

# Submitting an Immigration Petition for Review

Effective 1 May 2021, all new immigration Petitions for Review must be filed in the new Appellate Case Management System (ACMS). This document provides step-by-step instructions for submitting an immigration petition for review in the U.S. Court of Appeals for the Ninth Circuit using the e-filer portal.

If, after reviewing the information in this document, you still have questions, send an email to [efilerhelp@ca9.uscourts.gov](mailto:efilerhelp@ca9.uscourts.gov).

Last update: 4/30/2021

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## Before You Start

### E-Filing Credentials

You must have a PACER account with authorization to file electronically in the U.S. Court of Appeals for the Ninth Circuit.

### Required Documents

Make sure you have at least the required PDF files ready to upload:

- Petition for Review. You may, but are not required to, use the court’s Form 3.
- Agency Decision(s) on Review. Include all immigration orders that you want the court to review. See Circuit Rule 15-4.

### Additional Documents

In addition to your petition and the order on review, you may also submit the following motions:

- Motion to Stay Removal
- Motion to Proceed In Forma Pauperis or Form 4

### Separate PDFs

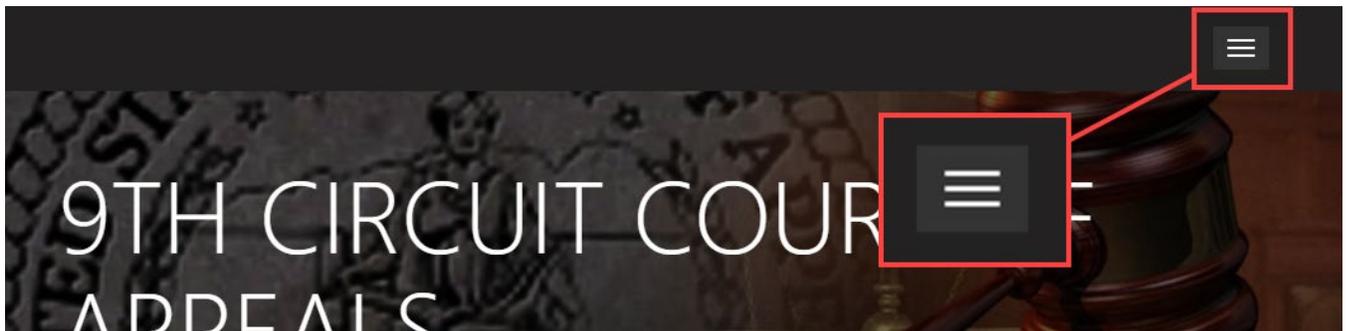
Each pleading must be uploaded as a *separate* PDF with a different file name to the court. For example, the petition for review must be a separate PDF file from the motion to stay removal, and each must have a unique file name.

### Paper Copies

Do not send a paper original to the court.

## Logging Into the E-Filer Portal

1. Navigate to <https://ca9-portal.powerappsportals.us>.  
The 9<sup>th</sup> Circuit Court of Appeals e-filer portal page opens.
2. Click the hamburger icon in the upper right corner of the page.



3. Click **Sign in**.  
The PACER login page opens.
4. Enter your PACER credentials and click **Login**.  
**NOTE:** These are the same credentials you use to log in and file in CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.
5. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**.  
Your portal home page opens. Your name appears in the upper right corner of the page.

Below the banner, there are two buttons:

- a. The **Notice of Appearance** button lets you file a notice of appearance in a case where you are not yet counsel of record.  
**NOTE:** Do not file a notice of appearance for a petition that you are submitting. When the court opens the case, you will be added as counsel of record automatically.
- b. The **Create a Petition for Review** button lets you create and submit that petition to the court, with or without payment.

If you have previously submitted a petition to the court, or you are counsel in an open case, you will see **My Submitted Petition(s) for Review** and/or **My Open Cases** sections.



