

¿COMO LLENO EL FORMULARIO PARA CAMBIAR MI DIRECCION CON LA CORTE? (HOW DO I FILL OUT MY CHANGE OF ADDRESS FORM?)

*Es muy importante que llene este formulario si se cambia de domicilio durante el procedimiento que lleva en la corte de inmigración. El formulario tendrá que ser enviado por correo o presentado en la corte de inmigración dentro de los cinco días siguientes a su cambio de domicilio. Usted tiene que enviar por correo este formulario en la corte de inmigración sin importar si usted ya notifico a su oficial de ICE acerca de su cambio de domicilio (si es que a usted se le requiere que vaya a firmar con ICE). Si no envía este formulario a la corte de inmigración, su domicilio no estará actualizado, y la corte de inmigración le podría mandar una notificación por correo a su domicilio anterior con un cambio en la fecha de su audiencia. Si usted no recibe esa notificación y por ello no se presenta a su audiencia, el juez de inmigración puede ordenar su deportación por estar ausente de la audiencia.

**It is very important that you fill out this form if you change your address during your proceedings in immigration court. The form has to be sent by mail or presented at immigration court within 5 days of a change of address. You have to present this form regardless of whether you already notified your ICE officer regarding your change of address (if it is required for you to go check in with ICE). If you don't present this form with immigration court, your address won't be updated, and the court could send a notification by mail to your previous address with a change to the date of your hearing. If you don't receive this notification and for that reason are not present at your hearing, the immigration judge could order you deported for having been absent from your hearing.*

(1) Escriba su nombre completo.

Write your full name.

(4) Escriba su dirección anterior en esta sección.

Write your previous address in this section.

(5) Firme y escriba la fecha en el espacio a un lado de su firma.

Sign and write the date in the space next to your signature.

(7) Firme en esta sección.

Sign this section.

(2) Escriba su número de caso (este número de 9 dígitos se encuentra en todos sus documentos y empieza con "A#").

Write your case number (this is the 9-digit number on all of your documents)

(3) Escriba su nueva dirección en esta sección. Write your new address in this section.

(6) Escriba su nombre completo y escriba la fecha en el espacio siguiente. Write your full name and write the date in the following space.

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

00004 1025-0004
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 or the address which you provide. Changes in address or telephone number communicated through any means except this form, e.g., phone calls, custom 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 (as 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

If you are in removal proceedings:

Your hearing may be held in your absence under Section 242 of the Immigration and Nationality Act (INA) (1997), and an order of removal may be issued against you. Furthermore, you may become ineligible for the following forms of relief from deportation for a period of 2 years after the date of the entry of the final order:

1. Voluntary Departure as provided for in Section 242(b) of the INA; 2. Suspension of Deportation as provided for in Section 244 of the INA (1995); 3. Adjustment of Status or Change of Status as provided for in Sections 245, 246, or 248 of the INA (1995).

If you are in exclusion proceedings:

Your admission 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 issued against you.

If you are in exclusion proceedings:

Your admission 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 issued against you.

My OLD address was:

"EN CUIDADO DE" OTRA PERSONA, SI HAY
(In care of other person, if any)

NUMERO, CALLE, APARTAMENTO
(Number, Street, Apartment)

CIUDAD, ESTADO, CODIGO POSTAL
(City, State and ZIP Code)

PAIS, SI HAY ALGUNO ADEMAS DE LOS EEUU
(Country, if other than U.S.)

My NEW address is:

"EN CUIDADO DE" OTRA PERSONA, SI APLICA
(In care of other person, if any)

NUMERO, CALLE, APARTAMENTO
(Number, Street, Apartment)

CIUDAD, ESTADO, CODIGO POSTAL
(City, State and ZIP Code)

PAIS, SI ALGUNO ADEMAS DE LOS EEUU
(Country, if other than U.S.)

NUMERO NUEVO DE TELEFONO
(New Telephone Number)

SIGN HERE → X

PROOF OF SERVICE (You Must Complete This)

I, _____, dated _____, mailed or delivered a copy of this Change of Address Form on _____ to the Office of the Chief Counsel for the DHS (U.S. Immigration and Customs Enforcement-ICE) at _____.

SIGN HERE → X

Form 0004-0004
Revised July 2003

MAILING INSTRUCTIONS

- 1) Copy the completed form and mail or deliver it to the Office of the Chief Counsel DHS-ICE at the address you inserted in the PROOF OF SERVICE. The PROOF OF SERVICE certifies that you provided a copy of the form to DHS.
- 2) Fold the page at the dotted lines marked "Fold Here" so that the address is visible.
- (IMPORTANT: Make sure the address section is visible after folds are made.)
- 3) Secure the folded form by stapling along the open end marked "Fasten Here."
- 4) Place appropriate postage stamp in the area marked "Place Stamp Here."
- 5) Write in your return address in the area marked "PUT YOUR ADDRESS HERE."
- 6) Mail the original form to the Immigration Court where address is printed below.

