



Office of Information Technology - Release Notes

Application: **Case Portal**

Effective Date: **February 11, 2022**

*This document contains information on enhancements, additions, changes, and fixes made to applications and technology supported by OIT.*

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## 1. Mandatory Electronic Filing

As of February 11, 2022, electronic filing (e-filing) using Case Portal is mandatory for all lawyers and fully accredited representatives practicing before EOIR.

### Opt-In Disabled

Case Portal will no longer request users to opt in to ECAS and all users can electronically file documents in the application.

### Updated Terms and Conditions

All users previously not opted-in to ECAS will be required to review and accept the terms and conditions the first time they access Case Portal on or after February 11.

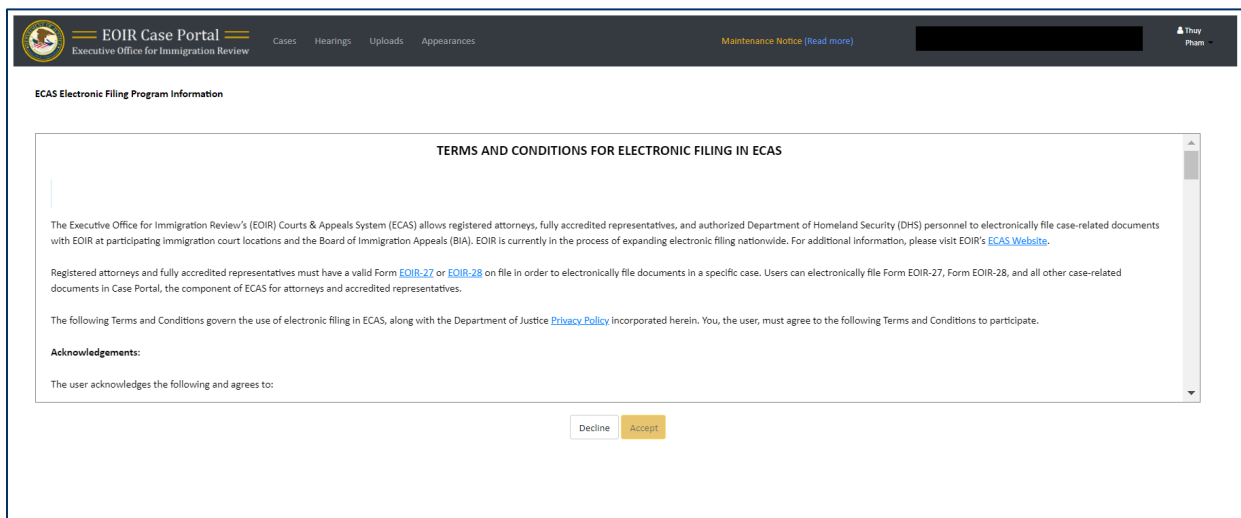


Figure 1: Terms and Conditions Screen



## 2. Filing Documents as a Package

Users can now electronically file a prepared Notice of Entry of Appearance as Attorney or Representative Before the Immigration Court (Form EOIR-28), a Bond Redetermination Request, and supporting documents together as a package. These documents will be reviewed and accepted by EOIR together as a package.

EOIR Case Portal  
Executive Office for Immigration Review

Cases Hearings Uploads Appearances

Maintenance Notice (Read more)

QC Mansoor Test (17751376)

Change User

Many Test

Enter an Appearance before the Immigration Court

\*A-Number Enter A-Number

I want to file a Form EOIR-28 for a pending case.

I want to file a Form EOIR-28 with a bond request.

Cancel Continue

Please note the following conditions when filing an EOIR-28

Attorneys and accredited representatives who electronically file a Form EOIR-28 close to a hearing date may be required to complete a paper Form EOIR-28 at the hearing. Please update your [profile](#) if you are filing with a new organization or bar affiliation, or if any of your contact information has changed, prior to completing the form.

Beginning February 11, 2022, attorneys and accredited representatives are required to electronically file in cases eligible for electronic filing. However, until upcoming development is completed, form EOIR-28 must be filed with the following in paper:

- A motion to reopen
- A motion to reconsider
- A motion to retaxendrar proceedings that are administratively closed
- A motion to substitute counsel

Form EOIR-28 Notice of Entry of Appearance cannot be electronically filed in the following situations:

- A case which is pending on appeal before the Board of Immigration Appeals (A Form EOIR-27 should be filed with the Board of Immigration). This does not include interlocutory appeals.
- An appearance "on behalf of" the attorney of record at a specific hearing before the Immigration Court.
- Disciplinary proceedings.

Figure 2: File a Form EOIR-28 and Bond Request as Package

## 3. Electronic Service Provided on Electronically Filed Documents

EOIR will complete electronic service on behalf of the parties for all documents that are electronically filed through ECAS in cases eligible for electronic filing. Service will be provided to both parties via an email notification when a document is uploaded by an attorney/fully accredited representative or by DHS. The email notification will contain information about the uploaded file and a link to view the document.