

# Family Services Legal Documents Guide



Disclaimer — These materials are for training/informational purposes only and are not intended to be legal advice.



# Special Note – MPP Cases

All shelter guests who were enrolled in the Migrant Protection Protocols (MPP) program must meet with JFS immigration staff. If you believe for any reason that a guest was under MPP, flag this case and hold travel.

The following are signs that may indicate an MPP case:

- 1) Legal documents have "MPP" stamp
- 2) Guest was returned to Mexico to wait for a court hearing in the U.S.
- 3) Guest has already gone to court
- 4) Location of immigration court in San Diego

# Notice to Appear (NTA) I-862

U.S. Department of Homeland Security **Notice to Appear**

**In removal proceedings under section 240 of the Immigration and Nationality Act:**

Subject ID: [REDACTED] FINS #: [REDACTED] File No: A [REDACTED]  
DOB: [REDACTED] Event: [REDACTED]

In the Matter of: [REDACTED]

Respondent: [REDACTED] currently residing at:  
[REDACTED] (Number, street, city and ZIP code) [REDACTED] (Area code and phone number)

1. You are an arriving alien.  
 2. You are an alien present in the United States who has not been admitted or paroled.  
 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:  
1. You are not a citizen or national of the United States;  
2. You are a native of HAITI and a citizen of HAITI ;  
3. You arrived in the United States at or near TECATE, CALIFORNIA, on or about July 8, 2019;  
4. You were not then admitted or paroled after inspection by an Immigration Officer.

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:  
212 (a) (6) (A) (i) of the Immigration and Nationality Act, as amended, in that you are an alien present in the United States without being admitted or paroled, or who arrived in the United States at any time or place other than as designated by the Attorney General.

This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.  
 Section 235(b)(1) order was vacated pursuant to:  8CFR 208.30(f)(2)  8CFR 235.3(b)(5)(iv)

**YOU ARE ORDERED to appear before an Immigration judge of the United States Department of Justice at:**  
333 SOUTH MIAMI AVE, STE 700 MIAMI FL US 33130

\_\_\_\_\_ (Complete Address of Immigration Court, including Room Number, if any)  
on a date to be set at a time to be set to show why you should not be removed from the United States based on the  
(Date) (Time)  
charge(s) set forth above.

Date: July 08, 2019 San Diego, California  
WATCH COMMANDER  
(Signature and Title of Issuing Officer)

See reverse for important information

Form I-862 (Rev. 08/01/07)

A "Notice to Appear" (NTA) is a document issued by the Department of Homeland Security (DHS) that begins the legal process of deportation, otherwise known as "removal proceedings".

A shelter guest will likely have an NTA because the U.S. government claims that the person has violated U.S. immigration law by entering or residing unlawfully in the U.S. The guest must appear in immigration court to face these allegations. A person who is afraid to return to his or her country of origin has the right to apply for asylum and present evidence to a judge during these court proceedings.

The NTA includes biographical information of the guest, the nature of entry into the U.S., allegations being made against the person, and the specific law(s) that the guest is being accused of violating.



# Parts of an "NTA"

U.S. Department of Homeland Security **Notice to Appear**

In removal proceedings under section 240 of the Immigration and Nationality Act:

Subject ID: [REDACTED] FINS #: [REDACTED] File No: **A** [REDACTED] **"A" NUMBER**  
DOB: [REDACTED] Event: [REDACTED]

In the Matter of:  
Respondent: [REDACTED] **NAME** currently residing at:  
[REDACTED] (Number, street, city and ZIP code) [REDACTED] (Area code and phone number)

1. You are an arriving alien.  
 2. You are an alien present in the United States who has not been admitted or paroled. **NATURE OF ENTRY**  
 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:  
1. You are not a citizen or national of the United States;  
2. You are a native of HAITI and a citizen of HAITI ;  
3. You arrived in the United States at or near TECATE, CALIFORNIA, on or about July 8, 2019;  
4. You were not then admitted or paroled after inspection by an Immigration Officer.

**ALLEGATIONS**

U.S. Department of Homeland Security **Notice to Appear**

In removal proceedings under section 240 of the Immigration and Nationality Act:

Subject ID: [REDACTED] FINS #: [REDACTED] File No: A [REDACTED]  
DOB: [REDACTED] Event: [REDACTED]

In the Matter of:  
Respondent: [REDACTED] currently residing at:  
[REDACTED] (Number, street, city and ZIP code) [REDACTED] (Area code and phone number)

1. You are an arriving alien.  
 2. You are an alien present in the United States who has not been admitted or paroled.  
 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:  
1. You are not a citizen or national of the United States;  
2. You are a native of HAITI and a citizen of HAITI ;  
3. You arrived in the United States at or near TECATE, CALIFORNIA, on or about July 8, 2019;  
4. You were not then admitted or paroled after inspection by an Immigration Officer.

