

**Executive Office for Immigration Review (EOIR)
Office of Information Technology (OIT)**

**OCAHO Portal for E-Filing
Quick Reference Guide**



**Version 1.0
May 30th, 2025**



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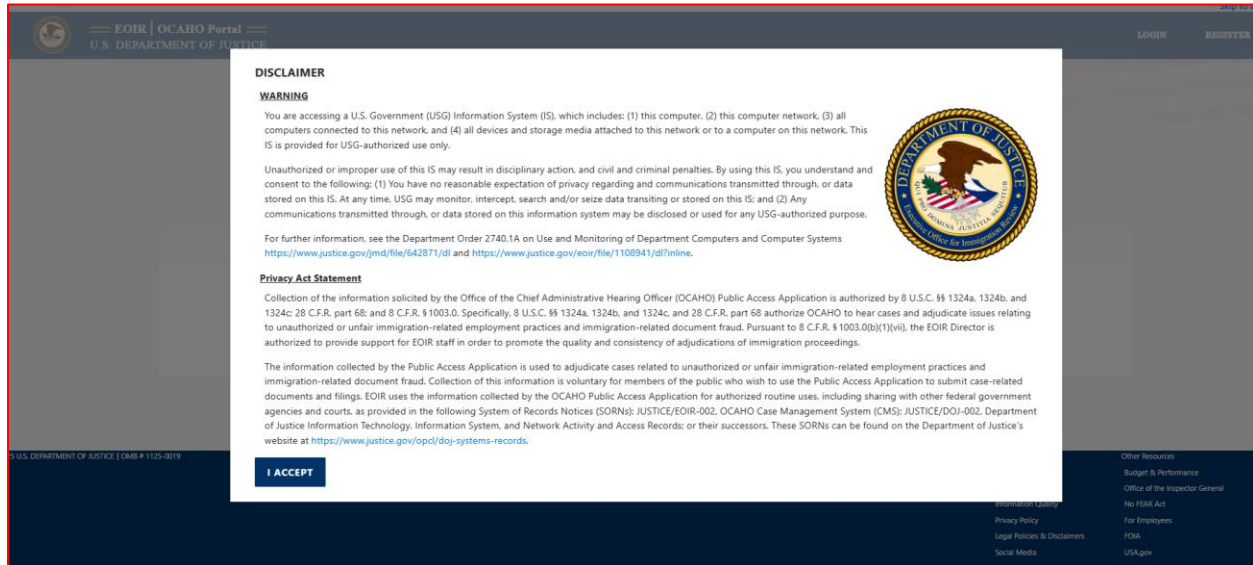


1. Registering for OCAHO Portal for E-Filing

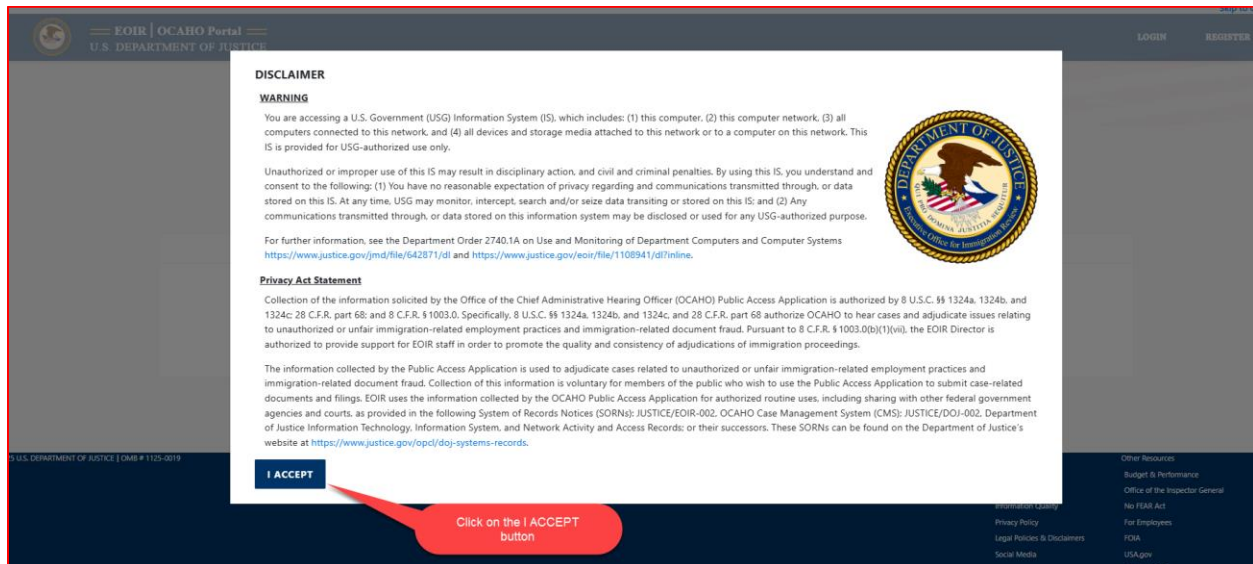
NOTE: It is recommended to use **Microsoft Edge**.

1. Open <https://ocafo.eoir.justice.gov/>.

The **Disclaimer WARNING** pop-up message will be displayed.



2. Click on the **I ACCEPT** button.





The OCAHO Portal for E-Filing Login/Registration page will be displayed.

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

LOGIN REGISTER

LOGIN

Register for an account to file new cases

REGISTER

OCAHO Portal

The [Office of the Chief Administrative Hearing Officer](#) (OCAHO) hears three types of cases:

- (1) Knowingly hiring, recruiting or referring unauthorized noncitizens, not verifying employment eligibility, or requiring indemnity bonds from employees;
- (2) Immigration-related unfair employment practices; and
- (3) Immigration-related document fraud.

Decisions on cases are made by Administrative Law Judges (ALJs). The ALJs may impose sanctions and penalties, issue cease and desist orders, award attorney's fees, and/or award back pay.

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Register for an account to file new cases

REGISTER

OCAHO Portal

The [Office of the Chief Administrative Hearing Officer](#) (OCAHO) hears three types of cases:

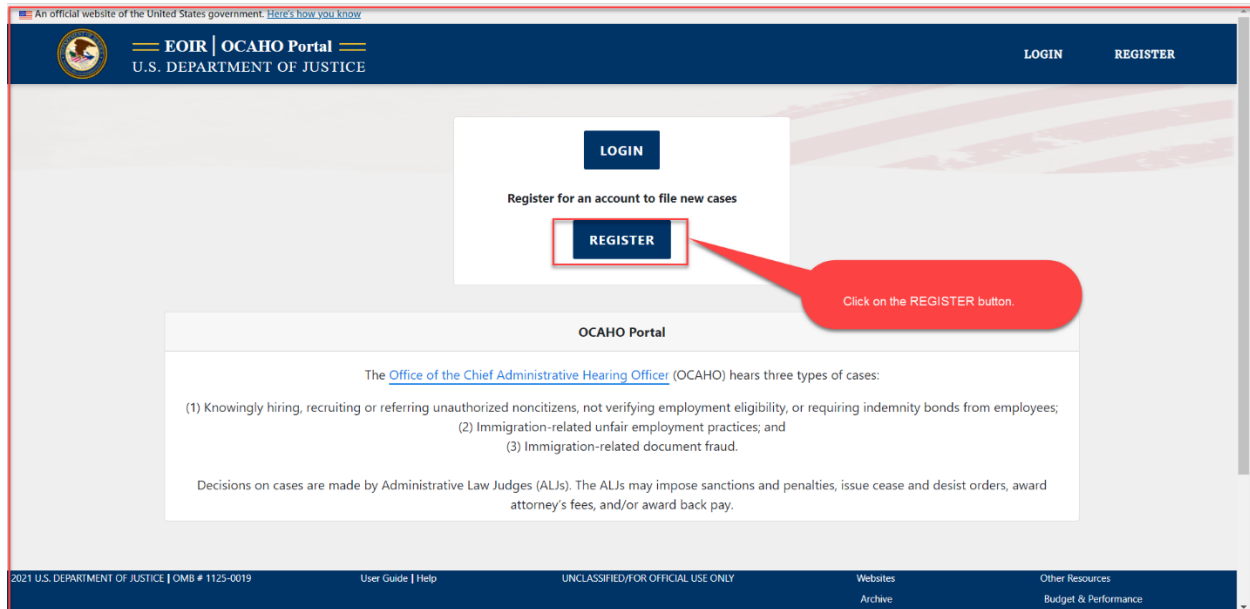
- (1) Knowingly hiring, recruiting or referring unauthorized noncitizens, not verifying employment eligibility, or requiring indemnity bonds from employees;
- (2) Immigration-related unfair employment practices; and
- (3) Immigration-related document fraud.

Decisions on cases are made by Administrative Law Judges (ALJs). The ALJs may impose sanctions and penalties, issue cease and desist orders, award attorney's fees, and/or award back pay.

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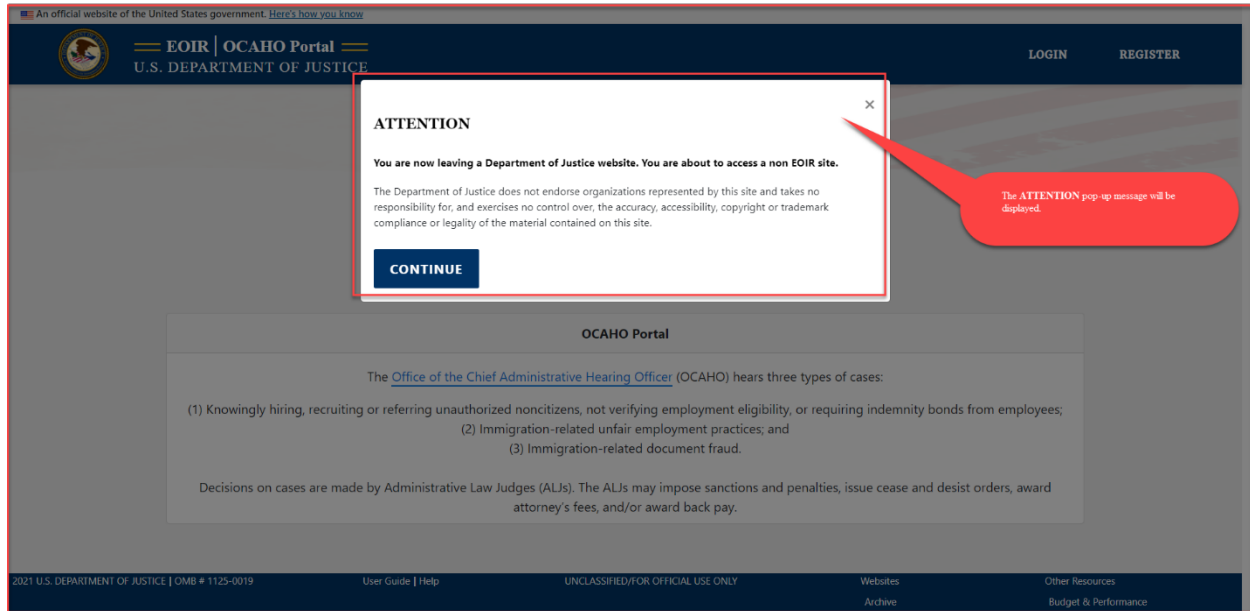


3. Click on the **REGISTER** button.

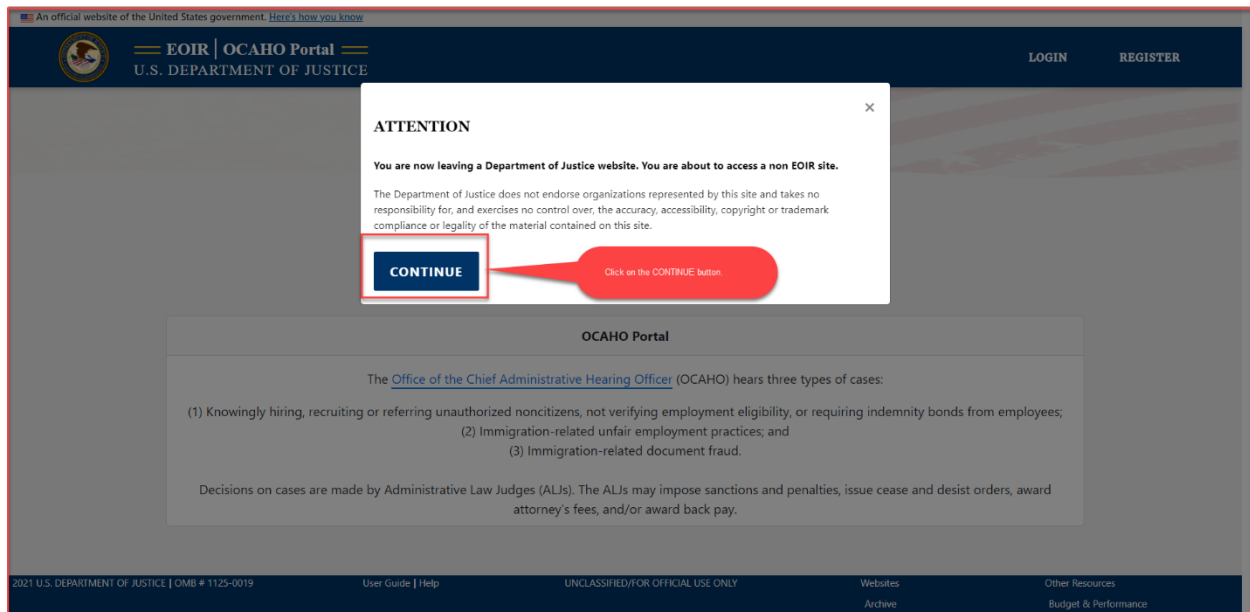




The **ATTENTION** pop-up message will be displayed.



4. Click on the **CONTINUE** button.





5. The **Register for Account Access** page will be opened.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

LOGIN REGISTER

Registration for Account Access
All fields are required.

