U.S DEPARTMENT OF LABOR

User Guides for ProSe and Non-Attorneys

Version 1.0

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Contents

MAIN MENU AND DASHBOARD ............................................................................................................ 4
HOW TO NAVIGATE THROUGH THE HEADER MENUS? ................................................................. 6
HOW TO NAVIGATE THROUGH THE TILES? ..................................................................................... 13
OVERVIEW OF HELP AND WHERE TO FIND THEM ...................................................................... 17
HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES ................................ 19
HOW TO CONTACT THE SUPPORT TEAM FOR EFFILE AND ESERVE SITE-RELATED ISSUES .......... 20

USER PROFILE AND ORGANIZATION MODULE ............................................................................. 23
HOW TO EDIT YOUR USER PROFILE? ............................................................................................. 25
HOW DO YOU ADD AN ORGANIZATION? ......................................................................................... 29
HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR? .......... 32
HOW DO YOU SEARCH FOR AN EXISTING ORGANIZATION AND REQUEST TO JOIN IT? ........ 35
HOW DO YOU ACCESS THE ORGANIZATION PAGE? ..................................................................... 38
HOW DO YOU EDIT THE ORGANIZATION DETAILS? ..................................................................... 40
HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION? ............................... 43
HOW DO YOU REMOVE A MEMBER FROM THE ORGANIZATION? .............................................. 45
HOW TO CREATE NEW SHARED MAILBOX? ...................................................................................... 47
HOW TO ADD MEMBERS IN SHARED MAILBOX? ........................................................................... 50
HOW TO REMOVE MEMBERS FROM SHARED MAILBOX? .............................................................. 52
OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS ............................................................. 55

OALJ AND BALCA DASHBOARD AND FLOWS .......................................................................... 64
HOW TO VIEW OALJ/BALCA DASHBOARD? .................................................................................. 66
HOW TO REQUEST ACCESS TO CASES? .......................................................................................... 68
HOW TO FILE A NEW CASE? ........................................................................................................... 73
UNDERSTANDING THE COMPONENTS IN CASE DETAILS PAGE. ............................................ 78
HOW TO SUBMIT NEW FILING TO OALJ? ....................................................................................... 82
HOW TO SUBMIT MULTI CASE FILINGS TO OALJ? ....................................................................... 88
HOW TO ACCESS SERVED DOCUMENT? ......................................................................................... 93
HOW TO SUBMIT REPRESENTATIVE’S WITHDRAWAL OF APPEARANCE FROM A CASE? .......... 95
OVERVIEW OF OALJ CASE EMAIL NOTIFICATIONS FOR DOL USERS ..................................... 99

BOARDS DASHBOARDS .................................................................................................................. 105

ARB DASHBOARD AND FLOWS ..................................................................................................... 107
MAIN MENU AND DASHBOARD
eFile and eServe

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.
7. Click on the header menu **My Account** to access the My Account dropdown.

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

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

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

14. 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
7. Click on the **My Organizations** tile from the “My Account” dashboard to access the “My Organizations” 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.
eFile and eServe

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 contact the Login.gov team.

And you will be redirected to the concerned site
HOW TO CONTACT THE SUPPORT TEAM FOR EFIL 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 Dragger Attorneys at Law, 99 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>
4. Unselect the checkbox “I am 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.
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 Member” button.

Organization Details
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.
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 and click the “Search Organizations” button to see the search option.
3. Type in the search organization 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 Organization's 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.
HOW DO YOU ACCESS THE ORGANIZATION PAGE?

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

2. From the My Organizations page click on the organization name to view the details.
3. Users will be displayed with the details page of the organization and click on the View More Organization Details button.

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. My Organizations main page will be displayed and click on the organization name.
3. Click on the “Edit Organization” button to edit the organization details.

4. Click the “Edit” link in 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.
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.

4. To remove the administrator, click on the “Remove as Administrator” link. Hit OK on the pop-up to confirm.
HOW DO YOU REMOVE A MEMBER FROM THE ORGANIZATION?

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

Organization Details

Administrators

Active Members

Join Requests

Pre-Approved Members

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

2. Click on the “Add Mailbox” button.
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 *
- ARB
- BRB
- ECAB

Case Types *
- FECA

Description
XYZ

Status *
Active
Select the status.

Save Cancel
4. A new shared mailbox is created.

Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

Search
Enter Mailbox(es)  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:sharedmailbox@gmail.com">sharedmailbox@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.

   ![Organization Details](image)

2. Click on the mailbox name from the table.

   ![Manage Mailboxes](image)

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

   ![Mailbox Details](image)
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>
<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 - 03:37 EST</td>
<td>Add Member</td>
</tr>
<tr>
<td>Tiju Isaac</td>
<td><a href="mailto:tijutester123@gmail.com">tijutester123@gmail.com</a></td>
<td>Individual</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

<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 - 03:37 EST</td>
<td>Remove</td>
</tr>
<tr>
<td>Tiju Isaac</td>
<td><a href="mailto:tijutester123@gmail.com">tijutester123@gmail.com</a></td>
<td>Individual</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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Mailbox ABCD</td>
<td><a href="mailto:sharedmailbox1@gmail.com">sharedmailbox1@gmail.com</a></td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Created On</td>
<td>10/14/2020 - 02:19 EST</td>
</tr>
</tbody>
</table>

Agency - Case Type List

- ECAB
- FECA

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.
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 ABCD
- An email notification has been sent to Carol Max at carolmax001@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 ABCD</td>
<td><a href="mailto:sharedmailbox1@gmail.com">sharedmailbox1@gmail.com</a></td>
<td>Active</td>
<td>10/14/2020 - 02:10 EST</td>
<td></td>
</tr>
<tr>
<td>Carol Max</td>
<td><a href="mailto:carolmax001@gmail.com">carolmax001@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 03:57 EST</td>
<td>Add Member</td>
</tr>
<tr>
<td>Tjje lopec</td>
<td><a href="mailto:tjjeleter123@gmail.com">tjjeleter123@gmail.com</a></td>
<td>Individual</td>
<td>10/34/2020 - 02:05 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>

Members

Search

Enter Name or Email address [Search]
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://efsos2.mindaportal.com/dashboard/user-profile/org/10209/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

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

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’:

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’

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’:

