

ACMS

Portal Instructions

The U.S. Courts of Appeals for the Second and Ninth Circuits have partnered to bring the public a new case filing system, ACMS or **A**ppellate **C**ase **M**anagement **S**ystem, that is supported by the latest technology. The system will greatly enhance public access to the courts because filers will have an easy-to-use portal interface that will guide them through the process of submitting a filing to the court. The system is also designed to adapt quickly to changes in the Federal Rules of Appellate Procedure and each court's Local Rules as they come up.

The system currently accepts new petitions for review (PFRs) on appeal from a Board of Immigration Appeals decision and new Second or Successive habeas applications. The process will change slightly, as filers are now requested to enter some of a petitioner's/applicant's information up front. Once the information is entered and filings uploaded, the system will re-direct those paying by credit card to pay.gov, at which point the filing may be submitted to the court. There is also an option to submit initiating filings to the court without paying the fee on submission. Filers can, however, pay the fee after case opening; see Part IV below. One tremendous improvement filers will notice is that they will not have to start a new filing from scratch should something interrupt the submission process.

ACMS will send notice of docket activity (NDA) e-mails with links to case filings. The links will re-direct the filer to PACER where a party can view the filing(s) using PACER's one-free-look. Once a case is opened, filers will also see a direct link to the case in PACER.

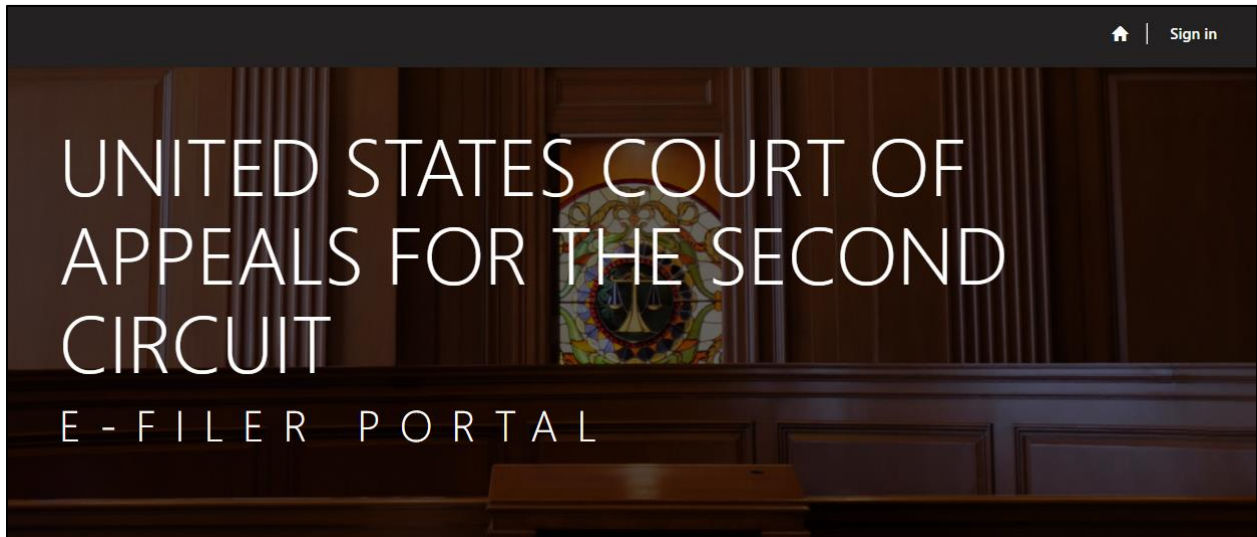
Filers paying by check should submit their filings through the portal by selecting "Submit to Court Without Fee Payment", as should those who intend to file a Motion to proceed *in forma pauperis*.

Optimal browsers for ACMS are Chrome, Edge, and Firefox. Avoid Internet Explorer.

Make sure your PACER account is upgraded to NextGen before logging for the first time.

These instructions are divided into four parts: (I) Submitting a Petition for Review or Second or Successive Application, (II) Submitting a Notice of Appearance, (III) Submitting a New Filing, and (IV) Paying the Fee After Filing. Review them before submitting your initial filing.

Follow [this link](#) to the new case management system, ACMS. It will take you to the PACER sign-on screen.



