COA/COV Guidance & FAQs for Social Service Providers

What are the COA and COV? When are unaccompanied children (UCs) required to file the COA/COV?

- COA refers to the Change of Address form EOIR-33 that children in immigration proceedings are required to file within 5 days of moving.
- COV refers to a Change of Venue motion that individuals in immigration proceedings may file if they wish to move their case to the Immigration Court closest to their current address.

Where should the family send the COA/COV?

- When filing the COA and COV, the family must send 2 copies: one copy goes to the Immigration Court where the child's case is currently assigned, and a second copy goes to the corresponding DHS-ICE Office.
    - The addresses for the Immigrant Courts and blank copies of the COA form EOIR-33 can be found here: https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing
    - The addresses for the DHS-ICE Offices of the Principal Legal Advisor, or OPLA (formerly ICE Office of the Chief Counsel), can be found here: https://www.ice.gov/contact/field-offices?office=12

How does the family know which Immigration Court they are assigned to, so they know where to send the COA/COV?

- The family should call the EOIR Hotline (1-800-898-7180) or check the online EOIR Portal (https://portal.eoir.justice.gov/InfoSystem/Form?Language=EN) every 1-2 weeks to check the status of the child's case and whether they have been assigned an immigration hearing.
- Once the child's information is in the system and assigned to an Immigration Court, the family should send in the COA/COV to the correct court and corresponding DHS-ICE Office.

Can the COA/COV be filed online?

- No, the COA/COV must be mailed following the instructions above.

What if the child's case is not assigned to an Immigration Court yet? Where should they send the COA/COV in that case?

- The Immigration Court does not have jurisdiction over the child's case until DHS files the child's Notice to Appear with the court. If a child's case is not yet in the EOIR system, the family should wait to send the forms and continue checking the EOIR hotline or website every 1-2 weeks until the child is assigned to an Immigration Court.

What does it mean if the COA/COV are rejected?

- If a child's case is not yet in the EOIR system, the COA/COV will be rejected because the Immigration Court does not yet have jurisdiction over the child's case. The family should continue checking the EOIR hotline or website every 1-2 weeks until the child is assigned to an Immigration Court.

Who should sign the COA/COV?

- The sponsor/caregiver can sign the COA/COV on the child's behalf, or if a child is 14 or over, they can sign the COA/COV.
- Post Release Services workers and other social service providers can assist families with filling out the COA/COV, but should not sign the forms.

How can a family confirm that the court has received the COA/COV?

- Families are encouraged to send the COA/COV via certified mail so they receive a receipt as proof that the documents were delivered.
- The family or social service provider can also call the court to confirm that the COA/COV was received. A list of the Immigration Courts with phone numbers can be found here: https://www.justice.gov/eoir/eoir-immigration-court-listing.

What if the family mailed the COA/COV but the child's court hearing location has not been changed – are they still required to appear for their hearing?

- The family should call the court where their hearing is scheduled to confirm that the COA/COV was received. Depending on the court, the Immigration Judge may not process the Change of Venue request until the time of the child's hearing, or the family may be instructed to call the court to "appear" telephonically at the time of the child's hearing.
- Unless otherwise instructed by the Judge's clerk, the child should prepare to appear for their court hearing in person. The Immigration Judge can issue a deportation order if the child does not appear for court, regardless of whether a COA/COV is pending.

What is the correct way to fill out the COA/COV?

- Please refer to the examples on the following pages for a sample COA form and COV template with instructions.

Other questions?

- Contact us at: https://refugees.org/legal-services/.

SAMPLE COA

U.S. Department of Justice

Executive Office for Immigration Review

Alien's Change of Address/Phone Number Form
Immigration Court

Instructions: To complete this form, fill out all blanks below, including the proof of service, which certifies that you have provided a copy of this form to the Department of Homeland Security (DHS). After filling in the blanks and signing both the declaration and proof of service, you must submit the form in person or by mail. If submitting the form by mail, follow the mailing instructions on page two. You must submit a separate copy of this form for each individual in immigration court proceedings (i.e., you must submit a form for each person who has a case pending in immigration court and whom the change of address or phone number affects).

You must file this form with the immigration court within five working days of the change to your address or phone number, or your receipt of a charging document (e.g., a Notice to Appear) with incorrect contact information. The immigration court will send all official correspondence (e.g., date, time, and place of hearings) to the address you provide. The immigration court will only make any change(s) to your address and phone number in EOIR's records upon receipt of this form; the immigration court will not change your address or phone number based on a different address or phone number on pleadings, motions, or other communications with the court.

If you fail to appear at any hearing before an immigration judge when notice of that hearing or other official correspondence was served on you or sent to the address you provided, the Department of Homeland Security (DHS) may take you into custody. In addition, the immigration court may conduct your hearing in your absence and enter an order of removal, deportation, or exclusion against you. If the court enters such an order, you may be ineligible for certain forms of relief from removal under the Immigration and Nationality Act as follows:

If you are in ***removal*** proceedings: You will be subject to an order of removal for a period of ten years after the date of entry of the final order. You may also become ineligible for voluntary departure, cancellation of removal, and adjustment of status or change of status.

