



GUIDE TO FILING YOUR FIRST HABEAS CORPUS PETITION

Eastern District of California

By ILRC Attorneys¹

Table of Contents

- I. Register for PACER.....3**
 - A. Plan at least 48 hours before client needs to file 3
 - B. Sign up as an “Attorney Filer” in PACER 3
 - C. Fill out the online registration form..... 3
 - D. Apply for Admission to Practice in the District..... 5
 - E. Follow the email instructions to confirm admission 6
- II. Prepare Documents for Filing Day.....6**
 - A. Documents required for every case 7
 - Civil Cover Sheet (Form JS-044)..... 7
 - Verified petition for Habeas Corpus 7
 - Credit card 7
 - B. Documents you MAY need for your initial filing 7
 - Supporting evidence 7
 - Request for prompt injunctive relief (& TRO checklist)..... 8
 - Proposed order for the motion for injunctive relief..... 8
 - Motion to proceed by pseudonym 8
- III. Complete This Checklist on Filing Day9**
 - A. File the Habeas Corpus petition 9

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1. Contact the Department of Justice Civil Division	9
2. Open a new case on CM/ECF	9
3. File the Habeas petition on CM/ECF	11
4. Check for an email with a link to your filed documents	13
5. Check the docket to determine which judge is assigned to your case.....	13
6. Read the Civil Standing Orders of the assigned judge	13
7. Check for the summons on CM/ECF	14
B. File the TRO motion (including TRO checklist).....	14
1. Use the TRO checklist.....	14
2. Give notice to the AUSA.....	14
3. File on CM/ECF	15
4. Email a Word document of the proposed order to the judge’s chambers	16
IV. Serve the Habeas Corpus Petition.....	16
Email the Habeas Petition to the U.S. Attorney’s Office’s Civil Division.....	16
Serve a physical copy of the Habeas Petition.....	16
V. What to Expect Post-Filing:.....	17

I. Register for PACER

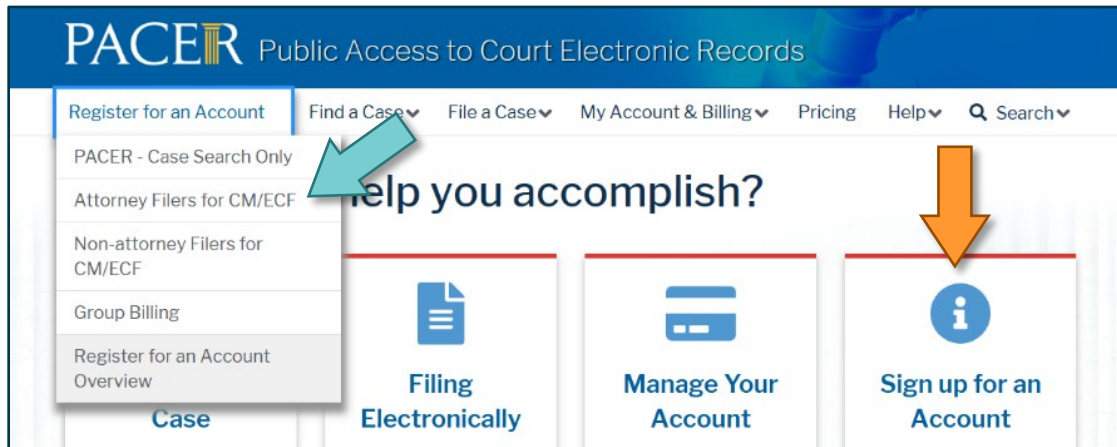
A. Plan at least 48 hours before client needs to file

Register & get admitted before your client needs to file. You will need your California license information, and a credit card.

