

# Submitting the Petitioner Opening Brief 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 submitting the petitioner opening brief 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).

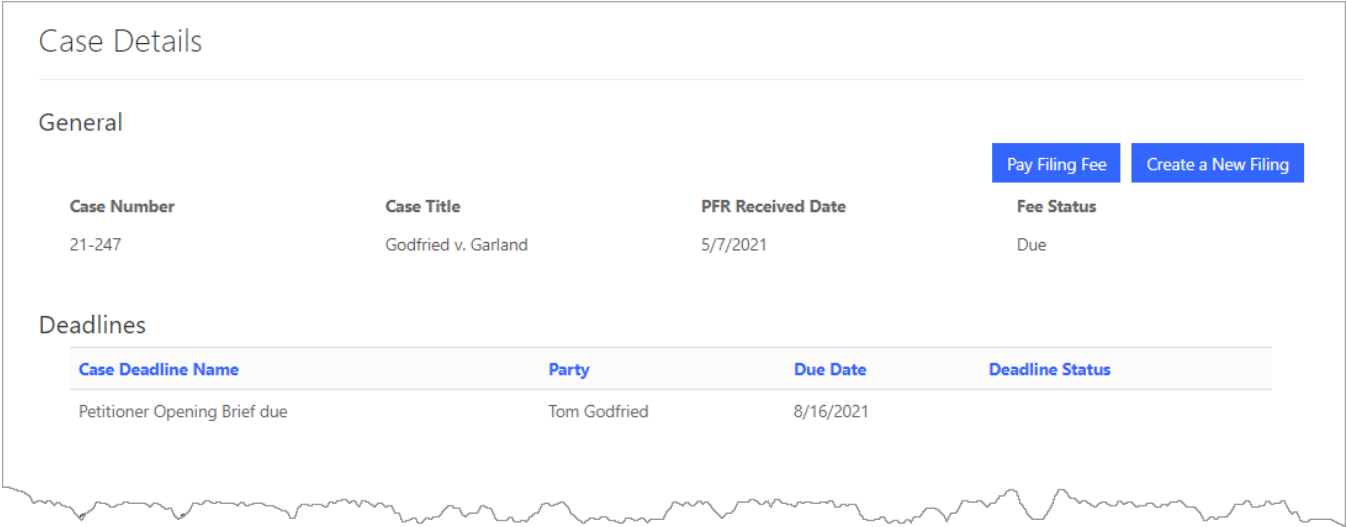
**REMINDER:** You must have a PACER account with authorization to file electronically in the U.S. Court of Appeals for the Ninth Circuit. This is the same account that you use to log in and file in CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.

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.

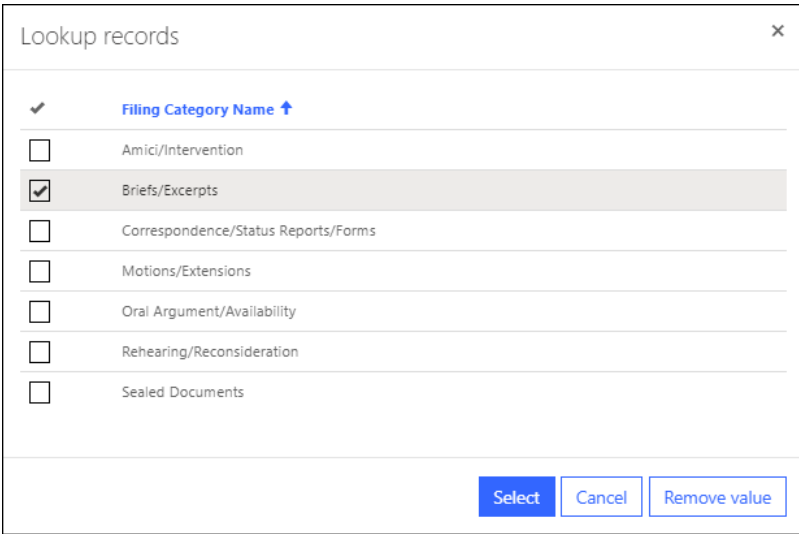


2. Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.
3. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**. The 9<sup>th</sup> Circuit Court of Appeals E-Filer Portal page has been updated: your name is shown in the upper right corner of the page, and a navigation bar has been added below the court banner.

- 4. In the list of cases, click the **Case Number** link of the case where you are submitting the opening brief.  
The Case Details page opens. If you have deadlines in the case (as counsel for petitioner), those deadlines are shown on this page. In the example below, there is one pending deadline for petitioner: Opening brief.

