

U.S DEPARTMENT OF LABOR

User Guides for ProSe and Non-Attorneys

Version 1.0

November 9, 2020



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MAIN MENU AND DASHBOARD



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

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

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

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

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

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

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

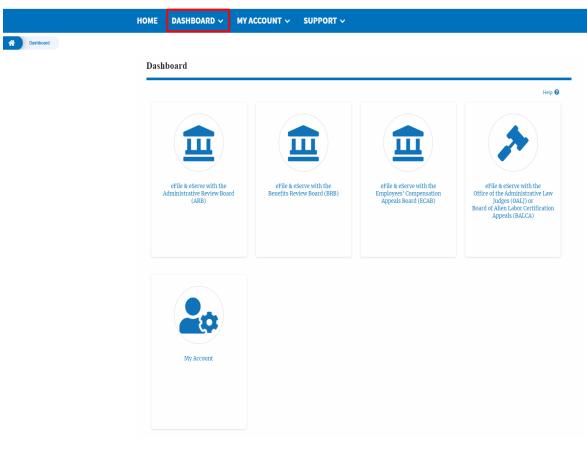


HOW TO NAVIGATE THROUGH THE HEADER MENUS?

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

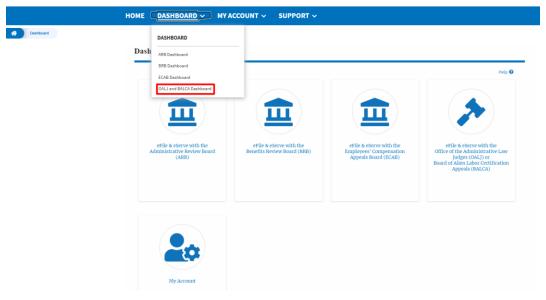
🜉 An official website of the United States government. Here's how you know 🗸	
U.S. DEPARTMENT OF LABOR	
EFILE.DOL.GOV eFiling and eServing Gateway	SIGN IN
HOME EFILE AND ESERVE WITH 🗸 SUPPORT 🗸 ANNOUNCEMENTS	
eServe	eServe
eFiling and eServing Gateway	rve
eFile Integrated gateway for filing and serving documents with DOL Create Account	
Create Account	ePile
eServe	

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

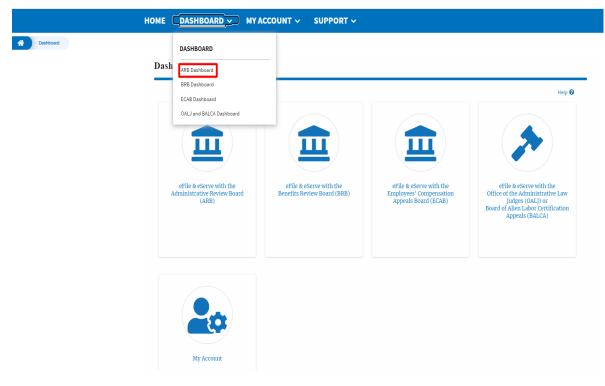




3. To navigate to the dashboard for OALJ and BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.

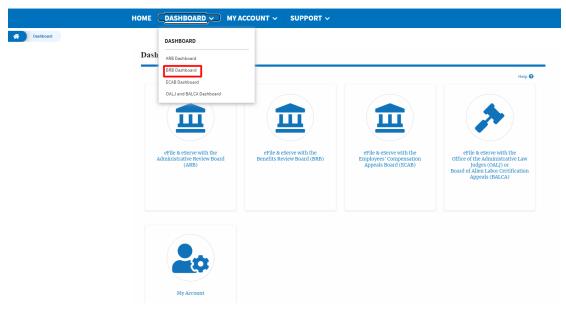


4. To navigate to the ARB Appeals dashboard, click on the sub-menu **ARB Dashboard** from the **DASHBOARD** header menu.

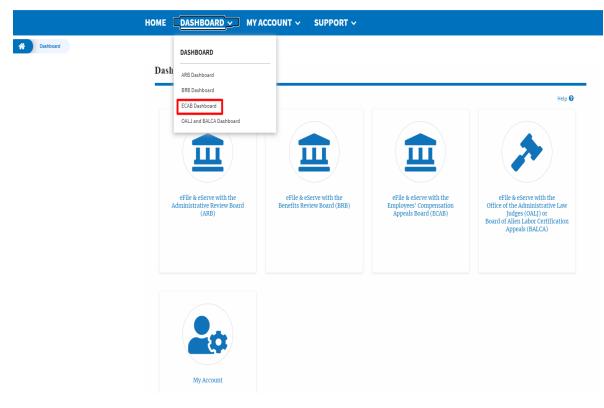




5. To navigate to the BRB Dashboard, click on the sub-menu **BRB Dashboard** from the **DASHBOARD** header menu.

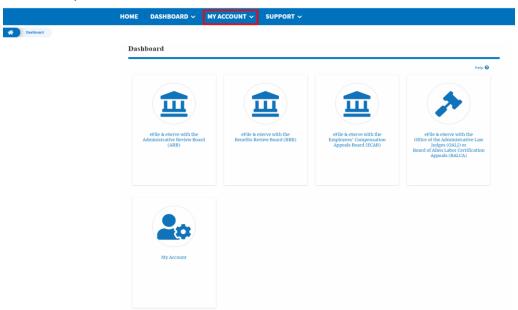


6. To navigate to the ECAB Dashboard, click on the sub-menu **ECAB Dashboard** from the **DASHBOARD** header menu.

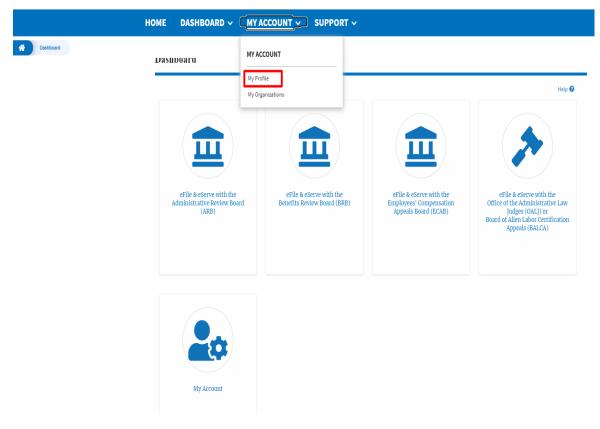




7. Click on the header menu **My Account** to access the My Account dropdown.

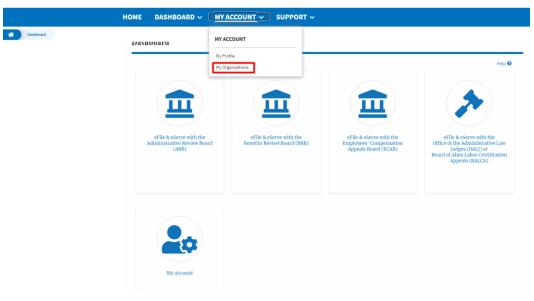


8. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.

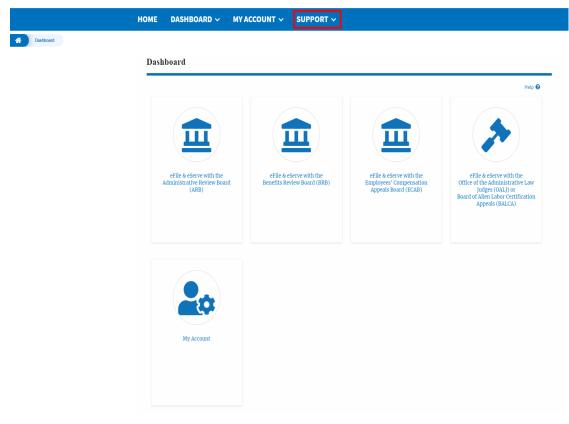






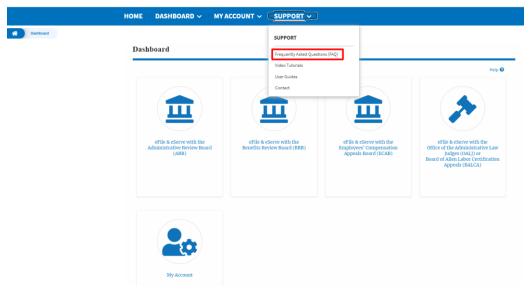


10. Click on the header menu **Support** to access the Support drop.

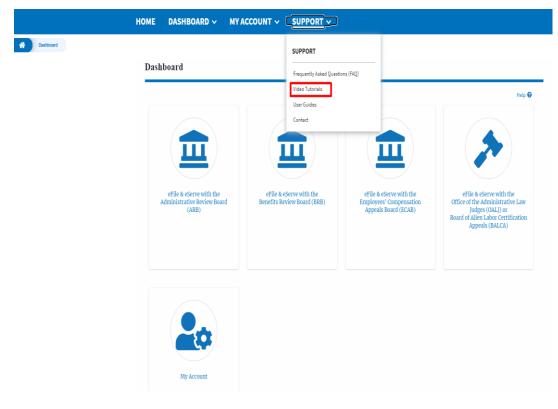




11. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.

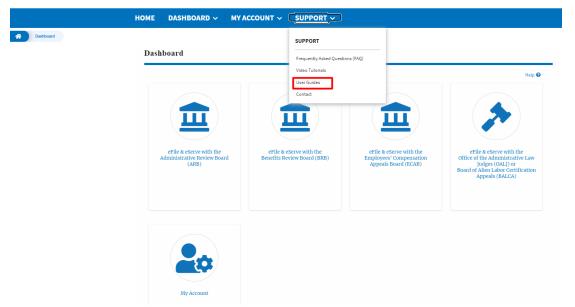


12. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.

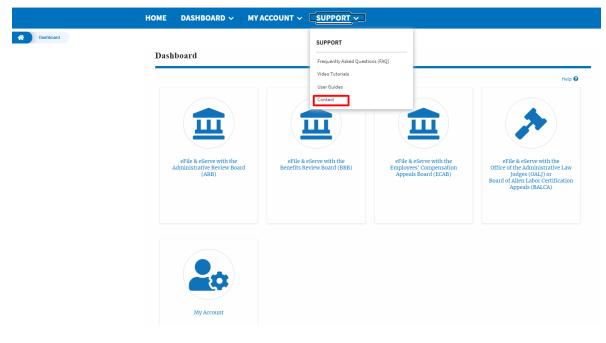




13. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.



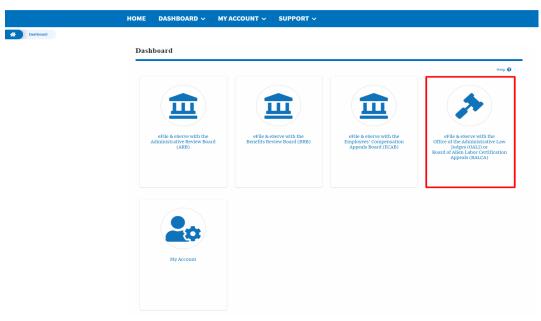
14. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.



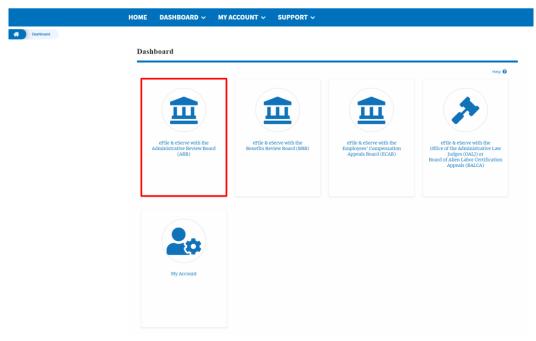


HOW TO NAVIGATE THROUGH THE TILES?

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

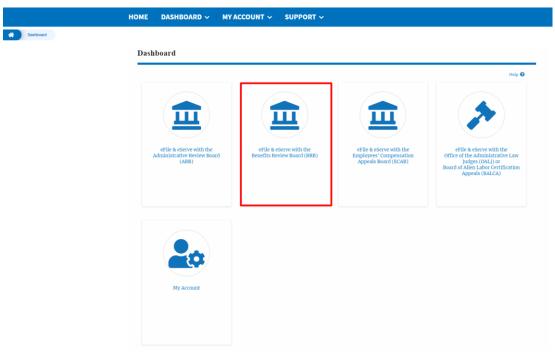


2. Click on the **ARB** tile from the main dashboard page to access the 'ARB' dashboard.

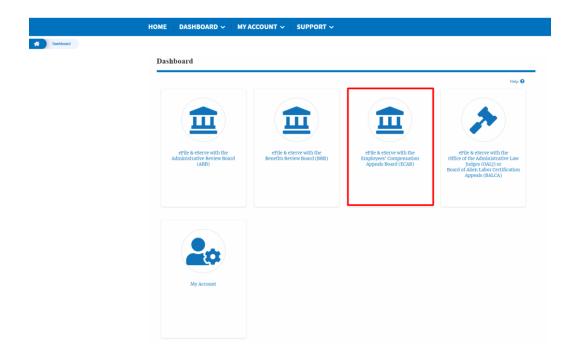




3. Click on the **BRB** tile from the main dashboard page to access the 'BRB' dashboard.

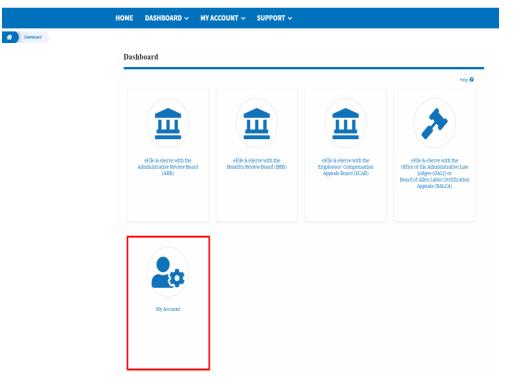


4. Click on the **ECAB** tile from the main dashboard to access the 'ECAB' dashboard.

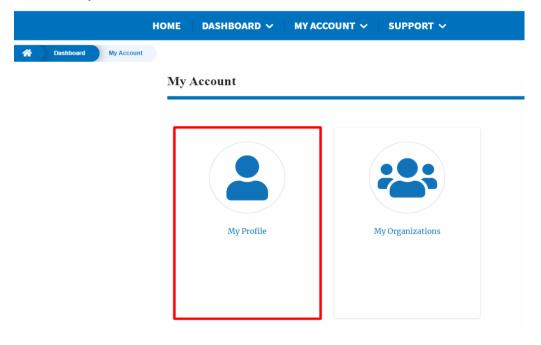




5. Click on the My Account tile to access the 'My Account' dashboard

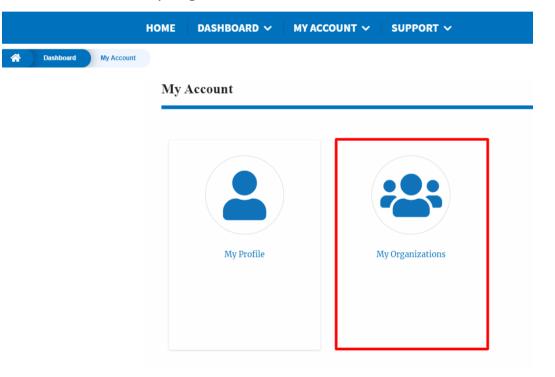


 Click on the My Profile tile from the "My Account" dashboard to access the "My Profile" dashboard





