

OFFICE OF INFORMATION TECHNOLOGY
EOIR Courts and Appeals System (ECAS)
Summary of ECAS Enhancements
August 2018

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eROP Enhancements

Ability to Identify Lead / Rider Groups

In order to assist in identifying members of a lead / rider group, a new column has been added called “Lead” which provides the Alien Number (A#) for the lead associated with that alien listed in the row.

The screenshot shows the eROP system interface. At the top is a blue navigation bar with the U.S. Department of Justice logo, the text "U.S. Department of Justice | Executive Office for Immigration Review | Electronic Record of Proceedings (eROP)", and a user greeting "Welcome, HachemO".

On the left is a sidebar menu with options: Search, eROP Intake Queue (highlighted), Accepted Documents, Rejected Documents, and Upload Initiation Documents.

The main content area features a "Search Form" with fields for "Alien Number" (text input), "Base City" (dropdown menu), and "Priority Reasons" (dropdown menu). There are "Search" and "Clear" buttons.

Below the search form is a table titled "eROP Intake Queue - Pending Requests". The table has the following columns: Actions, Alien Number, Lead, Tracking Number, Initiation Date, Document Type, Base City, Age(days), Source, Upload Date, and Priority. A green arrow points to the "Lead" column in the first row of the table.

Actions	Alien Number	Lead	Tracking Number	Initiation Date	Document Type	Base City	Age(days)	Source	Upload Date	Priority
	900-901-043	900-901-043	000-000-001-668	06/15/2018	Evidence	SND	0	DHSPortal	08/20/2018	No
	100-100-101	100-100-101	000-000-001-658	07/05/2018	Application	SND	17	eFile	08/03/2018	No

Ability to update document category/subcategory and metadata applied to eROPs and attachments

Users are now able to change the selected document category/subcategory for supporting attachments as well as data previously entered by the uploader (metadata). This capability is available in the intake queue, accepted documents list, and when viewing the eROP. This does not apply to the document category/subcategories for Initiation documents (e.g. I-862) or information that has been obtained from CASE such as the “Alien Number.”

Figure 1: Update a supporting document subcategory

The screenshot displays the 'eROP Intake Queue - Pending' interface. A 'Document Details' modal window is open, showing the following fields:

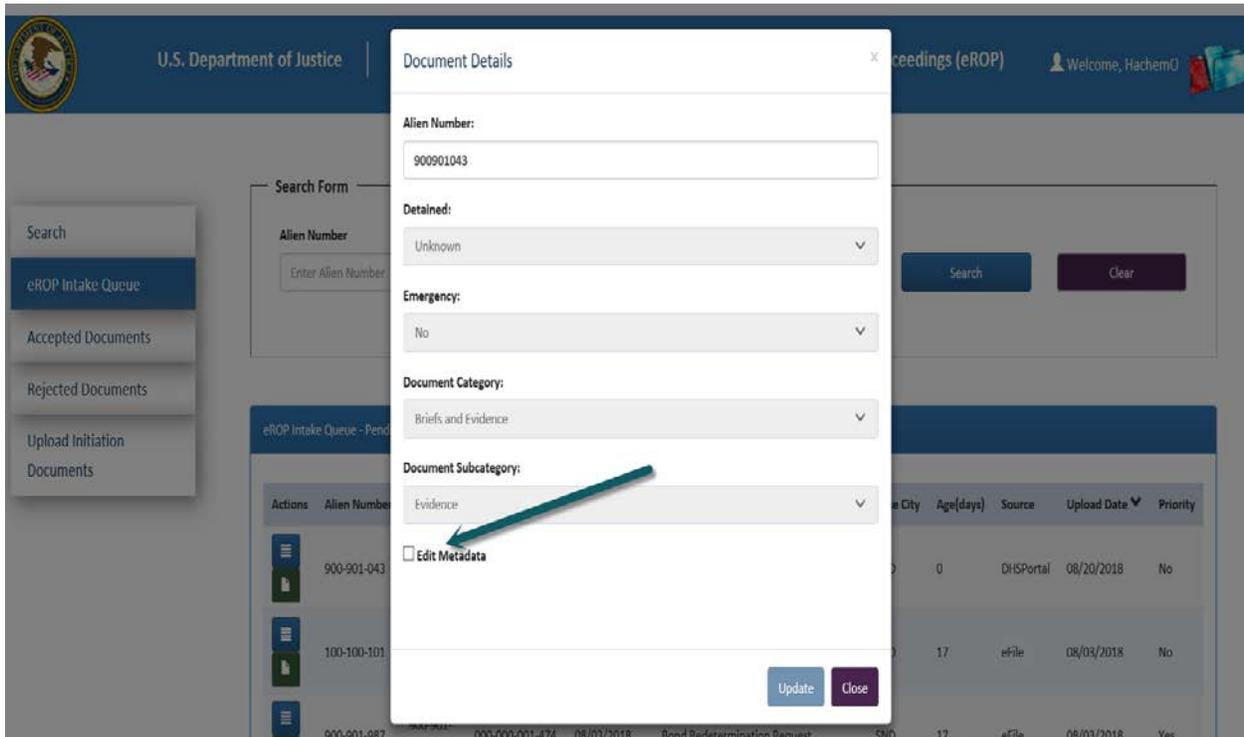
- Alien Number:** 100100101
- Detained:** Unknown
- Emergency:** No
- Document Category:** Applications and Fees
- Document Subcategory:** Application (highlighted in blue, with a green arrow pointing to it)

The 'Document Subcategory' dropdown menu is open, showing the following options:

- Application
- EOIR-26A Fee Waiver Request
- EOIR-28 Notice of Entry of Appearance as an Attorney or Representative before the Immigration Court
- EOIR-33 / IC Alien's Change of Address Form / Immigration Court
- Fee Receipt
- I-589 Application for Asylum and for Withholding of Removal
- Status Report / Request

At the bottom of the modal, there are 'Update' and 'Close' buttons. The background shows a table with columns for 'City', 'Age(days)', 'Source', and 'Upload Date'.

Figure 2: Edit Metadata in the Intake Queue



Automatic uploads of approved eTS transcript documents to the eROP

eTS documents, once approved, will be automatically added and viewable in the eROP. New document categories/sub categories have also been added to identify eTS documents.

New document categories and subcategories for eTS transcripts are now available.

Figure 3: Transcription Documents in the eROP

Actions	eROP ID	Tracking Number	Document Type	Type	Base City	Accepted By	Added To eROP	Filed On	Filed By
[Icons]	201808140008	000-000-001-477	I-862 Notice to Appear	CASE	SND	ChoudhuryE	08/14/2018	08/14/2018	BIA
[Icons]	201808140008	000-000-001-478	EOIR-26 Appeal a Decision by an Immigration Judge	CASE	SND	ChoudhuryE	08/14/2018	08/02/2018	BIA
[Icons]	201808140008	000-000-001-544	Hearing Transcript	CASE	SND	svc-eRopDocMove	08/16/2018		BIA
[Icons]	201808140008	000-000-001-545	Oral Decision Transcript	CASE	SND	svc-eRopDocMove	08/16/2018		BIA
[Icons]	201808140008	000-000-001-546	Transcript Certification Page	CASE	SND	svc-eRopDocMove	08/16/2018		BIA
[Icons]	201808140008	000-000-001-547	Hearing Transcript	CASE	SND	svc-eRopDocMove	08/16/2018		BIA
[Icons]	201808140008	000-000-001-548	Oral Decision Transcript	CASE	SND	svc-eRopDocMove	08/16/2018		BIA
[Icons]	201808140008	000-000-001-549	Transcript Certification Page	CASE	SND	svc-eRopDocMove	08/16/2018		BIA
[Icons]	201808140008	000-000-001-550	Hearing Transcript	CASE	SND	svc-eRopDocMove	08/16/2018		BIA
[Icons]	201808140008	000-000-001-551	Oral Decision Transcript	CASE	SND	svc-eRopDocMove	08/16/2018		BIA

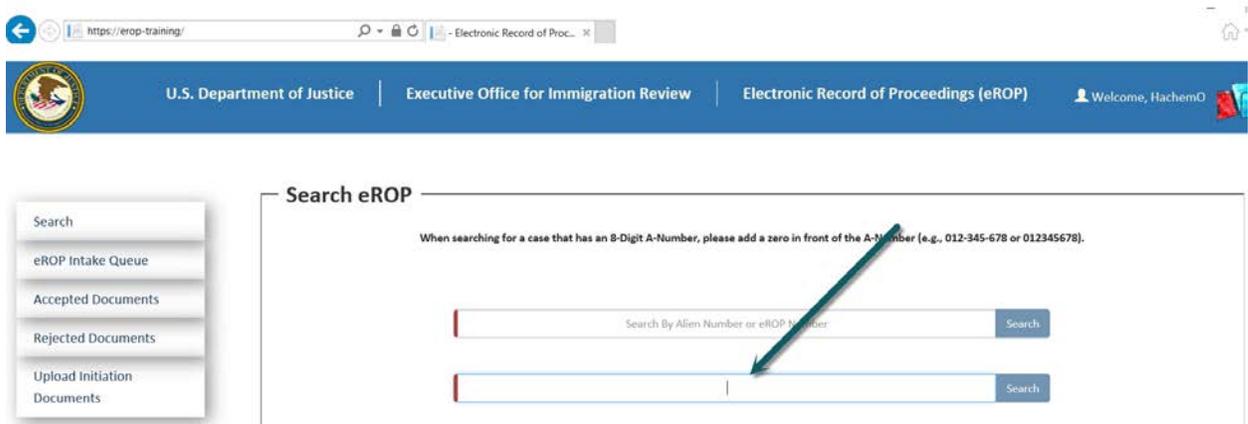
Figure 4: List of eTS Sub Categories

*Filed By:	*Filed On:	*Document Category:	*Document Subcategory:	*File:
[Dropdown]	[Text]	EOIR-Transcript	Hearing Transcript	[Text]

Added ability to search for an eROP by alien name

Users can now search for an eROP by alien name. At least 3 characters of the alien name must be entered to search by alien name but users should enter as many characters as possible to optimize search results.

