

## DAR RECORDINGS THROUGH BOX.COM

The Immigration Courts across the country, including at Fort Snelling, are migrating to a new system to provide DAR recordings to attorneys and respondents. The old system of providing a copy of a CD with the hearing recording on it is being phased out. Requests for DAR hearing recordings can be made through [BLM.Requests@usdoj.gov](mailto:BLM.Requests@usdoj.gov) using the attached form.

An email from [noreply@box.com](mailto:noreply@box.com) will be sent to the email address included on the form once the court has uploaded the recording into the Box.com system for you. The email will have a link to the DAR recording requested. If you do not already have a Box.com account, a free individual account will need to be set up. Here are directions and some screen shots to help with that process:

1. Go to Box.com and click "get started."
2. Select a plan. You will be able to create a free account under the "Individual and Teams" tab.

The screenshot shows the Box.com website's pricing page. At the top, there's a navigation bar with links for Products, Solutions, Customers, Resources, Pricing, and Contact, along with a phone number 1.877.729.4269 and buttons for 'Get Started' and 'Login'. Below the navigation bar, the heading 'Choose the best plan for your business' is centered. To the left of the plan cards, there's an orange text annotation: 'Click on this tab for free account' with a dashed arrow pointing to the 'Individuals and Teams' tab. The 'Business Plans' tab is currently selected. Below the tabs, there are four plan cards: 'Business', 'Business Plus', 'Enterprise', and 'Enterprise Plus Custom'. Each card displays a price comparison (e.g., \$20 to \$15 for Business), a 'Buy It' button, and a 'Try It' link. The 'Business Plus' card is highlighted with a 'MOST POPULAR' badge. The 'Enterprise Plus Custom' card has a 'NEW PLAN' badge and a 'Contact us' button. Below the plan cards, there's a list of features for each plan, such as 'Organization-wide collaboration', 'Upload files up to 5GB', 'Unlimited storage', 'Technical Support during local business hours', and '1,500+ Integrations like Microsoft Office and Teams, Salesforce, Google Workspace'. At the bottom right, there's a small chat bubble icon with a red notification dot.

Plan	Price (Monthly)	Price (Annually)	Minimum Users	Key Features
Business	\$20	\$15	3	Organization-wide collaboration, Upload files up to 5GB, Unlimited storage, Technical Support during local business hours, 1,500+ Integrations like Microsoft Office and Teams, Salesforce, Google Workspace.
Business Plus	\$33	\$25	3	Unlimited external collaborators, Upload files up to 15GB, Unlimited storage, Technical Support during local business hours, 1,500+ Integrations like Microsoft Office and Teams, Salesforce, Google Workspace.
Enterprise	\$47	\$35	3	Unlimited external collaborators, Upload files up to 50GB, Unlimited storage, Technical Support during local business hours, 1,500+ Integrations like Microsoft Office and Teams, Salesforce, Google Workspace.
Enterprise Plus Custom	Contact us			Everything in Enterprise, along with: Upload files up to 150GB, Box Shield, Box Governance, Box Sign, Unlimited app, and Salesforce.

- Do not sign up with google unless that is the email the court has on file for you. You will only be able to access the DAR recordings by creating an account using your email with the court.



Products Solutions Customers Resources Pricing Contact 1.877.729.4269

Get Started

Login

## Choose the best plan for your business

Individuals and Teams

Business Plans

Monthly ☒ Annually (Save 23%)

FOR INDIVIDUALS

Individual

Free

single user

Sign Up

Sign up with Google

Secure file storage, sharing and native e-signatures for personal use

Up to 10 GB of storage

250 MB file upload limit

1 file version

Box Sign: 5 docs for e-sign per month **new**

FOR INDIVIDUALS

Personal Pro

~~\$14~~ \$10

per month paid annually

single user

Buy It

Upgrade your personal plan for more flexibility, storage and e-signatures

Up to 100 GB of storage

5 GB file upload

10 file versions

Box Sign: 15 docs for e-sign per month;

Unlimited templates **new**

FOR BUSINESS TEAMS

Business Starter

~~\$7~~ \$5

per user/month paid annually

minimum of 2 users

Buy It

Try It

Secure file collaboration, storage and native e-signatures for up to 10 users

Up to 100 GB of storage

2 GB file upload

25 file versions

Box Sign: 10 docs for e-sign per user per month;

Unlimited templates **new**

Technical Support during local business hours

Hey there! 🙋 Would you like help choosing the best plan for your business?



- Enter your information and create a password. Once you hit "Get Started," you will be sent an email to confirm your account.



English (US)

1-877-729-4269

Log In

## Start Using Your Box Account Today

Tell us a bit about yourself

### Your Information

MN DAK Attorney

MNDAKattorney@lawfirm.com

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☐ I live in the European Economic Area or U.K.

☒ I am human



By clicking the "Get Started" button, you agree to Box's [Terms of Service](#) and confirm you have read Box's [Privacy Policy](#).

