## **Executive Office for Immigration Review (EOIR) Office of Information Technology (OIT)**

### Office of the Chief Administrative Hearing Officer (OCAHO) Portal for E-Filing

**User Guide** 



Version 1.0 June 13th, 2025



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#### **1. REGISTERING FOR OCAHO PORTAL FOR E-FILING**

NOTE: It is recommended to use Microsoft Edge.

1. Open https://ocaho.eoir.justice.gov/.

The **Disclaimer WARNING** pop-up message will be displayed.

EOIR   OCAHO Portal == U.S. DEPARTMENT OF JUSTICE	-		
DISCLAIMER			
WARNING			
You are accessing a U.S. Government (USG) Information System ((S), which includes: (1) this computer; (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network. To a computer on this network. This Is is provided for USG-authorized use only.			
Unauthorized or improper use of this IS may result in disciplinary action, and civil and criminal penalties. By using this IS, you understand and consert to the following: (1) you have no reasonable expectation of privacy regarding and communications transmitted through, or data stored on this IS and (2) Any communications transmitted through, or data stored on this is ind(2) Any communications transmitted through, or data stored on this ind(read) activations transmitted through.			
For further information, see the Department Order 2740.1A on Use and Monitoring of Department Computers and Computer Systems https://www.justice.gov/eoir/file/1108941/df?inline.			
Privacy Act Statement			
Collection of the information solicited by the Office of the Chief Administrative Hearing Officer (OCAHO) Public Access Application is authorized by 8 U.S.C. § 1324a. 1324b, and 1324c; 28 C.R.R. part 68: and 8 C.F.R. \$1003.0. Specifically, 8 U.S.C. § 1324a. 1324b, and 1324c; and 28 C.F.R. part 68 authorize OCAHO to hear cases and adjudicate issues relating to unauthorized or unfair immigration-related employment practices and immigration-related decounter frauck. Pursuant to 6 C.F.R. \$1003.00(1)(10)). the EOIR Director is authorized to provide support for EOIR staff in order to promote the quality and consistency of adjudications of immigration proceedings.			
The information collected by the Public Access Application is used to adjudicate cases related to unauthorized or unfair immigration-related employment practices and immigration-related document fraud. Collection of this information is voluntary for members of the public who with to use the Public Access Application to submit case-related documents and fings. EDR uses the information of Deceded by the OCAHO Public Access Application results use, including sharing with other federal government agencies and courts, as provided in the following System of Records Notices (SORNs): JUSTICE/EDIR-002. OCAHO Case Management System (CMS): JUSTICE/DOI-002. Department of Justice Information Technology, Information System, and Network Activity and Access Records; or their successors. These SORNs can be found on the Department of Justice's website at https://www.justice.gov/obc/idoj-systems-records.			
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2. Click on the **I ACCEPT** button.



# **U.S. DEPARTMENT OF JUSTICE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**

## EOIR

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The OCAHO Portal for E-Filing Login/Registration page will be displayed.

<b>E U.S</b> .	EOIR   OCAHO Portal DEPARTMENT OF JUSTICE		LOG	IN REGISTER
		LOGIN Register for an account to file new cases REGISTER		
		OCAHO Portal		
	The <u>Office of t</u> (1) Knowingly hiring, recruiting or referring un	te Chief Administrative Hearing Officer (OCAHO) hears three authorized noncitizens, not verifying employment eligibility, c (2) Immigration-related unfair employment practices; and (3) Immigration-related document fraud.	types of cases: or requiring indemnity bonds from employee	is;
	Decisions on cases are made by Administrat	ve Law Judges (ALJs). The ALJs may impose sanctions and pe attorney's fees, and/or award back pay.	nalties, issue cease and desist orders, award	
2021 U.S. DEPARTMENT OF JUSTIC	E   OMB # 1125-0019 User Guide   Help	UNCLASSIFIED/FOR OFFICIAL USE ONLY	Websites O Archive E	ther Resources Judget & Performance



3. Click on the **REGISTER** button.





The ATTENTION pop-up message will be displayed.

#### 4. Click on the **CONTINUE** button.

U.S. DEPARTMENT OF JUSTICE			LOG	IN REGISTER
	ATTENTION	×		
	You are now leaving a Department of Justice website. You are about to access a non EOIR site.			
	The Department of Justice does not endorse organizations represented by this site and takes no responsibility for, and exercises m control over, the accuracy, accessibility, copyright or trademark compliance or legality of the material contained on this site.			
	Continue Click on the CONTINUE button.			
	OCAHO Portal			
(1) Knowingly hiring	The Office of the Chief Administrative Hearing Officer (OCAHO) hears three types of cases: a recruiting or referring unauthorized noncitizens, not verifying employment eligibility, or requiring indemni [2] Immigration-related unfair employment practices; and [3] Immigration-related document fraud.	ty bonds from employees		
Decisions on cases are made by Adm	inistrative Law Judges (ALJs). The ALJs may impose sanctions and penalties, issue cease and desist orders, av	ward attorney's fees, and/o	or award back pay.	
025 U.S. DEPARTMENT OF JUSTICE   OMB # 1125-0019 User Guide   Help	UNCLASSIFIED/FOR OFFICIAL USE ONLY	Websites	Other Reso	arces.
		Archive	Budget &	Performance



5. The Registration for Account Access page will be opened.

	EOIR   OCAHO Po U.S. DEPARTMENT OF J	Hal == USTICE	LOGIN	REGISTER
9	U.S. DEPARTMENT OF J	Registration for Account Access         All fields are required.         Field Name         Last Name         Email         Email         Image:	LOGIN	REGISTER

6. Enter your corresponding information into all the required fields under the **Create Account** form. It is crucial to specify the correct email address when registering in this form. Email addresses determine which case types are available to be filed on OCAHO Portal for E-Filing. Please see the table below for reference.

Email AddressCase Type Available to FileDomain	
dhs.gov A (related to hiring/employing unauthorized noncitizens, verify	
	<i>C</i> (immigration-related document fraud)
usdoj.gov	<b>B</b> (immigration-related unfair employment practices), <b>S</b> (subpoena)
Any other email	<b>B</b> (immigration-related unfair employment practices)

Note: When registering for an account, be sure to use your full and correct first and last name. The user's first and last name provided when registering for a new account may be used by OCAHO to determine whether an individual should have access to a particular case within the system.

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	U.S. DEPATIMENT OF	Registration for Account Access All fields are required. First Name Last Name Emul Emul Last Name Last Nam			



7. Click on the **Set-up** button once all information is entered.



8. The user will be taken to set-up security methods. The first required method is to set verify with a link code sent through email. Wait for a few minutes for the system to send a verification email to the email address provided in registration. Then enter it and click "Enter a verification code instead".



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9. Enter the verification code that was emailed into the Enter Code field. Then click the Verify button.

DOJ LOGIN
Haven't received an email? Send again
We sent an email to com. Click the verification link in your email to continue or enter the code below.
Verify
Back to sign in



10. Click "Set-up" under the Password section, to assign a new password to the account.

	Set up security methods
	(8) test@aol.com
Secur exttes	ity methods help protect your dojlogin- t_default account by ensuring only you have access.
Require	ed now
	Email Verify with a link or code sent to your email Used for access or recovery Set up
	Password Choose a password for your account Used for access Set up



11. Enter a unique password that follows the password requirements listed within the password set-up page then click Next.

	****
	Set up password
Pass	sword requirements:
<ul> <li>At</li> <li>Di</li> <li>Di</li> <li>Di</li> <li>Pi</li> <li>pi</li> <li>At</li> <li>yo</li> </ul>	t least 16 characters o parts of your username oes not include your first name oes not include your last name assword can't be the same as your last 24 asswords t least 1 day(s) must have elapsed since ou last changed your password
Ente	er password
	۲
Re-e	enter password
	٥
	Next



12. The user will then be taken to their My Apps Dashboard where users can select the OCAHO Public Access (EOIR) application.

DOJ LOGIN	Q Şearch your apps		
My Apps ∧ Work Add section ⊕	1	My Apps	sort ~
Notifications     Add apps		···         ···         ···           Image: Constraint of the state	
		Add section	
Last sign in: a few seconds ago Privacy			

13. The My Active Cases page of OCAHO Portal for E-Filing will be displayed.

EOIR   OCA U.S. DEPARTMEN	NHO Portal				MY CASE FILINGS	PROFILE S	
ly Active Cases		OCAHO Case Filing page	OCAHO Case Filing page		REQUEST ACCESS FILE A CASE		
Case Number	Case Type	will be displayed	Created On	Case Status	Related Documents	Document Filing	



#### 2. FILING CASE TYPE A (INA § 274A; 8 U.S.C. § 1324A)

1. Open https://ocaho.eoir.justice.gov/.

The Disclaimer WARNING pop-up message will be displayed.