Activity		Duration
Day 1	<ul style="list-style-type: none"> • Registering for PACER • Registering for ECF 	30 minutes
	<ul style="list-style-type: none"> • Receiving your ECF password 	1-2 days
Day 2	<ul style="list-style-type: none"> • Link your accounts • Submit your petition for admission • Pay the admission fee • Save documents 	30 minutes
Total		48 hours

B. Sign up as an “Attorney Filer” in PACER

1. Go to PACER.uscourts.gov.
2. Select “Attorney Filers” by clicking either “Register for an Account” or “Sign up for an Account” (see arrows below).



3. Click “Register for PACER Account.”

C. Fill out the online registration form

1. Fill out the required biographic information.

Attorney Admissions and/or E-File Registration

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

2. Choose an option under “User Type” (this affects how you’ll be billed²):
 - **Individual:** This simplest option means you’ll receive quarterly invoices sent directly to your email.
 - **Law Firm & Non-Profit Organization:** These options require an Employer Identification Number (EIN).

Confirm Email *

User Type *

Check here if this account will be used for the Panel

User Verification * I'm not a robot

reCAPTCHA is changing its terms of service. [Take action.](#)

reCAPTCHA [Privacy - Terms](#)

3. Leave Criminal Justice Act Attorney Panel box unchecked unless you are signing up to be appointed as pro bono counsel in cases filed by unrepresented petitioners.
4. Click “Next.”
5. Create a username that has more than eight (8) characters.
6. Enter the credit card information.
 - No fees are charged for registration, but fees are charged through PACER use, as outlined on the website.
7. Check the box indicating you have read and understand the policies and procedures.
8. Click “Submit.”

² PACER charges \$0.10 per page for viewing, searching, or printing federal court documents, with a maximum charge of \$3.00 per document (equivalent to 30 pages). This fee is waived if a user accrues \$30.00 or less during a given quarter.

9. Check for a confirmation email noting your registration approval.
 - The email should appear within 24-48 hours.

D. Apply for Admission to Practice in the District

Before starting this process, you may wish to check your status if you think you may already be admitted in this district. You can check your admission status at <https://www.caed.uscourts.gov/caednew/index.cfm/attorney-info/attorney-admission-search/>.

1. Log in to your PACER account.
2. On the “Manage My Account” landing page, select the “Maintenance” tab.
3. Click “Attorney Admissions / E-File Registration.”

The screenshot shows the 'Manage My Account' interface. At the top, the title 'Manage My Account' is displayed in a blue header. Below the header, the user's name 'Kathe' is visible in the top right corner. A table of account details is shown, including Account Number (4525202), Username (kbmahoney), Amount Due (\$0.00), Account Balance (\$0.00), Case Search Status (Active), Account Type (Upgraded PACER Account), and Multifactor Auth* (Enrolled). Below the table, there are four tabs: Settings, Maintenance (selected), Payments, and Usage. Under the Maintenance tab, there are two columns of links. An orange arrow points to the link 'Attorney Admissions / E-File Registration' in the right column.

Account Number	4525202
Username	kbmahoney
Amount Due	\$0.00
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account
Multifactor Auth*	Enrolled

Settings **Maintenance** Payments Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-File Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

4. Select Court Type “U.S. District Courts” and Court “California Eastern District Court.”
5. Select “Attorney Admissions and E-File.”
6. Complete the Attorney Admissions form.
 - If you are already admitted to another federal jurisdiction (district or circuit court), you will be asked to verify that admission(s).
 - i. Enter your California state bar number and date of admission.
 - ii. Skip “Sponsoring Attorney” and “Additional Filer” information.
 - iii. In “Delivery Method and Formatting,” enter “Email Frequency: At the time of filing” to ensure you are notified immediately when any document is filed in your case.

7. [Optional] On the Payment page, save your credit card or ACH payment information for future payments.
8. Review, agree, and download local rules, terms, and conditions
 - You will be returned to the “Manage My Account” page and presented with a few terms and requirements. You’ll be asked to read and confirm your agreement to the local e-filing requirements, terms and conditions, and requirements for e-filing. It is important to actually read these materials. It is also a good idea to download and save copies of these documents for future reference.

