



# PRO SE CHANGE OF VENUE PACKET

Prepared by RMIAN

This guide was compiled by the staff of Rocky Mountain Immigrant Advocacy Network and was written for immigrants detained in Colorado who are representing themselves pro se in their removal proceedings. This guide is not intended to provide legal advice or serve as a substitute for legal counsel. RMIAN is a nonprofit legal services organization and does not charge for its services. This guide can be shared and distributed widely to assist immigrants around the country.

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# How to File a Motion to Change Venue and How to Submit a Change of Address Form

## What is a Motion to Change Venue?

A ***Motion to Change Venue*** is a request to the immigration court to change your court hearing to a court closer to your place of residence.

## When do I have to submit a Motion to Change Venue?

You must file a ***Motion to Change Venue*** if:

1. You are transferred from one immigration detention center to another immigration detention center<sup>1</sup>;
2. You leave an immigration detention center<sup>2</sup>; or
3. You move to a new address in a different state/jurisdiction and you want to change your court hearing to the court that is nearest to where you are living.

In any of these instances, you must fill out and submit a ***Motion to Change Venue***. It is very important that you file the ***Motion to Change Venue*** with the court, and that the court approves your request to move your case to a different court. If this does not happen, it is your responsibility to attend the hearings at the court where your case is currently located.

### **For those Transferred to the Aurora GEO/ICE Facility from a Different Detention Center:**

If you are transferred from another detention facility to GEO Aurora, you do not have to file a Motion to Change Venue; the Office of Chief Counsel usually does this. However, the case might be expedited if you, the respondent, files the Motion to Change Venue and the Change of Address Form. Once approved, your case-related mail will be sent to the Aurora Detention Center and your hearings will be scheduled at immigration court inside the detention facility.

## What are the steps to filling out a Motion to Change Venue?

1. Attached you will find a sample of a ***Motion to Change Venue***. On this form, you should:
  - Fill in your name, address, registration number with the court (your "ID number"), and the place where you want your court hearing to be moved.
  - Include all information in English. If you do not write or understand English, look for someone who can help you translate and fill out this form.
  - Use only blue or black ink.
  - Sign and date the motion and include all pages.
2. Where it says "Proof of Service," you will put your name and the date, and also include the address of the government attorney's office. The government attorney's office is called the "Office of the Chief Counsel." You will find a list of their addresses in this packet.
3. With your signature you are swearing that you have sent a copy of the ***Motion to Change Venue*** to the government attorney's office and also to the immigration court.

<sup>1</sup> If you are transferred from another detention facility to GEO Aurora, you do not have to file a Motion to Change Venue; the Office of Chief Counsel usually does this. However, the case might be expedited if you, the respondent, files the motion.

<sup>2</sup> If you are released from the Aurora GEO/ICE facility, your removal proceedings remain pending, and you plan to live in either Colorado or Wyoming, you do not need to file a Motion to Change Venue. However, you will still need to file a change of address form with the immigration court.

## What do I do if I change my address, but I'm still close to the immigration court I was assigned?

If you change addresses but stay in the same city you won't have to submit a ***Motion to Change Venue***, but you will need to send a ***Change of Address Form*** to the court no later than 5 days after moving. The *Change of Address* form is called the EOIR 33/IC. You can find the most recent version of this form at <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>. Below you will find instructions that describe how to fill out and submit this form.

## What are the steps to filling out a Change of Address Form?

1. You may download the latest version of **Form E-33/IC, Change of Address Form** from the EOIR website at <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>. Please refer to Appendix D for a sample. On the form, you should:
  - Include your full name and registration number with the court (your "ID number").
  - List your old address on the left-hand side and your new address on the right-hand side. The new address is where you want the court to send you news of your appointments/hearings.
  - Sign where it says, "sign here," and include the date. Just like you did in the motion, where it says "Proof of Service," you should fill in the address of the government attorney's office, and include your signature.
  - Write everything in English. The court does not accept documents in Spanish or other languages unless they are translated.
  - Use only black or blue ink.
2. Where it says "Proof of Service," you will include your name, date, and address of the government attorney's office. You will find a list of the government's Office of Chief Counsel addresses in this packet.
3. With your signature, you are swearing that you sent a copy of the ***Change of Address Form*** to the government attorney's office and to the immigration court.

