



ECAS eROP Document Upload Step-by-Step

1.0 CREATE AN EROP FROM PAPER-FILED INITIATION DOCUMENTS

1.1 Receive paper initiation documents

1. Receive the paper initiation document.
2. Verify the document is complete. Follow the normal procedure for verification.
 - a. If document is complete, continue to step 1.2.
 - b. If document is not complete, reject it. If document has already been scanned; remove document from Scanned Documents folder to Archive folder on N drive.

1.2 CASE verification/entry

1. In CASE, perform the following:
 - a. Search for the A-Number and charging date to ensure the case does not already exist.
 - b. Create the case and input the case information.

*Training only: During ECAS training, enter **SND** as the base city.

Note: If this case is part of a lead/rider group, enter the lead first. Then enter the riders.
2. Assign a judge and manually schedule the hearing.
 - a. Select the applicable notice, and then click **Edit**.
 - b. Edit the hearing notice (if necessary) and complete the certificate of service.
 - c. Click **Ready to Print**.
3. A message appears asking if you want to open or save the file. Save the hearing notice as a PDF to the **ECAS Notices** folder on the **N:** drive as follows.
 - a. Click **Save As** to open Save As window.
 - b. Browse to the **N:** drive and select the **ECAS Notices** folder. The system autopopulates the filename using the ECAS file-naming convention: Document type_A-Number_Date-time. (You may need to add the dashes within the A-Number.)
 - c. Click **Save**.

- d. After the eROP is created, you will upload the notice as a supporting document into the eROP. (See step 1.6 *Upload the hearing notice.*)
4. If paper service is required, print the hearing notice for DHS and respondent/attorney only.

1.3 Scan the paper initiation document (This step may be moved before 1.2.)

1. Verify the document page numbers.
2. Scan the file and save to the **ECAS Scanned Documents** folder on the **N:** drive.
3. Enter the filename using the ECAS file-naming convention when saving the document: **Document type_A-Number_**. Ensure you include the underscore after the A-Number. The date-time automatically appends to the filename.
4. If the saved file size is larger than 25MB, use Adobe Acrobat to split the file into smaller, logically divided, segments. Add a sequence designator to the title: **Document type_A-Number_Part X_**.

1.4 Upload the initiation document to eROP

1. Access the eROP application.
2. Select **Upload Initiation Documents** on the menu to open the Initiation Document Upload Form.
3. Click in the **Filed By** field to select the filer from the drop-down menu.
4. Click the **Document Category** field to select the appropriate document category from the drop-down menu.
5. Enter the A-Number in the **Alien Number** field.
6. Enter the charging document date by one of the following methods:
 - a. Click within the **Date** field to open the drop-down calendar and chose a date.
 - b. Enter the date in the format MM/DD/YYYY. (Slashes are required.)
7. Enter the filed on date (date received at EOIR) by one of the following methods:
 - a. Click within the **Date** field to open the drop-down calendar and chose a date.
 - b. Enter the date in the format MM/DD/YYYY. (Slashes are required.)
8. Click the **Browse** button to open the Choose File to Upload window.

- a. Navigate to the **ECAS Scanned Documents** folder on the **N:** drive.
 - b. Select the file to upload. **Caution:** Ensure you select the correct initiation document.
 - c. Click **Open**.
9. Click **Upload**. A message appears stating the document uploaded successfully. The eROP is now created.

Note: To upload an initiation document for another A-Number at this time, click **Cancel** to clear all fields and repeat step *1.4 Upload the initiation document to eROP*.

Remember: After the initiation document is uploaded into the eROP, move the scanned initiation document file to the ECAS **Archive** folder on the **N:** drive.

1.5 Save original documents in the Original Documents ROP

1. Create the barcode for the original documents ROP folder.
2. Create the original documents ROP folder the same way a paper ROP is created. Place the orange notification page on the left hand side.
3. Place the original initiation document in the original documents folder.