First Name
Last Name
Email
Mobile Phone

☐ I am human

CONTINUE

6. Enter your corresponding information into all the required fields under the **Create Account** form. It is crucial to specify the correct email address when registering in this form. Email addresses determine which case types are available to be filed on OCAHO Portal for E-Filing. Please see the table below for reference.

Email Address Domain	Case Type Available to File
dhs.gov	A (related to hiring/employing unauthorized noncitizens, verifying employment eligibility, requiring indemnity bonds), C (immigration-related document fraud)
usdoj.gov	B (immigration-related unfair employment practices), S (subpoena)
Any other email	B (immigration-related unfair employment practices)

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LOGIN REGISTER

Registration for Account Access
All fields are required.

First Name
Last Name
Email
Mobile Phone

☐ I am human

CONTINUE



- Click on the **Set-Up** button once all information is entered.

DOJ LOGIN

Set up security methods

test@aol.com

Security methods help protect your dojlogin-exttest_default account by ensuring only you have access.

Required now

Email
Verify with a link or code sent to your email
Used for access or recovery
Set up

Password
Choose a password for your account
Used for access
Set up

[Back to sign in](#)

- The user will be taken to set-up security methods. The first required method is to set verify with a link code sent through email. Wait for a few minutes for the system to send a



verification email to the email address provided in registration. Then enter it and click “Enter a verification code instead”.

The image shows a web interface for DOJ LOGIN. At the top, it says "DOJ LOGIN" in large blue letters. Below that is a blue envelope icon inside a circle. Underneath the icon, it says "Verify with your email" followed by a black redaction box. Below the redaction box, it says "We sent an email to [redacted]@[redacted].com. Click the verification link in your email to continue or enter the code below." At the bottom of the form, there is a red rectangular button with the text "Enter a verification code instead". Below the button, there is a link that says "Back to sign in".



9. Enter the verification code that was emailed into the Enter Code field. Then click the Verify button.

The screenshot shows the DOJ LOGIN verification page. At the top is the DOJ LOGIN header. Below it is an email icon and the text "Verify with your email". A red box highlights the "Verify" button at the bottom of the page. Other elements include a "Haven't received an email? Send again" link, a message stating "We sent an email to [redacted]@aol.com. Click the verification link in your email to continue or enter the code below.", an "Enter Code" input field, and a "Back to sign in" link at the bottom.

10. Click "Set-up" under the Password section, to assign a new password to the account.

The screenshot shows the DOJ LOGIN "Set up security methods" page. The header is "DOJ LOGIN". Below it is the section "Set up security methods" for the account "test@aol.com". A message states: "Security methods help protect your dojlogin-exttest_default account by ensuring only you have access." Under the heading "Required now", there are two options: "Email" (Verify with a link or code sent to your email, Used for access or recovery) and "Password" (Choose a password for your account, Used for access). A red box highlights the "Set up" button under the Password section. At the bottom is a "Back to sign in" link.



11. Enter a unique password that follows the password requirements listed within the password set-up page then click Next.

DOJ LOGIN

Set up password

Password requirements:

- At least 16 characters
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Enter password

Re-enter password

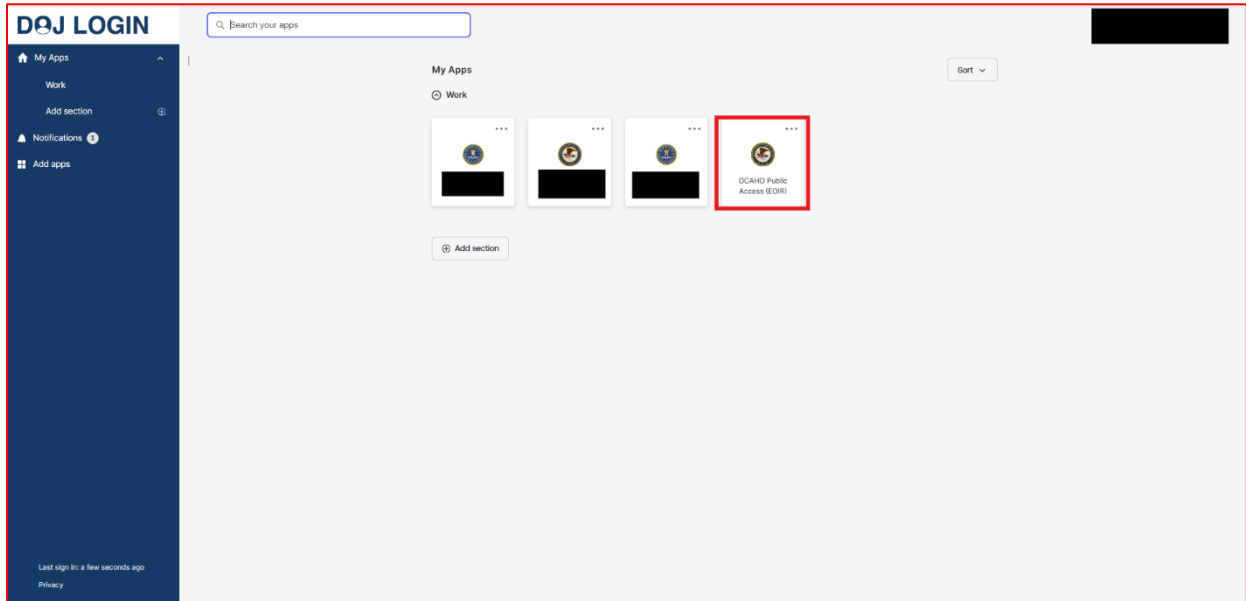
Next

[Return to authenticator list](#)

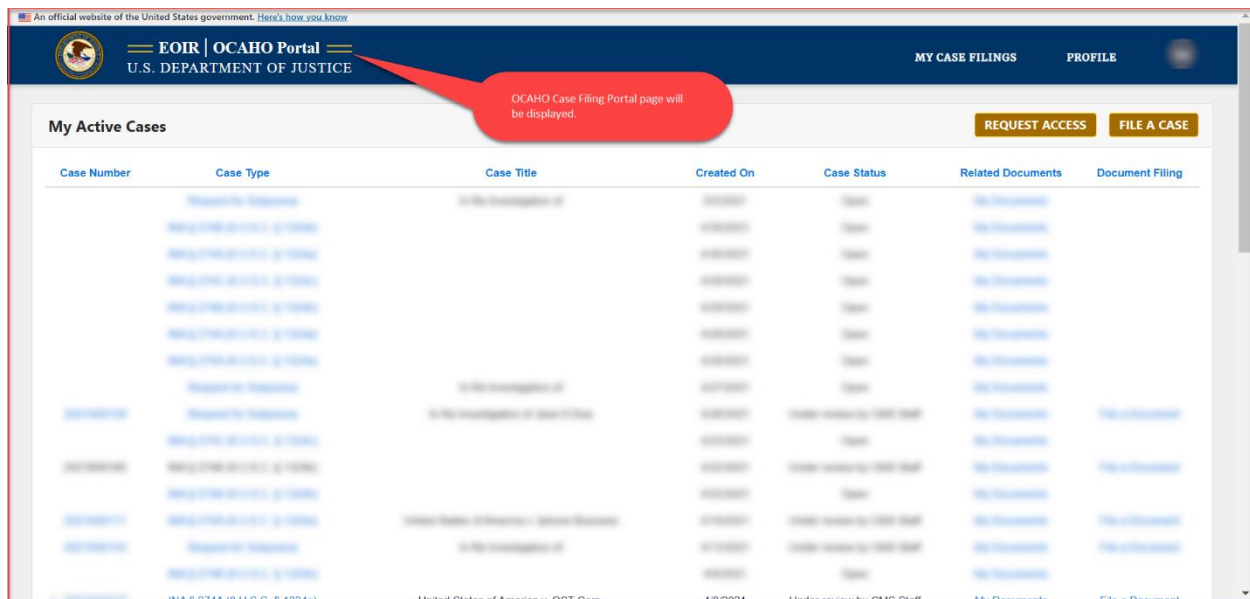
[Back to sign in](#)



12. The user will then be taken to their My Apps Dashboard where users can select the OCAHO Public Access (EOIR) application.



13. The **My Active Cases** page of OCAHO Portal for E-Filing will be displayed.

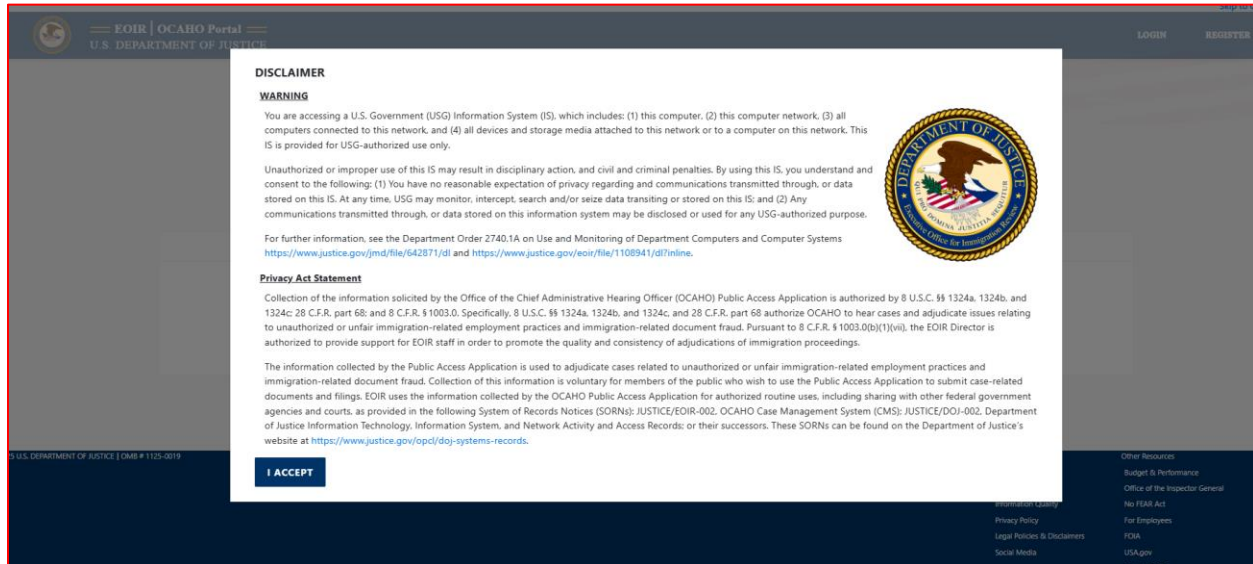




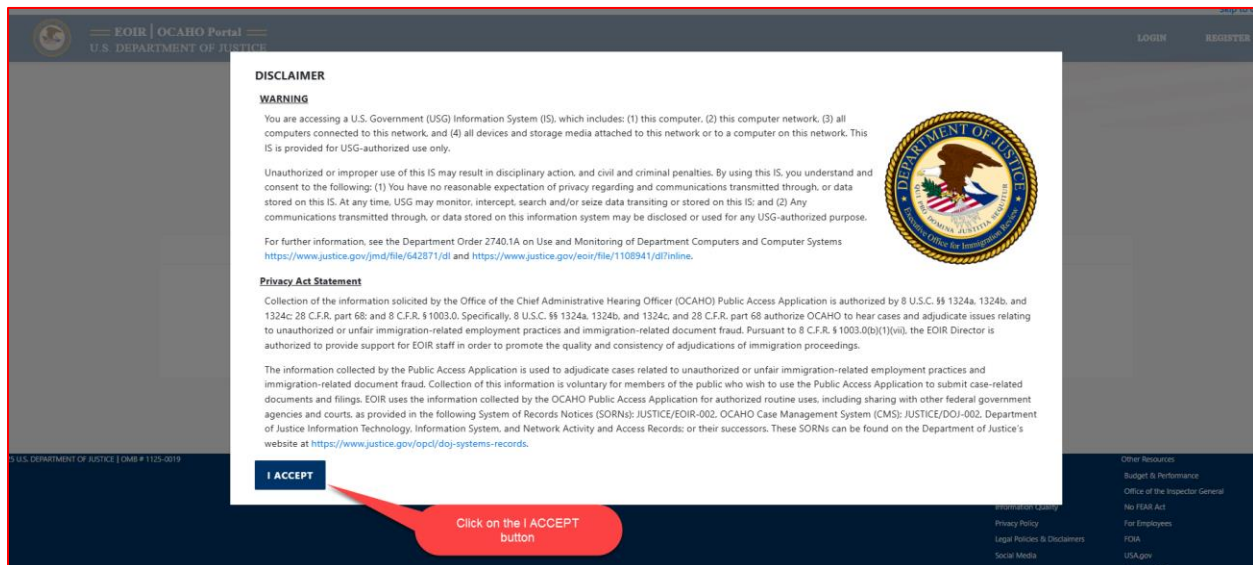
2. Filing Case Type A

1. Open <https://ocafo.eoir.justice.gov/>.

The **Disclaimer WARNING** pop-up message will be displayed.

