

EOIR Courts & Appeals System (ECAS)
Summary of ECAS Enhancements DHS Users
August 2019

Contents

1. Cases without an Initiation/Charging Document Will No Longer Default to Display All Cases 2
2. Supporting Documents Can Be Filed by All DHS Users. 3
3. Training Materials are Accessible within the DHS Portal..... 3




1. Cases without an Initiation/Charging Document Will No Longer Default to Display All Cases

The List of Cases section in the Cases Without An Initiation/Charging Document screen will no longer default to display a prepopulated list of all scheduled cases that still need an initiation/charging document. Due to the large quantity of cases users experienced a delay or an application timeout when opening this screen. To provide a better user experience, the screen will no longer default to display a prepopulated list of all scheduled cases. The user will now be required to enter either an Alien Number and/or a Base City to view a list of cases that match the search criteria.

The screenshot shows the DHS Portal interface for the 'Cases Without an Initiation / Charging Documents' screen. The header includes 'THE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW' and 'DHS Portal'. The left sidebar contains navigation links: 'Upload Initiation Documents', 'View eROPs and Upload Supporting Documents', 'View My Uploads', 'Schedule a New Case', and 'Cases Without an Initiation / Charging Documents'. The main content area has a title 'Cases Without an Initiation / Charging Documents' and a subtitle 'Enter an Alien Number and/or Base City to search for cases without an initiation or charging document. You will be able to upload an Initiation documents, and view, edit and delete a case if it is still under DHS control.' Below this is a 'Search Form' with an 'Alien Number' input field, a 'Base City' dropdown menu, and 'Search' and 'Clear Search' buttons. Below the search form is a 'List of Cases' section, which is currently empty.

Figure 1: Default View of the Cases without an Initiation/Charging Document Screen

The screenshot shows the same DHS Portal interface, but with search results displayed. The 'Search Form' has 'Alien Number' set to a redacted value and 'Base City' set to 'ATLANTA (ATL)'. The 'List of Cases' section now contains a table with the following data:

Actions	Alien Number	Alien Name	Charging Doc Date	Base City	Hearing Loc	Hearing Date	Case Type
  	[Redacted]	[Redacted]	07/30/2019	ATL	ATL	06/23/2020	RMV

At the bottom right of the table, it says 'Total Form Count: 1'.

Figure 2: Cases without an Initiation/Charging Document Screen with Search Results

2. Supporting Documents Can Be Filed by All DHS Users.

In addition to the ability to electronically file case initiation documents, the DHS Portal has been enhanced to provide all DHS staff members with the ability to electronically file supporting documents. Previously, all users had the ability to electronically file an initiation document, but the ability to electronically file a supporting document was restricted to only OPLA users. This modification provides all DHS users with the convenience of electronically filing a document rather than manually filing paper supporting documents, in person, at an immigration court.



Figure 3: Upload Supporting Document Screen

3. Training Materials are Accessible within the DHS Portal

Training materials are now accessible in the DHS Portal. The DHS Portal – Case Scheduling Training material demonstrates how to manage the adjudication process (i.e., schedule a new case, view and edit case information, upload initiation documents). The information is delivered using an interactive tutorial composed of five modules that include separate lessons and objectives.

