

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF WYOMING

FILED
U.S. DISTRICT COURT
DISTRICT OF WYOMING

2014 JUN 30 AM 10 23

STEPHAN HARRIS, CLERK
CHEYENNE

Administrative General)
Order 2014-01)
)

**GENERAL ORDER REGARDING
PASSPORT NOTICES AND DISPOSITION
OF SURRENDERED PASSPORTS**

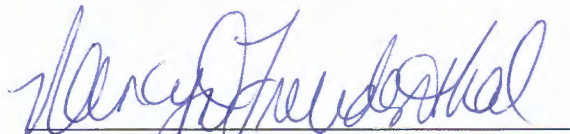
When a passport is surrendered by a defendant, the District Court Clerk for the District of Wyoming will become the custodian of the document. Upon receipt of a passport, Clerk's Office personnel will complete, file and distribute either Form PS 40 (Notice Regarding United States Passport for Criminal Defendant) or Form PS 40A (Notice Regarding Foreign Passport for Criminal Defendant) (sample forms attached). Passports should be retained in a locked depository within the Office of the Clerk pending their use as evidence or the disposition of charges, and then disposed of as described below. The date and method of passport disposition should be memorialized in the defendant's case file.

Defendant Not Convicted: Clerk's Office personnel should request the Court's permission to return the document to the defendant. Exception: If the passport is known to have been issued in a false name, Clerk's Office personnel should seek Court permission to return the document to the Department of State (if a United States passport) or to the appropriate Immigration and Customs Enforcement – Detention and Removal Office (ICE DRO) (if a foreign passport) unless the document is being held for evidentiary purposes for another proceeding.

Defendant Convicted: Absent specific directives from the Court, Clerk's Office personnel should return the passport to the Department of State (if a United States passport) or to the appropriate regional office of Immigration and Customs Enforcement (if a foreign passport). Send with the passport an updated copy of the Form PS 40 or Form PS 40A that was used for the original notification, along with a copy of the Judgment. The Judgment accompanying foreign passports being sent to ICE DRO should be certified whenever possible.

Expired Passports should be handled the same as valid passports.

Dated this 30 day of June, 2014.



Nancy D. Freudenthal
Chief U.S. District Judge
District of Wyoming

UNITED STATES DISTRICT COURT
for the

NOTICE REGARDING UNITED STATES PASSPORT FOR CRIMINAL DEFENDANT

TO: Office of Legal Affairs
U.S. Department of State
CA/PPT/S/L/LA
U.S. Department of State, SA-17A
1150 Passport Service Plaza
Dulles, VA 20189-1150

FROM:

Original Notice

Notice of Disposition

Date: _____

Date: _____

By: _____

By: _____

Defendant: _____

Case Number: _____

Date of Birth: _____

Place of Birth: _____

SSN: _____

Notice of Court Order (Order Date: _____)

The above-named defendant is not permitted to apply for the issuance of a passport and/or passport card during the pendency of this action.

The above-named defendant surrendered passport number _____ and/or passport card number _____ to the custody of the U.S. District Court on _____.

NOTICE OF DISPOSITION

The above case has been disposed of.

The above order of the court is no longer in effect.

Defendant not convicted – Document returned to defendant.

Defendant not convicted – Document enclosed for further investigation due to evidence that the document may have been issued in a false name.

Defendant convicted – Document and copy of judgment enclosed.

Distribution:

Original to case file
Department of State
Defendant (or representative)
Clerk of Court

UNITED STATES DISTRICT COURT
for the

NOTICE REGARDING FOREIGN PASSPORT FOR CRIMINAL DEFENDANT

TO: Immigration and Customs Enforcement - DRO **FROM:**

Date: _____
By _____

Defendant: _____ **Case Number:** _____
Date of Birth: _____ **Place of Birth:** _____
SSN: _____ **Alien ("A") Number:** _____

Notice of Court Order (Order Date: _____)

The above-named defendant surrendered Passport Number _____ (Issuing
Country _____) to the custody of the U.S. District Court on _____.

NOTICE OF DISPOSITION

The above case has been disposed of, and the above order of the court is no longer in effect.

- Defendant not convicted – Document enclosed for further investigation due to evidence that the document may have been issued in a false name.
- Defendant convicted – Document and copy of judgment enclosed.

Distribution:

Original to case file
Immigration and Customs Enforcement
Defendant (or representative)
Clerk of Court