			Shiptor
US DEPARTMENT OF JUSTICE			
DISCLAIMER			
WARNING			
You are accessing a U.S. Government (USG) Information System (IS), which includes: (1) this computer, (2) this computer, (3) all computers connected to this network, and (4 all devices and storage media attached to this network or to a computer on this network. This IS is provided for USG-authorized use only.			
Unauthorized or improper use of this IS may result in disciplinary action, and civil and criminal penalties. By using this IS, you understand and consent to the following: (1) You have no reasonable expectation of provisory regarding and communications transmitted through, or data stored on this IS. At any time, USG may monitor, intercept, search and/or seize data transiting or stored on this IS and (2) Any communications transmitted through, or data stored on this information system may be disclosed or used for any USG-authorized purpose.			
For further information, see the Department Order 2740.1A on Use and Monitoring of Department Computers and Computer Systems https://www.justice.gov/jmd/file/642871/dl and https://www.justice.gov/eoir/file/1108941/dl?inline.	Concession of the second secon		
Privacy Act Statement			
Collection of the information solicited by the Office of the Chief Administrative Hearing Officer (OCAHO) Public Access Application is authorized by 1324cz 82 G.F.R. part 68: and 6 C.F.R. § 1003.0. Specifically, 8 U.S.C. (§ 1324a. 1324b, and 1324c; and 28 C.F.R. part 68 authorize OCAHO to hear cases to unauthorized or unfair immigration-related employment practices and immigration-related document fraud. Pursuant to 8 C.F.R. § 1003.0(b)(1)(v) authorized to provide support for EOIR staff in order to promote the quality and consistency of adjudications of immigration proceedings.	8 U.S.C. §§ 1324a, 1324b, and s and adjudicate issues relating ii), the EOIR Director is		
The information collected by the Public Access Application is used to adjudicate cases related to unauthorized or unfair immigration-related document faud. Collection of this information is voluntary for members of the public who wish to use the Public Access Application (access Application cauthorized or unfair immigration-related documents and fillings. ECIR uses the information is voluntary for authorized roture uses, including sharing agencies and courts, as provided in the following System of Records Notices (SORNs); IUSTICE/EOIR-002, OCAHO Case Management System (CMS) of Justice Information Technology, Information System, and Network Activity and Access Records: or their successors. These SORNs can be found or website at https://www.justice.gov/op/cl/oj-systems-records.	yment practices and cation to submit case-related with other federal government ): JUSTICE/DOJ-002. Department n the Department of Justice's		
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2. Click on the **I** ACCEPT button.

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DISCLAIMER		
WARNING		
You are accessing a U.S. Government (USG) Information System (IS), which includes; (1) this computer, (2) this computer network; (3) all computers connected to this network, and (A) all devices and storage media attached to this network or to a computer on this network. This Is is provided for USG-authorized use only.		
Unauthorized or improper use of this IS may result in disciplinary action, and civil and criminal penalties. By using this IS, you understand and consert to the following: (1) You have no reasonable expectation of provingor regarding and communications transmitted through, or data stored on this IS. At any time. USG may monitor, intercept search and/or seize data transiting or stored on this IS and (2) Any communications transmitted through, or data stored on this information system may be disclosed or used for any USG authorized purpose.		
For further information, see the Department Order 2740.1A on Use and Monitoring of Department Computers and Computer Systems https://www.justice.gov/md/file/642871/dl and https://www.justice.gov/eoir/file/1108941/dl?inline.	1 COLORADORNO COLORADORNO COLORADORNO COLORADORNO COLORADORNO COLORADORNO COLORADORNO COLORADORNO COLORADORNO C	
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The OCAHO Portal for E-Filing Login/Registration page will be displayed.

An official website of the	United States government. Here's how you know			
🥸 =	<b>EOIR   OCAHO Portal</b> S. DEPARTMENT OF JUSTICE		LOGIN	REGISTER
		LOGIN		
		Register for an account to file new cases		
		REGISTER		
		OCAHO Portal		
	The Office of	the Chief Administrative Hearing Officer (OCAHO) hears three	e types of cases:	
	(1) Knowingly hiring, recruiting or referring u	nauthorized noncitizens, not verifying employment eligibility (2) Immigration-related unfair employment practices; and (3) Immigration-related document fraud.	, or requiring indemnity bonds from employees;	
	Decisions on cases are made by Administra	ative Law Judges (ALJs). The ALJs may impose sanctions and attorney's fees, and/or award back pay.	penalties, issue cease and desist orders, award	
2021 U.S. DEPARTMENT OF JUS	ICE   OMB # 1125-0019 User Guide   Help	UNCLASSIFIED/FOR OFFICIAL USE ONLY	Websites Other R	esources
			Archive Budge	& Performance

3. Click on the **LOGIN** button.

EOIR U.S. DEPA	OCAHO Portal			LOGIN REGISTER
		LOGIN Register for an account to file new cases REGISTER	on the LOGIN button	
		OCAHO Portal		
	TI (1) Knowingly hiring, recruiting or Decisions on cases are made by Administrative Law	he Office of the Chief Administrative Hearing Officer (OCAHO) hears three types of r referring unauthorized nonclizens, not verifying employment eligibility, or requiri (2) Immigration-related unfair employment practices; and (3) Immigration-related document fraud. / Judges (ALJs). The ALJs may impose sanctions and penalties, issue cease and desit	cases: ng indemnity bonds from employees; t orders, award attorney's fees, and/or award back pay	
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4. Click on the **CONTINUE** button.

ME An articul website of the United States government. <u>Hints how you know</u>						Skip to Content
EOIR U.S. DEPA	<b>OCAHO Portal</b> — RTMENT OF JUSTICE				LOGIN	REGISTER
		ATTENTION		×		
		You are now leaving a Department of Justice website. You	are about to access a non EOIR site.			
		The Department of Justice does not endorse capacitations re control over, the accuracy, accessibility, copyright or tradema Contrinue	presented by this site and taken on responsibility for and carecies on it compliance or legality of the material contained on this site. In the CONTINUE button.	•		
		٥	CAHO Portal			
	(1) Knowingly hirin Decisions on cases are made by Adm	The <u>Office of the Chief Administrative i-</u> g. recruiting or referring unauthorized noncitizens. n (2) Immigration-related (3) Immigratio inistrative Law Judges (ALJS). The ALJs may impose	learling Officer (OCAHO) hears three types of cases: ot verifying employment eligibility, or requiring indemn unfair employment practices; and n-related document fraud. sanctions and penalties, issue cease and desist orders, a	ity bonds from employees; ward attorney's fees, and/or award bi	sck pay.	
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5. Enter Email Address. Click on the Next button.



Enter Password and click Verify.



Connecting to Sign in with your account to access OCAHO Public Access (EOIR)	
DOJ LOGIN	
****	
Verify with your password	
Password	
•	
Verify	
Forgot password?	
Verify with something else	
Back to sign in	

Get a verification email by clicking on "Send me an email".



Connecting to Sign in with your account to access OCAHO Public Access (EOIR)
DOJ LOGIN
Get a verification email
Send a verification email to by clicking on "Send me an email".
Send me an email
<u>Back to sign in</u>

6. For multifactor authentication, enter the six-digit numeric code from your Okta Verify app, SMS, or email by clicking on the **Enter a verification code instead**. **Enter the code** and click on the **Verify** button.



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Connecting to Sign in with your account to access OCAHO Public Access (EOIR)
DOJ LOGIN
Verify with your email
8
We sent an email to Click the verification link in your email to continue or enter the code below.
Enter a verification code instead
<u>Back to sign in</u>



Connecting to Sign in with your account to access OCAHO Public Access (EOIR)
DOJ LOGIN
Verify with your email
(e) :
We sent an email to <b>entry of the sent</b> . Click the verification link in your email to continue or enter the code below.
Enter Code
Verify
<u>Back to sign in</u>



7. The My Active Cases page will be displayed. Click on the FILE A CASE button.





#### 2.1 Selecting a Case Type

1. From the **File a case** panel, select 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type. Based on your user type, the list of available case types may be different in your view from the example shown here.

EOIR   OCAHO Portal =	Ē		MY CASE FILINGS	PROFILE	s
		File a case       Select a case type       Select CASE TYPE       (NA § 274A (8 U.S.C. § 1324a) (employer sanction)       Select       Select <td< th=""><th></th><th></th><th></th></td<>			
2015 U.S. DEMATMENT OF JUSTICE   OMB # 1125-0019	User Guide   Help	BACK CONTINUE	ikes Other ive Budge	lesources t & Performance	

2. Select the **Yes** radio button if you also wish to file a request subpoena simultaneously with the complaint ; otherwise, click on the **CONTINUE** button.

Note: If you select **Yes**, at the end of the form you will need to fill in Subpoena information.

