



# CATHOLIC LEGAL IMMIGRATION NETWORK, INC.

## EOIR Case Portal Registration and User Guide

April 2024

Beginning in February 2022, practitioners have been required to use the Executive Office of Immigration Review (EOIR) Courts and Appeals System (ECAS) for all filings in cases pending with EOIR. While electronic filing through ECAS is not available in cases with paper records of proceedings (i.e., cases in which the Notice to Appear was filed with the court prior to July 2018 and have not yet been converted to an electronic file), paper cases are becoming exceedingly rare. By default, practitioners should expect to submit all filings with EOIR via ECAS. This resource will guide you through the steps required to register for an EOIR account, log in to ECAS, submit a Form EOIR-28 Notice of Entry of Appearance (E-28), upload filings, and navigate the EOIR portal and Department of Justice (DOJ) email communications.

### Register for EOIR Account

Attorneys and fully accredited representatives who wish to represent a noncitizen in removal proceedings or matters before the Board of Immigration Appeals (BIA) must first register for an EOIR account online and have their identity validated either in-person or online.

In order to register, you must first request an EOIR practitioner account. From the EOIR [eRegistration instructions site](#):

#### 1. Step One: Register Online

1. To register online, go to the [Account Registration](#) site.
2. Select Attorney or Fully Accredited Representative. Click Next.
3. Create a User ID according to the instructions criteria. Click Next.
4. Create a Password according to the instructions criteria. Click Next.
5. Enter your First Name, Last Name, Date of Birth and Email. Click Next.
6. Enter your Firm Name or select Org Name, Address, Telephone number and Email. Click Next.
7. Attorneys Only: Select the jurisdiction(s) in which you are eligible to practice law and are a member of the bar in good standing and enter Bar Number(s). Click Next.
8. Review the details you entered, read the Perjury Statement and click the checkbox, verify you are not a robot, and then click Submit. Confirmation of EOIR Account Request successfully submitted appears.

#### 2. Step Two: Verify Your Identity

Once the account registration information is submitted, you will receive an email confirmation. Next, you must present photo identification to validate your identity to EOIR within 90 calendar

days of registering. You can validate your identity in person at any immigration court or the BIA during regular business hours; no appointment is necessary. Once you arrive at the court window, indicate to staff that you wish to complete your eRegistration and show them your government-issued identification for verification. EOIR will accept the following forms of photo identification:

- U.S. Passport.
- U.S. Passport Card.
- Permanent Resident Card or Alien Registration Receipt Card .
- Employment Authorization Document/Card.
- U.S. Driver’s License or Identification Card.
- ID Card issued by a federal, state, or local government agency.
- U.S. Military Card or draft record.

After EOIR staff verifies your identity, your eRegistration will then be added to EOIR’s database and you will be sent an email containing your unique EOIR ID to the email address you used to register for an account online in Step One. Your unique EOIR ID will appear on every entry of appearance (EOIR-28) form that you submit to EOIR.

### **3. Step Three: Log in to ECAS**

You will be sent an email from the DOJ requesting that you activate your DOJ Login by clicking a link. You will be directed to [doj-login-ext default - Sign In \(okta-gov.com\)](https://doj-login-ext.default.okta.gov.com) where you will be asked to create a password and set up additional security methods for your account, including enabling Okta Verify. For detailed instructions on creating your password and setting up additional security methods, see [these instructions from DOJ](#).

Once you have activated your DOJ Login account, you can access it via [Home \(justice.gov\)](https://www.justice.gov) under the “DOJ Login” link, or directly at [doj-login-ext default - Sign In \(okta-gov.com\)](https://doj-login-ext.default.okta.gov.com). Once you log in using your email address and the password, you will be directed to the EOIR Case Portal home page.

## Submit EOIR-28

Once you are logged into ECAS, you will find the following screen:

The screenshot shows the EOIR Case Portal home page. At the top left is the Department of Justice seal. The header includes the text "EOIR Case Portal" and "Executive Office for Immigration Review". Navigation links for "Cases", "Hearings", "Uploads", and "Appearances" are visible. On the right, there is a user profile icon. Below the header, there are three informational boxes: "What's New?", "Helpful Guidelines", and "View Document Types". The main content area features a "Welcome to EOIR Case Portal!" message, a search instruction, and a search bar with "Search", "View All", and "Clear" buttons.

