

VAUGHN NEXT CENTURY LEARNING CENTER
Promoting a Safe and Secure Learning Environment for All
Responding to Immigration Issues

According to The Education Trust-West, 250,000 undocumented children between the ages of 3 and 17 years are enrolled in California public schools, and 750,000 K-12 students in California have an undocumented parent. Although California cannot control the actions of federal immigration-enforcement agencies, federal and California laws empower schools to welcome all students and to reassure them of their educational rights and opportunities. Under the U.S. Constitution, all students have a right to receive an education without discrimination based on immigration status. In *Plyler v. Doe*, the U.S. Supreme Court recognized that undocumented immigrants are guaranteed due-process and equal-protection rights under the U.S. Constitution and that children cannot be denied equal access to a public education on the basis of their immigration status. Therefore, schools must provide free public education to all students regardless of their immigration status and regardless of the citizenship status of the students' parents or guardians.

California law similarly affirms the equal educational rights of immigrant students. In California, all children between the ages of 6 and 18 years must be enrolled in school. Under the California Constitution, all students and staff—regardless of immigration status—“have the inalienable right to attend campuses which are safe, secure and peaceful.” The California Supreme Court has affirmed that an immigrant student’s right to equal educational opportunity is “a vitally important right in our society.” And the U.S. Supreme Court has ruled that the federal government cannot commandeer state and local governments. Protections are expressly codified in California law to outlaw discrimination on the basis of a student’s immigration status “in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state financial aid.”

Vaughn Next Century Learning Center (Vaughn) is fully committed to provide a safe, accessible and secure place for all children to learn and thrive regardless of immigration status. The following policies adopted by Vaughn outline relevant state and federal protections for students and families that may mitigate disruptions from immigration-enforcement actions at school.

The policies included in this document provide guidance and direction for handling and responding to the following circumstances:

1. Gathering and Handling Student and Family Information
2. Sharing Student and Family Information
3. Responding to Requests for Access to School Grounds for Immigration-Enforcement Purposes
4. Responding to the Detention or Deportation of a Student’s Family Member
5. Responding to Hate Crimes and Bullying Related to National Origin or Ethnicity

Gathering and Handling Student and Family Information

Collecting and Retaining Student Information

- Vaughn Next Century Learning Center (Vaughn) shall maintain in writing its policies and procedures for gathering and handling sensitive student information and appropriate personnel shall receive training regarding those policies and procedures.
- If Vaughn possesses information that could indicate immigration status, citizenship status, or national origin information, Vaughn shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.
- If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, Vaughn shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.
- Vaughn shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

- Vaughn's personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.
- Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, Vaughn's personnel shall solicit that documentation or information separately from the school enrollment process.
- Where permitted by law, Vaughn shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.
- Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law, Vaughn's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

Inquiries About Social Security Numbers or Cards

- Vaughn shall not solicit or collect entire Social Security numbers or cards.
- Vaughn shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.
- When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, Vaughn shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.
- Vaughn shall treat all students equitably in the receipt of all school services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

Sharing Student and Family Information

Procedures Regarding Information Sharing

- Vaughn shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).
- Vaughn personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:
 - ✓ Notify a designated [local educational agency] official about the information request.
 - ✓ Provide students and families with appropriate notice and a description of the immigration officer's request.
 - ✓ Document any verbal or written request for information by immigration authorities.
 - ✓ Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.
- Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the local educational agency prohibits disclosure, Vaughn shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.
- Vaughn shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena.
- Vaughn's request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. Vaughn shall permanently keep the consent notice with the record file.
- The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, Vaughn not release the information.

Annual Information Notice to Parents and Guardians

General Information Policy

- Vaughn must provide an annual notice to parents and guardians of the school's general information policies that includes:
 - ✓ Assurances that Vaughn will not release information to third parties for immigration-enforcement purposes, except as required by law or court order
 - ✓ A description of the types of student records maintained by Vaughn
 - ✓ A list of the circumstances or conditions under which Vaughn might release student information to outside people or entities.

