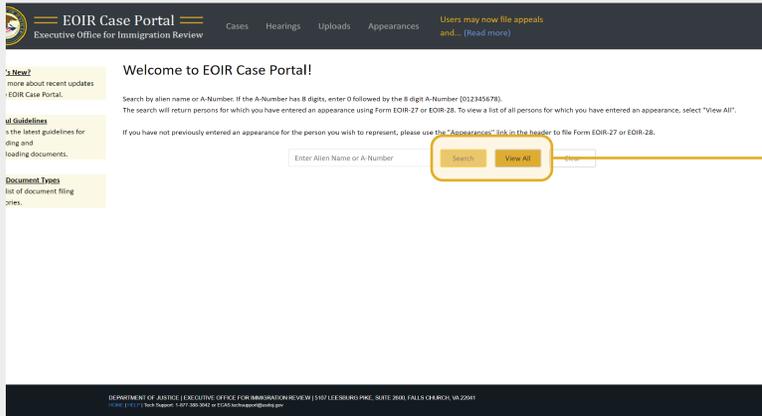




Case Portal File an Appeal at the BIA

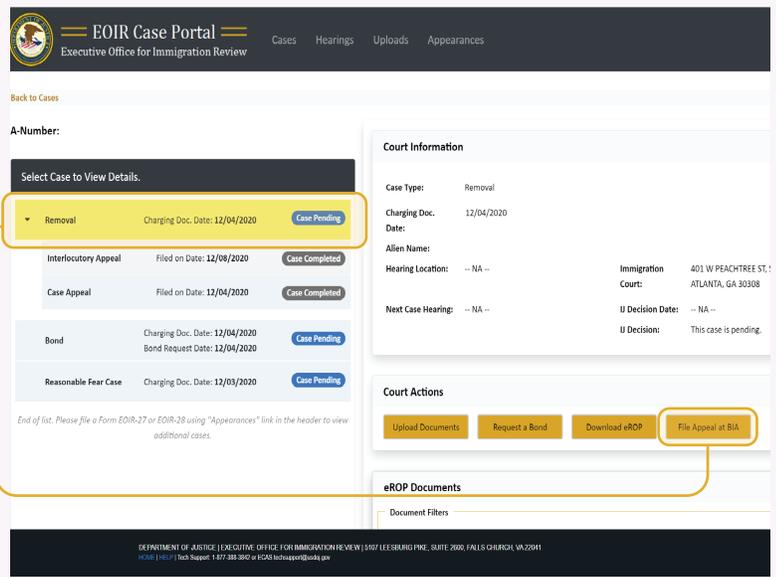


To search for a specific case, enter the A-Number or name on the **Welcome to EOIR Case Portal** screen and click **Search**. For a list of all persons you represent, click **View All**. You will only see cases for which you have an approved Form EOIR-27 or EOIR-28 on file.

NOTE: You can initiate a new appeal to the BIA even if a Form EOIR-27 is not yet on file. While submitting appeal or motion initiation documents, you will submit Form EOIR-27, and when required, pay filing fees or provide filing fee information.

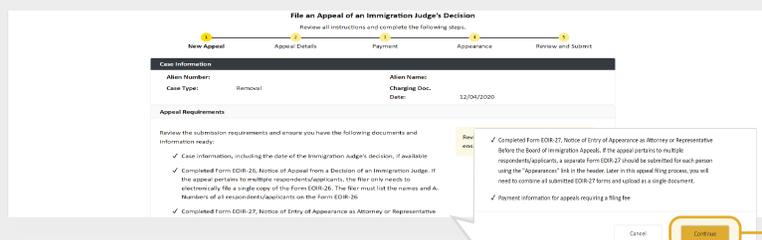
2 Locate and click the applicable case in the **Select Case to View Details** section. Once selected, the case will be highlighted.

NOTE: All cases and appeals are displayed on one screen, including closed and pending cases and associated appeals. The upper right portion of the screen provides information specific to a selected case or appeal.



3 Click **File Appeal at BIA** under "Court Actions." The following screens will assist you step by step in uploading all required documents.

If the **File Appeal at BIA** button is gray, you cannot file online. This could be due to no Form EOIR-27 being on file, or the case being on paper (no eROP).



4 Review the appeal submission requirements checklist. Only one Form EOIR-26 should be submitted, listing all applicants. Click **Continue**.

File an Appeal of an Immigration Judge's Decision
Review all instructions and complete the following steps.

1 New Appeal 2 Appeal Details 3 Payment 4 Appearance 5 Review and Submit

Case Information
Alien Number: [Redacted] Alien Name: [Redacted]
Case Type: Removal Charging Doc. Date: 12/04/2020

Select the decision you are appealing.