Figure 5: eROP Name Search Field



The screenshot shows a web browser window with the URL <https://erop-training/>. The page header includes the U.S. Department of Justice logo, the text "U.S. Department of Justice | Executive Office for Immigration Review | Electronic Record of Proceedings (eROP)", and a user greeting "Welcome, HachemO". On the left side, there is a vertical menu with the following items: "Search", "eROP Intake Queue", "Accepted Documents", "Rejected Documents", "Upload Initiation Documents", and "Documents". The main content area is titled "Search eROP" and contains a note: "When searching for a case that has an 8-Digit A-Number, please add a zero in front of the A-Number (e.g., 012-345-678 or 012345678)". Below this note are two search input fields. The top field is labeled "Search By Alien Number or eROP Number" and has a "Search" button to its right. The bottom field is empty and also has a "Search" button to its right. A green arrow points to the bottom search field.

Modifications to the Document Rejection Reason List

When rejecting a document, the selectable list of rejection reasons has been modified. In addition, the option to select "other" is no longer available.

The updated list of rejection reasons is listed below:

- Application Incomplete
- Fee Incorrectly Paid
- Improper Formatting (Incorrect Paper Size)
- Improper Formatting (No Indexing / Bookmarking)
- Improper Formatting (No Pagination)
- Improper Formatting (No Table of Contents)
- Improperly Combined Submission
- Incorrect Filing Location (Case at BIA)
- Incorrect Filing Location (Wrong Immigration Court)
- Incorrectly Filed (Wrong eROP)
- No A-Number
- No Cover Page
- No Fee Receipt / Fee Waiver Request / Other Evidence of Payment
- No Name
- No Notice of Entry of Appearance
- No or Improper Proof of Service

- No or Improper Signature
- No or Improper Translation
- No Pending Case
- Other Counsel Entered
- You Are Not the Respondent or the Respondent's Representative
- NTA-Multiple Filed
- NTA-No A-Number
- NTA-No Charges
- NTA-No Charging Document Date
- NTA-No Date of Birth
- NTA-No Factual Allegations
- NTA-No Name
- NTA-No Nationality

Display Document Tracking Number in eROP

The document tracking numbers for attachments that were uploaded to an eROP are now displayed in the intake queue, accepted documents list, and the rejected documents list. E-Info provides the tracking number to the attorney/alien representative after a document has been successfully uploaded.

Figure 6: Document Tracking Number

The screenshot shows the eROP web application interface. At the top, there is a navigation bar with the U.S. Department of Justice logo and the text "Executive Office for Immigration Review | Electronic Record of Proceedings (eROP)". Below this is a search form with fields for "Accepted By", "Accepted Start Date", "Accepted End Date", and "Base City". A purple arrow points to the "Tracking Number" column in the "Accepted Documents" table below.

Actions	Alien Number	Lead	eROP ID	Tracking Number	Document Type	Type	Base City	Accepted By	Added To eROP	Filed On	Filed By
	100-100-104	100-100-104	20180806002	000-000-001-740	Motion for Continuance	CASE	SND	Train010	08/22/2018	08/21/2018	Amicus
	123-111-221	123-111-221	201808220009	000-000-001-739	Hearing Transcript	CASE	SND	GilbeauR	08/22/2018	08/22/2018	BIA
	123-111-224	123-111-224	201808220008	000-000-001-737	Hearing Transcript	CASE	SND	ButlerS	08/22/2018	08/22/2018	BIA
	123-111-223	123-111-223	201808220007	000-000-001-736	Hearing Transcript	CASE	SND	AlvarazR	08/22/2018	08/22/2018	BIA
	123-111-225	123-111-225	201808220010	000-000-001-735	Hearing Transcript	CASE	SND	Willabi	08/22/2018	08/22/2018	BIA
	123-111-222	123-111-222	201808220011	000-000-001-734	Hearing Transcript	CASE	SND	StallinD	08/22/2018	08/22/2018	BIA
	900-901-715	900-901-715	201808030047	000-000-001-733	Decision from Judicial Tools	CASE	SND	Judicial Tools	08/22/2018	08/22/2018	OCU

Removed the bond amount field from the intake queue

The field for “bond amount” was removed from the intake queue. This is no longer collected when the document is uploaded as it is available in CASE.

Figure 7: eROP Intake Queue No Longer Displaying Bond Amount

The screenshot shows the eROP Intake Queue interface. On the left is a navigation menu with options: Search, eROP Intake Queue (highlighted), Accepted Documents, Rejected Documents, and Upload Initiation Documents. The main area contains a search form with fields for Alien Number, Base City, and Priority Reasons, along with Search and Clear buttons. Below the search form is a table titled "eROP Intake Queue - Pending Requests".

Actions	Alien Number	Lead	Tracking Number	Initiation Date	Document Type	Base City	Age(days)	Source	Upload Date	Priority
	900-901-043	900-901-043	000-000-001-668	06/15/2018	Evidence	SND	0	DHSPortal	08/20/2018	No
	100-100-101	100-100-101	000-000-001-658	07/05/2018	Application	SND	17	eFile	08/03/2018	No

Ability for users to create a new eROP for scanned and uploaded legacy (paper) eROPs

A new field called “Legacy eROP” was added to indicate if the document being uploaded is a legacy eROP (i.e. a paper ROP). The legacy eROP is for reference purposes only, may not contain all case-related documents, and should not be used for official business. The official ROP for this case is being maintained in paper. Currently, this is available only for BIA users.

Figure 8: eROP Initiation Document Upload Screen: Legacy eROP Field

The screenshot shows the "Initiation Document Upload Form". It includes a navigation menu on the left with options: Search, eROP Intake Queue, Accepted Documents, Rejected Documents, and Upload Initiation Documents (highlighted). The main form contains the following fields:

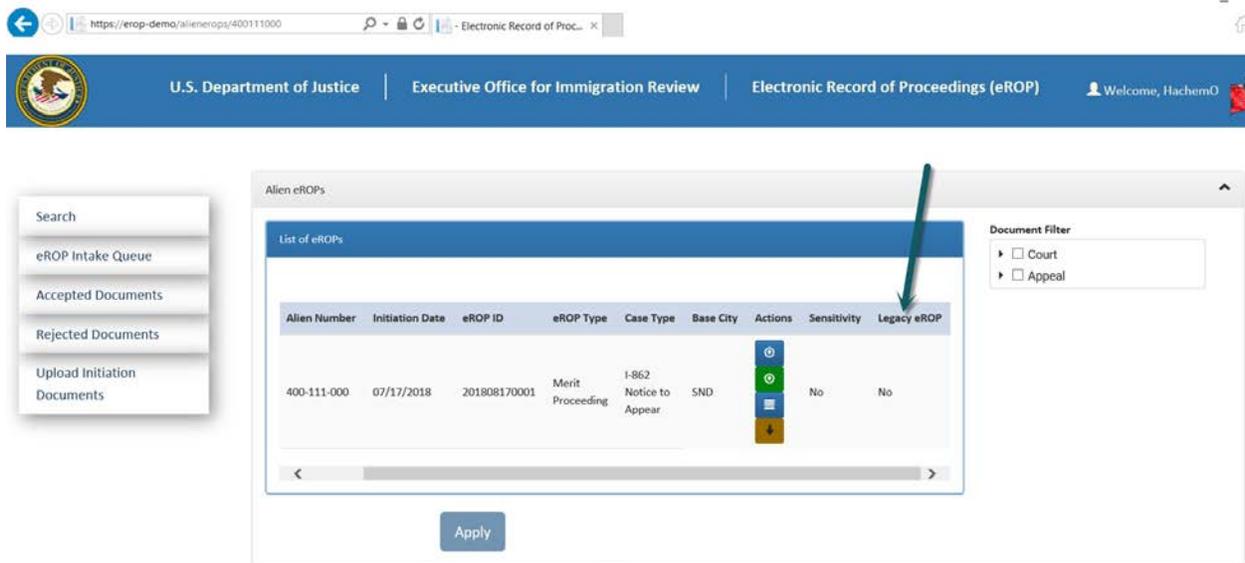
- *Filed By: --Select Filed By--
- *Document Category: --Choose a Category--
- *Alien Number: Enter Numbers Only
- *Date: [Date Picker]
- *Filed On: [Date Picker]
- *File Name: [Text Field] [Browse...]
- *Legacy eROP: Yes No

At the bottom of the form are "Cancel" and "Upload" buttons. A blue arrow points to the "Legacy eROP" radio buttons.

