

How to Change Your Address with the Immigration Court and Government Attorneys

In this guide, we will review step-by-step how to prepare the forms you need to change your address with the Immigration Court and Government Attorneys (Office of Chief Counsel (OCC)).

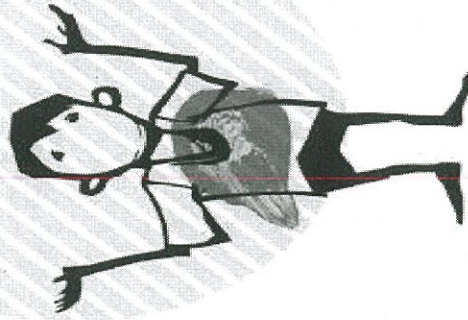
A blank copy of these forms is included in this packet.

DO NOT mail your forms to us (NIJC) or to the center where you were detained. You must mail your forms to both the Immigration Court and Government Attorneys (OCC) where you have your next court date.

Visit Our Website for More Resources

NIJC has materials online that might be helpful for you in understanding your case. You can read the **Know Your Rights** manual, and there are detailed instructions on **Change of Venue and Change of Address** procedures. You can get online at your school if you are attending, or at the nearest public library.

What do I need to be able to change my Court and my address?



- Your A#:** This is your immigration identification number. It starts with A and has 9 numbers. It should be included on all communication with Immigration. You can find it on your Notice to Appear (NTA).
- Your new address and phone number:** Ask your sponsor your new address and phone number. For your safety, it is a good idea to memorize this information.
- Your old address:** You can find this address on your Notice to Appear (NTA) under your name.
- A Change of Venue form (COV):** This document asks the Court to change your court appointment to the court closest to your new address.
- A Change of Address form (COA):** This document informs Immigration of your new address so they can send your immigration court appointment by mail.
- The address of the Immigration Court and Government Attorneys where you have Court next.**

Our hotline is available every Wednesday from 2:00pm – 4:00pm (312) 660-1331

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Finding Information on your NTA

Your A number, your case number with Immigration will be here

The list of reasons why the Government Attorneys have begun a case against you

This shows you will have to go to Immigration Court to see a Judge

Immigration and Naturalization Service
Notice to Appear
 In removal proceedings under section 240 of the Immigration and Nationality Act.
 File No. _____

To the Matter of: _____
 Respondent: _____
 (Please print name, city, state and ZIP code) currently residing at: _____
 (Please print name and phone number)

1. You are an arriving alien.

2. You are an alien present in the United States who has not been admitted or paroled.

3. You have been admitted to the United States, but are deportable for the reasons stated below.
 The Service alleges that:

1) You are not a citizen or national of the United States.

2) You are a spouse of _____ and a citizen of _____.

3) You were admitted to the United States at _____ on or about _____ as a nonimmigrant _____ with authorization to _____.

4) You remained in the United States beyond _____ without authorization.

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:
 Section 237 (a) (1) (B) of the Immigration and Nationality Act (Act), as amended, in that after admission as a nonimmigrant under Section 101(a) (15) of the Act, you have remained in the United States for a time longer than permitted.

This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.

Section 235(b)(3) notice was issued pursuant to: 8 CFR 208.20(a)(2) 8 CFR 235.16(a)(5)(v)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:

on _____ at _____ (City and State)
 (Complete address of Immigration Court, including phone number, if any)
 to show why you should not be removed from the United States based on the charge(s) set forth above. (Time)

Date: _____ (City and State)

See reverse for important information Form I-862 (Rev. 12/2004)

Your name will be next to "Respondent"

Your address while you were in Chicago will be here

What the Government Attorneys have charged you with

Change of Venue (COV)

PRO SE

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

Write the address of the Court where you have your appointment

Write your A#

Remember, you can find you're A# on your NTA (Notice to Appear)

In the Matter of: _____
Respondent (Your name)

File No. A _____ (Your A Number)

In removal proceedings }
MOTION FOR CHANGE OF VENUE }

The Respondent will be residing at _____

(Your Address)
Phone: _____
(Your Phone Number)

The Respondent respectfully requests that his or her case be transferred to the Immigration Court with jurisdiction over the above address.

Signed: _____
Respondent (Your signature)

CERTIFICATE OF SERVICE

I do hereby certify that a copy of the foregoing motion was served by mail or delivery on:
Department of Homeland Security
Office of the Chief Counsel

Date: _____
(month/day/year)

Signed: _____
Respondent (Your signature)

Write your full name

Write your complete new address and telephone number

Remember, you can find the address of the chief counsel in the court/DHS address list

Write the address of the Government Attorneys where you have your court case

Sign your name in blue or black ink

Sign your name in blue or black ink

This document is intended to serve only as a guide for unaccompanied children seeking to change their venue. Other sources, including an immigration attorney, should be consulted.

