DHS Portal
Upload an Initiation Document or Package With Supporting Documents

Upload Initiation Documents

View eROP, Upload Supporting Documents and File Appeals

View Pending Bond Requests and Appeal Initiation Documents

View My Uploads

Schedule a New Case

Cases Without an Initiation / Charging Document

1 From the DHS Portal homepage, click **Upload Initiation Documents**.

Select either **Initiation Document Only** or **Initiation Document with Supporting Documents** then follow steps 2-4 to upload the initiation document.

Upload Initiation Documents and Packages

Use this page to upload a single initiation document or a package consisting of an initiation document and Number).

When uploading documents for members of a Lead/Rider group, first upload the initiation document or i

Upload Type   ● Initiation Document Only   ○ Initiation Document with Supporting Documents

Upload Initiation Document

Add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678). Required f

*Document Category   --------------Select Docu

*A-Number   Enter A-Number

This Is a Rider   ○ Yes   ● No

Upload Initiation Document

Add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678). Required fields:

*Document Category   --------------Select Document Category--------------

*A-Number   Enter A-Number

This Is a Rider   ○ Yes   ● No

*Date   [calendar]

*Base City   --------------Select Base City--------------

Other Information   --------------Select All That Apply--------------

Please upload Lead initiation documents before Rider initiation documents.

*File Name   [Choose File] No file chosen

[Cancel]   [Upload]

2 Select the **Document Category**.

Enter the **A-Number**.

Enter the document **Date** and **Base City**.

NOTE: Some document categories may require additional information.

3 Click the **Choose File** button and select a file to upload.

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

4 Follow any additional prompts. Finally, click the **Upload** button.
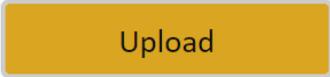
[Upload]

If **Initiation Document Only** is selected, this submits the file. Go to step 5.

If **Initiation Document with Supporting Documents** is selected, follow steps 4A-4D to upload supporting documents.

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Authorized users can access DHS Portal by visiting justice.gov/eoir/ecas and clicking DHS.
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4A Scroll down and click the **Add Supporting Documents** button.

Add Supporting Documents
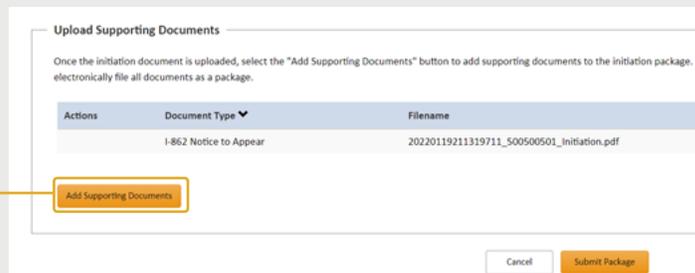
4B In the pop-up window, select the **Document Category** and **Document Subcategory,** and then click the **Choose File** button. Select a file to upload.

Click the **Add to Package** button. When all supporting documents have been added, click the **Close** button.
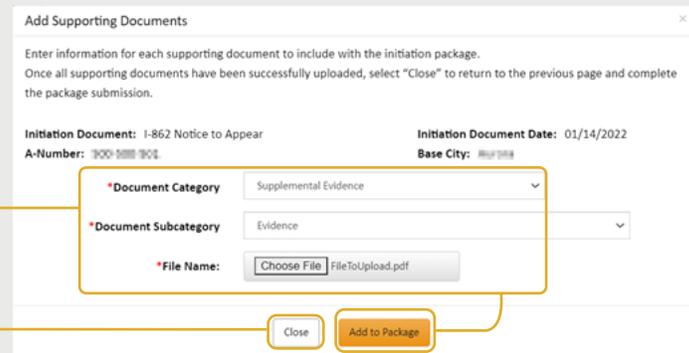
4C Once added to a package, a supporting document can be removed by clicking the delete button. Navigate to other pages if there are more than five supporting documents.
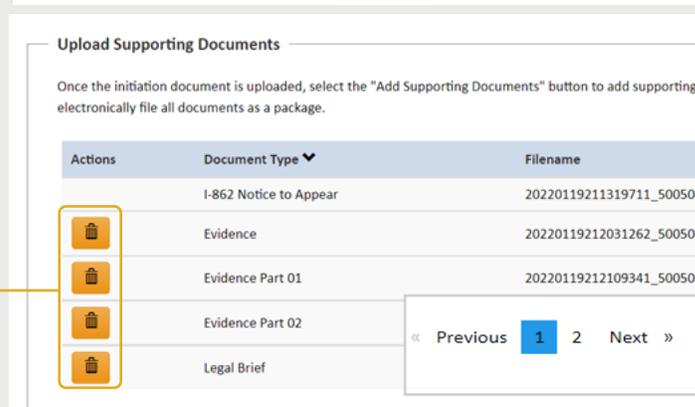
4D Finally, click the **Submit Package** button to submit the package.

Submit Package

Upload Supporting Documents

Once the initiation document is uploaded, select the "Add Supporting Documents" button to add supporting electronically file all documents as a package.

Actions	Document Type ⌄	Filename
	I-862 Notice to Appear	20220119211319711_500500
🗑	Evidence	20220119212031262_500500
🗑	Evidence Part 01	20220119212109341_500500
🗑	Evidence Part 02	« Previous 1 2 Next »
🗑	Legal Brief	

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5 An upload success message appears and the document awaits EOIR review. If the file is password protected, a message appears indicating a different file must be uploaded.

✓ Package successfully submitted on 11/9/2021 at 11:39:46 p.m.
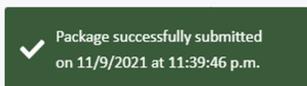
6 The document status is available by clicking **View My Uploads**. After EOIR review, the status will be updated.

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