## How do I send the Motion to Change Venue and the Change of Address Form?

You must submit the two different documents to both the immigration court and the Office of Chief Counsel:

- Motion to Change Venue – the motion asking the court to transfer your case to another court;
- EOIR-33 "Alien's Change of Address/Phone Number Form" – the document notifying the immigration court that you have a new address

Once everything is filled out and complete, make three copies of the two forms. If you don't have a photocopier at home, you can go to Kinkos, Office Depot, Staples, or your local library. One copy will be for the immigration court, one for the Office of the Chief Counsel, and one for your records.

### The first copy will be sent to the immigration court:

In an envelope, include a copy of the **Motion to Change Venue** and the **Change of Address Form**. You will send that envelope to the immigration court where you currently have your hearings scheduled. You will put the address of the immigration court in the center of the envelope and your address on the upper left-hand corner (see sample below). Please refer to Appendix E to for a list of immigration court addresses.

YOUR NAME	STAMP
Your Street Address	
City, State, Zip Code	
	COURT NAME
	Court Street Address
	City, State, Zip Code

- You must send each of these documents to the immigration court where your hearing is currently scheduled to notify them that you changed your address and that you want to transfer your case to another court. If you only send the ***Change of Address form***, the court will be able to reach you at your new address, but your hearings will remain in the court where your case is filed. Conversely, if you send the ***Motion to Change Venue*** but not the ***Change of Address form***, your case may be moved to another court, but the news of the change will reach your previous address (where you are no longer living). If that happens, you may miss your court hearing since you will not be receive the notice. Remember that if you only change addresses within the same city, you don't have to file a motion to change venue.

If you want a copy as proof that you sent all required documents to the court, you will need to include the following in the envelope: an extra copy marked "*confirmed copy; return to sender,*" and an extra envelope with a postage stamp and your address. The court will send you back that copy with a stamp indicating that they received your request.

### The second copy will go to the Office of Chief Counsel:

In another envelope, include the second copy of the **Motion to Change Venue** and the **Change of Address Form**. You will send that envelope to the Office of Chief Counsel who is in charge of all immigration cases in the city where you currently live. You will put the address of the government representative in the center of the envelope and your address on the left-hand corner (see sample below). (You will find a list of the Office of Chief Counsel addresses in this package). (see sample below). Please refer to Appendix E to find a list of addresses for the Office of Chief Counsel.

YOUR NAME Your Street Address City, State, Zip Code	STAMP    OFFICE OF CHIEF COUNSEL OCC Street Address City, State, Zip Code
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### Keep a third copy of the Motion to Change Venue and the Change of Address Form for your records.

#### What is the best way to send these two envelopes?

Take the two envelopes to the post office and buy enough postage to send them. We recommend you send the envelope that will go to the immigration court via "Certified Mail." If a piece of mail is certified, you will receive a receipt that serves as proof that you sent the documents. Please keep the receipt with your files.



#### What should I do once I send the Motion to Change Venue and the Change of Address Form?

1. Wait for the immigration court to send you a new notice about your court hearing. If three weeks have passed and you have not heard anything with, you should call the court to find out if your motion was received and what the decision was. You can find a list of immigration courts here: <https://www.justice.gov/eoir/immigration-court-administrative-control-list> and on Appendix E.
2. You can call the *Immigration Court Automated Case Information System* at 1-800-898-7180 to check the status of your request. You will need to include your registration number (ID number). Then, if you click the number 1, you will learn when and where your next hearing is scheduled. Calling is a very easy way to make sure you don't miss your hearing.

3. Finally, it is not enough to send the *Motion to Change Venue* to the immigration court. The court must approve the transfer of your case to a different court. Until the court confirms the change of your court hearing (they will send a notice to your address), your case remains at the immigration court where it was originally scheduled, and it is your responsibility to attend. If you miss court, the immigration judge will order you deported from the United States. For this reason, it is very important that you monitor your case and attend all of your court hearings.

The information provided herein is not intended as legal advice, and it should not be construed as such. This information is provided to pro se individuals who seek to change the location of their immigration court hearings.