E. Follow the email instructions to confirm admission

1. Check for an email from the admissions clerk.
 - The email may take up to 24 hours to receive.
 - i. Follow the link provided in the email.

(You must complete this step, even if you previously entered payment information.)

- ii. Save the receipt.
2. Check your email for confirmation of admission.
 - The email may take up to 48 hours to receive.
3. Verify you are admitted via the “Attorney Admissions Search” page at <https://www.caed.uscourts.gov/caednew/index.cfm/attorney-info/attorney-admission-search/>.

TROUBLESHOOTING: To confirm or correct information on past admissions, or for all other questions, contact the Office of the Clerk:

- Sacramento: 916-930-4000
- Fresno: 559-499-5600

II. Prepare Documents for Filing Day

BEFORE YOU START: Review the Eastern District Local Rules (“LR”), in particular LR 130 (General format of documents), LR 133 (Filing and Contents of Documents), LR 135 (Service of Documents During Action), LR 190 (Petitions for Habeas Corpus), and LR 231 (TRO & Preliminary Injunction). If you are planning to file a motion for temporary restraining order (TRO), you must also follow and file the court’s TRO checklist ([https://www.caed.uscourts.gov/caednew/assets/File/trochecklist\(2\).pdf](https://www.caed.uscourts.gov/caednew/assets/File/trochecklist(2).pdf)).

A. Documents required for every case

Civil Cover Sheet³ (Form JS-044)

You can find this form at <https://www.caed.uscourts.gov/caednew/index.cfm/forms/civil/>.

- Jurisdiction: U.S. Government Defendant
- Cause of Action: 8 USC § 2241
- Nature of Suit: 463 “Habeas Corpus Alien Detainee”
- Case Origin: Original Proceeding
- No jury demand
- Causes of Action: 8:1105(a)
- Requested in Complaint: Leave blank.
- Related Case: Complete this only if your client has another immigration-related case pending in federal court (this is rare).
- Sign with “/s/ YOUR NAME”

Once you have filled out the form, “flatten” the PDF so it can be uploaded in CM/ECF.

Verified petition for Habeas Corpus

- The caption page should state “IMMIGRATION HABEAS” and include your client’s A number (unless you are seeking to file pseudonymously, see below).
- Must be on either numbered pleading paper or using a habeas form (in an emergency, you can use Form AO-241, which is the pro se habeas corpus petition (<https://www.caed.uscourts.gov/caednew/index.cfm/forms/civil/>)).
- 28 USC § 2242 requires a “verification” at the end of the petition, which verifies that the factual statements made in the habeas petition are true and correct to the best of the attorney’s knowledge.

Credit card

You will be prompted to pay the \$5 filing fee.

NO PROPOSED SUMMONS REQUIRED: Unlike in other districts, you DO NOT need to prepare a proposed summons. Pursuant to Local Rule 210, in represented cases using CM/ECF no proposed summons is required. Once you file the initial petition, the clerk will prepare the summons and upload it into the docket for service.

B. Documents you MAY need for your initial filing

Supporting evidence

Any evidence in support of the habeas corpus petition, such as declarations, immigration judge orders, or ICE/CBP documents. Note that a petitioner declaration is not required because the

³ For more information about filling out the Civil Cover Sheet generally, see NILA, Completing the Civil Cover Sheet (Nov. 1, 2025), <https://immigrationlitigation.org/wp-content/uploads/2025/11/25.11.01-Civil-Cover-PA-FINAL.pdf>.

petition is verified, but some attorneys choose to include one. If you are submitting other documents as exhibits to the petition, an attorney declaration to authenticate other exhibits is recommended.

Request for prompt injunctive relief⁴ (& TRO checklist)

For example:

- Notice of Motion and Motion for Temporary Restraining Order (and required accompanying documents including the required TRO Checklist, see LR 231).
- Notice of Motion and Motion for Preliminary Injunction.
- Application for Order to Show Cause.
- Motion to Expedite.