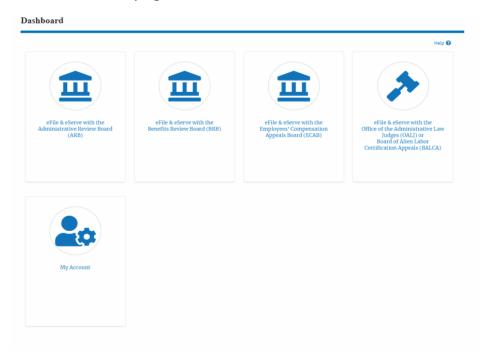
7. Click on the **My Organizations** tile from the "My Account" dashboard to access the "My Organizations" dashboard





OVERVIEW OF HELP AND WHERE TO FIND THEM

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

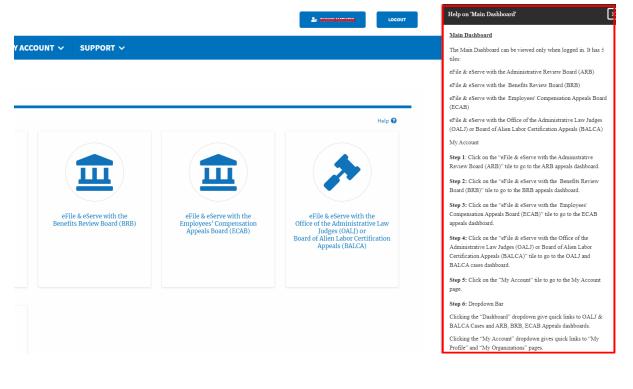


2. Click on the Help link provided to the right top of the main content page.





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





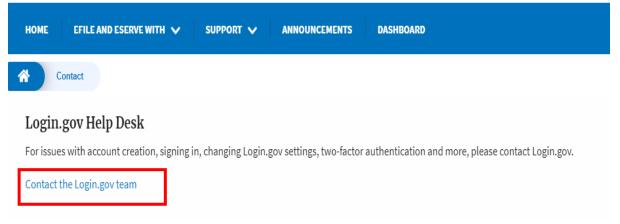
HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES

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

HOME EFILE AND ESERVE WITH 🗸		DASHBOARD
	SUPPORT	
eFile	Frequently Asked Questions (FAQ)	ving Gateway
	Video Tutorials	g and serving documents w
	User Guides	
oSorvo	Contact	

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

contact the Login.gov team.



And you will be redirected to the concerned site



HOW TO CONTACT THE SUPPORT TEAM FOR 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.

ME EFILE AND ESERVE WITH 🗸 SUPI	ORT 🗸 ANNOUNCEMENTS DASHBOARD	
Contact		
For help with an issue you are experiencing, we will get back within one business day.	please complete the form below, including as much detail as possible and	
First Name	Last Name	
Email *	Confirm Email *	

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

User Type	
Public User	\$
- None -	
Public User	
DOL User	
Court Reporter	_



rea of the Site	\$
- 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 ES	SERVE WITH 🗸	SUPPORT 🗸	ANNOUNCEMENTS	DASHBOARD	
*	Contact					
	our Questions & C					
	ditional Informa					
		l, email address, pro	file data, etc.			
https://efstest	2.mindpetal.com/anno	ouncements				



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.

Contact			
Additional Information	addrass profile data ata		
Type of togin used, email	address, prome data, etc.		
Type of login used, email address,	profile data atc		



USER PROFILE AND ORGANIZATION MODULE



The User Profile and Organization module lets you create and manage your profile and organization that you are part of.

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

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

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

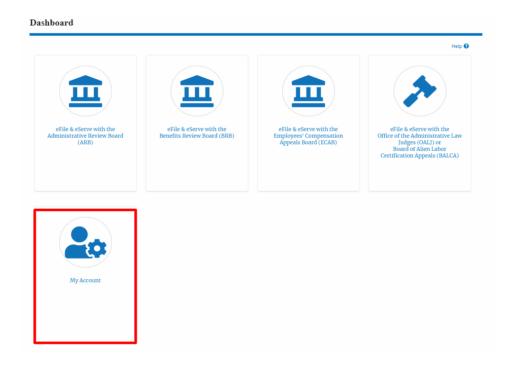
Shared mailboxes are used to set rules for delivering emails to members of the organization. Each mailbox is linked to one or more agencies and some or all case types related to these agencies. Using shared mailboxes, the organization can control the flow of served emails to those members who are interested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

Organization also allows attorneys to delegate their cases and appeals to other members of the same organization to manage on their behalf, freeing them of many of the administrative tasks.



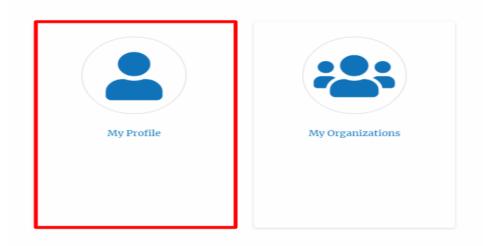
HOW TO EDIT YOUR USER PROFILE?

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



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

My Account





3. Edit the fields in the displayed form.

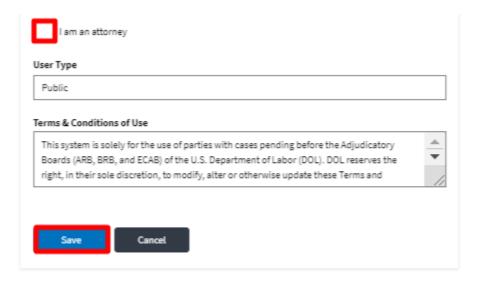
First Name *	Help 🚱
Charlie	
Middle Name	
Last Name *	
John	
Suffix	
Organization *	
Wingstein and Dragger Attorneys at Law, 99 Constitution Ave	7
Select the Organization.	
Country *	
United States	\$
Select country from the list.	
Address 1 *	
58 Constitution Ave. Peachtree City, GA 30289	
Address 2	
Address 3	
City *	
Chicago	



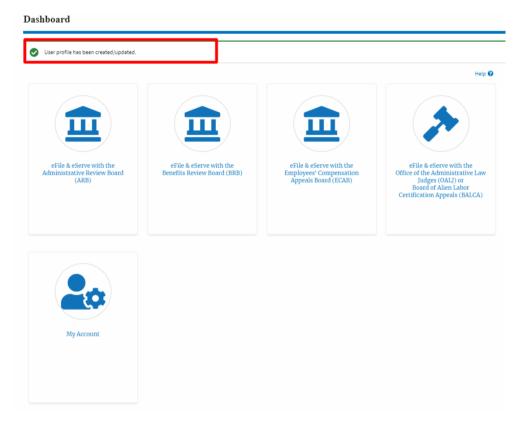
Illinois	٥
ip Code *	
12435	
(p code format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)	
ime Zone	
- None -	٥
lain Phone Number *	
6354525255	
ternational phone number formats are supported	
lobile Phone Number	
02546545516	
02548545518 iternational phone number formats are supported	
iternational phone number formats are supported	
iternational phone number formats are supported	
itemational phone number formats are supported imail Address gmail.com	
itemational phone number formats are supported imail Address imail com his is the email used to login to the system. You cannot edit/change this value. I am an attorney	
Itemational phone number formats are supported mail Address mail Address mail sis the email used to login to the system. You cannot edit/change this value. I am an attorney Iser Type	
itemational phone number formats are supported imail Address imail com his is the email used to login to the system. You cannot edit/change this value. I am an attorney	
Itemational phone number formats are supported mail Address mail Address mail sis the email used to login to the system. You cannot edit/change this value. I am an attorney Iser Type	
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termational phone number formats are supported mail Address mail Address mail solution gmail.com his is the email used to login to the system. You cannot edit/change this value. I am an attorney lser Type Public erms & Conditions of Use	



4. Unselect the checkbox "I am an attorney" and click the Save button.



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





HOW DO YOU ADD AN ORGANIZATION?

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

My Organizations

Add Organization	Search Organiza	tions					
							Help 😮
Organization	Туре	Website	Contact Name	Contact Email	Contact Number	Address	Actions
There are no organiza	itions you are currer	itly part of.					

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

Add Organization

Organization Name *	Help 😧
Wingstein and Dragger Attorneys of Law	
Country *	
United States	\$
Select country from the list.	
Address 1 *	
58 Constitution Ave	
Address 2	
Peachtree City	
Address 3	
GA 30268	
Gity*	
Chicago	
State *	
Idaho	¢
Zip Code *	
12345	
Zipcode format should be : NNNNN (optionally NNNNN-HNNN) (N-Number, A-Alphabet)	



Website Url should be in any valid format such as www.abc.com or abc.co or abc.us etc. dministrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure hat your profile is current and accurate. You can do this through the My Profile menu in the Dashboard. Administrator 1 Email * tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email	info@wingstei	n.com
dministrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure hat your profile is current and accurate. You can do this through the My Profile menu in the Dashboard. Administrator 1 Email • tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email	Vebsite	
het your profile is current and accurate. You can do this through the My Profile menu in the Deshboard. Administrator 1 Email * tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name		
Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Nebsite Url should b	e in any valid format such as www.abc.com or abc.co or abc.us etc.
Administrator 1 Email * tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Administrator 1 & 2 r	ame and contact numbers are prefilled from the User Profile depending on email. Please make sure
tijutester 123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	hat your profile is c	irrent and accurate. You can do this through the My Profile menu in the Dashboard.
Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Administrator 1	Email *
Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	tijutester123@	gmail.com
Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Administrator 1	Name
1154525255 Administrator 2 Email Administrator 2 Name	Tiju Issac	
Administrator 2 Email Administrator 2 Name	Administrator 1	Contact Number
Administrator 2 Email Administrator 2 Name Administrator 2 Contact Number	1154525255	
	Administrator 2	Email
	Administrator 2	Name
Administrator 2 Contact Number	Administrator 2	name
Administrator 2 Contact Number		
	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.								
Add Organization Search Organizations							Help 🕃	
Organization	Туре	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	



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

Organization Details

Name						Help 🕻
	Wingstein and Dragger Attorneys of Law	View M	ore 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 302	68 , United States				
dd Members	Edit Organization Manage Mailboxes					
lministrat	Email	Unan Tana		User Role	Created On	
ame	Email	User Type		User Role	Created On	
iju Issac 💄	tijutester123@gmail.com	Individual	F	Public	10/14/2020 - 02:05 EST	
nter Name or Ema	il Search					
ame	Email	User Type	User Role	Created On		Actions
ame iju Issac 💄	Email tijutester123@gmail.com	User Type Individual	User Role Public	Created On 10/14/2020 - 02	2:05 EST	Actions
	tijutester123@gmail.com				2:05 EST	Actions
iju Issac 🛔 in Reques ne or Email	tijutester123@gmail.com				2:05 EST Action:	
iju Issac 🛔 in Reques me or Email nter Name or Ema ame	tijutester123@gmail.com ts	Individual		10/14/2020 - 0:		
iju Issac 🛔 in Reques me or Email nter Name or Ema ame here are no join re	tijutester123@gmail.com ts Il Search Email User Type	Individual User Role		10/14/2020 - 0:		
iju Issac 🌲	tijutester123@gmail.com ts il <u>Email</u> UserType quests to this organization. ails show a mismatch with the organization domai	Individual User Role		10/14/2020 - 0:		
iju Issac 🛔 in Reques me or Email nter Name or Email ame here are no join re e: Red colored em re-Approv	tijutester 123@gmail.com ts II Search Email User Type quests to this organization.	Individual User Role		10/14/2020 - 0:		
iju Issac 🌲	tijutester 123@gmail.com ts il Email User Type quests to this organization. ails show a mismatch with the organization domail red Members	Individual User Role		10/14/2020 - 0:		
iju Issac 🛔 in Reques me or Email nter Name or Email ame here are no join re e: Red colored em re-Approv ail	tijutester 123@gmail.com ts il Email User Type quests to this organization. ails show a mismatch with the organization domail red Members	Individual User Role		10/14/2020 - 0:		



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.

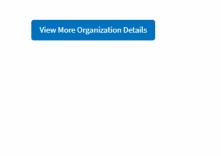
My Organizations

Add Organization Search Organization:	s						Help 🝞
Organization	Туре	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







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

Add Members

rganization : Wingstein and Dragger Attorneys at Law	
Id Members *	Help 🕜
ahultester002@gmail.com,caroltester001@gmail.com,digger@gmail.com	
	11
ter email addresses of users to be added to organization separated by commas.	
Submit Cancel	



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

 An email not 	rs to the organization. tification has been sent to the users. tification has been sent to the organization administrator(s).	
Name	Wingstein and Dragger Attorneys of Law	Help
Website		v More Organization Details
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
	56 Constitution Ave , Peachtree City , GA 30268 , United States	

Administrators

Name	Name Email		User Role	Created On	
Tiju Issac 💄	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 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 rahultester002@gmail.com		Trusted	07/14/2020 - 03:57 EST	Edit Remove
Joseph Joseph			Public	07/22/2020 - 10:28 EST	Edit Remove
Tiju Issac 💄	tijutester123@gmail.com	Individual	Public	10/14/2020 - 02:05 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



HOW DO YOU SEARCH FOR AN EXISTING ORGANIZATION AND REQUEST TO JOIN IT?

 Login to your account and click on the "My Account" dropdown and select "My Organization"

Dashboard	MY ACCOUNT My Profile My Organizations		
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 (OAL) or Board of Alien Labor Certification Appeals (BALCA)
My Account			

2. My Organizations main page will be displayed and click the "Search Organizations" button to see the search option.

My Organizations

Add Organization Search Organizations							Help 😮
Organization	Туре	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



3. Type in the search organization string and click "Search".

Search Organizations					
Search					
Ale	0				
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.