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provisions of law:  
212(a)(6)(A)(i) of the Immigration and Nationality Act, as amended, in that you are an alien present in the United States without being admitted or paroled, or who arrived in the United States at any time or place other than as designated by the Attorney General.

This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.  
 Section 235(b)(1) order was vacated pursuant to:  BCFR 208.30(f)(2)  BCFR 235.2(b)(5)(iv)

YOU ARE ORDERED to appear before an Immigration judge of the United States Department of Justice at:  
333 SOUTH BEAUMONT AVE., STE 750 SUITE 75 US 33136

(Complete Address of Immigration Court, including Room Number, if any)  
on a date to be set at a time to be set to show why you should not be removed from the United States based on the charge(s) set forth above.

Date: July 08, 2019  
WATCH COMMANDER  
San Diego, California  
(Signature and Title of Issuing Officer)  
(City and State)

See reverse for important information Form I-862 (Rev. 08/01/07) N

# Parts of an "NTA"

LAW(S) ALLEGEDLY VIOLATED

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:  
212 (a) (6) (A) (i) of the Immigration and Nationality Act, as amended, in that you are an alien present in the United States without being admitted or paroled, or who arrived in the United States at any time or place other than as designated by the Attorney General.

This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.  
 Section 235(b)(1) order was vacated pursuant to:  8CFR 208.30(f)(2)  8CFR 235.3(b)(5)(iv)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:  
333 SOUTH MIAMI AVE, STE 700 Miami FL US 33130

(Complete Address of Immigration Court, including Room Number, if any)

on a date to be set at a time to be set to show why you should not be removed from the United States based on the charge(s) set forth above.

WATCH COMMANDER  
(Signature and Title of Issuing Officer)

Date: July 08, 2019 San Diego, California (City and State)

See reverse for important information

Form I-852 (Rev. 08/01/07)

LOCATION OF IMMIGRATION COURT

COURT DATE AND TIME

U.S. Department of Homeland Security Notice to Appear

In removal proceedings under section 240 of the Immigration and Nationality Act:  
Subject ID: [REDACTED] FINS #: [REDACTED] File No. A: [REDACTED]  
DOB: [REDACTED] Event: [REDACTED]

In the Matter of:  
Respondent: [REDACTED] currently residing at:  
[REDACTED] (Number, street, city and ZIP code) [REDACTED] (Area code and phone number)

1. You are an arriving alien.  
 2. You are an alien present in the United States who has not been admitted or paroled.  
 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:  
1. You are not a citizen or national of the United States;  
2. You are a native of HAITI and a citizen of HAITI ;  
3. You arrived in the United States at or near TECATE, CALIFORNIA, on or about July 9, 2019;  
4. You were not then admitted or paroled after inspection by an Immigration Officer.

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:  
212 (a) (6) (A) (i) of the Immigration and Nationality Act, as amended, in that you are an alien present in the United States without being admitted or paroled, or who arrived in the United States at any time or place other than as designated by the Attorney General.

This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.  
 Section 235(b)(1) order was vacated pursuant to:  8CFR 208.30(f)(2)  8CFR 235.3(b)(5)(iv)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:  
333 SOUTH MIAMI AVE, STE 700 Miami FL US 33130

(Complete Address of Immigration Court, including Room Number, if any)

on a date to be set at a time to be set to show why you should not be removed from the United States based on the charge(s) set forth above.

WATCH COMMANDER  
(Signature and Title of Issuing Officer)

Date: July 08, 2019 San Diego, California (City and State)

See reverse for important information

Form I-852 (Rev. 08/01/07) N

# Resolving Issues with an NTA



## Special Case - Address Before Travel

Missing NTA \*

Stamped "MPP"

