

# ICE eService: ICE Personnel Administration

## System Overview

**System Description:** The ICE eService Initiative will support the real-time service of documents on the 26 Offices of Chief Counsel while utilizing the most current technology to ensure the integrity, availability and confidentiality of the data being shared. ICE eService reduces the duplication of paper and electronic records, reduces costs associated with labor and postage and ensures that trial attorneys have all necessary information needed to zealously litigate removal cases. The ICE eService system allows secure, authenticated, authorized, encrypted communication of files and inquiries related to ICE Alien File Legal Cases. Representatives of aliens may securely serve documents to ICE OPLA Attorneys as well as submit inquiries. ICE OPLA Attorneys may serve documents to verified alien Representatives as well as answer submitted inquiries.

## Role – ICE Legal Support Staff:

ICE Legal Support Staff can process and approve or reject document(s) that are served by Legal Representatives or Pro Se Individuals, by either logging in from your machine on the ICE NETWORK to <https://eservice.ice.dhs.gov/pages/ICEAdmins.aspx> or by logging into your Email Inbox for your OCC and following the link to the served document set.

1. Navigate your Internet Explorer browser to <https://eservice.ice.dhs.gov/pages/ICEAdmins.aspx>. Until Single Sign-On has been established to allow you to authenticate via PIV card, you will need to enter the OPLA AZURE domain username and password you have been provided. The login screen displays



2. Enter your OPLA AZURE domain username and password you have been provided and click 'OK'.
3. Read and accept the Terms and Conditions of Use. Click 'OK'.

# Eservice Cap User Guide

**Lauren Gardner**



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