## Document Change History

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Approval Sign-Off Sheet

Information Resources Management (IRM)

I certify that I have read the sections of the Lead and Rider Enhancements Reference Guide and that I approve the document.

Following approval of this document, changes will be governed by the project’s change management process. Approved change request documents, if present, will be attached to this document as updates.

Signature

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**Section 1: Introduction**

At times it is necessary to group aliens together to improve processing efficiencies in areas such as data entry, scheduling, and attorney assignment. When aliens are grouped together, one case becomes the lead case and all others belonging to the group become rider cases. This is referred to as a lead and rider relationship. While creating this relationship minimizes time spent on each file, it is transparent, allowing each case to maintain its own case information, which includes hearing schedule and asylum clock calculation.

The CASE system has gone through a significant update that has affected the lead and rider relationship. This document provides step-by-step instructions on how to navigate through CASE with these updates in place. It also provides information on DAR case list and ECIOS reports enhancements.

**Section 2: Acronym List**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA</td>
<td>Board of Immigration Appeals</td>
</tr>
<tr>
<td>CASE</td>
<td>Case Access System for EOIR</td>
</tr>
<tr>
<td>CDD</td>
<td>Charging Document Date</td>
</tr>
<tr>
<td>DAR</td>
<td>Digital Audio Recording</td>
</tr>
<tr>
<td>ECIOS</td>
<td>Electronic Contract Interpreter Ordering System</td>
</tr>
<tr>
<td>IJ</td>
<td>Immigration Judge</td>
</tr>
<tr>
<td>OCIJ</td>
<td>Office of the Chief Immigration Judge</td>
</tr>
<tr>
<td>OGC</td>
<td>Office of General Counsel</td>
</tr>
</tbody>
</table>
Section 3: Case Designation
Each record within CASE is designated as a Single Case, Lead Case, or a Rider Case. The table below describes each designation.

<table>
<thead>
<tr>
<th>Case Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Case</td>
<td>A case that is not attached to any other case.</td>
</tr>
<tr>
<td>Lead Case</td>
<td>A case that has one or more active Riders attached to it.</td>
</tr>
<tr>
<td>Rider Case</td>
<td>A case that is currently attached to a Lead case.</td>
</tr>
</tbody>
</table>

Case designation can be identified on the Case Information bar. Figure 1 shows the Case Information bar of a Single Case which displays the words *Single Case* next to the alien’s a-number.

![Figure 1 - Case Information Bar - Single Case](image)

The Case Information bar of a lead case displays the word *Lead* next to the alien’s a-number and also contains links to the attached rider cases. (Figure 2) If an OCIJ court user clicks the hyperlink to a rider, the case opens to the *Alien Info* tab whereas BIA and OGC users are directed to the *Case Selection Results* screen after clicking.

![Figure 2 - Case Information Bar - Lead Case](image)

A rider case has the word *Rider* next to the alien’s a-number and a hyperlink to its lead case in the Case Information bar which brings OCIJ court users to the *Alien Info* tab of the lead and BIA and OGC users to the *Case Selection Results* screen. (Figure 3)
Section 4: Lead and Rider Information Table

There is a new table on the Alien Info tab entitled Lead and Rider Information table. (Figure 4)

Within this table, information about related cases can be viewed, riders can be joined to and severed from lead cases, and if available, past lead and rider relationship history can be recalled. The Lead and Rider Information table displays different information, depending on the alien’s designation of lead, rider, or single case.

NOTE: See Section 5: Becoming a Rider Case for more information on joining a rider and Section 7: Severing a Rider from a Lead for more information on the sever process.

4.1 Lead and Rider Information Table on Lead Case

Figure 3 - Case Information Bar - Rider Case

Figure 4 - Lead and Rider Information Table

Figure 5 - Lead and Rider Information Table - Lead Case
The Lead and Rider Information table of a lead’s case displays each current rider’s A-Number, Charging Doc Date, Add/Join Date, and Add/Join Reason. If the case has any previous (inactive) lead and rider relationships there is a hyperlink to the Lead and Rider History table which displays all of the alien’s relationship history. See Section 4.5 for more information regarding the Lead and Rider History.

4.2 Lead and Rider Information Table on Rider Case

The Lead and Rider Information table of a rider case displays the A-Number of the current lead and the lead’s Charging Doc Date. If the case has any previous (inactive) lead and rider relationships there is a hyperlink to the Lead and Rider History table. (See Section 4.5 for more information regarding the Lead and Rider History.) There is also an Edit button on the right side that can be used to sever the rider from its lead.

