



Change of Address and Change of Immigration Court Venue Guide and Checklist

Please use this guide to change the location of your immigration case if you are no longer living in the area where your case currently is. Anytime you move, you must inform the court within 5 days. You can now change your address with the court online.

Save this document on a computer and insert your case information. Please remember to include the proper evidence to support your motion (application to the court).

Moved Recently?

- File Form EOIR-33/IC Online at:
<https://respondentaccess.eoir.justice.gov/en/forms/eoir33ic/>
 - Submit within 5 days of moving;
 - A form must be submitted for each person in your family;
 - You will need:
 - Your A number;
 - Your previous address; and
 - Your new address.
 - This website will automatically send a copy to the immigration court as well as the relevant Department of Homeland Security office.

Changing Your Case Location?

- Prepare a Motion to Change Venue (template below)
 - Include:
 - A cover letter;
 - the motion to change venue;
 - an order for the immigration judge

- any evidence of your new address, for example:
 - a lease;
 - a utility bill;
 - any mail addressed to you at that address;
 - a signed statement from someone you are living with.

- 2. Mail the Motion:
 - You must mail the **original** Motion to the immigration court where your case currently is (not the court you want to change your case to);

 - You must also mail **a copy** of Motion to the Department of Homeland Security Office, Office of the Chief Counsel.

- 3. Remember:
 - Keep a copy of your motion for your records;
 - You must attend all hearings until a decision is made on your motion.

Need Help? Contact Project ANAR for more information.

Pro Se Filing
Return Address: **[ADDRESS]**
 [ADDRESS]

NOT DETAINED

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE IMMIGRATION JUDGE
[CITY, STATE]

In The Matter of)
)
)
[LAST NAME, First Name])
)
)
)
)
)
)
)
Respondent,)
in Removal proceedings)
_____)

A # ____ - ____ - ____

Hon. Judge: Hearing Date: Time:

[Last name, First name] [Date] [TIME]

Respondent’s Motion for Change of Venue

Please find:

Form E-61, Notice of Entry of Limited Appearance for Document Assistance..... 1-2
Motion for Change of Venue.....3
Order of the Immigration Judge.....4

A # ____ - ____ - ____

Date: _____

Proof of Service

I, the undersigned, declare:

That I, _____, am over 18 years old and my address is:

391 Sutter Street Ste 500
San Francisco, CA 94108

That on _____, I served the original of the attached Motion to Change Venue in the case of _____ A # _____, by mail to the address below:

U.S. Department of Justice
EOIR - Immigration Court
[ADDRESS of IMMIGRATION COURT]

and I served a copy via first-class mail to the address set forth below:

Department of Homeland Security
EOIR - Office of the Chief Counsel
[ADDRESS of DHS OFFICE]

Executed on _____ at _____, California.

Signature: _____

Address: Same as above

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE IMMIGRATION JUDGE
[CITY, STATE]

In The Matter of)
)
)
[LAST NAME, First Name]) A # ____ - ____ - ____
)
)
)
)
)
Respondent,)
in Removal proceedings)
_____)

RESPONDENT'S MOTION TO CHANGE VENUE

Respondent, _____, moves this Honorable Court to change the venue of his removal proceedings from _____ to the immigration court in _____. I seek this change of venue pursuant to 8 CFR § 1003.20.

In support of this motion, I state as follows:

I am currently residing at [ADDRESS]. I am including in this motion [EVIDENCE] demonstrating that I live at that address.

Respectfully submitted,

[First Name LAST NAME]

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE IMMIGRATION JUDGE
[CITY, STATE]

In The Matter of)
)
)
[LAST NAME, First Name]) A # ____ - ____ - ____
)
)
)
)
)
)
Respondent,)
in Removal proceedings)
_____)

ORDER OF THE IMMIGRATION JUDGE

After reviewing the respondent's Motion to Change Venue, the court issues the following order:

GRANTED

DENIED

The decision is based on the following:

- DHS does not oppose the motion.
- The respondent does not oppose the motion.
- No response to the motion has been filed with the court.
- Good cause has been established for the motion.
- The court agrees with the reasons stated in the opposition to the motion.
- The motion is untimely per [specify reason].
- Other:

Date:

Immigration Judge