Check list for COA.COV

1. Open EOIR Link (<https://acis.eoir.justice.gov/en/)> and search for A#
   * If not found or in order of removal, change of Address/Venue cannot be done)
2. Use <https://www.ice.gov/about-ice/opla> to find the court address for respective state
3. Notice of Entry of Limited Appearance (EOIR-16) (have attorneys EOIR & Bar number ready) ***one per person***
   1. Complete info and check “Motion”
   2. Description: Change of Venue
4. Cover Letter
   1. Use EOIR link to fill in Court Address information
5. Change of Address/Contact Information Form (EOIR-33) ***one per person***
   1. Use address on NTA to fill in “My Former address and Phone” Section
      1. Can be found under “Respondent” Name
      2. Under Proof of Service add OPLA address
6. Service Instructions
   1. Add client's new address
   2. Remove pre-filled address and add EOIR address
7. United States Department of Justice Docs
   1. Add names of client under “In the Matters of” ***one per family***
   2. Add immigration judge
   3. Add Next Hearing Date (found in EOIR)
   4. Ask client when they moved to their new address
8. Signatures
   1. Signatures are required for all applicants. Please take a moment to discuss signature requirements with the applicant(s).
   2. Children 14 and older should sign their own forms and documents. For children under 14, a parent or guardian should sign on their behalf.
   3. If you encounter any of the following scenarios, please flag a supervisor to discuss the best course of action.
      1. A child under the age of 14, not accompanied by a parent or guardian
      2. An adult who is unable to sign on their own behalf