Notice of Appearance

Create a Petition for Review

My Submitted Petition(s) for Review

Lead Petitioner	A-Number	Originating Court	Fee Status	Created On ↓
[Redacted]	[Redacted]	Board of Immigration Appeals	Due	4/21/2021 1:02 PM

My Open Cases

Search for Open Cases [Search Icon]

Case Number	Case Title	Originating Court	Fee Status	Created On ↓
21-[Redacted]	[Redacted], Garland	Board of Immigration Appeals	Due	4/16/2021 6:59 PM
21-[Redacted]	[Redacted], Garland	Board of Immigration Appeals	IFP Pending in COA	4/16/2021 6:37 PM

# Creating and Submitting an Immigration Petition for Review

- 1. If you are not already signed into the e-filer portal, navigate to *(will be provided on 1 May 2021)* and sign in.  
The 9<sup>th</sup> Circuit Court of Appeals e-filer portal page opens.
- 2. Click the **Create a Petition for Review** button.  
The Petition for Review page opens with the Originating Agency tab open.

## Petition for Review

Originating Agency    Petitioners    Lead Petitioner    Documents

**Before you start**, make sure you have at least the **required** PDF files ready to upload:

1. Petition for Review. You may, but are not required to, use the court's [Form 3](#).

If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you must send an email to [emergency@ca9.uscourts.gov](mailto:emergency@ca9.uscourts.gov)

Originating Agency  
Board of Immigration Appeals

Next    Cancel

- 3. Review the instructions in the page and select a different **Originating Agency** if you are *not* filing a petition for review of a decision of the Board of Immigration Appeals.
- 4. Click the **Next** button.  
The Petitioners tab opens.

Originating Agency ✓    **Petitioners**    Lead Petitioner    Documents

## Petitioner(s)

Add Petitioner

First Name ↓	Middle Name	Last Name	A-Number
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There are no records to display.

Previous    Next

- 5. Add *each* petitioner by doing the following:
  - a. Click the **Add Petitioner** button.  
The Petitioner Details dialog box opens.
  - b. Complete at least the required fields: A-Number, First Name, and Last Name.
  - c. To select a **Generation** value, click the magnifying glass and select a value.
  - d. If the petitioner is **detained**, select the **Yes** radio button.  
An example of a completed dialog box is shown below.