- ✓ A statement that, unless Vaughn is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, Vaughn shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student’s personally identifiable information.

Directory Information Policy

- If Vaughn decides to release directory information, Vaughn shall provide an annual notice to parents and guardians, and “eligible students” in attendance, of Vaughn’s directory information policy that includes:
 - ✓ The categories of information that has been classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
 - ✓ A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where Vaughn receives consent as required under state law).
 - ✓ The recipients of the directory information.
 - ✓ A description of the parent’s or guardian’s abilities to refuse release of the student’s directory information, and how to refuse release.
 - ✓ The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information.

Responding to Requests for Access to School Grounds for Immigration-Enforcement Purposes

Monitoring and Receiving Visitors onto Campus

- No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of Vaughn during school hours without having registered with the principal or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee:
 - ✓ Name, address, occupation;
 - ✓ Age, if less than 21;
 - ✓ Purpose in entering school grounds;
 - ✓ Proof of identity; and
 - ✓ Any other information as required by law
- Vaughn shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school’s activities, consistent with local circumstances and practices.
- Vaughn shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.
- Vaughn personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

Responding to On-Campus Immigration Enforcement

- As early as possible, Vaughn personnel shall notify the site administrator and Chief Executive Officer (CEO) of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).
- In addition to notifying the site administrator and the CEO, Vaughn personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:
 1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the CEO or site administrator.
 2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
 3. Ask the officer for his/her reason for being on school grounds and document it.
 4. Ask the officer to produce any documentation that authorizes school access.
 5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
 6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, Vaughn personnel shall comply with the officer's orders and immediately contact the site administrator and the CEO.
 7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
 - **an ICE (Immigrations and Customs Enforcement) administrative warrant (see Appendix B)**, Vaughn personnel shall inform the agent that he or she cannot consent to any request without first consulting with Vaughn's administrator and CEO or legal counsel.
 - **a federal judicial warrant (search-and-seizure warrant or arrest warrant; see Appendix C & D)**, prompt compliance with such a warrant is usually legally required. If feasible, consult with Vaughn's administrator and CEO or legal counsel before providing the agent access to the person or materials specified in the warrant.
 - **a subpoena for production of documents or other evidence (see Appendix E & F)**, immediate compliance is not required. Therefore, Vaughn personnel shall inform the administrator and CEO or legal counsel of the subpoena, and await further instructions on how to proceed.
 8. While Vaughn personnel shall not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, Vaughn personnel shall document his or her actions while on campus and if possible, video and/or audio tape all encounters.
 9. After the encounter with the officer, Vaughn personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:

- ✓ List or copy of the officer's credentials and contact information;
 - ✓ Identity of all school personnel who communicated with the officer;
 - ✓ Details of the officer's request;
 - ✓ Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
 - ✓ Vaughn personnel's response to the officer's request;
 - ✓ Any further action taken by the agent; and
 - ✓ Photo or copy of any documents presented by the agent.
10. Vaughn personnel shall provide a copy of those notes, and associated documents collected from the officer, to Vaughn's CEO or legal counsel. Any video and/or audio tape shall also be forwarded to Vaughn's CEO or legal counsel.
 11. In turn, Vaughn's CEO shall submit a timely report to Vaughn's governing board regarding the officer's requests and actions and Vaughn's response(s).
 12. E-mail the ***Bureau of Children's Justice*** in the ***California Department of Justice***, at ***BCJ@doj.ca.gov***, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

Parental Notification of Immigration-Enforcement Actions

- Vaughn personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.
- Vaughn personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

Responding to the Detention or Deportation of a Student's Family Member

- Vaughn shall encourage families and students to have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.
- Vaughn shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available. Vaughn shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.
- Vaughn shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.
- In the event a student's parent/guardian has been detained or deported by federal immigration authorities, Vaughn shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, Vaughn shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. Vaughn shall only contact Child Protective Services if Vaughn personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school

has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

Responding to Hate Crimes and Bullying

Responding to Hate Crimes and Bullying

Adopting and Publicizing Anti-Bullying and Anti-Harassment Policy

- Vaughn shall adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. Those policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.
- Vaughn shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs.
 - ✓ Vaughn shall inform students who are victims of hate crimes of their right to report such crimes.

