U.S DEPARTMENT OF LABOR

User Guides for DOL Trusted Users

Version 1.0

November 9, 2020
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MAIN MENU AND DASHBOARD
The Department of Labor’s (DOL) eFile and eServe system is an Integrated gateway for filing and serving documents with DOL. The Department of Labor (DOL) handles roughly 14.7 million pages of paper each year in support of the adjudicatory processes in the Office of Administrative Law Judges (OALJ) and the Adjudicatory Boards (the Boards).

The Office of the Chief Information Officer (OCIO), in partnership with its DOL customer agencies, has worked collaboratively to implement an enterprise-level eFile/eServe solution. The solution leverages capabilities such as single sign-on, document management, and automated email notifications. The eFile and eServe solution integrates seamlessly with OALJ’s CaseTracking System, the Boards’ DOL Appeals system, and the OWCP Imaging System (OIS).

When a user logs in to the eFile and eServe system, the first page they are presented with is the Main Menu and Dashboard. This is the starting point for all navigations on the site.

The main dashboard features a set of tiles that lets the user navigate to different parts and functionalities that the site offers.

Users can access cases, file new cases, submit filings to cases, and view servings with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA).

Similarly, users can access appeals, file new appeals, submit filings to appeals and view servings with the Administrative Review Board (ARB), the Benefits Review Board (BRB), and the Employees' Compensation Appeals Board (ECAB).

Additionally, users can manage their profiles, create or join organizations, create mailboxes that help in managing the cases and appeals that they are working on as part of a company, organization, or group.
HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. Click on the **HOME** menu to navigate to the eFile and eServe Homepage.

2. Click on **DASHBOARD** to display the dropdown menu.
3. To navigate to the dashboard for OALJ and BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.

4. To navigate to the ARB Appeals dashboard, click on the sub-menu **ARB Dashboard** from the **DASHBOARD** header menu.
5. To navigate to the BRB Dashboard, click on the sub-menu **BRB Dashboard** from the **DASHBOARD** header menu.

6. To navigate to the ECAB Dashboard, click on the sub-menu **ECAB Dashboard** from the **DASHBOARD** header menu.
Click on the header menu **My Account** to access the My Account dropdown.

7. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the ‘My Profile’ page.
8. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the ‘My Organizations’ page.

9. Click on the header menu **Support** to access the Support drop.
10. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the ‘FAQ’ page.

11. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the ‘Video Tutorials’ page.
12. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the ‘User Guides’ page.

13. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the ‘Contact’ page.
HOW TO NAVIGATE THROUGH THE TILES?

1. Click on the **OALJ or BALCA tile** from the main dashboard page to access the ‘OALJ or BALCA’ dashboard.

2. Click on the **ARB tile** from the main dashboard page to access the ‘ARB’ dashboard.
3. Click on the **BRB** tile from the main dashboard page to access the ‘BRB’ dashboard.

4. Click on the **ECAB** tile from the main dashboard to access the ‘ECAB’ dashboard.
5. Click on the **My Account** tile to access the ‘My Account’ dashboard

6. Click on the **My Profile** tile from the “My Account” dashboard to access the “My Profile” dashboard
OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Login to your account and navigate to any page in the portal. Note: All pages have this feature.

2. Click on the Help link provided to the right top of the main content page.
3. To the right of the page, the help popup will be displayed.
HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES

1. From the main menu, click on the **Support tab** and select the **Contact** submenu.

2. For issues with account creation, signing in, changing Login.gov settings, two-factor authentication, and more, please click on the hyperlink provided to **contact the Login.gov team**.

And you will be redirected to the concerned site.
HOW TO CONTACT THE SUPPORT TEAM FOR EFILE AND ESERVE SITE-RELATED ISSUES

1. From the main menu, click on the Support tab and select the Contact submenu.
2. Start filling the form by entering your First Name, Last Name and Email ID.
3. Next, select your User type and Area of the Site that you need help with.
4. Fill in your questions, concerns, and comment in the box provided. Also provide any additional info you may have to convey to the support team like a type of login, email address, profile, data, etc. Provide as much information as possible to aid in quick redressal.
5. Once you have filled in all the details above click on the **Submit** button beneath the form. Use the **Reset** button to clear the form.
USER PROFILE AND ORGANIZATION MODULE
The User Profile and Organization module lets you create and manage your profile and organization that you are part of.

Every user needs to set up and keep their user profiles updated for the agencies to be able to process their cases, appeals, and filings properly. The user profile can be set up and updated in the User Profile page. This form also lets you indicate if the user is an attorney. The details in the user profile are used during filing cases or appeals and selected details are sent during submission of most forms in the eFile and eServe system. Hence, it is essential to keep the user profile current and up to date.

If the user is part of a company, organization, or group, the eFile and eServe system allows the users to join existing organizations or set up new ones to manage how cases and appeals related to the organization is managed. A user can be part of multiple organizations to manage how they interact with different cases or appeals.

Within the Organization module, you can create organizations or join existing ones, add members to the organization, manage administrators of the organization, and create and manage shared mailboxes.

Shared mailboxes are used to set rules for delivering emails to members of the organization. Each mailbox is linked to one or more agencies and some or all case types related to these agencies. Using shared mailboxes, the organization can control the flow of served emails to those members who are interested in the case types that are linked to the specific mailbox. A member can be part of multiple mailboxes.

Organization also allows attorneys to delegate their cases and appeals to other members of the same organization to manage on their behalf, freeing them of many of the administrative tasks.
HOW TO EDIT YOUR USER PROFILE?

1. Click on the My Account tile from the main dashboard.

2. Click on the User Profile tile from the My Account page.
3. Edit the fields in the displayed form.

### My Profile

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Charlie</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>John</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Wingstein and Drager Attorneys at Law, 96 Constitution Ave</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Address 1</td>
<td>58 Constitution Ave, Peachtree City, GA 30269</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Address 3</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Chicago</td>
</tr>
</tbody>
</table>
eFile and eServe

State *
Illinois

Zip Code *
54643
Zip code format should be: NNNNN (optionally NNNNN-NNNNN) (N-Number, -Alphabet)

Time Zone
- None -

Main Phone Number *
6576545210
International phone number formats are supported

Mobile Phone Number
6254654515
International phone number formats are supported

Email Address
example@domain.com
This is the email used to login to the system. You cannot edit/change this value.

I am an attorney

User Type
Trusted

Terms & Conditions of Use
This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in its sole discretion, to modify, alter or otherwise update these Terms and
4. Select the checkbox if you are an attorney and click the Save button.

5. The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.
HOW DO YOU ADD AN ORGANIZATION?

1. Login to your account
2. Click on the ‘My Account’ menu item or the ‘My Account’ tile on the dashboard
3. Navigate to ‘My Organizations’

4. Click on “Add Organization” and fill in the details
5. Click “Save” to add your Organization
6. A new organization is added
7. Click on the organization name to visit the organization details page. The organization will be public by default. Admin can change it to trusted if needed.

**Organization Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wingston and Braygo Attorneys of Law</td>
<td><a href="mailto:info@wingstonlaw.com">info@wingstonlaw.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Administrators**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiju Isaac</td>
<td><a href="mailto:tijustester123@gmail.com">tijustester123@gmail.com</a></td>
<td>Attorney</td>
<td>Public</td>
<td>10/14/2020 - 12:05 EST</td>
</tr>
</tbody>
</table>

**Active Members**

**Join Requests**

**Pre-Approved Members**

<table>
<thead>
<tr>
<th>Email</th>
<th>Status</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no join requests to this organization.

Note: dash-colored emails show a mismatch with the organization domain.
HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

1. If you are not logged in already, follow the steps below
   a. Log in as the organization administrator
   b. Click on the My Account tile and click My Organizations.

2. If you are logged in, then click on the 'My Organization' breadcrumb.

3. Click on the name of the organization you wish to manage.

4. Click on the “Add Members” button.
5. Enter the email ids of members separated by commas and click submit.
6. A confirmation message will be displayed. Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.

**Organization Details**

- Added 3 users to the organization.
- An email notification has been sent to the users.
- An email notification has been sent to the organization administrator(s).

**Administrators**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tji Issac</td>
<td><a href="mailto:tjiTESTER123@gmail.com">tjiTESTER123@gmail.com</a></td>
<td>Attorney</td>
<td>Trusted</td>
<td>10/14/2020, 02:05 EST</td>
</tr>
</tbody>
</table>

**Active Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:carolTESTER001@gmail.com">carolTESTER001@gmail.com</a></td>
<td>Attorney</td>
<td>Trusted</td>
<td>07/14/2020, 03:07 EST</td>
<td>Edit</td>
</tr>
<tr>
<td>Joseph Joseph</td>
<td><a href="mailto:rahulTESTER002@gmail.com">rahulTESTER002@gmail.com</a></td>
<td>Attorney</td>
<td>Trusted</td>
<td>07/22/2020, 10:28 EST</td>
<td>Edit</td>
</tr>
<tr>
<td>Tji Issac</td>
<td><a href="mailto:tjiTESTER123@gmail.com">tjiTESTER123@gmail.com</a></td>
<td>Attorney</td>
<td>Trusted</td>
<td>10/14/2020, 02:05 EST</td>
<td></td>
</tr>
</tbody>
</table>

**Join Requests**

There are no join requests to this organization.

Note: Red colored requests show a mismatch with the organization domain.

**Pre-Approved Members**

<table>
<thead>
<tr>
<th>Email</th>
<th>Status</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:digger@gmail.com">digger@gmail.com</a></td>
<td>PENDING</td>
<td>10/14/2020</td>
<td>Remove</td>
</tr>
</tbody>
</table>
HOW DO YOU SEARCH FOR AN EXISTING ORGANIZATION AND REQUEST TO JOIN IT?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”

2. My Organizations main page will be displayed. Click on the “Search Organizations” button to see the search option.
3. Type in the search string and click “Search”.

4. In the search result, identify the organization and click on “Request Join” to send a request to the administrator to add you to the organization.

5. This is the confirmation message for Request Join.
6. My Organizations main page will show the organization in the table with “Requested” status. Once the administrator of the organization approves the request, you will be added to the organization.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Type</th>
<th>Website</th>
<th>Contact Name</th>
<th>Contact Email</th>
<th>Contact Number</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weinstein and Dreger Attorneys of Law</td>
<td>Trusted</td>
<td>Tiju</td>
<td>Tiju Issac</td>
<td><a href="mailto:tjutester123@gmail.com">tjutester123@gmail.com</a></td>
<td>1154630255</td>
<td>56 Constitution Ave, Peachtree City, GA 30336, Idaho, United States</td>
<td>Edit</td>
</tr>
<tr>
<td>Alex’s organization</td>
<td>Public</td>
<td>Alex J</td>
<td>Jacob</td>
<td><a href="mailto:fastersalex001@gmail.com">fastersalex001@gmail.com</a></td>
<td>9981308722</td>
<td>Address 1, Address 2, Address 3, England, United Kingdom</td>
<td>Requested / Cancel Request</td>
</tr>
</tbody>
</table>
HOW DO YOU ACCESS THE ORGANIZATION PAGE?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”

2. My Organization main page will be displayed and click on the organization name to see details of the organization
3. Click the View More Organization Details to see the full details of the organization.

4. The full details of the organization will be displayed.
HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”

2. Click on the name of the organization you wish to edit.
3. Click on the “Edit Organization” button to edit the organization details.

4. Click the “Edit” link on the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.
5. Click the “Save” button to save the edited details of the organization. This is the confirmation message for saving the edited details.

**Organization Details**

- **Wingstein and Dragger Attorneys of Law has been updated.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Wingstein and Dragger Attorneys of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Email</td>
<td><a href="mailto:info@wingstein.com">info@wingstein.com</a></td>
</tr>
<tr>
<td>Contact Name</td>
<td>Tiju Issac</td>
</tr>
<tr>
<td>Contact Number</td>
<td>1154529255</td>
</tr>
<tr>
<td>Organization Type</td>
<td>Trusted</td>
</tr>
<tr>
<td>Address</td>
<td>56 Constitution Ave, Peachtree City, GA 30268, United States</td>
</tr>
</tbody>
</table>
HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Login to your account and access the Organization Details page and click on “Manage Administrators”

2. Click on the “Add as Administrator” link against which member to be made the administrator.
3. The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

![Image of Manage Administrators]

4. To remove the administrator, click on the “Remove as Administrator” link. Hit OK on the pop-up to confirm.

![Image of Manage Administrators after removal]

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HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

1. Login to your account as an Organization administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.
2. The user will be directed to the Edit User Info page.

![Edit User Info](image)

3. Change the User Type of the member and click on the Update User button.

![Edit User Info](image)
A confirmation message will be displayed and in the Active Members table the user type of the member changes.
HOW DO YOU REMOVE A MEMBER FROM THE ORGANIZATION?

1. Login to your account as Organization administrator and navigate to the Organization page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tija Kest</td>
<td><a href="mailto:tjkestester123@gmail.com">tjkestester123@gmail.com</a></td>
<td>Attorney</td>
<td>Trusted</td>
<td>10/14/2020 - 02:05 EST</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Active Members

- Carol Max
  - Email: carolmax001@gmail.com
  - User Type: Attorney
  - User Role: Trusted
  - Created On: 07/14/2020 - 03:57 EST

- Joseph Joseph
  - Email: josephjoseph002@gmail.com
  - User Type: Attorney
  - User Role: Trusted
  - Created On: 07/22/2020 - 10:29 EST

Join Requests

- None

Pre-Approved Members

- Email: digger@gmail.com
  - Status: PENDING
  - Created On: 10/14/2020
2. Click on the “Remove” link next to the Member to be removed, a confirmation pop-up will be displayed. Confirm and see confirmation of removal.
HOW TO CREATE NEW SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

   ![Organization Details](image)

2. Click on the “Add Mailbox” button.

   ![Manage Mailboxes](image)

   Organization: Wingstein and Dragger Attorneys of Law
3. Fill all the required data in the form and click the ‘Save’ button to create the mailbox.

