



# **U.S DEPARTMENT OF LABOR**

## User Guides for ProSe and Non-Attorneys

Version 1.0

November 9, 2020



### 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 EFILE 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



## eFile and eServe

---

HOW TO VIEW ARB DASHBOARD?.....	108
HOW TO ACCESS APPEALS IN ARB? .....	110
WHAT ARE THE COMPONENTS IN ARB - APPEAL DETAILS PAGE? .....	114
HOW TO FILE A NEW APPEAL IN ARB?.....	119
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ARB? .....	127
HOW TO ACCESS ARB - APPEAL DETAILS PAGE BY DELEGATED USER? .....	131
HOW TO ACCESS SERVINGS IN ARB? .....	133
BRB DASHBOARD AND FLOWS.....	135
HOW TO VIEW BRB DASHBOARD?.....	136
HOW TO ACCESS APPEALS IN BRB? .....	138
WHAT ARE THE COMPONENTS IN BRB - APPEAL DETAILS PAGE? .....	142
HOW TO FILE A NEW APPEAL IN BRB?.....	147
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?.....	157
HOW TO ACCESS BRB - APPEAL DETAILS PAGE AS A DELEGATED USER? .....	161
HOW TO ACCESS SERVING IN BRB? .....	163
ECAB DASHBOARD AND FLOWS.....	165
HOW TO VIEW ECAB DASHBOARD?.....	166
HOW TO ACCESS APPEALS IN ECAB? .....	168
WHAT ARE THE COMPONENTS IN ECAB - APPEAL DETAILS PAGE? .....	173
HOW TO FILE A NEW APPEAL IN ECAB?.....	178
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?.....	185
HOW TO ACCESS ECAB - APPEAL DETAILS PAGE AS A DELEGATED USER? .....	188
HOW TO ACCESS SERVINGS IN ECAB? .....	190
OVERVIEW OF BOARDS APPEALS EMAIL NOTIFICATIONS FOR PUBLIC ATTORNEY .....	192



## 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).

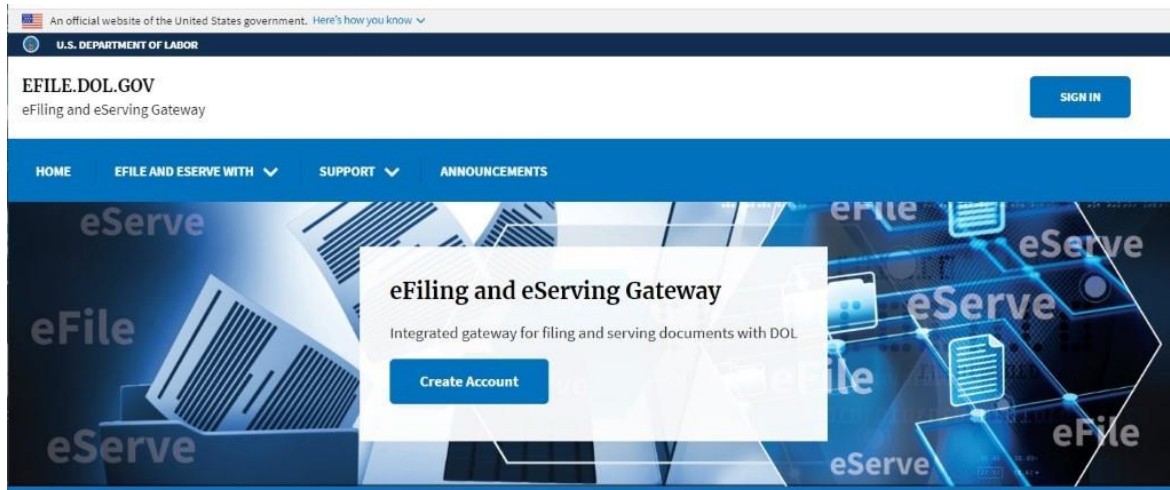
Additionally, users can manage their profiles, create or join organizations, create mailboxes that help in managing the cases and appeals that they are working on as part of a company, organization, or group.



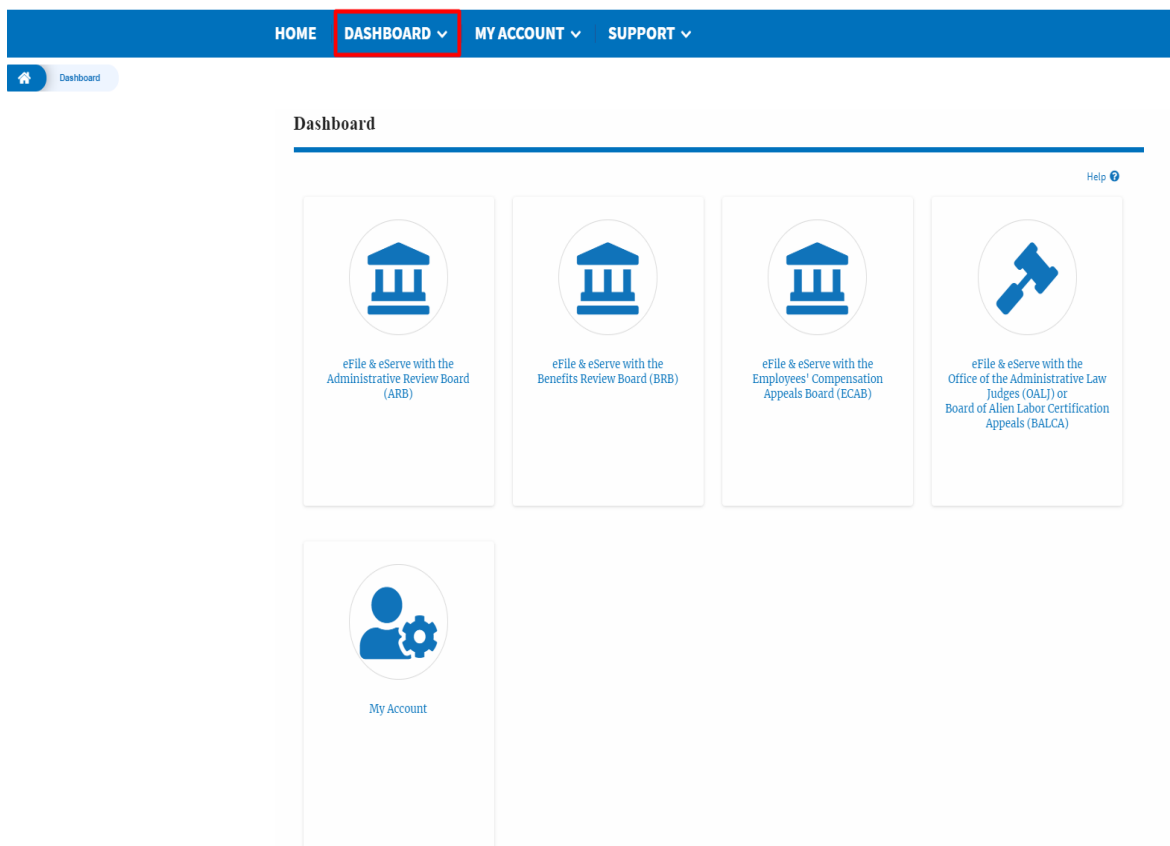
## eFile and eServe

### HOW TO NAVIGATE THROUGH THE HEADER MENUS?

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



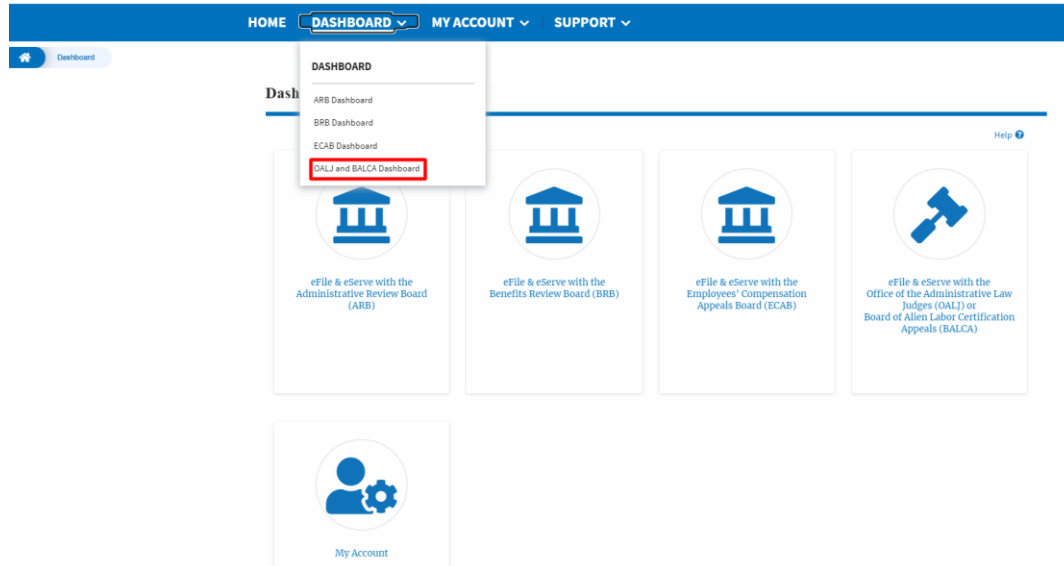
2. Click on **DASHBOARD** to display the dropdown menu.



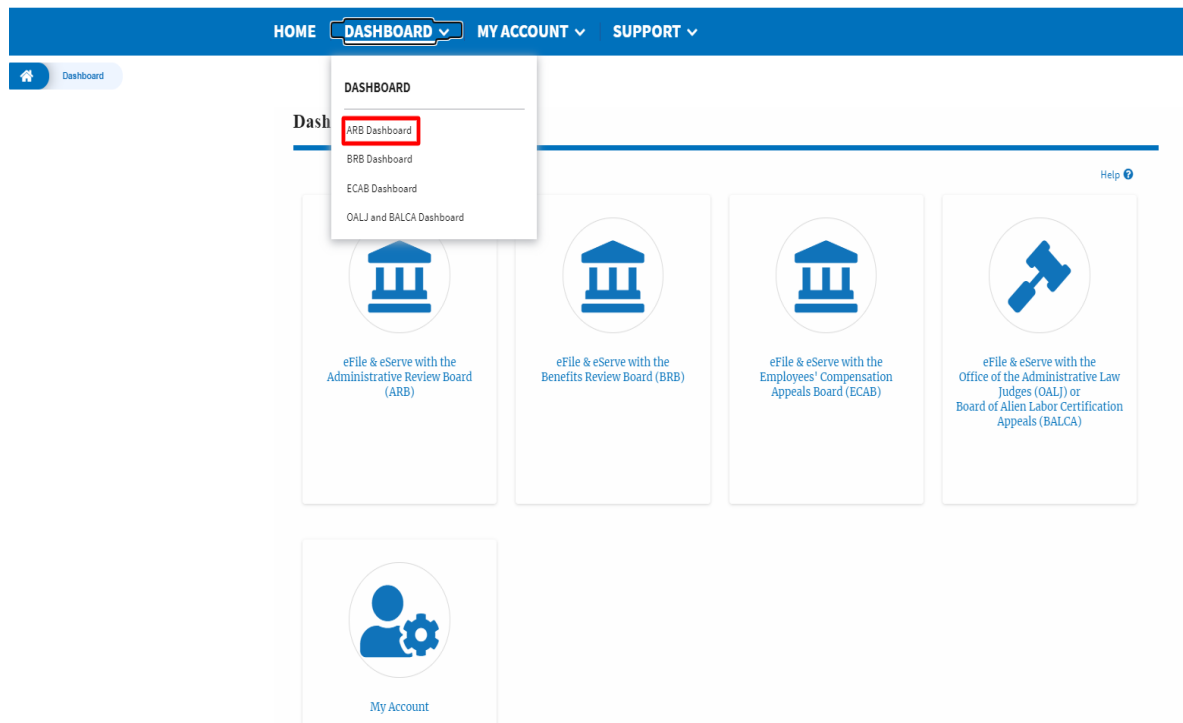


## eFile and eServe

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



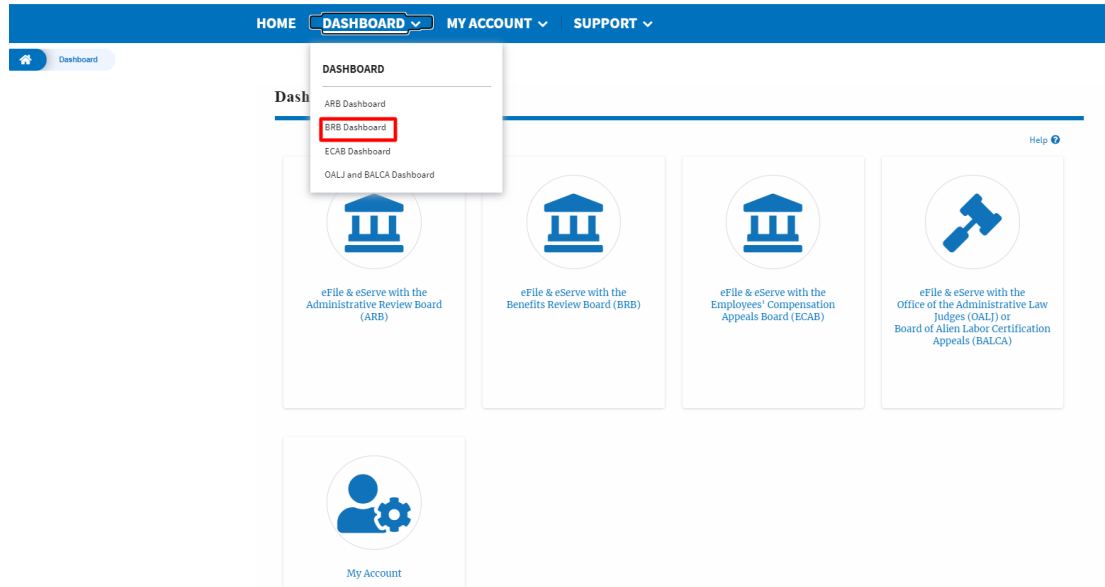
4. To navigate to the ARB Appeals dashboard, click on the sub-menu **ARB Dashboard** from the **DASHBOARD** header menu.



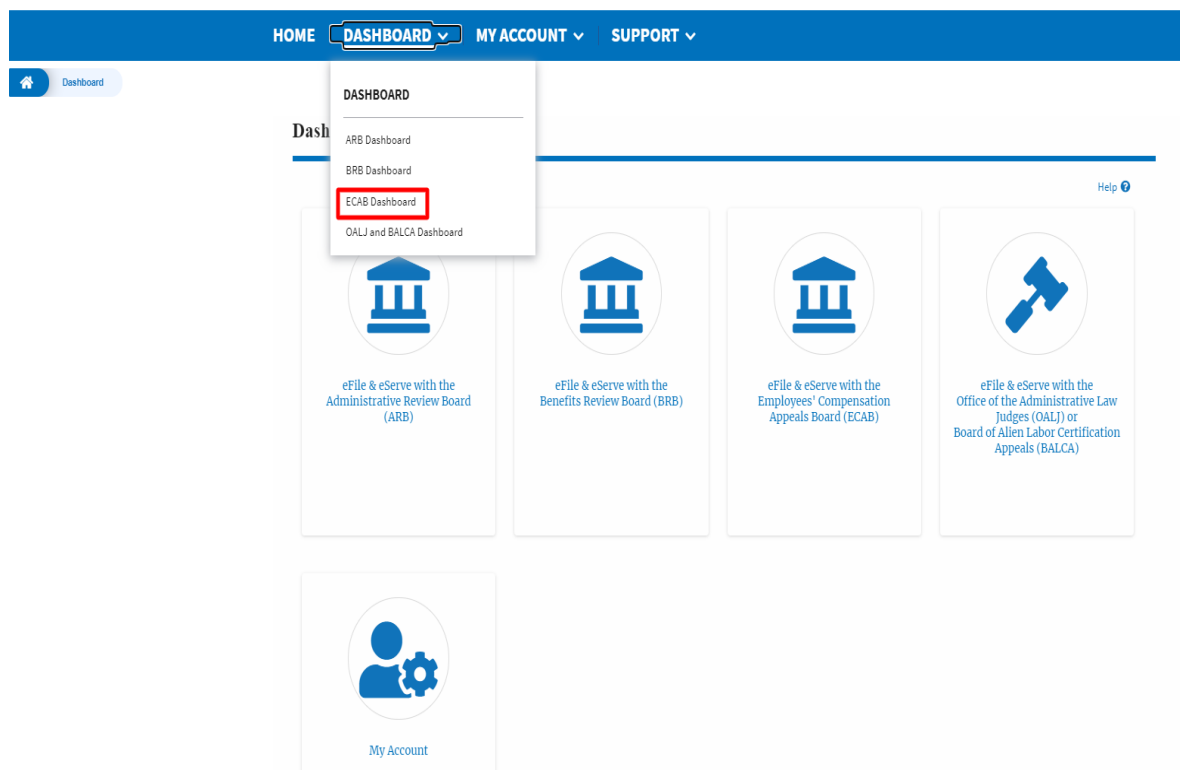


## eFile and eServe

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



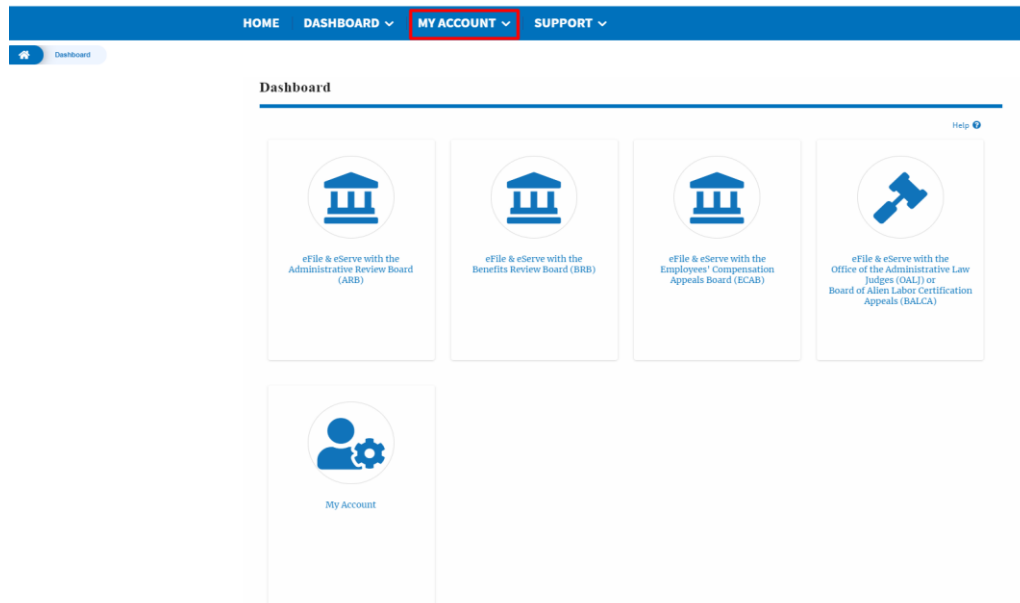
6. To navigate to the ECAB Dashboard, click on the sub-menu **ECAB Dashboard** from the **DASHBOARD** header menu.



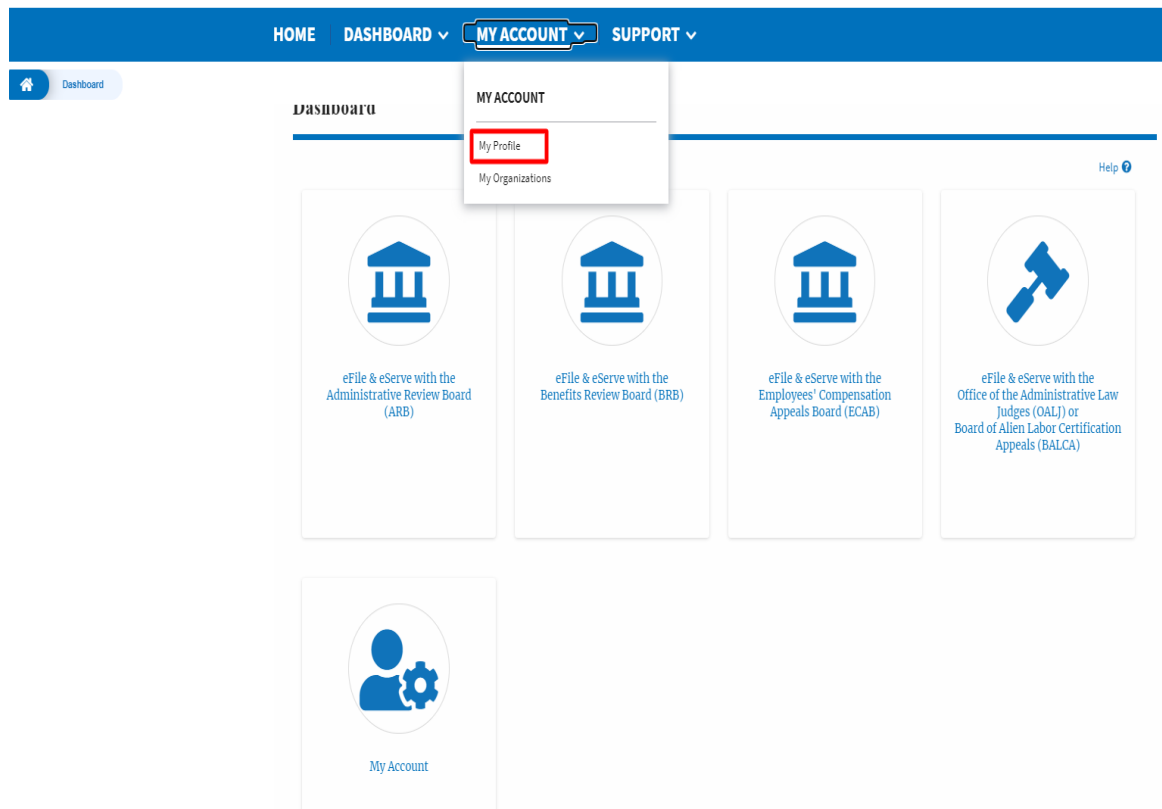


## eFile and eServe

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



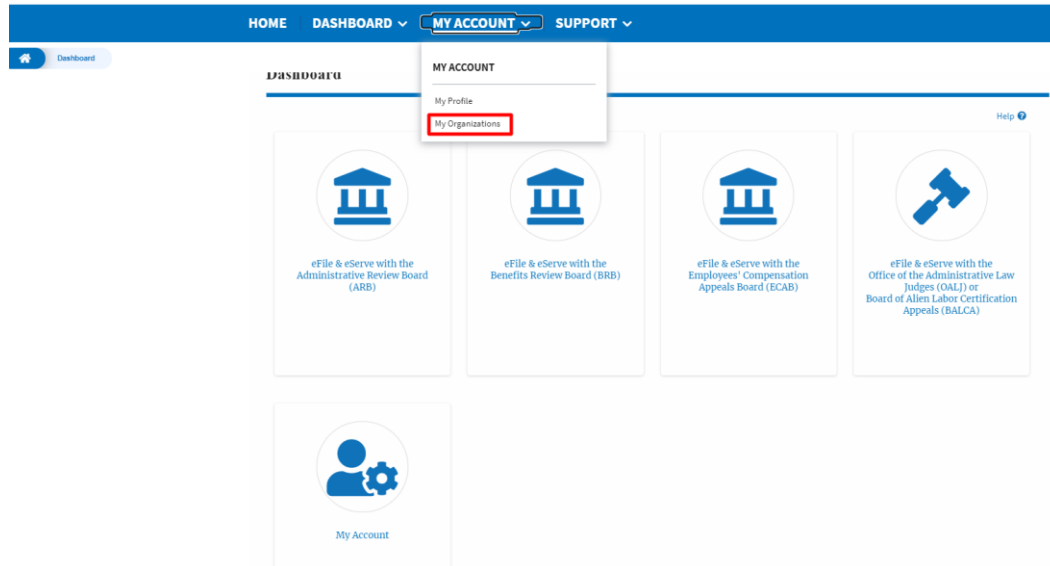
- Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.



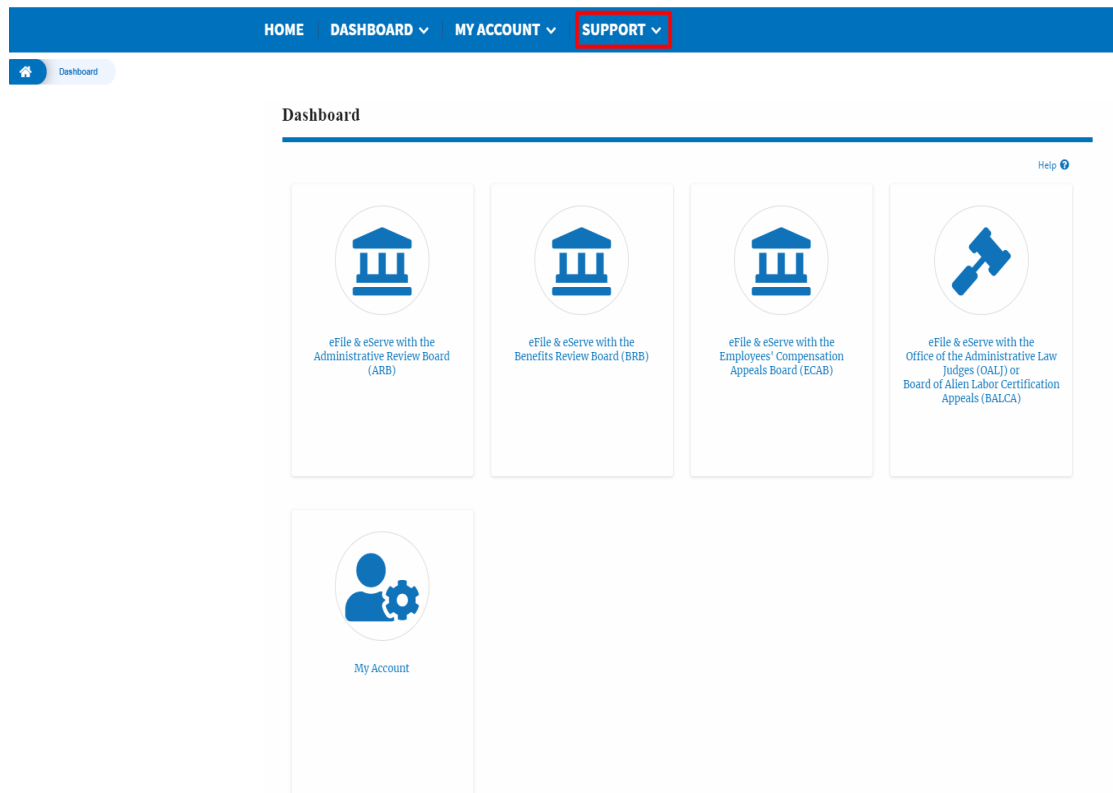


## eFile and eServe

9. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.