Click [Sign In](#) and the system will redirect you to PACER.

A screenshot of a login form titled "U.S. COURT OF APPEALS, SECOND CIRCUIT Login". The form includes a red asterisk and the text "* Required Information". There are three input fields: "Username *", "Password *", and "Client Code". Below the fields are two buttons: "Login" and "Clear". At the bottom of the form, there are three links: "[Forgot password?](#)", "[Forgot username?](#)", and "[Need an account?](#)". A "NOTICE" section at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

Enter your PACER credentials in the normal course and click [Login](#). You will be taken to the new ACMS portal.



A few trouble-shooting tips in case you encounter first-time login issues:

- Clean your browser cache. Sometimes there are older cached versions of PACER that could lead to an error. After you clear your cache, close your browser and re-open. Restart your computer if necessary.
- Try opening a second circuit CM/ECF/PACER instance by going to the website and clicking on “File a Document CM/ECF”. Once you are logged in, open a new tab in the same browser and navigate to the ACMS link.
- Double check your PACER registration with the Second Circuit NextGen is active.
- Try another browser. ACMS works optimally in Chrome, Firefox, and Edge. Make sure you have the latest version of the browser you are using.
- Wait and try again later.

If you successfully log in and are wondering why you have not received a notice of docket activity (NDA) even though your case is open in PACER, check your junk mail in case the NDA was inadvertently routed there. Add the new ACMS email address, ACMS@ca2.fedcourts.us to your contacts or mark it as “not junk”.

I. FILING A NEW PETITION FOR REVIEW OR SECOND or SUCCESSION APPLICATION

To file a new Petition for Review or Second or Successive habeas application, select the appropriate filing under Create a New Filing



A new screen will open at which you start the process. Follow the instructional materials and make sure you have the proper documentation. If you select “Petition for Review”, the immigration filing process will begin. If you select “Second or Successive Habeas Application”, the Original Proceeding process will begin.

Petition for Review

Originating Agency | Petitioners | Lead Petitioner | Documents

Before you start, make sure you have at least the **required** PDF files ready to upload:

1. Petition for Review
2. Order on Review

All attached documents must be accompanied by proof of service by mail or other method of service by the filer directly (no electronic service available using this submission).

There is no need to send a paper original to the court.

Note that although your submitted documents will be deemed received as of the date submitted, the court may not open your case or create a docket number until the next business day.

CAUTION: If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you must send an email to .

Originating Agency

Board of Immigration Appeals

Next Cancel

Home > Second or Successive

Second or Successive

0%

Instructions - SOS - Conviction Type

Conviction Type

Conviction Type *

Next

Depending on which process you use, the system will present you with the next steps for submitting your filing. **Immigration Petitions for Review** will see the following screens:

- The petitioner's information. Click Add Petitioner. A new window will open. Enter the petitioner details and click Submit. If there are multiple petitioners, repeat this step. When all petitioners are entered, click Next.
- Attach Documents. Attach the Petition for Review and Agency Order on Review. Click Attach Document. From here, you will be prompted to select the document you wish to upload.

Document *

Petition for Review
Agency Order on Review

Select PDF document to upload *

Choose File No file chosen

Submit

Be sure to upload both the Petition for Review and Agency Order on Review as separate documents. To upload, select Choose File and upload the appropriate document. For the Agency Order on Review, you will be prompted to enter the decision date before uploading the document. Once your document is uploaded, click Submit.

Document *

Agency Order on Review

Decision Date *

Select PDF document to upload *

No file chosen

- **Fee Payment.** The system will take you back to the Documents grid, at which point you will be presented with the option of Submitting to the Court With Fee Payment or Submitting to the Court Without Fee Payment.

Petition for Review

Originating Agency ✓ Petitioners ✓ Documents

Attach document(s).

Documents

Name	Filing Type	
TEST 3.pdf	Agency Order on Review	<input type="button" value="v"/>
TEST 2.pdf	Petition for Review	<input type="button" value="v"/>

If you selected Submit to Court With Fee Payment, the system will re-direct you to pay.gov before it is submitted to the court. If you select Submit to Court Without Fee Payment, the petition will be submitted to the court. Once the Petition is submitted, the system will return you to your home screen. You will now see your submitted petition under the “My Submitted Cases” grid. Once the court opens the case, it will be assigned a number, and the next time you sign in via PACER, the petition will appear under a grid called “My Cases”.

