



IMMIGRANT LEGAL ADVOCACY PROJECT

HOW DO I SUBMIT MY ASYLUM APPLICATION TO THE LOWELL IMMIGRATION COURT?

(Updated April 2024)

ILAP has prepared this guide to assist individuals in preparing and submitting their own asylum applications to the Lowell Immigration Court. This information is not a substitute for legal advice.

This guide is designed to help individuals who have not yet filed for asylum submit asylum applications to the LOWELL Immigration Court. The address of the Lowell Immigration Court is 150 Apollo Drive, Suite 100, Chelmsford, MA 01824. This guide includes:

- Requirements for submitting your asylum application to the Lowell Immigration Court
- Important warnings
- Preparing and Submitting your Application: A Step by Step Guide
- Documents to use

Requirements for submitting your asylum application to the Lowell Immigration Court

If you are applying for asylum and need to submit your application to the Lowell Immigration Court, you must make sure that:

1. Your case is already in the court system with the Lowell Immigration Court

If you are not sure if your case is in the court system with the Lowell Immigration Court, you can call the immigration court hotline to find out information about your case. The number is 1-800-898-7180 and you will need to use your A-number. If you would like more information or help calling the immigration court hotline, you can use this document that explains step-by-step how to call the immigration court hotline:

<https://ilapmaine.org/immigration-court-hotline>

2. You make every effort to file your asylum application within the first year of your arrival into the United States

The one-year filing deadline is the date that you entered the U.S. plus one year. It is very important to try to submit your application before your one-year filing deadline, but if you have already missed the deadline, you can still apply.

Important Warnings

Please note the following:

- If your case is **NOT** in the court system, this guide won't work for you and the court will reject the application.
- This guide is only for people that entered the U.S. without a visa and are applying for asylum.
- This guide is **not** for people who were referred to the court after an asylum interview. If you were referred, the court already has a copy of your asylum application.
- If you have not submitted your application and your one-year anniversary in the U.S. is approaching, you should do it as soon as possible.
- If you entered without a visa and have already applied for asylum with USCIS to meet the one-year deadline, you still have to apply with the immigration court once your case is in the immigration court system.
- **DO NOT** wait until your next court date to submit your asylum application: you can send your application to the Lowell Immigration Court before your next court date, even if you have not been to court yet. The most important thing to remember is to try to file your application before the one-year deadline.

Preparing and Submitting your Application: A Step by Step Guide

In order to properly file your application with the Lowell Immigration Court, you will need to send applications to THREE places: (1) The Lowell Immigration Court; (2) The Office of the Principal Legal Advisor/OPLA Office; and (3) the USCIS Nebraska Service Center.

You will create packets to send to each office. ILAP strongly recommends keeping a packet for your personal records. **Please follow the steps carefully for submitting your application to each place, because the materials you send to each place will not be exactly the same.**

Step 1: Create the Original Packet

The original packet will have the original versions of your documents. The original packet will be sent to the Lowell Immigration Court. Here are the materials that you need to create this packet:

1. The I-589 form

The first step of this process is making sure you have filled out your ENTIRE I-589 form. For information on how to fill out an I-589 form, ILAP has guide on our website here: <https://ilapmaine.org/asylum>

2. A Cover Page to the court

A Cover Page is used to tell the person receiving your documents: (1) who you are; (2) what you are applying for; and (3) what you have included in your envelope.

There is a Cover Page you can use on page 5.

3. A Certificate of Service

A certificate of service is used to prove to the court that you have sent a copy of your application to the Immigration Court and the OPLA Office.

There is a Certificate of Service you can use on page 6.

Step 2: Make Copies of the Original Packet

You need to make two copies of the entire original packet. One copy will be for your packet to the OPLA Office and the other copy will be for your own personal records.

Step 3: Prepare a new packet for the USCIS Nebraska Service Center

You must send a packet to the USCIS Nebraska Service Center to request that they schedule an appointment to have your fingerprints taken. Here are the materials that you need to create this packet:

1. A copy of the first 3 pages of the I-589 form

You only need a copy of the first 3 pages of the I-589 form for this packet. You do not need to include a copy of the entire form.

2. Instructions form for submitting certain applications in immigration court and for providing biometric and biographic information to USCIS

This form is a set of instructions from USCIS telling you what you need to send them when you submit your I-589 asylum application to USCIS. You do not need to fill anything out on the form, you just need to include it in your application to the USCIS Nebraska Service Center. **There is a copy of the instructions you can use on page 7.**

Important! After you send your packet to the USCIS Nebraska Service Center, you should receive an appointment letter with a date for you to get your fingerprints taken. Make sure you are looking for the appointment letter in your mail and that you attend this appointment.

