

**EOIR Courts & Appeals System (ECAS)**  
***Summary of ECAS Enhancements for Attorneys and Accredited Representatives***  
***January 2021 – revised March 2021***

**Contents**

1. Launch of Case Portal to Replace eInfo for Attorneys and Accredited Representatives.....	2
2. Electronically File Documents with BIA .....	2
2.1. Electronically File Appeal and MTR Initiation Documents with the BIA.....	2
2.2. Electronically File Appeal and MTR Supporting Documents with the BIA .....	4
2.3. Electronically Pay BIA Filing Fees when Electronically Filing Appeal Documents .....	5
3. Additional Case Portal Functionality.....	6
3.1. Search for Cases and Appeals for a Respondent.....	6
3.2. View Case and Appeal information .....	7
3.3. View and Download eROP Documents .....	9
3.4. File for a Bond Redetermination .....	10
3.5. File Documents to Support an Existing ECAS Case .....	11
3.6. View Status of Uploaded Documents.....	12
3.7. View Hearing Calendar for Represented Cases.....	13

## 1. Launch of Case Portal to Replace eInfo for Attorneys and Accredited Representatives

The new Case Portal provides attorneys and accredited representatives with a new way to obtain case information, view case documents, and electronically submit filings to Office of the Chief Immigration Judge (OCIJ) and the Board of Immigration Appeals (BIA). It incorporates the same features as eInfo, and includes the ability to submit filings to BIA and pay filing fees. The eInfo application will be retired after Case Portal is launched.

## 2. Electronically File Documents with BIA

With the new Case Portal, attorneys and accredited representatives can electronically submit documents to the BIA to initiate new appeals or MTRs (Motions to Reconsider, Reinstate, or Reopen), support an appeal or MTR for an ECAS case, and electronically pay BIA filing fees when required. Previously eInfo users could view information about appeals and MTRs, and view eROP documents for an appeal or MTR, but were unable to electronically file documents with BIA.

### 2.1. Electronically File Appeal and MTR Initiation Documents with the BIA

Users now can electronically submit information required to initiate a new appeal or motion to the BIA, even if the attorney/accredited representative already represents the alien in another case or appeal. When electronically filing appeal initiation documents, Case Portal requires the user to submit the Form EOIR-27, and when required, pay filing fees or provide filing fee information. Previously users submitted all appeal documents directly to the BIA in paper format.

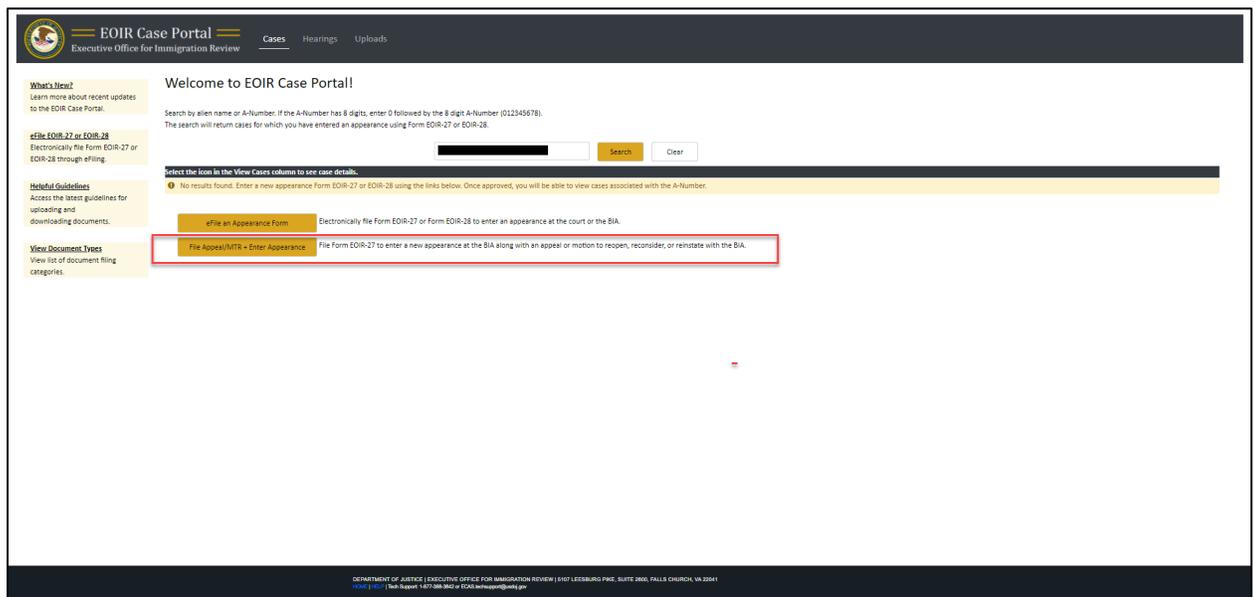


Figure 1: File for a New Appeal/MTR Documents for an Alien You Have Never Represented

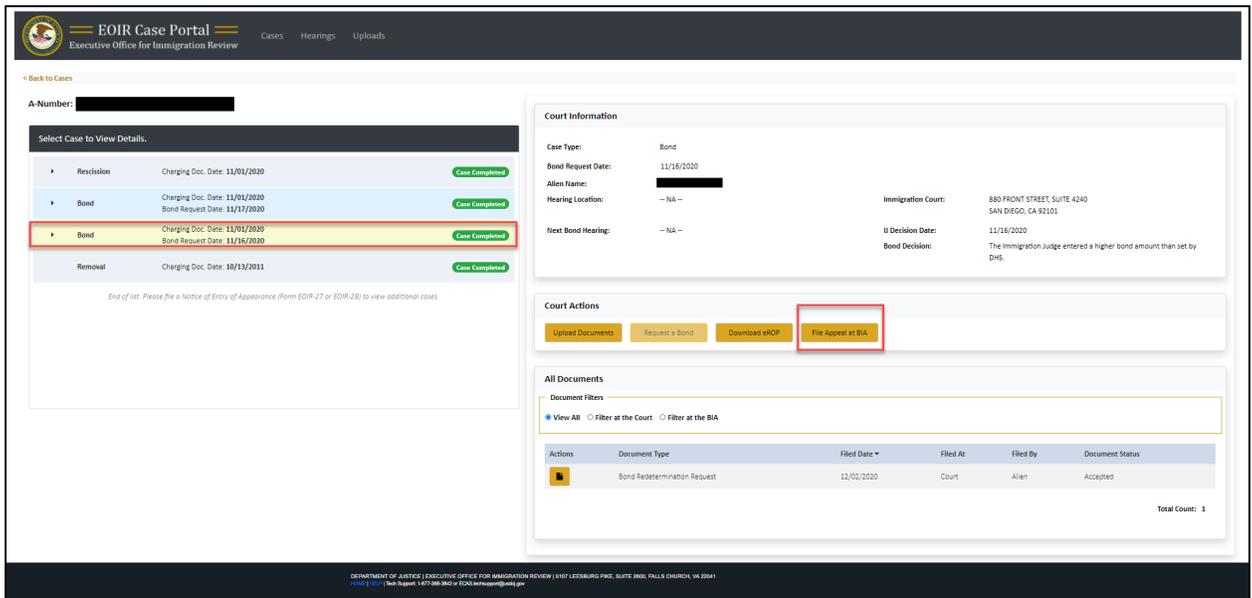


Figure 2: Select "File Appeal at BIA" to File Appeal Documentation and Appearance Form EOIR-27

