



## ATTORNEYS AND ACCREDITED REPS Upload Case Related Documents



1

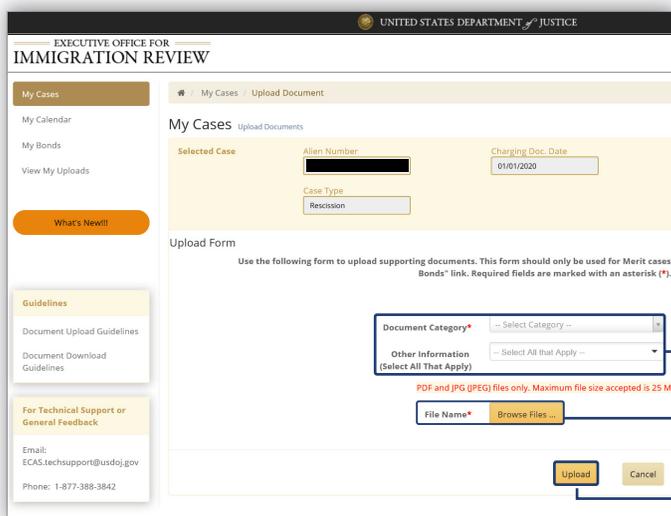
To add a file, locate the applicable case. Then click the **Upload** button.



Upload Available



Upload Not Available



2

Select the appropriate **Document Category** from the drop-down menu.

NOTE: Some document categories may require additional information.

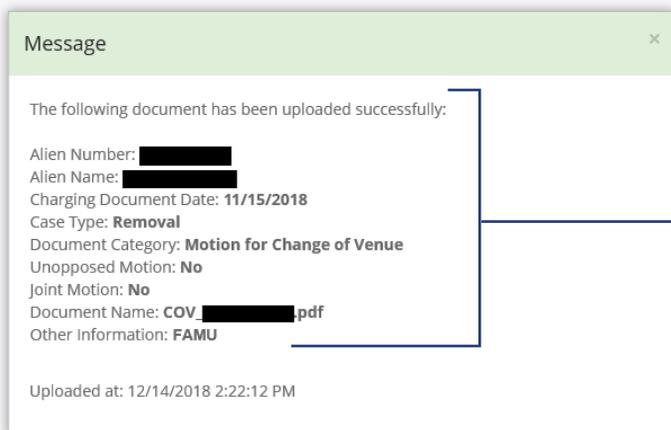
3

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 and submit the file.

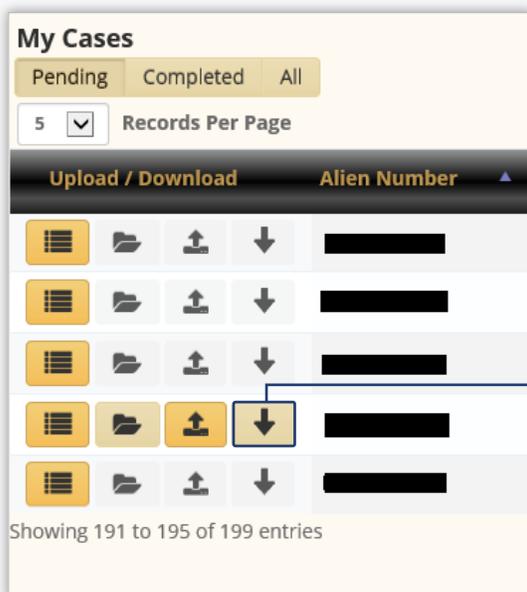


5

If the file contains a virus, a **File Rejected** message appears. Otherwise a **Document Uploaded Successfully** message appears and the document awaits EOIR review.

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

## Download Electronic Records of Proceedings (eROP)



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.