DHS Portal: Upload Initiation Document

1 Click **Upload Initiation Document** to access the Initiation Document Upload Form.

UNITED STATES DEPARTMENT of JUSTICE
THE EXECUTIVE OFFICE FOR
IMMIGRATION REVIEW

DHS Portal

Search

Upload Initiation Document

Search
Search by Alien Number (A#)

8 digit A-Number (A#): When searching for a case that uses an 8-digit A-Number, add a leading zero to the front of the 8 digit A-Number. (e.g. 012-345-678 or 012345678)

Search By Alien Number   Search

2 Select the document category.
Enter the A-Number.
Enter the document date.

NOTE: Some document categories may require additional information.

3 Click the **Browse** button.
Select a file to upload.

*NOTE: Size - No larger than 25 MB
Format - PDF, JPG, or JPEG only*

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DHS Portal

Search

Upload Initiation Document

Initiation Document Upload Form

Document Category: --Choose a Category--
Alien Number : Enter Numbers only
Date :
Base City: --Choose Base City--
File Name: Browse...

Upload   Cancel

4 Follow any additional prompts.
Click the **Upload** button to submit the file.

5 If the file contains a virus, a file rejected message appears. Otherwise, a document uploaded successfully message appears and the document awaits EOIR review.

After EOIR review, a notification of document status is emailed to DHS OPLA.

Initiation Document Upload Form

Document Category: I-862 Notice to Appear
Alien Number : 722-222-222
Charging Document Date : 05/01/2018
Base City: ATL
Hearing Location: ATLANTA DETAINED LOCATION
File Name: NTA 722-222-222.pdf   Browse...

Document uploaded successfully!
Uploaded on: 6/4/2018, at 10:52:27 a.m.

Upload   Cancel

Download

To download an Electronic Record of Proceedings (eROP), locate the applicable case and verify the eROP **Request Download** button is available.

Request Download

Click the **Request Download** button. It turns red as the request is processed. When the Download Available button is enabled, the file is available for 24 hours.

Request in Process   Download Available

Click the **Download Available** button to download the eROP. Save the zipped file to the desired location, and then unzip the eROP file.

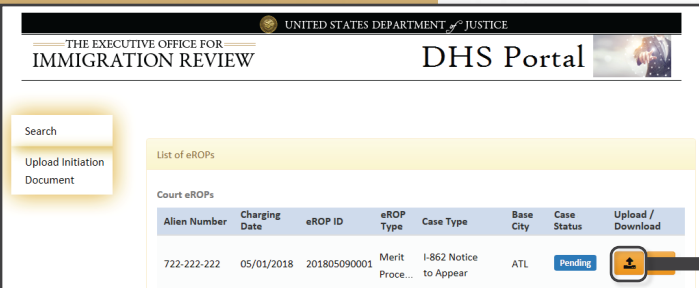UNITED STATES DEPARTMENT of JUSTICE

DHS Portal

OP ID	eROP Type	Case Type	Base City	Case Status	Upload / Download
1805090001	Merit Proce...	I-862 Notice to Appear	ATL	Pending	

AILA Doc. No. 18072004. (Posted 7/20/18)

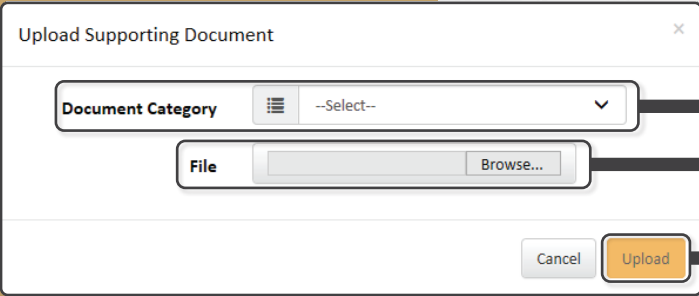# DHS Portal: Upload A Supporting Document

1 To upload a supporting document, access the Search screen and enter the A-Number into the field. Click **Search**.
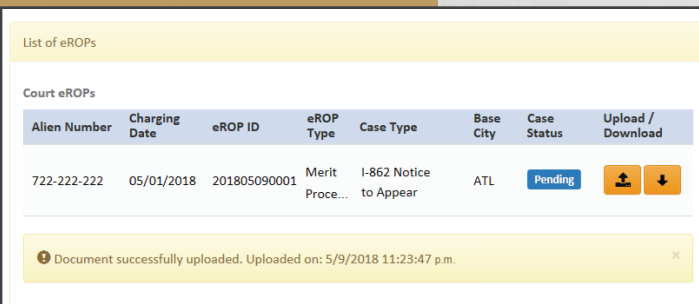
2 Select the Upload icon for the appropriate eROP.

3 A pop-up windows opens. Select the appropriate document category.

NOTE: Some document categories may require additional information.

4 Click the **Browse** button. Select a file to upload.

NOTE: Size - No larger than 25 MB Format - PDF, JPG, or JPEG only

5 Click the **Upload** icon to submit the file.

6 If the file contains a virus, a file rejected message appears. Otherwise a document successfully uploaded message appears and the document awaits EOIR review.

After EOIR review, a notification of document status is emailed to DHS OPLA.

Download

To download an eElectronic Record of Proceedings (eROP), locate the applicable case and verify the eROP **Request Download** button is available for request.

Request Download

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Request in Process   Download Available

Click the **Download Available** button to download the eROP. Save the zipped file to the desired location, and then unzip the eROP file.