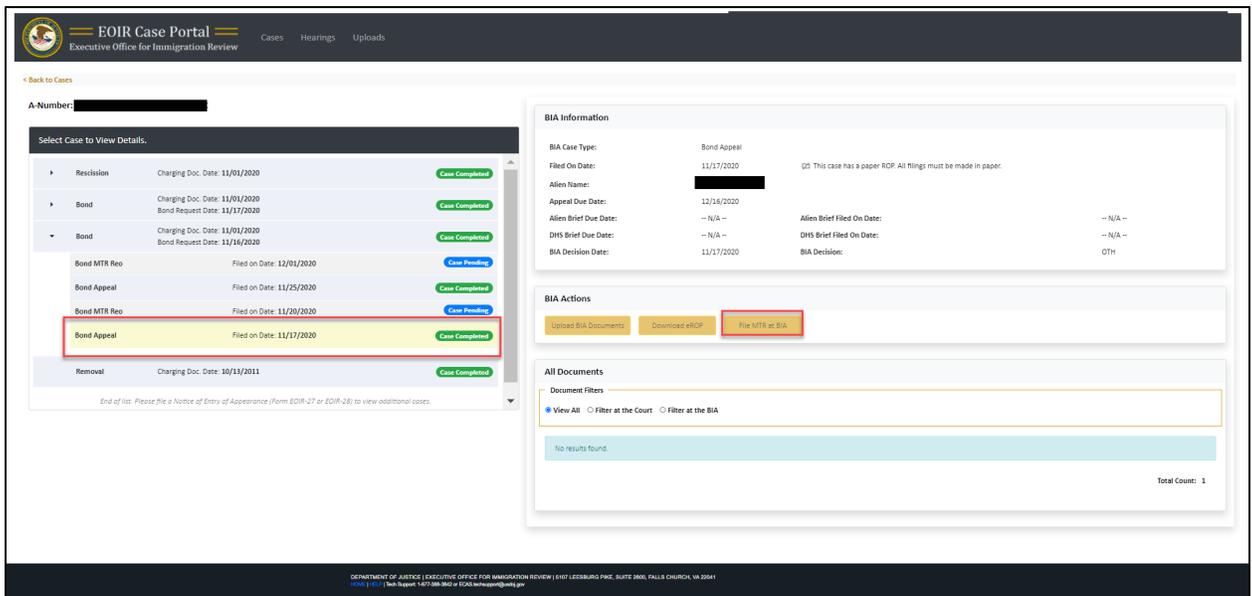


Figure 3: Select "File MTR at BIA" to Submit Documents to Initiate an MTR with BIA

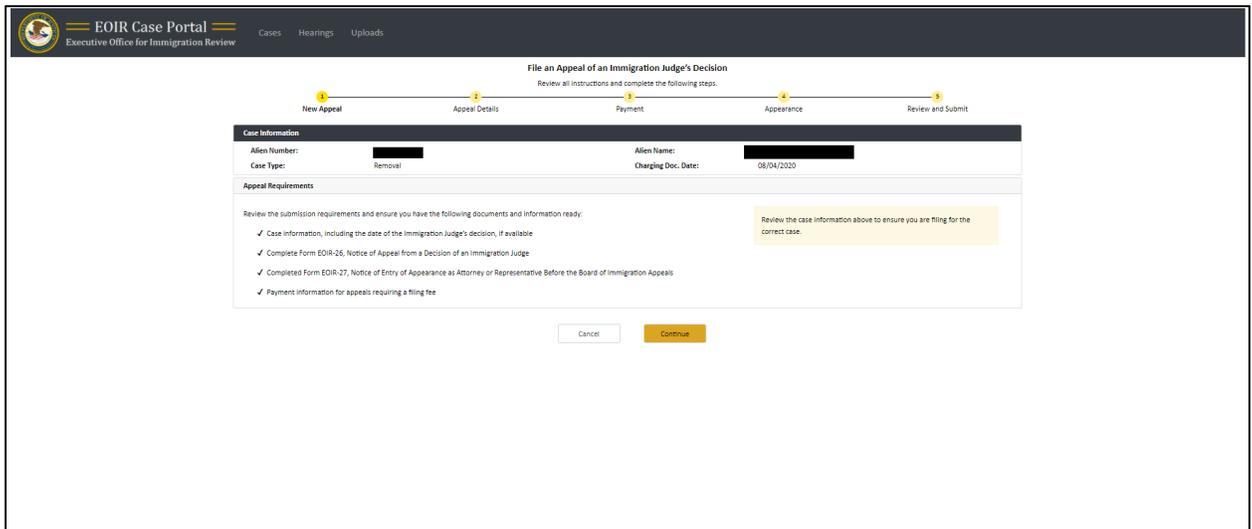


Figure 4: New Appeal Submission Workflow

## 2.2. Electronically File Appeal and MTR Supporting Documents with the BIA

Users now can electronically submit documents to support an appeal or MTR, for cases in which an eROP already exists. Users submit the documents by selecting the “Upload BIA Documents” button while viewing the details for the associated cases or appeals. Previously users submitted all filings for appeals or MTRs directly to BIA in paper format.