# APPENDIX

## A

**U.S. DEPARTMENT OF JUSTICE**  
*Departamento de Justicia de Los Estados Unidos*  
**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**  
*Oficina Ejecutiva de Revisión de Casos de Inmigración*  
**IMMIGRATION COURT**  
*Corte de Inmigración*

In re: _____	)	In Removal Proceedings
(your name, <i>su nombre</i> )	)	<i>En Proceso de Expulsión</i>
	)	
Respondent	)	ID#_
<i>El Demandado</i>	)	<i>Archivo Numero de Extranjero (9 digitos)</i>
	)	_____
	)	(date, <i>fecha</i> )
Immigration Judge: _____		Next Hearing: _____
<i>Juez de Inmigración</i>		<i>Próxima audiencia</i>

---

**PRO SE MOTION TO CHANGE VENUE**  
*Petición Para Cambiar de Sitio*

---

The Respondent has been transferred to a new detention center and will be residing at:  
*El demandado ha sido trasladado a un nuevo centro de detención y residirá en:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(your new address)  
(*su nuevo domicilio*)

The Respondent requests that his case be transferred to the Immigration Court that covers the area of his residence.  
*El demandado solicita que su caso sea trasladado a la corte de inmigración que sirve el area de su residencia.*



CERTIFICATE OF SERVICE  
CERTIFICADO DE SERVICIO

The original document is being sent by mail to:  
*Este documento original se envía por correo a:*

U.S. Immigration Court

\_\_\_\_\_

\_\_\_\_\_  
(Address of your previous immigration court)  
*(Dirección de su corte de inmigración previa)*

I hereby certify that I have served a copy of this motion by mailing a copy to:  
*Por medio de este documento yo certifico que he entregado una copia de este documento por medio de correo a la siguiente dirección:*

U.S. Department of Homeland Security  
Office of the Chief Counsel

\_\_\_\_\_

\_\_\_\_\_  
(Address of the OCC office)  
*(Dirección de la oficina del representante legal)*

Date: \_\_\_\_\_  
*Fecha*

Signed: \_\_\_\_\_  
Respondent (sign your name here)

*Firma:* \_\_\_\_\_  
*Demandado (su firma)*

# APPENDIX

## B

**U.S. DEPARTMENT OF JUSTICE**  
*Departamento de Justicia de Los Estados Unidos*  
**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**  
*Oficina Ejecutiva de Revisión de Casos de Inmigración*  
**IMMIGRATION COURT**  
*Corte de Inmigración*  
**AURORA, COLORADO**  
*Aurora, Colorado*

In re: _____	)	In Removal Proceedings
(your name, <i>su nombre</i> )	)	<i>En Proceso de Expulsión</i>
	)	
Respondent	)	ID#_
<i>El Demandado</i>	)	<i>Archivo Numero de Extranjero (9 digitos)</i>
	)	_____
	)	(date, <i>fecha</i> )

  

Immigration Judge: _____	Next Hearing: _____
<i>Juez de Inmigración</i>	<i>Próxima audiencia</i>

---

**PRO SE MOTION TO CHANGE VENUE**  
*Petición Para Cambiar de Sitio*

---

The Respondent has been released from detention and will be residing at:  
*El demandado ha salido de detención y residirá en:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(your address outside of detention)  
(*su domicilio fuera del centro de detención*)

The Respondent requests that his case be transferred to the Immigration Court that covers the area of his residence.  
*El demandado solicita que su caso sea trasladado a la corte de inmigración que sirve el área de su residencia.*

CERTIFICATE OF SERVICE  
CERTIFICADO DE SERVICIO

The original document is being sent by mail to:  
*Este documento original se envía por correo a:*

U.S. Immigration Court  
3130 North Oakland Street  
Aurora, CO 80010

I hereby certify that I have served a copy of this motion by mailing a copy to:  
*Por medio de este documento yo certifico que he entregado una copia de este documento por medio de correo a la siguiente dirección:*

U.S. Department of Homeland Security  
Office of the Chief Counsel

\_\_\_\_\_

\_\_\_\_\_  
(Address of the OCC office)  
(*Dirección de la oficina del representante legal*)

Date: \_\_\_\_\_  
*Fecha*

Signed: \_\_\_\_\_  
Respondent (sign your name here)  
*Firma:* \_\_\_\_\_  
*Demandado (su firma)*

# APPENDIX

## C

**U.S. DEPARTMENT OF JUSTICE**  
*Departamento de Justicia de Los Estados Unidos*  
**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**  
*Oficina Ejecutiva de Revisión de Casos de Inmigración*  
**IMMIGRATION COURT**  
*Corte de Inmigración*