Proposed order for the motion for injunctive relief

Motion to proceed by pseudonym

If you want to keep your adult client's identity out of the public record, you may request to proceed by pseudonym or initials. But note you will still have to reveal your client's identity to opposing counsel and the court.

TIPS:

- **Redactions.** Redact all filings in accordance with Fed. R. Civ. Proc. 5.2. This rule requires the redaction of:
 - Social Security Numbers, except the last 4 digits
 - Month and day of any birth date
 - Full names of minors. For minor names, use initials
 - Financial account information
- **Table of contents.** Pursuant to LR 133(k), any brief exceeding 15 pages must include a table of contents and table of authorities.
- **File size.** In the Eastern District, the maximum PDF file size for uploading to CM/ECF is 50 MB. If any documents exceed this size limit, you will need to split them up and label them clearly.

⁴ For more information on seeking injunctive relief, see NILA, *Litigating Injunctions in Federal Court* (Oct. 14, 2025), <https://immigrationlitigation.org/wp-content/uploads/2025/10/25.10.14-Injunction-Advisory.pdf>.

III. Complete This Checklist on Filing Day

A. File the Habeas Corpus petition

1. Contact the Department of Justice Civil Division

Call/email the U.S. Attorney’s Office’s Civil Division to tell them you’re about to file a habeas petition on behalf of an immigration detainee.

Contact Info		
<p>CAUTION: There may be cases where you do not want to put the Respondents on notice that you are filing the petition, such as an <i>ex parte</i> Motion for Temporary Restraining order. In those cases, be sure to follow Fed. R. Civ. Proc. 65(b) and LR 231(c)(8) before filing an <i>ex parte</i> motion.</p>		
<p>Lynn Trinka Ernce* <i>Acting Civil Chief</i> lynn.trinka.ernce@usdoj.gov (916) 554-2821</p>	<p>Cheri Buxbaum* <i>AUSA Paralegal Coordinator</i> cheri.buxbaum@usdoj.gov</p>	<p>AUSA Office <i>For all imm habeas petitions</i> usacae.ecf2241-imm@usdoj.gov</p>

*Current at time of writing this guide, but confirm before filing as these roles may change.

Your email or conversation should include the following:

- Notify the AUSA’s office that you intend to file a petition, including a quick summary of the claims.
- Confirm whether you should additionally notify any other inboxes.
- If applicable, let them know if you’re planning to file a motion for a Temporary Restraining Order (“TRO”) and ask who you should send a copy to right after filing, to make sure it gets assigned quickly. (See **Step III.B.2** below.)
- Try to get direct contact information of the attorney who will be assigned to the case, in case you need to speak to opposing counsel quickly.
- If you are able to speak directly with the AUSA who will handle the case, ask if they will either waive service under Fed. R. Civ. Proc. 4(d), or accept service on behalf of all of the respondents.

EMERGENCY TRO FILING: If you are filing your petition and motion for TRO after hours and you need a ruling before the start of the next business day, you must follow the additional instructions at <https://www.caed.uscourts.gov/caednew/index.cfm/cmecf-e-filing/temporary-restraining-order-tro-procedures/>.

2. Open a new case on CM/ECF

Open a new case on CM/ECF. The court recommends using Firefox or Edge as your browser for this process.

1. Sign in to CM/ECF.
2. Click on “Civil” on top bar.
3. Click on “Open a Case.”

4. Click on “Lodge new case.”
5. For “Office,” choose Fresno. Leave the other fields on this page blank.
6. Enter information from Civil Cover Sheet.
 - a. Select the county where your client is detained.
 - b. For “fee” information, enter the status of the \$5 filing fee (due, paid, or in forma pauperis if petitioner is seeking a fee waiver). If paid, enter the date the fee was paid.
 - c. Click “Next.”

