



Office of Information Technology - Release Notes

Application: **Case Portal**
Effective Date: **July 6, 2021**

This document contains information on enhancements, additions, changes, and fixes made to applications and technology supported by OIT.

Contents

- 1. View List of Non-Citizen Respondents Represented2
- 2. Rider Information Displayed in the Hearing Calendar Details3
- 3. eFiling Functionality Incorporated into Case Portal3
- 4. Electronic Filing of EOIR-27/28 Functionality Available From the Appearances Page.....4
- 5. Removed Menu Item, **eFile EOIR-27 or EOIR-28**, from the Home Page4
- 6. Electronically File Form EOIR-27 or EOIR-28 When Multiple Pending Cases Exist.....4
- 7. File Form EOIR-27 or EOIR-28 Using a Fillable Form.....5



1. View List of Non-Citizen Respondents Represented

Users can now view a list of all non-citizen respondents for which they have entered an appearance using Form EOIR-27 or EOIR-28. This information is available by clicking the **View All** button on the Case Portal home screen. Previously, users were able to search only for a specific respondent using an A-Number or name and not view a list of all respondents they represent.

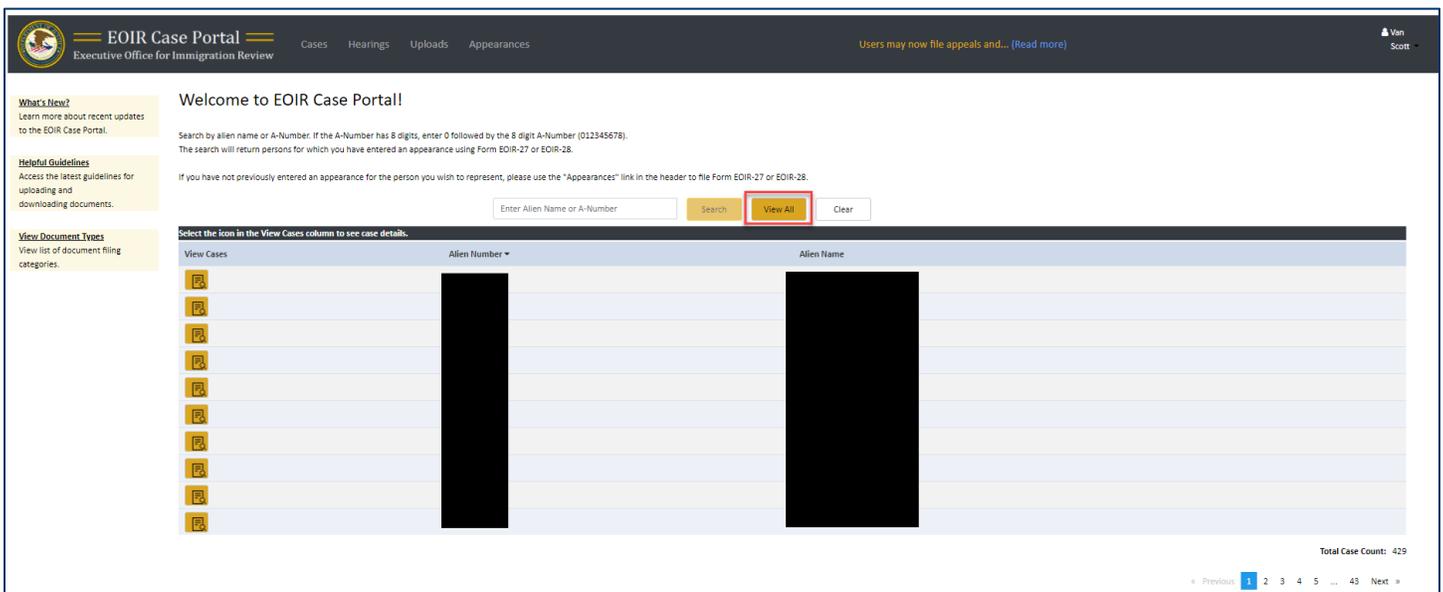


Figure 1: Click the **View All** button for a List of Respondents Represented



2. Rider Information Displayed in the Hearing Calendar Details
Calendar **Hearing Details** box now displays a list of riders associated with a case.