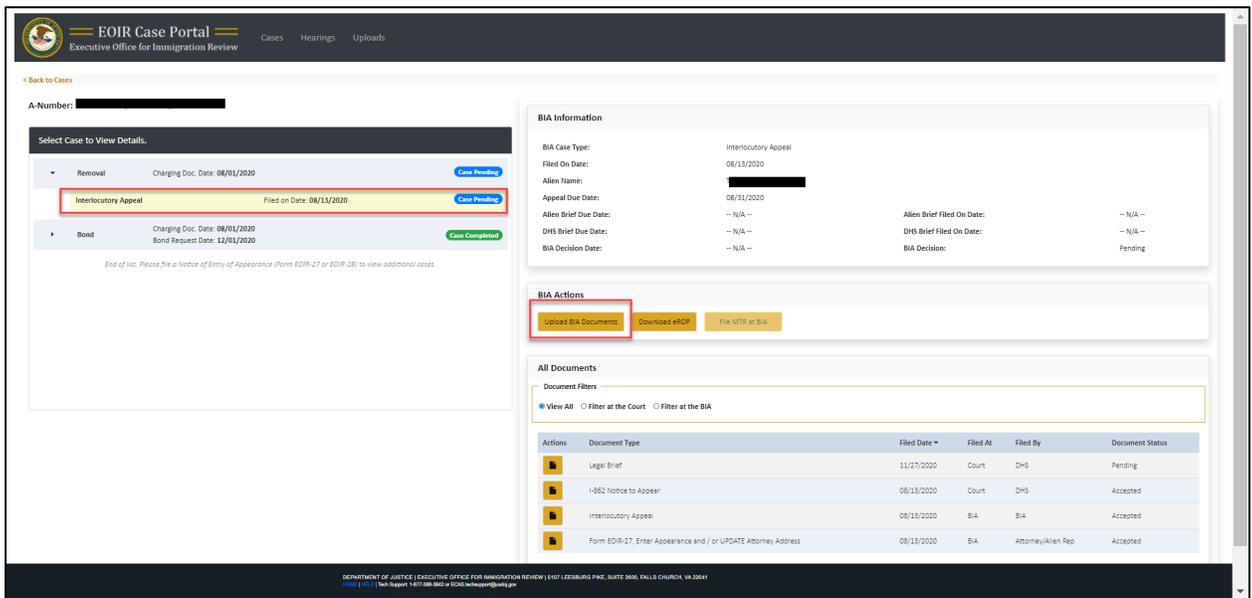


Figure 5: Select "Upload BIA Documents" to Submit a Document for an Existing Appeal or MTR

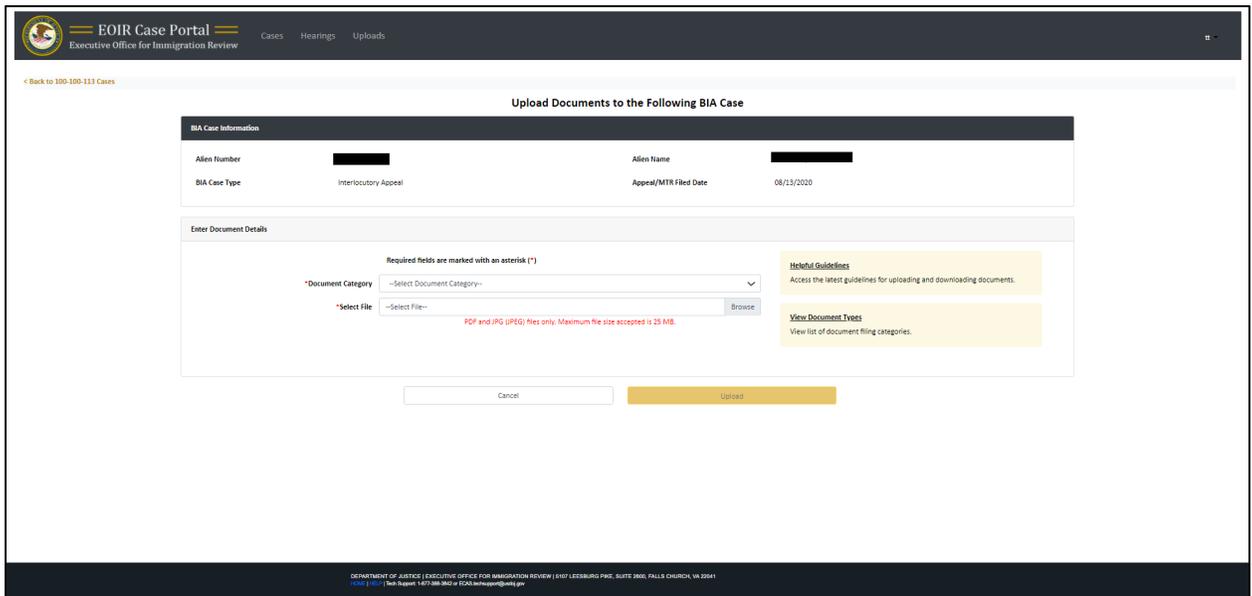


Figure 6: Appeal Supporting Documents Upload Screen

### 2.3. Electronically Pay BIA Filing Fees when Electronically Filing Appeal Documents

Users can electronically pay BIA filing fees when submitting documents to initiate a new appeal with BIA. If the user indicates that they would like to electronically pay the filing fee, they are redirected to the EOIR Payment Portal. Upon completion of the payment transaction, the user is redirected back to Case Portal to continue the processes for submitting the new appeal initiation documents.

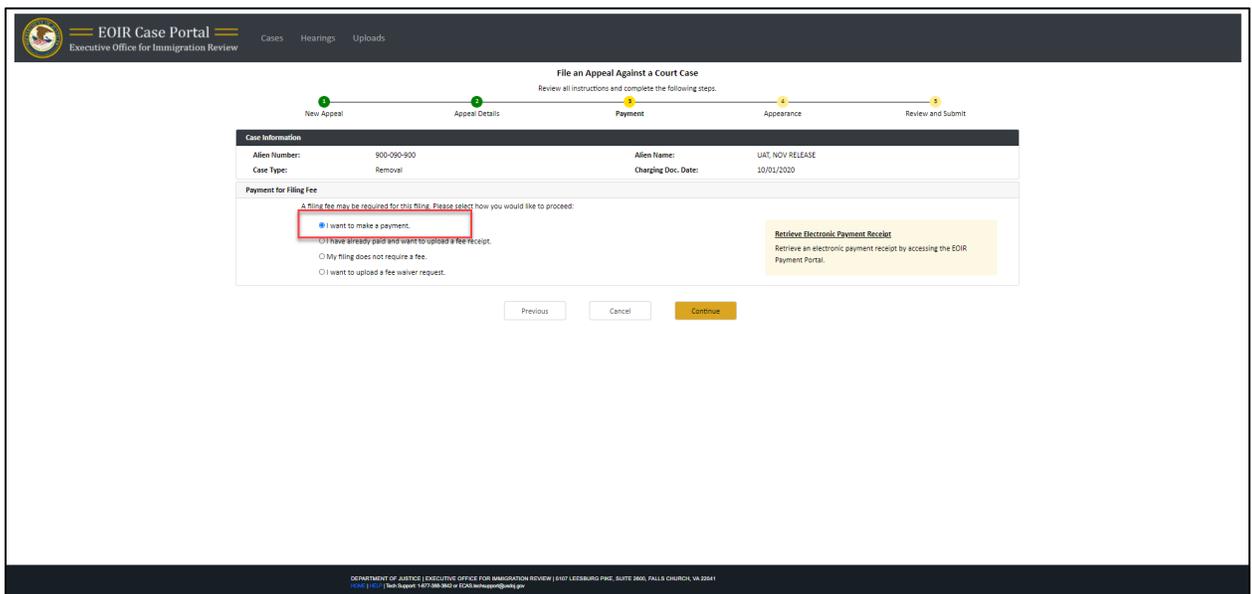


Figure 7: Select “I want to make a payment” to Pay the Filing Fee on the EOIR Payment Portal