An official website of the United States government. Here's how you know			Skip to Content
EOIR   OCAHO Portal — U.S. DEPARTMENT OF JUSTICE		MY CASE FILINGS	PROFILE
	File a case Select a case type CASE TYPE * IMA § 274A (8 U.S.C. § 1324a) (employer sanctions) v Is there a subpoen associated with this new case? Yes @ No BACK Select "Yes" radio button if there is a Subpoena	Click on the 'CONTINUE' button.	
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3. A pop-up message will be displayed stating 'You are creating a new Case. Do you want to proceed?' Click on the **OK** button.

EOIR   OCAHO Portal — U.S. DEPARTMENT OF JUSTICE		ocaho-uat.noe.eoir.usdoj.gov says You are creating a new Case. Do you want to proceed?	MY CASE FILINGS	PROFILE	
U.S. DEPARTMENT OF JUSTICE	File a case Select a case type CASE TYPE * INA § 274A (8 U.S.C. : Is there a subporta assoc BACK	Tou are creating a new Case. Do you want to proceed?			

The **Alleged Violation Site** section will be displayed. The left side of the page will show a stepby-step progress indicator for the completion status of the Case Filing. On this page, the indicator will show the current step as 2. The subsequent steps are grayed out.

The Case Type A form consists of 7 or 8 steps. If the **Yes** radio button was selected on the initial step, then SUBPOENA will be displayed as step 8. These steps appear as follows:

- (1) CASE TYPE
  (2) ALLEGED VIOLATION SITE
  (3) RESPONDENT
- (4) RESPONDENT'S REPRESENTATIVE
- (5) OTHER PARTIES TO BE SERVED
- (6) DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- (7) ATTACHMENTS

U.S. DEPARTMENT OF JUSTICE		MY CASE FILINGS	PROFILE S
OCAHO Case Filing Case Type: INA § 274A (8 U.S.C. § 1324a) PROGRESS	Step 2 of 7 Alleged Violation Site Please enter the following information about the alleged violation site.		
CASE TYPE	QUESTION Where did the alleged violation(s) occur?		
ALLEGED VIOLATION SITE     BESPONDENT	Alleged Violation City *	Alleged Violation State *	
(4) RESPONDENT'S REPRESENTATIVE     (5) OTHER PARTIES TO BE SERVED	The left side of the page will display a step-by-		
OHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT     ATTACHMENTS	step progress indicator for the completion		
			CONTINUE

#### 2.2 Adding Alleged Violation Site

1. In the **Alleged Violation Site** section, type in the Alleged Violation City. For Alleged Violation State, click on the dropdown and select the corresponding state. Both these fields are required, as indicated by the red asterisk "\*" symbol.



U.S. DEPARTMENT OF JUSTICE		MY CASE FILINGS	PROFILE	
OCAHO Case Filing Case Type: INA § 274A (S U.S.C. § 1324a) PROGRESS	Step 2 of 7 Alleged Violation Site Please enter the following information about the alleged violation site.			
CASE TYDE	QUESTION			
CROE LIFE	Where did the alleged violation(s) occur?			
2 ALLEGED VIOLATION SITE	Alleged Violation City *	Alleged Violation State		
3 RESPONDENT		~		
(4) RESPONDENT'S REPRESENTATIVE				
(6) DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT	Under the 'A beading enter	lleged Violation Site' the required fields that		
7 ATTACHMENTS	are indicated	by the red asterick '*'	CC	ONTINUE

2. Click on the **CONTINUE** button.

S.S. DEFARTMENT OF FOSTICE		MY CASE FILINGS PROFILE
DCAHO Case Filling Jase Type: INA § 274A (8 U.S.C. § 1124a) PROGRESS	Step 2 of 7 <b>Alleged Violation Site</b> Piene enter the following information about the alleged violation site.	
CASE TYPE	QUESTION Where did the alleged violation(s) occur?	
2 ALLEGED VIOLATION SITE	Alleged Violation City *	Alleged Violation State *
3 RESPONDENT		~
4 RESPONDENT'S REPRESENTATIVE		
6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT		
7 ATTACHMENTS		Click on the CONTINUE' button.

#### 2.3 Adding a Respondent

1. The **Respondent** section will be displayed. If you do not have the respondent's contact information, leave the default selection of 'No' and click **CONTINUE** to skip the rest of the fields in this section.



EOIR   OCAHO Portal == U.S. DEPARTMENT OF JUSTICE		MY CASE FILINGS	PROFILE	
OCAHO Case Filing Case Type: INA § 274A (8 U.S.C. § 1324a) PROGRESS	Step 3 of 8 <b>Respondent</b> Please enter the following information about the respondent.			
CASE TYPE	Do You Have Respondent's Contact Information?			
ALLEGED VIOLATION SITE				
3 RESPONDENT				
6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT				
7 ATTACHMENTS				
8 SUBPOENA	ВАСК	Click on the 'CONTINUE' button	CON	TINUE

2. If you have contact information, select the **Yes** radio button. The RESPONDENT'S CONTACT INFORMATION section will be displayed. Complete all fields that you can. Required fields are indicated by the red asterisk "\*" symbol.

	0.02.07
OCAHO Case Filing Case Type: INA § 2764 (8 U.S.C. § 1134a) PROGRESS	tany isr 7 Respondent Heare ener the following information about the respondent.
CASE TYPE	RESPONDENT INFORMATION
ALLEGED VIOLATION SITE	BusinessEmployer Name *
1 RESPONDENT	
RESPONDENT'S REPRESENTATIVE	Pix Viss Barcondeeth Control Information?
3 OTHER PARTIES TO BE SERVED	
6 DESACE ATTORNEY, COUNTS OF THE COMPLAINT	RESPONDENT'S CONTACT INFORMATION
(7) ATTACIMENTS	Salution
CONTACT	Prst Name * Mode Initial Last Name *
INFORMATION that	
appears after selecting	Other names used
	Street Address Time #2
	Cty" State" 20° Cole"
	Prote runder "Prote runder (yea
	Email Address Email Index
	Druck Colt (Null)

3. Click on the **CONTINUE** button once all fields are completed.

	Step 3 of 7	
OCAHO Case Filing Case Type: INA § 27KA (K U.S.C. § 112Ka) PHOCHESS	Respondent Please enter the following information about the respondent.	
CASE TYPE	RESPONDENT INFORMATION	
ALLEGED VIOLATION SITE	Business/Employer Name *	
3 RESPONDENT		
RESPONDENT'S REPRESENTATIVE     OTHER PARTIES TO BE SERVED	Do You Have Respondent's Contact Information?	
6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT		
7 ATTACHMENTS	RESPONDENT'S CONTACT INFORMATION	
	Saluation	
	First Name * Middle Initial	Last Name *
	Other names used	
	Street Address *	Address Line #2
	City * State *	ZIP Code *
	v	
	Phone Number *	Phone Number Type Click on the
		CONTINUE button
	Email Address	Fax Number
	BACK	Сонтиние

#### 2.4 Adding a Respondent's Representative

The question 'Does the respondent have an attorney or other authorized representative in this matter?' will be displayed. Select either the No radio button or Yes radio button. If you select Yes, fill in the displayed fields with information about the Respondent's Representative. Required fields are indicated by the red asterisk "\*" symbol.

	Step 3 of 7	
0CAH0 Case Filing Case Type: INA § 2764 (8 U.S.C. § 1826a) PRODERSS	Respondent Flease enter the following information about the respondent.	
CASE 1 If the answer is yes,	RESPONDENT INFORMATION	
select the 'YES' radio button.	Business/Employer Name *	
(4) RESPONDENT'S REPRESENTATIVE		
(5) OTHER PARTIES TO BE SERVED	Do You Have Respondent's Contact Information?	
DHARCE ATTORNEY COUNTS OF THE COMPLAINT	• Yes No	
	RESPONDENT'S CONTACT INFORMATION	
	Salutation	
	<b>~</b>	
	First Name * Middle Initial	Last Name *
	Other names used	
	Street Address *	Address Line #2
Fill in the displayed		
about the	City" State *	ZIP Code •
Respondent's		
	Phone Number *	Phone Number Type
		v
	Email Address	Fax Number
	BACK	CONTINUE

2. Click on the **CONTINUE** button once all information is entered.

	Step 3 of 7		
OCAIO Case Filing Case Type: ENA § 2LA (8 U.S.C. \$ 1224a) PHOORESS	Respondent Hease enter the following information about the respondent.		
CASE TYPE	RESPONDENT INFORMATION		
ALLEGED VIOLATION SITE	Business/Employer Name *		
3 RESPONDENT			
RESPONDENT'S REPRESENTATIVE			
OTHER PARTIES TO BE SERVED	Do You Have Respondent's Contact Information?      Ves O No		
6 DHSRCE ATTORNEY; COUNTS OF THE COMPLAINT			
7 ATTACHMENTS	RESPONDENT'S CONTACT INFORMATION		
	First Name * Middle Initia	al Last Name *	
	Other names used		
	Street Address *	Address Line #2	
	City * State *	ZIP Code *	
		<b>~</b>	Click on the
	Phone Number *	Phone Number Type	button once all
		~	information is
	Email Address	Fax Number	
	BACK		CONTINUE

#### 2.5 Adding Other Parties to be Served

1. The **Other Parties to be Served** section will be displayed, with the question 'Are there any other parties who should be served with the complaint and other documents in this case?' Select either the **No** radio button or **Yes** radio button. If you select **Yes**, fill in the displayed fields with information about the other parties. Required fields are indicated by the red asterisk "\*" symbol.

