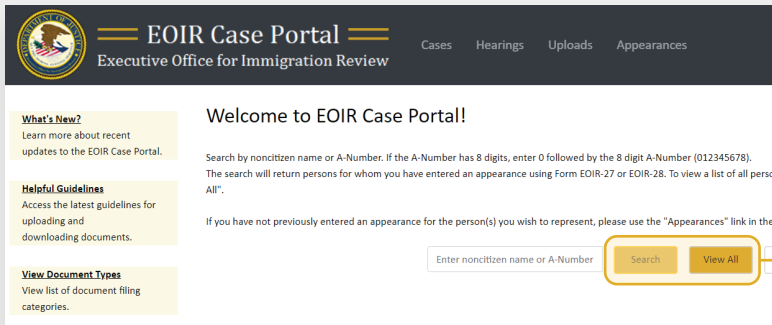




Case Portal

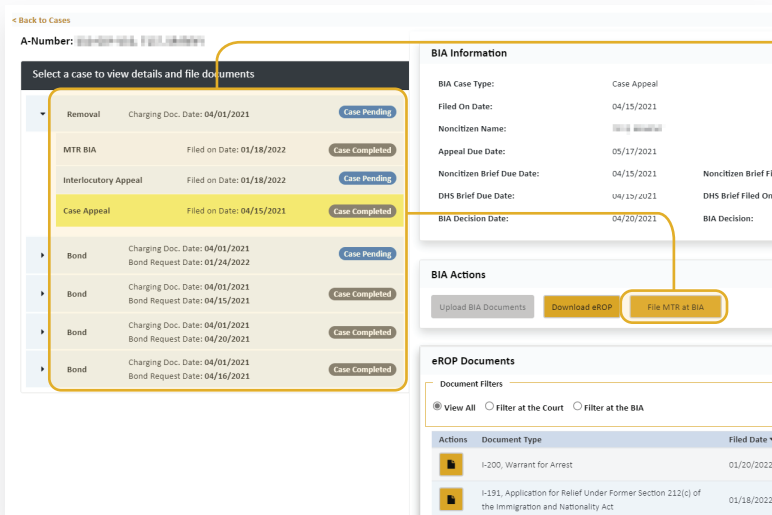
File a Motion to Reopen or Reconsider (MTR) for a BIA Appeal



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.

NOTE: You can initiate a new appeal to the BIA even if a Form EOIR-27 is not yet on file. While submitting appeal or motion initiation documents, you will submit Form EOIR-27, and when required, pay filing fees or provide filing fee information.

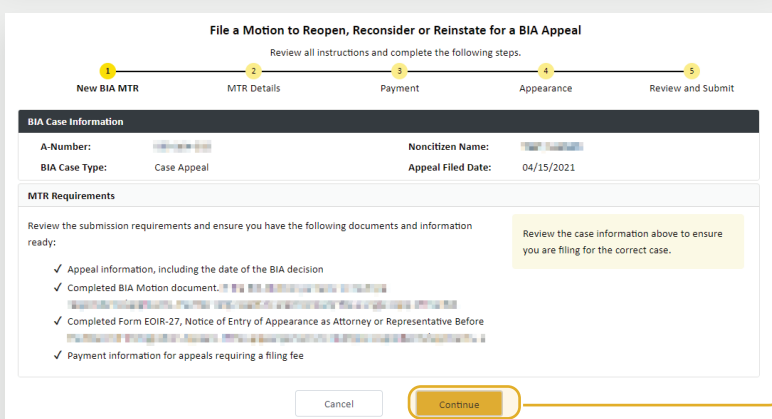


2

Locate and click the applicable case in the **Select Case to View Details** section. Once selected, the case will be highlighted. Click **File MTR at BIA**. The following screens will assist you step by step in uploading all required documents.

If the **File MTR at BIA** button is gray, you cannot file online. This could be due to no Form EOIR-27 being on file; the case being on paper (no eROP); or pending appeal status.

