

**EOIR Courts & Appeals System (ECAS)**  
***Summary of ECAS Enhancements for Attorneys and Accredited Representatives***  
***October 2019***

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## 1. Lead/Rider Cases - Supporting Document Uploads

With this release, attorneys can upload a document once in a lead's case, and specify duplication to riders' case files. To accomplish this, search the My Cases page for the lead alien either using the search field or locate the alien in your case list (Figure 1).

The screenshot shows the 'My Cases' page. On the left is a sidebar with 'My Cases', 'My Calendar', 'My Bonds', 'View My Uploads', 'What's New!', 'Guidelines', and 'For Technical Support or General Feedback'. The main area has a 'My Cases' header with tabs for 'Pending', 'Completed', and 'All'. Below this is a search bar and a table with columns: 'Upload / Download', 'Alien Number', 'Charging Doc. Date', 'Alien Name', 'Status', and 'BIA Case Entry'. The first row of the table is highlighted with a red box. Below the table is a 'My DD Appeals' section.

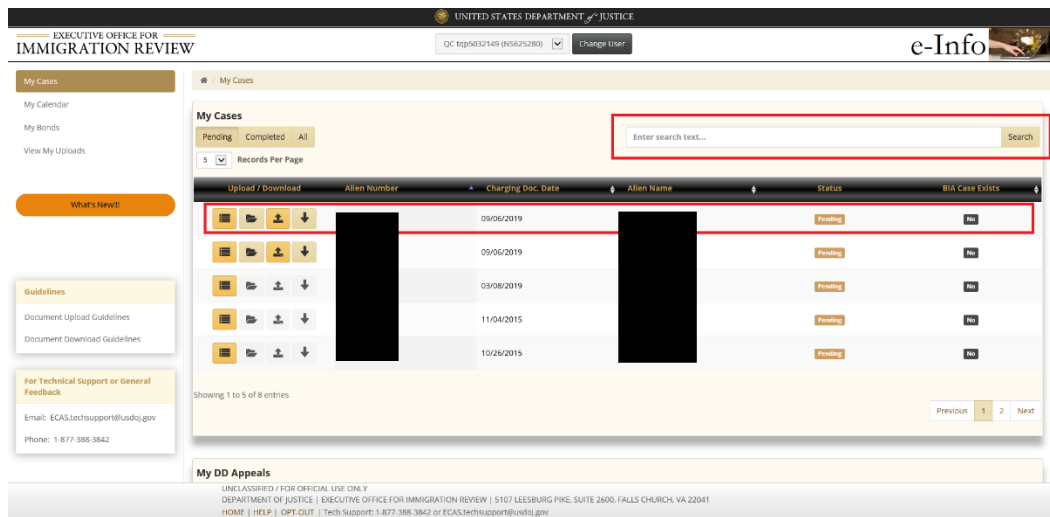















Upload / Download	Alien Number	Charging Doc. Date	Alien Name	Status	BIA Case Entry
  	[REDACTED]	09/06/2019	[REDACTED]	Pending	No
  	[REDACTED]	09/06/2019	[REDACTED]	Pending	No
  	[REDACTED]	09/06/2019	[REDACTED]	Pending	No
  	[REDACTED]	11/04/2015	[REDACTED]	Pending	No
  	[REDACTED]	10/26/2015	[REDACTED]	Pending	No

Figure 1. Select Lead

Click on the Upload button (  ) to access the Upload Form. The system will indicate that riders are found (Figure 2).

The screenshot shows the 'Upload Document' form. It has a 'Selected Case' section with fields for 'Alien Number', 'Charging Doc. Date', and 'Alien Name'. Below this is a 'Case Type' dropdown menu. The 'Upload Form' section contains a message: 'Use the following form to upload supporting documents. This form should only be used for Merit cases. To file a bond request, please use the "My Bonds" link. Required fields are marked with an asterisk (\*).' There are three dropdown menus: 'Riders Found' (with a warning icon), 'Document Category', and 'Other Information (Select All That Apply)'. Below these is a note: 'PDF and JPG (JPEG) files only. Maximum file size accepted is 25 MB'. There is a 'File Name\*' field with a 'Browse Files...' button. At the bottom are 'Upload' and 'Cancel' buttons.

Figure 2. Riders Found

Before uploading the document, select any riders from the drop down list to enable duplication of the document to those riders' case files. Attorneys will receive separate emails confirmations for each eROP submission (lead and riders).

## 2. Priority Processing Categories

When appropriate, attorneys can indicate whether a filing pertains to an alien who is a) detained, b) requires an emergency stay, c) a juvenile, d) part of Family Unit (FAMU) case, or e) subject to MPP processing. This new option, Other Information, allows one or multiple selections (Figure 3).

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

UAT RepTest (010276298) Change User

e-Info

My Cases

My Calendar

My Bonds

View My Uploads

What's New!!

Guidelines

Document Upload Guidelines

Document Download Guidelines

For Technical Support or General Feedback

Email: ECAS.techsupport@eoir.dhs.gov

Phone: 1-877-388-3842

My Cases Upload Documents

Selected Case

Alien Number

Charging Doc. Date

Alien Name

Case Type

Removal

Upload Form

Use the following form to upload supporting documents. This form should only be used for Merit cases. To file a bond request, please use the "My Bonds" link. Required fields are marked with an asterisk (\*).

Document Category\*

-- Select Category --

Other Information (Select All That Apply)

PDF and JPG (JPEG) file

File Name\*

Detained

Emergency Stay

Juvenile

FAMU

MPP

Upload

Cancel

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DEPARTMENT OF JUSTICE | EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | 5107 LEESBURG PIKE, SUITE 2100, FALLS CHURCH, VA 22041

HOME | HELP | OPT-OUT | Tech Support: 1-877-388-3842 or ECAS.techsupport@eoir.dhs.gov

Figure 3. Other Information – Priority Processing Categories

### 3. Existing Bond Redetermination Request Warning

The system now warns an attorney that a bond redetermination case already exists, if the user tries to upload a redetermination request document, when an active/pending bond case exists in the system.

### 4. Time Stamp and Page Number Watermarks

Upon document upload, electronic documents get watermarked with the base city, date, and time on every page of the document (not just the first page as was previously done).