OCMARGAN FRig Care Type INA 5724 (B USC 5 13140)           PROBES           OCMARGAN TYPE           OLIVER VERATERN STR           OLIVER VERATERN STR           OLIVER VERATERN STR	tacp 1.07 Cher Parties to beserved If them or any other parties who should be served with the complaint and other documents in this case, please provide the nar- GRE TION Are three way, cher parties who should be served with the complaint and other documents in this case? We have a way cher parties who should be served with the complaint and other documents in the case?	as and contact information for those parties.
RECONSINTS LEPINEARY     If the answer is yes,     select the 'Yes' radio     reversations countra     reversations countra     reversations	IN COMMON Other Person or Entry to be Derived CONTRCT INFORMATION Direct Address *	Address Live 42
Fill in the additional fields that appears.	Ory * 514k *     V Prore Nuclear *	2/F Cole *
	Endi Adees	Faiturer COITAME

2. Click on the **CONTINUE** button once all information is entered.

HO Case Hiling Type: INA 5 274A (8 U.S.C. 5 1324a)	Step 5 of 7 Other Parties to be Served If there are any other parties who should be serve	od with the complaint and other documents in this case, please prov	vide the names and contact information for those parties.	
CASE TYPE ALLOCED VIOLATION SITE USGOTONISME	QUESTION Are there any other parties who should be served	d with the compliaint and other documents in this case?		
RESPONDENT'S REPRESENTATIVE OTHER PARTIES TO RE SERVED DESIGN ATTORNEE COMPTON THE COMPLANT	NFORMATION Other Plesson or Entity to be Served			
	CONTACT INFORMATION Street Address *		Address Line #2	
	ciy*	Sue *	2/P Code *	
	Phone Number *		Click on the CONTINUE button	

ILISTICE

#### 2.6 Adding DHS/ICE Attorney; Counts of the Complaint

DEDADTMENT OF

1. The **DHS/ICE Attorney; Counts of the Complaint** section is displayed. Fill in the fields with information about the DHS/ICE attorney. Required fields are indicated by the red asterisk "\*" symbol.

0 CMH0 Care Piling Care Type: INA § ZZA (§ U.S.C. § 133ka) PRODBISS	Storp 6 of 7 DHS//CE Attorney; Counts of the Complaint Provide the same and contact information for the intentigration and Castoms Enforcement attorney who is handling this case.	
	DISICE ATTORNEY INFORMATION	
ALLEGED VIOLATION STTE	Salutation Title	
2 IESPONDENT		
RESPONDENT'S REPRESENTATIVE	Pist Name * Middle Initial	Last Name *
OTHER PARTIES TO BE SERVED		
DISJOCE APTORNEY; COUNTS OF THE COMPLAINT	ICE File Number *	
(7) ATTACHMENTS		
	Name of Chief Counsel or Designee	
	CONTACT INFORMATION	
	Street Address *	Address Line #2
Fill all displayed fields to		
complete DHS/ICE Attorney	City* Sure*	ZIP Code •
Information	· · · · · · · · · · · · · · · · · · ·	
	Phore Number*	Phone Number Type
		~
	Enal Address *	Fix Number
	Select the violation alleged in each count of the complaint.	
	You may select multiple violations.	
	Violation(s) alleged in each count of the comptaint:	
	+Click to add or edit	
	BACK	CONTINUE

2. At the bottom of the section, the question 'Are there any counts?' is displayed. Select either the **No** radio button or **Yes** radio button. If you select **Yes**, click on the + **Click to add** hyperlink.

	Step 6 of 7	
OCAHO Case Filing Case Type: INA § 224A (8 U.S.C. § 1324a)	DHS/ICE Attorney; Counts of the Complaint	
PROGRESS	Provide the name and contact information for the immigration and Customs Enforcement attorney who is handling this case.	
CASE TYPE	DISICE ATTORNEY INFORMATION	
ALLEGED VIOLATION SITE	Saluation Trie	
V PESFONDENT	v	
RESPONDENT'S REPRESENTATIVE	FistName* Midde Initial	Last Name *
OTHER PAITTES TO BE SERVED		
6 DRS/ICE ATTORNEY, COUNTS OF THE COMPLAINT	ICE File Number *	
(7) ATTACHMENTS		
	Name of Chief Coursel or Designee	
	CONTACT INFORMATION	
	Street Address *	Address Line #2
	City * State *	ZIP Code *
	✓	
	Phore Number *	Phone Number Type
		~
	Enal Address *	Fax Number
	COUNT(S) *	
Click on the '+Click to add or	Select the violation alleged in each count of the complaint.	
edit' hyperlink	Violation(s) alleged in each count of the complaint:	
	+Click to add or edit	
	BACK	CONTINUE

3. The violation list will be displayed. Select the corresponding violation(s) alleged in the complaint from the list by clicking on the appropriate checkbox. Select all that apply. Click on the **CONTINUE** button when completed.

make An official website of the United States government. Here's how you know	
	Select the violation(s) alleged in each count of the complaint.
EOIR   OCAHO Portal ==	
U.S. DEPARTMENT OF JUSTICE	Section 1324a(a)(1)(A) Knowinaly hiting, recruiting or referring for a fee.
	Gection 1324a(a)(2) Continuing to employ.
	Section 1324a(a)(A) Knowingly hired using a contract, subcontract, or exchange.
OCAHO Case Filing	Section 1324a(a)(1)(A) alternatively 1324a(a)(2).
Case Type: INA § 274A (8 U.S.L. § 1324a)	Section 1324a(a)(1)(A) alternatively 1324a(a)(A).
PROGRESS	Section 1324a(b) Failure to prepare form I-9.
	Section 1324a(b)(2) Failure to ensure employee completes section 1 of form I-9.
CASE TYPE	Section 1324a(b)(1) Failure to complete section 2 of form 1-9.
ALL ECED VIOLATION SPITE	Section 1324a(b)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-9.
	Section 1324(b)(1) and (2) and 8 C.F.R section 274a.2(b)(1)(0) Failure to ensure employee completes section 1 of form I-9 and failure to complete section 2 of form I-9 within three business days.
RESPONDENT	Section 1324(b)(3) Failure to retain for inspection.
	Section 1324(b)(3) Failure to make available for inspection form I-9.
	Section 1324(b)(3): Failure to retain and/or make available for inspection form I-9.
Calentific	Section 1324a(b) and 1324a(b)(3) Failure to prepare and/or retain and/or make available for inspection form I-9.
Select the	Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(1)(0)(A) Failure to complete section 1 of form I-9 timely (at time of hire).
corresponding	Section 1324a(b)(1) and 8 C.F.R section 274a2(b)(10)) Failure to complete section 2 of form I-9 within three business days of hire.
violation(s) alleged	Section 1324a(b)(2) and 8 CFR section 274a.2(b)(1)(0)(A) and 8 CFR section 774a.2(b)(1)(0) Failure to complete section 1 timely and failure to complete section 2 within three business days.
violation(3) alleged	Section 1324(b)(1)(A) Accepting documents which do not appear to be genuine in completing section 2 of form I-9.
In each count from	Section 1324ability and SCFR, section 274a2b(X)(W) Balaries to reverity work authorization of form 1-9.
the list by clicking on	Section Issalagical and s CL-X section 2/42(b)()()()()() Hallure to complete section 1 or from I+9 time) (at time or fining) and section 2 time).
the checkbox	Sector Aude() (A) value to compy with the requirements of a pirot program where required to participate in an accompy with such a program (and a sector additional account) and a sector additional account of the sector additionac
ule checkbox.	Section 4uosalva(u) in seles to noting the kitomey deheal or communes employment or an individual who has received a linka noncommunation
	Communication Communication
	Cart State 72 Core -
	Phone Number *
	Continue
	Email Address *



The selected alleged violations will be listed under the COUNT(S) section.