			Help 🗲
Search			
Ale		0	
Search Reset			
Organization A	Website	Address	Actions
Aleccia & Mitani	aleccialaw.com	One World Trade Center, Suite 1840 , California , United States	Request Join
Alex's organization		Address 1 , Address 2 , Address 3 , England , United Kingdom	Request Join
Galo Law Firm, P.C.	galolawfirm.com	4230 Gardendale , Building 401 , Texas , United States	Request Join
Ginarte Gallardo Gonzalez & Winograd, LLP.	ginarte.com	400 Market Street , New Jersey , United States	Request Join
Hanna Brophy MacLean McAleer & Jensen LLP	hannabrophy.com	P.O. Box 12488 , California , United States	Request Join
Sioli Alexander Pino	siolialexanderpino.com	6910 N. Kendall Drive , First Floor , Florida , United States	Request Join

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	Help 😡
Search	



6. My Organization's main page will show the organization in the table with "Requested" status. Once the administrator of the organization approves the request, you will be added to the organization.

My Organizations							
Add Organization Search Organization	ons						
							Help 😮
Organization	Туре	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
Alex's organization	Public		Alex J Jacob	testeralex0001@gmail.com	9961358722	Address 1 , Address 2 , Address 3 , England , United Kingdom	Requested / Cancel Request



HOW DO YOU ACCESS THE ORGANIZATION PAGE?

 Login to your account and click on "My Account" dropdown and select "My Organization"

Dashboard	MY ACCOUNT My Profile My Organizations		
	My Organizacions		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 (OALI) or Board of Alien Labor Certification Appeals (BALCA)
My Account			

2. From the My Organizations page click on the organization name to view the details.

My Organizations							
Add Organization Search Organizations							
							Help 🚱
Organization	Туре	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



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

Name	Wingstein ar	nd Dragger Attorneys	of Law		View	4ore Organizatio	on Detail	•		Help
Website Organization Email	info@wings	talo com						-		
Contact Name	Tiju Issac	tem.com								
Contact Number	1154525255									
Organization Type	Public									
Address		ion Ave , Peachtree C	ty , GA 30268 , United Sta	ites						
^{dd Members} İministrat	Edit Organizati	ion Manage Adm	inistrators Manage	Mailboxes						
ame		Email			User Type		User	Role	Created On	
iju Issac 👗		tijutester123@gmail.c	om		Individual		Publi		10/14/2020 - 02:05 8	EST
ame	Em			User Typ		User Role		Created On		Actions
arol Max	car	oltester001@gmail.cor	n	Attorney		Trusted		07/14/2020 - 03:57 8	EST	Edit Remove
		ultester002@gmail.com	n	Attorney		Public		07/22/2020 - 10:28 8	EST	Edit Remove
oseph Joseph	rah	arrester ooz (r grinster oo								
oseph Joseph iju Issac 💄		tester123@gmail.com		Individua	si i	Public		10/14/2020 - 02:05 8	EST	
in Reques	tiju			Individua	al	Public		10/14/2020 - 02:05 8	EST	
iju Issac 💄 in Reques me or Email	tju ts		Search	Individua	si	Public		10/14/2020 - 02:05 B	EST	
iju Issac 🛓	tiju ts	tester 123@gmail.com		Individua		Public			EST	
iju Issac 💄 in Reques me or Email nter Name or Ema ame	tiju a Emsil	tester 123@gmail.com	Search er Type	Individua	al User Role	Public		10/14/2020 - 02:05 B	EST	Actions
iju Issac 💄 in Reques me or Email	tiju a Emsil	tester 123@gmail.com		Individue		Public			EST	
iju Issac 💄 in Reques me or Email nter Name or Email ame here are no Join re	tiju ts il <u>Email</u> quests to this org	tester 123@gmail.com	er Type	Individua		Public			EST	
iju Issac 💄 in Reques me or Email nter Name or Email ame here are no Join re	tiju ts il <u>Email</u> quests to this org	tester 123@gmail.com Us ganization.	er Type	Individua		Public			EST	
iju Issac 💄 in Reques me or Email nter Name or Email ame here are no Join re	etiju ts etiju eti	tester123@gmail.com Us ganization. uatch with the organiza	er Type	Individua		Public			EST	
in Reques me or Email Inter Name or Email Inter Name or Email Inter Rame or Join re Inter Are no Join re Red colored em re-Approv	ts Email quests to this org ails show a misr red Memb	tester123@gmail.com Us ganization. uatch with the organiza	er Type	Individua		Public			EST	
iju Issac 🌲 iin Requess me or Email inter Name or Email ame here are no join re ie: Red colored em re-Approv all	ts Email quests to this org ails show a misr red Memb	tester123@gmail.com Us ganization. uatch with the organiza	er Type tion domain.	Individua			ated On			

4. 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	tijutester123@gmail.com
Administrator 1 Contact Number	1154525255
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	



HOW DO YOU EDIT THE ORGANIZATION DETAILS?

 Login to your account and click on the "My Account" dropdown and select "My Organization"

Help 🕑		MY ACCOUNT My Profile My Organizations	Dashboard
e effice of the Administrative Law ludges (OAL) or Beard of Alien Labor Certification Appeals (BALCA)	eFile & eServe with the Employees' Compensation Appeals Board (ECAB)	eFile & eServe with the Benefits Review Board (BRB)	eFile & eServe with the administrative Review Board (ARB)

2. My Organizations main page will be displayed and click on the organization name.

My Organizations							
Add Organization Search Organizations							Help 🕻
Organization	Туре	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



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

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	

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.

	Help 🕤
Organization Name *	
Wingstein and Dragger Attorneys of Law	
Country *	
United States	¢
Select country from the list.	
Address 1 *	
58 Constitution Ave	
Address 2	
Peachtree City	
Address 3	
GA 30268	
City *	
Chicago	
State *	
Idaho	¢
Zip Code *	
12345	



	com
Vebsite	
Vebsite Url should be i	n eny valid format such as www.abc.com or abc.co or abc.us etc.
dministrator 1 & 2 nan	ne and contact numbers are prefilled from the User Profile depending on email. Please make sure
het your profile is curn	ent and accurate. You can do this through the My Profile menu in the Dashboard.
Administrator 1 E	mail
tijutester123@gr	naiLcom
Administrator 1 N	
	ame
Tiju Issac	
Administrator 1 C	ontact Number
1154525255	
Administrator 2 E	mail
Administrator 2 N	ame
Administrator 2 N	ame
Administrator 2 N	ame
Administrator 2 N Administrator 2 C	

5. Click the "Save" button to save the edited details of the organization. This is the confirmation message for saving the edited details.

Organization Details

Wingstein and	d Dragger Attorneys of Law has been updated.	
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	
	56 Constitution Ave , Peachtree City , GA 30268 , United States	



HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

 Login to your account and access the Organization Details page and click on "Manage Administrators"

Organization Details

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

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

Manage Administrato	ors		
Organization: Wingstein a	and Dragger Attorneys of Law		Help 🕄
Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac 💄	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



3. 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 ad An email notification has l 	ministrator. been sent to Carol Max at caroltester001@gmail.com			
Organization: Wingsteir	a and Dragger Attorneys of Law			Help 🔞
Name	Email	Created On	Manage Admin	
Carol Max 💄	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Remove as Administrator	
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST		
Tiju Issac 💄	tijutester123@gmail.com	10/14/2020 - 02:05 EST		

4. 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. 	
organization: Wingstein and Dragger Attorneys of Law	Help

N	ame	Email	Created On	Manage Admin
C	arol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Jo	oseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
ті	iju Issac 💄	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



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

								Help
Name	Wingstein and Dragger At	torneys of Law		View Mor	re Organization De	etails		
Website								
Organization Email	info@wingstein.com							
	Tiju Issac							
	1154525255							
0 51	Public							
Address	56 Constitution Ave , Peac	htree City , GA 30268 ,	United States	_				
		age Administrators	Manage Mailboxe	5				
dministrato								
Name	Email			User Type	Us	er Role	Created On	
Tiju Issac 💄	tijutester123(Dgmail.com		Individual	Pu	ıblic	10/14/2020 - 02:05 EST	г
ctive Membe Ime or Email Enter Name or Email	ers	Search						
lame	Email		User Ty	rpe U	Jser Role	Created On		Actions
Carol Max	caroltester001@g	mail.com	Attorne	у Т	rusted	07/14/2020 - 03:57	EST	Edit Remove
Joseph Joseph	rahultester002@g	gmail.com	Attorne	y P	ublic	07/22/2020 - 10:28	EST	Edit Remove
Fiju Issac 💄	tijutester123@gn	nail.com	Individ	ual P	ublic	10/14/2020 - 02:05	EST	
Din Requests me or Email Enter Name or Email		Search						
Name	Email	User Type		User Role		Created On		Actions
There are no join reque	ests to this organization.							
te: Red colored emails	s show a mismatch with the	organization domain.						
	d Members							
ail		Search						
re-Approved		Search	Status		Created	On	Actio	ns



2. Click on the "Remove" link next to the Member to be removed, a confirmation pop-up will be displayed. Confirm and see confirmation of removal.

Organization Details

digger@gmail.com

An email r	Joseph Joseph from Wingstein and notification has been sent to Joseph notification has been sent to the org	Joseph at rahultester002	@gmail.com.							
Name	Wingstein and Dragger Attorn	eys of Law		View	More Organizati	on Details			H	Help 🕜
Website Organization Email	info@wingstein.com									
Contact Name	Tiju Issac									
Contact Number	1154525255									
Organization Type										
Address	56 Constitution Ave , Peachtr	ee City , GA 30268 , Unite	ed States	_						
Add Members Administra		Administrators Ma	nage Mailboxes							
Name	Email			User Type		User Rol	e	Created On		
Tiju Issac 💄	tijutester123@gm	ail.com		Individual		Public		10/14/2020 - 02:0	05 EST	
Enter Name or Em Name Carol Max Tiju Issac 💄	ail Email caroltester001@gmail.co tijutester123@gmail.co		User Type Attorney Individual		User Role Trusted Public	07	reated On 7/14/2020 - 03:57 E 0/14/2020 - 02:05 E		Actions Edit Remove	
Join Reques		Search								
Name	Email	liser Ture		User Role			Created On		Actions	
	requests to this organization.	User Type		APEL KOIG			Greated VII		Actions	
	mails show a mismatch with the orga	anization domain.								
	ved Members									
Email										
Enter Email Addre	ISS	Search								
Email		Sta	atus		Cre	ated On			Actions	
digger@gmail.com	n	PE	NDING		10/	14/2020			Remove	

10/14/2020

Remove



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

2. Click on the "Add Mailbox" button.

Manage Mailboxes	8				
Organization: Wingste	ein and Dragger Attorne	eys of Law			Help 🕑
Add Mailbox					
Search					
Enter Mailbox(es)		Search			
Name	Email		Created On	Actions	
There are no mailboxes in this o	organization.				



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

Name *	Help 🕄
Shared Mailbox ABCD	
mail*	
sharedmailbox1@gmail.com	
igency *	
9}	
ARB	
BRB	
_	
✓ ECAB	
Case Types *	
× FECA	
Search and Select Case Types	
OALJ	
elect any Agency	
escription	
Xxz	
*-**	
tatus*	\$
elect the Status.	•
Save Cancel	



4. A new shared mailbox is created.

Manage Mailboxes			
Shared Mailbox ABCD shared mailbox has been	n added successfully		
Organization: Wingstein and Dragge	r 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	Edit



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

Website		
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contect Number	1154525255	
Organization Type	Public	
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States	
_	Edit Organization Manage Administrators Manage Mailbox	

2. Click on the mailbox name from the table.

Manage Mailbox	es					
Organization: Wingstein and Dragger Attorneys of Law						
Add Mailbox						
Search						
Enter Mailbox(es)		Search				
Name	Email		Created On	Actions		
Shared Mailbox ABCD	sharedmailbo	x1@gmail.com	10/14/2020 - 02:39 E	ST Edit		

3. The mailbox details page is displayed. Click on the "Manage Members" button. Mailbox Details

Organizat	ion: Wingstein and Dragger Attorney	ys of Law	
Name	Shared Mailbox ABCD		
Email	sharedmailbox1@gmail.com		
Status	Active		
Created On	10/14/2020 - 02:39 EST		
ECAB	ase Type List	*	
FECA			
4			
		,	
Manage Men	nbers		
Name	Email	User Type	Actions
There are no	users added to this mailbox.		



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

)rganizat	ion: 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				
Enter Name o	or Email address	Search			
Name	Email		User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	1	Attorney	07/14/2020 - 03:57 EST	Add Member

5. Add Member confirmation will be displayed. Also the "Add Member" link against the added member changes to "Remove".

Manage Members

-	ed Carol Max to the mailbox Shared Mai mail notification has been sent to Carol				
	mail notification has been sent to the o				
			J		
Organizat	ion: Wingstein and Dragge	er Attorneys of Law			Help 🚱
		i natorne yo or haw			
Name	Shared Mailbox ABCD				
Email Status	sharedmailbox1@gmail.com Active				
Created On	10/14/2020 - 02:39 EST				
Member Search	3				
Enter Name o	or Email address	Search			
Name	Email	L	Jser Type	Created On	Actions
Carol Max	caroltester001@gmail.c	om A	Attorney	07/14/2020 - 03:57 EST	Remove



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

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

2. Click on the mailbox name from the table.

Manage Mailboxes

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		



3. The mailbox details page is displayed. Click on the "Manage Members" button. Mailbox Details

Organizati	on: Wingstein and Dra	gger Attorneys of Law	
Name	Shared Mailbox ABCD		
Email	sharedmailbox1@gmail.co	n	
Status Created On	Active		
	10/14/2020 - 02:39 EST		
Agency - Cas	se Type List		
ECAB			*
FECA			
4			
	_		
Manage Mem	bers		
Name	Email		
Carol Max	carolt	ester001@gmail.com	

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

Manage	Members			
				Help 😧
Organizat	ion: Wingstein and Dragger Attorney	s of Law		
Name	Shared Mailbox ABCD			
Email	sharedmailbox1@gmail.com			
Status	Active			
Created On	10/14/2020 - 02:39 EST			
Search				
Enter Name o	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



5. Remove Member confirmation will be displayed. Also the "Remove" link against removed member changes to "Add Member".

Manage Members

 An email notifica An email notifica 	lax from the mailbox Shared Mailbox ABCD tion has been sent to Carol Max at caroltester001@gmail.com. tion has been sent to the organization administrator(s). agstein and Dragger Attorneys of Law			н	lelp 🕑
Email shared Status Active					
Members	2020 - 02:39 EST				
Search Enter Name or Email add	ress 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	



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 ×
 ■
 ■
 ■

 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 🔤

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 🕁 👟 🗄



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

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

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

eFile and eServe

Dear Administrator(s),

Angel George (email id: 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 ×		ē	Ø
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
eFile and eServe			