New column for Legacy eROPs was added to the eROP search results

A new column called “Legacy eROP” was added to indicate whether the eROP originated in paper format (i.e., Legacy eROPs).

Figure 9: Legacy eROP Column



The screenshot shows a web application interface for the Electronic Record of Proceedings (eROP). The header includes the U.S. Department of Justice logo, the Executive Office for Immigration Review, and the text "Electronic Record of Proceedings (eROP)". A user is logged in as "Welcome, HachemO".

On the left, there is a sidebar menu with options: Search, eROP Intake Queue, Accepted Documents, Rejected Documents, and Upload Initiation Documents.

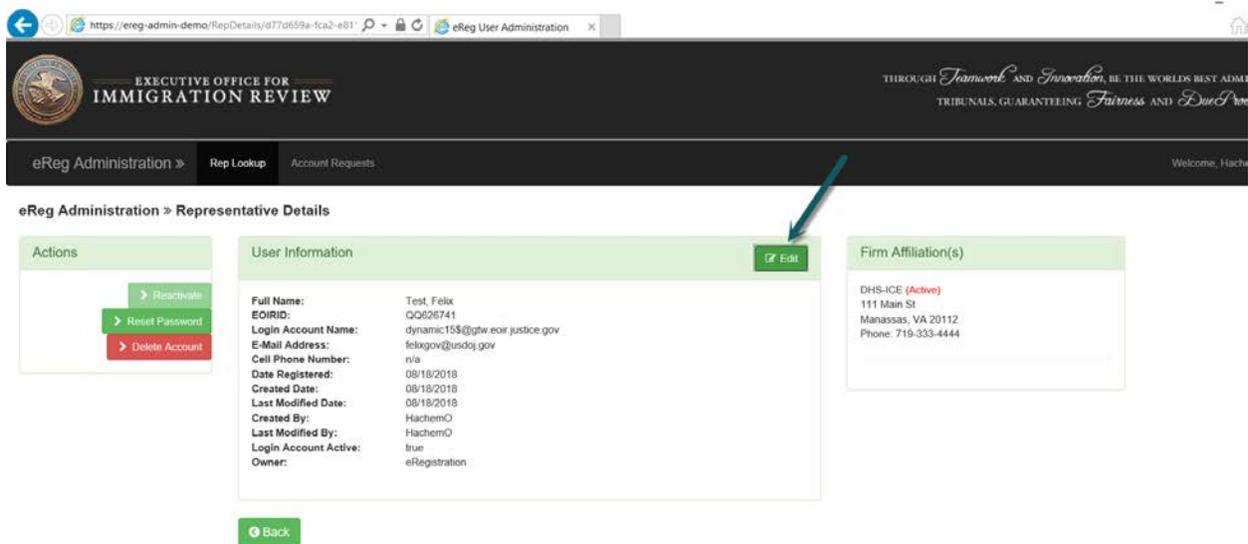
The main content area displays a "List of eROPs" table. The table has the following columns: Alien Number, Initiation Date, eROP ID, eROP Type, Case Type, Base City, Actions, Sensitivity, and Legacy eROP. A green arrow points to the "Legacy eROP" column header.

Alien Number	Initiation Date	eROP ID	eROP Type	Case Type	Base City	Actions	Sensitivity	Legacy eROP
400-111-000	07/17/2018	201808170001	Merit Proceeding	1-862 Notice to Appear	SND		No	No

Below the table is an "Apply" button. To the right of the table is a "Document Filter" section with checkboxes for "Court" and "Appeal".

DHS Portal and eInfo Enhancements

DHS users are now able to edit and update their own user profile information.



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THROUGH *Teamwork* AND *Innovation*, BE THE WORLD'S BEST ADMINISTRATION. TRIBUNALS, GUARANTEEING *Fairness* AND *Due Process*.

eReg Administration » Rep Lookup Account Requests Welcome, Hachem

eReg Administration » Representative Details

Actions

- Reactivate
- Reset Password
- Delete Account

User Information [Edit](#)

Full Name: Test, Felix
EOIRID: CQ926741
Login Account Name: dynamic:158@gov.eoir.justice.gov
E-Mail Address: felixgov@usdoj.gov
Cell Phone Number: n/a
Date Registered: 08/18/2018
Created Date: 08/18/2018
Last Modified Date: 08/18/2018
Created By: HachemO
Last Modified By: HachemO
Login Account Active: true
Owner: eRegistration

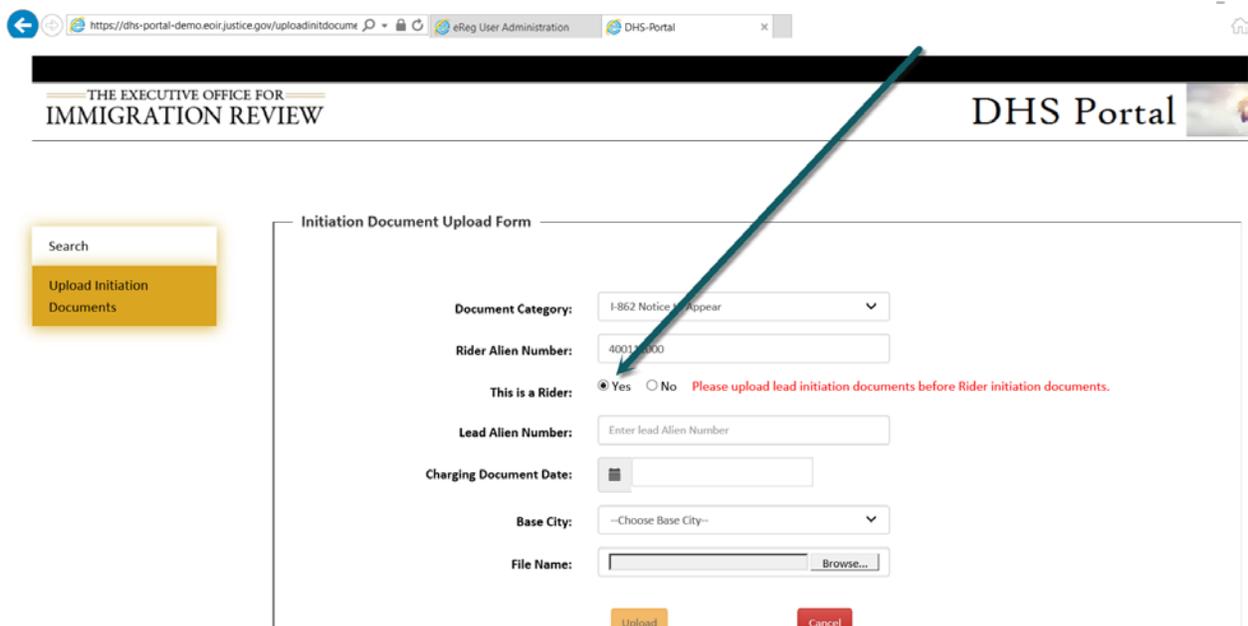
Firm Affiliation(s)

DHS-ICE (Active)
111 Main St
Manassas, VA 20112
Phone: 719-333-4444

Back

Lead/Rider Identification for DHS users:

DHS users can now identify whether an initiation document is for a Rider and if so, can then provide the lead A#. This allows DHS to flag cases as having Leads and Riders and the information passes through into the eROP intake queue. The courts can now collect and input this data into CASE in order to make these associations.



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DHS Portal

Search

Upload Initiation Documents

Initiation Document Upload Form

Document Category: I-862 Notice to Appear

Rider Alien Number: 40011000

This is a Rider: Yes No *Please upload lead initiation documents before Rider initiation documents.*

Lead Alien Number: Enter lead Alien Number

Charging Document Date: [Calendar Icon]

Base City: --Choose Base City--

File Name: [Text Field] Browse...

Upload Cancel

Ensure that legacy eROPs are not shown in DHS Portal/eInfo

As the official ROP for a case is being maintained in paper, legacy eROPs will not be shown in DHS Portal or eInfo.

For example, the legacy eROP created in Figure 10 does not appear in the DHS Portal as shown in Figure 11.

Figure 10: Uploading a Legacy eROP for A# 400-111-000

U.S. Department of Justice | Executive Office for Immigration Review | Electronic Record of Proceedings (eROP) | Welcome, HachemO

Initiation Document Upload Form

*Filed By: Alien / Attorney Representative

*Document Category: Bond Redetermination Request

*Alien Number: 400111000

*Bond Request Date: 08/17/2018

*Filed On: 07/17/2018

*File Name: \\EOIR-FILE-OIT-Users\HachemO\Doc... Browse...