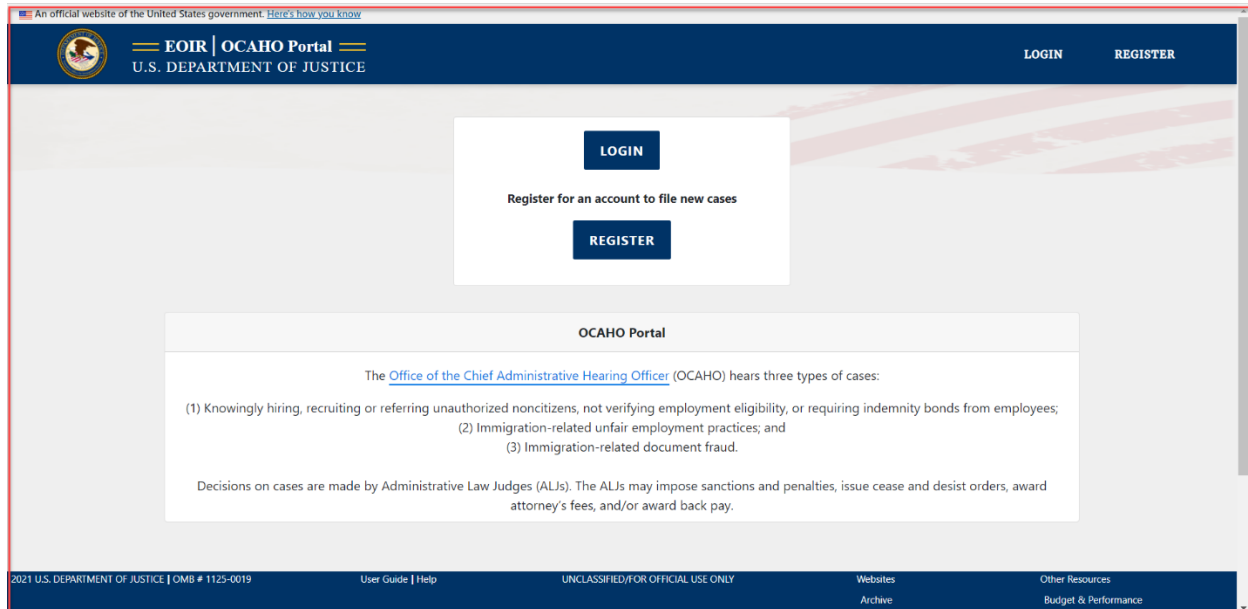


2. Click on the **I ACCEPT** button.

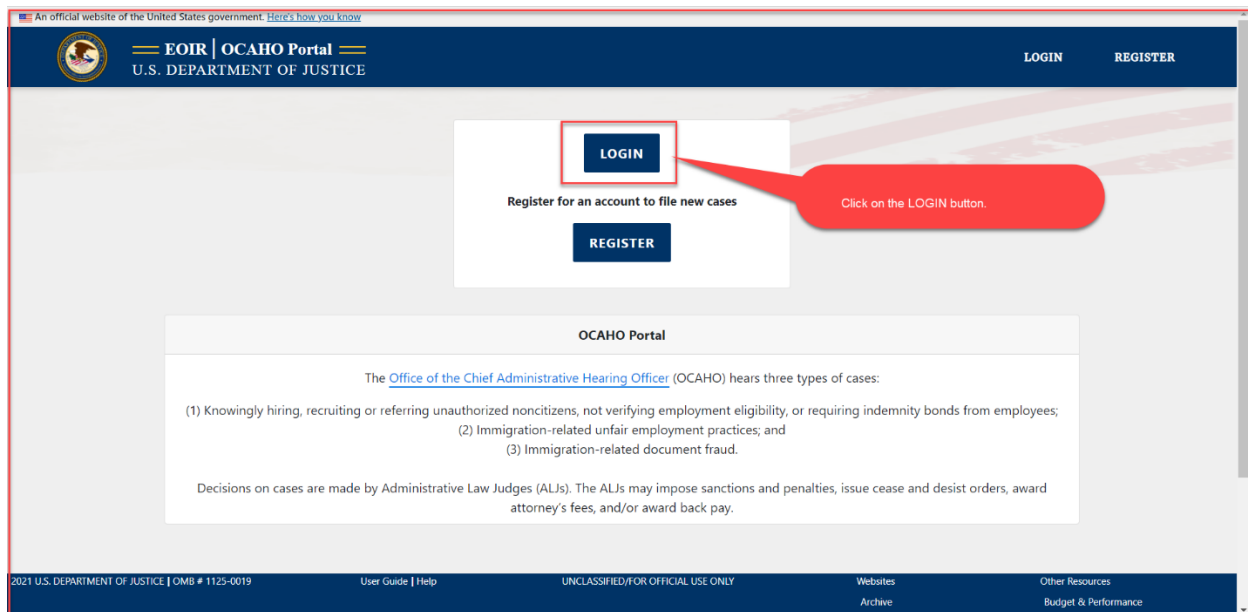




The OCAHO Portal for E-Filing Login/Registration page will be displayed.

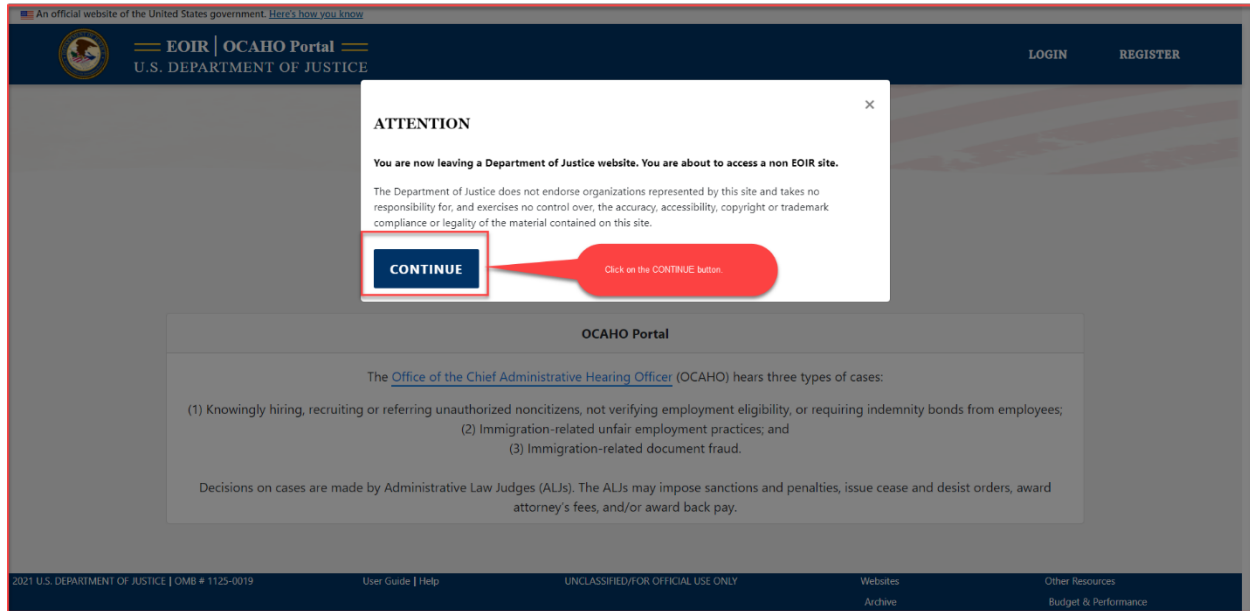


3. Click on the **LOGIN** button.






4. Click on the **CONTINUE** button.





5. Enter **Email Address**. Click on the **Next** button.

Connecting to 

Sign in with your account to access OCAHO Public Access
(EOIR)

DOJ LOGIN

Please enter your email address below to sign in. Alternately, if you have a DOJ PIV card, please click the "Sign in with PIV" button below.

Email Address

Next

[Forgot password?](#)


OR

[Sign in with PIV / CAC card](#)

[Help](#)
[DOJ Privacy Policy](#)


Enter **Password** and click **Verify**.



Connecting to 

Sign in with your account to access OCAHO Public Access
(EOIR)

DOJ LOGIN



Verify with your password

Password

Verify


[Forgot password?](#)

[Verify with something else](#)

[Back to sign in](#)


Get a verification email by clicking on “**Send me an email**”.




Connecting to 

Sign in with your account to access OCAHO Public Access
(EOIR)

DOJ LOGIN



Get a verification email

 [REDACTED]


Send a verification email to [REDACTED]
by clicking on "Send me an email".

Send me an email

[Back to sign in](#)




- For multifactor authentication, enter the six-digit numeric code from your Okta Verify app, SMS, or email by clicking on the **Enter a verification code instead**. Enter the code and click on the **Verify** button.


Connecting to 

Sign in with your account to access OCAHO Public Access (EOIR)

DOJ LOGIN



Verify with your email


 saimazakhtar@gmail.com

We sent an email to [REDACTED]. Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)


[Back to sign in](#)




Connecting to 

Sign in with your account to access OCAHO Public Access
(EOIR)

DOJ LOGIN



Verify with your email

 [REDACTED]

We sent an email to [REDACTED]. Click
the verification link in your email to continue or
enter the code below.

Enter Code

Verify

[Back to sign in](#)



7. The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.

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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

My Active Cases [REQUEST ACCESS](#) [FILE A CASE](#)

Case Number	Case Type	Case Title	Created On	Case Status	Related Documents	Document Filing
No cases found						

Click on the FILE A CASE button.

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EOIR Home
Justice.gov



2.1 Selecting a Case Type

1. From the **File a case** panel, select 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.

The screenshot shows the 'File a case' form on the EOIR OCAHO Portal. The 'CASE TYPE' dropdown menu is open, displaying the following options: 'Select', 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)', 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)', 'INA § 274C (8 U.S.C. § 1324c) (immigration-related document fraud)', and 'Request for Subpoena'. A red callout bubble points to the selected option: 'Select CASE TYPE INA § 274A (8 U.S.C. § 1324a) (employer sanctions)'. A 'CONTINUE' button is visible at the bottom right of the form.

2. Select the **Yes** radio button if there is a Subpoena; otherwise, click on the **CONTINUE** button.

*Note: If you select **Yes**, at the end of the form you will need to fill in Subpoena information.*

The screenshot shows the 'File a case' form on the EOIR OCAHO Portal. The 'CASE TYPE' dropdown menu is now closed, and 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)' is selected. Below this, the question 'Is there a subpoena associated with this new case?' is displayed with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. A red callout bubble points to the 'Yes' radio button: 'Select "Yes" radio button if there is a Subpoena'. Another red callout bubble points to the 'CONTINUE' button: 'Click on the "CONTINUE" button.'. A 'BACK' button is visible at the bottom left of the form.



3. A pop-up message will be displayed stating ‘You are creating a new Case. Do you want to proceed?’ Click on the **OK** button.

The screenshot shows the EOIR OCAHO Portal interface. A pop-up message from 'ocho-dev.ase.eoir-dev.usdoj.gov' asks 'You are creating a new Case. Do you want to proceed?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and a red callout bubble that says 'Click on the 'OK' button.' Below the pop-up is the 'File a case' form. The form has a 'Select a case type' section with a dropdown menu showing 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)'. Below this is a question 'Is there a subpoena associated with this new case?' with 'Yes' (selected) and 'No' radio buttons. At the bottom of the form are 'BACK' and 'CONTINUE' buttons.

The **Alleged Violation Site** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Case Filing. On this page, the indicator will show the current step as 2. The subsequent steps are grayed out.

The Case Type A form consists of 7 or 8 steps. If the **Yes** radio button was selected on the initial step, then SUBPOENA will be displayed as step 8. These steps appear as follows:

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENT

The screenshot shows the 'Alleged Violation Site' form, which is Step 2 of 8. The left side of the page displays a progress indicator with steps 1 through 8. Step 2, 'ALLEGED VIOLATION SITE', is highlighted with a blue circle and a red box. The main form area has a 'QUESTION' section with the text 'Where did the alleged violation(s) occur?'. Below this are two input fields: 'Alleged Violation City' and 'Alleged Violation State'. At the bottom of the form are 'BACK' and 'CONTINUE' buttons. A red callout bubble points to the progress indicator with the text: 'The left side of the page will display a step-by-step progress indicator for the completion status of the Case Filing.'



2.2 Adding Alleged Violation Site

1. In the **Alleged Violation Site** section, type in the Alleged Violation City. For Alleged Violation State, click on the dropdown and select the corresponding state. Both these fields are required, as indicated by the red asterisk “*” symbol.

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

Step 2 of 8

Alleged Violation Site
Please enter the following information about the alleged violation site.

QUESTION
Where did the alleged violation(s) occur?

Alleged Violation City *

Alleged Violation State *

Under the 'Alleged Violation Site' heading, enter the required fields that are indicated by the red asterisk "*" symbol.

BACK CONTINUE

2. Click on the **CONTINUE** button.

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U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

Step 2 of 8

Alleged Violation Site
Please enter the following information about the alleged violation site.

QUESTION
Where did the alleged violation(s) occur?

Alleged Violation City *

Alleged Violation State *

Click on the "CONTINUE" button.

BACK CONTINUE



2.3 Adding a Respondent

1. The **Respondent** section will be displayed. If you do not have the respondent's contact information, leave the default selection of 'No' and click **CONTINUE** to skip the rest of the fields in this section.

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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 3 of 8

Respondent
Please enter the following information about the respondent.

Do You Have Respondent's Contact Information?

☐ Yes ☒ No

Click on the 'CONTINUE' button

BACK CONTINUE

2. If you have contact information, select the **Yes** radio button. The **RESPONDENT'S CONTACT INFORMATION** section will be displayed. Complete all fields that you can. Required fields are indicated by the red asterisk "*" symbol.

PROGRESS

CASE TYPE
ALLEGED VIOLATION SITE
RESPONDENT
RESPONDENT'S REPRESENTATIVE
OTHER PARTIES TO BE SERVED
DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
ATTACHMENTS
SUBPOENA

RESPONDENT INFORMATION

Business/Employer Name *

Do You Have Respondent's Contact Information?

☒ Yes ☐ No

RESPONDENT'S CONTACT INFORMATION

Salutation

First Name * Middle Initial Last Name *

Other names used

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * (Do not include dashes) Phone Number Type

Email Address Fax Number

BACK CONTINUE

The RESPONDENT'S CONTACT INFORMATION that appears after selecting the 'Yes' radio button.

3. Click on the **CONTINUE** button once all fields are completed.



PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DENOUNCE ATTORNEY; COURTES OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

RESPONDENT INFORMATION

Business/Employer Name *

Do You Have Respondent's Contact Information?
☒ Yes ☐ No

RESPONDENT'S CONTACT INFORMATION

Salutation *

First Name * Middle Initial Last Name *

Other names used

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * (Do not include dashes)

Email Address

BACK CONTINUE

2.4 Adding a Respondent's Representative

1. The question 'Does the respondent have an attorney or other authorized representative in this matter?' will be displayed. Select either the **No** radio button or **Yes** radio button. If you select **Yes**, fill in the displayed fields with information about the Respondent's Representative. Required fields are indicated by the red asterisk "*" symbol.