7. Add parties
 - a. Enter the full name of your client and click “Search.” If your client has never had a case before, select “Add Party” and enter in their information.
 - b. Petitioner’s name will appear on the left side of the screen with icons to edit or delete. Next to “Attorney,” click the icon for “Add Attorney” and enter your information.
 - c. For “Role” select, “Petitioner.”
 - d. Do not include any other information. (The court only wants contact information if the petitioner is unrepresented.)
 - e. Click “Add Party.”

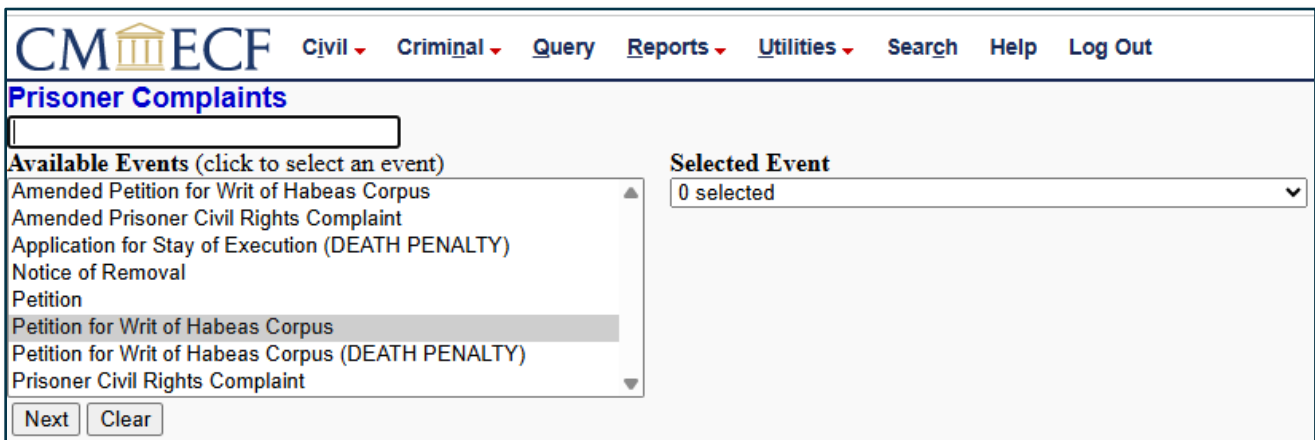
- f. Add all respondents in the order that they are listed in the petition (the first respondent’s name will be listed in the official case name). First use the search tool to see if each respondent has already been a party in the district. If their name appears (and it is the right person), simply “Select Party.” You only need to “Create New Party” if the person has never been sued in the district.
 - g. Once you’re done, click “create case”—you won’t be able to change the parties after this.
8. You will receive a temporary case number (YY-at-XXXX). This is not your permanent case number; do NOT add it to any documents yet.

DO NOT CLICK
 “Docket Lead Event?”! Follow the directions below instead.



3. File the Habeas petition on CM/ECF

1. Select “Civil” in the top banner
 2. Under “Prisoner Case Filings,” select “Prisoner Complaints and Petitions”
 3. Select “Petition for Writ of Habeas Corpus.”
- In this step, you can select multiple documents. You only need to select “Petition for Writ of Habeas Corpus,” even if you are bringing claims under 28 USC §1331 as well.



4. Select your client as the party filing the complaint.
5. Associate yourself as attorney with the client (if not already associated).
6. Select “all respondents” that the petition is filed against.

7. Upload the Habeas Petition first.
8. Then upload any supporting documents (declarations, etc.) as Attachments. Attach the Civil Cover Sheet as the last attachment.
 - When you attach, you will have the opportunity to name the attachments—this is how they will appear on the court’s record/PACER.
 - In the “Description” column, use minimal descriptors, for example, for Exhibits simply add “1,” “2,” etc.
 - If you are attaching exhibits in bulk but need to split PDFs to conform to the 50MB doc size limit, consider how you will label the parts in a way that is easily legible such as “Exhibits A-L” and “Exhibits M-Z.”
 - Attach the civil cover sheet last.

