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**INSTRUCTIONS FOR OBTAINING YOUR EXECUTIVE OFFICE OF IMMIGRATION REVIEW (EOIR) NUMBER**

# Mandatory eRegistry

Before you can file documents or appear in immigration court, you must register with EOIR and obtain an EOIR ID number. **Registration is mandatory and must be completed before your first appearance in court and/or submission of any documents on behalf of your client.** The process for registering with the court is a two-step process called “eRegistry.” The first eRegistry step is the creation of an online account; the second step involves going to your local immigration court in person with a government-issued photo ID for identity verification. You may complete step two at **any** local immigration court.

## a. Step 1 (Online)

To complete the first step, go to the eRegistry portal on the EOIR website at <https://portal.eoir.justice.gov/>. You will be asked to provide the following information:

* Name
* Date of birth
* Business address(es)
* Email address
* Bar admission information (including bar numbers, if applicable) for all jurisdictions in which you have been licensed to practice, including those in which you are inactive

Once you have completed the online profile, EOIR will send you an email confirming that the online portion of the registration is complete and instructing you to appear in person at an immigration court so the court staff can verify your identity by checking your government-issued photo ID.

## b. Step 2 (In Person)

You must then go in person to [an immigration court](https://www.justice.gov/eoir/eoir-immigration-court-listing) (***this can be any immigration court*** and does not have to be the Cleveland court) prior to your first court appearance to complete the in-person ID verification process. You must bring with you a printout of the confirmation email, which you received from Step 1, and some form of government-issued photo ID (e.g., driver’s license or passport). To confirm when and where court staff will be available to meet with you, you should call the court in advance. The process itself only takes a few minutes.

*Practice Pointer:* When you visit the immigration court, be sure to pick up hard copies of the EOIR-28 form, which, as explained below, is an entry of appearance form. Although not mandatory, immigration courts *prefer* that the EOIR-28 be printed on green paper. To avoid the hassle of obtaining green paper, you can pick up green physical copies directly at the court.

Once you complete both steps in the eRegistry process, EOIR will send you another email to notify you that your account has been activated and to provide you with your EOIR ID number. You can then use your EOIR ID number to file your entry of appearance with the court.

For more information about eRegistry, see this FAQs page:

<https://www.justice.gov/sites/default/files/eoir/legacy/2014/04/09/FAQs-eRegistry.pdf>.

For additional assistance from the Immigration Justice Campaign, please email [probonocoordination@immcouncil.org](mailto:probonocoordination@immcouncil.org).