 Create×

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Petitioner Details

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**A-Number \***

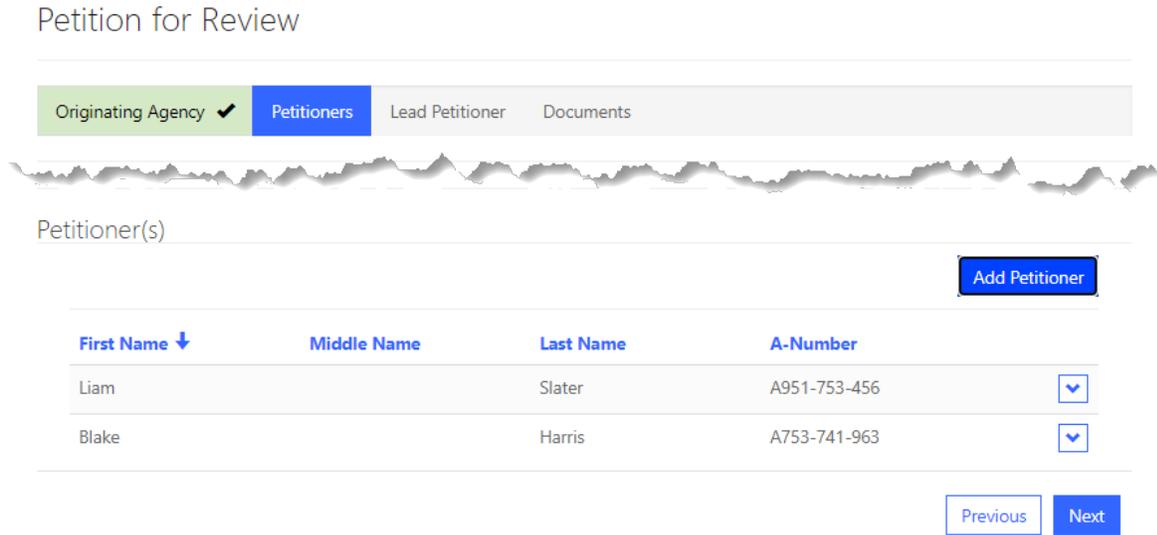
**First Name \***

× 🔍

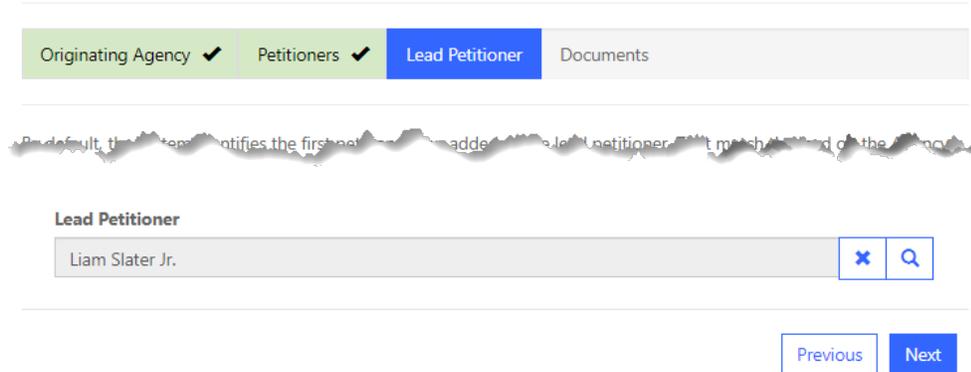
**Submit**

- e. Click the **Submit** button.

The Petitioners tab is updated to show the petitioner you just added. In the example below, two petitioners have been added.



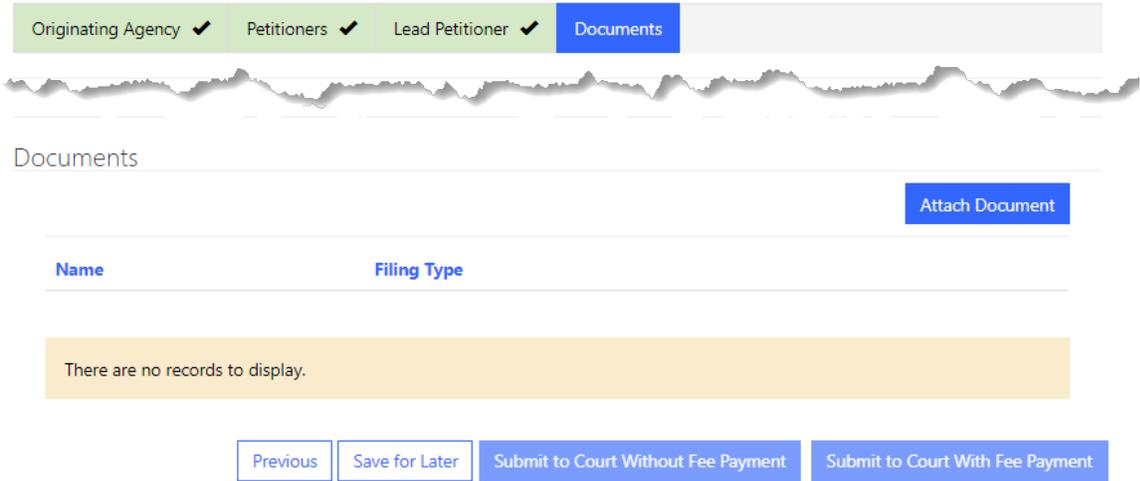
- 6. Click the **Next** button.  
If you added multiple petitioners, the **Lead Petitioner** tab opens so you can identify the lead petitioner.  
-OR-  
If you added one petitioner, the **Documents** tab opens. If this is the case, go to step 9.



