



## eFile and eServe

### HOW TO FILE A NEW APPEAL IN BRB?

1. Click on the **BRB** tile from the main dashboard.

#### Dashboard

The dashboard features a grid of four tiles, each with a blue icon and text. The first three tiles have a building icon, while the fourth has a gavel icon. The second tile, representing the Benefits Review Board (BRB), is highlighted with a red border. Below the grid is a 'My Account' tile with a person and gear icon. A 'Help' link is visible in the top right corner.

- eFile & eServe with the Administrative Review Board (ARB)
- eFile & eServe with the Benefits Review Board (BRB)
- eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

My Account

2. Click on the **File a New Appeal - BRB** button.

The navigation bar contains two buttons: 'Dashboard' with a home icon and 'BRB Dashboard'.

#### BRB Dashboard

The BRB Dashboard features two buttons: 'File a New Appeal - BRB' (highlighted with a red border) and 'Access Appeals'.



3. Click on the **Continue** button from the popup displayed.

Confirmation ✕

BRB reviews appeals of decisions under the Black Lung Benefits Act, and the Longshore and Harbor Workers' Compensation Act and its extensions—including the Defense Base Act. Appeals to the Board must be filed within 30 days from the date upon which a decision or order has been filed in the Office of the District Director. If you are seeking such a review, please click the "Continue" button below. If you have filed an appeal with the Board, and are trying to file a motion or seeking reconsideration, please "File Motion".

[Continue](#) [Cancel](#)

4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

**Note:** Fields in pages may change according to each selection on the previous page.

## New Appeal

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▼ Help [Help ?](#)

Please select your role on this Appeal. If you are a representative, please select the appropriate Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Boards' staff if necessary upon their review.

**Your Role on this Appeal \***

- Select your role on this appeal -

**Your Organization**

Boards Delegation Testing, 200 Constitution Avenue, NW

[Save Draft](#) [Cancel](#) [Next](#)





## New Appeal



▼ Help

Please enter the date of the decision that you wish to appeal. This can be found on the decision itself. Please also upload that decision in Adobe PDF format. PDFs of OALJ decisions may be found on the OALJ website located at:  
<https://www.dol.gov/agencies/oalj/apps/keyword-search>

**Decision Date (Lower Court) \***

**Do you have a decision file to upload?**

- Yes
- No

**Reconsideration Order Date**

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## New Appeal

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▼ Help

For BRB cases where the selected case type is DCWC, LDA, or LHCA, please enter the 8-digit Office of Workers' Compensation Programs (OWCP) number found on the first page of the decision you are appealing. Please enter this number without dashes. For example, OWCP number 05-137506 should be entered as 05137506

For BRB cases where the selected case type is BLA, BLO, BTD or MBO, please enter only the last 4 digits of the OWCP number which should be known to you and/or your attorney.

If you need to enter more OWCP Numbers, answering "Yes" to the question "Do you have more OWCP Numbers?" will display additional space for their entry. Please enter as many OWCP Numbers as needed on this form.

Please click "Next" to continue your filing.

**OWCP Number \***

**Does your case have any additional OWCP numbers?**

Yes

No

**OALJ Case Number ?**

  
ex.2013BLA12345

**Does your case have any additional OALJ Case Numbers?**

Yes

No

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## New Appeal

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### ▼ Help

Please enter all the parties that are associated with this appeal. Please click the "Add New Party" button to enter them. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case.

If you have changed the OALJ or OWCP numbers, please remove the previously fetched parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ or OWCP numbers.

Add New Party

Reload Parties

### Case Parties

Your profile information will always be loaded as the first party in the appeal. The following is your information taken from the profile information in your account.

Emma Sunny  
MA, US-CA  
Role: Attorney

Dicrus Mathew  
Ton, US-IN  
Role: Amicus

Edit

Remove

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## New Appeal

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▼ [Help](#)

Please review the information below to ensure that the attorneys of record are assigned to the correct parties. Please click "Next" to continue your filing.

### Party Details

| Name          | Role     |
|---------------|----------|
| Emma Sunny    | Attorney |
| Dicrus Mathew | Amicus   |

Select the parties represented by Emma Sunny

Dicrus Mathew

Claimant in this Appeal \*

Dicrus Mathew

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## New Appeal

100%

### Terms & Conditions

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

Accept Above Terms & Conditions

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## eFile and eServe

- On the final page of the wizard, **Accept Above Terms & Conditions** and click on the **'Submit to BRB'** button.

### New Appeal

100%

**Terms & Conditions**

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Accept Above Terms & Conditions

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- The new appeal will be shown in your **'New Appeals'** table with **'SUBMITTED'** status along with a confirmation message.

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and savings and to submit new filings.

Showing 3 of 3 records [View More](#)

| Docket Number      | eFile Number                    | Case Type  | Status    | Last Updated On        | Details              |
|--------------------|---------------------------------|--|-----------|------------------------|----------------------|
| Pending Assignment | <a href="#">ARB-2009-510236</a> | BLA - Black Lung Benefits Act                                | SUBMITTED | 09/14/2020 - 02:40 EST | <a href="#">View</a> |
| ARB-2008-1084      | ARB-2008-502084                 | AR - Aviation Involvement & Reform Act (AIR21) Whistleblower | APPROVED  | 08/21/2020 - 05:33 EST | <a href="#">View</a> |
| Pending Assignment | ARB-2007-500252                 | CFP - Consumer Financial Protection Act                      | SUBMITTED | 01/11/2020 - 08:28 EST | <a href="#">View</a> |

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

| eFile Case Number                               | eFile Number | Case Type | Draft Saved On | Actions |
|---|--------------|-----------|----------------|---------|
| There are no appeals in draft state to display. |              |           |                |         |

\* All times displayed in US Eastern Timezone



## eFile and eServe

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

| Appeal Details              |                               |
|-----------------------------|-------------------------------|
| Docket Number               | Pending Assignment            |
| eFile Number                | BRB-2009-510202               |
| eFile Case Number           | EFS-BRB-2009-208943           |
| Board                       | BRB                           |
| Case Type                   | BLA - Black Lung Benefits Act |
| Decision Date (Lower court) | 09/09/2020                    |
| Decision File               | Document not uploaded         |
| Notice of Appeal File       | Processing please wait.       |
| OALJ Case Number            | NA                            |
| OWCP                        | 1234                          |
| Reconsideration Order Date  | NA                            |
| Your Role in this Appeal    | Attorney/Lay Representative   |
| Organization                | Boards Delegation Testing     |
| Status                      | SUBMITTED                     |
| Access Status               | SUBMITTED                     |
| Submitted On                | 09/14/2020 - 04:57 EST        |

### Parties in this Appeal

The table lists all the parties in this appeal.

| Name          | Address  | Role in the Case |
|---------------|--|------------------|
| Emma Sunny    | 578 Cross St. Brighton, MA 02135, MA, US-CA, 06392               | Attorney         |
| Diorus Mathew | 56 Constitution Ave. Peachtree City, GA 30289, Ton, US-IN, 88888 | Amicus           |

### Status Update Log

| eFile Number    | eFile Status | Comment                        | Updated On             |
|-----------------|--------------|--------------------------------|------------------------|
| BRB-2009-510202 | SUBMITTED    | New appeal has been submitted. | 09/14/2020 - 04:57 EST |