Notice of Appearance | Create New Action ▾ | Non-Party Filings

My Submitted Cases

Case Type	Lead Petitioner	Originating Court	Fee Status	Created On ↓
Agency	Check Mate	Board of Immigration Appeals	Due	1/18/2022 4:35 PM

My Cases

Case Number	Case Title	Case Status	Originating Court	Fee Status	Most Recent Activity ↓
22-6020	Dog v. United States of America	Opened	EDNY (CENTRAL ISLIP)		1/13/2022 4:24 PM <input type="button" value="🔗"/>
22-6011	Zheng v. Garland	Opened		Due	1/12/2022 12:53 PM <input type="button" value="🔗"/>

Once a case has been opened, click on the case number and the system will bring you to the Case Details screen. Here, you will see general information about the case, any relevant deadlines, case participants, and the docket sheet.

Filers submitting **Second or Successive Applications** will be presented with the following screens:

- Conviction Type. Select State or Federal from the drop-down menu
- Origin. Select the U.S. District Court from which the case emanates. Enter the originating case number as well.
- Applicant/Prisoner Information. Enter the applicant's information. Be sure to indicate whether the applicant is in a federal or state facility. There is a search box in which you can search all prisons within the circuit and select ones outside of it. If a prison is not listed, contact the help desk.

Second or Successive

33%

Instructions - SOS - Prisoner Details

Prisoner Information

Is the applicant currently housed in a federal correctional facility? *

No Yes

Correctional Facility *



Prisoner Registration # *

First Name *

Middle Name

Last Name *

Generation

Previous

Next

The next screen will prompt you to enter an alias, if any. Click [Add Alias](#). When entering alias information, be sure to include the type of alias. If there is only a one-name alias, enter it in the last name field.

Alias

Add Alias

Alias Type

First Name

Last Name

Generation

There are no records to display.

Alias Type *

Also Known As (AKA) ▼

Also Known As (AKA)

Doing Business As (DBA)

Formerly Known As (FKA)

Formerly Doing Business As (FDBA)

Real Party in Interest (RPI)

Professionally Known As (PKA)