CASE TYPE		
	Salutation Title	
ALLEGED VIOLATION SITE	- <b>v</b>	
RESFONDENT		
RESPONDENT'S REPRESENTATIVE	First Name * Middle Initial	Last Name *
OTHER PARTIES TO BE SERVED		
0 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT	ICE File Number*	
	Name of Chief Counsel or Designee	
	CONTACT INFORMATION	
	Street Address *	Address Line #2
	City * Diate *	ZP Code *
	¥	
	Phone Number*	Phone Number Type
		v
	Email Address *	Facture The selected violations
		will be listed under the
		COUNT(S) section.
	COUNT(\$) *	
	Select the violation alleged in each count of the complaint.	
	You may select multiple violations.	
	Violation(s) alleged in each sount of the complaint:	
	<ul> <li>Section 1324a(a)(1)(A) Knowingly hiring, recruiting or referring for a fee.</li> </ul>	
	<ul> <li>Section 1324a(b)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-9.</li> <li>Section 1324a(b)(2) and 8 C FR section 274a 2(b)(11)()(A) Failure to complete section 1 of form I-9 timely (at time of hire).</li> </ul>	
	<ul> <li>Section 1324a(b)(1) and 8 C.F.R section 274a.2(b)(1)(i) Failure to complete section 2 of form I-0 within three business days of hire.</li> </ul>	
	+Click to add or edit	
	BACK	CONTINUE

4. Click on the **CONTINUE** button.

CASE TYPE		
ALLEGED VIOLATION SITE		
RESPONDENT		
RESPONDENT'S REPRESENTATIVE	Fest Name * Middle Initial	Last Name *
OTHER PARTIES TO BE SERVED		
O DHS/ICE ATTORNEY, COUNTS OF THE COMPLAINT	ICE File Number*	
(7) ATTACHMENTS		
	Name of Chief Counsel or Designee	
	CONTACT INFORMATION	
	Street Address *	Address Line #2
	City A Data A	7.P Code *
	ode dae	2P GMB
	Pitone Number *	Phone Number Type
		▼
	Email Address *	Facturer Click on the CONTINUE
		Click on the CON TINGE
		Dutton.
	COUNT(5) *	
	Select the violation alleged in each count of the complaint.	
	You may select multiple violations.	
	Violation(s) alleged in each count of the complaint:	
	<ul> <li>Section 1324s(s)(1)(A) Knowingly hiring, recruiting or referring for a fee.</li> </ul>	
	Section 13244(s)(1)(A) Knowingly bring, recruiting or referring for a fee.     Section 13244(s)(1) and (2) Failure to ensure completion of assion 1 and failures to complete section 2 of form 1.0.     Society 13244(s)(1) and 8 CE and 1244 (s)(1) and 1244 (s)(1) and 1244 (s)(1) and 1244     Section 13244(s)(1) and 124     Section 13244(s)(1) and 124     Section 13244(s)(1) and 124     Section 13244(s)(1)     Section 1324(s)(1)     S	
	Sector 12446(I)(1(A) Kowing) Ming, excuting or refering for a fee.     Sector 12446(I)(1(A) Kowing) Ming, excuting or refering for a fee.     Sector 12446(I)(1) and (C FR sector 244.20(1)(0)(A) Failure to complete sector 1 of form 14 triwy) (at time of hire).     Sector 12446(I)(1) and C FR sector 244.20(1)(0)(A) Failure to complete sector 1 of form 14 triwy) (at time of hire).	
	Ident 1254/021/04 Comply Tange acculate or where for the test of the test on test and test of the test of test o	comes

#### 2.7 Adding Attachments

The **Attachment(s)** section will be displayed. You will need to attach the REQUIRED DOCUMENTS (You must include the following in the packet you submit to OCAHO):

- Complaint
- Notice of Intent to Fine
- Request for Hearing

Note: The maximum file size is 25MB and only PDF or JPG/JPEG formats are allowed.

1. Click on the +Add Attachment link.

EOIR   OCAHO Pertal		MY CASE FILINGS	PROFILE	s
COURD CAR HERE Care Type: NA 5724 (BLCC, 151546) PROCEED CARE TYPE Care Care Care Care Care Care Care Care	Imp 7x73 Attachment() Equate all there documents Scorplake, Notice of International frequences for Hearing in reporters establements: Reaction of the PC		50	емат

The Attachments pop-up message box will be displayed.

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EXECUTION     EXECUTION     EXECUTION     OTHER PARTIES TO BE EXECUTION     OTHER PARTIES TO BE EXECUTION     OTHER PARTIES TO BE EXECUTION		Cose Add Tix	1.00MT

2. Click on the 'Subject' dropdown arrow. Select the Subject from the list.

Note: You are required to add all the documents listed on the Subject dropdown.

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U.S. DEPARTMENT OF JUSTICE	2			
	Attachments	Click on the	×	
OCAHO Case Filing Case Type: INA § 7944 (8 U.S.C. § 1824a)	Please attach required documents here.	'Subject' drop down		
PROGRESS	NoteMax file cize is 21MB and only PDF. (PG/)PEG formats are allowed.	arrow. Select the		
CONTRACTOR	Subjec Select V	Subject from the list.		
ALLEAD VIOLATION STR	Oroco F Street			
O DIMENSION	Complete:			
	Requests for Hearing		Close Add file	
O OTHER PARTY STORE SERVED	Other E			SUBMIT
O DESCENTIONER COUNTS OF THE CONDUCTS	المستعمل			
ATTACIONENTS				



3. Click on the **Choose File** button.

An official website of the United States government. <u>Here's how you know</u>		Skip to Content
EOIR   OCAHO Portal		
	Attachments ×	
OCAHO Case Filing Care Type: INA & 226A (BUSC: \$ 1304a)	Please attach negleich documents ben. Neutritus fer kriste h. 2016 and any 105 ING MIC Services and almosts.	
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ALLEGED VIOLATION STTE	Door Fie C Fornput	
I RESPONDENT	Ote Add Ric	
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CHILDRAFT CONTRACTOR OF THE CHILDRAFT CONTRAFT CONTRACTOR OF THE CONTRACTOR OF THE CONTRACTOR OF THE CONTRACT		
3 ATTACHMENTS		

4. Select the appropriate file to upload using File Explorer.

Note: Documents submitted through the OCAHO Portal will appear in the **My Documents** tab with the document type and the document file name. Accordingly, file names for all files submitted through the OCAHO should accurately reflect the nature of the document. Submitting documents with file names that do not correspond to the type of document being filed may delay the processing of your case. Documents with inappropriate file names may also be rejected by OCAHO staff in appropriate circumstances.

An official website of the United States government. Here's how you know			Skip to Content
U.S. DEPARTMENT OF JUSTICE		MY CASE FILING	is profile C
	Attachments ×		
OCAHO Case Filing Case Type: INA § 278A (§ U.S.C. § 1324a) PROGRESS	Please attach required documents here. (NoteMax file size is 23MB and only POF, PG/PEG formats are allowed).		
CASE TYPE	Subject v		
ALLEGED VIOLATION SITE	Choose File No file chosen		
RESPONDENT	Close Add File		
<ul> <li>REGRAMMENTS BEDEAUXYATIVE</li> <li>Con</li> <li>OT</li> <li>DIS</li> <li>AT</li> </ul>			SURMIT
2025 U.S. DEPARTMEN	SE CNUY		
	Click on 'Open'		Budget & Performance
			FOR Employees
File name:			
	Upload from mobile Open Cancel		

5. The selected file name will be displayed to the right of the **Choose File** button. Click on the **Add File** button.

Note: You can only upload one file at a time.



An official website of the United States government. Here's how you know			Ski	p to Content
EOIR   OCAHO Portal == U.S. DEPARTMENT OF JUSTICE		MY CASE FILIN	3S PROFILE	
	Attachments ×			
OCAHO Case Filing Case Type: IVA § 274A (§ U.S.C. § 1324a) PROGRESS	Please attach required documents here. (NoteMax file size is 23M8 and only PDF, PG//PEG formats are allowed).			
CASE TYPE     ALLEGED VIOLATION SITE	Subject Complaint  The selected file name will to the right of the Choose	l be displayed File button.		
RESPONDENT	Close Add File			
RESPONDENT'S REPRESENTATIVE			01	DAUT
OTHER PARTIES TO BE SERVED	BAUK		50	BMIT
DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT				
ATTACHMENTS		Click of t	itton.	
2025 U.S. DEPARTMENT OF JUSTICE   OMB # 1125-0019 User Guide   He	P UNCLASSIFIED/FOR OFFICIAL USE ONLY	Websites	Other Resources	