Dear Administrator(s),

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

Thank you, eFile and eServe



5. Email Notification to User on 'Request to Join Organization - Rejected':

DOL eFile-eServe - Rejected - Request to joining organization - Wingstien and ē 🖸 Dragger Attorneys Inbox × 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 ē 🖸 Attorneys Inbox ×

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



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

DOL eFile-eServe – Accepted - Request to join organization Wingstien and Dragger Attorneys Inbox ×		ē	Ø
eFile/eServe Support <support@efsdev.com> to me -</support@efsdev.com>	☆	*	:
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	•	Z
Dragger Attorneys Inbox ×		

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

eFile and eServe

Dear Angel George,

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

Administrator, Wingstien and Dragger Attorneys ☆ 🔦

:



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

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

eFile/eServe Support <support@efsdev.com>

to me 👻

eFile and eServe

Dear 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		•	Z
Inbox ×			
eFile/eServe Support <support@efsdev.com></support@efsdev.com>	☆	+	÷

to me 👻

eFile and eServe

Dear Administrator(s),

Angel George (email id: 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 :

☆



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

DOL eFile-eServe – Added to the organization - Wingstien and Dragger 🖶 🖸 Attorneys Inbox ×

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 ×		ē	Ø
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	÷
eFile and eServe			

Dear Administrator(s),

Angel George (email id: <u>angeltester001@gmail.com</u>) has been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you, Team eFile and eServe :

☆



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

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys Inbox ×		ē	Ø
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
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		Ð	ß
eFile/eServe Support <support@efsdev.com> to me</support@efsdev.com>	\overleftrightarrow	•	:
eFile and eServe			

Dear Administrator(s),

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

Thank you, eFile and eServe



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

DOL eFile-eServe – Added to the shared mailbox - mathewjohn@gmail.com		÷	Ø
eFile/eServe Support <support@efsdev.com> to me</support@efsdev.com>	☆	+	:
eFile and eServe			

Dear Angel George,

You have been added as a member to the shared mailbox <u>mathewjohn@gmail.com</u> 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 Intex ×		Ð	Ø
eFile/eServe Support <support@efsdev.com> to me -</support@efsdev.com>	☆	*	:
eFile and eServe			

Dear Administrator(s),

Member Angel George has been removed from the shared mailbox <u>mathewjohn@gmail.com</u> of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you, eFile and eServe



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

DOL eFile-eServe – Removed from shared mailbox - mathewjohn@gmail.com		ē	Ľ
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
eFile and eServe			

Dear Angel George,

You have been removed as a member from the shared mailbox <u>mathewjohn@gmail.com</u> 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



The OALJ and BALCA dashboard displays the Office of the Administrative Law Judges (OALJ) or the Board of Alien Labor Certification Appeals (BALCA) cases.

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

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

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

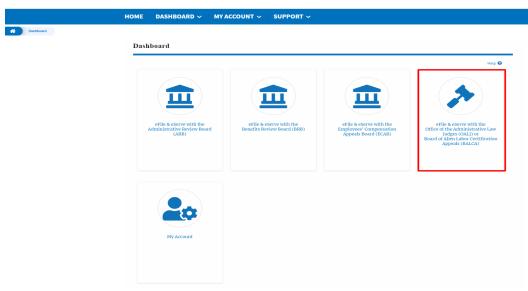
To file a new case, use the File a New Case button to submit the new case. The new case is filed by selecting the appropriate program area, sub-area, originating agency, role in the case, and relevant documents. The new case is sent to OALJ for docketing. Once approved, filings can be done on the case.

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

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

HOW TO VIEW OALJ/BALCA DASHBOARD?

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



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.



- 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.



- 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 A	Access to Cases Multi Case	Filing			Form Templates	Help 🕜
My Access Requests						
The following are the cases you ha	ve access to. Click on the OALJ Ca	ase Number link to access case fili	ngs and servings and to submi	it new filings.	Showing 1 of 1 records	View More 争
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2013BLA05025	OALJ-2009-510303	SLONE MICHAEL A		SUBMITTED	09/24/2020 - 04:52 EST	View
* All times displayed in US Eastern	Timezone					
Cases Delegated to	Me					
OALJ Case Number	Claimant Name	Status	Delegated by	Delegated	On Organizatio	n
There are no delegated cases to s	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					

HOW TO REQUEST ACCESS TO CASES?

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



2. Click on the Request Access to Cases button.





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

Dashboard OALJ and BALCA Das	hboard Search Cases	
Search Cases		
Search Cases		
2012LHC02015	0	
You can search using OALJ Case Number, Claimant Nam Number	e, Agency Reference	
▼ Advanced Filter		
OALJ Case Number 😮	Claimant Name	
Search OALJ Case Number	Search Claimant Name	
OALJ Case Number format should be YYYYCaseTypeCoo	JENNNNN	
You can further filter the search using Case Number, Clain	ant Name, Agency Reference Number.	
Search Clear Selection and Filte Search Results	ers Clear Filters Add to Request	
Select Cases	Case Number	Claimant Name
	2012LHC02015	BARY LARRY W.
Add to Request		



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.

Dack	to Search Re	set		
				Help 🝞
				our profile is current and count in the main menu.
	ed Cases	Tough the My Pro	nie link under My Ad	count in the main menu.
eleci				
	OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number
~	2012LHC02015		BARY LARRY W.	08-135254
- Sele	ect a value -			\$
lotice	of Appearance *			\$
Choo Only files	of Appearance * ose File No file chose		g, jpeg, doc, xls, xlsx, txt, do	¢ cx, rtf and size should be less than
Iotice Choo Only files	of Appearance * ose File No file chose with the following extensio	ons are allowed: pdf, jp;	g, jpeg, doc, xls, xlsx, txt, do	
lotice Choo Duly files 00MB	of Appearance * ose File No file chose	ons are allowed: pdf, jp; 12LHC02015 *	g, jpeg, doc, xls, xlsx, txt, do	
Iotice Choo Donly files 00MB Certific	of Appearance * ose File No file choses with the following extension cate of Service for 202 ose File No file choses	ns are allowed: pdf, jp; 12LHC02015 * n		
Iotice Choo Only files OOMB Certific Choo Only files OOMB	of Appearance * ose File No file choses with the following extension cate of Service for 202 ose File No file choses	ns are allowed: pdf, jp; 12LHC02015 * n		cx, rtf and size should be less than



*

Dashboard OALJ and BALCA Dashboard

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

OALJ and BAI	LCA Dashboard					
Request to access	the case has been submitted.	[2012LHC02015]				
File a New Case Re	equest Access to Cases	Multi Case Filing				Help 🕻
My Access Requ		Multi Case Hung				
-		the OALJ Case Number link to a	ccess case filings and servings and to subr	nit new filings.	Showing 1 of 1 records	View More
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012LHC02015	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View

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

File a New Case Request Access to Cases Multi Case Filing							
My Access Requ The following are the cases		e OALJ Case Number link to ac	cess case filings and servings and to subr	nit new filings.	Showing 1 of 1 records	View More 🗲	
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details	
2012LHC02015	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View	

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

Access	Requests						
ly Access	Requests						
e following are th	ne cases you have access to.	Click on the OALJ Case	Number link to access case filir	gs and servings and to submit new filings.			Help
ise Number or ef	ile Number	Status					
Search Case Num	ber or eFile Number	- Any -	÷	Apply			
OALJ Case Number	eFile Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	De
	EFS-OALJ-2009-208942	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 -	Vi



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

My Access Requests

ase Number or eF	ile Number	Status						
Search Case Number or eFile Number		Apply						
	eFile Case Number	eFile Number	Claimant Name		Employer Name	Status	Last Updated On	Det
OALJ Case Number 2012LHC02015	eFile Case Number EFS-OALJ-2009-208942	eFile Number OALJ-2009-510200	Claimant Name		Employer Name	Status SUBMITTED		Det

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

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

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

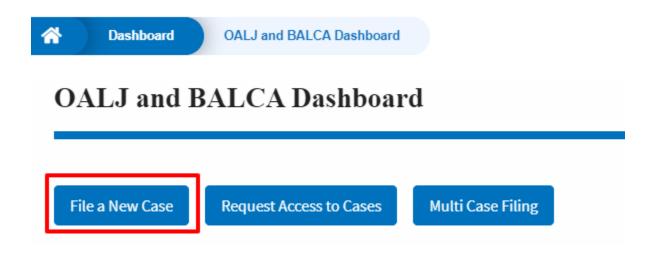


HOW TO FILE A NEW CASE?

 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.

			Help
eFile & eServe with the Administrative Review Board (ARB)	eFile & eServe with the Benefits Review Board (BRB)	eFile & eServe with the Employee' Compensation Appeals Board (ECAB)	eFile & eServe with the Office of the Administrative Law Judy of Alen Labor Certification Appeals (BALCA
.			
My Account			

2. Click on the File a New Case button.





3. File a new case by filling out the mandatory fields and selecting the required organization and click on the **Submit to DOL** button after selecting redaction box.

ew Case II	o OALJ or BALCA	
	Help 😮	
	be sent with the request. Please make sure that your profile is current and In do this through the My Profile menu in the Dashboard.	
	TICE: EFILE.DOL.GOV filings are visible to other registered efilers in a case. If a document with OALJ or the Boards that should not be viewed by other	
	ST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consult the	
	or such confidential filings	
iling Type *		
Request for Hea	ring or Request for Administrative Review	
Program Area *		
- Select a value -	\$	
Program Sub Area	a	
- None -		
Driginating Agen	εy *	
- None -		



Submit to DOL

Cancel

Enter Agency Reference	Number
our Role in the Case *	
- Select a value -	
 Decision Documen 	t From Originating Agency (e.g., OWCP, OSHA, Wage and Hour
Division, Etc.)	
Only files with the follo and size should be less	wing extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rt than 200MB
Add a File *	
Choose Files No file	e chosen
ertificate of Service *	
ertificate of Service * Choose File No file ch	iosen
Choose File No file ch	
Choose File No file ch nly files with the following ext	
Choose File No file ch nly files with the following ext DOMB Filer's Organization	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bxt, docx, rtf and size should be less th
Choose File No file ch nly files with the following ext	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less th
Choose File No file ch nly files with the following ext DOMB Filer's Organization Org - Barry, Address 123	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less th
Choose File No file ch nly files with the following ext DOMB Filer's Organization Org - Barry, Address 12:	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less to
Choose File No file ch nly files with the following ext DOMB Filer's Organization Org - Barry, Address 123 MPORTANT NOTICE FOR Il filers must redact fili	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less th
Choose File No file ch No files with the following ext NOMB Filer's Organization Org - Barry, Address 12: MPORTANT NOTICE FOR Il filers must redact fili equires redaction of:	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bt, docx, rtf and size should be less th 3 R REDACTION RESPONSIBILITY ngs in compliance with 29 C.F.R. § 18.31. This regulation generally
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Choose File No file ch nly files with the following ext DOMB Filer's Organization Org - Barry, Address 12: MPORTANT NOTICE FOR Il filers must redact fili equires redaction of: Social Security numbe Taxpayer-identification	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bt, docx, rtf and size should be less th 3 R REDACTION RESPONSIBILITY ngs in compliance with 29 C.F.R. § 18.31. This regulation generally
Choose File No file ch nly files with the following ext DOMB Filer's Organization Org - Barry, Address 12:	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less th 3 R REDACTION RESPONSIBILITY ngs in compliance with 29 C.F.R. § 18.31. This regulation generally ers n numbers
Choose File No file ch nly files with the following ext DOMB Filer's Organization Org - Barry, Address 123 MPORTANT NOTICE FOP Il filers must redact fili equires redaction of: Social Security numbe Taxpayer-identification Dates of birth	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bt, docx, rtf and size should be less th 3 R REDACTION RESPONSIBILITY ngs in compliance with 29 C.F.R. § 18.31. This regulation generally ers n numbers
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Choose File No file ch No files with the following ext NoMB Filer's Organization Org - Barry, Address 12: MPORTANT NOTICE FOR Il filers must redact fili equires redaction of: Social Security number Taxpayer-identification Dates of birth Names of minor childr Financial account num	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bt, docx, rtf and size should be less th 3 R REDACTION RESPONSIBILITY ngs in compliance with 29 C.F.R. § 18.31. This regulation generally ers n numbers ren nbers
Choose File No file ch No files with the following ext NoMB Filer's Organization Org - Barry, Address 12: MPORTANT NOTICE FOR Il filers must redact fili equires redaction of: Social Security number Taxpayer-identification Dates of birth Names of minor childr Financial account num	ensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less th 3 R REDACTION RESPONSIBILITY ngs in compliance with 29 C.F.R. § 18.31. This regulation generally ers n numbers ren



4. 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	View

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

New Cases

The following are the cas	ses you have created. C	lick on the OALJ Case Number link to access case filin	gs and servings and to	submit new filing		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	View

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

ew Cases								
e following are th	ne cases you have created.	Click on the OALJ Case Number link to access case	filings and servings a	nd to submit nev	v filings.			Hel
se Number or el	ile Number	Originating Agency	Agency Reference Nu	umber	Statu	s		
earch Case Num	ber or eFile Number	Search Originating Agency	Search Agency Refe	rence Number	- An	y -		\$
Any -	\$	Apply						
OALJ Case lumber	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details	
Pending	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 -	View	



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

he following are t	he cases you have created.	Click on the OALJ Case Number link to access cas	e filings and servings a	nd to submit nev	v filings.			He
ase Number or e	File Number	Originating Agency	Agency Reference Nu	mber	Statu	s		
Search Case Num	nber or eFile Number	Search Originating Agency	Search Agency Refe	rence Number	- An	у-		\$
			Reference		Access	Last Updated	Details	
OALJ Case Number	eFile Number	Originating Agency	Number	Status	Status	On	Detaits	

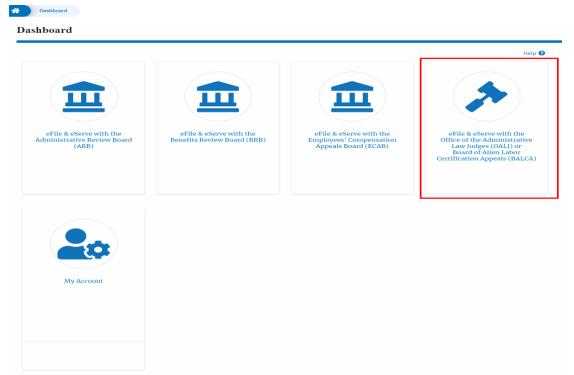
8. The user is displayed with the case details in a popup and can download by clicking on the document links which are submitted by the user.

