



3 | CHANGE OF VENUE: How Do I Move My Case to the Immigration Court Closest to Me?

I. Change of Venue Overview

Find out which court is closest to your new address:

- Go to: <https://www.justice.gov/eoir-operational-status/operational-status-map>.
- Enter the zip code of your new address. Click "Apply".
- Find the name and address of the closest immigration court at the bottom of the webpage.

To request the Immigration Judge to transfer your case to the immigration court closest to you, you must submit a "Motion to Change Venue" with the court that *currently* has your case:

1) Prepare the "Motion to Change Venue" packet,

- ✓ This includes the 1) cover page, 2) motion and supporting evidence, 3) proposed order, 4) certificate of service, and 5) the Change of Address form.

2) File the "Motion to Change Venue" packet with the court, and

- ✓ It is best to submit 2 copies to the court, so the court can give you one of the copies with a date stamp confirming when you filed the form.
- ✓ You can submit the 2 packets to the court in person (during a hearing or at the immigration court's filing window) or by mail.

3) Send a copy of the packet to the government lawyer's office.

- ✓ Whether you submit the packet to the court in person or by mail, you must also submit a copy of the packet to the government lawyer.
- ✓ You can submit a copy of the packet to the government lawyer in person (during a hearing or at the government lawyer's filing window) or by mail.

II. Prepare the "Motion to Change Venue" Packet

Find the Template Motion to Change Venue

- Go to: <https://www.justice.gov/eoir/self-help-materials>
- Scroll down to the "Change of Address and Change of Venue" section.
- Click the link titled "Have you Moved?"
 - ✓ The link will bring you to a self-help guide that includes a template Motion to Change Venue.
- Print at least 3 copies of the template.

1) Cover Page

- Write your name and new mailing address.
- Write the city and state of the court that currently has your immigration case.
- Write your name and your A number.
- Write the name of the Immigration Judge and the date of your next court hearing.
 - ✓ To find this information, check your Court Case Status online at <https://acis.eoir.justice.gov/en/> or call 1-800-898-7180.
 - ✓ View the "Court Case Status" Legal Orientation Video and Handout.

Sample Cover Sheet

Your Name: _____

Your Address: _____

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT

City and State: _____

In the Matter of: _____
(your name)

File No.: A _____
(your alien registration number)

Immigration Judge: _____ Next Hearing Date: _____

2) Motion and Supporting Evidence

- Write your name.
- Write the city and state of the court that *currently* has your immigration case.
- Write the city and the state of the location closest to you, or where you want to transfer your case.
- In this section, write in English why you want your case to be transferred.
 - ✓ For example: if you moved and are unable to travel to the court where your case is currently scheduled.
- Sign your name and write the date.
- Attach any documents and evidence to support your request to change venue.
 - ✓ For example: if you moved, provide utility bills, lease agreements, or other documents showing your new address.

Sample Motion to Change Venue

RESPONDENT'S MOTION TO CHANGE VENUE

Respondent _____ (Name), moves this Honorable Court to change the venue of her removal proceedings from _____ (city and state of the current immigration court) to the immigration court in _____ (city and state where you want your case moved). I seek change of venue pursuant to 8 CFR § 1003.20.

In support of this motion, I state as follows:

Respectfully submitted,

Name _____ Dated: _____

3) Proposed Order

- Write the city and state of the current immigration court.
- Write your name and A number.
- Leave the rest of this page blank for the judge to complete.

Sample Order

United States Department of Justice
Executive Office for Immigration
Review Immigration Court

_____ [the court's location (city and state)]

In the Matter of: _____ A Number: _____
[your name] [your alien registration number]

ORDER OF THE IMMIGRATION JUDGE

4) Certificate of Service

- This document confirms that you submitted a copy of this packet (the 5 documents) to the government lawyer's office.
- Write your name and A number.
- Write the date that you will submit the packet to the government lawyer, and your name.
- Write "ICE" to explain you are sending it to the government lawyer.
- Write the address of the government lawyer's office.
 - ✓ If you do not know which address to write, **see Step 1 in Section IV. below** for instructions.
- Write how you plan on sending the packet to the government lawyer. It may be "by mail" or "in person".
 - ✓ **See Step 2 in Section IV. below** for instructions.
- Sign and date the form.

