

How to Prepare and File a Motion to Request a Change of Venue

What You'll Need:

- ✓ E-33 (Change of Address Form) and cover letter explaining why you need a change of venue. See [here](#) for a template.
- ✓ Proof of your new address (Lease/Rental agreement, ID with your new address, a school form with your name & address, etc.)
- ✓ Draft of Proposed Order for the Immigration Judge and Proof of Service.
- ✓ Your A-number and details (time, date, address) of your next court hearing.
- ✓ Your new residence and/or mailing address.

When and Why to Change your Venue with the Immigration Court:

- Your court hearing can be changed if you move to another city or state. There is no need to travel long distances for your hearing if there is a court closer to you. This is usually done at the same time as filing for a Change of Address (E-33).
- Just like the Change of Address form, **2 copies of this form, 2 envelopes, and stamps for each person needing to file a Change of Address.** One will be sent to the address of the *current* Immigration Court your hearing is scheduled at. The 2nd copy will be sent to the correlating Office of the Principal Legal Advisor (OPLA).

What and where is my A-Number?

- Your A-number is a 9-digit identification number assigned to you and can be found on most documents you received when entering the U.S by an ICE Officer. This includes your Notice to Appear (NTA) or Order of Recognizance form. The forms you receive depend on how you entered the country.
 - It will often be shown as “A XXX-XXX-XXX” or as your ‘file number’ on your forms.

Where can I find the details of my court hearing?

- **EOIR Website**
 - Visit the EOIR website for details of your scheduled court hearing using your A-number. It will show the date, time, and address of your appointment. It will also include the name of the judge you will be speaking with, which is also needed to fill out your Change of Venue forms. Click [here](#) for the website.
- **NTA**
 - The details of your court hearing are on the bottom of your Notice to Appear.

Which OPLA office is closest to my court?

- Click [here](#) for a list of Immigration Courts in the United States and the ICE Attorney’s Office (OPLA) that correlates with each court.

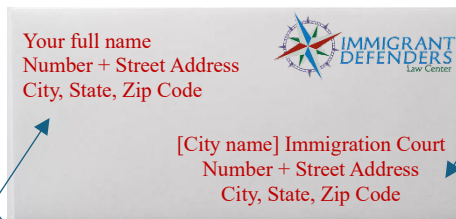
How do I mail my forms?

The Final Step:

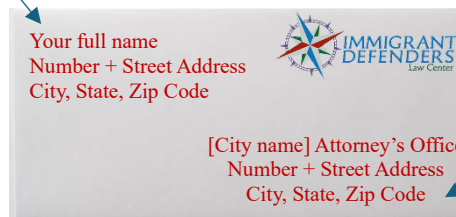
Copy the exact same information to the 2nd copy. Place each copy in an envelope. See the images to know how to address them. Remember, each person should fill 2 copies *each*.

Write your name and *current* address in the upper right-hand corner as the return address. If the envelope does not get delivered, it will get sent back to you.

Caution: Everything in these envelopes are examples. Do not copy it word for word. Fill out your own information + addresses in their place.



Write the address of your Immigration Court here. Make sure everyone sending a form is sending it to the right address of their courts. They might not be the same.



Write the address of the ICE Attorney’s office (OPLA) corresponding to your court here.

Page One (1): Cover Letter

NOTE: All Immigration forms must be written with **black** or **blue** ink pens.

Write your full name, New Address, and Phone Number

Name: _____
Address: _____
Phone: _____

Non-Detained

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
(City, State of Immigration Court)

Write the City and State of your *current* Immigration Court

Write your full name

In the Matter(s) of: _____
Respondent(s) _____
In Removal Proceedings _____

File No. A _____

Write your A-number

Write the name of the Immigration Judge assigned to your hearing. You can find this on the EOIR website or NTA.

Immigration Judge: _____

Next Hearing: _____
(Date and Time)

Write the date and time of your next court hearing. You can find this on the EOIR website or your

RESPONDENT'S PRO SE MOTION TO CHANGE VENUE

**Page Two (2):
Explanation of why you
need to change courts**

RESPONDENT'S PRO SE MOTION TO CHANGE VENUE

Write your full name here

The Respondent, _____, respectfully requests that the Immigration Judge change the venue of his/her removal proceedings from _____ to the Immigration Court with jurisdiction over the address found below. The Immigration Court may grant a change of venue "for good cause." 8 C.F.R. §1003.20(b).

Write the court address you're assigned to

Respondent submits there is good cause in this case. Respondent will be residing at the following address: _____

Write your *new residential* address that you have moved to. NOT the old one on your immigration documents.

The Department of Homeland Security would not suffer any prejudice as a result of a change of venue. Based upon the foregoing, Respondent respectfully requests that this motion to change venue be granted. A separate Form EOIR-33 will be filed by Respondent, if applicable.

Sign your name here

Respectfully submitted,

Signature

Date

Write the date using the format "Month/Day/Year"



**Page Three (3):
Explanation of why you
need to change courts**

Write the City and State of your *current* Immigration Court

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
(City, State of Immigration Court)

Write your full name

In the Matter(s) of _____

A#: _____

Write your A-number

ORDER OF THE IMMIGRATION JUDGE

Upon consideration of the **RESPONDENT'S PRO SE MOTION TO CHANGE VENUE**, it is HEREBY ORDERED that the motion be GRANTED DENIED because:

- DHS does not oppose the motion.
- The respondent does not oppose the motion.
- A response to the motion has not 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 _____.
- Other:

Deadlines:

- The application(s) for relief must be filed by _____.
- The respondent must comply with DHS biometrics instructions by _____.

Date Immigration Judge

You do not have to write anything else for the rest of this page apart from your name, court details, and A-number. The rest of this page is for the Immigration Court to sign to confirm your request to change court venues.

Certificate of Service
This document was served by: Mail Personal Service
To: Alien Alien c/o Custodial Officer Alien's Atty/Rep DHS
Date: _____ By: Court Staff _____

Page Four (4): Proof of Service. This certifies you sent a copy to the OPLA office

Write your full name

Name: _____

Write your A-number

A# _____

Write the date using the format "Month/Day/Year"

PROOF OF SERVICE

On _____, I, _____, mailed

or delivered a copy of this **RESPONDENT'S PRO SE MOTION TO CHANGE VENUE** to the DHS/ICE Office of Chief Counsel at the following address: _____

Write the OPLA address associated with the Immigration Court listed on your immigration documents.

by _____
(method of delivery)

Write the method in which you filed this motion [U.S Postal Service first class, dropping it off at the office in-person, etc.]

Signature

Date

Sign your name here

Write the date using the format "Month/Day/Year"