Processing Complaints of Harassment and Bullying

- Vaughn shall adopt a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:
 - disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of the aforementioned characteristics, immigration status
- The complaint process must include, but is not limited to, the following steps:
- ✓ A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
 - ✓ A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying;
 - ✓ An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint.
 - ✓ Vaughn shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
 - ✓ Vaughn shall prohibit retaliation against a person

Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy

- Vaughn shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.
- Vaughn shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide Vaughn personnel with the skills to do the following:
 - ✓ Discuss the varying immigration experiences among members of the student body and school community;
 - ✓ Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;

- ✓ Identify the signs of bullying or harassing behavior;
- ✓ Take immediate corrective action when bullying is observed; and
- ✓ Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

What to do if an immigration-enforcement officer comes to your school?

1. Notify the campus administrator who will inform the CEO of the request.
2. Advise the immigration officer that, before proceeding with the request, and absent exigent circumstances, you must first receive direction from the administrator.
3. Ask to see, and make a copy of or note, the officer's credentials (name and badge number), and the phone number of his/her supervisor.
4. Ask the officer for his/her reason for being on school grounds and document it.
5. Ask the officer to produce any documentation that authorizes school access.
6. Make a copy of all documents provided by the officer.
7. If the officer declares that exigent circumstances exist and demands immediate access to the school, comply with his/her orders and immediately alert the local educational agency administrator.
8. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
 - **an ICE (Immigrations and Customs Enforcement) administrative warrant or a subpoena for production of documents or other evidence**, inform the officer that you cannot consent to any request without first consulting with the administrator or Vaughn's legal counsel.
 - **a federal judicial warrant** (search-and-seizure warrant or arrest warrant), prompt compliance with such a warrant is usually legally required. If feasible, consult with your administrator or legal counsel before providing the officer access to the person or materials specified in the warrant.
9. While you should not consent to access by an immigration-enforcement officer unless he/she declares exigent circumstances or has a federal judicial warrant, do not attempt to physically impede an officer, even if he/she appears to lack authorization to enter. If an officer enters the premises without consent, document his/her actions while on campus.
10. After the encounter with the officer, promptly take written notes, including the following:
 - ✓ List or copy of the officer's credentials and contact information;
 - ✓ Identity of all school personnel who communicated with the officer;
 - ✓ Details of the officer's request;
 - ✓ Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
 - ✓ Your response to the officer's request;
 - ✓ Any further action taken by the officer;
 - ✓ Photo or copy of any documents presented by the officer.
11. Notify parents or guardians as soon as possible (unless prevented by a judicial warrant or subpoena), and do so before officer questions or removes a student for immigration-enforcement purposes (unless a judicial warrant has been presented).
12. Provide a copy of those notes, and associated documents collected from the officer, to the administrator/CEO who will then forward to legal counsel.

13. E-mail the **Bureau of Children’s Justice** in the **California Department of Justice**, at **BCJ@doj.ca.gov**, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

What to do if an immigration-enforcement officer requests personal information about a student or his/her family members?