Last Name *

Generation

▼

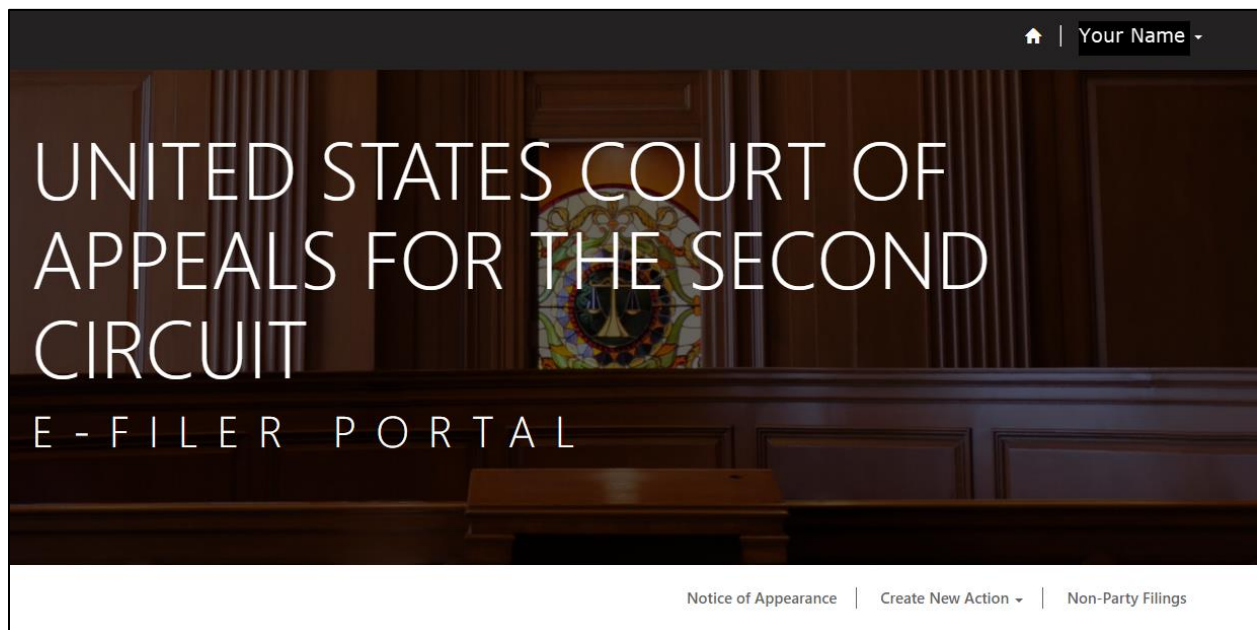
Submit

- Attach Document. The attach document screen functions the same regardless of case type. The difference is that the documents you select are different. Select Second or Successive Application Filed. Upload the document and click submit. The click Next.
- Review screen. Review the information is correct and click Submit to Court.

II. SUBMITTING A NOTICE OF APPEARANCE (NON-PARTY)

Within 14 days after receiving a docketing notice from the circuit clerk assigning a docket number and enclosing a copy of the appellate docket sheet, all parties must file the Acknowledgment and Notice of Appearance Form. Counsel of record listed on the form must be admitted in this court or have pending an application for admission under LR 46.1(a) or (d). *2d. Cir. L.R. 12.3(a)*.

A **non-party** wishing to submit his or her appearance should file Notice of Appearance for Substitute, Additional or Amicus Counsel Form by clicking on [Notice of Appearance](#) on the portal home page. An attorney who files a Petition for Review is not considered a non-party for purposes of filing his or her appearance. [See Part III for filing as a party.](#)



On the opening screen, type in the case number for the case in which you are seeking to appear. Then click the magnifying glass. If the case exists, a message will appear. Click [Next](#).

Notice of Appearance

Create Notice of Appearance

Search for Case Number

20-3287

Match found! Click Next to continue.

Select the party on whose behalf you are appearing. Click Next.

Notice of Appearance

Case *

Search v. Barr

Case Number

20-3287

Counsel for *

Petitioner

Respondent

Select the purpose of the appearance. Click Next.

Notice of Appearance

Notice of Appearance

I am entering my appearance
 I am entering my appearance and substituting for another attorney

Previous
Next

If you are **substituting** for another attorney, the next screen will prompt you to select the attorney you are replacing. If there is only one attorney, you will see that attorney's name on the screen, in which case you can click Next.

Where there are **multiple attorneys**, you must de-select the attorneys you are **not** replacing. To do so, click the down arrow on the right-hand side of the party and select "remove".

Notice of Appearance

Replacing Attorney

Case Participant ↑	Participant Role ↑	
Thurgood Moynihan	Counsel for Respondent	▼
Adriana Mark	Counsel for Respondent	<div style="border: 1px solid #007bff; padding: 2px 5px; font-size: x-small;">Remove</div>

Next

Once the attorney you are **not** replacing has been removed, you will see the name of the attorney you are replacing. Click Next.

Notice of Appearance

Replacing Attorney

Case Participant ↑	Participant Role ↑
Adriana Mark	Counsel for Respondent

[Next](#)

Attach the Notice of Appearance for Substitute, Additional or Amicus Counsel Form by clicking [Attach Documents](#).

Notice of Appearance

Attachments

Section

Filing Type
Notice of Appearance

[Attach Documents](#)

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

[Previous](#) [Next](#)

A new window will open with a Filing Type and Filing Document Type pre-populated. Select the PDF form and click [Submit](#).

Document Details

Filing Type

Notice of Appearance

Filing Document Type *

Acknowledgment/Notice of A

Select PDF document to upload *

Sample Appe...e Form.pdf

The system will return to the attach documents screen. Verify the correct document is being filed and click Next.

Notice of Appearance

Attachments

Section

Filing Type

Notice of Appearance

Filing Document ↓	Name	Created On
Acknowledgment/Notice of Appearance Form	Sample Appearance Form.pdf	9/15/2020 2:46 PM

Review the filing information. The filing status will be pending until the court adds the party to the case. If you are replacing an attorney, that attorney's name will appear as well.