*Legacy eROP: Yes No

Cancel Upload

Figure 11: Legacy eROP for A# 400-111-000 not shown in the DHS Portal

THE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | DHS Portal

Search

Upload Initiation Documents

List of eROPs

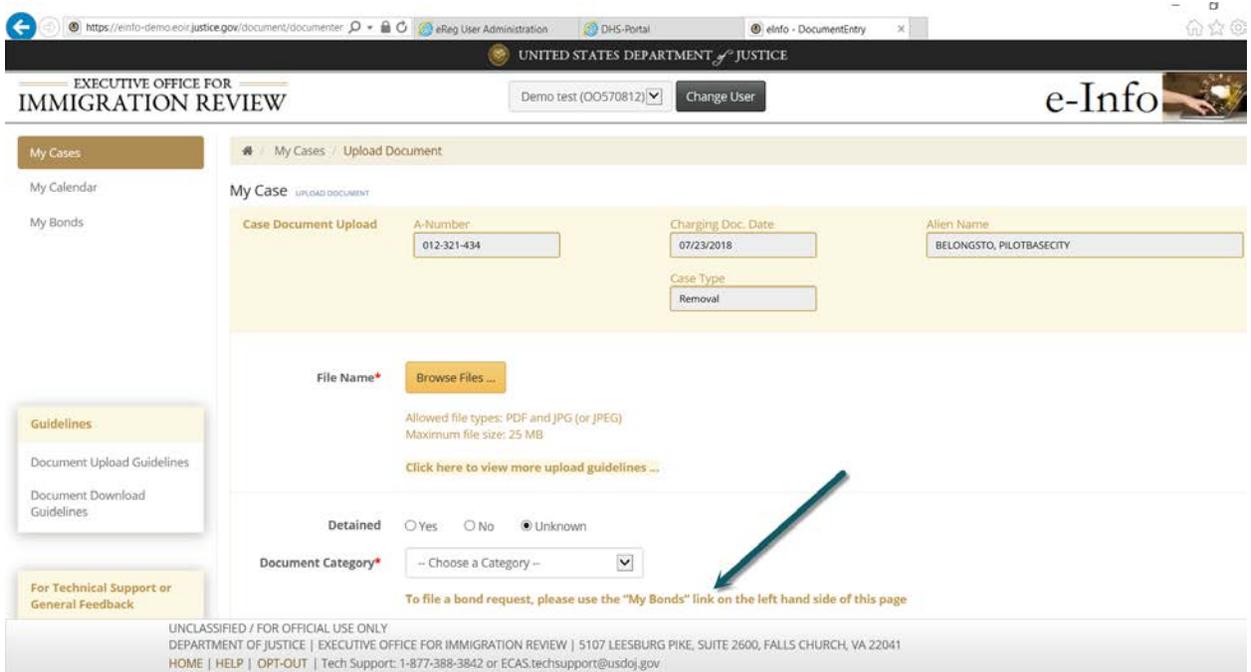
Court eROPs

Alien Number	Charging Date	eROP ID	eROP Type	Case Type	Base City	Case Status	Upload / Download
400-111-000	07/17/2018	201808170001	Merit Proceeding	I-862 Notice to Appear	SND	Pending	

Legacy Bond Redetermination does not show

eInfo: Added alert for bond initiation on the merits upload screen

An alert was added informing the attorney / alien representative that a new bond must be created using the “My Bonds” screen and not as a supporting document for a merits case.



Info: Email address for technical support or general feedback:

The email address for technical support or general feedback (ECAS.techsupport@usdoj.gov) was adjusted and made more prominent to encourage feedback from attorneys/alien representatives.

Info: Removed bond amount from My Bonds Screen:

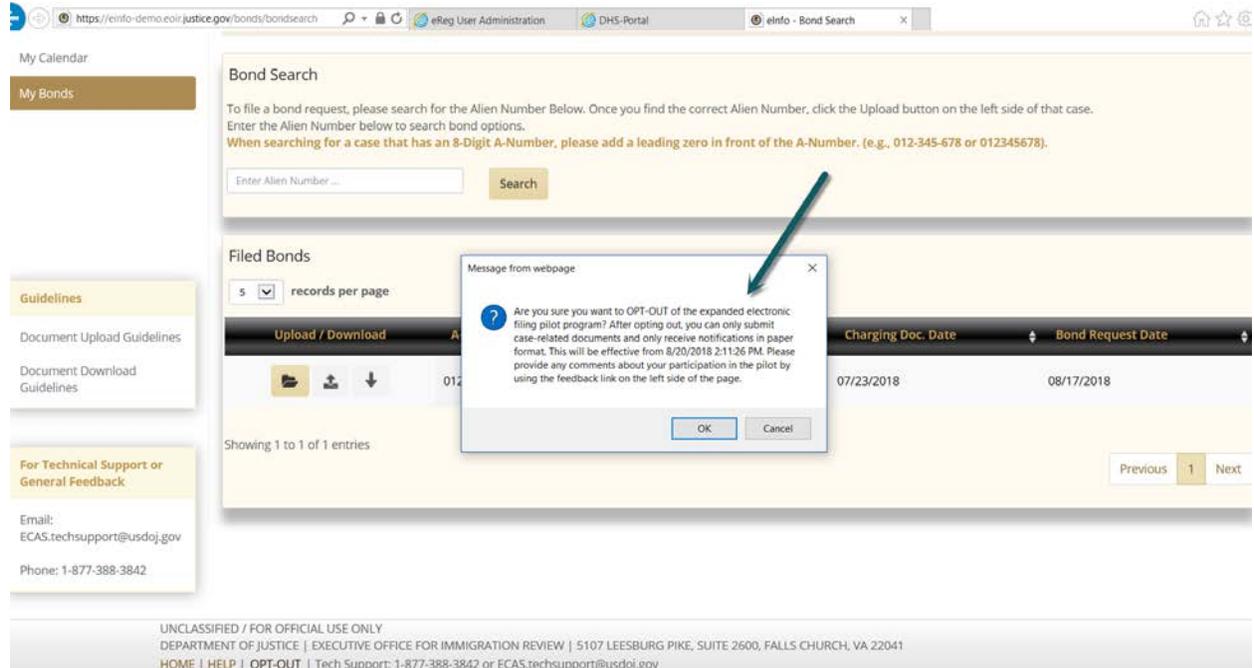
Removed the bond amount from the My Bonds screen. This information is no longer collected when a Bond Redetermination Request is uploaded.

The screenshot displays the 'My Bonds' interface. On the left sidebar, there is a 'For Technical Support or General Feedback' section with the email ECAS.techsupport@usdoj.gov and phone number 1-877-388-3842. The main content area is titled 'Bond Search' and includes a search box for the Alien Number. Below this is a 'Filed Bonds' section with a table of one entry. A red box labeled 'No Bond Amount' is placed over the table, with an arrow pointing to the missing field. The table has columns for 'Upload / Download', 'A-Number', 'Alien Name', 'Charging Doc. Date', and 'Bond Request Date'. The entry shows A-Number 012-321-434, Alien Name BELONGSTO, PILOTBASECITY, Charging Doc. Date 07/23/2018, and Bond Request Date 08/17/2018. A 'Previous 1 Next' pagination control is at the bottom right.

Upload / Download	A-Number	Alien Name	Charging Doc. Date	Bond Request Date
	012-321-434	BELONGSTO, PILOTBASECITY	07/23/2018	08/17/2018

eInfo: Opt-Out Screen:

Additional instructions for providing suggestions/feedback was added to the pop-up box that appears with the attorney/alien representative decides to opt-out.



The screenshot displays the eInfo Bond Search web application. The browser address bar shows the URL <https://einfo-demo.eoir.justice.gov/bonds/bondsearch>. The page title is "eInfo - Bond Search".

The main content area is titled "Bond Search" and includes instructions: "To file a bond request, please search for the Alien Number Below. Once you find the correct Alien Number, click the Upload button on the left side of that case. Enter the Alien Number below to search bond options. When searching for a case that has an 8-Digit A-Number, please add a leading zero in front of the A-Number. (e.g., 012-345-678 or 012345678)." Below the instructions is a search input field labeled "Enter Alien Number ..." and a "Search" button.

The "Filed Bonds" section shows a table with columns for "Upload / Download", "Charging Doc. Date", and "Bond Request Date". A single entry is visible with a "012" in the "Upload / Download" column, "07/23/2018" in the "Charging Doc. Date" column, and "08/17/2018" in the "Bond Request Date" column. The table is set to show 5 records per page, and the current page is 1 of 1.

A "Message from webpage" pop-up box is overlaid on the table. The message text reads: "Are you sure you want to OPT-OUT of the expanded electronic filing pilot program? After opting out, you can only submit case-related documents and only receive notifications in paper format. This will be effective from 8/20/2018 2:11:26 PM. Please provide any comments about your participation in the pilot by using the feedback link on the left side of the page." The pop-up has "OK" and "Cancel" buttons. A green arrow points to the "OK" button.

On the left side of the page, there are navigation links for "My Calendar", "My Bonds", "Guidelines", "Document Upload Guidelines", "Document Download Guidelines", and "For Technical Support or General Feedback". The contact information for technical support is provided: Email: ECAS.techsupport@usdoj.gov and Phone: 1-877-388-3842.