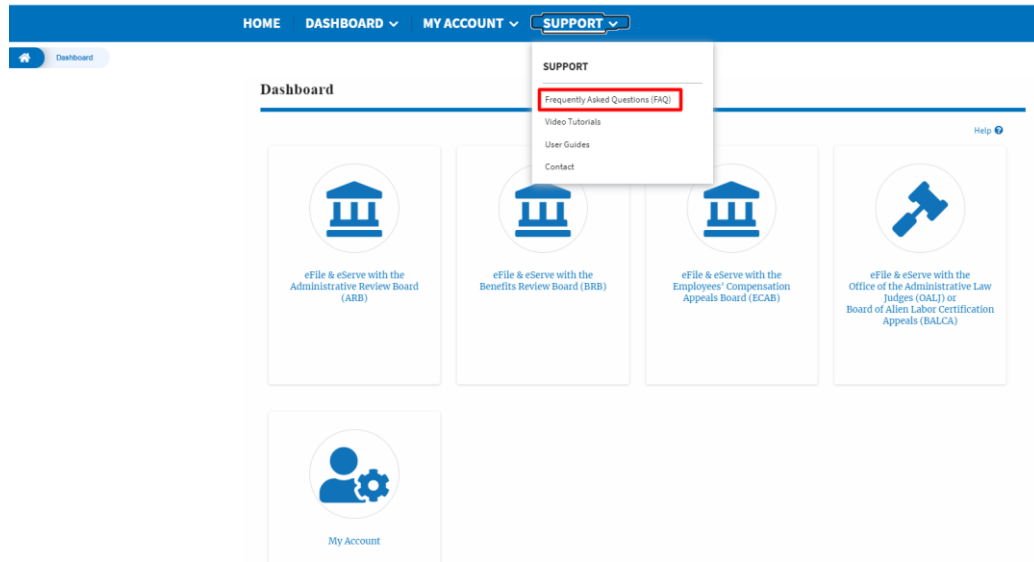
10. Click on the header menu **Support** to access the Support drop.



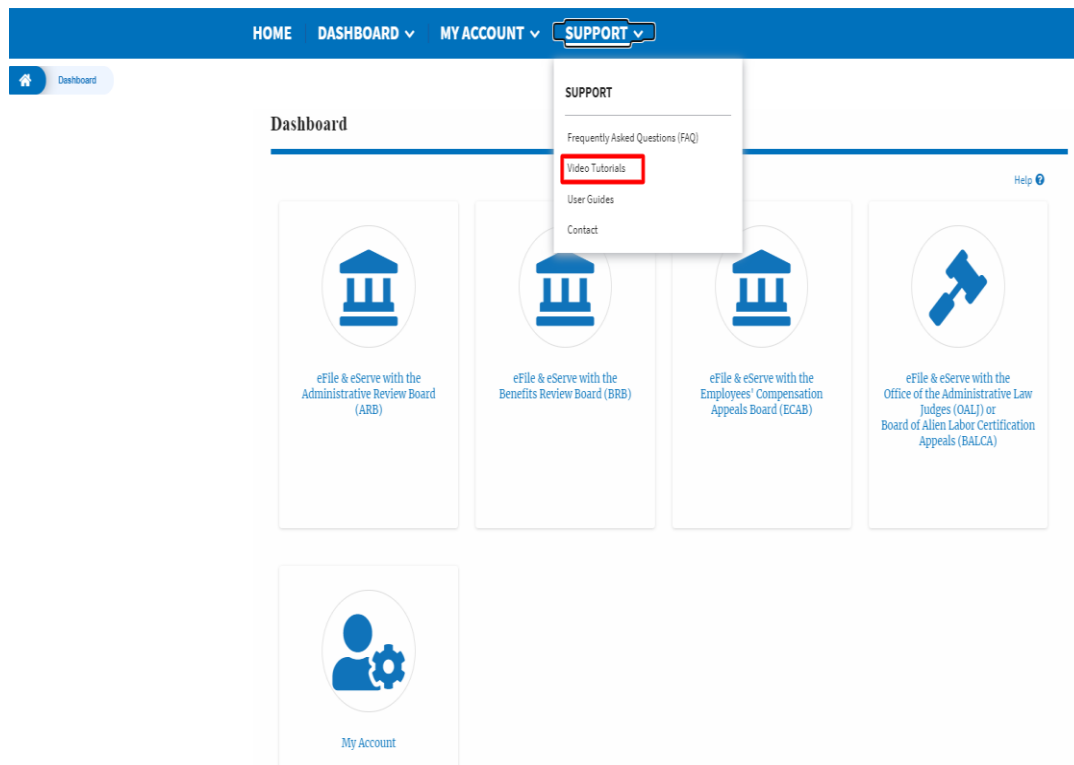


## eFile and eServe

11. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.



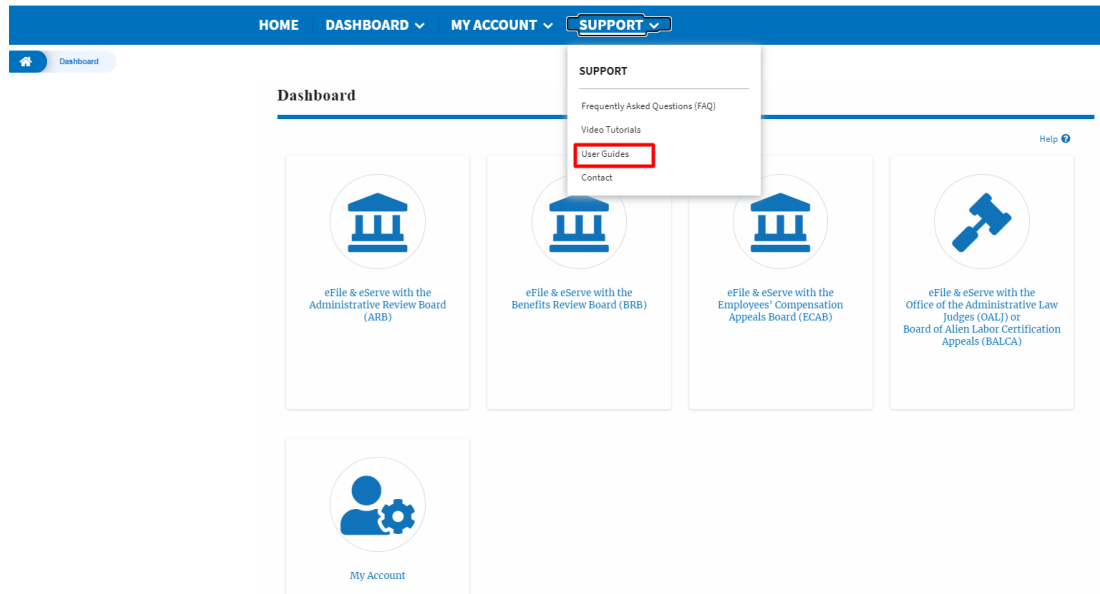
12. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.



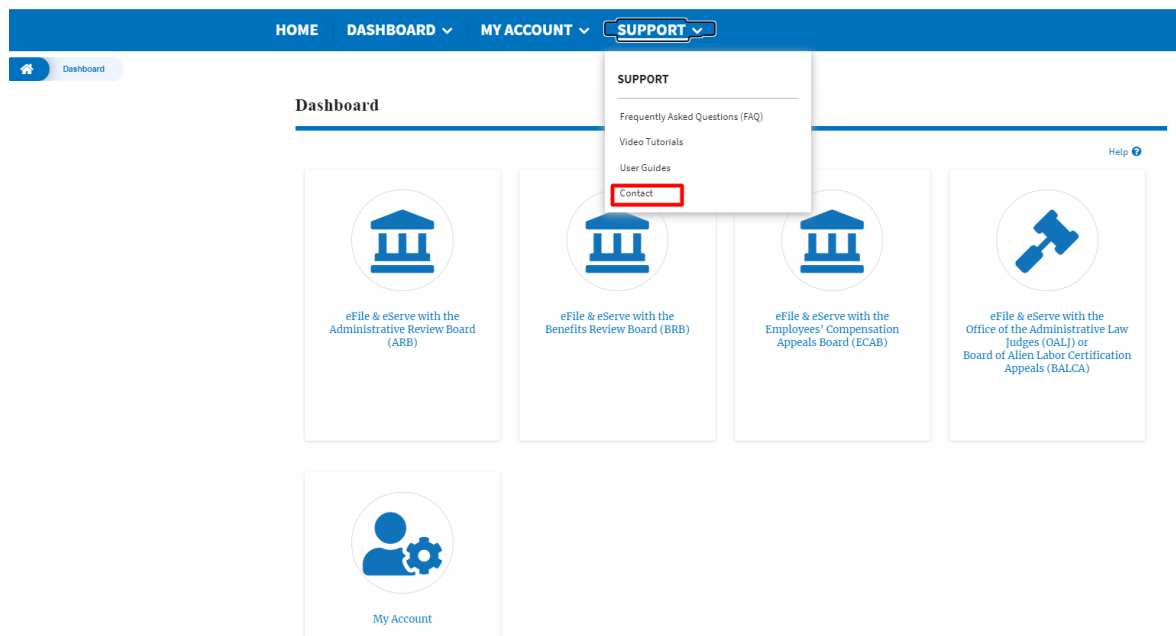


## eFile and eServe

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.



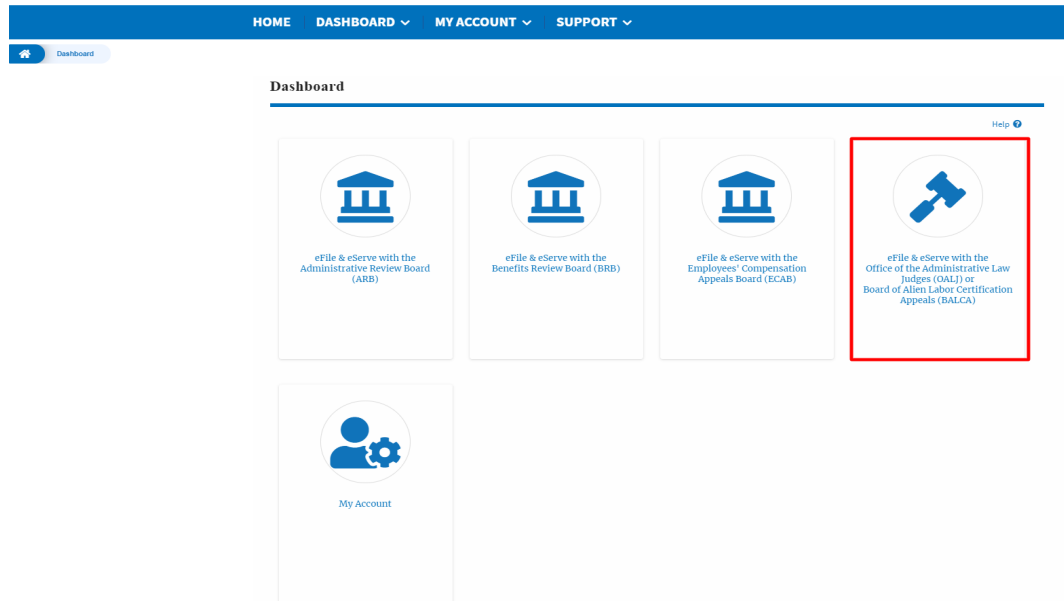




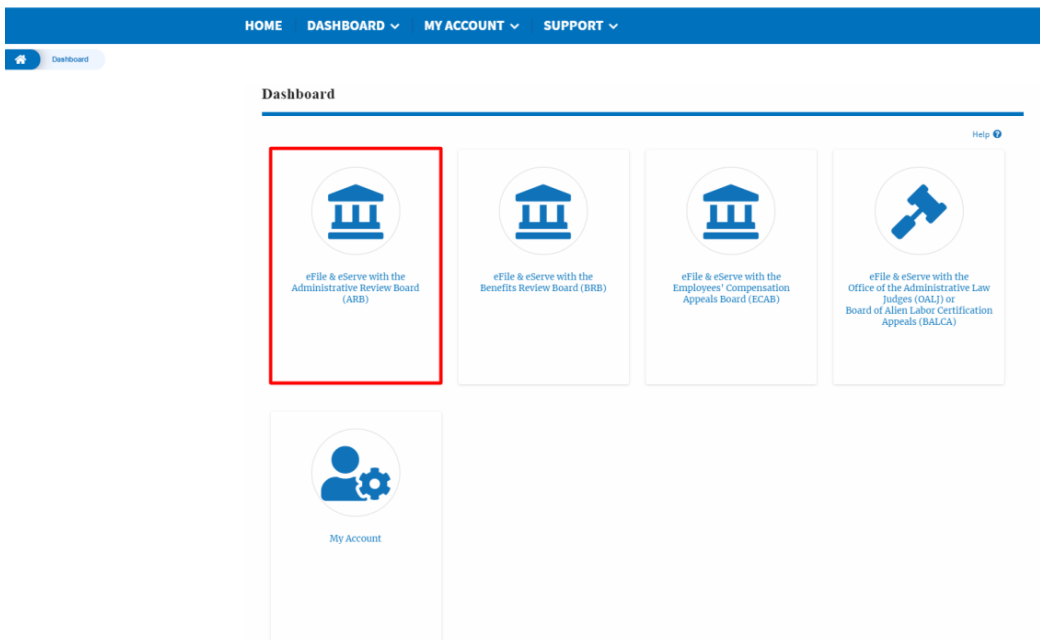
## eFile and eServe

### 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.



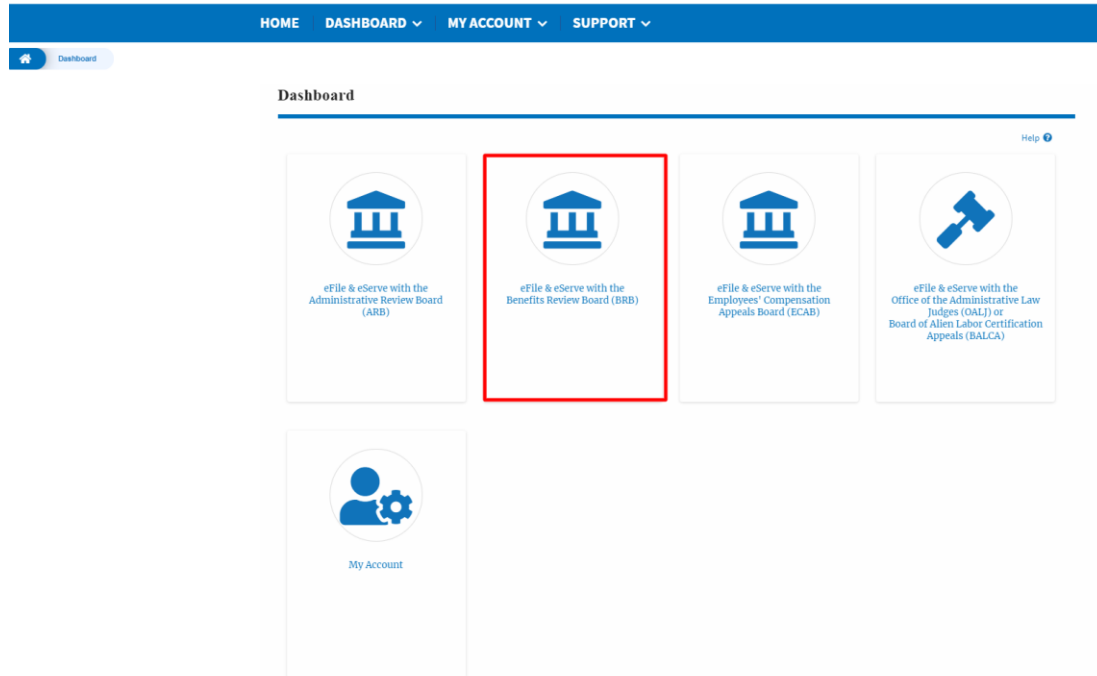
2. Click on the **ARB** tile from the main dashboard page to access the 'ARB' dashboard.



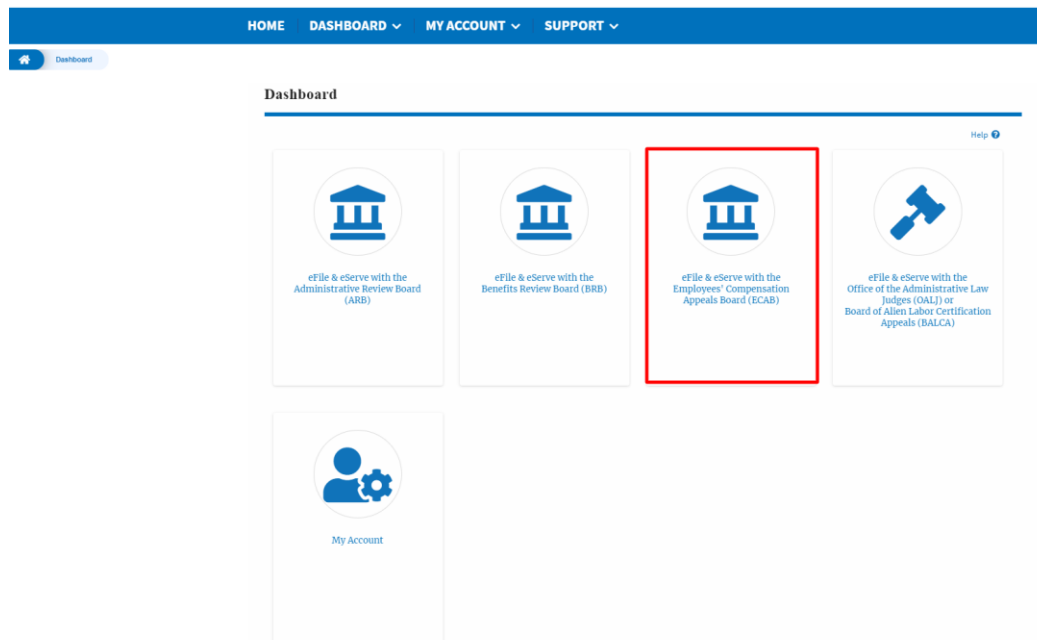


## eFile and eServe

- Click on the **BRB** tile from the main dashboard page to access the 'BRB' dashboard.



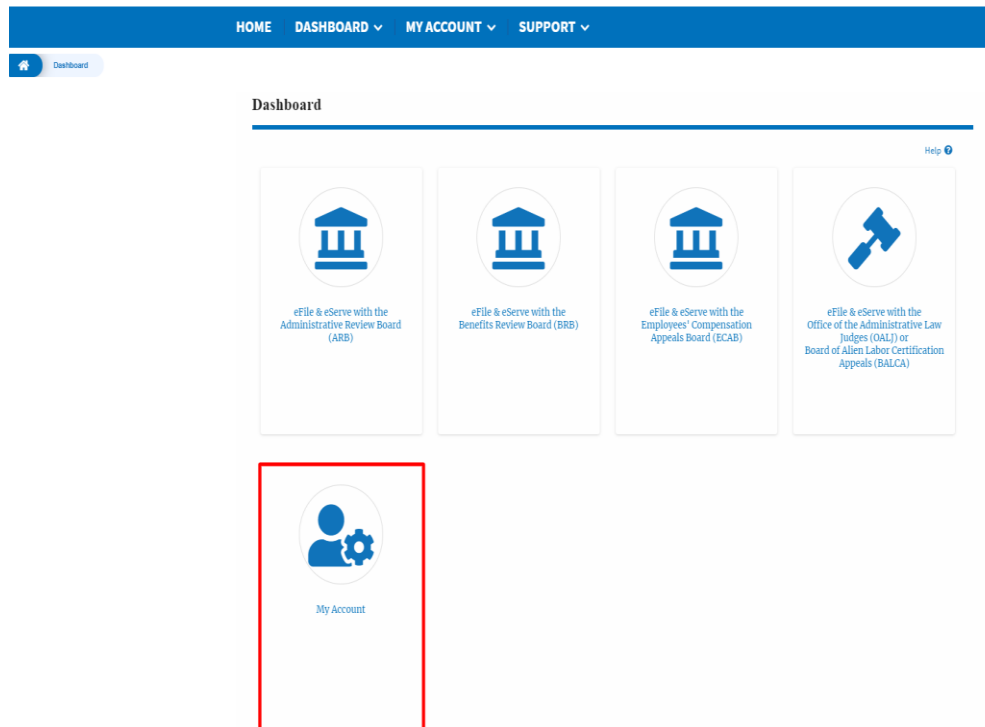
- Click on the **ECAB** tile from the main dashboard to access the 'ECAB' dashboard.



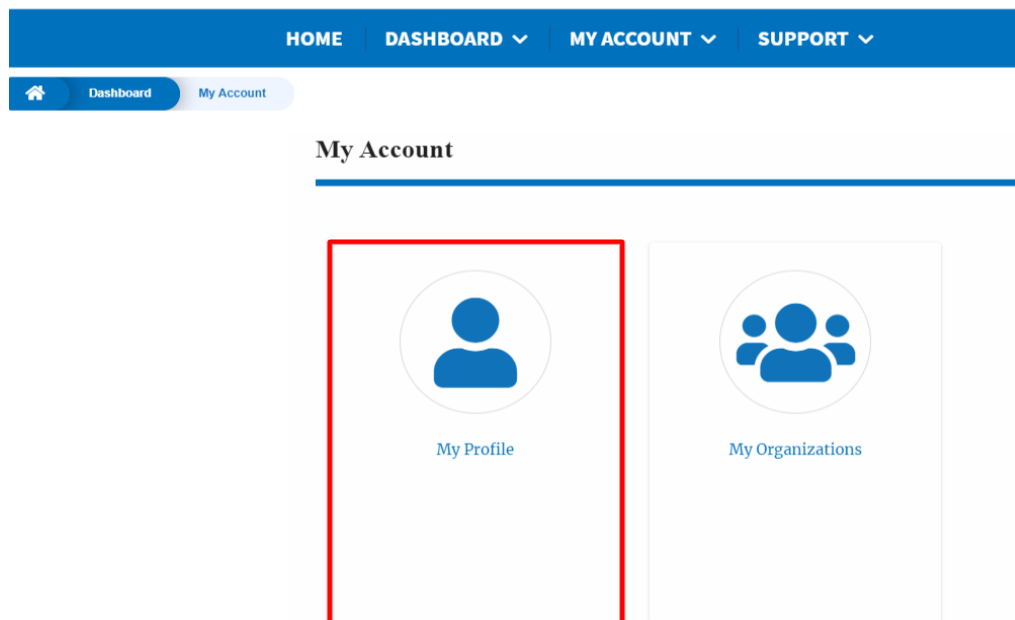


## eFile and eServe

5. Click on the **My Account** tile to access the ‘My Account’ dashboard



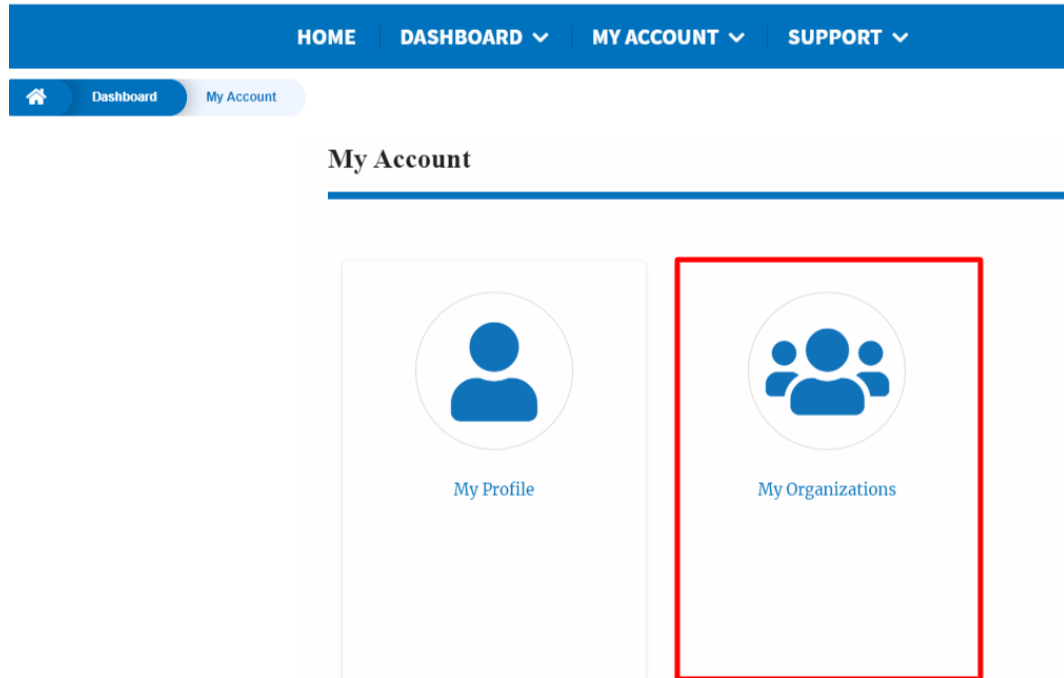
6. Click on the **My Profile** tile from the “My Account” dashboard to access the “My Profile” dashboard





## eFile and eServe

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





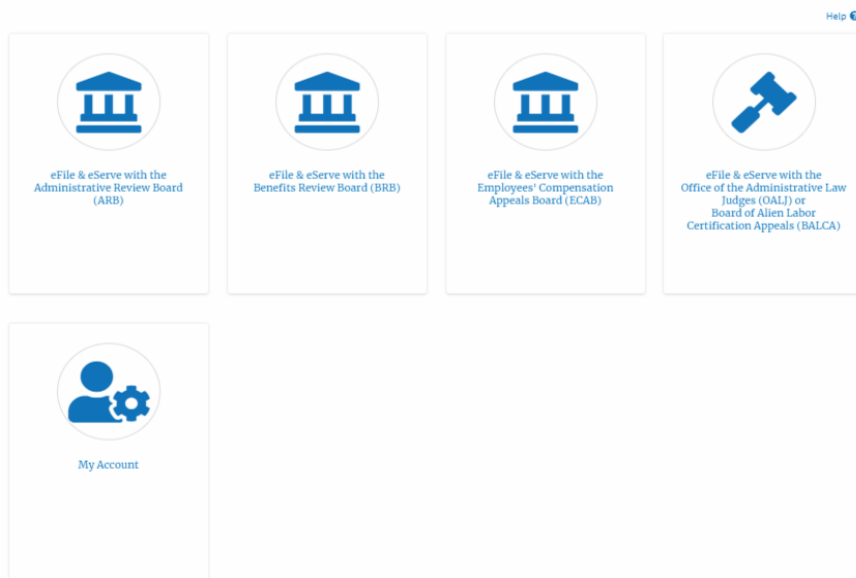
## eFile and eServe

### 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.

#### Dashboard



2. Click on the Help link provided to the right top of the main content page.


#### Dashboard






## eFile and eServe

3. To the right of the page, the help popup will be displayed.


**WILLIAM M. MONTGOMERY**

LOGOUT


MY ACCOUNT ▾SUPPORT ▾



eFile & eServe with the  
Benefits Review Board (BRB)



eFile & eServe with the  
Employees' Compensation  
Appeals Board (ECAB)



eFile & eServe with the  
Office of the Administrative Law  
Judges (OALJ) or  
Board of Alien Labor Certification  
Appeals (BALCA)

Help ?

