

Entering an Appearance for Petitioner in an Immigration Petition

CAUTION: You must use [CM/ECF](#) to submit *any* filing in an immigration petition that was opened *before May 1, 2021*. CM/ECF case numbers start with the year, followed by a hyphen, and a 5-digit number starting with a 7, for example 21-70000.

This document provides step-by-step instructions for filing a [notice of appearance](#) and filing a [notice of substitution of counsel](#) for petitioner in an immigration petition opened on or after 5/1/2021 in the U.S. Court of Appeals for the Ninth Circuit using the e-filer portal.

IMPORTANT: If you submitted an immigration petition, do not file a notice of appearance in that petition after it has been opened by the court. As the filer of a petition, you are automatically added to the case as counsel for petitioner.

If, after reviewing the information in this document, you still have questions, send an email to efilerhelp@ca9.uscourts.gov.

REMINDER: You must have a PACER account with authorization to file electronically in the U.S. Court of Appeals for the Ninth Circuit. This is the same account that you use to log in and file in CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.

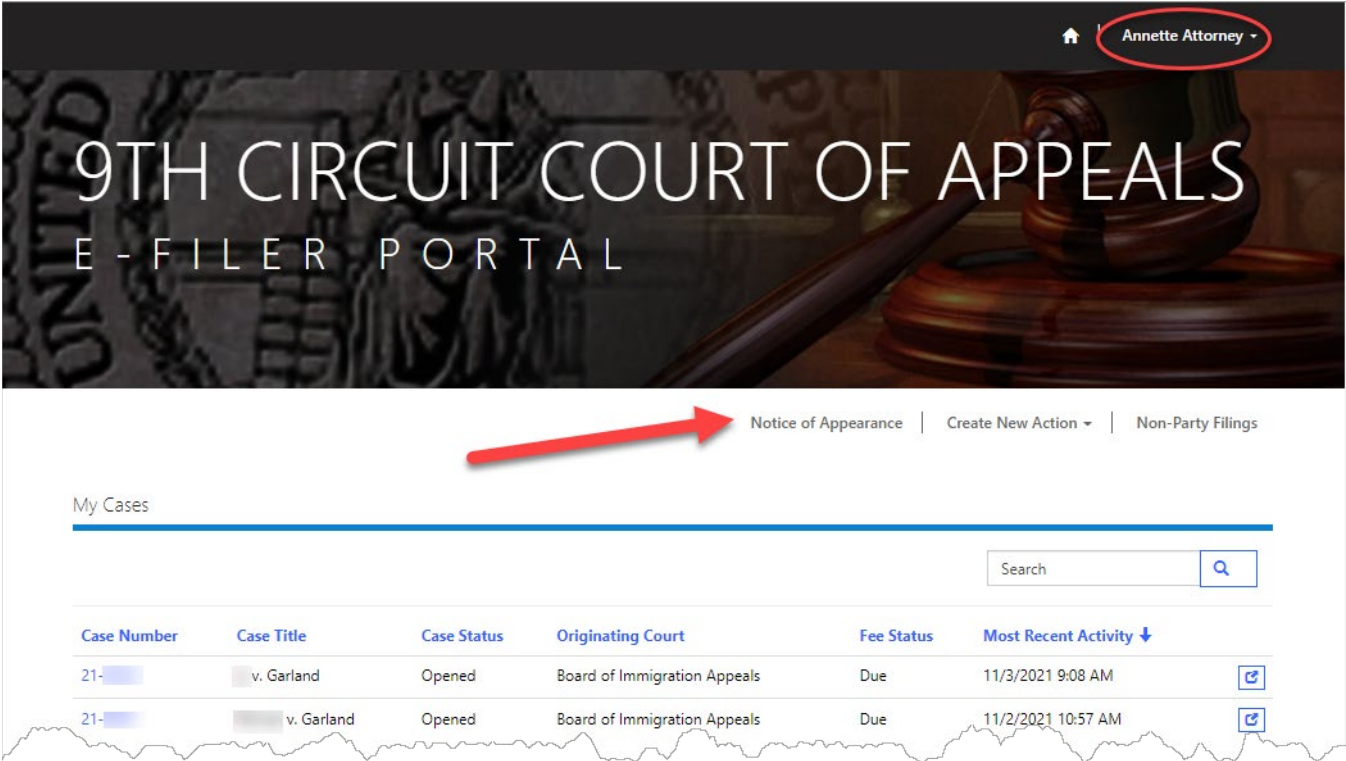
Filing a Notice of Appearance

1. Navigate to <https://ca9-portal.powerappsportals.us> and in the E-Filer portal page that opens, click the hamburger icon in the upper right corner of the page.



2. Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.
NOTE: You may not file a notice of appearance on behalf of another attorney.
3. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**.