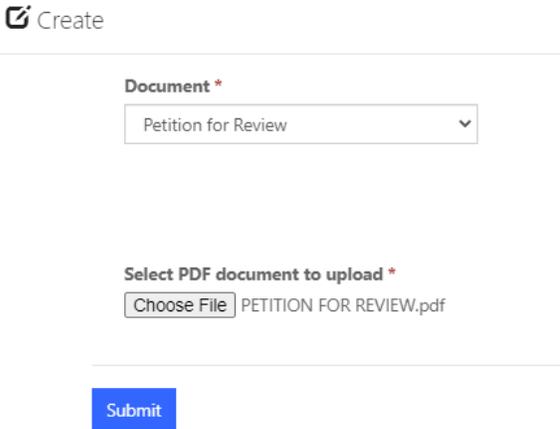
By default, the system identifies the first petitioner you added as the lead petitioner. The lead petitioner must match the lead on the Agency Decision(s) on Review.

- 7. To select a different lead petitioner, do the following:
  - a. In the **Lead Petitioner** field, click the magnifying glass.
  - b. In the pop-up window that opens, select the petitioner you want to identify as the lead petitioner.
  - c. Click the **Select** button.  
The Lead Petitioner field now shows the petitioner you identified as the lead.

- 8. Click the **Next** button.  
The **Documents** tab opens.



- 9. Attach your petition for review by doing the following:
  - a. Click the **Attach Document** button.
  - b. In the Create dialog box that opens, from the **Document** drop-down list, select *Petition for Review*.
  - c. Click the **Choose File** button to find and select the PDF of the petition. When you have selected a file, the dialog box should have a value next to the Choose File button. An example is shown below.



- d. Click the **Submit** button to attach this document to your submission.  
The Documents tab now shows the file you have attached.

**10.** Attach the agency decision by doing the following:

- a. Click the **Attach Document** button.
- b. In the Create dialog box that opens, from the **Document** drop-down list, select *Agency Decision on Review*.
- c. In the **Decision Date** field that has now been added, select the date of the decision.
- d. Click the **Choose File** button to find and select the PDF of the agency decision. When you have selected a file, the dialog box should have a value next to the Choose File button. An example for an agency decision is shown below.

The screenshot shows a 'Create' dialog box with the following fields:

- Document \***: A dropdown menu with 'Agency Decision on Review' selected.
- Decision Date \***: A date input field showing '3/29/2021' with a calendar icon to its right.
- Select PDF document to upload \***: A 'Choose File' button followed by the text 'AGENCY DECISION.pdf'.

Below the dialog box is a blue 'Submit' button.

- e. Click the **Submit** button to attach the decision to your submission. The Documents tab now shows two documents: the petition for review and the agency decision.

**11. (Optional)** Attach the stay motion by doing the following:

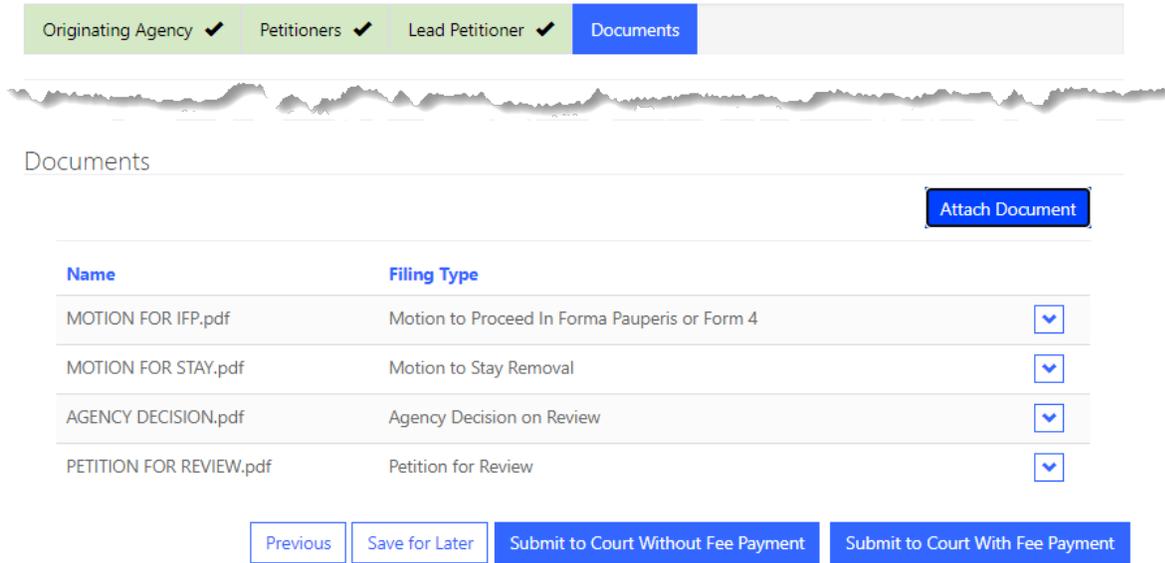
- a. Click the **Attach Document** button.
- b. In the Create dialog box that opens, from the **Document** drop-down list, select *Motion to Stay Removal*.
- c. Click the **Choose File** button to find and select the PDF of the motion. When you have selected a file, the dialog box should have a value next to the Choose File button.
- d. Click the **Submit** button to attach the motion to your submission.

