



2 | CHANGE OF ADDRESS: How do I Update My Address with ICE and the Immigration Court?

I. Change of Address Overview



Hello! Welcome to the Legal Orientation Video on How to Update your Address with Immigration and Customs Enforcement (ICE), and the Immigration Court.

But before we get into it - make sure to click on the link below for a handout with all the information from this video and more. The other Legal Orientation Videos are also listed and linked below. Just remember that the video and handout provide information only and should *not* be considered legal advice.

If you move, you *must* update your address with both ICE and the immigration court.

Let's start with updating your address with ICE.

II. Change of Address with ICE



If you move, you must notify ICE within 5 business days.

Go to the ICE Portal (<https://portal.ice.gov/ocoa>).

Please note that if you entered the country with your family, you will need to update the address for each family member.

Enter your A number or Subject ID. Your A Number is sometimes called a file number. You can find your A number on your Notice to Appear.

Enter your First Name, Last Name, and Country of Birth.

You must complete the CAPTCHA by clicking "I'm not a robot". If a window with pictures appears, follow the directions, click on the correct pictures.



On this screen, you are being asked to enter your new **RESIDENTIAL** mailing address. Once completed, click Continue.

NOTE: You must enter a **residential mailable address**. You cannot enter a commercial address, or an address associated to an airport (for example: O'Hare Hilton Hotel in Chicago, Illinois has the same address as the O'Hare International Airport -- this address will be rejected.)

After your address is verified, if ICE records indicate that you may be eligible to receive your Notice to Appear (NTA) by mail at the new address you've entered, you will be given an option to either:

- ✓ Receive your NTA by mail, or
- ✓ Schedule an in-person appointment.

Please choose one of the options and click Submit.

On the final screen, you will receive a confirmation of your address change, and you will also be provided the opportunity to send a confirmation of your address change to your email address or phone as a text message.

Enter either your email address or phone number to get your confirmation.

Click Submit.

Your address is now updated with ICE. As a reminder, this is *different* from updating your address with the immigration court, which will be explained next.

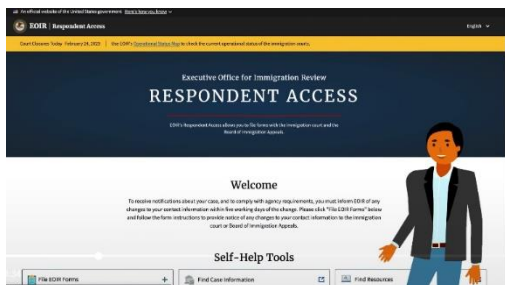
III. Change of Address with the Immigration Court



The immigration court needs your current mailing address to send you notices about your case. If you miss your court hearing, an Immigration Judge can enter a removal order, which means you could be removed from the United States.

If you move while your case is pending in immigration court, you must update your address with the court within 5 business days of moving. To update your address: 1) fill out the Change of Address form, 2) file it with the court, and 3) submit a copy to the government lawyer.

OPTION 1: UPDATE YOUR ADDRESS WITH THE IMMIGRATION COURT ONLINE



First, I'll show you how to submit a Change of Address form with the court online. We'll start by going to this website address. If you agree with the terms of the disclaimer, click "I accept." Click "File EOIR Forms," and then click the first option, "Change of Address/Contact Information Form Immigration Court."

You can change the language of the webpage by clicking "English" and then choosing the language you prefer from the list. Review the instructions,

scroll to the bottom of the page, and click "Next".

Enter your name and then your A number, which is sometimes called a file number. You can find your A number on your Notice to Appear. Click the dropdown menu and scroll until you find the immigration court location where your case is CURRENTLY pending – NOT where you want the case to go. If you do not know where your case is pending, watch the Legal Orientation video called "Court Case Status". Then click "next."

On this page, enter your *former*, or previous, address and contact information. Click "next". Then, enter your *new* address and contact information. Click "next".

Select "Click to Review" to download a PDF draft of the form. Open the PDF and carefully review it. If any information is incorrect, go back to the Change of Address form, go to the bottom of the page, and click "Back" to edit.

If the form is correct, scroll down and read the Proof of Service section. This explains that you agree to give or mail a copy of this document to the government lawyer. If you have read and understand the statement, check this box. Enter your name in the signature box and enter the date here.

Now, choose the government lawyer's office where you will send a copy of this form. Review the list closely because there may be multiple offices in the same city. If you do not know which address to select, go to this minute mark of this video.

Then, if you want to receive status updates from the court by e-mail, check this box and enter your email address here. Remember that e-mail updates are unofficial notifications, so the court and government lawyer should still send you documents by mail.

Go to the signature section and read the statement. If you agree, check this box. Type your name to sign and enter the date. When you are ready to submit the Change of Address form to the court, click "Submit".