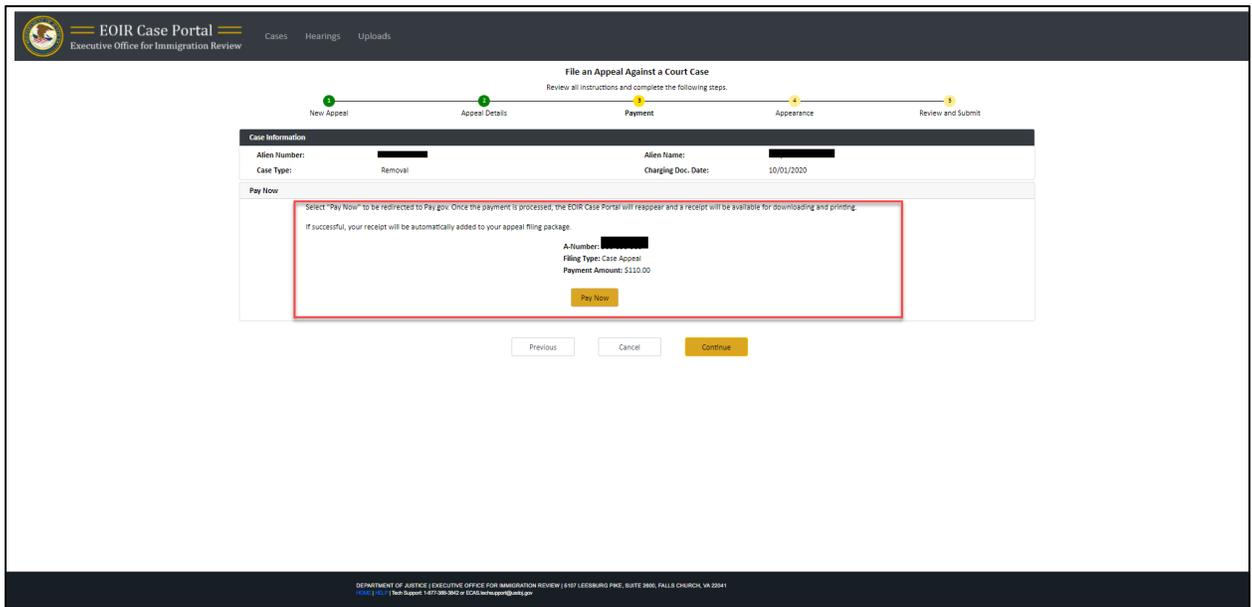


Figure 8: Select "Pay Now" to be Redirected to the EOIR Payment Portal

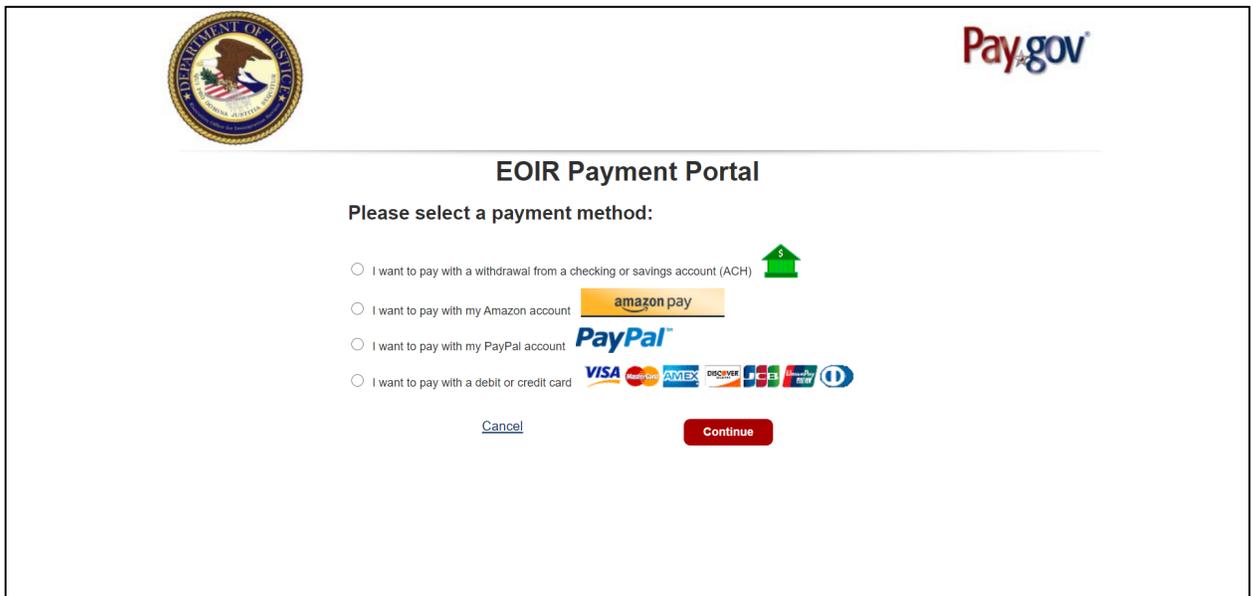


Figure 9: EOIR Payment Portal is used to Electronically Pay Filing Fees

### 3. Additional Case Portal Functionality

Case Portal provides users with all functionality previously available on eInfo.

#### 3.1. Search for Cases and Appeals for an Alien

Upon entering Case Portal, users can search for case information for an alien they are representing. Search by alien number or alien name. Results are provided for aliens in which you have a filed and accepted Form EOIR-27 or Form EOIR-28. Currently, Case Portal does not

provide a list of all cases an attorney/representative represents; however, EOIR is considering such functionality for future releases.