Immigration court not near destination city



## Guest Can Resolve in Destination City

Incorrect name, date of birth, or address

Incorrect country of birth or citizenship

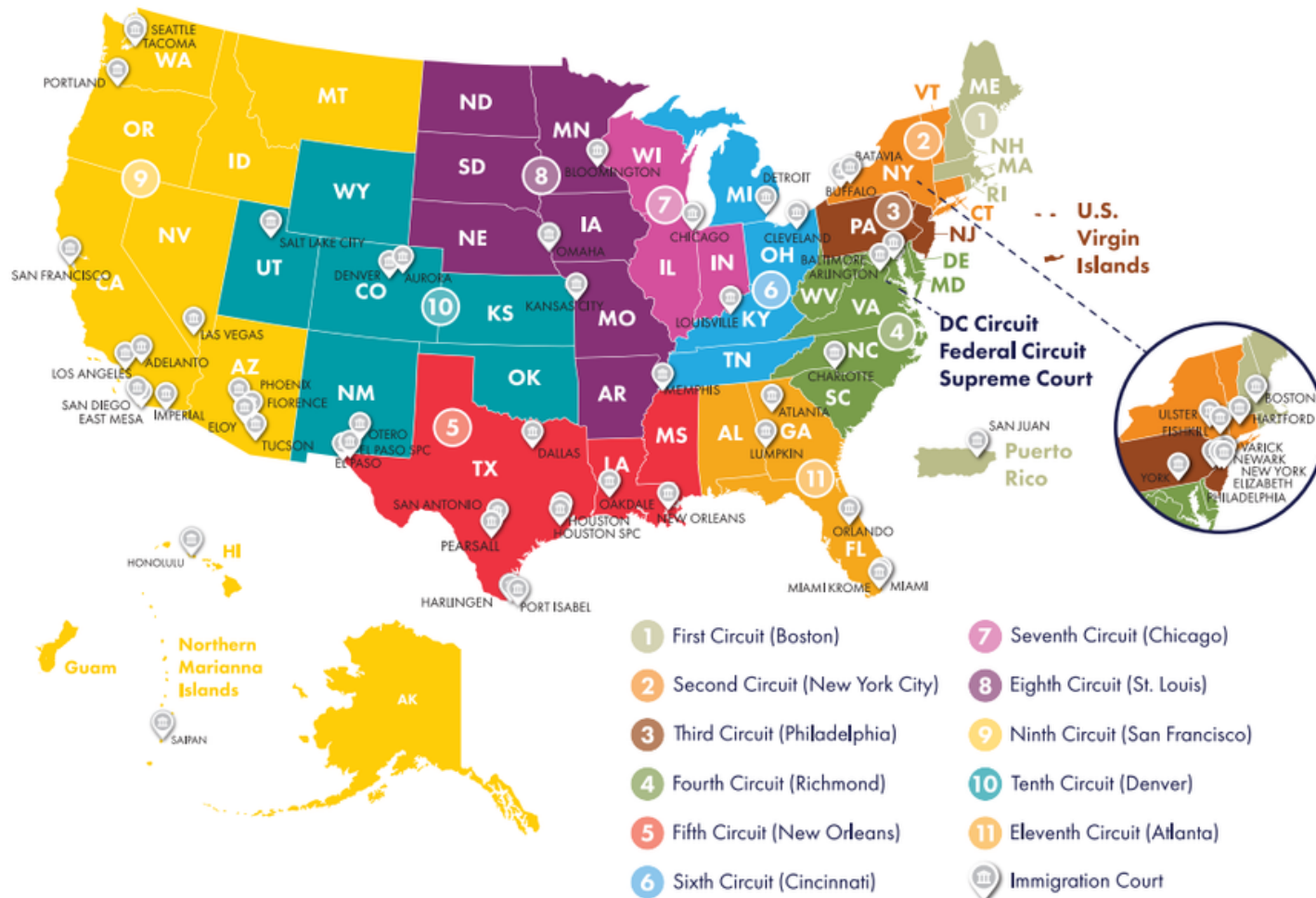
Incorrect location and/or date of entry

Date/time of court hearing - "TBD"

**In this situation, guest should call  
EOIR hotline weekly for updates.**

\* A missing NTA may indicate past immigration history and may not necessarily be a reason to hold travel. If a guest has no NTA but has an Order of Supervision (form I-220B), a missing NTA in this case is not cause to hold travel.

# U.S. Immigration Courts and U.S. Courts of Appeals for the Federal Circuit



This resource provided by the **Catholic Legal Immigration Network, Inc.** For more resources visit [cliniclegal.org](http://cliniclegal.org).

# List of U.S. Immigration Courts

Adelanto, CA	Harlingen, TX	Orlando, FL
Arlington, VA	Hartford, CT	Otay Mesa, CA
Atlanta, GA	Honolulu, HI	Otero, NM
Aurora, CO	Houston, TX	Pearsall, TX
Baltimore, MD	Houston, TX SPC	Philadelphia, PA
Batavia, NY	Imperial, CA	Phoenix, AZ
Bloomington, MN	Kansas City, MO	Portland, OR
Boston, MA	Miami, FL (Krome)	Saipan, Northern Mariana Islands
Buffalo, NY	La Salle, LA	Salt Lake City, UT
Charlotte, NC	Lancaster, CA	San Antonio, TX
Chicago, IL	Las Vegas, NV	San Diego, CA
Cleveland, OH	Los Angeles, CA	San Francisco, CA
Dallas, TX	Los Fresnos, TX	San Juan, PR
Denver, CO	Louisville, KY	San Pedro, CA
Detroit, MI	Lumpkin, GA	Seattle, WA
El Centro	Memphis, TN	Tacoma, WA
El Paso, TX	Miami, FL	Tucson, AZ
El Paso, TX SPC	New Orleans, LA	Ulster - Napanoch, NY
Elizabeth, NJ	New York, NY	Varick St. - New York, NY
Eloy, AZ	Newark, NJ	York, PA
Fishkill, NY	Oakdale, LA	
Florence, AZ	Omaha, NE	



# Order of Release on Recognizance I-220A

U.S. Department of Homeland Security  
Immigration and Customs Enforcement

## Order of Release on Recognizance

File No:                       
Date: July 9, 2019

Alien:                     

You have been arrested and placed in removal proceedings. In accordance with section 236 of the Immigration and Nationality Act and applicable provisions of Title 8 of the Code of Federal Regulations, you are being released on your own recognizance provided you comply with the following conditions:

You must report for any hearing or interview as directed by the Immigration and Customs Enforcement or the Executive Office for Immigration Review.