You can find this form on our website:
<https://www.immigrantjustice.org/kids>

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Change of Address (COA)

U.S. Department of Justice
Executive Office for Immigration Appeals
Board of Immigration Appeals

GMR#0112-6004
Alien's Change of Address Form/
Board of Immigration Appeals

Who should use this form: Use this form for a change of address if you have filed an appeal or motion with the Board of Immigration Appeals. *Note:* If you are an attorney representing a person before the Board, do not use this form to indicate your own change of address; use Form EOIR-27 (Notice of Entry of Appearance as Attorney or Representative Before the Board).

When to use this form: If you notice the law requires you to file this Change of Address Form with the Clerk's Office of the Board of Immigration Appeals, you must file this form (EOIR-33) within 30 days of a change in your address. If you are not required to file this form, you may still file this form with the Board every time you change your address. You should also file this form if you get a new telephone number.

How to use this form:

1. Complete the Change of Address Form below.
2. Send a copy of this form to the Office of the Chief Counsel for the Department of Homeland Security (DHS) (Immigration and Customs Enforcement (ICE), and complete and sign the "Proof of Service" below to show you did this.
3. Send this form to the Board of Immigration Appeals. Follow the mailing instructions on the back of this form.
4. If you prefer to file this form in person, you may bring it to the Board of Immigration Appeals, Clerk's Office, 5107 Leesburg Pike, Suite 2000, Falls Church, Virginia, 22041.

Name: _____ Alien Number: A _____

My OLD address was:

(In case of other person, if any)

(Number, Street, Apartment)

(City, State and ZIP Code)

(Country, if other than U.S.)

My NEW address is:

(In case of other person, if any)

(Number, Street, Apartment)

(City, State and ZIP Code)

(Country, if other than U.S.)

(New Telephone Number)

Write your full name →

Write your old address here →

Write your complete new address and telephone number →

Write your A# →

PROOF OF SERVICE (You Must Complete This)

I, _____ (Name) _____ (Date) _____ (City, State, Zip Code) _____ (Country) _____ (New Telephone Number) _____ (Signature) _____ (Date)

PROOF OF SERVICE (You Must Complete This)

_____ (Name) _____ (Date) _____ (City, State, Zip Code) _____ (Country) _____ (New Telephone Number) _____ (Signature) _____ (Date)

Write your full name and the date →

Write the addresses for the government where you have your Court case →

Form EOIR-33 (Rev. 10/2004)

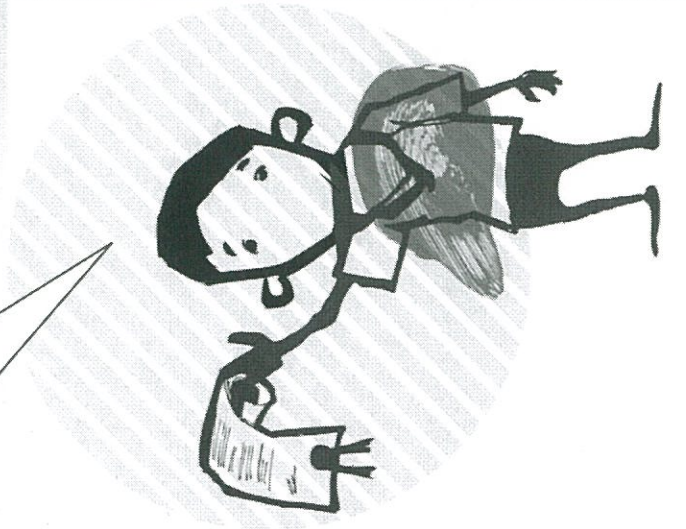
You can find this form at:
<http://www.justice.gov/eoir/eoirforms/eoir33/ICadr33.htm>

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Now, what do I do with these forms once I have completed them?

- * 1) Make two copies of each document
- * 2) Mail the original COV and original COA to the Immigration Court.
- * 3) Mail one copy of the COV and one copy of the COA to the Government Attorneys
- * 4) Keep one copy of the COV and one copy of the COA in safe place for your records
- * We recommend that you send the documents via certified mail so you have proof that you sent them. This means that you request a receipt be returned to you as proof that you sent the documents. You can send certified mail from any post office.



After you have sent the documents keep calling 1-800-898-7180 to verify the court has been changed to where you are currently living.