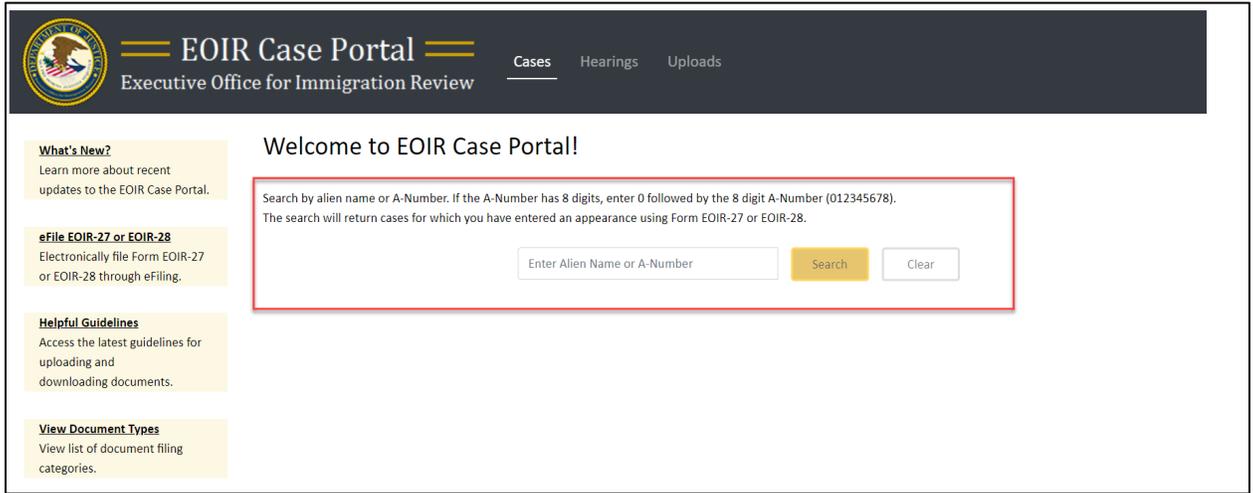


Figure 10: Search for a Case or Appeal by Alien Name or Alien Number

### 3.2. View Case and Appeal information

All cases and appeals for an alien a user is representing is displayed on one screen. The listing includes closed and pending cases, and any associated appeals. The upper right portion of the screen provides information specific to a selected case or appeal.

Case processing clock information is available by calling the automated case information hotline at 1-800-898-7180 (local toll call 304-625-2050) or TDD: 800-828-1120.

The screenshot shows the EOIR Case Portal interface. At the top, there is a navigation bar with the EOIR logo and the text "EOIR Case Portal Executive Office for Immigration Review". Below this, there are links for "Cases", "Hearings", and "Uploads". A "Back to Cases" link is visible on the left. The main content area is divided into two sections. On the left, there is a list of cases under the heading "A-Number: [REDACTED]". The list includes a "Removal" case (Charging Doc. Date: 07/16/2018, Case Completed), two "Appeal of IJ MTR" cases (Filed on Date: 11/21/2019, Case Pending), and three "Bond" cases (Charging Doc. Date: 07/16/2018, Bond Request Date: 08/10/2018, Case Completed; Charging Doc. Date: N/A, Bond Request Date: 02/06/2020, Case Pending; Charging Doc. Date: N/A, Bond Request Date: 11/08/2018, Case Completed). On the right, there is a detailed view of the selected "Removal" case. This view includes "Court Information" (Case Type: Removal, Charging Doc. Date: 07/16/2018, Alien Name: [REDACTED], Hearing Location: -- NA --, Next Case Hearing: -- NA --, Immigration Court: 7488 CALZADA DE LA FUENTE OTAY MESA, CA 92154, U Decision Date: 10/17/2018, U Decision: The Immigration Judge ordered removal.) and "Court Actions" (Upload Documents, Request a Bond, Download eROP, File Appeal at BIA). Below these are "All Documents" and "Document Filters". At the bottom, there is a footer with contact information: "DEPARTMENT OF JUSTICE | EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | 5107 LEESBURG PIKE, SUITE 2600, FALLS CHURCH, VA 22041".

Figure 11: List of Current or Completed Cases and Appeals for an Alien

This screenshot shows the same EOIR Case Portal interface as Figure 11, but with the detailed view of the "Removal" case highlighted by a red box. The "Court Information" section is expanded, showing the following details: Case Type: Removal; Charging Doc. Date: 07/16/2018; Alien Name: [REDACTED]; Hearing Location: -- NA --; Next Case Hearing: -- NA --; Immigration Court: 7488 CALZADA DE LA FUENTE OTAY MESA, CA 92154; U Decision Date: 10/17/2018; U Decision: The Immigration Judge ordered removal. The "Court Actions" section includes buttons for "Upload Documents", "Request a Bond", "Download eROP", and "File Appeal at BIA". The "All Documents" and "Document Filters" sections are also visible. The footer at the bottom provides the same contact information as Figure 11.

Figure 12: Information about an Alien's Case

The screenshot displays the EOIR Case Portal interface. At the top, the logo and name "EOIR Case Portal Executive Office for Immigration Review" are visible, along with navigation links for "Cases", "Hearings", and "Uploads". A "Back to Cases" link is present. The main content area is divided into two columns. The left column, titled "Select Case to View Details", shows a list of case entries. One entry, "Appeal of U MTR", is highlighted with a red box and has a "Case Pending" status. The right column, titled "BIA Information", contains a form with the following details:
 

- BIA Case Type:** Appeal of U MTR
- Filed On Date:** 11/21/2019 (with a checkbox indicating a paper ROP)
- Alien Name:** [Redacted]
- Appeal Due Date:** 12/09/2019
- Alien Brief Due Date:** 01/10/2020
- DHS Brief Due Date:** 01/10/2020
- BIA Decision Date:** -- N/A --
- BIA Decision:** Pending

 Below this is the "BIA Actions" section with buttons for "Upload BIA Documents", "Download eROP", and "File MTR at BIA". At the bottom, there is an "All Documents" section with a "Document Filters" dropdown.

Figure 13: Information about an Alien's Appeal

### 3.3. View and Download eROP Documents

For ECAS cases, users can filter and view eROP documents. Users can also download the entire eROP for that case.

The screenshot shows the EOIR Case Portal interface with the "All Documents" section highlighted. The left column shows the same case list as Figure 13, with one "Bond" case highlighted. The right column, titled "Court Information", contains the following details:
 

- Case Type:** Bond
- Bond Request Date:** 02/06/2020
- Alien Name:** [Redacted]
- Hearing Location:** -- NA --
- Immigration Court:** 7488 CALZADA DE LA FUENTE OTAY MESA, CA 92154
- Next Bond Hearing:** -- NA --
- IJ Decision Date:** -- NA --
- Bond Decision:** This bond is pending.

 Below this is the "Court Actions" section with buttons for "Upload Documents", "Request a Bond", "Download eROP", and "File Appeal at BIA". The "All Documents" section features a table of documents:
 

Actions	Document Type	Filed Date	Filed At	Filed By	Document Status
	Pre-N/A Bond Redetermination Request	02/06/2020	Court	Attorney/Alien Rep	Accepted
	EOIR-28, Notice of Entry of Appearance as an Attorney or Representative before the Immigration Court	02/06/2020	Court	Attorney/Alien Rep	Accepted

 A "Total Count: 2" is shown at the bottom right of the document list.

