

**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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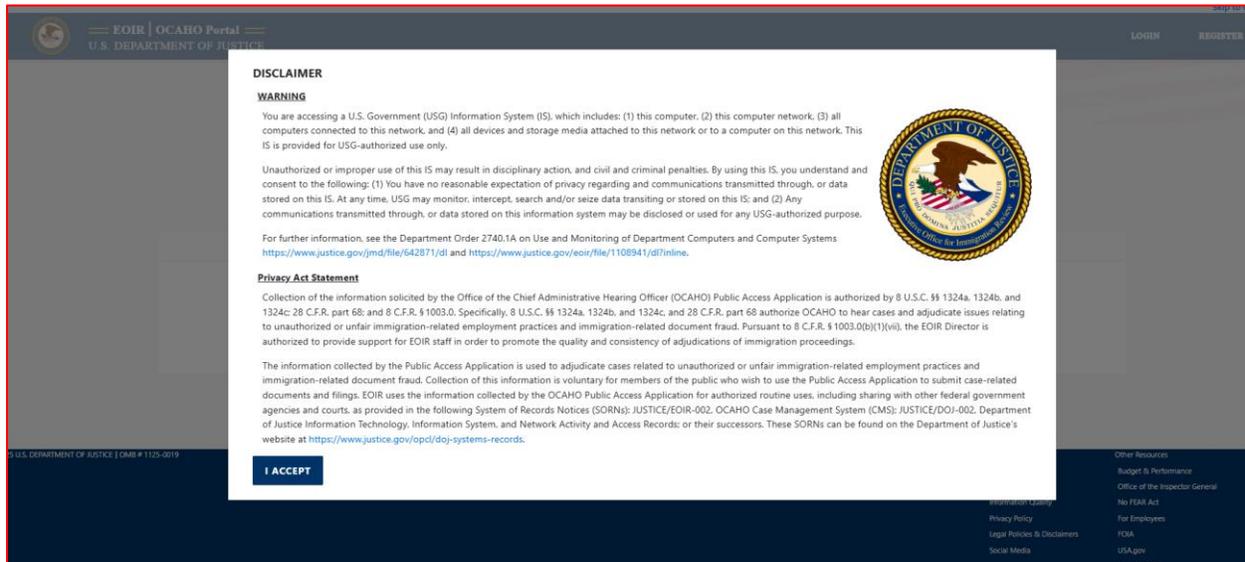


1. REGISTERING FOR OCAHO PORTAL FOR E-FILING

NOTE: It is recommended to use **Microsoft Edge**.

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

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



2. Click on the **I ACCEPT** button.



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 (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 privacy 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/d7/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.F.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 document fraud. Pursuant to 8 C.F.R. § 1003.0(b)(1)(vii), the EOIR Director is authorized to provide support and consistency of adjudications of immigration proceedings.

The information collected by the OCAHO Public Access Application is for members of the public who wish to use the Public Access Application to submit case-related documents and filings. EOIR is authorized to share this information with other federal government agencies and courts, as well as other EOIR systems (SORNs): JUSTICE/EOIR-002, OCAHO Case Management System (CMS); JUSTICE/DOJ-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/opcl/doj-systems-records>.

I ACCEPT

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](#)

EOIR | OCAHO Portal
U.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 types of cases:

- (1) Knowingly hiring, recruiting or referring unauthorized noncitizens, not verifying employment eligibility, or requiring indemnity bonds from employees;
- (2) Immigration-related unfair employment practices; and
- (3) Immigration-related document fraud.

Decisions on cases are made by Administrative Law Judges (ALJs). The ALJs may impose sanctions and penalties, issue cease and desist orders, award attorney's fees, and/or award back pay.

2021 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED/FOR OFFICIAL USE ONLY Websites Other Resources
Archive Budget & Performance



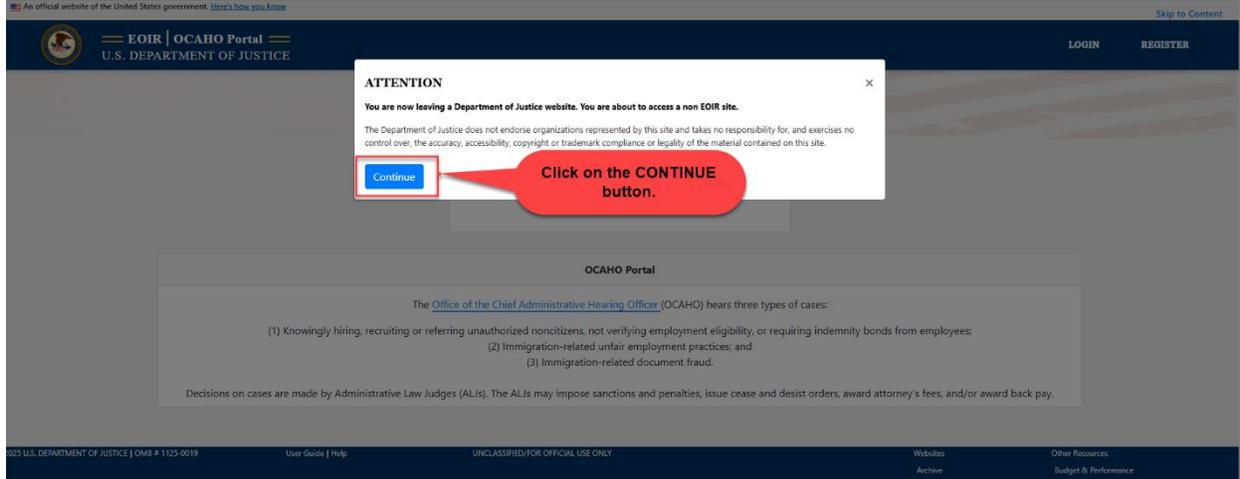
3. Click on the **REGISTER** button.

The screenshot shows a web page for the OCAHO Portal. At the top, there is a link "Register for an account to file new cases" and a prominent blue "REGISTER" button. Below this is the "OCAHO Portal" header. The main content area states: "The Office of the Chief Administrative Hearing Officer (OCAHO) hears three types of cases:" followed by a numbered list: (1) Knowingly hiring, recruiting or referring unauthorized noncitizens, not verifying employment eligibility, or requiring indemnity bonds from employees; (2) Immigration-related unfair employment practices; and (3) Immigration-related document fraud. Below the list, it says: "Decisions on cases are made by Administrative Law Judges (ALJs). The ALJs may impose sanctions and penalties, issue cease and desist orders, award attorney's fees, and/or award back pay." The footer contains navigation links: "2021 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019", "User Guide | Help", "Websites" (with sub-links: Archive, Accessibility, Information Quality, Privacy Policy, Legal Policies & Disclaimers, Social Media), and "Other Resources" (with sub-links: Budget & Performance, Office of the Inspector General, No FEAR Act, For Employees, FOIA, USA.gov, Contact EOIR, EOIR Home, Justice.gov).



The **ATTENTION** pop-up message will be displayed.

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





- The **Registration for Account Access** page will be opened.

- 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 Address Domain	Case Type Available to File
dhs.gov	A (related to hiring/employing unauthorized noncitizens, verifying employment eligibility, requiring indemnity bonds), C (immigration-related document fraud)
usdoj.gov	B (immigration-related unfair employment practices), S (subpoena)
Any other email	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.



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

DOJ LOGIN

Set up security methods

test@aol.com

Security methods help protect your dojlogin-exttest_default account by ensuring only you have access.

Required 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

[Back to sign in](#)

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”.



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

DOJ LOGIN

Verify with your email

@ [redacted]

Haven't received an email? [Send again](#)

We sent an email to [redacted] com. Click the verification link in your email to continue or enter the code below.

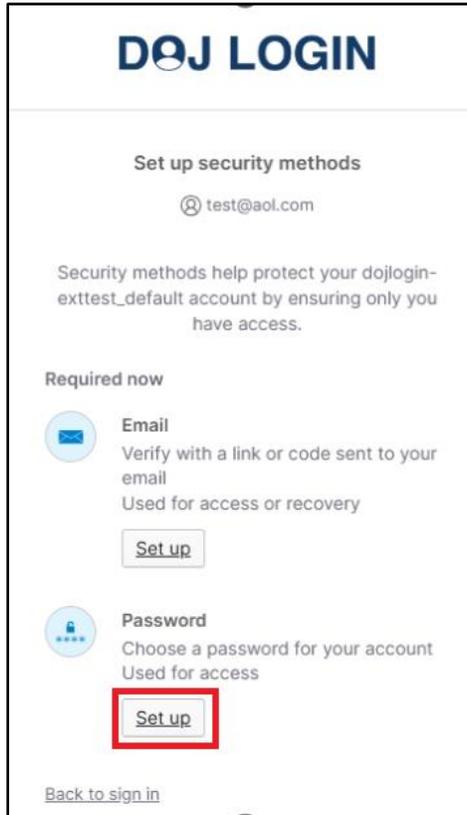
Enter Code

Verify

[Back to sign in](#)



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



The screenshot shows the DOJ LOGIN account setup interface. At the top, it says "DOJ LOGIN". Below that, it says "Set up security methods" and shows the email address "test@aol.com". A message states: "Security methods help protect your dojlogin-exttest_default account by ensuring only you have access." Under the heading "Required now", there are two options: "Email" (Verify with a link or code sent to your email, Used for access or recovery) and "Password" (Choose a password for your account, Used for access). The "Set up" button for the Password option is highlighted with a red box. At the bottom left, there is a link "Back to sign in".



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

DOJ LOGIN

Set up password

Password requirements:

- At least 16 characters
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Enter password

Re-enter password

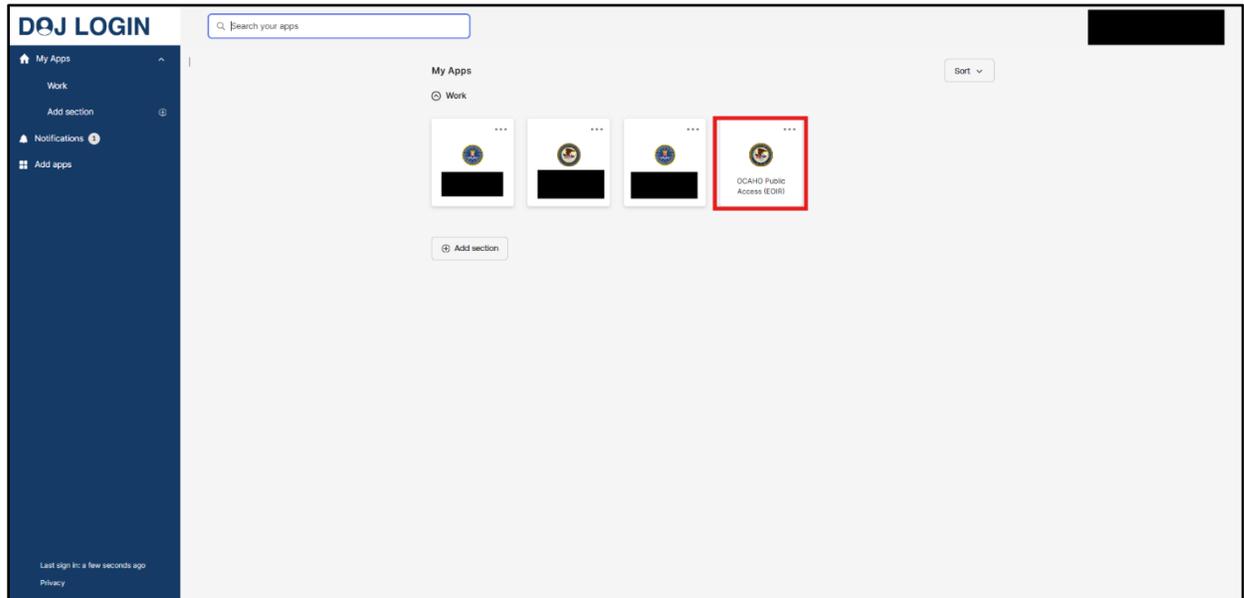
Next

[Return to authenticator list](#)

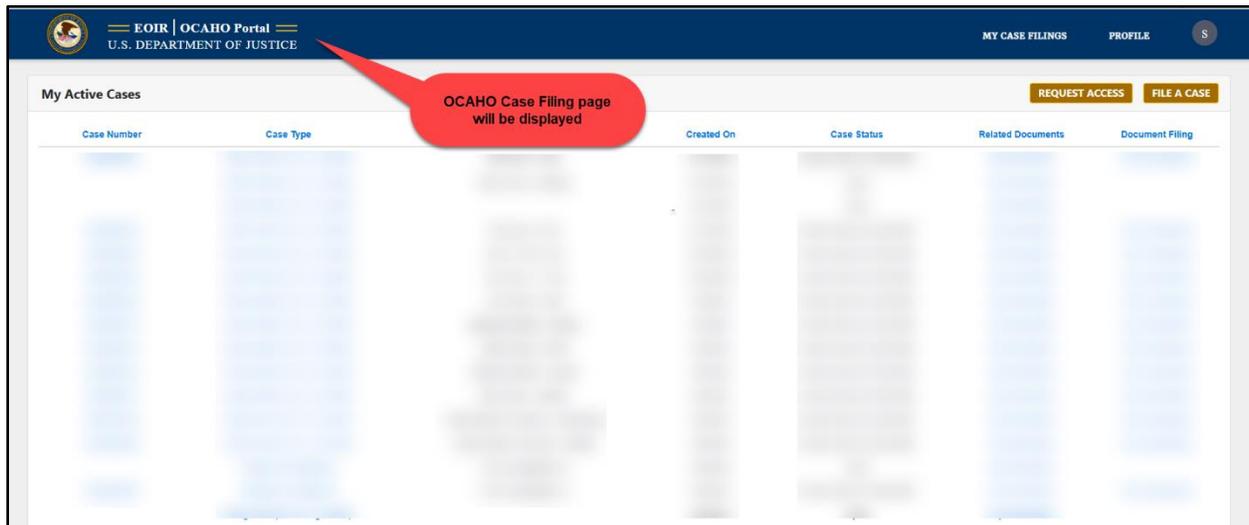
[Back to sign in](#)