Step 4: Mailing each packet

Now you are ready to mail each individual packet. You will need 3 large envelopes, and you need to send each application as either 'certified mail', 'express mail', or 'overnight mail'. This will allow you to track each envelope and have proof that it was sent. You will need to go to the Post Office to do this. If you don't understand how to mail your envelopes, you can ask someone at the Post Office for help.

- **Packet #1:** The original packet that is for the Lowell Immigration Court

Put all of the papers you gathered for Packet #1 into a large envelope. Print this address on the envelope:

The Lowell Immigration Court
150 Apollo Drive, Suite 100
Chelmsford, MA 01824

- **Packet #2:** A copy of the entire original packet that is for the Office of the Principal Legal Advisor/OPLA Office

Put all of the papers you gathered for Packet #2 into a large envelope. Print this address on the envelope:

OPLA Boston
15 New Sudbury Street, Room 425
Boston, MA 02203

- **Packet #3:** A copy of the entire original packet that you will keep for your own personal records. You are keeping this packet for your own records, so you do not need to send it anywhere. Keep it in a safe place where you are living.

- **Packet #4:** The documents for your packet to the USCIS Nebraska Service Center

Put all of the papers you gathered for Packet #4 into a large envelope. Print this address on the envelope:

USCIS Nebraska Service Center
Defensive Asylum Application With Immigration Court
P.O. Box 87589
Lincoln, NE 68501-7589

NON-DETAINED

Name: _____

Address: _____

Phone: _____

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
LOWELL, MASSACHUSETTS**

In the Matter of :)

)

File No. A _____

(Name))

(A# / A Number)

Respondent)

In Removal Proceedings)

)

Immigration Judge: _____

(Name of Judge)

Next Hearing: _____

(Date and time)

**RESPONDENT'S PRO-SE I-589, APPLICATION FOR ASYLUM AND WITHOLDING
OF REMOVAL**

CERTIFICATE OF SERVICE

On _____, I, _____, I mailed or
(Date) (Name)

or served a copy of the RESPONDENT’S PRO-SE APPLICATION FOR ASYLUM AND WITHOLDING OF REMOVAL on the OPLA/Office of the Principal Legal Advisor at the following address:

OPLA Boston
15 New Sudbury Street, Room 425
Boston, MA 02203

By: _____
(Method of delivery)

Signature

Date

**INSTRUCTIONS FOR SUBMITTING CERTAIN APPLICATIONS IN
IMMIGRATION COURT AND FOR PROVIDING BIOMETRIC AND BIOGRAPHIC
INFORMATION TO U. S. CITIZENSHIP AND IMMIGRATION SERVICES**

A. Instructions for Form I-589 (Asylum and for Withholding of Removal)*

In addition to filing your application and supporting documents with the Immigration Court and serving a complete copy of your application on the appropriate Immigration and Customs Enforcement (ICE) Office of Chief Counsel, **you must also complete the following requirements** before the Immigration Judge can grant relief or protection in your case:

SEND these 3 items to the address below:

(1) A clear copy of the **first three pages** of your completed Form I-589 (Application for Asylum and for Withholding of Removal) that you will be filing or have filed with the Immigration Court, which must include your **full name, your current mailing address, and your alien number (A-number)**. (Do not submit any documents other than the first three pages of the completed I-589),

(2) A copy of Form G-28 (Notice of Entry of Appearance as Attorney or Accredited Representative) if you are represented,

and

(3) A copy of these instructions.

**USCIS Nebraska Service Center
Defensive Asylum Application with Immigration Court
P.O. Box 87589
Lincoln, NE 68501-7589**

Please note that there is **no filing fee required** for your asylum application.

After the 3 items are received at the USCIS Nebraska Service Center, **you will receive:**

- A **USCIS receipt notice** in the mail indicating that USCIS has received your asylum application, and
- An **ASC notice** for you, and separate Application Support Center (ASC) notices for each dependent included in your application. Each ASC notice will indicate the individual's unique receipt number and **will provide instructions for each person to appear** for an appointment **at a nearby ASC for collection of biometrics** (such as your photograph, fingerprints, and signature). If you do not receive this notice in 3 weeks, call (800) 375-5283. If you also mail applications under Instructions B, you will receive 2 notices with different receipt numbers. You must wait for and take both scheduling notices to your ASC appointment.

You (and your dependents) must then:

- **Attend** the biometrics appointment at the ASC, and obtain a **biometrics confirmation** document before leaving the ASC,

and

- **Retain** your **ASC biometrics confirmation** as proof that your biometrics were taken and bring it to your future Immigration Court hearings.

*** NOTE: IF YOU ARE FILING A FORM I-589 AND/OR ANOTHER APPLICATION, SEE THE REVERSE OF THIS FORM FOR ADDITIONAL INSTRUCTIONS.**

Important: Failure to complete these actions and to follow any additional instructions that the Immigration Judge has given you could result in delay in deciding your application or in your application being deemed abandoned and dismissed by the court.

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