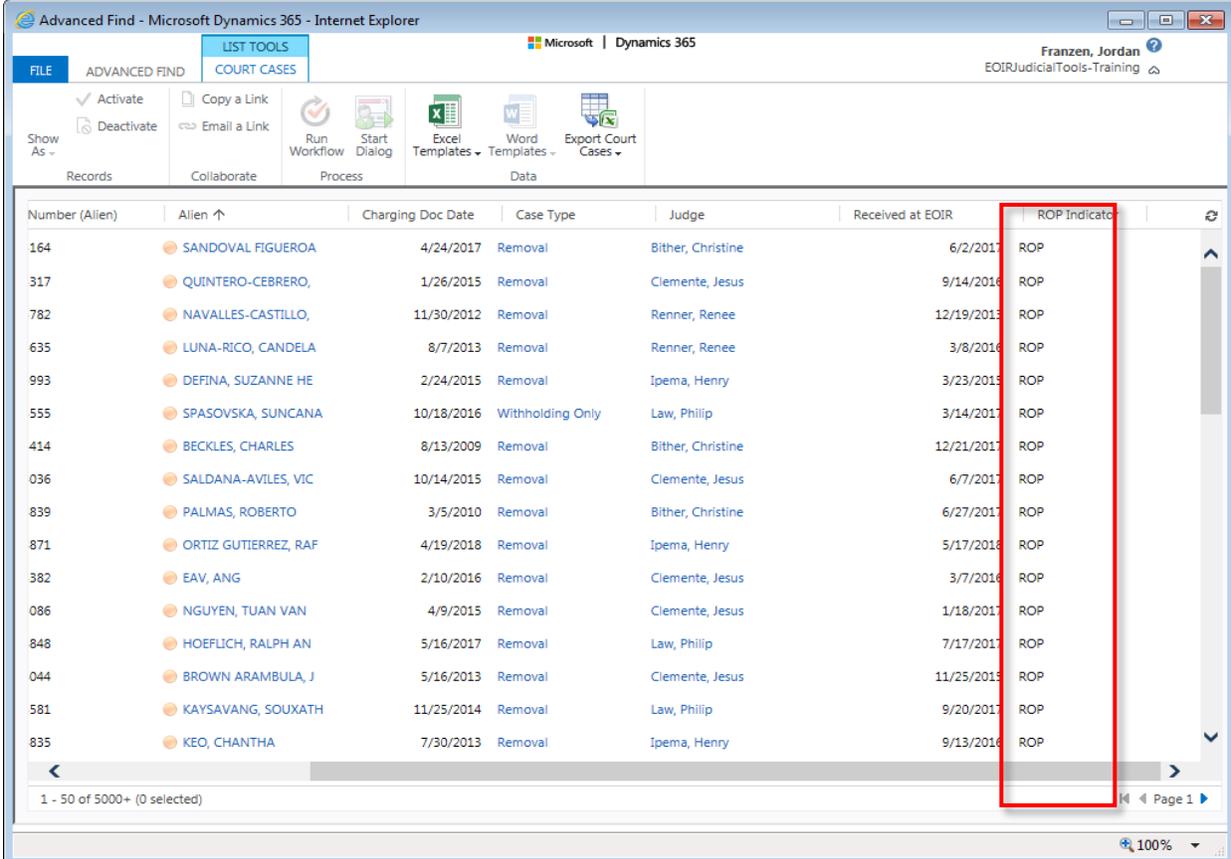
The footer contains the following text: "UNCLASSIFIED / FOR OFFICIAL USE ONLY DEPARTMENT OF JUSTICE | EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | 5107 LEESBURG PIKE, SUITE 2600, FALLS CHURCH, VA 22041 HOME | HELP | OPT-OUT | Tech Support: 1-877-388-3842 or ECAS.techsupport@usdoj.gov"

Judicial Tools Enhancements

Judicial Tool enhancements will take place on August 23, 2018.

eROP Document Workflow

A process has been requested to handle the situation where an NTA has been entered into CASE but the document was not scanned into eROP. The ROP indicator field has been added which tracks if a case has an originating eROP document or not. If there is no eROP document the finalized document will be held within the Judicial Tools database and not be sent back to eROP.



The screenshot displays the Microsoft Dynamics 365 Advanced Find interface for 'COURT CASES'. The table lists various cases with columns for Number (Alien), Alien name, Charging Doc Date, Case Type, Judge, Received at EOIR, and ROP Indicate. The 'ROP Indicate' column is highlighted with a red box, showing 'ROP' for all listed cases. The interface includes a ribbon with options like 'Activate', 'Deactivate', 'Copy a Link', 'Email a Link', 'Run Workflow', 'Start Dialog', 'Excel Templates', 'Word Templates', and 'Export Court Cases'. The user is identified as 'Franzen, Jordan' with the role 'EOIRJudicialTools-Training'.

Number (Alien)	Alien	Charging Doc Date	Case Type	Judge	Received at EOIR	ROP Indicate
164	SANDOVAL FIGUEROA	4/24/2017	Removal	Bither, Christine	6/2/2017	ROP
317	QUINTERO-CEBRERO,	1/26/2015	Removal	Clemente, Jesus	9/14/2016	ROP
782	NAVALLES-CASTILLO,	11/30/2012	Removal	Renner, Renee	12/19/2013	ROP
635	LUNA-RICO, CANDELA	8/7/2013	Removal	Renner, Renee	3/8/2016	ROP
993	DEFINA, SUZANNE HE	2/24/2015	Removal	Ipema, Henry	3/23/2013	ROP
555	SPASOVSKA, SUNCANA	10/18/2016	Withholding Only	Law, Philip	3/14/2017	ROP
414	BECKLES, CHARLES	8/13/2009	Removal	Bither, Christine	12/21/2017	ROP
036	SALDANA-AVILES, VIC	10/14/2015	Removal	Clemente, Jesus	6/7/2017	ROP
839	PALMAS, ROBERTO	3/5/2010	Removal	Bither, Christine	6/27/2017	ROP
871	ORTIZ GUTIERREZ, RAF	4/19/2018	Removal	Ipema, Henry	5/17/2018	ROP
382	EAV, ANG	2/10/2016	Removal	Clemente, Jesus	3/7/2016	ROP
086	NGUYEN, TUAN VAN	4/9/2015	Removal	Clemente, Jesus	1/18/2017	ROP
848	HOEFELICH, RALPH AN	5/16/2017	Removal	Law, Philip	7/17/2017	ROP
044	BROWN ARAMBULA, J	5/16/2013	Removal	Clemente, Jesus	11/25/2013	ROP
581	KAYSAVANG, SOUXATH	11/25/2014	Removal	Law, Philip	9/20/2017	ROP
835	KEO, CHANTHA	7/30/2013	Removal	Ipema, Henry	9/13/2016	ROP

Hearing Type Integration from CASE

Hearing types from CASE are now also available within Judicial Tools. There are 31 different hearing types which will display on the calendar.

The screenshot shows the Microsoft Dynamics 365 interface in Internet Explorer. The browser title is "Advanced Find - Microsoft Dynamics 365 - Internet Explorer". The page header includes "Microsoft | Dynamics 365" and the user name "Franzen, Jordan" with a help icon and "EOIRJudicialTools-Training". The navigation bar has tabs for "FILE", "ADVANCED FIND", and "LIST TOOLS". Under "LIST TOOLS", the "HEARING TYPES" sub-tab is active. The ribbon contains sections for "Records", "Collaborate", "Process", and "Data". The "Process" section includes "Run Workflow", "Start Dialog", "Excel Templates", "Word Templates", and "Export Hearing Types". The main content area displays a table of hearing types:

Hearing Type ↑	Created On
Annual Leave	8/15/2018 9:38 AM
Attorney Discipline	8/15/2018 9:38 AM
Conference	8/15/2018 9:38 AM
Credible/Reasonable Fear	8/15/2018 9:38 AM
CU - OIL	8/15/2018 9:38 AM
Custody	8/15/2018 9:38 AM
Detail	8/15/2018 9:38 AM
Detained Master	8/15/2018 9:38 AM
Detained Master Reset	8/15/2018 9:38 AM
Detained Special Master	8/15/2018 9:38 AM
Individual	8/15/2018 9:38 AM
Individual Asylum	8/15/2018 9:38 AM
Individual Detainee	8/15/2018 9:38 AM
Individual Reset	8/15/2018 9:38 AM
Initial Master	8/15/2018 9:38 AM
Master Asylum	8/15/2018 9:38 AM
Master Reset	8/15/2018 9:38 AM

At the bottom of the table, it says "1 - 31 of 31 (0 selected)". The status bar at the bottom right shows "Page 1" and "100%".

ROP Worksheet Added to the Court Case Entity

Each Immigration Judge captures notes on a number of common items throughout typical hearings. Four sections have been added to the Court Case page to allow for quick tracking of those items. Entry will follow the case and allow for quick lookups by other court staff with the correct permissions. Each added section is pictured below.

Figure 12: Applications for Relief

The screenshot displays a web browser window with the URL <https://ecas-training/EOIRJudicialTools-Tr>. The page title is "DOJ EOIR Judicial Tools" with a sub-header "Unclassified / For Official Use Only". The navigation bar includes "Judicial Tools" and "Court Cases". The main content area shows "COURT CASE : INFORMATION" for case "011-343-164 - SAN...". The "ROP Indicator" is set to "ROP" and the "Judge" is "Bither". The "Applications for Relief" section is expanded, showing two sub-sections: "General" and "Spouse".