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



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

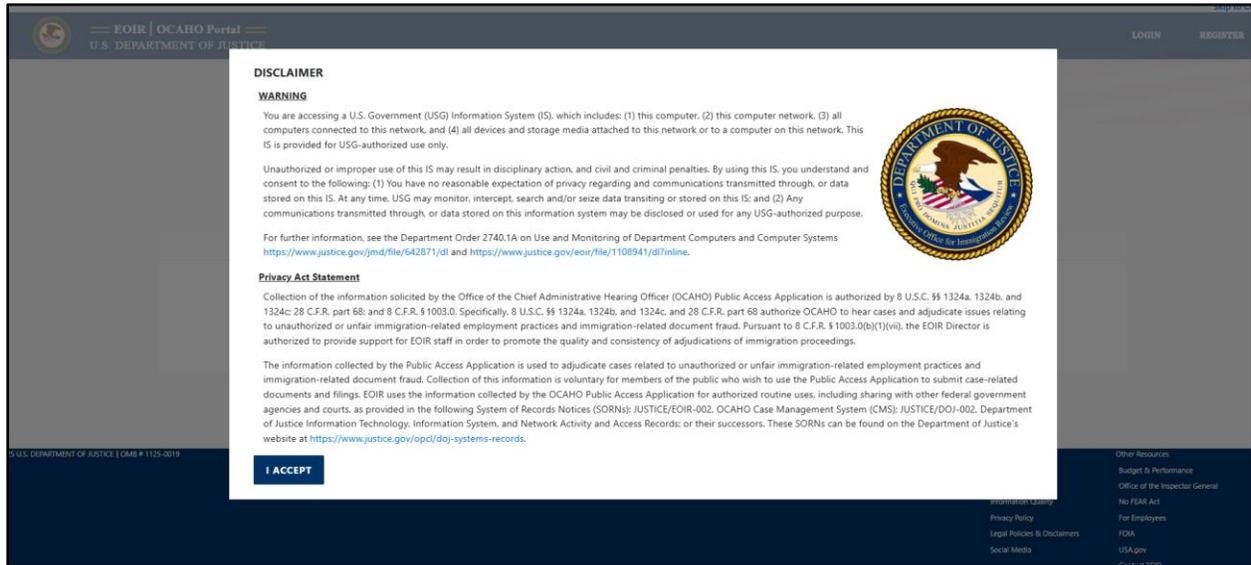




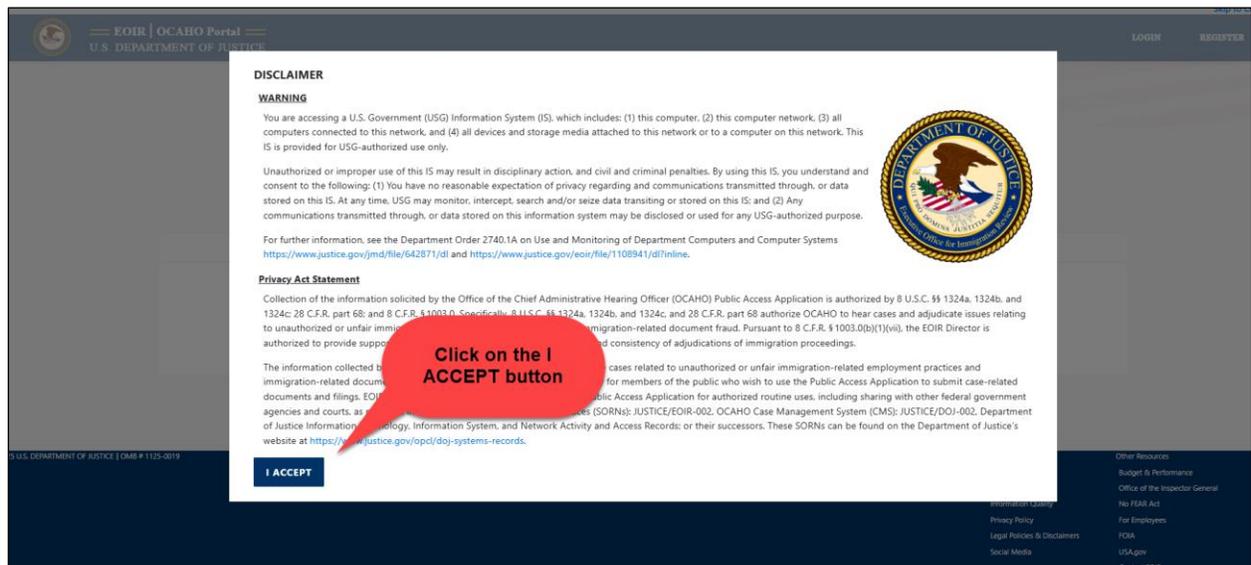
2. FILING CASE TYPE A (INA § 274A; 8 U.S.C. § 1324A)

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

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

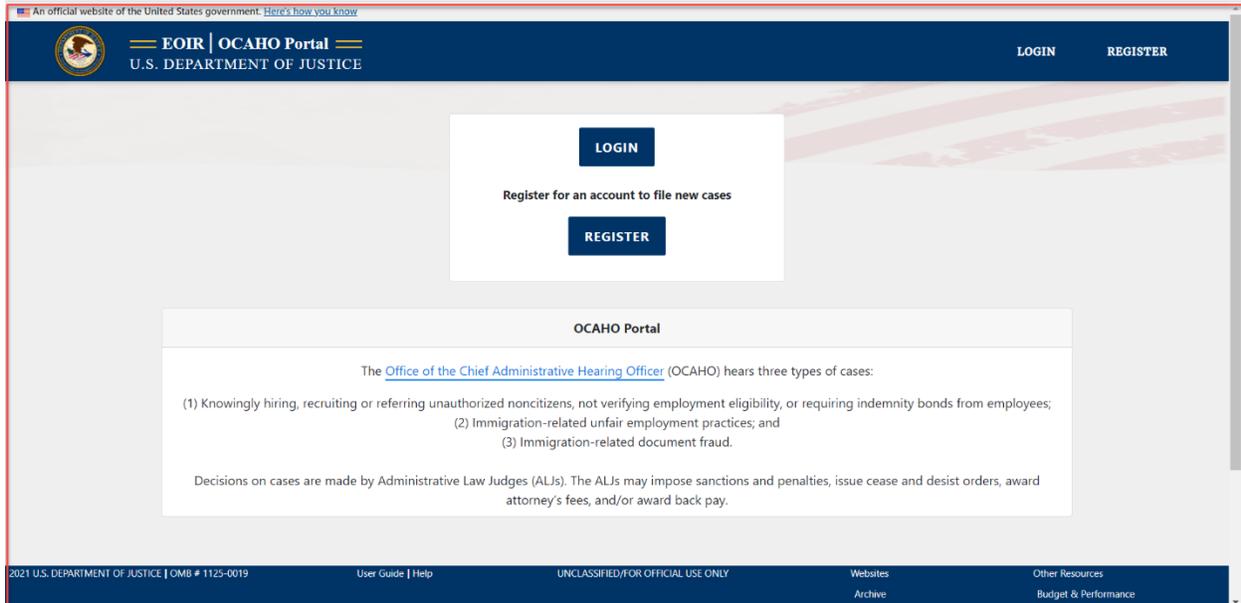


2. Click on the **I ACCEPT** button.

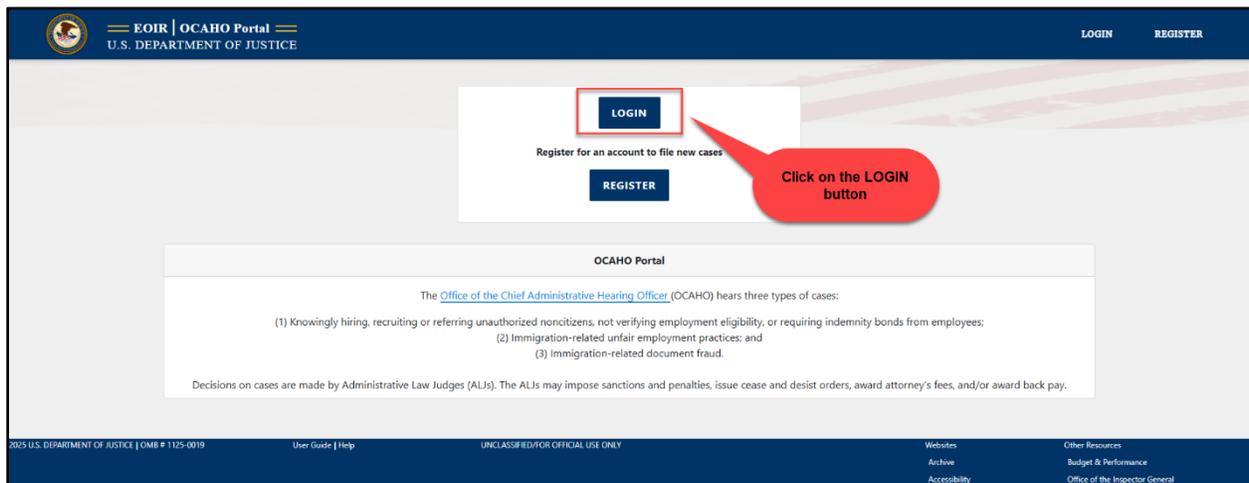




The OCAHO Portal for E-Filing Login/Registration page will be displayed.

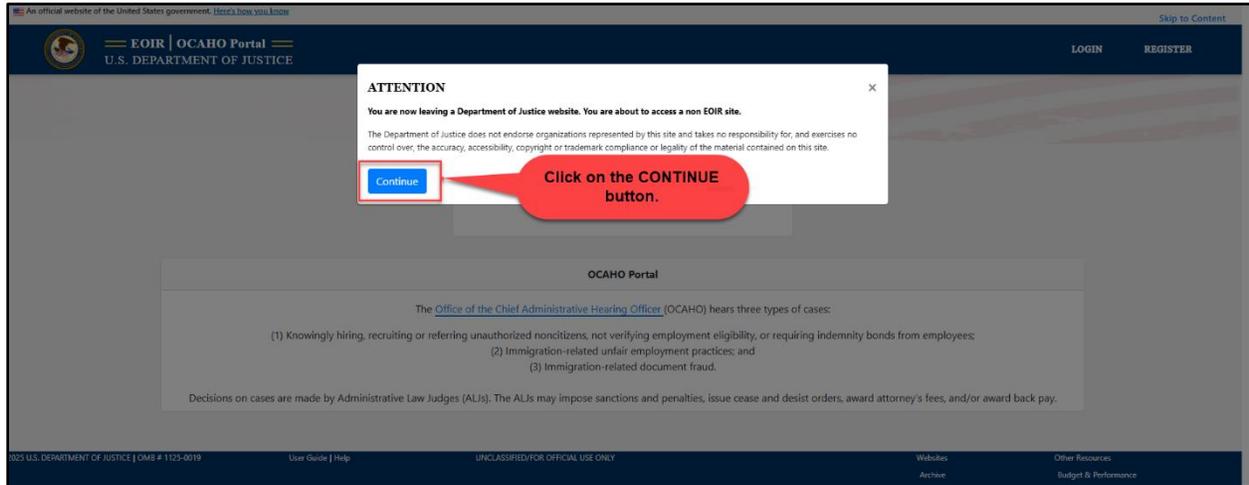


3. Click on the **LOGIN** button.





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





5. Enter **Email Address**. Click on the **Next** button.

Connecting to 
Sign in with your account to access OCAHO Public Access
(EOIR)

DOJ LOGIN

Please enter your email address below to sign in. Alternately, if you have a DOJ PIV card, please click the "Sign in with PIV" button below.

Email Address

[Forgot password?](#)
OR

[Help](#)
[DOJ Privacy Policy](#)

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

 [REDACTED]

Send a verification email to [REDACTED]
by clicking on "Send me an email".

[Send me an email](#)

[Back to sign in](#)

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.



Connecting to 
Sign in with your account to access OCAHO Public Access
(EOIR)

DOJ LOGIN

Verify with your email

 [REDACTED]

We sent an email to [REDACTED]. Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

[Back to sign in](#)



Connecting to 
Sign in with your account to access OCAHO Public Access
(EOIR)

DOJ LOGIN

Verify with your email

 [REDACTED]

We sent an email to [REDACTED]. Click the verification link in your email to continue or enter the code below.

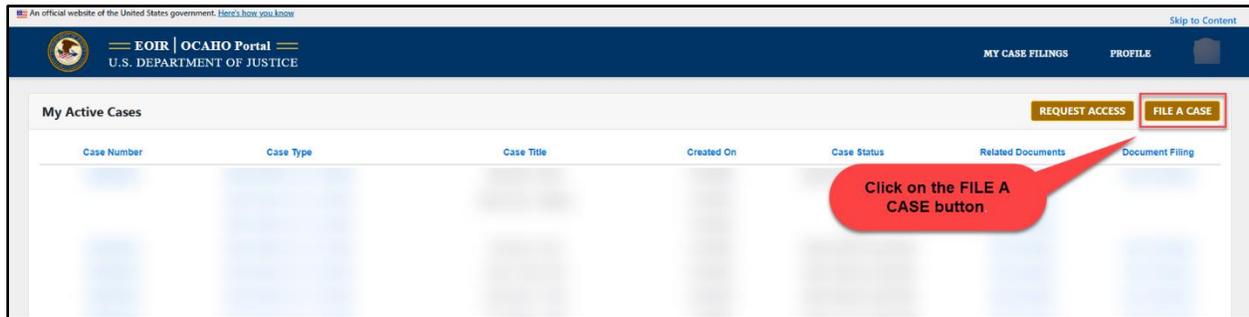
Enter Code

Verify

[Back to sign in](#)



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.

The screenshot shows the 'File a case' form on the EOIR OCAHO Portal. The 'Select a case type' section has a dropdown menu open, showing several options. A red callout bubble points to the selected option: 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)'. The dropdown list also shows other options: 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)', 'INA § 274C (8 U.S.C. § 1324c) (immigration-related document fraud)', and 'Request for Subpoena'. The 'CONTINUE' button is highlighted with a red box.