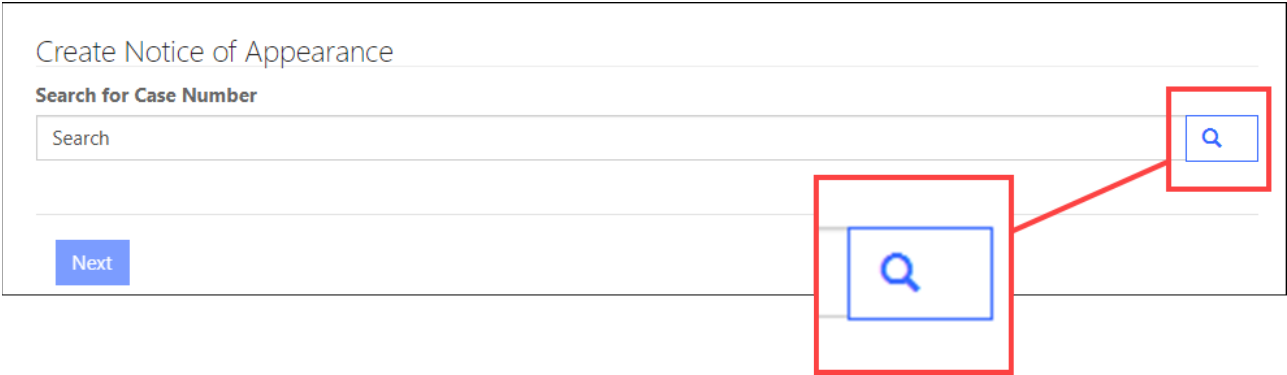
The 9th Circuit Court of Appeals E-Filer Portal page has been updated: your name is shown in the upper right corner of the page, and a navigation bar has been added below the court banner. An example is shown below.



TIP: If you do not see the navigation bar, make your browser window larger until the navigation bar is visible.

- 4. Click the **Notice of Appearance** link.

The Create Notice of Appearance page opens with a **Search for Case Number** field.



- 5. In the **Search for Case Number** field, type the case number and then click the magnifying glass icon to search for a matching case in ACMS.

TIP: You can also type the case number and press the Enter key to perform the search.

NOTE: If ACMS does not find a match, the Next button is not enabled and you must enter a different case number and search again.

- 6. Click the **Next** button.

You must now select who you are representing in the case.

- 7. Select the **Petitioner** radio button and click the **Next** button.

The screenshot shows a web form titled "Notice of Appearance". It contains the following fields and options:

- Case ***: Gonzalez-Granados v. Garland
- Case Number**: 21-234
- Counsel for ***:
 - Petitioner
 - Respondent

At the bottom of the form are two buttons: "Previous" and "Next".

The page is updated so that you can indicate whether you are substituting in for another attorney. If you are substituting in for another attorney, see [Filing a Notice of Substitution of Counsel](#).

- 8. Select the **I am entering my appearance** radio button and click the **Next** button.

The screenshot shows a web form titled "Notice of Appearance". It contains the following fields and options:

- Notice of Appearance**:
 - I am entering my appearance
 - I am entering my appearance and substituting for another attorney

At the bottom of the form are two buttons: "Previous" and "Next".

The final review page opens with a summary of your filing: the case name and number, which party you represent, and the name of that party.

Notice of Appearance

Review

Case *
Gonzalez-Granados v. Garland

Case Number
21-234

Counsel for
Petitioner

Notice of Appearance Action
I am entering my appearance

Parties

A Number	Case Participant Name ↑	Participant Role	Is Lead Petitioner
A095-2	Jose Gonzalez-Granados	Petitioner	Yes

Filing Status
Pending

9. Click the **Submit** button to submit the filing to the Court.

This completes the filing. You must wait until the court adds you to the case before you can file in the case where you just filed the notice of appearance.

Filing a Notice of Substitution of Counsel

1. Navigate to <https://ca9-portal.powerappsportals.us> and in the E-Filer portal page that opens, click the hamburger icon in the upper right corner of the page.