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**On the following pages you will find addresses for:
 Dept. of Justice Immigration Courts
 AND
 Dept. of Homeland Security Offices of Chief Counsel (OCC)**

DISCLAIMER: The most current addresses for DOJ Immigration Courts and DHS OCC can be found at the links below. The information below was updated on 1/28/2015 and cannot be guaranteed to be accurate after this date.

Call 1-800-898-7180 for the most current information on your case.

State	<u>Address of DOJ Immigration Court</u> For the most current information: http://www.justice.gov/coir/sibpages/ICadr.htm	<u>Address of DHS Office of the Chief Counsel (OCC)</u> For the most current information: http://www.ice.gov/contact/opla
Alabama Georgia	Atlanta Immigration Court 180 Spring Street SW, Suite 241 Atlanta, GA 30303 Phone: 404-331-0907	DHS Office of the Chief Counsel 180 Spring Street SW, Suite 332 Atlanta, GA 30303 Phone: 404-893-1400
Alaska Idaho Montana Oregon	Portland Immigration Court 1220 SW 3rd Avenue, Suite 500 Portland, OR 97204 Phone: 503-326-6341	DHS Office of the Chief Counsel 1220 SW 3rd Avenue, Suite 300 Portland, OR 97204
Arizona	Phoenix Immigration Court 200 E Mitchell Drive, Suite 200 Phoenix, AZ 85012 Phone: 602-640-2747	DHS Office of the Chief Counsel P.O. Box 25158 Phoenix, AZ 85002 Phone: 602-744-2412
	Tucson Immigration Court 300 W Congress Street, Suite 300 Tucson, AZ 85701 Phone: 520-670-5212	DHS Office of the Chief Counsel 6431 S Country Club Road Tucson, AZ 85706
Arkansas Kentucky Mississippi Tennessee	Memphis Immigration Court Brinkley Plaza 80 Monroe Avenue, Suite 501 Memphis, TN 38103 Phone: 901-528-5883	DHS Office of the Chief Counsel Brinkley Plaza 80 Monroe Avenue, Suite 502 Memphis, TN 38103 Phone: 901-544-0630

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California	Los Angeles Immigration Court 606 S Olive Street, 15th Floor Los Angeles, CA 90014 Phone: 213-894-2811	DHS Office of the Chief Counsel 606 S Olive Street, 8th Floor Los Angeles, CA 90014 Phone: 213-894-2805
	San Diego Immigration Court 401 W "A" Street, Suite 800 San Diego, CA 92101 Phone: 619-557-6052	DHS Office of the Chief Counsel 880 Front Street, Room 2246 San Diego, CA 92101 Phone: 619-557-6343
	San Francisco Immigration Court 100 Montgomery Street, Suite 800 San Francisco, CA 94104 Phone: 415-705-4415	DHS Office of the Chief Counsel 100 Montgomery Street, Suite 200 San Francisco, CA 94104 Phone: 415-705-4604
Colorado Wyoming	Denver Immigration Court 1961 Stout Street, Suite 3101 Denver, CO 80294 Phone: 303-844-5815	DHS Office of the Chief Counsel 12445 East Caley Avenue Centennial, CO 80111 Phone: 303-784-6560
Connecticut	Hartford Immigration Court Ribicoff Federal Building and Courthouse 450 Main Street, Room 628 Hartford, CT 06103 Phone: 860-240-3881	DHS Office of the Chief Counsel Ribicoff Federal Building and Courthouse 450 Main Street, Room 483 Hartford, CT 06103
Delaware West Virginia Pennsylvania	Philadelphia Immigration Court Nix Federal Building and Courthouse 900 Market Street, Suite 504 Philadelphia, PA 19107 Phone: 215-656-7000	DHS Office of the Chief Counsel Nix Federal Building and Courthouse 900 Market Street, Suite 346 Philadelphia, PA 19107 Phone: 267-479-3500
Florida	Miami Immigration Court One Riverview Square 333 S Miami Avenue, Suite 700 Miami, FL 33130 Phone: 305-789-4221	DHS Office of the Chief Counsel One Riverview Square 333 S Miami Avenue, Suite 200 Miami, FL 33130 Phone: 305-400-6160
	Orlando Immigration Court 3535 Lawton Road, Suite 200 Orlando, FL 32803 Phone: 407-722-8900	DHS Office of the Chief Counsel 3535 Lawton Road, Suite 100 Orlando, FL 32803 Phone: 407-812-3600
Hawaii	Honolulu Immigration Court 300 Ala Moana Boulevard, Room 8-112 Honolulu, HI 96850 Phone: 808-541-1870	DHS Office of the Chief Counsel 595 Ala Moana Boulevard Honolulu, HI 96813 Phone: 808-532-2149