Help on 'Main Dashboard'

Main Dashboard

The Main Dashboard can be viewed only when logged in. It has 5 tiles:

eFile & eServe with the Administrative Review Board (ARB)

eFile & eServe with the Benefits Review Board (BRB)

eFile & eServe with the Employees' Compensation Appeals Board (ECAB)

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

My Account

**Step 1:** Click on the "eFile & eServe with the Administrative Review Board (ARB)" tile to go to the ARB appeals dashboard.

**Step 2:** Click on the "eFile & eServe with the Benefits Review Board (BRB)" tile to go to the BRB appeals dashboard.

**Step 3:** Click on the "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)" tile to go to the ECAB appeals dashboard.

**Step 4:** Click on the "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)" tile to go to the OALJ and BALCA cases dashboard.

**Step 5:** Click on the "My Account" tile to go to the My Account page.

**Step 6:** Dropdown Bar

Clicking the "Dashboard" dropdown give quick links to OALJ & BALCA Cases and ARB, BRB, ECAB Appeals dashboards.

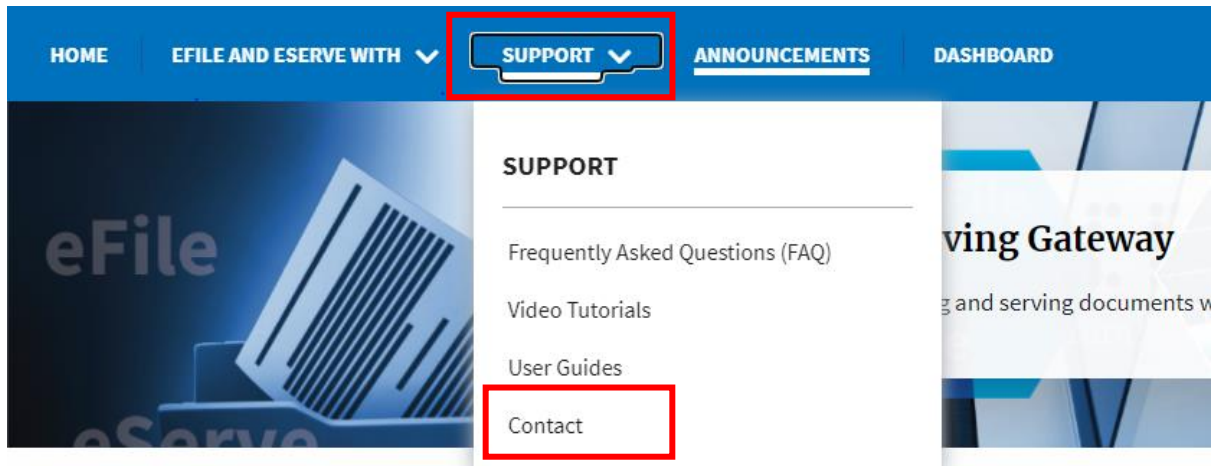
Clicking the "My Account" dropdown gives quick links to "My Profile" and "My Organizations" pages.



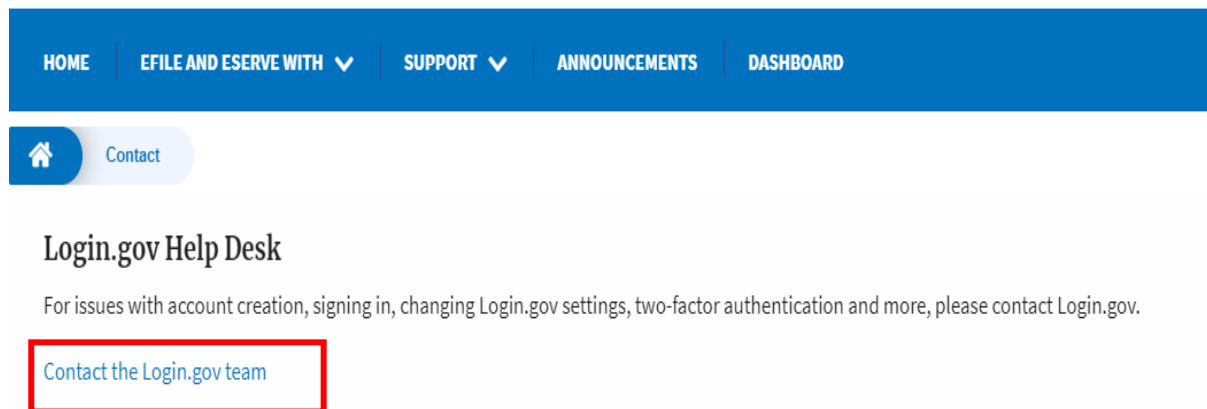
## eFile and eServe

### 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



## eFile and eServe

### HOW TO CONTACT THE SUPPORT TEAM FOR EFILE AND ESERVE SITE-RELATED ISSUES

1. From the main menu, click on the **Support tab** and select the **Contact** submenu.
2. Start filling the form by entering your First Name, Last Name and Email ID.

The screenshot shows the top navigation bar with links: HOME, EFILE AND ESERVE WITH (dropdown), SUPPORT (dropdown), ANNOUNCEMENTS, and DASHBOARD. Below this is a sub-navigation bar with a home icon and the 'Contact' link. The main content area contains a message: 'For help with an issue you are experiencing, please complete the form below, including as much detail as possible and we will get back within one business day.' Below the message is a form with four input fields: First Name, Last Name, Email (marked with an asterisk), and Confirm Email (marked with an asterisk).

3. Next, select your User type and Area of the Site that you need help with.

The screenshot shows a dropdown menu titled 'User Type'. The menu is open, displaying a list of options: 'Public User', '- None -', 'Public User', 'DOL User' (highlighted in blue), and 'Court Reporter'. A small up/down arrow icon is visible on the right side of the dropdown box.





## eFile and eServe

**Area of the Site**

- None -

- None -
- Office of the Administrative Law Judges and Board of Alien Labor Certification Appeals
- Administrative Review Board
- Benefits Review Board
- Employees' Compensation Appeals Board
- Organization
- Delegation
- My Profile
- Logout

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.

**HOME** | **EFILE AND ESERVE WITH** ▼ | **SUPPORT** ▼ | **ANNOUNCEMENTS** | **DASHBOARD**

**Contact**

**Your Questions & Comments \***

**Additional Information**

Type of login used, email address, profile data, etc.

<https://efstest2.mindpetal.com/announcements>



## eFile and eServe

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.

[HOME](#) | [EFILE AND ESERVE WITH](#) ▼ | [SUPPORT](#) ▼ | [ANNOUNCEMENTS](#) | [DASHBOARD](#)

[Home](#) | [Contact](#)

**Additional Information**  

Type of login used, email address, profile data, etc.

Type of login used, email address, profile data, etc.

Submit

Reset



# USER PROFILE AND ORGANIZATION MODULE



## eFile and eServe

---

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.

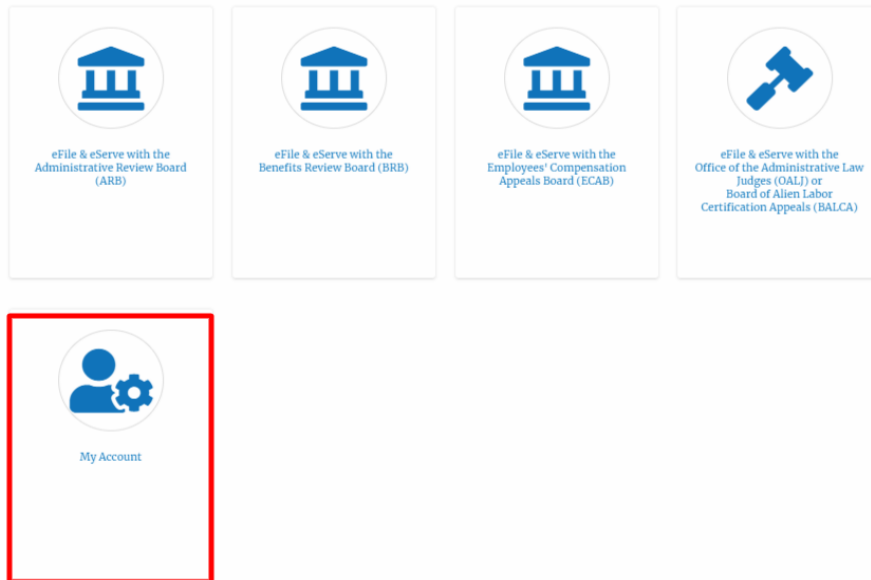


## eFile and eServe

### HOW TO EDIT YOUR USER PROFILE?

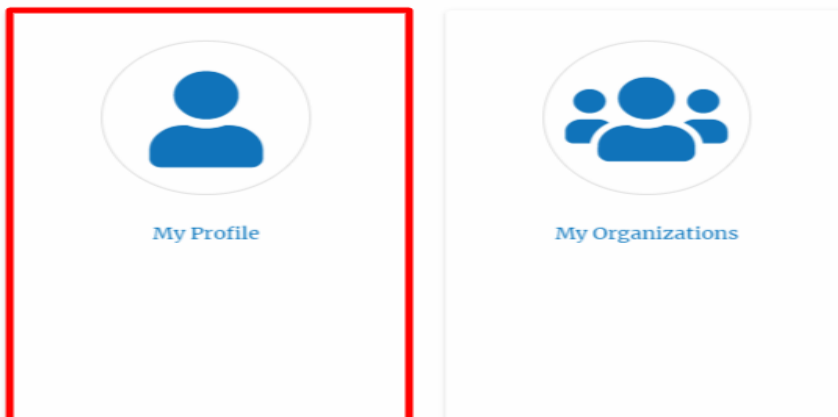
1. Click on the My Account tile from the main dashboard.

#### Dashboard



2. Click on the User Profile tile from the My Account page.

#### My Account





## eFile and eServe

3. Edit the fields in the displayed form.

### My Profile

Help ?

**First Name \***

Charlie

**Middle Name**

**Last Name \***

John

**Suffix**

**Organization \***

Wingstein and Dragger Attorneys at Law, 99 Constitution Ave

Select the Organization.

**Country \***

United States

Select country from the list.

**Address 1 \***

56 Constitution Ave. Peachtree City, GA 30269

**Address 2**

**Address 3**

**City \***

Chicago



## eFile and eServe

**State \***

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

**Time Zone**

**Main Phone Number \***  
  
International phone number formats are supported

**Mobile Phone Number**  
  
International phone number formats are supported

**Email Address**  
  
This is the email used to login to the system. You cannot edit/change this value.

☐ I am an attorney

**User Type**

**Terms & Conditions of Use**  

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these Terms and



## eFile and eServe

- Unselect the checkbox “I am an attorney” and click the Save button.

☐ I am an attorney

User Type

Public

Terms & Conditions of Use

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these Terms and

Save Cancel

- The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.

### Dashboard

✓ User profile has been created/updated.

Help

eFile & eServe with the Administrative Review Board (ARB)

eFile & eServe with the Benefits Review Board (BRB)

eFile & eServe with the Employees' Compensation Appeals Board (ECAB)

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

My Account





## eFile and eServe

### 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'

#### My Organizations

[Add Organization](#) [Search Organizations](#)

[Help ?](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
There are no organizations you are currently part of.							

4. Click on "Add Organization" and fill in the details

#### Add Organization

[Help ?](#)

**Organization Name \***

**Country \***  
  
Select country from the list.

**Address 1 \***

**Address 2**

**Address 3**

**City \***

**State \***

**Zip Code \***  
  
Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N=Number, A=Alphabet)



## eFile and eServe

**Organization Email**

**Website**  
  
Website URL should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Administrator 1 Email \***

**Administrator 1 Name**

**Administrator 1 Contact Number**


**Administrator 2 Email**


**Administrator 2 Name**

**Administrator 2 Contact Number**

5. Click "Save" to add your Organization
6. A new organization is added

### My Organizations

 Wingstein and Dragger Attorneys of Law has been added.

Help 

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjtester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>



## eFile and eServe

### 7. Click on the organization name to visit the organization details page

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Mailboxes](#)

[Help](#)

#### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST

#### Active Members

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST	

#### Join Requests

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

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

#### Pre-Approved Members

Email

[Search](#)

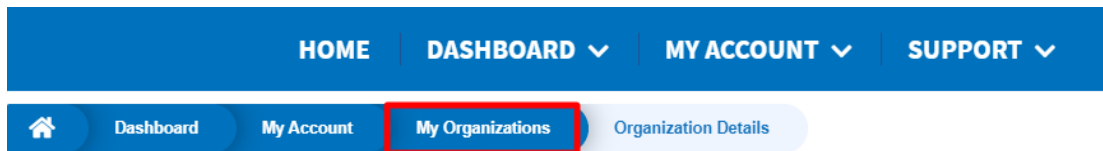
Email	Status	Created On	Actions
There are no pre-approved members in this organization.			



## eFile and eServe

### 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.

#### My Organizations

Add Organization		Search Organizations		Help ⓘ			
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

4. Click on the “Add Member” button.

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law	View More Organization Details
Website		
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States	

Add Members Edit Organization Manage Mailboxes



## eFile and eServe

5. Enter the email ids of members separated by commas and click submit.

### Add Members

**Organization : Wingstein and Dragger Attorneys at Law**[Help ?](#)

**Add Members \***

rahultester002@gmail.com,caroltester001@gmail.com,digger@gmail.com

Enter email addresses of users to be added to organization separated by commas.

Submit

Cancel



## eFile and eServe

### 6. A confirmation message will be displayed.

Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.

### Organization Details

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

[Help ?](#)

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave., Peachtree City, GA 30268, United States

[View More Organization Details](#)[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST

### Active Members

**Name or Email**[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Trusted	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Joseph Joseph	rahultester002@gmail.com	Attorney	Public	07/22/2020 - 10:28 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST	

### Join Requests

**Name or Email**[Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

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

### Pre-Approved Members

**Email**[Search](#)

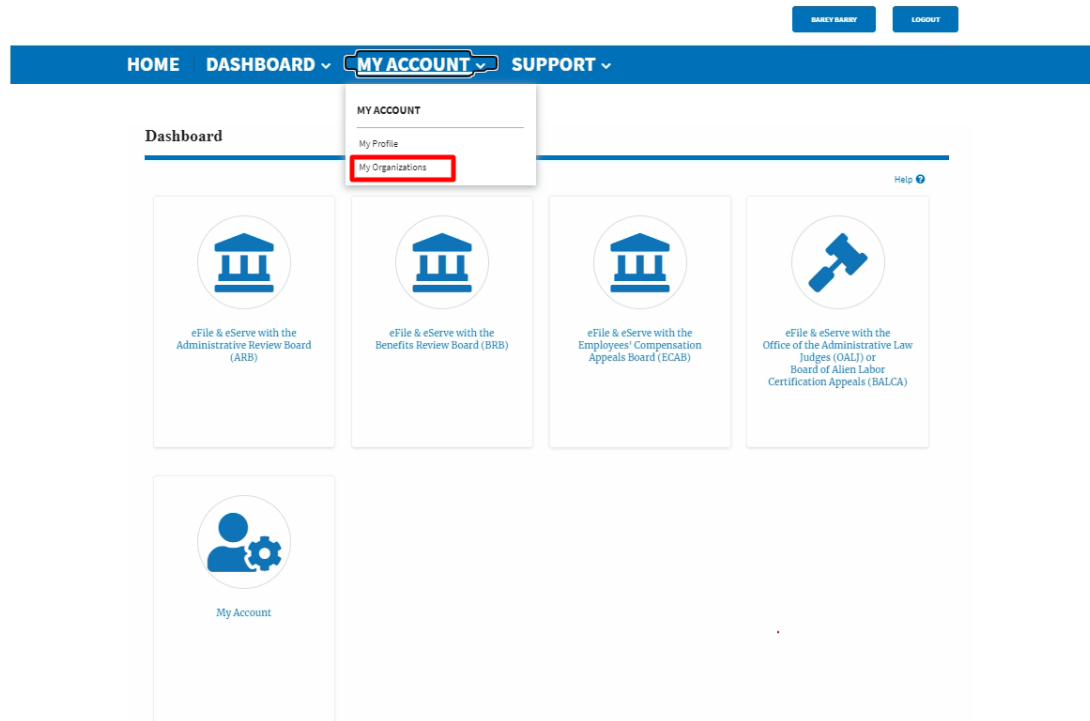
Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/14/2020	<a href="#">Remove</a>



## eFile and eServe

### 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.

#### My Organizations

My Organizations							
<div>Add Organization Search Organizations</div>							
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave, Peachtree City, GA 30268, Idaho, United States	Edit



## eFile and eServe

3. Type in the search organization string and click “Search”.

### Search Organizations

Search

Ale

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.

### Search Organizations

Search

Ale

Search

Reset

Organization ^	Website	Address	Actions
Aleccia & Mitani	aleccialaw.com	One World Trade Center, Suite 1840 , California , United States	<a href="#">Request Join</a>
Alex's organization		Address 1 , Address 2 , Address 3 , England , United Kingdom	<a href="#">Request Join</a>
Galo Law Firm, P.C.	galolawfirm.com	4230 Gardendale , Building 401 , Texas , United States	<a href="#">Request Join</a>
Ginarte Gallardo Gonzalez & Winograd, LLP.	ginarte.com	400 Market Street , New Jersey , United States	<a href="#">Request Join</a>
Hanna Brophy MacLean McAleer & Jensen LLP	hannabrophy.com	P.O. Box 12488 , California , United States	<a href="#">Request Join</a>
Sioli Alexander Pino	siolialexanderpino.com	8910 N. Kendall Drive , First Floor , Florida , United States	<a href="#">Request Join</a>

5. This is the confirmation message for Request Join.

### Search Organizations



- Your request to join Alex's organization has been received.
- The administrator of Alex's organization has been notified of your request.

Search

organization name or address

Search





## eFile and eServe

- 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.

### My Organizations

[Add Organization](#)[Search Organizations](#)[Help](#)

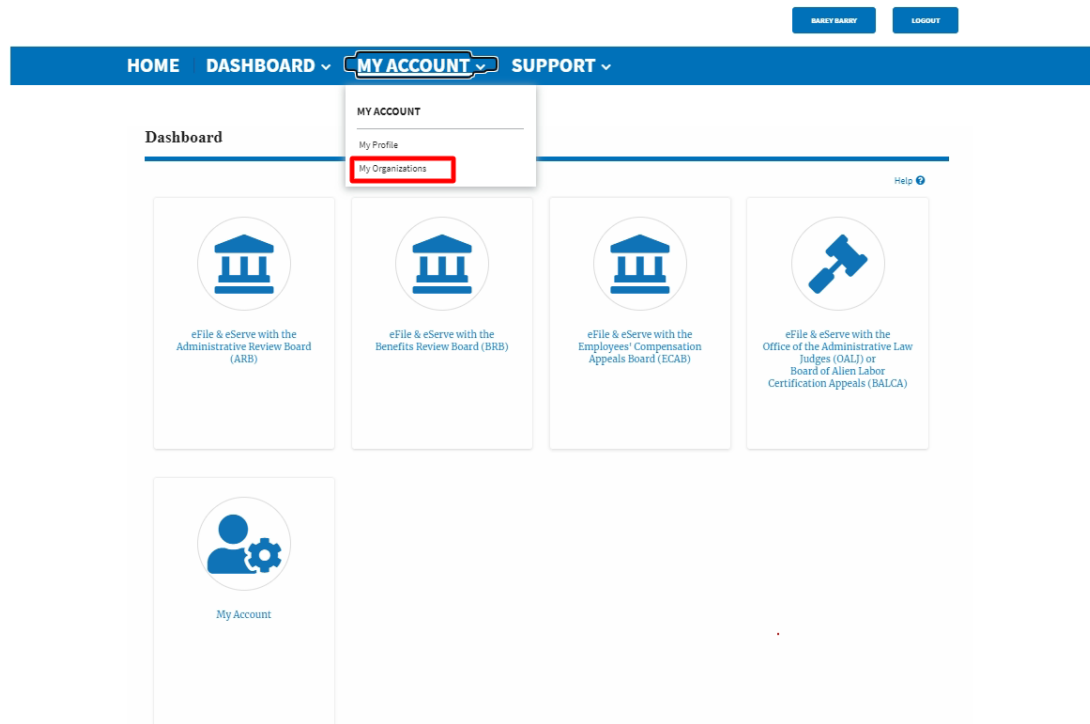
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>
Alex's organization	Public		Alex J Jacob	testerallex0001@gmail.com	9961358722	Address 1 , Address 2 , Address 3 , England , United Kingdom	<a href="#">Requested / Cancel Request</a>



## eFile and eServe

### 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.

### My Organizations

My Organizations							
<a href="#">Add Organization</a> <a href="#">Search Organizations</a>							
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>



## eFile and eServe

- Users will be displayed with the details page of the organization and click on the View More Organization Details button.

### Organization Details

NameWingstein and Dragger Attorneys of LawWebsiteinfo@wingstein.comContact NameTiju IssacContact Number1154525255Organization TypePublicAddress56 Constitution Ave , Peachtree City , GA 30268 , United States

View More Organization Details

Help

Add MembersEdit OrganizationManage AdministratorsManage Mailboxes

#### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjutester123@gmail.com	Individual	Public	10/14/2020 - 02:09 EST

#### Active Members

Name or Email

Enter Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Trusted	07/14/2020 - 02:57 EST	Edit Remove
Joseph Joseph	rahultester002@gmail.com	Attorney	Public	07/22/2020 - 10:28 EST	Edit Remove
Tiju Issac	tjutester123@gmail.com	Individual	Public	10/14/2020 - 02:09 EST	

#### Join Requests

Name or Email

Enter Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

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

#### Pre-Approved Members

Email

Enter Email Address

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/14/2020	Remove

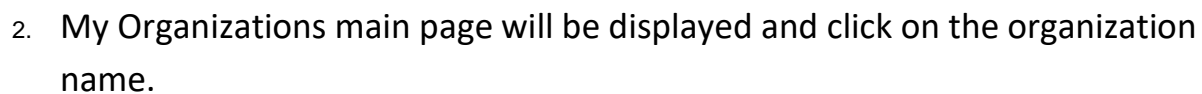
- The full details of the organization will be displayed.

### Full Organization Details

Organization Name	Wingstein and Dragger Attorneys of Law
Address	56 Constitution Ave , Peachtree City , GA 30268
Country	United States
State	Idaho
City	Chicago
Zipcode	12345
Organization Email	info@wingstein.com
Organization Type	Public
Website	
Administrator 1 Name	Tiju Issac
Administrator 1 Email	tjutester123@gmail.com
Administrator 1 Contact Number	1154525255
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	



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



<a href="#">Add Organization</a> <a href="#">Search Organizations</a>		<a href="#">Help</a>					
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>



## eFile and eServe

3. Click on the “Edit Organization” button to edit the organization details.

### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Mailboxes](#)

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.

### Edit Organization

[Help](#)

**Organization Name \***

**Country \***  
  
Select country from the list.

**Address 1 \***

**Address 2**

**Address 3**

**City \***

**State \***

**Zip Code \***  
  
Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N=Number, A=Alphabet)



## eFile and eServe

**Organization Email**

**Website**  
  
Website url should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Administrator 1 Email**

**Administrator 1 Name**

**Administrator 1 Contact Number**

**Administrator 2 Email**

**Administrator 2 Name**

**Administrator 2 Contact Number**

- Click the “Save” button to save the edited details of the organization. This is the confirmation message for saving the edited details.

### Organization Details

✓ Wingstein and Dragger Attorneys of Law has been updated.

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#)

[Edit Organization](#)

[Manage Administrators](#)

[Manage Mailboxes](#)



## eFile and eServe

### 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”

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law	<a href="#">View More Organization Details</a>
Website		
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States	

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

2. Click on the “Add as Administrator” link against which member to be made the administrator.

#### Manage Administrators

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Add as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	<a href="#">Add as Administrator</a>
Tiju Issac	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



## eFile and eServe



- The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

### Manage Administrators

- ✓ Added Carol Max as an administrator.
- An email notification has been sent to Carol Max at caroltester001@gmail.com

Help ?

#### Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max 	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Remove as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	


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

### Manage Administrators

- ✓ Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max
- If you wish to remove the member from the organization, please click "Remove" link in the Active Members list.

Help ?

#### Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Add as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	<a href="#">Add as Administrator</a>
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	





## eFile and eServe

### 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

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave, Peachtree City, GA 30268, United States

View More Organization Details

Add Members

Edit Organization

Manage Administrators

Manage Mailboxes

Help ?

#### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST

#### Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Trusted	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Joseph Joseph	rahultester002@gmail.com	Attorney	Public	07/22/2020 - 10:28 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST	

#### Join Requests

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

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

#### Pre-Approved Members

Email

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/14/2020	<a href="#">Remove</a>



## eFile and eServe

- 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.

### Organization Details

- ✓ Removed Joseph Joseph from Wingstein and Dragger Attorneys of Law.
- An email notification has been sent to Joseph Joseph at rahultester002@gmail.com.
- An email notification has been sent to the organization administrator(s).

[Help ?](#)

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)[Add Members](#)[Edit Organization](#)[Manage Administrators](#)[Manage Mailboxes](#)

### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST

### Active Members

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Trusted	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST	

### Join Requests

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

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

### Pre-Approved Members

Email

[Search](#)

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/14/2020	<a href="#">Remove</a>



## eFile and eServe

### HOW TO CREATE NEW SHARED MAILBOX?

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

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law	<a href="#">View More Organization Details</a>
Website		
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
Address		56 Constitution Ave , Peachtree City , GA 30268 , United States
<a href="#">Add Members</a> <a href="#">Edit Organization</a> <a href="#">Manage Administrators</a> <a href="#">Manage Mailboxes</a>		

2. Click on the “Add Mailbox” button.

#### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law [Help](#)

[Add Mailbox](#)

**Search**

Enter Mailbox(es) [Search](#)

Name	Email	Created On	Actions
There are no mailboxes in this organization.			



## eFile and eServe

3. Fill all the required data in the form and click the 'Save' button to create the mailbox.

### Add Mailbox

Help ?

**Name \***

**Email \***

**Agency \***  

☐ ARB

☐ BRB

☒ ECAB

**Case Types \***  

Search and Select Case Types

☐ OALJ

Select any Agency

**Description**  

XYZ

**Status \***  

Active

Select the Status.

Save

Cancel



## eFile and eServe

4. A new shared mailbox is created.

### Manage Mailboxes

✓ Shared Mailbox ABCD shared mailbox has been added successfully

Help ?

Organization: Wingstein and Dragger Attorneys of Law

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



## eFile and eServe

### 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

Name	Wingstein and Dragger Attorneys of Law	<a href="#">View More Organization Details</a>
Website		
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
Address		
56 Constitution Ave , Peachtree City , GA 30268 , United States		
<a href="#">Add Members</a> <a href="#">Edit Organization</a> <a href="#">Manage Administrators</a> <a href="#">Manage Mailboxes</a>		

2. Click on the mailbox name from the table.

#### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law [Help](#)

[Add Mailbox](#)

Search

Enter Mailbox(es) [Search](#)

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	<a href="#">Edit</a>

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

#### Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law [Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Agency - Case Type List

ECAB

FECA

[Manage Members](#)

Name	Email	User Type	Actions
There are no users added to this mailbox.			



