eRegistration Validation Process

Dallas Immigration Court

INTRODUCTION

Welcome to the eRegistration validation process! Registering with 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 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 throughout the Identification Validation process at the Dallas Immigration Court.

IDENTIFICATION VALIDATION

Identification validation will begin at the Dallas Immigration Court on June 10, 2013. Completing the registration process requires that the attorney present a photo identification to immigration court personnel. Immigration Court personnel will review the photo identification presented by the attorney or accredited representative and enter this information into EOIR's Identity Manager System to complete the registration process.

NOTE: LEGAL ASSISTANTS, LEGAL SECRETARIES, PARALEGALS, AND ANY OTHER PERSONNEL MAY NOT REGISTER IN THE ABSENCE OF THE ATTORNEY OR ACCREDITED REPRESENTATIVE. THE ATTORNEY OR ACCREDITED REPRESENTATIVE MUST APPEAR PERSONALLY TO THE COURT.

HOW TO REGISTER

You can complete your eRegistration by coming to the Immigration Court at: 1100 Commerce Street, Suite 1060, Dallas, Texas 75242. Once you arrive at the front window, please indicate to the court staff member that you wish to complete your eRegistration. The Dallas Court has instituted an "Open Period" where you may come to the court and complete the eRegistration process. There is no appointment necessary. The open period hours are:

Monday – Friday	9:00 a.m. – 11:00 a.m. 1:30 p.m. – 3:30 p.m.

To register:

1. Go to the Dallas Immigration Court during the times and dates listed above
2. Let the front window clerk know 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 completed

Type of Identification That Will Be Accepted *(all types of identification MUST contain a photograph, and a date of birth)*
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

Once you have received your new EOIR identification number, it should be used exclusively on all EOIR-27s and EOIR-28s. We will enter this number into the CASE system for all future cases. This is required of all attorneys after six months from the beginning of the registration process.

If you have any questions about the eRegistration validation process, please contact the Court at (214) 767-1814.