4.3 Lead and Rider Information table on Single Case without Lead and Rider History

Since a single case does not have a lead case associated with it, there is no information listed in the table. There is an Edit button on the right side that could be used to join this case to a lead case or another single case with the same base city and hearing location. See Section 5: Becoming a Rider Case for more information on joining a rider case to a lead case.

4.4 Lead and Rider Information table on Single Case with Lead and Rider History

Since a single case does not have a lead case associated with it, there is no information listed in the table. There is an Edit button on the right side that could be used to join this case to a lead case or another single case with the same base city and hearing location. See Section 5: Becoming a Rider Case for more information on joining a rider. There is also a hyperlink to the
Lead and Rider History table indicating that this case has previously been a lead or a rider case. See Section 4.5 for more information regarding Lead and Rider History.

### 4.5 Lead and Rider History

CASE documents information regarding lead and rider relationships and displays it on the *Lead & Rider Information History* screen, accessed via the hyperlink on the *Alien Info* tab. (Figure 9)

**NOTE:** This link is only present if a case has previous lead and rider relationships, not including the current relationship. The current relationship is not considered “history”, but the current relationship information can be found in the Lead and Rider Information table.

The *Lead & Rider Information History* window opens to the most recent historic relationship in a single page view. (Figure 10)
The history information captures:

a) Lead A-Number
b) Lead Charging Doc Date
c) Rider A-Number
d) Rider Charging Doc Date
e) Add/Join Date
f) Add/Join Reason
g) Sever Date
h) Sever Reason

Other previous relationships can be viewed in the single-page view by clicking on different page numbers in the *Page Through Results* field. (Figure 11)

Click on the *All* hyperlink in the *Page Through Results* field to view all historic relationships at one time. (Figure 12)
The most recent relationship is shown at the top in descending order of sever date. Each group of lead and rider(s) is contained within a single gray box. For each change in lead, a new gray box will be started, separated by a horizontal rule. **NOTE:** For a case that was a lead, all the past riders’ information appears, but for a case that was a rider, only their own historic relationship information shows.

Click **CLOSE** to close the *Lead & Rider Information History* window.

**Section 5: Becoming a Rider Case**

A case can become a rider at the time of its creation or after it is already an established single case. The process of making a case a rider during its creation is referred to as Adding a Rider. If a single case becomes a rider at a later time, it’s called Joining a Rider.

**5.1 Adding a Rider**

A case can be entered as a rider of an existing Lead Case or a Single Case that has the same base city and hearing location. The rider can only be entered if the lead already exists in CASE.

In order to add a rider, follow the below steps:

1. Access the **Case Manager** module. (Figure 13)
2. Enter **A-Number** into the **A-Number** field. (Figure 14)

3. Enter the **Lead A-Number** into the **Lead A-Number** field.

4. Enter **Lead’s Charging Document Date** into the **Charging Document Date** field.

5. Click **Add Rider** button.
   
   **NOTE:** If you accidentally click the Search button instead of the Add Rider button, CASE will not know to add this alien as a rider.

   ![](image1.png)

   **Figure 14:** Case Search Criteria Screen

   The **Add a New Case** wizard opens.

   6. Enter the general information about the rider in the **General Case Information** window. (Figure 15)
      
      **NOTE:** The Case Type field is populated based upon the lead case’s type. Verify the correct information appears.
7. Click **Continue**.

8. Verify the rider’s contact information in the **Contact Information** window. (Figure 16) **NOTE:** CASE populates this information from the lead’s case. It can be modified as necessary.
9. Click Continue.

10. Continue entering general information about the case into the General Case Information window. (Figure 17)

   **NOTE:** The CDD, Base City, Hearing Location, and IJ are populated from the lead case information. Base City and Hearing Location cannot be changed.

   ![Figure 17: General Case Information Entry](image)

11. Click Continue.

12. If applicable, select a type of Case Monitoring from the Case Monitoring Information window. (Figure 18)

   ![Figure 18: Case Monitoring Information Window](image)

13. Click Continue.
14. Enter the **Charge Information** into the *Charge Information* window. (Figure 19)

![Figure 19: Charge Information Window](image1.png)

15. Click **Continue**.

16. If applicable, enter **Allegations** into the *Allegations* window. (Figure 20)

![Figure 20: Allegations Window](image2.png)

17. Click **Save Data**.

A pop-up window appears stating “**Alien Reps at Court Information and future unadjourned Hearings carried over from the Lead.**” (Figure 21)
18. Click OK.