In re: _____	)	In Removal Proceedings
(your name, <i>su nombre</i> )	)	<i>En Proceso de Expulsión</i>
	)	
Respondent	)	ID#
<i>El Demandado</i>	)	<i>Archivo Numero de Extranjero (9 digitos)</i>
	)	_____
	)	(date, <i>fecha</i> )

Immigration Judge: _____	Next Hearing: _____
<i>Juez de Inmigración</i>	<i>Próxima audiencia</i>

---

**PRO SE MOTION TO CHANGE VENUE**  
*Petición Para Cambiar de Sitio*

---

The Respondent has moved and will be residing at:  
*El demandado se ha mudado y residirá en:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(your new address)  
(*su nuevo domicilio*)

The Respondent requests that his case be transferred to the Immigration Court that covers the area of his residence.  
*El demandado solicita que su caso sea trasladado a la corte de inmigración que sirve el área de su residencia.*

CERTIFICATE OF SERVICE  
CERTIFICADO DE SERVICIO

The original document is being sent by mail to:  
*Este documento original se envía por correo a:*

U.S. Immigration Court

\_\_\_\_\_

\_\_\_\_\_  
(Address of your current immigration court)  
*(Dirección de su corte de inmigración actual)*

I hereby certify that I have served a copy of this motion by mailing a copy to:  
*Por medio de este documento yo certifico que he entregado una copia de este documento por medio de correo a la siguiente dirección:*

U.S. Department of Homeland Security  
Office of the Chief Counsel

\_\_\_\_\_

\_\_\_\_\_  
(Address of the OCC office)  
*(Dirección de la oficina del representante legal)*

Date: \_\_\_\_\_  
*Fecha*

Signed: \_\_\_\_\_  
Respondent (sign your name here)  
*Firma:* \_\_\_\_\_  
*Demandado (su firma)*

# APPENDIX

# D



**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:  _____
--	---

My FORMER address and phone number were:	My CURRENT address and phone number are:
_____ "In care of" other person, (if any)	_____ "In care of" other person, (if any)
Number; Street; Apartment (if any)	Number; Street; Apartment (if any)
City, State, and ZIP Code; Country (if other than U.S.)	City, State, and ZIP Code; Country (if other than U.S.)
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.

<b>SIGN HERE →</b>	X _____	_____
	Signature	Date

**PROOF OF SERVICE**

I, \_\_\_\_\_, mailed or delivered a copy of this Change of Address Form on, \_\_\_\_\_,  
(Name) (date)  
 to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE, located at: \_\_\_\_\_  
(Number and Street, City, State, Zip Code)

<b>SIGN HERE →</b>	X _____	_____
	Signature	Date

# 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**

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Place  
Stamp  
Here

**U.S. Department of Justice**  
*Immigration Court*  
1961 Stout Street  
Suite 3101  
Denver, CO 80294

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. § 1003.15(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

# APPENDIX

# E

Updated October 2017:

For the most up-to-date information, go to [www.justice.gov/eoir/eoir-immigration-court-listing](http://www.justice.gov/eoir/eoir-immigration-court-listing) for the courts and [www.ice.gov/contact/legal](http://www.ice.gov/contact/legal) for the Office of Chief Counsel