Prisoner Complaints

A brief description must be entered for each attachment added. You may select a category, but it is not required. Select the PDF document and any attachments.

Main Document
 Choose File [redacted] Habeas petition.pdf

Attachments	Category	Description
1. Choose File [redacted] Habe... [redacted].pdf	Affidavit	
2. Choose File [redacted] Petitio... Affidavit.pdf	Affidavit	
3. Choose File EXH 1 Mexi...sulate ID.pdf	Exhibit	1
4. Choose File EXH 2 Support Letters.pdf	Exhibit	2
5. Choose File EXH 3 Child...rtificates.pdf	Exhibit	3
6. Choose File Exh 4 Auto...formation.pdf	Exhibit	4
7. Choose File Exh 5 Bond denial.pdf	Exhibit	5
8. Choose File CIVIL COVER SHEET.pdf	Civil Cover Sheet	
9. Choose File No file chosen		

9. Do NOT file any Notice of Related Case, Application for Pro Hac Vice, Consent/Declination of Magistrate, or any other type of motion yet.
10. After you finalize the petition, CM/ECF will redirect you to pacer.gov to pay the filing fee of \$5.
 - If you miss the payment prompt, you may pay as a separate transaction:
 - i. In the top banner of the CM/ECF page, click Civil,
 - ii. Other Filings,
 - iii. Payment of Fees, then
 - iv. Civil Case Filing Fee.

11. At this point, the case is considered “lodged” but not filed.
12. The Court will assign a permanent case number (YY-cv-XXXX-ABC-DEF) very quickly. Once you have the permanent case number, the case is considered filed.
 - Any remaining documents, including motions for injunctive relief, must have this case number. If you are filing any other documents today, go back and add the case number into your Word documents before converting to PDFs for filing.

4. Check for an email with a link to your filed documents

You will receive an email notifying you of activity in your case, with a link to the documents you filed. Click on the link in the email to view and download the files.

This is your only opportunity to save the time-stamped document for free. If you later try to obtain the time stamped documents directly from CM/ECF you will be charged per page.

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.
*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 p

UNITED STATES DISTRICT COURT
 CENTRAL DISTRICT OF CALIFORNIA

Notice of Electronic Filing

The following transaction was entered by [REDACTED] on 9/26/2025 at 10:24 AM PDT and filed on 9/26/2025

Case Name: [REDACTED]

Case Number: [REDACTED]

Filer: [REDACTED]

WARNING: CASE CLOSED on 03/16/2016

Document Number: [1113](#)

NOTE: Once the petition appears in the docket, download the petition and attachments with the CM/ECF header (blue text) and save them. Email a courtesy copy to the AUSA assigned to the case, or to the general immigration habeas inbox if no attorney has been assigned yet.

5. Check the docket to determine which judge is assigned to your case

If your case has been assigned to a magistrate judge, the docket will generate a “Acceptance/Declination of Magistrate Judge” that you will need to file on CM/ECF. (<https://www.caed.uscourts.gov/caednew/assets/File/Forms/consentmagweb.pdf>.)

- The court may set a deadline by which parties must decide and respond by either consenting or declining magistrate jurisdiction. If you decline magistrate judge jurisdiction, the case will be reassigned to a district judge.

6. Read the Civil Standing Orders of the assigned judge

Reading the Civil Standing Orders will help you determine whether there is anything special you need to do before filing additional documents. In particular, individual judge’s standing

orders often include rules on document formatting, page limits, and TRO and *ex parte* procedures. It is important to know these rules *before* you take any further action in the case.

- Standing orders for all judges:
<https://www.caed.uscourts.gov/caednew/index.cfm/rules/standing-orders/>.
- Additional orders at each judge’s individual web page:
<https://www.caed.uscourts.gov/caednew/index.cfm/judges/all-judges/>.

7. Check for the summons on CM/ECF

If you do not receive the summons within within 24 hours of filing, you can try calling the Courtroom Deputy Clerk assigned to your case.

