**Change of Venue & Change of Address**

**Mailing Instructions**

**Prior to Mailing**

* For the Motion to Change Venue:
  + Ensure all signatures have been obtained
  + If more than one Respondent, verify with the Court where the case is currently venue-ed:
    - Whether the case is consolidated for multiple family members
    - Who the Lead Respondent is
    - Who the Rider Respondents are
  + Ensure there are 3 copies
    - 1 for Respondent(s)
    - 1 for EOIR
    - 1 for OPLA
  + Ensure that all necessary Exhibits are included
  + Ensure Form E-61 has signatures and is included
  + Ensure Form E-33 for Change of Address is signed and included
* TRP Copies
  + Copy the cover letter accompanying the MCV/COA
  + Copy the Limited Scope Retainer (if a copy is not already included)

**Mailing**

* Addresses
  + Please address the Envelopes to EOIR and OPLA/ICE for the Court where the case is currently venue-ed
    - Please referred to the addresses listed on documents titled “COV & COA EOIR Address Listing” & “COV & COA OPLA/ICE Address Listing”
    - Please ensure that OPLA/ICE receives a copy so that we ensure proper service
* Delivery
  + **Unless urgent** (IE: within 7-10 business days of Master Calendar Hearing), please mail the Change of Venue and Form E-33 via normal processing/normal ground delivery, with signature requested upon delivery
  + Please ensure that Motions are mailed on a weekly basis or twice a week, if feasible
  + Please save confirmation of delivery (if electronic) to the appropriate area