6. The uploaded document will appear in the Attachment(s) section.

An official website of the United States government. Here's how you know				Skip to Conte
U.S. DEPARTMENT OF JUSTICE			MY CASE FILINGS	PROFILE C
OCAHO Case Filing Case Type: INA § 724A (8 U.S.C. § 1324a) PROGRESS CASE TYPE	Step 7 of 7 Attachment(s) Upload all three documents (Complaint, Notice of Intent to Fine, and Reg	uests for Hearing) as separate attachments:		
ALLEGED VIOLATION SITE     RESPONDENT	(NoteMax file size is 25MB and only PDF, JPG/JPEG formats are allowed).  +Add Attachment			
RESPONDENT'S REPRESENTATIVE	Subject	File Name	File Size	Remove
OTHER PARTIES TO BE SERVED     DISIRCE ATTORNEY, COUNTS OF THE COMPLAINT     ATTACHMENTS	Complaint Notice of Intent to Fine Requests for Hearing		45 KB 489 KB 489 KB	Remove Remove Remove
	Required Document Types: Complaint - Attached Notice of Intent to Fine - Attached Requests for Hearing - Attached			
	BACK	ded documents		SUBMIT
IS. DEPARTMENT OF JUSTICE   OMB # 1125-0019 User Guide   Help	unclassifilitation official us of will appea	r in this section. Active Normal Social M	Other Res Budget & Bilty Office of Unice of Charles Office of Unices & Disclaimers FOIA Ends USA.gov Contact 1	cources & Performance the Inspector General Act Ioyees EDIR

7. Repeat the steps in <u>Section 2.7 Adding Attachments</u> until all required documents are uploaded.

Note: If you need to replace a file you have previously uploaded, click "Delete" on the right



hand side of the row for the document you need to replace and then repeat the steps in Section 2.7 Adding Attachments to upload the replacement document. Once you click "Submit" pursuant to the instructions below in Section 2.8 Submitting a Case, you will not be able to delete or replace any of the documents you upload in this step.

#### 2.8 Submitting a Case

If you selected **No** to the Subpoena question from <u>Section 2.1 Selecting a Case Type</u>, the **SUBMIT** button will be displayed.

1. Click on the SUBMIT button once all documents are uploaded to submit this case.

Note: Once a case is submitted, you can view the case on the My Active Cases page.

An official website of the United States government. Here's how you know					Skip to Conten
EOIR   OCAHO Portal == U.S. DEPARTMENT OF JUSTICE			MY CASE FILINGS	PROFILE	С
OCAHO Case Filing Case Type: INA \$ 274A (8 U.S.C. \$ 1324a) PROGRESS CASE TYPE ALLEGED VIOLATION SITE	Step 7 of 7 Attachment(s) Upload all three documents (Complaint, Notice of Inter (NoteMax Tile size is 23MB and only PDF, JPG/PEG formats are - Add Attachment	t to Fine, and Requests for Hearing) as separate attachments: allowed).			
<ul> <li>RESPONDENT'S REPRESENTATIVE</li> <li>OTHER PARTIES TO BE SERVED</li> <li>DHSRCE ATTORNEY, COUNTS OF THE COMPLAINT</li> <li>ATTACHMENTS</li> </ul>	Subject Complaint Notice of Intent to Fine Requests for Hearing Required Document Types: • Complaint - Attached • Notice of Intent to Fine - Attached • Requests for Hearing - Attached	File Name	File Size 45 KB 469 KB 409 KB	R R R	emove emove emove emove
JS. DEMATMENT OF JUSTICE   OMB # 1123-0019 User Guide   Help	BACK UNICLASSIFIED/YOR OFFICIAL USE CALY	Click the 'SUBMIT' button once all documents are uploaded to submit this case.	Other Res Rudget & Office of 1 No FLAR. for Empty da Disclaimens FOIA USA.gov Contect E	surces Performance the Inspector Gene Act yvees OIR	SUBMIT

After a few minutes, an automated email will be sent to the filer stating that an OCAHO case has been submitted with the auto-generated case number.

OCAHO Case has been submitted	
eoir.ocaho@usdoj.gov To:	General Control → Reply ≪ Reply all → Forward ⊗ = ■ ···     Fri 6/13/2025 1:38 PM
You don't often get email from eoir.ocaho@usdoj.gov. <u>Learn why this is important</u> You have submitted an OCAHO case with case number ).	
← Reply → Forward	



#### 2.9 Adding a Subpoena

If you selected **Yes** to the Subpoena question from <u>Section 2.1 Selecting a Case Type</u>, the **CONTINUE** button will be displayed.

1. Click on the **CONTINUE** button once all documents are uploaded.

An efficial website of the United States government. <u>Here's how you know</u>		MY CASE FI	Skip to Content
U.S. DEPARTMENT OF JUSTICE OCANO Case Filing Case Type: INA § 274A (§ U.S.C. § 1324a) FROORESS Case TYPE ALLEGED VIOLATION SITE RESPONDENT RESPONDENT RESPONDENT RESPONDENTS	Step 7 of 7 Attachment(s) Documents uploaded: Subject Complaint Notice of Intent to Fine Requests for Hearing	File Name	File Size 45 K8 409 K8 324 K8
OTHER PARTIES TO BE SERVED     DISJICE ATTORNEY, COUNTS OF THE COMPLAINT     ATTACHMENTS     JURPOINA	BACK The uploaded documents will appear in this section.	Click the CONTINUE documents are	CONTINUE button once all uploaded.
LS. DEPARTMENT OF JUSTICE   CMB # 1125-0019 User Guide   Molp	UNCLASSIFIED/FOR OFFICIAL LISE ONLY	Websites Archive Accessibility Information Quality Princy Policy Legal Publices & Duclaimens Social Media	Other Resources Budget & Performance Other of the Impectur General Nor FARA Art For Employees FOIA USA gow Contract EOR EOR Home Arctice.gow

2. A pop-up will be displayed. Click on the **OK** button. This will both submit the case and cause the **OCAHO Subpoena** section to be displayed.

# **EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**

An official website of the United States government. <u>Here's how you know</u> EOIR   OCAHEO Portal U.S. DEPARTMENT OF JUSTICE		ocaho-ust.noc.coir.usdoj.gov says You are albout to SUBAIT this case and be redirected to the SUBPOBNA form. Do you want to continue?	] OGC Fraud	MY CASE FILINGS	Skip to Content PROFILE C
OCAHO Case Filing Case Type: INA § 27AA (8 U.S.C. § 1324a) PROGRESS CASE TYPE CALLEGED VIOLATION SITE CRESPONDENT	Step 7 of 8 Attachmen Upload all thr (Note:Max file s - Add Attachr	nt(s) ree documents (Complaint, Notice of Intent to Fine, and Requests for Hea lie is ISMB and only PDF, PG/PEG formats are allowed). ment	ring) as sept.	Click on "OK" bu	utton
<ul> <li>RESPONDENT'S REPRESENTATIVE</li> <li>OTHER PARTIES TO BE SERVED</li> <li>DISINCE ATTORNEY, COUNTS OF THE COMPLAINT</li> <li>ATTACHMENTS</li> <li>SUPPOEMA</li> </ul>	Required • Coi • No • Rec BACK	Subject Netice of Intent to Fine Complaint Requests for Hearing d Document Types: mplaint – Attached quests for Hearing - Attached	File Name	File Size 409 K3 45 K8 324 K8	Remove Bemove Bemove CONTINUE
2023 U.S. DEPARTMENT OF JUSTICE   CMB # 1125-0019 User Guide   Holp	UN	CLASSIFIED/TOR OFFICIAL USE ONLY		Websites Of Anchive Be Accessibility O() Information Quality Ni Prinag 7 Kricy For Legal Notice & Duckamers II (7 Social Media Ur Co	er Besoures det Serformance Ker of the Importor General FERR Act Employees Agov Agov Agov Mata E COR Bi Isona

3. The OCAHO Subpoena section will be displayed.

An official website of the United States government. Here's how you know			Skip to Content
U.S. DEPARTMENT OF JUSTICE	The OCA-	O Subpoena section	С
OCAHO Case Filing Case Type: Request for Subpoena	Step 2 of 2 OCAHO Subpoena Please complete all required fields. If you need more space attach a PDF with additional information.	be displayed.	
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			6
	OCAHO Case No.		
		o U.S.C. 9 1324 Proceeding	
	То '		
	I		
	You are hereby commanded to (or if a corporation, commanded to designate an individual to): *		
	Appear and give testimony at		
	Produce and bring the documents described below to:  Provide access to the evidence described below for the purpose of examination and convinn at		
	Mail (by certified mail) the documents described below to:		



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OCAHO Case Filing Case Type: Request for Subpoena PROGRESS 2 rorn 2 Case Information	Step 2 of 2 OCAHO Subpoen Please complete all required fields. If you need more space, attach a PDF with additional information. In Re investigation of U.S.C. § 1324b Proceeding U.S.C. § 1324b Proceeding	OCAHO Inv. Subpoena No. OCAHO Inv Subpoena Number will be populated by system	
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5. A supplemental file can be attached on this page if there is not enough space on the current form. Click the **Choose File** button and follow the similar steps in <u>Section 2.7 Adding</u> <u>Attachments</u>.