Figure 14: List of Documents in a Case's eROP

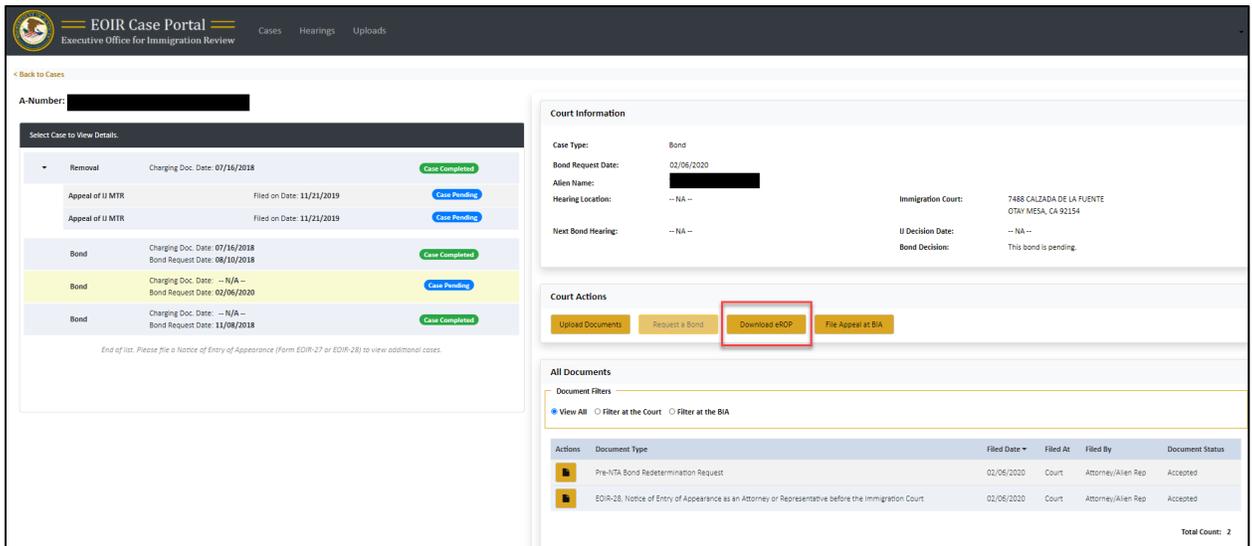


Figure 15: Download the Contents of an eROP

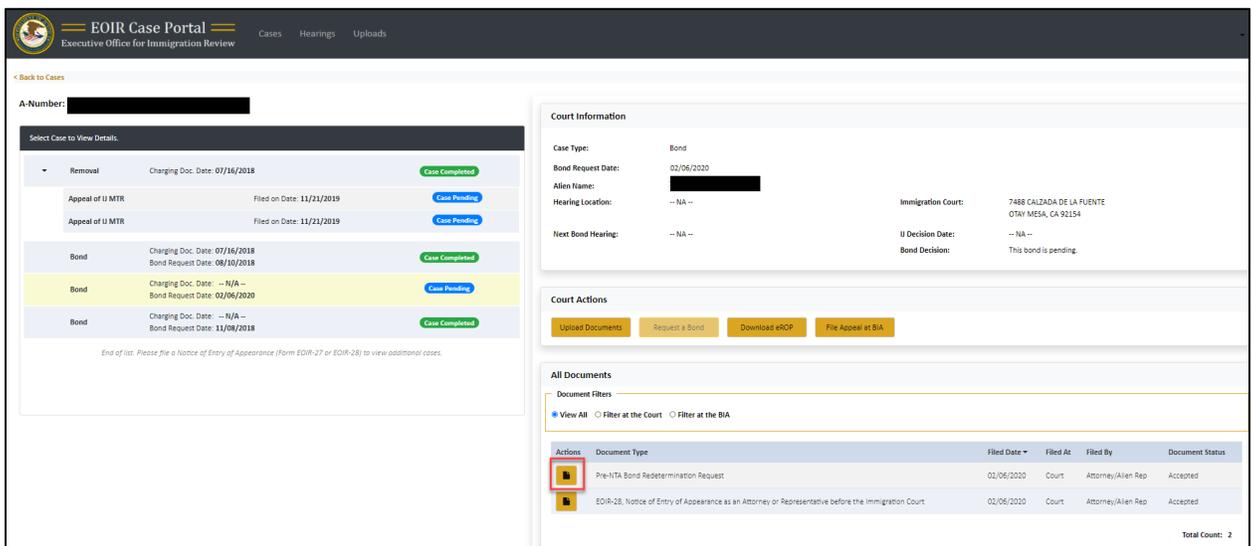


Figure 16: View Document in an eROP

### 3.4. File for a Bond Redetermination

For ECAS cases, users can electronically file documents requesting a new bond for a removal case.