You will then select the "Appearances" tab and will be taken to this screen:

The screenshot shows the "Appearances" page. The header is identical to the home page, but the "Appearances" navigation link is highlighted. The main heading is "Appearances". Below the heading is a brief instruction: "View your submitted appearance forms in the list below or submit a new one using the relevant 'File Appearance Forms' button. In the list below, Document Status reflects current filing status. If a document has been rejected, select the status to review the reason." Below this are two panels: "Filter Forms" and "File Appearance Forms". The "Filter Forms" panel contains an "A-Number" search box, a "Document Status" dropdown menu, and "Search" and "Clear" buttons. The "File Appearance Forms" panel contains two buttons: "File EOIR-27 at the BIA" and "File EOIR-28 at the Court". At the bottom of the page, there is a link for "List of Appearance Forms".

If you are submitting an appearance in a case that is pending before the BIA, you will select "File EOIR-27 at the BIA." To file your appearance in a case pending before the immigration court, select the "File EOIR-28 at the Court" link, which will take you to a search box for your client's A number:

**Enter an Appearance before the Immigration Court**

\*A-Number

I want to file a Form EOIR-28 for a pending case.

I want to file a Form EOIR-28 with a bond request.

I want to file a Form EOIR-28 with a motion to reopen or reconsider.

I want to file a Form EOIR-28 with a motion to substitute counsel.

I want to file a Form EOIR-28 with a motion to recalendar an administratively closed case.

**Please note the following conditions when filing an EOIR-28**

Attorneys and accredited representatives who electronically file a Form EOIR-28 close to a hearing date may be required to complete a paper Form EOIR-28 at the hearing.

Please update your [profile](#) if you are filing with a new organization or bar affiliation, or if any of your contact information has changed.

Then, select the appropriate option in the list of five options below the A number search box. The system will then search for the A number and confirm that the case is pending and is otherwise eligible for e-filing (i.e., not a paper case). The system will open the E-28 form and auto populate most of your information, including your EOIR ID. You must then enter the client’s name, A number, and address, and select whether you will be representing them in custody proceedings (i.e. bond), non-custody proceedings, or all proceedings.

On the second page of the E-28 you will indicate the type of appearance (primary or non-primary representative) that you are entering in the case and whether you are providing pro bono representation. Generally, when completing a paper E-28, you must complete the Proof of Service with your name, the date of submission, and the address for the DHS – Office of the Principal Legal Adviser (OPLA) office with jurisdiction over the case (you can find a list of the OPLA office locations, [here](#)). However, if filing the E-28 electronically you can simply check the box that indicates “No service needed. I electronically filed this document, and the opposing party is participating in ECAS.”

**Indicate Type of Appearance:**

Primary Attorney/Representative     Non-Primary Attorney/Representative

On behalf of  (Attorney’s Name) for the following hearing:  (Date)

I am providing pro bono representation. Check one:  yes     no

**Proof of Service**

I (Name)  mailed, emailed or delivered a copy of this Form EOIR-28 on (Date)  to the DHS (U.S. Immigration and Customs Enforcement – ICE) at 880 Front Street, 2246, San Diego CA 92101