**12. (Optional)** Attach the motion to proceed in forma pauperis by doing the following:

- a. Click the **Attach Document** button.
- b. In the Create dialog box that opens, from the **Document** drop-down list, select *Motion for IFP or Form 4*.

- c. Click the **Choose File** button to find and select the PDF of the motion or a completed Form 4. When you have selected a file, the dialog box should have a value next to the Choose File button.
- d. Click the **Submit** button to attach the motion to your submission.

The Documents tab now shows two or more documents. The example below shows a submission with 4 documents: the petition, the agency decision, and two motions.



**13.** To submit the petition *without* paying the filing fee, do the following:

- a. Click the **Submit to Court Without Fee Payment** button.
- b. In the Confirmation dialog box that opens, click the **Yes** button to confirm that you want to submit your petition to the court.

**14.** To submit the petition *and pay* the filing fee, do the following:

- a. Click the **Submit to Court With Fee Payment** button.
- b. In the Confirmation dialog box that opens, click the **Yes** button to confirm that you want to pay the fee and submit your petition to the court.  
A banner message displays while you are redirected to PACER to complete the payment.
- c. At the PACER login page, enter your password and click the **Login** button.
- d. After you complete the payment, you are taken back to your home page.  
The **My Submitted Petition(s) for Review** section now shows the petition that you submitted.

In the example below, the My Submitted Petition(s) for Review section has two submitted petitions, one for which the fee was paid.

My Submitted Petition(s) for Review

Lead Petitioner	A-Number	Originating Court	Fee Status	Created On ↓	
Dipika Narcisse Sr.	A112-334-886	Board of Immigration Appeals	Paid	4/22/2021 8:09 AM	▼
Helena Earle	A784-986-321	Board of Immigration Appeals	Due	4/22/2021 8:06 AM	▼

This completes the submission.

When the court has opened the case, it is moved to the **My Open Cases** section.

An example of a home page with submitted petitions and open cases is shown below.

The screenshot shows a user interface with a header image of a mountain range. Below the image, there are two buttons: "Notice of Appearance" and "Create a Petition for Review". The "My Submitted Petition(s) for Review" section contains a table with two rows of data. Below this, the "My Open Cases" section features a search bar labeled "Search for Open Cases" and a table with three rows of data.

Lead Petitioner	A-Number	Originating Court	Fee Status	Created On ↓	
Dipika Narcisse Sr.	A112-334-886	Board of Immigration Appeals	Paid	4/22/2021 8:09 AM	▼
Helena Earle	A784-986-321	Board of Immigration Appeals	Due	4/22/2021 8:06 AM	▼

My Open Cases

Search for Open Cases

Case Number	Case Title	Originating Court	Fee Status	Created On ↓	
21- [redacted]	[redacted] v. Garland	Board of Immigration Appeals	Due	3/30/2021 8:09 AM	▼
21- [redacted]	[redacted] v. Garland	Board of Immigration Appeals	Due	3/30/2021 7:42 AM	▼
21- [redacted]	[redacted] v. Garland	Board of Immigration Appeals	Due	3/29/2021 9:16 AM	▼