



## 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)\*

**2**

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



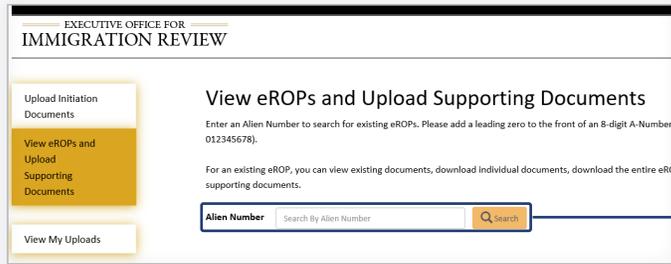
Download  
Available

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.



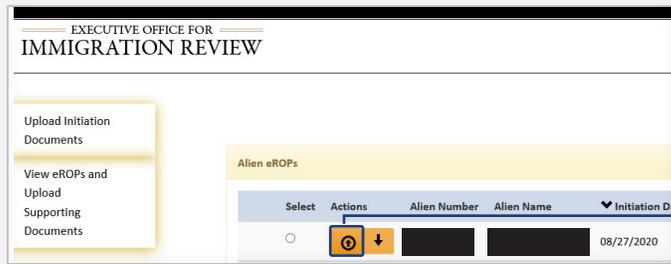
## DHS Upload a Supporting Document



1

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

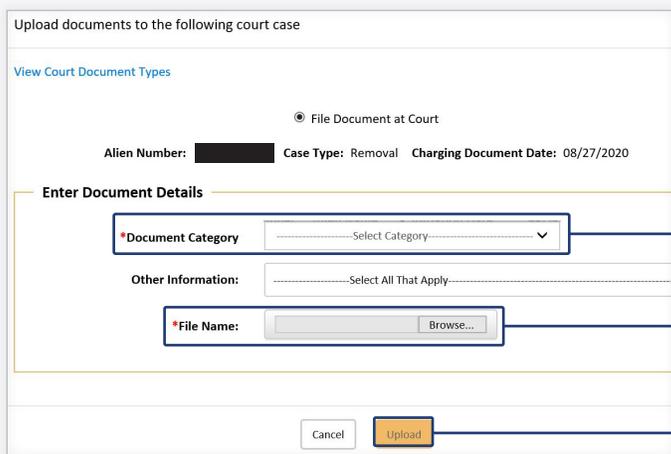
NOTE: A Supporting Document includes any non-initiation document.



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.

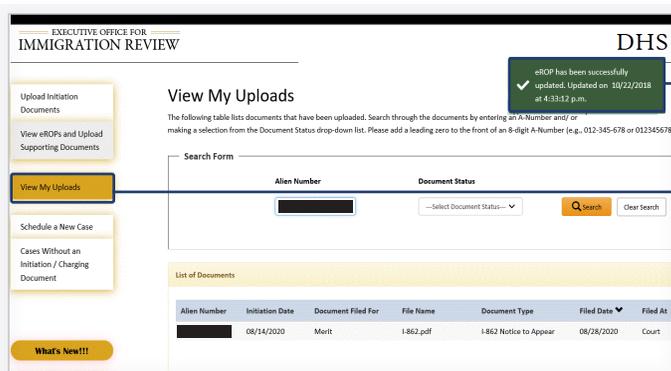
4

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.



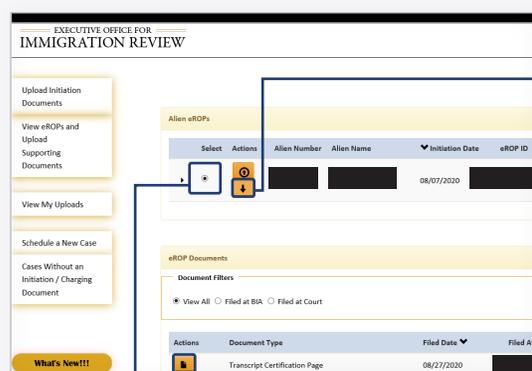
6

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

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

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.

1 Click **Select** to view the list of eROP documents. Click the **View Document** button to view the desired document.

 View Document

\* 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.