DOL eFile-eServe – Pre-approved access to organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efpdev.com>  
to me  

Dear simimarys@gmail.com,

You have been pre-approved to join 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 join the organization Wingstien and Dragger Attorneys, please register at eFile and eServe by clicking on the link given below:

https://efsest2.mindopetial.com

Administrator,
Wingstien and Dragger Attorneys

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

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

eFile/eServe Support <support@efpdev.com>  
to me  

Dear Administrator(s),

Angel George (email id: angeltestedDOL@gmail.com) has been added as a member to the organization Wingstien 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:

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:

Dear Administrator(s),
Angel George (email id: angeltester981@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

eFile/eServe Support <support@efsdev.com>
to me

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

eFile/eServe Support <support@efsdev.com>
to me

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’:

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

eFile/eServe Support <support@efsdev.com>

To me ▼

eFile and eServe

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://efeatest2.mailjetmail.com

Administrator,
Wingsten and Dragger Attorneys

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

DOL eFile-eServe – Member removed from the shared mailbox - mathewjohn@gmail.com

eFile/eServe Support <support@efsdev.com>

to me ▼

eFile and eServe

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’:

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 Request Access to Cases button to search and request access to the case by submitting the necessary documents. The request will be sent to OALJ for processing and could be approved or rejected. The accessed cases are displayed in the My Access Requests 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.

   
   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 Request Access to Cases button lets the user request access to cases from OALJ.
   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. My Access Requests table lists all the cases that the user has requested 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.

OALJ and BALCA Dashboard

My Access Requests
The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and serve and to submit new filings.

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>eFile Number</th>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>Status</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013580323</td>
<td>OALJ-2009-1310010</td>
<td>SLOAN NICKELA</td>
<td></td>
<td>SUBMITTED</td>
<td>09/24/2020 04:10 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

Cases Delegated to Me
There are no delegated cases to show.

* All times displayed in US Eastern Timezone

New Cases
There are no cases that you have filed through this system.

* All times displayed in US Eastern Timezone
HOW TO REQUEST ACCESS TO CASES?

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 Request Access to Cases button.
3. Search any case and click on the **Add to Request** button that is displayed only if one of the cases is selected.
4. Request access to the case by filling out the mandatory fields and selecting the required organization and click on the **Submit to DOL** button.
5. The requested case will be shown in your My Access Requests table with the SUBMITTED status along with a confirmation message.

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

7. All the requested cases will be listed on the My Access Requests page.
8. Click on the **View** link under the **Details** column header to view the access request details.

My Access Requests

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

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>eFile Case Number</th>
<th>eFile Number</th>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>Status</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012LHC02015</td>
<td>EFS-OALJ-2009-208942</td>
<td>OALJ-2009-510200</td>
<td>LARRY YL</td>
<td></td>
<td>SUBMITTED</td>
<td>09/14/2020 - 04:35 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

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

**New Case to OALJ or BALCA**

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

**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.

- **Filing Type** *
  - Request for Hearing or Request for Administrative Review

- **Program Area** *
  - Select a value -

- **Program Sub Area**
  - None -

- **Originating Agency** *
  - None -

- **Sub Agency**
  - None -
eFile and eServe

Agency Reference Number
Enter Agency Reference Number

Your Role in the Case *
- Select a value -

Decision Document From Originating Agency (e.g., OWCP, OSHA, Wage and Hour Division, Etc.)
Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less than 200MB

Add a File *
Choose Files No file chosen

Certificate of Service *
Choose File No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, xlsx, txt, docx, rtf and size should be less than 200MB

eFiler's Organization
Org - Barry, Address 123

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
4. The requested 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 requested 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.
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. In the OALJ dashboard, click on the approved <OALJ Case Number> link My Access Requests or New Cases table. The user is navigated to the case details page.
3. The user will be directed to the case details page.

4. Case details page includes a summary section which gives a summary of the case details.
5. Case details page include buttons Submit a New Filing, Remove From My Dashboard 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.
6. Case details page include tables Filings, OALJ Issued Documents, Parties with Access and Delegated Users.

   a. Filings table lists all the Filings you have done related to this case.
   b. OALJ Issued Documents 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.

<table>
<thead>
<tr>
<th>Filings</th>
<th>OALJ Issued Documents</th>
<th>Parties with Access</th>
<th>Delegated Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Category</td>
<td>Filing Type</td>
<td>Filed Documents</td>
<td>eFile Number</td>
</tr>
<tr>
<td>Filed documents have been filed to this case.</td>
<td>* All times displayed in US Eastern Timezone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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>
<th>Showing 1 of 2 records View More</th>
</tr>
</thead>
<tbody>
<tr>
<td>No documents have been served to this case.</td>
<td>* All times displayed in US Eastern Timezone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role in the Case</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angel George</td>
<td>123 Constitution Ave.,</td>
<td>Department Of Labor</td>
<td>OALJ Filings Testing, 123 Constitution Avenue, NPI</td>
</tr>
<tr>
<td>Sunny Mathew</td>
<td>City, United States,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>123456</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
</table>

