

## Checklist for Emergency Immigration Motion for Temporary Restraining Order (TRO) in 2241 Habeas Cases

Please follow all the steps below to ensure your case receives immediate attention.

### Before you file:

- Review the [Attorney's Guide to Filing a 2241 Habeas Case with an Emergency Motion for Temporary Restraining Order \(TRO\)](#).
- Assemble and prepare your documents.
- Assemble your [payment method](#).

### Documents needed to file:

- Petition for Writ of Habeas Corpus
- Motion for Temporary Restraining Order (TRO)
- Proposed Order re: Motion for Temporary Restraining Order (PDF and Word versions)

### Open your case:

- Create civil case via **Attorney Case Opening** under the **Civil** menu.
- Enter all statistical data including:
  - Select **Seattle** as the **Office** in all cases.
  - Select **2 (U.S. Government Defendant)** for **Jurisdiction**.
  - Select **28:2241 Petition for Writ Habeas Corpus (federal)** for **Cause of Action**.
  - Select **463 (Habeas Corpus – Alien Detainee)** for **Nature of Suit**.
- Select **Yes** when asked: **Will your initial filing include a Temporary Restraining Order, or a Motion for Vessel Arrest, or any other emergency motion requiring immediate action by the court?**
- Enter all parties as specified in the [Attorney's Guide to Filing a 2241 Habeas Case with an Emergency Motion for TRO](#).
- Document case number generated by system.

### File your first docket entry:

- File a **Petition for Writ of Habeas Corpus**.
- Pay filing fee.

### File your second docket entry:

- File a **Motion for Temporary Restraining Order**.
  - Attach **Proposed Order**.
- Send Word/WordPerfect version of **Proposed Order** to the Judge's order inbox.
- It is the responsibility of the filer to send a copy of filed **Motion for TRO** to facility where petitioner is being detained.

### Call the Clerk's Office:

- Initiate the Clerk's Office internal emergency filing process by calling:
  - During Business Hours: 206-370-8400, Option "0".
  - Outside Business Hours: 206-370-8406
- Provide *all* of the following to the Clerk's Office:
  - Name
  - Contact Information
  - Case Number
  - Deportation date & time