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CHICAGO Illinois Indiana Wisconsin	Chicago Immigration Court 525 W Van Buren Street, Suite 500 Chicago, IL 60607 Phone: 312-697-5800	DHS Office of the Chief Counsel 525 W Van Buren Street, Suite 701 Chicago, IL 60607 Phone: 312-542-8200
Iowa Nebraska	Omaha Immigration Court 1717 Avenue H, Suite 100 Omaha, NE 68110 Phone: 402-348-0310	DHS Office of the Chief Counsel 1717 Avenue H, Room 174 Omaha, NE 68110
Kansas Missouri	Kansas City Immigration Court 2345 Grand Boulevard, Suite 525 Kansas City, Missouri 64108 Phone: 816-581-5000	DHS Office of the Chief Counsel 2345 Grand Boulevard, Suite 500 Kansas City, MO 64108 Phone: 816-391-7200
Louisiana	New Orleans Immigration Court 365 Canal Street, Suite 2450 New Orleans, LA 70130 Phone: 504-589-3992	DHS Office of the Chief Counsel 1250 Poydras Street, Room 325 New Orleans, LA 70113 Phone: 504-599-7938
Maine Massachusetts New Hampshire Rhode Island Vermont	Boston Immigration Court JFK Federal Building 15 New Sudbury Street, Room 320 Boston, MA 02203 Phone: 617-565-3080	DHS Office of the Chief Counsel JFK Federal Building 15 New Sudbury Street, Room 425 Boston, MA 02203 Phone: 617-565-3140
Maryland	Baltimore Immigration Court Fallon Federal Building 31 Hopkins Plaza, Room 440 Baltimore, MD 21201 Phone: 410-962-3092	DHS Office of the Chief Counsel Fallon Federal Building 31 Hopkins Plaza, Room 1600 Baltimore, MD 21201 Phone: 410-637-4060
Michigan	Detroit Immigration Court McNamara Federal Building 477 Michigan Avenue, Suite 440 Detroit, Michigan 48226 Phone: 313-226-2603	DHS Office of the Chief Counsel Rosa Parks Federal Building 333 Mt. Elliott Street, 2nd Floor Detroit, MI 48207 Phone: 313-568-6033
Minnesota North Dakota South Dakota	Fort Snelling Immigration Court 1 Federal Drive, Suite 1850 Fort Snelling, MN 55111 Phone: 612-725-3765	DHS Office of the Chief Counsel 1 Federal Drive, Suite 1800 Fort Snelling, MN 55111 Phone: 952-853-2970
Nevada	Las Vegas Immigration Court 3365 Pepper Lane, Suite 200 Las Vegas, NV 89120 Phone: 702-458-0227	DHS Office of the Chief Counsel 3373 Pepper Lane Las Vegas, NV 89120 Phone: 702-433-7288

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New Jersey	Newark Immigration Court 970 Broad Street, Room 1200 Newark, NJ 07102 Phone: 973-645-3524	DHS Office of the Chief Counsel 970 Broad Street, Room 1104B Newark, NJ 07102 Phone: 973-776-5400
New Mexico	El Paso Immigration Court 700 E San Antonio Avenue, Suite 750 El Paso, TX 79901 Phone: 915-534-6020	DHS Office of the Chief Counsel 1535 Hawkins Boulevard, Suite B El Paso, TX 79925 Phone: 915-782-7900
New York	Buffalo Immigration Court 130 Delaware Avenue, Suite 410 Buffalo, NY 14202 Phone: 716-551-3442	DHS Office of the Chief Counsel 130 Delaware Avenue, Room 203 Buffalo, NY 14202 Phone: 716-855-7920
	New York Immigration Court 26 Federal Plaza, 12th Floor, Room 1237 New York, NY 10278 Phone: 917-454-1040	DHS Office of the Chief Counsel P.O. Box 3507 New York, NY 10008 Phone: 212-264-5916
North Carolina South Carolina	Charlotte Immigration Court 5701 Executive Center Drive, Suite 400 Charlotte, NC 28212 Phone: 704-817-6140	DHS Office of the Chief Counsel 5701 Executive Center Drive Charlotte, NC 28212
Ohio	Cleveland Immigration Court 801 W Superior Avenue, Suite 13-100 Cleveland, OH 44113 Phone: 216-802-1100	DHS Office of the Chief Counsel 1240 E 9th Street, Room 585 Cleveland, OH 44199
Oklahoma	Dallas Immigration Court 1100 Commerce Street, Room 1060 Dallas, TX 75242 Phone: 214-767-1814	DHS Office of the Chief Counsel 125 E John Carpenter Freeway, Suite 500 Irving, TX 75062 Phone: 972-373-2300
Puerto Rico	Guaynabo Immigration Court San Patricio Office Center 7 Tabonuco Street, Room 401 Guaynabo, PR 00968 Phone: 787-749-4386	DHS Office of the Chief Counsel San Patricio Office Center 7 Tabonuco Street, Suite 100 Guaynabo, PR 00968 Phone: 787-706-2352