Get Started

### Your Current Plan:

Box Individual

✓ 10 GB Storage

✓ 250 MB file upload limit

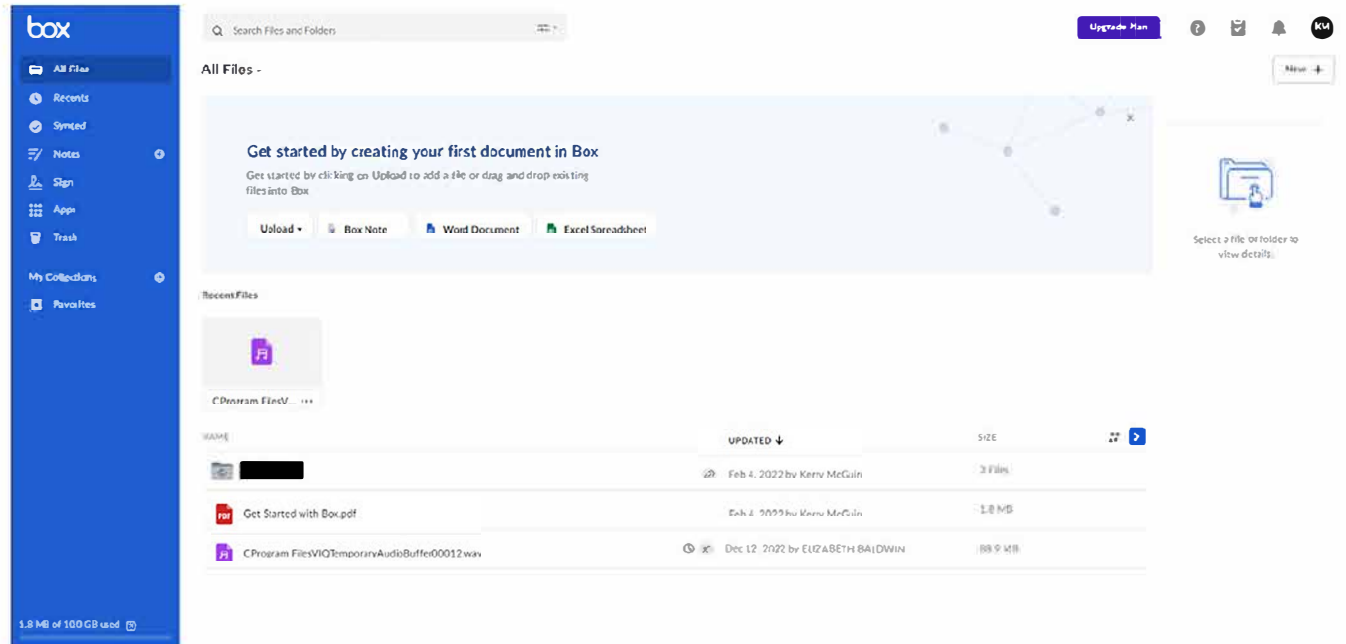
✓ Secure file sharing

➤ [Show More Features](#)

Today's Total

Free

5. After you confirm your account in your email, you will be able to sign in to your box account. Your recording will appear with a purple icon with Elizabeth Baldwin listed as the author. You will be able to click the icon and download the recording or listen to it in box.com.





## CASE FILE DOCUMENT REQUEST / RECORD OF PROCEEDING REVIEW

1 Federal Drive, Suite 1850  
Fort Snelling, MN 55111  
(612) 725-3765

**Instructions:** Fill out this form to request copies of court documents, or view a record of proceeding during Court hours M-F 8:00 AM-4:00 PM.

Email completed form to: [blmrequests@usdoj.gov](mailto:blmrequests@usdoj.gov)

### Fill out the Requestor's Contact Information section:

Date of Request:  
Requestor's Name:  
Requestor's Phone Number:  
Requestor's E-mail Address:

Requestor is:

- ☐ Attorney-of-Record
- ☐ Attorney (with signed release)
- ☐ Respondent
- ☐ DHS Officer/Gov't Attorney

### Court Case Information:

Respondent's A#:

Respondent's Name:

### Material Requested:

- ☐ Review Record-of-Proceeding in person at court (Please provide 2 business day advance notice)
- ☐ Obtain Mailed Copies of Case Documents specified below under Item(s) Requested (Please allow approximately 2 weeks for via mail)
- ☐ Obtain Copies of DAR Recordings (Audio CD) (Please allow approximately 2 weeks (first class mail))

### Item(s) Requested from Record-of-Proceeding:

*(Please list specific documents to be copied or state all. Provide an office mailing address if items should be mailed to requesting party)*

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### Requestor's Signature:

### Court Staff Section:

Date Request Received: \_\_\_\_\_ Date Request Fulfilled: \_\_\_\_\_ Court Staff Initials: \_\_\_\_\_

- ☐ Request declined, referred requestor to FOIA to obtain Record material Court Staff Signature: \_\_\_\_\_

#### Requestor Notification:

The Court is not able to fulfill your request for copies of the record-of-proceeding locally because:

- ☐ The hearing for this record-of-proceeding is more than nine months from the date of this request, therefore, please make the request through the EOIR *Freedom of Information Act* service at: [DOJ - EOIR - PAL-Home \(justice.gov\)](http://DOJ-EOIR-PAL-Home.justice.gov)
- ☐ The record-of-proceeding has been closed for more than one calendar year. This record-of-proceeding is now at the Federal Records Center. Please make your request through the EOIR *Freedom of Information Act* service at : [DOJ - EOIR - PAL-Home \(justice.gov\)](http://DOJ-EOIR-PAL-Home.justice.gov)