	Case Details				×	BARRY	LOGOUT
	OALJ Case Number:	Pei	nding Assignment		^		
HOME DASHBOARD 🗸 I	eFile Case Number:	EF	S-OALJ-2009-208944				
	eFile Number:	OA	LJ-2009-510203				
	Filing Type:	Re	quest for Hearing or Request for Ad	ministrative Review			
Dashboard OALJ and E	Originating Agency:	Em	ployment and Training Administration	n (ETA)			
	Your Role in the Case:	Re	spondent/Defendant/Employer (Self	-represented)			
New Cases	Certificate of Service:	Tes	st_37.pdf				
iten cuses	Notice of Appearance:	rtf-	sample_100kB_0.rtf				
	Decision Document from Ori	ginating Agency: rtf-	sample_100kB.rtf				
The following are the cases you have	Organization:	Tes	t Aaron Orga, Test address 12				Help 🕻
,	Case Status:	SU	BMITTED				
Case Number or eFile Number	Access Status:	SU	BMITTED				
	Submitted On:	09/	14/2020 - 05:09 EST				
Search Case Number or eFile Num	Last Updated On:	09/	14/2020 - 05:09 EST				\$
Access Status - Any -	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	÷		



UNDERSTANDING THE COMPONENTS IN CASE DETAILS PAGE.

 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.



 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.						
A Dashboard 04	ALJ and BALCA Dashboard					
OALJ and BAI	CA Dashboard					
						Help 😯
File a New Case Re	quest Access to Cases	Multi Case Filing				
My Access Requ	iests					
The following are the cases	you have access to. Click on t	he OALJ Case Number link to acces	s case filings and servings and to su	omit new filings.	Showing 5 of 38 records	View More 🕂
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012LHC02015	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View



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

All times display	ed in US Eastern Timezone ith Access Address 455 Temple Street Powder Spr USERS Address	inga, GA 20127, Brigh, I	United States, Arkan Delega	185, 12405 Att	e in the Case oney For Claima	nt;Compleinent;Pro	٥	g 1 of 1 records View More rganization at Aaron Orga, Test address 1
All times display Parties wi	Address	ings, GA 50127, Brigh, I	Unibed States, Arkan			nt/Complainant;Pro	٥	ganization
All times display	ith Access			Ra	e in the Case			_
All times display							Showin	g 1 of 1 records View Mor
	ed in US Eastern Timezone							
	have been served to this case.							
File type	Description	File Name	eFile Number	Issued	~	Served On	Accessed On	Notified On
ALJ Issu	ed in US Eastern Timezone							
No documents	have been filed to this case.							
Filing Category	y Filing Type	Filed Docume	ents	eFile Number	Status	Filed By	Last Updated On	Details
ons ooistelitee Submit a New I Filings	OPEN 07/11/2020 - 13:21 EST Filing Remove From My Dr	shboard Deleg	de Access					
imployer/lame	0058							
amentiame	HENRIKSEN WILLIAM							
the state of the								
L/Decision Date	WHISTLE BL							
ese Type aas Type Group	FRS							

4. 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	1	
OALJ Case Number	2019FRS00098		
Agency Reference #	5-2700-18-006		
Сезе Туре	FRS]	
Cese Type Group	WHISTLE BL		
ALJ Decision Dete			
Claimant Name	HENRIKSEN WILLIAM		
Employer Name			
Stetus	OPEN		
Docketed Date	07/11/2020 - 13:21 EST		
0.1-11-11-1		Deathered	Dutanta tarres
Submit a New F	iling Remove From My	Dashboard	Delegate Access



- 5. Case details page include buttons Submit a New Filing, Remove From My Dashboard and Delegate Access.
 - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the case.
 - b. 'Remove from My Dashboard' button is to bring up the page that lets you remove the case from your OALJ dashboard
 - c. If you are an attorney with an organization, you will get the button 'Delegate Access' by which you can delegate the control of submitting filings to other members of your organization.

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 Dete	
Claimant Name	HENRIKSEN WILLIAM
Employer Name	
Stetus	OPEN
Docketed Dete	07/11/2020 - 13:21 EST



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.

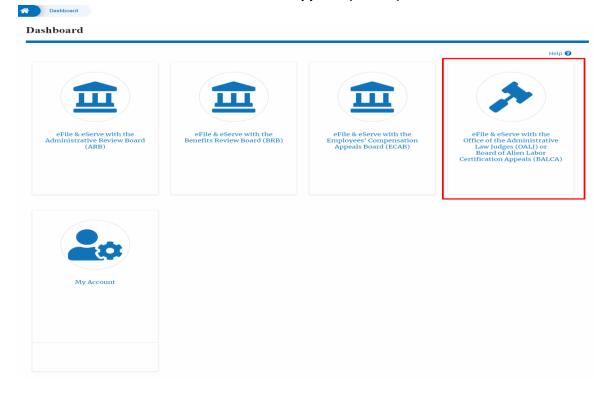
Filings								
Filing Category	Filing Type	Filed Docum	nents eF	ile Number	Status	Filed By	Last Updated On	Details
No documents hav	we been filed to this case.							
* All times displayed	d in US Eastern Timezone							
OALJ Issued	d Documents							
File type	Description	File Name	eFile Number	Issued On	S	Served On	Accessed On	Notified On
No documents hav	ave been served to this case.							
* All times displayed	d in US Eastern Timezone							
Parties with	1 Access						Showing 2 of	f 2 records View More 🕈
Name	Address				Role in the	e Case	Organization	
Angel George	200 Constitution Avenue, N	NW, Washington, Unitr	ed States, District of Colu	mbia, 20210	Departme	ent Of Labor	OALJ Filings Testing, 200 Cons	stitution Avenue, NW
Sunny Mathew	Address, City, United State	es, Arkansas, 12343			Departme	ent Of Labor	Org - Jacky, Address - Jacky 1	1
Delegated U	Jsers							
Name	Address		Delegated	Ву			Organization	



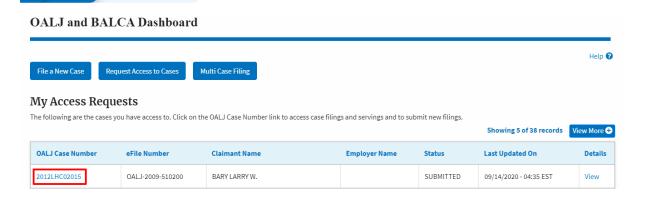
HOW TO SUBMIT NEW FILING TO OALJ?

Dashboard OALJ and BALCA Dashboard

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



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





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

Dashboard	d OALJ and BALCA Dash	board Case I	Details
Case Deta	nils		
Summary	r		
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			
1 2			
Status	OPEN		



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

	Form Templates 🛓 🛛 🕂 Help 🕻
Instructions for Filing Under Seal	Instructions for Filing by Amicus Curiae
ou need to file a document with C	V filings are visible to other registered efilers in a case. DALJ or the Boards that should not be viewed by oth NG THE EFILE.DOL.GOV GATEWAY. Rather, consult th filings
ase Number	
2012LHC02015	
iling Category *	
-Select value-	\$
iling Type *	
-Select a value-	
All filers must redact filings in compli	RESPONSIBILITY iance with 29 C.F.R. § 18.31. This regulation generally
MPORTANT NOTICE FOR REDACTION All filers must redact filings in compli requires redaction of: • Social Security numbers • Taxpayer-identification numbers • Dates of birth • Names of minor children • Financial account numbers	
All filers must redact filings in compli equires redaction of: • Social Security numbers • Taxpayer-identification numbers • Dates of birth • Names of minor children • Financial account numbers	
All filers must redact filings in compli requires redaction of: Social Security numbers Taxpayer-identification numbers Dates of birth Names of minor children Financial account numbers This requirement applies to all docur	iance with 29 C.F.R. § 18.31. This regulation generally



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

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

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

Dashboard	OALJ and BALCA Dash	board Case Det	ails					
Case Deta	ils							
The new	filing has been submitted to t	hacasa						
	ning nus been submitted to t	ine case.						
								Help
Summary								
eFile Case Number	EFS-OALJ-2009-208942							
DALJ Case Number	2012LHC02015							
Igency Reference #	08-135254							
ase Type	LHC							
Case Type Group	LONGSHORE							
ALJ Decision Date								
Claimant Name	BARY LARRY W.							
Imployer Name								
Status	OPEN							
Docketed Date	07/11/2020 - 13:21 EST							
Submit a New F	ling							
Filings							Showing 1 of 1 records	View More
Filing Category	,	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Detail
Motion or Respo	onse or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View
All timos display	ed in US Eastern Timezone							

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

Filings Showing 1 of 1 records								
Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details		
Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View		
					Filing Type Filed Documents eFile Number Status Filed By			



eFile and eServe

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

	LCA Dashboard	EFS-OALJ-2009-208942	Filings					
Tilings								
								Help
File Number	Filing C	ategory	Filing Type			Status		
Search eFile Number	- Any -		♦ -Any-		4	Any -		\$
Apply Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Det
	Filing Type Motion to	Filed Documents download_42.jpeg	eFile Number OALJ-2009-510205	Status SUBMITTED	Filed By Barey	Submitted On 09/14/2020 - 05:39	Last Updated On 09/14/2020 - 05:39	Deta

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

Filings								
								Help
File Number	Filing Ca		Filing	уре		Status		
Search eFile Number	- Any -		◆ -Any		:	◆ Any -		\$
Search eFile Number Apply Filing Category	Filing Type	Filed Documents	€ -Any	Status	Filed By	Any-	Last Updated On	¢
Арріу				Status			Last Updated On 09/14/2020 - 05:39	



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

Filing Details		ж
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	download_42.jpeg	
Certificate of Service	Test_97.pdf	
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

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.



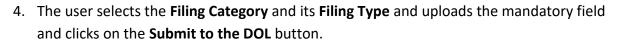
2. Click on the **Multi Case Filing** button. The user is navigated to the case details page.



3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing to the OALJ** page.

A Dashboard	OALJ and BALCA Dashboar	d Multi Case Filing		
Multi Case Fil	ing			
OALJ Case Numbe	er			Help 😯
Fiscal Year	Case Type	Case Number		
Eg: 2019	-Any-	Eg: 01234		
Search Ac	ld Filing			
Select Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
~	2020BAT02107			Open





New Filing to OALJ

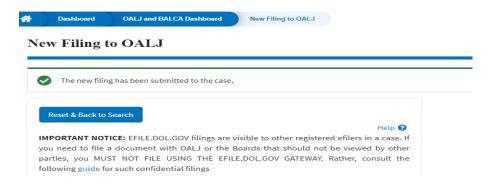
Reset & Back to Search			
Reset & Back to Scarch		Form Templates 🛓	Help 🕜
Instructions for Filing Under Seal	Instructions for I	Filing by Amicus Curiae	j
IMPORTANT NOTICE: EFILE.DOL.GO you need to file a document with (parties, you MUST NOT FILE USI) following guide for such confidential	DALJ or the Boards NG THE EFILE.DOL.(that should not be view	wed by other
OALJ Case Number	Case Type	e Claimant Nar	ne
2020 BAT02107			
Filing Category *			\$
			•
Filing Type * -Select a value-			
Additional Comments *			
			//
Certificate of Service for 2020BAT022	107*		
Choose File No file chosen			
Only files with the following extensions are allow than 200MB	ved: pdf, jpg, jpeg, png, doc,	docx, xls, xlsx, txt, rtf and size s	hould be less
IMPORTANT NOTICE FOR REDACTION All filers must redact filings in compl		18.31. This regulation g	enerally
requires redaction of:			-
Social Security numbers			
 Taxpayer-identification numbers Dates of birth 			
Names of minor children			
Financial account numbers			
This requirement applies to all docu	ments being filed, ind	cluding exhibits and atta	achments
I understand that I must comply	with the redaction rul	les. I have read this notice	2.
Submit to DOL Cancel			



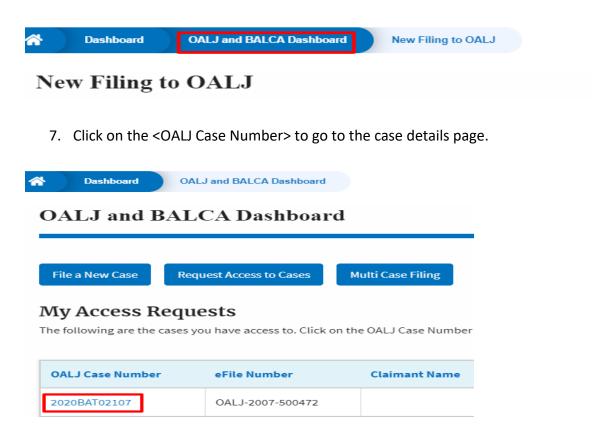
Note 1: Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Party. **Note 2**: If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

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

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



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





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

Filings						Showing 1 of 1 records	/iew 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	View

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

Filings						Showing 1 of 1 records	/iew 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	View

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

ìilings									
									Hel
ile Number	Filing C	ategory		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	Det
	Filing Type Motion to	Filed Documents		Number -2009-510205	Status SUBMITTED	Filed By Barey	Submitted On 09/14/2020 - 05:39	Last Updated On 09/14/2020 - 05:39	Det



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

filings								
File Number	Filing C	ategory	Filing Type			Status		Help
Search eFile Number	- Any -		◆ -Any-			◆ - Any -		\$
Apply Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Deta

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	download_42.jpeg	
Certificate of Service	Test_97.pdf	
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

HOW TO ACCESS SERVED DOCUMENT?

 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.

			Help
effile & eserve with the Administrative Review Board (ARB)	effle & eserve with the Benefits Review Board (BBB)	effle & eserve with the Employees' Compensation Apprents Board (ECAB)	effle & e8erv with the Office of the Administrative Law Judge (OALI) or Certification Appeals (BALCA)
.			
My Account			

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

A Dashboard 0/	ALJ and BALCA Dashboard					
OALJ and BAI	LCA Dashboard					
File a New Case Re	quest Access to Cases	ulti Case Filing				Help 🕜
My Access Requ		ulu case Filing				
, ,		e OALJ Case Number link to acc	cess case filings and servings and to sub	mit new filings.	Showing 5 of 38 records	View More 🕈
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2020BAT02107	OALJ-2007-500472			APPROVED	09/14/2020 - 08:49 EST	View

3. The OALJ Issued Documents table is showing the served documents list.

OALJ Issued Documents Showing 1 of 1 records View							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



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

OALJ I	OALJ Issued Documents Showing 1 of 1 records View							
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	

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

File Num	ber	File Name		Description			
Search el	FileNumber	Search File Name		Search Description		Apply	
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007- 000402	07/23/2020 - 02:00 EST	07/23/2020 - EST	02:40	07/23/2020 - 03:32 EST
ΔII times (displayed in US Eastern Timezo	ne					

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	dummysample.pdf	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

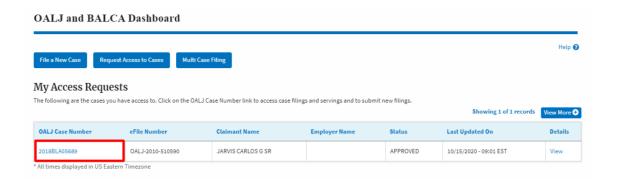


HOW TO SUBMIT REPRESENTATIVE'S WITHDRAWAL OF APPEARANCE FROM A CASE?