CASE returns to the **CASE SEARCH CRITERIA** screen. (Figure 22)

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5.2 **Joining a Rider to a Lead**

The process of Joining a Rider occurs when a Single Case must be joined to another Single Case or an existing Lead Case with the same base city and hearing location.

In order to join a rider to a lead, follow the below steps:

1. Access the **Case Manager** module. (Figure 13)

2. Enter **A-Number** that will become the rider case into the **A-Number** field. (Figure 14)

3. Click **Search**.

4. A list of matching cases appears.

5. Click on the **A-Number hyperlink** of the case to be opened.

6. The case opens to the **Alien Info** tab.

7. Click **Edit** on the **Lead and Rider Information** table. (Figure 23)
The Edit Lead and Rider Information window appears. (Figure 24)

Figure 24: Edit Lead & Rider Information Window

8. Enter the **Lead A-Number** into the **Lead A-Number** field.

Once a valid lead A-Number is entered, the Lead Charging Doc Date field and the Lead’s Future Hearings are automatically populated. There is also an option to carry over all of the lead’s future hearings to the rider. (Figure 25) If there are no future hearings, the list of future hearings and the checkbox are not displayed.
9. Verify the Lead Charging Doc Date. If the lead has more than one CDD, all others are available from the drop-down menu.

10. Ensure there is a checkmark in the Carry Over All Future Hearings? checkbox if future hearings are to be carried over to the rider. **NOTE:** Either all or none of the future hearings can be carried over to the rider.

11. If desired, enter a reason for the join in the Join Reason field. **NOTE:** This is not a required field.

12. Click **Join**.

If the rider has unadjourned future hearings, the system automatically adjourns them with adjournment code 97 - Case joined to Lead—Hearing Adjourned and produces a message stating: The Rider case has one or more future hearings. The hearings will automatically be adjourned if you continue the Join. To continue this process click **OK**. (Figure 26)

If the rider has unadjourned past hearings, these hearings must be adjourned before the join can take place. The system provides the following message: Please correct the following: Unable to join the Rider to the Lead because the Rider has unadjourned past hearings. You must adjourn the Rider’s hearings before joining this Rider. (Figure 27)
Section 6: Schedule Items

6.1 Rider’s Schedule of Hearings
One of the most significant enhancements to CASE in regards to lead and rider cases is the ability for a rider to maintain their own calendar of hearings. Previously, a rider case was not able to have a hearing without their lead and it was always assumed the rider attended the same hearings as the lead. This CASE upgrade now allows a rider to be scheduled alone and have its own record of hearings.

6.2 Inheriting Scheduled Items from Lead
While the rider can be scheduled without its lead, often times the lead and rider are scheduled together. To reduce data entry, riders can inherit a scheduled item from the lead. It is also possible to print notices for a lead and all of its riders during this process.

In order to carry over a lead’s scheduled items to a rider, follow the below steps:

1. Locate and open the lead case via the Case Manger module.

2. Click on the Schedule tab. (Figure 28)

3. Click on Add New Schedule Item. (Figure 29)
The Scheduling New Item – General Information window opens. (Figure 30)

4. Select all applicable hearing details.

5. Ensure the YES radio button is selected on the Riders: Carry Over Hearing To All Pending Riders? field if this hearing should be inherited by the riders.

6. Click Continue.

The Scheduling New Item – Date Selection window opens. (Figure 31)
7. Select the desired date. **NOTE:** If the desired date is not listed under *Available Sessions*, conduct a search in the *Search Start Date* field.

8. Click **Continue**.

**NOTE:** If the date, start time, base city, IJ code, and hearing location are the same as a rider’s hearing, the hearing is considered a duplicate. In this situation, although the system does not warn the user, a duplicate hearing for the rider will not be created.

If there is a scheduling conflict, then the following message is displayed:

“One or more Riders have an unadjourned hearing at the same date and time. Would you like to continue?” (Figure 32)

If the user clicks Cancel, the user will be returned to the Date Selection screen. If the user clicks OK, the Confirmation screen will be displayed.
Click **OK** to carry over the hearing. Any riders with an unadjourned hearing for the same date and time will not be scheduled for this hearing. Any riders without a hearing scheduled for the same date and time will inherit the item.

Click **Cancel** to return to the *Date Selection* screen.

If **OK** is selected, the *Scheduling New Item – Confirmation* screen appears. If the hearing was carried over to the riders, the *Print Lead And Rider Notices* field appears. (Figure 33)

![Figure 33: Print Lead and Rider Notices Field](image)

9. Select the desired notice type from the *Notice* drop-down menu.

10. Select the **YES** radio button in the *Print Lead And Rider Notices* field if individual notices need to be printed for the lead and riders separately.