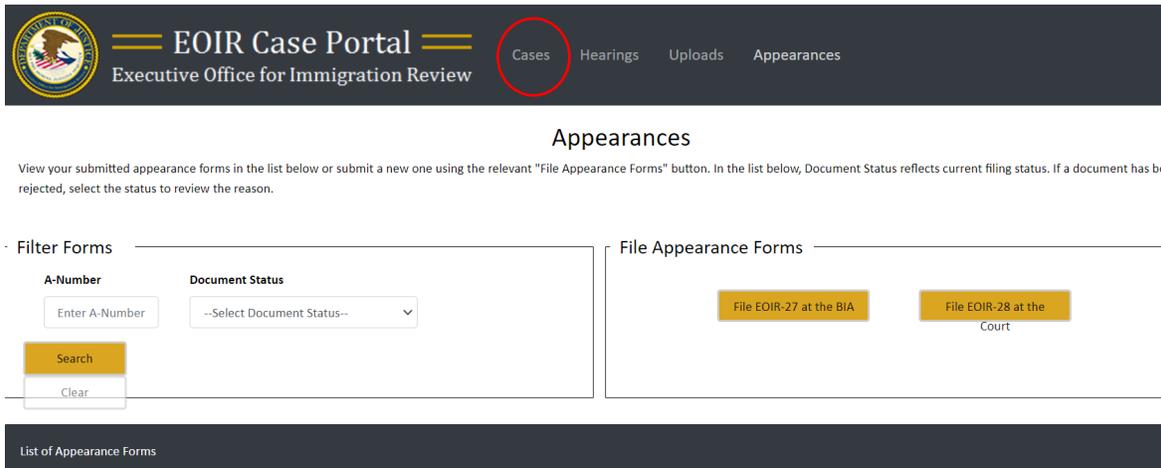
No service needed. I electronically filed this document, and the opposing party is participating in ECAS.

Once you have reviewed all the information on the E-28, scroll down the page and click “Submit” to enter your appearance in the case.

### Access the eROP

Once your entry of appearance has been accepted, you will be directed back to the “Appearances” screen and the form number (E-28 or E-27), your client’s name, and your client’s A number will appear in the “List of Appearance Forms.”

To navigate to your client’s electronic Record of Proceedings (“eROP”), click the “Cases” link at the top of the screen:



This will take you back to your portal home screen where you can search for clients by name or A number. After entering your client’s name or A number, your client’s case will appear below the search box with a yellow button to the left of their name under “View Cases:”

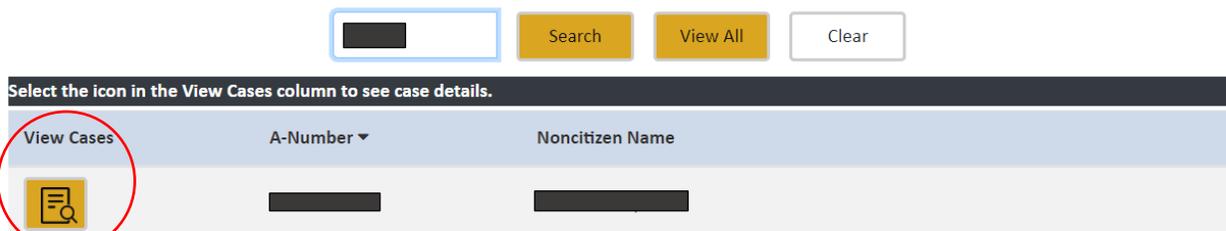
### Welcome to EOIR Case Portal!

Search by noncitizen name or A-Number. If the A-Number has 8 digits, enter 0 followed by the 8 digit A-Number (012345678).

The search will return persons for whom you have entered an appearance using Form EOIR-27 or EOIR-28. To view a list of all persons for which you have entered an appearance, select "View All".

To file an appearance, use the “Appearances” link in the header to access Form EOIR-27 or Form EOIR-28.

The Form EOIR-28 can be submitted as part of a package filing with a bond request, motion to reopen, motion to reconsider, motion to substitute counsel, or motion to recalendar.



After selecting “View Case,” you will be directed to the client’s eROP.

The top of the client's case landing page will show procedural information for the case:

The screenshot shows a case landing page with a sidebar on the left and a main content area. The sidebar has a 'Select a case to view details and file documents' section with three cases: 'Removal', 'Bond', and 'Bond'. The main content area has a 'Court Information' section with the following details: Case Type: Removal; Charging Doc. Date: [redacted]; Noncitizen Name: [redacted]; Hearing Location: -- NA --; Next Case Hearing: -- NA --; Hearing Medium: -- NA --; Immigration Court: [redacted]; IJ Decision Date: [redacted]; IJ Decision: The Immigration Judge ordered dismissal. A red circle highlights the 'Court Information' section, and a red arrow points to the 'View Asylum Clock' button.