If you are in ***deportation*** proceedings: You will be subject to an order of deportation for a period of five years after the date of the entry of the final order. You may also become ineligible for voluntary departure, suspension of deportation or voluntary departure, and adjustment of status or change of status.

If you are in ***exclusion*** proceedings: Your application for admission to the United States may be considered withdrawn.

Name (Last, First, Middle):	Alien Registration Number:
MINOR NAME (last name goes first)	**A-NUMBER**

My FORMER address and phone number were:	My CURRENT address and phone number are:
PREVIOUS ADDRESS INFORMATION HERE OR MAY BE LEFT BLANK IF FROM FACILITY	**SPONSOR/CAREGIVER NAME**
"In care of" other person, (if any)	"In care of" other person, (if any)
	STREET ADDRESS
Number; Street; Apartment (if any)	Number; Street; Apartment (if any)
	CITY, STATE, ZIP
City, State, and ZIP Code; Country (if other than U.S.)	City, State, and ZIP Code; Country (if other than U.S.)
	SPONSOR CELL
Phone Number	Phone Number

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the alien registration number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

SIGN HERE ➡ X **SPONSOR/CAREGIVER OR MINOR 14+ SIGNATURE** (Signature) **DATE** (Date)

PROOF OF SERVICE

I, **SPONSOR/CAREGIVER OR MINOR 14+** (Name), mailed or delivered a copy of this Change of Address Form on, **DATE** (date),

to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE, located at: **ADDRESS OF DHS-ICE OPLA OFFICE WHERE THE CASE IS CURRENTLY ASSIGNED**

(Number and Street, City, State, Zip Code)

SIGN HERE ➡ X **SPONSOR/CAREGIVER OR MINOR 14+ SIGNATURE** (Signature)

MAILING INSTRUCTIONS

1. Mail or deliver a copy of the completed form to the DHS-ICE Office of the Chief Counsel at the address you inserted in the PROOF OF SERVICE above.
2. Fold the page at the dotted lines marked "Fold Here" so that the address is visible. (**Important**: Ensure the address section is visible after you fold the page.)
3. Staple, or otherwise secure, the folded form along the open end marked "Fasten Here."
4. Place appropriate postage stamp in the area marked "Place Stamp Here."
5. Write your return address in the area marked "PUT YOUR ADDRESS HERE."
6. Mail the original form to the immigration court.

Fold Here

PUT YOUR ADDRESS HERE

FAMILIES MAY ALSO PUT THIS FORM IN AN ENVELOPE AND LEAVE THIS BLANK.

Place Stamp Here

U.S. Department of Justice
Immigration Court
1901 South Bell Street
Suite 200
Arlington, VA 22202

SHOULD MATCH THE IMMIGRATION COURT WHERE THE CHILD'S CASE IS CURRENTLY ASSIGNED

Fold Here

Privacy Act Notice

The information on this form is required by 8 U.S.C. § 1229(a)(1)(F)(ii) and 8 C.F.R § l003.15(d)(2) in order to notify EOIR's immigration court of any change(s) of address or phone number. The information you provide is mandatory. Failure to provide the requested information limits the notification you will receive and may result in adverse consequences noted above. EOIR may share this information with others in accordance with approved routine uses described in EOIR's system of records notice EOIR–001, Records and Management Information System, and EOIR-003, Practitioner Complaint-Disciplinary Files.

Fasten Here

SAMPLE COV

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
ADDRESS OF IMMIGRATION COURT WHERE IS CURRENTLY CASE ASSIGNED

IN THE MATTER OF :	)	
ENTER MINOR'S NAME	)	IN REMOVAL PROCEEDINGS
(JUVENILE RESPONDENT'S NAME / **NOMBRE COMPLETO Y VERDADERO**)	)	(JUVENILE CASE)
ENTER MINOR'S A#	)	
(JUVENILE RESPONDENT'S ALIEN NUMBER / **NÚMERO DE INMIGRANTE**)	)	
	)	

MOTION FOR CHANGE OF VENUE

The JUVENILE RESPONDENT in this matter is residing at the following address.

ENTER MINOR'S CURRENT ADDRESS

United States of America

JUVENILE RESPONDENT requests that his/her case be transferred to the Immigration Court closest to JUVENILE RESPONDENT'S place of residence.

(date / **FECHA DE FIRMA -- mes, día y año**)

MINOR'S SIGNATURE IF AGE 14 OR OLDER
(Juvenile Respondent's signature / **FIRMA DE MENOR**)

(date / **FECHA DE FIRMA -- mes, día y año**)

SPONSOR/CAREGIVER'S SIGNATURE
(Adult Sponsor's signature / **FIRMA DE ADULTO**)

(Adult Sponsor's name / **ESCRIBA NOMBRE DE ADULTO**)

(Adult Sponsor's telephone number / **NÚMERO DE TELÉFONO**)

CERTIFICATE OF SERVICE

I certify that I have today placed in first class mail a true copy of the foregoing Motion to Change Venue in an envelope addressed as follows:

DHS-ICE OFFICE ADDRESS OF WHERE THE CASE CURRENTLY IS

SIGNATURE OF SPONSOR/CAREGIVER OR MINOR 14+
(Signature / **FIRMA**)

(Date / **FECHA**)