

3 | CHANGE OF VENUE:

How Do I Move My Case to the Immigration Court Closest to Me?

Legal Orientation Video Link:

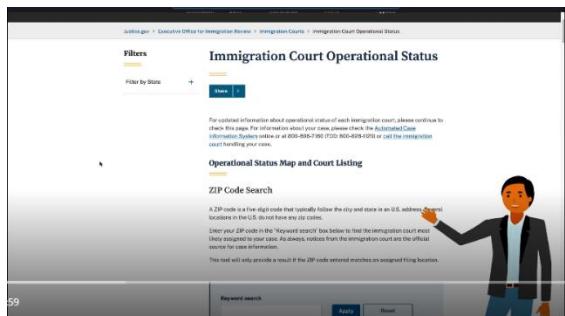
<https://portal.ice.gov/my-resources/legal-orientation-videos/change-venue>



Hello! Welcome to the Legal Orientation Video on How to Submit a Motion to Change Venue with the Immigration Court. I'm going to show you how to request the Immigration Judge to transfer your case to the immigration court closest to where you live if you move during your immigration proceedings.

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. 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.

I. Change of Venue Overview



So first—how do you find out which court is closest to your new address? Go to this website. Enter the zip code of your new address, click “Apply,” and you will find the name and address of the closest immigration court at the bottom.

But remember, you must submit your “Motion to Change Venue” with the court that *currently* has your case. To submit the motion, you must 1) prepare the motion and supporting evidence, which includes a Change of Address form; 2) submit the documents to the court; and 3)

submit a copy of the documents to the government lawyer’s office.

II. Prepare the “Motion to Change Venue” Packet



Let’s start with the motion. Find a template Motion to Change Venue at this website address. Then, scroll down to the “Change of Address and Change of Venue” section. Click the link titled “Have you Moved?”, which is available in English, Spanish, and Portuguese. The link will bring you to a self-help guide that includes a template Motion to Change Venue.

Print at least three copies of the template, which starts on this page.

There are five parts to the template: 1) the cover page, 2) the Motion to Change Venue, 3), the proposed order, 4) the certificate of service, and 5) the Change of Address form.

Let’s start with the cover page. Write your name and *new* mailing address at the top. Write the city and state of the court that *currently* has your case.

Write your name here and your A number here. Write the name of the Immigration Judge that *currently* has your case here. Write the date of your next court hearing here. To find this information, look up your case status at this website or call the information hotline at 1-800-898-7180.

The next page is the motion. Write your name here. Write the city and state of the court that *currently* has your immigration case here. Write the city and the state of the location where you want to transfer your case here.

In this section, write in English why you want your case to be transferred. For example, tell the judge if you moved and are unable to travel to the court where your case is currently scheduled.



A screenshot of a 'RESPONDENT'S MOTION TO CHANGE VENUE' form. The form is addressed to 'JOHN DOE' from 'SAN DIEGO, CA' and 'ALVIN, GA'. It states: 'I HAVE MOVED AND AM UNABLE TO TRAVEL TO THE COURT WHERE MY CASE IS CURRENTLY SCHEDULED'. The signature line is filled with 'JOHN DOE' and the date is '00/00/0000'. A large red circle with a white 'X' and the text 'ATTACH SUPPORTING DOCUMENTS' is overlaid on the form.

Then sign your name and write the date at the bottom. You should attach any documents and evidence you have to support your request to change venue. For example, if you moved, provide utility bills, lease agreements, or other documents showing your new address.

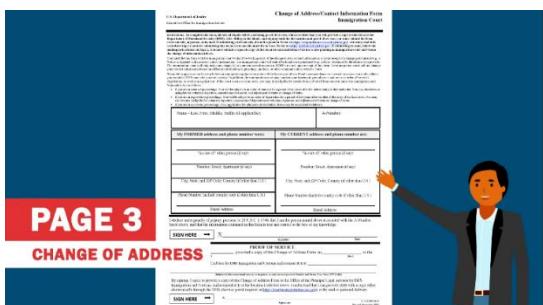
The next page is the proposed order, which is for the judge to sign if your request is granted. Write the city and state of the current immigration court here. Write your name and A number here. Leave the rest of this page blank for the judge to complete.

The last page is the "certificate of service," where you will confirm that you sent a copy of this packet of five documents to the government lawyer's office.