If the person has more than one case (in this example, the respondent had two bond cases as well as a regular removal case), make sure you select the correct case on the lefthand side of the screen to view the eROP in the case for which you entered your appearance.

**Note:** If your client has a pending application for asylum, you may view their asylum clock by selecting the yellow "View Asylum Clock" tab that appears in the "Court Information" section.

When you scroll down on this screen, you will have a list of the eROP documents for the case:

The screenshot shows the same case landing page as above, but scrolled down to the 'eROP Documents' section. The 'Court Actions' section has buttons for 'Upload Documents', 'Request a Bond', 'Download eROP', and 'File Appeal at BIA'. The 'eROP Documents' section has a 'Document Filters' section with 'View All' selected, and a table of documents. A red circle highlights the 'Download eROP' button and the 'eROP Documents' table.

Actions	Document Type	Filed Date	Filed At	Filed By	Document Status
	Order- Admin Closure (AC)	[redacted]	Court	OCUJ	Accepted
	Evidence	[redacted]	Court	Respondent Rep	Accepted
	Pre-Hearing Statement	[redacted]	Court	Respondent Rep	Accepted
	Evidence	[redacted]	Court	DHS	Accepted
	CASE Notice	[redacted]	Court	OCUJ	Accepted

You can select each document individually by selecting the yellow document link to the left of the document name, or you can select "Download eROP" to download the entire eROP in one PDF document to save to your client's file.

## File Forms and Documents

To file applications for relief, evidence, briefs, motions, and other documents, select “Upload Documents” and the following screen will appear:

**Upload Documents to the Following Court Case**

**Court Case**

<b>A-Number</b>	<input type="text"/>	<b>Case Type</b>	<input type="text"/>
<b>Noncitizen Name</b>	<input type="text"/>	<b>Charging Doc. Date</b>	<input type="text"/>

**Enter Document Details**

Required fields are marked with an asterisk (\*)

<b>*Document Category</b>	<input type="text" value="--Select Document Category--"/>	
<b>Other Information</b>	<input type="text" value="--Select All That Apply--"/>	
<b>*Select File</b>	<input type="text" value="--Select File--"/>	<input type="button" value="Browse"/>

PDF and JPG (JPEG) files only. Maximum file size accepted is 25 MB.

**Helpful Guidelines**  
Access the latest guidelines for uploading and downloading documents.

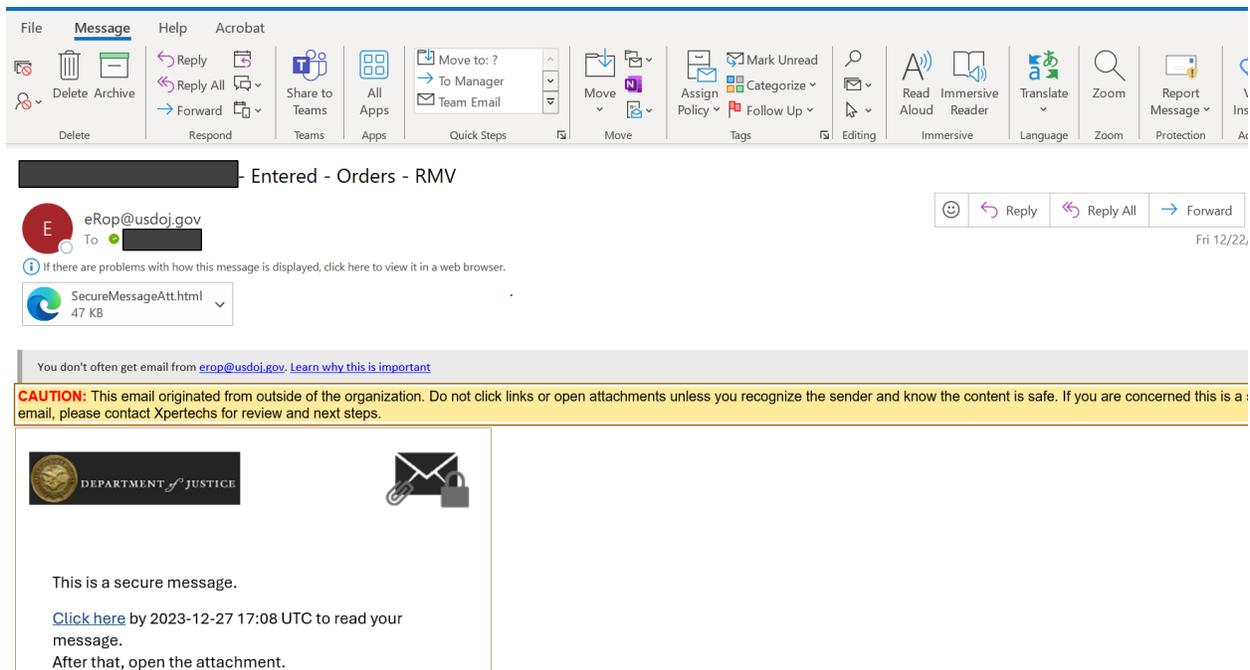
**View Document Types**  
View list of document filing categories.

