

Immigration law frequently changes. This sample document is not legal advice or a substitute for independent research, analysis, and investigation into local practices. This document may be jurisdiction-specific or reflect outdated practices or law. CLINIC does not vouch for the accuracy or substance of this document and it is intended rather for illustration.

[Attorney Name], Esq.
[Title]
[Organization/Firm Name]
[Organization/Firm Address]
[Organization/Firm Address]

NON-DETAINED

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
[City, State]**

)
In the Matter of:)
)
First Name)
Last Name)
)
)
In removal proceedings)
_____)

File No.: A XXX XXX XXX

Immigration Judge _____

Next Hearing:[Month] __, 20__ at 9:30 a.m.

MOTION FOR SUBSTITUTION OF COUNSEL

[Attorney Name], Esq.
[Title]
[Organization/Firm Name]
[Organization/Firm Address]
[Organization/Firm Address]

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
[CITY, STATE]**

)
In the Matter of:)
)
First Name) **File No.: A XXX XXX XXX**
Last Name)
)
)
In removal proceedings)
_____)

MOTION FOR SUBSTITUTION OF COUNSEL

The undersigned counsel hereby request that this Honorable Court allow the substitution of counsel on behalf of the above-named Respondent, pursuant to 8 C.F.R. § 1003.17(b).

In support of this motion I state the following:

1. Respondent has chosen *Organization Name* to represent him in his immigration matters.
2. Prior counsel, *Organization Name*, has been notified and served a copy of this motion for substitution of counsel.

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3. Respondent has consented to the substitution of counsel. Respondent and *Organization Name* executed an agreement of representation on [MONTH] __, 20__.

Respectfully submitted this [DATE], 20__

[Attorney Name], Esq.
[Title]
[Organization/Firm Name]
[Organization/Firm Address]
[Organization/Firm Address]
(###) ###-####
[email]

**United States Department of Justice
Executive Office for Immigration Review
Immigration Court
[City, State]**

In the Matter of: *Client's Name*

A Number: A XXX XXX XXX

ORDER OF THE IMMIGRATION JUDGE

Upon consideration of Respondent's Motion for Substitution of Counsel, it is HEREBY ORDERED that the motion be **GRANTED** **DENIED** because:

- DHS does not oppose the motion.
- The respondent does not oppose the motion.
- A response to the motion has not been filed with the court.
- Good cause has been established for the motion.
- The court agrees with the reasons stated in the opposition to the motion.
- The motion is untimely per _____.
- Other:

Deadlines:

- The application(s) for relief must be filed by _____.
- The Respondent musts comply with DHS biometrics instructions by _____.

Date

Judge's Name
Immigration Judge

Certificate of Service

This document was served by: [] Mail [] Personal Service

To: [] Alien [] Alien c/o Custodial Officer [] Alien's Atty/Rep [] DHS

Date: _____

By: Court Staff _____

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Client's Name

A XXX XXX XXX

PROOF OF SERVICE

On [DATE], I, [Attorney Name], served a copy of this Motion for Substitution of Counsel and any attached pages to Organization Name at the following address: Organization's Name, by e-mail.

(signature)

(date)

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Client's Name

A XXX XXX XXX

PROOF OF SERVICE

On [DATE], 20__, I, [Attorney Name], served a copy of this Motion for Substitution of Counsel and any attached pages to Office of the Chief Counsel at the following address [ADDRESS] by FedEx.

(signature)

(date)