You must surrender for removal from the United States if so ordered.

You must report in (person) to Non-Detained Office 305-895-7761  
(Name and Title of Case Officer), Deportation Officer

At 12550 Biscayne Blvd Ste. 500 on 07/23/2019 at 10:00 a.m.  
(Location of ICE Office) (Day of each week or month) (Time)

If you are allowed to report in writing, the report must contain your name, alien registration number, current address, place of employment, and other pertinent information as required by the officer listed above.

You must not change your place of residence without first securing written permission from the officer listed above.

You must not violate any Local, State, or Federal laws or ordinances.

You must assist the Immigration and Customs Enforcement in obtaining any necessary travel document.

Other: Your first reporting date will be 07/23/2019@ 10:00 A.M.

See attached sheet containing other specified conditions. (Continue on separate sheet if required)

**NOTICE: Failure to comply with the conditions of this order may result in revocation of your release and your arrest and detention by the Immigration and Customs Enforcement.**

Alien's PL INDEX

(Signature of ICE Official)  
**T. Predko, Supervisory Detention and  
Deportation Officer/SND**  
(Printed Name and Title of Official)

**Alien's Acknowledgment of Conditions of Release on Recognizance**

I hereby acknowledge that I have (read)/had interpreted and explained to me in the SPANISH Language) and understand the conditions of my release as set forth in this order. I further understand that if I do not comply with these conditions, the ICE may revoke my release without further notice.

Weiche/DO                      July 9, 2019  
(Signature of ICE Official Serving Order) (Signature of Alien) (Date)

**Cancellation of Order**

I hereby cancel this order of release because:  The alien failed to comply with the conditions of release.  
 The alien was taken into custody for removal.

                                           
(Signature of ICE Canceling Order) (Date)

Form I-220A (Rev 4-1-07) N

An "Order of Release on Recognizance" is a document issued by Immigration and Customs Enforcement (ICE) that releases someone from ICE custody provided that the person complies with all listed conditions of release. Breaking these conditions could result in negative consequences for the guest, including detention by ICE.

A shelter guest will likely have an Order of Release because the guest was in ICE custody but then signed and agreed to the conditions of the order as an alternative to detention.

This document details all the conditions of the guest's release including that the guest must report for any appointments scheduled with ICE or the Immigration Court, and the guest must not commit any crimes in the United States.

# Parts of an Order of Release

U.S. Department of Homeland Security  
Immigration and Customs Enforcement

**Order of Release on Recognizance**

File No: A [REDACTED]      Date: July 9, 2019

Alien: [REDACTED]

You have been arrested and placed in removal proceedings. In accordance with section 236 of the Immigration and Nationality Act and applicable provisions of Title 8 of the Code of Federal Regulations, you are being released on your own recognizance provided you comply with the following conditions:

- You must report for any hearing or interview as directed by the Immigration and Customs Enforcement or the Executive Office for Immigration Review.
- You must surrender for removal from the United States if so ordered.
- You must report in (person) to Non-Detained Office 305-895-7761

At 12550 Biscayne Blvd Ste. 500 on 07/23/2019 at 10:00 a.m.  
Miami, FL 33181 (Location of ICE Office) (Day of each week or month) (Time)

"A"  
NUMBER

NAME

CONDITIONS  
OF RELEASE

LOCATION  
OF ICE CHECK-IN

DATE AND TIME  
OF ICE CHECK-IN

U.S. Department of Homeland Security  
Immigration and Customs Enforcement

**Order of Release on Recognizance**

File No: A [REDACTED]      Date: July 9, 2019

Alien: [REDACTED]

You have been arrested and placed in removal proceedings. In accordance with section 236 of the Immigration and Nationality Act and applicable provisions of Title 8 of the Code of Federal Regulations, you are being released on your own recognizance provided you comply with the following conditions:

- You must report for any hearing or interview as directed by the Immigration and Customs Enforcement or the Executive Office for Immigration Review.
- You must surrender for removal from the United States if so ordered.
- You must report in (person) to Non-Detained Office 305-895-7761

At 12550 Biscayne Blvd Ste. 500 on 07/23/2019 at 10:00 a.m.  
Miami, FL 33181 (Location of ICE Office) (Day of each week or month) (Time)

If you are allowed to report in writing, the report must contain your name, alien registration number, current address, place of employment, and other pertinent information as required by the officer listed above.

