
Definition At times, it is necessary for a non-U.S. citizen residing in Mexico to attend court hearings or court-ordered reunification/maintenance activities within the U.S. An agreement has been developed with USA Bureau of Customs and Border Protection (CBP) for this purpose.

Procedure The following procedure will be used to assist a parent in legally entering the United States.

Step	Who	Action
1	SW	<ul style="list-style-type: none"> • Complete and sign 04-242. • Obtain supervisor signature. • At least one week before desired entry date; send completed 04-242 and copy of court order, minute order, subpoena, summons, or court officer's summary to the International Liaison (FAX: 858/514-6632). <p>NOTE: Include the parents' full name including paternal and maternal last names; e.g., Jose Perez Lopez.</p>
2	International Liaison	<ul style="list-style-type: none"> • Review 04-242 • Fax completed 04-242 to CBP
3	CBP	<p>Review 04-242.</p> <ul style="list-style-type: none"> • If request approved, fax confirmation number to International Liaison and Port of Entry. • If request is not approved, fax denial to International Liaison only.
4	International Liaison	Notify SW of CBP decision and give SW the confirmation number.
5	SW	<p>Notify parent(s) of CBP decision. If request approved:</p> <ul style="list-style-type: none"> • Instruct parent(s) to: <ul style="list-style-type: none"> ○ Bring identification ○ Go to pre-arranged

		<p>Port of Entry on date of court hearing or court-mandated activity and present the confirmation number.</p> <ul style="list-style-type: none"> • Advise parent(s) that immediate return to Mexico is mandatory after the designated activity is completed. <p>If request is not approved, parent(s) may not legally enter the U.S.</p>
6	Parent	<ul style="list-style-type: none"> • Give Confirmation Number to CBP and request I-94. • Return the original admittance document, I-94, to CBP upon leaving the U.S. <p>NOTE: If the original I-94 is not returned to CBP following the hearing/visit, it must be returned prior to a new I-94 being issued.</p>

When a parent does not/cannot return as scheduled

The SW is responsible for notifying the International Liaison when the parent:

- goes AWOL (does not return to Mexico), or
- will not be able to return to Mexico as scheduled.

To notify the International Liaison, the SW will call (858) 514-6730.