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 SUBMIT 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 the submitted/approved <OALJ Case Number> link. The user is navigated to the case details page.
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.

```
<table>
<thead>
<tr>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012LHC02015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Filing Category *</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Select value-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Filing Type *</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Select a value-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Comments *</th>
</tr>
</thead>
</table>

**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]
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 request is listed in the Filings table with the SUBMITTED status along with a confirmation message.

6. Click on the View More button to view all the filings under the case.
7. All the filings under the case will be listed on the **Filings** page.

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Any -</td>
<td>- Any -</td>
<td></td>
</tr>
</tbody>
</table>

**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>download_42.png</td>
<td>OALJ-2009-510205</td>
<td>SUBMITTED</td>
<td>Barry</td>
<td>09/24/2020 06:39 EST</td>
<td>09/14/2020 06:39 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone*

8. Click on the **View** link under the **Details** column header to view the filing details.

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Any -</td>
<td>- Any -</td>
<td></td>
</tr>
</tbody>
</table>

**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>download_42.png</td>
<td>OALJ-2009-510205</td>
<td>SUBMITTED</td>
<td>Barry</td>
<td>09/24/2020 06:39 EST</td>
<td>09/14/2020 06:39 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

<table>
<thead>
<tr>
<th>Filing Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>eFile Number</td>
<td>OALJ-2009-510205</td>
</tr>
<tr>
<td>eFile Case Number</td>
<td>EFS-OALJ-2009-208942</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 additional comments:</td>
</tr>
<tr>
<td>Filed Documents</td>
<td>download_42.jpg</td>
</tr>
<tr>
<td>Certificate of Service</td>
<td>Test_97.pdf</td>
</tr>
<tr>
<td>Status</td>
<td>SUBMITTED</td>
</tr>
<tr>
<td>Filed By</td>
<td>Barry Barry</td>
</tr>
<tr>
<td>Submitted On</td>
<td>09/14/2020 - 05:39 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-2009-510205</td>
<td>SUBMITTED</td>
<td>New filing has been submitted.</td>
<td>09/14/2020 - 05:39 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.
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**

![Form](image)

**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.

**OALJ Case Number**

- 2020BAT02107

**Filing Category**

- Select a value

**Filing Type**

- Select a value

**Additional Comments**

**Certificate of Service for 2020BAT02107**

- Choose File

Only files with the following extensions are allowed: .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .tif and size should be less than 200KB.

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

All filers must redact filings in compliance with 29 C.F.R. § 18.21. 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]
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 I showing on 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.

<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>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>Processing please wait.</td>
<td>EALJ-2009-510105</td>
<td>SUBMITTED</td>
<td>Barry Barry</td>
<td>09/14/2020 - 05:39 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

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

<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>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>Processing please wait.</td>
<td>EALJ-2009-510105</td>
<td>SUBMITTED</td>
<td>Barry Barry</td>
<td>09/14/2020 - 05:39 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

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.

12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.
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 the approved <OALJ Case Number> link. The user is navigated to the case details page.

3. The OALJ Issued Documents table is showing the served documents list.
4. Click on the **View More** button to navigate to the **Servings** page.

<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>
</table>

*All times displayed in US Eastern Timezone*

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

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>dummysample.pdf</td>
<td></td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone*

6. The **Accessed On** is showing in the column.

<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>
</table>

*All times displayed in US Eastern Timezone*
HOW TO SUBMIT REPRESENTATIVE’S WITHDRAWAL OF APPEARANCE FROM A 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 approved <OALJ Case Number> link and the user is navigated to the case details page.
3. Click on the **Representative’s Withdrawal of Appearance** button to navigate to the filings form page. 
   Note: Representative’s Withdrawal of Appearance button will not be displayed for the users who accessed the case with roles Claimant/Complainant/Prosecuting Party (Self-represented) and Respondent/Defendant/Employer (Self-represented).

4. The user is navigated to Representative’s Withdrawal of Appearance to OALJ filing page where Filing Category and Filing Type preselected with Motion or Response or Reply to a Motion and Motion to Withdraw from Representation respectively.
Representative’s Withdrawal of Appearance 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.

Case Number *
2018BLA05689

Filing Category *
Motion or Response or Reply to a Motion

Filing Type *
Motion to Withdraw from Representation

Additional Comments *

Document to File

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xis, xls, xlsx, txt, rtf and size should be less than 200MB.

Add a new file *
Choose Files: No file chosen

Certificate of Service *
Choose File: No file chosen

The Certificate of Service must be uploaded using the file upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xis, xls, xlsx, txt, rtf. Size of the file should be less than 200MB.

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

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

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

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

Cancel
5. Fill and upload all the mandatory fields and click on the Submit to the DOL button.

6. The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.  
   Note: Once OALJ approves the filing, the case will be withdrawn for the user.
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.

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

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

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:barrytester001@gmail.com">barrytester001@gmail.com</a></td>
</tr>
<tr>
<td>Aaron Tester</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

Dear Dion John,

Please find the details of your Notice of Appearance below:

Case Number: 2020ACA00291
Agency: DOL
eFile Number: DOL-J-2009-510296
eFile Case Number: EFS-DOLJ-2009-208891
Status: Submitted
Date: September 24, 2020 at 1:43 AM ET

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

532965
532961

