

It is important that EACH member of a family fill out their own form.

*Sample Cover Sheet*

Your Name: Sign here

Your Address: New Address Here  
\_\_\_\_\_

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

City and State: Old city and state here

\_\_\_\_\_)  
**In the Matters of:** )  
\_\_\_\_\_)  
Your name )  
(your name) )  
\_\_\_\_\_)

List your A Number here  
**File No.: A** \_\_\_\_\_  
(your alien registration number)

You can find your A# on your NTA (Notice to Appear) - if you don't have your NTA you can try looking up your A# and next court date by visiting <https://acis.eoir.justice.gov/en/> or calling 1-800-898-7180. Form I-385 and forms I-220A will also have your A#'s on them.

**Immigration Judge:** \_\_\_\_\_ **Next Hearing Date:** \_\_\_\_\_

You can find out who your immigration judge is and your next court date by visiting <https://acis.eoir.justice.gov/en/>. If nothing shows up when you search your A# on this website, this means your Notice to Appear has not been filed in court. It has to be filed in court in order for you to change venue. Sometimes it can take a few months to process.

**RESPONDENT'S MOTION TO  
CHANGE VENUE** (Venue means court)

*Sample Motion to Change Venue*

**RESPONDENT’S MOTION TO CHANGE VENUE**

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

In support of this motion, I state as follows:

Here you explain why the venue change is necessary and why it is a hardship to attend court in the other state.

\_\_\_\_\_

Example: I currently have a case schedule in Buffalo, but I do not live in Buffalo anymore. In fact, I live in New York. I live there with family. That's where I have a support system. I am unable to travel due to financial hardship. In New York I am looking for an attorney and I might someone who might be able to represent me. For these reasons I need to switch my case to New York City, because that's where I have my support system, that's where I live and that's where I have a job.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Respectfully submitted,

Sign Here  
Name

Dated: Date here

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

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

In the Matter of: Write your name here A Number: A# Here
[your name] [your alien registration number]

ORDER OF THE IMMIGRATION JUDGE

The judge will fill out this section and send it back to you.

Upon consideration of the respondent's 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

CERTIFICATE OF SERVICE

THIS DOCUMENT WAS SERVED VIA:

MAIL ( ) PERSONAL SERVICE ( ) ELECTRONIC SERVICE ( )
TO: RESPONDENT ( ) RESPONDENT'S C/O CUSTODIAL OFFICER ( )
RESPONDENT'S ATTY/REP ( ) DHS ( )

DATE: BY: COURT STAFF
ATTACHMENTS: EOIR-33 ( ) EOIR-28 ( ) LEGAL SERVICES LIST ( ) OTHER

Write your name here  
\_\_\_\_\_  
(Respondent's Name)

Write your A# here  
\_\_\_\_\_  
(Respondent's Alien Number)

### CERTIFICATE OF SERVICE

On Date mailed here, I, Print name,  
(date) (printed name of person signing below)

served a copy of this Motion to Change Venue

and any attached pages to ICE also called OPLA  
(name of party served)

at the following address: Look up the old ICE OPLA office at <https://www.ice.gov/contact/field-offices?office=12>  
(address of party served)

by Use a mail courier that you can track and put it here: UPS, Fedex etc.  
(method of service, for example overnight courier, hand-delivery, first class mail)

Sign here  
\_\_\_\_\_  
(signature)

date you send here  
\_\_\_\_\_  
(date)