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U.S. DEPARTMENT OF JUSTICE

MY CASE FILLINGS PROFILE

OCAHO Case Filing
Case Type: INA & DSA (8 U.S.C.)

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DENOUNCE ATTORNEY; COURTES OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

Step 4 of 7

Respondent's Representative

If respondent is represented, please enter the following information about the respondent's attorney or authorized representative.

QUESTION

Does the respondent have an attorney or other authorized representative in this matter?
☒ Yes ☐ No

ATTORNEY OR AUTHORIZED REPRESENTATIVE INFORMATION

Salutation Other Salutation Title

First Name * Middle Initial Last Name *

Attorney's Firm/Organization (if applicable) Name of Business the Attorney is Representing

ATTORNEY'S OR AUTHORIZED REPRESENTATIVE'S CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * (Do not include dashes) Phone Number Type

Email Address Fax Number

BACK CONTINUE

2. Click on the **CONTINUE** button once all information is entered.



EOIR | OCAHO Public Access
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- EMERGENCY ATTORNEY, COUNSEL OF THE COMPLAINANT
- ATTACHMENTS
- SUBPOENA

Step 4 of 7
Respondent's Representative
If respondent is represented, please enter the following information about the respondent's attorney or authorized representative.

QUESTION
Does the respondent have an attorney or other authorized representative in this matter?
☒ Yes ☐ No

ATTORNEY OR AUTHORIZED REPRESENTATIVE INFORMATION

Salutation * Other Salutation Title

First Name * Middle Initial Last Name *

Attorney's Firm/Organization (if applicable) Name of Business the Attorney is Representing

ATTORNEY'S OR AUTHORIZED REPRESENTATIVE'S CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * (Do not include dashes) Phone Number

Email Address Fax Number

Click on the CONTINUE button once all information is entered.

BACK CONTINUE

2.5 Adding Other Parties to be Served

1. The **Other Parties to be Served** section will be displayed, with the question 'Are there any other parties who should be served with the complaint and other documents in this case?' Select either the **No** radio button or **Yes** radio button. If you select **Yes**, fill in the displayed fields with information about the other parties. Required fields are indicated by the red asterisk "*" symbol.

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U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- EMERGENCY ATTORNEY, COUNSEL OF THE COMPLAINANT
- ATTACHMENTS
- SUBPOENA

Step 5 of 7
Other Parties to be Served
If there are any other parties who should be served with the complaint and other documents in this case, please provide the names and contact information for those parties.

QUESTION
Are there any other parties who should be served with the complaint and other documents in this case?
☒ Yes ☐ No

INFORMATION
Other Person or Entity to be Served

CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * (Do not include dashes) Phone Number Type

Email Address Fax Number

If the answer is yes, select the 'Yes' radio button.

Fill in the additional fields that appears.

BACK CONTINUE

2. Click on the **CONTINUE** button once all information is entered.



EOIR | OCAHO Public Access
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 272A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- ATTACHMENTS
- SUBPOENA

Step 5 of 7

Other Parties to be Served
If there are any other parties who should be served with the complaint and other documents in this case, please provide the names and contact information for those parties.

QUESTION
Are there any other parties who should be served with the complaint and other documents in this case?
☒ Yes ☐ No

INFORMATION
Other Person or Entity to be Served

CONTACT INFORMATION
Street Address * Address Line #2
City * State * ZIP Code *
Phone Number * (Do not include dashes)
Email Address

Click on the CONTINUE button once all information is entered.

BACK CONTINUE

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2.6 Adding DHS/ICE Attorney; Counts of the Complaint

1. The **DHS/ICE Attorney; Counts of the Complaint** section is displayed. Fill in the fields with information about the DHS/ICE attorney. Required fields are indicated by the red asterisk “*” symbol.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE SA

OCAHO Case Filing
Case Type: INA § 272A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- ATTACHMENTS
- SUBPOENA

Step 6 of 7

DHS/ICE Attorney; Counts of the Complaint
Provide the name and contact information for the Immigration and Customs Enforcement attorney who is handling this case.

DHS/ICE ATTORNEY INFORMATION
Salutation * Title
First Name * Middle Initial Last Name *
ICE File Number *
Name of Chief Counsel or Designee

CONTACT INFORMATION
Street Address * Address Line #2
City * State * ZIP Code *
Phone Number * Phone Number Type
Email Address * Fax Number

Are there any counts? ☐ Yes ☐ No

Fill all displayed fields to complete DHS/ICE Attorney Information.

BACK CONTINUE

2. At the bottom of the section, the question ‘Are there any counts?’ is displayed. Select either the **No** radio button or **Yes** radio button. If you select **Yes**, click on the + **Click to add** hyperlink.



Select 'Yes' radio button, if there are any for this case

Click on the '+ Click to add' hyperlink

3. The violation list will be displayed. Select the corresponding violation(s) alleged in each count from the list by clicking on the appropriate checkbox. Select all that apply. Click on the **CONTINUE** button when completed.

Select the corresponding violation(s) alleged in each count from the list by clicking on the checkbox.

Click on the 'Continue' button



The selected violations will be listed under the **COUNT(S)** section.

6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT

7 ATTACHMENTS

8 SUBPOENA

Name of Chief Counsel or Designee

CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * (Do not include dashes) Phone Number Type

Email Address * Fax Number

Are there any counts? * ☒ Yes ☐ No

COUNT(S)

If there are any counts, select the violation alleged in each count of the complaint.
You may select multiple violations.

+Click to add

- Section 1324a(a)(1)(A) Knowingly hiring, recruiting or referring for a fee.
- Section 1324a(a)(2) Continuing to employ.
- Section 1324a(a)(4) Knowingly hired using a contract, subcontract, or exchange.
- Section 1324a(b)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-9.
- Section 1324a(b) and 1324a(b)(3) Failure to prepare and/or retain and/or make available for inspection form I-9.

Update Selection

BACK CONTINUE

The selected violations will be listed under the COUNT(S) section.

4. Click on the **CONTINUE** button.

6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT

7 ATTACHMENTS

8 SUBPOENA

Name of Chief Counsel or Designee

CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * (Do not include dashes) Phone Number Type

Email Address * Fax Number

Are there any counts? * ☒ Yes ☐ No

COUNT(S)

If there are any counts, select the violation alleged in each count of the complaint.
You may select multiple violations.

+Click to add

- Section 1324a(a)(1)(A) Knowingly hiring, recruiting or referring for a fee.
- Section 1324a(a)(2) Continuing to employ.
- Section 1324a(a)(4) Knowingly hired using a contract, subcontract, or exchange.
- Section 1324a(b)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-9.
- Section 1324a(b) and 1324a(b)(3) Failure to prepare and/or retain and/or make available for inspection form I-9.

Update Selection

BACK CONTINUE

Click on the CONTINUE button.



2.7 Adding Attachments

The **Attachment(s)** section will be displayed. You will need to attach the REQUIRED DOCUMENTS (You must include the following in the packet you submit to OCAHO):

- Complaint
- Notice of Intent to Fine
- Request for Hearing

Note: The maximum file size is 25MB and only PDF or JPG/JPEG formats are allowed.

1. Click on the **+Add Attachment** link.

The screenshot shows the EOIR OCAHO Portal interface. On the left, a progress bar lists steps: CASE TYPE, ALLEGED VIOLATION SITE, RESPONDENT, RESPONDENT'S REPRESENTATIVE, OTHER PARTIES TO BE SERVED, DHS/ICE ATTORNEY, COUNTS OF THE COMPLAINT, ATTACHMENTS (current step), and SUBPOENA. The main area is titled 'Attachment(s)' and includes instructions to upload three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments. A note specifies a maximum file size of 25MB and allowed formats of PDF, JPG, or JPEG. A red box highlights the '+Add Attachment' link, and a red callout bubble points to it with the text 'Click the '+Add Attachment' link.' A 'BACK' button is on the left and a 'CONTINUE' button is on the right.

The **Attachments** pop-up message box will be displayed.

The screenshot shows the same EOIR OCAHO Portal interface, but with a pop-up message box titled 'Attachments' displayed. The pop-up contains the text 'Please attach required documents here.' and a note about the maximum file size and allowed formats. It includes a 'Subject' dropdown menu and a 'Choose File' button. A red callout bubble points to the pop-up with the text 'The Attachments pop-up message box is displayed.' The 'Close' and 'Upload File' buttons are at the bottom of the pop-up. The background interface is dimmed.



2. Click on the 'Subject' dropdown arrow. Select the Subject from the list.

*Note: You are required to add all the documents listed on the **Subject** dropdown.*

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OCADO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DRS/ICE ATTORNEY, COUNTS OF THE COMPLAINT
- ATTACHMENTS
- RESPONSE

Attachments

Please attach required documents here.
(Note: file size is 25MB and only PDF, JPG/JPEG formats are allowed)

Subject:

Choose

Close Upload File

CONTINUE

3. Click on the **Choose File** button.

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U.S. DEPARTMENT OF JUSTICE

OCADO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DRS/ICE ATTORNEY, COUNTS OF THE COMPLAINT
- ATTACHMENTS
- RESPONSE

Attachments

Please attach required documents here.
(Note: file size is 25MB and only PDF, JPG/JPEG formats are allowed)

Subject:

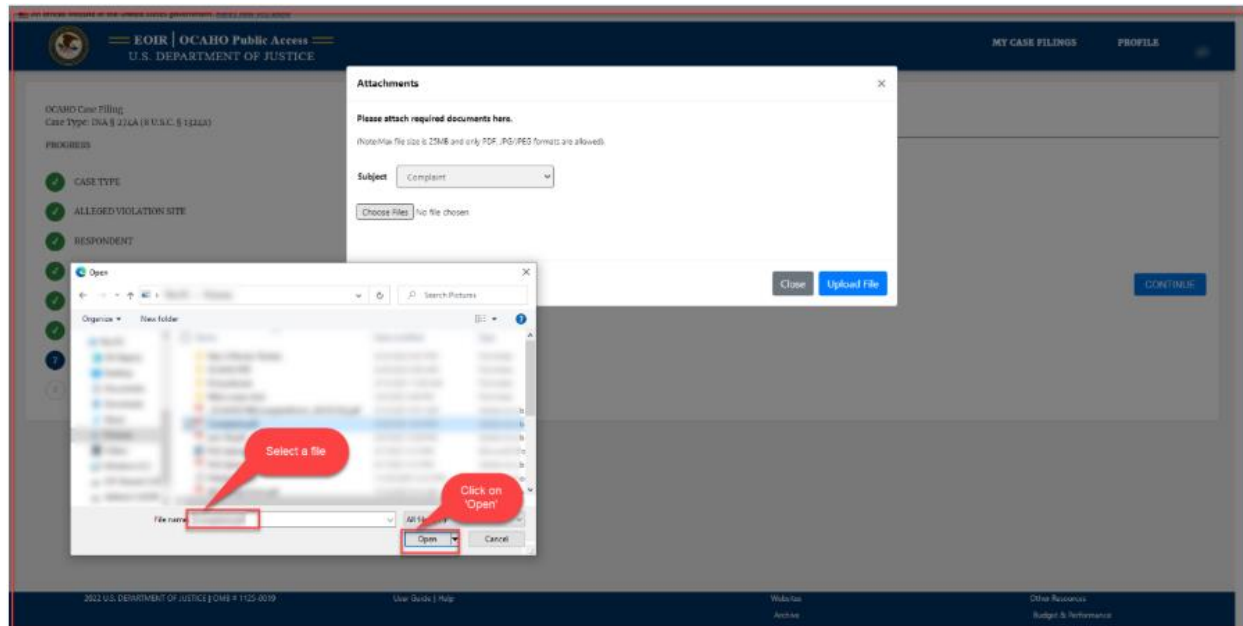
Choose File No file chosen

Close Upload File

CONTINUE

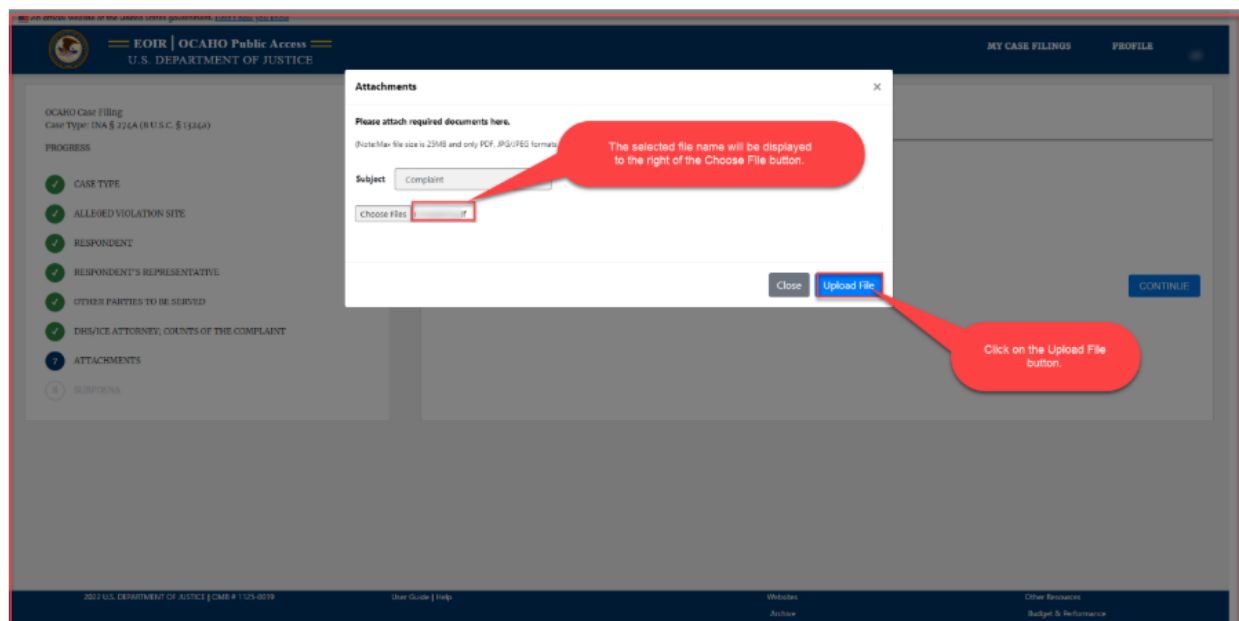


4. Select the appropriate file to upload using File Explorer.



5. The selected file name will be displayed to the right of the **Choose File** button. Click on the **Upload File** button.