 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.

	HOME DASHBOARD V MY A	ACCOUNT ~ SUPPORT ~		
Dashboard				
	Dashboard			
				Help 😡
	eFile & eServe with the Administrative Review Board (ARB)	eFile & eServe with the Benefits Review Board (BRB)	eElle & eServe with the Employees' Compensation Appeals Board (ECAB)	eFile & eServe with the Office of the Administrative Law Judges (OALI) or Board of Allen Labor Certification Appeals (BALCA)
	My Account			

 Click on the approved <OALJ Case Number> link and the user is navigated to the case details page.







3. Click on the **Representative's Withdrawal of Appearance** button to navigate to the filings form page.

Note : Representative's Withdrawal of Appearance button will not be displayed for the users who accessed the case with roles Claimant/Complainant/Prosecuting Party (Self-represented) and Respondent/Defendant/Employer (Self-represented).

Case Details

Summary

eFile Case Number	EFS-OALJ-2007-200182
erne case Number	
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 Fi	ling Representative's

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, bt, rtf. Size of the file should be less than 200MB

IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

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

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

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

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

Cancel



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

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	o Withdraw from Repres	entation has been submitted.						
Summary								Help
File Case Number	EFS-OALJ-2007-2001	182						
DALJ Case Number	2018BLA05689							
Agency Reference #	BR7R4-2016187							
Case Type	BLA							
Case Type Group	BLACK LUNG							
LJ Decision Date								
laimant Name	JARVIS CARLOS G SR							
mployer Name								
itatus	OPEN							
ocketed Date	07/11/2020 - 13:21 E	ST						
Submit a New F	iling Representa	tive's Withdrawal of Appearance				Sh	nowing 4 of 4 records	View More
Filing Category	,	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Detail
Motion or Respo Motion	onse or Reply to a	Motion to Withdraw from Representation	Processing please wait.	OALJ-2010-510681	SUBMITTED	Thomas Mathew	10/30/2020 - 01:07 EST	View



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 numbe	r:
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 <u>DOL eFile and eServe</u> to view the details



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

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

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:

NameEmailSol Benjinfo@wingstein.comBarey Barrybarrytester001@gmail.comAaron Testeraarontester001@gmail.com

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



3. Email Notification on 'Rejected - New Case' :

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



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

eFile and eServe

Dear Dion John,

Please find the details of your New Case below.

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

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

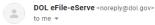
509832 509833 509834

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



4. Email Notification on 'Submitted - Filing':

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



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):

<u>532960</u> <u>532961</u>

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

5. Email Notification on 'Approved - Filing':

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



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
Date	: August 27, 2020 at 2:58 AM ET

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



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



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):



Thank you, Office of the Administrative Law Judges U.S. Department of Labor Please login to DOL <u>eFile and eServe</u> 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 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



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

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



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

.

eFile and eServe

DOL eFile-eServe <noreply@dol.gov>

Dear Sol Tester,

to me 👻

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

The following parties will be electronically notified of the serving:

 Name
 Email

 Sol Tester
 soltester001@gmail.com

 Aaron Tester
 aarontester001@gmail.com

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



BOARDS DASHBOARDS



The Boards dashboard displays the ARB, BRB, and ECAB appeals.

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

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

To access existing appeals, use the Request Access to Appeals button within the appropriate dashboard to search and request access to the appeal by submitting the necessary documents. The request will be sent to the appropriate Board for processing and could be approved or rejected. The accessed appeals are displayed in the My Access Requests table.

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

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

Servings to appeals are sent from the Boards and will be available in the servings table for each appeal.

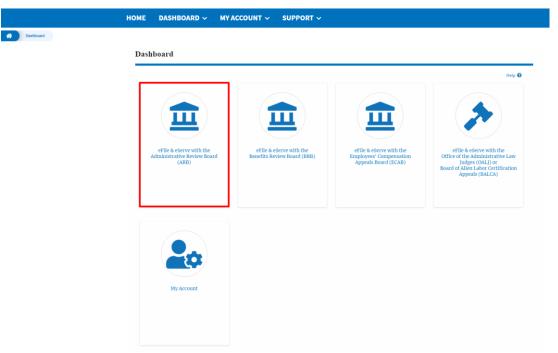


ARB DASHBOARD AND FLOWS



HOW TO VIEW ARB DASHBOARD?

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



2. ARB Dashboard includes buttons File a New Appeal - ARB and Request Access to Appeals.

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	

- a. The File a New Appeal ARB button lets users file a new appeal with ARB
- b. The Request Access to Appeals button lets the user request access to appeals from ARB.



- 3. ARB Dashboard includes tables My Access Requests, Appeals Delegated to Me, New Appeals, and Appeals in Draft State.
 - a. The My Access Requests table lists all the appeals that the user requested access to
 - b. The Appeals Delegated to Me table lists all the appeals that were delegated to the user by an attorney in the same organization.
 - c. The New Appeals table lists all the appeals that were submitted by the user.
 - d. The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.

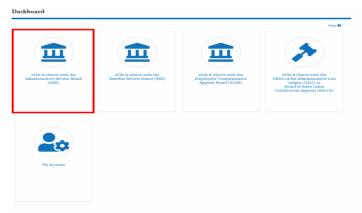
ARB Dashboard

File a New Appeal - ARB	Request Access to Appeals				Help 🕑
My Access Request	ts				
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your ac	count. You can request to access your ap	peal or you can file a new appea	al using the buttons above.		
* All times displayed in US Eastern	n Timezone				
Appeals Delegated	to Me				
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organization
There are no delegated appeals	to show.				
All times displayed in US Eastern	n 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	n Timezone				
Appeals in Draft St	ate				
eFile Case Number	eFile Number	G	ise Type	Draft Saved On	Actions
There are no appeals in draft st	ate to display.				
All times displayed in US Eastern	n Timezone				



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.

ARB Dashboard	
	ARB Dashboard
	File a New Appeal - ARB Request Access to Appeals

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

					Help (
earch Appeals					
ARB-2011-0031		0			
	OALJ) Case Number, Docket Number, Claima	nt Name			
r eFile Case Number.					
Advanced Filter					
	_				
	-	Docket Number	eFile Case		
Search OALJ Case N	-	Docket Number Search Docket Number		Number File Case Number	
Search OALJ Case N	-	Search Docket Number			
Search OALJ Case N	umber	Search Docket Number			
Search OALJ Case N	umber als using Docket Number, OALJ Number, eFile	Search Docket Number			
a can further filter the appearance of the second sec	an using Docket Number, OALJ Number, eFile	Search Docket Number			
Search OALJ Case N a can further filter the appea Search CI by one appeal can be select	umber is using Dochet Number, DALJ Number, eFile ear Selection and Filters Clear ed	Search Docket Number			
Search OALJ Case N a can further filter the appear Search CI	umber is using Dochet Number, DALJ Number, eFile ear Selection and Filters Clear ed	Search Docket Number			
Search OALJ Case N can further filter the appea Search CI y one appeal can be select	umber is using Dochet Number, DALJ Number, eFile ear Selection and Filters Clear ed	Search Docket Number			



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

✓		Case Type	OALJ Case Number	
	ARB-2011-0031	SOX	2010-SOX-00055	
ur profile v	vill be sent with the requ	est. Please make sur	e that your profile is current and	d
	ı can do this through the		, ,	
ase Type *				•
				-
ALJ Case Nu	ımber 🕜 *			
Enter OALJ	Case Number			
2013BI A12345	or 2013-BLA-12345			
ecision Date	e (Lower Court) *			
mm/dd/yyy	у			
M/DD/YYYY				
otice of App	earance			
Choose File	No file chosen			
oards requires t	hat attorneys and non-attorney	representatives can make a	first filing in a case only if they also file a r	notice
appearance co	mpliant with 29 CFR 18.22. Havir	ng a notice of appearance fi	led together with the first filing will expedi	ite
	1	nermission to efile for nrev		
oard's ability to	make a timely determination on	permission to enteror pre-	viously unknown attorneys and non-attorn	iey



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

Request to acce	ss the appeal has been submitted	I. [ARB-2011-0031]			
File a New Appeal - AR	B Request Access to Appea	ls			Hel
	•	ick on the docket number link to view case status, access filin	zs and servings and to submit r	new filings.	
IY Access Re e following are the list	•	ick on the docket number link to view case status, access filinį	gs and servings and to submit r	new filings. Showing 1 of 1 records	View Mor
	•	ick on the docket number link to view case status, access filing Case Type	gs and servings and to submit r Status		View Mor

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

File a New Appeal - ARI	Descust Assess to Assess		Help
ie a wew Appeal - AR	Request Access to Appeals		
y Access Red	uests		
	luests of appeals you have access to. Click on the docket numb		
		, access filings and servings and to submit new filings. Showing 1 of 1 record	ds View More
y Access Rec following are the list			ds View More Details

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

		access to, click off the o	locket number link to view case	status, access filings ar	id servings and to subn	nit new filings.		Help
ase Number o	r eFile Number	Case Type		Status				
Search Case !	lumber or eFile Number	-Any-	\$	- Any -		Apply		
Docket								
Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Deta
	eFile Case Number EFS-ARB-1103-050111	eFile Number	Case Type SOX - Sarbanes-Oxley Act	Status SUBMITTED	Submitted On	Last Updated On 09/14/2020 - 01:09	Organization Alex's organization,	Det



8. 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 - ARE	3 Request Access to Appeal	als			
y Access Red	uests				
y necess nec	1				
	1	lick on the docket number link to view case status, access filing	gs and servings and to submit	-	View More
	1	lick on the docket number link to view case status, access filing Case Type	gs and servings and to submit	new filings. Showing 1 of 1 reco Last Updated On	ords View More

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

cess 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	Noa_2.pdf	
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



WHAT ARE THE COMPONENTS IN ARB - APPEAL DETAILS PAGE?

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

Dashboard

			Help 😧
eFile & eServe with the Administrative Review Board (ARB)	eFile & eServe with the Benefits Review Board (BRB)	eFile & eServe with the Employees' Compensation Appeals Board (ECAB)	eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
Wy Account			

 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.

File a New Appeal - ARB	Request Access to Appeals				He
y Access Req	uests				
- 1					
, ,	f appeals you have access to. Click o	n the docket number link to view case status, access	filings and servings and to su	Ibmit new filings. Showing 2 of 2	records View Mo
following are the list of	f appeals you have access to. Click o eFile Number	n the docket number link to view case status, access Case Type	filings and servings and to su Status		
				Showing 2 of 2	records View Mo Details View



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

Summary	,							Help
eFile Case Number	EFS-ARB-2007-200214							
Docket Number	ARB-2020-0478							
loard	ARB							
ase Type	BLA							
laimant Name								
ppeal Date	07/24/2020							
Vecision Date	12/31/1969							
proSe	FALSE							
	atuses to show.	Action Name		Event Date	•		File Name	
There are no sta All times display	atuses to show. /ed in US Eastern Timezone	Action Name		Event Date	•		File Name	
There are no sta All times display Filings	ed in US Eastern Timezone							
There are no sta All times display ilings	ed in US Eastern Timezone	Action Name	Filed Documents	Event Date	▼ Status	Submitted On		Details
There are no sta All times display Tilings Filing Category	ed in US Eastern Timezone	eFile Number	Filed Documents			Submitted On		Details
There are no sta All times display Filing Sategory No documents	ved in US Eastern Timezone 7 Filing Type	eFile Number	Filed Documents			Submitted On		Details
There are no sta All times display FilingS Filing Category No documents All times display	ved in US Eastern Timezone 7 Filing Type have been filed to this appeal.	eFile Number	Filed Documents			Submitted On		Details
There are no sta All times display illings Filing Category No documents All times display OCCUMEN	red in US Eastern Timezone r Filing Type have been filed to this appeal. red in US Eastern Timezone	eFile Number	Filed Documents File Type					Details
Filing Category No documents All times display Documen eFile Number	red in US Eastern Timezone r Filing Type have been filed to this appeal. red in US Eastern Timezone ts Served by ARB	eFile Number		Filed By	Status		Last Updated On	

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
	legated to this appeal/case. If you want to o ass button to give access to one of the mem		l/case, create an organization through My Account and add them as members. Then



4. 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

- 5. Appeal details page include buttons **Submit a New Filing, Remove From My Dashboard,** and **Delegate Access**.
 - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
 - b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard

Appeal Details

Summary

,	
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 F	Filing Remove From M





- Appeal details page include tables Case Status Details, Filings, Documents Served by ARB, Parties with Access, Parties in this Appeal, and Delegated Users.
 - a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
 - b. The **Filings** table lists all the filings that have been submitted to the appeal.
 - c. **Documents Served by ARB** table lists all the serving issued by the ARB on the appeal.
 - d. **Parties with Access** table lists all the parties that have access to this appeal.
 - e. **Parties on Appeal** table lists all the parties that are added to the appeal.
 - f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.

