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## **Request for Reconsideration and Reinterview (RFR) – Filing Guide - Aurora, CO**

- **Submit the RFR, as soon as possible:**
  - Email file the RFR to the New Orleans Asylum Sub-Office at:
    - [Neworleans.asylum@uscis.dhs.gov](mailto:Neworleans.asylum@uscis.dhs.gov);
  - CC the Houston Asylum Office at:
    - [houston.asylum@uscis.dhs.gov](mailto:houston.asylum@uscis.dhs.gov).
  - Mail a hard copy to both Asylum Offices at:
    - New Orleans:
      - New Orleans Asylum Sub-Office  
2424 Edenborn Avenue  
Suite 300  
Metairie, LA 70001
    - Houston:
      - USCIS  
Houston Asylum Office  
PO Box 670626  
Houston, TX 77267
  
- **Email your client's Deportation Officer to file Form G-28 and request a stay of removal while the RFR is pending:**
  - How to find your client's Deportation Officer's contact information:
    - Call ICE at (303) 361-0723, press 0 for the receptionist, ask for contact information for your client's DO by providing the last two digits of the A# and possibly country of origin. Request the DO's email so that you may submit the G-28.
    - Or, call the main number for the detention facility ((303) 361-6612) and speak to the receptionist who answers the phone. Provide the same information. They generally maintain a list of DO's, and their extensions.
    - If you cannot find contact information for the assigned DO, you can reach out to [probonodetention@rmian.org](mailto:probonodetention@rmian.org) to ask whether RMIAN can provide you with the DO's email.
  
  - Email the Deportation Officer to request the stay. Attach your Form G-28 to enter your appearance with ICE. CC the New Orleans Asylum Sub-Office and Houston Asylum Office email addresses.
  
- **Any supplemental documents must be mailed to the AO in a hard copy; they will not be accepted over email. Mail them to the New Orleans Asylum Sub-Office and cc a copy to the Houston Asylum Office.**