CALIFORNIA SERVICE CENTER
OPTIONAL EXPEDITE WORKSHEET
(goldenrod)

Instructions: Expedites will only be granted for emergent reasons. They will be granted infrequently. Please remember that "poor planning does not merit an expedite". Also, the volume of expedite requests will be tracked. Cases that are not clearly approvable will not be expedited. Incomplete petitions will also be denied expeditious processing. All cases that are not expedited, will be routed for normal processing. The decision to expedite will be made on a case-by-case basis taking into consideration the following criteria:

1. Whether a significant public health concern or interest is involved
2. Whether significant environmental concerns or interests are involved
3. Whether significant revenue loss wold occur
4. Whether it would be in the compelling national and/or regional interest
5. Whether significant job creating or job loss would occur
6. Whether extraordinary industry specific circumstances exist, OR
7. Whether there are compelling humanitarian concerns such as medical reasons, political upheaval, etc.

Indicate briefly below the pertinent application/petition information, and the reasons for the expedite request. Also attach a one page letter setting forth the circumstances in detail. Please do not call or send multiple faxes once this request is submitted. If no expedite response is received within 72 hours, the request has been denied.

Type of Application/Petition _____

Name of Applicant/Petitioner _____

Name of Beneficiary _____

Reason(s) for expedite

_____

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MAILING PROCEDURES. Send All EXPEDITE REQUESTS by overnight mail or courier directly to the CSC street address via DHL, Express Mail, Federal Express, etc. Place a RED DOT on the outside envelope of all expedite requests.

DO NOT: (1) Send multiple faxes; (2) monopolize the facsimile machines by sending duplicates of cases already filed; (3) use the expedite procedure for failure to adequately plan ahead.

DO: (1) Plan ahead; and (2) Show this to your clients

FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN DENIAL OF YOUR EXPEDITE REQUEST

_____ EXPEDITE GRANTED

_____ EXPEDITE DENIED - CASE ROUTED FOR NORMAL PROCESSING

Please note: This optional form is for use with the California Service Center only.