

TERMS AND CONDITIONS FOR ELECTRONIC FILING IN ECAS

The Executive Office for Immigration Review's (EOIR) Courts & Appeals System (ECAS) allows registered attorneys, fully accredited representatives, and authorized Department of Homeland Security (DHS) personnel to electronically file case-related documents with EOIR at participating immigration court locations and the Board of Immigration Appeals (BIA). EOIR is currently in the process of expanding electronic filing nationwide. For additional information, please visit EOIR's [ECAS website](#).

Registered attorneys and fully accredited representatives must have a valid Form [EOIR-27](#) or [EOIR-28](#) on file in order to electronically file documents in a specific case. You will continue to use the current method for electronically filing these forms by visiting <https://portal.eoir.justice.gov/> and selecting the file forms option after logging in. Users can electronically file all other case-related documents in ECAS.

The following Terms and Conditions govern the use of electronic filing in ECAS, along with the Department of Justice [Privacy Policy](#) incorporated herein. You, the user, must agree to the following Terms and Conditions to participate.

Acknowledgements:

The user acknowledges the following and agrees to:

- Participate in electronic filing through ECAS for all cases that begin after the ECAS rollout date in participating court locations or the BIA. Selection of only specific cases for electronic filing after the ECAS rollout date in a participating court location or the BIA is prohibited (i.e., use of electronic filing for some cases and continuing to file paper documents for others). By opting-in to electronic filing, the user is expected to file documents electronically through ECAS for all electronic filing eligible cases for which the user has a valid Form EOIR-27 or EOIR-28 on file after the ECAS rollout date. A failure to do so may result in the rejection of documents not filed through ECAS for electronic filing eligible cases.
- Maintain a valid email address in ECAS.
- Accept service of process of EOIR-generated documents electronically through the email address provided in ECAS. A user who provides an invalid email address waives service.
- Read and comply with the Technical Filing Requirements below, which provide technical specifications for all documents filed electronically.
- Follow guidance provided in the [EOIR Policy Manual](#), Part II - OCIJ Practice Manual and Part III - Board of Immigration Appeals Practice Manual, regarding substantive requirements for all documents. This remains unchanged.
- Serve the opposing party with a copy of all filings. Electronically filing a document with EOIR does not constitute valid service on the opposing party. For service procedures in

cases before the immigration courts and the BIA, please see Chapter 3.2 of the [OCIJ Practice Manual](#) and the [BIA Practice Manual](#), respectively.

- Accept responsibility for all activity conducted under the user's account. Users are responsible for preventing unauthorized use of the account. If a user believes there has been unauthorized use, the user must notify ECAS Technical Support immediately by emailing ECAS.techsupport@usdoj.gov or calling 1-877-388-3842.

The user acknowledges that EOIR reserves the right to:

- Add or remove a particular case from electronic filing.
- Suspend or restrict a user's access to electronic filing in the event of misuse. Misuse includes, but is not limited to, filing case-related documents and repeatedly inputting and uploading incorrect or inaccurate information into the system.
- Refer a user to EOIR's Disciplinary Counsel, anti-fraud officer, or other appropriate parties when there may be a violation of these Terms and Conditions or the EOIR Rules of Professional Conduct (8 C.F.R. § 1003.102) or when fraudulent activity is suspected.

Technical Filing Requirements:

Uploaded documents must meet the following requirements, as included in the Attorney Upload Guidelines within ECAS. Further, immigration judges reserve the discretion to allow for or reject documents that do not comply with the requirements below, including untimely filings.

- Documents must be uploaded in ECAS. Documents sent as email attachments are prohibited.
- PDF is the preferred format for all submissions. JPEG (or JPG) may also be used, but should be limited to submissions that cannot be submitted in PDF, such as photographs.
- Documents must be 25MB or less.
- Documents larger than 25MB must be split into multiple files and uploaded separately. If a submission includes multiple files, each document name should be numbered indicating the part and order of the submission (e.g., Johnson_Brief_Part1, Johnson_Brief_Part2).
- Documents must have page numbers.
- Resolution for documents must be at least 300 DPI. Users should use a reasonable resolution that minimizes file size while still providing clear readability.
- Documents should be in portrait or landscape layout sized 8.5 x 11 inches.
- Documents must include certificates of service.
- Documents requiring signatures must be signed. See the Signatures for Electronic Filings requirements and guidance below.

