



DHS Portal

Listen to a Digital Audio Recording

Authorized Asylum Officers for Select CFR Cases Only

1. From the DHS Portal homepage, click the **View eROP, Upload Supporting Documents and File Appeals** screen. Enter the A-Number into the field. Click the **Search** button.
2. If a Digital Audio Recording (DAR) is available, you will see the **Audio** icon. If you do not see the **Audio** icon, a DAR is not available.

The screenshot displays the DHS Portal interface. At the top, there is a section for "Noncitizen eROPs" with a table containing columns for "Select", "Actions", "A-Number", "Noncitizen Name", "Initiation Date", "eROP ID", "eROP Type", "Case Type", "Base City", and "Case Status". A callout labeled "1" points to the "Select" radio button, and a callout labeled "2" points to the "A-Number" field. Below this is a section for "Digital Audio Recording/Recordings (DAR)" with a table containing columns for "Case Type" and "Hearing Date/Time". A callout labeled "4" points to the "Play DAR" button. At the bottom, there is a section for "eROP Documents" with "Document Filters" and radio buttons for "View All", "Filed at the court", and "Filed at the BIA".

3. Click the **Select** radio button to open the list of DAR recordings.
4. Click the **Play DAR** button for the desired hearing.
5. The DAR Player opens. Depending on the recording equipment used for the hearing, the Player will show six, four, or two channels.

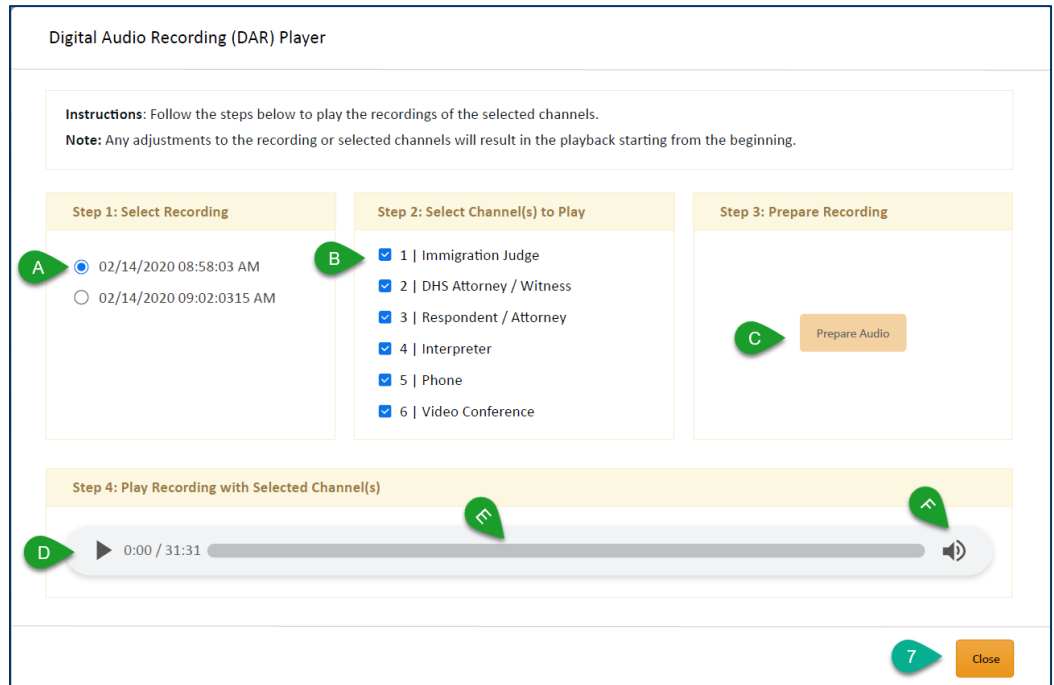
Note:

- On a four-channel recording, any participants that join via phone or video conference will be on Channel Three along with the respondent/attorney.
- If the hearing was held in an Immigration Adjudication Center with the immigration judge joining via video conference, the judge will be on Channel One and all other participants will either be on Channel Three (four-channel recordings) or Channel Six (six-channel recordings).
- See **Channel Labels by Recording Type**, below, for further information about the various channels.



6. To listen to the recording:

- A. If the hearing has more than one recording, click the radio button for the recording you wish to play.
- B. By default, all participants in the recording are audible, as designated by the checked box next to every channel. You can mute individual participants by clicking the checkbox next to one or more channels.
- C. If you have changed the default settings, click the **Prepare Audio** button.
- D. Click the **Play** button to play the recording. To pause, click the button again.
- E. Click within the timeline slider to jump to a different point in the recording. Click, hold, and drag to either the left or right to move earlier or later in the timeline.
- F. Click the **Volume** button to adjust the volume.



Note: While the DAR Player is open, you cannot use the rest of DHS Portal.

7. Click the **Close** button to close the DAR Player.

Channel Labels by Recording Type

Six-Channel



Four-Channel



Two-Channel