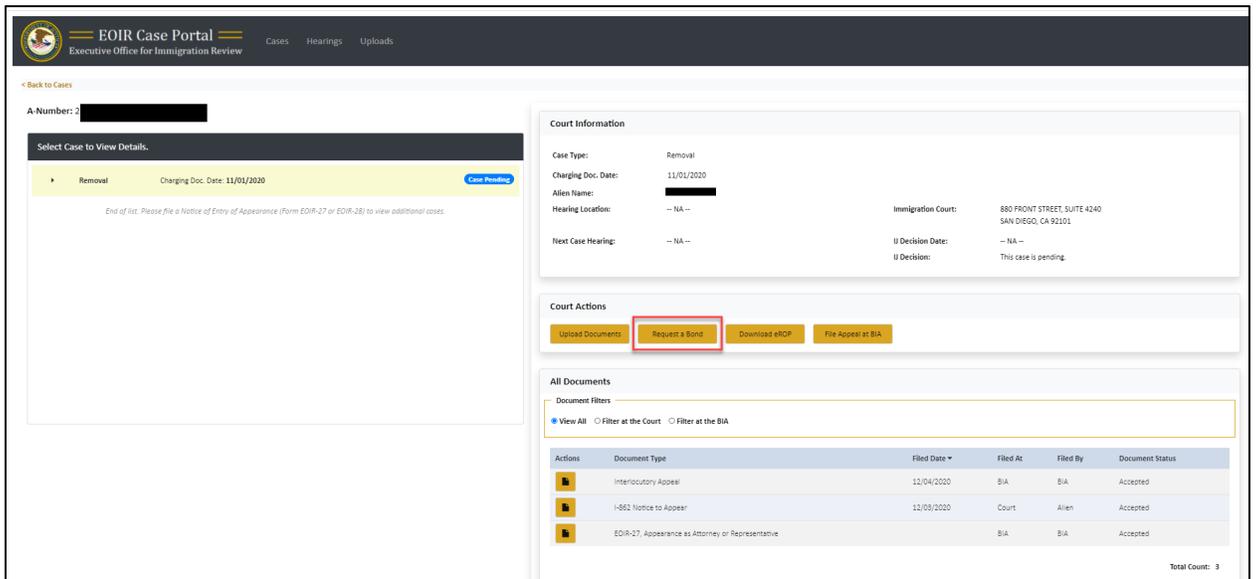


Figure 17: Initiate a Bond Redetermination Request

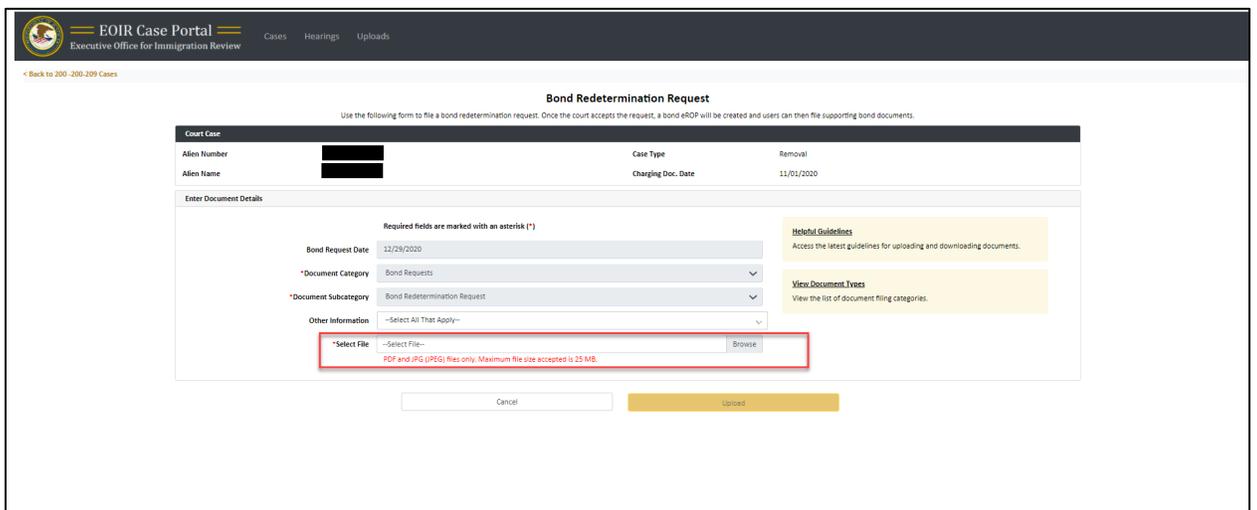


Figure 18: Upload Document to Initiate a Bond Redetermination Request

### 3.5. File Documents to Support an Existing ECAS Case

Users can electronically file documents to support an existing ECAS bond or removal case. Once accepted by the courts, these documents are added to the eROP.

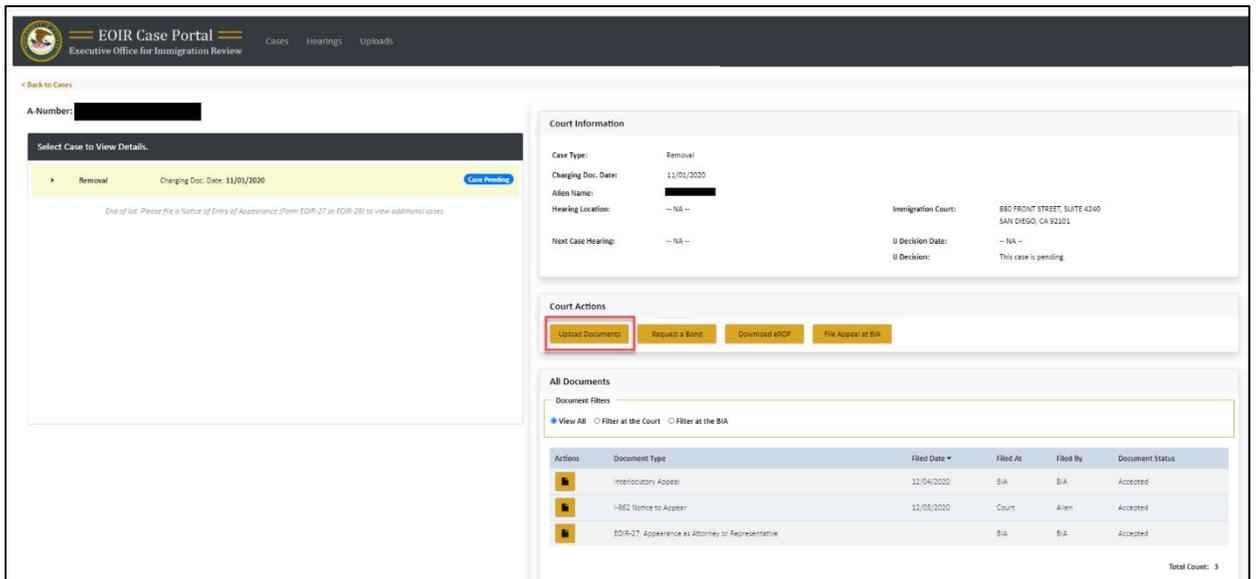


Figure 19: Select "Upload Documents" Button to File a Document for an ECAS Case

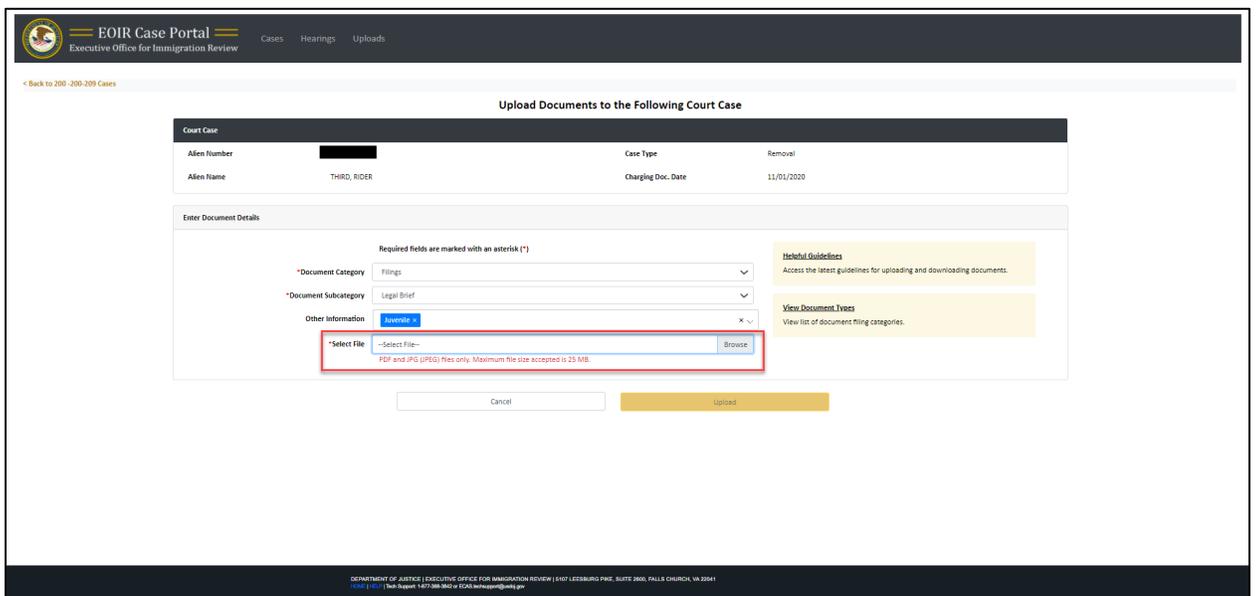


Figure 20: Upload Documents to Support an ECAS Case

### 3.6. View Status of Uploaded Documents

Users can check on the status of all documents they filed using ECAS by selecting "Uploads" on the top header bar. The user then can filter the list of documents by alien number and/or upload status.