- You must not change your place of residence without first securing written permission from the officer listed above.
- You must not violate any Local, State, or Federal laws or ordinances.
- You must assist the Immigration and Customs Enforcement in obtaining any necessary travel document.
- Other: Your first reporting date will be 07/23/2019 10:00 A.M.

See attached sheet containing other specified conditions (Continue on separate sheet if needed)

**NOTICE: Failure to comply with the conditions of this order may result in revocation of your release and your arrest and detention by the Immigration and Customs Enforcement.**

[REDACTED] (Alien's Signature)

[REDACTED] (Signature of ICE Official)

T. Predko, Supervisory Detention and Deportation Officer/SND  
(Printed Name and Title of Official)

**Alien's Acknowledgment of Conditions of Release on Recognizance**

I hereby acknowledge that I have (read)/(and interpreted and explained to me in the SPANISH Language) and understand the conditions of my release as set forth in this order. I further understand that if I do not comply with these conditions, the ICE may revoke my release without further notice.

Waicbe/DO [REDACTED] July 9, 2019  
(Signature of ICE Official Serving Order) (Signature of Alien) (Date)

**Cancellation of Order**

I hereby cancel this order of release because:  The alien failed to comply with the conditions of release.  
 The alien was taken into custody for removal.

[REDACTED] (Signature of ICE Canceling Order) (Date)

Form I-288A (Rev. 4-1-07)N

# Parts of an Order of Release

If you are allowed to report in writing, the report must contain your name, alien registration number, current address, place of employment, and other pertinent information as required by the officer listed above.

You must not change your place of residence without first securing written permission from the officer listed above.

You must not violate any Local, State, or Federal laws or ordinances.

You must assist the Immigration and Customs Enforcement in obtaining any necessary travel document.

Other: Your first reporting date will be 07/23/2019@ 10:00 A.M.

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See attached sheet containing other specified conditions (Continue on separate sheet if required)

**NOTICE: Failure to comply with the conditions of this order may result in revocation of your release and your arrest and detention by the Immigration and Customs Enforcement.**

Alien's R# I#

PHOTO

(Signature of ICE Official)

T. Predko, Supervisory Detention and Deportation Officer/SND

(Printed Name and Title of Official)

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**FINGERPRINT**

Alien's Acknowledgment of Conditions of Release on Recognizance

I hereby acknowledge that I have (read)(had interpreted and explained to me in the SPANISH Language) and understand the conditions of my release as set forth in this order. I further understand that if I do not comply with these conditions, the ICE may revoke my release without further notice.

Weiche/DO \_\_\_\_\_ July 9, 2019  
 (Signature of ICE Official Serving Order) (Signature of Alien) (Date)

**Cancellation of Order**

I hereby cancel this order of release because:  The alien failed to comply with the conditions of release.  
 The alien was taken into custody for removal.

\_\_\_\_\_  
 (Signature of ICE Canceling Order) (Date)

Form I-228A (Rev 4-1-07)N

FIRST ICE CHECK-IN

PHOTO

SIGNATURE OF GUEST

U.S. Department of Homeland Security  
 Immigration and Customs Enforcement

**Order of Release on Recognizance**

File No: A  
 Date: July 9, 2019

Alien: \_\_\_\_\_

You have been arrested and placed in removal proceedings. In accordance with section 236 of the Immigration and Nationality Act and applicable provisions of Title 8 of the Code of Federal Regulations, you are being released on your own recognizance provided you comply with the following conditions:

You must report for any hearing or interview as directed by the Immigration and Customs Enforcement or the Executive Office for Immigration Review.

You must surrender for removal from the United States if so ordered.

You must report in (person) to Non-Detained Office 305-895-7761  
 (Name and Title of Case Officer), Deportation Officer

At 12550 Biscayne Blvd Ste. 500 on 07/23/2019 at 10:00 a.m.  
 Miami, FL 33181 (Location of ICE Office) (Day of each week or month) (Time)

If you are allowed to report in writing, the report must contain your name, alien registration number, current address, place of employment, and other pertinent information as required by the officer listed above.

You must not change your place of residence without first securing written permission from the officer listed above.

You must not violate any Local, State, or Federal laws or ordinances.

You must assist the Immigration and Customs Enforcement in obtaining any necessary travel document.

Other: Your first reporting date will be 07/23/2019 10:00 A.M.

---

See attached sheet containing other specified conditions (Continue on separate sheet if required)

**NOTICE: Failure to comply with the conditions of this order may result in revocation of your release and your arrest and detention by the Immigration and Customs Enforcement.**

Alien's R# I#

PHOTO

(Signature of ICE Official)

T. Predko, Supervisory Detention and Deportation Officer/SND

(Printed Name and Title of Official)

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**Alien's Acknowledgment of Conditions of Release on Recognizance**

I hereby acknowledge that I have (read)(had interpreted and explained to me in the SPANISH Language) and understand the conditions of my release as set forth in this order. I further understand that if I do not comply with these conditions, the ICE may revoke my release without further notice.