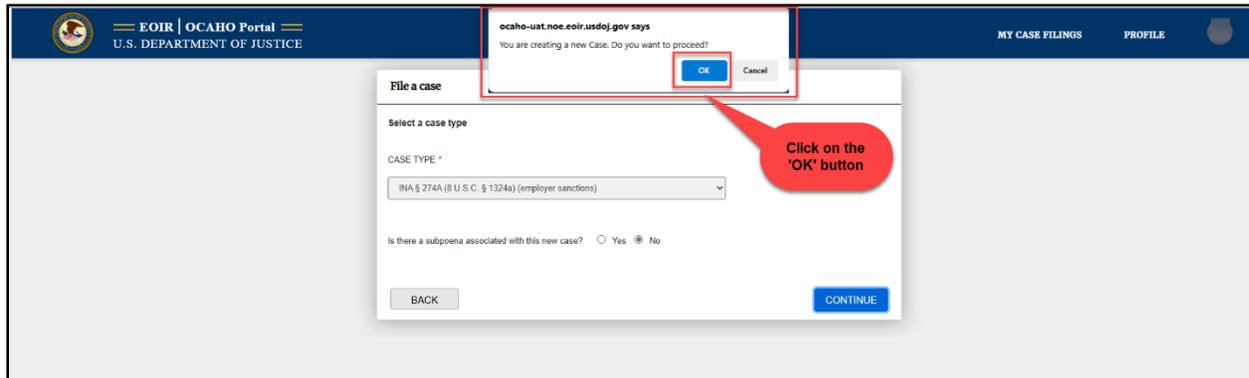
2. Select the **Yes** radio button if you also wish to file a request subpoena simultaneously with the complaint ; otherwise, click on the **CONTINUE** button.

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

The screenshot shows the 'File a case' form on the EOIR OCAHO Portal. The 'CASE TYPE' dropdown is set to 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)'. Below it, the question 'Is there a subpoena associated with this new case?' has the 'Yes' radio button selected. A red callout bubble points to the 'Yes' radio button with the text 'Select "Yes" radio button if there is a Subpoena'. Another red callout bubble points to the 'CONTINUE' button with the text 'Click on the "CONTINUE" button.'.



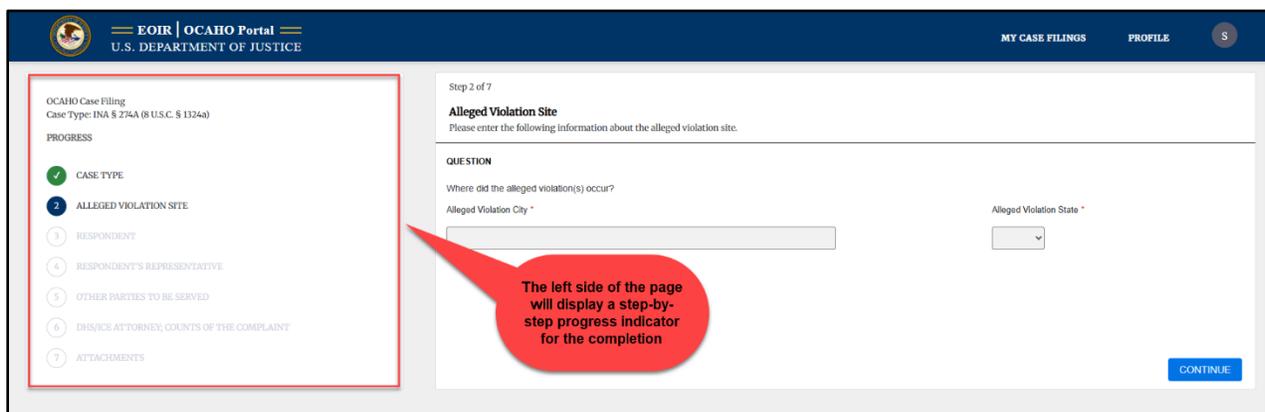
3. A pop-up message will be displayed stating ‘You are creating a new Case. Do you want to proceed?’ Click on the **OK** button.



The **Alleged Violation Site** 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 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



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.



2. 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.



An official website of the United States government. [Here's how you know](#)

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

- CASE TYPE
- ALLEGED VIOLATION SITE
- 3 RESPONDENT**
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY, COUNTS OF THE COMPLAINT
- ATTACHMENTS
- SUBPOENA

Step 3 of 8
Respondent
Please enter the following information about the respondent.

Do You Have Respondent's Contact Information?
 Yes No

BACK CONTINUE

Click on the 'CONTINUE' button

- 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.

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- 3 RESPONDENT**
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY, COUNTS OF THE COMPLAINT
- ATTACHMENTS

Step 3 of 7
Respondent
Please enter the following information about the respondent.

RESPONDENT INFORMATION

Business/Employer Name *

Do You Have Respondent's Contact Information?
 Yes No

RESPONDENT'S CONTACT INFORMATION

Salutation

First Name * Middle Initial Last Name *

Other names used

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address Fax Number

BACK CONTINUE

The RESPONDENT'S CONTACT INFORMATION that appears after selecting

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



OCAHO Case Filing
Case Type: INA § 214A (B) U.S.C. § 1124a

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 SERVICE ATTORNEYS, COUNCILS OF THIS COMPLAINT
- 7 ATTACHMENTS

Step 3 of 7
Respondent
Please enter the following information about the respondent.

RESPONDENT INFORMATION

Business/Employer Name *

Do You Have Respondent's Contact Information?
 Yes No

RESPONDENT'S CONTACT INFORMATION

Salutation

First Name * Middle Initial Last Name *

Other names used

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address Fax Number

BACK CONTINUE

2.4 Adding a Respondent's Representative

1. 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.

OCAHO Case Filing
Case Type: INA § 214A (B) U.S.C. § 1124a

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 SERVICE ATTORNEYS, COUNCILS OF THIS COMPLAINT
- 7 ATTACHMENTS

Step 3 of 7
Respondent
Please enter the following information about the respondent.

RESPONDENT INFORMATION

Business/Employer Name *

Do You Have Respondent's Contact Information?
 Yes No

RESPONDENT'S CONTACT INFORMATION

Salutation

First Name * Middle Initial Last Name *

Other names used

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address Fax Number

BACK CONTINUE

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



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.

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



2.6 Adding DHS/ICE Attorney; Counts of the Complaint

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.

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
DIS/ICE Attorney Counts of the Complaint
Provide the name and contact information for the Immigration and Customs Enforcement attorney who is handling this case.

DIS/ICE ATTORNEY INFORMATION

Salutation Title

First Name * Middle Initial Last Name *

ICE File Number *

Name of Chief Counsel or Designee

CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address * Fax Number

COUNTIES *
Select the violation alleged in each count of the complaint.
You may select multiple violations.
Violation(s) alleged in each count of the complaint:

Click on the '+Click to add or edit' hyperlink

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.

Select the violation(s) alleged in each count of the complaint.

- Section 1324a(i)(1)(A) Knowingly hiring, recruiting or referring for a fee.
- Section 1324a(i)(2) Continuing to employ.
- Section 1324a(i)(4) Knowingly hired using a contract, subcontract, or exchange.
- Section 1324a(i)(1)(A) alternatively 1324a(i)(2).
- Section 1324a(i)(1)(A) alternatively 1324a(i)(4).
- Section 1324a(b) Failure to prepare form I-9.
- Section 1324a(b)(2) Failure to ensure employee completes section 1 of form I-9.
- Section 1324a(b)(1) Failure to complete section 2 of form I-9.
- Section 1324a(b)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-9.
- Section 1324a(b)(2) and (2) and 8 C.F.R. section 274a.2(b)(1)(ii) 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.
- Section 1324a(b)(3) Failure to retain for inspection.
- Section 1324a(b)(3) Failure to make available for inspection form I-9.
- Section 1324a(b)(3) Failure to retain and/or make available for inspection form I-9.
- Section 1324a(b) and 1324a(b)(3) Failure to prepare and/or retain and/or make available for inspection form I-9.
- Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(1)(i)(A) Failure to complete section 1 of form I-9 timely (at time of hire).
- Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(1)(i)(B) Failure to complete section 2 of form I-9 within three business days of hire.
- Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(1)(ii)(A) and 8 C.F.R. section 274a.2(b)(1)(ii)(B) Failure to complete section 1 timely and failure to complete section 2 within three business days.
- Section 1324a(b)(1)(A) Accepting documents which do not appear to be genuine in completing section 2 of form I-9.
- Section 1324a(b) and 8 C.F.R. section 274a.2(b)(1)(ii)(B) Failure to verify work authorization of form I-9.
- Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(1)(i)(A) Failure to complete section 1 of form I-9 timely (at time of hire) and section 2 timely.
- Section 402a(i)(3)(A) Failed to comply with the requirements of a pilot program where required to participate in and comply with such a program
- Section 403a(i)(4)(C)(i) Failed to notify the Attorney General of continued employment of an individual who has received a final nonconfirmation

City * State * ZIP Code *

Phone Number *

Email Address *

Select the corresponding violation(s) alleged in each count from the list by clicking on the checkbox.

Click on the 'Continue' button



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

The screenshot shows a web form for filing a complaint. On the left is a sidebar with navigation options: CASE TYPE, ALLEGED VIOLATION SITE, RESPONDENT, RESPONDENT'S REPRESENTATIVE, OTHER PARTIES TO BE SERVED, DISJUNCT ATTORNEY COUNTS OF THE COMPLAINT, and ATTACHMENTS. The main form area includes fields for Salutation, Title, First Name, Middle Initial, Last Name, ICE File Number, Name of Chief Counsel or Designee, CONTACT INFORMATION (Street Address, Address Line #2, City, State, ZIP Code, Phone Number, Phone Number Type, Email Address, Fax Number), and COUNT(S). The COUNT(S) section contains a list of violations:

- Section 1324a(d)(1)(A) Knowingly hiring, recruiting or referring for a fee.
- Section 1324a(b)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-9.
- Section 1324a(b)(2) and E.C.F.R section 274a.20(i)(3)(A) Failure to complete section 1 of form I-9 timely (at time of hire).
- Section 1324a(b)(1) and E.C.F.R section 274a.20(i)(3) Failure to complete section 2 of form I-9 within three business days of hire.

 A red callout bubble points to this list with the text: "The selected violations will be listed under the COUNT(S) section." At the bottom of the form are "BACK" and "CONTINUE" buttons.

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

This screenshot is identical to the one above, showing the same form and violation list. However, a red callout bubble now points to the "CONTINUE" button at the bottom right of the form with the text: "Click on the CONTINUE button." The "BACK" button is also visible at the bottom left.



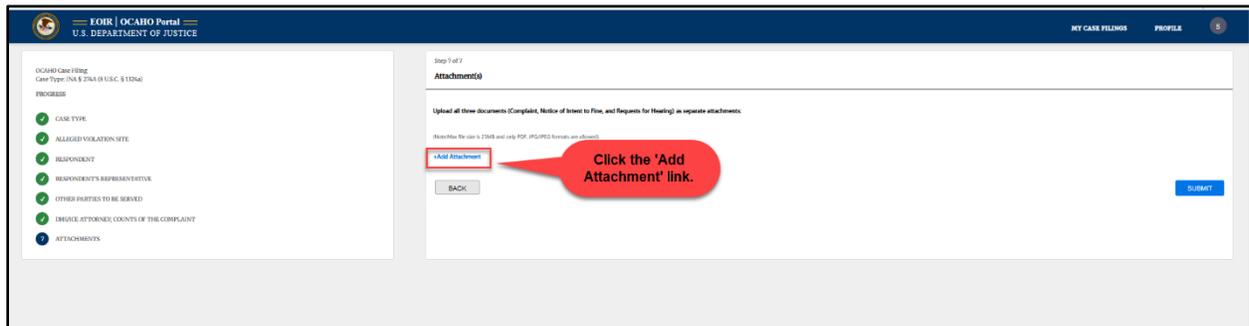
2.7 Adding Attachments

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.



The **Attachments** pop-up message box will be displayed.



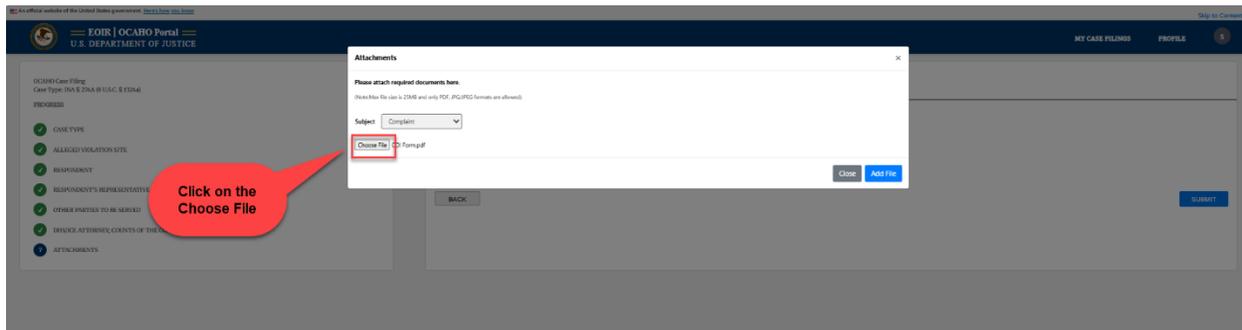
2. Click on the 'Subject' dropdown arrow. Select the Subject from the list.