Note: You can only upload one file at a time.





- The uploaded document will appear in the **Attachment(s)** section.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- ATTACHMENTS

Step 7 of 7
Attachment(s)

Upload all three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments:
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[Add Attachment](#)

Subject	File Name	File Size	Remove
Complaint	Complaint.pdf	259 KB	Delete
Notice of Intent to Fine	Notice of Intent to Fine.pdf	77 KB	Delete
Respondent's Request for Hearing	Respondent's Request for Hearing.pdf	16 KB	Delete

[BACK](#) [SUBMIT](#)

The uploaded document will appear in this section.

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- Repeat the steps in [Section 2.7 Adding Attachments](#) until all required documents are uploaded.



2.8 Submitting a Case

If you selected **No** to the Subpoena question from [Section 2.1 Selecting a Case Type](#), the **SUBMIT** button will be displayed.

1. Click on the **SUBMIT** button once all documents are uploaded to submit this case.

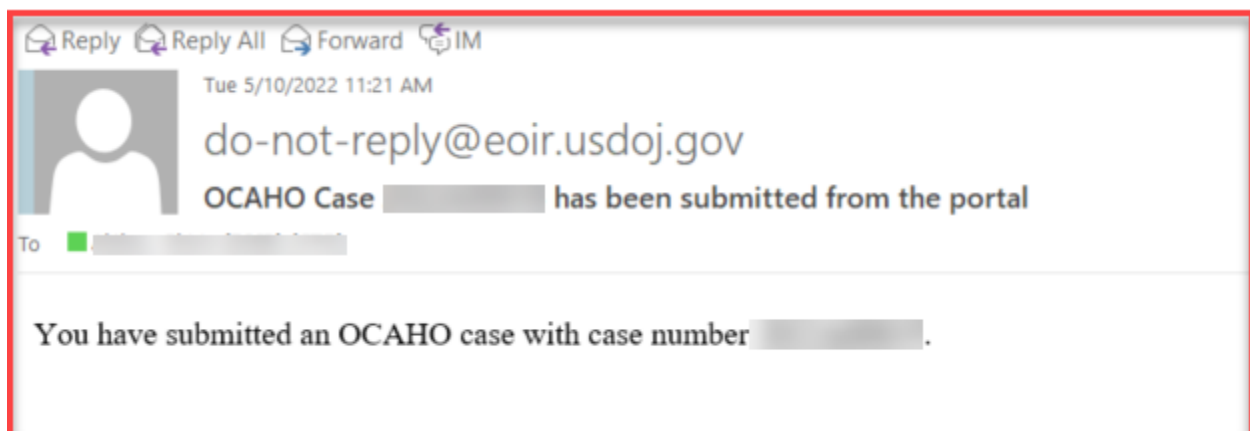
*Note: Once a case is submitted, you can view the case on the **My Active Cases** page.*

The screenshot shows the EOIR OCAHO Portal interface. On the left, a progress bar indicates the steps: CASE TYPE, ALLEGED VIOLATION SITE, RESPONDENT, RESPONDENT'S REPRESENTATIVE, OTHER PARTIES TO BE SERVED, DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT, and ATTACHMENTS (current step). The main area shows 'Step 7 of 7' and 'Attachment(s)'. It instructs the user to 'Upload all three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments.' A table lists the uploaded files:

Subject	File Name	File Size	Remove
Complaint	Complaint.pdf	259 KB	Delete
Notice of Intent to Fine	Notice of Intent to Fine.pdf	77 KB	Delete
Respondent's Request for Hearing	Respondent's Request for Hearing.pdf	16 KB	Delete

At the bottom right, a red callout bubble points to the 'SUBMIT' button with the text: 'Click the "SUBMIT" button once all documents are uploaded to submit this case.'

After a few minutes, an automated email will be sent to the filer stating that an OCAHO case has been submitted with the auto-generated case number.





2.9 Adding a Subpoena

If you selected **Yes** to the Subpoena question from [Section 2.1 Selecting a Case Type](#), the **CONTINUE** button will be displayed.

1. Click on the **CONTINUE** button once all documents are uploaded.

Step 7 of 8

Attachment(s)

Upload all three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments:

(Note: Max file size is 25MB and only PDF, .JPG/.JPEG formats are allowed).

[Add Attachment](#)

Subject	File Name	File Size	Remove
Complaint	[Redacted].pdf	259 KB	Delete
Respondent's Request for Hearing	[Redacted].jpeg	16 KB	Delete
Notice of Intent to Fine	[Redacted].pdf	77 KB	Delete

[BACK](#) [CONTINUE](#)

2. A pop-up will be displayed. Click on the **OK** button. This will both submit the case and cause the **OCAHO Subpoena** section to be displayed.

oca-ho-ust.ase.eoir-dev.usdoj.gov says
You are about to SUBMIT this case and be redirected to the SUBPOENA form. Do you want to continue?

[OK](#) [Cancel](#)

Click on 'Ok' button

3. The **OCAHO Subpoena** section will be displayed.



An official website of the United States government. [Here's how you know](#)

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U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 2 of 2

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

- Form
- Case Information

OCAHO Subpoena

Please complete all required fields. If you need more space, attach a PDF with additional information.

In Re Investigation of

OCAHO Inv. Subpoena No.

8 U.S.C. § 1324b Proceeding

OR

Complainant

Respondent

OCAHO Case No.

8 U.S.C. § 1324 A Proceeding

To *

You are hereby commanded to (or if a corporation, commanded to designate an individual to) *

- ☐ Appear and give testimony at
- ☐ Produce and bring the documents described below to:

4. In the **OCAHO Subpoena** section, fill in all relevant information in regard to the subpoena. Required fields are indicated by the red asterisk “*” symbol.

An official website of the United States government. [Here's how you know](#)

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U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 2 of 2

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

- Form
- Case Information

OCAHO Subpoena

Please complete all required fields. If you need more space, attach a PDF with additional information.

In Re Investigation of

OCAHO Inv. Subpoena No.

8 U.S.C. § 1324b Proceeding

OR

Complainant

Respondent

OCAHO Case No.

8 U.S.C. § 1324 A Proceeding

To *

You are hereby commanded to (or if a corporation, commanded to designate an individual to) *

- ☐ Appear and give testimony at
- ☐ Produce and bring the documents described below to:

Enter all information into the Subpoena form.



5. A supplemental file can be attached on this page if there is not enough space on the current form. Click the **Choose File** button and follow the similar steps in [Section 2.7 Adding Attachments](#).

The screenshot shows a web form for submitting a subpoena. A red box highlights the 'Choose File' button, which is currently disabled and shows 'No file chosen'. A red callout bubble points to this button with the text: 'Add additional file if needed. Click 'Choose File' and follow the similar steps to Section 2.7 Adding Attachments'. The form includes fields for 'Place', 'Date', 'Time', 'The documents or evidence required', 'Subject', 'Name', 'Title', and 'Office'. It also has a 'Signature' field and a 'SUBMIT' button.

6. The attached files from the previous sections will appear in the **Uploaded Files** section.

The screenshot shows the same web form, but now the 'Uploaded Files' section is visible at the bottom. A red callout bubble points to this section with the text: 'The attached files from the previous sections will appear in the 'Uploaded Files' section.' The 'Uploaded Files' section contains a table with the following data:

Subject	File Name	File Size	Remove
Complaint	Complaint.pdf	259 KB	Delete
Respondent's Request for Hearing	Respondent's Request for Hearing.pdf	16 KB	Delete
Notice of Intent to Fine	Notice of Intent to Fine.pdf	77 KB	Delete

The form also includes a 'BACK' button and a 'SUBMIT' button.

2.10 Submitting a Subpoena

1. Click on the **SUBMIT** button once all information is completed.

*Note: Once a subpoena is submitted you can view the case and subpoena on the **My Active Cases** page.*



(Note: Max file size is 25MB and only PDF, JPEG/JPG formats are allowed)

Subject

[Choose Files](#) No file chosen

This subpoena is issued pursuant to section 60.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 60.25) and under the statutory authority specified below: *

☒ 8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(e)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(e)(2)(B))

☐ 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2))

☐ 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B))

This subpoena is issued upon the application of:

Name *

Title *

Office *

Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)

Uploaded Files

Subject	File Name	File Size	Remove
Complaint	Complaint	259 KB	Delete
Notice of Intent to Fine	Notice of Intent to Fine.pdf		Delete
Respondent's Request for Hearing	Respondent's Request for Hearing.jpeg	16 KB	Delete

[BACK](#) [SUBMIT](#)

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2. A message will be displayed stating that the form is submitted.

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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Form is submitted. Thank you!

[My Cases](#) [Logout](#)

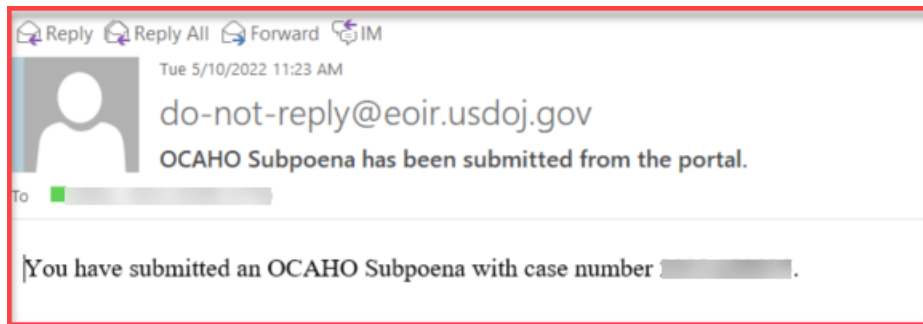
Form is submitted.

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1010

3. After a few minutes, an automated email will be sent to the filer stating that 'OCAHO Subpoena has been submitted from the portal.'



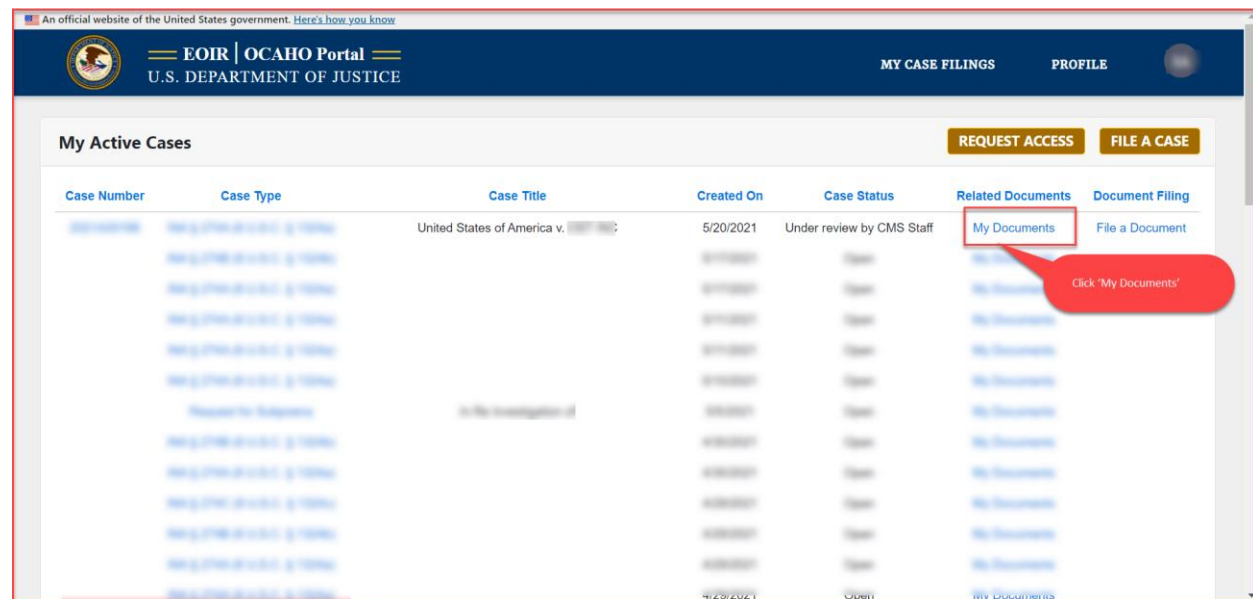
4. You can navigate to the **My Active Cases** page by clicking on either the My Cases link or the **MY CASE FILINGS** link.



The **My Active Cases** page will be displayed. Notice that the submitted case appears on top of this list and the Case Number and Case Title are auto-generated.



1. Click on **My Documents** on the corresponding Case to view a summary of the case details.



The **My Documents** page with the corresponding Case Number and Case Title is displayed. This page displays all documents associated with this case.



My Documents

Case Number: [redacted]
Case Title: [redacted]

Subject	File Name	File Size	Download
[redacted]	[redacted]	259 KB	Download
[redacted]	[redacted]	16 KB	Download
[redacted]	[redacted]	77 KB	Download
[redacted]	[redacted]	259 KB	Download
[redacted]	[redacted]	57 KB	Download

BACK

This section displays all attachments submitted in the form.

