

Submitting an Immigration Petition for Review

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.

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.

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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.

Counsel for Petitioner

In ACMS, the Court only adds the attorney who submits the petition as counsel for petitioner. If additional attorneys are representing petitioner(s), those attorneys must file a notice of appearance after the case has been opened.

Petitioners

Remember the following when you enter details for each petitioner:

- The spelling of the petitioner's name should match the BIA order when possible.
- *Only capitalize the first letter of petitioner names.* Do NOT USE ALL CAPS for petitioner names.

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, as separate PDFs:

- 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.

Certificate of Service

You may include the certificate of service in the PDF of the petition for review and note in the certificate that you also served any stay motion or other request for relief that you are filing with the petition even though those will be in separate PDFs as noted above.

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 9th 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**.

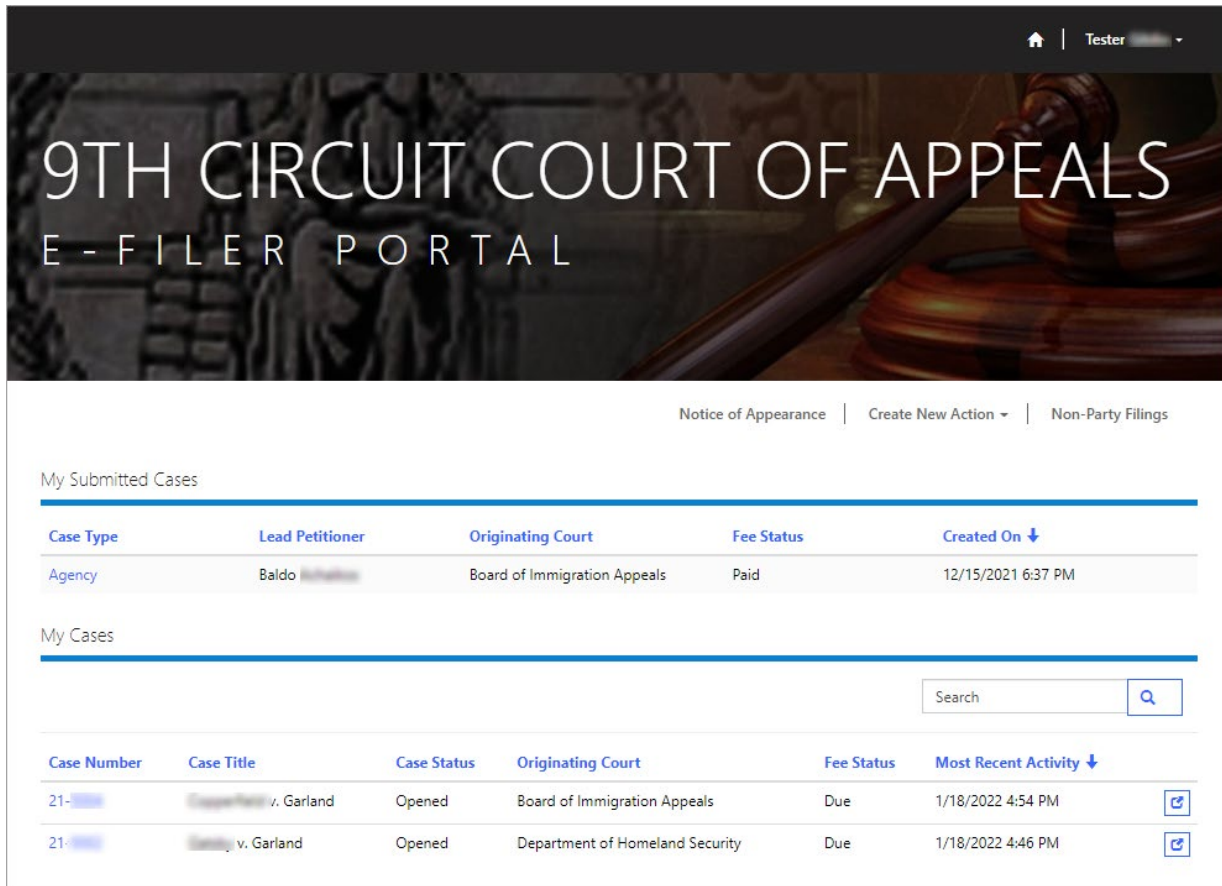
NOTE: These are the same credentials you use to log in and file in CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.

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.

A navigation bar appears below the court banner with the following links:

- a. **Notice of Appearance** - 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. **Create New Action** - lets you create and submit a new immigration petition to the court, with or without payment.
- c. **Non-Party Filings** - if your credentials allow you to enter specific non-party filings, options are listed under this link.

If you have previously submitted a petition to the court that has not been opened yet, or you are counsel in an open case, you may see **My Submitted Cases** and/or **My Cases** sections.