Select	Description	Decision	IJ Decision Date	Base City
<input checked="" type="radio"/>	The removal proceeding before the IJ	This case is pending.	-- N/A --	ATL
<input type="radio"/>	The removal proceeding before the IJ	The Immigration Judge ordered removal.	12/04/2020	ATL

Enter Appeal Details
Enter document details and upload Form EOIR-26. If the appeal pertains to multiple respondents/applicants, the filer only needs to electronically file a single copy of the Form EOIR-26. The filer must list the names and A-Numbers of all respondents/applicants on the Form EOIR-26. Required fields are marked with an asterisk (*).

*Document Category: EOIR-26, Notice of Appeal from a Decision of an Immigration Judge
*Document Subcategory: Special Circumstances Appeal
*Select File: To the BIA.pdf [Browse]
If the IJ Decision is not listed, enter the decision date: 06/20/2021

Previous Cancel **Continue**

5

Select the decision you are appealing. If the IJ Decision Date is not listed, enter the decision date.

6

Select the **Document Category** and then the **Document Subcategory**. Click the **Browse** button and select a file.

NOTE: Documents must be 25MB or less (Format-PDF, JPG, or JPEG only)

Click Continue.

File an Appeal of an Immigration Judge's Decision
Review all instructions and complete the following steps.

1 New Appeal 2 Appeal Details 3 Payment 4 Appearance 5 Review and Submit

Case Information
Alien Number: [Redacted] Alien Name: [Redacted]
Case Type: Removal Charging Doc. Date: 12/04/2020

Payment for Filing Fee
A filing fee may be required for this filing. Please select how you would like to proceed:

I want to make a payment.
 I have already paid and want to upload a fee receipt.
 My filing does not require a fee.
 I want to upload a fee waiver request.

[Retrieve Electronic Payment Receipt](#)
Retrieve an electronic payment receipt by accessing the EOIR Payment Portal.

Previous Cancel **Continue**

7

Select the appropriate Payment for Filing Fee option and click **Continue**.

NOTE: Only one payment option is accepted. Bond Appeals do not require a filing fee. SEE NEXT PAGE for Filing Fee steps.

File an Appeal of an Immigration Judge's Decision
Review all instructions and complete the following steps.

1 New Appeal 2 Appeal Details 3 Payment 4 Appearance 5 Review and Submit

Case Information
Alien Number: [Redacted] Alien Name: [Redacted]
Case Type: Removal Charging Doc. Date: 12/04/2020

Upload Appearance Form
Upload a PDF copy of the submitted Form EOIR-27. If you have not already submitted the Form EOIR-27, you may do so by selecting the "Appearances" link on this page or in the header.

If the appeal pertains to multiple respondents/applicants, you must file separate Form EOIR-27s for each respondent/applicant using the "Appearances" link. You must then upload a single PDF containing all of the submitted Form EOIR-27s on this page.

Document Category: EOIR-27, Appearance as Attorney or Representative
*Select File: EOIR-27.pdf [Browse]
[File Form EOIR-27](#)
Electronically file Form EOIR-27 by selecting the "Appearances" link in the header.

Previous Cancel **Continue**

8

Upload a PDF copy of the submitted Form EOIR-27: click the **Browse** button, select a file, and click **Continue**.

NOTE: Documents must be 25MB or less (Format-PDF format only)

If you have not yet submitted Form EOIR-27, you may file using the **File Form EOIR-27** link on the right. If the appeal pertains to multiple persons, submit a separate Form EOIR-27 for each person. After submitting, combine all submitted EOIR-27 forms and upload as a single PDF.

File an Appeal of an Immigration Judge's Decision
Review all instructions and complete the following steps.

1 New Appeal 2 Appeal Details 3 Payment 4 Appearance 5 Review and Submit

Case Information
Alien Number: [Redacted] Alien Name: [Redacted]
Case Type: Removal Charging Doc. Date: 12/04/2020

Appeal Details
Review the following submission details, and select "Submit" to send your appeal package to the BIA.

IJ Decision: NA
IJ Decision Date: 06/20/2021
Filing Appeal Type: Special Circumstances Appeal

Documents Uploaded:
EOIR-26: To the BIA.pdf
Payment: NA
EOIR-27: EOIR-27.pdf

Previous Cancel **Submit**

9

Review the submission details and click **Submit** to send your appeal package to the BIA.

10

A pop-up window appears confirming that the appeal package has been submitted to the BIA. An email confirmation will be sent to the representative with the filing information. Click **OK** to return to the list of cases.

Appeal has been submitted

Your appeal has been submitted to the BIA. You will receive a confirmation e-mail regarding your filing.

