

# Entering an Appearance for Respondent 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 respondent 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.

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).

**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.

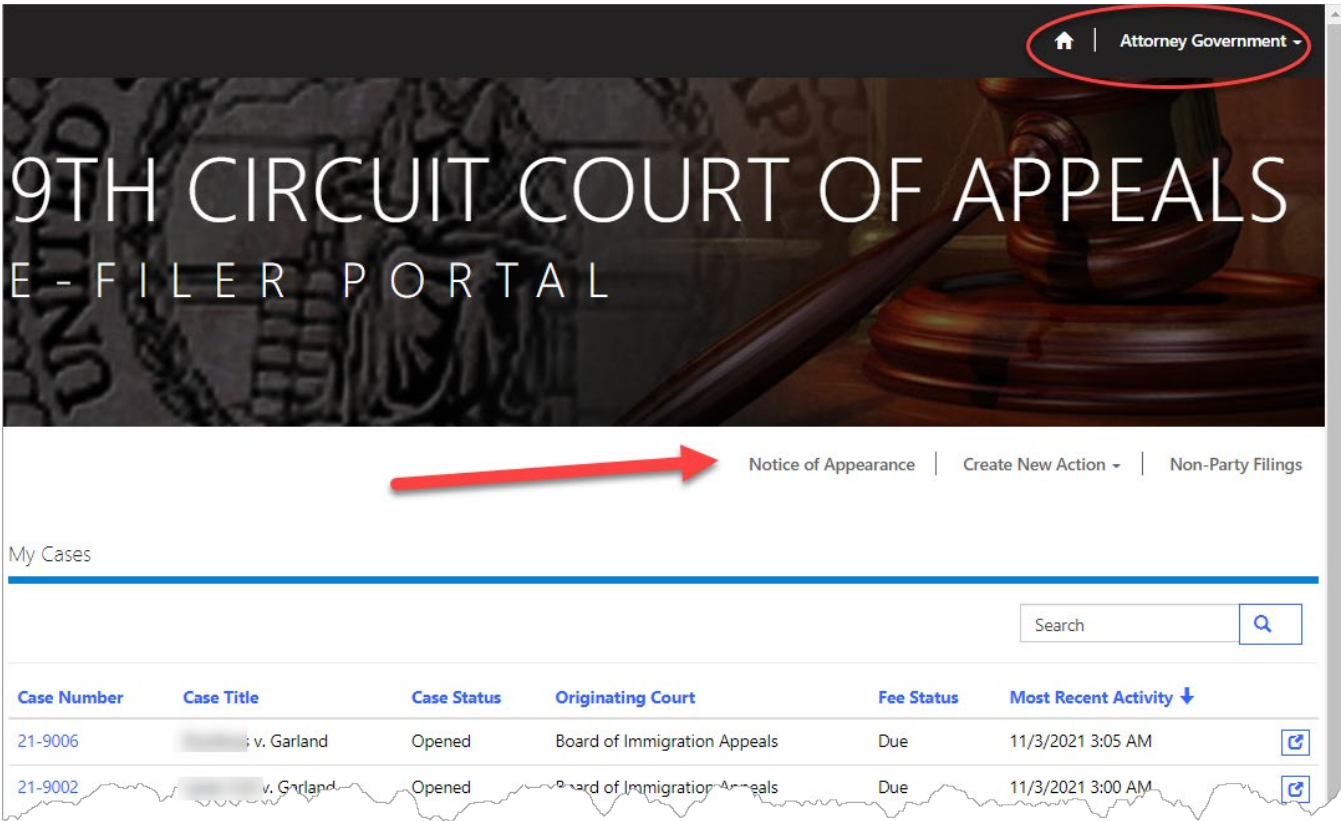


2. Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.