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

Dear Dion Tester,

Please find the details of your Notice of Appearance below:

Case Number: 2020ACA02508
Agency: DOL
eFile Number: DOLJ-2008-501665
eFile Case Number: EFS-DOLJ-2008-201000
Status: Approved
Date: August 27, 2020 at 2:58 AM ET

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

508967
508968
508969

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-2009-302362
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):

559551
559552

Thank you,
Office of the Administrative Law Judges
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 case:

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

eFile/eServe Support <support@efsdev.com>
to me \[

Dear Sol Benj,

You have been granted access to the case - 2018BLA06555 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: 2019BLO00009

Dear Angel George,

Your access to the case - 2019BLO00009 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.

59474-OAL\jourboundfiles\2020\ACA02508\09233220670-00\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:soltestert01@gmail.com">soltestert01@gmail.com</a></td>
</tr>
<tr>
<td>Aaron Tester</td>
<td><a href="mailto:aarontesterb01@gmail.com">aarontesterb01@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.
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 Request Access to Appeals button within the appropriate dashboard to search and request access to the appeal by submitting the necessary documents. The request will be sent to the appropriate Board for processing and could be approved or rejected. The accessed appeals are displayed in the My Access 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 Request Access to Appeals.
   a. The File a New Appeal - ARB button lets users file a new appeal with ARB
   b. The Request Access to Appeals button lets the user request access to appeals from ARB.
3. ARB Dashboard includes tables **My Access Requests**, **Appeals Delegated to Me**, **New Appeals**, and **Appeals in Draft State**.
   
a. The My Access Requests table lists all the appeals that the user requested 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 ARB?

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

2. Click on the **Request Access to Appeals** button.

3. Search any appeal and click on the ‘**Add to Request**’ button that is displayed only if one of the appeals is selected.
4. Request access to an appeal on filling out the mandatory fields and selecting the required organization and click on the ‘Submit to DOL’ button.
5. The requested appeal will be shown in your ‘My Access Requests’ table with ‘SUBMITTED’ status 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.
8. Click on the **View** link under the **Details** table header. The user is navigated to the appeal’s view details page.

9. The user is displayed with a details popup and can click on the document links which are submitted by the user.
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 approved <Docket Number> link in the My Access Requests or New Appeals table. The user is navigated to the appeal details page.
3. The user will be directed to the appeal details page.

### Appeal Details

**Summary**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>eFile Case Number</td>
<td>EPS-ARB-2007-200514</td>
</tr>
<tr>
<td>Docket Number</td>
<td>ARB-2007-0942</td>
</tr>
<tr>
<td>Board</td>
<td>ARB</td>
</tr>
<tr>
<td>Case Type</td>
<td>BIA</td>
</tr>
<tr>
<td>Cername</td>
<td>010242019</td>
</tr>
<tr>
<td>Decision Date</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>notes</td>
<td>FALSE</td>
</tr>
</tbody>
</table>

| Submit a New Filing | Remove From My Dashboard |

**Case Status Details**

There are no statuses to show.

* All times displayed in US Eastern Timezone

**Filings**

No documents have been filed to this appeal.

* All times displayed in US Eastern Timezone

**Documents Served by ARB**

No documents have been served to this appeal.

* All times displayed in US Eastern Timezone

**Parties with Access**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiju Isaac</td>
<td>409 Temple Street Powder Springs, GA 30127, Bright, United States, Arkansas, 12435</td>
<td>Attorney</td>
<td>Winston and Drager, Attorneys of Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>David Ninan</td>
<td>200 Constitution Avenue, NW, Washington, United States, Georgia, 30232</td>
<td>Attorney</td>
<td>Boards Delegation Testing, 200 Constitution Avenue, NW</td>
</tr>
</tbody>
</table>

**Parties on Appeal**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role in the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Tobar</td>
<td>200 Constitution Avenue, NW, Washington, CO, 32010</td>
<td>Defendant</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.
4. The appeal details page includes a summary section that gives a summary of the appeal details.

Appeal Details

Summary

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-ARB-2007-200214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Docket Number</td>
<td>ARB-2020-0478</td>
</tr>
<tr>
<td>Board</td>
<td>ARB</td>
</tr>
<tr>
<td>Case Type</td>
<td>BLA</td>
</tr>
<tr>
<td>Claimant Name</td>
<td></td>
</tr>
<tr>
<td>Appeal Date</td>
<td>07/24/2020</td>
</tr>
<tr>
<td>Decision Date</td>
<td>12/31/1969</td>
</tr>
<tr>
<td>profile</td>
<td>FALSE</td>
</tr>
</tbody>
</table>

Submit a New Filing  Remove From My Dashboard

5. Appeal details page include buttons **Submit a New Filing**, **Remove From My Dashboard**, and **Delegate Access**.
   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
6. Appeal details page include tables **Case Status Details**, **Filings**, **Documents Served by ARB**, **Parties with Access**, **Parties in this 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. **Documents Served by ARB** table lists all the serving issued by the ARB 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

There are no statuses to show.

* All times displayed in US Eastern Timezone

### Filings

There are no documents have been filed to this appeal.

* All times displayed in US Eastern Timezone

### Documents Served by ARB

There are no documents have been served to this appeal.

* All times displayed in US Eastern Timezone

### Parties with Access

The table shows all the parties in the case 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>Tiju Ibac</td>
<td>459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12495</td>
<td>Attorney</td>
<td>Winston &amp; Nagler Attorneys of Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>David Nisian</td>
<td>200 Constitution Avenue, NW, Washington, United States, Georgia, 20212</td>
<td>Attorney</td>
<td>Boards Delegation Testing, 200 Constitution Avenue, NW</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>Donald Tisdal</td>
<td>200 Constitution Avenue, NW, Washington, CO, 20210</td>
<td>Defendant</td>
</tr>
</tbody>
</table>

### Delegated Users

There are no users delegated to this appeal case. 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 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**

![Image of eFile and eServe interface]

- **Decision Date**: Enter the date of the decision being appealed. This can be found on the decision document that you are appealing. Please also upload the decision being appealed in Adobe PDF format.
  - **Decision Date**: mm/dd/yyyy

- **Do you have a decision file to upload?**
  - Yes
  - No

- **Petition for Review File**: 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.