Print two copies of the submitted Change of Address form. Keep one copy for your own records and send a copy to the correct government lawyer's office by mail or in person. Go to this minute mark of this video for information on how to submit to the government lawyer's office.

OPTION 2: UPDATE YOUR ADDRESS WITH THE IMMIGRATION COURT BY PAPER



Now, I'll show you how to complete a Change of Address form by paper to submit in-person or by mail to the immigration court. Remember, you must update your address within 5 business days of moving.

If you are at the immigration court, you can ask the Immigration Judge or clerk for the Change of Address form and you can complete it while you are there.

Take at least three forms because you will need to fill out three copies – two for the court and one for the government lawyer.

If you are not going to be at court within 5 business days of moving, you will need to download the form from this website. Find the immigration court location that currently has your case. Click PDF to open the form.

Follow:

- If you are in removal proceedings, you will be subject to an order of removal for a period of two years after the date of entry of the final order. You may also become ineligible for voluntary departure, cancellation of removal, and adjustment of status or change of status.
- If you are in deportation proceedings, you will be subject to an order of deportation for a period of five years after the date of the entry of the final order.
- You may also become ineligible for voluntary departure, suspension of deportation or voluntary departure, and adjustment of status or change of status.
- There are no exclusive proceedings. Your application for admission to the United States may be considered withdrawn.

Name – Last, First, Middle, Suffix (if applicable): JOHN DOE		A-Number: 999999999
My FORMER address and phone number were:		
"In care of" other person (if any):		
Number, Street, Apartment (if any):		
City, State, and ZIP code (Country if other than U.S.):		
Phone Number (include country code if other than U.S.):		
Email Address:		
My CURRENT address and phone number are:		
"In care of" other person (if any):		
Number, Street, Apartment (if any):		
City, State, and ZIP code (Country if other than U.S.):		
Phone Number (include country code if other than U.S.):		
Email Address:		

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the A-Number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

SIGN HERE: ☒ X Signature: _____ Date: _____

PROOF OF SERVICE

I, _____, provided a copy of this Change of Address Form on _____ (date) to the _____ (name) to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement (ICE) at: _____ (address).

Type or write your name and A number. Your *former*, or previous, address and contact information go here. Your *current*, or new, address and contact information go here. Then sign and date here.

Next, fill out the bottom of this form. This section confirms that you will "serve ICE," which means you will send a copy of the Change of Address form to the government lawyer. Write your name and the date on the first line. Then, write the address of the government lawyer's office you are

sending this to on this line.

Go to this minute mark of this video to learn how to find the correct address for the government lawyer's office. After the address, write whether you plan to deliver the copy to the government lawyer's office in person or by mail.

Do NOT check this box – this is for lawyers who e-file this form. The last step is to sign here.

Make two copies or complete three forms with the same information so that you have three identical documents.

Now, I'll explain how you can submit the form to the immigration court.

First, if you plan to submit the form at your hearing that is scheduled within 5 days from the date you changed your address, give two copies to the judge. The judge should return one to you with a stamp confirming the date you filed it with the court.

Second, if you do not have a hearing within 5 days, you can submit the two copies at the immigration court clerk's filing window. The clerk should return one to you with a date stamp.

Third, if you do not plan to be at the court within 5 days from the date you changed your address, you must mail it. Mail two forms to the court. If possible, include a self-addressed, pre-stamped envelope in your mailing. You can find the court's address when you check your case status online, or on the second page of the paper Change of Address form. The court should use the self-addressed envelope to mail you one of the forms you mailed them with a date stamp.



The final step is to submit a copy of the form to the government lawyer.

This includes 3 steps: finding the government lawyer's office address, for paper forms – writing on the form how you will send a copy to the government lawyer, and sending a copy to the government lawyer.

To find the correct government lawyer's office address, go to this website. Choose the state where your case is currently located, select "Office of the Principal Legal Advisor," and then click "Apply." Find the name of the immigration court where your case is currently located. Then write down the government office's mailing address. Remember, for some locations, the mailing address is different from the physical address of the court.

Next, if you plan on giving a copy to the government lawyer in-person, write "in-person" next to the government lawyer's office address on the paper form. If you plan on sending it by mail, write "by mail".

Finally, send a copy to the government lawyer. If you give it in-person during a hearing, you can give the third copy to the government lawyer who will be sitting at the table on the other side of the courtroom.

You can also submit the third copy to the clerk at the government lawyer's filing window.

Otherwise, you can mail the third copy to the government lawyer's office. Go back to the following minute mark to learn how to find the correct address.

Thank you for watching this video on how to change your address with ICE and the immigration court! Remember to review the handout linked below for more information.

As a final reminder – submitting a change of address form does not automatically mean your case will move to a different immigration court. To learn how move your case to the immigration court closest to you, watch the Legal Orientation video called "Change of Venue."