**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**.

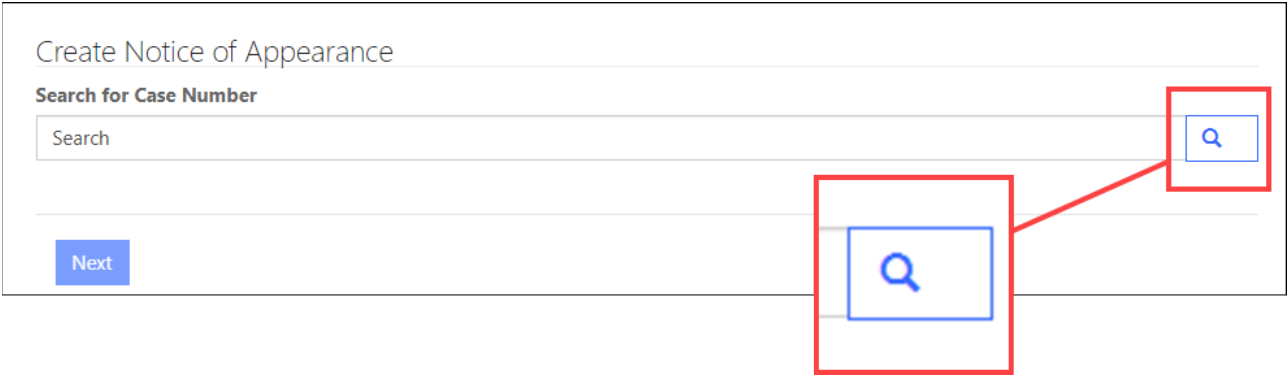
The 9<sup>th</sup> Circuit Court of Appeals E-Filer Portal page has been updated: your name is shown in the upper right corner of the page, and a navigation bar has been added below the court banner. An example is shown below.



**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.

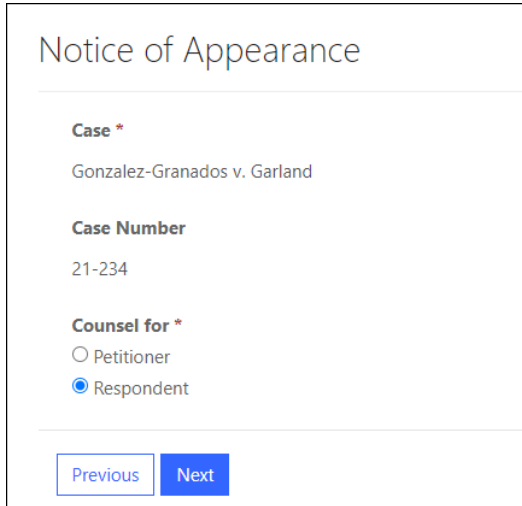
**TIP:** You can also type the case number and press the Enter key to perform the search.

**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.

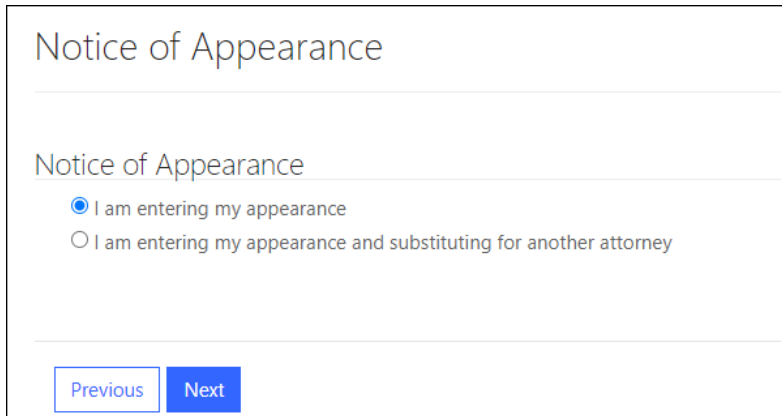
- 7. Select the **Respondent** radio button and click the **Next** button.



The screenshot shows a web form titled "Notice of Appearance". It contains the following fields: "Case \*" with the value "Gonzalez-Granados v. Garland", "Case Number" with the value "21-234", and "Counsel for \*" with two radio button options: "Petitioner" (unselected) and "Respondent" (selected). 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: "Notice of Appearance" with two radio button options: "I am entering my appearance" (selected) and "I am entering my appearance and substituting for another attorney" (unselected). 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

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Review

**Case \***  
Gonzalez-Granados v. Garland

**Case Number**  
21-234

**Counsel for**  
Respondent

**Notice of Appearance Action**  
I am entering my appearance

**Parties**

A Number	Case Participant Name ↑	Participant Role	Is Lead Petitioner
	Merrick B. Garland	Respondent	No

**Filing Status**  
Pending

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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 enter any other filings.

