

## Volume XIV – E-Filing Form G-28

Attorneys or organizational representatives who wish to E-File an application or petition on behalf of a client must use Form G-28 (Notice of Entry of Appearance as Attorney or Representative).

### Purpose

In this document the following topics will be addressed:

- [How to Associate a G-28 With an Application or Petition](#)
- [Pre-Population of Fields on the G-28](#)
- [Modifying Your G-28](#)
- [The G-28 and Concurrent E-Filing Submissions](#)
- [Addressing Missing Information on the G-28](#)

### How to Associate a G-28 with an Application or Petition

Prior to filling out the primary application or petition, you must answer the following question. Your answer will determine whether a G-28 is required.

**Filing Status**

In order to electronically process your application, you must provide information for the items marked \* below.

**1. Attorney or non-attorney** -----

Please indicate below if you are filing this form as a qualified attorney or otherwise: \*

I am filing the form **for myself or to assist someone**. I am not a Qualified Attorney.

I am a **Qualified Attorney or Organization Representative**.

- Individual petitioners and applicants wishing to E-File a petition or application should select the first option.
- An attorney or representative wishing to E-File a petition or application on behalf of a client should select the second Filing Status option.

If you select the second option, the G-28 on-line E-Filing form will automatically be provided for completion after you complete the appropriate application(s) and/or petition(s).

### Pre-Population of Fields on the G-28

There are a number of items on the G-28 that request information provided on the principal application or petition. In these cases, the E-Filing system will automatically pull this information from the principal application or petition to insert into the G-28, which will help limit the number of times you have to key in the same information.

**Bureau of Citizenship and Immigration Services**

G-28 Addendum-Notice of Entry or Appearance as Attorney or Representative

Overview Filing Status **Form** Form Cl

In order to electronically process your application, you must provide information for the items marked \* below.

VOLAG Number: [Pre-populated]

**OR**

ATTY State License Number: [Pre-populated]

I hereby enter my appearance as attorney for (or representative of), and at the request of the named person: Void V Void [Pre-populated]

\*  Petitioner  Applicant  Beneficiary

**Select applicable item(s): \***

1: Attorney in Good Standing: [Pre-populated]

I am an attorney and a member in good standing of the bar of the Supreme Court of the United States or of the highest court of the following State, territory, possession, or District of Columbia, and am not under a court or administrative order suspending, enjoining, restraining, disbaring, or otherwise restricting my practice.

The fields for the pre-populated items shown above will not be provided for completion within the on-line form given that the system will pre-populate these fields with information previously provided on the associated application/petition.

## Modifying your G-28

Like with the applications/petitions themselves, prior to certifying your submission (see for more [Volume XV - Paying for and Submitting E-Filing Applications](#) information on certifying your forms) you will always be able to review or modify your G-28.

The screenshot shows a 'Form Checklist' page. At the top, there is a note: 'Note: There are still suggested fields not completed on the following for I-129 Classification Code - 1B1'. Below this, it says 'Below is the fee/fees for all forms currently in your application.' There is a table with two columns: 'Form' and 'Description'. The table contains one row: 'I-129 Classification Code - 1B1' and 'I-129 Application Fee'. Below the table, it says 'Total due from filer:'. There are two links: 'I-129 Classification Code - 1B1' and 'Add I-539 Add I-90Z'. At the bottom, there is a link 'G-28 -'. A blue arrow points from a yellow callout box to this link. The callout box contains the text: 'Modify Pre-Populated Info: Click on the G-28 link to review and/or change information previously provided.'

- Log-in to your *My Forms* account.
- Go to the *Form Checklist* page and click on the G-28 to go to the G-28 on-line E-Filing form to review and/or modify your G-28.

## The G-28 and Concurrent E-Filing Submissions

When concurrently E-Filing multiple applications/petitions for your client, you should expect to see only one (1) version of the PDF G-28 printout with the E-Filed application(s) or petition(s).

- G-28s within concurrently E-Filed submissions will only contain the name of the **primary** applicant or petitioner in the E-Filing.
  - The primary application/petition in a concurrently E-Filed submission is the form you initially selected in your *My Forms* account to begin the E-Filing process.
- While the names of other applicants will not appear on the G-28, the G-28 will be electronically linked to all applications/ petitions in your submission within the E-Filing system.

## Addressing Missing Information on the G-28

After submitting your client's application(s) or petition(s), be sure to review the PDF version of the submittal (see [Volume XV - Paying for and Submitting E-Filing Applications](#) for generating and printing PDF copies of E-Filed applications/petitions). If you feel there is missing or incorrect information on the G-28, please do the following:

- Write in the information in the appropriate space on the hardcopy G-28.
- Sign and date the G-28 in the appropriate area (signature box above "Certified and Filed By Internet Certified and Filed By Internet.")
- Send it in with the application's or petition's supporting documentation to the appropriate address provided on the Confirmation Receipt notice.

If you were not able to generate the PDF Confirmation Receipt notice, please see the forms' instructions to determine the appropriate mailing address.