  - **Choose File**: No file chosen

**Buttons**

- Previous
- Save Draft
- Cancel
- Next
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: YYYYXXXNNNNN (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.

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.

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
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.

| Aaron Tester |

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 approved <Docket Number> link. 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

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

Docket Number
ARB-2020-0478

Filing Category *
- Select a value -

File *
Choose File | No file chosen

IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY
All fillers 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.

**Appeal Details**

- The new filing has been submitted to the appeal.

**Summary**

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-ARB-2007-200214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discretion Number</td>
<td>ARB-2020-0419</td>
</tr>
<tr>
<td>Board</td>
<td>ARB</td>
</tr>
<tr>
<td>Case Type</td>
<td>BLA</td>
</tr>
<tr>
<td>Claimant Name</td>
<td></td>
</tr>
<tr>
<td>Appeal Date</td>
<td>07/24/2020</td>
</tr>
<tr>
<td>Decision Date</td>
<td>02/22/2022</td>
</tr>
<tr>
<td>Profile</td>
<td>FALSE</td>
</tr>
</tbody>
</table>

- **Submit a New Filing**
- **Remove From My Dashboard**
- **Delegate Access**

**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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone*

**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>Intervener Brief</td>
<td>ARB-2009-510199</td>
<td>Processing please wait.</td>
<td>Emma Sunny</td>
<td>SUBMITTED</td>
<td>09/14/2020 - 03:35 EST</td>
<td>09/14/2020 - 03:35 EST</td>
<td>View</td>
</tr>
<tr>
<td>Motion</td>
<td>Notice of Entry of Appearance</td>
<td>ARB-2007-500640</td>
<td>SampleTestFile_3.pdf</td>
<td>Bosco Taster</td>
<td>REJECTED</td>
<td>07/28/2020 - 04:10 EST</td>
<td>07/28/2020 - 04:10 EST</td>
<td>View</td>
</tr>
<tr>
<td>Motion</td>
<td>Motion to Dismiss</td>
<td>ARB-2007-500636</td>
<td>TestMotionFile_3.pdf</td>
<td>Emma Sunny</td>
<td>APPROVED</td>
<td>07/28/2020 - 03:32 EST</td>
<td>07/28/2020 - 03:32 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.

**Filing Details**

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>eFile Case Number</th>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Filed Documents</th>
<th>Status</th>
<th>Submitted On</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-2009-510199</td>
<td>EFS-ARB-2007-200214</td>
<td>Brief</td>
<td>Intervener Brief</td>
<td>DecisionFile_3.pdf</td>
<td>SUBMITTED</td>
<td>09/14/2020 - 03:35 EST</td>
<td></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 Case Number:** EFS-ARB-1097 / 200134
- **Docket Number:** ARB-2003-0418
- **Board:** ARB
- **Case Type:** BLA
- **Claimant Name:**
- **Appellant:**
- **Decision Date:** 12/31/1969
- **Filed:** FALSE

**Case Status Details**
- **Entry Type**
- **Action Name**
- **Event Date**
- **FileName**
- There are no statuses to show.

**Filings**
- **Filing Category**
- **Filing Type**
- **eFile Number**
- **Filed Documents**
- **Filed By**
- **Status**
- **Submitted On**
- **Last Updated On**
- **Details**
- No documents have been filed to this appeal.

**Documents Served by ARB**
- **eFile Number**
- **File Name**
- **Description**
- **File Type**
- **Issued On**
- **Served On**
- **Accessed On**
- **Notified On**
- No documents have been served to this appeal.

**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>Tija Issac</td>
<td>493 Temple Street Powder Springs, GA 30127, Origh, United States, Arkansas, 12495</td>
<td>Attorney</td>
<td>Wingstein and Druger Attorneys of Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>David Niner</td>
<td>200 Constitution Avenue, NW, Washington, United States, Georgia, 20212</td>
<td>Attorney</td>
<td>Boards Delegation Testing, 200 Constitution Avenue, NW</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>Donald Smith</td>
<td>200 Constitution Avenue, NW, Washington, CO, 20230</td>
<td>Defendant</td>
</tr>
</tbody>
</table>

**Delegated Users**
The table shows all the delegated users.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Svetta Sunny</td>
<td>493 Temple Street Powder Springs, GA 30227, Greenfield Park, United States, New York, 12435</td>
<td>Tija Issac</td>
<td>Wingstein and Druger Attorneys of Law, 56 Constitution Ave</td>
</tr>
</tbody>
</table>
HOW TO ACCESS SERVINGS IN ARB?

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

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

3. The **Documents Served by ARB** table is showing the served documents list.
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.
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.

   a. The File a New Appeal - BRB button lets users file a new appeal with BRB
   b. The Request Access to Appeals button lets the user request access to appeals from BRB.
3. BRB Dashboard includes tables **My Access Requests**, **Appeals Delegated to Me**, **New Appeals**, and **Appeals in Draft State**.
   a. The My Access Requests table lists all the appeals that the user requested 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 **Request Access to Appeals** button.

3. Search any appeal and click on the ‘**Add to Request**’ button that is displayed only if one of the appeals is selected.
4. Request access to an appeal on filling out the mandatory fields and selecting the required organization and click on the ‘Submit to DOL’ button.
5. The requested appeal will be shown in your ‘My Access Requests’ table with ‘SUBMITTED’ status 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.
8. Click on the **View** link under the **Details** table header. The user is navigated to the appeal’s view details page.

9. The user is displayed with a details popup and can click on the document links which are submitted by the user.
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 in the My Access Requests or New Appeals tables. The user is navigated to the appeal details page.
3. The user will be directed to the appeal details page.

### Appeal Details

#### Summary

- **Case number**: EBF-BRB-1201-1500017
- **Status**: BRB
- **Event type**: 1st
- **Filed on**: 01/02/2012
- **Filed by**: FALSE

#### Case Status Details

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Action Name</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>decision</td>
<td>Final order issued: 3 - Dismissed</td>
<td>05/30/2012</td>
</tr>
<tr>
<td>events</td>
<td>21A - Motion - Withdraw appeal (Attorney/Representative: Employer Petitioner)</td>
<td>05/30/2012</td>
</tr>
<tr>
<td>events</td>
<td>21A - Withdraw appeal (Attorney/Representative: Employer Petitioner)</td>
<td>06/17/2012</td>
</tr>
<tr>
<td>events</td>
<td>16A - Show cause issued (HARRE131980)</td>
<td>04/23/2012</td>
</tr>
<tr>
<td>events</td>
<td>1A - Started - Show cause issued (HARRE110234)</td>
<td>04/23/2012</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone*

#### Filings

- No documents have been filed to this appeal.

*All times displayed in US Eastern Timezone*

#### Documents Served by BRB

- **File Number**: 011-EVE-BRB-1208-000946
  - **File Name**: Test_loser_BRB-2012-01-112945.pdf
  - **Description**: Auto generated text service
g
  - **File Type**: TEST_SERVE
  - **Issued On**: 08/26/2015 - 10:13 EST
  - **Served On**: 08/26/2015 - 17:00 EST
  - **Accompanied On**: 08/29/2015 - 11:21 EST