Then select the type of document from Document Category drop-down list and any options in the “Other Information” drop-down list, if they apply. Next, select the file you wish to upload. Note that all filings must have a file size of 25 MB or less or the system will block the upload. If your filing is too large, you may choose to either optimize the file to reduce its size or break it up into separate filings. If you break the filing into separate parts, be sure to place a short cover letter addressed to court staff on top of *each* part indicating the part number (part 1 of 2, etc.) and explaining that you are submitting the filing in multiple parts due to its size.

Make sure that you paginate all filings and insert paper “Tab” separator pages between documents per [Chapter 3.3\(c\)\(3\)-\(4\) of the Immigration Court Practice Manual](#).

### Access Encrypted Messages From the DOJ

It is important to carefully monitor the email account you used to register for an EOIR account. When DHS submits a filing or the court accepts or rejects a filing or issues a notice or order in a case, you will receive an e-mail notification from [eROP@usdoj.gov](mailto:eROP@usdoj.gov) with the client’s last name and last three numbers of their A number in the subject line. The email will contain a link to an encrypted message:



When you select “Click here” or open the attachment, it will launch a browser to authenticate so that you can decrypt and read the message. The first time you receive this email and click the link, you will be prompted to create a Proofpoint Encryption account and choose a password on the Registration page. Click “Continue” when you are done creating your account to access the document that has been uploaded to the eROP.

If you prefer, you can also log into your EOIR portal, navigate to the client’s eROP, and select the latest document from the eROP to view instead of opening the encrypted message.

### Monitor Your Hearing Calendar

Courts may send hearing notices by regular mail to the practitioner’s address of record, even though the court serves case notices electronically through ECAS. However, it is important that once you have entered your appearance in a case, you regularly check your EOIR portal in the event that the court changes the date of a hearing at the last minute. From your EOIR portal landing page, you can select “Hearings” at the top and the following hearing calendar will display:

Hearings

This calendar only displays cases for which you have filed a Form EOIR-28. To view additional cases, file a Form EOIR-28 using the "Appearances" link in the header.

Day
Week
Month

February 2025
Previous
Today
Next

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	
2	3	4	5 ● ● ●	6	7	
9	10	11	12	13	14	

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

As with any e-calendar, you can select "Next" to view months in advance and any future hearings scheduled in a case. However, selecting "Previous" will display months prior, but past hearing information will not appear on the calendar. To access information about a client's past hearings, you must review the case notices in the client's eROP.

A small yellow dot will appear on the calendar on a particular date when a client is scheduled for a hearing on that date. On the above hearing calendar, you can see three dots on the 5<sup>th</sup>, which indicate that three respondents that you represent are scheduled for a hearing that day. When you click on one of the yellow dots, it will show the name and A number of the respondent, the name of the judge assigned to that hearing, and the time and location of the hearing.

If you represent respondents at different courts, you can view all the courts where you have upcoming hearings under "Hearing Locations" list on the lefthand side of the screen.