



Attorneys and Fully Accredited Representatives Registration Process (Page 1 of 2)

As of May 2024

Federal regulations require attorneys¹ and fully accredited representatives² to register to practice before the Executive Office for Immigration Review (EOIR) and obtain a unique EOIR ID, which must be included on their filings with immigration courts and the Board of Immigration Appeals (BIA). DOJ policy requires that in addition to registering for an EOIR ID, registered attorneys and fully accredited representatives must create and activate DOJ Login user accounts.

While representatives with partial accreditation, law students, law graduates, reputable individuals, and accredited foreign government officials may not register with EOIR at this time, applicable regulations regarding their ability to represent individuals within the immigration system have not changed.³

How To Register

To register, eligible individuals must complete a three-step process that consists of completing:

1. An online application in the EOIR Courts & Appeals System (ECAS).
2. In-person identity validation process.
3. Create and activate a DOJ Login account.

Online Registration (Step One)

1. To register, navigate to the [Account Registration](https://portal.eoir.justice.gov/) site (<https://portal.eoir.justice.gov/>).
 - a. Select **Account Registration**. Specify Your Account Type screen opens.
 - b. Select **Attorney** or **Fully Accredited Representative** and click **Next**.
2. Enter your **First Name, Last Name, Date of Birth** and **Primary Email**, and then click **Next**. Pop-up screen opens:
3. Provide Your **Firm Affiliation(s)** (for attorneys) or Provide Your **Organization Affiliation(s)** (for fully accredited representatives).
4. Enter your **Firm Name** or select **Org Name, Address, Telephone number** and **Email**. Pop-up screen opens, Review Your Application Before Submitting.
5. Review the details you entered, read the Perjury Statement, and click the **checkbox**, verify you are not a robot **checkbox**, and then click **Submit**. Pop-up opens, Confirmation of EOIR Account Request. Successfully Submitted appears. Once the account registration information is submitted, registrants will be sent an email confirming that the account request has been received.

¹ EOIR defines an attorney as any person who is eligible to practice law in and is a member of good standing of the bar of the highest court of any State, possession, territory, or Commonwealth of the United States or of the District of Columbia, and is not under any order suspending, enjoining, restraining, disbaring, or otherwise restricting him/her in the practice of law. See 8 CFR §1001.1(f).

² An accredited representative is a non-attorney who is designated by a recognized organization and accredited by EOIR to represent individuals before the immigration courts, the BIA, and/or DHS. See 8 CFR § 1292.1(a)(4).

³ See 8 CFR § 1292.1(a).



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In-person Identity Validation (Step Two)

To complete the registration process, attorneys and fully accredited representatives must appear in person to present specified photo identification at an immigration court location, or the Board of Immigration Appeals, within 90 calendar days of completing the application online. If this step is not completed within 90 days, registrants will need to submit a new account request (Step One).

Please note that the form of identification presented must include a photograph and date of birth. This may include any of the following:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document (Card)
- Driver's license or identification (ID) card issued by a state or outlying possession of the U.S.
- ID card issued by federal, state or local government agencies or entities
- U.S. Military ID card or draft record
- Military Dependent's ID card

Upon verification of the registrant's identity, EOIR staff will create the account and issue a unique EOIR ID via email. That email will be sent to the email address that was provided during the Step One of the registration process.

Account Activation (Step Three)

Approved registrants will receive instructions to complete their DOJ Login account creation and activation once their registration application has been approved by EOIR. Instructions on how to create and activate an account are available in this [guide](#).

Authorized users may access Case Portal at <https://justice.gov/eoir/ecas> and clicking Access ECAS Case Portal.

For Customer Support, email ECAS.techsupport@usdoj.gov or call 1-877-388-3842 Monday through Friday, except Federal holidays, from 6 a.m. – 8 p.m. Eastern Time.