

**TERMS AND CONDITIONS FOR USING ECAS CASE PORTAL**  
**Updated July 29, 2022**

The Executive Office for Immigration Review's (EOIR) Courts & Appeals System (ECAS) allows registered attorneys, fully accredited representatives (accredited representatives authorized to practice before EOIR immigration courts and the Board of Immigration Appeals (BIA)), and authorized Department of Homeland Security (DHS) personnel to electronically file case-related documents with EOIR at the immigration courts and the Board of Immigration Appeals (BIA). For additional information, please visit EOIR's [ECAS website](#).

Registered attorneys and fully accredited representatives must have a valid [Form EOIR-27 or EOIR-28](#) on file in order to electronically file documents in a specific case. Users can electronically file Form EOIR-27, Form EOIR-28, and all other case-related documents in Case Portal, the component of ECAS for attorneys and fully accredited representatives.

The following Terms and Conditions govern the use of electronic filing in ECAS Case Portal, along with the Department of Justice [Privacy Policy](#) incorporated herein. You, the user, must agree to the following Terms and Conditions to participate.

**Acknowledgements:**

The user acknowledges the following and agrees to:

- Participate in electronic filing through ECAS Case Portal for all cases that are eligible for electronic filing. Registered attorneys and fully accredited representatives must use ECAS Case Portal for electronic filing. A failure to do so may result in the rejection of documents not filed through ECAS for electronic filing eligible cases.
- Maintain a valid email address in ECAS.
- Accept service of process of EOIR-generated documents electronically through the email address provided in ECAS. A user who provides an invalid email address waives service.
- Read and comply with the Technical Filing Requirements below, which provide technical specifications for all documents filed electronically.
- Follow guidance provided in the [ECAS User Manual](#), the [Immigration Court Practice Manual](#), and the [Board of Immigration Appeals Practice Manual](#) regarding substantive requirements for all documents. This remains unchanged.
- Accept responsibility for all activity conducted under the user's account. Users are responsible for preventing unauthorized use of the account. If a user believes there has been unauthorized use, the user must notify ECAS Technical Support immediately by emailing [ECAS.techsupport@usdoj.gov](mailto:ECAS.techsupport@usdoj.gov) or calling 1-877-388-3842.

The user acknowledges that EOIR reserves the right to:

- Add or remove a particular case from electronic filing.
- Refer a user to EOIR’s Disciplinary Counsel, anti-fraud officer, or other appropriate parties when there may be a violation of these Terms and Conditions or the EOIR Rules of Professional Conduct (8 C.F.R. § 1003.102) or when fraudulent activity is suspected.

### **Technical Filing Requirements:**

Uploaded documents must meet the following requirements. Immigration judges reserve the discretion to allow for or reject documents that do not comply with the requirements below, including untimely filings.

- Documents must be uploaded in ECAS Case Portal. Documents sent as email attachments are prohibited.
- Documents must be 25MB or less. Documents larger than 25MB must be split into multiple files and uploaded separately. If a submission includes multiple files, each document name should be numbered indicating the part and order of the submission (e.g., Johnson\_Brief\_Part1, Johnson\_Brief\_Part2).
- Only PDF, JPG, and JPEG files are allowed. PDF files are preferred. JPG and JPEG files should be limited to submissions that cannot be submitted in PDF, such as photographs.
- Documents must have page numbers.
- The resolution for scanned documents must be at least 300 DPI (dots per inch). Users should use a reasonable resolution that minimizes file size while still providing clear readability.
- Documents should be in portrait or landscape layout sized 8.5 x 11 inches.
- Documents must include certificates of service, even if service is completed through ECAS. The certificate of service should state, for example, that “This document was electronically filed through ECAS and both parties are participating in ECAS. Therefore, no separate service was completed.”
- Documents requiring signatures must be signed. See the Signatures for Electronic Filings requirements and guidance below.
- Separate submissions cannot be combined into a single file (i.e., do not combine submissions for different document types from the dropdown into one uploaded file) and should be separated based on the upload categories in the Case Portal except that fee receipts may be appended to the end of the relevant application or document when uploading. For example, if a user wants to file an asylum application, a supporting brief, and country conditions documentation, the user should separately file: (1) the application; (2) then the brief; and (3) then the country conditions evidence.
- No compound motions are allowed. Each motion must be its own submission.

