



eFile and eServe

HOW TO BECOME ATTORNEY OF RECORD?

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

Dashboard

The dashboard features five main tiles. The second tile from the left, labeled "eFile & eServe with the Benefits Review Board (BRB)", is highlighted with a red border. The other tiles are: "eFile & eServe with the Administrative Review Board (ARB)", "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)", and "My Account".

2. Click on an Appeal from **Accessed Cases** table with User Type "Observer".

BRB Dashboard

The BRB Dashboard includes buttons for "File a New Appeal - BRB" and "Access Appeals". Below is the "Accessed Appeals" table, which lists three appeals. The first row is highlighted with a red border.

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
BRB-2011-0660	EFS-BRB-2007-050015	Mr. FNAME101332 MNAME100233 Boroski	09/03/20 - 08:15:11 EST	Observer	Org - Jacky, Address - Jacky 1
BRB-2012-0196	EFS-BRB-1201-050010	FNAME89519 MNAME88575 Armani	08/21/20 - 12:39:22 EST	AoR	Org - Jacky, Address - Jacky 1
BRB-2012-0191	EFS-BRB-1201-050007	FNAME132105 MNAME130515 Mikhail	08/21/20 - 12:37:12 EST	Observer	Org - Jacky, Address - Jacky 1

* All times displayed in US Eastern Timezone



- The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.

Appeal Details

Summary

[Help](#)

eFile Case Number	EFS-BRB-2007-050015
Docket Number	BRB-2011-0660
Board	BRB
Case Type	LHCA
Claimant Name	Mr. FNAME101332 MNAME100233 Boroski
Appeal Date	06/29/2011
Decision Date	06/10/2011
proSe	FALSE

[Remove From My Dashboard](#)[Make Attorney of Record](#)

- Click on the **Make Attorney of Record** button.

Appeal Details

Summary

eFile Case Number	EFS-BRB-2007-050015
Docket Number	BRB-2011-0660
Board	BRB
Case Type	LHCA
Claimant Name	Mr. FNAME101332 MNAME100233 Boroski
Appeal Date	06/29/2011
Decision Date	06/10/2011
proSe	FALSE

[Remove From My Dashboard](#)[Make Attorney of Record](#)

- The case details page is displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons along with a confirmation message.



Appeal Details

You are now an Attorney of Record.

Summary

eFile Case Number	EFS-BRB-2007-050015
Docket Number	BRB-2011-0660
Board	BRB
Case Type	LHCA
Claimant Name	Mr. FNAME101332 MNAME100233 Boroski
Appeal Date	06/29/2011
Decision Date	06/10/2011
probe	FALSE

- [Submit a New Filing](#)
- [Remove From My Dashboard](#)
- [Delegate Access](#)
- [Remove Attorney of Record](#)

6. Click on the **BRB Dashboard** breadcrumb to go to the appeal dashboard.



Appeal Details

7. The accessed case will be shown in your **Accessed Appeals** table with User Type **AoR**.

BRB Dashboard

[File a New Appeal - BRB](#) [Access Appeals](#) [Help](#)

Accessed Appeals

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 3 of 3 records [View More](#)

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BRB-2011-0660	EFS-BRB-2007-050015	Mr. FNAME101332 MNAME100233 Boroski	09/03/20 - 06:15:11 EST	AoR	Org - Jacky, Address - Jacky 1
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