## eFile and eServe

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

### Manage Members

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

Search

Enter Name or Email address

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Add Member
Tiju Issac	tijutester123@gmail.com	Individual	10/14/2020 - 02:05 EST	Add Member

- Add Member confirmation will be displayed. Also the “Add Member” link against the added member changes to “Remove”.

### Manage Members

- ✓ Added Carol Max to the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

Help ?

Organization: Wingstein and Dragger Attorneys of Law

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

Search

Enter Name or Email address

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Remove
Tiju Issac	tijutester123@gmail.com	Individual	10/14/2020 - 02:05 EST	Add Member



## eFile and eServe

### 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.

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law	View More Organization Details
Website		
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States	

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

2. Click on the mailbox name from the table.

#### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

Help ?

[Add Mailbox](#)

Search

Enter Mailbox(es)

[Search](#)

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	<a href="#">Edit</a>





## eFile and eServe

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

### Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Agency - Case Type List

ECAB
FECA

Manage Members

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	<a href="#">Remove</a>

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

### Manage Members

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Members

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Individual	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>



## eFile and eServe

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 caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

[Help](#) 

Organization: Wingstein and Dragger Attorneys of Law

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

#### Search

Search


Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Add Member</a>
Tiju Issac	tijutester123@gmail.com	Individual	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>



## eFile and eServe

### OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS

#### 1. Email Notification to Admin on 'Add Administrator' to Organization:

DOL eFile-eServe – Administrator role granted for organization - California Court Law   Inbox x

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





### eFile and eServe

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:

DOL eFile-eServe – Administrator role revoked for organization - California Court Law at josephtester0001@gmail.com Inbox x  

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



### eFile and eServe

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



## eFile and eServe

### 3. Email Notification to Admin on 'Request to Join Organization' from User:

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

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

### eFile and eServe

Dear Administrator(s),

Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@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://efstest2.mindpetal.com/dashboard/user-profile/org/10269/view>

Thank you,  
Team eFile and eServe

### 4. Email Notification to Admin on 'Request to Join Organization - Rejected':

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



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



### 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



## 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 Inbox x  

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





### eFile and eServe

Dear Angel George,

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

Administrator,  
Wingstien and Dragger Attorneys

### 6. Email Notification to Admin on 'Request to Join Organization - Accepted':

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

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



### eFile and eServe

Dear Administrator(s),

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

Thank you,  
eFile and eServe



## eFile and eServe

### 7. Email Notification to User on 'Request to Join Organization - Accepted':

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



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



### eFile and eServe

Dear Angel George,

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

Administrator,  
Wingstien and Dragger Attorneys

### 8. Email Notification to Admin on 'Pre-Approved Member to Organization'

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



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



### eFile and eServe

Dear Angel George,



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

Administrator,  
Wingstien and Dragger Attorneys



## eFile and eServe

### 9. Email Notification to User on 'Pre-Approved Member to Organization':

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

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



### eFile and eServe

Dear [simimarysam@gmail.com](mailto:simimarysam@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://efstest2.mindpetal.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    
Inbox x

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



### eFile and eServe

Dear Administrator(s),



Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@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



## eFile and eServe

### 11. Email Notification to User on 'Add Member' to Organization:

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

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

### eFile and eServe



Dear Angel George,

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

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

Administrator,  
Wingstien and Dragger Attorneys

### 12. Email Notification to Admin on 'Remove Member' to Organization:

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

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

### eFile and eServe

Dear Administrator(s),

Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@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





## eFile and eServe

### 13. Email Notification to User on 'Remove Member' to Organization

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



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



#### eFile and eServe

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 Inbox x



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



#### eFile and eServe

Dear Administrator(s),



Member Angel George has been added to the shared mailbox [mathewjohn@gmail.com](mailto: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






## eFile and eServe

### 15. Email Notification to Member on 'Add Member to Mailbox':

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

Inbox x

**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](mailto:mathewjohn@gmail.com) of your organization Wingstien 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://efstest2.mindpetal.com>




Administrator,  
Wingstien 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  

Inbox x

**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](mailto: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



## eFile and eServe

### 17. Email Notification to Member on 'Remove Member from Mailbox':

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



Inbox x

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



### eFile and eServe

Dear Angel George,

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

Administrator,  
Wingstien and Dragger Attorneys



## OALJ AND BALCA DASHBOARD AND FLOWS



## eFile and eServe

---

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.

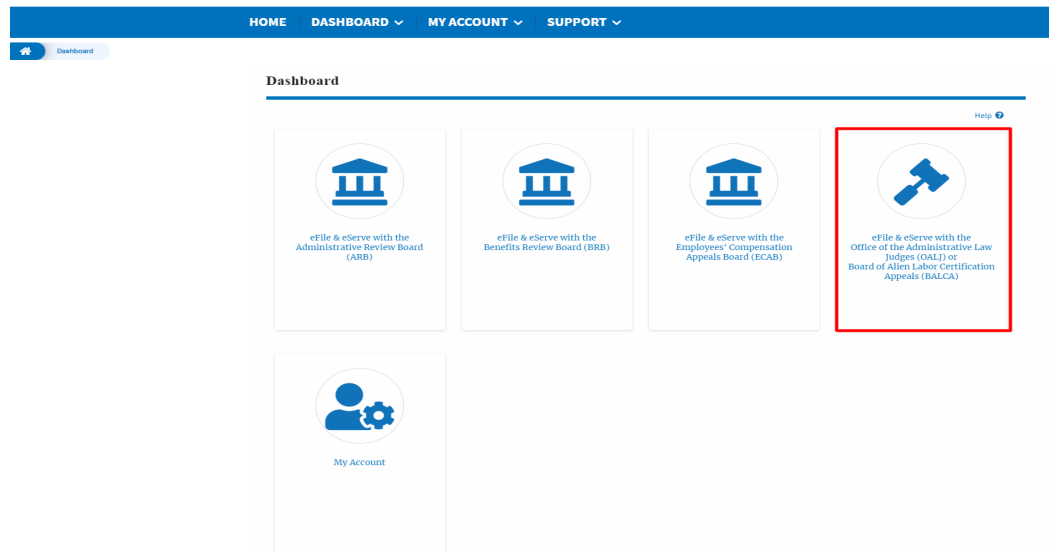
Servings to cases are sent from OALJ and will be available in the servings table for each case.



## eFile and eServe

### HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the OALJ or BALCA tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



2. OALJ/BALCA Dashboard includes buttons '**File a New Case**', '**Request Access to Cases**', and '**Multi Case Filing**'.

Note: Multi Case Filing button will only appear if at least one submitted/approved case is listed in the Request Access to Cases table.

#### OALJ and BALCA Dashboard



- 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.



## eFile and eServe

3. OALJ/BALCA Dashboard includes tables **'My Access Requests'**, **'Cases Delegated to Me'**, and **'New Cases'**.
  - 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

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#) [Form Templates](#) [Help](#)

#### 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.

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

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2013BLA05025</a>	OALJ-2009-S10303	SLONE MICHAEL A		SUBMITTED	09/24/2020 - 04:52 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

#### Cases Delegated to Me

OALJ Case Number	Claimant Name	Status	Delegated by	Delegated On	Organization
There are no delegated cases to show.					

\* All times displayed in US Eastern Timezone

#### New Cases

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
There are no cases that you have filed through this system.						

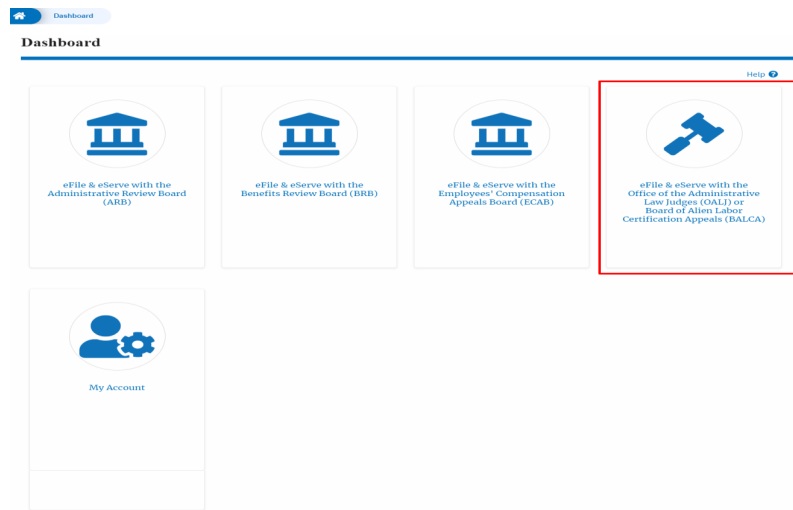
\* All times displayed in US Eastern Timezone



## eFile and eServe

### 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.







## eFile and eServe

3. Search any case and click on the **Add to Request** button that is displayed only if one of the cases is selected.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [Search Cases](#)

### Search Cases

**Search Cases**  
  
You can search using OALJ Case Number, Claimant Name, Agency Reference Number

**Advanced Filter**  

**OALJ Case Number** ?  
  
OALJ Case Number format should be YYYYCaseTypeCodeNNNNN

**Claimant Name**

You can further filter the search using Case Number, Claimant Name, Agency Reference Number.

[Search](#) [Clear Selection and Filters](#) [Clear Filters](#) [Add to Request](#)

### Search Results

Select Cases	Case Number	Claimant Name
<input checked="" type="checkbox"/>	2012LHC02015	BARY LARRY W.

[Add to Request](#)



## eFile and eServe

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.



### Request Access to Cases

[Back to Search](#) [Reset](#) [Help ?](#)

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

**Selected Cases**

	OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number
<input checked="" type="checkbox"/>	2012LHC02015		BARY LARRY W.	08-135254

**Role in the Case \***

- Select a value -

**Notice of Appearance \***

[Choose File](#) No file chosen

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

**Certificate of Service for 2012LHC02015 \***

[Choose File](#) No file chosen

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

**eFiler's Organization**

Org - Barry, Address 123

[Submit to DOL](#) [Cancel](#)



## eFile and eServe

5. The requested case will be shown in your **My Access Requests** table with the SUBMITTED status along with a confirmation message.

[Dashboard](#) [OALJ and BALCA Dashboard](#)

### OALJ and BALCA Dashboard

Request to access the case has been submitted. [2012LHC02015]

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

[Help](#)

### 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.

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

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>

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

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

[Help](#)

### 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.

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

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>

7. All the requested cases will be listed on the **My Access Requests** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [My Access Requests](#)

### 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.

[Help](#)

Case Number or eFile Number

Status

[Apply](#)

OALJ Case Number	eFile Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	EFS-OALJ-2009-208942	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>



## eFile and eServe

- 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.

[Help](#)

Case Number or eFile Number

Status

Search Case Number or eFile Number

- Any -

Apply

OALJ Case Number	eFile Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	EFS-OALJ-2009-208942	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>

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

### Access Request Details

OALJ Case Number:	2012LHC02015
eFile Case Number:	EFS-OALJ-2009-208942
eFile Number:	OALJ-2009-510200
Role in the Case:	Respondent/Defendant/Employer (Self-represented)
Certificate of Service:	<a href="#">Test_146.pdf</a>
Notice of Appearance:	<a href="#">rtf-sample_100kB.rtf</a>
Status:	SUBMITTED
Organization	Test Aaron Orga, Test address 12
Submitted On:	09/14/2020 - 04:34 EST

### Status Update Log

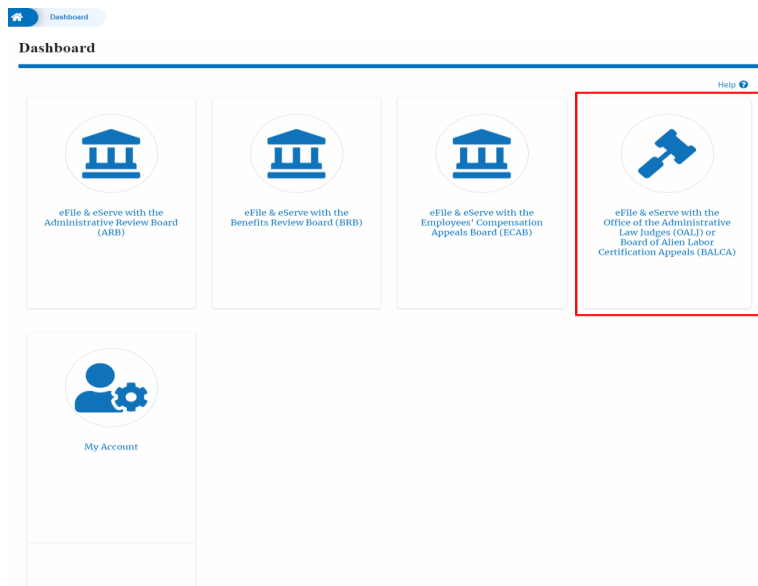
eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510200	SUBMITTED	Request to access the case has been submitted.	09/14/2020 - 04:35 EST



## eFile and eServe

### 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.



## OALJ and BALCA Dashboard





## eFile and eServe

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

[Help ?](#)

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

**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, xls, 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



## eFile and eServe

- The requested case will be shown in your New Cases table with the SUBMITTED status.

### New Cases

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

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

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

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

### New Cases

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

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

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

- All the requested cases will be listed on the **New Cases** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [New Cases](#)

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings. [Help](#)

Case Number or eFile Number

Originating Agency

Agency Reference Number

Status

Access Status

[Apply](#)

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>





## eFile and eServe

- Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [New Cases](#)

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings. [Help ?](#)

Case Number or eFile Number

Originating Agency

Agency Reference Number

Status

Access Status

Apply

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

- 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.

[HOME](#) [DASHBOARD](#) [OALJ and BALCA Dashboard](#) [New Cases](#)

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings. [Help ?](#)

Case Number or eFile Number

Access Status

Case Details

OALJ Case Number: Pending Assignment

eFile Case Number: EFS-OALJ-2009-208944

eFile Number: OALJ-2009-510203

Filing Type: Request for Hearing or Request for Administrative Review

Originating Agency: Employment and Training Administration (ETA)

Your Role in the Case: Respondent/Defendant/Employer (Self-represented)

Certificate of Service: [Test\\_37.pdf](#)

Notice of Appearance: [rtf-sample\\_100kB\\_0.rtf](#)

Decision Document from Originating Agency: [rtf-sample\\_100kB.rtf](#)

Organization: Test Aaron Orga, Test address 12

Case Status: SUBMITTED

Access Status: SUBMITTED

Submitted On: 09/14/2020 - 05:09 EST

Last Updated On: 09/14/2020 - 05:09 EST

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510203	SUBMITTED	New case has been submitted.	09/14/2020 - 05:09 EST

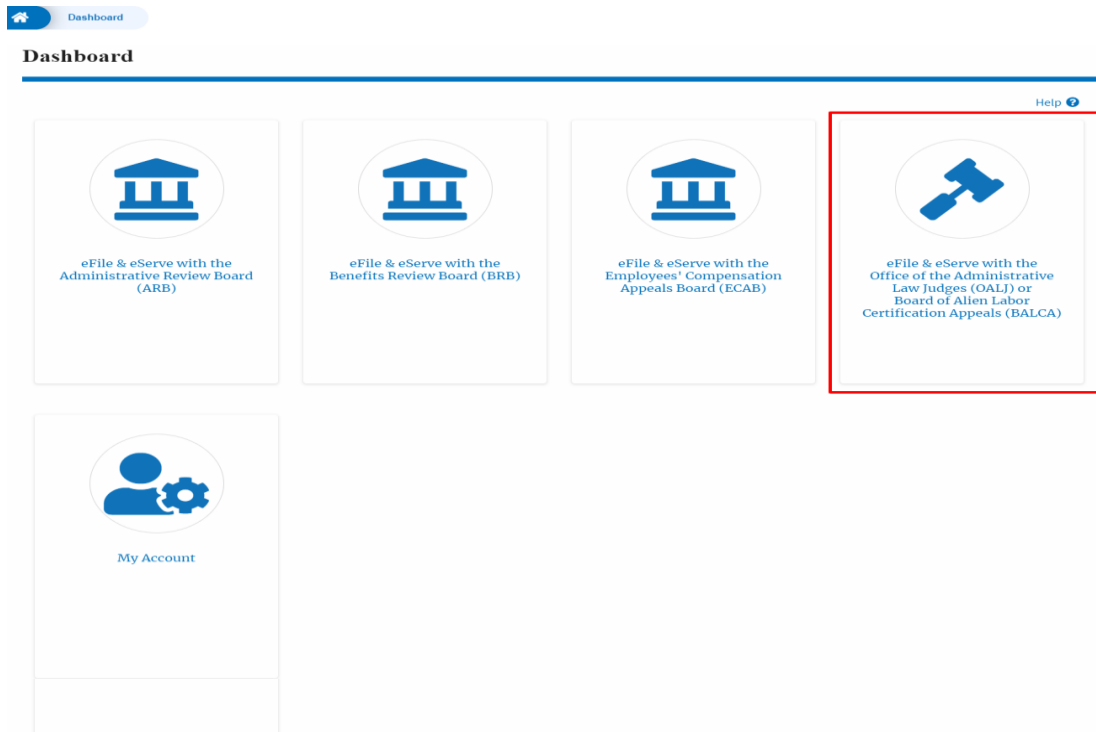
[BARRY](#) [LOGOUT](#)



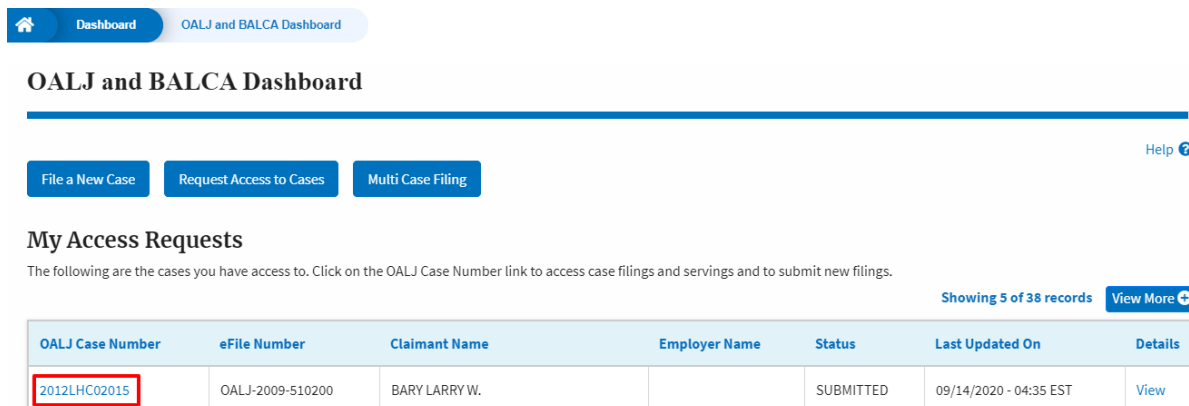
## eFile and eServe

### 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.





## eFile and eServe

- The user will be directed to the case details page.

OLJ Case Number2019FRS00098

Agency Reference#5-2700-18-006

Case TypeFRS

Case Type GroupWHISTLE BL

ALJ Decision Date

Claimant NameHENRIKSEN WILLIAM

Employer Name

StatusOPEN

Docketed Date07/11/2020 - 13:21 EST

Submit a New Filing

Remove From My Dashboard

Delegate Access

### Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

\* All times displayed in US Eastern Timezone

### OALJ Issued Documents

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

\* All times displayed in US Eastern Timezone

### Parties with Access

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

Name	Address	Role in the Case	Organization
Aaron Teader	488 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12408	Attorney For Claimant/Complainant/Prosecuting Party	Test Aaron Orga, Test address 12

### Delegated Users

Name	Address	Delegated By	Organization
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.			

- Case details page includes a summary section which gives a summary of the case details.

## Case Details

### Summary

eFile Case Number	EFS-OALJ-2008-200587
OALJ Case Number	2019FRS00098
Agency Reference #	5-2700-18-006
Case Type	FRS
Case Type Group	WHISTLE BL
ALJ Decision Date	
Claimant Name	HENRIKSEN WILLIAM
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)[Remove From My Dashboard](#)[Delegate Access](#)



## eFile and eServe

5. Case details page include buttons Submit a New Filing, Remove From My Dashboard and Delegate Access.
- 'Submit a New Filing' button is to bring up the form to submit a new filing related to the case.
  - 'Remove from My Dashboard' button is to bring up the page that lets you remove the case from your OALJ dashboard
  - 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.

### Case Details

#### Summary

eFile Case Number	EFS-OALJ-2008-200587
OALJ Case Number	2019FRS00098
Agency Reference #	5-2700-18-006
Case Type	FRS
Case Type Group	WHISTLE BL
ALJ Decision Date	
Claimant Name	HENRIKSEN WILLIAM
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)[Remove From My Dashboard](#)[Delegate Access](#)



## eFile and eServe

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.

### Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							
* All times displayed in US Eastern Timezone							

### OALJ Issued Documents

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							
* All times displayed in US Eastern Timezone							

### Parties with Access

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

Name	Address	Role in the Case	Organization
Angel George	200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20210	Department Of Labor	OALJ Filings Testing, 200 Constitution Avenue, NW
Sunny Mathew	Address, City, United States, Arkansas, 12345	Department Of Labor	Org - Jacky, Address - Jacky 1

### Delegated Users

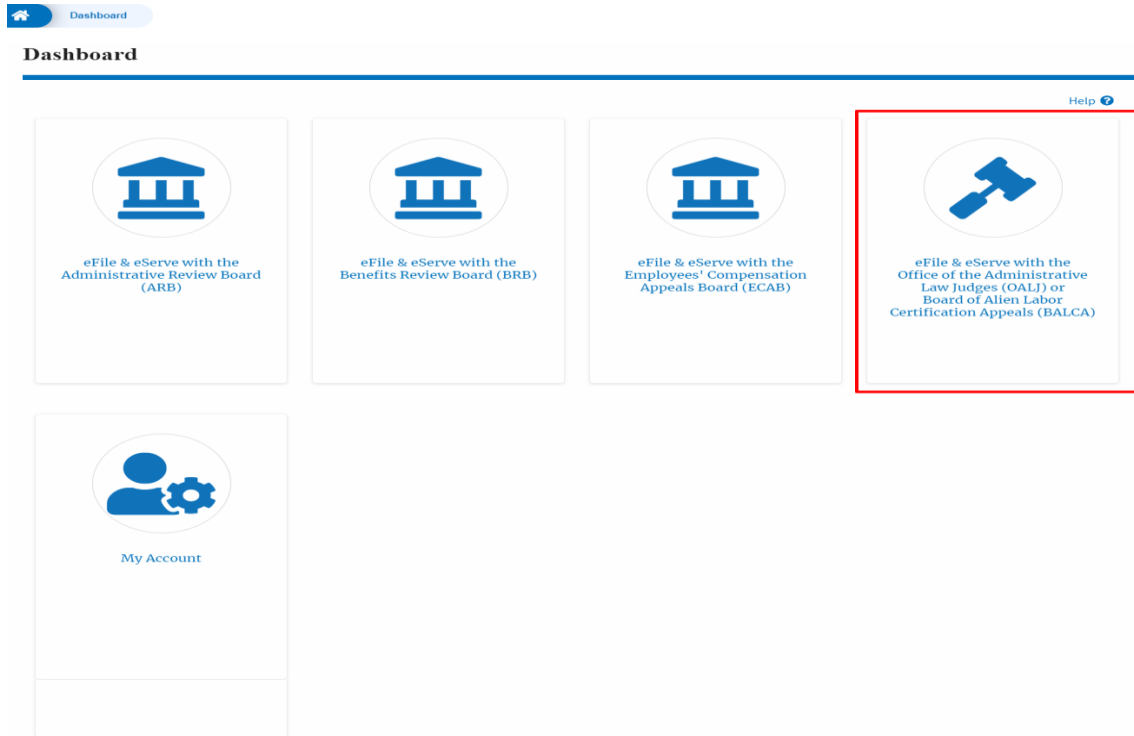
Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			



## eFile and eServe

### 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.

Dashboard OALJ and BALCA Dashboard

**OALJ and BALCA Dashboard**

File a New Case Request Access to Cases Multi Case Filing

**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.

Showing 5 of 38 records View More

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>



## eFile and eServe

3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing to the OALJ** page.



### Case Details

#### Summary

eFile Case Number	<b>EFS-OALJ-2009-208942</b>
OALJ Case Number	<b>2012LHC02015</b>
Agency Reference #	<b>08-135254</b>
Case Type	<b>LHC</b>
Case Type Group	<b>LONGSHORE</b>
ALJ Decision Date	
Claimant Name	<b>BARY LARRY W.</b>
Employer Name	
Status	<b>OPEN</b>
Docketed Date	<b>07/11/2020 - 13:21 EST</b>



**Submit a New Filing**



## eFile and eServe

- 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 Templates](#)  [Help](#) 

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

**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**

**Filing Category \***

**Filing Type \***

**Additional Comments \***

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

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

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

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

[Submit to DOL](#) [Cancel](#)





## eFile and eServe

**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.

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

[Dashboard](#) [OALJ and BALCA Dashboard](#) [Case Details](#)

### Case Details

The new filing has been submitted to the case.

Help

### Summary

eFile Case Number	EFS-OALJ-2009-208942
OALJ Case Number	2012LHC02015
Agency Reference #	08-135254
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

Submit a New Filing

### Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

7. All the filings under the case will be listed on the **Filings** page.

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Filings](#)

### Filings

Help ?

**eFile Number**  
Search eFile Number

**Filing Category**  
- Any -

**Filing Type**  
-Any-

**Status**  
- Any -

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Filings](#)

### Filings

Help ?