- Separate submissions cannot be combined into a single file (i.e., do not combine submissions for different document types from the dropdown into one uploaded file). For example, if a user wants to file an asylum application, a supporting brief, and country conditions documentation, the user should separately file: (1) the application; (2) then the brief; and (3) then the country conditions evidence.
- No compound motions are allowed. Each motion must be its own submission.
- Bond requests must be uploaded separately under the “Bond Redetermination Request” screen. Bond requests should not be uploaded within a removal proceeding as a motion or other filing.
- An electronic filing that is accepted by an immigration court or the BIA will be deemed filed on the date it was successfully uploaded. A successful upload means the document was uploaded through the Case Portal or DHS Portal without error. Documents are automatically watermarked and date stamped upon successful upload. To be considered timely, documents must be successfully uploaded before midnight on the filing deadline date in the time zone of the court location or the BIA. A filing that is rejected by an immigration court or the BIA will not be deemed filed on the date it was uploaded.
- Classified Information. **Never** electronically file classified information. Please contact the court for more information before seeking to paper file any classified information with the immigration court. Please also see OPM 09-01, Classified Information in Immigration Court Proceedings. Please contact the BIA for more information before seeking to paper file any classified information with the BIA.

Signatures for Electronic Filings:

All electronically filed documents requiring signatures must be signed in one of the manners outlined below. Any application that is submitted must further comply with the applicable application’s signature instructions.

Representative signatures: Representatives may submit documents with a scanned copy of their handwritten signature, a conformed signature, or an electronic signature. Representatives are not required to provide a signature attestation as all documents submitted under the representative’s login are automatically considered attested to by that representative. CONFORMED SIGNATURE EXAMPLE: /S/ John Doe

Alien signatures: A representative who is electronically filing a document that requires the alien’s signature may submit a scanned copy of the document containing the alien’s handwritten ink signature. The representative may also use a conformed signature for the alien as long as the representative maintains a copy of the document with the alien’s handwritten ink signature. In all cases, the representative **must** bring the document with the alien’s handwritten signature on it to their court hearings. CONFORMED SIGNATURE EXAMPLE: /S/ John Doe

If using a conformed signature for the alien, the representative must include a signature attestation with the filing. The signature attestation must be attached to the end of the

electronically filed document and is required to state that the representative has the document containing the alien's handwritten signature on file.

SIGNATURE ATTESTATION EXAMPLE: "I hereby attest that I have on file all original handwritten signatures corresponding to any signatures indicated by a conformed signature (/S/ Name) within this electronically filed document."

Three-Step Filing Process:

Filing is a three-step process. You have not completed the filing process for a document until you have:

- (1) Uploaded the document in accordance with the Filing Requirements above,
- (2) Received an email from EOIR confirming successful upload of the document(s), and
- (3) Received an email from EOIR confirming official inclusion of the document into the electronic record of proceeding (eROP).

Confirmation emails will be sent from ECAS.techsupport@usdoj.gov, so you may need to check your spam folder and designate that email as an approved sender. Emails filtered to a spam folder by the recipient's provided email address are still regarded as having been delivered or served.

Note: If you file a document for the wrong alien registration number or you file an incorrect document, you must promptly notify the court with administrative control over the case or the BIA via phone or in-person upon discovery of a misfiled or incorrect submission. The document will not be considered filed for the correct case until it is actually filed for the correct case and the user receives a confirmation email from EOIR indicating its inclusion into the correct eROP.

eROP Download Process:

To view and download individual documents within an eROP, the user must select the relevant case in the left hand pane of that alien's case page. All documents in that eROP will then be displayed for viewing and downloading on the right hand pane under "All Documents."

To download a copy of the entire eROP, the user must select the "Download eROP" button for the relevant eROP. Once the eROP is ready for download, it will only be available for 24 hours. The download consists of one consolidated, zipped file containing all of the documents that have been accepted into the official record of proceeding. Each unique eROP (e.g., bond, merits) that falls under an alien registration number (A-number) is available for download in separate zip files.

Disclaimer:

Due to the nature of the internet, EOIR cannot guarantee that access to or operation of electronic filing will be uninterrupted or error-free. EOIR will make every effort to promptly correct or cure any defects upon discovery of the defect, but parties are strongly encouraged to file documents in

advance of the specified deadlines. Please review the the EOIR Policy Manual, [Part II - OCIJ Practice Manual](#) or [Part III - Board of Immigration Appeals Practice Manual](#), for further information.

For electronic filing-related technical questions, email ECAS.techsupport@usdoj.gov or call 1- 877-388-3842 Monday through Friday, except federal holidays, from 6 a.m. to 8 p.m. Eastern Time.

By checking “Accept,” I certify that I have read, understood, and shall comply with these Terms and Conditions. I understand that these Terms and Conditions, and all hyperlinks and references contained therein, provide requirements and guidance for all individuals with access to the system and define the consequences of behavior not consistent with the Terms and Conditions, which may result in criminal, civil, or administrative penalties. I further understand that I shall accept these Terms and Conditions prior to being granted access to electronic filing.

Should a user wish not to participate in electronic filing, the user should select “Decline” below, and the user will be unable to electronically file documents other than EOIR-27s and EOIR-28s. All other pre-ECAS electronic capabilities will remain available. Should a user wish to opt-out after opting-in, the user should select “Opt-Out” in ECAS.

Users are reminded that all existing statutes, regulations, and guidance for practice before the agency remain in effect except as specified in these Terms and Conditions.

Accept ☐

Decline ☐