Add Mailbox

- **Name**: Shared Mailbox ABCD
- **Email**: sharedmailbox1@gmail.com
- **Agency**: ECAB
- **Case Types**: FECA
- **Description**: XYZ
- **Status**: Active

Save  Cancel
4. A new shared mailbox is created.

Manage Mailboxes

- Shared Mailbox ABCD shared mailbox has been added successfully

Organization: Wingstein and Dragger Attorneys of Law

Add Mailbox

Search

Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Mailbox ABCD</td>
<td><a href="mailto:sharedmailbbox@gmail.com">sharedmailbbox@gmail.com</a></td>
<td>10/14/2020 - 02:19 EST</td>
<td>Edit</td>
</tr>
</tbody>
</table>
HOW TO ADD MEMBERS IN SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

2. Click on the mailbox name from the table.
3. The mailbox details page is displayed. Click on the “Manage Members” button.

Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Mailbox ABCD</td>
<td><a href="mailto:sharedmailbox1@gmail.com">sharedmailbox1@gmail.com</a></td>
<td>Active</td>
<td>10/24/2020 - 02:20 EST</td>
</tr>
</tbody>
</table>

Agency – Case-Type List

- EGAB
- FECAB

There are no users added to this mailbox.

4. Click on the Add Member link against the member to be added to the mailbox.

Manage Members

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Mailbox ABCD</td>
<td><a href="mailto:sharedmailbox1@gmail.com">sharedmailbox1@gmail.com</a></td>
<td>Attorney</td>
<td>10/24/2020 - 02:20 EST</td>
</tr>
</tbody>
</table>

Members

Search

Enter Name or Email address

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:carolraster001@gmail.com">carolraster001@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 03:07 EST</td>
<td>Add Member</td>
</tr>
<tr>
<td>Tiju Issac</td>
<td><a href="mailto:tjujester123@gmail.com">tjujester123@gmail.com</a></td>
<td>Attorney</td>
<td>10/14/2020 - 02:05 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>
5. Add Member confirmation will be displayed. Also the “Add Member” link against the added member changes to “Remove”.

Manage Members

Organization: Wingstein and Dragger Attorneys of Law

Members

Search

Enter Name or Email address

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroleaste001@gmail.com">caroleaste001@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 03:07 EST</td>
<td>Remove</td>
</tr>
<tr>
<td>Tiju Issac</td>
<td><a href="mailto:tjputer123@gmail.com">tjputer123@gmail.com</a></td>
<td>Attorney</td>
<td>10/14/2020 - 02:05 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>
HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

2. Click on the mailbox name from the table.
3. The mailbox details page is displayed. Click on the “Manage Members” button.

**Mailbox Details**

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Mailbox ABCD</td>
<td><a href="mailto:sharedmailbox1@gmail.com">sharedmailbox1@gmail.com</a></td>
<td>Active</td>
<td>03/14/2020 - 02:19 EST</td>
</tr>
</tbody>
</table>

**Agency - Case Type List**

- ECAB
- FECA

**Manage Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroltest001@gmail.com">caroltest001@gmail.com</a></td>
<td>Attorney</td>
<td>Remove</td>
</tr>
</tbody>
</table>

4. Click on the Remove link against the member to be removed from the mailbox. A confirmation pop-up will be displayed. Confirm the pop-up.

**Manage Members**

Organization: Wingstein and Dragger Attorneys of Law

**Members**

Search

Enter Name or Email address

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroltest001@gmail.com">caroltest001@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 02:18 EST</td>
<td>Remove</td>
</tr>
<tr>
<td>Tiju Isun:</td>
<td><a href="mailto:tiju.isun123@gmail.com">tiju.isun123@gmail.com</a></td>
<td>Attorney</td>
<td>10/14/2020 - 02:06 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>
5. Remove Member confirmation will be displayed. Also the “Remove” link against removed member changes to “Add Member”.

Manage Members

- Removed Carol Max from the mailbox Shared Mailbox A/B/C/D
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Mailbox A/B/C/D</td>
<td><a href="mailto:sharedmailbox01@gmail.com">sharedmailbox01@gmail.com</a></td>
<td>Active</td>
<td>10/14/2020 - 02:27 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>

Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroltester001@gmail.com">caroltester001@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 03:17 EST</td>
<td>Add Member</td>
</tr>
<tr>
<td>Tiju Isaac</td>
<td><a href="mailto:tjutest0002@gmail.com">tjutest0002@gmail.com</a></td>
<td>Attorney</td>
<td>10/14/2020 - 02:25 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>
OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS

1. Email Notification to Admin on ‘Add Administrator’ to Organization:

   Dear Joseph Sunny,

   You have been granted the administrator role for the organization California Court Law in the Department of Labor’s (DOL) eFile and eServe system.

   Administrator,
   California Court Law

2. Email Notification to Admin on ‘Remove Administrator’ to Organization:

   Dear Joseph Sunny,

   Your administrator role for the organization California Court Law in the Department of Labor’s (DOL) eFile and eServe system has been revoked.

   Administrator,
   California Court Law
3. Email Notification to Admin on ‘Request to Join Organization’ from User:

DOL eFile-eServe – Request to join organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

eFile and eServe

Dear Administrator(s),

Angel George (email id: angelgeorge001@gmail.com) has requested to join the organization Wingstien and Dragger Attorneys.

Please click on the link below to confirm or reject the request.

https://eefirst.mindpoint.com/dashboard/user-profile/org/10269/view

Thank you,
Team eFile and eServe

4. Email Notification to Admin on ‘Request to Join Organization - Rejected’:

DOL eFile-eServe – Rejected - Request to join organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

eFile and eServe

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been rejected.

Thank you,
eFile and eServe
5. Email Notification to User on ‘Request to Join Organization - Rejected’:

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys

EFile/eServe Support <support@efsdev.com>

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to "My Profile" page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,
Wingstien and Dragger Attorneys

6. Email Notification to Admin on ‘Request to Join Organization - Accepted’:

DOL eFile-eServe – Accepted - Request to organization - Wingstien and Dragger Attorneys

EFile/eServe Support <support@efsdev.com>

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been accepted.

Thank you,
eFile and eServe
7. Email Notification to User on ‘Request to Join Organization - Accepted’:

DOL eFile-eServe – Accepted - Request to join organization Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

to me 

eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been accepted. You may now log in to the eFile and eServe system to view organization details.

Administrator,
Wingstien and Dragger Attorneys

8. Email Notification to Admin on ‘Pre-Approved Member to Organization’

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

to me 

eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to “My Profile” page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,
Wingstien and Dragger Attorneys
9. Email Notification to User on ‘Pre-Approved Member to Organization’:

Dear simimarysari@gmail.com,

You have been pre-approved to join the organization Wingsten and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To join the organization Wingsten and Dragger Attorneys, please register at eFile and eServe by clicking on the link given below:

https://effile2.mindopetial.com

Administrator,
Wingsten and Dragger Attorneys

10. Email Notification to Admin on ‘Add Member’ to Organization:

Dear Administrator(s),

Angel George (email id: angelgetterDOL@gmail.com) has been added as a member to the organization Wingsten and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
Team eFile and eServe
11. Email Notification to User on ‘Add Member’ to Organization:

DOL eFile-eServe – Added to the organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

Dear Angel George,

You have been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To view the organization Wingstien and Dragger Attorneys, please login at eFile and eServe by clicking on the link given below:

Administrator,
Wingstien and Dragger Attorneys

12. Email Notification to Admin on ‘Remove Member’ to Organization:

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

Dear Administrator(s),

Angel George (email id: angeltest001@gmail.com) has been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
Team eFile and eServe
13. Email Notification to User on ‘Remove Member’ to Organization

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys

Dear Angel George,

You have been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Administrator,
Wingstien and Dragger Attorneys

14. Email Notification to Admin on ‘Add Member to Mailbox’:

DOL eFile-eServe – Member added to the shared mailbox - mathewjohn@gmail.com

Dear Administrator(s),

Member Angel George has been added to the shared mailbox mathewjohn@gmail.com of your organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
eFile and eServe
15. Email Notification to Member on ‘Add Member to Mailbox’:

Dear Angel George,

You have been added as a member to the shared mailbox mathewjohn@gmail.com of your organization Wingsten and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

To view the shared mailbox, please login at eFile and eServe by clicking on the link given below:

https://efatest2.mailgpemail.com

Administrator,
Wingsten and Dragger Attorneys

16. Email Notification to Admin on ‘Remove Member from Mailbox’:

Dear Administrator(s),

Member Angel George has been removed from the shared mailbox mathewjohn@gmail.com of your organization Wingsten and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
eFile and eServe
17. Email Notification to Member on ‘Remove Member from Mailbox’:

DOL eFile-eServe – Removed from shared mailbox - mathewjohn@gmail.com

eFile/eServe Support <support@efsdev.com>

to me

Dear Angel George,

You have been removed as a member from the shared mailbox mathewjohn@gmail.com of your organization Wingsten and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Administrator,
Wingsten and Dragger Attorneys
OALJ AND BALCA DASHBOARD AND FLOWS
The OALJ and BALCA dashboard displays the Office of the Administrative Law Judges (OALJ) or the Board of Alien Labor Certification Appeals (BALCA) cases.

Using the OALJ and BALCA dashboard, users can file new cases, access cases, view case details, submit filings to cases, view filings from other parties to the case, view servings from OALJ, etc.

In the case details page, users with access can see the parties on the case, the filings, and the servings to the case.

To access existing open or closed cases, use the Access Cases button to search and obtain access to the case. The accessed cases are displayed in the Accessed Cases table.

To file a new case, use the File a New Case button to submit the new case. The new case is filed by selecting the appropriate program area, sub-area, originating agency, role in the case, and relevant documents. The new case is sent to OALJ for docketing. Once approved, filings can be done on the case.

Filings can be done on cases by selecting the individual case and using the Submit a New Filing button to fill in the details. The new filing is submitted to OALJ for processing.

Servings to cases are sent from OALJ and will be available in the servings table for each case.
HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the ‘OALJ or BALCA’ dashboard.

2. **OALJ and BALCA** Dashboard includes buttons ‘File a New Case’, ‘Access Cases’, and ‘Multi Case Filing’.
   
   Note: **Multi Case Filing** button will only appear if at least one submitted/approved case is listed in the Request Access to Cases table.

   a. The **File a New Case** button lets users file a new case with OALJ
   b. The **Access Cases** button lets the Trusted user to directly access cases.
   c. The **Multi Case Filing** button lets users file a common filing to multiple cases at the same time
   d. The **Form Templates** button lets users download templates for Notice of Appearance for the filings.

   a. The **Accessed Cases** table lists all the cases that the user has obtained access to.

   b. The **Cases Delegated to Me** table lists all the cases that other attorneys in the same organization have delegated to the user.

   c. The **New Cases** table lists all the new cases that the user has submitted.
HOW TO ACCESS CASES THROUGH FORM SUBMISSION?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

2. Click on the **Access Cases** button.
3. Search for any case using any relevant string and using filter options and click on the **Add to Dashboard** button that is displayed only if one of the cases is selected.

4. Select the **eFiler’s organization** and click on the **Submit** button.
5. The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type along with a confirmation message.

![OALJ and BALCA Dashboard](image)

**Accessed Cases**

The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings.

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>Status</th>
<th>User Type</th>
<th>Accessed On</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012LHC0015</td>
<td>BARRY LARRY W</td>
<td></td>
<td>OPEN</td>
<td>Observer</td>
<td>09/15/2020 - 01:35 EST</td>
<td>OALJ Filings, 200 Constitution Avenue, NW</td>
</tr>
</tbody>
</table>

a. Click on **View More** button to view all the accessed cases.

![Accessed Cases](image)

**Accessed Cases**

The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings.

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<tr>
<th>OALJ Case Number</th>
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<td></td>
<td>OPEN</td>
<td>Observer</td>
<td>09/15/2020 - 01:35 EST</td>
<td>OALJ Filings, 200 Constitution Avenue, NW</td>
</tr>
</tbody>
</table>

6. All the accessed cases will be listed on the **Accessed Cases** page.
HOW TO ACCESS CASES DIRECTLY?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

2. Click on the **Access Cases** button.

3. Search any case and click on the <OALJ Case Number> displayed.
4. Select the required organization and click on the Add to Dashboard button.
5. The case details page will show a confirmation message.

6. Click on the OALJ and BALCA Dashboard breadcrumb to go to the case dashboard.

7. The accessed case will be shown in your Accessed Cases table with the Observer User Type.
8. Click on **View More** button to view all the accessed cases.

9. All the accessed cases will be listed on the **Accessed Cases** page.
UNDERSTANDING THE COMPONENTS IN CASE DETAILS PAGE.

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on any OALJ Case Number from the Accessed Cases, Cases Delegated to Me or New Cases tables.
3. The user will be directed to the case details page.
4. The case details page includes a summary section that gives a summary of the case details.

