

Submitting the Petitioner Reply 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 reply 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.

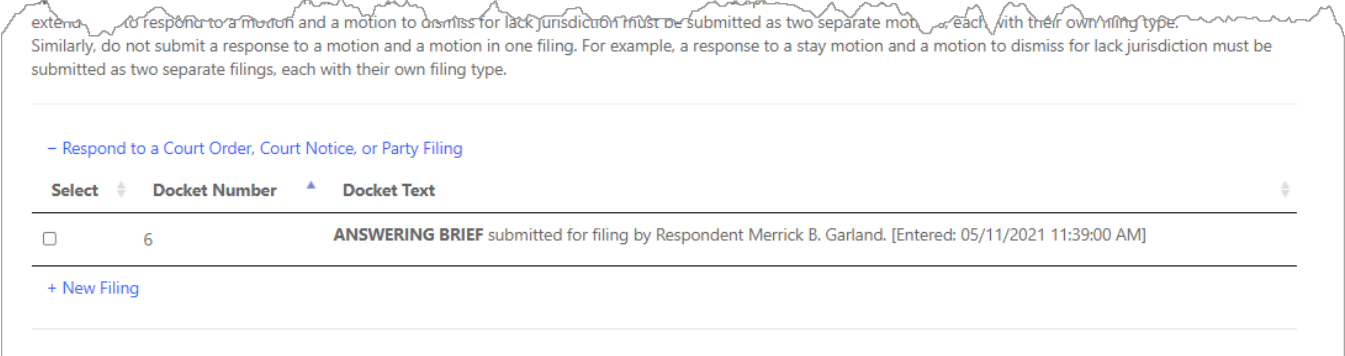
REMINDER: You must have a PACER account with authorization to file electronically in the U.S. Court of Appeals for the Ninth Circuit. This is the same account that you use to log in and file in CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.

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.

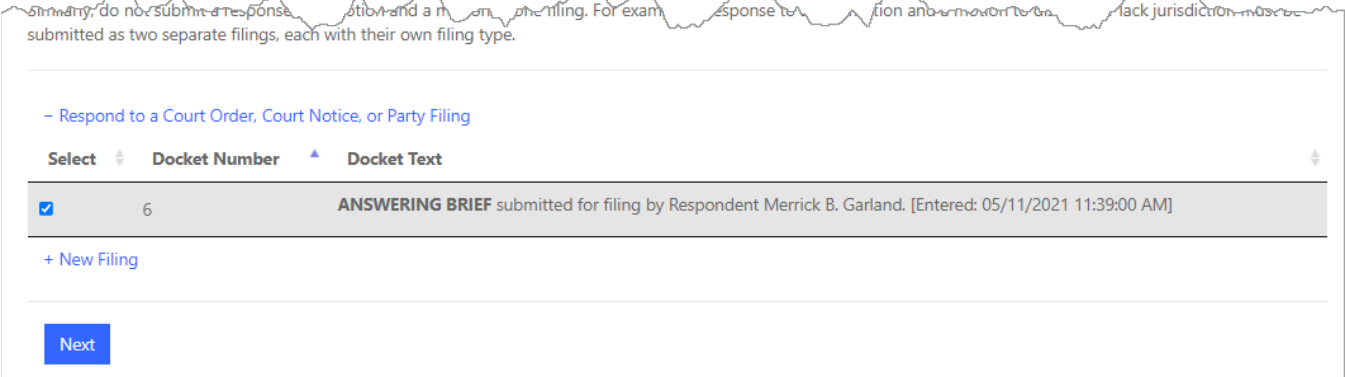


2. Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.
3. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**. The 9th Circuit Court of Appeals E-Filer Portal page has been updated: your name is shown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

- 4. In the list of cases, click the **Case Number** link of the case where you are submitting the reply brief.
- 5. Click the **Create New Filing** button.
The New Filing page opens. You submit the reply brief in response to the answering brief submitted by the respondent. In the illustration below, respondent submitted their answering brief at docket entry 6 and ACMS is showing you that entry so that you can respond.



