

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 the below for all cases:
 - **Office = Seattle.**
 - **Jurisdiction = 2 (U.S. Government Defendant).**
 - **Cause of Action = 28:2241 Petition for Writ Habeas Corpus (federal).**
 - **Nature of Suit = 463 (Habeas Corpus – Alien Detainee).**
- ☐ 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](#).
- ☐ Take note of 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