Write your name and A number at the top. Write the date that you will mail or give the packet to the government lawyer here. Write "ICE" to explain you are sending it to the government lawyer.

On this line, write the address of the government lawyer's office. Go to the following minute mark of this video to learn how to find the correct address. Then, write how you plan on sending this to the government lawyer. It may be in person or by mail.

Finally, sign and date the form at the bottom.



A screenshot of a 'Change of Address/Contact Information Form' titled 'Immigration Court'. The form is on 'PAGE 3' and is for 'CHANGE OF ADDRESS'. It contains fields for 'Current Address' and 'New Address', and checkboxes for 'I am a U.S. citizen' and 'I am a lawful permanent resident'. A person is pointing to the 'New Address' field.

When you file the Motion to Change Venue, you must also include a Change of Address form. You can learn how to submit a Change of Address form by watching the Legal Orientation Video called "Change of Address."

Remember, you must submit a Change of Address to the court within 5 business days of changing your address. You can submit the form online at this website or by paper using the form for your immigration court listed on this website. If you submit the Change of Address form online, print the submitted copy and add it to this packet.

III. Submit it to the Court

The five documents that you completed make up the Change of Venue packet.

Make two copies of the packet or fill out the documents three times so that you have 3 packets of the same identical documents: two for the court and one for the government lawyer.

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 with a date stamp. Be sure to send the mail to the court that *currently* has your case.

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



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 send a copy to the government lawyer; and sending a copy to the government lawyer.

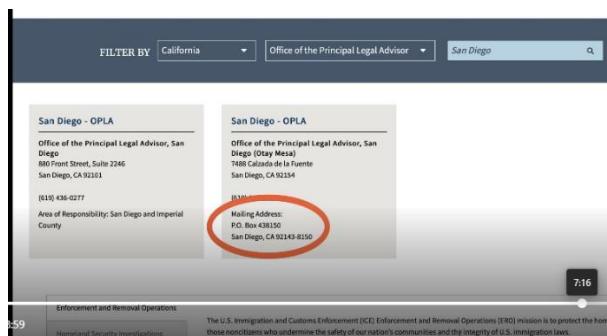
To find the correct government lawyer's office address, go to this website. Choose the state where your case is currently located, select "Office of Principal Legal Advisor," and then click "Apply."

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 government lawyer's office.

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".

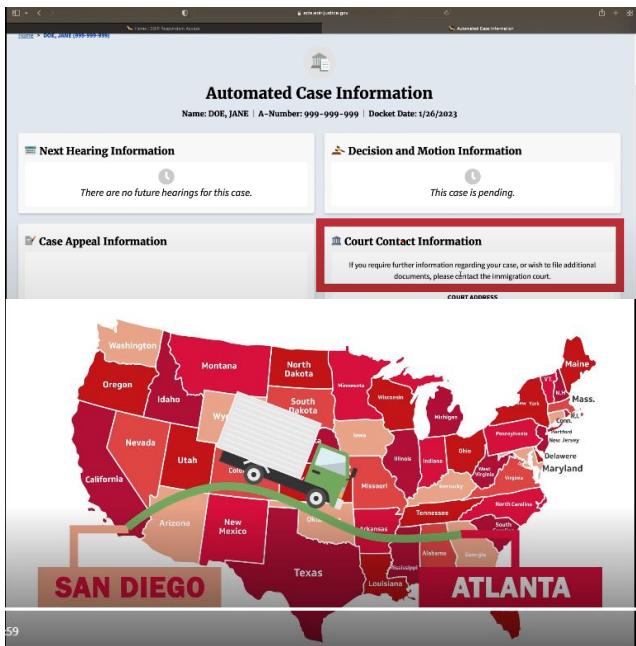
Finally, send a copy to the government lawyer. If you give it in person during a hearing, you can give the third copy to the government lawyer who will be sitting at the table on the other side of the courtroom.

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 this minute mark to learn how to find the correct address.

V. Check if the Immigration Judge Has Approved Your Request



Continue checking your 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.

Be sure to 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 rescheduled for a later date at the immigration court closest to you.

Thank you for watching this video on how to request to move your case to the closest immigration court! Remember to review the handout linked below for more information.

Again, to learn how to update your address with the court, watch the Legal Orientation video called "Change of Address."

If you need to update your address with ICE or change the location of your ICE check-in, watch the Legal Orientation Video "Reporting to ICE".