

United States District Court
Southern District of Ohio

Potter Stewart Courthouse
Room 103
100 East Fifth Street
Cincinnati, Ohio 45202

Richard W. Nagel
Clerk of Court

Telephone: 513.564.7500
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To whom it may concern:

Below please find many of the requirements for facilities interested in hosting an off-site naturalization ceremony. We can always make reasonable accommodations but we must have:

Access to the space 2.5-3 hours prior to the ceremony so that the Citizenship and Immigration Services (USCIS) within the Department of Homeland Security (DHS) can process the citizens.

A table for the representatives from USCIS to use while they process the citizens.

A seating area for the citizens in front and guests to observe.

A separate seating area for our various civic guests.

A side room/space for the Judge to change into his/her robe and wait before the ceremony.

At least one table and two podiums on the stage/front of the room:

- The Judge and his/her staff and school/organization dignitaries will sit in front

 - The way this has worked best elsewhere is to have two tables on the stage/front of the room w/ a podium between them.

 - The two tables have contained, on one side, representatives from the court and the other, representatives from the host organization.

- The two podiums allow the Judge and the rep from USCIS to engage in a dialogue during the ceremony.

A wireless microphone so that during the ceremony the citizens may stand and state their name and country of origin.

An additional table for the Hamilton County Board of Elections to register people to vote

immediately following the ceremony.

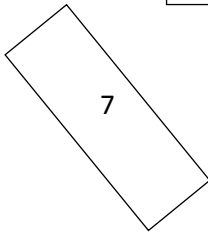
An additional table or two for any other attending civic organizations.

The United States Marshal service will visit beforehand to evaluate any security risks .

These are many of our primary concerns regarding off-site ceremonies. I hope that we can work together to celebrate at your facility. Please contact me with any thoughts or questions. Thank you for your time.

Sincerely,

Emily Bromwell Hiltz
Deputy Clerk/Naturalization Clerk



- 1. Court Table
- 2. School Official's Table
- 3. Podium
- 4. Citizens Seating
- 5. Guest Seating
- 6. Voter Registration
- 7. Homeland Security Table
- 8. Civic Guest Seating
- 9. Student Seating
- 10. Court Reporter's Chair