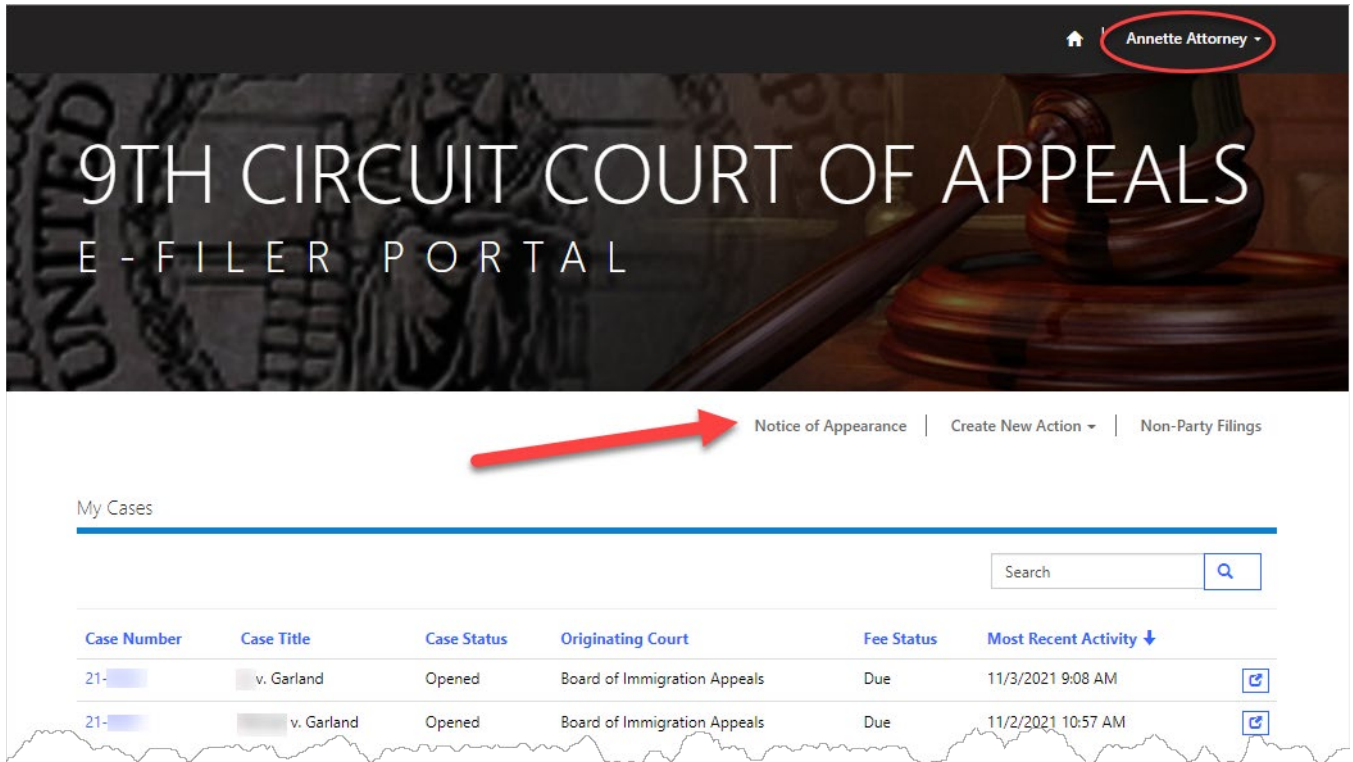


2. Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.

NOTE: You may not file a notice of appearance on behalf of another attorney.

3. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**.

The 9th Circuit Court of Appeals E-Filer Portal page has been updated: your name is shown in the upper right corner of the page, and a navigation bar has been added below the court’s logo. An example is shown below.



TIP: If you do not see the navigation bar, make your browser window larger until the navigation bar is visible.

4. Click the **Notice of Appearance** button.

The Create Notice of Appearance page opens with a **Search for Case Number** field.

- 5. In the **Search for Case Number** field, type the case number and then click the magnifying glass icon to search for a matching case in ACMS.

TIP: You can also type the case number and press the Enter key to perform the search.

NOTE: If ACMS does not find a match, the Next button is not enabled and you must enter a different case number and search again.

- 6. Click the **Next** button.

You must now select who you are representing in the case.

- 7. Select the **Petitioner** radio button and click the **Next** button.

The page is updated so that you can indicate whether you are substituting in for another attorney.

- 8. Select the **I am entering my appearance and substituting for another attorney** radio button and click the **Next** button.

Notice of Appearance

Notice of Appearance

I am entering my appearance

I am entering my appearance and substituting for another attorney

[Previous](#) [Next](#)

The page is updated to show a Replacing Attorney section that lists counsel currently representing petitioner(s).

NOTE: If there is only one attorney, that attorney is automatically selected and you cannot change that selection.

- 9. If more than one attorney currently represents petitioner(s), and you are only replacing *one* attorney, click the down arrow next to the attorney you are not replacing, and select **Remove**.

Notice of Appearance

Replacing Attorney

Case Participant ↑	Participant Role ↑	
Ninth Test Attorney	Counsel for Petitioner	▼
Attorney	Counsel for Petitioner	▼

Remove

[Next](#)

As soon as you make the selection, the system removes that attorney’s name from the Replacing Attorney section on the page.

Notice of Appearance

Replacing Attorney

Case Participant ↑	Participant Role ↑
Ninth Test Attorney	Counsel for Petitioner <input type="button" value="v"/>

10. Click the **Next** button.

The final review page opens with a summary of your filing: the case name and number, which party you represent, the name of that party, and the name(s) of the attorney(s) you are replacing in the case.

Notice of Appearance

Review

Case *
Gonzalez-Granados v. Garland

Case Number
21-234

Counsel for
Petitioner

Notice of Appearance Action
I am entering my appearance and substituting for another attorney

Parties

A Number	Case Participant Name ↑	Participant Role	Is Lead Petitioner
A095-██████	Jose Gonzalez-Granados	Petitioner	Yes

Replacing Attorney(s)

Case Participant ↑	Participant Role ↑
Ninth Test Attorney	Counsel for Petitioner

Filing Status
Pending

11. Click the **Submit** button to submit the filing to the Court.
This completes the filing.