



eFile and eServe

HOW TO SUBMIT A NEW FILING TO AN APPEAL 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 building icon:

- 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)** (highlighted with a red border)
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

A fifth tile labeled "My Account" with a person and gear icon is located below the others.

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

ECAB Dashboard

The ECAB Dashboard includes two buttons: "File a New Appeal - ECAB" and "Request Access to Appeals". Below is the "My Access Requests" section, which lists the following data:

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510206	FECA	APPROVED	09/14/2020 - 07:58 EST	View
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	View

* All times displayed in US Eastern Timezone



eFile and eServe

3. Click on the 'Submit a New Filing' button. User is navigated to 'New Filing to Boards' page

Appeal Details

Summary

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	Mr. FNAME88458 MNAME87533 JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
probe	FALSE

[Submit a New Filing](#)

[Remove From My Dashboard](#)

4. The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.



New Filing to ECAB

[Help](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

Docket Number

Filing Category *

File *

 No file chosen

Only files with the following extensions are allowed: pdf and size should be less than 200MB

IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

I understand that I must comply with the redaction rules. I have read this notice.

5. The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.



eFile and eServe

Appeal Details

The new filing has been submitted to the appeal.

[Help](#)

Summary

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Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	Mr. FNAME88458 MNAME87533 JONES
Appeal Date	10/30/2011
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[Submit a New Filing](#) [Remove From My Dashboard](#) [Delegate Access](#)

Case Status Details

[Refresh](#)

[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Decision issued: C1 - D&O - Affirmed	05/18/2012	
events	128 - Submitted to Docket for issuance	05/17/2012	
events	114 - Panel assigned/case placed on Board agenda	05/14/2012	
appeals	Case processable	11/22/2011	
events	27A - Granted - Acknowledgement letter sent (FNAME89125)	11/07/2011	

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Filings

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

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Other	ECAB-2009-510212	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 08:00 EST	09/14/2020 - 08:00 EST	View

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

Filings

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

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Other	ECAB-2009-510212	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 08:00 EST	09/14/2020 - 08:00 EST	View

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7. The user is displayed with a details popup and is able to click on the document links which are submitted by the user.

Filing Details	
eFile Number	ECAB-2009-510212
eFile Case Number	EFS-ECAB-1110-050001
Filing Category	Motion
Filing Type	Other
Filed Documents	Decisionfile_5.pdf
Status	SUBMITTED
Submitted On	09/14/2020 - 08:00 EST

Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2009-510212	SUBMITTED	New filing has been submitted.	09/14/2020 - 08:00 EST