

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 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.

Initially the system will accept only new petitions for review (PFR) on appeal from a Board of Immigration Appeals decision. The process will change slightly, as filers are now requested to enter some of a petitioner'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 a PFR may be submitted to the court. 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.

Filers paying by check should also submit their filings through the portal by selecting "Submit to Court Without Fee Payment", as should those who intend on filing a Motion to Proceed *In Forma Pauperis*.

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

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

These instructions are divided into three parts: (I) Submitting a Petition for Review, (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.



U.S. COURT OF APPEALS, SECOND CIRCUIT
Login
** Required Information*

Username *

Password *

Client Code

[Login](#) [Clear](#)

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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.



My Open Cases

[Notice of Appearance](#)

[Create a Petition for Review](#)

Search for Open Cases



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

To file a new Petition for Review, select Create a Petition for Review.

A new screen will open at which you start the process. Follow the instructional materials and make sure you have the proper documentation. The Originating Agency should default to Board of Immigration Appeals. Click Next.

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

Here you will add the Petitioners on whose behalf you are filing. The screen should open with a message “There are no records to display.” Click Add Petitioner.

Petition for Review

Originating Agency ✓ **Petitioners** Lead Petitioner Documents

Petitioner(s)

Add Petitioner

First Name ↓	Middle Name	Last Name	A-Number
There are no records to display.			

Previous Next

A new window will open. Enter the Petitioner Details and click Submit.

Petitioner Details

A-Number *

First Name *

Middle Name

Last Name *

Generation

Is the Petitioner Detained?
 No Yes

The petitioner should now appear under the Petitioner's grid on the portal. If there are multiple petitioners, repeat the previous step. If not, click Next.

Originating Agency ✓ **Petitioners** Documents

Petitioner(s)

First Name ↓	Middle Name	Last Name	A-Number
Fatoumata		Dembele	A200-020-020 <input type="button" value="↓"/>

The next screen will prompt the filer to attach the requisite documents. Click Attach Document.

Originating Agency ✓ Petitioners ✓ Documents

Documents

Attach Document

Name	Filing Document Type
There are no records to display.	

Previous Save for Later Submit to Court Without Fee Payment Submit to Court With Fee Payment

A new window will pop up with a drop-down menu with 2 options: Petition for Review and Agency Order on Review.

Document *

Petition for Review
Agency Order on Review

Select PDF document to upload *

Choose File No file chosen

Submit


Select Petition for Review and then Choose File. Here is where the filer will be able to upload the Petition for Review. Once the file is chosen, click Submit.

Click Attach Document again and repeat the process to attach the Agency Order on Review. Note at this juncture, the system will request the Decision Date of the order.

Document *

Agency Order on Review ▼

Decision Date *



Select PDF document to upload *

No file chosen

Enter the Decision Date, upload the order, and click Submit.

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

Originating Agency ✓ Petitioners ✓ Documents

Documents

Name	Filing Document Type	
BIA Order.pdf	Agency Order on Review	▼
Sample Petition for Review.pdf	Petition for Review	▼

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 Petition(s) for Review” 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 Open Cases”.

[Notice of Appearance](#)
[Create a Petition for Review](#)

My Submitted Petition(s) for Review

Lead Petitioner	A-Number	Originating Court	Fee Status	Created On ↓	
Fatoumata Dembele	A200-020-020	Board of Immigration Appeals	Due	9/29/2020 9:06 AM	▼
Desmond Tutu	A612-220-000	Board of Immigration Appeals	Paid	9/25/2020 1:11 PM	▼

My Open Cases

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.