Creating and Submitting an Immigration Petition for Review

NOTE: When you submit a new petition, **do not** file a notice of appearance in the opened case. The Court automatically adds you, as the filer of the petition, as counsel for petitioner in the case.

1. If you are not already signed into the e-filer portal, navigate to <https://ca9-portal.powerappsportals.us/> and sign in.

The 9th Circuit Court of Appeals e-filer portal page opens.

2. Click **Create New Action**, then click **Immigration Petition**.

NOTE: If you do not see the navigation bar with Create New Action (see illustration above), make your browser window larger until you see the link. If that does not work, reduce the zoom level.

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

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.

REMINDER: The spelling of the petitioner's name should match the BIA order when possible. *Only capitalize the first letter of petitioner names.* Do NOT USE ALL CAPS for petitioner names.

- 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 ×

Petitioner Details

A-Number *

First Name *

Middle Name

Last Name *

Generation

× 🔍

Is the Petitioner Detained?

No Yes

- 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.

Petition for Review

Originating Agency ✓
Petitioners
Lead Petitioner
Documents

Petitioner(s)

Add Petitioner

First Name ↓	Middle Name	Last Name	A-Number
Liam		Slater	A951- [redacted] ▼
Blake		Harris	A753- [redacted] ▼

Previous

Next

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.

Originating Agency ✓
Petitioners ✓
Lead Petitioner
Documents

By default, the system identifies the first petitioner you added as the lead petitioner. If you have more than one petitioner, you can select a different lead petitioner.

Lead Petitioner

Liam Slater Jr.

✕
🔍

Previous

Next

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.

Originating Agency ✓ Petitioners ✓ Lead Petitioner ✓ Documents

Documents

Attach Document

Name	Filing Type
There are no records to display.	

Previous Save for Later Submit to Court Without Fee Payment Submit to Court With Fee Payment

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.

Create

Document *
Petition for Review

Select PDF document to upload *
Choose File PETITION FOR REVIEW.pdf

Submit

- 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, type or 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.

- 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.

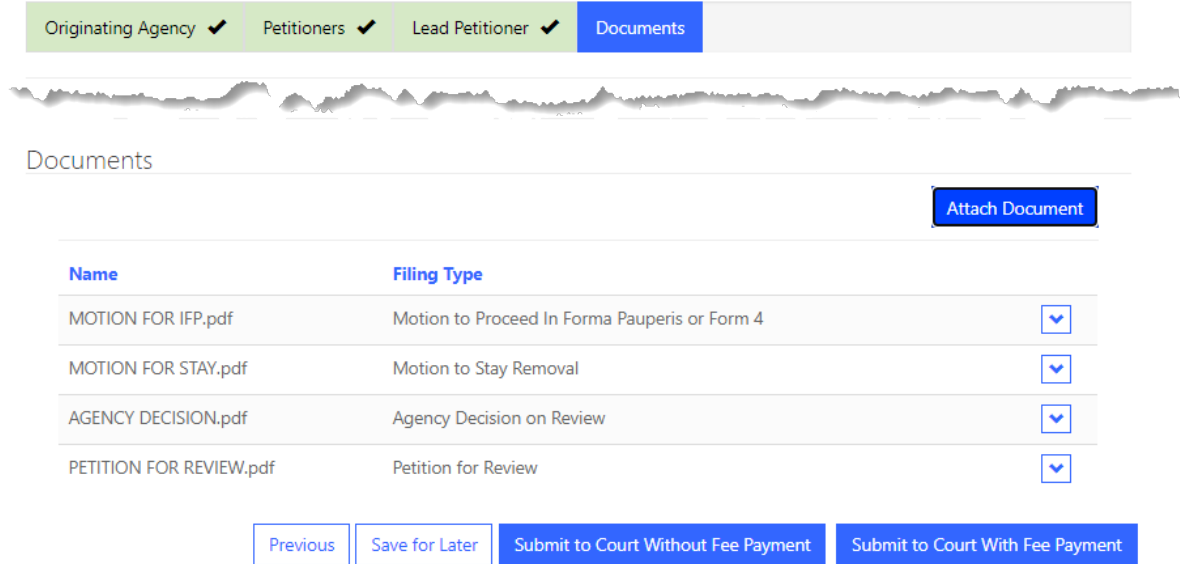
- d. Click the **Submit** button to attach the motion to your submission.

- 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.

You are taken back to your home page and the **My Submitted Cases** section now shows the petition that you submitted.

- 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 Cases** section now shows the petition that you submitted.

This completes the submission.

When the court has opened the case, it is moved to the **My Open Cases** section. The case will appear in the My Cases section after the Court has opened the case. Since you submitted the petition, you are automatically added as counsel for petitioner.