Hearing Details

Alien Number: [Redacted]

Alien Name: [Redacted]

IJ Assigned: [Redacted]

Hearing Type: Master

Hearing Date: 07/12/2021

Hearing Time: 1:00 PM - 1:30 PM

Hearing Location: [Redacted]

Riders: [Redacted]

Close

Figure 2: Riders Are Provided in the Hearing Calendar Details

3. eFiling Functionality Incorporated into Case Portal

Users can now electronically file Form EOIR-27 or EOIR-28 without leaving Case Portal. All functionality previously available in the separate eFiling application has been incorporated in Case Portal and is available by clicking the **Appearances** link in the header. Previously, the user was required to leave Case Portal to perform these functions and was redirected to the eFiling application upon clicking **eFile EOIR-27 or EOIR-28**, from the menu on the left side of the Case Portal home page.

EOIR Case Portal
Executive Office for Immigration Review

Cases Hearings Uploads **Appearances**

Users may now file appeals and... (Read more)

What's New?
Learn more about recent updates to the EOIR Case Portal.

Helpful Guidelines
Access the latest guidelines for uploading and downloading documents.

View Document Types
View list of document filing categories.

Welcome to EOIR Case Portal!

Search by alien name or A-Number. If the A-Number has 8 digits, enter 0 followed by the 8 digit A-Number (012345678). The search will return persons for which you have entered an appearance using Form EOIR-27 or EOIR-28.

If you have not previously entered an appearance for the person you wish to represent, please use the "Appearances" link in the header to file Form EOIR-27 or EOIR-28.

Enter Alien Name or A-Number Search View All Clear

Figure 3: Click the **Appearances** Link to Electronically File a Form EOIR-27 or EOIR-28



- Electronic Filing of EOIR-27/28 Functionality Available From the Appearances Page
Users can perform functions pertaining to the electronic filing of a Form EOIR-27 or EOIR-28 from the new Appearances page. The Appearances page is available by clicking the **Appearances** link in the Case Portal header. This page provides all functionality previously provided by the separate eFiling application including:
 - Electronically file Form EOIR-27 or EOIR-28 to enter a new appearance
 - View a list of all appearances filed
 - View the status of filed EOIR-27 or EOIR-28 forms
 - Cancel Form EOIR-27 or EOIR-28 submissions.

