

Change of Venue (COV) Checklist for ECAS Pilot Courts

COV	TOOL	
1. Confirm the Motion for a Change of Venue was granted.	Judicial Tools	<input type="checkbox"/> Motion Granted
2. Confirm the Change of Venue order has been finalized.	Judicial Tools	<input type="checkbox"/> Order Final
3. Determine the ROP format	Judicial Tools	<input type="radio"/> Paper ROP (skip to step 22) <input type="radio"/> eROP (continue to step 4)
4. Check if mailing is required? Is the Primary Representative is Opted-Out or Pro Se in CASE?	CASE	<input type="radio"/> Primary Attorney Opted-In (skip to step 7) <input type="radio"/> Pro Se or Opted-Out (continue to step 5)
5. Print 2 copies of signed Order	Judicial Tools	<input type="checkbox"/> Order Printed
6. Mail Order to both parties		<input type="checkbox"/> Mailed Final Order
7. Is the new venue an ECAS pilot court?		<input type="radio"/> Pilot Site (skip to step 19) <input type="radio"/> Non-Pilot Site (continue to step 8)
8. Barcode a new blue folder as eROP and add comments	CASE	<input type="checkbox"/> eROP barcode created
9. Print all documents from the eROP and add to right side	eROP	<input type="checkbox"/> eROP Printed
10. Print all worksheets and add to left side	Judicial tools	<input type="checkbox"/> Worksheets Printed
11. Print all notes and add to left side	Judicial tools	<input type="checkbox"/> Notes Printed
12. Print all annotations and add to left side	Judicial tools	<input type="checkbox"/> Annotations Printed
13. Insert suggested language sheet [SL1] on the right side		<input type="checkbox"/> Added "True and Exact[SL2]" sheet
14. Is there any originals paper folder & barcode?	CASE	<input type="radio"/> Locate Originals <input type="radio"/> No Originals (skip to step 16)
15. Rubber band printed eROP and Originals together		<input type="checkbox"/> Rubber band multiple folders
16. Mail printed eROP & originals to pilot site		<input type="checkbox"/> Mailed printed eROP (and originals if applicable)
17. Change Base City and Hearing Location	CASE	<input type="checkbox"/> Location Changed in CASE
18. Disable the eROP	eROP	<input type="checkbox"/> eROP Disabled (checklist complete)
19. Is there any originals paper folder & barcode?	CASE	<input type="radio"/> Locate Originals (continue to step 20) <input type="radio"/> No Originals (skip to step 21)
20. Mail originals to pilot site		<input type="checkbox"/> Mailed Originals
21. Change Base City and Hearing Location	CASE	<input type="checkbox"/> Location Changed in CASE (checklist complete)
22. Locate paper ROP	CASE	<input type="checkbox"/> Paper ROP Located
23. Print 3 copies of Final Order	Judicial Tools	<input type="checkbox"/> Order Printed
24. Confirm the final and signed Order is in the ROP	Paper ROP	<input type="checkbox"/> Order in ROP
25. Mail final order to both parties		<input type="checkbox"/> Mailed Final Order
26. Change Base City and Hearing Location	CASE	<input type="checkbox"/> Location Changed in CASE
27. Mail ROP to New Location		<input type="checkbox"/> Mailed paper ROP (checklist complete)

Note: Pilot sites should monitor the COV/Transfer Queue to receive a COV from another pilot site (from CASE Other Programs).