    Select the **NO** radio button if only a notice for the lead needs to be printed.

11. Click **Print**.

    **NOTE:** The option to edit the notice is not available if the notice is being printed for the lead and the riders.

The lead’s list of scheduled items appears. (Figure 34)
6.3 Inheriting Adjournment Codes from Lead

Since riders are often scheduled for the same hearings as their lead, the system allows for adjournment codes for matching scheduled items to be carried from the lead to the rider’s hearings.

To carry an adjournment code from a lead’s scheduled item to a rider’s:

1. Locate and open the lead case via the Case Manger module.

2. Click on the Schedule tab. (Figure 35)

3. Click on the Schedule an Adjournment hyperlink. (Figure 36)
The Schedule – Add Adjournment window opens. If at least one rider has a hearing that is scheduled for the same date and time the Carry over to all Riders? field appears. (Figure 37)

![Figure 37: Carry Over to All Riders Field in Scheduling - Add Adjournment Window](image-url)

4. Select the desired adjournment code from the Adj.Code drop-down menu.

5. Ensure there is a checkmark in the Carry over to all Riders? checkbox if the adjournment code should be carried to the riders.

6. Click Save Data.

If matching rider scheduled item is unadjourned, the code will be carried over to all matching scheduled items.

If matching riders’ scheduled item has an adjournment code that is different than the selected adjournment code for the lead’s schedule item, the following message appears: At least one Rider case has one or more matching schedule items having a different adjournment code, therefore the Lead's adjournment code will not be populated to any of the Riders schedule items. (Figure 38)

![Figure 38: At Least One Rider Has Different Adjournment Code Message](image-url)

Click OK to acknowledge the message. The adjournment code will not populate to any riders where existing adjournment codes exist.
**Section 7: Severing a Rider from a Lead**

Severing a rider occurs when a rider needs to be separated from the lead alien.

In order to sever a rider from the lead, follow the below steps:

1. Access the Case Manager module. (Figure 13)
2. Enter rider’s A-Number into the A-Number field. (Figure 14)
3. Click Search.
4. A list of matching cases appears.
5. Click on the A-Number hyperlink of the case to be severed.
6. The case opens to the Alien Info tab.
7. Click Edit on the Lead and Rider Information table. (Figure 39)

![Figure 39: Edit Lead and Rider Information Table, Rider Screen](image)

The Edit Lead and Rider Information window appears. (Figure 40)
8. If desired, enter a reason for the sever in the *Sever Reason* field. **NOTE:** This is not a required field.

9. Click **Sever**.

If there are no future unadjourned hearings, the following message appears: *The actions you are performing will result in this case becoming a single case. Are you sure you want to proceed?* (Figure 41)

![Figure 41: Sever Case with No Future Unadjourned Hearings Message](image)

Click **OK** to continue the sever. The case becomes a Single Case and the Lead and Rider History table is populated or updated. **NOTE:** See *Section 4.5: Lead and Rider History* for more information on lead and rider history.

Click **Cancel** to cancel the sever. The case remains a rider case.

If there are future unadjourned hearings, the following message appears: *The actions you are performing will result in this case becoming a single case. This case has future hearings. You may either Adjourn or Retain the future hearings. Or click Cancel to discontinue the Sever.* (Figure 42)

![Figure 42: Sever Case with Future Unadjourned Hearings Message](image)
Click **RETAIN** to continue the sever keeping the future scheduled hearings on the rider’s schedule.

Click **ADJOURN** to continue the sever adjourning all future scheduled hearings on the rider’s schedule. The system automatically adjourns the hearings with adjournment code 96 - Case severed from Lead—Hearing Adjourned.

Click **CANCEL** to cancel the sever. The case remains a rider case with future scheduled hearings unaffected.

**Section 8: Asylum Clock Calculations**

Riders now have their own individual asylum clock that is not affected by the lead case. The calculations are based upon the rider’s own schedule of hearings independently from the lead.

**Section 9: CASE Calendar Reports**

CASE calendar reports provide future hearing schedule information for all riders as well as leads, not just if the rider’s schedule is different from the lead’s.