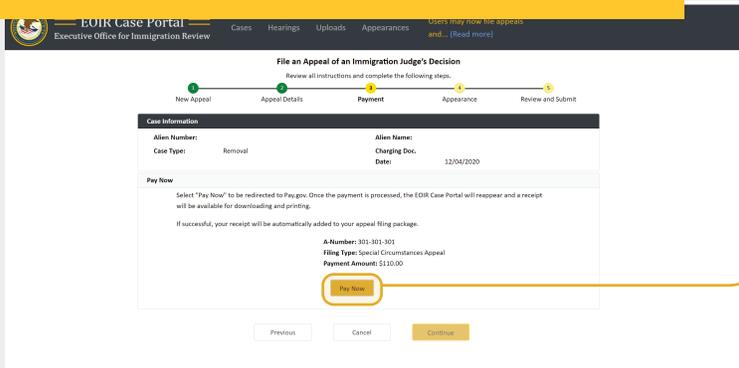
OK



Case Portal

File an Appeal at the BIA—Payment for Filing Fee Options

Option 1: "I want to make a payment."



1

Click **Pay Now** to be redirected to the Pay.gov site.

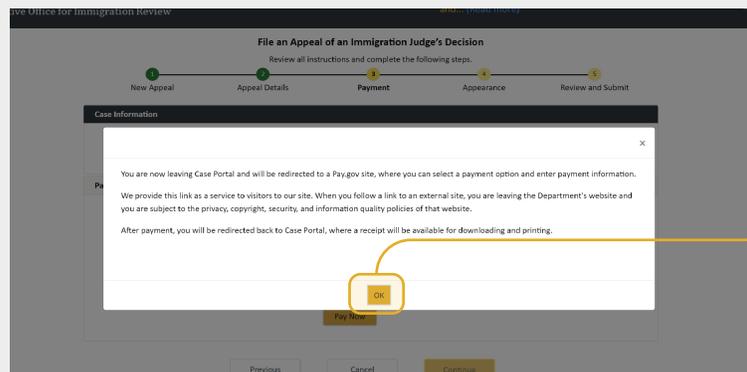
2

A pop-up window appears. Click **OK** to leave Case Portal and be directed to Pay.gov, where you can enter payment information.

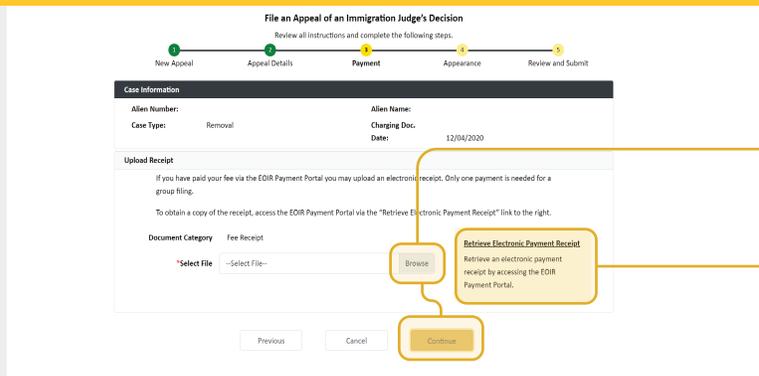
3

Once payment has been successfully added, you are directed back to Case Portal and an **Upload Receipt** screen appears. Click the link next to **Download Receipt** to save and/or print the receipt immediately, as it has the Tracking ID required to retrieve a duplicate receipt. The receipt will not be available via email.

Click **Continue**.



Option 2: "I have already paid and want to upload a fee receipt."



1

Click the **Browse** button, select a file, and click **Continue**.

NOTE: Documents must be 25MB or less (Format-PDF format only).

If you do not have your receipt, you may retrieve it from the EOIR Payment Portal using the **Retrieve Electronic Payment Receipt** link.

Option 3: "My filing does not require a fee."

1

Click the check box(es) for the reason(s) you believe the filing is exempt from payment. If you select the second option, you must specify the law, regulation, or directive for the fee exemption.

Click **Continue**.

Option 4: "I want to upload a fee waiver request"

1

The **Fee Waiver Request Calculator** screen appears. You can use this calculator to receive an assessment of the noncitizen's eligibility for a fee waiver. Once you have entered the information, click **Calculate Fee Waiver Assessment**.

2

The assessment will indicate whether the noncitizen appears to be eligible to submit a Fee Waiver Request. Regardless of the assessment, you can choose either to click **Submit EOIR-26A** or click **Previous** to select another payment option.

3

To submit Form EOIR-26, click the **Browse** button, select a file, and click **Continue**.

NOTE: Documents must be 25MB or less (Format-PDF format only).