Notice of Appearance

Review

Case *

Jackson v. Barr

Case Number

20-7012

Counsel for

Respondent

Notice of Appearance Action

I am entering my appearance and substituting for another attorney

Parties

A Number	Case Participant Name ↑	Participant Role	Is Lead Petitioner
	William P. Barr	Respondent	No

Replacing Attorney(s)

Case Participant ↑	Participant Role ↑
Adriana Mark	Counsel for Respondent

Documents

Filing Document ↓	Name	Created On
Acknowledgment - Notice of Appearance Form	Sample Appearance Form.pdf	11/12/2020 11:56 AM

Filing Status

Pending

[Previous](#) [Submit](#)

Click Submit. The system will return to the e-filer portal. The case will not appear until the party is added.

If the party submitting the Notice of Appearance for Substitute, Additional or Amicus Counsel Form is the same as the party who submitted the original petition, the Form will be defected as an incorrect filing type. As noted above, the submitting attorney should use the filing process outlined in Part III.

The docket will update to reflect the new filing, but you will not see it in the portal until the Clerk's Office processes the submission. Existing parties will receive a notice of docket activity ("NDA") that will link to the filing.

III. SUBMITTING A NEW FILING

Cases that are opened and have activity in them will appear under your “My Cases” grid. To open one and view the case details form, click on the case number.

Case Details

General

Case Number	Case Title	PFR Received Date	Fee Status	Pay Filing Fee Create a New Filing
20-110	Dembele v. Barr	9/29/2020	Due	

Deadlines

Case Deadline Name	Party	Due Date	Deadline Status
Form C/A	Fatoumata Dembele	10/13/2020	
Appellant-Petitioner Acknowledgement and Appearance Form	Fatoumata Dembele	10/13/2020	

Case Participants

Parties

Case Participant ↑	Participant Role ↑	A Number	Is Lead Petitioner	
Fatoumata Dembele	Petitioner	A200-020-020	Yes	▼
William Barr	Respondent		No	▼

Attorneys

Case Participant Name	Participant Role ↑	
Andrew Barnes	Counsel for Petitioner	▼
Lisa Marie Arnold	Counsel for Respondent	▼
OIL - Office of Immigration Litigation	Counsel for Respondent	▼
EOIR	Participant	▼

Docket Entries

Date Filed ↑	Entry # ↑	Docket Text
9/29/2020	1	PETITION FOR REVIEW OF AGENCY ORDER, on behalf of Fatoumata Dembele, FILED. [Entered: 09/29/2020 10:00:52 AM]
9/29/2020	2	AGENCY DECISION AND ORDER, dated 9/1/2020 12:00:00 AM, RECEIVED. [Entered: 09/29/2020 10:00:53 AM]
9/29/2020	3	PETITION FOR REVIEW OF AGENCY ORDER, on behalf of Fatoumata Dembele, OPENED. [Entered: 09/29/2020 10:26:08 AM]
9/29/2020	4	OIL, for Respondent William P. Barr, ADDED. [Entered: 09/29/2020 10:27:18 AM]
9/29/2020	5	PETITION FOR REVIEW OF AGENCY ORDER, SERVED. [Entered: 09/29/2020 10:28:49 AM]

To submit a new filing, open a case by clicking on the case number and select Create a New Filing. The system will prompt the filer to select a Filing Category and Filing Type. Once the selection is made, click Next. Because counsel that files initiating documents

is automatically added to the case, this is the process you follow to submit your appearance form.

- New Filing

Filing Category

Appl,Motn/Pet for Rhg, Supp,Oppos ✕ 🔍

Filing Type

Motion for Extension of Time ✕ 🔍

[Next](#)

The filer will then be prompted to attach any necessary documents. Select [Attach Documents](#) and a new window will open.

New Filing Type

Section

Filing Type

Motion for Extension of Time

Description

For information on motions, see FRAP 27 and 2d Cir. L.R. 27.1.

[Attach Documents](#)

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

[Next](#)

Document Details

Filing Type

Motion for Extension of Time

Filing Document Type *

T-1080 Form

Select PDF document to upload *

No file chosen

There will always be a default Filing Document Type pre-selected. However, if a filing requires multiple documents, those Filing Document Types will be provided. Select the magnifying glass and a new window will open providing the necessary document types for the particular filing.