CONTACT INFORMATION FOR  
IMMIGRATION COURTS & OFFICES OF CHIEF COUNSEL

STATE	CITY	IMMIGRATION COURT ADDRESS	COURT PHONE	OFFICE OF CHIEF COUNSEL (OCC) ADDRESS	OCC PHONE
Arizona	Eloy	1705 E. Hanna Road, Suite 366 Eloy, AZ 85131	520-466-3671	<i>Eloy Detention Center – Office of Chief Counsel (Phoenix):</i> 1705 East Hanna Road, Eloy, AZ, 85131	520-464-3032
	Florence	3260 N. Pinal Parkway Avenue Florence, AZ 85132	520-868-3341	<i>Florence Detention Center – Office of Chief Counsel (Phoenix):</i> 3250 N. Pinal Parkway Avenue, Florence, AZ, 85132	520-868-3081
	Phoenix	250 N. Seventh Ave., Suite 300 Phoenix, AZ 85007	602-640-2747	<i>Phoenix Office of Chief Counsel:</i> 2035 N. Central Avenue, Phoenix, AZ, 85004	602-744-2412
	Tucson	300 West Congress, Suite 300 Tucson, AZ 85701	520-670-5212	<i>Tucson Sub-Office – Office of Chief Counsel (Phoenix):</i> 6431 S. Country Club Road, Tucson, AZ, 85706	520-295- 4167
California	Adelanto	Adelanto Detention Facility 10250 Rancho Road, Suite 201A Adelanto, CA 92301	760-246-5404	<i>Adelanto Detention Facility – Office of Chief Counsel (Los Angeles):</i> 10400 Rancho Road, Adelanto, CA, 92301	760-561-6460
	Imperial	2409 La Brucherie Road Imperial, CA 92251	760-370-5200	<i>Imperial Regional Detention Facility – Office of Chief Counsel (San Diego):</i> 1572 Gateway Road, Calexico, CA, 92231	760-336-4705
	Los Angeles	606 S. Olive Street, 15th Floor Los Angeles, CA 90014	213-894-2811	<i>Los Angeles Office of Chief Counsel:</i> 606 South Olive Street, 8th Floor, Los Angeles, CA, 90014	213-894-2805
	Otay Mesa	7488 Calzada de la Fuente San Diego, CA 92154  <i>Mailing Address: P.O. Box 438150 San Ysidro, CA 92143-8150</i>	619-661-5600	<i>Otay Mesa Detention Facility – Office of Chief Counsel (San Diego):</i> 7488 Calzada de la Fuente, San Diego, CA, 92154 <i>Mailing Address: P.O. Box 439020, San Diego, CA 92143</i>	619-661 5289
	San Diego	401 West "A" Street, Suite 800 San Diego, CA 92101	619-557-6052	<i>San Diego Office of Chief Counsel:</i> 880 Front Street, Room 2246, San Diego, CA 92101	619-557-6343
	San Francisco (Detained)	630 Sansome Street, 4th Fl. Room 475 San Francisco, CA 94111	415-705-1033	<i>San Francisco Office of Chief Counsel:</i> 100 Montgomery Street Suite 200, San Francisco, CA, 94104 <i>Mailing Address: P.O. Box 26449, San Francisco, CA 94126</i>	415-705-4604
Colorado	Aurora	3130 N. Oakland Street Aurora, CO 80010	303-361-0488	<i>Denver Office of Chief Counsel:</i> 12445 East Caley Avenue, Centennial, CO, 80111-6432	303-784-6560
	Denver	1961 Stout Street, Suite 3101 Denver, CO 80294	303-844-5815	<i>Denver Office of Chief Counsel:</i> 12445 East Caley Avenue, Centennial, CO, 80111-6432	303-784-6560
Connecticut	Hartford	AA Ribicoff Federal Building & Courthouse 450 Main Street, Room 628 Hartford, CT 06103	860-240-3881	<i>Hartford Sub-Office - Office of Chief Counsel (Boston):</i> Ribicoff Federal Building, 450 Main Street, Room 483 Hartford, CT, 06103-3060	860-240-3615

Updated October 2017:

For the most up-to-date information, go to [www.justice.gov/eoir/eoir-immigration-court-listing](http://www.justice.gov/eoir/eoir-immigration-court-listing) for the courts and [www.ice.gov/contact/legal](http://www.ice.gov/contact/legal) for the Office of Chief Counsel

