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Respondents

How To Register

To register for an account, eligible individuals must complete a three-step process that begins with completion of an online application in the Executive Office for Immigration Review’s (EOIR) Courts & Appeals System (ECAS). **(Step One)**

After submitting the required information online, respondents must appear in person at an immigration court, or at the BIA, within 90 calendar days to go through an identity validation process. **(Step Two)**

Once the registration process is complete, registered respondents will receive instructions on how to activate their DOJ Login account. **(Step Three)**

Online Registration (Step One)

1. To register, navigate to the [Account Registration](#) site ([EOIR eRegistration \(justice.gov\)](#)).
 - a. Select **Account Registration**.
2. Enter your **First Name, Last Name, A-Number, Date of Birth** and **Primary Email**, and then click **Next**.
3. The Review Your Application Before Submitting screen opens.
4. Review the details you entered, read the Perjury Statement, and click the checkbox, verify you are not a robot, and then click **Submit**. Confirmation of EOIR Account Request.

Once the account registration information is submitted, registrants will receive an email confirming that their account request has been received.



In-person Identity Validation (Step Two)

Step two in the process is the in-person identity validation. To complete the registration process, respondents must appear in person at an immigration court location, or the Board of Immigration Appeals, within 90 calendar days of completing the application online. If this step is not completed within 90 days, registrants will need to submit a new account request (step one).

You must complete the in-person identification verification, by meeting **one** of the following requirements:

1. Present **one document** from the below list:

Document Group A

- Foreign Passport
- Permanent Resident Card (green card)
- U.S. Uniformed Services Privilege and Identification Card (U.S. Military ID)
- Driver's license or identification (ID) card issued by a state or outlying possession of the U.S.
- ID card issued by federal, state or local government agencies or entities
- Employment Authorization Document (EAD Card)

OR

2. Present **two documents** from the below list:

Document Group B

- School ID Card with photo
- Utility Account Statement
- Credit/Debit Card and Account Statement
- Financial Institution (i.e. bank, money services business) Account Statement

OR

3. Present **one document** from **Group B** (above) **and two documents** from the below list:

- EOIR-issued Notice of Hearing
- Form I-863, Notice to Appear, issued by the Department of Homeland Security

- Arrival/Departure Forms: I-94 and I-94W
- Any government-issued form or notice containing your full name



Please note: if you do not have the documentation to meet one of the requirements outlined above, you may confirm your identity before the Immigration Judge, during your scheduled hearing, to complete the identification verification process. On the day of your scheduled hearing, please visit the filing window at the immigration court and notify the clerk that you intend to complete registration for the Respondent Access Portal.

Upon verification of your identity, EOIR staff will activate your Respondent Access Portal account.

Account Activation (Step Three)

Approved registrants will receive instructions from noreply@okta-gov.com to complete their account activation once their application has been approved by EOIR. Instructions on how to activate an account are available in this [guide](#).

Finally, after you receive your DOJ Login ID, please securely store it for future reference. **Your DOJ Login ID will be the email address you used to register for a Respondent Access Portal Account (Step 1). Please use this email address to log into your account.**

For Customer Support, email ECAS.techsupport@usdoj.gov or call 1-877-388-3842 Monday through Friday, except Federal holidays, from 6 a.m. – 8 p.m. Eastern Time.



Attorneys and Fully Accredited Reps

How To Register

Federal regulations require attorneys¹ and fully accredited representatives² to register for an EOIR ID, which must be included on their filings with immigration court and the Board of Immigration Appeals (BIA).

To register, eligible individuals must complete a three-step process that begins with completion of an online application in the Executive Office for Immigration Review's (EOIR) Courts & Appeals System (ECAS). **(Step One)**

After submitting the required information online, attorneys and representatives must appear in person at an immigration court, or at the BIA, within 90 calendar days to present photo identification and complete the identity validation process. **(Step Two)**

Once the registration process is complete, registered attorneys and fully accredited representatives will receive a unique EOIR ID that is to be used for all filings before EOIR. Registrants receive only **one** EOIR ID that is to be used for their practice before EOIR. They will also receive instructions on how to activate their DOJ Login account. **(Step Three)**

While representatives with partial accreditation, law students, law graduates, reputable individuals, and accredited foreign government officials may not register with EOIR at this time, applicable regulations regarding their ability to represent individuals within the immigration system have not changed.

Online Registration (Step One)

1. To register, navigate to the [Account Registration](https://portal.eoir.justice.gov/) site (<https://portal.eoir.justice.gov/>).
 - a. Select **Account Registration**. Specify Your Account Type screen opens.
 - b. Select **Attorney** or **Fully Accredited Representative** and click **Next**.
2. Enter your **First Name, Last Name, Date of Birth** and **Primary Email**, and then click **Next**. Provide your Firm Affiliation(s) for attorneys or Provide Your Organization Affiliation(s) screen opens.
3. Enter your **Firm Name** or select **Org Name, Address, Telephone** number and **Email**.
4. Click **Next**. Provide Your Firm Affiliation(s) screen opens (Attorneys only). Provide Your Organization Affiliation(s) screen opens (Accredited Representatives).
5. The Review Your Application Before Submitting screen opens.



6. Review the details you entered, read the Perjury Statement, and click the checkbox, verify you are not a robot, and then click **Submit**. Confirmation of EOIR Account Request.
7. Successfully Submitted appears.

Once the account registration information is submitted, registrants will receive an email confirming that their account request has been received.

In-person Identity Validation (Step Two)

Step two in the process is the in-person identity validation. To complete the registration process, attorneys and representatives must appear in person to present photo identification at an immigration court location, or the Board of Immigration Appeals, within 90 calendar days of completing the application online. If this step is not completed within 90 days, registrants will need to submit a new account request (step one).

Please note that the form of identification presented must include a photograph and date of birth.

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

- Employment Authorization Document (Card)
- Driver's license or identification (ID) card issued by a state or outlying possession of the U.S.
- ID card issued by federal, state or local government agencies or entities
- U.S. Military ID card or draft record
- Military Dependent's ID card

Upon verification of the registrant's identity, EOIR staff will create the account and issue an EOIR ID via email. That email will be sent to the email address that was provided during the first step of the registration process.

Account Activation (Step Three)

Approved registrants will receive instructions to complete their account activation once their application has been approved by EOIR. Instructions on how to activate an account are available in this [guide](#).

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