

**EOIR Courts and Appeals System (ECAS)**  
***Summary of ECAS Enhancements for Attorneys***  
***and Accredited Representative***  
***October 2018***

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### 1. List of All Documents in an eROP

A listing of all documents included in an eROP is available from eInfo without having to download the entire eROP, which allows registered attorneys and accredited representatives to quickly locate a specific document within an eROP.

Previously, filers could only see the status of documents they had electronically filed. With this release, those attorneys and accredited representatives who have registered and filed the EOIR-28 form can view all documents accepted into an eROP regardless of who uploaded the document (i.e., DHS, respondent attorney/accredited representative, OCIJ, or BIA).

### 2. Details of All Documents in an eROP

The detail categories listed below will help attorneys and accredited representatives identify the contents of each individual document form, which is especially useful when looking to reference a particular document.

- Document Type
- Filed On Date
- Filed By (i.e., DHS, respondent attorney/accredited representative, OCIJ, or BIA)

### 3. View Individual Documents in an eROP

Previously, attorneys and accredited representatives had to download the entire eROP to see individual documents in the eROP. Now attorneys and accredited representatives can quickly locate and view a specific document within an eROP without downloading the eROP.

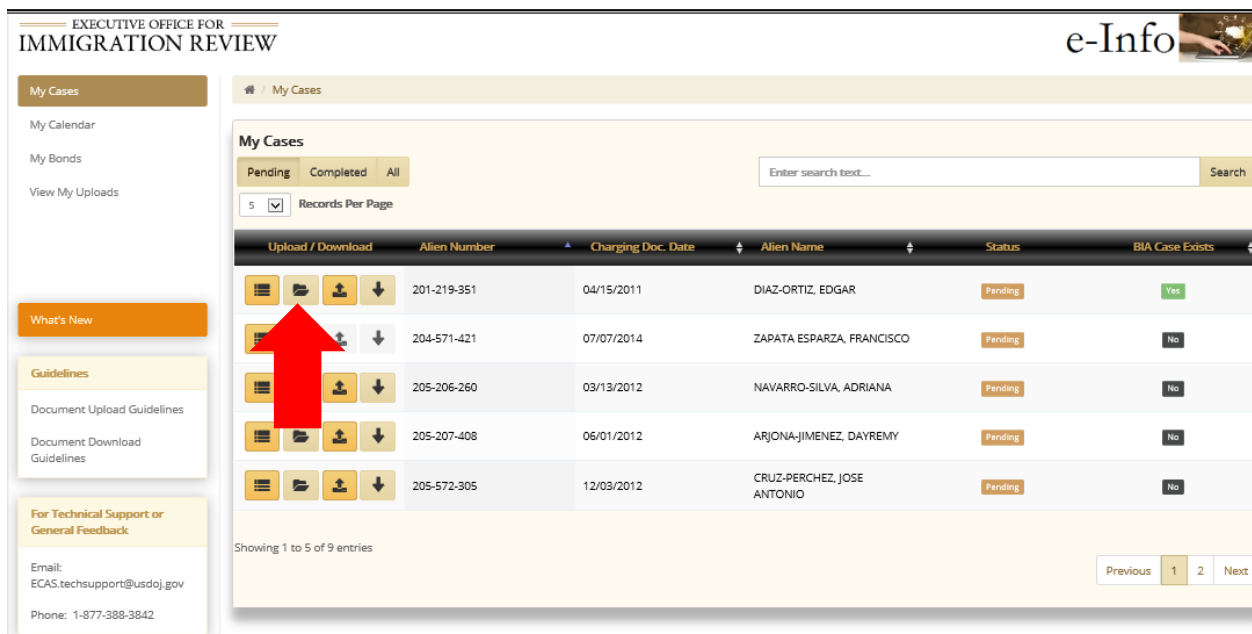


Figure 1: View Individual Documents in an eROP – My Cases Screen

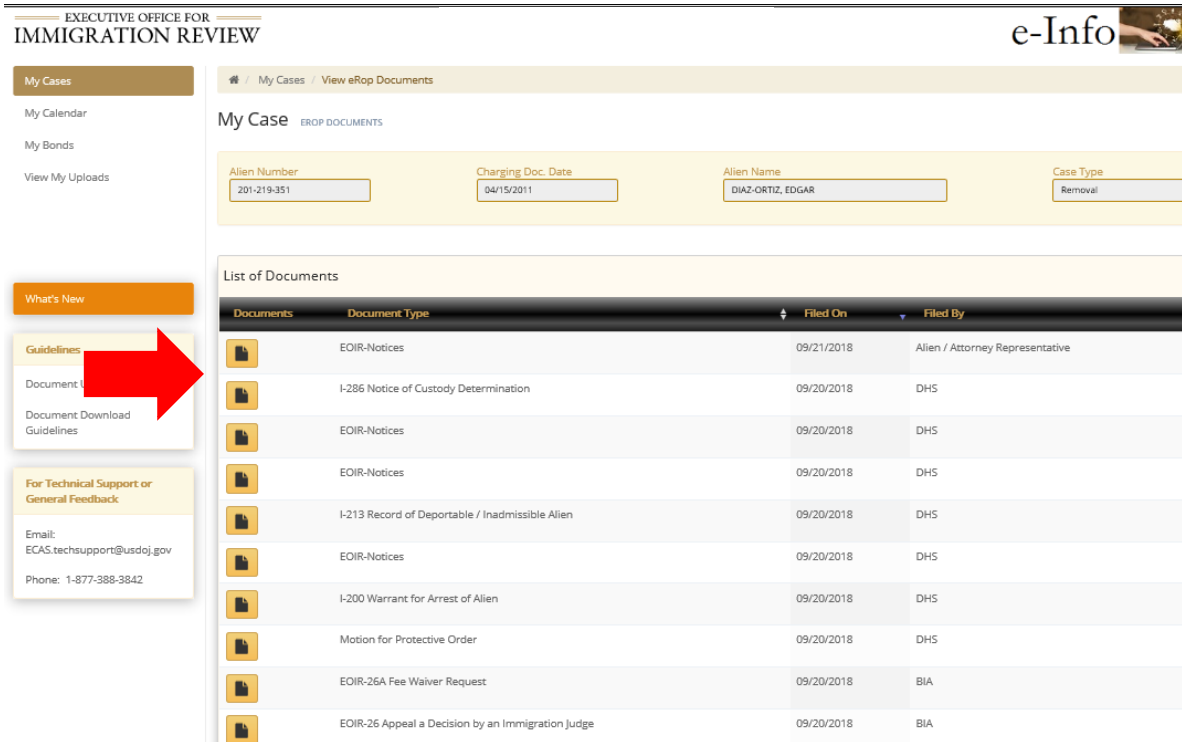


Figure 2: View Individual Documents in an eROP – List of Documents Screen

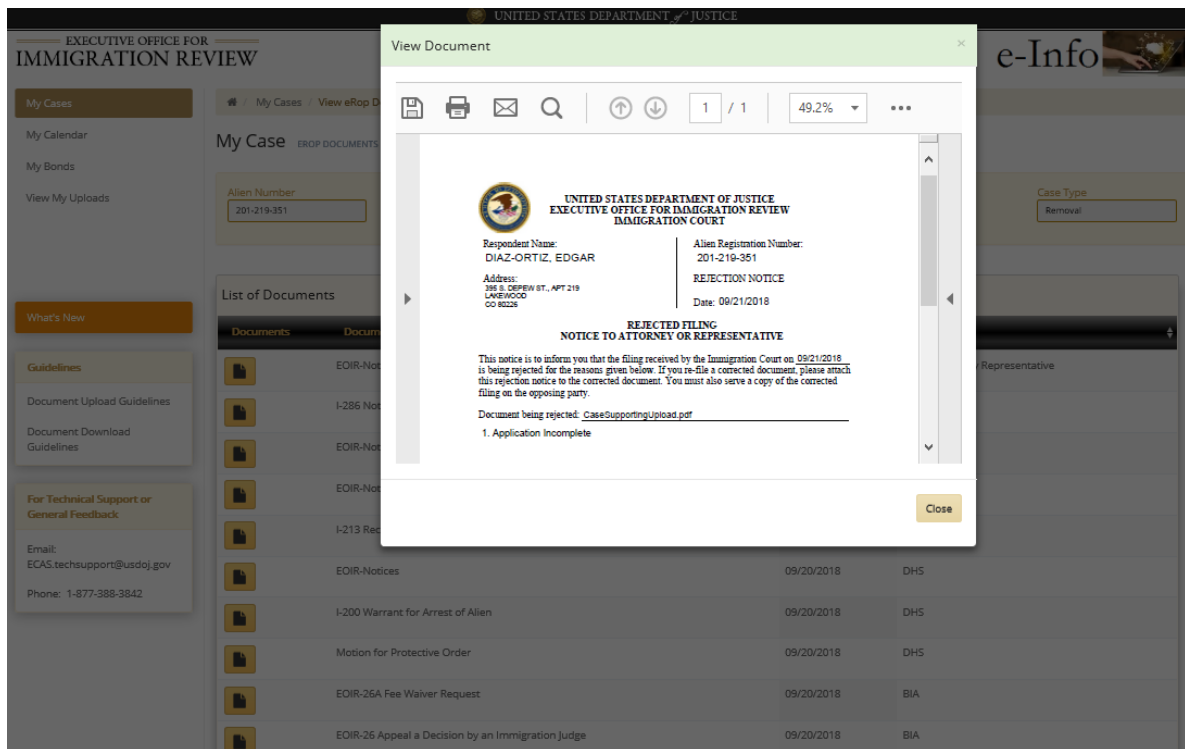


Figure 3: View Individual Documents in an eROP – Open Document

#### 4. Display Attorney/Representative Uploaded Documents

To help filers keep track of their individual uploads, View My Uploads now contains a list of documents uploaded by each attorney or accredited representative. This list will not include documents uploaded by other filers.

#### 5. Display Status of Attorney/Representative Uploaded Documents

View My Uploads now shows details, including the status of individual documents. eInfo displays the individual status of each document after the court accepts, rejects, or removes the document. This feature allows attorneys and accredited representatives to see the status of each document without having to locate the acceptance or rejection notice or email.

#### 6. View All Attorney/Representative Uploaded Documents Across All Cases at Once

View My Uploads also provides the Alien Number, which allows the attorneys and accredited representatives to review individual uploads across different cases. This feature is particularly helpful to users who are tracking all the cases they have electronically filed against.

The screenshot displays the 'View My Uploads' interface. On the left is a sidebar with navigation options: My Cases, My Calendar, My Bonds, View My Uploads (highlighted with a red arrow), What's New, Guidelines, and For Technical Support or General Feedback. The main content area is titled 'View My Uploads' and includes tabs for 'Uploaded', 'Accepted', 'Rejected', and 'All'. Below the tabs is a search bar and a 'Records Per Page' dropdown set to 50. The central part of the screen is a table with the following columns: Alien Number, Initiation Date, Document Filed For, Document Type, File Name, Upload Date, and Status. The table contains 15 rows of document upload records.