**eFile Number**  
Search eFile Number

**Filing Category**  
- Any -

**Filing Type**  
-Any-

**Status**  
- Any -

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

### Filing Details

eFile Number	OALJ-2009-510205
eFile Case Number	EFS-OALJ-2009-208942
Filing Category	Motion or Response or Reply to a Motion
Filing Type	Motion to Stay
Additional Comments	Test additional comments.
Filed Documents	<a href="#">download_42.jpeg</a>
Certificate of Service	<a href="#">Test_97.pdf</a>
Status	SUBMITTED
Filed By	Barey Barry
Submitted On	09/14/2020 - 05:39 EST

### Status Update Log

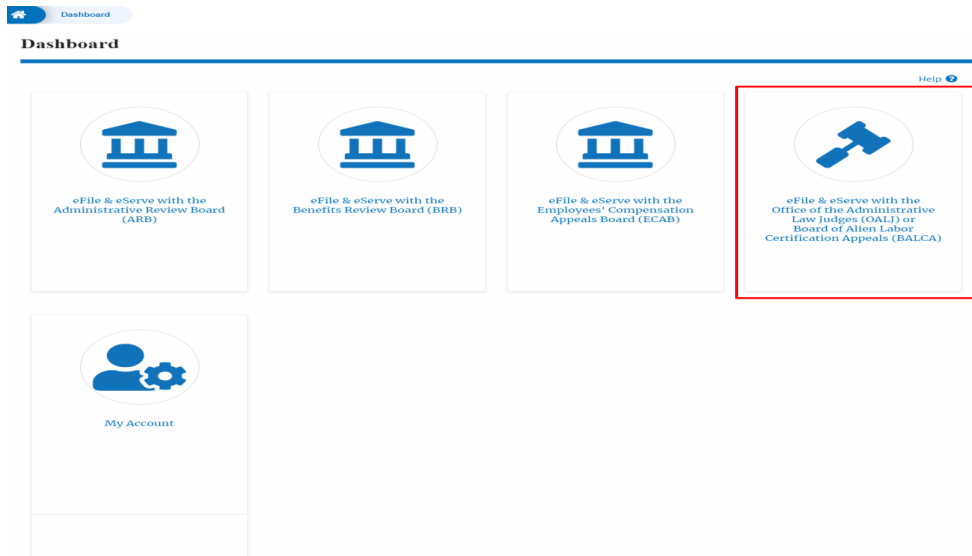
eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510205	SUBMITTED	New filing has been submitted.	09/14/2020 - 05:39 EST



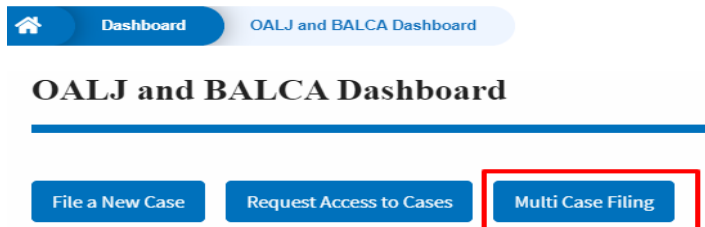
## eFile and eServe

### HOW TO SUBMIT MULTI CASE FILINGS TO OALJ?

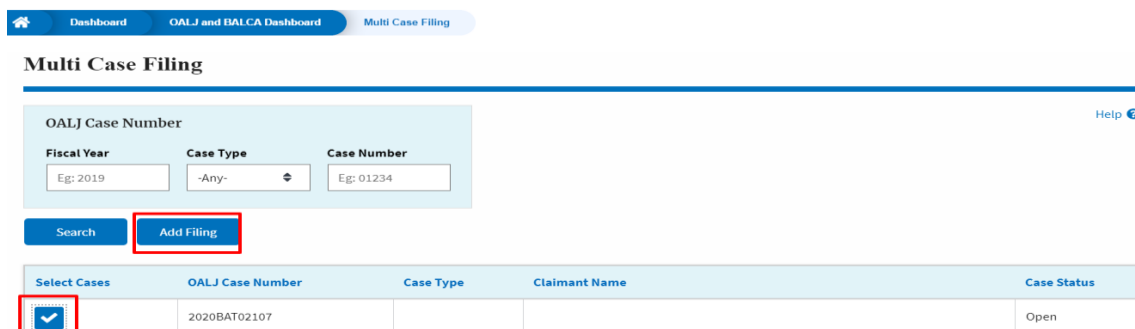
1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



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.







## eFile and eServe

- 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

[Reset & Back to Search](#)

[Form Templates](#) 

[Help](#) 


[Instructions for Filing Under Seal](#)

[Instructions for Filing by Amicus Curiae](#)

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered filers 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	Case Type	Claimant Name
<input checked="" type="checkbox"/>	2020BAT02107		

**Filing Category \***

- Select a value - 

**Filing Type \***

- Select a value -

**Additional Comments \***

**Certificate of Service for 2020BAT02107 \***

[Choose File](#) No file chosen

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

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

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

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

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

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

[Submit to DOL](#) [Cancel](#)



## eFile and eServe

**Note 1:** Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Party.  
**Note 2:** If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.  
**Note 3:** If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.

5. A confirmation message is showing on the New Filing to OALJ page.

Dashboard   **OALJ and BALCA Dashboard**   New Filing to OALJ

### New Filing to OALJ

✓ The new filing has been submitted to the case.

[Reset & Back to Search](#) [Help](#)

**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

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

Dashboard   **OALJ and BALCA Dashboard**   New Filing to OALJ

### New Filing to OALJ

7. Click on the <OALJ Case Number> to go to the case details page.

Dashboard   **OALJ and BALCA Dashboard**

### OALJ and BALCA Dashboard

[File a New Case](#)   [Request Access to Cases](#)   [Multi Case Filing](#)

#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number

OALJ Case Number	eFile Number	Claimant Name
<b>2020BAT02107</b>	OALJ-2007-500472	



## eFile and eServe

8. The filing is listed in the **Filings** table.

### Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

10. All the filings under the case will be listed on the **Filings** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Filings](#)

### Filings

[Help ?](#)

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>

[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Filings](#)

### Filings

Help

eFile Number

Filing Category

Filing Type

Status

Search eFile Number

- Any -

-Any-

- Any -

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

Filing Details

eFile Number	OALJ-2009-510205
eFile Case Number	EFS-OALJ-2009-208942
Filing Category	Motion or Response or Reply to a Motion
Filing Type	Motion to Stay
Additional Comments	Test additional comments.
Filed Documents	<a href="#">download_42.jpeg</a>
Certificate of Service	<a href="#">Test_97.pdf</a>
Status	SUBMITTED
Filed By	Barey Barry
Submitted On	09/14/2020 - 05:39 EST

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510205	SUBMITTED	New filing has been submitted.	09/14/2020 - 05:39 EST

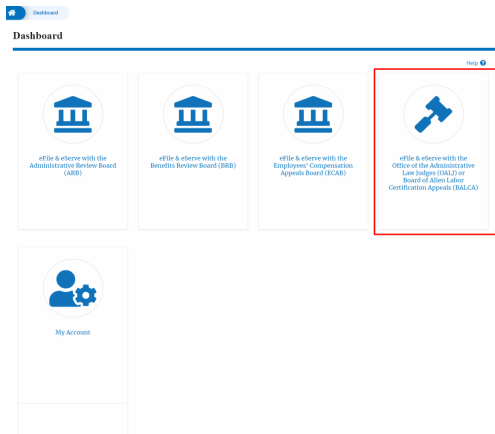




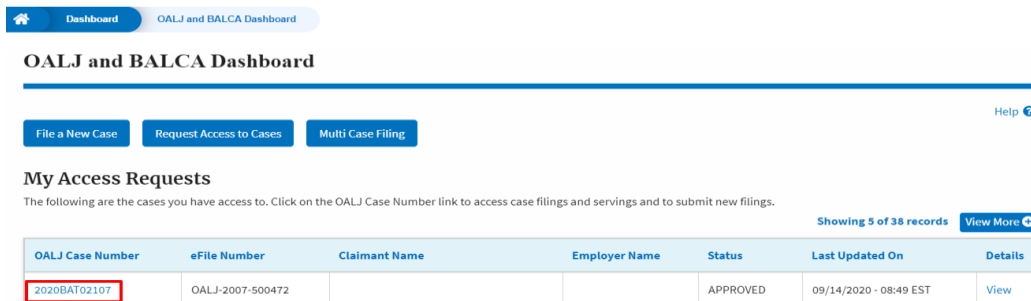
## eFile and eServe

### 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.

**OALJ Issued Documents** Showing 1 of 1 records View More

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	Processing. Please wait.	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST		07/23/2020 - 03:32 EST

\* All times displayed in US Eastern Timezone



## eFile and eServe

4. Click on the **View More** button to navigate to the **Servings** page.

### OALJ Issued Documents

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

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	Processing. Please wait.	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST		07/23/2020 - 03:32 EST

\* All times displayed in US Eastern Timezone

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

eFile Number	File Name	Description	
<input type="text" value="Search eFileNumber"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="button" value="Apply"/>

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	<a href="#">dummysample.pdf</a>	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST		07/23/2020 - 03:32 EST

\* All times displayed in US Eastern Timezone

6. The Accessed On is showing in the column.

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	<a href="#">dummysample.pdf</a>	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

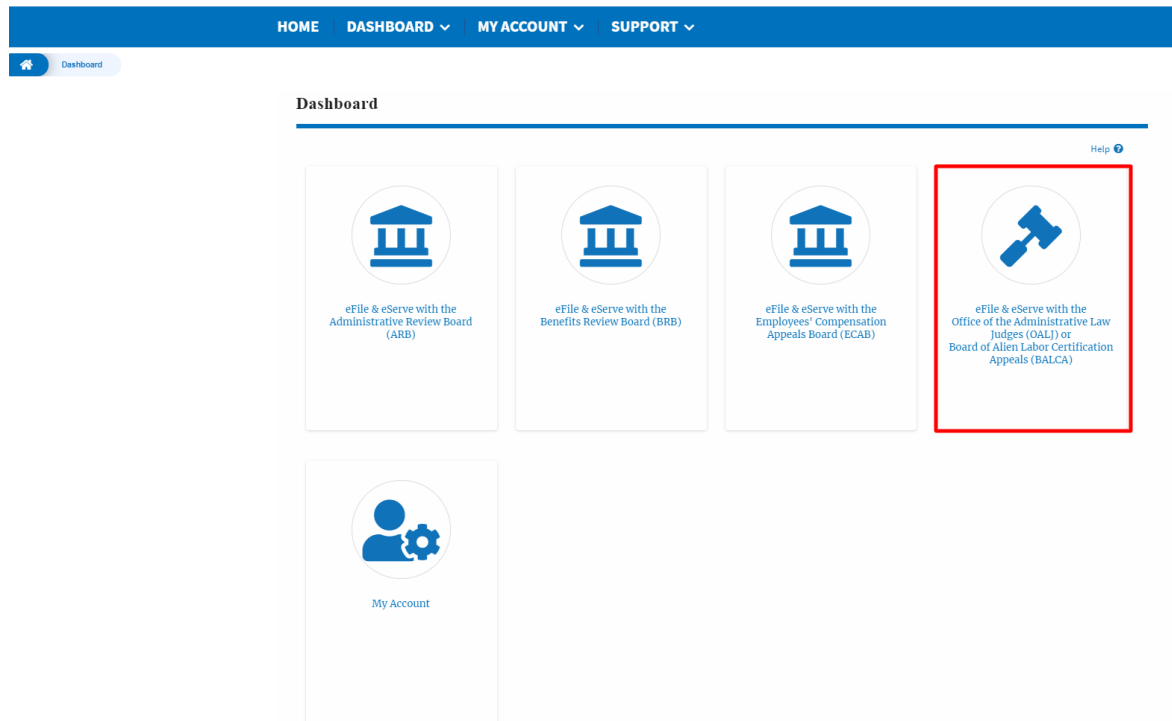
\* All times displayed in US Eastern Timezone



## eFile and eServe

### 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.

### OALJ and BALCA Dashboard

File a New Case Request Access to Cases Multi Case Filing Help

#### 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.

Showing 1 of 1 records View More

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2018BLA05689	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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).

### Case Details

#### Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)[Representative's Withdrawal of Appearance](#)

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

[Help](#)

**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, 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, 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



## eFile and eServe

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

**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](#)

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.

### Case Details

☒ Motion to Withdraw from Representation has been submitted.

[Help](#)

### Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)

[Representative's Withdrawal of Appearance](#)

### Filings

Showing 4 of 4 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Withdraw from Representation	Processing please wait.	OALJ-2010-510681	SUBMITTED	Thomas Mathew	10/30/2020 - 01:07 EST	<a href="#">View</a>



## eFile and eServe

---

### OVERVIEW OF OALJ CASE EMAIL NOTIFICATIONS FOR DOL USERS

#### 1. Email Notification on 'Submitted - New Case:

New Case to OALJ has been submitted - DO NOT REPLY



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

### eFile and eServe

Dear Barey 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



## eFile and eServe

### 2. Email Notification on 'Approved - New Case':

New Case 2020BLA1709 has been docketed - DO NOT REPLY Inbox x



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

### eFile and eServe

Dear Barey Barry,

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

OALJ 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:

Name	Email
Sol Benj	<a href="mailto:info@wingstein.com">info@wingstein.com</a>
Barey Barry	<a href="mailto:barrytester001@gmail.com">barrytester001@gmail.com</a>
Aaron Tester	<a href="mailto:aarontester001@gmail.com">aarontester001@gmail.com</a>

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





## eFile and eServe

---

### 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



## eFile and eServe

### 4. Email Notification on 'Submitted - Filing':

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



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

#### eFile and eServe

Dear Dion John,

Please find the details of your Notice of Appearance below.

Case Number : 2020ACA00291  
Agency : OALJ  
eFile Number : OALJ-2009-510296  
eFile Case Number : EFS-OALJ-2009-208981  
Status : Submitted  
Date : September 24, 2020 at 1:43 AM ET

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

[532960](#)  
[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 Inbox x



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

#### eFile and eServe

Dear Dion Tester,

Please find the details of your Notice of Appearance below.

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

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

[508907](#)  
[508908](#)  
[508909](#)

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



## eFile and eServe

### 6. Email Notification on 'Rejected - Filing':

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



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

#### eFile and eServe

Dear Barey Tester,

Please find the details of your Notice of Appearance below.

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

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

[509591](#)  
[509592](#)

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 ▾

#### eFile and eServe

Dear Sol Benj,

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

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

<https://efstest2.mindpetal.com/dashboard/case/EFs-OALJ-2009-201246/view>

Thank you,  
eFile and eServe



## eFile and eServe

### 8. Email Notification on 'Remove Delegate Access' from a member on case:

DOL eFile-eServe – Delegated access removed from case: 2019BLO00009



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

#### eFile and eServe

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



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

#### eFile and eServe

Dear Sol Tester,

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

Document Type: SS

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

[509474-OALJ/outbound/files/2020ACA02508/09032020070400/dummy1.pdf](https://509474-OALJ/outbound/files/2020ACA02508/09032020070400/dummy1.pdf)

The following parties will be electronically notified of the serving:

Name	Email
Sol Tester	<a href="mailto:soltester001@gmail.com">soltester001@gmail.com</a>
Aaron Tester	<a href="mailto:aarontester001@gmail.com">aarontester001@gmail.com</a>

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.



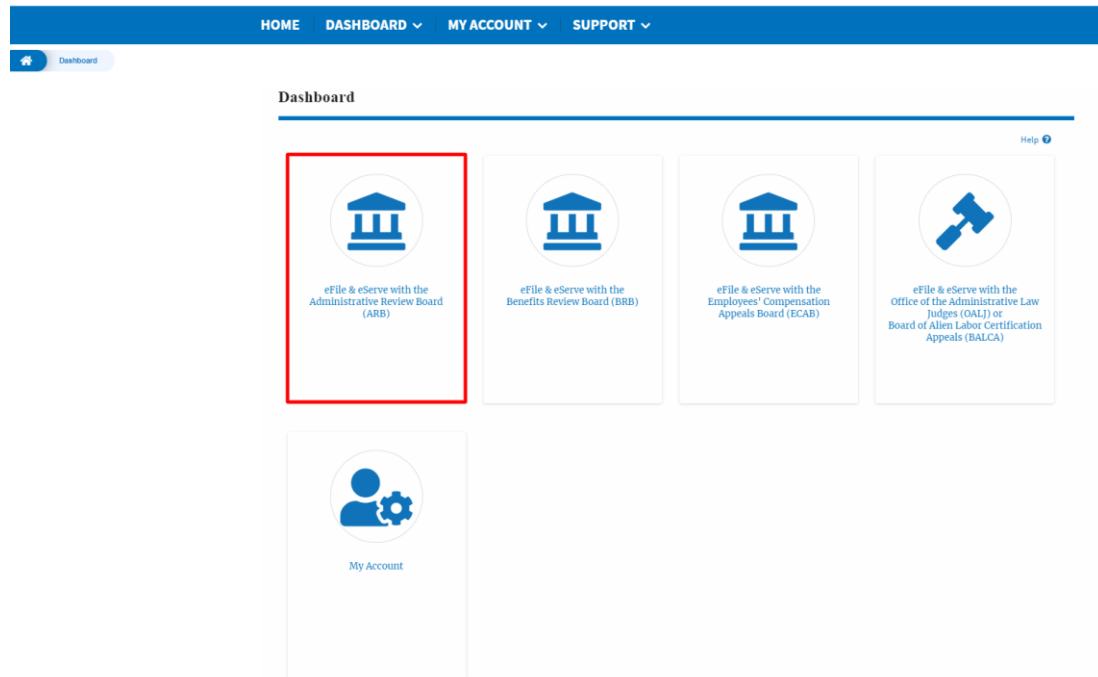
## ARB DASHBOARD AND FLOWS



## eFile and eServe

### 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.

#### ARB Dashboard



- 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.





## eFile and eServe

### 3. ARB Dashboard includes tables **My Access Requests**, **Appeals Delegated to Me**, **New Appeals**, and **Appeals in Draft State**.

- The My Access Requests table lists all the appeals that the user requested access to
- The Appeals Delegated to Me table lists all the appeals that were delegated to the user by an attorney in the same organization.
- The New Appeals table lists all the appeals that were submitted by the user.
- The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.

#### ARB Dashboard

File a New Appeal - ARB

Request Access to Appeals

Help ?

#### My Access Requests

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your account. You can request to access your appeal or you can file a new appeal using the buttons above.					

\* All times displayed in US Eastern Timezone

#### Appeals Delegated to Me

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On ▾	Organization
There are no delegated appeal to show.					

\* All times displayed in US Eastern Timezone

#### New Appeals

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals you have filed through the system.					

\* All times displayed in US Eastern Timezone

#### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

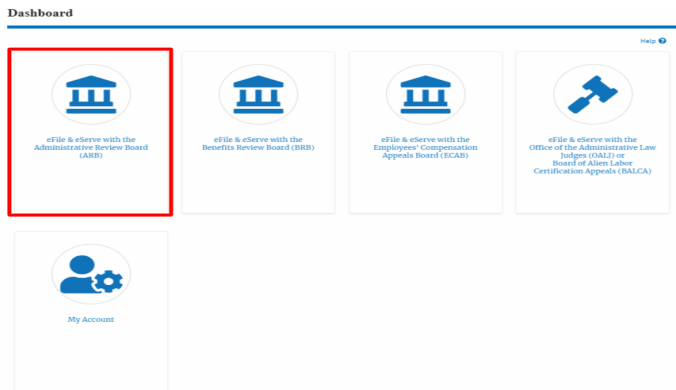
\* All times displayed in US Eastern Timezone



## eFile and eServe

### HOW TO ACCESS APPEALS IN ARB?

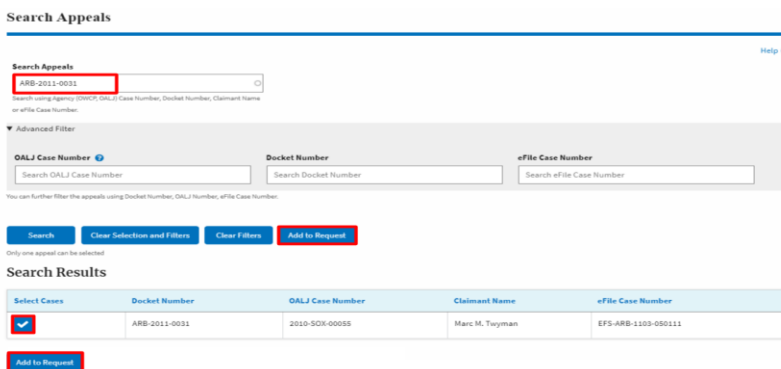
1. Click on the ARB tile from the main dashboard.



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.





## eFile and eServe

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.

### Request Access to an Appeal

[Back to Search](#) [Reset](#) [Help ?](#)

	Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	ARB-2011-0031	SOX	2010-SOX-00055

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.

**Case Type \***

- None -

**OALJ Case Number ? \***

Enter OALJ Case Number

ex: 2013BLA12345 or 2013-BLA-12345

**Decision Date (Lower Court) \***

mm/dd/yyyy

MM/DD/YYYY

**Notice of Appearance**

[Choose File](#) No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

**eFiler's Organization**

Alex's organization, Address 1

[Submit to DOL](#) [Cancel](#)



## eFile and eServe

- The requested appeal will be shown in your **'My Access Requests'** table with **'SUBMITTED'** status along with a confirmation message.

### ARB Dashboard

 Request to access the appeal has been submitted. [ARB-2011-0031]

[File a New Appeal - ARB](#) [Request Access to Appeals](#)

[Help](#)

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	ARB-2009-510195	SOX - Sarbanes-Oxley Act whistleblower	SUBMITTED	09/14/2020 - 01:09 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### ARB Dashboard

[File a New Appeal - ARB](#) [Request Access to Appeals](#)

[Help](#)

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	ARB-2009-510195	SOX - Sarbanes-Oxley Act whistleblower	SUBMITTED	09/14/2020 - 01:09 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- All the requested appeals will be listed on the page.

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

[Help](#)

Case Number or eFile Number

Search Case Number or eFile Number

Case Type

-Any-

Status

- Any -

[Apply](#)

Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
<a href="#">ARB-2011-0031</a>	EFS-ARB-1103-050111	ARB-2009-510195	SOX - Sarbanes-Oxley Act whistleblower	SUBMITTED	09/14/2020 - 01:09 EST	09/14/2020 - 01:09 EST	Alex's organization, Address 1	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

### ARB Dashboard

[File a New Appeal - ARB](#) [Request Access to Appeals](#) [Help](#)

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	ARB-2009-510195	SOX - Sarbanes-Oxley Act whistleblower	SUBMITTED	09/14/2020 - 01:09 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

#### Access Request Details

Docket Number	ARB-2011-0031
eFile Case Number	EFS-ARB-1103-050111
eFile Number	ARB-2009-510195
Board	Administrative Review Board
Case Type	SOX - Sarbanes-Oxley Act whistleblower
Status	SUBMITTED
Submitted On	09/14/2020 - 01:09 EST
Decision Date (Lower Court)	09/02/2020
Notice of Appearance	<a href="#">Noa_2.pdf</a>
OALJ Case Number	2017SOX05142
Organization:	Alex's organization, Address 1

#### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2009-510195	SUBMITTED	Request to access the appeal has been submitted.	09/14/2020 - 01:09 EST

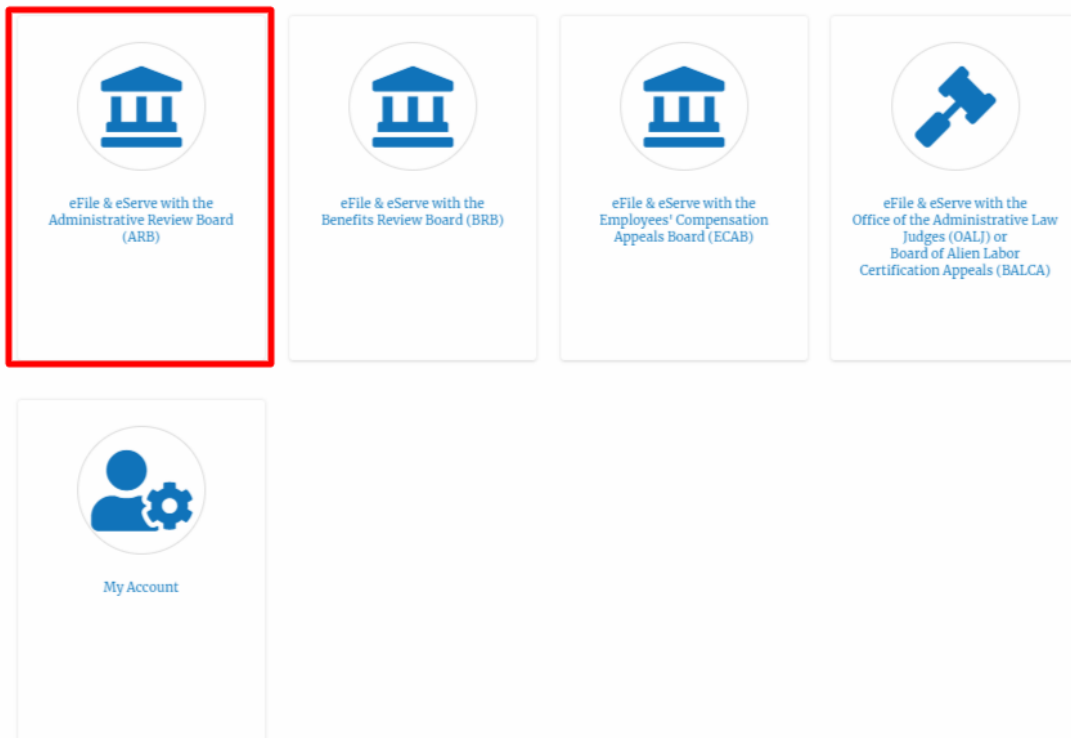


## eFile and eServe

### WHAT ARE THE COMPONENTS IN ARB - APPEAL DETAILS PAGE?

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

#### 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.

#### ARB Dashboard

[File a New Appeal - ARB](#) [Request Access to Appeals](#) [Help](#)

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2020-1653</a>	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	<a href="#">View</a>
<a href="#">ARB-2020-0478</a>	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

#### Appeal Details

##### Summary

[Help ?](#)

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

##### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date ▼	File Name
There are no statuses to show.			

\* All times displayed in US Eastern Timezone

##### 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.								

\* All times displayed in US Eastern Timezone

##### 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.							

\* 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

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

Name	Address	User Type	Organization
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
David Ninan	200 Constitution Avenue, NW, Washington, United States, Georgia, 20212	Attorney	Boards Delegation Testing, 200 Constitution Avenue, NW

##### Parties on Appeal

The table lists all the parties on this appeal.

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

Name	Address	Role in the Case
Donald Tester	200 Constitution Avenue, NW, Washington, CO, 20210	Defendant

##### Delegated Users

Name	Address	Delegated By	Organization
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.			



## eFile and eServe

- The appeal details page includes a summary section that gives a summary of the appeal details.

### Appeal Details

---

#### Summary

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

- Appeal details page include buttons **Submit a New Filing**, **Remove From My Dashboard**, and **Delegate Access**.
  - 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
  - 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

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing](#)[Remove From My 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.



## eFile and eServe

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date ▾	File Name
There are no statuses to show.			
* All times displayed in US Eastern Timezone			

### 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.								
* All times displayed in US Eastern Timezone								

### 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.							
* 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

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

Name	Address	User Type	Organization
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
David Ninan	200 Constitution Avenue, NW, Washington, United States, Georgia, 20212	Attorney	Boards Delegation Testing, 200 Constitution Avenue, NW

### Parties on Appeal

The table lists all the parties on this appeal.