2. Click **Download** if you would like to download and view any document.

*Note: You may see that there is another file with Subject: EOIR -30 and the following suffix in the File Name: ***-Submitted.pdf. This will only appear if you have submitted a subpoena. This auto-generated PDF document is a subpoena form with pre-filled fields. Click **Download** to view the Subpoena.*

My Documents

Case Number: [redacted]
Case Title: [redacted]

Subject	File Name	File Size	Download
[redacted]	[redacted]	259 KB	Download
[redacted]	[redacted]	16 KB	Download
[redacted]	[redacted]	77 KB	Download
[redacted]	[redacted]	259 KB	Download
EOIR-30	EOIR-30 [redacted]-Submitted.pdf	57 KB	Download

BACK

Click on "Download".



3. At the bottom of the screen, in the gray bar, double-click the file to open it.

My Documents

Case Number: 2021A00104
Case Title: United States of America v.

Subject	File Name	File Size	Download
EOIR-30	EOIR-30-2021A00104-Submitted.pdf	57 KB	Download

BACK

Double-click the file to open.

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The downloaded subpoena file has some values pre-filled from Case Filings.

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE CHIEF ADMINISTRATIVE HEARING OFFICER

SUBPOENA

In Re Investigation of [redacted] OCAHO Inv. Subpoena No. [redacted]
[redacted] 8 U.S.C. § 1324b Proceeding
OR

United State of America
Complainant OCAHO Case No. [redacted]
[redacted] 8 U.S.C. § 1324 Proceeding

Respondent [redacted]

TO: Management

You are hereby commanded to (or if a corporation, commanded to designate an individual to):
☐ appear and give testimony at:
☐ produce and bring the documents described below to:
☐ provide access to the evidence described below for the purpose of examination and copying at:
☐ mail (by certified mail) the documents described below to:
☐ other (please describe) [redacted]

PLACE: [redacted]

DATE: [redacted] TIME: [redacted]
[The recipient must be provided at least ten (10) days to petition to revoke or modify the subpoena. See 28 C.F.R. § 68.25(c).]

The documents or evidence required (if more space is needed, please attach a separate sheet):
[redacted]

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below:
☒ 8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(a)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(c)(2)(B)).
☐ 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(b)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(b)(2)).
☐ 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B)).

This subpoena is issued upon the application of [name, title, office]: [redacted]
[Please print or type] Signature: Digitally Signed by: [redacted]



IN WITNESS WHEREOF the undersigned authorized official of the United States Department of Justice, Executive Office for Immigration Review, Office of the Chief Administrative Hearing Officer has duly signed below and caused the seal of said Office of the Chief Administrative Hearing Officer to be affixed at Falls Church, VA, on this _____ day of _____, 20____.

ADMINISTRATIVE LAW JUDGE
5107 Leesburg Pike, Suite 2519
Falls Church, VA 22041

Page 1 of 2 FORM EOIR-30
Revised Nov. 2016

RETURN OF SERVICE

Received by Server: _____ Served: _____
Date: _____ Date: _____
Place: _____ Place: _____

Served on: _____ Served by: _____
Name: _____ Name: _____
Title: _____ Title: _____

I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Return of Service is true and correct.

Executed on _____ Date _____ by _____ Signature _____
Name and address _____

INSTRUCTIONS AND IMPORTANT NOTICES

NOTICES TO REQUESTOR:

The party requesting the subpoena must mail a copy of the completed subpoena, with the Return of Service filled out, to the Administrative Law Judge for the record. Please consult 28 C.F.R. § 68.25 for information on what may be requested in a subpoena, who may serve a subpoena, and the manner of service. All information requested should be adequately described and reasonably relevant to the allegations in the complaint or, in the case of an investigatory subpoena, to the subject of the agency's investigation.

28 C.F.R. § 68.25(c) allows a recipient to petition to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. Accordingly, the requested time for response to or compliance with the subpoena must be at least ten (10) days after the anticipated date of service. In the event that a requester does not provide adequate time for response, the Administrative Law Judge may modify the date and time for response as necessary.

Please provide all essential information, including the date by which the requested documents or evidence should be provided, as well as a brief description of the requested documents or evidence, on the form itself. If you need additional space to fully describe the documents or evidence requested, you may attach separate sheets.

NOTICE TO RECIPIENT:

If you do not intend to comply with this request, you must petition the Administrative Law Judge who signed the subpoena to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. See 28 C.F.R. § 68.25(c).

NOTICE TO WITNESS:

Witness fees for attendance, subsistence, and mileage under this subpoena are payable by the party at whose request the witness is subpoenaed, if authorized by statute. A witness appearing at the request of the Government, who is entitled to reimbursement, shall submit this subpoena with the voucher to the Government counsel when claiming reimbursement.

Page 2 of 2 FORM EOIR-30
Revised Nov. 2016

3. Filing Case Type B

4. Open <https://ocaoho.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.

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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

My Active Cases REQUEST ACCESS FILE A CASE

Case Number	Case Type	Case Title	Created On	Case Status	Related Documents	Document Filing
No cases found						

Click on the FILE A CASE button.

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Contact EOIR
EOIR Home
Justice.gov



3.1 Selecting a Case Type

1. From the **File a case** panel, select 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.

File a case

Select a case type

CASE TYPE *

Select

Select

INA § 274A (8 U.S.C. § 1324a) (employer sanctions)

INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)

INA § 274C (8 U.S.C. § 1324c) (immigration-related document fraud)

Request for Subpoena

CONTINUE

Select 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)'.

2. Select the **Yes** radio button if there is a Subpoena; otherwise, click on the **CONTINUE** button.

*Note: If you select **Yes**, at the end of the form you will need to fill in Subpoena information.*

File a case

Select a case type

CASE TYPE *

INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)

Is there a subpoena associated with this new case? ☐ Yes ☐ No

BACK

CONTINUE

Select 'Yes' radio button if there is a Subpoena

Click on the 'CONTINUE' button.



3. A pop-up message will be displayed stating ‘You are creating a new Case. Do you want to proceed?’ Click on the **OK** button.

The **Step 1** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Case Filing. On this page, the indicator will show the current step as 1. The subsequent steps are grayed out.

The Case Type B form consists of 15 or 16 steps. If the **Yes** radio button was selected on the initial step, then Subpoena will be displayed as step 16. These steps appear as follows:

- 1 - Form
- 2 - General Information
- 3 - Representation
- 4 - 3a Citizenship or Immigration Status
- 5 - 3b - Current Citizenship or Immigration Status
- 6 - Respondent Business/Employer Information
- 7 - Respondent Business/Employer Representation
- 8 - Basis of Discrimination
- 9 - Discrimination in Hiring, Recruitment, or...
- 10 - Discrimination in Firing
- 11 - Intimidated, Threatened, Coerced, or...
- 12 - Documentation Practices
- 13 - Relief Request
- 14 - Attachment
- 15 - Declaration & Signature



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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

- 1 Form
- 2 1- General Information
- 3 2- Representation
- 4 3a- Citizenship or Immigration Status
- 5 3b- Current Citizenship or Immigration Status
- 6 4- Respondent Business/Employer Information
- 7 5- Respondent Business/Employer Representation
- 8 6- Basis of Discrimination
- 9 7- Discrimination in Hiring, Recruitment, or...
- 10 8- Discrimination in Firing
- 11 9- Intimidated, Threatened, Coerced or...
- 12 10- Documentation Practices
- 13 11- Relief Request
- 14 12- Attachment
- 15 13- Declaration & Signature
- 16 14- Subpoena

Step 1 of 16

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHO Subpoena Form OCAHO274BCompliantForm](#)
[FORM INSTRUCTIONS](#)

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[Add Documents](#)

BACK CONTINUE

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The left side of the page will display a step-by-step progress indicator for the completion of the Case Filing.



3.2 Filling out a Paper/PDF Form

1. If you prefer to fill out a paper/PDF form, download the form by clicking the links presented in Step 1. Then upload a PDF file with the completed form by clicking the **+Add Documents** link. There is also a **FORM INSTRUCTIONS** link to information to assist with completing the paper form.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

1 Form
2 General Information
3 Representation
4 Citizenship or Immigration Status
5 Current Citizenship or Immigration Status
6 Respondent Business/Employer Information
7 Respondent Business/Employer Representation
8 Basis of Discrimination
9 Discrimination in Hiring, Recruitment, or...
10 Discrimination in Firing
11 Intimidated, Threatened, Coerced or...
12 Documentation Practices
13 Relief Request
14 Attachment
15 Declaration & Signature
16 Subpoena

Step 1 of 16

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHOSubportalForm:OCAHO2748ComplaintForm](#)
[FORM INSTRUCTIONS](#)

Please Upload Your Completed Form and Other documents as instructed in the Form Instructions.
(Note Max file size is 20MB and only PDF, JPG/JPEG formats are allowed).

[+Add Documents](#)

BACK CONTINUE

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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

1 Form
2 General Information
3 Representation
4 Citizenship or Immigration Status
5 Current Citizenship or Immigration Status
6 Respondent Business/Employer Information
7 Respondent Business/Employer Representation
8 Basis of Discrimination
9 Discrimination in Hiring, Recruitment, or...
10 Discrimination in Firing
11 Intimidated, Threatened, Coerced or...
12 Documentation Practices
13 Relief Request
14 Attachment
15 Declaration & Signature
16 Subpoena

Unfair Immigration-Related Employment Practices Complaint Form

FORM INSTRUCTIONS

Please read all of the directions carefully. **Before you file a complaint with our office, you must have first:**

- 1) Filed a charge with the Immigrant and Employee Rights Section (IER) of the Department of Justice, **and**
- 2) Received a letter from IER telling you that you may now file your own complaint with the Office of the Chief Administrative Hearing Officer (OCAHO).

If you need more space to respond to a question, you may attach additional sheets. Please indicate clearly which question(s) you are responding to on any additional sheets and number each additional sheet.

When you have completed the complaint, please return it, and the required documents below, to:

United States Department of Justice
Executive Office for Immigration Review
Office of the Chief Administrative Hearing Officer
5107 Leesburg Pike, Suite 2500
Falls Church, VA 22041

CONTACT INFORMATION

If you have any questions about this form, call OCAHO at 703-305-0864 (Mon-Fri, 7 a.m.-4 p.m. Eastern Time).

If you need to contact IER, call the IER Worker Hotline at 1-800-255-7688 (toll free) or 1-800-237-2515 (TDD device for the hearing impaired), or write to:

U.S. Department of Justice
Civil Rights Division
Immigrant and Employee Rights Section
950 Pennsylvania Avenue, N.W.
IER, NW4 9000
Washington, DC 20530

For questions about Title VII of the Civil Rights Act of 1964, please contact the Equal Employment Opportunity Commission by calling 1-800-669-4000 (toll free) or 1-800-669-6820 (TDD device for the hearing impaired).

REQUIRED DOCUMENTS (You must include the following in the packet you submit to OCAHO):

- 1) **Original** complaint with an original signature (however, if you completed and signed the complaint through this web portal, you do not need to separately attach another copy of the complaint);
- 2) A copy of the charge document (and a copy of any attachments to the charge) you filed with IER;
- 3) A copy of the letter you received from IER telling you that you may now file your own complaint with OCAHO.

Except for the original complaint, you should not send the originals of any other documents or attachments to OCAHO. OCAHO will send a copy of the complaint and copies of all attachments to the Respondent Business/Employer once the complaint has been filed.

Close

CONTINUE

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3.3 Completing and Filing the Form Online

1. If you prefer to complete and file the form online, click on the **CONTINUE** button.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 1 of 16

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

- 1 Form
- 2 1- General Information
- 3 2- Representation
- 4 3a- Citizenship or Immigration Status
- 5 3b- Current Citizenship or Immigration Status
- 6 4- Respondent Business/Employer Information
- 7 5- Respondent Business/Employer Representation
- 8 6- Basis of Discrimination
- 9 7- Discrimination in Hiring, Recruitment, or...
- 10 8- Discrimination in Filing
- 11 9- Intimidated, Threatened, Control or...
- 12 10- Documentation Practices
- 13 11- Relief Request
- 14 12- Attachment
- 15 13- Declaration & Signature
- 16 14- Subpoena

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHO Subpoena Form OCAHO274B Complaint Form](#)

FORM INSTRUCTIONS

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, .JPG, .JPEG formats are allowed).

[Add Documents](#)

BACK CONTINUE

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2. Use [Filing Case Type A](#) as a reference guide to continue filing Case Type B.
3. Complete all remaining steps, filling in all information that you can. Required fields are indicated by the red asterisk “*” symbol. Click on the **CONTINUE** button when you have completed each section.
4. In the **Declaration and Signature** section, type in your name as an electronic signature and type in the date. Click on the **SUBMIT** button to submit this case.

*Note: Once a case is submitted, you can view the case on the **My Active Cases** page.*

4. Filing Case Type C

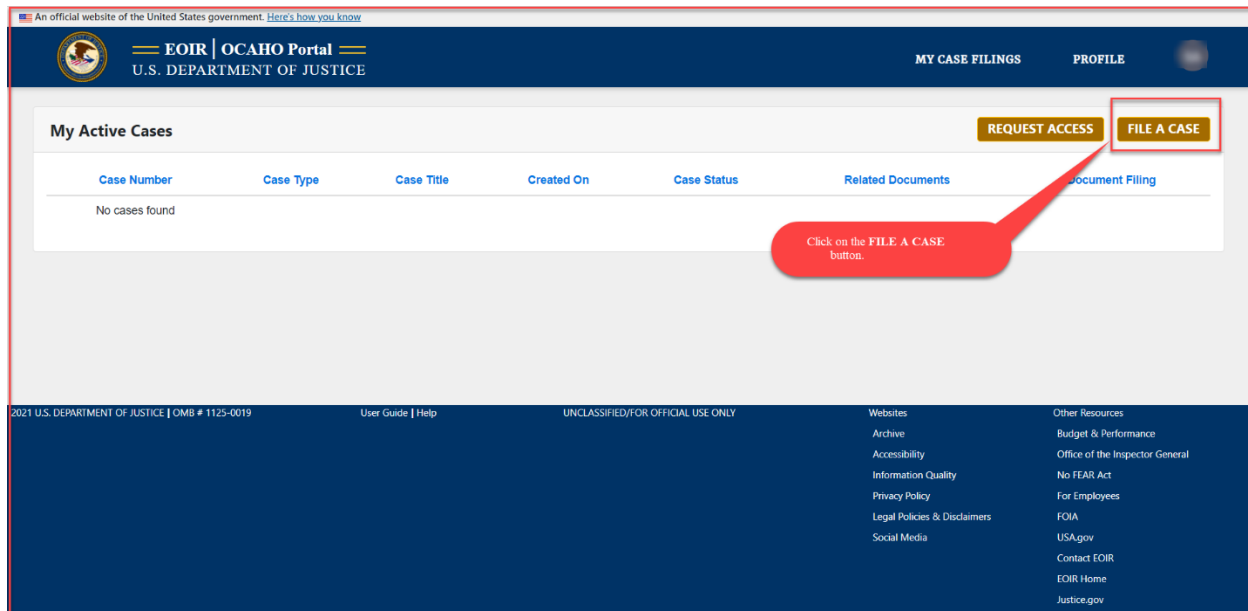
5. Use [Filing Case Type A](#) beginning with step 1 as a reference guide to logging into OCAHO Portal for E-Filing and filing Case Type C.
6. Complete all steps, filling in all information that you can. Required fields are indicated by the red asterisk “*” symbol. Click on the **CONTINUE** button when you have completed each section.
7. In the **Declaration and Signature** section, type in your name as an electronic signature and type in the date. Click on the **SUBMIT** button to submit this case.