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete this form is five (5) minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Executive Office for Immigration Review, Office of the General Counsel, 6107 Lees Ferry Place, Suite 2000, Falls Church, Virginia 22041.

Fold Here

PUT YOUR ADDRESS HERE

Place Stamp Here

U.S. Department of Justice
Immigration Court
100 Montgomery Street
Suite 200
San Francisco, CA 94104

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 the Immigration Court of any change of address and any change of telephone number. The information you provide is mandatory. Failure to provide the requested information limits the notification you will receive and may result in the 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 Systems and EOIR-003.

Fasten Here

Form IIR-01 - 10/01
Revised July 2013

(8) Doble en la línea punteada.

Fold on the dotted line.

(10) Llene su dirección actual aquí.

Fill out your address here.

(9) Ponga una estampilla aquí. Put a stamp here.

Una vez que tenga listo el formulario usted tendrá que llenar el mismo formulario una vez más con la misma información acerca de usted, pero el destinatario será diferente. Borre la dirección que aparece en el formulario y escriba esta dirección: **Office of Chief Counsel, 100 Montgomery St. Ste 200, San Francisco, CA 94104.**

Haga una copia de ambos formularios por ambos lados y guárdelos en su expediente. Después doble los formularios originales, ponga un pedazo de cinta adhesiva para mantenerlos cerrados, y deposítelos en el buzón de correos. No se le olvide poner una estampilla para cada formulario.

Once your form is ready you will have to fill out the same form one more time with the same information about yourself but addressed to a different place. The address where you will send the second form is: **Office of Chief Counsel, 100 Montgomery St. Ste 200, San Francisco, CA 94104.**

Make a copy of both forms for both sides and put them in your files. Then fold both forms, put a piece of tape on them to keep them closed, and deposit them in the mail. Don't forget to put a stamp on each form!

PUT YOUR ADDRESS HERE

Place Stamp Here

U.S. Department of Justice
Immigration Court
100 Montgomery Street
Suite 200
San Francisco, CA 94104

En la segunda copia SOLAMENTE: Borre la dirección en el formulario y escriba la otra dirección aquí.

For the second copy ONLY: Cross out the address on the form and write the other address here.

INMIGRANTES CON ANTECEDENTES PENALES

- Si ha sido arrestado por alguna ofensa criminal:
 - Debería de avisar a su Defensor de Oficio (Public Defender) o **abogado de defensa criminal** que no es ciudadano de los EEUU.
 - Debería de arreglar una consulta con un abogado de inmigración para recibir consejos antes de resolver su caso criminal.
- Si ha sido condenado por alguna ofensa criminal:
 - Debería de contactar a un abogado de inmigración lo más pronto posible y preguntarle cómo es que puede cambiar su historial criminal, y si sería ventajoso para su caso.
- Tiene el derecho a recibir asesoramiento legal adecuado por parte de un abogado de defensa criminal el cual le explique las consecuencias de sus condenas criminales. Si no recibió **consejos apropiados**, tal vez podría “remover” la sentencia, lo que significa que la sentencia se borra o se cancela.
- Hay leyes en California que pueden ayudarlo a reducir o eliminar algunos delitos graves o faltas menores, los cuales podrían ser útiles para su situación migratoria.
 - Pregúntele a un abogado inmigratorio si esas leyes le ayudarían a su caso.
- Una advertencia sobre la “legalización de marihuana”:
 - Aunque la ley estatal de California permite de cierta manera el uso y cultivo de marihuana, la ley federal NO lo permite
 - Eso puede hacer que usted sea sujeto a ser deportado por actividades que son permitidas bajo ley estatal.

IMMIGRANTS WITH CRIMINAL RECORDS

- If you have been arrested for a criminal offense:
 - Tell your public defender or criminal defense attorney that you are not a U.S. citizen.
 - Consult with an immigration attorney for advice before resolving your criminal case.
- If you have been convicted of a criminal offense:
 - Consult with an immigration attorney as soon as possible about whether and how you may change your criminal record, and if it would be helpful for your case to do so.
- You have the right to receive proper advice from your criminal defense lawyer about the immigration consequences of your criminal convictions. If you weren't properly advised, you

may be able to get your conviction “vacated” (erased or cancelled).

- There are laws in California that can help reduce or erase some felonies and misdemeanors, which might help you for immigration purposes. You should ask an attorney if these laws would help in your case.
- A warning about “Legalized Marijuana”:
 - Although California state law permits some use and cultivation of marijuana, federal law does NOT allow this.
 - You may be subject to removal from the U.S. for marijuana-related conduct that would be legal under state law.