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



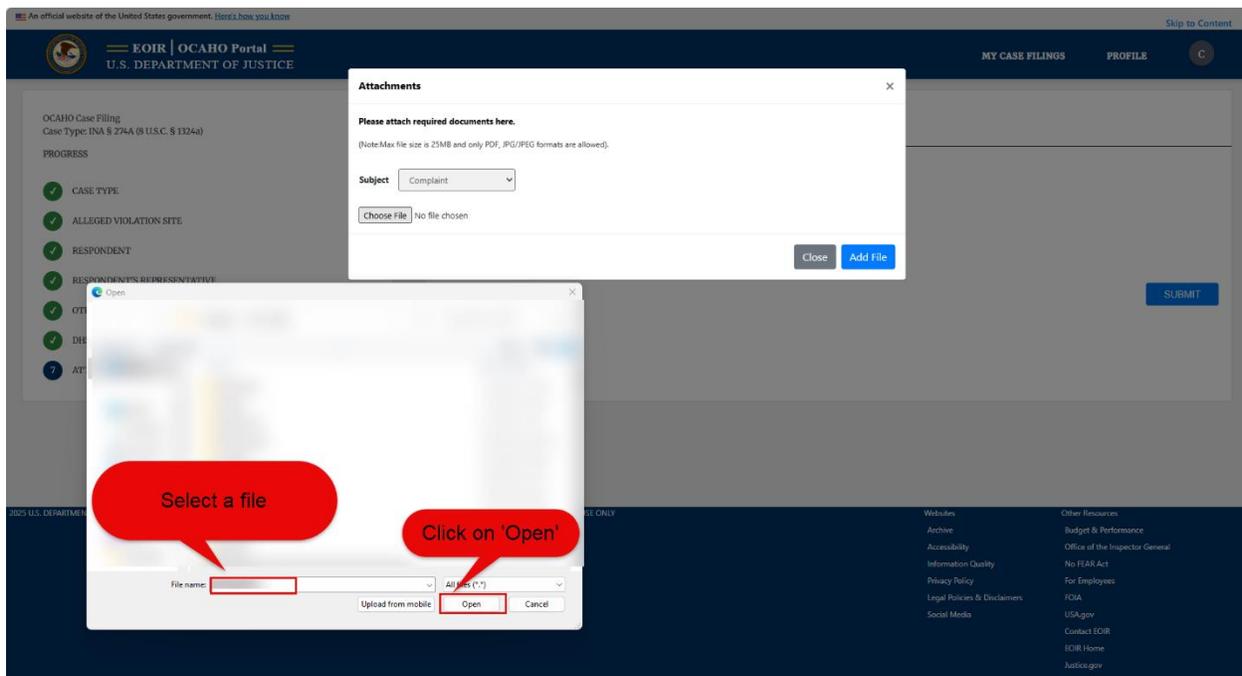


3. Click on the **Choose File** button.



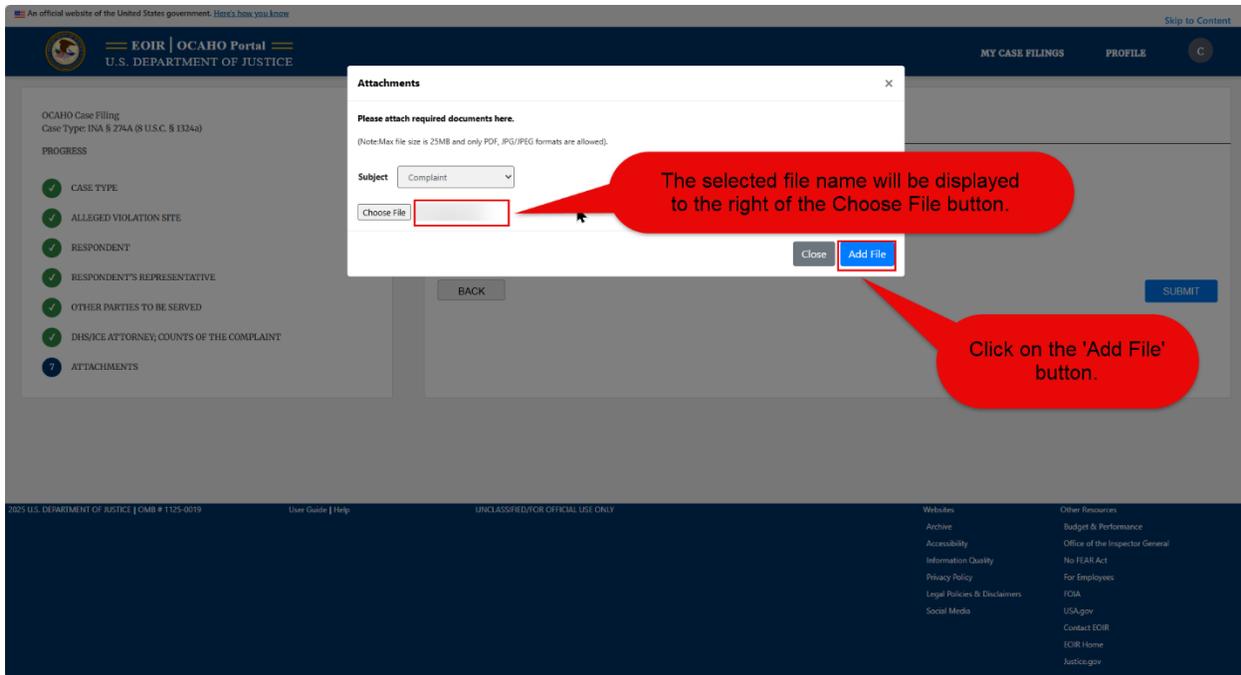
4. Select the appropriate file to upload using File Explorer.

*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.*

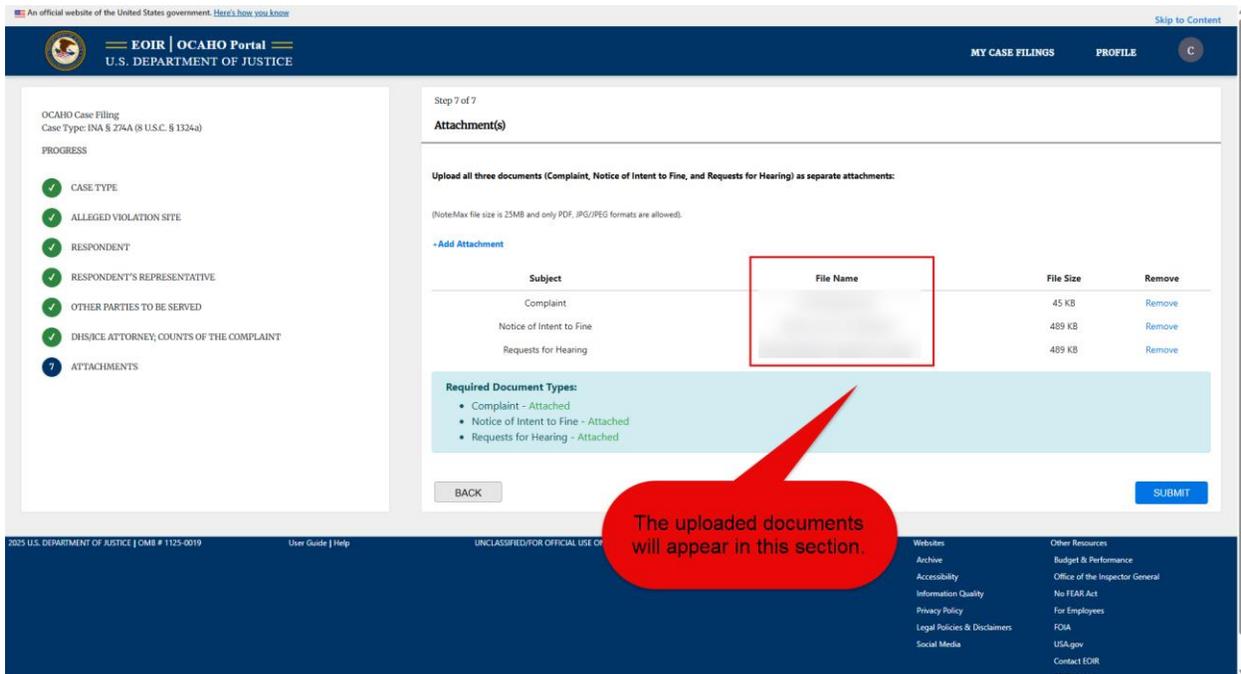


5. The selected file name will be displayed to the right of the **Choose File** button. Click on the **Add File** button.

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



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



7. Repeat the steps in [Section 2.7 Adding Attachments](#) 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 [Section 2.1 Selecting a Case Type](#), 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.

The screenshot shows the 'Attachments' step (Step 7 of 7) of an OCAHO Case Filing. On the left, a progress bar indicates that 'ATTACHMENTS' is the current step. The main area shows three documents uploaded: 'Complaint' (45 KB), 'Notice of Intent to Fine' (489 KB), and 'Requests for Hearing' (489 KB). A 'Required Document Types' section lists the same three items as attached. A red callout bubble points to the 'SUBMIT' button at the bottom right, with the text: 'Click the 'SUBMIT' button once all documents are uploaded to submit this case.'

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.

The screenshot shows an email notification from eoir.ocho@usdoj.gov. The subject line reads: 'OCAHO Case : [redacted] has been submitted'. The body of the email states: 'You don't often get email from eoir.ocho@usdoj.gov. [Learn why this is important](#). You have submitted an OCAHO case with case number [redacted].' The email includes standard actions like 'Reply' and 'Forward'.



2.9 Adding a Subpoena

If you selected **Yes** to the Subpoena question from [Section 2.1 Selecting a Case Type](#), the **CONTINUE** button will be displayed.

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

Step 7 of 7

Attachment(s)

Documents uploaded:

Subject	File Name	File Size
Complaint		45 KB
Notice of Intent to Fine		489 KB
Requests for Hearing		324 KB

BACK CONTINUE

The uploaded documents will appear in this section.

Click the CONTINUE button once all documents are uploaded.

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.



ocho-uat.no.eoir.usdoj.gov says
You are about to SUBMIT this case and be redirected to the SUBPOENA form. Do you want to continue?

OK Cancel

Step 7 of 8
Attachment(s)

Upload all three documents (Complaint, Notice of Intent to Fine, and Requests for Hearing) as separate files.

(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed.)

+Add Attachment

Subject	File Name	File Size	Remove
Notice of Intent to Fine		489 KB	Remove
Complaint		45 KB	Remove
Requests for Hearing		324 KB	Remove

Required Document Types:

- Complaint - Attached
- Notice of Intent to Fine - Attached
- Requests for Hearing - Attached

BACK CONTINUE

3. The OCAHO Subpoena section will be displayed.

Step 2 of 2
OCAHO Subpoena

Please complete all required fields. If you need more space, attach a PDF with additional information.

In Re Investigation of
OCAHO Inv. Subpoena No.
OCAHO Inv. Subpoena Number will be populated by system

8 U.S.C. § 1324b Proceeding

OR

Complainant Respondent

OCAHO Case No.
8 U.S.C. § 1324 Proceeding

To *

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 copying at
- Mail (by certified mail) the documents described below to



4. In the **OCAHO Subpoena** section, fill in all relevant information in regard to the subpoena. Required fields are indicated by the red asterisk “*” symbol.

Step 2 of 2

OCAHO Subpoena
Please complete all required fields. If you need more space, attach a PDF with additional information.

In Re Investigation of OCAHO Inv. Subpoena No.
OCAHO Inv. Subpoena Number will be populated by system

8 U.S.C. § 1324b Proceeding

OR

Complainant Respondent

OCAHO Case No. 8 U.S.C. § 1324 Proceeding

To *

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 copying at
- Mail (by certified mail) the documents described below to:

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 [Section 2.7 Adding Attachments](#).

Date * Time *

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

No file chosen

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified 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 amended (8 U.S.C. § 1324a(e)(2)(B))
- 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2))
- 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B))

This subpoena is issued upon the application of:

Name * Title *

Office * Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)



6. The attached files from the previous sections will appear in the **Uploaded Files** section.

If more space is needed, please add an attachment.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed.)

Subject

No file chosen

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below: *

8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(a)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(a)(2)(B))

8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2))

8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1))

This subpoena is issued upon the application of:

Name *

Office * Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)

Subject	File Name	File Size	Remove
Complaint		45 KB	Delete
Notice of Intent to Fine		489 KB	Delete
Requests for Hearing		324 KB	Delete

2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED/FOR OFFICIAL USE ONLY Webtools: Archive, Accessibility Other Resources: Budget & Performance, Office of the Inspector General

The attached files from the previous section will appear in the 'Uploaded Files' section.

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.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed)

Subject

No file chosen

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below: *

8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(a)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(a)(2)(B))

8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2))

8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B))

This subpoena is issued upon the application of:

Name * Title *

Office * Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)

Uploaded Files

Subject	File Size	Remove
Complaint	45 KB	Delete
Notice of Intent to Fine	489 KB	Delete
Requests for Hearing	324 KB	Delete

Click on the SUBMIT button once all information is entered.

2. A message will be displayed stating that the form is submitted.

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE C

Form is submitted. Thank you!

