



## DHS Upload Initiation Documents

**1** Click **Upload Initiation Documents** to file Initiating Documents.  
NOTE: An Initiation Document includes charging documents (Form I-862, Form I-863, etc.)

**2** Select the **Document Category**.  
Enter the **A-Number**.  
Enter the **Document Date**.  
NOTE: Some document categories may require additional information.

**3** Click the **Browse Files** button.  
Select a file to upload.  
NOTE: Size should be no larger than 25 MB (Format - PDF, JPG, or JPEG only)

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

**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.

**6** After EOIR review, document status is updated and available in **View My Uploads**.

## View and Download Electronic Records of Proceedings (eROP)\*

**1** To view eROP documents, click the **View eROP Documents** button to see a list of eROP documents. Click the **View Document** button to view the desired eROP document.



View eROP Documents



View Document



To download an eROP, locate the applicable case and verify the **eROP Request Download** button is 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



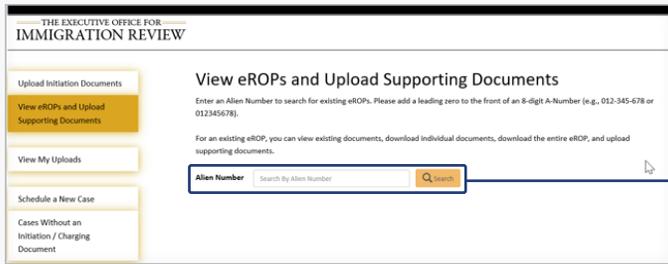
Download Available

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

\* DHS ICE OPLA users will have the ability to request a downloaded copy of an eROP in the individual case details in the DHS Portal.



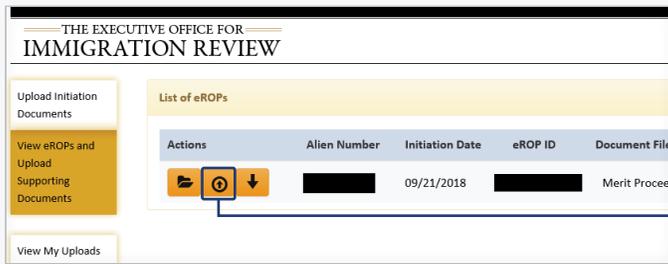
## DHS Upload a Supporting Document



1

To upload a supporting document, access the **View eROPs and Upload Supporting Documents** screen. Enter the **A-Number** into the field. Click **Search**.

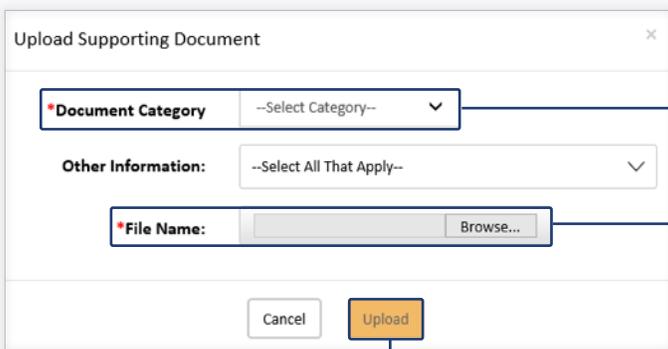
NOTE: A Supporting Document includes any non-initiation document.



2

Select the **Upload** button for the appropriate eROP.

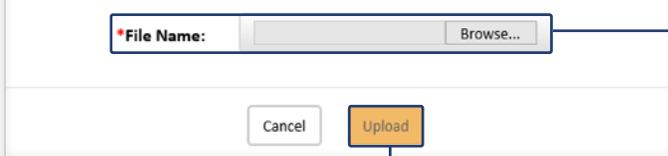
 Upload Document



3

A pop-up window opens. Select the appropriate **Document Category**.

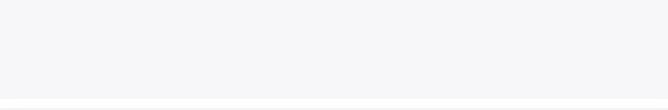
NOTE: Some document categories may require additional information.



4

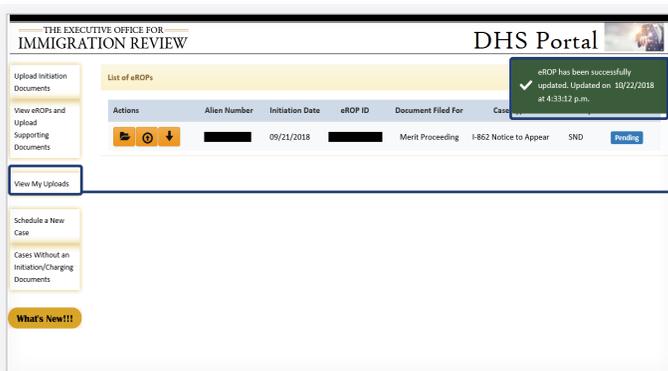
Click the **Browse** button. Select a file to upload.

NOTE: Size should be no larger than 25 MB (Format - PDF, JPG, or JPEG only)



5

Click the **Upload** button to submit the file.



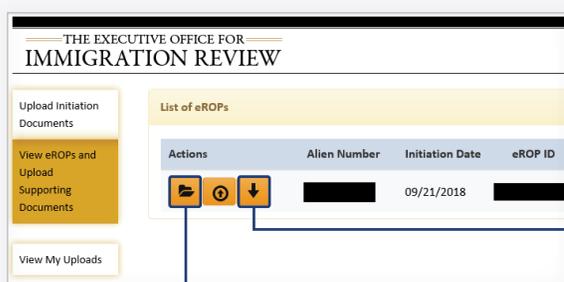
6

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7

After EOIR review, document status is updated and available in **View My Uploads**.

## View and Download Electronic Records of Proceedings (eROP)\*



2

To download an eROP, locate the applicable case and verify the **eROP Request Download** button is available.

 Request Download

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 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.

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 View eROP Documents  View Document

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