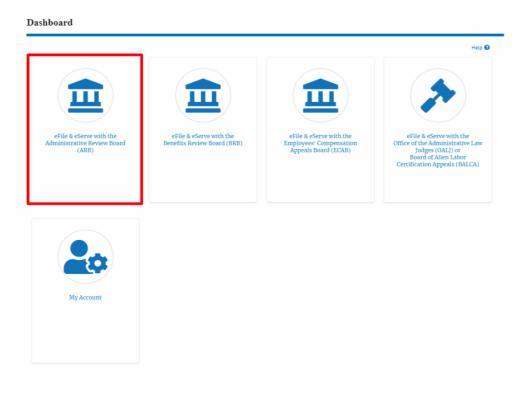


Case Statu	s Details Refres							
	S Details Refres	n iez						
Entry Type		Action Name		Event Dat	e 🔻		File Name	
There are no sta	uses to show.							
* All times display	d in US Eastern Timezone							
Filings								
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents h	ave been filed to this appea	ı.						
* All times display	d in US Eastern Timezone							
Document	s Served by AR	В						
eFile Number	File Name	Description	ette etteren	Issued On	C	ved On Ad	ccessed On	Notified On
		Description	File Type	Issued On	Ser	ved On Ad	ccessed Un	Notified Un
	ave been served to this app d in US Eastern Timezone	eal.						
Parties wi								
The table shows a	t the parties in the appeal w	ho have access to this appea	I				Showing 2 of 2 re-	cords View More 🕈
Name	Address				User Type	Organization		
Tiju Issac	459 Temple Street Powde	r Springs, GA 30127, Brigh, U	nited States, Arkansas, 12435	;	Attorney	Wingstein and Dragge	er Attorneys of Law, 56 Con	stitution Ave
David Ninan	200 Constitution Avenue,	NW, Washington, United Stat	es, Georgia, 20212		Attorney	Boards Delegation Te	esting, 200 Constitution Ave	nue, NW
Parties on The table lists all t	Appeal ne parties on this appeal.							
							Showing 1 of 1 re	cords View More 🕈
Name	Add	ress					Role in the Case	
Donald Tester	200	Constitution Avenue, NW, Wa	shington, CO, 20210				Defendant	
D1 / 1								
Delegated	Users							
Name	Addre	55	Delegated By			Organiz	zation	
		case. If you want to delegate as to one of the members in y		assist in this app	eal/case, create	an organization throug	h My Account and add ther	n as members. Then



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.

A Dashboard	ARB Dashboard		
		ARB Dashboard	l
		File a New Appeal - ARB	Request Access to Appeals

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





4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

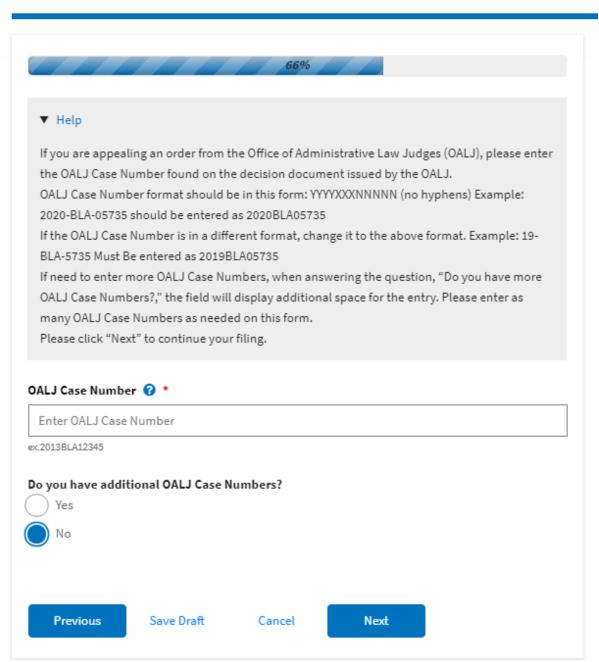
Note: Fields in pages may change according to each selection on the previous page.

New Appeal

		44%				
▼ Help						
Please enter the date						
document that you a	re appealing. Pl	ease also uplo	ad the de	cision being a	oppealed in Ac	lobe
PDF format.						
Decision Date *						
mm/dd/yyyy						
Do you have a decision	file to upload	?				
Yes						
No No						
Petition for Review Fil	e *					
Choose File No file (chosen					
Files must be submitted in PD	F format and shoul	d be no larger tha	an 200MB. 7	o upload a file pl	ease click choose	e file and find
and select the file from your o	computer					
Previous	ave Draft	Cancel		lext		
	are prote	concer		- CAL		



New Appeal





 II-I- 				
▼ Help				
				ase click the "Add Nev
-	-	ir responsibility to ma		nformation that you ervice of documents th
	ed in this case.	on will be used for the	electionicse	ervice of documents th
-	•			fetched parties manua
	on the "Reload Partie	s" button to fetch the p	parties from	the changed OALJ
numbers.				
Add New Part	y Reload Parties			
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ase Parties our profile inform formation taken Alex J Jacob City, US-AR Role: Attorney Aaron Tester Brigh, US-AR Role: Claimant	mation will always be	ormation in your accou	int.	peal. The following is y



w Appeal		
	88%	
▼ Help		
Please review the information b correct parties. Please click "Ne	pelow to ensure that the attorneys of record are assigned to ext" to continue your filing.	the
arty Details		
Name	Role	
Alex J Jacob Dr.	Attorney	
Aaron Tester	Claimant	
lect the parties represented b	ov Alex J Jacob Dr.	
Aaron Tester	,	
		4
titioner in this Appeal *		
laron Tester		4
Previous Save Draft	Cancel Next	



erms & Conditio	ns				_
2	lely for the use of p B & ECAB) of the U.:		s pending before th If Labor.	e Adjudicatory	
Accept Abov	e Terms & Conditio	ns			
Previous	Save Draft	Cancel	Preview	Submit to ARB	

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

erms & Condition		100%			
	ely for the use of p		s pending before t of Labor.	he Adjudicatory	
- Accept Above	Terms & Conditio	ns			
Previous	Save Draft	Cancel	Preview	Submit to ARB	



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

	st has been submitted.					
		_				Help
ile a New Appeal - ARB	Request Access to App	eals				
y Access Requ	uests					
following are the list of	f appeals you have access to.	Click on the docket number link to	view case status, access filing	s and servings and to su		ing 5 of 5 records View Mor
ocket Number	eFile Number	Case Type		Status	Last Updated On	Details
RB-2020-2465	ARB-2009-502472	BLA - Black Lung Be	nefits Act	APPROVED	09/09/2020 - 05:35 EST	View
RB-2011-0031	ARB-2009-502183	BLA - Black Lung Be	nefits Act	SUBMITTED	09/02/2020 - 07:45 EST	View
RB202038292	ARB-2008-501953	BLA - Black Lung Be	nefits Act	SUBMITTED	08/26/2020 - 05:04 EST	View
RB-2020-1653	ARB-2008-501657	BLA - Black Lung Be	nefits Act	REMOVED	08/24/2020 - 04:18 EST	View
RB-2013-0001	ARB-2008-500995	ACA - Affordable Car	e Act	RETURNED	08/07/2020 - 06:59 EST	View / Edit
ere are no delegated a	ppeal to show.					
here are no delegated aj	- · -					
times displayed in US B w Appeals	a - – Eastern Timezone					
times displayed in US B w Appeals	a - – Eastern Timezone	n the eFile Case Number link to viev	v case status, access filings an	d servings and to submi		ing 3 of 3 records View Mot
times displayed in US f ew Appeals following are the appea	a - – Eastern Timezone	n the eFile Case Number link to view Case Type	v case status, access filings an	d servings and to submi Status		ing 3 of 3 records View Mor Details
t times displayed in US f ew Appeals following are the appen- ocket Number	Eastern Timezone		v case status, access filings an		Showi	-
times displayed in US f EW Appeals following are the appen- ocket Number ending Assignment	Eastern Timezone als you have created. Click or eFile Number	Case Туре		Status	Showi	Details
I times displayed in US I ew Appeals following are the appear ocket Number ending Assignment RB-2008-1984	Eastern Timezone Eastern Timezone eFile Number ARB-2009-510196	Case Type BLA - Black Lung Benefits Act	n Act (AIR21) Whistleblower	Status	Show Last Updated On 09/14/2020 - 02:40 EST	Details View
I times displayed in US B	Eastern Timezone Eastern Timezone EFile Number ARB-2009-510196 ARB-2008-501984 ARB-2007-500252	Case Type BLA - Black Lung Benefits Act AIR - Aviation Investment & Reform	n Act (AIR21) Whistleblower	SUBMITTED APPROVED	Showi Last Updated On 09/14/2020 - 02:40 EST 08/27/2020 - 05:33 EST	Details View View
I times displayed in US I ew Appeals following are the appen- ocket Number ending Assignment RB-2008-1984 ending Assignment	Eastern Timezone Eastern Timezone EFile Number ARB-2009-510196 ARB-2008-501984 ARB-2007-500252 Eastern Timezone	Case Type BLA - Black Lung Benefits Act AIR - Aviation Investment & Reform	n Act (AIR21) Whistleblower	SUBMITTED APPROVED	Showi Last Updated On 09/14/2020 - 02:40 EST 08/27/2020 - 05:33 EST	Details View View
I times displayed in US I ew Appeals following are the append ocket Number ending Assignment RB-2008-1984 ending Assignment times displayed in US I	Eastern Timezone Eastern Timezone EFile Number ARB-2009-510196 ARB-2008-501984 ARB-2007-500252 Eastern Timezone	Case Type BLA - Black Lung Benefits Act AIR - Aviation Investment & Reform	n Act (AIR21) Whistleblower	Status SUBMITTED APPROVED SUBMITTED	Showi Last Updated On 09/14/2020 - 02:40 EST 08/27/2020 - 05:33 EST	Details View View



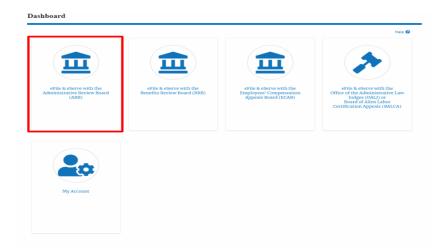
7. Click on the View link under the Details table header. The user is navigated to the appeal's view details page.

Appeal Details							3
Docket Number	Pen	ding Assignment					
eFile Number		-2009-510198					
eFile Case Number	EFS	-ARB-2009-208941					
Board	ARB						
Case Type	BLA	- Black Lung Benefits A	Act				
Decision Date (Lower court)	09/0	8/2020					
Decision File	Doc	ument not uploaded					
OALJ Case Number	2013	3BLA14442					
Petition for Review File	Petit	ion_4.pdf					
Your Role in this Appeal		rney/Lay Representativ	'e				
Organization		rds Delegation Testing					
Status	SUB	MITTED					
Access Status		MITTED					
Submitted On Parties in this A		4/2020 - 02:58 EST					
	Appeal					Role in the Case	
Parties in this A	Appeal les in this appea Address		35, MA, U	US-CA, 98392		Role in the Case	
Parties in this A he table lists all the parti Name	Appeal tes in this appea Address 578 Cross	I. s St. Brighton, MA 0213		US-CA, 98392 30127, Brigh, US-AR, 12435			
Parties in this A he table lists all the parti Name Emma Sunny	Appeal les in this appeal Address 578 Cross 459 Temp	I. s St. Brighton, MA 0213				Attorney	
Parties in this A he table lists all the parti Name Emma Sunny Aaron Tester	Appeal les in this appeal Address 578 Cross 459 Temp	I. s St. Brighton, MA 0213			Updated On	Attorney	



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.

File a New Appeal - ARB	Request Access to Appeals				Help
ly Access Reque	sts				
he following are the list of app	eals you have access to. Click or	n the docket number link to view case status, access	filings and servings and to su	omit new filings. Showing 2 of 2	2 records View More
he following are the list of app Docket Number	eals you have access to. Click or eFile Number	n the docket number link to view case status, access Case Type	filings and servings and to su Status		2 records View More C
				Showing 2 of 2	

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

Appeal D	etails	
Summary	,	1
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	



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

New Filing to ARB

Help 🕑 e sent with the request. Please make sure that your profile is current and do this through the My Profile menu in the Dashboard.
\$
file chosen
wing extensions are allowed: pdf and size should be less than 200MB
act filings in compliance with 29 C.F.R. § 18.31. This regulation generally n of:
numbers
numbers fication numbers
fication numbers
fication numbers children



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.		
ummary	,			
ummary				
File Case Number	EFS-ARB-2007-200214			
ocket Number	ARB-2020-0478			
oard	ARB			
ase Type	BLA			
laimant Name				
opeal Date	07/24/2020			
ecision Date	12/31/1969			
Se	FALSE			
Submit a New I	Filing Remove From My IS Details Refrest			
Entry Type		Action Name	Event Date 🔻	File Name
There are no st	atuses to show.			

Filings

						She	owing 5 of 5 records View	w 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	View
Motion	Notice of Entry of Appearance	ARB-2007-500642	SampleTestFileA_3.pdf	Bosco Tester	REJECTED	07/28/2020 - 04:10 EST	07/28/2020 - 04:41 EST	View
Brief	Amicus Brief	ARB-2007-500645	SampleTestFileD_1.pdf	Bosco Tester	APPROVED	07/28/2020 - 04:31 EST	07/28/2020 - 04:41 EST	View
Brief	Rebuttal Brief	ARB-2007-500641	TestBriefFileA_6.pdf	Emma Sunny	REJECTED	07/28/2020 - 03:43 EST	07/28/2020 - 03:48 EST	View
Motion	Motion to Dismiss	ARB-2007-500636	TestMotionFileA_3.pdf	Emma Sunny	APPROVED	07/28/2020 - 03:12 EST	07/28/2020 - 03:37 EST	View

* All times displayed in US Eastern Timezone



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

Summary								Help
File Case Number	EFS-ARB-2007-200214 ARB-2020-0478							
ocket Number bard	ARB-2020-0478							
ise Type	BLA							
aimant Name								
peal Date	07/24/2020							
cision Date	12/31/1969							
Se	FALSE							
ase Statu	IS Details Refresh 🞜	Action Name		Event Date 🔻		F	ile Name	
	IS Details 🛛 Refresh 🗲			Event Date 🔻		F	ile Name	
Intry Type	IS Details Refresh 🞜			Event Date V		F	ile Name	
Entry Type There are no sta				Event Date 🔻		F	ile Name	
Entry Type There are no sta	atuses to show.			Event Date 🔻				w More
intry Type here are no sta Il times display	atuses to show. red in US Eastern Timezone		Filed Documents	Event Date 🔻	Status			
ntry Type here are no sta l times display lings	atuses to show. red in US Eastern Timezone	Action Name	Filed Documents Processing please wait.		Status SUBMITTED	Sh	owing 5 of 5 records	Det
ntry Type here are no sti I times display lings ling Category rief	atuses to show. red in US Eastern Timezone	Action Name ARB-2009-510199		Filed By		Sh Submitted On	owing 5 of 5 records Vie Last Updated On	Det Viev
ntry Type here are no sti I times display llings iling Category rief otion	Atuses to show. red in US Eastern Timezone r Filing Type Intervener Brief Intervener Brief	Action Name ARB-2009-510199	Processing please wait.	Filed By Emma Sunny	SUBMITTED	Sh Submitted On 09/14/2020 - 03:35 EST	owing 5 of 5 records Vie Last Updated On 09/14/2020 - 03:35 EST	Deta Viev Viev
intry Type There are no sta Il times display	Atuses to show. red in US Eastern Timezone Filing Type Intervener Brief Notice of Entry of Appearance	Action Name File Number ARB-2009-510199 ARB-2007-500642	Processing please wait. SampleTestFileA_3.pdf	Filed By Emma Sunny Bosco Tester	SUBMITTED REJECTED	Sh Submitted On 09/14/2020 - 03:35 EST 07/28/2020 - 04:10 EST	Last Updated On Vie 09/14/2020 - 03:35 EST 07/28/2020 - 04:41 EST	View View View

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

Filing Details		ж
eFile Number	ARB-2009-510199	
eFile Case Number	EFS-ARB-2007-200214	
Filing Category	Brief	
Filing Type	Intervener Brief	
Filed Documents	Decisionfile_3.pdf	
Status	SUBMITTED	
Submitted On	09/14/2020 - 03:35 EST	

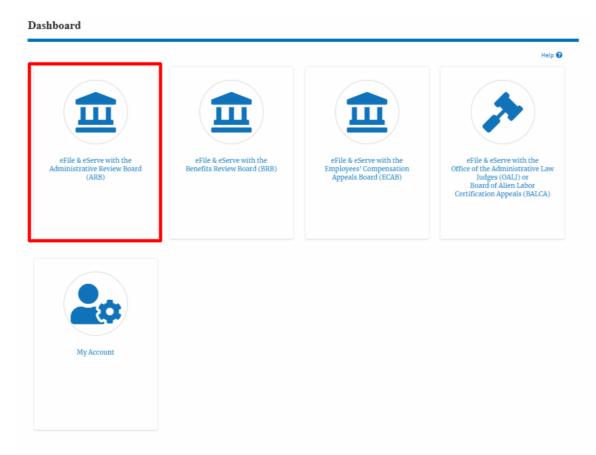
Status Update Log

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



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.