[My Cases](#) [Logout](#)

Form is submitted

2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019

UNCLASSIFIED//FOR OFFICIAL USE ONLY

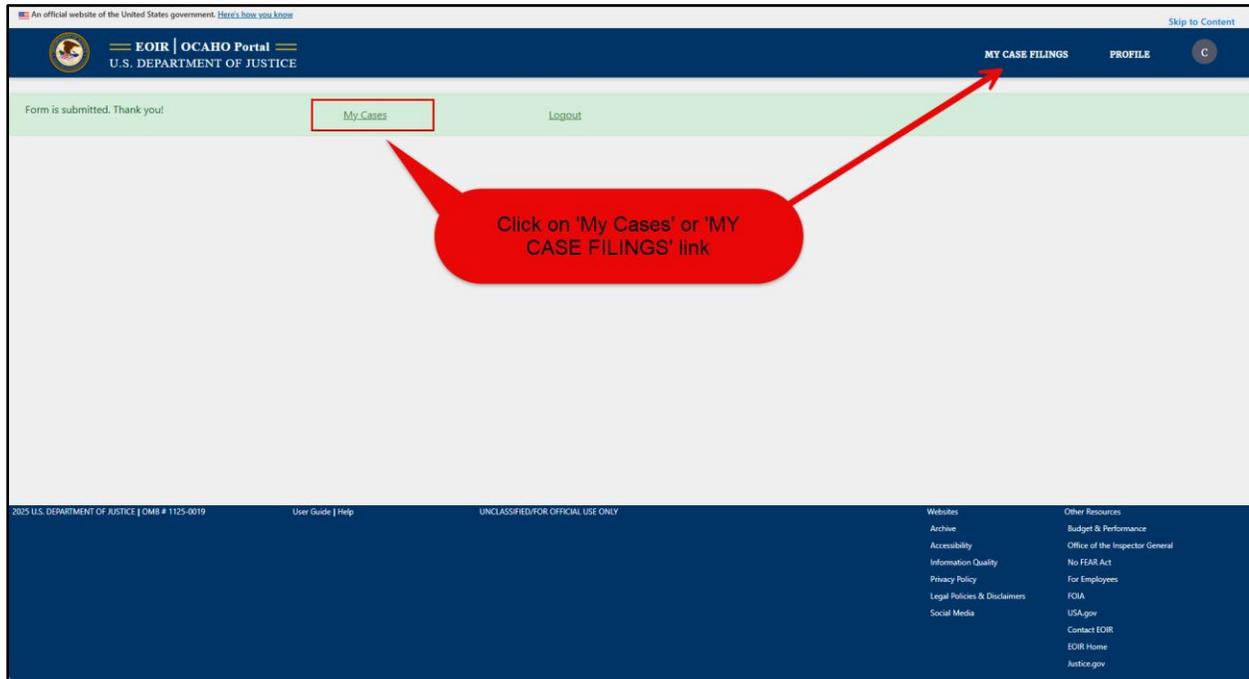
Web Sites: Archive, Accessibility, Information Quality, Privacy Policy, Legal Policies & Disclaimers, Social Media

Other Resources: Budget & Performance, Office of the Inspector General, No FEAR Act, For Employees, FOIA, USA.gov, Contact EOIR, EOIR Home, Justice.gov

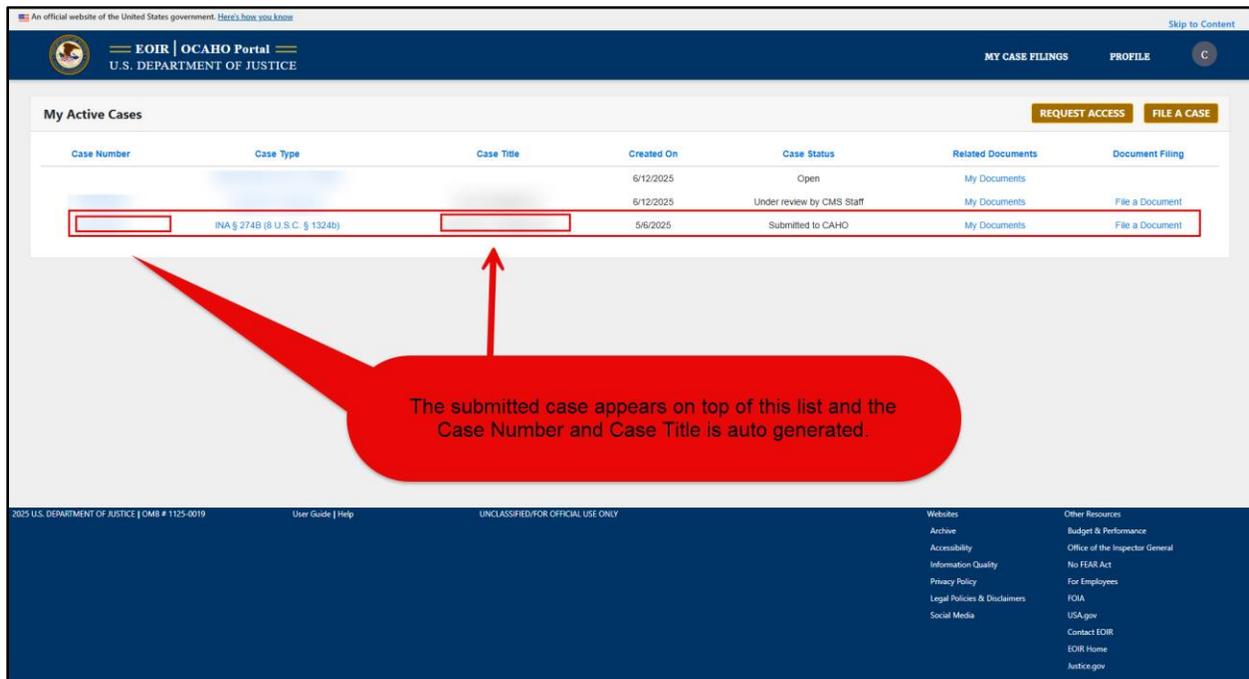
3. After a few minutes, an automated email will be sent to the filer stating that 'OCAHO Subpoena has been submitted from the portal.'



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



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.





*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.*

My Documents

Case Number: [REDACTED]
Case Title: [REDACTED]

Subject	File Name	File Size	Download
[REDACTED]	[REDACTED]	[REDACTED]	Download

BACK

This section displays all attachments submitted in the form.

2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED/FOR OFFICIAL USE ONLY

Websites: Archive, Accessibility, Information Quality, Privacy Policy, Legal Policies & Disclaimers, Social Media

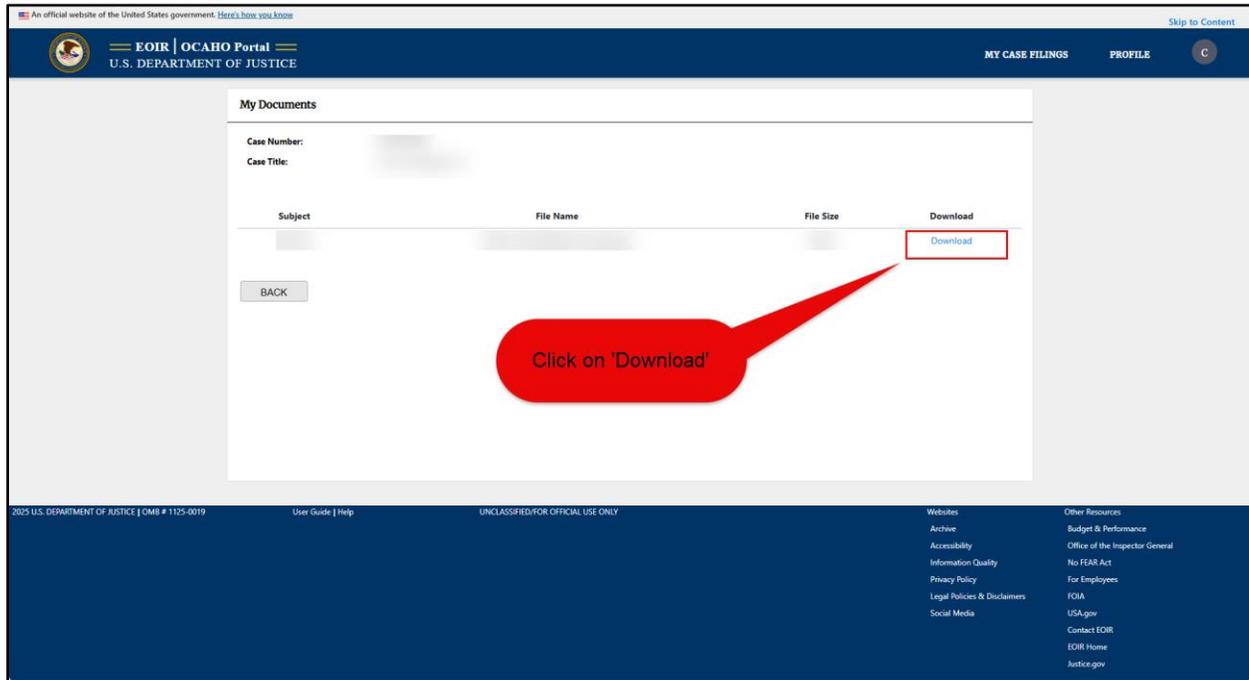
Other Resources: Budget & Performance, Office of the Inspector General, No FEAR Act, For Employees, FOIA, USA.gov, Contact EOIR, EOIR Home, Justice.gov

3. Click **Download** if you would like to download and view any document.

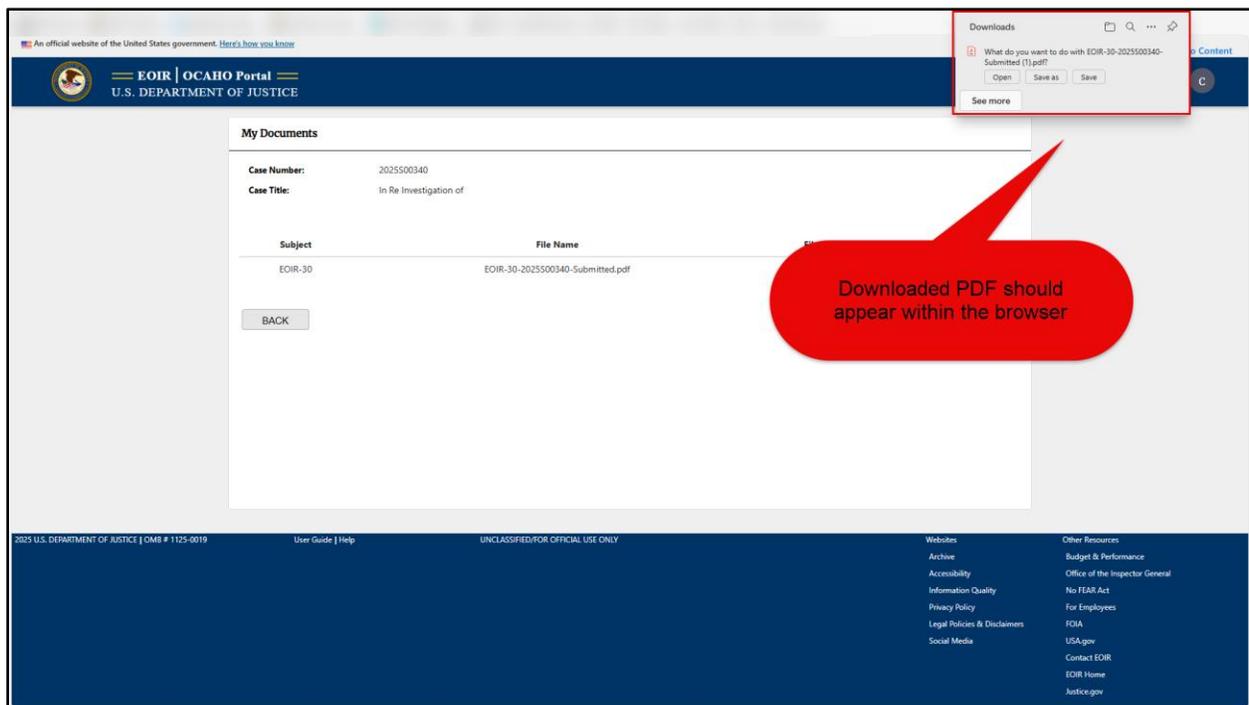
*Note: You may see that there is another file with Subject: EOIR -30 and the following suffix in the File Name: ***-Submitted.pdf. This will only appear if you have submitted a subpoena. This*



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



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





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

1 of 2

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE CHIEF ADMINISTRATIVE HEARING OFFICER**

SUBPOENA

In Re Investigation of _____ OCAHO Inv. Subpoena No. _____
 _____ 8 U.S.C. § 1324b Proceeding
 OR

United State of America _____
 Complainant OCAHO Case No. _____
 _____ 8 U.S.C. § 1324 A Proceeding

Respondent _____
 TO: Management _____

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 copying at:
 mail (by certified mail) the documents described below to:
 other (please describe) _____

PLACE: _____
 DATE: _____ TIME: _____
 [The recipient must be provided at least ten (10) days to petition to revoke or modify the subpoena. See 28 C.F.R. § 68.25(c).]
 The documents or evidence required (if more space is needed, please attach a separate sheet):

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified 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 amended (8 U.S.C. § 1324a(e)(2)(B)).
 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2)).
 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B)).

This subpoena is issued upon the application of [name, title, office]: _____
 [Please print or type] Digitally Signed by: _____
 Signature: _____

IN WITNESS WHEREOF the undersigned authorized official of the United States Department of Justice, Executive Office for Immigration Review, Office of the Chief Administrative Hearing Officer has duly signed below and caused the seal of said Office of the Chief Administrative Hearing Officer to be affixed at Falls Church, VA, on this _____ day of _____, 20____

ADMINISTRATIVE LAW JUDGE

 5107 Leesburg Pike, Suite 2519
 Falls Church, VA 22041

Page 1 of 2 FORM EOIR-30
Revised Nov. 2016

RETURN OF SERVICE

Received by Server: _____ Served: _____
 Date: _____ Date: _____
 Place: _____ Place: _____

Served on: _____ Served by: _____
 Name: _____ Name: _____
 Title: _____ Title: _____

I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Return of Service is true and correct.

Executed on _____ Date by _____ Signature

 Name and address

INSTRUCTIONS AND IMPORTANT NOTICES

NOTICES TO REQUESTOR:

The party requesting the subpoena must mail a copy of the completed subpoena, with the Return of Service filled out, to the Administrative Law Judge for the record. Please consult 28 C.F.R. § 68.25 for information on what may be requested in a subpoena, who may serve a subpoena, and the manner of service. All information requested should be adequately described and reasonably relevant to the allegations in the complaint or, in the case of an investigatory subpoena, to the subject of the agency's investigation.

28 C.F.R. § 68.25(c) allows a recipient to petition to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. Accordingly, the requested time for response to or compliance with the subpoena must be at least ten (10) days after the anticipated date of service. In the event that a requestor does not provide adequate time for response, the Administrative Law Judge may modify the date and time for response as necessary.

Please provide all essential information, including the date by which the requested documents or evidence should be provided, as well as a brief description of the requested documents or evidence, on the form itself. If you need additional space to fully describe the documents or evidence requested, you may attach separate sheets.

NOTICE TO RECIPIENT:

If you do not intend to comply with this request, you must petition the Administrative Law Judge who signed the subpoena to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. See 28 C.F.R. § 68.25(c).