*Note: Once a case is submitted, you can view the case on the **My Active Cases** page.*



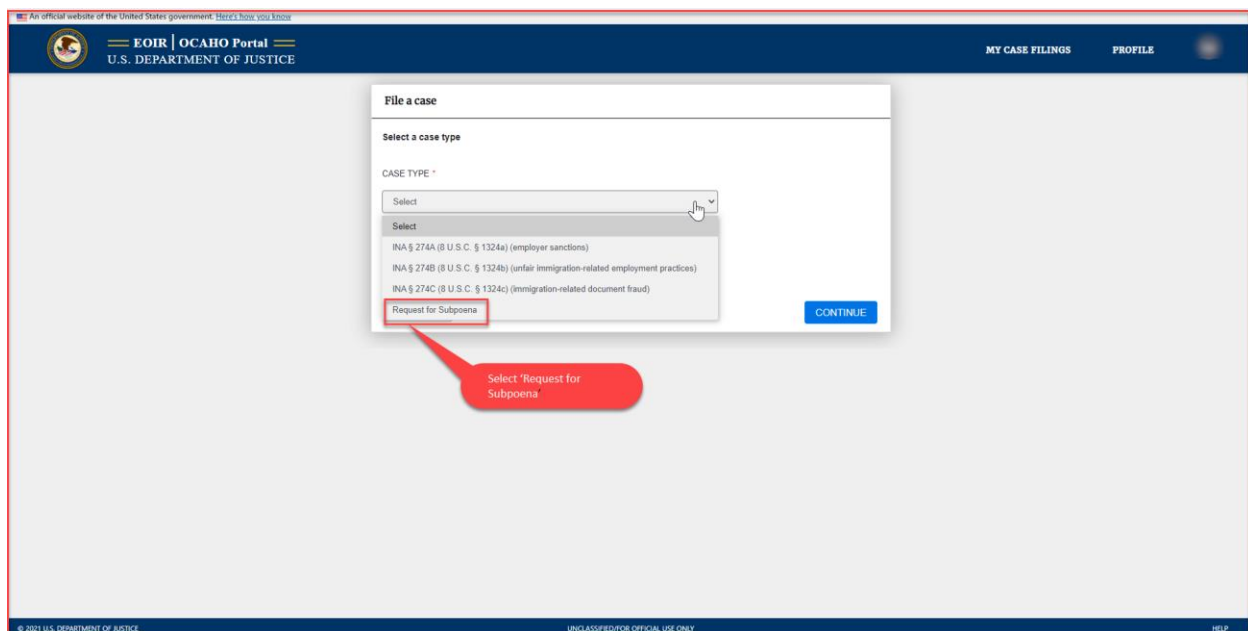
5. Filing a Subpoena

- Open <https://ocafo.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.



- From the **File a case** panel, select 'Request for Subpoena' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.





10. Click on the **CONTINUE** button.

The screenshot shows the EOIR OCAHO Portal interface. At the top, there is a header with the EOIR logo and the text "EOIR | OCAHO Portal" and "U.S. DEPARTMENT OF JUSTICE". To the right of the header are links for "MY CASE FILINGS" and "PROFILE". The main content area features a "File a case" form. The form has a section titled "Select a case type" with a dropdown menu labeled "CASE TYPE" that currently shows "Request for Subpoena". Below the dropdown are two buttons: "BACK" and "CONTINUE". The "CONTINUE" button is highlighted with a red box, and a red callout bubble points to it with the text "Click 'CONTINUE'". At the bottom of the page, there is a footer with the text "© 2021 U.S. DEPARTMENT OF JUSTICE", "UNCLASSIFIED/FOR OFFICIAL USE ONLY", and a "HELP" link.

11. A pop-up message will be displayed stating 'You are creating a new Case. Do you want to proceed?' Click on the **OK** button.

The screenshot shows the same EOIR OCAHO Portal interface as the previous one, but with a confirmation pop-up message displayed. The pop-up message has a title bar that reads "oca-ho-uat.ase.eoir-dev.usdoj.gov says" and the text "You are creating a new Case. Do you want to proceed?". It contains two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box, and a red callout bubble points to it with the text "Click 'Ok'". The "File a case" form is still visible in the background, showing the "Request for Subpoena" case type and the "CONTINUE" button. The footer at the bottom of the page remains the same, with the text "© 2021 U.S. DEPARTMENT OF JUSTICE", "UNCLASSIFIED/FOR OFFICIAL USE ONLY", and a "HELP" link.



The **Step 1** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Request for Subpoena. On this page, the indicator will show the current step as 1. The subsequent steps are grayed out.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

1 Form
2 Case Information

On the opened page, the left side of the page will display a step-by-step progress indicator for the completion of the Case Filing.

Step 1 of 2

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHOSubpoenaForm](#)

INSTRUCTIONS AND IMPORTANT NOTICES

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[+Add Documents](#)

BACK CONTINUE

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12. If you prefer to fill out a paper/PDF form, download the form by clicking the **OCAHOSubpoenaForm** link. Then upload a PDF file with the completed form by clicking the **+Add Documents** button.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

1 Form
2 Case Information

Step 1 of 2

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHOSubpoenaForm](#)

INSTRUCTIONS AND IMPORTANT NOTICES

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[+Add Documents](#)

BACK CONTINUE

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If you prefer to fill out a paper/PDF form, download the form by clicking the "OCAHOSubpoenaForm" link

Then upload a PDF file with the completed form by clicking the Add Documents button



*Note: Clicking on the **INSTRUCTIONS AND IMPORTANT NOTICES** link displays information to assist with completing the PDF form.*

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 1 of 2

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

1 Form
2 Case Information

Clicking on this link displays the 'INSTRUCTIONS AND IMPORTANT NOTICES'

OCAHOSubpoenaForm
INSTRUCTIONS AND IMPORTANT NOTICES

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG, JPEG formats are allowed).

+Add Documents

BACK CONTINUE

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INSTRUCTIONS AND IMPORTANT NOTICES

NOTICES TO REQUESTOR:

Please consult 28 C.F.R. § 68.25 for information on what may be requested in a subpoena, who may serve a subpoena, and the manner of service. All information requested should be adequately described and reasonably relevant to the allegations in the complaint or, in the case of an investigatory subpoena, to the subject of the agency's investigation.

28 C.F.R. § 68.25(c) allows a recipient to petition to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. Accordingly, the requested time for response to or compliance with the subpoena must be at least ten (10) days after the anticipated date of service. In the event that a requestor does not provide adequate time for response, the Administrative Law Judge may modify the date and time for response as necessary.

Please provide all essential information, including the date by which the requested documents or evidence should be provided, as well as a brief description of the requested documents or evidence, on the form itself. If you need additional space to fully describe the documents or evidence requested, you may attach separate sheets.

NOTICE TO RECIPIENT:

If you do not intend to comply with this request, you must petition the Administrative Law Judge who signed the subpoena to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. See 28 C.F.R. § 68.25(c).

NOTICE TO WITNESS:

Witness fees for attendance, subsistence, and mileage under this subpoena are payable by the party at whose request the witness is subpoenaed, if authorized by statute. A witness appearing at the request of the Government, who is entitled to reimbursement, shall submit this subpoena with the voucher to the Government counsel when claiming reimbursement.

Close

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13. If you prefer to complete and file the form online, click on the **CONTINUE** button.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 1 of 2

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

1 Form
2 Case Information

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHO Subpoena Form](#)

INSTRUCTIONS AND IMPORTANT NOTICES

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[+Add Documents](#)

BACK CONTINUE

To complete and file the form online, Click Continue.

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The **OCAHO Subpoena** page will be displayed.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 2 of 2

OCAHO Subpoena

Please complete all required fields. If you need assistance, click the Help icon.

In Re Investigation of: [Text Field] OCAHO Inv. Subpoena No.: [Text Field]

8 U.S.C. § 1324b Proceeding: [Text Field]

OR

Complainant: [Text Field] Respondent: [Text Field]

OCAHO Case No.: [Text Field] 8 U.S.C. § 1324 [] Proceeding

To: [Text Field]

You are hereby commanded to (or if a corporation, commanded to designate an individual to): *

☐ Appear and give testimony at

☐ Produce and bring the documents described below to:

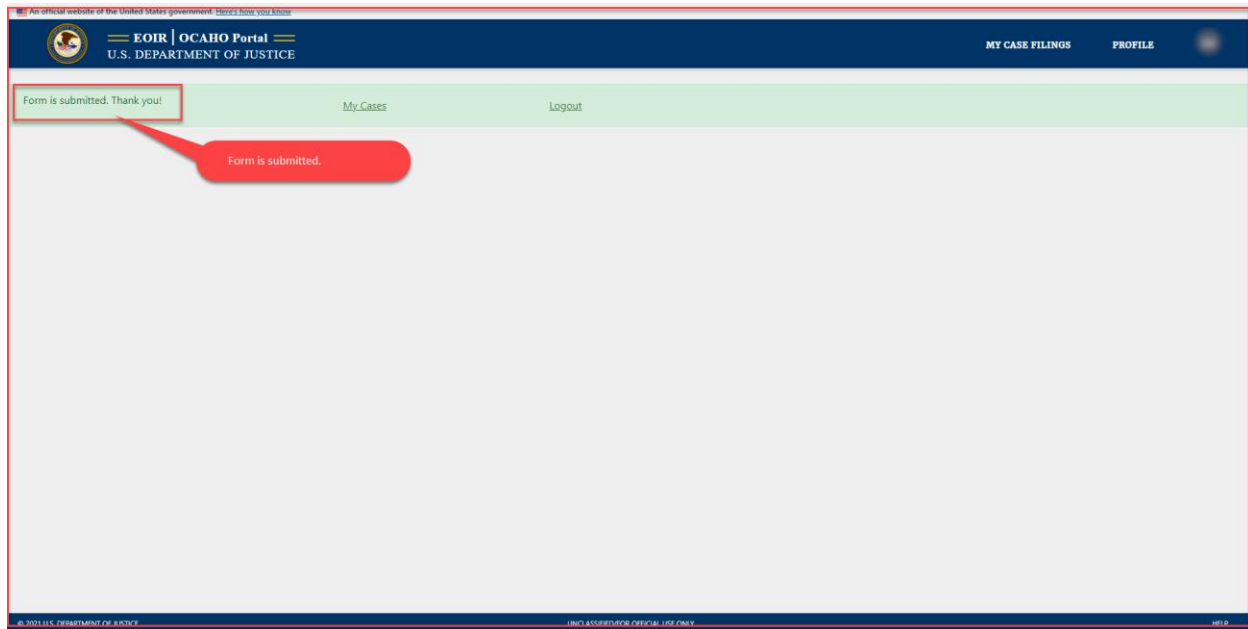


14. Complete all relevant fields. Required fields are indicated by the red asterisk “*” symbol.

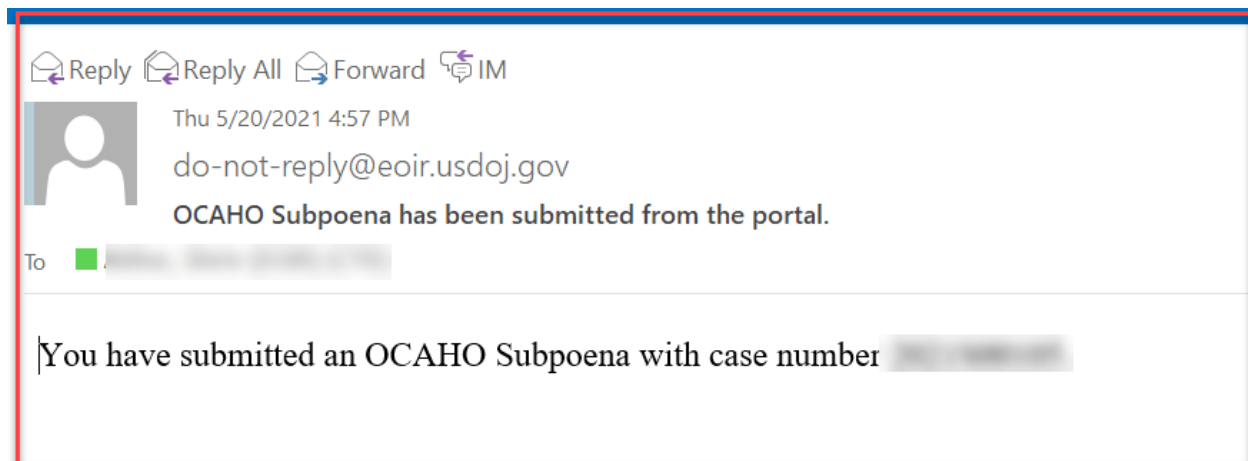
15. Click on the **SUBMIT** button once all information has been filled in.