General			
Date of First Entry	--	Time in United States	--
Fear Return	<input type="checkbox"/>		
Fear Return Additional Notes	--		

Spouse			
Spouse	--	Spouse Status	--
Spouse Additional Notes	--		

At the bottom, the "Court Case Name" is "011-343-164 - SA" and the status is "Active".

Figure 13: Advisals and Warnings

The screenshot shows a web browser window with the URL <https://ecas-training/EOIRJudicialTools-Training/mai>. The page title is "DOJ EOIR Judicial Tools" with the subtitle "Unclassified / For Official Use Only". The navigation bar includes "Judicial Tools" and "Court Cases". The main content area is titled "COURT CASE : INFORMATION" and displays the case number "011-343-164 - SAN...". The "ROP Indicator" is set to "ROP" and the "Judge*" is "Bither".

Under the "Advisals & Warnings" section, there is a table with the following columns: Status (checkbox), Description, Date, and Initials. The "Court Case Name" is "011-343-164 - SANDOVA" and the status is "Active".

Status	Description	Date	Initials
<input type="checkbox"/>	All Advisals Given		
<input type="checkbox"/>	Counsel Waived Explanation	Counsel Waived Explanation Date	Counsel Waived Explanation Initials
<input type="checkbox"/>	Right to Counsel	Right to Counsel Date	Right to Counsel Initials
<input type="checkbox"/>	Pro Bono Legal Services List	Pro Bono Legal Services List Date	Pro Bono Legal Services List Initials
<input type="checkbox"/>	Appeal Rights	Appeal Rights Date	Appeal Rights Initials
<input type="checkbox"/>	Evidence	Evidence Date	Evidence Initials
<input type="checkbox"/>	Identity Determined	Identity Determined Date	Identity Determined Initials
<input type="checkbox"/>	Oath Given	Oath Given Date	Oath Given Initials
<input type="checkbox"/>	NTA Read/Explained	NTA Read/Explained Date	NTA Read/Explained Initials
<input type="checkbox"/>	NTA Marked as Exhibit 1	NTA Marked as Exhibit 1 Date	NTA Marked as Exhibit 1 Initials
<input type="checkbox"/>	Failure to Appear	Failure to Appear Date	Failure to Appear Initials

Figure 14: Pleadings

The screenshot shows a web browser window with the URL <https://ecas-training/EOIRJudicialTools-Training/mai>. The page title is "DOJ EOIR Judicial Tools" with a sub-header "Unclassified / For Official Use Only". The navigation bar includes "Judicial Tools" and "Court Cases". A toolbar contains buttons for "DEACTIVATE", "PROCESS", "EMAIL A LINK", "RUN WORKFLOW", "FINALIZE", and "WORD TEMPLATES".

The main content area is titled "COURT CASE : INFORMATION" and displays the case number "011-343-164 - SAN...". It also shows the "ROP Indicator" as "ROP" and the "Judge" as "Bither".

The "Pleadings" section is expanded, showing the following fields:

Respondent Admits and Concedes All	<input type="checkbox"/>	Admits Factual Allegations Number	--
Date Determined	--	Denies Factual Allegations Number	--
Admits Factual Allegations	<input type="checkbox"/>		
Denies Factual Allegations	<input type="checkbox"/>		
Allegations Additional Notes	--		

Below the pleadings section are links for "Charges" and "Worksheets". The "Worksheets" section shows the "Court Case Name" as "011-343-164 - SANDOVA". At the bottom, the status is "Active".

Figure 15: Charges

The screenshot shows a web browser window with the URL <https://ecas-training/EOIRJudicialTools-Training/mai>. The page title is "DOJ EOIR Judicial Tools" with a sub-header "Unclassified / For Official Use Only". The navigation bar includes "Judicial Tools" and "Court Cases". The main content area is titled "COURT CASE : INFORMATION" and displays the case number "011-343-164 - SAN...". To the right, it shows "ROP Indicator" with a lock icon and "Judge*" as "Bither,". Below this, a section titled "Charges" contains a table of charge-related fields:

Charges	1
Charge #1 Withdrawn	<input type="checkbox"/>
Removability Charge #1	--
Concedes Charge #1	<input type="checkbox"/>
Denies Charge #1	<input type="checkbox"/>
Additional Notes Charge #1	--
Found Charge #1	<input type="checkbox"/>
Sustained Charge #1	<input type="checkbox"/>

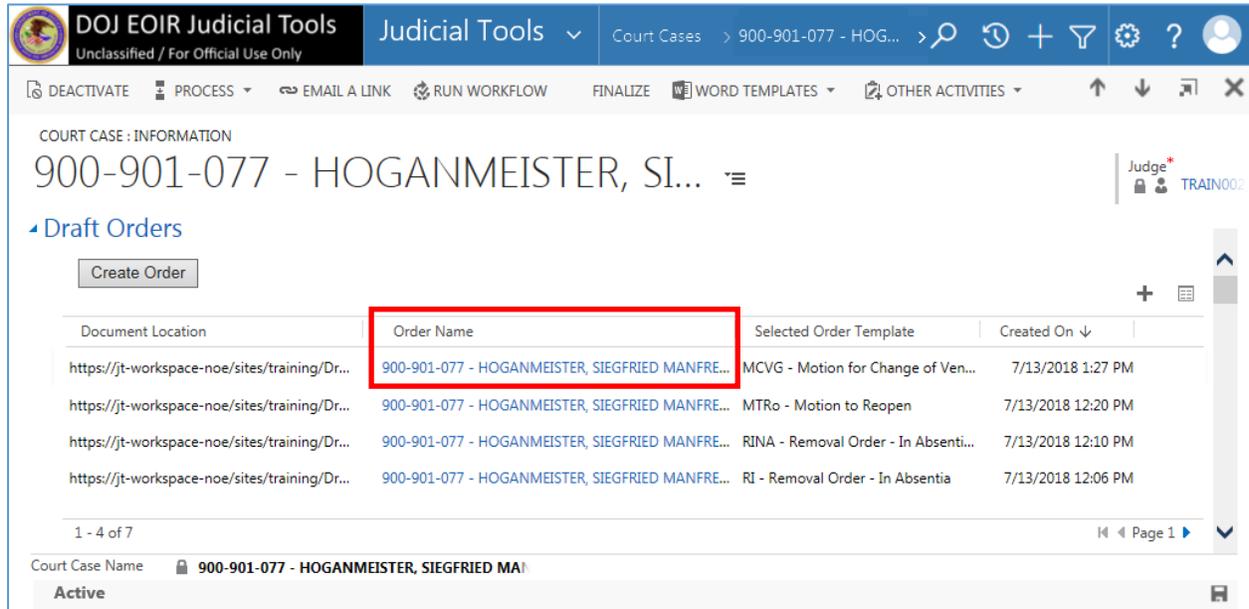
A tooltip "Select to enter data" is visible over the "Additional Notes Charge #1" field. At the bottom, the "Court Case Name" is "011-343-164 - SANDOVA" and the status is "Active".

Judicial Tools Order Finalization Process

Within Judicial Tools an Order document can be drafted, finalized and recorded within eROP. The steps to finalize an order can be found below.

Finalize a Draft Order

1. To finalize and sign the draft order, click the link in the **Order Name** column (Figure 16).

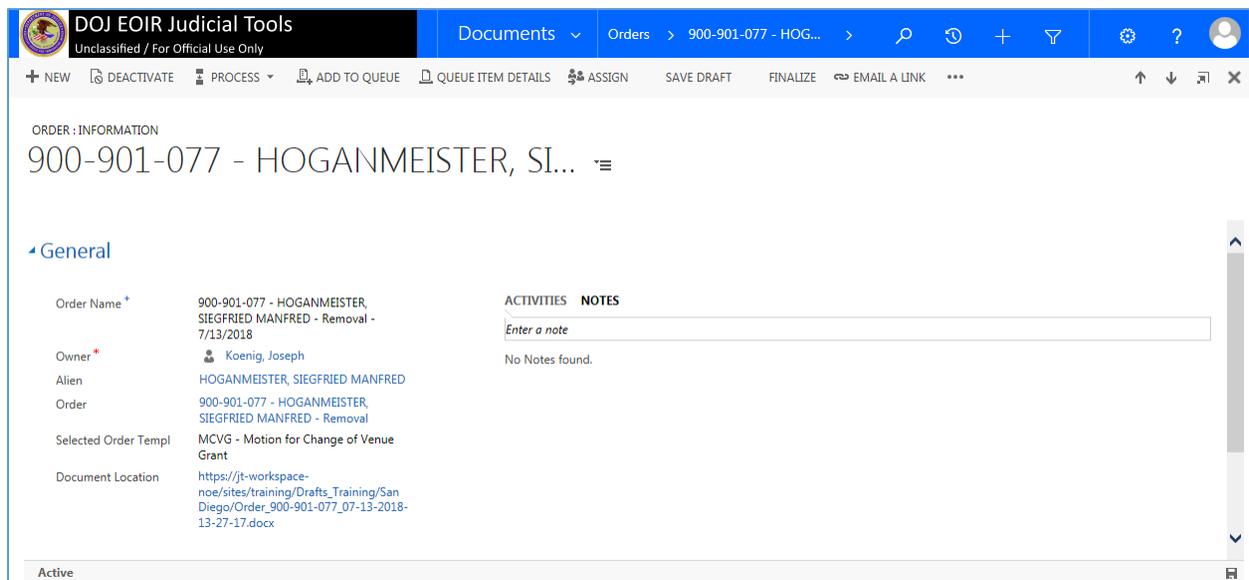


The screenshot shows the DOJ EOIR Judicial Tools interface. The top navigation bar includes 'DOJ EOIR Judicial Tools', 'Judicial Tools', and 'Court Cases > 900-901-077 - HOG...'. Below the navigation bar, there are several action buttons: DEACTIVATE, PROCESS, EMAIL A LINK, RUN WORKFLOW, FINALIZE, WORD TEMPLATES, and OTHER ACTIVITIES. The main content area displays 'COURT CASE : INFORMATION' for '900-901-077 - HOGANMEISTER, SI...'. Underneath, there is a 'Draft Orders' section with a 'Create Order' button and a table of draft orders. The table has four columns: Document Location, Order Name, Selected Order Template, and Created On. The 'Order Name' column is highlighted with a red box. The table contains four rows of draft orders, each with a unique document location, order name, template, and creation date.