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

Review the MTR submission requirements checklist, which is specific to the type of appeal. Only one Form EOIR-26 should be submitted, listing all applicants. Click **Continue**.

File a Motion to Reopen, Reconsider or Reinstatement for a BIA Appeal
Review all instructions and complete the following steps.

1 New BIA MTR 2 MTR Details 3 Payment 4 Appearance 5 Review and Submit

BIA Case Information
A-Number: [REDACTED] Noncitizen Name: [REDACTED]
BIA Case Type: Case Appeal Appeal Filed Date: 04/15/2021

Enter MTR Details
Enter document details and upload motion document. If the appeal pertains to multiple respondents/applicants, the filer only needs to electronically file a single copy of the motion document. The filer must list the names and A-Numbers of all respondents/applicants on the motion document. Required fields are marked with an asterisk (*).

*Document Category: Motions (case has already been decided by the BIA)
Document Subcategory: Motion to Reconsider
*Select File: FileForCase.pdf [Browse]

[Previous] [Cancel] [Continue]

4

Select the **Document Category** and then **Document Subcategory**. Click the **Browse** button and select a file for the motion document. Click **Continue**.

On the following screens, enter payment information if required.

File a Motion to Reopen, Reconsider or Reinstatement for a BIA Appeal
Review all instructions and complete the following steps.

1 New BIA MTR 2 MTR Details 3 Payment 4 Appearance 5 Review and Submit

BIA Case Information
A-Number: [REDACTED] Noncitizen Name: [REDACTED]
BIA Case Type: Case Appeal Appeal Filed Date: 04/15/2021

Upload Appearance Form
Upload a PDF copy of the submitted Form EOIR-27. If you have not already submitted the Form EOIR-27, you may do so by selecting the "Appearances" link on this page or in the header.
If the appeal pertains to multiple respondents/applicants, you must file separate Form EOIR-27s for each respondent/applicant using the "Appearances" link. You must then upload a single PDF containing all of the submitted Form EOIR-27s on this page.

Document Category: EOIR-27, Appearance as Attorney or Representative
*Select File: EOIR-27.pdf [Browse]

File Form EOIR-27
Electronically file Form EOIR-27 by selecting the "Appearances" link in the header.

[Previous] [Cancel] [Continue]

5

Upload a PDF copy of the submitted Form EOIR-27: click the **Browse** button, select a file, and click **Continue**.

NOTE: Documents must be 25MB or less (Format-PDF format only)

If you have not yet submitted Form EOIR-27, you may file using the **File Form EOIR-27** link on the right. If the appeal pertains to multiple persons, submit a separate Form EOIR-27 for each person. After submitting, combine all submitted EOIR-27 forms and upload as a single PDF.

File a Motion to Reopen, Reconsider or Reinstatement for a BIA Appeal
Review all instructions and complete the following steps.

1 New BIA MTR 2 MTR Details 3 Payment 4 Appearance 5 Review and Submit

BIA Case Information
A-Number: [REDACTED] Noncitizen Name: [REDACTED]
BIA Case Type: Case Appeal Appeal Filed Date: 04/15/2021

MTR Details
Review the following submission details, and select "Submit" to send your motion package to the BIA.
BIA Decision Date: 04/20/2021
Filing Appeal Type: Motion to Reconsider

Documents Uploaded:
EOIR-26: FileForCase.pdf
Payment: NA
EOIR-27: EOIR-27.pdf

[Previous] [Cancel] [Submit]

6

Review the submission details and click **Submit** to send the motion package to the BIA.

✓ MTR has been submitted

Your MTR has been submitted to the BIA. You will receive a confirmation e-mail regarding your filing.

[OK]

7

A pop-up window appears confirming that the MTR has been submitted to the BIA. An email confirmation will be sent to the representative with the filing information. Click **OK** to return to the list of cases.