5. The case details page includes buttons Submit a New Filing, Remove From My Dashboard, Remove Attorney of Record/Make Attorney of Record, and Delegate Access.

   a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the case.

   b. 'Remove from My Dashboard' button is to bring up the page that lets you remove the case from your OALJ dashboard.

   c. If you are an attorney with an organization, you will get the button 'Delegate Access' by which you can delegate the control of submitting filings to other members of your organization.

   d. The “Make Attorney of Record” button converts the observer to a party to the case. The “Remove Attorney of Record” button makes the trusted user an observer on the case once again.
6. The case details page includes tables Filings, Documents Served by OALJ, Parties with Access, and Delegated Users.

   a. Filings table lists all the Filings you have done related to this case.
   b. Documents Served by OALJ table lists all the servings issued by OALJ on the case.
   c. Parties with Access table lists all the parties that have access to this case.
   d. Delegated Users table lists all the users in your organization who have been delegated access to this case and the attorney who delegated the user.
HOW TO MAKE THE USER ATTORNEY OF RECORD?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

2. Click on an OALJ Case Number with the **Observer** User Type.
3. The case details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.

4. Click on the **Make Attorney of Record** button.
5. 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.

6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.

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

The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and serving and to submit new filings.

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>Status</th>
<th>User Type</th>
<th>Accessed On</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012AR00014</td>
<td>MASON, ROBERT S.</td>
<td></td>
<td>CLOSED</td>
<td>AoR</td>
<td>09/15/2020 02:48 EST</td>
<td>OALJ Filings Testing, 200 Constitution Avenue, NW</td>
</tr>
</tbody>
</table>
HOW TO DO REMOVE ATTORNEY OF RECORD?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on an OALJ Case Number with the AoR User Type.
3. The case details page is displayed with **Submit a New Filing, Remove From My Dashboard, Remove Attorney of Record, and Delegate Access** buttons.

4. Click on **Remove Attorney of Record** button.
5. The case details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons along with a confirmation message.

![Case Details Page](image)

- **Summary**
  - eFile Case Number: EFS-OALJ-2007-200097
  - OALJ Case Number: 2012AIR00014
  - Agency Reference #: 9-3290-12-001
  - Case Type: AIR
  - Case Type Group: WHISTLE BL
  - ALJ Decision Date: 12/27/2018 - 00:00 EST
  - Claimant Name: MAWHINNEY ROBERT S.
  - Employer Name: CLOSED
  - Status: CLOSED
  - Docketed Date: 07/11/2020 - 13:21 EST

- **Buttons**
  - Remove From My Dashboard
  - Make Attorney of Record

6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.

![Dashboard Breadcrumb](image)

**Case Details**

7. The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type.

![OALJ and BALCA Dashboard](image)

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
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<td>Observer</td>
<td>09/15/2020 - 02:48 EST</td>
<td>OALJ Filings Testing, 200 Constitution Avenue, NW</td>
</tr>
</tbody>
</table>
HOW TO FILE A NEW CASE?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on the File a New Case button.
3. File a new case by filling out the mandatory fields and selecting the required organization and click on the **Submit to DOL** button after selecting the redaction box.
Note 1: Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Party.

Note 2: If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

Note 3: If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.

4. The submitted case will be shown in your New Cases table with the SUBMITTED status.

5. Click on View More button to view all the new cases.

6. All the submitted cases will be listed on the New Cases page.
7. Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.

8. The user is displayed with the case details in a popup and can download by clicking on the document links which are submitted by the user.
HOW TO SUBMIT A NEW FILING TO OALJ?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on an OALJ Case Number with the AoR User Type.
3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing to the OALJ** page.
4. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.

New Filing to OALJ

**Filing Category**
- Select a value -

**Filing Type**
- Select a value -

**Additional Comments**

**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.
**Note 1:** Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Party.

**Note 2:** If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

**Note 3:** If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.

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

![Filings table example](image)

*All times displayed in US Eastern Timezone

6. Click on **View More** button to view all the filings under the case.

![Filings table example](image)

*All times displayed in US Eastern Timezone

7. All the filings under the case will be listed on the **Filings** page.
8. Click on the View link under the Details column header to view the filing details.

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Filed Documents</th>
<th>eFile Number</th>
<th>Status</th>
<th>Filed By</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion for Reconsideration</td>
<td>Motion for Reconsideration of Case Decision</td>
<td>Processing please wait.</td>
<td>OALJ-2009-510218</td>
<td>SUBMITTED</td>
<td>Angel George</td>
<td>09/15/2020 - 03:57 EST</td>
<td>09/15/2020 - 03:57 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

9. The user is displayed with the details in a popup and can download the documents which are submitted by the user.

### Filing Details

- **eFile Number**: OALJ-2009-510218
- **eFile Case Number**: EFS-OALJ-2007-200097
- **Filing Category**: Motion for Reconsideration
- **Filing Type**: Motion for Reconsideration of Case Decision
- **Additional Comments**: Test additional Comments
- **Filed Documents**: Test_113.pdf
- **Certificate of Service**: rtf-sample_100kB_2.rtf
- **Notice of Appearance**: rtf-sample_100kB_1.rtf
- **Status**: SUBMITTED
- **Filed By**: Angel George
- **Submitted On**: 09/15/2020 - 03:57 EST

### Status Update Log

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>eFile Status</th>
<th>Comment</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>OALJ-2009-510218</td>
<td>SUBMITTED</td>
<td>New filing has been submitted.</td>
<td>09/15/2020 - 03:56 EST</td>
</tr>
</tbody>
</table>
HOW TO SUBMIT MULTI CASE FILINGS TO OALJ?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on the Multi Case Filing button. The user is navigated to the case details page.
3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing to the OALJ** page.
The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.

**New Filing to OALJ**

**IMPORTANT NOTICE:** eFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consult the following [guide](#) for such confidential filings.

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>Case Type</th>
<th>Claimant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020BATO2107</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Filing Category**

- Select a value -

**Filing Type**

- Select a value -

**Additional Comments**


Note 1: Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Party.

Note 2: If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

Note 3: If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.
5. A confirmation message is showing in the New Filing to OALJ page.

6. Click on **OALJ and BALCA Dashboard** breadcrumb to go back to the dashboard.

7. Click on the <OALJ Case Number> to go to the case details page.
8. The filing is listed in the **Filings** table.

9. Click on **View More** button to view all the filings under the case.

10. All the filings under the case will be listed on the **Filings** page.
11. Click on the **View** link under the **Details** column header to view the filing details.

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Filed Documents</th>
<th>eFile Number</th>
<th>Status</th>
<th>Filed By</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion or Response or Reply to a Motion</td>
<td>Motion to Stay</td>
<td>rtf-sample_100kB_0.rtf</td>
<td>OALJ-2009-510219</td>
<td>SUBMITTED</td>
<td>Angel George</td>
<td>09/13/2020 - 04:06 EST</td>
<td>09/15/2020 - 04:06 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.

### Filing Details

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>OALJ-2009-510219</th>
</tr>
</thead>
<tbody>
<tr>
<td>eFile Case Number</td>
<td>EFS-OALJ-2007-200161</td>
</tr>
<tr>
<td>Filing Category</td>
<td>Motion or Response or Reply to a Motion</td>
</tr>
<tr>
<td>Filing Type</td>
<td>Motion to Stay</td>
</tr>
<tr>
<td>Additional Comments</td>
<td>Test Comments</td>
</tr>
<tr>
<td>Filed Documents</td>
<td>rtf-sample_100kB_0.rtf</td>
</tr>
<tr>
<td>Certificate of Service</td>
<td>Test_99.pdf</td>
</tr>
<tr>
<td>Notice of Appearance</td>
<td>rtf-sample_100kB_2.rtf</td>
</tr>
<tr>
<td>Status</td>
<td>SUBMITTED</td>
</tr>
<tr>
<td>Filed By</td>
<td>Angel George</td>
</tr>
<tr>
<td>Submitted On</td>
<td>09/15/2020 - 04:06 EST</td>
</tr>
</tbody>
</table>

### Status Update Log

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>eFile Status</th>
<th>Comment</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>OALJ-2009-510219</td>
<td>SUBMITTED</td>
<td>New filing has been submitted.</td>
<td>09/15/2020 - 04:05 EST</td>
</tr>
</tbody>
</table>
HOW TO DELEGATE ACCESS TO THE CASE?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

   Note: Case delegation can only be done by an Attorney.

2. Click on an OALJ Case Number with the AoR User Type.
3. Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.

4. From the **Organization Members** table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.
5. The delegated confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.

6. Click on `<eFile Case Number>` on the breadcrumb to go back to the case details page.

7. The delegated member will be displayed in the Delegated User table.
HOW TO ACCESS CASE DETAILS PAGE AS A DELEGATED USER?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. In the OALJ dashboard, click on any OALJ Case Number from the Cases Delegated to Me table.
3. The user will be directed to the case details page.
HOW TO REMOVE DELEGATION ACCESS FROM THE CASE?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

2. Click on an OALJ Case Number with the **AoR** User Type.
3. Click on the **Delegate Access** button to navigate to the Organization Members page.

4. From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

5. The remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.
HOW TO ACCESS SERVED DOCUMENT?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on an OALJ Case Number with the AoR User Type.
3. The **Documents Served by OALJ** table displays the served documents list. The table shows:

   a. **Issued On** – The date and time the serving was issued by OALJ
   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 accessed by the user.

<table>
<thead>
<tr>
<th>File type</th>
<th>Description</th>
<th>File Name</th>
<th>eFile Number</th>
<th>Issued On</th>
<th>Served On</th>
<th>Notified On</th>
<th>Accessed On</th>
<th>Admin. Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Judge Assignment</td>
<td>Judge Settlement</td>
<td>JudgeSettlement.pdf</td>
<td>ESERVE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
<tr>
<td>Hearing Cancelled</td>
<td>Hearing Cancelled test</td>
<td>hearingcancel.pdf</td>
<td>ESERVE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
<tr>
<td>Notice of Hearing</td>
<td>Notice of Hearing test</td>
<td>hearingnotice.pdf</td>
<td>ESERVE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
<tr>
<td>Hearing Rescheduled</td>
<td>Hearing Rescheduled test</td>
<td>hearingreschedule.pdf</td>
<td>ESERVE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
<tr>
<td>Hearing Continued</td>
<td>Hearing Continued test</td>
<td>hearing.pdf</td>
<td>ESERVE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by OALJ** page.
5. Click on the <file name> to access the served document.

Documents Served by OALJ

<table>
<thead>
<tr>
<th>File type</th>
<th>Description</th>
<th>File Name</th>
<th>eFile Number</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Judge Assignment</td>
<td>Judge Settlement</td>
<td>JudgeSettlement.pdf</td>
<td>EFILE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
<tr>
<td>Hearing Cancelled</td>
<td>Hearing Cancelled</td>
<td>hearingcancel.pdf</td>
<td>EFILE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 15:42 EST</td>
</tr>
<tr>
<td>Notice of Hearing</td>
<td>Notice of Hearing</td>
<td>hearingnotice.pdf</td>
<td>EFILE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
</tbody>
</table>

6. Once the document is accessed, the **Accessed On** date and time will be displayed in the column.

Documents Served by OALJ

<table>
<thead>
<tr>
<th>File type</th>
<th>Description</th>
<th>File Name</th>
<th>eFile Number</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Judge Assignment</td>
<td>Judge Settlement</td>
<td>JudgeSettlement.pdf</td>
<td>EFILE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>10/11/2020 - 08:37 EST</td>
<td></td>
</tr>
<tr>
<td>Hearing Cancelled</td>
<td>Hearing Cancelled</td>
<td>hearingcancel.pdf</td>
<td>EFILE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 15:42 EST</td>
</tr>
<tr>
<td>Notice of Hearing</td>
<td>Notice of Hearing</td>
<td>hearingnotice.pdf</td>
<td>EFILE-OALJ-2008-000442</td>
<td>08/19/2020 - 01:55 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td>08/19/2020 - 02:10 EST</td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW OF OALJ CASE EMAIL NOTIFICATIONS FOR DOL USERS

1. Email Notification on 'Submitted - New Case:

New Case to OALJ has been submitted - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me.

eFile and eServe

Dear Barry Barry,

A new case has been submitted. Please find the details below.

<table>
<thead>
<tr>
<th>Agency</th>
<th>OALJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originating agency</td>
<td>Employment and Training Administration (ETA)</td>
</tr>
<tr>
<td>Agency reference number</td>
<td>OALJ-2009-510203</td>
</tr>
<tr>
<td>Program area</td>
<td>Grants / Audits</td>
</tr>
<tr>
<td>Program sub-area</td>
<td>Grant Challenges / Complaints Pursuant to Audit</td>
</tr>
<tr>
<td>eFile Number</td>
<td>EFS-OALJ-2009-208944</td>
</tr>
<tr>
<td>Status</td>
<td>Submitted</td>
</tr>
<tr>
<td>Date</td>
<td>September 14, 2020 at 5:09 AM ET</td>
</tr>
</tbody>
</table>

Please click the link(s) below to view the document(s):

532819
532820
532821

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details.
2. Email Notification on ‘Approved - New Case’:

New Case 2020BLA1709 has been docketed - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me →

eFile and eServe

Dear Barry Barry,

A new case has been docketed. Please find the details below.

- GALJ Number: 2020BLA1709
- Agency: OALJ
- Originating agency: Wage and Hour Division (WHD)
- Program area: Wage and Hour Enforcement Action
- Program sub-area: Davis-Bacon Act, Service Contract Act, and related Acts
- eFile Number: OALJ-2009-510241
- eFile Case Number: EFS-OALJ-2009-208954
- Status: Approved
- Date: September 17, 2020 at 6:29 AM ET
- Agency Comments: Approved

The following parties will be electronically notified:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sol Benj</td>
<td><a href="mailto:info@wingstein.com">info@wingstein.com</a></td>
</tr>
<tr>
<td>Barry Barry</td>
<td><a href="mailto:barytetester001@gmail.com">barytetester001@gmail.com</a></td>
</tr>
<tr>
<td>Aaron Toster</td>
<td><a href="mailto:aarontester001@gmail.com">aarontester001@gmail.com</a></td>
</tr>
</tbody>
</table>

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details
3. Email Notification on ‘Rejected - New Case’:

New Case for the Case has been Rejected - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me ✘

**eFile and eServe**

Dear Dion John,

Please find the details of your New Case below.