NOTICE TO WITNESS:

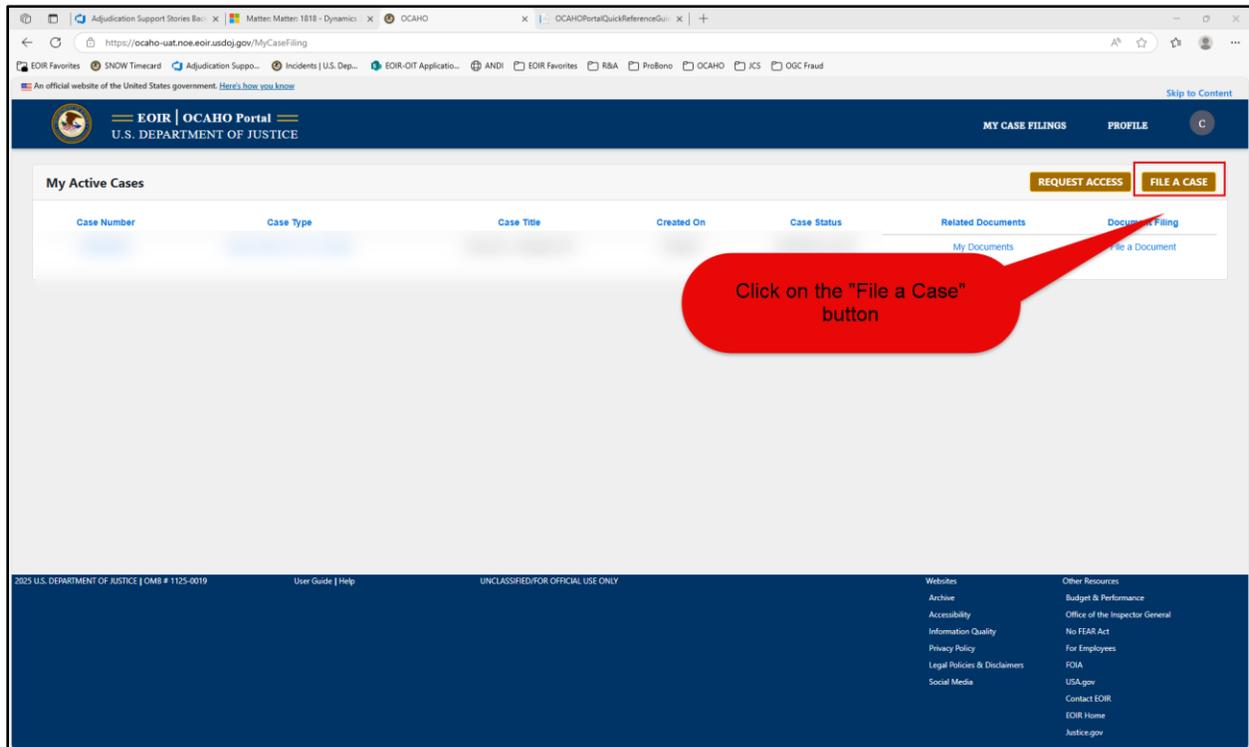
Witness fees for attendance, subsistence, and mileage under this subpoena are payable by the party at whose request the witness is subpoenaed, if subpoenaed by statute. A witness appearing at the request of the Government, who is entitled to reimbursement, shall submit this subpoena with the voucher to the Government counsel when claiming reimbursement.

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



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

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



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.



An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE C

File a case

Select a case type

CASE TYPE *

Select

Select

INA § 274A (8 U.S.C. § 1324a) (employer sanctions)

INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)

INA § 274C (8 U.S.C. § 1324c) (immigration-related document fraud)

Request for Subpoena

BACK CONTINUE

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Websites: Archive, Accessibility, Information Quality, Privacy Policy, Legal Policies & Disclaimers, Social Media

Other Resources: Budget & Performance, Office of the Inspector General, No FEAR Act, For Employees, FOIA, USA.gov, Contact EOIR, EOIR Home, Justice.gov

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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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE C

File a case

Select a case type

CASE TYPE *

Select

Is there a subpoena associated with this new case? Yes No

BACK CONTINUE

Select 'Yes' radio button if there is a Subpoena associated with this case

Click on the 'CONTINUE' button

2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED/FOR OFFICIAL USE ONLY

Websites: Archive, Accessibility, Information Quality, Privacy Policy, Legal Policies & Disclaimers, Social Media

Other Resources: Budget & Performance, Office of the Inspector General, No FEAR Act, For Employees, FOIA, USA.gov, Contact EOIR, EOIR Home, Justice.gov



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.

The screenshot shows the EOIR OCAHO Portal interface. At the top, there is a navigation bar with the EOIR logo and the text 'EOIR | OCAHO Portal | U.S. DEPARTMENT OF JUSTICE'. On the right side of the navigation bar, there are links for 'MY CASE FILINGS' and 'PROFILE'. A pop-up message is displayed in the center, asking 'You are creating a new Case. Do you want to proceed?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. Below the pop-up, the 'File a case' form is visible. It has a 'Select a case type' section with a dropdown menu showing 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)'. Below this, there is a question 'Is there a subpoena associated with this new case?' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected. At the bottom of the form, there are 'BACK' and 'CONTINUE' buttons. A red callout bubble points to the 'OK' button in the pop-up, containing the text 'Click on the 'OK' button'. The footer of the page contains various links and information, including '2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019', 'User Guide | Help', 'UNCLASSIFIED/FOR OFFICIAL USE ONLY', and a list of 'Websites' and 'Other Resources'.

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



The screenshot displays the EOIR OCAHO Portal interface. On the left side, a vertical progress indicator lists 16 steps, with the first step, 'Form', highlighted in a red circle and a red box. The main content area shows 'Step 1 of 16' with instructions for downloading and uploading a form. A red callout bubble points to the progress indicator with the text: 'The left side of the page will display a step-by-step progress indicator for the completion of the Case Filing.' The interface includes a 'BACK' button at the bottom left and a 'CONTINUE' button at the bottom right.



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.

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 1 of 16

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

- 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
- 16 14-Subpoena

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.

[OCAHOSubpoenaForm OCAHQ274BComplainForm](#)

[FORM INSTRUCTIONS](#)

Please Upload Your Completed Form and Other documents as instructed in the Form Instructions.
(Note: Max. file size is 25MB and only PDF, JPG/JPEG formats are allowed.)

[+Add Documents](#)

BACK CONTINUE

If you prefer to fill out a paper/PDF form, download the form by clicking the links here. Then upload a PDF file with the completed form by clicking the Add Documents button

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Unfair Immigration-Related Employment Practices Complain Form

FORM INSTRUCTIONS

Please read all of the directions carefully. **Before you file a complaint with our office, you must have first:**

- 1) Filed a charge with the Immigrant and Employee Rights Section (IER) of the Department of Justice, **and**
- 2) Received a letter from IER telling you that you may now file your own complaint with the Office of the Chief Administrative Hearing Officer (OCAHO).

If you need more space to respond to a question, you may attach additional sheets. Please indicate clearly which question(s) you are responding to on any additional sheets and number each additional sheet.

When you have completed the complaint, please return it, and the required documents below, to:

United States Department of Justice
Executive Office for Immigration Review
Office of the Chief Administrative Hearing Officer
1107 Leesburg Pike, Suite 2500
Falls Church, VA 22041

CONTACT INFORMATION

If you have any questions about this form, call OCAHO at 703-305-0864 (Mon-Fri, 7 a.m.-4 p.m. Eastern Time).

If you need to contact IER, call the IER Worker Hotline at 1-800-255-7688 (toll free) or 1-800-237-2515 (TDD device for the hearing impaired), or write to:

U.S. Department of Justice
Civil Rights Division
Immigrant and Employee Rights Section
950 Pennsylvania Avenue, N.W.
IER, N/A 9000
Washington, DC 20530

For questions about Title VII of the Civil Rights Act of 1964, please contact the Equal Employment Opportunity Commission by calling 1-800-669-4000 (toll free) or 1-800-669-6820 (TDD device for the hearing impaired).

REQUIRED DOCUMENTS (You must include the following in the packet you submit to OCAHO):

- 1) **Original** complaint with an original signature (however, if you completed and signed the complaint through this web portal, you do not need to separately attach another copy of the complaint);
- 2) A copy of the charge document (and a copy of any attachments to the charge) you filed with IER;
- 3) A copy of the letter you received from IER telling you that you may now file your own complaint with OCAHO.

Except for the original complaint, you should not send the originals of any other documents or attachments to OCAHO. OCAHO will send a copy of the complaint and copies of all attachments to the Respondent Business/Employer once the complaint has been filed.

Close CONTINUE



3.3 Completing and Filing the Form Online

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

The screenshot shows the EOIR OCAHO Portal interface. On the left, a progress bar lists 16 steps, with '1 Form' selected. The main content area is titled 'Step 1 of 16' and contains instructions for downloading a paper PDF form or uploading a completed form. A red callout bubble points to the 'CONTINUE' button at the bottom right of the main content area.

2. Use [Filing Case Type A](#) 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)



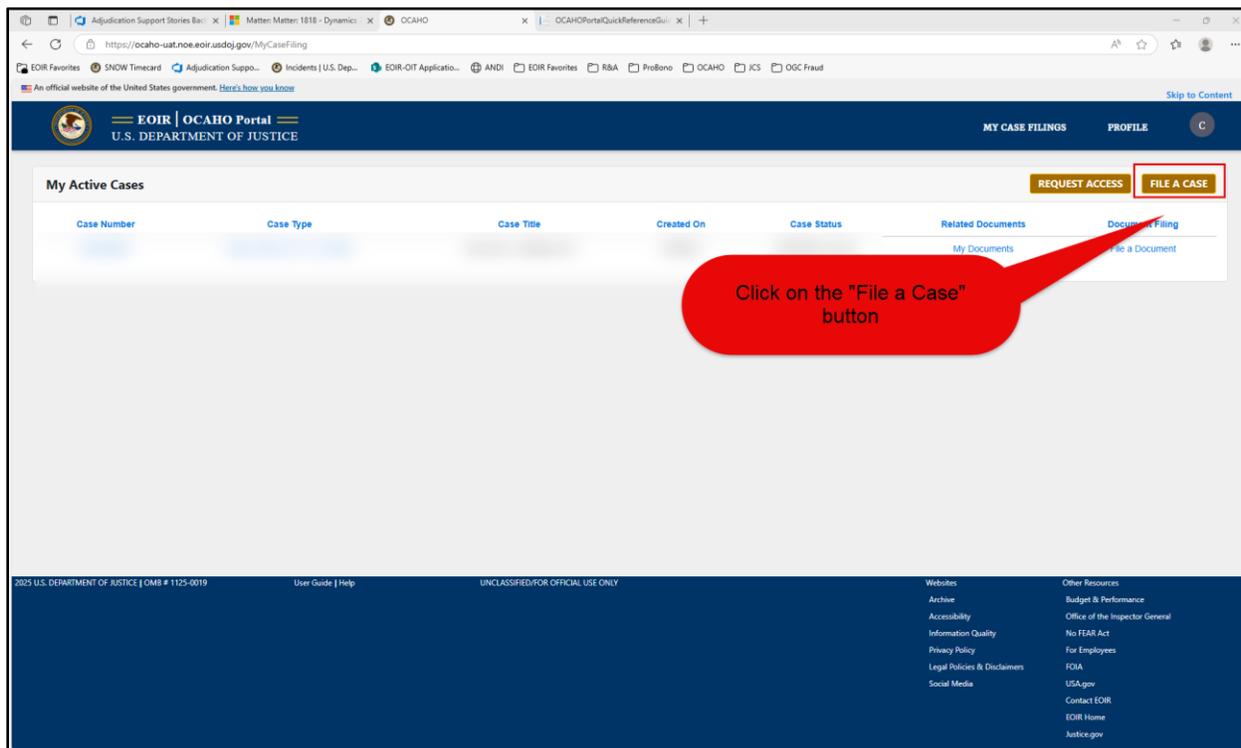
5. Use [Filing Case Type A](#) beginning with step 1 as a reference guide to logging into OCAHO Portal for E-Filing and filing Case Type C.
6. Complete all steps, filling in all information that you can. Required fields are indicated by the red asterisk “*” symbol. Click on the **CONTINUE** button when 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.*



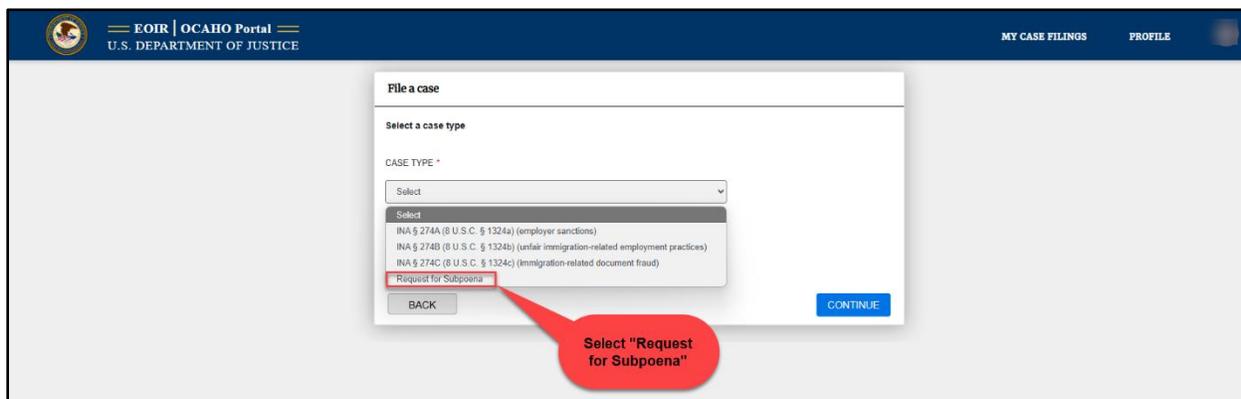
5. FILING A SUBPOENA

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



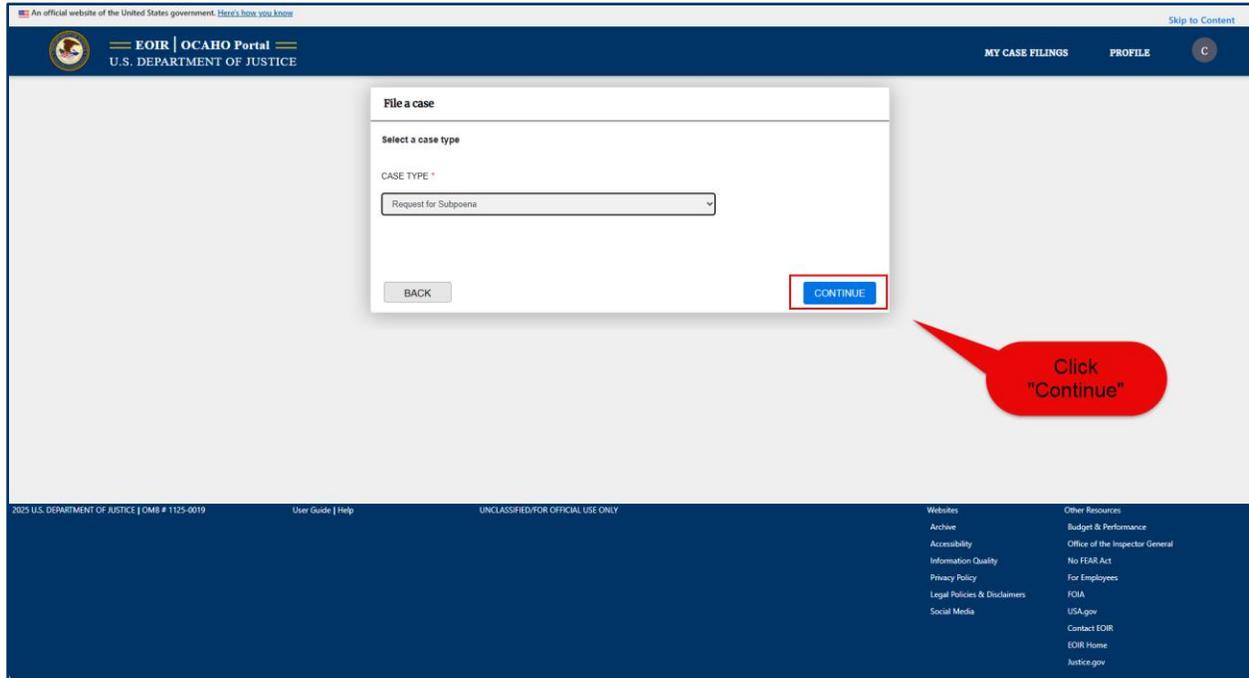
- From the **File a case** panel, select 'Request for Subpoena' from the CASE TYPE dropdown list.