NOTE: You do not need to complete service in accordance with Fed. R. Civ. Proc. 4 immediately; you have 90 days to complete formal service. Service is addressed in **Part IV** below.

B. File the TRO motion (including TRO checklist)

1. Use the TRO checklist

The “Eastern District of California Temporary Restraining Order” TRO checklist is located at [https://www.caed.uscourts.gov/caednew/assets/File/trochecklist\(2\).pdf](https://www.caed.uscourts.gov/caednew/assets/File/trochecklist(2).pdf). Be sure to follow all required steps before filing your TRO motion. You will need to file the completed checklist along with your motion. The TRO Checklist:

- Requires you to explain whether you have provided actual notice to the affected party(ies), whether you have discussed alternatives to a TRO, and whether you have sought a stipulated TRO.
- Requires a brief explanation of the claimed irreparable injury, and why an expedited hearing is needed.
- Lists the documents that must be filed in a TRO filing.

If this is an **emergency** and you are filing the Motion for TRO after normal business hours and need immediate relief (i.e. before the start of the next business day), you must also follow the additional instructions at <https://www.caed.uscourts.gov/caednew/index.cfm/cmecf-e-filing/temporary-restraining-order-tro-procedures/>.

2. Give notice to the AUSA

It is important to show that you attempted to give notice.

- If you did not already notify the AUSA’s office of the TRO at **Step III.A.1** above, call and email the U.S. Attorney’s office and provide a copy of the TRO motion. If you know to whom the case has been assigned, contact them directly. If not, contact the Civil Chief and the general immigration habeas inbox.
- Unless you are filing an *ex parte* motion, your TRO motion should be accompanied by an affidavit explaining your efforts to give notice.

3. File on CM/ECF

1. Select “Civil”
2. Select “Motions”
3. Select “Temporary Restraining Order”
4. Enter the case number
 - You will be asked to enter information regarding a hearing. For TROs, you will generally leave this blank.
5. Upload the following:
 - Notice of Motion and Motion (Main Document)
 - Memorandum of Points and Authorities in Support of Motion for TRO
 - Proposed Order
 - Completed TRO Checklist
 - Any exhibits, including
 - Affidavit detailing notice, or showing why notice could not be given;
 - Affidavit in support of existence of irreparable harm.

CM/ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Motions

A brief description must be entered for each attachment added. You may select a category, but it is not required. Select the PDF document and any attachments.

Main Document
 Choose File [Redacted] Motion TRO.pdf

Attachments	Category	Description
1. Choose File [Redacted] Habe... [Redacted].pdf	Affidavit	
2. Choose File [Redacted] Petitio... Affidavit.pdf	Affidavit	
3. Choose File EXH 1 Mexi...sulate ID.pdf	Exhibit	1
4. Choose File EXH 2 Support Letters.pdf	Exhibit	2
5. Choose File EXH 3 Child...rtificates.pdf	Exhibit	3
6. Choose File Exh 4 Auto...formation.pdf	Exhibit	4
7. Choose File Exh 5 Bond denial.pdf	Exhibit	5
8. Choose File [Redacted] TRO ...ed Order.pdf	Proposed Order	
9. Choose File TRO CHECKLIST.pdf		checklist

4. Email a Word document of the proposed order to the judge's chambers

- Use the email on the judge's individual website.
(https://www.caed.uscourts.gov/caednew/assets/File/proposed%20orders_052825.pdf)
- Subject line of email must state "Proposed Order" and the case number.

COURTESY COPIES: Although the Local Rules technically require delivery of paper courtesy copies to the court, at the time of writing most judges are not requiring this and accept the courtesy copy by email. But check the judge's standing orders and the docket to confirm whether paper courtesy copies are required.

- An AUSA assigned to your case may call you after you file. Any time you speak to the AUSA, keep your case goals in mind and consider taking the opportunity to:
 - a. **Educate the AUSA about the law** and advocate for your client's immediate release.
 - b. Ask the AUSA to talk to ICE and/or EOIR and have them release your client immediately.
 - c. Negotiate a jointly stipulated briefing schedule.