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Texas	<p>Dallas Immigration Court 1100 Commerce Street, Room 1060 Dallas, TX 75242 Phone: 214-767-1814</p>	<p>DHS Office of the Chief Counsel 125 E John Carpenter Freeway, Suite 500 Irving, TX 75062 Phone: 972-373-2300</p>
	<p>El Paso Immigration Court 700 E San Antonio Avenue, Suite 750 El Paso, TX 79901 Phone: 915-534-6020</p>	<p>DHS Office of the Chief Counsel 1535 Hawkins Boulevard, Suite B El Paso, TX 79925 Phone: 915-782-7900</p>
	<p>Harlingen Immigration Court 2009 W Jefferson Avenue, Suite 300 Harlingen, TX 78550 Phone: 956-427-8580</p>	<p>DHS Office of the Chief Counsel 1717 Zoy Street Harlingen, TX 78552</p>
Texas	<p>Houston Immigration Court 600 Jefferson Street, Suite 900 Houston, TX 77002 Phone: 713-718-3870</p>	<p>DHS Office of the Chief Counsel 126 Northpoint Drive, Room 2020 Houston, TX 77060 Phone: 281-931-2046</p>
	<p>San Antonio Immigration Court 800 Dolorosa Street, Suite 300 San Antonio, TX 78207 Phone: 210- 472-6637</p>	<p>DHS Office of the Chief Counsel 8940 Fourwinds Drive, Room 5045 San Antonio, TX 78239 Phone: 210-967-7050</p>
Utah	<p>West Valley City Immigration Court 2975 S Decker Lake Drive, Suite 200 West Valley City, UT 84119 Phone: 801-524-3000</p>	<p>DHS Office of the Chief Counsel 2975 Decker Lake Drive, Stop C West Valley City, UT 84119</p>
Virginia Washington, DC	<p>Arlington Immigration Court 1901 S Bell Street, Suite 200 Arlington, VA 22202 Phone: 703-603-1300</p>	<p>DHS Office of the Chief Counsel 1901 S Bell Street, 9th Floor Washington, DC 20536 Phone: 703-235-2700</p>
Washington	<p>Seattle Immigration Court 1000 Second Avenue, Suite 2500 Seattle, WA 98104 Phone: 206-553-5953</p>	<p>DHS Office of the Chief Counsel 1000 Second Avenue, Suite 2900 Seattle, WA 98104 Phone: 206-613-6500</p>

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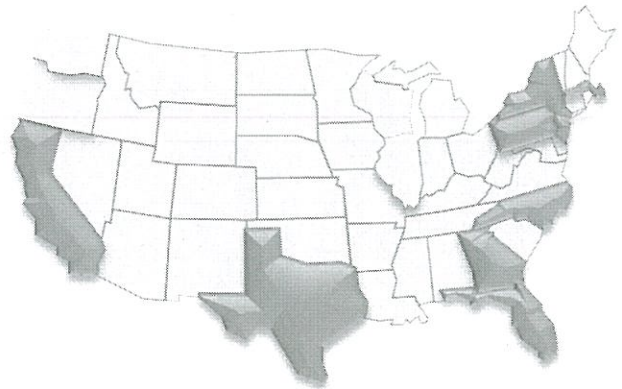
Do you have questions about the immigration court process?



The Legal Orientation Program for Custodians of Unaccompanied Alien Children is a program that offers free legal information about the immigration court process for family members of alien children who are in, or were released from, a shelter.

You can call the numbers below to attend an orientation closest to where you live.

Atlanta, Georgia	(404) 885-7237
Boston, Massachusetts	(617) 464-8103
Charlotte, North Carolina	(704) 971-4784
Dallas, Texas	(214) 634-7182
Harlingen, Texas	(956) 365-3775
Houston, Texas	(713) 874-6563
Los Angeles, California	(213) 251-3540
Miami, Florida	(305) 373-1073
New York City, New York	(212) 419-3701
Long Island, New York	(631) 789-5210
Newark, New Jersey	(973) 733-3516
San Francisco, California	(415) 861-1449
Washington, D.C.	(202) 465-9245



Please Remember! When you go to a legal orientation, take all of the documents that the child brought from the shelter, especially the documents that pertain to immigration court.

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