Weiche/DO \_\_\_\_\_ July 9, 2019  
 (Signature of ICE Official Serving Order) (Signature of Alien) (Date)

**Cancellation of Order**

I hereby cancel this order of release because:  The alien failed to comply with the conditions of release.  
 The alien was taken into custody for removal.

\_\_\_\_\_  
 (Signature of ICE Canceling Order) (Date)

Form I-228A (Rev 4-1-07)N

# Resolving Issues with an Order of Release



## Special Case - Address Before Travel

Stamped "MPP"

ICE office not near destination city



## Guest Can Resolve in Destination City

Misspelled name

Missing photo

Missing signature

**If Order of Release is guest's only form of ID, these issues may need to be resolved before travel.**

# Notice to EOIR: Alien Address I-830

U.S. Immigration and Customs Enforcement

**Notice to EOIR: Alien Address**

Date: July 9, 2019 File No: A [REDACTED]

To: Office of the Immigration Judge  
Executive Office for Immigration Review  
333 S. Miami Avenue, Suite 700  
Miami, FL 33130

From: Office of the Field Director  
U. S. Immigration and Customs Enforcement  
12550 Biscayne Blvd Ste. 500  
Miami, FL 33181

Respondent: [REDACTED]

**This is to notify you that this respondent is:**

Currently incarcerated by other than ICE. A charging document has been served on the respondent, and an Immigration Detainer-Notice of Action by the ICE (Form I-247) has been filed with the institution shown below. He/she is incarcerated at:  
\_\_\_\_\_  
\_\_\_\_\_

His/her anticipated release date is: \_\_\_\_\_

Currently detained by ICE at: \_\_\_\_\_

Currently detained by ICE and transferred this date to a new location: \_\_\_\_\_

ICE Motion for Change of Venue attached.  Yes  NO

Released from ICE custody on the following condition(s):

- Personal Recognizance
- Order of Recognizance (Form I-220A)
- Bond in the amount of \$ \_\_\_\_\_  Surety bond  Cash bond
- Other \_\_\_\_\_

Upon release from ICE custody, the respondent reported his/her address and telephone number will be:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon release from ICE custody, the respondent was reminded of the requirements contained in Section 239 (a)(1)(F)(ii) of the Immigration and Nationality Act and was provided with an EOIR change of address form (EOIR-33).

\_\_\_\_\_  
Signature-ICE Officer

\_\_\_\_\_  
Title-ICE Officer

\_\_\_\_\_  
Printed Name of ICE Officer

\_\_\_\_\_  
San Diego, CA  
Location

Form I-830 (Rev. 08/01/2007)N

A "Notice to EOIR: Alien Address" is a document that ICE submits to the Executive Office for Immigration Review (EOIR) – the Immigration Court. This document notifies the Immigration Court of a person's location, whether the person is incarcerated, is detained by ICE, or has been released from ICE custody.

A shelter guest will likely have a Notice to EOIR because the guest was in ICE custody but then was released under the conditions of a signed Order of Release.

This form provides the Immigration Court with the guest's new address and phone number and certifies that the guest was informed of his or her responsibility to report any changes of address to EOIR,

# Parts of a Notice to EOIR

U.S. Immigration and Customs Enforcement

**Notice to EOIR: Alien Address**

Date: July 9, 2019 File No: A [REDACTED]

To: Office of the Immigration Judge  
Executive Office for Immigration Review  
333 S. Miami Avenue, Suite 700  
Miami, FL 33130 ← **IMMIGRATION COURT**

From: Office of the Field Director  
U. S. Immigration and Customs Enforcement  
12550 Biscayne Blvd Ste. 500  
Miami, FL 33181 ← **LOCAL ICE OFFICE**

Respondent: [REDACTED] ← **NAME**

U.S. Immigration and Customs Enforcement

**Notice to EOIR: Alien Address**

Date: July 9, 2019 File No: A [REDACTED]

Office of the Immigration Judge  
Executive Office for Immigration Review  
333 S. Miami Avenue, Suite 700  
Miami, FL 33130

Office of the Field Director  
U. S. Immigration and Customs Enforcement  
12550 Biscayne Blvd Ste. 500  
Miami, FL 33181

Respondent: [REDACTED]

This is to notify you that this respondent is:

Currently incarcerated by other than ICE. A charging document has been served on the respondent, and an Immigration Detainer-Notice of Action by the ICE (Form I-247) has been filed with the institution shown below. He/she is incarcerated at: \_\_\_\_\_

His/her anticipated release date is: \_\_\_\_\_

Currently detained by ICE at: \_\_\_\_\_

Currently detained by ICE and transferred this date to a new location: \_\_\_\_\_

ICE Motion for Change of Venue attached.  Yes  NO

Released from ICE custody on the following condition(s):

Personal Recognizance

Order of Recognizance (Form I-220A)

Bond in the amount of \$ \_\_\_\_\_  Surety bond  Cash bond

Other \_\_\_\_\_

Upon release from ICE custody, the respondent reported his/her address and telephone number will be:

[REDACTED]  
[REDACTED]

Upon release from ICE custody, the respondent was reminded of the requirements contained in Section 239 (a)(1)(F)(ii) of the Immigration and Nationality Act and was provided with an EOIR change of address form (EOIR-33).