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

Name	Address	Role in the Case
Donald Tester	200 Constitution Avenue, NW, Washington, CO, 20210	Defendant

### Delegated Users

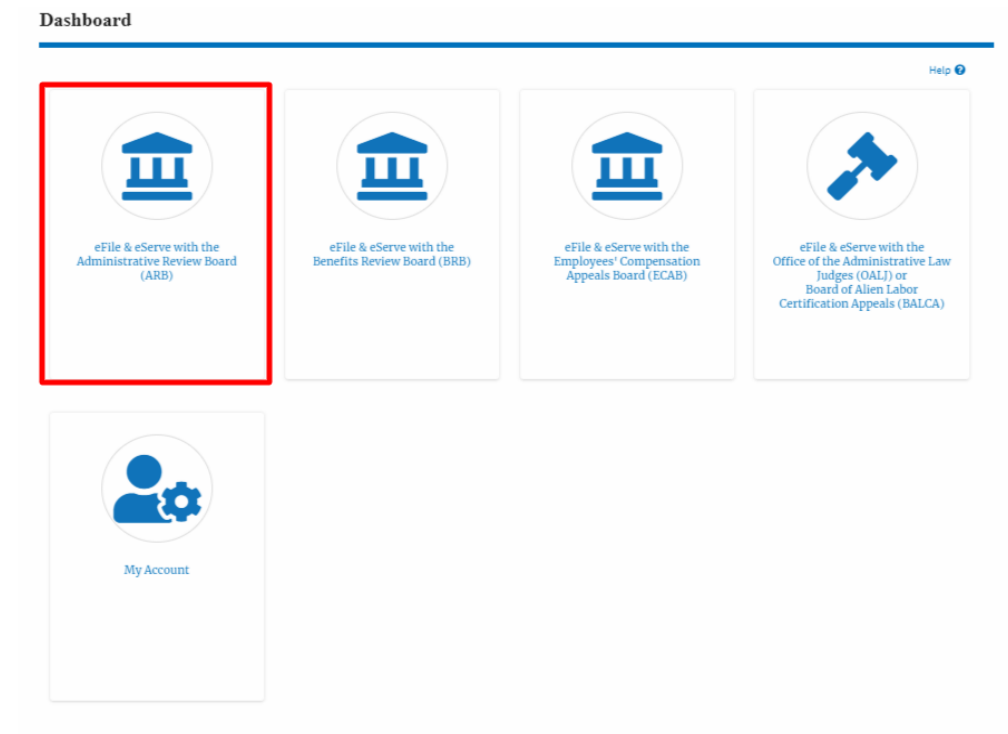
Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			



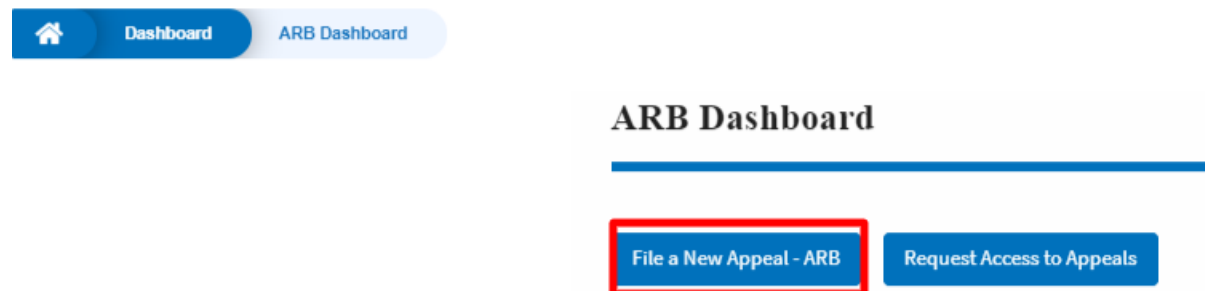
## eFile and eServe

### HOW TO FILE A NEW APPEAL IN ARB?

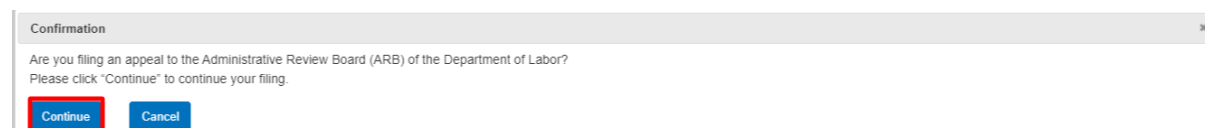
1. Click on the ARB tile from the main dashboard.



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



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





## eFile and eServe

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

44%

▼ Help

Please 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 \***

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*

Previous

Save Draft

Cancel

Next



### New Appeal

66%

#### ▼ 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: YYYYYXNNNNNN (no hyphens) Example: 2020-BLA-05735 should be entered as 2020BLA05735

If the OALJ Case Number is in a different format, change it to the above format. Example: 19-BLA-5735 Must Be entered as 2019BLA05735

If need to enter more OALJ Case Numbers, when answering the question, "Do you have more OALJ Case Numbers?," the field will display additional space for the entry. Please enter as many OALJ Case Numbers as needed on this form.

Please click "Next" to continue your filing.

#### OALJ Case Number ? \*

Enter OALJ Case Number

ex.2013BLA12345

#### Do you have additional OALJ Case Numbers?

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next



### New Appeal

77%

#### ▼ Help

**Please enter all the parties that are associated with this appeal.** Please click the "Add New Party" button to enter them. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case.

If you have changed the OALJ numbers, please remove the previously fetched parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ numbers.

Add New Party

Reload Parties

#### Case Parties

*Your profile information will always be loaded as the first party in the appeal. The following is your information taken from the profile information in your account.*

Alex J Jacob

City, US-AR

Role: Attorney

Aaron Tester

Brigh, US-AR

Role: Claimant

Source ALJ Number **2013-BLA-14442**

Edit

Remove

Previous

Save Draft

Cancel

Next



## New Appeal



▼ [Help](#)

Please review the information below to ensure that the attorneys of record are assigned to the correct parties. Please click "Next" to continue your filing.

### Party Details

Name	Role
Alex J Jacob Dr.	Attorney
Aaron Tester	Claimant

Select the parties represented by Alex J Jacob Dr.

Aaron Tester

Petitioner in this Appeal \*

Aaron Tester

Previous

Save Draft

Cancel

Next



## eFile and eServe

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☐ Accept Above Terms & Conditions

[Previous](#) [Save Draft](#) [Cancel](#) [Preview](#) [Submit to ARB](#)

- On the final page of the wizard, Accept Above Terms & Conditions and click on the **'Submit to ARB'** button.

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☒ Accept Above Terms & Conditions

[Previous](#) [Save Draft](#) [Cancel](#) [Preview](#) [Submit to ARB](#)





## eFile and eServe

- The new appeal will be shown in your **'New Appeals'** table with **'SUBMITTED'** status along with a confirmation message.

### ARB Dashboard

 New appeal request has been submitted.

[Help ?](#)[File a New Appeal - ARB](#)[Request Access to Appeals](#)

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Showing 5 of 5 records [View More](#)

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2020-2465</a>	ARB-2009-502472	BLA - Black Lung Benefits Act	APPROVED	09/09/2020 - 05:35 EST	<a href="#">View</a>
<a href="#">ARB-2011-0031</a>	ARB-2009-502183	BLA - Black Lung Benefits Act	SUBMITTED	09/02/2020 - 07:45 EST	<a href="#">View</a>
<a href="#">ARB202038292</a>	ARB-2008-501953	BLA - Black Lung Benefits Act	SUBMITTED	08/26/2020 - 05:04 EST	<a href="#">View</a>
<a href="#">ARB-2020-1653</a>	ARB-2008-501657	BLA - Black Lung Benefits Act	REMOVED	08/24/2020 - 04:18 EST	<a href="#">View</a>
<a href="#">ARB-2013-0001</a>	ARB-2008-500995	ACA - Affordable Care Act	RETURNED	08/07/2020 - 06:59 EST	<a href="#">View / Edit</a>

\* All times displayed in US Eastern Timezone

### Appeals Delegated to Me

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On ▼	Organization
There are no delegated appeal to show.					

\* All times displayed in US Eastern Timezone

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 3 of 3 records [View More](#)

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
Pending Assignment	<a href="#">ARB-2009-510196</a>	BLA - Black Lung Benefits Act	<b>SUBMITTED</b>	09/14/2020 - 02:40 EST	<a href="#">View</a>
<a href="#">ARB-2008-1984</a>	ARB-2008-501984	AIR - Aviation Investment & Reform Act (AIR21) Whistleblower	APPROVED	08/27/2020 - 05:33 EST	<a href="#">View</a>
Pending Assignment	ARB-2007-500252	CFP - Consumer Financial Protection Act	SUBMITTED	07/17/2020 - 06:28 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone



## eFile and eServe

- Click on the View link under the Details table header. The user is navigated to the appeal's view details page.

**Appeal Details**

Docket Number	Pending Assignment
eFile Number	ARB-2009-510198
eFile Case Number	EFS-ARB-2009-208941
Board	ARB
Case Type	BLA - Black Lung Benefits Act
Decision Date (Lower court)	09/08/2020
Decision File	Document not uploaded
OALJ Case Number	2013BLA14442
Petition for Review File	<a href="#">Petition_4.pdf</a>
Your Role in this Appeal	Attorney/Lay Representative
Organization	Boards Delegation Testing
Status	SUBMITTED
Access Status	SUBMITTED
Submitted On	09/14/2020 - 02:58 EST

### Parties in this Appeal

The table lists all the parties in this appeal.

Name	Address	Role in the Case
Emma Sunny	578 Cross St. Brighton, MA 02135, MA, US-CA, 98392	Attorney
Aaron Tester	459 Temple Street Powder Springs, GA 30127, Brigh, US-AR, 12435	Claimant

### Status Update Log

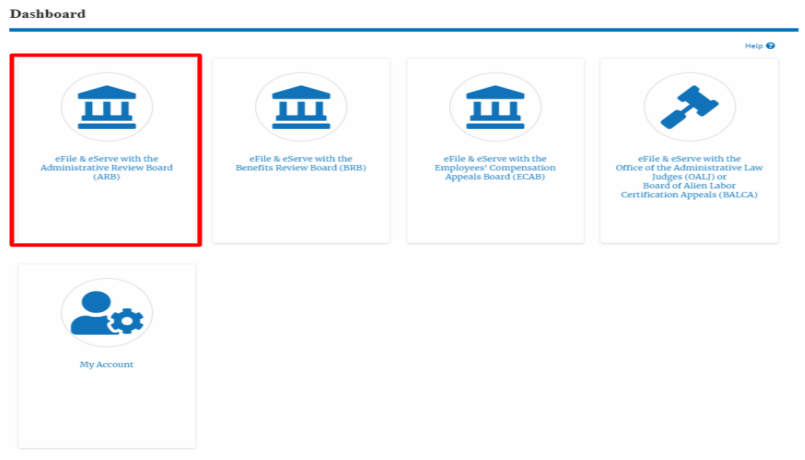
eFile Number	eFile Status	Comment	Updated On
ARB-2009-510198	SUBMITTED	New appeal has been submitted.	09/14/2020 - 02:58 EST



## eFile and eServe

### 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.

**ARB Dashboard**

[File a New Appeal - ARB](#) [Request Access to Appeals](#) [Help](#)

**My Access Requests**  
The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2020-1653</a>	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	<a href="#">View</a>
<a href="#">ARB-2020-0478</a>	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

#### Appeal Details

##### Summary

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)[Delegate Access](#)



## eFile and eServe

- 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

[Help](#)

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

**Docket Number**

**Filing Category \***

**File \***

No file chosen

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

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

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

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

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

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



## eFile and eServe

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

### Appeal Details

✓ The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing](#)

[Remove From My Dashboard](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date	File Name
There are no statuses to show.			

\* All times displayed in US Eastern Timezone

### Filings

Showing 5 of 5 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Brief	Intervener Brief	ARB-2009-510199	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 03:35 EST	09/14/2020 - 03:35 EST	<a href="#">View</a>
Motion	Notice of Entry of Appearance	ARB-2007-500642	<a href="#">SampleTestFileA_3.pdf</a>	Bosco Tester	REJECTED	07/28/2020 - 04:10 EST	07/28/2020 - 04:41 EST	<a href="#">View</a>
Brief	Amicus Brief	ARB-2007-500645	<a href="#">SampleTestFileD_1.pdf</a>	Bosco Tester	APPROVED	07/28/2020 - 04:31 EST	07/28/2020 - 04:41 EST	<a href="#">View</a>
Brief	Rebuttal Brief	ARB-2007-500641	<a href="#">TestBriefFileA_6.pdf</a>	Emma Sunny	REJECTED	07/28/2020 - 03:43 EST	07/28/2020 - 03:48 EST	<a href="#">View</a>
Motion	Motion to Dismiss	ARB-2007-500636	<a href="#">TestMotionFileA_3.pdf</a>	Emma Sunny	APPROVED	07/28/2020 - 03:12 EST	07/28/2020 - 03:37 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

- 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.

[Help](#)

### Summary

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing](#)

[Remove From My Dashboard](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date	File Name
There are no statuses to show.			

\* All times displayed in US Eastern Timezone

### Filings

Showing 5 of 5 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Brief	Intervener Brief	ARB-2009-510199	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 03:35 EST	09/14/2020 - 03:35 EST	<a href="#">View</a>
Motion	Notice of Entry of Appearance	ARB-2007-500642	<a href="#">SampleTestFileA_3.pdf</a>	Bosco Tester	REJECTED	07/28/2020 - 04:10 EST	07/28/2020 - 04:41 EST	<a href="#">View</a>
Brief	Amicus Brief	ARB-2007-500645	<a href="#">SampleTestFileD_1.pdf</a>	Bosco Tester	APPROVED	07/28/2020 - 04:31 EST	07/28/2020 - 04:41 EST	<a href="#">View</a>
Brief	Rebuttal Brief	ARB-2007-500641	<a href="#">TestBriefFileA_6.pdf</a>	Emma Sunny	REJECTED	07/28/2020 - 03:43 EST	07/28/2020 - 03:48 EST	<a href="#">View</a>
Motion	Motion to Dismiss	ARB-2007-500636	<a href="#">TestMotionFileA_3.pdf</a>	Emma Sunny	APPROVED	07/28/2020 - 03:12 EST	07/28/2020 - 03:37 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### Filing Details

eFile Number	ARB-2009-510199
eFile Case Number	EFS-ARB-2007-200214
Filing Category	Brief
Filing Type	Intervener Brief
Filed Documents	<a href="#">Decisionfile_3.pdf</a>
Status	SUBMITTED
Submitted On	09/14/2020 - 03:35 EST

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2009-510199	SUBMITTED	New filing has been submitted.	09/14/2020 - 03:35 EST

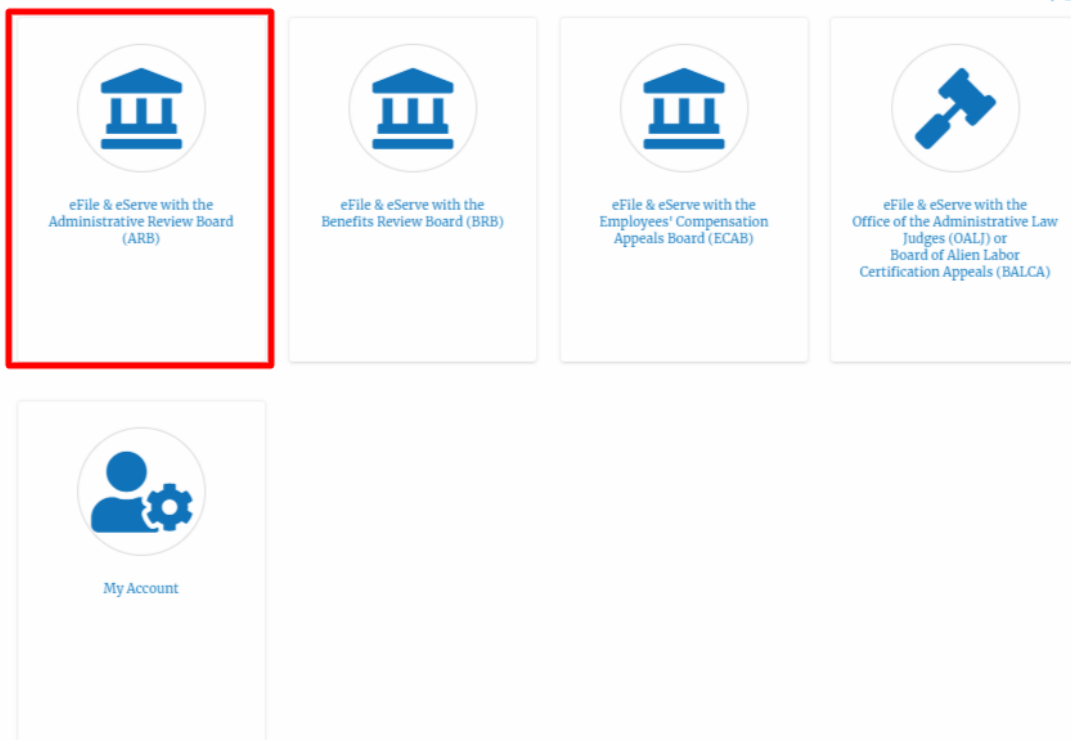


## eFile and eServe

### 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.

#### Dashboard



2. In the ARB Dashboard, click on the <Docket Number> link from the **Appeals Delegated to Me** table.

#### Appeals Delegated to Me

The following are the appeals you have been delegated to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On	Organization
<a href="#">ARB-2020-0478</a>	EFS-ARB-2007-200214		Tiju Issac	10/20/20 - 01:15:53 EST	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

#### Appeal Details

##### Summary

[Help ?](#)

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

##### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date	File Name
There are no statuses to show.			

\* All times displayed in US Eastern Timezone

##### 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.								

\* All times displayed in US Eastern Timezone

##### 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.							

\* 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

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

Name	Address	User Type	Organization
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
David Ninan	200 Constitution Avenue, NW, Washington, United States, Georgia, 20212	Attorney	Boards Delegation Testing, 200 Constitution Avenue, NW

##### Parties on Appeal

The table lists all the parties on this appeal.

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

Name	Address	Role in the Case
Donald Tester	200 Constitution Avenue, NW, Washington, CO, 20210	Defendant

##### Delegated Users

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

Name	Address	Delegated By	Organization
Swetha Sunny	459 Temple Street Powder Springs, GA 30127, Greenfield Park, United States, New York, 12435	Tiju Issac	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave

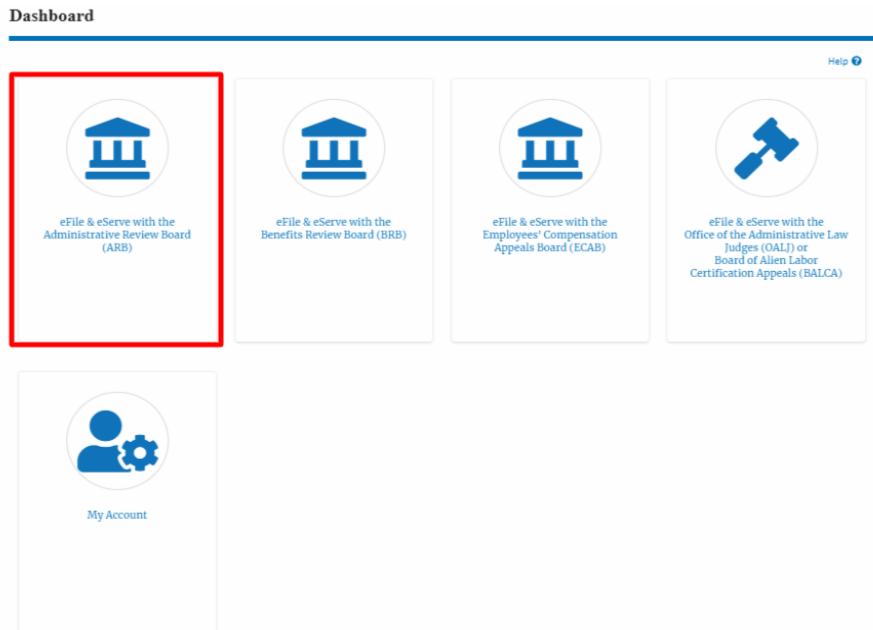




## eFile and eServe

### 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.

#### ARB Dashboard

File a New Appeal - ARB Request Access to Appeals Help

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Showing 2 of 2 records View More

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2020-1653	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	<a href="#">View</a>
ARB-2020-0478	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

#### Documents Served by ARB

Showing 1 of 1 records View More

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000504	ARB_eserve.pdf	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST		09/25/2020 - 07:14 EST



## eFile and eServe

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

### Documents Served by ARB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000504	<a href="#">ARB_eserve.pdf</a>	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST		09/25/2020 - 07:14 EST

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

### Documents Served by ARB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

[Apply](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000501	<a href="#">ARB_eserve.pdf</a>	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST		09/24/2020 - 02:32 EST

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

### Documents Served by ARB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

[Apply](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000501	<a href="#">ARB_eserve.pdf</a>	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST	10/20/2020 - 01:39 EST	09/24/2020 - 02:32 EST



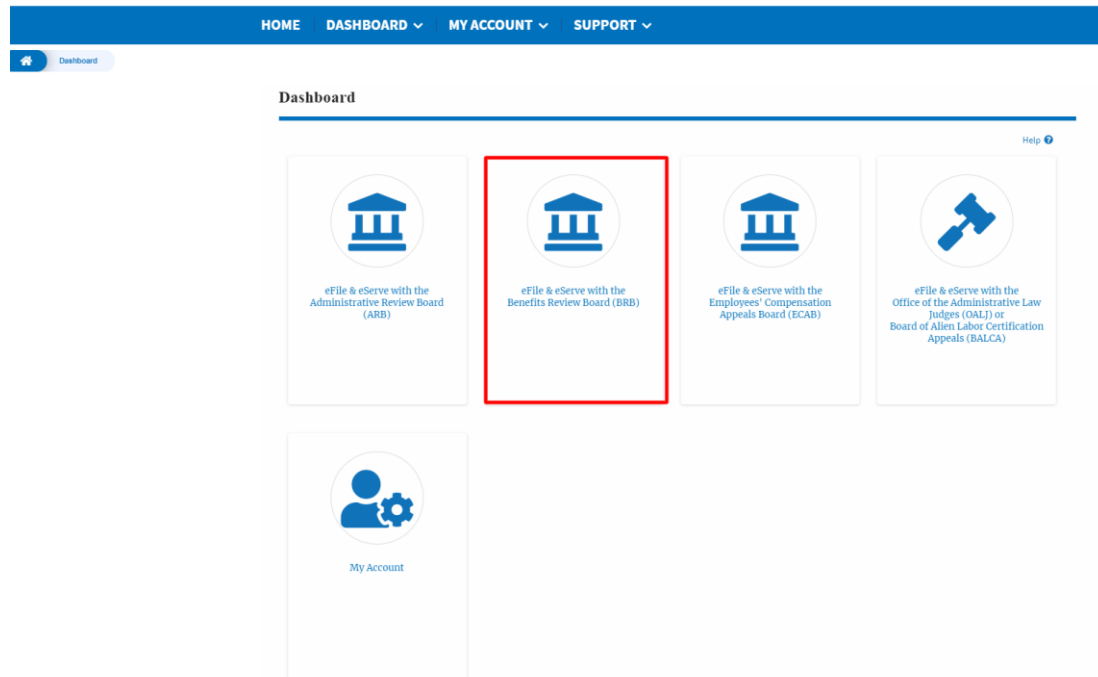
## BRB DASHBOARD AND FLOWS



## eFile and eServe

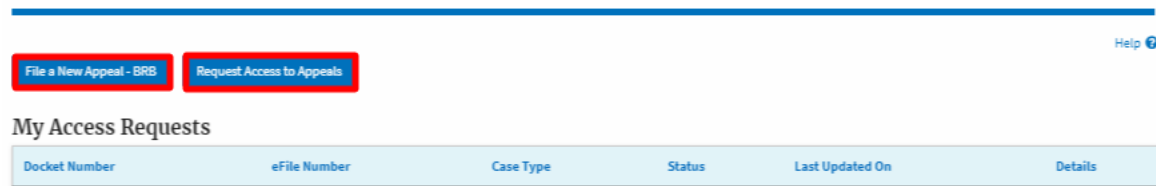
### HOW TO VIEW BRB DASHBOARD?

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.

### BRB Dashboard



- 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.



## eFile and eServe

### 3. BRB Dashboard includes tables **My Access Requests**, **Appeals Delegated to Me**, **New Appeals**, and **Appeals in Draft State**.

- The My Access Requests table lists all the appeals that the user requested access to
- The Appeals Delegated to Me table lists all the appeals that were delegated to the user by an attorney in the same organization.
- The New Appeals table lists all the appeals that were submitted by the user.
- The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.

#### BRB Dashboard

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

#### My Access Requests

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your account. You can request to access your appeal or you can file a new appeal using the buttons above.					
* All times displayed in US Eastern Timezone					

#### Appeals Delegated to Me

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On	Organization
There are no delegated appeal to show.					
* All times displayed in US Eastern Timezone					

#### New Appeals

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals you have filed through the system.					
* All times displayed in US Eastern Timezone					

#### Appeals in Draft State

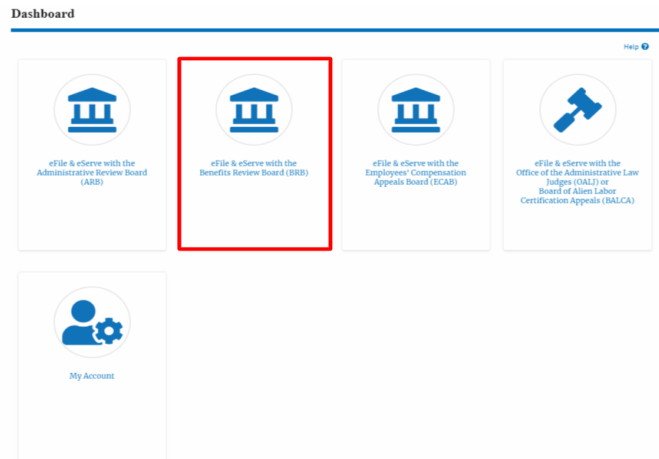
eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				
* All times displayed in US Eastern Timezone				



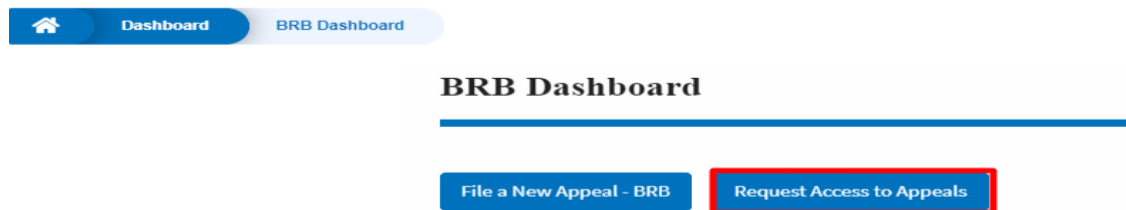
## eFile and eServe

### HOW TO ACCESS APPEALS IN BRB?

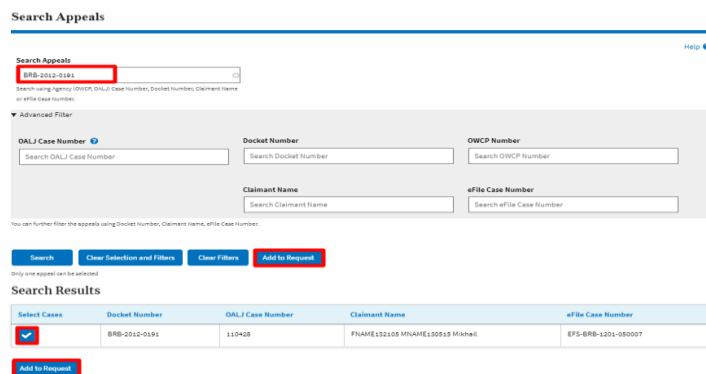
1. Click on the BRB tile from the main dashboard.



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.





## eFile and eServe

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.

### Request Access to an Appeal

[Back to Search](#) [Reset](#) [Help ?](#)

	Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	BRB-2012-0191	LDA	110428

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.