Florida	Miami Krome (Detained)	Krome North Processing Center 18201 SW 12th Street, Bldg #1, Suite C Miami, FL 33194	786-422-8700	<i>Miami Office of Chief Counsel:</i> 333 S. Miami Avenue, Suite 200, Miami, FL, 33130  <i>Krome Service Processing Center – Office of Chief Counsel (Miami):</i> 18201 SW 12th Street, Miami, FL, 33194-2700	305-400-6160  305-207-2001
	Miami	One Riverview Square 333 S. Miami Avenue, Suite 700 Miami, FL 33130	305-789-4221	<i>Miami Office of Chief Counsel:</i> 333 S. Miami Avenue, Suite 200, Miami, FL, 33130  <i>Broward Transitional Center – Office of Chief Counsel (Miami):</i> 3900 North Powerline Road, Pompano Beach, FL, 33073	305-400-6160  954-545-6060
	Orlando	3535 Lawton Road, Suite 200 Orlando, FL 32803	407-722-8900	<i>Orlando Office of Chief Counsel:</i> 3535 Lawton Road, Suite 100, Orlando, FL, 32803	407-812-3600
Georgia	Atlanta	180 Ted Turner Drive, SW Suite 241 Atlanta, GA 30303  401 W. Peachtree Street NW Suite 2600 Atlanta, GA 30308	404-331-0907  404-554-9400	<i>Atlanta Office of Chief Counsel:</i> 180 Ted Turner Drive, SW, Suite 332, Atlanta, GA, 30303	404-893-1400
	Stewart	146 CCA Road, PO Box 248 Lumpkin, GA 31815	229-838-1320	<i>Stewart County Detention Facility – Office of Chief Counsel (Atlanta):</i> 146 CCA Road, Lumpkin, GA, 31815	229-838-1109
Hawaii	Honolulu	PJKK Federal Building 300 Ala Moana Blvd., Rm. 8-112 Honolulu, HI 96850	808-541-1870	<i>Honolulu Office of Chief Counsel:</i> 595 Ala Moana Boulevard, Honolulu, HI, 96813	808-532-2149
Illinois	Chicago	525 West Van Buren Street, Suite 500 Chicago, IL 60607	312-697-5800	<i>Chicago Office of Chief Counsel:</i> 525 W. Van Buren Street, Suite 701, Chicago, IL, 60607	312-542-8200
	Chicago (Detained)	536 Clark Street, Rm. B1330/1320 Chicago, IL 60605	312-697-5800	<i>Chicago Office of Chief Counsel:</i> 525 W. Van Buren Street, Suite 701, Chicago, IL, 60607	312-542-8200
Louisiana	New Orleans	One Canal Place 365 Canal Street, Suite 500 New Orleans, LA 70130	504-589-3992	<i>New Orleans Office of Chief Counsel:</i> 1250 Poydras Street, Suite 2100, New Orleans, LA, 70113	504-599-7938
	Oakdale	1900 E. Whatley Road Oakdale, LA 71463	318-335-0365	<i>Oakdale Sub-Office – Office of Chief Counsel (New Orleans):</i> 1010 E. Whately Road, Oakdale, LA, 71463-1128	318-335-7500

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Maryland	Baltimore	George Fallon Federal Building 31 Hopkins Plaza, Rm. 440 Baltimore, MD 21201	410-962-3092	<i>Baltimore Office of Chief Counsel:</i> George Fallon Federal Building 31 Hopkins Plaza, Room 1600, Baltimore, MD, 21201	410-637-4060
Massachusetts	Boston	JFK Federal Building 15 New Sudbury Street, Room 320 Boston, MA 02203	617-565-3080	<i>Boston Office of Chief Counsel:</i> JFK Federal Building 15 New Sudbury Street, Room 425, Boston, MA, 02203	617-565-3140
Michigan	Detroit	P.V. McNamara Federal Building 477 Michigan Avenue, Suite 440 Detroit, MI 48226	313-226-2603	<i>Detroit Office of Chief Counsel:</i> Rosa Parks Federal Building 333 Mt. Elliott Street, 2nd Floor, Detroit, MI, 48207	313-568-6033
Minnesota	Bloomington	Bishop Henry Whipple Federal Building 1 Federal Drive, Suite 1850 Fort Snelling, MN 55111	612-725-3765	<i>Minneapolis – St. Paul Office of Chief Counsel:</i> 1 Federal Drive, Suite 1800, Fort Snelling, MN, 55111	612-843-8935
Missouri	Kansas City	2345 Grand Boulevard, Suite 525 Kansas City, MO 64108	816-581-5000	<i>Kansas City Sub-Office – Office of Chief Counsel (Chicago):</i> 2345 Grand Boulevard, Suite 500, Kansas City, MO, 64108	816-391-7200
Nebraska	Omaha	1717 Avenue H, Suite 100 Omaha, NE 68110	402-348-0310	<i>Omaha Sub-Office – Office of Chief Counsel (Minneapolis – St. Paul):</i> 1717 Avenue H, Room 174, Omaha, NE, 68110	402-536-4804
Nevada	Las Vegas	110 North City Parkway, Suite 400 Las Vegas, NY 89106	702-458-0227	<i>Las Vegas Sub-Office - Office of Chief Counsel (Los Angeles):</i> 3373 Pepper Lane, Las Vegas, NV, 89120	702-433-7288
New Jersey	Elizabeth	625 Evans Street, Room 148A Elizabeth, NJ 07201	908-787-1355	<i>Elizabeth Detention Facility – Office of Chief Counsel (Newark):</i> 625 Evans Street, Room 135, Elizabeth, NJ, 07201	908-282-5755
	Newark	970 Broad Street, Room 1200 Newark, NJ 07102	973-645-3524	<i>Newark Office of Chief Counsel:</i> 970 Broad Street, Room 1300, Newark, NJ, 07102	973-776-5400
New York	Batavia	4250 Federal Drive, Room F108 Batavia, NY 14020	585-345-4300	<i>Buffalo Federal Detention Facility – Office of Chief Counsel (Buffalo):</i> 4250 Federal Drive, Batavia, NY, 14020	585-344-6603
	Buffalo	130 Delaware Avenue, Suite 410 Buffalo, NY 14202	716-551-3442	<i>Buffalo Office of Chief Counsel:</i> 130 Delaware Avenue, Room 203, Buffalo, NY, 14202	716-855-7920
	Fishkill	Downstate Correctional Facility 121 Red Schoolhouse Road Fishkill, NY 12524	845-838-5700	<i>Hudson Valley – Office of Chief Counsel (New York):</i> 15 Governor Drive, Newburgh, NY, 12550	845-831-1576
	New York City	26 Federal Plaza, 12th Fl., Room 1237 New York, NY 10278	917-454-1040	<i>New York Office of Chief Counsel:</i> 26 Federal Plaza, Room 1130, New York, NY, 10278	212-264-5916
	Ulster	Ulster Correctional Facility Berme Road, P.O. Box 800 Napanoch, NY 12458	845-647-2223	<i>Hudson Valley – Office of Chief Counsel (New York):</i> 15 Governor Drive, Newburgh, NY, 12550	845-831-1576