Alien Number	Initiation Date	Document Filed For	Document Type	File Name	Upload Date	Status
205-572-305	09/17/2018	Bond / Custody	Bond Redetermination Request	5139318.pdf	09/17/2018	Accepted
205-572-305	09/17/2018	Bond / Custody	Evidence	Case Supporting Upload 3.pdf	09/18/2018	Uploaded
205-572-305	09/17/2018	Bond / Custody	Witness List	Bond Supporting upload 3.pdf	09/18/2018	Uploaded
205-207-408	09/20/2018	Bond / Custody	Fee Waiver Request	Bond Supporting upload.pdf	09/20/2018	Rejected
204-571-421	09/20/2018	Bond / Custody	Bond Redetermination Request	Bond Initiating upload.pdf	09/20/2018	Accepted
208-124-456	09/20/2018	Bond / Custody	Bond Redetermination Request	Bond Initiating upload.pdf	09/20/2018	Accepted
208-124-456	09/20/2018	Bond / Custody	Application	Bond Supporting upload 3.pdf	09/20/2018	Rejected
208-124-456	09/20/2018	Bond / Custody	Motion to Pretermitt	DHS Supporting upload.pdf	09/20/2018	Accepted
201-219-351	09/20/2018	Bond / Custody	Bond Redetermination Request	Bond Initiating upload.pdf	09/20/2018	Accepted
201-219-351	09/20/2018	Bond / Custody	Motion for Video Appearance	Bond Supporting upload 3.pdf	09/20/2018	Accepted
201-219-351	09/20/2018	Bond / Custody	Legal Brief	Bond Supporting upload.pdf	09/20/2018	Accepted
201-219-351	09/20/2018	Bond / Custody	Application	Bond Supporting upload.pdf	09/20/2018	Rejected
205-207-408	09/20/2018	Bond / Custody	Bond Redetermination Request	Bond Initiating upload.pdf	09/20/2018	Accepted

Figure 4: View My Uploads – List of Uploaded Documents Screen

## 7. Amended Document Category/Subcategory for Document Upload

Based on feedback from pilot users, EOIR has expanded the list of document subcategories. Specifically, the Applications & Fees list was expanded to include more filing types. The following table shows the expanded document subcategories now available for the Applications & Fees category.

Table 1: Document Category/Subcategory

Document Category	Document Subcategory
Applications & Fees	Application
	EOIR-40, Application for Suspension of Deportation
	EOIR 42A, Application for Cancellation of Removal for Certain Permanent Residents
	EOIR 42B, Application for Cancellation of Removal and Adjustment of Status for Certain Non-Permanent Residents
	Fee Receipt
	Fee Waiver Request
	I-485, Application to Register Permanent Residence or to Adjust Status
	I-589, Application for Asylum and for Withholding of Removal
	I-881, Application for Suspension of Deportation or Special Rule Cancellation of Removal
	Status Report / Request

## 8. Remove Hearing Location from Document Upload

Based on feedback from the ECAS pilot sites, EOIR has removed the hearing location from the elnfo document upload screen. Attorneys and accredited representatives will only have to file with a court base city. They no longer need to identify the specific hearing location within the base city when filing an initiation document.

## 9. Removed the Emergency Checkbox from Document Upload

EOIR was able to reduce the number of steps required when filing by removing the Emergency field from the document upload process in elnfo. To streamline the electronic filing process, EOIR will automatically mark documents as emergency based on the document subcategory (e.g., Motion to Stay).

## 10. What's New Added

The What's New button points attorneys and accredited representatives to [EOIR's I<sup>3</sup> page](#) where they can review the latest release enhancements and changes to elnfo.

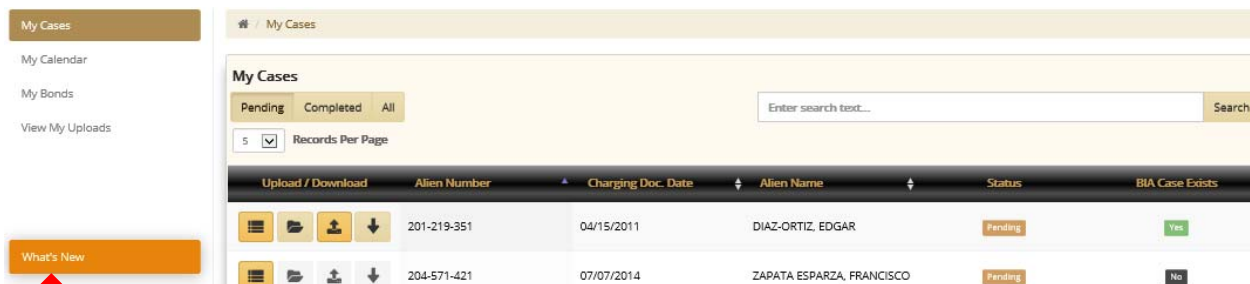


Figure 4: What's New Button