



Case Portal

Upload Court-Related Documents

1

To search for a specific case, enter the A-Number or name on the Case Portal homepage (**Welcome to EOIR Case Portal**) and click **Search**. For a list of all persons you represent, click **View All**.

You will only see cases for which you have an approved Form EOIR-27 or EOIR-28 on file. To file a new Form EOIR-27 or EOIR-28, use the "Appearances" link at the top of the screen.

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

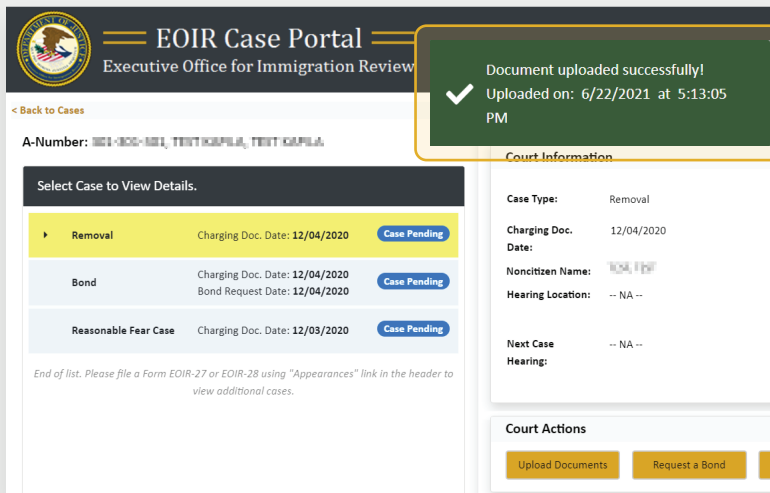
Select the **Document Category** and then the **Document Subcategory**. For more information on filing categories, click **View Document Types** on the right.

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.



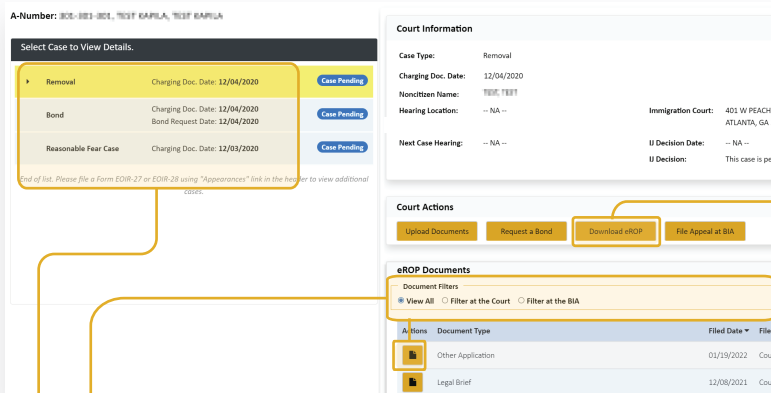
7

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

After EOIR review, the document status (accepted or rejected) is updated, and notification of the status is emailed to the representative.

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

View and Download Electronic Records of Proceedings (eROPs)



3

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

Download eROP

Download eROP

4

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 only 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 eROP

Download Requested

Download eROP

Download Available

1

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

2

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

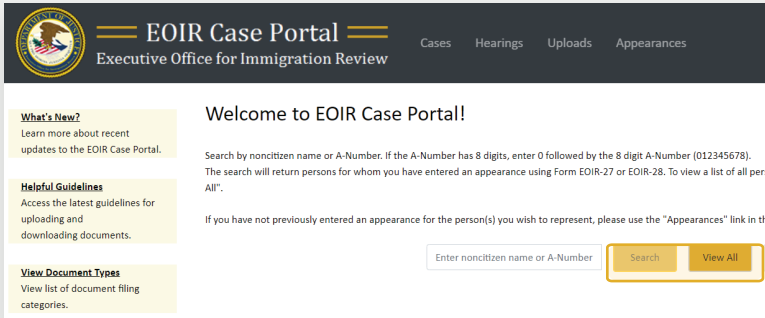
To view a single document, locate it in the list and click **View Document**.



