

Key Information for Clients in Immigration Removal Proceedings

If your client arrived in the US recently and is in removal proceedings, common facts include: client crossed the border recently; client was stopped or detained at the border; and client has to check in with ICE, has an

immigration court date, or is waiting for a court date. Many caseworkers find themselves meeting with clients in this situation before their clients have met with an attorney.

Important Next Steps

Look for Legal Counsel

Your chances of success are much higher if you have an attorney. Even if you cannot find an attorney to represent you, it is valuable to have an expert attorney review your case and give you advice specific to your situation. Some non-profits offer free help, and others charge. Either way, you should seek help as soon as you can. Key Bay Area organizations to start with include:

- [Dolores Street Community Services](#) (SF only): 415.282.6209, ext. 129
- [Pangea](#): 415.254.0475
- [Centro Legal de la Raza](#): 510.437.1554
- [Lawyers Committee for Civil Rights](#): 415.543.9444, ext. 200

Even if you can't find an attorney, you can get valuable information about the process and next steps from the Immigration Court Help Desk, run by the Immigration Center for Women and Children. Call 415.728.0420.

Note: if you are unable to find an attorney, document all the efforts you made to find one. When you go to court without an attorney, ask the judge for more time to hire one (called a "continuance"), be ready to tell the judge who (both organizations and individual attorneys) you have contacted, and what each said about whether they could take your case. Ideally, you would keep a log of this information as you go and bring it with you to court.

Show Up to All Court Dates and Appointments

If you don't show up *at court*, the court may issue a removal order. This can lead to arrest, detention, and deportation. You *are legally required to attend even if you do not have an attorney*. Many days there is a volunteer attorney who can assist for that day only.

If you don't show up for *appointments*, this can also result in arrest, detention, and deportation.

Deadlines: whether or not you have an attorney, your case will carry certain deadlines. In particular, asylum applications must be filed *within one year of arrival* (or sooner if set by the court).

Check Mail and Update Address if Needed

It is very important that you keep your address up to date with one or more agencies. You will receive important mail, including notices of hearing dates, by mail. If your address changes or you can no longer receive mail at the address the government has for you, update it in one or more places *as soon as possible**:

If you are a non-citizen:

- Update with USCIS using the AR-11 by mail or available online at <https://egov.uscis.gov/coa/>

** Change of address has to be filed within 10 days of move with USCIS and within 5 business days for EOIR.*

If you are in immigration proceedings in court:

- Update with EOIR and DHS using Form EOIR-33.
 - To change address with EOIR online: Visit <https://respondentaccess.eoir.justice.gov/forms>.
Note: if you change your address online, you still have to print, download, and mail a hardcopy of Form EOIR-33 to DHS.
 - To change address with EOIR by U.S. mail: Be sure to send the form to the court that *currently* has your case (check the back of Form EOIR-33 to be sure the court location is correct).
 - *Note: if your case has been administratively closed, do not file the Form EOIR-33. If you are unsure, ask a lawyer.*

If you are required to check-in with ICE or tell them your address:

- Notify your ISAP or ICE officer of your address change.

If you are moving into or out of the Northern CA jurisdiction (or recently relocated to Northern CA)

- You will likely have to submit a Motion for a Change of Venue with the court. If you need to do this, ask a lawyer.

Get the Information You Need

If you don't know when your next hearing date is, you can find out online or by phone. Option 1: visit <https://acis.eoir.justice.gov> (available in English and Spanish) and enter your A# (the 8 or 9 digit number found on your paperwork). Option 2: call the automated system at **1.800.898.7180**, enter your A#, press "1" to confirm that your name is correct, and press "1" again for the date and time of your hearing.

Note: if you have received a "Notice to Appear" but do not have a court date scheduled yet, be sure to keep calling / checking online, as the processing may be delayed.