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

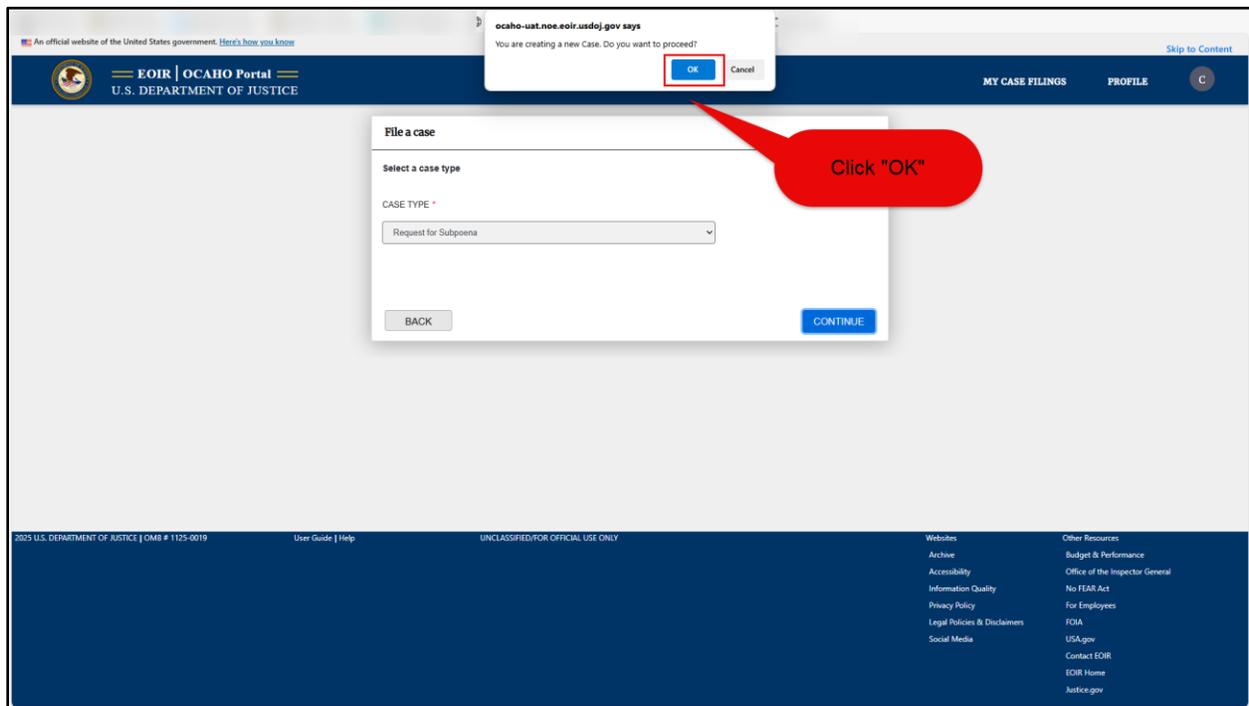




10. Click on the **CONTINUE** button.

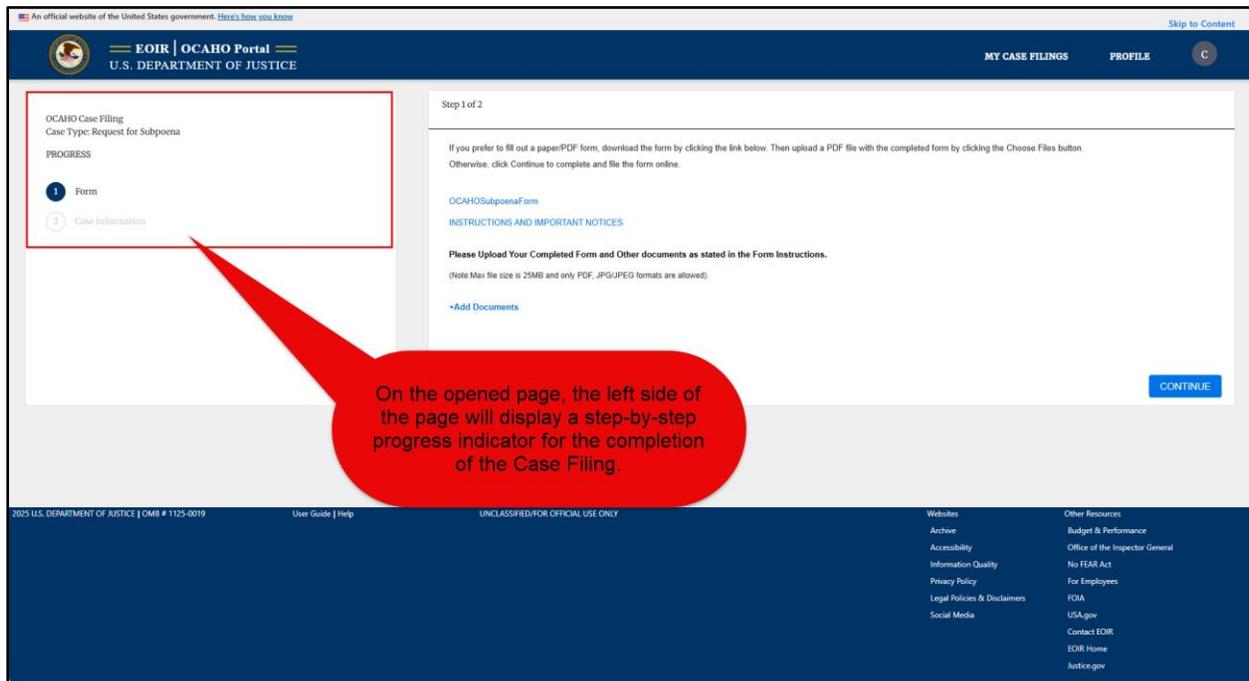


11. A pop-up message will be displayed stating ‘You are creating a new Case. Do you want to proceed?’ Click on the **OK** button.





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.



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.



Step 1 of 2

If you prefer to fill out a paper/PDF form, download the form by clicking the [OCAHOSubpoenaForm](#) link. Otherwise, click Continue to complete and file the form online.

[OCAHOSubpoenaForm](#)

[INSTRUCTIONS AND IMPORTANT NOTICES](#)

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[+Add Documents](#)

BACK CONTINUE

2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED//FOR OFFICIAL USE ONLY

Websites: Archive, Accessibility, Information Quality, Privacy Policy, Legal Policies & Disclaimers, Social Media

Other Resources: Budget & Performance, Office of the Inspector General, No FEAR Act, For Employees, FOIA, USA.gov, Contact EOIR, EOIR Home, Justice.gov

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

Step 1 of 2

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.

[OCAHOSubpoenaForm](#)

[INSTRUCTIONS AND IMPORTANT NOTICES](#)

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

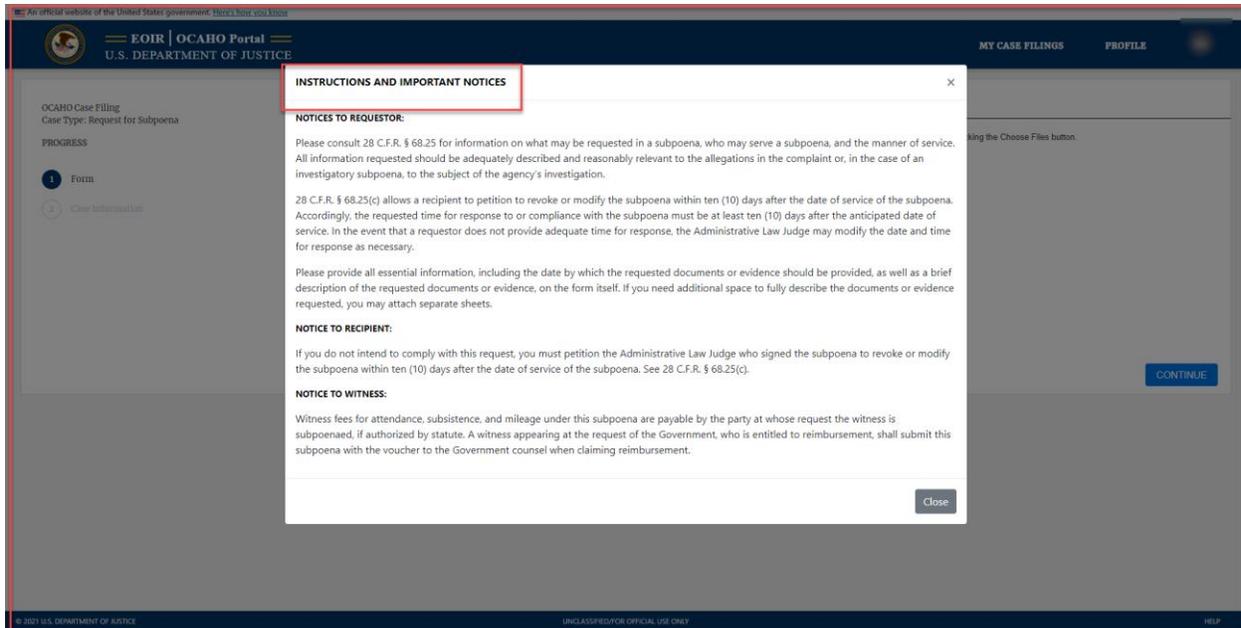
[+Add Documents](#)

BACK CONTINUE

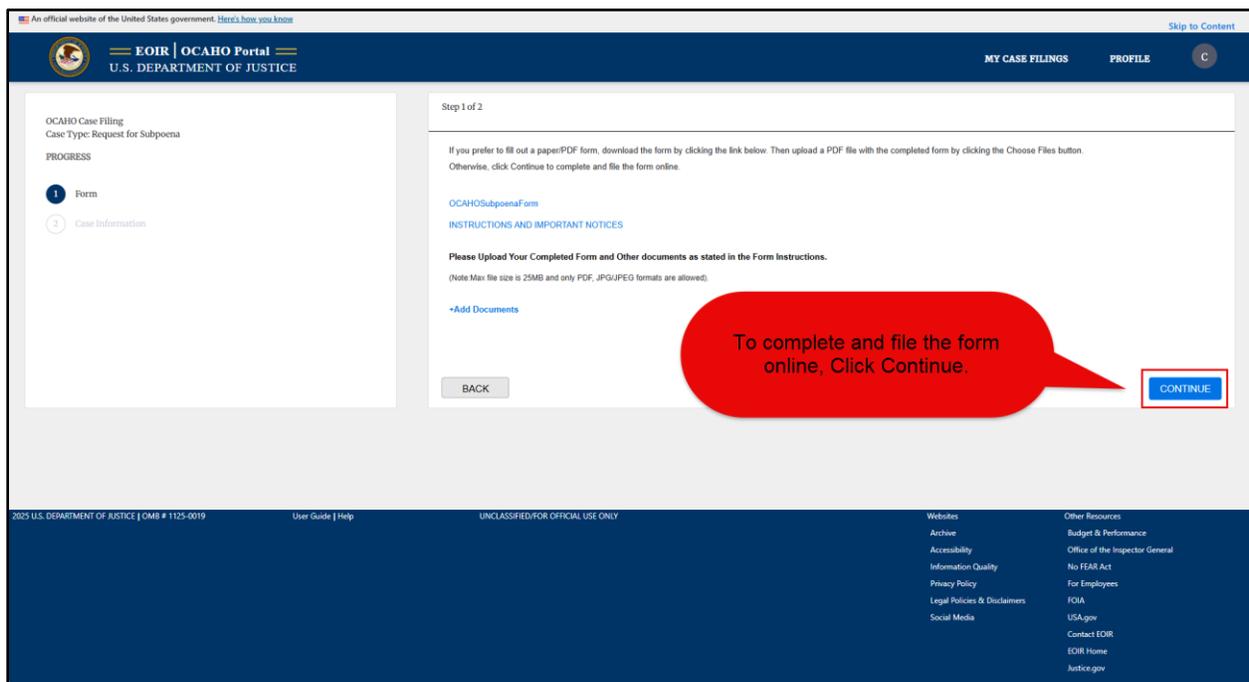
2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED//FOR OFFICIAL USE ONLY

Websites: Archive, Accessibility, Information Quality, Privacy Policy, Legal Policies & Disclaimers, Social Media

Other Resources: Budget & Performance, Office of the Inspector General, No FEAR Act, For Employees, FOIA, USA.gov, Contact EOIR, EOIR Home, Justice.gov



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



The **OCAHO Subpoena** page will be displayed.