\_\_\_\_\_  
Signature-ICE Officer DEPORTATION OFFICER  
Weiche/DO Title-ICE Officer  
Printed Name of ICE Officer San Diego, CA  
Location

Form I-830 (Rev. 06/01/2007)N



# Parts of a Notice to EOIR

**This is to notify you that this respondent is:**

Currently incarcerated by other than ICE. A charging document has been served on the respondent, and an Immigration Detainer-Notice of Action by the ICE (Form I-247) has been filed with the institution shown below. He/she is incarcerated at:

\_\_\_\_\_

\_\_\_\_\_

His/her anticipated release date is: \_\_\_\_\_

Currently detained by ICE at: \_\_\_\_\_

Currently detained by ICE and transferred this date to a new location: \_\_\_\_\_

**ICE Motion for Change of Venue attached.**  Yes  NO

Released from ICE custody on the following condition(s):

Personal Recognizance

Order of Recognizance (Form I-220A)

Bond in the amount of \$ \_\_\_\_\_  Surety bond  Cash bond

Other \_\_\_\_\_

Upon release from ICE custody, the respondent reported his/her address and telephone number will be:

\_\_\_\_\_

\_\_\_\_\_ **ADDRESS OF POC** \_\_\_\_\_ **PHONE NUMBER**

\_\_\_\_\_

Upon release from ICE custody, the respondent was reminded of the requirements contained in Section 239 (a)(1)(F)(ii) of the Immigration and Nationality Act and was provided with an EOIR change of address form (EOIR-33).

\_\_\_\_\_  
Signature-ICE Officer

\_\_\_\_\_  
Weiche/DO  
Printed Name of ICE Officer

DEPORTATION OFFICER  
Title-ICE Officer

San Diego, CA  
Location

Form I-830 (Rev. 08/01/2007)N

Immigration and Customs Enforcement

**Notice to EOIR: Alien Address**

Date: July 9, 2019 File No: A-\_\_\_\_\_

To: Office of the Immigration Judge  
Executive Office for Immigration Review  
333 S. Miami Avenue, Suite 700  
Miami, FL 33130

From: Office of the Field Director  
U. S. Immigration and Customs Enforcement  
12550 Biscayne Blvd Ste. 500  
Miami, FL 33181

Respondent: \_\_\_\_\_

**This is to notify you that this respondent is:**

Currently incarcerated by other than ICE. A charging document has been served on the respondent, and an Immigration Detainer-Notice of Action by the ICE (Form I-247) has been filed with the institution shown below. He/she is incarcerated at:

\_\_\_\_\_

\_\_\_\_\_

His/her anticipated release date is: \_\_\_\_\_

Currently detained by ICE at: \_\_\_\_\_

Currently detained by ICE and transferred this date to a new location: \_\_\_\_\_

**ICE Motion for Change of Venue attached.**  Yes  NO

Released from ICE custody on the following condition(s):

Personal Recognizance

Order of Recognizance (Form I-220A)

Bond in the amount of \$ \_\_\_\_\_  Surety bond  Cash bond

Other \_\_\_\_\_

Upon release from ICE custody, the respondent reported his/her address and telephone number will be:

\_\_\_\_\_

\_\_\_\_\_

Upon release from ICE custody, the respondent was reminded of the requirements contained in Section 239 (a)(1)(F)(ii) of the Immigration and Nationality Act and was provided with an EOIR change of address form (EOIR-33).

\_\_\_\_\_  
Signature-ICE Officer

\_\_\_\_\_  
Weiche/DO  
Printed Name of ICE Officer

DEPORTATION OFFICER  
Title-ICE Officer

San Diego, CA  
Location

Form I-830 (Rev. 08/01/2007)N

# Resolving Issues with a Notice to EOIR



## **Special Case - Address Before Travel**

Court and ICE office in different jurisdictions

Court hearing pending in San Diego

Incorrect address for POC



## **Guest Can Resolve in Destination City**

Misspelled name



# Arrival and Departure Record

## I-94

Department of Homeland Security  
CBP I-94A (11/04)  
Departure Record

PAROLED  
OCT 4 2019  
212 (H15)

Family Name  
First (Given) Name  
Country of Citizenship

20190705 US-VISIT SINGLE USE

See Other Side STAPLE HERE

An "Arrival and Departure Record", commonly referred to as an "I-94", is a document issued by Customs and Border Protection (CBP) that grants a person who is not a U.S. citizen or lawful permanent resident special permission to enter the country.