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New York (cont.)	Varick Street	201 Varick Street, Room 1140 New York, NY 10014	212-620-6279	<i>Varick Street Service Processing Center – Office of Chief Counsel (New York):</i> 201 Varick Street, Room 1130, New York, NY, 10014	212-863-3550
North Carolina	Charlotte	5701 Executive Center Drive, Suite 400 Charlotte, NC 28212	704-817-6140	<i>Charlotte Sub-Office – Office of Chief Counsel (Atlanta):</i> 5701 Executive Center Drive, Suite 300, Charlotte, NC, 28212	704-248-9605
Northern Mariana Islands	Saipan	Marina Heights II Building, Suite 301 Marina Heights Business Park Saipan, MP 96950	670-322-0601	<i>Honolulu Office of Chief Counsel:</i> 595 Ala Moana Boulevard, Honolulu, HI, 96813	808-532-2149
Ohio	Cleveland	801 W. Superior Ave., Suite 13 – 100 Cleveland, OH 44113	216-802-1100	<i>Brooklyn Heights Sub-Office (CVO) - Office of Chief Counsel (Detroit):</i> 925 Keynote Circle, Room 201, Brooklyn Heights, OH, 44131	216-749-9955
Oregon	Portland	1220 SW 3 <sup>rd</sup> Avenue, Suite 500 Portland, OR 97204	503-326-6341	<i>Portland Sub-Office – Office of Chief Counsel (Seattle):</i> 1220 SW 3rd Avenue Suite 300, Portland, OR, 97204	503-326-2059
Pennsylvania	Philadelphia	Robert Nix Federal Building & Courthouse 900 Market Street, Suite 504 Philadelphia, PA 19107	215-656-7000	<i>Philadelphia Office of Chief Counsel:</i> 900 Market Street, Suite 346, Philadelphia, PA, 19107	267-479-3500
	York	3400 Concord Road, Suite #2 York, PA 17402 <i>Mailing Address: P.O. Box 20370 York, PA 17402</i>	717-755-7555	<i>York County Prison – Office of Chief Counsel (Philadelphia):</i> 3400 Concord Road, York, PA, 17402	717-840-7249
Puerto Rico	Guaynabo (San Juan)	San Patricio Office Center, #7 Tabonuco Street, Room 401 Guaynabo, PR 00968-4605	787-749-4386	<i>San Juan Office of Chief Counsel: San Patricio Office Center 7</i> Tabonuco Street, Suite 300, Guaynabo, PR 00968	787-706-2352
Tennessee	Memphis	Brinkley Plaza 80 Monroe Ave, Suite 501 Memphis, TN 38103	901-528-5883	<i>Memphis Sub-Office - Office of Chief Counsel (New Orleans):</i> 80 Monroe Ave., Suite 502, Memphis, TN, 38103	901-544-0630
Texas	Dallas	1100 Commerce Street, Suite 1060 Dallas, TX 75242	214-767-1814	<i>Dallas Office of Chief Counsel:</i> 125 E. John Carpenter Fwy., Suite 500, Irving, TX, 75062	972-373-2300
	El Paso	700 E. San Antonio Avenue, Suite 750 El Paso, TX 79901	915-534-6020	<i>El Paso Office of Chief Counsel:</i> 11541 Montana Avenue, Suite O, El Paso, TX, 79936	915-856-2316
	El Paso SPC	Service Processing Center 8915 Montana Avenue, Suite 100 El Paso, TX 79925	915-771-1600	<i>El Paso Office of Chief Counsel:</i> 11541 Montana Avenue, Suite O, El Paso, TX, 79936	915-856-2316
	Harlingen	2009 West Jefferson Avenue, Suite 300 Harlingen, TX 78550	956-427-8580	<i>Harlingen Sub-Office – Office of Chief Counsel (San Antonio):</i> 1717 Zoy Street, Harlingen, TX, 78552	956-389-7051