- 6. Click the checkbox in the **Select** column to select the ANSWERING BRIEF entry.
The row is highlighted and a **Next** button is added to the page, as shown in the following example.



- 7. Click the **Next** button.
The New Filing page is updated to show your initial selection: response to answering brief.

Home > Case Details > **New Filing**

New Filing

25%

Response Filing

Response to
21-247 - 006 - Answering Brief Submitted for Filing

Filing Type *

Next

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

Lookup records

Search

<input checked="" type="checkbox"/>	Filing Type Name ↑
<input type="checkbox"/>	Replacement Reply Brief Submitted for Filing
<input checked="" type="checkbox"/>	Reply Brief Submitted for Filing

Select Cancel Remove value

The New Filing page is updated to show which filing you are responding to and the filing type you selected for the response.

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

Home > Case Details > **New Filing**

New Filing

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Response Filing

Response to
21-247 - 006 - Answering Brief Submitted for Filing

Filing Type *

Reply Brief Submitted for Filing ✕ 🔍

Description

Use this filing type to submit your Reply Brief on the merits.

If your brief is overlength and/or late, file a **separate motion** to file an **oversized or late brief**.

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

- Create PDFs of your pleadings (motions, briefs) by scanning the paper (only an A4 document may be scanned from paper)

For more guidance on the requirements for a brief, review the [shell brief](#) posted on the Court's website at www.ca9.uscourts.gov > Legal Guides > Appellate Practice Guide and Resources > Shell Brief.

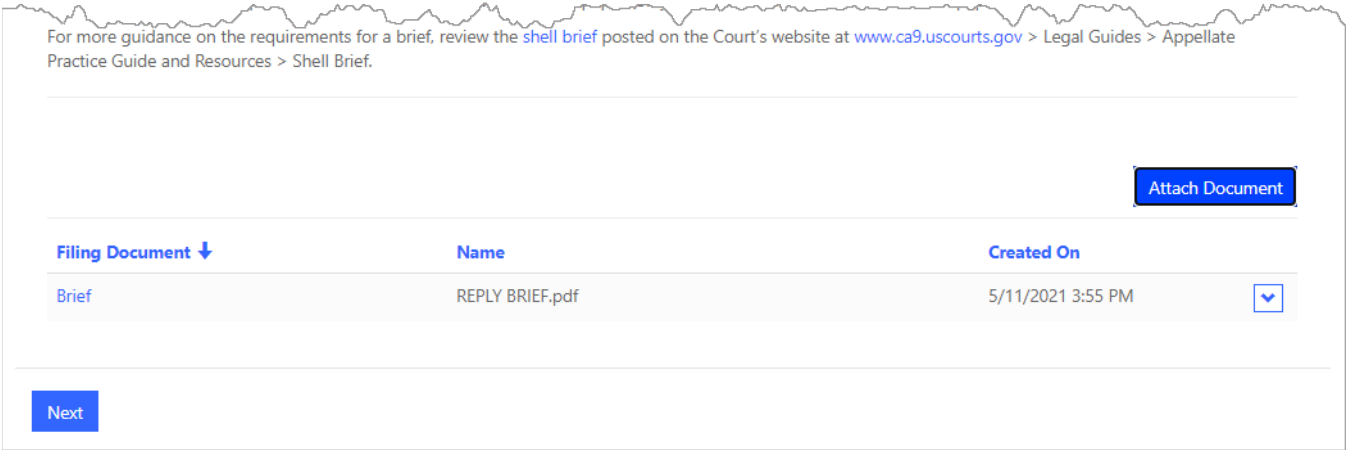
[Attach Document](#)

Filing Document ↓	Name	Created On
There are no records to display.		

[Next](#)

- 10. Do the following for *each* PDF you want to attach to the filing:
 - a. Click the **Attach Document** 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 1 document attached to the filing: the brief.



- 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 party linked to the filing (the petitioner(s)), and service information. An example is shown below.