A message stating 'Form is submitted. Thank you!' will be displayed.



After a few minutes, an automated email will be sent to the filer stating that an OCAHO Subpoena has been submitted with the auto-generated case number.

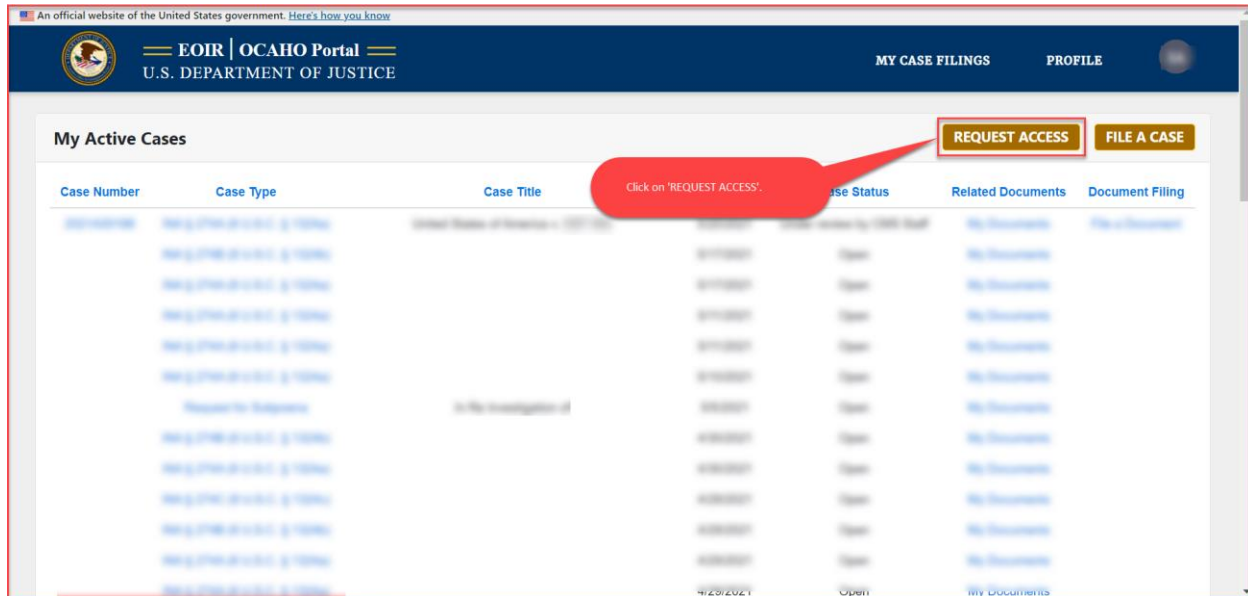




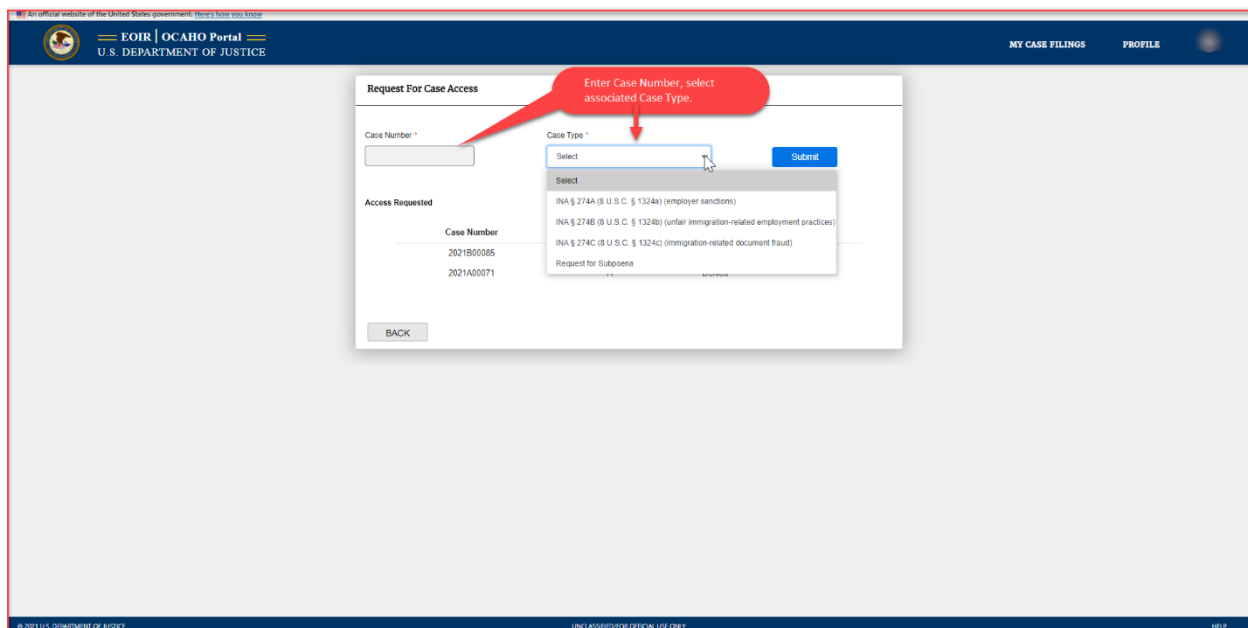
6. Requesting Access

As an OCAHO Portal for E-Filing user, you can request access to an existing case filed by someone other than you. In order to do so you need the Case Number and the associated Case Type.

- Open <https://oca.ho.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on the **REQUEST ACCESS** button.



- On the **Request For Case Access** page, enter the Case Number and then select the associated Case Type.





18. Click on the **SUBMIT** button.

Request For Case Access

Case Number *

Case Type *

Submit

Access Requested

Case Number	Case Type	Status	Remove

BACK

Click on the "Submit" button

4. Requested Case information will appear under the **Access Requested** section.

Request For Case Access

Case Number *

Case Type *

Submit

Access Requested

Case Number	Case Type	Status	Remove
		Pending	Delete

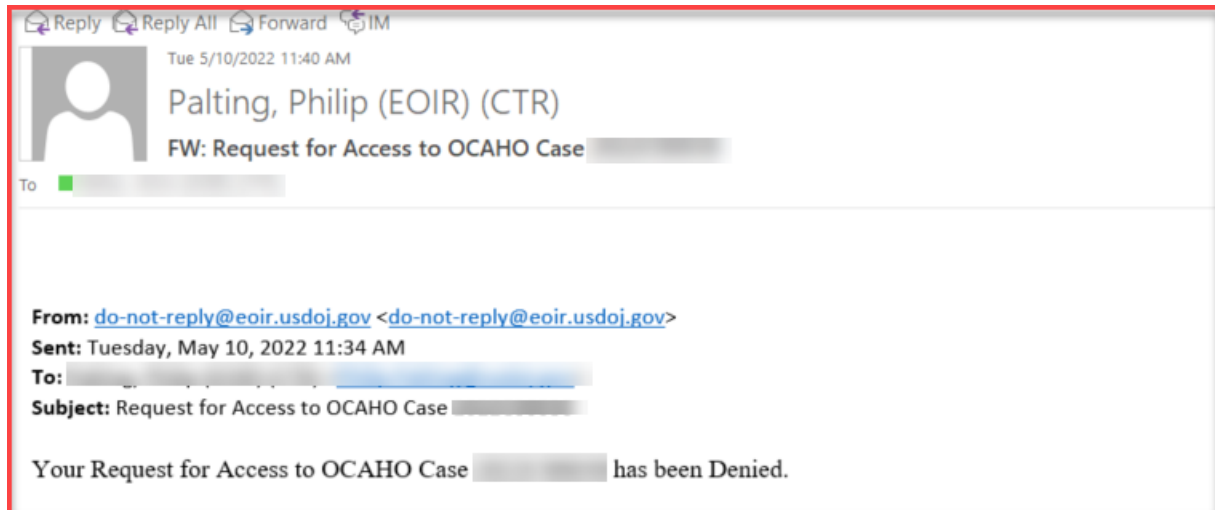
BACK

Requested Case information will appear under the "Access Requested" section.

*Note: After the admin/approver approves the requested case, the case will be displayed on the requester's **My Active Cases** page.*

[illegible]

Reply Reply All Forward IM
Tue 5/10/2022 11:34 AM
do-not-reply@eoir.usdoj.gov
Request for Access to OCAHO Case [REDACTED]
To [REDACTED]
Your Request for Access to OCAHO Case [REDACTED] has been Approved.





7. Filing a Motion and Viewing Associated Case Information

7.1 Filing a Motion

20. Open <https://ocafo.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal for E-Filing. The **My Active Cases** page will be displayed. Click on **File a Document** link on the right side of the relevant Case.

Note: This link will only appear if the Case has already been submitted.

The screenshot shows the 'My Active Cases' page in the EOIR OCAHO Portal. The page has a header with the EOIR logo and navigation links for 'MY CASE FILINGS' and 'PROFILE'. Below the header is a table of active cases. The table has columns for Case Number, Case Type, Case Title, Created On, Case Status, Related Documents, and Document Filing. A red callout bubble points to the 'File a Document' link in the Document Filing column of a case.

21. Confirm you are on the **Motion and Filings** tab. Fill in all relevant information. Required fields are indicated by the red asterisk “*” symbol. Attach any additional documentation if necessary.

The screenshot shows the 'Motions and Filings' form in the EOIR OCAHO Portal. The form has a header with the EOIR logo and navigation links for 'MY CASE FILINGS' and 'PROFILE'. The form is divided into sections: 'Case General Information' (Case Title, Case Type, Case Number), 'File a Motion or Other Document' (Title of Motion or Filing, Motion or Filing Type, Is this urgent?, Comments), and a file upload section (Please attach document(s) here, Choose Files, No file chosen). A red callout bubble points to the form with the text 'Fill in all relevant information on the form'.



22. Click on the **SUBMIT** button once all information is completed.

Motions and Filings

Case General Information

Case Title

Case Type

Case Number

File a Motion or Other Document

Title of Motion or Filing

Motion or Filing Type

Is this urgent?

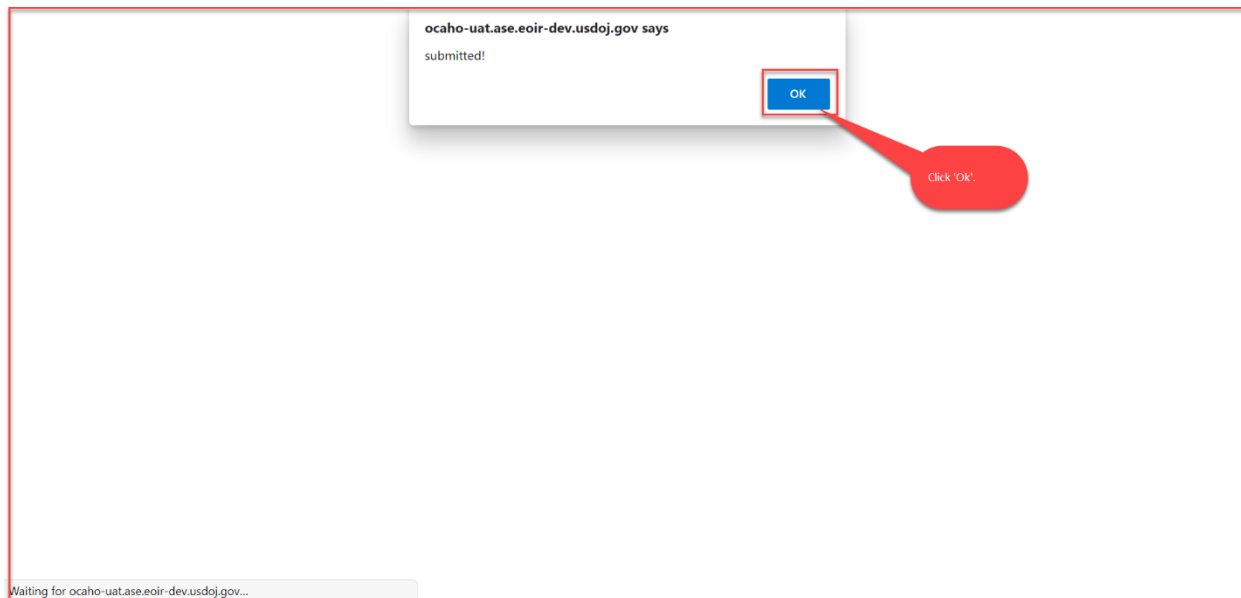
Comments

Please attach document(s) here

Click on the SUBMIT button once all information is completed.

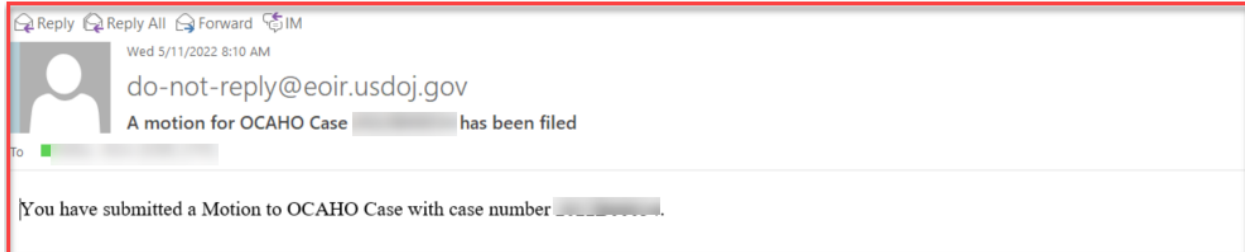
SUBMIT

23. A pop-up will be displayed to indicate that the Motion is submitted. Click **OK**.





After a few minutes, an automated email will be sent to the filer stating that a motion to an OCAHO case has been submitted with the case number.



This below email will be sent when an 'Administrative Review' is submitted.