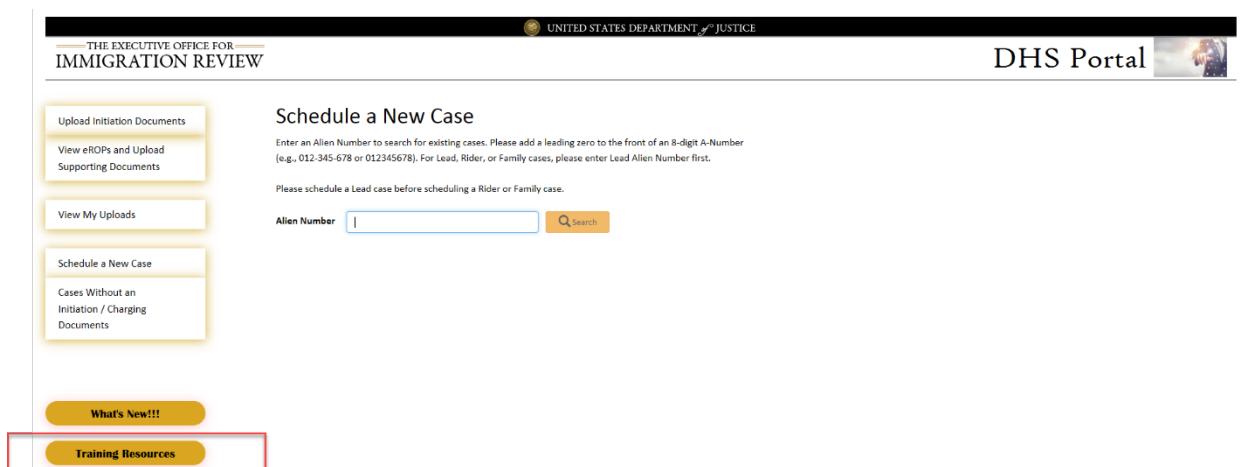


Figure 4: Select the Training Resources button to Access Interactive Tutorials

THE EXECUTIVE OFFICE FOR
IMMIGRATION REVIEW

UNITED STATES DEPARTMENT OF JUSTICE

DHS Portal

Upload Initiation Documents

View eROPs and Upload Supporting Documents

View My Uploads

Schedule a New Case

Cases Without an Initiation / Charging Documents

What's New!!!

Training Resources

DHS Portal – Case Scheduling Training

The DHS Portal – Case Scheduling Training demonstrates how to manage the alien registration process (i.e., schedule a new case, view and edit case information, upload initiation documents etc.). The course is delivered using an Interactive Tutorial comprising of five modules each containing separate lessons and objectives.

To navigate through the interactive modules and complete the lesson, users must access the **Activity Workbook** which uses step-action tables to perform the various functions within the DHS Portal – Case Scheduling Training. Each step-action table is numbered, and outlines the action to be taken. For detailed information, please see Page 6: Instructional Format section.

IMPORTANT: Please access the **EOIR Activity Workbook** below before taking any of the interactive lessons below. For instructions on how to use the interactive lesson, select the **Course Setup Reference Guide**.

[DHS Portal – Case Scheduling – EOIR Activity Workbook](#) [Course Setup Reference Guide](#)

TIP: You can **PRINT** or **DOWNLOAD** the Activity Workbook to the appropriate file location on your computer. To begin, select the appropriate **hyperlinked lesson** below.

MODULE 1: DHS PORTAL – OVERVIEW AND CASE FORMATION
[Lesson 1.1: Search for a Case](#)
[Lesson 1.2: Schedule a New Case](#)
[Lesson 1.3: Schedule an Asylum Case](#)

MODULE 4: VIEW eROPs AND UPLOAD SUPPORTING DOCUMENTS
[Lesson 4.1: View eROPs and Upload Supporting Documentation](#)

MODULE 2: MODIFY CASE FORMATION
[Lesson 2.1: View and Edit Case Information](#)
[Lesson 2.2: Upload Initiation Documents](#)

MODULE 5: VIEW UPLOADED INFORMATION
[Lesson 5.1: View My Uploads](#)

ADDITIONAL TRAINING RESOURCES
[DHS PORTAL: SCHEDULING A NEW CASE FROM AN NTA Quick Reference Card \(QRC\)](#)
[DHS PORTAL: SCHEDULING A RIDER CASE FROM AN NTA Quick Reference Card \(QRC\)](#)

MODULE 3: ADD RIDER TO LEAD CASE
[Lesson 3.1: Add Rider to Lead Case](#)

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Figure 5: Case Scheduling Training Interactive Tutorial Screen