Document Location	Order Name	Selected Order Template	Created On
https://jt-workspace-noe/sites/training/Dr...	900-901-077 - HOGANMEISTER, SIEGFRIED MANFRE...	MCVG - Motion for Change of Ven...	7/13/2018 1:27 PM
https://jt-workspace-noe/sites/training/Dr...	900-901-077 - HOGANMEISTER, SIEGFRIED MANFRE...	MTRo - Motion to Reopen	7/13/2018 12:20 PM
https://jt-workspace-noe/sites/training/Dr...	900-901-077 - HOGANMEISTER, SIEGFRIED MANFRE...	RINA - Removal Order - In Absenti...	7/13/2018 12:10 PM
https://jt-workspace-noe/sites/training/Dr...	900-901-077 - HOGANMEISTER, SIEGFRIED MANFRE...	RI - Removal Order - In Absentia	7/13/2018 12:06 PM

Figure 16

2. The Order Information window opens (Figure 17).



The screenshot shows the DOJ EOIR Judicial Tools interface with the 'Order Information' window open. The top navigation bar includes 'DOJ EOIR Judicial Tools', 'Documents', and 'Orders > 900-901-077 - HOG...'. Below the navigation bar, there are several action buttons: NEW, DEACTIVATE, PROCESS, ADD TO QUEUE, QUEUE ITEM DETAILS, ASSIGN, SAVE DRAFT, FINALIZE, EMAIL A LINK, and more. The main content area displays 'ORDER : INFORMATION' for '900-901-077 - HOGANMEISTER, SI...'. Underneath, there is a 'General' section with a table of order details. The table has two columns: Order Name and Order Information. The 'Order Name' column contains the order name and date. The 'Order Information' column contains the owner, alien, order, selected order template, and document location. To the right of the table, there is an 'ACTIVITIES NOTES' section with a text input field and a 'No Notes found.' message.

Order Name	Order Information
900-901-077 - HOGANMEISTER, SIEGFRIED MANFRED - Removal - 7/13/2018	Owner: Koenig, Joseph Alien: HOGANMEISTER, SIEGFRIED MANFRED Order: 900-901-077 - HOGANMEISTER, SIEGFRIED MANFRED - Removal Selected Order Templ: MCVG - Motion for Change of Venue Grant Document Location: https://jt-workspace-noe/sites/training/Drafts_Training/San Diego/Order_900-901-077_07-13-2018-13-27-17.docx

Figure 17

3. Verify that the order and the certificate of service is complete. If necessary, update the document before converting the document to a PDF.
4. Click the **FINALIZE** button (Figure 17).
5. A pop-up message appears stating that the document has been sent to be finalized. (Figure 18).

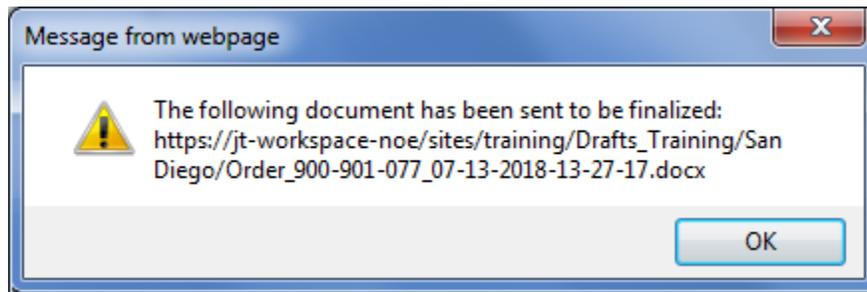


Figure 18

6. Click **OK**.
7. The document saves as a PDF and opens in Adobe Acrobat Reader (Figure 19).

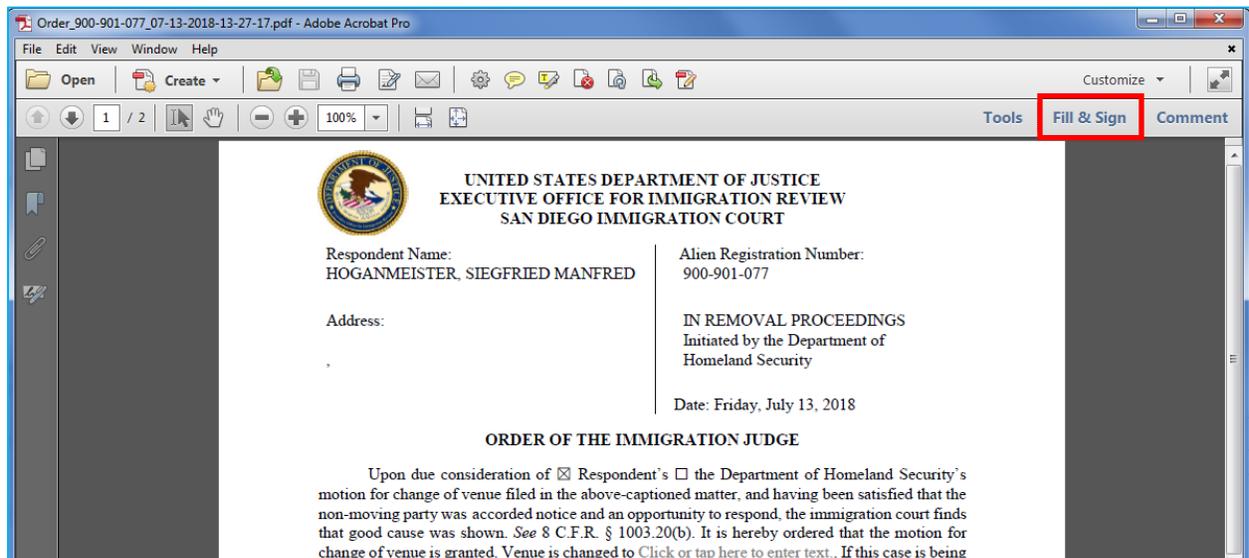


Figure 19

8. Click **Fill & Sign** on the toolbar.

Note: If the toolbar is not visible, roll the cursor over the bottom of the PDF window to make the Adobe floating menu appear (Figure 20). Click the Adobe Acrobat logo to open the toolbar.



Figure 20

9. The Fill and Sign panel opens (Figure 21). Scroll the document to the location where the signature will be placed. Click **Place Signature**.

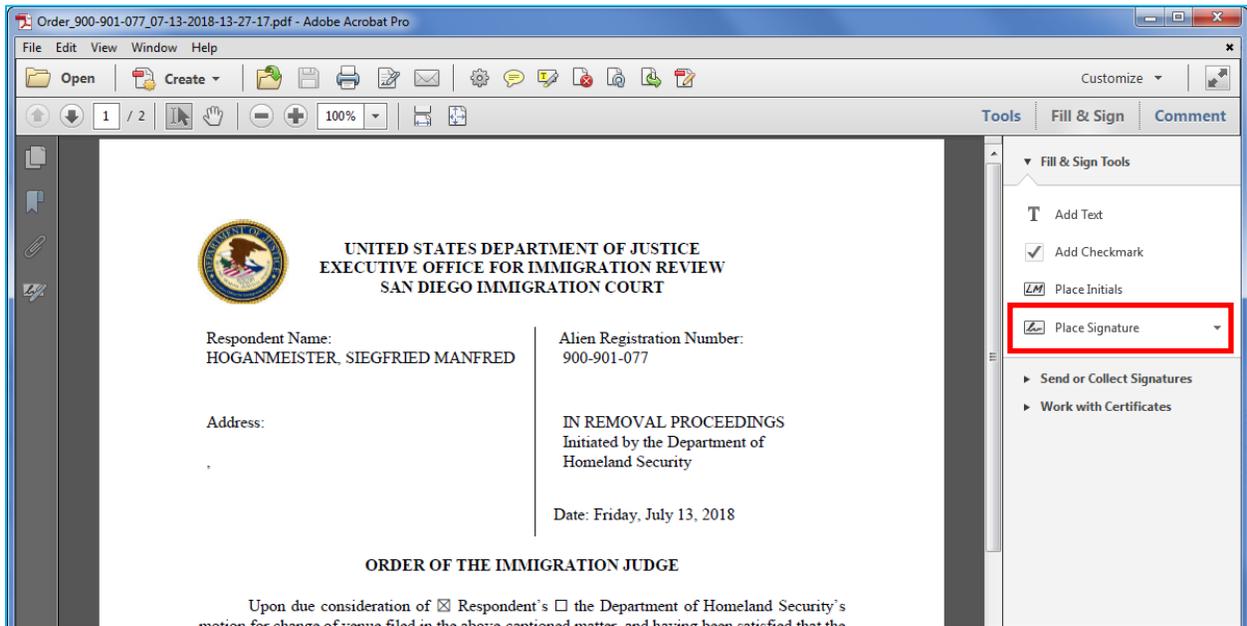


Figure 21

10. The drag new signature pop-up appears (Figure 22).



Figure 22

11. Click the **Drag New Signature Rectangle** button. The cursor changes to a plus symbol.
12. Click and drag the cursor to highlight the location where the signature is to appear (Figure 23).