*All times displayed in US Eastern Timezone*

#### Parties with Access

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

#### Parties on Appeal

The table lists all the parties on this appeal.

#### Delegated Users

There are no users delegated to this appeal. If you want to delegate access to another person to assist in this appeal/use, 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.
4. The appeal details page includes a summary section that gives a summary of the appeal details.

Appeal Details

Summary

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-BRB-1201-050007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Docket Number</td>
<td>BRB-2012-0191</td>
</tr>
<tr>
<td>Board</td>
<td>BRB</td>
</tr>
<tr>
<td>Case Type</td>
<td>LDA</td>
</tr>
<tr>
<td>Claimant Name</td>
<td>Gamal Mikhail</td>
</tr>
<tr>
<td>Appeal Date</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>Decision Date</td>
<td>12/06/2011</td>
</tr>
<tr>
<td>proSe</td>
<td>FALSE</td>
</tr>
</tbody>
</table>

[Submit a New Filing] [Remove From My Dashboard]

5. Appeal details page include buttons **Submit a New Filing**, **Remove From My Dashboard**, and **Delegate Access**.
   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

Appeal Details

Summary

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-BRB-1201-050007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Docket Number</td>
<td>BRB-2012-0191</td>
</tr>
<tr>
<td>Board</td>
<td>BRB</td>
</tr>
<tr>
<td>Case Type</td>
<td>LDA</td>
</tr>
<tr>
<td>Claimant Name</td>
<td>Gamal Mikhail</td>
</tr>
<tr>
<td>Appeal Date</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>Decision Date</td>
<td>12/06/2011</td>
</tr>
<tr>
<td>proSe</td>
<td>FALSE</td>
</tr>
</tbody>
</table>

[Submit a New Filing] [Remove From My Dashboard]
6. Appeal details page include tables **Case Status Details**, **Filings**, **Documents Served by BRB**, **Parties with Access**, **Parties in this 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. **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 in this 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>decision</td>
<td>Final order issued: 3 - Dismissed</td>
<td>05/30/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>21A - Moct - Withdraw appeal (Attorney/Representative-Employer Petitioner)</td>
<td>05/30/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)</td>
<td>05/17/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>14A - Show cause issued (F420/111340)</td>
<td>04/21/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>14A - Granted - Show cause issued (F420/111340)</td>
<td>04/21/2012</td>
<td></td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone

### Filings

No documents have been filed to this appeal.

*All times displayed in US Eastern Timezone

### 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>Access On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFRWBRB-2008-000481</td>
<td>TestDsolve_BRB_2012-01 918743.pdf</td>
<td>Auto generated test servin g</td>
<td>TEST.Serve</td>
<td>08/28/2020 - 20:13 EST</td>
<td>08/28/2020 - 17:00 EST</td>
<td>08/29/2020 - 10:21 EST</td>
<td>08/29/2020 - 10:21 EST</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone

### 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>Barry</td>
<td>56 Constitution Ave, Pequod City, GA 30301, Peach, United States, Delaware, 34653</td>
<td>Attorney</td>
<td>Test shared mailbox, Test address 1</td>
</tr>
<tr>
<td>Tiu Isaac</td>
<td>455 Temple Street, Powder Springs, GA 30127, Elga, United States, Arkansas, 12435</td>
<td>Attorney</td>
<td>Wingstein and Dagge Attorneys of Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>Sunny Mathew</td>
<td>Address, City, United States, Arkansas, 12345</td>
<td>Attorney</td>
<td>Org - Jacky, Address - Jacky 1</td>
</tr>
<tr>
<td>Claire Scott</td>
<td>666 street, Cincinnati, United States, Ohio, 45201</td>
<td>Attorney</td>
<td>Hardy Labor Support Inc, 666 street</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>Zurich North America</td>
<td></td>
<td>Carrier Petitioner</td>
</tr>
<tr>
<td>John Marin</td>
<td>Laughlin, Falls, Levy &amp; Moore, San Diego, CA, 32101</td>
<td>Attorney</td>
</tr>
<tr>
<td>Clifford Norelll</td>
<td>Giffy, Munnell &amp; Pacheco, PA, Miami, FL, 31556</td>
<td>Attorney</td>
</tr>
<tr>
<td>Gamal Hikmat</td>
<td>c/o Mr. Juan Leon, Perico, CA, 92571</td>
<td>Claimant-Respondent</td>
</tr>
<tr>
<td>Involution, Inc.</td>
<td></td>
<td>Employer Petitioner</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 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

Your Role on this Appeal *
- Select your role on this appeal -

Your Organization
Boards Delegation Testing, 200 Constitution Avenue, NW
New Appeal

- Select Case Type -

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.
New Appeal

- Help

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

**Decision Date (Lower Court)***

- mm/dd/yyyy

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

- Yes
- No

**Reconsideration Order Date**

- mm/dd/yyyy

Previous  Save Draft  Cancel  Next
New Appeal

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
New Appeal

Help

For BRB cases where the selected case type is DOWC, 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 ELS, 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: 2018-L-12345

Does your case have any 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 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>Emma Sunny</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA, US-CA</td>
</tr>
<tr>
<td>Role: Attorney</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dicrus Mathew</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ton, US-IN</td>
</tr>
<tr>
<td>Role: Amicus</td>
</tr>
</tbody>
</table>

| Edit | Remove |

Previous | Save Draft | Cancel | Next
New Appeal

**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

**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

Submit to BRB
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. 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.

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

   ![Dashboard Image]

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.
eFile and eServe

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

Appeal Details

Summary

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>decision</td>
<td>Final order issued - 3 - Dismissed</td>
<td>09/30/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>21A - Host - Withdraw appeal (Attorney/Representative-Employer Petitioner)</td>
<td>09/30/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)</td>
<td>05/07/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>14A - Show cause issued (F19WE111040)</td>
<td>04/21/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>14A - Granted - Show cause issued (F19WE111040)</td>
<td>04/21/2012</td>
<td></td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

Filings

No documents have been filed to this appeal.

* All times displayed in US Eastern Timezone

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>Access On</th>
<th>Notified On</th>
</tr>
</thead>
</table>

* All times displayed in US Eastern Timezone

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>Barry Barry</td>
<td>50 Constitution Ave, Peachtree-City, GA 30305</td>
<td>Attorney</td>
<td>Test sharemailbox.org, Test address 1</td>
</tr>
<tr>
<td>Tiju Isaac</td>
<td>409 Temple Street, Peoria Springs, GA 30227, Brigh, United States, Arkansas, 12430</td>
