



Respondent Access Portal Upload Court-Related Documents

1 Your A-Number is populated on the screen and click **Continue**.

2 Locate and click the applicable case in the **Select Case to View Details** section. Once selected, the case will be highlighted. *NOTE: All cases and appeals are displayed on one screen, including closed and pending cases and associated appeals. The upper right portion of the screen provides information specific to a selected case or appeal.*

3 Click the **Upload Documents** button under Court Actions.

4 Select the **Document Category** and then the **Document Subcategory**. For more information on filing categories, click **View Document Types** on the right.

5 Click the **Browse** button and select a file. *Note: Documents must be 25MB or less (Format: PDF, JPG, or JPEG only)*

6 Follow any additional prompts. Click **Upload** to submit the file.



Respondent Access Portal

Upload Court-Related Documents

The screenshot shows the EOIR Respondent Access Portal interface. At the top, there is a navigation bar with the EOIR logo and the text "EOIR Respondent Access Portal" and "Executive Office for Immigration Review". Below this, a "Cases" tab is active. A green notification box in the top right corner states: "Document uploaded successfully! Uploaded on: 06/20/2024 at 01:46:00 PM (Eastern Daylight Time)".

The main content area is divided into two columns. The left column, titled "Select a case to view details and file documents", contains a list of cases with columns for "Case Type", "Charging Doc. Date", and "Case Status". The cases listed include "Removal", "Bond", "Withholding Only", "Removal", "Interlocutory Appeal", "Bond", "Credible Fear Review", and "Asylum Only Case". Each case has a "Case Pending" or "Case Completed" button.

The right column, titled "Court Information", displays details for a selected case. It includes fields for "Case Type", "Charging Doc. Date", "Noncitizen Name", "Hearing Location", "Next Case Hearing", "Hearing Medium", "Representative", "Immigration Court", "U Decision Date", and "U Decision". Below this, there are "Court Actions" buttons for "Upload Documents" and "Download eROP". At the bottom, there is an "eROP Documents" section with a "Document Filters" area and radio buttons for "View All", "Filter at the Court", and "Filter at the BIA".

7 An upload success message appears and the document awaits EOIR review for completeness.

After EOIR review, the document status (accepted or rejected) is updated, and notification of the status is emailed to you to the email address provided when registered with EOIR.

If the file contains a virus, a message appears indicating a different file must be uploaded.



Respondent Access Portal

View Electronic Records of Proceedings (eROPs)

The screenshot shows the EOIR Respondent Access Portal. At the top, it says "EOIR Respondent Access Portal" and "Executive Office for Immigration Review". Below that, there's a "Cases" section. A navigation bar includes "Back to Cases" and "A-Number: 700-700-730, B LAST, B FIRST".

On the left, there's a "Select a case to view details and file documents" section. It lists several cases with their status (e.g., "Case Pending", "Case Completed"). The first case, "Removal", is highlighted in yellow, indicating it is selected.

On the right, the "Court Information" section displays details for the selected case, including Case Type (Removal), Charging Doc. Date (05/01/2024), Noncitizen Name (DEMO, TEST ONE), Hearing Location (401 W PEACHTREE ST, STE 2600, ATLANTA, GA 30308), Next Case Hearing (08/19/2024 01:00 PM - 02:30 PM), and Hearing Medium (In-Person). There are also "Court Actions" (Upload Documents, Download eROP) and "eROP Documents" (Document Filters: View All, Filter at the Court, Filter at the BIA).

1 Locate the appropriate case in the **Select Case to View Details** section. Once selected, the case will be highlighted.

2 Select **View All** under All eROP Documents.

To view a single document, locate it in the list and click **View Document**.





Respondent Access Portal

Download Electronic Records of Proceedings (eROPs)

Court Actions

Upload Documents

Download eROP

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To download the entire eROP, click the **Download eROP** button. A pop-up message confirms the request has been submitted.

 *Download eROP*

The **Download eROP** button will turn gray once the download request has been submitted. The button turns green when the download is available. The eROP will be available for 24 hours.

The download is one consolidated file with all documents that have been accepted into the official record of proceedings.

 *Download Requested*

 *Download Available*