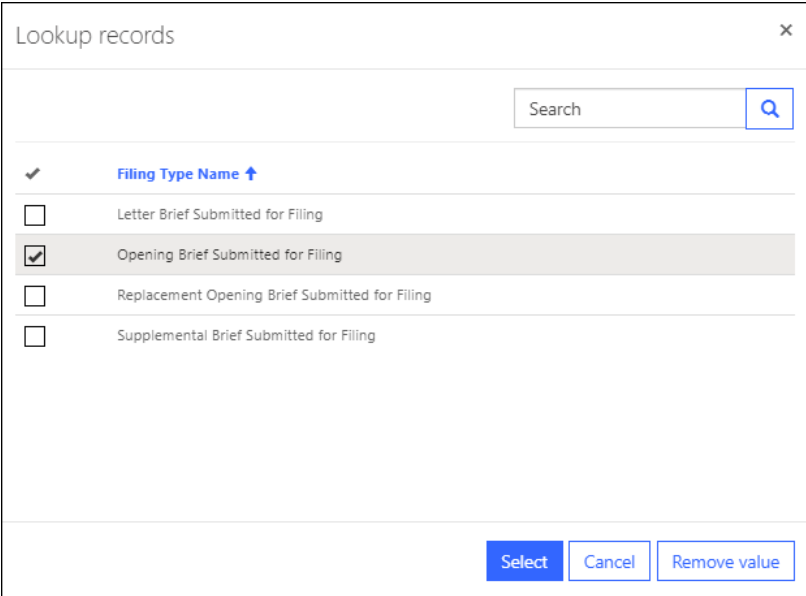


- 5. Click the **Create New Filing** button.  
The New Filing page opens.
- 6. In the **Filing Category** field, click the magnifying glass icon, select **Briefs/Excerpts**, and click the **Select** button.

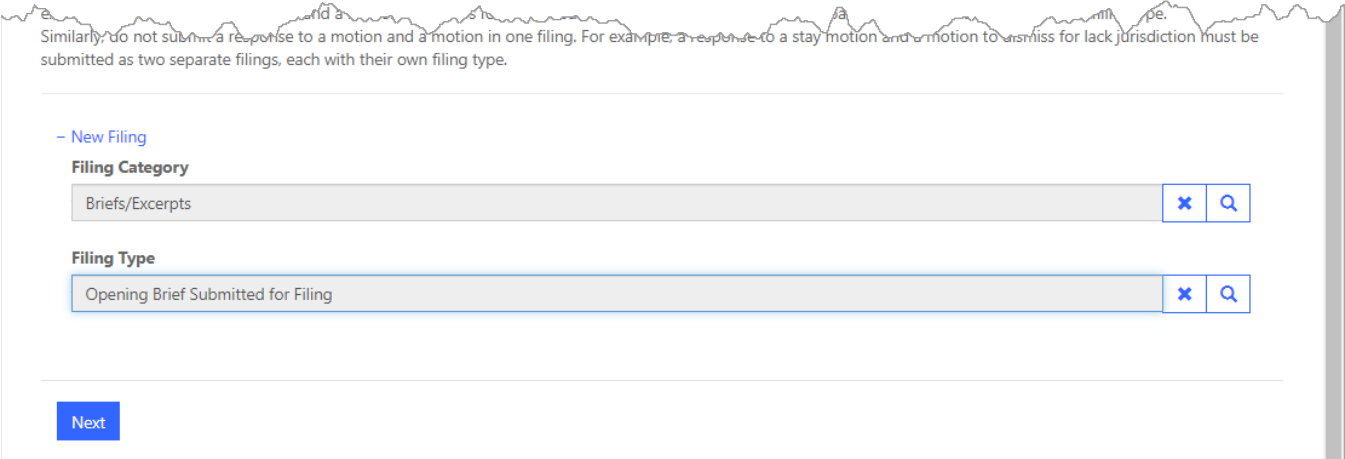


The New Filing page is updated and the Filing Category field now shows Briefs/Excerpts.

- 7. In the **Filing Type** field, click the magnifying glass icon, select **Opening Brief Submitted for Filing**, and click the **Select** button.



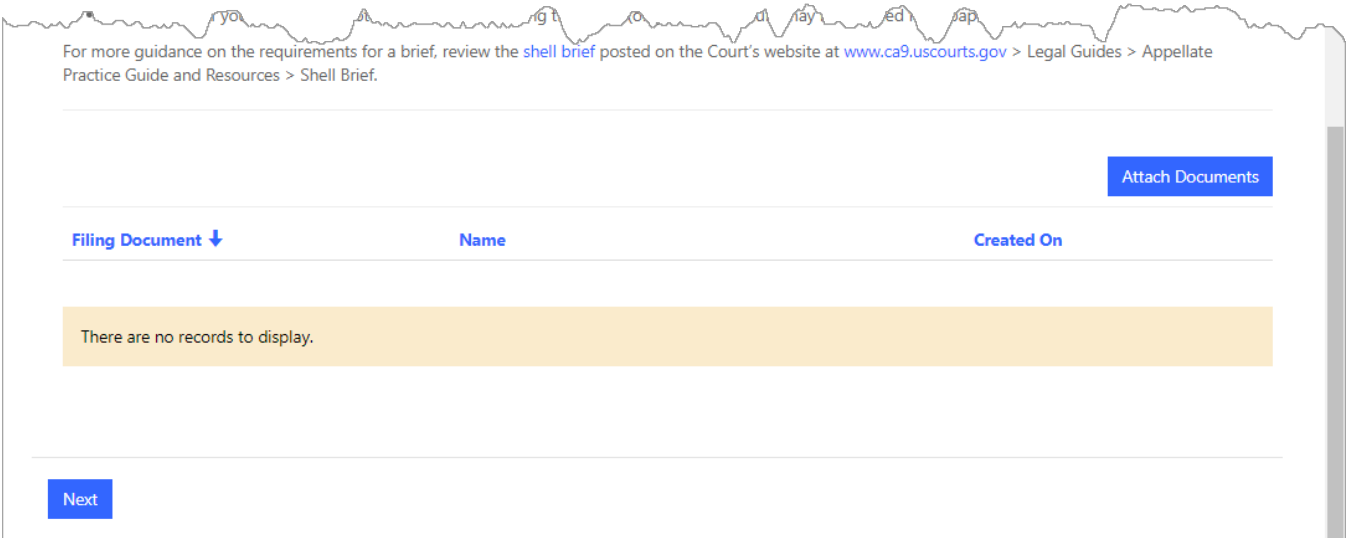
The New Filing page is updated and the Filing Type field now shows Opening Brief Submitted for Filing.



