

What documents may be served

1. The following types of documents that are filed with either the immigration judge or the BIA may be served upon the OCC through ICE eService:
 - a. Motions
 - b. Briefs
 - c. Applications for Relief
 - d. Exhibits in Support of Applications for Relief
 - e. EOIR and Department of Homeland Security Forms (EOIR-26, EOIR-28, G-28, etc.)
2. The following types of documents that are intended for filing solely with the OCC may be served through ICE eService:
 - a. Proposed Joint Motions
 - b. General case correspondence, as long as the correspondence is included as an attached document that complies with the requirements found in Item 8 of the ICE eService Fact Sheet

For more information on ICE eService, or to request access, please visit eserviceregistration.ice.gov

Once registered, to login into ICE eService, please visit eservice.ice.gov

Additional Information

1. All messages submitted through the ICE eService portal that do not include an attached document will be deleted without being read.
2. Documents being served through ICE eService must be in either Adobe Acrobat (PDF) or Microsoft Word format and must be submitted through an individual's ICE eService account.
3. Attachments cannot exceed fifty megabytes (50MB) in size.
4. All submissions made through the ICE eService portal must comply with all applicable filing requirements set out in the Immigration Court Practice Manual or the BIA Practice Manual.
5. All submissions made through ICE eService must include a completed and signed Form EOIR-28, Notice of Appearance as Attorney or Representative before the Immigration Court, or Form EOIR-27, Notice of Entry of Appearance as Attorney or Representative before the BIA.
6. All pages included in submissions made through the ICE eService Portal must be clearly scanned.
7. Documents submitted through ICE eService will remain in the portal for 90 days after submission. After 90 days, the documents will be deleted.
8. Once parties submit documents through their account in the ICE eService portal, the ICE eService portal will generate an email advising the senders that their submission(s) was processed by the ICE eService portal and is awaiting review by the OCC. This is only a preliminary receipt that the documents have been submitted and does not constitute proof of service on ICE.
9. Once the OCC completes its review of the submission(s), it will produce a receipt that the sender will receive through the ICE eService portal within three (3) business days of submission of the filing. The receipt will indicate whether the filing was accepted or rejected. For accepted filings, the receipt will constitute proof of service. For rejected filings, the receipt will provide details concerning the reason for rejection.
10. "Acceptance" of a filing through ICE eService does not constitute a waiver of any evidentiary objections that either party may wish to make in administrative immigration proceedings before EOIR.
11. Submissions made through the ICE eService Portal that do not comply with the ICE eService Terms and Conditions of Use may be rejected, and ICE may object to the admission of the documents into the record. Violation of the Terms and Conditions of Use or misuse of ICE eService will result in suspension of ICE eService access and rejection of future ICE eService filings.

What is ICE eService?

U.S. Immigration and Customs Enforcement (ICE) eService is the electronic service of documents between the Office of the Principal Legal Advisor Offices of Chief Counsel (OCC) and aliens in administrative immigration proceedings before the Executive Office for Immigration Review (EOIR), or their legal representatives, through a dedicated internet-based portal.

ICE eService is a voluntary option for those individuals who would like to take advantage of serving documents on an OCC electronically. ICE eService is only for the electronic service of documents to an ICE OCC and does not allow for the electronic filing of documents with EOIR.

ICE eService is consistent with the requirements of service found in the Immigration Court Practice Manual and 8 C.F.R. § 1003.32 and with the Board of Immigration Appeal (BIA) Practice Manual and 8 C.F.R. §§ 1003.2(g) (1), 1003.3(a) (1), and 1003.3(c). By serving documents in a case electronically through the ICE eService portal, individuals also consent to receiving documents from OPLA through the ICE eService portal. In so doing, ICE, aliens, and their counsel, also agree that acceptance of electronic correspondence from ICE eService constitutes proper service as required under 8 C.F.R. §§ 1003.32, 1003.2(g)(1), 1003.3(a)(1), and 1003.3(c) and waive objections relating to service requirements under Immigration Court Practice Manual Chapter 3.2(c) and under BIA Practice Manual Chapter 3.2.

Offices of Chief Counsel

Atlanta	404-893-1400
Baltimore	410-637-4060
Boston	617-565-3140
Buffalo	716-464-6000
Chicago	312-542-8200
Dallas	972-373-2300
Denver	303-784-6560
Detroit	313-568-6033
El Paso	915-856-2316
Honolulu	808-532-2149
Houston	281-931-2046
Los Angeles	213-894-2805
Miami	305-400-6160
Newark	973-776-5400
New Orleans	504-599-7938
New York City	212-264-5916
Orlando	407-812-3600
Philadelphia	267-479-3500
Phoenix	602-744-2412
St. Paul	612-843-8935
San Antonio	210-967-7050
San Juan	787-706-2352
San Diego	619-557-6343
San Francisco	415-705-4604
Seattle	206-613-6500
Washington D.C.	703-235-2700



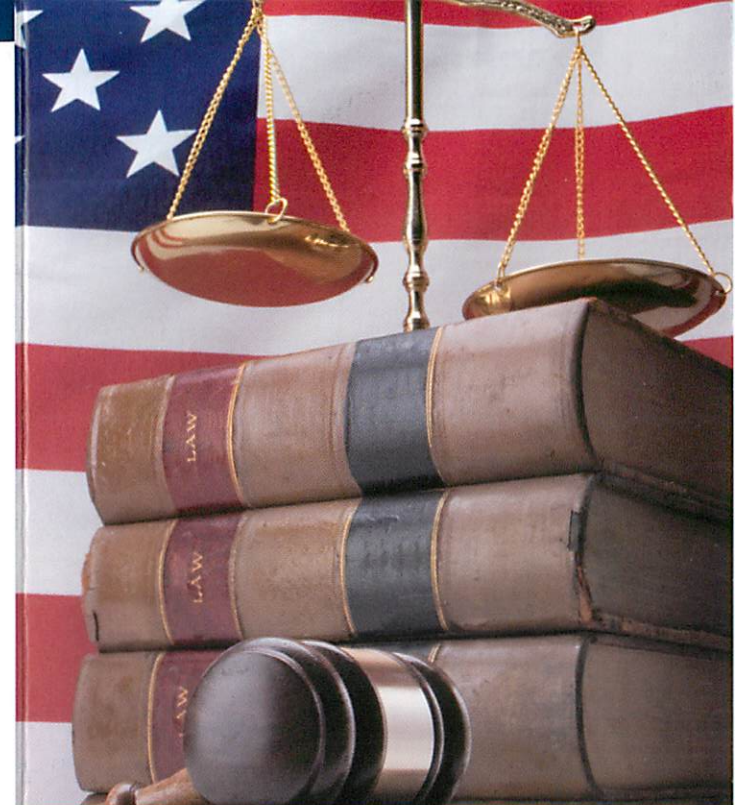
ICE

Report Suspicious Activity:
1-866-DHS-2-ICE
1-866-347-2434

www.ice.gov



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ICE eService

OFFICE OF THE PRINCIPAL LEGAL ADVISOR



U.S. Immigration
and Customs
Enforcement