**Claimant Last Name \***

**OWCP # (last 4 digits) \***

**Decision Date (Lower Court) \***

MM/DD/YYYY

**Notice of Appearance**

No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

**eFiler's Organization**



## eFile and eServe

- The requested appeal will be shown in your **'My Access Requests'** table with **'SUBMITTED'** status along with a confirmation message.

### BRB Dashboard

✓ Request to access the appeal has been submitted. [BRB-2012-0191]

Help ?

File a New Appeal - BRB

Request Access to Appeals

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2012-0191	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### BRB Dashboard

File a New Appeal - BRB Request Access to Appeals Help ?

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2012-0191	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- All the requested appeals will be listed on the page.

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Help ?

Case Number or eFile Number

Search Case Number or eFile Number

Case Type

-Any-

Status

- Any -

Apply

Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
BRB-2012-0191	EFS-BRB-1201-050007	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST	09/14/2020 - 04:41 EST	Boards Delegation Testing, 200 Constitution Avenue, NW	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





## eFile and eServe

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

**BRB Dashboard**

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

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2012-0191</a>	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

**Access Request Details**

Docket Number	BRB-2012-0191
eFile Case Number	EFS-BRB-1201-050007
eFile Number	BRB-2009-510201
Board	Benefits Review Board
Case Type	LDA
Status	SUBMITTED
Submitted On	09/14/2020 - 04:41 EST
Claimant Last Name	Donnie
Decision Date (Lower Court)	09/01/2020
Notice of Appearance	<a href="#">Noa_3.pdf</a>
OWCP # (last 4 digits)	1234
Organization	Boards Delegation Testing, 200 Constitution Avenue, NW

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2009-510201	SUBMITTED	Request to access the appeal has been submitted.	09/14/2020 - 04:41 EST



## eFile and eServe

### WHAT ARE THE COMPONENTS IN BRB - APPEAL DETAILS PAGE?

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

**Dashboard**

Help ?

eFile & eServe with the  
Administrative Review Board  
(ARB)

eFile & eServe with the  
Benefits Review Board (BRB)

eFile & eServe with the  
Employees' Compensation  
Appeals Board (ECAB)

eFile & eServe with the  
Office of the Administrative Law  
Judges (OALJ) or  
Board of Alien Labor  
Certification Appeals (BALCA)

My Account

2. 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.

#### BRB Dashboard

File a New Appeal - BRB Request Access to Appeals Help ?

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Showing 1 of 1 records View More ?

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2012-0191</a>	BRB-2009-S10201	LDA	APPROVED	09/14/2020 - 05:06 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

#### Appeal Details

##### Summary

[Help](#)

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	Gamal Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

##### Case Status Details

[Refresh](#)[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

##### 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.								

\* All times displayed in US Eastern Timezone

##### Documents Served by BRB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	Test_eServe_BRB-2012-01918741.pdf	Auto generated test servin g	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 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

[Showing 4 of 4 records](#)[View More](#)

Name	Address	User Type	Organization
Barey Barry	56 Constitution Ave. Peachtree City, GA 30269, Peach, United States, Delaware, 34643	Attorney	Test sharedmailbox.org, Test address 1
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1
Claire Scott	666 street, cincinnati, United States, Ohio, 45201	Attorney	Hardy Labor Support Inc, 666 street

##### Parties on Appeal

The table lists all the parties on this appeal.

[Showing 5 of 5 records](#)[View More](#)

Name	Address	Role in the Case
Zurich North America		Carrier Petitioner
John Marin	Laughlin, Falbo, Levy & Moresi, San Diego, CA, 92101	Attorney
Clifford Mermell	Gillis, Mermell & Pacheco, P.A., Miami, FL, 33156	Attorney
Gamal Mikhail	c/o Mr. Juan Leon, Perris, CA, 92571	Claimant-Respondent
Invizion, Inc.		Employer Petitioner

##### Delegated Users

Name	Address	Delegated By	Organization
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.			



- The appeal details page includes a summary section that gives a summary of the appeal details.

### Appeal Details

---

#### Summary

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	Gamal Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

- Appeal details page include buttons **Submit a New Filing**, **Remove From My Dashboard**, and **Delegate Access**.
  - 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
  - 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

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	Gamal Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
proSe	FALSE

[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.



## eFile and eServe

### Case Status Details

[Refresh](#)[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

### 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.								

\* All times displayed in US Eastern Timezone

### Documents Served by BRB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated test serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 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

[Showing 4 of 4 records](#) [View More](#)

Name	Address	User Type	Organization
Barey Barry	56 Constitution Ave. Peachtree City, GA 30269, Peach, United States, Delaware, 34643	Attorney	Test sharedmailbox.org, Test address 1
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1
Claire Scott	666 street, cincinnati, United States, Ohio, 45201	Attorney	Hardy Labor Support Inc, 666 street

### Parties on Appeal

The table lists all the parties on this appeal.

[Showing 5 of 5 records](#) [View More](#)

Name	Address	Role in the Case
Zurich North America		Carrier Petitioner
John Marin	Laughlin, Falbo, Levy & Moresi, San Diego, CA, 92101	Attorney
Clifford Mermell	Gillis, Mermell & Pacheco, P.A., Miami, FL, 33156	Attorney
Gamal Mikhail	c/o Mr. Juan Leon, Perris, CA, 92571	Claimant-Respondent
Invizion, Inc.		Employer Petitioner

### Delegated Users

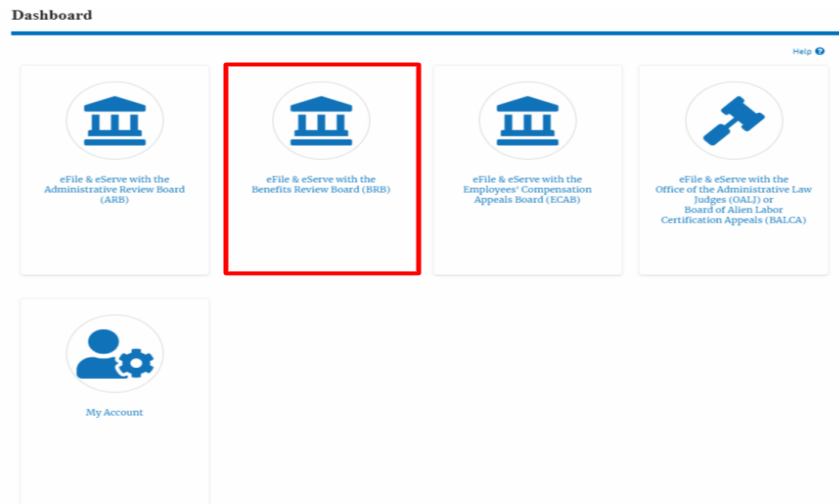
Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			



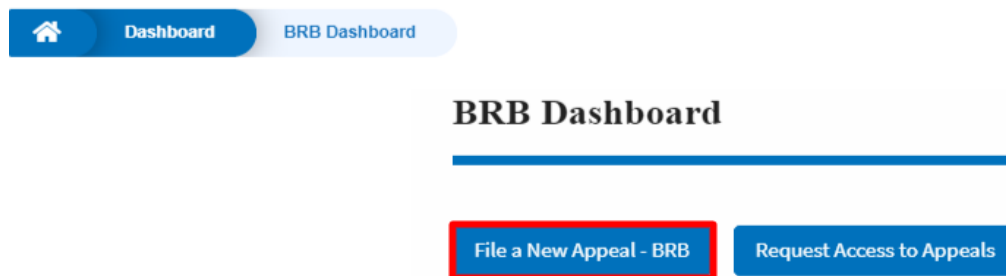
## eFile and eServe

### HOW TO FILE A NEW APPEAL IN BRB?

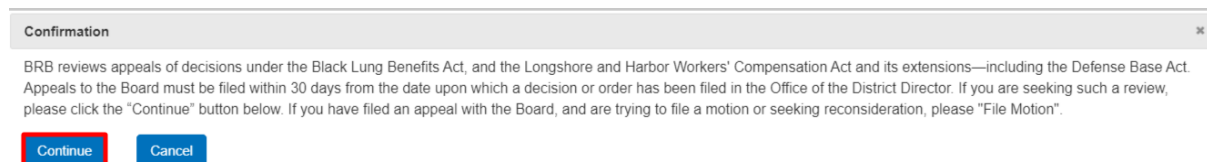
1. Click on the BRB tile from the main dashboard.



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



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





## eFile and eServe

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

0%

▼ Help Help ?

Please select your role on this Appeal. If you are a representative, please select the appropriate Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Boards' staff if necessary upon their review.

**Your Role on this Appeal \***

- Select your role on this appeal -

**Your Organization**

Boards Delegation Testing, 200 Constitution Avenue, NW

Save Draft

Cancel

Next





### New Appeal



33%

#### ▼ Help

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

#### Case Type \*

- Select Case Type -



Previous

Save Draft

Cancel

Next



### 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) \*

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

☐ Yes☒ No

#### Reconsideration Order Date

[Previous](#)[Save Draft](#)[Cancel](#)[Next](#)



### New Appeal



#### ▼ Help

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

#### Notice of Appeal File \*

No file chosen

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

#### Comments

Enter Comments

[Previous](#)

[Save Draft](#)

[Cancel](#)

[Next](#)



## eFile and eServe

### New Appeal

66%

#### ▼ Help

For BRB cases where the selected case type is DCWC, LDA, or LHCA, please enter the 8-digit Office of Workers' Compensation Programs (OWCP) number found on the first page of the decision you are appealing. Please enter this number without dashes. For example, OWCP number 05-137508 should be entered as 05137508

For BRB cases where the selected case type is BLA, 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. 2013BLA12345

#### Does your case have any additional OALJ Case Numbers?

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next



### New Appeal

77%

▼ Help

Please enter all the parties that are associated with this appeal. Please click the "Add New Party" button to enter them. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case.

If you have changed the OALJ or OWCP numbers, please remove the previously fetched parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ or OWCP numbers.

Add New Party

Reload Parties

#### Case Parties

*Your profile information will always be loaded as the first party in the appeal. The following is your information taken from the profile information in your account.*

Emma Sunny MA, US-CA Role: Attorney		
Dicrus Mathew Ton, US-IN Role: Amicus	<a href="#">Edit</a>	<a href="#">Remove</a>

Previous

Save Draft

Cancel

Next



## eFile and eServe

### New Appeal

88%

▼ 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**

Name	Role
Emma Sunny	Attorney
Dicrus Mathew	Amicus

**Select the parties represented by Emma Sunny**

Dicrus Mathew

**Claimant in this Appeal \***

Dicrus Mathew

Previous

Save Draft

Cancel

Next

### New Appeal

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☐ Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to BRB



## eFile and eServe

- On the final page of the wizard, Accept Above Terms & Conditions and click on the **'Submit to BRB'** button.

### New Appeal

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☒ Accept Above Terms & Conditions

[Previous](#) [Save Draft](#) [Cancel](#) [Preview](#) [Submit to BRB](#)

- The new appeal will be shown in your **'New Appeals'** table with **'SUBMITTED'** status along with a confirmation message.

### BRB Dashboard

New appeal request has been submitted.

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

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2012-0191</a>	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals Delegated to Me

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On	Organization
There are no delegated appeal to show.					

\* All times displayed in US Eastern Timezone

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>	BRB-2009-510202	BLA - Black Lung Benefits Act	SUBMITTED	09/14/2020 - 04:37 EST	<a href="#">View</a>
<a href="#">BRB-2020-2289 (APPEAL REVOKED)</a>	BRB-2009-502289	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:30 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

Appeal Details	
Docket Number	Pending Assignment
eFile Number	BRB-2009-510202
eFile Case Number	EFS-BRB-2009-208943
Board	BRB
Case Type	BLA - Black Lung Benefits Act
Decision Date (Lower court)	09/09/2020
Decision File	Document not uploaded
Notice of Appeal File	Processing please wait.
OALJ Case Number	NA
OWCP	1234
Reconsideration Order Date	NA
Your Role in this Appeal	Attorney/Lay Representative
Organization	Boards Delegation Testing
Status	SUBMITTED
Access Status	SUBMITTED
Submitted On	09/14/2020 - 04:57 EST

### Parties in this Appeal

The table lists all the parties in this appeal.

Name	Address	Role in the Case
Emma Sunny	578 Cross St. Brighton, MA 02135, MA, US-CA, 98392	Attorney
Dicrus Mathew	56 Constitution Ave. Peachtree City, GA 30269, Ton, US-IN, 88896	Amicus

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2009-510202	SUBMITTED	New appeal has been submitted.	09/14/2020 - 04:57 EST

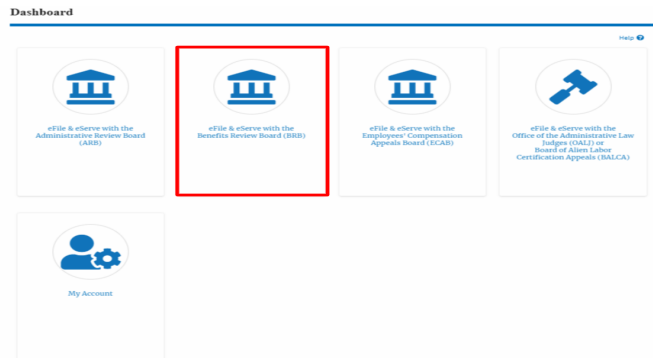




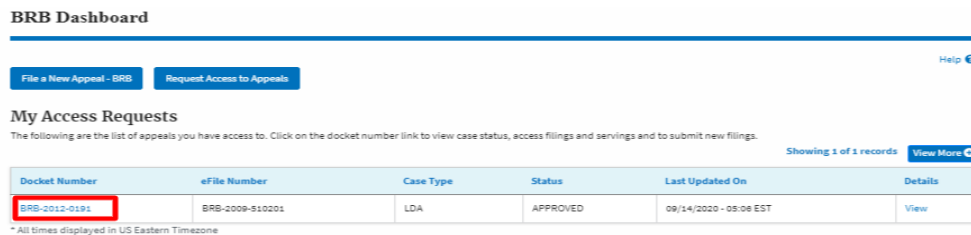
## eFile and eServe

### 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

### Appeal Details

#### Summary

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	FNAME132105 MNAME130515 Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
proSe	FALSE





## eFile and eServe

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 BRB

[Help](#)

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

**Docket Number**

**Filing Category \***

**File \***

No file chosen

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

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

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

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

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

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



## eFile and eServe

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

### Appeal Details

 The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	FNAME132105 MNAME130515 Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
prose	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)[Delegate Access](#)

### Case Status Details

[Refresh](#)[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

### Filings

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

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdraw Appeal	BRB-2009-510204	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 05:18 EST	09/14/2020 - 05:18 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

- 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.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	FNAME132105 MNAME130515 Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
probe	FALSE

[Submit a New Filing](#)

[Remove From My Dashboard](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

### Filings

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

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdraw Appeal	BRB-2009-510204	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 05:18 EST	09/14/2020 - 05:18 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

Filing Details			
eFile Number	BRB-2009-510204		
eFile Case Number	EFS-BRB-1201-050007		
Filing Category	Motion		
Filing Type	Withdraw Appeal		
Filed Documents	Processing please wait.		
Status	SUBMITTED		
Submitted On	09/14/2020 - 05:18 EST		

Status Update Log			
eFile Number	eFile Status	Comment	Updated On
BRB-2009-510204	SUBMITTED	New filing has been submitted.	09/14/2020 - 05:18 EST

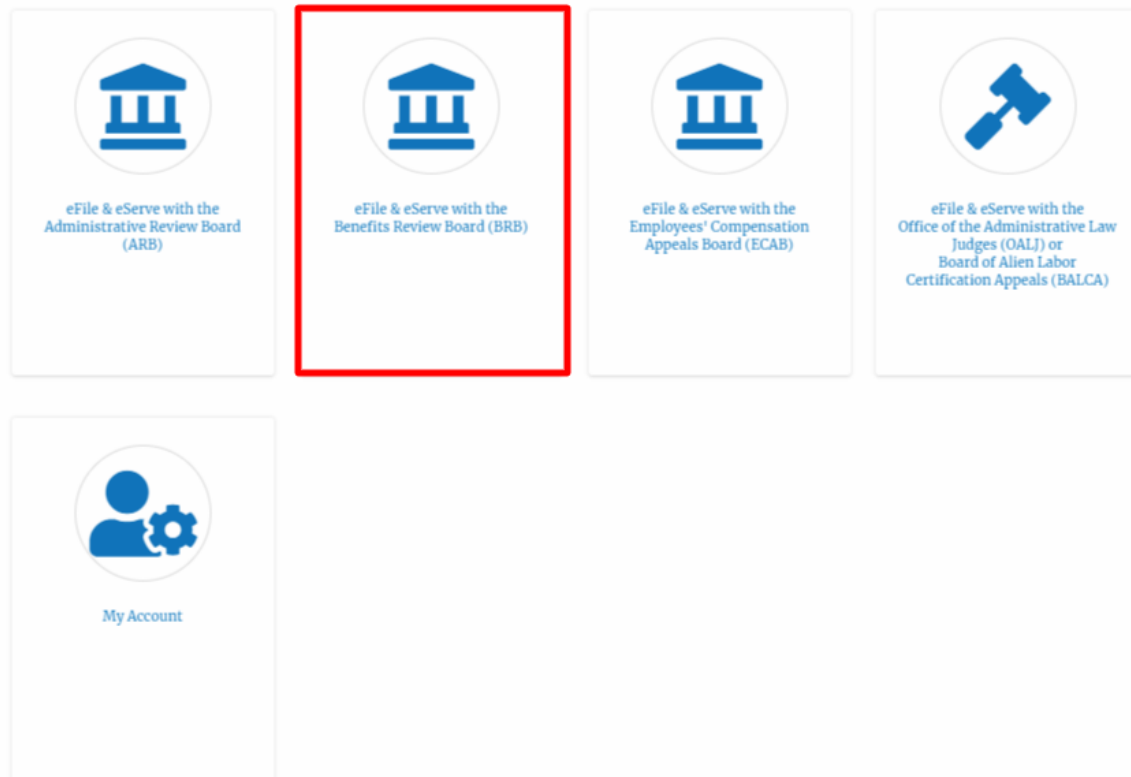


## eFile and eServe

### 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



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.

#### Appeals Delegated to Me

The following are the appeals you have been delegated to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On ▼	Organization
<a href="#">BRB-2012-0191</a>	EFS-BRB-1201-050007	Gamal Mikhail	Tiju Issac	10/20/20 - 02:18:55 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

#### Appeal Details

##### Summary

[Help](#)

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	Gamal Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

##### Case Status Details

[Refresh](#)[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

##### 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.								

\* All times displayed in US Eastern Timezone

##### Documents Served by BRB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	Test_eServe_BRB-2012-01918741.pdf	Auto generated test serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 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

[Showing 4 of 4 records](#) [View More](#)

Name	Address	User Type	Organization
Barey Barry	56 Constitution Ave. Peachtree City, GA 30269, Peach, United States, Delaware, 34643	Attorney	Test sharedmailbox.org, Test address 1
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1
Claire Scott	666 street, cincinnati, United States, Ohio, 45201	Attorney	Hardy Labor Support Inc, 666 street

##### Parties on Appeal

The table lists all the parties on this appeal.

[Showing 5 of 5 records](#) [View More](#)

Name	Address	Role in the Case
Zurich North America		Carrier Petitioner
John Marin	Laughlin, Falbo, Levy & Moresi, San Diego, CA, 92101	Attorney
Clifford Mermell	Gillis, Mermell & Pacheco, P.A., Miami, FL, 33156	Attorney
Gamal Mikhail	c/o Mr. Juan Leon, Perris, CA, 92571	Claimant-Respondent
Invizion, Inc.		Employer Petitioner

##### Delegated Users

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

Name	Address	Delegated By	Organization
Swetha Sunny	459 Temple Street Powder Springs, GA 30127, Greenfield Park, United States, New York, 12435	Tiju Issac	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave

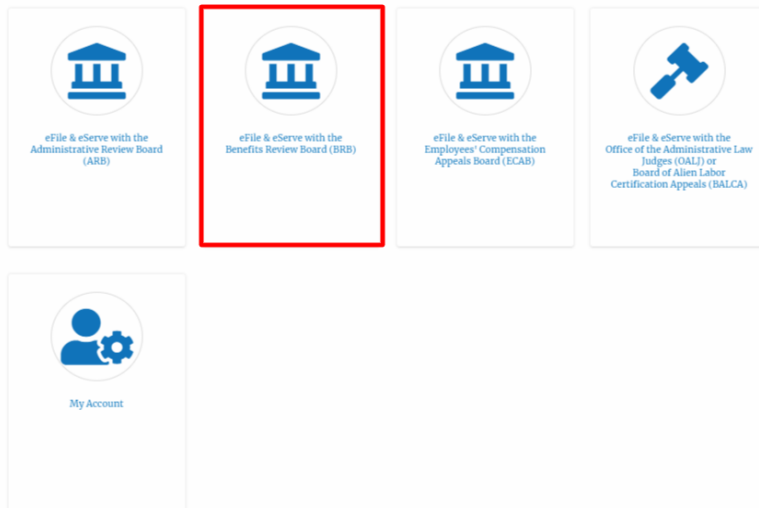


## eFile and eServe

### HOW TO ACCESS SERVING IN BRB?

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

#### Dashboard



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

#### BRB Dashboard

File a New Appeal - BRB Request Access to Appeals

My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Showing 1 of 1 records View More

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2012-0191</a>	BRB-2009-510201	LDA	APPROVED	09/14/2020 - 05:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

#### Documents Served by BRB

Showing 1 of 1 records View More

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

### Documents Served by BRB

Showing 1 of 1 records

[View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone

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

### Documents Served by BRB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

[Apply](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone

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

### Documents Served by BRB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

[Apply](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST	10/20/2020 - 02:42 EST	08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone





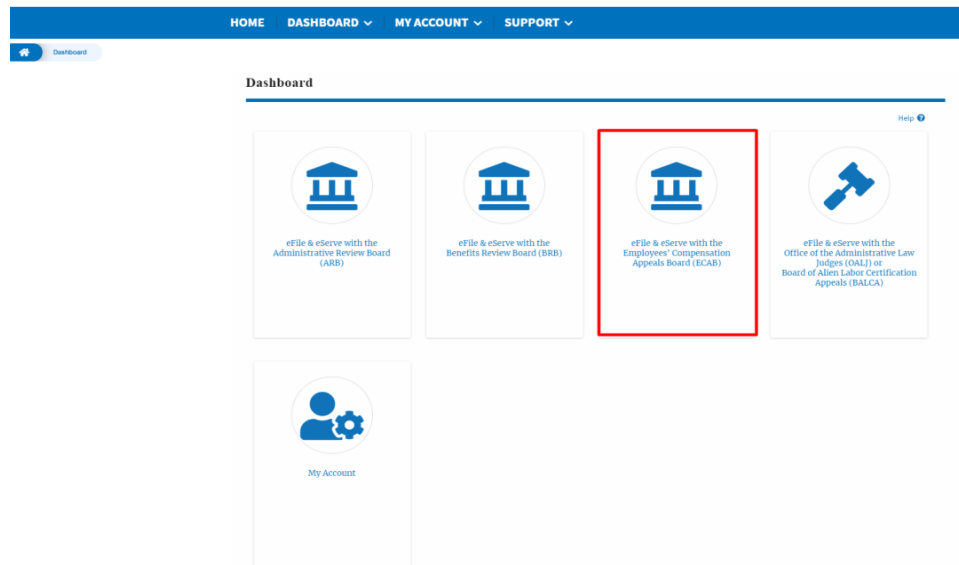
## ECAB DASHBOARD AND FLOWS



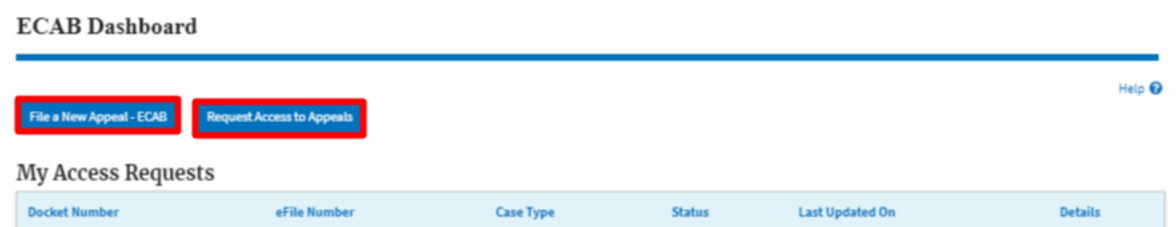
## eFile and eServe

### 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.



## eFile and eServe

3. ECAB Dashboard includes tables **Request Access to Appeals**, **Appeals Delegated to Me**, **New Appeals**, **Appeals in Draft State**, and **Appeals Awaiting your Signature**.
- The My Access Requests table lists all the appeals that the user requested access to
  - The Appeals Delegated to Me table lists all the appeals that were delegated to the user by an attorney in the same organization.
  - The New Appeals table lists all the appeals that were submitted by the user.
  - The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.
  - The Appeals Awaiting your Signature table lists all the appeals that are awaiting a signature from the user.

### ECAB Dashboard

[File a New Appeal - ECAB](#) [Request Access to Appeals](#) [Help](#)

#### My Access Requests

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your account. You can request to access your appeal or you can file a new appeal using the buttons above.					
* All times displayed in US Eastern Timezone					

#### Appeals Delegated to Me

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On ▾	Organization
There are no delegated appeal to show.					
* All times displayed in US Eastern Timezone					

#### New Appeals

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals you have filed through the system.					
* All times displayed in US Eastern Timezone					

#### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				
* All times displayed in US Eastern Timezone				

#### Appeals Awaiting your Signature

eFile Case Number	eFile Number	Submitted By	Submitted On	Actions
No appeals with a pending second signature.				
* All times displayed in US Eastern Timezone				

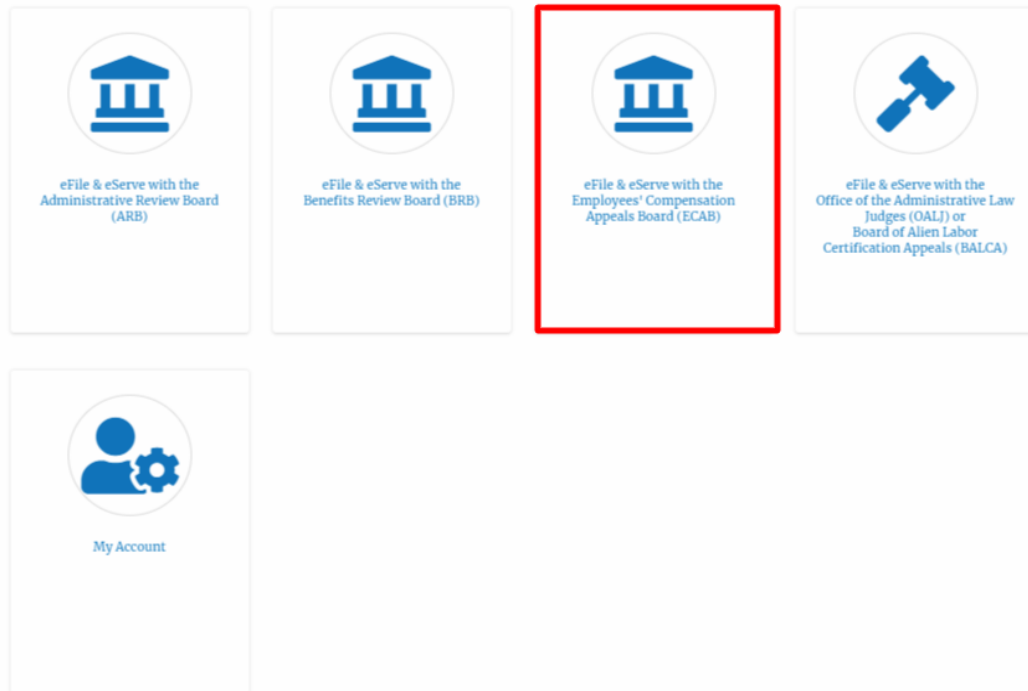


## eFile and eServe

### HOW TO ACCESS APPEALS IN ECAB?

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

#### Dashboard



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



#### ECAB Dashboard





## eFile and eServe

3. Search any appeal and click on the **'Add to Request'** button that is displayed only if one of the appeals is selected.

