

CHANGE OF ADDRESS AND CHANGE OF VENUE

Get **guidance on updating your address** and **requesting a change of venue** when moving during your immigration court process. **Stay informed with our helpful infographic!**

WHAT TO DO IF YOU MOVE

When moving, you **must inform the immigration court and the Department of Homeland Security (DHS)**.

Failure to do so may result in missing important documents, such as your court date notice.



★ Please **read** the following steps **carefully!**

STEP 1: Locate Form EOIR-33 Online

The **change of address form (or COA)** is also known as form **EOIR-33**. This form notifies the court and the government attorney that you have a new address/residence.

Now you can fill out the form online at EOIR Respondent Access, using a computer or your cell phone!

1. Scan the QR code and open the link to access 'Respondent Access.'
2. In *Self-Help Tools* click on *File EOIR Forms*, and then select *EOIR-33/IC Change of Address/Contact Information Form - Immigration Court*.
3. Read the instructions carefully to complete the form.

<https://respondentaccess.eoir.justice.gov/en/>



★ Note: the online filing **sends a copy to DHS too**, so you don't need to inform them separately!

STEP 2: Fill Out Form EOIR-33 Online

To complete Form EOIR-33, you must have:

- your A-number
- your new address
- your old address
- your assigned immigration court

Your **A-number** is on all of your communication from DHS/EOIR. For example, it is on your Notice to Appear (NTA).



Your **assigned immigration court** is on your NTA. You can also find it online in the Automated Case Information System at this website:

<https://acis.eoir.justice.gov/en/>



STEP 3: Check the Status of Your Document

After you file your change of address online, **you should receive an email confirming that the EOIR received your document.**



You can **check if your document was accepted or rejected:**

- in the 'Respondent Access' Portal
- you should also receive an email

STEP 4: File for a Change of Venue (Optional)

If you move and there is an immigration court closer to your new address, **you can ask the court to transfer your case to the court that is closer to you.**

You can request the transfer **by filing for a "Change of Venue" (or COV).**



★ Note! If you move, but **your current immigration court is still the closest to you, you do not need to file a Change of Venue** (but you must still file an EOIR-33 every time you move).

STEP 5: Complete Your COV Packet

To request a Change of Venue, you need to mail some to documents to immigration court and the government attorney, including:

- a Motion to Change Venue
- proof of your new address
- form EOIR-33

Your **proof of address** can be a rent contract or utility bill. If you don't have these documents with your name on them, you can also ask for a letter from someone who lives at that address. Include a copy of their ID and proof of address with their name.

There is a template in the COV packet.

Your **Motion to Change Venue** is where you will explain why you need your immigration court to be moved. Download a blank COV packet at JusticePower.org:

Scan the QR code and follow the format.



You should have already filed **form EOIR-33** online. Print an extra copy and include it with your COV.

★ Note! See a **complete example COV packet** on the Asylum Seekers Advocacy Project website:



STEP 6: Mail Your COV

Find the **immigration court address** [here](#):



Find the **government attorney address** [here](#):



Make sure you have all of your documents, that the information is correct, that the documents are written in English, and that they are signed and dated. Make three copies of each, then send:

- **one copy to your current immigration court**
- **and one copy to the government attorney**
- keep one copy for your own records

STEP 7: Look for the Decision



The decision will be mailed to your new address. Make sure you keep checking your mail.

You can also **check the automated case information website:**

<https://acis.eoir.justice.gov/en/>



★ Note! Sometimes this process can take a long time. **If you do not get a decision before your hearing, you must go to your originally scheduled hearing.** Failure to appear in court may result in a removal order.

IMPORTANT NOTES:

- The EOIR-33 and COV **must be filled out in English.**
- **We recommend that you speak with an attorney or organization to help you fill out these forms.**
- If you need help finding a lawyer, organization, or translator, **contact us!**



CONTACT US!

SOURCES

- **Asylum Seekers Advocacy Project.** File a COV.
<https://help.asylumadvocacy.org/faqs-moving-traveling/#how-to-file-motion-to-change-venue>

- **Justice Power. Petition.**
<https://justicepower.org/project/petition-para-cambio-de-corte/?lang=es>

- **EOIR, "Respondent Portal Access FAQ's":**
"<https://www.justice.gov/eoir/respondent-access-portal-frequently-asked-questions#:~:text=Yes,was%20eligible%20for%20electronic%20filing.>

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