(Respondent's Name) _____

(Respondent's Alien Number) _____

CERTIFICATE OF SERVICE

On _____, I, _____, (date) (printed name of person signing below)


served a copy of this Motion to Change Venue and any attached pages to _____ (name of party served)

at the following address: _____ (address of party served)

by _____ (method of service, for example overnight courier, hand-delivery, first class mail)


(signature) _____ (date) _____

5) Change of Address Form

- When you file the Motion to Change Venue, you must also include a Change of Address form.
- Remember, if you move, you must submit a Change of Address form to the court within 5 business days.
 - ✓  View the "Change of Address" Legal Orientation Video and Handout.
- You may include a paper Change of Address form from <https://www.justice.gov/eoir/eoir-forms> OR submit it online (<https://respondentaccess.eoir.justice.gov/en/>), print the submitted copy, and add it to this packet.

III. Submit it to the Court

- Make 2 copies of the packet or fill out the documents 3 times so that you have **3 packets** of the same documents: **2 for the court** and **1 for the government lawyer**.
- Submit the 2 copies to the court in one of the following ways:

In person (during a hearing)	In person (at the court clerk's filing window)	By mail
<ul style="list-style-type: none"> • Give 2 copies to the judge. • The judge should give back one to you with a date stamp confirming when you filed it with the court. 	<ul style="list-style-type: none"> • If you do not have a hearing within 5 days, you can submit the 2 copies at the court clerk's filing window. • The clerk should give back one to you with a date stamp confirming when you filed it with the court. 	<ul style="list-style-type: none"> • If you do not plan to be at the court within 5 days from the date you moved, you must mail the form. • Mail 2 copies to the court. If possible, include a self-addressed, pre-stamped envelope in your mailing. • Be sure to send the mailing to the court that <i>currently</i> has your case. <ul style="list-style-type: none"> ✓ To find this information, check your Court Case Status online at https://acis.eoir.justice.gov/en/ or call 1-800-898-7180. ✓  View the "Court Case Status" Legal Orientation Video and Handout. • The court should use the self-addressed envelope to mail back to you one of the copies with a date stamp confirming when you filed it with the court.

- Prepare to send it within 5 business days of when you move. Also, make sure to send the packet at least 3 weeks before your next court hearing date if you want your case to move to a different court before your next hearing.

IV. Service: Submit Copy to the Government Lawyer

• Step 1: Find the correct government lawyer office address

- ✓ Go to: <https://www.ice.gov/contact/field-offices>.
- ✓ On the blue row: Choose the state where your case is currently located, select "Office of the Principal Legal Advisor," and click "Apply".
- ✓ Find the box with the name of the immigration court city where your case is currently located.
- ✓ Write down the mailing address of the government lawyer's office. Remember, for some locations, the mailing address is different from the physical address of the government lawyer's office.



• Step 2: [For paper forms] Write on the form how you plan to send a copy to the government lawyer

- ✓ In person: Write "in person" next to the government lawyer's office address.
- ✓ By mail: Write "by mail" next to the government lawyer's office address.

• Step 3: Send a copy of the Change of Address form to the government lawyer

In person (during a hearing)	In person (at the government lawyer's filing window)	By mail
<ul style="list-style-type: none"> • Give a copy to the government lawyer who will be sitting at the table on the other side of the courtroom. 	<ul style="list-style-type: none"> • Give a copy to the clerk at the government lawyer's filing window. 	<ul style="list-style-type: none"> • Mail a copy to the government lawyer's office using the address you found from Step 1.

V. Check if the Immigration Judge Has Approved Your Request

- Continue checking your court case status for the next few weeks to find out whether the judge granted your motion and moved your case to a different immigration court.
 - ✓ To find this information, check your Court Case Status online at <https://acis.eoir.justice.gov/en/> or call 1-800-898-7180.
 - ✓  View the “Court Case Status” Legal Orientation Video and Handout.
- Also check your mail, as the court will mail you a document with the decision.
- Remember, **you must attend any upcoming hearings at the court that currently has your case**, until you receive confirmation that the judge granted your motion and that your hearing is re-scheduled for a later date at the immigration court closest to you.
- Even if the judge grants your Motion to Change Venue for your court location, to ensure the best outcome for your case, make sure to keep your address updated with the **court and ICE**.
 - ✓  View the “Change of Address” Legal Orientation Video and Handout.