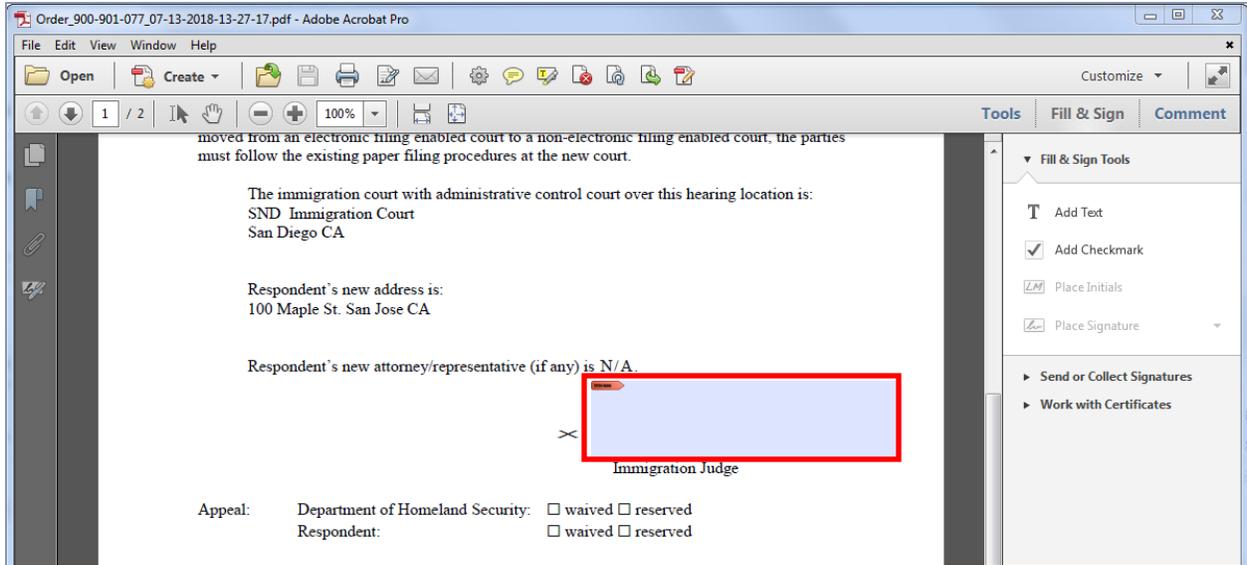


Figure 23

13. The Sign Document dialog box appears (Figure 24). Click **Sign**.

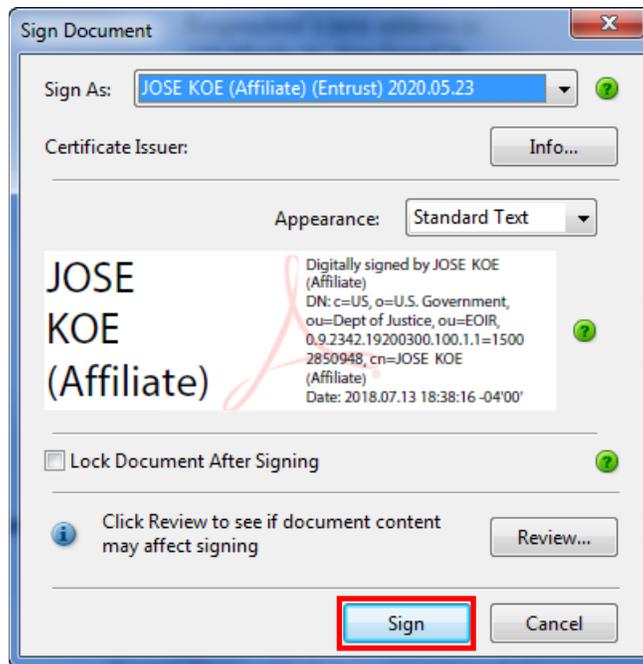


Figure 24

14. The ActivClient Login pop-up appears (Figure 25). Enter your PIV PIN. Click **OK**.

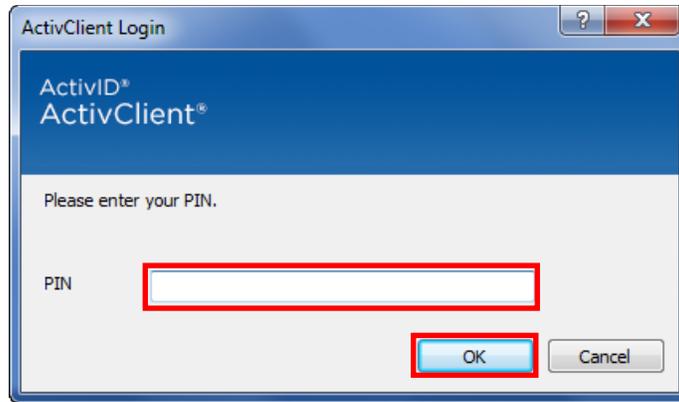


Figure 25

15. The signature appears in the document (Figure 26).

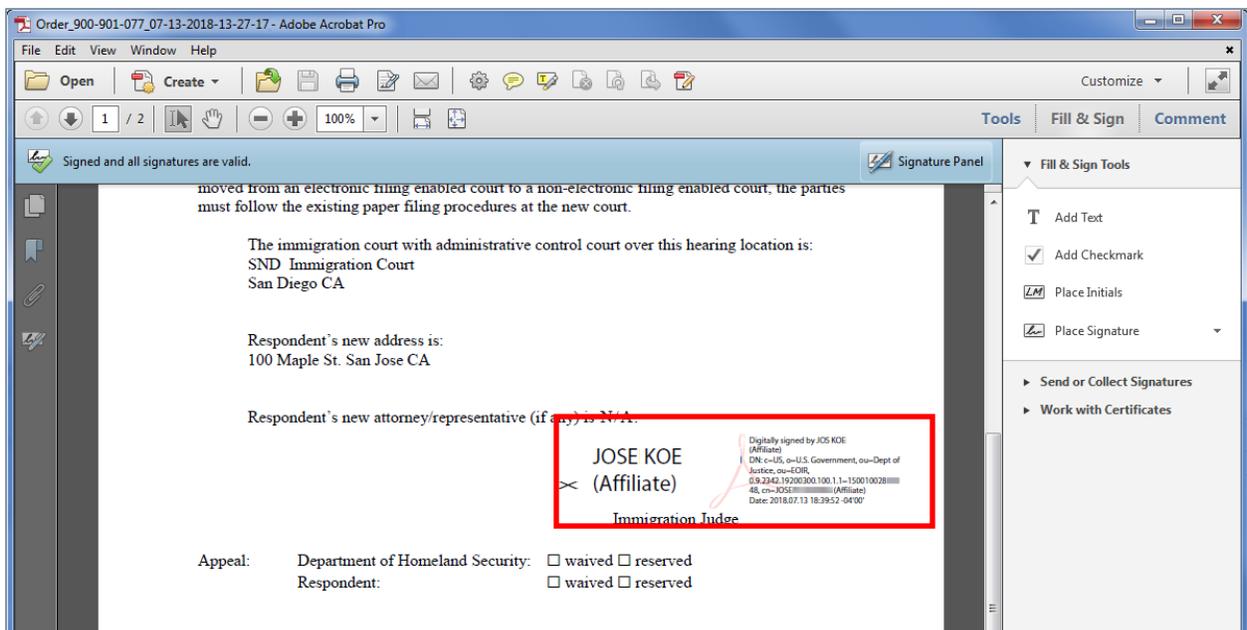


Figure 26

Save the PDF

Note: If this is not an eROP case print the document before closing the PDF.

1. Within the PDF, click **File**, and then **Save As**.
2. This will bring up file explorer, where you will select the appropriate shared drive (p: for production) and then the court location. This will always be San Diego (SND) for training, but the actual location (i.e. SND of San Diego, DEN for Denver) for production work.
3. A prompt should appear asking to overwrite the existing file. Proceed with overwriting the file, as this save is committing the finalized version of the document.
4. Close the PDF window.

The signed PDF is moved to the eROP for eROP cases.