14. Complete all relevant fields. Required fields are indicated by the red asterisk “*” symbol.

15. Click on the **SUBMIT** button once all information has been filled in.



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 subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below: *

- 8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(a)(1).
- 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(a).
- 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(a).

This subpoena is issued upon the application of:

Name * Title *

Office * Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)

BACK SUBMIT

2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED//FOR OFFICIAL USE ONLY Websites Archive Accessibility Other Resources Budget & Performance Office of the Inspector General

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

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 C

Form is submitted. Thank you! My Cases Logout

Form is submitted

2025 U.S. DEPARTMENT OF JUSTICE | OMB # 1125-0019 User Guide | Help UNCLASSIFIED//FOR OFFICIAL USE ONLY Websites Archive Accessibility Information Quality Privacy Policy Legal Policies & Disclaimers Social Media Other Resources Budget & Performance Office of the Inspector General No FEAR Act For Employees FOIA USA.gov Contact EOIR EOIR Home Justice.gov

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.



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.

To

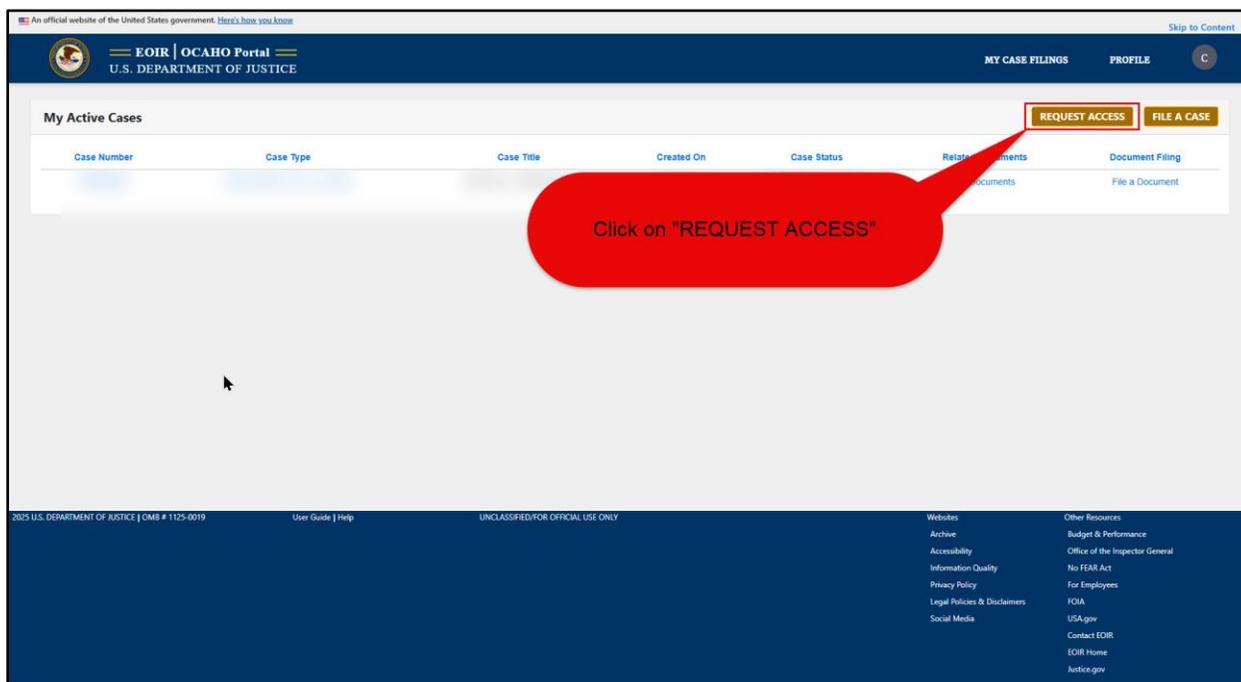
You have submitted an OCAHO Subpoena with case number



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



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

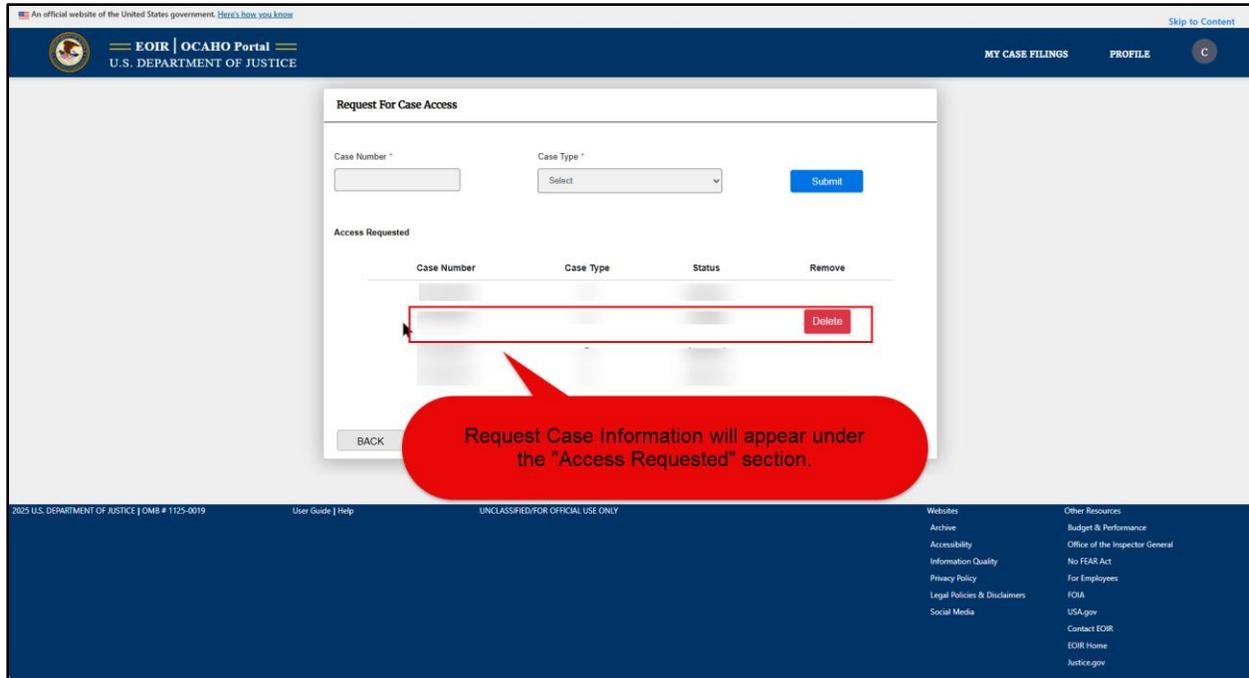


The screenshot shows the 'Request For Case Access' form. The 'Case Number' field is empty. The 'Case Type' dropdown menu is open, showing options: 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)', 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)', 'INA § 274C (8 U.S.C. § 1324c) (immigration-related document fraud)', and 'Request for Subpoena'. A red callout bubble with the text 'Enter Case Number, select associated Case Type.' points to the 'Case Number' and 'Case Type' fields. The 'Submit' button is visible to the right of the dropdown. Below the form, there is a table with columns for 'Case Number', 'Status', and 'Action'. The first row shows 'A' and 'Approved'. The second row shows 'B' and 'Pending'. A 'Delete' button is located to the right of the 'Pending' row. A 'BACK' button is at the bottom left of the form.

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

The screenshot shows the 'Request For Case Access' form. The 'Case Number' field is empty. The 'Case Type' dropdown menu is closed. The 'Submit' button is highlighted with a red box. A red callout bubble with the text 'Click on the "Submit" button' points to the 'Submit' button. Below the form, there is a table with columns for 'Case Number', 'Status', and 'Action'. The first row shows 'A' and 'Approved'. The second row shows 'B' and 'Pending'. A 'Delete' button is located to the right of the 'Pending' row. A 'BACK' button is at the bottom left of the form.

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



*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.



Reply Reply All Forward IM

Tue 5/10/2022 11:34 AM

 do-not-reply@eoir.usdoj.gov

Request for Access to OCAHO Case [REDACTED]

To: [REDACTED]

Your Request for Access to OCAHO Case [REDACTED] has been Approved.

From: do-not-reply@eoir.usdoj.gov <do-not-reply@eoir.usdoj.gov>

Sent: Tuesday, May 10, 2022 11:34 AM

To: [REDACTED]

Subject: Request for Access to OCAHO Case [REDACTED]

Your Request for Access to OCAHO Case [REDACTED] has been Denied.

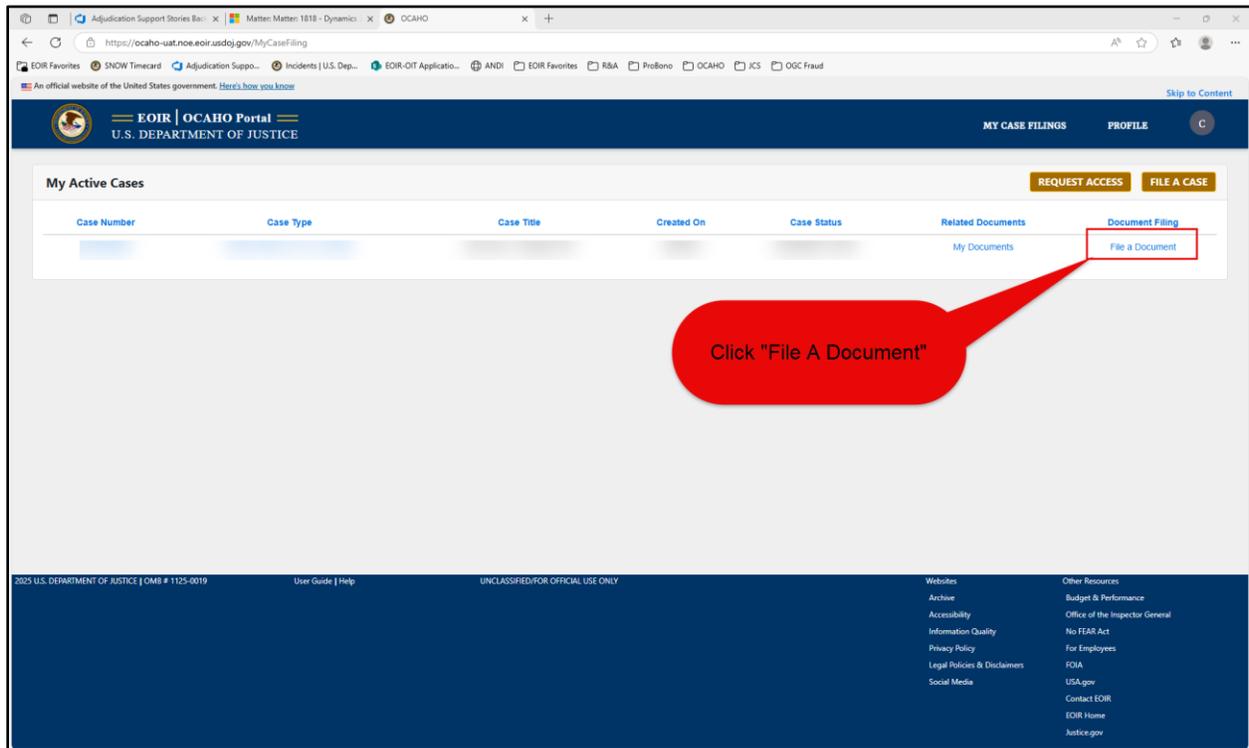


7. FILING A MOTION

7.1 Filing a Motion

20. Open <https://ocafo.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) 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.



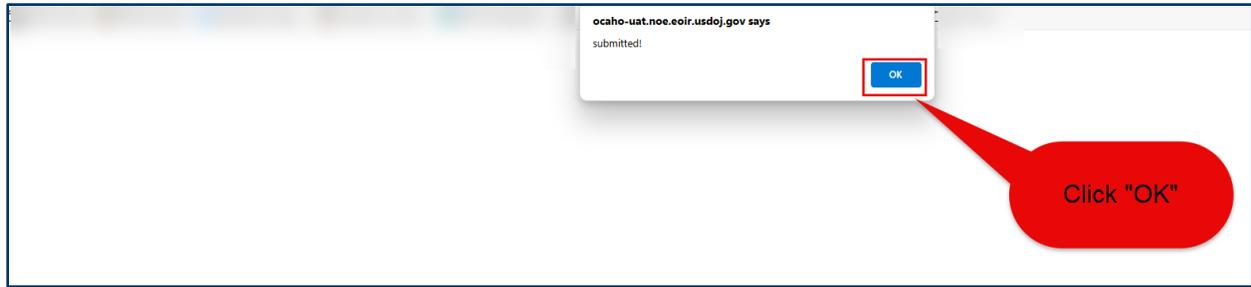
21. Confirm you are on the **Motion and Filings** tab. Fill in all relevant information. Required fields are indicated by the red asterisk “*” symbol. Attach a copy of the motion or other filing using the “Choose Files” button.

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.

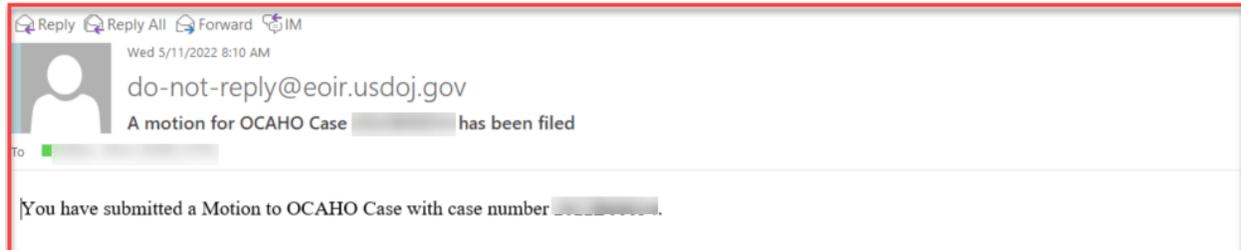


22. Click on the **SUBMIT** button once all information is completed.

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



This below email will be sent when an 'Administrative Review' is submitted.