All rider cases are displayed with a plus sign (+) regardless of whether the rider(s) appears beneath their lead or not. In particular, if the report includes schedule information, the rider cases appear with a + even if the lead does not have the same schedule item and is not shown on the report. (Figure 43)

![Figure 43: Plus Sign Next to Rider Case in Calendar Report](image-url)
Section 10: Data Reconciliation

An automatic data conversion was performed in response to the lead and rider updates to CASE. In this update, most existing relationships and schedules were carried over, however, a small number of cases were not able to be automatically converted due to their data complexity. These cases require user interaction to reconcile the data. Some of these cases require the joining of a rider to a lead case while others may need the lead’s schedule to be copied to the rider case.

If a rider’s schedule was not converted, an alert with the following warning displays when the case is opened from the search screen:

*The system was not able to automatically copy the Lead’s schedule items to this Rider case. Please click the Copy Schedule From Lead button in the schedule tab to copy the appropriate schedule items from the Lead to this Rider case.* (Figure 44)

![Figure 44 - Schedule Tab, Rider Not Converted Message](image)

A similar warning also appears on the Schedule tab of the rider case. (Figure 45)

![Figure 45: Schedule Tab, Rider Not Converted](image)

1. Click the **Copy Schedule From Lead** button to perform the copy manually.

   The *Lead-Rider Schedule Copy Utility* screen appears. (Figure 46)
Figure 46: Lead-Rider Schedule Copy Utility

The Lead-Rider Schedule Copy Utility screen displays all of the rider’s existing hearings (if any) as well as the lead’s future hearings.

2. Click to put check marks next to the hearings to be carried over to the rider.

NOTE: If a lead’s hearing has a different Base City or Hearing Location than the rider’s, it is displayed but cannot be carried over. If the rider already has the same hearing as the lead, the user will not have the option to copy the lead’s hearing to the rider, because that would create a duplicate hearing.

3. Click the Save Data button to carry the hearings over.

One of several warning messages displays depending on the type of case and/or action performed. NOTE: After clicking OK on any of the warning messages below, the Copy Schedule from Lead button and Lead-Rider Schedule Copy Utility will not appear again.

If the case is an asylum case:

“WARNING. Copying the selected hearings to the Rider case may have implications to the Asylum Clock, and cannot be undone. Do you want the selected hearings to be copied to the Rider case?” (Figure 47)
If the case is not an asylum case:

“WARNING. Copying the selected hearings to the Rider case cannot be undone. Do you want the selected hearings to be copied to the Rider case?” (Figure 48)

![Figure 48 - Copy Selected Hearings to Rider Message](image)

If the user clicks Save Data but makes no changes:

“WARNING. Are you sure you don’t want to copy any of the Lead’s schedule items to the Rider? This action cannot be undone.” (Figure 49)

![Figure 49: No Copy of Lead’s Schedule to Rider Message](image)

4. Click OK or Cancel in response to each of the messages above.

NOTE: If Cancel is clicked, the system returns to the Schedule Copy Utility with the ability to make changes or cancel the copy schedule from the lead all together.

Section 11: Other Application Updates

Lead and rider relationships created within CASE are seen in other applications that work with the CASE system, therefore changes have also been applied to these systems. Digital Audio Recording (DAR) and the Electronic Contract Interpreter Ordering System (ECIOS) both reflect changes.

11.1 DAR

11.1.1 DAR Case List

DAR displays the IJ’s case list according to the hearings scheduled in CASE for that day. The following scenarios explain how the lead and rider relationship affects the DAR case list (Figure 50):
1. A lead case is scheduled and none of its riders have a matching scheduled item. Only the lead A-number appears on the DAR case list.

2. A lead case is scheduled and at least one of its riders has the same scheduled item. Only the lead case appears on the DAR case list.

3. A rider case is scheduled for a different hearing date and time than the lead case. The rider’s case appears on the DAR case list.

11.1.2 DAR Recordings
Now that a rider case maintains its own schedule of hearings, it also maintains its own record of DAR recordings. Regardless if a rider attends a hearing with its lead or on its own, the recording will be attached to the rider’s case. If the rider is ever severed from the lead, a copy of the recording stays with both the lead and the rider case.

11.2 ECIOS
All aliens, regardless of Lead/Rider/Single Case status, appear in reports with their designated language.

11.3 CASE Computer Based Training
All CASE Computer Based Training (CBT) modules have been updated to include new CASE functionality and screens related to lead and rider changes. CASE CBT is now available via www.learndoj.gov. The link to LearnDoJ is also available on the EOIR Intranet CASE CBT page. CASE CBT Lesson 6 has learning content directly related to lead and rider enhancements. It is strongly recommended that CASE users go through Lesson 6 prior to Lead and Rider deployment.