Agency : OALJ  
eFile Number : OALJ-2009-502527  
eFile Case Number : EFS-OALJ-2009-201287  
Status : Rejected  
Date : September 10, 2020 at 11:29 AM ET  
Comments : Rejecting this new case request.

Please click the link(s) below to view the document(s):

509832  
509833  
509834

Thank you,
Office of the Administrative Law Judges  
U.S. Department of Labor  
Please login to DOL eFile and eServe to view the details
4. Email Notification on ‘Submitted - Filing’:

Notice of Appearance for the Case 2020ACA00291 has been Submitted - DO NOT REPLY

eFile and eServe

Dear Don John,

Please find the details of your Notice of Appearance below.

- Case Number: 2020ACA00291
- Agency: OALJ
- eFile Number: OALJ-2020-510296
- eFile Case Number: EFS-OALJ-20209-208981
- Status: Submitted
- Date: September 24, 2020 at 1:43 AM ET

Please click the link(s) below to view the document(s):
- 532956
- 522951

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details.

5. Email Notification on ‘Approved - Filing’:

Notice of Appearance for the Case 2020ACA02508 has been Approved - DO NOT REPLY

eFile and eServe

Dear Don Toster,

Please find the details of your Notice of Appearance below:

- Case Number: 2020ACA02508
- Agency: OALJ
- eFile Number: OALJ-2008-501965
- eFile Case Number: EFS-OALJ-2008-201000
- Status: Approved
- Date: August 27, 2020 at 2:58 AM ET

Please click the link(s) below to view the document(s):
- 509927
- 509898
- 509925

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details.
6. Email Notification on ‘Rejected - Filing’:

Notice of Appearance for the Case 2020BAT00907 has been Rejected - DO NOT REPLY

Dear Barry Teator,

Please find the details of your Notice of Appearance below.

Case Number: 2020BAT00907
Agency: OALJ
eFile Number: OALJ-2009-502362
eFile Case Number: EFS-OALJ-2009-201224
Status: Rejected
Date: September 7, 2020 at 3:33 AM ET
Comments: Rejected filing

Please click the link(s) below to view the document(s):
569551
569552

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor
Please login to DOL eFile-eServe to view the details.

7. Email Notification on ‘Delegate Access’ to a member on case:

DOL eFile-eServe – Delegated access granted to the case: 2018BLA06056

eFile/eServe Support <support@efsdev.com>

eFile and eServe

Dear Sol Benj,

You have been granted access to the case - 2018BLA06056 in the Department of Labor’s (DOL) eFile and eServe system by Sunny Mathew.

To view the case, please login at eFile and eServe by clicking on the link given below:

Thank you,
eFile and eServe
8. Email Notification on ‘Remove Delegate Access’ from a member on case:

DOL eFile-eServe – Delegated access removed from case: 2019BLO000009

Dear Angel George,

Your access to the case - 2019BLO000009 in the Department of Labor’s (DOL) eFile and eServe system has been removed.

If you have any questions regarding this, please contact your organization’s Org - Barry administrator.

Thank you,
eFile and eServe

9. Email Notification on ‘Servings’

Service sheet issued for Case 2020ACA02508 (ACA)-DO NOT REPLY

Dear Sol Tester,

A document of the below type has been issued for case 2020ACA02508(ACA):

Document Type: SS

Please click the link(s) below to view the document(s). This constitutes your official served copy, and you will not receive a paper copy in the mail.

509474- DALjourboundfile/2020ACA02508/040332220070-400/dummy1.pdf

The following parties will be electronically notified of the serving:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sol Tester</td>
<td><a href="mailto:soltester01@gmail.com">soltester01@gmail.com</a></td>
</tr>
<tr>
<td>Aarón Tester</td>
<td><a href="mailto:aaron-tester01@ymail.com">aaron-tester01@ymail.com</a></td>
</tr>
</tbody>
</table>

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details.
BOARDS DASHBOARDS
The Boards dashboard displays the ARB, BRB, and ECAB appeals.

Using the Individual dashboards, users can file new appeals, access appeals, view appeal details, submit filings to appeals, view servings from the Boards, etc.

In the appeal details page, users with access can see the parties on the appeal, the filings, and the servings to the appeal.

To access existing appeals, use the Access Appeals button within the appropriate dashboard to search and obtain access to the appeal. The accessed appeals are displayed in the Access ed Requests table.

To file a new appeal, use the File a New Appeal button within the appropriate dashboard. The new appeal is filed by selecting the appropriate case details, party details, role in the appeal, and relevant documents. The new appeal is sent to the appropriate Board for docketing. Once approved, filings can be done on the appeal.

Filings can be done on appeals by selecting the individual appeal and using the Submit a New Filing button to fill in the details. The new filing is submitted to the appropriate Board for processing.

Servings to appeals are sent from the Boards and will be available in the servings table for each appeal.
ARB DASHBOARD AND FLOWS
HOW TO VIEW ARB DASHBOARD?

1. Click on the **ARB** tile from the main dashboard page to access the ‘ARB dashboard’.

2. ARB Dashboard includes buttons **File a New Appeal - ARB** and **Access Appeals**.
   
a. The **File a New Appeal - ARB** button lets users file a new appeal with ARB
   
b. The **Access Appeals** button lets the user access appeals directly from ARB.
3. ARB Dashboard includes tables **Accessed Appeals, Appeals Delegated to Me, New Appeals, and Appeals in Draft State**.

   a. The **Accessed Appeals** table lists all the appeals that the user has obtained access to.

   b. The **Appeals Delegated to Me** table lists all the appeals that were delegated to the user by an attorney in the same organization.

   c. The **New Appeals** table lists all the appeals that were submitted by the user.

   d. The **Appeals in Draft State** table lists all the appeals that were saved as a draft during the new appeal process.

   e. ARB Dashboard

   ![ARDB Dashboard]

   **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

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>eFile Case Number</th>
<th>Claimant Name</th>
<th>Initial Access</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-2015-0004</td>
<td>EFS-ARB-1410-008961</td>
<td>Ms. FNAME92520 LNAME92550 Smith</td>
<td>06/11/20 - 02:15:13 EST</td>
<td>Observer</td>
<td>Test sharedmailbox.org, Test address 1</td>
</tr>
</tbody>
</table>
   
   *All times displayed in US Eastern Timezone

   **Appeals Delegated to Me**
   - There are no delegated appeal to show.
   - *All times displayed in US Eastern Timezone

   **New Appeals**
   - The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.
   - Showing 1 of 1 records

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>eFile Number</th>
<th>Case Type</th>
<th>Status</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
</table>
   
   *All times displayed in US Eastern Timezone

   **Appeals in Draft State**
   - There are no appeals in draft state to display.
   - *All times displayed in US Eastern Timezone
HOW TO ACCESS APPEALS IN ARB?

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

2. Click on the Access Appeals button.

3. Search any appeal using the relevant string and filters and click on the ‘Add to Dashboard’ button that is displayed only if one of the appeals is selected.
4. A confirmation page will be displayed. Select the organization and click on the **Submit** button.

5. The accessed appeal will be shown in your ‘**Accessed Appeals**’ table with the ‘**Observer**’ user type along with a confirmation message.
6. Click on **View More** button to view all the access requests.

7. All the requested appeals will be listed on the page.
WHAT ARE THE COMPONENTS IN ARB - APPEAL DETAILS PAGE?

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

2. In the ARB dashboard, click on the <Docket Number> link from **Accessed Appeals, Appeals Delegated to Me** or **New Appeals** tables.

3. The user will be directed to the appeal details page.
## Appeal Details

### Summary
- **Case Number:** 870-ARB-1604-04060
- **Case Title:** eFile and eServe
- **Case Stage:** PUL
- **Client Name:** BenzoRx All Industries
- **Filing Date:** 09/22/2016
- **Delegated:** ERED

### Case Status Details

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Active Name</th>
<th>Event Date</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Other Parties Brief filed by MANHATTAN CORP.</td>
<td>06/12/2016</td>
<td>None</td>
</tr>
<tr>
<td>Brief</td>
<td>Motion to extend time to file brief</td>
<td>06/12/2016</td>
<td>None</td>
</tr>
<tr>
<td>Brief Summary</td>
<td>Brief Due</td>
<td>06/13/2016</td>
<td>None</td>
</tr>
<tr>
<td>Brief Summary</td>
<td>Request for extension of time to file brief (Applicant/Complainant)</td>
<td>06/22/2016</td>
<td>None</td>
</tr>
</tbody>
</table>

### Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>eFile Number</th>
<th>Filed Documents</th>
<th>Filed On</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Other Parties Brief</td>
<td>ARB-17-02034</td>
<td>document_1.pdf</td>
<td>06/12/2016</td>
<td>Simon Grata</td>
<td>10/04/2016</td>
<td>11:09:30 EST</td>
<td>View</td>
</tr>
<tr>
<td>Brief</td>
<td>Other Parties Brief</td>
<td>ARB-17-02034</td>
<td>TEC1125486.pdf</td>
<td>06/12/2016</td>
<td>Simon Grata</td>
<td>10/04/2016</td>
<td>11:09:30 EST</td>
<td>View</td>
</tr>
<tr>
<td>Brief</td>
<td>Other Parties Brief</td>
<td>ARB-17-02034</td>
<td>19644502_165441-05-01</td>
<td>06/13/2016</td>
<td>Simon Grata</td>
<td>11/09/2016</td>
<td>12:00:00 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

### Documents Served by ARB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-17-02034</td>
<td>Other Parties Brief</td>
<td>TEC1125486.pdf</td>
<td>06/12/2016</td>
<td>06/12/2016</td>
<td>06/12/2016</td>
<td>06/12/2016</td>
</tr>
<tr>
<td>ARB-17-02034</td>
<td>Other Parties Brief</td>
<td>19644502_165441-05-01</td>
<td>06/13/2016</td>
<td>06/13/2016</td>
<td>06/13/2016</td>
<td>06/13/2016</td>
</tr>
</tbody>
</table>

### Parties with Access

The table shows all the parties in the appeal to whom access to this appeal is granted.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteraea Corner</td>
<td>51 West Broad Street, Columbus, United States, Ohio, 43215</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Kevin Dachety</td>
<td>10 East Baltimore Street, Baltimore, United States, Maryland, 21201</td>
<td>Attorney</td>
<td></td>
</tr>
<tr>
<td>Simon Grata</td>
<td>104 Hanover Street, Vernon, United States, Washington, 20432</td>
<td>Attorney</td>
<td>Grata's Attorneys at Law, 1001 Honeycutt Lane</td>
</tr>
</tbody>
</table>

### Parties on Appeal

The table lists all the parties on this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role in the Case</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteraea Corner</td>
<td>51 West Broad Street, Columbus, OH, 43215</td>
<td>Attorney</td>
<td></td>
</tr>
<tr>
<td>Sernaex Bi-Ad Industries</td>
<td>21 Corporate Place, Fortuna, OR, 44416</td>
<td>Respondent</td>
<td></td>
</tr>
<tr>
<td>Stephen Posadskis</td>
<td>120 South Fourth Street, Myrtle Beach, South Carolina, SC, 29571</td>
<td>Attorney</td>
<td></td>
</tr>
<tr>
<td>Ralph Magers, et al</td>
<td>120 East Baltimore Street, Baltimore, MD, 24010</td>
<td>Complainant</td>
<td></td>
</tr>
<tr>
<td>Kevin Dachety</td>
<td>10 East Baltimore Street, Baltimore, MD, 24010</td>
<td>Attorney</td>
<td></td>
</tr>
</tbody>
</table>

### Delegated Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Guinta</td>
<td>5540 Cedar Street, 120 South Fourth Street, Myrtle Beach, South Carolina, SC, 29571</td>
<td>Simon Grata</td>
<td>Grata's Attorneys at Law, 1001 Honeycutt Lane</td>
</tr>
<tr>
<td>Gila Rumble</td>
<td>120 East Baltimore Street, Baltimore, MD, 24010</td>
<td>Simon Grata</td>
<td>Grata's Attorneys at Law, 1001 Honeycutt Lane</td>
</tr>
</tbody>
</table>
4. The appeal details page includes a summary section that gives a summary of the appeal details.