TROUBLESHOOTING: For any other questions or help, email the CM/ECF Help Desk at caed_cmecf_helpdesk@caed.uscourts.gov or call them:

- Sacramento: (866) 884-5525 or (916) 930-4000
- Fresno: (866) 884-5444 or (559) 499-5600

IV. Serve the Habeas Corpus Petition

If the AUSA did not consent to service on behalf of all respondents when you called/emailed at **Step III.A.1**, you will need to effectuate service according to Federal Rule of Civil Procedure 4. Specifically, FRCP 4(i) governs service on the government respondents, and FRCP 4(e) governs service on private individuals (such as the warden of a privately run facility). You have 90 days to complete service so you do not need to do this immediately.

Email the Habeas Petition to the U.S. Attorney's Office's Civil Division

You may have already done this at **Step III.A.4**.

1. Use the address that the Duty Attorney provided until you are assigned an attorney for your case, or usacae.ecf2241-imm@usdoj.gov.
2. Email the petition (and TRO if filing). Send the copy with the ECF filing stamp on it.
3. If you haven't already, ask the AUSA if they will accept service on behalf of all the respondents.

Serve a physical copy of the Habeas Petition

1. If the AUSA agreed to accept service on behalf of all respondents, you are done!
2. If not, mail these documents to the AUSA and to each defendant using registered mail with return receipt:
 - Summons;

- Habeas Petition
- Civil Standing Orders of the Judge assigned to your case
 - Standing orders for all judges about case management
<https://www.caed.uscourts.gov/caednew/index.cfm/rules/standing-orders/>.
 - Additional orders at each judge’s individual web page
<https://www.caed.uscourts.gov/caednew/index.cfm/judges/all-judges/>.
 - ECF Sheet <https://www.caed.uscourts.gov/caednew/index.cfm/nextgen/>.

V. What to Expect Post-Filing:

You will receive an email notifying you of activity in your case, with a link to the documents you filed. Click on the link in the email to view and download the files. **This is the only opportunity to save the time-stamped document for free.** If you later try to obtain the time stamped documents directly from CM/ECF you will be charged per page. You can also access your docket later by selecting “Reports” then “Docket Sheet” at the top of the CM/ECF page.

Your case is not over! After these initial filings, you may have to prepare and file additional filings, such as motions to enforce; reply in support of preliminary injunction, return in support of habeas corpus petition, or others.

- **You will need to classify each new filing appropriately.** For example, if you are filing a reply to the AUSA’s opposition, you will see an option for “Replies and Responses” under “Motions and Related Filings.”
- **Certain filings will need to be “linked” to earlier filings in the docket.** For example, if you are filing an Opposition to Respondents’ Motion to Dismiss, and the Motion to Dismiss is Docket # 21, you must “link” your filing to Docket # 21. Sometimes a filing is not properly labeled on the back end. If this happens and you cannot find the document type you are looking for, you can either call the ECF HelpDesk or classify the document under the category that most closely fits.
- Stay in touch with Opposing Counsel, usually an Assistant U.S. Attorney.
- Continue to review the Local Rules and judge’s standing orders for things like default briefing deadlines, document formatting, and oral argument instructions.
- If the court schedules a hearing on a pending motion, prepare, prepare, prepare!
 - Consider creating an “argument binder” with your outline and cases for reference during argument
 - Schedule a moot oral argument with colleagues
 - Talk to others who have appeared before this particular judge.



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About the Immigrant Legal Resource Center

The Immigrant Legal Resource Center (ILRC) works with immigrants, community organizations, legal professionals, law enforcement, and policy makers to build a democratic society that values diversity and the rights of all people. Through community education programs, legal training and technical assistance, and policy development and advocacy, the ILRC's mission is to protect and defend the fundamental rights of immigrant families and communities.

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