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# Case Portal File an Appeal at the BIA



To search for a specific case, enter the A-Number or name on the **Welcome to EOIR Case Portal** screen 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.

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.



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





Review the appeal submission requirements checklist. Only one Form EOIR-26 should be submitted, listing all applicants. Click **Continue.** 



Select the decision you are appealing. If the IJ Decision Date is not listed, enter the decision date.

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)

#### **Click Continue.**



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Select the appropriate Payment for Filing Fee option and click **Continue**.

NOTE: Only one payment option is accepted. Bond Appeals do not requre a filing fee. SEE NEXT PAGE for Filing Fee steps.

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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.

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

A pop-up window appears confirming that the appeal package 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.

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IJ Decision	Date: 06/20/2021		
Filing App	eal Type: Special Cir	ок	
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Payment:	NA		
EOIR-27:	OIR-27.pdf		

U.S. Department of Justice Executive Office for Immigration Review



## Case Portal File an Appeal at the BIA–Payment for Filing Fee Options



#### Option 2: "I have already paid and want to upload a fee receipt."

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Click the **Browse** button, select a file, and click **Continue**.

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

If you do not have your receipt, you may retrieve it from the EOIR Payment Portal using the **Retrieve Electronic Payment Receipt** link.

## Option 3: "My filing does not require a fee."



Click the check box(es) for the reason(s) you believe the filing is exempt from payment. If you select the second option, you must specify the law, regulation, or directive for the fee exemption.

Click Continue.

### Option 4: "I want to upload a fee waiver request"



The **Fee Waiver Request Calculator** screen appears. You can use this calculator to receive an assessment of the noncitizen's eligibility for a fee waiver. Once you have entered the information, click **Calculate Fee Waiver Assessment.** 

support, gift, parent, spouse, other family members, etc.)			2
	Calculate Fee Waiver Assessment		6
	Assessment		
The Fee Waiver Request calculator has determine view the payment options via the "Previous" but	ed that <b>you appear to be eligible</b> to submit a Fee Waiver Reque ton.	st. You may submit Form EOIR-26A or return to	
	Submit EOIR-26A		)
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The assessment will indicate whether the noncitizen appears to be eligible to submit a Fee Waiver Request. Regardless of the assessment, you can choose either to click **Submit EOIR-26A** or click **Previous** to select another payment option.

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New Appeal	Appeal Details	Payment	Appearance	Review and Submit	
ase Information					
Alien Number:		Alien Name:			
Case Type: Re	moval	Charging Doc			
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ee Waiver Request					
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	will adjudicate your request when	wour documentation is subm	itted.		
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To submit Form EOIR-26, click the **Browse** button, select a file, and click **Continue**.

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

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