



eInfo: Upload Case-Related Documents



1 To add a file, first locate the applicable case. Then click the **upload** button.



Upload Available



Upload Not Available

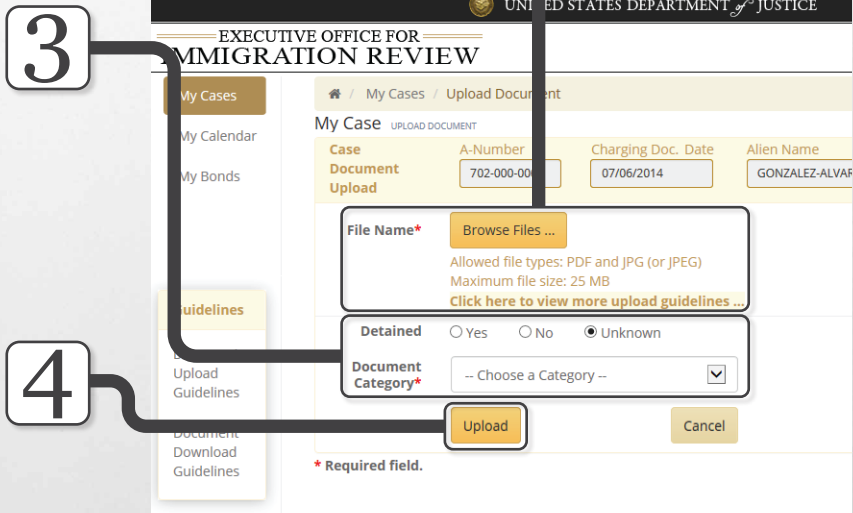
2 Click the **Browse Files** button. Select a file to upload.

**NOTE: Size - No larger than 25 MB
Format - PDF, JPG, or JPEG only**

Select detained status.
Select the appropriate document category from the drop-down menu.

NOTE: Some document categories may require additional information.

Follow any additional prompts.
Finally, click the **Upload** button and submit the file.

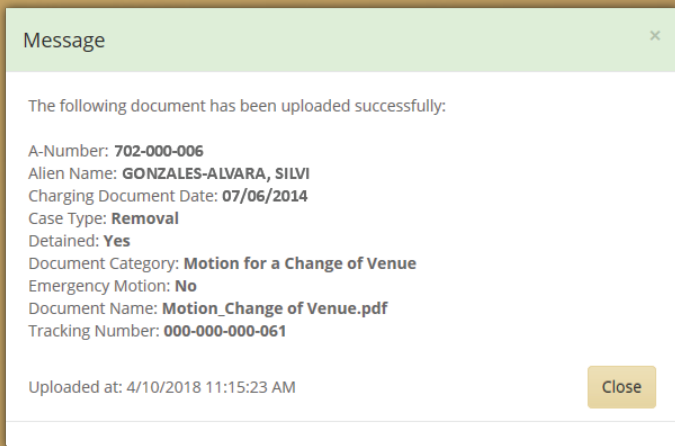


3

4

5 If the file contains a virus, a file rejected message appears. Otherwise a document uploaded successfully message appears and the document awaits EOIR review.

After EOIR review, the document status (accepted or rejected) is updated in eInfo and a notification of the status is emailed to the attorney.



eInfo: Download Electronic Record of Proceedings



1 To download an Electronic Record of Proceedings (eROP), locate the applicable case and verify the eROP **Request Download** button is available.



Request Not Available



Request Download

Click the **Request Download** button. It turns red as the request is processed. When the **Download Available** button is enabled, the file is available for 24 hours.



Request in Process



Download Available

Click the **Download Available** button to download the eROP. Save the zipped file to the desired location, and then unzip the eROP file.