5. The appeal details page includes buttons **Submit a New Filing**, **Remove From My Dashboard**, **Delegate Access** and **Remove Attorney of Record/Make Attorney of Record**.
   a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
   b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard.
   c. If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.
   d. The “Make Attorney of Record” button converts the observer to a party to the appeal. The “Remove Attorney of Record” button makes the trusted user an observer on the appeal once again.
6. The appeal details page include tables Case Status Details, Filings, Documents Served by BRB, Parties with Access, Parties on Appeal, and Delegated Users.
   a. Case Status Details table shows the various events that have happened to the case since it was docketed
   b. The Filings table lists all the filings that have been submitted to the appeal.
   c. The Documents Served by BRB table lists all the serving issued by the Board on the appeal.
   d. Parties with Access table lists all the parties that have access to this appeal.
   e. Parties on Appeal table lists all the parties that are added to the appeal.
   f. Delegated Users table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.
### Case Status Details

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Action Name</th>
<th>Event Date</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Other Reply Brief filed by FH4164479796 Corin</td>
<td>r</td>
<td>06/10/2016</td>
</tr>
<tr>
<td>events</td>
<td>OL3 - Motion for extension of time to file reply brief (Attorney-Complainant)</td>
<td>03/22/2016</td>
<td></td>
</tr>
<tr>
<td>briefSummary</td>
<td>Brief Due</td>
<td>05/21/2016</td>
<td></td>
</tr>
<tr>
<td>briefSummary</td>
<td>Reply Received</td>
<td>04/20/2016</td>
<td></td>
</tr>
<tr>
<td>briefSummary</td>
<td>PR Received</td>
<td>04/11/2016</td>
<td></td>
</tr>
</tbody>
</table>

### Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>eFile Number</th>
<th>Filed Documents</th>
<th>Filed By</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Other Miscellaneous Brief</td>
<td>ARB-2010-510594</td>
<td>document_1.pdf</td>
<td>Simon Greta</td>
<td>SUBMITTED</td>
<td>10/06/2020 - 02:00 EST</td>
<td>10/06/2020 - 02:10 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

### Documents Served by ARB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-2010-217821</td>
<td>10795616_944605-99-B1_901111404.pdf</td>
<td></td>
<td>PDF</td>
<td>01/12/2017 - 05:00 EST</td>
<td>01/12/2017 - 05:00 EST</td>
<td></td>
<td>01/12/2017 - 05:00 EST</td>
</tr>
<tr>
<td>ARB-1004-217873</td>
<td>10505632_944605-SG-81_042114850.pdf</td>
<td></td>
<td>PDF</td>
<td>04/12/2016 - 05:00 EST</td>
<td>04/12/2016 - 05:00 EST</td>
<td></td>
<td>04/20/2016 - 05:00 EST</td>
</tr>
</tbody>
</table>

### Parties with Access

The table shows all the parties in the appeal who have access to this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Corin</td>
<td>50 West Broad Street, Columbus, United States, Ohio, 43215</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Kevin Sockerby</td>
<td>120 East Baltimore Street, Baltimore, United States, Maryland, 21202</td>
<td>Attorney</td>
<td>Greta's Attorneys at Law, 3631 Honeysuckle Lane</td>
</tr>
<tr>
<td>Simon Greta</td>
<td>3556 New York Street, Vermont, United States, Washington, 36412</td>
<td>Attorney</td>
<td>Greta's Attorneys at Law, 3631 Honeysuckle Lane</td>
</tr>
</tbody>
</table>

### Parties on Appeal

The table lists all the parties on this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role in the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Corin</td>
<td>50 West Broad Street, Columbus, OH, 43215</td>
<td>Attorney</td>
</tr>
<tr>
<td>Seneca Re-Ad Industries</td>
<td>21 Corporate Place, Fostoria, OH, 44830</td>
<td>Respondent</td>
</tr>
<tr>
<td>Stephen Postalakia</td>
<td>Blasmyr Kassler Myers &amp; Postalakia, Worthington, OH, 43085</td>
<td>Attorney</td>
</tr>
<tr>
<td>Ralph Hages, et al</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Sockerby</td>
<td>120 East Baltimore Street, Baltimore, MD, 21202</td>
<td>Attorney</td>
</tr>
</tbody>
</table>

### Delegated Users

The table lists all the delegations for this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Guardian</td>
<td>44645 Crestview Terrace, Lunesbee, Argentina, Chubut, 4573</td>
<td>Simon Greta</td>
<td>Greta's Attorneys at Law, 3631 Honeysuckle Lane</td>
</tr>
<tr>
<td>O.J. Rumble</td>
<td>2468 Cedar Street, Arkansas, United States, Arkansas, 72400</td>
<td>Simon Greta</td>
<td>Greta's Attorneys at Law, 3631 Honeysuckle Lane</td>
</tr>
</tbody>
</table>
HOW TO BECOME ATTORNEY OF RECORD?

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

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

3. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.
4. Click on the **Make Attorney of Record** button.

5. 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.
6. Click on the **ARB Dashboard** breadcrumb to go to the appeal dashboard.

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

### ARB Dashboard

#### 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.

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>eFile Case Number</th>
<th>Claimant Name</th>
<th>Initial Access</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-2021-0051</td>
<td>EFS-ARB-1191-050112</td>
<td>Marc M. Tuyman</td>
<td>09/15/20 - 02:37:16 EST</td>
<td>AoR</td>
<td>Org - Jacky, Address - Jacky 1</td>
</tr>
<tr>
<td>ARB-2020-0024</td>
<td>EFS-ARB-1911-072172</td>
<td>Ms. Board Tester</td>
<td>09/10/20 - 08:40:19 EST</td>
<td>Observer</td>
<td>Org - Jacky, Address - Jacky 1</td>
</tr>
<tr>
<td>ARB-2021-0076</td>
<td>EFS-ARB-1198-082800</td>
<td>Lakonya Milton</td>
<td>08/31/20 - 01:28:30 EST</td>
<td>AoR</td>
<td>Org - Jacky, Address - Jacky 1</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone
HOW TO REMOVE ATTORNEY OF RECORD?

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

2. Click on an Appeal from **Accessed Cases** table with User Type “**AoR**”.

*All times displayed in US Eastern Timezone*
3. The appeal details page will be displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons.

4. Click on the **Remove Attorney of Record** button.
5. The appeal details page will be displayed with Remove From My Dashboard and Make Attorney of Record buttons along with a confirmation message.

6. Click on the ARB Dashboard breadcrumb to go to the appeal dashboard.

7. The accessed appeal will be shown in your Accessed Appeals table with User Type Observer.
HOW TO FILE A NEW APPEAL IN ARB?

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

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

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

Help

If you are appealing an order from the Office of Administrative Law Judges (OALJ), please enter the OALJ Case Number found on the decision document issued by the OALJ.
OALJ Case Number format should be in this form: YYYYXXXXNNNNN (no hyphens) Example: 2020-BLA-05735 should be entered as 2020BLA05735
If the OALJ Case Number is in a different format, change it to the above format. Example: 19-BLA-5735 Must Be entered as 2019BLA05735
If need to enter more OALJ Case Numbers, when answering the question, “Do you have more OALJ Case Numbers?,” the field will display additional space for the entry. Please enter as many OALJ Case Numbers as needed on this form.
Please click “Next” to continue your filing.

OALJ Case Number

Enter OALJ Case Number

Do you have additional OALJ Case Numbers?

- Yes
- No

Previous Save Draft Cancel Next
New Appeal

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 numbers, please remove the previously fetched parties manually and then click on the “Reload Parties” button to fetch the parties from the changed OALJ 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.

Alex J Jacob
City, US-AR
Role: Attorney

Aaron Tester
Brigh, US-AR
Role: Claimant
Source ALJ Number 2013-BLA-14442

Edit  Remove

Previous  Save Draft  Cancel  Next
New Appeal

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex J Jacob Dr.</td>
<td>Attorney</td>
</tr>
<tr>
<td>Aaron Tester</td>
<td>Claimant</td>
</tr>
</tbody>
</table>

Select the parties represented by Alex J Jacob Dr.

Petitioner in this Appeal *

Aaron Tester

Previous    Save Draft    Cancel    Next
5. On the final page of the wizard, **Accept Above Terms & Conditions** and click on the ‘Submit to ARB’ button.
6. The new appeal will be shown in your ‘New Appeals’ table with ‘SUBMITTED’ status along with a confirmation message.

7. Click on the View link under the Details table header. The user is navigated to the appeal’s view details page.
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ARB?

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

2. Click on the <Docket Number> link with **User Type “AoR”**. The user is navigated to the appeal details page.

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

**Docket Number**

ARB-2020-0478

**Filing Category**

- Select a value -

**File**

*Choose File* No file chosen

*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.

[Submit to DOL] [Cancel]
5. The filing request is listed in the ‘Filings’ table with ‘SUBMITTED’ status along with a confirmation message.

6. Click on the ‘View’ link under the ‘Details’ table header. The user is navigated to the view details page.
7. The user is displayed with a details popup and can click on the document links which are submitted by the user.

### Filing Details

<table>
<thead>
<tr>
<th>Filing Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eFile Number</strong></td>
<td>ARB-2009-510199</td>
</tr>
<tr>
<td><strong>eFile Case Number</strong></td>
<td>EFS-ARB-2007-200214</td>
</tr>
<tr>
<td><strong>Filing Category</strong></td>
<td>Brief</td>
</tr>
<tr>
<td><strong>Filing Type</strong></td>
<td>Intervener Brief</td>
</tr>
<tr>
<td><strong>Filed Documents</strong></td>
<td>Decisionfile_2.pdf</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>SUBMITTED</td>
</tr>
<tr>
<td><strong>Submitted On</strong></td>
<td>09/14/2020 - 03:35 EST</td>
</tr>
</tbody>
</table>

### Status Update Log

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>eFile Status</th>
<th>Comment</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-2009-510199</td>
<td>SUBMITTED</td>
<td>New filing has been submitted.</td>
<td>09/14/2020 - 03:35 EST</td>
</tr>
</tbody>
</table>
HOW TO ACCESS ARB - APPEAL DETAILS PAGE BY DELEGATED USER?

1. Click on the eFile & eServe with the Administrative Review Board (ARB) tile from the main dashboard.

2. In the ARB Dashboard, click on the <Docket Number> link from the Appeals Delegated to Me table.
3. The user will be directed to the appeal details page.

### Appeal Details

#### Summary
- **eFile and eServe**
- **153**
- **3/19/2018**

#### Case Status Details

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Action Name</th>
<th>Event Date</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Other reply brief filed by Maine Power Corr.</td>
<td>03/19/2018</td>
<td></td>
</tr>
<tr>
<td>Brief</td>
<td>Reply Due</td>
<td>03/19/2018</td>
<td></td>
</tr>
<tr>
<td>Brief</td>
<td>Brief Due</td>
<td>03/19/2018</td>
<td></td>
</tr>
<tr>
<td>Brief</td>
<td>Brief Due</td>
<td>03/19/2018</td>
<td></td>
</tr>
</tbody>
</table>

#### Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>eFile Number</th>
<th>Filed Documents</th>
<th>Filed By</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Other reply brief filed by Maine Power Corr.</td>
<td>ARB-2013-00292</td>
<td>document.pdf</td>
<td>Simon Grata</td>
<td>SUBMITTED</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
<td></td>
</tr>
</tbody>
</table>

#### Documents Served by ARB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Signed On</th>
<th>Served On</th>
<th>Accepted On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-2013-00292</td>
<td>107981180</td>
<td>PDF</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
</tr>
<tr>
<td>ARB-2013-00292</td>
<td>107981180</td>
<td>PDF</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
<td>03/19/2018</td>
</tr>
</tbody>
</table>

#### Parties with Access

The table shows all the parties in the appeal who have access to this record.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Corner</td>
<td>50 West Broad Street, Columbus, United States, Ohio, 43215</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Kevin Dickey</td>
<td>129 East Baltimore Street, Baltimore, United States, Maryland, 21202</td>
<td>Attorney</td>
<td></td>
</tr>
<tr>
<td>Simon Grata</td>
<td>3356 Howard Street, Vermont, United States, Washington, 14442</td>
<td>Attorney</td>
<td>Greats Attorneys at Law, 3001 Honeywood Lane</td>
</tr>
</tbody>
</table>

#### Parties on Appeal

The table lists all the parties in this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role in the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Corner</td>
<td>50 West Broad Street, Columbus, Oh, 43215</td>
<td>Attorney</td>
</tr>
<tr>
<td>Mersea Int'l Industries</td>
<td>500 Corporate Place, Maitland, Fl, 32751</td>
<td>Respondent</td>
</tr>
<tr>
<td>Stephen Postadowski</td>
<td>129 East Baltimore Street, Baltimore, MD, 21202</td>
<td>Attorney</td>
</tr>
<tr>
<td>Ralph Hagens, et al</td>
<td>3356 Howard Street, Vermont, United States, Washington, 14442</td>
<td>Complainant</td>
</tr>
<tr>
<td>Kevin Dickey</td>
<td>129 East Baltimore Street, Baltimore, MD, 21202</td>
<td>Attorney</td>
</tr>
</tbody>
</table>

#### Delegated Users

The table lists the delegates in this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Grata</td>
<td>13466 Creve Couer, Indianapolis, Indiana, 46217</td>
<td>Simon Grata</td>
<td>Greats Attorneys at Law, 3001 Honeywood Lane</td>
</tr>
<tr>
<td>Cale Rumble</td>
<td>2844 Cedar Street, Arkansas, United States, Arkansas, 53431</td>
<td>Simon Grata</td>
<td>Greats Attorneys at Law, 3001 Honeywood Lane</td>
</tr>
</tbody>
</table>
HOW TO DELEGATE ACCESS TO AN APPEAL IN ARB?

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

2. Click on the **<Docket Number>** link with **User Type “AoR”**. The user is navigated to the appeal details page.
3. Click on the ‘Delegate Access’ button. User is navigated to the ‘Organization Members’ page.

4. From the Organization Members table displayed, click on the Delegate link under ‘Actions’ table header against the user to be delegated.
5. The delegate confirmation will be displayed. Also, the “Delegate” link against delegated member changes to “Remove Delegation”.

6. In the Appeal Details page, the delegated member will be displayed in the Delegated User table.
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don John</td>
<td>200 Constitution Avenue, NW, Washington, United States, California, 20211-1111</td>
<td>Emma Sunny</td>
<td>Boards Delegation Testing, 200 Constitution Avenue, NW</td>
</tr>
<tr>
<td>Bosco Tester</td>
<td>200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20230</td>
<td>Emma Sunny</td>
<td>Boards Delegation Testing, 200 Constitution Avenue, NW</td>
</tr>
</tbody>
</table>
HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

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

2. Click on the approved <Docket Number> link with User Type “AoR”. The user is navigated to the appeal details page.
3. Click on the ‘Delegate Access’ button. User is navigated to the ‘Organization Members’ page.