1.6 Upload the hearing notice

Upload the hearing notice as a supporting document. Follow the instructions in section *3.0 Upload Supporting Documents*, step *3.3 Upload the document to eROP*.

2.0 CREATE AN EROP FROM ELECTRONICALLY-FILED INITIATION DOCUMENTS

2.1 Receive electronically-filed initiation documents in the Intake Queue

1. Access the Intake Queue.
2. Open the initiation document.
3. Verify the document is complete.
 - a. If the document is complete, keep the document open and skip to step 2.2.
 - b. If the document is not complete, reject it.

2.2 CASE verification/entry

1. In CASE, perform the following:
 - a. Search for the A-Number and charging date to ensure the case does not already exist.
 - b. Create the case and input the case information.

*Training only: During ECAS training, enter **SND** as the base city.

Note: If this case is part of a lead/rider group, enter the lead first. Then enter the riders.
2. Assign a judge and manually schedule the hearing.
 - a. Select the applicable notice, and then click **Edit**.
 - b. Edit the hearing notice (if necessary) and complete the certificate of service.
 - c. Click **Ready to Print**.
3. A message appears asking if you want to open or save the file. Save the hearing notice as a PDF to the **ECAS Notices** folder on the **N:** drive as follows.
 - a. Click **Save As** to open Save As window.
 - b. Browse to the **N:** drive and select the **ECAS Notices** folder. The system autopopulates the filename using the ECAS file-naming convention: Document type_A-Number_Date-time. (You may need to add the dashes within the A-Number.)
 - c. Click **Save**.
 - d. After the eROP is created, you will upload the notice as a supporting document into the eROP. (See step 1.6 *Upload the hearing notice*.)
4. If paper service is required, print the hearing notice for DHS and respondent/attorney only.

2.3 Accept the initiation document

1. Within the open initiation document window (2.1, step 3.a), click **Accept**.
2. A message appears stating the document uploaded successfully.

Note: The eROP is now created.

2.4 Upload hearing notice

Upload the hearing notice as a supporting document. Follow the instructions in section 3.0 *Upload Supporting Documents, step 3.3 Upload the document to eROP.*

3.0 UPLOAD PAPER-FILED SUPPORTING DOCUMENTS

Note: For notices generated in CASE that are saved on the **N:** drive as a PDF, skip to step 3.3.

3.1 Receive paper documents

1. Receive the paper document.
2. Verify the document is complete. If not, reject it.

3.2 Scan the paper document.

1. Verify the document page numbers.
2. Scan the file using the **ECAS** option on the scanner; save to the **ECAS Scanned Documents** folder on the **N:** drive.
3. Enter the filename using the ECAS file-naming convention when saving the document: **Document type_A-Number_**. Ensure you include the underscore after the A-Number. The date-time automatically appends to the filename.

3.3 Upload the document to eROP

1. Access the eROP application.
2. Search for the eROP.
3. Select the **Upload eROP Supporting Documents** icon to open the Upload Supporting Document dialog box.
4. Click in the **Filed By** field to select the filer from the drop-down menu.
5. Enter the filed on date (date received at EOIR) by one of the following methods:
 - a. Click within the **Filed On** field to open the drop-down calendar and chose a date.
 - b. Enter the date in the format MM/DD/YYYY. (Slashes are required.)
6. Click the **Document Category** field.

- a. Select the appropriate document category from the drop-down menu.
 - b. If applicable, enter the appropriate other document category.
7. Click the **Browse** button.
- a. The Choose File to Upload window opens.
 - b. Navigate to the file location on the **N:** drive.
 - c. Select the file to upload.
 - d. Click **Open**. (Files exceeding 25MB will display a message when the file is selected.)
8. Click **Upload**.
9. A message appears stating the document uploaded successfully.

Remember: After the document is uploaded into the eROP, move the saved PDF file to the ECAS **Archive** folder on the **N:** drive.

3.4 Save original documents in the Original documents ROP

Place the original document in the original documents folder.