Date * Time *	
The documents or evidence required:          If more space is needed, please add an attachment.         (Note Max the size in 25MB and only PDF, JPOUPEG formats are allowed).         Subject	Add additional file if needed. Click 'Choose File' and follow the similar steps to Section 2.7 Adding Attachments
Choose Files No Bie chosen This subport is issued pursuant to section 68.25 of tile 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) a	nd under the statutory authority specified below: * milgration and Nationality Act, as amended (8 U.S.C. § 1324a(e)/2)(B)) igration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2)) milgration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B))
This subpoena is issued upon the application of: Name *	Tite *
Office *	Signature * (Typing your name in their field constitutes an electronic signature on the subpoints form)
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6. The attached files from the previous sections will appear in the Uploaded Files section.

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	This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.f.	R. § 68.25) and under the statutory authority specif	fied below: *			
	8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(e)	(2)(B) of the Immigration and Nationality Act, as am	nended (8 U.S.C. § 1324a(e)(2)(B))			
	0 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Authority of section 274B(f)					
	O 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)		files from the provieu			
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	Uploaded Files	~				
	Subject	File Name	File Size	Remove		
	Complaint		45 KB	Delete		
	Notice of Intent to Fine		489 KB	Delete		
	Requests for Hearing		324 KB	Delete		
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#### 2.10 Submitting a Subpoena

1. Click on the **SUBMIT** button once all information is completed.

Note: Once a subpoena is submitted you can view the case and subpoena on the **My Active** *Cases* page.



	If more space is needed, please add an attachment.			A
	(Note:Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).			
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	<ul> <li>8 U.S.C. § 1324b Proceeding. This subpoena is issued under the autor</li> <li>8 U.S.C. § 1324c Proceeding. This subpoena is issued under the autor</li> </ul>	thority of section 274B(f)(2) of the Immigration and Nationality Act, as amended thority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration and Nationality Act, as a mended the section 274C(d)(1)(B) of the Immigration 274C(d)(1)(B) of the section 2	(8 U.S.C. § 1324b(f)(2)) fed (8 U.S.C. § 1324c(d)(1)(B))	
	This subpoena is issued upon the application of			
	Name "			
	Office *	Signature * (Typing your name in this fi	ald constitutes an electronic signature on this	subpoena form)
	Uploaded Files			
	Subject		File Size	Remove
	Complaint	Click on the SUBMIT button	45 KB	Delete
	Notice of Intent to Fine	once all information is entered	489 KB	Delete
	Requests for Hearing		324 KB	uelete
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2. A message will be displayed stating that the form is submitted.

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3. After a few minutes, an automated email will be sent to the filer stating that 'OCAHO Subpoena has been submitted from the portal.



4. You can navigate to the **My Active Cases** page by clicking on either the <u>My Cases</u> link or the **MY CASE FILINGS** link.

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The **My Active Cases** page will be displayed. Notice that the submitted case appears on top of this list and the Case Number and Case Title are auto-generated.





#### 2.11 Viewing Case Documents

2. Click on **My Documents** on the corresponding Case to view all of the documents associated with a particular case.

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						Contact EOIR

The **My Documents** page with the corresponding Case Number and Case Title is displayed. This page displays all documents associated with this case.

Note: It may take several minutes for the documents you submitted with the new case to appear in the **My Documents** page. If you do not see the documents immediately, go back to your **My Active Cases** page, wait a few minutes, and then click into **My Documents** again.

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	My Documents					
	Case Number: Case Títle:	lan -				
	Subject	File Name	File Size	Download		
				Download		
	BACK		This section displays all attachments submitted in the form			
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3. Click Download if you would like to download and view any document.

Note: You may see that there is another file with Subject: EOIR -30 and the following suffix in the File Name: \*\*\*-Submitted.pdf. This will only appear if you have submitted a subpoena. This



auto-generated PDF document is a subpoena form with pre-filled fields. Click **Download** to view the Subpoena.

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4. At the top right of the screen, in the gray bar, click the 'open' button to view the downloaded file.

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The downloaded subpoena file has some values pre-filled from Case Filings.

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	Page 2 of 2 FORM BOIR-30 Revised Nov. 2016		



#### **3. FILING CASE TYPE B (INA § 274B; 8 U.S.C. § 1324B)**

5. Open <u>https://ocaho.eoir.justice.gov/</u> and follow Steps 1 through 6 in <u>Filing Case Type A</u> to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.

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#### **3.1 Selecting a Case Type**

1. From the **File a case** panel, select 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.



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	File a case Select a case type CASE TYPE * Select Select Mick 59728 (BUSIC 5 15124a) (employer sunctions) Mick 59728 (BUSIC 5 15124a) (emplo	Select 'INA § 2748 1324b) (unfair immi employment practic CASE TYPE dro	8 (8 U.S.C. § gration-related ces)' from the opdown list
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2. Select the **Yes** radio button if there is a Subpoena; otherwise, click on the **CONTINUE** button.

Note: If you select **Yes**, at the end of the form you will need to fill in Subpoena information.

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3. A pop-up message will be displayed stating 'You are creating a new Case. Do you want to proceed?' Click on the **OK** button.

U.S. DEPARTMENT OF JUSTICE		ocaho-uat.noe.eoir.usdoj.gov says You are creating a new Case. Do you want to proceed?	Cancel	MY CASE FILINGS	Ski PROFILE	p to Content
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The **Step 1** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Case Filing. On this page, the indicator will show the current step as 1. The subsequent steps are grayed out.

The Case Type B form consists of 15 or 16 steps. If the **Yes** radio button was selected on the initial step, then Subpoena will be displayed as step 16. These steps appear as follows: (1) Form

- (2) 1 General Information
- (3) 2 Representation
- (4) 3a Citizenship or Immigration Status
- (5) 3b Current Citizenship or Immigration Status
- (6) 4 Respondent Business/Employer Information
- (7) 5 Respondent Business/Employer Representation
- (8) 6 Basis of Discrimination
- (9) 7 Discrimination in Hiring, Recruitment, or...
- (10) 8 Discrimination in Firing
- (11) 9 Intimidated, Threatened, Coerced, or...
- (12) 10 Documentation Practices
- (13) 11 Relief Request
- (14) 12- Attachment
- (15) 13 Declaration & Signature









#### **3.2 Filling out a Paper/PDF Form**

1. If you prefer to fill out a paper/PDF form, download the form by clicking the links presented in Step 1. Then upload a PDF file with the completed form by clicking the +Add Documents link. There is also a FORM INSTRUCTIONS link to information to assist with completing the paper form.

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OCAHO Case Filling Case Type: INA 8 274B (8 U.S.C. § 1324b) PROGRESS	Step 1 of 16           If you prefer to fill out a paperPDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button.           Otherwise, click Continue to complete and file the form online.
Form     1 General Information     2 Remember 201	OCAHOSubpoensForm OCAHO2748ComplaintForm FORM INSTRUCTIONS
Arsopresentation     Ja-Citizenship or Immigration Status	Please Upload Your Completed Form and Other documents and the first Form Instructions. (Note the scene is SMU and only PDF, JPQJPEQ formats are allowed)
3) 30-Current Citizenship or Immigration Status     4-Respondent Business/Employer Information	If you prefer to fill out a paper/PDF form download the
S-Respondent Rusiness/Employer Representation     B 6-Rasis of Discrimination	form by clicking the links here. Then upload a PDF file with the
	Add Documents button
11     9-Intimidated, Threatened, Coerced or       12     10-Documentation Practices	
13     11-Relief Request       (14)     12-Attachment	
(15) 13-Declaration & Signature	
	BACK





#### **3.3** Completing and Filing the Form Online

1. If you prefer to complete and file the form online, click on the **CONTINUE** button.

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U.S. DEPARTMENT OF JUSTICE	MY CASE FILINGS PR	ofile C
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ROGRESS	If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.	
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	Please Uplead Your Completed Form and Other documents as stated in the Form Instructions.	
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30-Current Citizenship or Immigration Status     4-Respondent Business/Employer Information	• House Localimenta	
7 5-Respondent Business/Employer Representation		
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0) 8-Discrimination in Firing		
9-Intimidated, Threatened, Coerced or		
2) 10-Documentation Practices 3) 11-Relief Request		
4 12-Attachment	To complete and file the form	
15) 13-Declaration & Signature	online, click Continue	
	BACK	CONTINUE

- 2. Use <u>Filing Case Type A</u> as a reference guide to continue filing Case Type B.
- *3*. Complete all remaining steps, filling in all information that you can. Required fields are indicated by the red asterisk "\*" symbol. Click on the **CONTINUE** button when you have completed each section.

Note: When a question calls for a "Yes" or "No" answer, the form will default to "No" (and will appear on the system-generated Form EOIR-58 accordingly). Please make sure to toggle the response to "Yes" whenever applicable. If you believe that a response other than "Yes" or "No" is correct for a particular Yes/No question, you should return to the very first screen in this case type ((1) - Form), follow step 1 above to download the Form EOIR-58, complete the PDF form separately, and then upload it according to the instructions in step 1 above.