<td>Attorney</td>
<td>Wiegant and Draeger Attorneys of Law, 30 Constitution Ave</td>
</tr>
<tr>
<td>Stanley Matthew</td>
<td>Address, City, United States, Arkansas, 12430</td>
<td>Attorney</td>
<td>Office - Jacky, Address - Jacky 1</td>
</tr>
<tr>
<td>Claire Scott</td>
<td>600 street, Cincinnati, United States, Ohio, 45210</td>
<td>Attorney</td>
<td>Party Labor Support Inc, 600 street</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>Zurich North America</td>
<td></td>
<td>Carrier Petitioner</td>
</tr>
<tr>
<td>John Martin</td>
<td>Laughlin, Falco, Lory &amp; Moneus, San Diego, CA 92101</td>
<td>Attorney</td>
</tr>
<tr>
<td>Clifford Morell</td>
<td>GIRLS, Hennel &amp; Pacheco, P.A., Miami, FL 33156</td>
<td>Attorney</td>
</tr>
<tr>
<td>Gamal Mikhail</td>
<td>c/o: Mr. Jean Leon, Paris, CA 90071</td>
<td>Claimant-Respondent</td>
</tr>
<tr>
<td>Invisib, Inc.</td>
<td></td>
<td>Employee-Petitioner</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>Swetha Sunny</td>
<td>459 Temple Street, Peoria Springs, GA 30227, Greenfield Park, United States, New York, 12430</td>
<td>Tiju Isaac</td>
<td>Wiegant and Draeger Attorneys of Law, 30 Constitution Ave</td>
</tr>
</tbody>
</table>
HOW TO ACCESS SERVING IN BRB?

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

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

3. The Documents Served by BRB table is showing the served documents list.
4. Click on the **View More** button to navigate to the **Documents Served by BRB** page.

[Table showing served documents]

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

[Table showing served documents]

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

[Table showing served documents]
HOW TO VIEW ECAB DASHBOARD?

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

2. ECAB Dashboard includes buttons File a New Appeal - ECAB and Request Access to Appeals.
   a. The File a New Appeal - ECAB button lets users file a new appeal with ECAB
   b. The Request Access to Appeals button lets the user request access to appeals from ECAB.
3. ECAB Dashboard includes tables Request Access to Appeals, Appeals Delegated to Me, New Appeals, Appeals in Draft State, and Appeals Awaiting your Signature.
   a. The My Access Requests table lists all the appeals that the user requested 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 Request Access to Appeals button.
3. Search any appeal and click on the ‘Add to Request’ button that is displayed only if one of the appeals is selected.
4. Request access to an appeal on filling out the mandatory fields and selecting the required organization and click on the ‘Submit to DOL’ button.
5. The requested appeal will be shown in your ‘My Access Requests’ table with ‘SUBMITTED’ status 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.
8. Click on the View link under the Details table header. The user is navigated to the appeal’s view details page.

9. The user is displayed with a details popup and can click on the document links which are submitted by the user.
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 My Access Requests or New Appeals tables. The user is navigated to the appeal details page.
3. The user will be directed to the appeal details page.

**Appeal Details**

**Summary**
- File: ETS-ECAB-1118-01001
- Case Type: ECAB
- Status: Pending
- Case Number: ECAB-2013-0128
- Contact Name: RONALD L. JONES
- Decision Date: 08/20/2013
- File: false

**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>decision</td>
<td>Decision Issued C1: 06-01 - Affirmed</td>
<td>06/18/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>128 - Submitted to Defendant for issuance</td>
<td>05/17/2012</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>154 - Panel assigned/case placed on Board agenda</td>
<td>05/14/2012</td>
<td></td>
</tr>
<tr>
<td>appeals</td>
<td>Case processed</td>
<td>11/22/2011</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>174 - Grant Requested: Acknowledgment letter sent (EMAIL9182)</td>
<td>11/07/2011</td>
<td></td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone*

**Filings**

No documents have been filed to this appeal.

*All times displayed in US Eastern Timezone*

**Documents Served by ECAB**

- Document Number: ETS-ECAB-2013-0128-0122.3.pdf
- Description: Auto-generated text serving notice
- Document Type: TEST_SERVE
- Issued On: 07/20/2020
- Served On: 07/20/2020 - 10:01 EST
- Accessed On: 07/28/2020 - 10:01 EST

*All times displayed in US Eastern Timezone*

**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 Del彻cher</td>
<td>UNWOP OPEC, Jacksonville, Florida, 32202</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>TSM Inc</td>
<td>450 Tamiami Street, Sarasota, Florida, 34237</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacky Jolly</td>
<td>Address, Address, United States, Iowa, 50056</td>
<td>Attorney</td>
<td>Wingate, Dugger, &amp; Scroggins, Attorneys at Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>Sunny Mathen</td>
<td>Address, City, United States, Arkansas, 72543</td>
<td></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>Alan Shapiro</td>
<td>8 SHAKER GLEN, SHAKER HEIGHTS, OH, 44122</td>
<td>Attorney</td>
</tr>
<tr>
<td>RONALD JONES</td>
<td>1436 TERRA PALMA CLR, FT MYERS, FL, 33901</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 account for them 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.

**Appeal Details**

**Summary**

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-ECAB-1110-050001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Docket Number</td>
<td>ECAB-2012-0128</td>
</tr>
<tr>
<td>Board</td>
<td>ECAB</td>
</tr>
<tr>
<td>Case Type</td>
<td>FECA</td>
</tr>
<tr>
<td>Claimant Name</td>
<td>RONALD L JONES</td>
</tr>
<tr>
<td>Appeal Date</td>
<td>10/30/2011</td>
</tr>
<tr>
<td>Decision Date</td>
<td>08/23/2011</td>
</tr>
<tr>
<td>ProSe</td>
<td>FALSE</td>
</tr>
</tbody>
</table>

Submit a New Filing  Remove From My Dashboard

5. Appeal details page include buttons **Submit a New Filing**, **Remove From My Dashboard**, and **Delegate Access**.
   
   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

**Appeal Details**

**Summary**

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-ECAB-1110-050001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Docket Number</td>
<td>ECAB-2012-0128</td>
</tr>
<tr>
<td>Board</td>
<td>ECAB</td>
</tr>
<tr>
<td>Case Type</td>
<td>FECA</td>
</tr>
<tr>
<td>Claimant Name</td>
<td>RONALD L JONES</td>
</tr>
<tr>
<td>Appeal Date</td>
<td>10/30/2011</td>
</tr>
<tr>
<td>Decision Date</td>
<td>08/23/2011</td>
</tr>
<tr>
<td>ProSe</td>
<td>FALSE</td>
</tr>
</tbody>
</table>

Submit a New Filing  Remove From My Dashboard
6. Appeal details page include tables **Case Status Details, Filings, Servings, 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. **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 in this 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>decision</td>
<td>Decision issued: C1 - D60 - Affirmed</td>
<td>05/18/2022</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>128 - Submitted to Docket for issuance</td>
<td>05/17/2022</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>114 - Panel assigned/case placed on Board agenda</td>
<td>05/14/2022</td>
<td></td>
</tr>
<tr>
<td>appeals</td>
<td>Caseprocessable</td>
<td>11/22/2021</td>
<td></td>
</tr>
<tr>
<td>events</td>
<td>27A - Granted - Acknowledgement letter sent (PH1105120)</td>
<td>11/07/2021</td>
<td></td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