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Texas (cont.)	Houston	<i>Continental Center II</i> 1801 Smith Street, 9th Floor Houston, TX 77002	713-718-3870	<i>Houston Office of Chief Counsel:</i> 126 Northpoint Drive, Room 2020, Houston, TX, 77060	281-931-2046
	Houston SPC	Houston Service Processing Center 5520 Greens Road Houston, TX 77032	281-594-5600	<i>Houston Office of Chief Counsel:</i> 126 Northpoint Drive, Room 2020, Houston, TX, 77060	281-931-2046
	Pearsall	566 Veterans Drive Pearsall, TX 78061	210-368-5700	<i>South Texas Detention Complex – Office of Chief Counsel (San Antonio):</i> 566 Veterans Drive, Pearsall, TX, 78061	210-231-4630
	Port Isabel	Port Isabel Processing Center 27991 Buena Vista Blvd., Los Fresnos, TX 78566  <i>Mailing Address: 27991 Buena Vista Blvd., Los Fresnos, TX 78566</i>	956-254-5700	<i>Port Isabel Detention Center – Office of Chief Counsel (San Antonio):</i> 27991 Buena Vista Blvd., Los Fresnos, TX, 78566	956-547-1700
	San Antonio	800 Dolorosa Street, Suite 300 San Antonio, TX 78207	210-472-6637	<i>San Antonio Office of Chief Counsel:</i> 1015 Jackson-Keller Road, Suite 100, San Antonio, TX, 78213  <i>South Texas Family Residential Center – Office of Chief Counsel (San Antonio):</i> 300 El Rancho Way, Dilley, TX, 78017	210-979-4600  830-378-6620
Utah	Salt Lake City	2975 South Decker Lake Drive, Ste. 200 West Valley City, UT 84119	801-524-3000	<i>Salt Lake City Sub-Office – Office of Chief Counsel (Denver):</i> 2975 Decker Lake Drive Stop C, West Valley City, UT, 84119	801-886-7300
Virginia	Arlington	1901 South Bell Street, Suite 200 Arlington, VA 22202	703-603-1300	<i>Washington Office of Chief Counsel:</i> 1901 Bell Street, Suite 900, Arlington, VA, 22202 <i>Mailing Address: 500 12th Street SW, Mail Stop 5902, Washington, DC 20536</i>	703-235-2700
Washington	Seattle	1000 Second Avenue, Suite 2500 Seattle, WA 98104	206-553-5953	<i>Seattle Office of Chief Counsel:</i> 1000 Second Avenue, Suite 2900, Seattle, WA, 98104	206-613-6500
	Tacoma	1623 East J Street, Suite 3 Tacoma, WA 98421	253-779-6020	<i>Northwest Detention Center – Office of Chief Counsel (Seattle):</i> 1623 East J Street, Suite 2, Tacoma, WA, 98421	253-779-6059