

MOTION TO CHANGE VENUE: SAMPLE COVER SHEET

Your Name:

Write your full name here

Your Address:

Write your new address here

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

City and State:

Write the city and state of your current immigration court

In the Matters of:

Write your full name here

(Your Name)

File No.: A

Write your A Number here

(Your Alien Registration Number)

Write your child or spouse's full name here

(Name)

File No.: A

Write your child or spouse's A Number here

(Alien Registration Number)

Write your child or spouse's full name here

(Name)

File No.: A

Write your child or spouse's A Number here

(Alien Registration Number)

Only include this part if you have a spouse or child included in your immigration court case.

Immigration Judge:

Write the name of your immigration judge here

Next Hearing Date:

Write the date of your hearing here. If you don't have a hearing scheduled, write "none" or "N/A."

RESPONDENT'S MOTION TO
CHANGE VENUE

RESPONDENT'S MOTION TO CHANGE VENUE

Respondent Write your full name here, moves this Honorable Court to change the venue of his/her removal proceedings from Write the city and state of your current immigration court to the immigration court in Write the city and state of the court near your new address here.

Respondent seeks this change of venue pursuant to 8 CFR § 1003.20. In support of this motion, I state as follows:

- Write that you moved.
- Ask to move your case from your current immigration court to an immigration court near your new address.
- You can also say why it would be hard for you to travel back to your current immigration court for your hearing.
- Write this statement in English.

Respectfully,

Sign your name here

(Signature)

Write your full name here

(Name)

Write today's date here

(Dated)

MOTION TO CHANGE VENUE: SAMPLE ORDER

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

Write the city and state of your current immigration court here

[the court's location (city or town) and state]

In the Matter of: Write your full name here

Alien Number: Write your A-Number here

ORDER OF THE IMMIGRATION JUDGE

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 by: ☐ 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

Leave this section blank. The court will fill out this part.

MOTION TO CHANGE VENUE: SAMPLE CERTIFICATE OF SERVICE

Write your full name here

(Respondent's Name)

Write your A-Number here

(Respondent's Alien Number)

CERTIFICATE OF SERVICE

On Write today's date here, I, Write your full name here,
(date) (printed name of person signing below)

served a copy of this Motion to Change Venue,

and any attached pages to Write "Office of the Principal Legal Advisor for DHS – ICE" here
(name of party served)

at the following address: Write the address of your OPLA office here
(address of party served)

by Write how you will send a copy to the government attorney (OPLA office). For example, "USPS priority mail."
(method of service, for example overnight courier, hand-delivery, first class mail)

Sign your name here

(signature)

Write today's date here

(date)