eRegistration Validation Process

Newark Immigration Court

INTRODUCTION

Welcome to the eRegistration validation process! Attorneys and accredited representatives are required to register with EOIR in order to represent aliens before the Immigration Courts and Board of Immigration Appeals. Registration is an electronic process that requires the attorney or accredited representative to enter and maintain a profile of their information in order to receive an EOIR Identification number. Attorneys and accredited representatives will register once to be able to appear before all Immigration Courts and the Board of Immigration Appeals. Registration is not particular to one court. This guide is designed to assist you with the Identification Validation process at the court.

IDENTIFICATION VALIDATION

Identification validation will begin at the Newark Immigration Court on June 10, 2013. Completing the registration process requires that the attorney present a photo identification to immigration court personnel. Immigration Court personnel will review the photo identification presented by the attorney or accredited representative and enter this information into EOIR's Identity Manager System to complete the registration process.

NOTE: LEGAL ASSISTANTS, SECRETARIES, PARALEGALS, AND ANY OTHER PERSONNEL MAY NOT REGISTER ON BEHALF OF THE ATTORNEY OR ACCREDITED REPRESENTATIVE. THE ATTORNEY OR ACCREDITED REPRESENTATIVE MUST APPEAR IN PERSON TO HAVE HIS OR HER IDENTITY VALIDATED.

HOW TO REGISTER

You can complete your eRegistration by coming to the Immigration Court at: 970 Broad Street, Room 1200, Newark, NJ 07102. Once you arrive at the front window, please indicate to the court staff member that you wish to complete your eRegistration. The Newark Court has instituted an "Open Period" where you may come to the court and complete the eRegistration process. There is no appointment necessary. eRegistration validation will be conducted during regular court business hours.

To register:

1. Go to the Newark Immigration Court
2. Let the front window clerk know that you wish to complete your eRegistration
3. Show your government issued Identification for verification (*see table below*)
4. Your eRegistration will be then be added to EOIR's database
5. Your eRegistration is completed

Type of Identification That Will Be Accepted *(all types of identification MUST contain a photograph, and a date of birth)*
U.S. Passport
U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Employment Authorization Document/Card (Form I-766)
Driver's License or Identification Card (issued by a state, or outlying possession of the U.S)
ID Card issued by a federal, state, or local government agency
U.S. Military Card, or draft record

EOIR IDENTIFICATION NUMBERS

Once you receive your EOIR Identification number, you must enter it on all EOIR-27s and EOIR-28s. As of December 10, 2013 all attorneys and accredited representatives will be required to enter an EOIR Identification on all EOIR-27s and EOIR 28s.

If you have any questions about the eRegistration validation process, please contact the Court at (973) 645-3524.