## 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.

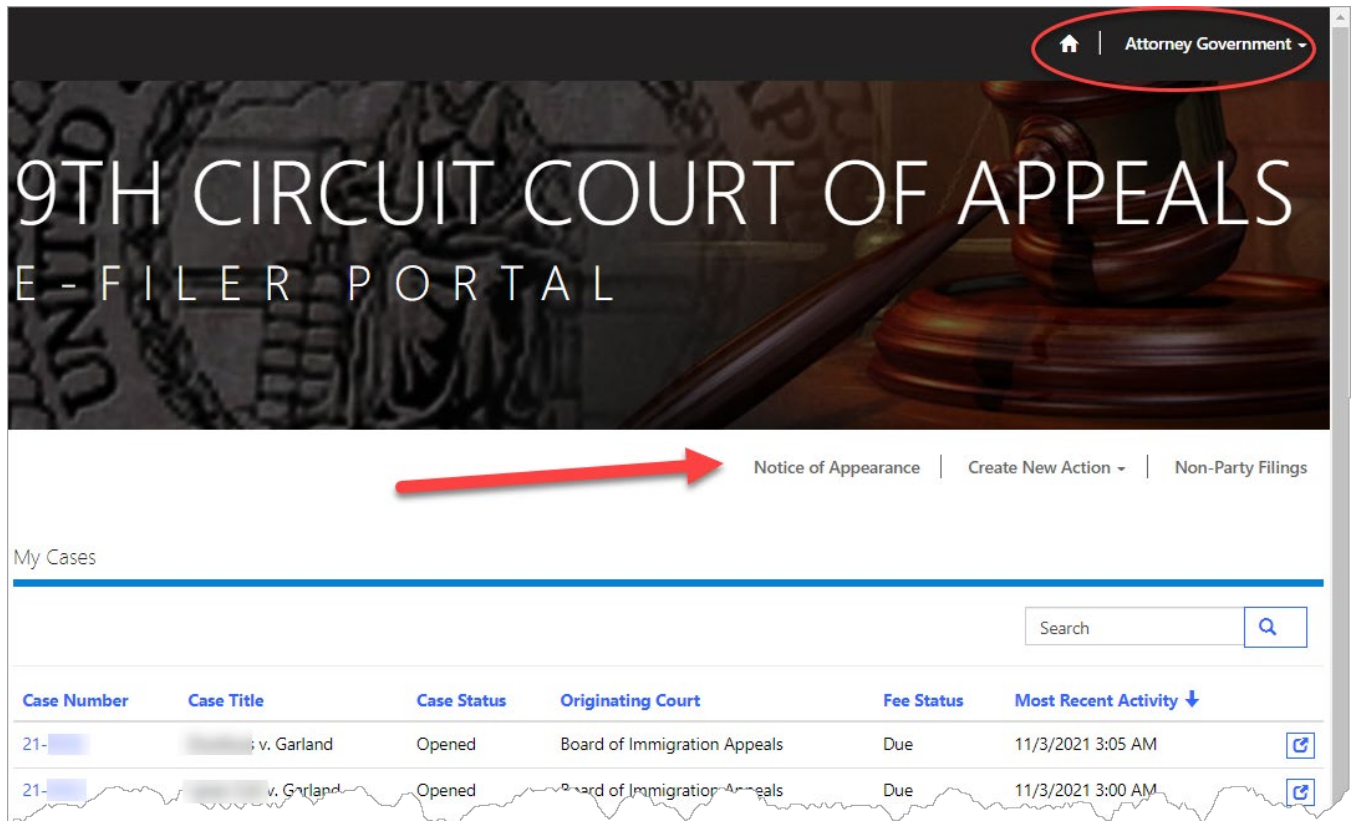


- Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.

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

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

The 9<sup>th</sup> 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.

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

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

Create Notice of Appearance

**Search for Case Number**

Search

Next

- 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.

- Click the **Next** button.

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

- Select the **Respondent** radio button and click the **Next** button.

Notice of Appearance

**Case \***  
Alanniz v. Garland

**Case Number**  
21-158

**Counsel for \***

Petitioner

Respondent

Previous Next

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

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

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 respondent.

**CAUTION:** If OIL is the *only* attorney shown in this page, cancel this transaction and follow the instructions in [Filing a Notice of Appearance](#) instead.

Replacing Attorney

Case Participant ↑	Participant Role ↑	
OIL	Counsel for Respondent	▼
Attorney Acms Government	Counsel for Respondent	▼

Next

9. Click the down arrow next to **OIL** and select **Remove** because you are *not* substituting for OIL.

Replacing Attorney

Case Participant ↑	Participant Role ↑	
OIL	Counsel for Respondent	▼
Attorney Acms Government	Counsel for Respondent	▼

Remove

Next

As soon as you select Remove, the system removes OIL from the Replacing Attorney section on the page.

Replacing Attorney

Case Participant ↑	Participant Role ↑
Attorney Acms Government	Counsel for Respondent

Next

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.

Review

**Case \***  
Alanniz v. Garland

**Case Number**  
21-158

**Counsel for**  
Respondent

**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
	Merrick B. Garland	Respondent	No

**Replacing Attorney(s)**

Case Participant ↑	Participant Role ↑
Attorney Acms Government	Counsel for Respondent

**Filing Status**  
Pending

Previous Submit

11. 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 enter any other filings.