- 8. Click the **Next** button.  
The filing page for the Opening brief opens with instructions.

**TIP:** Make sure you review the instructions carefully, and if needed, click the links to access resources made available to you by the court.

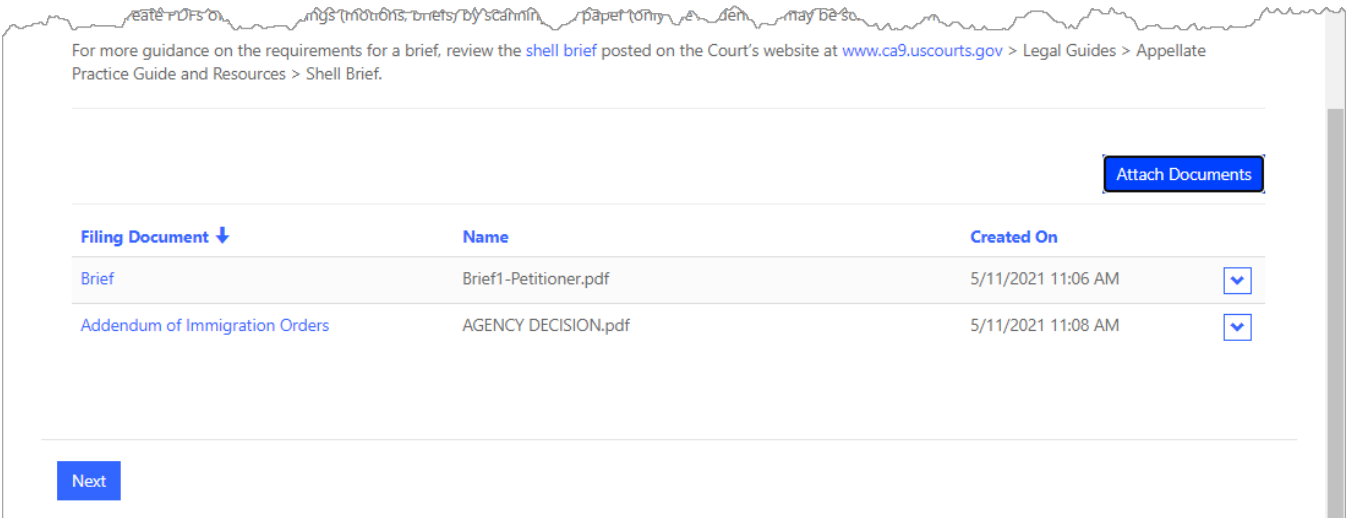
9. Scroll down until you see an **Attach Documents** button.



10. Do the following for *each* PDF you want to attach to the filing:

- a. Click the **Attach Documents** button.  
A Document Details dialog box opens.
- b. In the **Filing Document** Type field, click the magnifying glass icon to find and select the document type you are attaching.
- c. Click the **Browse** button to navigate to and select the PDF to attach.
- d. Click the **Submit** button.

The illustration below shows 2 documents attached to the filing: the brief itself, and the addendum of immigration orders.



11. Click the **Next** button.

The New Filing page is updated to show the summary of the filing: the case name, filing type and category, the filer’s name (your name), the documents attached to the filing, the parties linked to the filing, and service information. An example is shown below.

The screenshot shows a 'New Filing' page with a progress bar at 66%. The page is divided into several sections:

- Filing Details:** Case name 'Godfried v. Garland', Filing Type 'Opening Brief Submitted for Filing', Filing Category 'Briefs/Excerpts', and Filer 'Tester Abc Giblin'.
- Filing Documents:** A table with columns 'Filing Document', 'Name', and 'Created On'. It lists two documents: 'Brief' (Brief1-Petitioner.pdf) and 'Addendum of Immigration Orders' (AGENCY DECISION.pdf).
- Associated Parties:** A table with columns 'A-Number', 'Case Participant', and 'Is Lead Petitioner'. It lists one party: 'A361' (Tom Godfried) who is the lead petitioner.
- Service:** Service is performed 'By ACMS'.

At the bottom, there are 'Previous' and 'Submit' buttons.

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