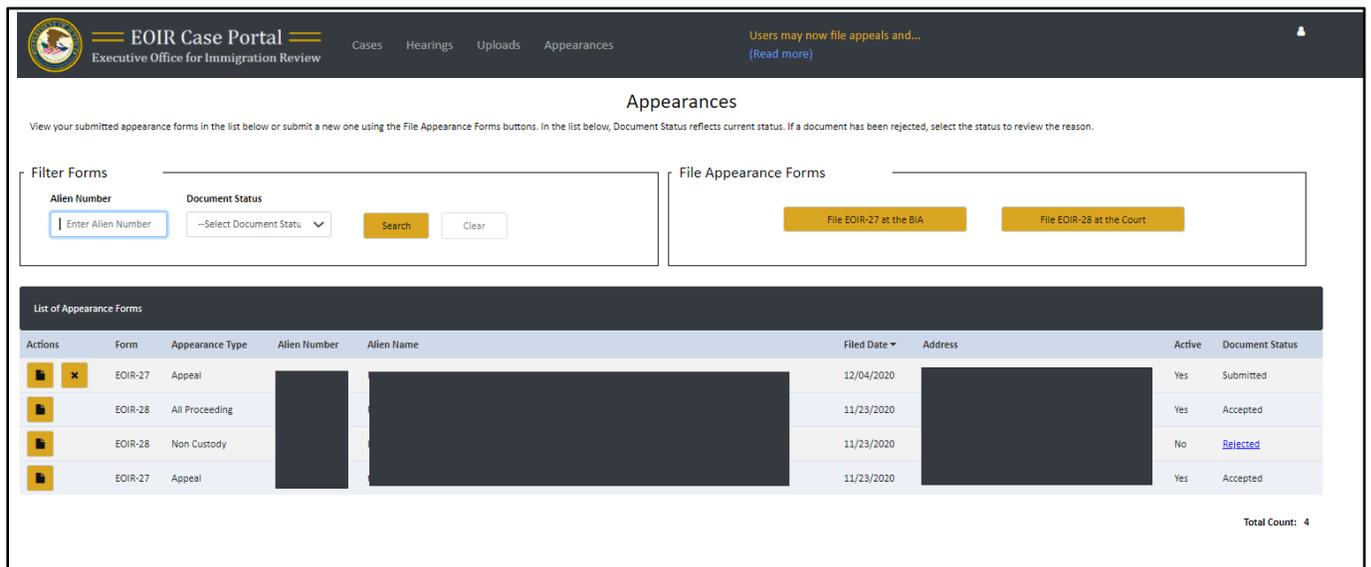


Figure 4: EOIR-27 & EOIR-28 Functionality in the Appearances Page

- Removed Menu Item, **eFile EOIR-27 or EOIR-28**, from the Home Page
The menu item **eFile EOIR-27 or EOIR-28**, located on the left menu of the Home Page, was removed. Upon selecting this item, the user was redirected from Case Portal to the eFiling application. With this release, users can perform this function in Case Portal and do not need to be redirected to eFiling.
- Electronically File Form EOIR-27 or EOIR-28 When Multiple Pending Cases Exist
Users can now electronically file Form EOIR-27 or EOIR-28 even if the non-citizen respondent has more than one pending case. If more than one pending case exists for a respondent, a screen appears requiring the filer to select the pending case associated with the application. Previously, if more than one pending case existed, the representative was required to file Form EOIR-27 or EOIR-28 directly to the court.



EOIR Case Portal
Executive Office for Immigration Review

Cases Hearings Uploads Appearances

Users may now file appeals and... (Read more)

Enter an Appearance before Immigration Court
Multiple cases have been found for this A-Number.

Select the Pending Case.

Select	Case Type	Initiation Date	Base City	Case Status
<input type="radio"/>	Bond	12/01/2020	SND	Case Pending
<input type="radio"/>	Bond	10/15/2020	SND	Case Pending
<input type="radio"/>	Removal	10/01/2020	SND	Case Pending
<input type="radio"/>	Rescission	01/01/2021	ATL	Case Pending
<input type="radio"/>	Bond	11/02/2020	ATD	Case Pending
<input type="radio"/>	Removal	11/01/2020	ATD	Case Pending

Previous Cancel Continue

Figure 5: Enter Appearance When a Respondent Has More than One Pending Case

7. File Form EOIR-27 or EOIR-28 Using a Fillable Form

A fillable PDF form is provided to enter information for Form EOIR-27 or EOIR-28. When creating the EOIR-27 or EOIR-28, the user can now provide form information using a fillable PDF template. The form is automatically populated with information associated with the attorney or representative's account with EOIR. Before submitting the form, Case Portal will perform a check to verify that all required fields are populated. Previously, this information was provided through a series of questions that were used to populate Form EOIR-27 or EOIR-28.

EOIR Case Portal
Executive Office for Immigration Review

Cases Hearings Uploads Appearances

Users may now file appeals and... (Read more)

U.S. Department of Justice
Executive Office for Immigration Review
Immigration Court

OMB#1125-0006
Notice of Entry of Appearance as Attorney or Representative Before the Immigration Court

(Type or Print) NAME AND ADDRESS OF REPRESENTED PARTY			ALIEN ("A") NUMBER (Provide A-number of the party represented in this case.)
_____ (First)	_____ (Middle Initial)	_____ (Last)	100100192
_____ (Number and Street)		_____ (Apt. No.)	Entry of appearance for (please check <u>one</u> of the following): <input type="radio"/> All proceedings <input type="radio"/> Custody and bond proceedings only <input type="radio"/> All proceedings other than custody and bond proceedings
_____ (City)	_____ (State)	_____ (Zip Code)	
Attorney or Representative (please check one of the following): New York First Division - 5032149			
<input checked="" type="checkbox"/> I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest court(s) of the following states(s), possession(s), territory(ies), commonwealth(s), or the District of Columbia (use additional space on reverse side if necessary) and I am not subject to any order disbaring, suspending, restricting, or otherwise restricting me in the			

Figure 6: Enter Appearance Information on a Fillable PDF Form