## Filings

No documents have been filed to this appeal.

* All times displayed in US Eastern Timezone

## 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>Serviced On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESERVE-ECA2007-000399</td>
<td>Test_eServe_ECA2007-000399.pdf</td>
<td>Auto generated text serving info</td>
<td>TEST.Serve</td>
<td>07/20/2020 - 15:06 EST</td>
<td>07/20/2020 - 17:00 EST</td>
<td>07/20/2020 - 15:37 EST</td>
<td>07/20/2020 - 15:37 EST</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

## 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 Deckocher</td>
<td>2625-105001, Jacksonville, United States, Florida, 32202</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Tiju Isaac</td>
<td>459 Temple street, Ponder Springs, GA 30127, Bligh, United States, Arkansas, 12435</td>
<td>Attorney</td>
<td>Wingstein and Dragur attorneys of Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>Jacky Jackson</td>
<td>Address, Address, United States, Iowa, 45509</td>
<td>Attorney</td>
<td>Joseph's Org, addressee</td>
</tr>
<tr>
<td>Sunny Mathew</td>
<td>Address, City, United States, Arkansas, 12343</td>
<td>Attorney</td>
<td>Org, Jacky, Address - Jacky 1</td>
</tr>
</tbody>
</table>

## Parties on Appeal

The table lists all the parties on this appeal.

<table>
<thead>
<tr>
<th>Name</th>
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<th>Role in the Case</th>
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<tr>
<td>Alan Shapiro</td>
<td>8 Shaker Glen, Shaker Heights, OH, 44122</td>
<td>Attorney</td>
</tr>
<tr>
<td>RONALD JONES</td>
<td>1416 Terra Palm Dr, Ft Myers, FL, 33901</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 FILE A NEW APPEAL IN ECAB?

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

2. Click on the **File a New Appeal - ECAB** 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**

- **Your Role on this Appeal**
  - [ ] Select your role on this appeal

- **Is this an appeal on behalf of an estate, widow, widower, or dependent child?**
  - [ ] Yes
  - [ ] No

- **Your Organization**
  - [Boards Delegation Testing, 200 Constitution Avenue, NW](#)
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

Next

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

Next
New Appeal

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

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. § 801.8). 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 ECA® cannot be submitted to the Board at oral argument.

**Oral Argument Requested**

- Yes
- No
New Appeal

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

Appeal Reason *

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

Submit for 2nd Signature
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 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. 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.

![Image of filing details]

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

![Image of filing page]

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

![Image of filing details popup]
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.

Appeal Details

Summary

Case Number: EFG-ECAB-1110-050001
Docket Number: ECAB-2012-0120
Round: ECAB
Case Type: FEGA
Claimant Name: RONALD L JONES
Appeal Time: 10/23/2011
Decision Date: 08/30/2011

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>decision</td>
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<tr>
<td>events</td>
<td>27A - Granted - Acknowledgement letter sent (PAKAFE3120)</td>
<td>11/07/2011</td>
<td></td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

Filings

No documents have been filed to this appeal.

* All times displayed in US Eastern Timezone

Documents Served by ECAB

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>File Name</th>
<th>Description</th>
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<th>Served On</th>
<th>Access On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECGAB-2007-009899</td>
<td>Test_ercak(ECAB-2012-0120).pdf</td>
<td>Auto generated text servin g</td>
<td>TEST.Serve</td>
<td>07/20/2020 - 01:26 EST</td>
<td>07/05/2020 - 07:00 EST</td>
<td>07/02/2020 - 01:27 EST</td>
<td></td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

Parties with Access

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>User Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Delcher</td>
<td>OMCP-DPEC, Jacksonville, United States, Florida, 32202</td>
<td>Individual</td>
<td>Wing and Dager Attorneys of Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>Tip Issac</td>
<td>459 Temple Street Ponder Springs, GA 30127, Engle, United States, Arkansas, 12305</td>
<td>Attorney</td>
<td>Wing and Dager Attorneys of Law, 56 Constitution Ave</td>
</tr>
<tr>
<td>Jacky Jacky</td>
<td>Address, Address, United States, Iowa, 44596</td>
<td>Attorney</td>
<td>Joseph’s Org, address</td>
</tr>
<tr>
<td>Sunny Matthew</td>
<td>Address, City, United States, Arkansas, 12340</td>
<td>Attorney</td>
<td>Org, Jacky, Address, Jacky</td>
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Parties on Appeal

<table>
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<td>Attorney</td>
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<tr>
<td>RONALD Jones</td>
<td>1416 Terra Palma Dr, FT MEYERS, FL, 33901</td>
<td>Appellant</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>Swetha Sunny</td>
<td>459 Temple Street Ponder Springs, GA 30127, Greenfield Park, United States, New York, 12345</td>
<td>Tip Issac</td>
<td>Wing and Dager Attorneys of Law, 56 Constitution Ave</td>
</tr>
</tbody>
</table>
HOW TO ACCESS SERVINGS IN ECAB?

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

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

3. The Documents Served by ECAB table is showing the served documents list.
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.

6. The **Accessed On** date will be displayed in the column.
OVERVIEW OF BOARDS APPEALS EMAIL NOTIFICATIONS FOR PUBLIC ATTORNEY

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
DOLJ Case Number(s) : 2017-0170, 2011-04353
eFile Number : ARB-2009-513006
eFile Case Number : DOL-ARB-2009-209199
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):

523900
332003

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 →

eFile and eServe

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

eFile and eServe

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-2009-308999
Status: REJECTED
Date: September 25, 2020 at 6:05 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

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-1967-071109
Status: Submitted
Date: September 25, 2020 at 5:35 AM ET

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

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:

8. Email Notification on ‘Remove Delegate Access’ from a member on appeal:
9. Email Notification on ‘Servings’

ARB test Serving issued for Case ARB-2009-0269 (BLA - Black Lung Benefits Act)-DO NOT REPLY

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

eFile and eServe

Dear Joseph Sunny,

A document of the below type has been issued for case ARB-2009-0269(BLA):

Document type: TEST_SERVE

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.

533043-ARB_serve.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>Joseph Sunny</td>
<td><a href="mailto:josephsunny0001@gmail.com">josephsunny0001@gmail.com</a></td>
</tr>
</tbody>
</table>

Thank you,
ARB
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