4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under ‘Actions’ table header against the user to remove delegation.

5. The remove delegation confirmation will be displayed. Also, the “Remove Delegation” link against member changes to “Delegate”.
HOW TO ACCESS SERVINGS IN ARB?

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

2. Click on the approved <Docket Number> link with **User Type “AoR”**. The user is navigated to the appeal details page.
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.

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

5. Click on the `<file name>` to access the served document.
6. The **Accessed On** date will be displayed in the column.

### Documents Served by ARB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-1001-260839</td>
<td>10780618_SN040-00-001 701215460.pdf</td>
<td></td>
<td></td>
<td>01/11/2017 - 18:00 EST</td>
<td>01/11/2017 - 19:00 EST</td>
<td>10:15/0000 - 10:25 EST</td>
<td>01/11/2017 - 19:00 EST</td>
</tr>
<tr>
<td>ARB-1004-244980</td>
<td>10803532_SN040-00-001 604214550.pdf</td>
<td></td>
<td></td>
<td>04/21/2016 - 20:00 EST</td>
<td>04/21/2016 - 20:00 EST</td>
<td>10:13/0000 - 10:25 EST</td>
<td>04/21/2016 - 20:00 EST</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone*
BRB DASHBOARD AND FLOWS
HOW TO VIEW BRB DASHBOARD?

1. Click on the BRB tile from the main dashboard page to access the ‘BRB’ dashboard.

2. BRB Dashboard includes buttons **File a New Appeal - BRB** and **Access Appeals**.

   e. The **File a New Appeal - BRB** button lets users file a new appeal with BRB.

   f. The **Access Appeals** button lets the user access appeals directly from BRB.
3. BRB Dashboard includes tables **Accessed Appeals**, **Appeals Delegated to Me**, **New Appeals**, and **Appeals in Draft State**.
   a. The **Accessed Appeals** table lists all the appeals that the user has obtained access to.
   b. The **Appeals Delegated to Me** table lists all the appeals that were delegated to the user by an attorney in the same organization.
   c. The **New Appeals** table lists all the appeals that were submitted by the user.
   d. The **Appeals in Draft State** table lists all the appeals that were saved as a draft during the new appeal process.
HOW TO ACCESS APPEALS IN BRB?

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

2. Click on the **Access Appeals** button.
3. Search any appeal and click on the ‘Add to Dashboard’ button that is displayed only if one of the appeals is selected.

4. A confirmation page will be displayed. Select the eFiler’s Organization and click on the Submit button.
5. The accessed appeal will be shown in your ‘Accessed Appeals’ table with the ‘Observer’ user type along with a confirmation message.

6. Click on View More button to view all the access requests.

7. All the accessed appeals will be listed on the page.
HOW TO BECOME ATTORNEY OF RECORD?

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

2. Click on an Appeal from Accessed Cases table with User Type “Observer”.

---

Dashboard

Accessed Appeals

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>eFile Case Number</th>
<th>Claimant Name</th>
<th>Initial Access</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRB-2011-0001</td>
<td>EPS-BRB-2007-0001</td>
<td>Mr. PNAME1012</td>
<td>09/01/20 - 15/11 EST</td>
<td>Observer</td>
<td>Org - Jacky, Address - Jacky 1</td>
</tr>
<tr>
<td>BRB-2012-0002</td>
<td>EPS-BRB-2012-0002</td>
<td>Mrs. PNAME1203</td>
<td>08/01/20 - 15/11 EST</td>
<td>AdP</td>
<td>Org - Jacky, Address - Jacky 2</td>
</tr>
<tr>
<td>BRB-2012-0003</td>
<td>EPS-BRB-2012-0003</td>
<td>Mr. PNAME1304</td>
<td>08/01/20 - 15/11 EST</td>
<td>Observer</td>
<td>Org - Jacky, Address - Jacky 3</td>
</tr>
</tbody>
</table>
3. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.

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

5. 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.
6. Click on the **BRB Dashboard** breadcrumb to go to the appeal dashboard.

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

### BRB Dashboard

#### 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.

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>eFile Case Number</th>
<th>Claimant Name</th>
<th>Initial Access</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRB-2012-0390</td>
<td>EFS-BRB-2007-000011</td>
<td>Mr. FNAMEN123123 NAME123434 Borski</td>
<td>09/30/20 - 09:15:11 EST</td>
<td>AoR</td>
<td>Org: Jacky; Address: Jacky 1</td>
</tr>
<tr>
<td>BRB-2012-0391</td>
<td>EFS-BRB-2007-000011</td>
<td>Mr. FNAMEN123123 NAME123434 Armanti</td>
<td>06/21/20 - 12:39:22 EST</td>
<td>AoR</td>
<td>Org: Jacky; Address: Jacky 1</td>
</tr>
<tr>
<td>BRB-2012-0392</td>
<td>EFS-BRB-2007-000011</td>
<td>Mr. FNAMEN123123 NAME123434 Michael</td>
<td>06/21/20 - 12:37:11 EST</td>
<td>Observer</td>
<td>Org: Jacky; Address: Jacky 1</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone
WHAT ARE THE COMPONENTS IN BRB - APPEAL DETAILS PAGE?

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

2. In the BRB Dashboard, click on the approved <Docket Number> link from Accessed Appeals, Appeals Delegated to Me or New Appeals table.
3. The user will be directed to the appeal details page.
4. The appeal details page includes a summary section that gives a summary of the appeal details.

```
Summary

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-BRR-1810-070595</th>
</tr>
</thead>
<tbody>
<tr>
<td>Docket Number</td>
<td>BRR-2019-0008</td>
</tr>
<tr>
<td>Board</td>
<td>BRB</td>
</tr>
<tr>
<td>Case Type</td>
<td>DCWC</td>
</tr>
<tr>
<td>Claimant Name</td>
<td>Mrs. FNAMES87 MNAMES87 Workman</td>
</tr>
<tr>
<td>Appeal Date</td>
<td>01/11/2019</td>
</tr>
<tr>
<td>Decision Date</td>
<td>01/07/2019</td>
</tr>
<tr>
<td>profile</td>
<td>TRUE</td>
</tr>
</tbody>
</table>
```

5. The appeal details page includes buttons **Submit a New Filing**, **Remove From My Dashboard**, **Delegate Access** and **Remove Attorney of Record/Make Attorney of Record**.

   a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
   b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard.
   c. If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.
   d. The “Make Attorney of Record” button converts the observer to a party to the appeal. The “Remove Attorney of Record” button makes the trusted user an observer on the appeal once again.
6. Appeal details page include tables Case Status Details, Filings, Documents Served by BRB, Parties with Access, Parties on Appeal, and Delegated Users.
   a. Case Status Details table shows the various events that have happened to the case since it was docketed
   b. The Filings table lists all the filings that have been submitted to the appeal.
   c. The Documents Served by BRB table lists all the serving issued by the Board on the appeal.
   d. Parties with Access table lists all the parties that have access to this appeal.
   e. Parties on Appeal table lists all the parties that are added to the appeal.
   f. Delegated Users table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.
### Case Status Details

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Action Name</th>
<th>Event Date</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>brief</td>
<td>Amicus Brief filed by PSHEESEET Workman</td>
<td>02/06/2019</td>
<td>TestScan_ARB_BriefType_020.pdf</td>
</tr>
<tr>
<td>events</td>
<td>LLC - Reply to attorney fee petition</td>
<td>02/07/2019</td>
<td>TestScan_ARB_Events_005.pdf</td>
</tr>
<tr>
<td>briefSummary</td>
<td>PR Received</td>
<td>02/07/2019</td>
<td>TestScan_ARB_BriefSummery005.pdf</td>
</tr>
<tr>
<td>brief</td>
<td>Amicus Brief filed by PSHEESEET Workman</td>
<td>02/07/2019</td>
<td>TestScan_ARB_BriefType_020.pdf</td>
</tr>
</tbody>
</table>

### Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>eFile Number</th>
<th>Filed Documents</th>
<th>Filed By</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion</td>
<td>Other</td>
<td>BRB-2010-51073</td>
<td>File_1.pdf</td>
<td>Simon Greta</td>
<td>SUBMITTED</td>
<td>10/14/2020 - 08:00 EST</td>
<td>10/14/2020 - 08:00 EST</td>
<td>View</td>
</tr>
<tr>
<td>Brief</td>
<td>Other</td>
<td>BRB-2010-51068</td>
<td>document_2.pdf</td>
<td>Simon Greta</td>
<td>SUBMITTED</td>
<td>10/14/2020 - 08:00 EST</td>
<td>10/14/2020 - 08:00 EST</td>
<td>View</td>
</tr>
<tr>
<td>Motion</td>
<td>Notice of Entry of Appearance</td>
<td>BRB-2010-51069</td>
<td>document_3.pdf</td>
<td>Simon Greta</td>
<td>SUBMITTED</td>
<td>10/14/2020 - 08:00 EST</td>
<td>10/14/2020 - 08:00 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

### Documents Served by BRB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>Filed Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRB-3504-247531</td>
<td>1191268833_BRB_19-0008 Order #2_merged.pdf</td>
<td>04/15/2019 - 05:00 EST</td>
<td>04/15/2019 - 05:00 EST</td>
<td>04/15/2019 - 05:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRB-3504-247531</td>
<td>1191268833_BRB_19-0008 Order #2_merged.pdf</td>
<td>03/01/2019 - 05:00 EST</td>
<td>03/01/2019 - 05:00 EST</td>
<td>03/01/2019 - 05:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRB-3504-247531</td>
<td>1191268833_BRB_19-0008 Order #2_merged.pdf</td>
<td>01/22/2019 - 09:00 EST</td>
<td>01/22/2019 - 09:00 EST</td>
<td>01/22/2019 - 09:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRB-1811-247530</td>
<td>114503953_Acknowledgment Letter.pdf</td>
<td>11/05/2018 - 09:00 EST</td>
<td>11/05/2018 - 09:00 EST</td>
<td>11/05/2018 - 09:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Parties with Access

**The table shows all the parties in the appeal who have access to this appeal.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simon Greta</td>
<td>3600 Marion Street, Vermont, United States, Washington, 06432</td>
<td>Attorney</td>
<td>Greets Attorneys at Law, 3691 Honeysuckle Lane</td>
</tr>
<tr>
<td>Barry Joyner</td>
<td>Associate Solicitor, U.S. Department of Labor, Washington, United States, District of Columbia, 20220</td>
<td>Individual</td>
<td></td>
</tr>
</tbody>
</table>

### Parties on Appeal

**The table lists all the parties on this appeal.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role In the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffry Goldberg</td>
<td>U.S. Department of Labor, Washington, DC, 20210</td>
<td>Attorney</td>
</tr>
<tr>
<td>Director OWCP</td>
<td></td>
<td>Director (Party-in-interest)</td>
</tr>
<tr>
<td>Judy Hamblin</td>
<td>Stone Mountain Health Services, St. Charles, VA, 24292</td>
<td>Attorney</td>
</tr>
<tr>
<td>Pradeep Kataran</td>
<td>489 Yellow Creek Road, Willis, VA, 24292</td>
<td>Claimant-Respondent</td>
</tr>
<tr>
<td>Bluff Spur Coal Corporation/American International South/Chartis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Delegated Users

**The table shows all the parties in the appeal who have access to this appeal.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helen King</td>
<td>5112 South Street, Okeechobee town, United States, California, 33454</td>
<td>Simon Greta</td>
<td>Greets Attorneys at Law, 3691 Honeysuckle Lane</td>
</tr>
<tr>
<td>Samantha Stideth</td>
<td>774 Postel Rd, Mineral Bluff, kerchefl, United States, Indiana, 76343</td>
<td>Simon Greta</td>
<td>Greets Attorneys at Law, 3691 Honeysuckle Lane</td>
</tr>
</tbody>
</table>
HOW TO REMOVE ATTORNEY OF RECORD?

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

2. Click on an Appeal from Accessed Cases table with User Type “AoR”.

3. The appeal details page will be displayed with Submit a New Filing, Remove From My Dashboard, Remove Attorney of Record, and Delegate Access buttons.
4. Click on the **Remove Attorney of Record** button.

### Appeal Details

<table>
<thead>
<tr>
<th><strong>Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eFile Case Number</strong></td>
</tr>
<tr>
<td><strong>Docket Number</strong></td>
</tr>
<tr>
<td><strong>Board</strong></td>
</tr>
<tr>
<td><strong>Case Type</strong></td>
</tr>
<tr>
<td><strong>Claimant Name</strong></td>
</tr>
<tr>
<td><strong>Appeal Date</strong></td>
</tr>
<tr>
<td><strong>Decision Date</strong></td>
</tr>
<tr>
<td><strong>pro se</strong></td>
</tr>
</tbody>
</table>

- [Submit a New Filing](#)
- [Remove From My Dashboard](#)
- [Delegate Access](#)
- [Remove Attorney of Record](#)
HOW TO FILE A NEW APPEAL IN BRB?

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

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

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

- **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
New Appeal

Help

Benefits Review Board issues final Department decisions in appeals of cases under the Black Lung Benefits Act and the Longshore and Harbor Workers’ Compensation Act, and its extensions, including the Defense Base Act. Please select the type of case from the case type drop down listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click “Next” to continue your filing.

Case Type *

- Select Case Type -
New Appeal

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) *

mm/dd/yyyy

Do you have a decision file to upload?

☐ Yes

☐ No

Reconsideration Order Date

mm/dd/yyyy
New Appeal

Help

Please upload notice of appeal document in PDF format and provide any unique comments if any in the comments block that would be helpful in processing your case.

