



# eFile and eServe

## HOW TO ACCESS SERVINGS IN ARB?

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

### Dashboard

Help

- 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 approved <Docket Number> link with **User Type "AoR"**. The user is navigated to the appeal details page.

### ARB Dashboard

File a New Appeal - ARB    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 5 of 12 records    View More

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ARB-2019-0078	EFS-ARB-1908-072033	Michael Brooks	10/13/20 - 07:19:03 EST	AoR	Gretas Attorneys at Law, 3691 Honeysuckle Lane
ARB-2016-0054	EFS-ARB-1604-064652	Seneca Re-Ad Industries	10/06/20 - 01:58:46 EST	AoR	Gretas Attorneys at Law, 3691 Honeysuckle Lane
ARB-2020-0001	EFS-ARB-1910-071880	Scott Figgins	10/05/20 - 04:04:23 EST	Observer	Gretas Attorneys at Law, 3691 Honeysuckle Lane
ARB-2019-0048	EFS-ARB-1904-072205	Norfolk Southern Railway Company	10/01/20 - 08:24:25 EST	AoR	Gretas Attorneys at Law, 3691 Honeysuckle Lane
ARB-2019-0054	EFS-ARB-1905-071962	Soo Line Railroad Company d/b/a (Jeffrey Helgeson)	10/01/20 - 08:24:25 EST	AoR	Gretas Attorneys at Law, 3691 Honeysuckle Lane

\* All times displayed in US Eastern Timezone



## eFile and eServe

3. The **Documents Served by ARB** table displays the served documents list.
  - a. **Issued On** – The date and time the serving was issued by ARB
  - b. **Served On** - The date and time the serving was served to the dashboard
  - c. **Notified On** - The date and time the email regarding the serving was sent
  - d. **Accessed On** - The date and time the serving was access by the user.

### Documents Served by ARB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ARB-1701-217621	10780618_SNS404-5G-B1 7011215480.pdf			01/12/2017 - 05:00 EST	01/12/2017 - 05:00 EST		01/12/2017 - 05:00 EST
ARB-1604-211073	10560532_SNS404-5G-B1 6042114080.pdf			04/22/2016 - 05:00 EST	04/22/2016 - 05:00 EST		04/22/2016 - 05:00 EST

\* All times displayed in US Eastern Timezone

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

### Documents Served by ARB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ARB-1701-217621	10780618_SNS404-5G-B1 7011215480.pdf			01/12/2017 - 05:00 EST	01/12/2017 - 05:00 EST		01/12/2017 - 05:00 EST
ARB-1604-211073	10560532_SNS404-5G-B1 6042114080.pdf			04/22/2016 - 05:00 EST	04/22/2016 - 05:00 EST		04/22/2016 - 05:00 EST

\* All times displayed in US Eastern Timezone

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

### Documents Served by ARB

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
ARB-1701-217621	10780618_SNS404-5G-B1 7011215480.pdf			01/12/2017 - 05:00 EST	01/12/2017 - 05:00 EST		01/12/2017 - 05:00 EST
ARB-1604-211073	10560532_SNS404-5G-B1 6042114080.pdf			04/22/2016 - 05:00 EST	04/22/2016 - 05:00 EST		04/22/2016 - 05:00 EST

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

### Documents Served by ARB

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
ARB-1701-260839	10780618_SN5404-5G-B1 7011215480.pdf			01/11/2017 - 19:00 EST	01/11/2017 - 19:00 EST	10/13/2020 - 10:23 EST	01/11/2017 - 19:00 EST
ARB-1604-244990	10560532_SN5404-5G-B1 6042114080.pdf			04/21/2016 - 20:00 EST	04/21/2016 - 20:00 EST	10/13/2020 - 10:23 EST	04/21/2016 - 20:00 EST

\* All times displayed in US Eastern Timezone