**EOIR Case Portal**  
Executive Office for Immigration Review

Cases Hearings **Uploads**

**Uploads**

This list displays the status of your electronically filed documents. To electronically file a new document, search for the relevant case using the Cases page.

**Search Form**

Alien Number: [Redacted] Document Status: [Select Document Status]

[Search] [Clear]

**List of Documents**

Alien Number	Initiation Date	eROF Type	File Name	Document Type	Filed Date	Filed At	Document Status
[Redacted]	08/25/2020	Bond	SupportingDoc2_Kkap.pdf	Fee Receipt	09/10/2020	Court	Uploaded
[Redacted]	08/05/2020	Bond	SupportingDoc2_Kkap.pdf	EOIR-33/IC, Alien's Change of Address Form / Immigration Court	09/17/2020	Court	Uploaded
[Redacted]	08/03/2020	Merit	SupportingDoc2_Kkap.pdf	EOIR-33/IC, Alien's Change of Address Form / Immigration Court	09/10/2020	Court	Rejected

Total Count: 3

Figure 21: List of an Uploaded Documents and their Status

### 3.7. View Hearing Calendar for Represented Cases

Users can view the hearing calendar and hearing details for the cases in which they have a filed and accepted Form EOIR-28. Calendars can be viewed by day, week and month.

**EOIR Case Portal**  
Executive Office for Immigration Review

Cases **Hearings** Uploads

**Hearings**

This calendar only displays cases for which you filed a Form EOIR-28.

Day Week Month

**Monday, January 11, 2021** [Previous] [Today] [Next]

Hearing Locations: New York, NY (NYC) x San Diego, CA (SDO) x

December 2020

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021

		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hearings scheduled

6 AM

7 AM

8 AM

9 AM: (1 Case) EOIR-28 [Redacted] Master Hearing: [Redacted]

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

Figure 22: Daily Hearing Calendar

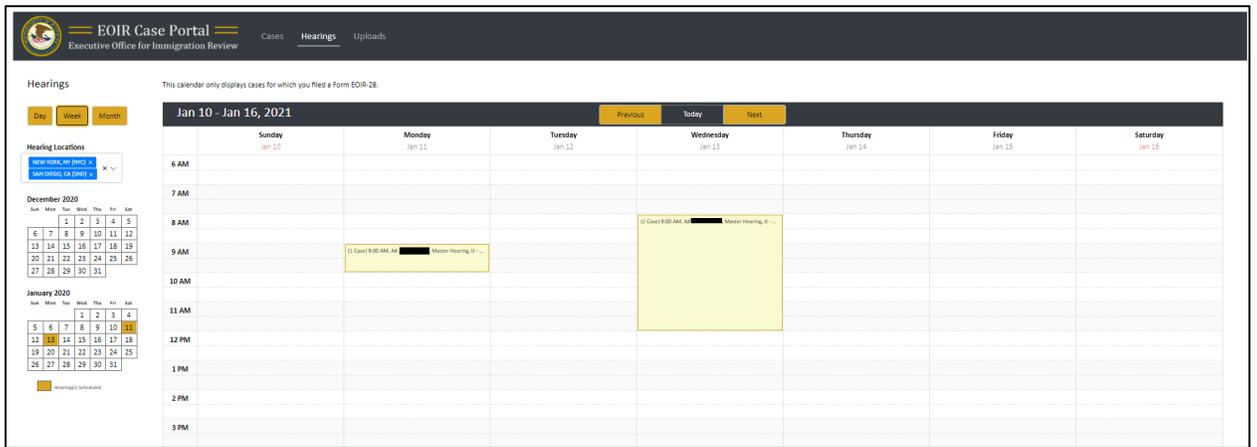


Figure 23: Weekly Hearing Calendar

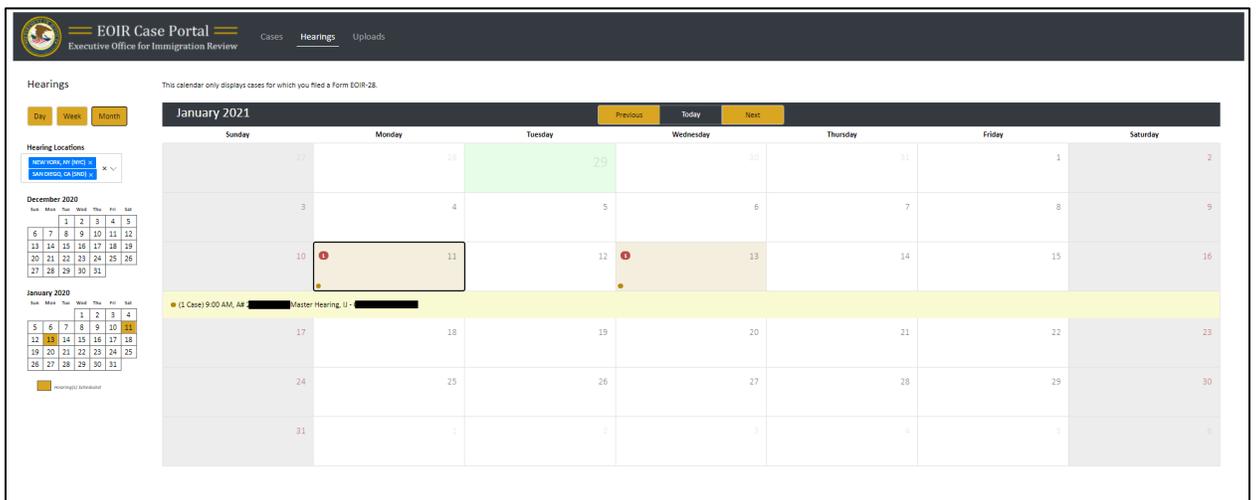


Figure 24: Monthly Hearing Calendar

**Hearing Details** ×

Alien Number [REDACTED]	Alien Name [REDACTED]
IJ Assigned [REDACTED]	Hearing Type Master
Hearing Date 01/11/2021	Hearing Time 9:00 AM - 10:00 AM
Hearing Location 26 FEDERAL PLZ, 12TH FL RM1237 NEW YORK, NY 10278	Riders [REDACTED]

Figure 25: Details of a Hearing on the Calendar