Notice of Appeal File *

Choose File No file chosen

Files must be submitted in PDF format and should be no larger than 200MB. To upload a file please click choose file and find and select the file from your computer.

Comments

Enter Comments

Previous Save Draft Cancel Next
New Appeal

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 ELA, 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 *

Enter OWCP Number

Does your case have any additional OWCP numbers?

☐ Yes

☒ No

OALJ Case Number

Enter OALJ Case Number

ex: 2019L412345

Does your case have any additional OALJ Case Numbers?

☐ Yes

☒ No
New Appeal

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma Sunny</td>
<td>Attorney</td>
</tr>
<tr>
<td>Dicrus Mathew</td>
<td>Amicus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Role</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma Sunny</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dicrus Mathew</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous  Save Draft  Cancel  Next
eFile and eServe

New Appeal

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma Sunny</td>
<td>Attorney</td>
</tr>
<tr>
<td>Dicrus Mathew</td>
<td>Amicus</td>
</tr>
</tbody>
</table>

Select the parties represented by Emma Sunny

Dicrus Mathew

Claimant in this Appeal

Dicrus Mathew
5. On the final page of the wizard, **Accept Above Terms & Conditions** and click on the ‘Submit to BRB’ button.
6. The new appeal will be shown in your ‘**New Appeals**’ table with ‘**SUBMITTED**’ status along with a confirmation message.

7. Click on the **View** link under the **Details** table header. The user is navigated to the appeal’s view details page.
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?

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

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

3. Click on the ‘Submit a New Filing’ button. User is navigated to ‘New Filing to Boards’ page.
4. The user selects the ‘Filing Category’ and its ‘Filing Type’ and uploads the mandatory files and clicks on the ‘Submit to DOL’ button.
5. The filing request is listed in the ‘Filings’ table with ‘SUBMITTED’ status along with a confirmation message.
6. Click on the ‘View’ link under the ‘Details’ table header. The user is navigated to the view details page.

7. The user is displayed with a details popup and can click on the document links which are submitted by the user.
HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

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

2. Click on the approved <Docket Number> link with user type AoR. The user is navigated to the appeal details page.
3. Click on the ‘Delegate Access’ button. The user is navigated to the ‘Organization Members’ page.

4. From the **Organization Members** table displayed, click on the **Delegate** link under ‘Actions’ table header against the user to be delegated.
5. Delegate user confirmation will be displayed. Also, the “Delegate” link against delegated member changes to “Remove Delegation”.

6. In the Appeal Details page, the delegated member will be displayed in the Delegated User table.
HOW TO ACCESS BRB - APPEAL DETAILS PAGE AS A DELEGATED USER?

1. Click on the eFile & eServe with the Benefits Review Board (BRB) tile from the main dashboard.

2. In the BRB dashboard, click on the approved <Docket Number> link in the Appeals Delegated to Me table. The user is navigated to the appeal details page.
3. The user will be directed to the appeal details page.
HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN BRB?

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

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

3. Click on the ‘Delegate Access’ button. User is navigated to the ‘Organization Members’ page.
4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under ‘Actions’ table header against the user to remove delegation.

5. The remove delegation confirmation will be displayed. Also the “Remove Delegation” link against member changes to “Delegate”.

![Organization Members Table](image-url)
HOW TO ACCESS SERVING IN BRB?

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

2. Click on the approved <Docket Number> link with user type AoR. The user is navigated to the appeal details page.
3. The **Documents Served by BRB** table displays the served documents list.
   
   e. **Issued On** – The date and time the serving was issued by BRB  
   f. **Served On** – The date and time the serving was served to the dashboard  
   g. **Notified On** – The date and time the email regarding the serving was sent  
   h. **Accessed On** – The date and time the serving was access by the user.

![Table of served documents](image)

* All times displayed in US Eastern Timezone.

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

![View More button highlighted](image)

* All times displayed in US Eastern Timezone.
5. Click on the `<file name>` to access the served document.

Documents Served by BRB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRD-1004-247525</td>
<td>11819880_BRD 18-0998 Ord (2)_merged.pdf</td>
<td>04/10/2019 - 05:00 EST</td>
<td>04/10/2019 - 05:00 EST</td>
<td>04/10/2019 - 05:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1003-247528</td>
<td>11834405_BRD 18-0998 Ord (3)_merged.pdf</td>
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<td>05/01/2019 - 05:00 EST</td>
<td>05/01/2019 - 05:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1001-247528</td>
<td>11832868_BRD 18-0998 Ord (2)_merged.pdf</td>
<td>01/22/2019 - 05:00 EST</td>
<td>01/22/2019 - 05:00 EST</td>
<td>01/22/2019 - 05:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1002-247523</td>
<td>11511225_BRD 18-0998 Ord_merged.pdf</td>
<td>12/07/2018 - 05:00 EST</td>
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<td>12/07/2018 - 05:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1001-252967</td>
<td>11459950_Acknowledgement Letter.pdf</td>
<td>11/05/2018 - 05:00 EST</td>
<td>11/05/2018 - 05:00 EST</td>
<td>11/05/2018 - 05:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone.

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

Documents Served by BRB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
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<td>11612034_BRD 19-0008 Ord (2)_merged.pdf</td>
<td>03/02/2019 - 20:00 EST</td>
<td>03/02/2019 - 20:00 EST</td>
<td>10/14/2020 - 09:32 EST</td>
<td>03/02/2019 - 20:00 EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1006-305852</td>
<td>11593514_BRD 19-0008 Ord (3)_merged.pdf</td>
<td>04/03/2019 - 20:00 EST</td>
<td>04/03/2019 - 20:00 EST</td>
<td>10/14/2020 - 09:32 EST</td>
<td>04/03/2019 - 20:00 EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1002-303287</td>
<td>11593010_BRD 19-0008 Ord (2)_merged.pdf</td>
<td>02/06/2019 - 18:00 EST</td>
<td>02/06/2019 - 18:00 EST</td>
<td>10/14/2020 - 09:32 EST</td>
<td>02/06/2019 - 18:00 EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1001-302219</td>
<td>11510207_BRD 19-0008 Ord_merged.pdf</td>
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<td>01/15/2019 - 19:00 EST</td>
<td>10/14/2020 - 09:32 EST</td>
<td>01/15/2019 - 19:00 EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRD-1001-255987</td>
<td>11449399_Acknowledgement Letter.pdf</td>
<td>11/04/2018 - 18:00 EST</td>
<td>11/04/2018 - 18:00 EST</td>
<td>11/04/2018 - 18:00 EST</td>
<td>11/04/2018 - 18:00 EST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone.
ECAB DASHBOARD AND FLOWS
HOW TO VIEW ECAB DASHBOARD?

1. Click on the **ECAB** tile from the main dashboard page to access the ‘ECAB’ dashboard.

   ![Dashboard Image]

   ![ECAB Tile Highlighted]

   **ECAB Dashboard**

   ![Accessed Appeals Table]

   **Accessed Appeals**

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>eFile Case Number</th>
<th>Claimant Name</th>
<th>Initial Access</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
</table>

   a. The **File a New Appeal - ECAB** button lets users file a new appeal with ECAB

   b. The **Access Appeals** button lets the user access appeals directly from ECAB.
3. ECAB Dashboard includes tables **Accessed Appeals**, **Appeals Delegated to Me**, **New Appeals**, **Appeals in Draft State**, and **Appeals Awaiting your Signature**.

   a. The **Accessed Appeals** table lists all the appeals that the user has obtained access to.

   b. The **Appeals Delegated to Me** table lists all the appeals that were delegated to the user by an attorney in the same organization.

   c. The **New Appeals** table lists all the appeals that were submitted by the user.

   d. The **Appeals in Draft State** table lists all the appeals that were saved as a draft during the new appeal process.

   e. The **Appeals Awaiting your Signature** table lists all the appeals that are awaiting a signature from the user.
HOW TO ACCESS APPEALS IN ECAB?

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

2. Click on the **Access Appeals** button.
3. Search any appeal using relevant string and filters and click on the ‘Add to Dashboard’ button that is displayed only if one of the appeals is selected.

4. A confirmation page will be displayed. Select the organization and click on the Submit button.
5. The accessed appeal will be shown in your ‘Accessed Appeals’ table with the ‘Observer’ user type along with a confirmation message.

6. Click on **View More** button to view all the access requests.

7. All the requested appeals will be listed on the page.
WHAT ARE THE COMPONENTS IN ECAB - APPEAL DETAILS PAGE?

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

2. In the ECAB Dashboard, click on the approved <Docket Number> link from Accessed Appeals or New Appeals table.
3. The user will be directed to the appeal details page.

### Appeal Details

#### Summary

- **Case Number:** 1234567890
- **Status:** New
- **File Date:** 01/01/2021
- **Filing:** New
- **Type:** Complaint
- **Due Date:** 02/02/2021
- **Submitted:** 01/01/2021
- **Status:** Submitted

#### Case Status Details

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Active Name</th>
<th>Event Date</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>events</td>
<td>123 - Notice of entry of appearance</td>
<td>01/01/2021</td>
<td>File-1.pdf</td>
</tr>
<tr>
<td>events</td>
<td>123 - Notice of entry of appearance</td>
<td>01/02/2021</td>
<td>File-2.pdf</td>
</tr>
<tr>
<td>events</td>
<td>123 - Notice of entry of appearance</td>
<td>01/03/2021</td>
<td>File-3.pdf</td>
</tr>
<tr>
<td>appeal</td>
<td>Case prosecutable</td>
<td>02/02/2021</td>
<td>File-4.pdf</td>
</tr>
<tr>
<td>appeal</td>
<td>Appeal Filed</td>
<td>03/03/2021</td>
<td>File-5.pdf</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Time Zone*

#### Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>ofSB Number</th>
<th>Filed Documents</th>
<th>Filed By</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Response to Board's Request for Legal Opinions</td>
<td>ofSB-2020-00005</td>
<td>File-6.pdf</td>
<td>Simon</td>
<td>Submitted</td>
<td>04/04/2020</td>
<td>04/05/2020</td>
<td>View</td>
</tr>
<tr>
<td>Motion</td>
<td>Motion for Extension of Time to File Other Briefs</td>
<td>ofSB-2020-00006</td>
<td>File-7.pdf</td>
<td>Simon</td>
<td>Submitted</td>
<td>05/05/2020</td>
<td>05/06/2020</td>
<td>View</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Time Zone*

#### Documents Served by ECAB

<table>
<thead>
<tr>
<th>ofSB Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accepted On</th>
<th>Noticed On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ofSB-2020-00007</td>
<td>ofSB-2020-00008</td>
<td>Addendum Letter</td>
<td>ofSB-2020-00009</td>
<td>06/06/2020</td>
<td>06/07/2020</td>
<td>06/08/2020</td>
<td>06/09/2020</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Time Zone*

#### Parties with Access

The table shows all the parties in the appeal who have access to this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>View Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Defender</td>
<td>1234567890</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Simon Corp</td>
<td>234567890</td>
<td>Attorney</td>
<td>Corporate Law Firm</td>
</tr>
<tr>
<td>Alan Shapiro</td>
<td>345678901</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Joseph Sunny</td>
<td>456789012</td>
<td>Attorney</td>
<td>Business &amp; Finance Law</td>
</tr>
</tbody>
</table>

#### Parties on Appeal

The table lists all the parties on this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role in the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Shapiro</td>
<td>567890123</td>
<td>Attorney</td>
</tr>
<tr>
<td>Joyce Kennedy</td>
<td>678901234</td>
<td>Appellant</td>
</tr>
</tbody>
</table>

#### Delegated Users

There are no users delegated to this appeal case. If you want to delegate access to another person to assist in this appeal case, create a new account through the system and add them as members. Then use the delegate access button to give access to one of the members in your organization.
4. The appeal details page includes a summary section that gives a summary of the appeal details.

