



# eRegistration Validation Process

## *Tacoma Immigration Court*

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### **INTRODUCTION**

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Welcome to the eRegistration validation process. Registering with Executive Office for Immigration Review (EOIR) electronically is an important step in order to represent aliens before the Immigration Courts and Board of Immigration Appeals. Attorney registration is an electronic process which will require the attorney or accredited representative to enter and maintain a profile of their information in order to receive an EOIR identification number. It must be noted that the process is a unified process for the entire national system. Attorneys and accredited representatives will register one time for all Immigration Courts, including the Board of Immigration Appeals; it is not particular to one court. This guide is designed to assist you with the identification validation process, a critical step in the eRegistration validation process. Attorneys and accredited representatives can pre-register and create their on-line profile at the following site: <http://www.justice.gov/eoir/engage/eRegistration.htm>

### **IDENTIFICATION VALIDATION**

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Identification validation is scheduled to begin at the Tacoma Washington Immigration Court in June 10, 2013. Once you have completed your on-line registration you must appear before the court to have your identity verified. Completing the registration process requires that the attorney present a photo identification to immigration court personnel who will then enter registration information into EOIR's Identity Manager System to complete the registration process. At the end of the process, the attorney or accredited representative will receive their EOIR identification number by e-mail. Once you receive the number, you will be registered to practice before Immigration Courts and the Board of Immigration Appeals.

### **Note for Accredited Representatives**

The process will be the same for accredited representatives as outlined above; however, immigration court personnel will have to check the representative's name against the list of accredited representatives maintained by the Board of Immigration Appeals.

**NOTE: LEGAL ASSISTANTS, LEGAL SECRETARIES, PARALEGALS, AND ANY OTHER PERSONNEL MAY NOT REGISTER ON BEHALF OF THE ATTORNEY OR ACCREDITED REPRESENTATIVE. THE ATTORNEY OR ACCREDITED REPRESENTATIVE MUST APPEAR PERSONALLY AT THE COURT.**

### **HOW TO REGISTER**

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Once you have completed your on-line registration you can complete your eRegistration by coming to the Tacoma, Washington Immigration Court at – 1623 East J Street, Suite 3, Tacoma, Washington 98421. Once you arrive at the front window, please indicate to the court staff member that you wish to complete your eRegistration. The Tacoma Court has instituted an “Open Period” where you may come to the court and complete the eRegistration process. There is no appointment necessary. eRegistration validation will be conducted during regular court business hours.

Each attorney must pre-register and create their on-line profile as discussed in the body of this memorandum. If the attorney has not pre-registered or fails to bring the type of identification discussed in the body of this memorandum, the court's staff will not be able to validate their identity.

The validation process may take up to ten minutes for each attorney. Please expect and plan for delays. If a large number of attorneys arrive at once to have their identity validated, the court will have a second workstation available to assist with the validation process.

To register:

1. Go to the Tacoma Washington Immigration Court
2. Inform the front window clerk that you wish to complete your eRegistration
3. Show your government issued identification for verification (*see table below*)
4. Your eRegistration will be then be added to EOIR's database
5. Your eRegistration is complete

<b>Type of Identification That Will Be Accepted</b> <i>(all types of identification MUST contain a photograph, and a date of birth)</i>
U.S. Passport
U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Employment Authorization Document/Card (Form I-766)
Driver's License or Identification Card (issued by a state, or outlying possession of the U.S)
ID Card issued by a federal, state, or local government agency
U.S. Military Card, or draft record

## **EOIR IDENTIFICATION NUMBERS**

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Once you have received your new EOIR identification number, it should be used exclusively on all EOIR-27s and EOIR-28s. Immigration Court staff and staff at the Board of Immigration Appeals will enter your identification number into the CASE system whenever you file an EOIR-28 or EOIR-27 in the future. As of December 10, 2013 all attorneys and accredited representatives will be required to enter an EOIR Identification on all EOIR-27s and EOIR 28s.

If you have any questions about the eRegistration validation process, please contact the Court at 253-770-6020.