

INSTRUCTIONS FOR COMPLETING THE CIVIL COVER SHEET

When completing the civil cover sheet, don't try to fit the information for all counsel for the plaintiff/petitioner, all defendants, or names of multiple plaintiffs/petitioners, etc. in box I. Instead, use the attachment to the civil cover sheet to provide information that doesn't fit in the fillable boxes on the civil cover sheet. Reference the attachment on the cover sheet as needed.

I. PLAINTIFFS and DEFENDANTS

I(a) – List the name(s) of the petitioner(s). If there are multiple petitioners, list the first petitioner named on the petition on the cover sheet, then list all petitioners on the attachment.

I(b) – For people in detention, the county of residence is the county in which they're detained.

I(c) – List the names and contact information for the attorney(s) for the petitioner(s). Use the attachment if needed.

I. DEFENDANTS – List the first respondent named on the petition only, then list all respondents on the attachment.

The current Acting ICE ERO El Paso Field Office Director is: Joel Garcia

The current facility wardens in New Mexico are:

Cibola County Correctional Center: George Dedos

Otero County Processing Center: Dora Castro

Torrance County Detention Center: Melissa Ortiz

County of Residence of First Listed Defendant: List the same county of residence that's listed for the petitioner(s).

Attorneys: U.S. Attorney for the District of New Mexico

Address (note that they no longer use the former PO Box address):

201 3rd Street NW, Suite 900

Albuquerque, NM 87102

II. BASIS OF JURISDICTION

Check box 2 "U.S. Government Defendant."

III. CITIZENSHIP OF PRINCIPAL PARTIES

Leave blank.

IV. NATURE OF SUIT

Check the box for “463 Alien Detainee” under Prisoner Petitions.

V. ORIGIN

Check box 1 “Original Proceeding.”

VI. CAUSE OF ACTION

U.S. Civil Statute – Cite 28 U.S.C. § 2241 and any other statutes under which you’re making claims (*ex. 8 U.S.C. § 1231 and/or U.S. Const, Amend. 5*).

Brief description of cause – This should be a short, intuitive description such as “Non-citizen challenging indefinite detention” or “Petition for writ of habeas corpus.”

VII. REQUESTED IN COMPLAINT:

Class Action under Rule 23, F.R.Cv.P. – leave blank.

Demand \$ - leave blank.

Jury demand – check “No.”

VIII. RELATED CASE(S) IF ANY

Leave blank if there are no related cases.

WHEN FILING:

1. Make sure the date in section VIII is the same as the date of filing.
2. Sign the civil cover sheet. Inserting an image of your signature with Adobe Acrobat is fine, or you can print the cover sheet, sign it, and scan it.
3. Delete the second page (instructions page) of the civil cover sheet. You do not need to include the instructions page in the filed cover sheet.
4. Combine the attachment and the civil cover sheet into one document for filing.
5. DO NOT combine the civil cover sheet and the petition into one document for filing. When opening a case and filing your petition, upload your petition to CM/ECF as the main document, and upload the civil cover sheet as Exhibit 1 to the petition.