- Bond proceedings are separate and apart from removal proceedings. 8 C.F.R. § 1003.19(d). Bond redetermination requests and any supporting documents must be uploaded separately and should not be uploaded within a removal proceeding as a motion or other filing.
- An electronic filing that is accepted by an immigration court or the BIA will be deemed filed on the date it was successfully uploaded. A successful upload means the document was uploaded through the Case Portal or DHS Portal without error. Documents are automatically watermarked and date stamped upon successful upload. To be considered timely, documents must be successfully uploaded before midnight on the filing deadline date in the time zone of the court location or the BIA. A filing that is rejected by an immigration court or the BIA will not be deemed filed on the date it was uploaded.
- Classified Information. **Never** electronically file classified information. Please contact the court for more information before seeking to paper file any classified information with the immigration court. Please also see [OPPM 24-01, Classified Information in Immigration Court Proceedings](#). Please contact the BIA for more information before seeking to paper file any classified information with the BIA.
- Sealed Medical Documents. Never electronically file sealed medical documents. Such documents should be filed in paper with the immigration court. The court will then open the sealed documents and add the documents to the eROP.

### **Signatures for Electronic Filings:**

All electronically filed documents that require a signature must have an original, handwritten ink signature, an encrypted digital signature, or an electronic signature. A user who is logged in and electronically filing through ECAS may also use a conformed signature wherever their personal signature is required. CONFORMED SIGNATURE EXAMPLE: /S/ John Doe.

However, any application that is submitted must further comply with the applicable application's signature instructions. For example, if an application specifically requires a handwritten ink signature, then those instructions control.

### **Three-Step Filing Process:**

Filing is a three-step process. You have not completed the filing process for a document until you have:

- (1) Uploaded the document in accordance with the Filing Requirements above,
- (2) Received an email from EOIR confirming successful upload of the document(s), and
- (3) Received an email from EOIR confirming official acceptance and inclusion of the document into the electronic record of proceeding (eROP).

Confirmation emails will be sent from EOIR with the domain @usdoj.gov, so you may need to check your spam folder and designate that domain as an approved sender. Emails filtered to a spam folder by the recipient's provided email address are still regarded as having been delivered or served.

Note: If you file a document for the wrong A-Number or you file an incorrect document, you must promptly notify the court with administrative control over the case or the BIA via phone or in-person upon discovery of a misfiled or incorrect submission. The document will not be considered filed for the correct case until it is actually filed for the correct case and the user receives a confirmation email from EOIR indicating its acceptance and inclusion into the correct eROP.

### **eROP Download Process:**

To view and download individual documents within an eROP, the user must select the relevant document from the eROP. The document will then be displayed for viewing and downloading.

To download a copy of the entire eROP, the user must select the "Download eROP" button for the relevant eROP. Once the eROP is ready for download, it will only be available for 24 hours. The download consists of one consolidated PDF file containing all of the documents that have been accepted into the official record of proceeding. Each unique eROP (e.g., bond, merits) that falls under an A-Number is available for download in separate PDF files.

### **System Outages:**

All filings must meet applicable filing deadlines, subject to any system outage issues as described below.

- **Planned Outages.** For planned system outages, parties must electronically file documents during system availability within the applicable filing deadline or paper file documents within the applicable filing deadline. EOIR will issue public communications for planned system outages ahead of the scheduled outage. Any planned system outage announced five or fewer business days prior to the start of the outage will be treated as an unplanned outage. If a party is paper filing a document due to a system outage, the party should reference the outage in their filing.
- **Unplanned Outages.** If EOIR's electronic filing application is unavailable due to an unplanned system outage on the last day for filing in a specific case, then the filing deadline will be extended to the first day that the electronic filing application becomes accessible that is not a Saturday, Sunday, or legal holiday. EOIR maintains sole discretion to determine whether an unplanned outage occurred.

For electronic filing-related technical questions, email [ECAS.techsupport@usdoj.gov](mailto:ECAS.techsupport@usdoj.gov) or call 1-877-388-3842 Monday through Friday, except federal holidays, from 6 a.m. to 8 p.m. Eastern Time.

**By checking “Accept,” I certify that I have read, understood, and shall comply with these Terms and Conditions. I understand that these Terms and Conditions, and all hyperlinks and references contained therein, provide requirements and guidance for all individuals with access to the system and define the consequences of behavior not consistent with the Terms and Conditions, which may result in criminal, civil, or administrative penalties. I further understand that I must accept these Terms and Conditions prior to being granted access to electronic filing.**

**Users are reminded that all existing statutes, regulations, and guidance for practice before the agency remain in effect except as specified in these Terms and Conditions.**

**Accept**