- **Avoiding unauthorized information disclosure:** Do not disclose information that might indicate a student’s or family’s citizenship or immigration status without consent of the parents, guardians, or students (if the student is 18 years of age or over), unless the information is for a legitimate educational purpose or is in response to a court order or subpoena. Providing information about a student’s or family’s citizenship or immigration status to immigration authorities for immigration-enforcement purposes is not *a legitimate educational purpose* under federal or state law.
- **Procedure for responding to all information requests:** Take the following action steps if you receive any information request related to a student’s or family’s immigration or citizenship status that is not supported by a judicial warrant or court order:
 - ✓ Notify the campus administrator who will inform the CEO about the information request.
 - ✓ Document any verbal or written request for information by immigration authorities
 - ✓ Provide students and families with appropriate notice and a description of the immigration officer’s request.
 - ✓ Provide students and parents/guardians with any documents issued by the immigration-enforcement office
- **Responding to court documents requesting student or family information:**

Notify the parents or guardians if you receive a court order, subpoena, or warrant requesting information regarding a student or family member, unless: (1) the warrant or subpoena concerns an investigation of child abuse, child neglect, or child dependency, or (2) the subpoena prohibits disclosure.
- **Secure written consent from the parent/guardian/adult student before releasing information:** You must get written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Because neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes, no student information shall be disclosed to immigration authorities for immigration-enforcement purposes without written consent from a parent, guardian, or student (if over 18 years of age), or a court order or judicial subpoena.

The written consent for release of student information must include the following:

1. A description of the information to be released;
2. The reason for release of information;
3. The parties or type of parties receiving the information;
4. If requested by the parents, guardians or student (if the student is 18 years of age or older), a copy of the records to be released;

5. Date and signature of the parent, guardian, or student (if 18 years of age or older) consenting to the release of information.

***Please Note:** The parent, guardian, or student (if over 18 years of age) is not required to sign the consent form. Therefore, you cannot release the information if the parent, guardian, or student (if over 18 years of age) refuses to provide written consent for its release.*

Signed consent forms for all release of information are maintained in a student's cumulative file. All recipients of consented release of student/family information must be notified that further transmission of the information to other individuals is prohibited, without the written consent of the parent/guardian or student (if 18 years of age or older).

Appendix B
ICE (Immigrations and Customs Enforcement) “Arrest Warrant”
(Form I-200) and “Removal Warrant” (Form I-205)

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____
Date: _____

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at _____ on _____

(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

Appendix C
Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of _____)
(Briefly describe the property to be searched)
or identify the person by name and address)) Case No. _____)
)
)
)

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(Identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (Identify the person or describe the property to be seized):

YOU ARE COMMANDED to execute this warrant on or before _____ (not to exceed 14 days)
 in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____
(United States Magistrate Judge)


Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)
 for _____ days (not to exceed 30) until, the facts justifying, the later specific date of _____.

Date and time issued: _____ Judge's signature _____

City and state: _____ Printed name and title _____

Appendix E

DHS Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY IMMIGRATION ENFORCEMENT SUBPOENA to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To	
_____ <small>(Title of Proceeding) (File Number, if Applicable)</small>	
By the service of this subpoena upon you, YOU ARE HEREBY SUMMONED AND REQUIRED TO:	
(A) <input type="checkbox"/> APPEAR before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.	
(B) <input checked="" type="checkbox"/> PRODUCE the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.	
Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).	
3. (A) CBP, ICE or USCIS Official before whom you are required to appear	(B) Date
Name	
Title	
Address	(C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Telephone Number	
4. Records required to be produced to inspection	
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-45deg); opacity: 0.5; font-size: 4em; pointer-events: none;"> SAMPLE </div>	
	5. Authorized Official
If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.	_____ <small>(Signature)</small>
	_____ <small>(Printed Name)</small>
	_____ <small>(Title)</small>
	_____ <small>(Date)</small>

Appendix F Federal Judicial Subpoena

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT for the

<i>Plaintiff</i>)	
v.)	Civil Action No.
<i>Defendant</i>)	

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: _____
(Name of person to whom this subpoena is directed)

Production: YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:
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Inspection of Premises: YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:
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The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: _____

CLERK OF COURT

OR

_____ <i>Signature of Clerk or Deputy Clerk</i>	_____ <i>Attorney's signature</i>
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The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* _____, who issues or requests this subpoena, are:

Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).