✓ Name	Created On
✓ T-1080 Form	9/10/2020 5:10 PM
Motion Affidavit	9/10/2020 5:38 PM
Service	9/10/2020 5:41 PM

Select the Filing Document Type you wish to upload and click Submit. Repeat these steps for the remaining Filing Document Types. Once all the requisite forms are made part of the filing, click Next.

25%

New Filing Type

Section

Filing Type
Motion for Extension of Time

Description
For information on motions, see FRAP 27 and 2d Cir. L.R. 27.1.

[Attach Documents](#)

Filing Document ↓	Name	Created On	
T-1080 Form	Form_T-1080_rev12-13.pdf	9/29/2020 1:28 PM	▼
Service	Sample Form.pdf	9/29/2020 1:28 PM	▼
Motion Affidavit	Sample Motion.pdf	9/29/2020 1:28 PM	▼

[Next](#)

Review the filing and made sure it is associated with the correct party(ies). Review the service method. Once everything is verified, click Submit to submit the filing to the court.

Filing Details

Case *

Dembele v. Barr

Filing Type

Motion for Extension of Time

Filing Category

Appl,Motn/Pet for Rhg, Supp,Oppos

Filer

Andrew Barnes

Filing Documents

Filing Document ↓	Name	Created On	
T-1080 Form	Form_T-1080_rev12-13.pdf	9/29/2020 1:32 PM	▼
Service	Sample Form.pdf	9/29/2020 1:33 PM	▼
Motion Affidavit	Sample Motion.pdf	9/29/2020 1:33 PM	▼

Associated Parties

A-Number	Case Participant ↑	Is Lead Petitioner
A200-020-020	Fatoumata Dembele	Yes

Service

By ACMS

[Previous](#)[Submit](#)

The system will take you back to the Case Details page. Notice the docket has been updated to reflect the most recent filing.

Docket Entries		
Date Filed ↑	Entry # ↑	Docket Text
9/29/2020	1	PETITION FOR REVIEW OF AGENCY ORDER, on behalf of Fatoumata Dembele, FILED. [Entered: 09/29/2020 10:00:52 AM]
9/29/2020	2	AGENCY DECISION AND ORDER, dated 9/1/2020 12:00:00 AM, RECEIVED. [Entered: 09/29/2020 10:00:53 AM]
9/29/2020	3	PETITION FOR REVIEW OF AGENCY ORDER, on behalf of Fatoumata Dembele, OPENED. [Entered: 09/29/2020 10:26:08 AM]
9/29/2020	4	OIL, for Respondent William P. Barr, ADDED. [Entered: 09/29/2020 10:27:18 AM]
9/29/2020	5	PETITION FOR REVIEW OF AGENCY ORDER, SERVED. [Entered: 09/29/2020 10:28:49 AM]
9/29/2020	6	MOTION, for extension of time, on behalf of Petitioner Fatoumata Dembele, FILED. [Entered: 09/29/2020 01:32:39 PM]

The system will also offer filers the opportunity to respond to a filing if one is required. For example, if the court issues and Order to Show Cause on all parties, the filer will see the option to “Respond to a Filing” or “Create a New Filing”. If there is a filing that could generate a response, the filer will be prompted to select it.

IV. PAYING THE FEE AFTER FILING

Filers now have the option of paying the filing fee after a case is opened by the Clerk's Office. Once a filer receives a NDA that the case has been opened, the case will appear on the filer's portal homepage. Open the case in which the filing fee is due by clicking on the case number and select Pay Filing Fee.

Case Details

General

Case Number	Case Title	PFR Received Date	Fee Status	Pay Filing Fee Create a New Filing
20-7009	Dazs v. Barr	9/23/2020	Due	

Case Participants

Parties			
Case Participant ↑	Participant Role ↑	A Number	Is Lead Petitioner
Haagen Dazs	Petitioner	A588-300-020	Yes <input type="checkbox"/>
William Barr	Respondent		No <input type="checkbox"/>

Confirm you wish to pay the filing fee after case opening.

Home > Case Details > **Pay Filing Fee After Case Opening**

Pay Filing Fee After Case Opening

Pay \$500.00 Filing Fee for Case Dazs v. Barr?

[Confirm Fee Payment](#)

The system will route you to PACER and pay.gov, where you can submit the filing fee in the normal course.



Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login

Clear

Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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