### Search Appeals

Search Appeals

ECAB-2012-0128

Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name or eFile Case Number.

Advanced Filter

Docket Number

Search Docket Number

OWCP Number

Search OWCP Number

Claimant Name

Search Claimant Name

eFile Case Number

Search eFile Case Number

You can further filter the appeals using Docket Number, Claimant Name, eFile Case Number.

Search

Clear Selection and Filters

Clear Filters

Add to Request

Only one appeal can be selected

### Search Results

Select Cases	Docket Number	OALJ Case Number	Claimant Name	eFile Case Number
<input checked="" type="checkbox"/>	ECAB-2012-0128		Mr. FNAME88458 MNAME87533 JONES	EFS-ECAB-1110-050001

Add to Request



## eFile and eServe

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.

### Request Access to an Appeal

[Back to Search](#) [Reset](#) [Help](#)

	Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	ECAB-2012-0128	FECA	

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.

**Claimant Last Name \***

**OWCP # (last 4 digits) \***

**Decision Date (Lower Court) \***

MM/DD/YYYY

**Notice of Appearance**

No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

**eFiler's Organization**



## eFile and eServe

- The requested appeal will be shown in your **'My Access Requests'** table with **'SUBMITTED'** status along with a confirmation message.

### ECAB Dashboard

Request to access the appeal has been submitted. [ECAB-2012-0128]

Help ?

[File a New Appeal - ECAB](#)

[Request Access to Appeals](#)

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	SUBMITTED	09/14/2020 - 08:00 EST	<a href="#">View</a>
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### ECAB Dashboard

Help ?

[File a New Appeal - ECAB](#)

[Request Access to Appeals](#)

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	SUBMITTED	09/14/2020 - 08:00 EST	<a href="#">View</a>
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- All the requested appeals will be listed on the page.

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Help ?

Case Number or eFile Number

Case Type

Status

-Any-

-Any-

[Apply](#)

Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
ECAB-2012-0128	EFS-ECAB-1110-050001	ECAB-2009-510208	FECA	SUBMITTED	09/14/2020 - 08:00 EST	09/14/2020 - 08:00 EST	Boards Delegation Testing, 200 Constitution Avenue, NW	<a href="#">View</a>
ECAB-2020-2454	EFS-ECAB-2009-201251	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 02:58 EST	09/10/2020 - 03:04 EST	Boards Delegation Testing, 200 Constitution Avenue, NW	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

### BRB Dashboard

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

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2012-0191</a>	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

#### Access Request Details

Docket Number	ECAB-2012-0128
eFile Case Number	EFS-ECAB-1110-050001
eFile Number	ECAB-2009-510205
Board	Employees' Compensation Appeals Board
Case Type	FECA
Status	SUBMITTED
Submitted On	09/14/2020 - 06:00 EST
Claimant Last Name	Alex
Decision Date (Lower Court)	09/09/2020
Notice of Appearance	<a href="#">Noa_4.pdf</a>
OWCP # (last 4 digits)	1234
Organization	Boards Delegation Testing, 200 Constitution Avenue, NW

#### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2009-510205	SUBMITTED	Request to access the appeal has been submitted.	09/14/2020 - 06:00 EST






## eFile and eServe

### WHAT ARE THE COMPONENTS IN ECAB - APPEAL DETAILS PAGE?


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

**Dashboard**


Help ?




eFile & eServe with the  
Administrative Review Board  
(ARB)




eFile & eServe with the  
Benefits Review Board (BRB)



eFile & eServe with the  
Employees' Compensation  
Appeals Board (ECAB)



eFile & eServe with the  
Office of the Administrative Law  
Judges (OALJ) or  
Board of Alien Labor  
Certification Appeals (BALCA)



My Account

2. 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.

### ECAB Dashboard

File a New Appeal - ECAB Request Access to Appeals

Help ?

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Showing 2 of 2 records View More ?

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:56 EST	View
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	View

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

#### Appeal Details

##### Summary

[Help ?](#)

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	RONALD L JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

##### Case Status Details

[Refresh](#)[View More +](#)

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

\* All times displayed in US Eastern Timezone

##### 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.								

\* All times displayed in US Eastern Timezone

##### Documents Served by ECAB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-01285233.pdf	Auto generated test serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 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

[Showing 4 of 4 records](#) [View More +](#)

Name	Address	User Type	Organization
Amy DeRocher	OWCP-DPEC, Jacksonville, United States, Florida, 32202	Individual	
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Jacky Jacky	Address, Address, United States, Iowa, 44556	Attorney	Joseph's Org, adrsstest
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1

##### Parties on Appeal

The table lists all the parties on this appeal.

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

Name	Address	Role in the Case
Alan Shapiro	8 SHAKER GLEN, SHAKER HEIGHTS, OH, 44122	Attorney
RONALD JONES	1416 TERRA PALMA DR, FT MEYERS, FL, 33901	Appellant

##### Delegated Users

Name	Address	Delegated By	Organization
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.			



## eFile and eServe

4. The appeal details page includes a summary section that gives a summary of the appeal details.

### Appeal Details

#### Summary

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	RONALD L JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE

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

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	RONALD L JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE

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

[Refresh](#)[View More](#)

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

\* All times displayed in US Eastern Timezone

### 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.								

\* All times displayed in US Eastern Timezone

### Documents Served by ECAB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-01285233.pdf	Auto generated test serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 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

[Showing 4 of 4 records](#) [View More](#)

Name	Address	User Type	Organization
Amy DeRocher	OWCP-DFEC, Jacksonville, United States, Florida, 32202	Individual	
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Jacky Jacky	Address, Address, United States, Iowa, 44556	Attorney	Joseph's Org, adrsstest
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1

### Parties on Appeal

The table lists all the parties on this appeal.

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

Name	Address	Role in the Case
Alan Shapiro	8 SHAKER GLEN, SHAKER HEIGHTS, OH, 44122	Attorney
RONALD JONES	1416 TERRA PALMA DR, FT MEYERS, FL, 33901	Appellant

### Delegated Users

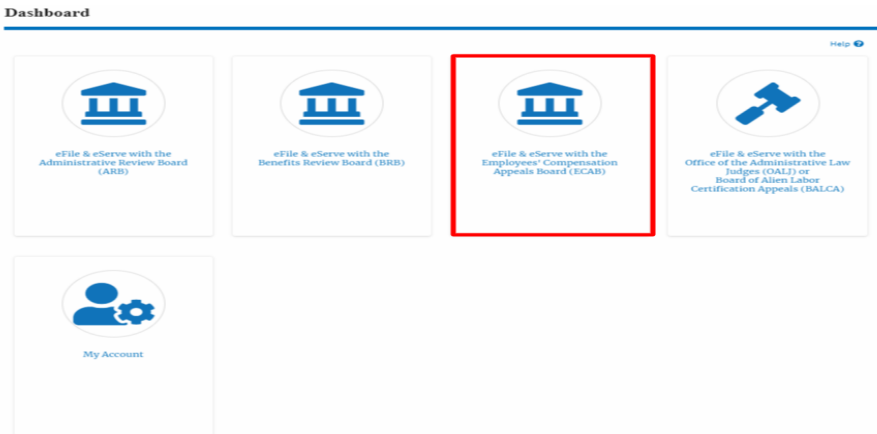
Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			



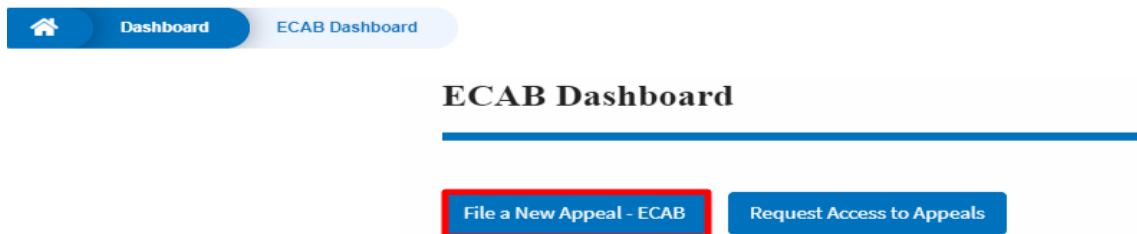
## eFile and eServe

### HOW TO FILE A NEW APPEAL IN ECAB?

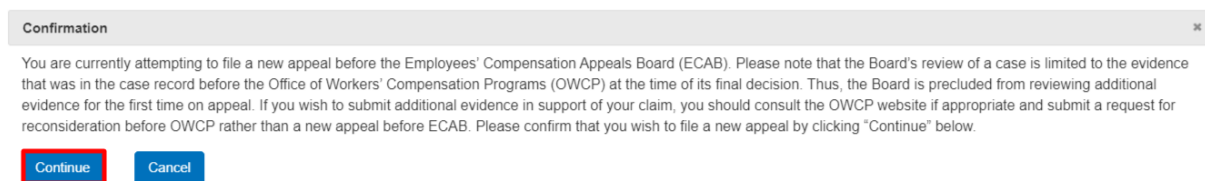
1. Click on the ECAB tile from the main dashboard.



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



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





## eFile and eServe

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

0%

▼ Help [Help ?](#)

Please enter your role in this appeal. According to the Board's Rules of Procedure any person adversely affected by a final decision of OWCP, or his or her authorized Representative, may file for review of such decision by the Board. An appellant is any person adversely affected by a final decision or order of the OWCP who files an appeal to the Board. A representative is an individual properly authorized by an Appellant in writing to act for the Appellant in connection with an appeal before the Board. The Representative may be any individual or an attorney who has been admitted to practice and who is in good standing with any court of competent jurisdiction.

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

Save Draft

Cancel

Next



## eFile and eServe

### New Appeal

33%

▼ 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

Previous

Save Draft

Cancel

Next

### New Appeal

44%

▼ 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 \*

Do you have a second decision date?

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next





## eFile and eServe

### New Appeal

66%

▼ Help

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

**OWCP File (Claim) Number \***

Enter OWCP Number

Enter the 9 digit OWCP number

Previous

Save Draft

Cancel

Next

### New Appeal

77%

▼ Help

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

**Oral Argument Requested**

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next



## eFile and eServe

### New Appeal

88%

▼ Help

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

**Appeal Reason \***

Enter Appeal Reason

Previous

Save Draft

Cancel

Next

### New Appeal

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☐ Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit for 2nd Signature



## eFile and eServe

- 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.

### New Appeal

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

### ECAB Dashboard

### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>	ECAB-2009-510206	FECA	SUBMITTED	09/14/2020 - 06:00 EST	<a href="#">View</a>
<a href="#">ECAB-2020-2454</a>	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals Delegated to Me

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On	Organization
There are no delegated appeal to show.					

\* All times displayed in US Eastern Timezone

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 5 of 5 records [View More](#)

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>	<a href="#">ECAB-2009-510211</a>	FECA	AWAITING SIGNATURE	09/14/2020 - 07:43 EST	<a href="#">View</a>
<a href="#">ECAB-2008-2283</a>	ECAB-2009-502283	FECA	REJECTED	09/04/2020 - 04:21 EST	<a href="#">View</a>



## eFile and eServe

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

Appeal Details	
Docket Number	Pending Assignment
eFile Number	ECAB-2009-510211
eFile Case Number	EFS-ECAB-2009-208947
Board	ECAB
Case Type	FECA
Decision Date (Lower court)	09/09/2020
Decision Date 2	NA
Oral Argument Requested	No
OWCP	927984703
Second Signature	AWAITING SIGNATURE
Your Role in this Appeal	Appellant
Organization	Boards Delegation Testing
Status	SIGNATURE_PENDING
Access Status	SUBMITTED
Submitted On	09/14/2020 - 07:43 EST

### Parties in this Appeal

The table lists all the parties in this appeal.

Name	Address	Role in the Case
Emma Sunny	578 Cross St. Brighton, MA 02135, MA, US-CA, 98392	Appellant
Barey Barry	55 Constitution Ave. Peachtree City, GA 30289, Peach, US-DE, 34543	Attorney

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2009-510211	AWAITING SECOND SIGNATURE	New appeal has been submitted for second signature.	09/14/2020 - 07:43 EST

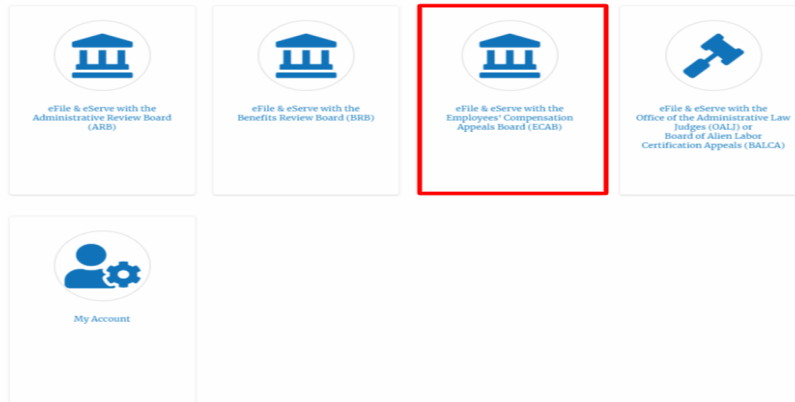


## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

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

#### Dashboard



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

#### ECAB Dashboard

[File a New Appeal - ECAB](#) [Request Access to Appeals](#) [Help](#)

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:56 EST	<a href="#">View</a>
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

#### Appeal Details

##### Summary

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

[Submit a New Filing](#)[Remove From My Dashboard](#)[Delegate Access](#)



## eFile and eServe

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

### New Filing to ECAB

[Help](#)

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

**Docket Number**

ECAB-2012-0128

**Filing Category \***

- Select a value -

**File \***

No file chosen

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

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

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

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

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

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



## eFile and eServe

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

### Appeal Details

The new filing has been submitted to the appeal.

### Summary

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	Mr. FNAME88459 MNAME87533 JONES
Appeal Date	10/30/2011
Decision Date	06/23/2011
Prote	FALSE

[Submit a New Filing](#) [Remove From My Dashboard](#) [Delegate Access](#)

### Case Status Details

[Refresh](#)

[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Decision issued: C1 - D&O - Affirmed	05/18/2012	
events	129 - Submitted to Docket for Issuance	05/17/2012	
events	114 - Panel assigned/case placed on Board agenda	05/14/2012	
appeals	Case processable	11/22/2011	
events	27A - Granted - Acknowledgement letter sent (FNAME89125)	11/07/2011	

\* All times displayed in US Eastern Timezone

### Filings

Showing 1 of 1 records

[View More](#)

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

\* All times displayed in US Eastern Timezone

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

### Filings

Showing 1 of 1 records

[View More](#)

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

\* All times displayed in US Eastern Timezone

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

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

### Status Update Log

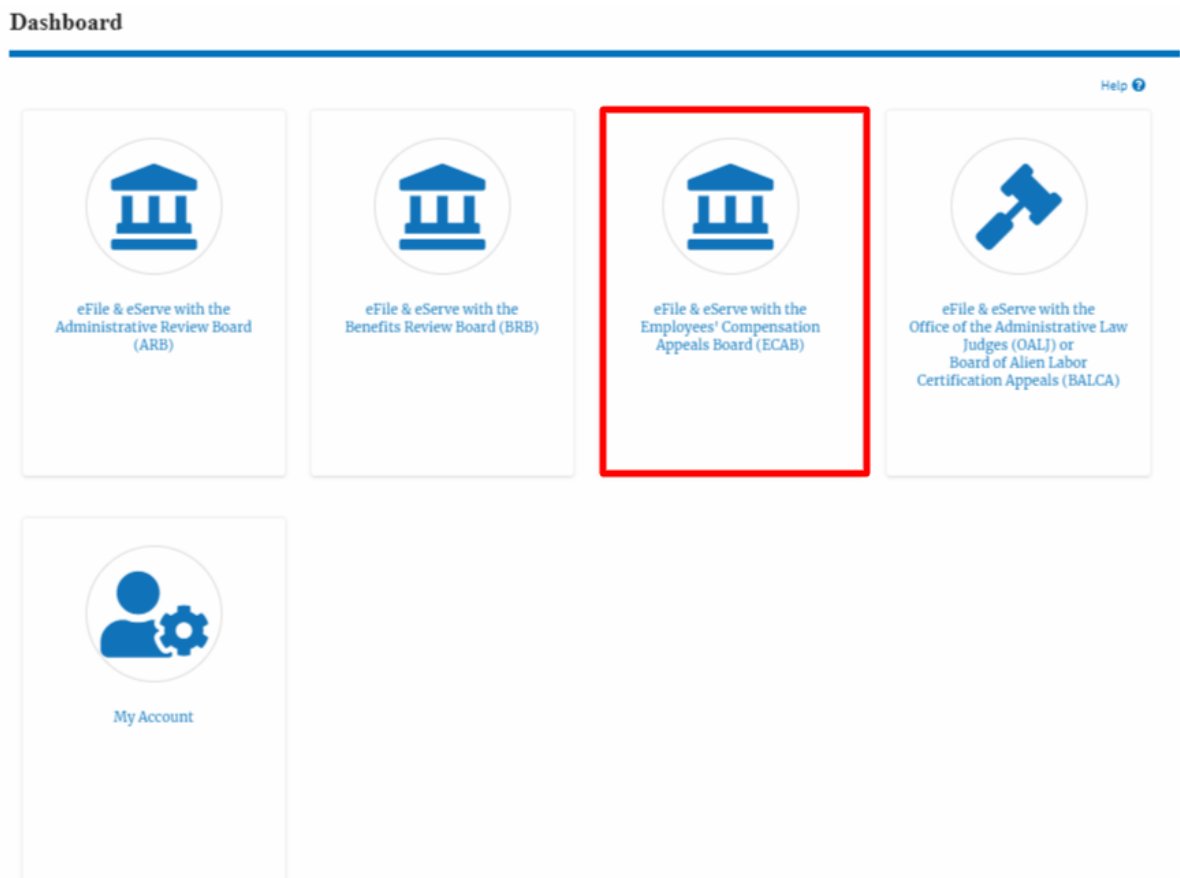
eFile Number	eFile Status	Comment	Updated On
ECAB-2009-510212	SUBMITTED	New filing has been submitted.	09/14/2020 - 08:00 EST



## eFile and eServe

### 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.

#### Appeals Delegated to Me

The following are the appeals you have been delegated to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On ▼	Organization
<a href="#">ECAB-2012-0128</a>	EFS-ECAB-1110-050001	RONALD L JONES	Tiju Issac	10/20/20 - 03:22:27 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave

\* All times displayed in US Eastern Timezone





## eFile and eServe

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

### Appeal Details

#### Summary

[Help ?](#)

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	RONALD L JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

#### Case Status Details

[Refresh](#)[View More +](#)

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

\* All times displayed in US Eastern Timezone

#### 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.								

\* All times displayed in US Eastern Timezone

#### Documents Served by ECAB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-01285233.pdf	Auto generated test serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 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

[Showing 4 of 4 records](#) [View More +](#)

Name	Address	User Type	Organization
Amy DeRocher	OWCP-DFEC, Jacksonville, United States, Florida, 32202	Individual	
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Jacky Jacky	Address, Address, United States, Iowa, 44556	Attorney	Joseph's Org, adrsstest
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1

#### Parties on Appeal

The table lists all the parties on this appeal.

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

Name	Address	Role in the Case
Alan Shapiro	8 SHAKER GLEN, SHAKER HEIGHTS, OH, 44122	Attorney
RONALD JONES	1416 TERRA PALMA DR, FT MEYERS, FL, 33901	Appellant

#### Delegated Users

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

Name	Address	Delegated By	Organization
Swetha Sunny	459 Temple Street Powder Springs, GA 30127, Greenfield Park, United States, New York, 12435	Tiju Issac	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave

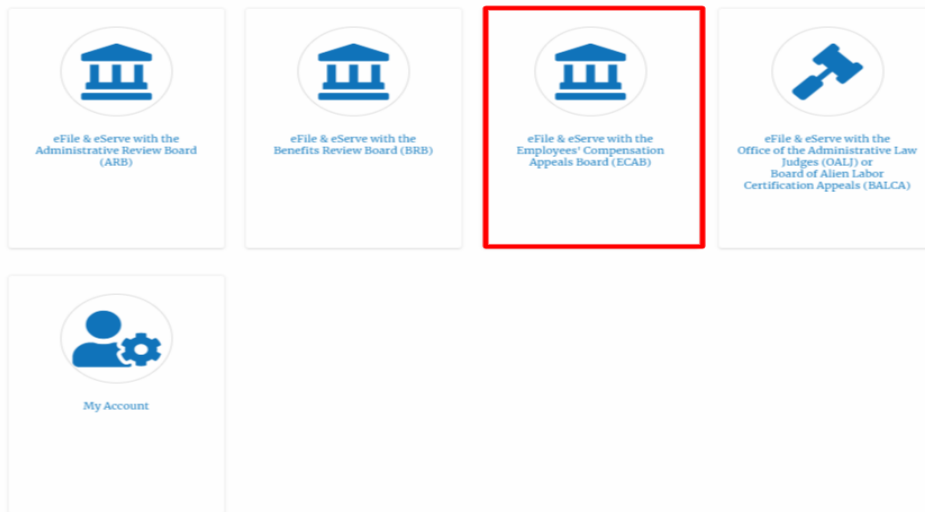


## eFile and eServe

### HOW TO ACCESS SERVINGS IN ECAB?

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

#### Dashboard



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

#### ECAB Dashboard

File a New Appeal - ECAB Request Access to Appeals Help

#### My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

Showing 2 of 2 records View More

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:58 EST	<a href="#">View</a>
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

#### Documents Served by ECAB

Showing 1 of 1 records View More

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

### Documents Served by ECAB

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

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone

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

### Documents Served by ECAB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

[Apply](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone

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

### Documents Served by ECAB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

[Apply](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST	10/20/2020 - 03:34 EST	07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone



## eFile and eServe

# 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  
OALJ Case Number(s) : 2017-BLA-05170,2011-BLA-06353  
eFile Number : ARB-2009-510306  
eFile Case Number : EFS-ARB-2009-208989  
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):

[533030](#)  
[533031](#)

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



## eFile and eServe

---

### 3. Email Notification on 'Rejected - New Appeal':

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

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

#### 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-2009-208989  
Status : REJECTED  
Date : September 25, 2020 at 6:09 AM ET  
Comments : AGENCY rejecting this request

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

### 4. Email Notification on 'Submitted - Filing':

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

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

#### eFile and eServe

Dear Joseph Sunny,

Please find the details of your Motion below.

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

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

[533035](#)

Thank you,

U.S. Department of Labor  
Please login to DOL [eFile and eServe](#) to view the details



## eFile and eServe

### 5. Email Notification on 'Approved - Filing':

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

**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.

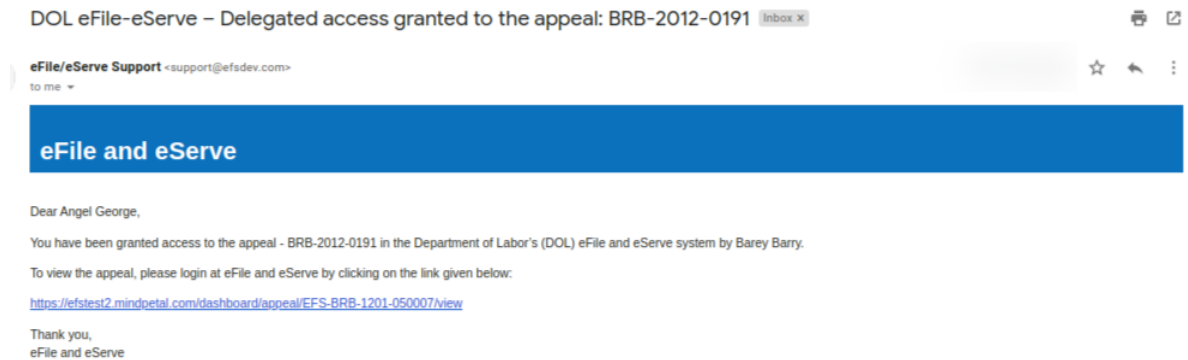
Docket Number : ARB-2019-0067  
Agency : ARB  
eFile Number : ARB-2009-510341  
eFile Case Number : EFS-ARB-1907-071109  
Status : Rejected  
Date : September 25, 2020 at 6:02 AM ET  
Comments : Rejected for joseph

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

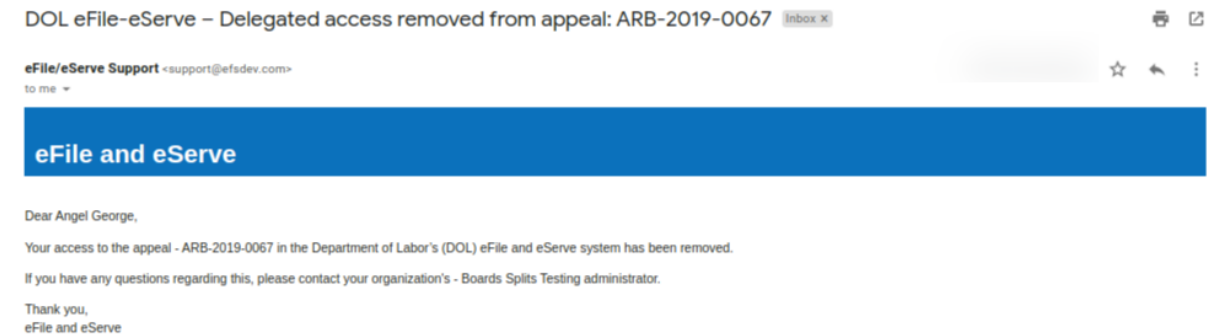


## eFile and eServe

### 7. Email Notification on 'Delegate Access' to a member on appeal:



### 8. Email Notification on 'Remove Delegate Access' from a member on appeal:





## eFile and eServe

---

### 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\\_eserve.pdf](#)

The following parties will be electronically notified of the serving:

Name	Email
Joseph Sunny	<a href="mailto:josephtester0001@gmail.com">josephtester0001@gmail.com</a>

Thank you,  
ARB  
U.S. Department of Labor  
Please login to DOL [eFile and eServe](#) to view the details