Case Details

General

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

[Pay Filing Fee](#) [Create a New Filing](#)

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	▼

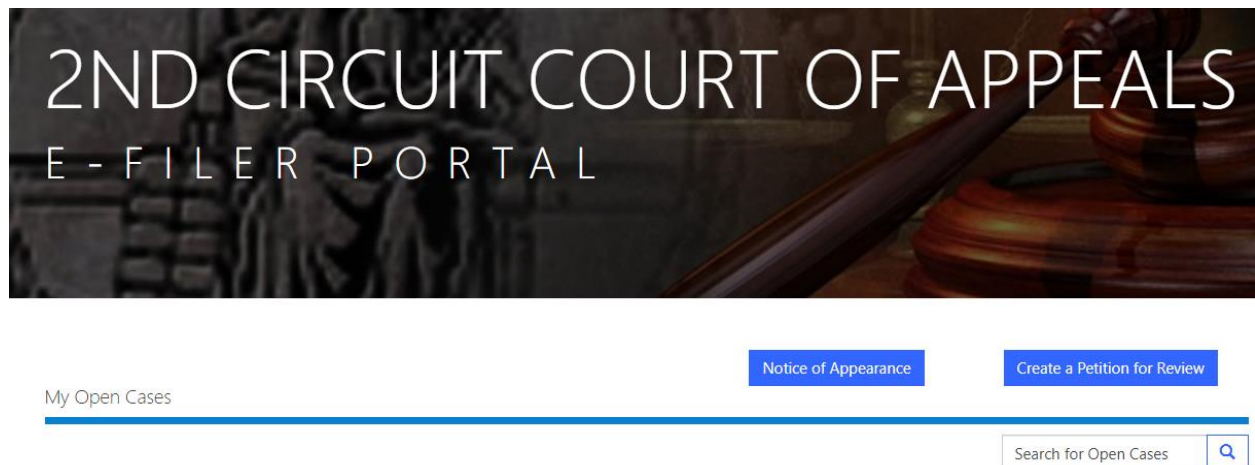
Docket Entries

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]

II. SUBMITTING A NOTICE OF APPEARANCE

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.

Next

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

[Previous](#)

[Next](#)

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](#)

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 ***[Choose File](#)

Sample Appe...e Form.pdf

[Submit](#)

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

[Attach Documents](#)

Filing Document ↓**Name****Created On**

Acknowledgment/Notice of Appearance Form

Sample Appearance Form.pdf

9/15/2020 2:46 PM

[Previous](#)

[Next](#)

Review the filing information. The filing status will be pending until the court adds the party to the case. 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.

Notice of Appearance

Review

Case *

Search v. Barr

Case Number

20-3287

Counsel for

Petitioner

Notice of Appearance Action

I am entering my appearance

Parties

A Number	Case Participant Name ↑	Participant Role	Is Lead Petitioner
A000-111-333	Testphase Search	Petitioner	Yes

Documents

Filing Document ↓	Name	Created On
Acknowledgment/Notice of Appearance Form	Sample Appearance Form.pdf	9/29/2020 1:57 PM

Filing Status

Pending

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

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

To submit a new filing, open a case 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.

- New Filing

Filing Category

Appl,Motn/Pet for Rhg, Supp,Oppos

Filing Type

Motion for Extension of Time

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.

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

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 make 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. Click on the case to open the case summary.



My Open Cases

Notice of Appearance Create a Petition for Review

Search for Open Cases

Case Number	Case Title	Originating Court	Fee Status	Created On ↓
20-7009	Dazs v. Barr	Board of Immigration Appeals	Due	9/23/2020 11:02 PM
20-7008	Fassie v. Barr	Board of Immigration Appeals	Due	9/23/2020 3:50 PM

Open the case in which the filing fee is due and select Pay Filing Fee.

Case Details

General

Pay Filing Fee Create a New Filing

Case Number	Case Title	PFR Received Date	Fee Status
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
William Barr	Respondent		No

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.

The screenshot shows the PACER 'Manage My Account' page. At the top, the PACER logo is displayed with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue banner with the text 'Manage My Account'. The main content area contains a login form with the following elements:

- A heading 'Login' with a right-pointing arrow icon.
- A red asterisk followed by the text '* Required Information'.
- A 'Username *' label next to a text input field.
- A 'Password *' label next to a password input field.
- Three buttons: 'Login', 'Clear', and 'Cancel'.
- Three links: '[Need an Account?](#)', '[Forgot Your Password?](#)', and '[Forgot Username?](#)'.
- A 'NOTICE' section with the text: '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.'