View Document

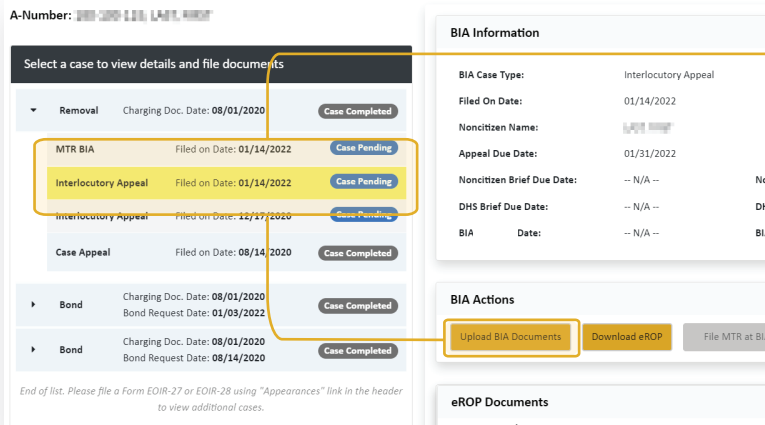


Case Portal Upload BIA Documents



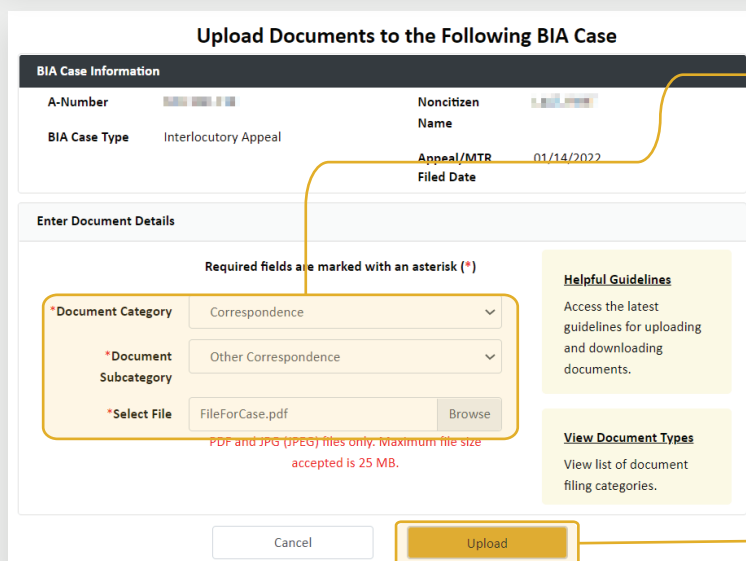
1 To search for a specific case, enter the A-Number or name on the Case Portal homepage (**Welcome to EOIR Case Portal**) and click **Search**. For a list of all persons you represent, click **View All**. You will only see cases for which you have an approved Form EOIR-27 or EOIR-28 on file.

To file a new Form EOIR-27 or EOIR-28, use the "Appearances" link at the top of the screen. When submitting appeal or motion documents, the user will submit Form EOIR-27, and when required, pay filing fees or provide filing fee information.



2 Locate and click the applicable appeal case in the **Select Case to View Details** section. Once selected, the case will be highlighted. Click the **Upload BIA Documents** button.

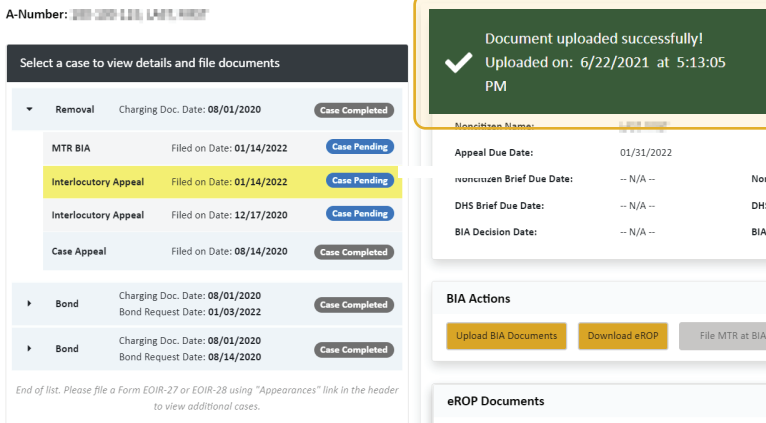
NOTE: All cases and appeals are displayed on one screen, including closed and pending cases and associated appeals. The upper right portion of the screen provides information specific to a selected case or appeal.



3 Select the **Document Category** and then the **Document Subcategory**. Click the **Browse** button and select a file.

NOTE: Documents must be 25MB or less (Format-PDF, JPG, or JPEG only)

4 Click the **Upload** button to submit the file.

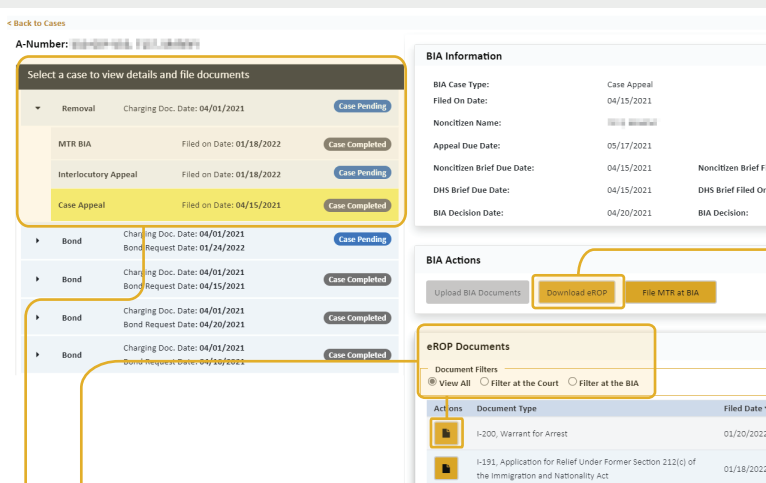


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View and Download Electronic Records of Proceedings (eROPs)



1

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2

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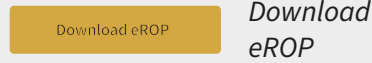
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View Document

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