4. In the **Declaration and Signature** section, type in your name as an electronic signature and type in the date. Click on the **SUBMIT** button to submit this case.

Note: Once a case is submitted, you can view the case on the My Active Cases page.

#### 4. FILLING CASE TYPE C (INA § 274C; 8 U.S.C. § 1324C)



- 5. Use <u>Filing Case Type A</u> beginning with step 1 as a reference guide to logging into OCAHO Portal for E-Filing and filing Case Type C.
- 6. Complete all steps, filling in all information that you can. Required fields are indicated by the red asterisk "\*" symbol. Click on the **CONTINUE** button when you have completed each section.
- 7. In the **Declaration and Signature** section, type in your name as an electronic signature and type in the date. Click on the **SUBMIT** button to submit this case.

Note: Once a case is submitted, you can view the case on the My Active Cases page.



#### **5. FILING A SUBPOENA**

8. Open <u>https://ocaho.eoir.justice.gov/</u> and follow Steps 1 through 6 in <u>Filing Case Type A</u> to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.

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					Privacy Policy	For Employees
					Legal Policies & Disclaimers	FOIA
					Social Media	USA.gov
						Contact EOIR
						EOIR Home
						Justice.gov

9. From the **File a case** panel, select 'Request for Subpoena' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.

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	INA § 274C (8 U.S. C. § 1324c) (Immigration-related document fraud) Request for Subpoana			
	BACK			
	Select "Request for Subpoena"			



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11. A pop-up message will be displayed stating 'You are creating a new Case. Do you want to proceed?' Click on the **OK** button.

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The **Step 1** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Request for Subpoena. On this page, the indicator will show the current step as 1. The subsequent steps are grayed out.

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12. If you prefer to fill out a paper/PDF form, download the form by clicking the **OCAHOSubpoenaForm** link. Then upload a PDF file with the completed form by clicking the **+Add Documents** button.



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*Note: Clicking on the INSTRUCTIONS AND IMPORTANT NOTICES link displays information to assist with completing the PDF form.* 

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13. If you prefer to complete and file the form online, click on the CONTINUE button.

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The OCAHO Subpoena page will be displayed.



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	O U.S.C. § 1324 Proceeding To *  Vou are hereby commanded to (or if a corporation, commanded to designate an individual to). *  Appear and give testimory at  Produce and bring the documents described below to:  Produce cases to the evidence described below to: Produce cases to the evidence described below to: Produce cases to the evidence described below to: Produce acts the evidence descr		_
	Provide access to the evidence described below for the purpose of examination and copying at. Mail (by certified mail) the documents described below to:		

14. Complete all relevant fields. Required fields are indicated by the red asterisk "\*" symbol.

Case Filing pe: Request for Subpoena ESS	Step 2 of 2 <b>OCLHO Subpoena</b> Flease complete all required fields. If you need more space, attach a PDF with additional information.	
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15. Click on the **SUBMIT** button once all information has been filled in.

## EOIR

	Date	
	The documents or evidence required.	
	If more space is needed, please add an attachment. (Note Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).	
	Subject	
	Choose Files No file chosen	
	This subpoona is issued pursuant to section 58.25 of tille 28 of the Code of Federal Regulations (28 C FR § 66 B U.S.C. § 13248 Proceeding. This subpoene is issued under the authority of section 2744(s) B U.S.C. § 13249 Proceeding. This subpoene is issued under the authority of section 2744 B U.S.C. § 13246 Proceeding. This subpoene is issued under the authority of section 2744 B U.S.C. § 13246 Proceeding. This subpoene is issued under the authority of section 2744 B U.S.C. § 13246 Proceeding. This subpoene is issued under the authority of section 2744	125) and under the statutory authority specified below.* Click on the 'SUBMIT' button once all information has been completed
	This subport is issued upon the application of Name *	Tife *
	Office *	Signature * (Typing your name in this field constitutes an electronic signature on this 200 or form)
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2025 U.S. DEPARTMENT OF JUSTICE   OMB # 1125-0019	User Guide   Help UNCLASSIFICE/IFOR OFFICIAL USE ONLY	Websites         Other Resources           Archive         Budget & Performance           Accessibility         Office of the Inspects General

A message stating 'Form is submitted. Thank you!' will be displayed.

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After a few minutes, an automated email will be sent to the filer stating that an OCAHO Subpoena has been submitted with the auto-generated case number.



То

#### 🕞 Reply 🎧 Reply All 🕞 Forward 👼 IM

Thu 5/20/2021 4:57 PM

do-not-reply@eoir.usdoj.gov

OCAHO Subpoena has been submitted from the portal.

You have submitted an OCAHO Subpoena with case number



#### 6. REQUESTING ACCESS

As an OCAHO Portal for E-Filing user, you can request access to an existing case filed by someone other than you. In order to do so you need the Case Number and the associated Case Type.

16. Open <u>https://ocaho.eoir.justice.gov/</u> and follow Steps 1 through 6 in <u>Filing Case Type A</u> to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on the **REQUEST ACCESS** button.

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17. On the **Request For Case Access** page, enter the Case Number and then select the associated Case Type.



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#### 18. Click on the **SUBMIT** button.

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4. Requested Case information will appear under the Access Requested section.



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	Request For Case Access		
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			Justice gov

Note: After the admin/approver approves your access to the requested case, the case will be displayed on the requester's **My Active Cases** page.

If you have not yet been identified as a party or attorney of record in the case, you may need to file a Notice of Appearance or other appropriate document with OCAHO separately before requesting electronic access to the case.

19. Click on **MY CASE FILINGS** on the top blue bar. The **My Active Cases** page will be displayed. Click on the Case Number to view the case.



After an EOIR admin/approver denies or approves access to the requested case, an automated email will be sent to the filer about the approval or denial.



## **EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**

🛱 Reply 🛱 Reply All 😭 Forward 🛭 🚭 IM

Tue 5/10/2022 11:34 AM

do-not-reply@eoir.usdoj.gov

Request for Access to OCAHO Case

Your Request for Access to OCAHO Case has been Approved.

From: <u>do-not-reply@eoir.usdoj.gov</u> <<u>do-not-reply@eoir.usdoj.gov</u>> Sent: Tuesday, May 10, 2022 11:34 AM To:

Subject: Request for Access to OCAHO Case

Your Request for Access to OCAHO Case has been Denied.



#### 7. FILING A MOTION

#### 7.1 Filing a Motion

20. Open <u>https://ocaho.eoir.justice.gov/</u> and follow Steps 1 through 6 in <u>Filing Case Type A</u> to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on **File a Document** link on the right side of the relevant Case.

Note: This link will only appear if the Case has already been submitted.

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					Information Quality	No FEAR Act
					Privacy Policy	For Employees
					Legal Policies & Disclaimers	FOIA
					Social Media	USA.gov
						EOIR Home
						Justice.gov

21. Confirm you are on the **Motion and Filings** tab. Fill in all relevant information. Required fields are indicated by the red asterisk "\*" symbol. Attach a copy of the motion or other filing using the "Choose Files" button.

*Note: Please ensure that the file name of the document you upload corresponds to the type of motion being filed so that OCAHO staff can properly identify and process the filing.* 



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22. Click on the **SUBMIT** button once all information is completed.

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	Motions and Filings         Cese General Information         Cese Tipe         Case Type         Case Number         Motion or Other Document         Time of Motion or Filing Type *         Is this urgent?         Comments         Please attach document(s) here*         (Index: Max: file size is 25MB and only PDF_UPQUPEO formatic allowed)         Choose Filing Type Type Type Type Type Type Type Type	Click on the SUBMIT button once all informat is completed	ion

23. A pop-up will be displayed to indicate that the Motion is submitted. Click **OK**.



# **U.S. DEPARTMENT OF JUSTICE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**

ocaho-uat.noe.eoir.usdoj.gov says
submitted!
ок
Click "OK"

## After a few minutes, an automated email will be sent to the filer stating that a motion to an OCAHO case has been submitted with the case number.

Reply 🕞 Reply	y All 🛱 Forward 🖓 IM
W	ed 5/11/2022 8:10 AM
d	lo-not-reply@eoir.usdoj.gov
A	motion for OCAHO Case has been filed
То	
∣You have subn	nitted a Motion to OCAHO Case with case number
This below	v email will be sent when an 'Administrative Review' is submitted.
Reply G	a Reply All 🔓 Forward 😤 IM
	Wed 5/11/2022 10:06 AM
	do-not-reply@eoir.usdoj.gov
	An Administrative Review for OCAHO Case has been filed
То	
Vou horro	submitted on Administrative Parian to OCAHO Case with ease number
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