



## eFile and eServe

### HOW TO ACCESS SERVINGS IN ECAB?

1. Click on the ECAB tile from the main dashboard.

#### Dashboard

The dashboard features four main tiles for eFile & eServe services, each with a blue icon and text:

- Tile 1:** eFile & eServe with the Administrative Review Board (ARB)
- Tile 2:** eFile & eServe with the Benefits Review Board (BRB)
- Tile 3 (highlighted with a red border):** eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- Tile 4:** eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

Below these tiles is a "My Account" tile with a person and gear icon.

2. Click on the approved <Docket Number> link. The user is navigated to the case details page.

#### ECAB Dashboard

The ECAB Dashboard includes buttons for "File a New Appeal - ECAB" and "Request Access to Appeals". Below is a section for "My Access Requests" with a table of case details.

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

| Docket Number                  | eFile Number     | Case Type | Status    | Last Updated On        | Details              |
|--------------------------------|------------------|-----------|-----------|------------------------|----------------------|
| <a href="#">ECAB-2012-0128</a> | ECAB-2009-510208 | FECA      | APPROVED  | 09/14/2020 - 07:58 EST | <a href="#">View</a> |
| <a href="#">ECAB-2020-2454</a> | ECAB-2009-502502 | FECA      | SUBMITTED | 09/10/2020 - 03:04 EST | <a href="#">View</a> |

\* All times displayed in US Eastern Timezone



## eFile and eServe

3. The **Documents Served by ECAB** table is showing the served documents list.

### Documents Served by ECAB

Showing 1 of 1 records [View More](#)

| eFile Number            | File Name                          | Description            | File Type  | Issued On              | Served On              | Accessed On | Notified On            |
|-------------------------|------------------------------------|------------------------|------------|------------------------|------------------------|-------------|------------------------|
| ESERVE-ECAB-2007-000399 | Test_eServe_ECAB-2012-01285233.pdf | Auto generated serving | TEST_SERVE | 07/20/2020 - 15:26 EST | 07/20/2020 - 17:00 EST |             | 07/20/2020 - 15:37 EST |

\* All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by ECAB** page.

### Documents Served by ECAB

Showing 1 of 1 records [View More](#)

| eFile Number            | File Name                          | Description            | File Type  | Issued On              | Served On              | Accessed On | Notified On            |
|-------------------------|------------------------------------|------------------------|------------|------------------------|------------------------|-------------|------------------------|
| ESERVE-ECAB-2007-000399 | Test_eServe_ECAB-2012-01285233.pdf | Auto generated serving | TEST_SERVE | 07/20/2020 - 15:26 EST | 07/20/2020 - 17:00 EST |             | 07/20/2020 - 15:37 EST |

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5. Click on the <file name> to access the served document.

### Documents Served by ECAB

[Help](#)

| eFile Number                                     | File Name                                     | Description                                     | File Type                                     |
|--------------------------------------------------|-----------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| <input type="text" value="Search eFile Number"/> | <input type="text" value="Search File Name"/> | <input type="text" value="Search Description"/> | <input type="text" value="Search File Type"/> |

Apply

| eFile Number            | File Name                          | Description            | File Type  | Issued On              | Served On              | Accessed On | Notified On            |
|-------------------------|------------------------------------|------------------------|------------|------------------------|------------------------|-------------|------------------------|
| ESERVE-ECAB-2007-000399 | Test_eServe_ECAB-2012-01285233.pdf | Auto generated serving | TEST_SERVE | 07/20/2020 - 15:26 EST | 07/20/2020 - 17:00 EST |             | 07/20/2020 - 15:37 EST |

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6. The **Accessed On** date will be displayed in the column.

### Documents Served by ECAB

[Help](#)

| eFile Number                                     | File Name                                     | Description                                     | File Type                                     |
|--------------------------------------------------|-----------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| <input type="text" value="Search eFile Number"/> | <input type="text" value="Search File Name"/> | <input type="text" value="Search Description"/> | <input type="text" value="Search File Type"/> |

Apply

| eFile Number            | File Name                          | Description            | File Type  | Issued On              | Served On              | Accessed On            | Notified On            |
|-------------------------|------------------------------------|------------------------|------------|------------------------|------------------------|------------------------|------------------------|
| ESERVE-ECAB-2007-000399 | Test_eServe_ECAB-2012-01285233.pdf | Auto generated serving | TEST_SERVE | 07/20/2020 - 15:26 EST | 07/20/2020 - 17:00 EST | 10/20/2020 - 03:34 EST | 07/20/2020 - 15:37 EST |

\* All times displayed in US Eastern Timezone