![Summary](image)

5. The appeal details page includes buttons **Submit a New Filing**, **Remove From My Dashboard**, **Delegate Access** and **Remove Attorney of Record/Make Attorney of Record**.

   a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.

   b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard.

   c. If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.

   d. The “Make Attorney of Record” button converts the observer to a party to the appeal. The “Remove Attorney of Record” button makes the trusted user an observer on the appeal once again.
6. Appeal details page include tables **Case Status Details**, **Filings**, **Documents Served by ECAB**, **Parties with Access**, **Parties on Appeal**, and **Delegated Users**.
   
a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
b. **Filings** table lists all the filings that have been submitted to the appeal.
c. **Documents Served by ECAB** table lists all the serving issued by the Board on the appeal.
d. **Parties with Access** table lists all the parties that have access to this appeal.
e. **Parties on Appeal** table lists all the parties that are added to the appeal.
f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.
eFile and eServe

Case Status Details

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Action Name</th>
<th>Event Date</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>events</td>
<td>905 - Notice of entry of appearance</td>
<td>08/20/2020</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>905 - Notice of entry of appearance</td>
<td>08/20/2020</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>905 - Notice of entry of appearance</td>
<td>08/20/2020</td>
<td></td>
</tr>
<tr>
<td>appeals</td>
<td>Case processable</td>
<td>08/14/2020</td>
<td></td>
</tr>
<tr>
<td>appeals</td>
<td>Appeal Filed</td>
<td>08/14/2020</td>
<td></td>
</tr>
</tbody>
</table>

Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>eFile Number</th>
<th>Filed Documents</th>
<th>Filed By</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief</td>
<td>Response to Board's Request for Legal Opinion Memorandum</td>
<td>ECAE-2010-010583</td>
<td>File 1.3.pdf</td>
<td>Simon Greta</td>
<td>SUBMITTED</td>
<td>10/14/2020 - 09:45 EST</td>
<td>10/14/2020 - 09:45 EST</td>
<td>View</td>
</tr>
<tr>
<td>Motion</td>
<td>Motion for Extension of Time to File Other Briefs</td>
<td>ECAE-2010-010582</td>
<td>File 1.2.pdf</td>
<td>Simon Greta</td>
<td>SUBMITTED</td>
<td>10/14/2020 - 09:50 EST</td>
<td>10/14/2020 - 09:50 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

Documents Served by ECAB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAE-2010-020728</td>
<td>1192014_400_Adminstrative Letter.pdf</td>
<td>10/18/2019 - 09:00 EST</td>
<td>10/18/2019 - 09:00 EST</td>
<td>10/18/2019 - 09:00 EST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parties with Access

The table shows all the parties in the appeal who have access to this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy DelRosso</td>
<td>ORCH-04-017, Jacksonville, United States, Florida, 32202</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Simon Greta</td>
<td>1500 Marion Street, Vermont, United States, Washington, 20032</td>
<td>Attorney</td>
<td>Greihs Attorneys at Law, 3681 Honey meanwhile Lane</td>
</tr>
<tr>
<td>Alan Shapiro</td>
<td>8 Shaker Glen, Shaker Heights, United States, Ohio, 44122</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Joseph Sweeney</td>
<td>123 Test address, Colorado, United States, Colorado, 20200</td>
<td>Attorney</td>
<td>Board's Suits Testing, 200 Constitution Avenue, NM</td>
</tr>
</tbody>
</table>

Parties on Appeal

The table lists all the parties on this appeal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role In the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Shapiro</td>
<td>8 Shaker Glen, Shaker Heights, OH, 44122</td>
<td>Attorney</td>
</tr>
<tr>
<td>JOYCE KENNEDY</td>
<td>225 RAINBERRY ROAD, HILLSVILLE, VA, 24340</td>
<td>Appellant</td>
</tr>
</tbody>
</table>

Delegated Users

There are no users delegated to this appeal case. If you want to delegate access to another person to assist in this appeal case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.
HOW TO BECOME ATTORNEY OF RECORD?

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

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

3. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.
4. Click on the **Make Attorney of Record** button.

5. 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.
6. Click on the **ECAB Dashboard** breadcrumb to go to the appeal dashboard.

7. The accessed case will be shown in your **Accessed Appeals** table with User Type **AoR**.
HOW TO REMOVE ATTORNEY OF RECORD?

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

2. Click on an Appeal from Accessed Cases table with User Type “AoR”.

3. The appeal details page will be displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons.

4. Click on the **Remove Attorney of Record** button.
5. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons along with a confirmation message.

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

7. The accessed appeal will be shown in your **Accessed Appeals** table with User Type **Observer**.
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

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

2. Click on the approved <Docket Number> link with User Type “AoR”. The user is navigated to the appeal details page.

3. Click on the ‘Submit a New Filing’ button. User is navigated to ‘New Filing to Boards’ page
4. The user selects the ‘Filing Category’ and its ‘Filing Type’ and uploads the mandatory field and clicks on the ‘Submit to DOL’ button.

5. The filing request is listed in the ‘Filings’ table with ‘SUBMITTED’ status along with a confirmation message.
6. Click on the ‘View’ link under the ‘Details’ table header. The user is navigated to the view details page.

Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>eFile Number</th>
<th>Filed Documents</th>
<th>Filed By</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion</td>
<td>Other</td>
<td>ECAB-2008-10212</td>
<td>Processing please wait</td>
<td>Emma Sunny</td>
<td>SUBMITTED</td>
<td>08/14/2020 - 02:00 EST</td>
<td>08/14/2020 - 02:00 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

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

Status Update Log

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>eFile Status</th>
<th>Comment</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAB-2008-10212</td>
<td>SUBMITTED</td>
<td>New filing has been submitted.</td>
<td>08/14/2020 - 02:00 EST</td>
</tr>
</tbody>
</table>
HOW TO FILE A NEW APPEAL IN ECAB?

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

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

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

Help

You do not have to have a representative in order to pursue your appeal. If you will be represented by an attorney/representative in this appeal an authorization/consent of representation must be filed. In order to submit a valid authorization/consent of representation, please provide the email address of your attorney/representative. An email will be sent to the address you provided, prompting them to log in to this system to validate their role as your attorney/representative.

Do you have an attorney or representative? *

- Yes
- No
New Appeal

▼ Help

Your appeal will be subject to dismissal unless you provide the OWCP decision date you are appealing. An appeal must be filed within 180 days following the date of the OWCP decision(s) being appealed. If your appeal is not timely filed, you must attach a statement with supporting documentation establishing compelling circumstances which prevented timely filing.

Date of OWCP decision being appealed *

mm/dd/yyyy

Do you have a second decision date?

☐ Yes

☐ No

Previous  Save Draft  Cancel  Next

New Appeal

▼ Help

Please enter the OWCP File Number associated with the OWCP decision(s) being appealed. If you wish to file an appeal concerning another OWCP File Number, please file a separate appeal.

OWCP File (Claim) Number *

Enter OWCP Number

Enter the 8 digit OWCP number

Previous  Save Draft  Cancel  Next
New Appeal

Help

If Oral argument is requested, your request will be granted or denied in the Board’s discretion pursuant to the Board’s Rules of Procedure (20 C.F.R. § 501.5). Should your request for oral argument be denied, the appeal will be decided on the record. If you are requesting oral argument, you must state the specific issue(s) to be argued and state in detail the specific reasons that an oral argument is necessary as part of your appeal. The issues and supporting statement need not be long, but they should be as clear and specific as possible. PLEASE NOTE: By requesting Oral Argument you are confirming that you will appear in Washington, DC at your own expense if oral argument is granted. Oral arguments are only held in Washington, DC. The Board does not pay for travel or any other expenses, related to attending oral argument. Evidence that was not in the case record at the time of the decision(s) appealed to ECAB cannot be submitted to the Board at oral argument.

Oral Argument Requested

☐ Yes

☒ No

Previous  Save Draft  Cancel  Next
New Appeal

New Appeal

Help

Briefly state the specific reasons for your disagreement with the decision of OWCP.

Appeal Reason *

Enter Appeal Reason

Previous Save Draft Cancel Next

New Appeal

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

Previous Save Draft Cancel Previous

Submit for 2nd Signature

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5. On the final page of the wizard, **Accept Above Terms & Conditions** and click on the ‘Submit to ECAB’/’Submit for the 2nd Signature’ button. 
Note: If the filer is Appellant, It will be going for a second signature.

6. The new appeal will be shown in your ‘**New Appeals**’ table with ‘**SUBMITTED’/’AWAITING SIGNATURE**’ status along with a confirmation message.

7. Click on the **View** link under the **Details** table header. The user is navigated to the appeal’s view details page.
HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

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

2. Click on the approved <Docket Number> link with User Type “AoR”. The user is navigated to the appeal details page.

3. Click on the ‘Delegate Access’ button. The user is navigated to the ‘Organization Members’ page.
4. From the **Organization Members** table displayed, click on the **Delegate** link under ‘Actions’ table header against the user to be delegated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dion - John</td>
<td><a href="mailto:diotester001@gmail.com">diotester001@gmail.com</a></td>
<td>Attorney</td>
<td>Delegate</td>
</tr>
<tr>
<td>Angel George</td>
<td><a href="mailto:angeltester002@gmail.com">angeltester002@gmail.com</a></td>
<td>Attorney</td>
<td>Delegate</td>
</tr>
</tbody>
</table>

5. Delegate user confirmation will be displayed. Also, the “Delegate” link against delegated member changes to “Remove Delegation”.

6. In the Appeal details page, the delegated member will be displayed in the **Delegated User** table.
HOW TO ACCESS ECAB - APPEAL DETAILS PAGE AS A DELEGATED USER?

1. Click on the eFile & eServe with the Employees' Compensation Appeals Board (ECAB) tile from the main dashboard.

2. In the ECAB Dashboard, click on the approved <Docket Number> link from the Appeals Delegated to Me table.
3. The user will be directed to the appeal details page.
HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?

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

2. Click on the approved <Docket Number> link with User Type “AoR”. The user is navigated to the appeal details page.
3. Click on the ‘Delegate Access’ button. The user is navigated to the ‘Organization Members’ page.

![Organization Members Table]

4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under ‘Actions’ table header against the user to remove delegation.

![Organization Members Table with Remove Delegation Link Highlighted]

5. Remove delegation confirmation will be displayed. Also the “Remove Delegation” link against member changes to “Delegate”.

![Organization Members Table with Remove Delegation Confirmation]

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HOW TO ACCESS SERVINGS IN ECAB?

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

2. Click on the approved <Docket Number> link with User Type “AoR”. The user is navigated to the appeal details page.
3. The **Documents Served by ECAB** table displays the served documents list.
   
   i. **Issued On** – The date and time the serving was issued by BRB
   
   j. **Served On** - The date and time the serving was served to the dashboard
   
   k. **Notified On** - The date and time the email regarding the serving was sent
   
   l. **Accessed On** - The date and time the serving was access by the user.

4. Click on the **View More** button to navigate to the **Documents Served by ECAB** page.
5. Click on the `<file name>` to access the served document.

### Documents Served by ECAB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
</table>

* All times displayed in US Eastern Timezone

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

### Documents Served by ECAB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
<th>File Type</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
</table>

* All times displayed in US Eastern Timezone
1. Email Notification on ‘Submitted - New Appeal’:

New Appeal for the Case ARB-2009-0306(BLA) has been submitted - DO NOT REPLY

DOL eFile eServe <noreply@dol.gov>
to me ~

eFile and eServe

Dear Joseph Sunny,

Please find the details of your new appeal below.

Docket Number : ARB-2009-0306
Agency : ARB
OALJ Case Number(s) : 2017-BLA-05170,2011-BLA-06355
eFile Number : ARB-2009-510306
eFile Case Number : EFS-ARB-2009-208889
Decision Date : September 14, 2020
Status : submitted
Date : September 25, 2020 at 5:11 AM ET

Please click the link(s) below to view the document(s):

$38030
$38001

Thank you,
Administrative Review Board
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details
2. Email Notification on ‘Approved - New Appeal’:

Appeal for the Case ARB-2009-0290(ERA) has been APPROVED - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me >

Dear Joseph Sunny,

Please find the details of your Appeal below.

Docket Number : ARB-2009-0290
Agency : ARB
eFile Number : ARB-2009-510290
eFile Case Number : EFS-ARB-2009-208980
Status : APPROVED
Date : September 25, 2020 at 6:07 AM ET
Comments : Agency approving this request

Thank you,
Administrative Review Board
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details

3. Email Notification on ‘Rejected - New Appeal’:

Appeal for the Case ARB-2009-0306(BLA) has been REJECTED - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me >

Dear Joseph Sunny,

Please find the details of your Appeal below.

Docket Number : ARB-2009-0306
Agency : ARB
eFile Number : ARB-2009-510306
eFile Case Number : EFS-ARB-2009-208989
Status : REJECTED
Date : September 25, 2020 at 6:06 AM ET
Comments : AGENCY rejecting this request

Thank you,
Administrative Review Board
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details
4. Email Notification on ‘Submitted - Filing’:

Motion for the Case ARB-2019-0067(LCA) has been Submitted - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me +

**eFile and eServe**

Dear Joseph Sunny,

Please find the details of your Motion below:

- **Docket Number**: ARB-2019-0067
- **Agency**: ARB
- **eFile Number**: ARB-2009-510341
- **eFile Case Number**: EFS-ARB-1907-071109
- **Status**: Submitted
- **Date**: September 25, 2020 at 5:58 AM ET

Please click the link(s) below to view the document(s):

533036

Thank you,

U.S. Department of Labor
Please login to DOL eFile and eServe to view the details

5. Email Notification on ‘Approved - Filing’:

Brief for the Case ARB-2019-0067(LCA) has been Approved - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me +

**eFile and eServe**

Dear Joseph Sunny,

Please find the details of your Brief below:

- **Docket Number**: ARB-2019-0067
- **Agency**: ARB
- **eFile Number**: ARB-2009-510342
- **eFile Case Number**: EFS-ARB-1907-071109
- **Status**: Approved
- **Date**: September 25, 2020 at 6:01 AM ET

Comments: Approved For Joseph

Thank you,

Administrative Review Board
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details
6. Email Notification on ‘Rejected - Filing’:

Motion for the Case ARB-2019-0067(LCA) has been Rejected - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>
to me →

eFile and eServe

Dear Joseph Sunny,

Please find the details of your Motion below.

Docket Number : ARB-2019-0067
Agency : ARB
eFile Number : ARB-2009-510341
eFile Case Number : EFS-ARB-1907-071109
Status : Rejected
Date : September 25, 2020 at 6:02 AM ET
Comments : Rejected for joseph

Thank you,
Administrative Review Board
U.S. Department of Labor
Please login to DOL eFile and eServe to view the details

7. Email Notification on ‘Delegate Access’ to a member on appeal:

DOL eFile-eServe – Delegated access granted to the appeal BRB-2012-0191

eFile and eServe

Dear Angel George,
You have been granted access to the appeal - BRB-2012-0191 in the Department of Labor’s (DOL) eFile and eServe system by Barry Barry.
To view the appeal, please login at eFile and eServe by clicking on the link given below:
https://sheriff.mnjpbd.com/techboard/orview/EFS-BRB-2012-0560027view
Thank you,
eFile and eServe
8. Email Notification on ‘Remove Delegate Access’ from a member on appeal:

9. Email Notification on ‘Servings’