This document contains the status under which permission to enter was granted and the duration that the person is authorized to remain in the U.S. under that status.

A guest will have an I-94 if the person was paroled into the U.S.

# Parts of an I-94

Department of Homeland Security  
CBP I-94A (11/04)  
Departure Record

Family Name  
First (Given) Name  
Country of Citizenship

20190705 US-VISIT SINGLE USE  
See Other Side

U.S. DEPARTMENT OF HOMELAND SECURITY  
PAROLED  
OCT 4 2019  
DIT  
212 (H/15)  
U.S. DEPARTMENT OF HOMELAND SECURITY

STATUS  
DURATION OF STATUS  
DATE OF BIRTH  
COUNTRY OF CITIZENSHIP

NAME

STAPLE HERE



Any errors on an I-94 should be flagged and addressed before travel.

# Alien's Change of Address Form EOIR-33

U.S. Department of Justice  
Executive Office for Immigration Review  
Immigration Court

OMB# 1125-0004  
**Alien's Change of Address Form/  
Immigration Court**

If you move or change your phone number, the law requires you to file this Change of Address Form with the Immigration Court. You must file this form within five (5) working days of a change in your address or phone number. You will only receive notification as to the time, date, and place of hearing or other official correspondence at the address which you provide. Changes in address or telephone numbers communicated through any means except this form, e.g., pleadings, motion papers, correspondence, telephone calls, applications for relief, etc. will not be recognized and the address information and record will remain unchanged.


Failure 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, may result in one or more of the following actions:

- If you are not already detained, you may be taken into custody by the Department of Homeland Security (DHS) and held for further action; and

<p><b>If you are in removal proceedings:</b> Your hearing may be held in your absence under Section 240 of the Immigration and Nationality Act (INA), and an order of removal may be entered against you. Furthermore, you may become ineligible for the following forms of relief from removal for a period of 10 years after the date of the entry of the final order:</p> <ol style="list-style-type: none"> <li>1. Voluntary Departure as provided for in Section 240B of the INA;</li> <li>2. Cancellation of Removal as provided for in Section 240A of the INA;</li> <li>3. Adjustment of Status or Change of Status as provided for in Section(s) 245, 248, or 249 of the INA.</li> </ol>	<p><b>If you are in deportation proceedings:</b> Your hearing may be held in your absence under Section 242B of the Immigration and Nationality Act (INA) (1995), and an order of deportation may be entered against you. Furthermore, you may become ineligible for the following forms of relief from deportation for a period of 5 years after the date of the entry of the final order:</p> <ol style="list-style-type: none"> <li>1. Voluntary Departure as provided for in Section 242(b) of the INA (1995);</li> <li>2. Suspension of Deportation or Voluntary Departure as provided for in Section 244 of the INA (1995);</li> <li>3. Adjustment of Status or Change of Status as provided for in Section(s) 245, 248, or 249 of the INA (1995).</li> </ol>	<p><b>If you are in exclusion proceedings:</b> Your application for admission to the United States may be considered withdrawn, and your hearing may be held in your absence and an order of exclusion and deportation entered against you.</p>
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Name: \_\_\_\_\_ Alien Number: A \_\_\_\_\_

<p><b>My OLD address was:</b></p> <p>_____</p> <p>("In care of" other person, if any)</p> <p>_____</p> <p>(Number, Street, Apartment)</p> <p>_____</p> <p>(City, State and ZIP Code)</p> <p>_____</p> <p>(Country, if other than U.S.)</p>	<p><b>My NEW address is:</b></p> <p>_____</p> <p>("In care of" other person, if any)</p> <p>_____</p> <p>(Number, Street, Apartment)</p> <p>_____</p> <p>(City, State and ZIP Code)</p> <p>_____</p> <p>(Country, if other than U.S.)</p> <p>_____</p> <p>(New Telephone Number)</p>
--	--

 SIGN HERE → X \_\_\_\_\_  
Signature Date

**PROOF OF SERVICE (You Must Complete This)**

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

 SIGN HERE → X \_\_\_\_\_  
Signature

Form EOIR - 3350  
Revised July 2015

An Alien's Change of Address Form is a form that guests must complete to inform both DHS and the Immigration Court (EOIR) of a change of address.

If a change of address needs to happen before leaving San Diego, guests should submit this form in person at the local ICE Enforcement and Removal Operations (ERO) office. ICE will instruct the guest when and how to file this form with the Immigration Court.

If a guest moves at any point during his or her removal proceedings, this Change of Address form will need to be completed for each individual in the case and filed with both DHS and EOIR within 5 days of moving. Mailing Instructions are provided on the form.

# Glossary of Acronyms

CBP - Customs and Border Protection

DHS - Department of Homeland Security

EOIR - Executive Office for Immigration Review

ERO - Enforcement and Removal Operations

ICE - Immigration and Customs Enforcement

MPP- Migrant Protection Protocols

NTA - Notice to Appear