take with you into the court room. In your observation chart, record all individuals' names, A numbers, nationality, language, and representing, pro-bono, and trial attorney's names if noted.

**TALKING TO JUDGES AND ATTORNEYS:** Before proceedings start, introduce yourself to the attorneys and to the judge. They are usually friendly and supportive toward observers.

**PHONE NUMBERS:** Main line is (415) 705.1033. Front desk is x221. Judge Murry's clerk Nicole Crombie's is x222. Judge Yamaguchi's clerk Rebecca Argenal is x223.

**WHERE TO SEND COMPLETED CHARTS:** When you're done checking your work, mail the charts to the NLG S.F. Bay Area office at 558 Capp Street San Francisco, CA 94110. You may also scan and email the charts to the Immigration Committee Co-Chair, \_\_\_\_\_.