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

Appeals Delegated to Me

					Showing 1 of 1 records View Me
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organization
ARB-2020-0478	EFS-ARB-2007-200214		Tiju Issac	10/20/20 - 01:15:53 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave



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

Appeal Details Help 😮 Summary eFile Case Number EFS-ARB-2007-200214 Docket Number ARB-2020-0478 ARB Board BLA Case Type Claimant Name 07/24/2020 Appeal Date 12/31/1969 Decision Date FALSE proSe Submit a New Filing Remove From My Dashboard Case Status Details Refresh 🗲 Event Date 🔻 File Name Entry Type Action 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 bee	en 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

The table shows al	l 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	

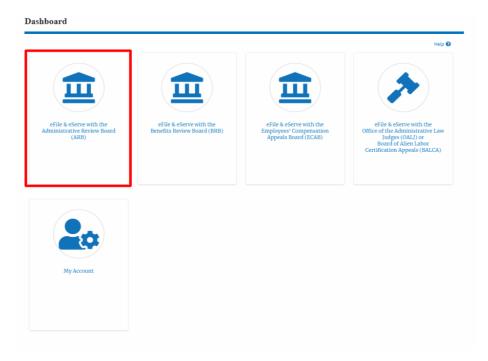
Delegated Users

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



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.

File a New Appeal - ARB	Request Access to Appeals				Help
iy Access Req	uests				
e following are the list o	f appeals you have access to. Click o	n the docket number link to view case status, acces	filings and servings and to su	bmit new filings. Showing 2 of 2	records View More
e following are the list o Docket Number	f appeals you have access to. Click o eFile Number	n the docket number link to view case status, access Case Type	filings and servings and to su Status	-	records View More Details
-				Showing 2 of 2	

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

Documents Serve	ed by ARB					Showing 1 of 1	l 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



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

Documents Serve	ed by ARB					Showing 1 of 1	L 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

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

Documents Served by ARB

									Help	0
eFile Number		File Name		Descr	iption		File Type			
Search eFile Number		Search File	Name	Sear	rch Description		Search Fil	e Type		
Apply										
eFile Number	File Name	C	Description	File Type	Issued On	Served On		Accessed On	Notified On	
ESERVE-ARB-2009-000501	ARB_eserve.pdf	Å	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 -	02:00 EST		09/24/2020 - 02:32 E	ST

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

Documents Served by ARB

File Number	Fi	le Name	Des	cription	Fil	е Туре	
Search eFile Number		Search File Name	Se	earch Description	s	earch File Type	
Apply							
Арріу							
eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
eFile Number ESERVE-ARB-2009-	File Name ARB_eserve.pdf	Description ARB test Serving	File Type		Served On 09/24/2020 - 02:00	Accessed On 10/20/2020 - 01:39	Notified On

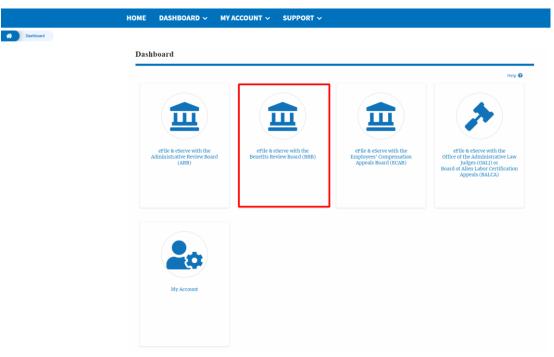


BRB DASHBOARD AND FLOWS



HOW TO VIEW BRB DASHBOARD?

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



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

My Access Reques	sts		
File a New Appeal - BRB	Request Access to Appeals		
			Help 😧
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.



- 3. BRB Dashboard includes tables My Access Requests, Appeals Delegated to Me, New Appeals, and Appeals in Draft State.
 - a. The My Access Requests table lists all the appeals that the user requested access to
 - b. The Appeals Delegated to Me table lists all the appeals that were delegated to the user by an attorney in the same organization.
 - c. The New Appeals table lists all the appeals that were submitted by the user.
 - d. The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.

BRB Dashboard					
File a New Appeal - BRB	Request Access to Appeals				Help 😧
My Access Request	ts				
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your ac	ccount. You can request to access your appe	eal or you can file a new appe	al using the buttons above.		
* All times displayed in US Easterr	n Timezone				
Appeals Delegated	to Me				
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 💌	Organization
There are no delegated appeal t	to show.				
* All times displayed in US Eastern	n Timezone				
New Appeals					
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals you have f	filed through the system.				
* All times displayed in US Easterr	n Timezone				
Appeals in Draft St	tate				
eFile Case Number	eFile Number	G	ase Type	Draft Saved On	Actions
There are no appeals in draft sta	ate to display.				
* All times displayed in US Eastern	n Timezone				



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.

*	Dashboard	BRB Dashboard	
			BRB Dashboard
			File a New Appeal - BRB Request Access to Appeals

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

						Help	
earch Appeals							
BRB-2012-0191		0					
earch using Agency (OV) r ePile Case Number.	(CP, OALJ) Cese Number, Docket Number,	Claimant Name					
Advanced Filter							
DALJ Case Numbe	Ð	Docket Number		OWCP Nur	mber		
Search OALJ Case	Number	Search Docket Numb	er	Search C	WCP Number		
		Claimant Name		eFile Case	Number		
		Search Claimant Nam	1e	Search eFile Case Number			
can further filter the ex	ocela vaina Docket Number, Cleimant Ne	ame, efile Ceae Number.					
		ane, offe Case Number. Clear Filters Add to Request					
Search y one appeal can be set	Clear Selection and Filters		Claimant Name		efile Case Number		



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

	Docket Number	Case Type	OALJ Case Number	
~	BRB-2012-0191	LDA	110428	
curate.	You can do this through the		re that your profile is current and the Dashboard.	
	Last Name *			
nter Cli	imant Last Name			
ICP # (la	ast 4 digits) *			
inter OV	/CP Number			
nm/dd/ <u>;</u> /pp/vvvr	ate (Lower Court) *			
tice of A	Appearance			
Choose	File No file chosen			
ırds requir	es that attorneys and non-attorney	representatives can make a	first filing in a case only if they also file a not	ice
			led together with the first filing will expedite	
	-		viously unknown attorneys and non-attorney	1
resentativ	es.Only files with the following exte	nsions are allowed: pdf and	size should be less than 200MB	
iler's Or	ganization			
101 2 01				



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

 Request to access th 	e appeal has been submitted. [BRB-2012-0	0191]				
						Help
File a New Appeal - BRB	Request Access to Appeals					
Iy Access Reque						
· ·	ests opeals you have access to. Click on the doc	ket number link to view case st	atus, access filings and serv	ings and to submit new filings.	Showing 1 of 1 records	View More
· ·		tket number link to view case st Case Type	atus, access filings and serv Status	ings and to submit new filings. Last Updated On	-	View More

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

				Help
File a New Appeal - BRB	Request Access to Appeals			
Iy Access Reque	sts			
, ,	StS peals you have access to. Click on the do	ocket number link to view case st	atus, access filings and serving	g 1 of 1 records View More
, ,		ocket number link to view case st	latus, access filings and serving Status	g 1 of 1 records View More C

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

ase Number or e	File Number	Case Type			Status			
Search Case Nun	nber or eFile Number	-Any-		\$	- Any -		Apply	
Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Deta



8. 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 Reques	ts aals you have access to. Click on the do	cket number link to view case stat	tus, access filings and servi		wing 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	View
* All times displayed in US Easter	rn Timezone				

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

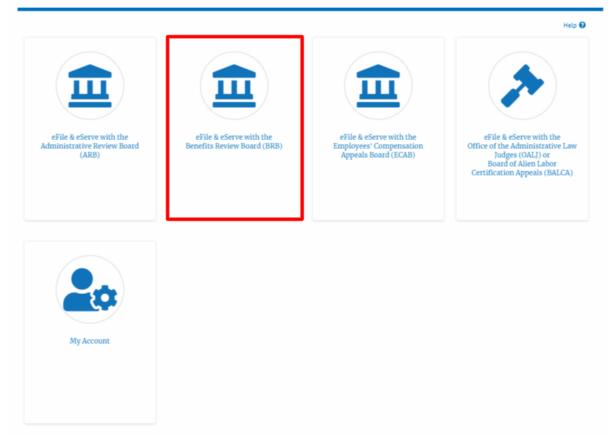
Access Request Details			x					
Docket Number	BRB-2012-0191							
eFile Case Number	EFS-BRB-1201-050007							
eFile Number	BRB-2009-510201							
Board	Benefits Review Board	lenefits Review Board						
Сазе Туре	LDA	DA						
Status	SUBMITTED							
Submitted On	09/14/2020 - 04:41 EST							
Claimant Last Name	Donnie							
Decision Date (Lower Court)	09/01/2020							
Notice of Appearance	Noa_3.pdf							
OWCP # (last 4 digits)	1234							
Organization:	Boards Delegation Testing, 200 Constit	ution Avenue, NW						
Status Update Log								
eFile Number	eFile Statue	Comment	Updated On					
BRB-2009-510201	SUBMITTED	Request to access the appeal has been submitted.	09/14/2020 - 04:41 EST					



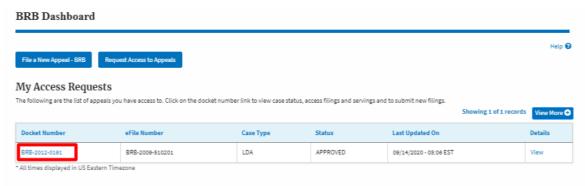
WHAT ARE THE COMPONENTS IN BRB - APPEAL DETAILS PAGE?

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

Dashboard



 In the BRB dashboard, click on the approved <Docket Number> link in the My Access Requests or New Appeals tables. The user is navigated to the appeal details page.





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

and a general set	Summary											Help
a matrix a	-	CES BDB 1201 050007										
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<form>and the set of /form>												
Note: N												
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search importantion (intermediate of the second of												
Series of the series of th	proSe	FALSE										
<form>ne ne n</form>			Dashboard									
a ediainitial initial initia	Case Status	s Details Refresh	Ø									View More
and	Entry Type	Action Name							Event Date	•	File Name	•
and and andAnd and and and and and and and and and a	decision	Final order issued: 3 -	Dismissed						05/30/2012			
a colspacea c	events	21A - Moot - Withdraw	appeal (Attor	ney/Representative-Employe	r Petitioner)				05/30/2012			
(a) a) a	events	21A - Withdraw appea	l (Attorney/Re	presentative-Employer Petitio	oner)				05/07/2012			
	events	14A - Show cause issu	ed (FNAME131	.840)					04/23/2012			
Note			ause issued (P	FNAME131840)					04/23/2012			
Image de george File graye effei graye effei graye file graye file graye file de george fi	All times displayed	d in US Eastern Timezone										
	Filings											
	Filing Category	Filing Type	eFile Num	ber Filed Docume	ents	Filed By	Status	Submitte	d On	Last Update	ed On	Details
Normal Sector Name of the Normal Sector Namo of the Normal	No documents ha	ve been filed to this appeal.										
91974.pdf g g o	Jocuments	s Served by BRB								character 1		10
All times displayed in USE taken Timezone Parties Varies The table shows II be spreak how as excess to this appeal Mane Adress Sowing 4 of arcs (N for Aue, Pear Letter, GA 30269, Peach, United States, Delaware, 34643 Sing Manher Adorss Sing Manher Adorss, Chty, United States, Okio, 45201 Claire Scott de street, cincinnati, United States, Okio, 45201 Claire Scott de street, cincinnati, United States, Okio, 45201 Claire Scott Adress Attorney Attorn		-		Description	File Type	Issued On		Served On				_
	eFile Number	File Name 3-000461 Test_eServe_B	RB-2012-01	Auto generated test servin					- 17:00 EST		n Notifie	ed On
Name Adress User Type Organization Barey Bary 66 constitution Ave. Pear-ticle, GA 300269, Peach, United States, Delaware, 34643 Attorney Tet sharedmailbox-Test address 1 Itomasy Tet sharedmailbox-Test Shareadox Shareadox-Test Sharedmailbox-Test Sharedmailbox-Test Share	eFile Number ESERVE-BRB-2008	File Name 3-000461 Test_eServe_B 918741.pdf	RB-2012-01	Auto generated test servin					- 17:00 EST		n Notifie	ed On
Barey Barry Sc Onstitution Ave, Peacht, United States, Delaware, 34443 Attorney Tet sharedmailbox-, Test address 1 Tiju Isac 459 Temple Steet Powels, GA 30127, Brigh, United States, Arkansas, 12435 Attorney Wingstein and Drage-Attorneys of Law, SG Constitution Ave Sunny Mathew Address, City, United States, Arkansas, 1243 Attorney Org - Jacky, Address- Jacky 1 Claire Scott 666 street, cincinnati, United States, Ohio, 45201 Attorney Hardy Labor Support Support Street Stree	eFile Number ESERVE-BRB-2008 All times displayed	File Name 3-000461 Test_eServe_B 918741.pdf d in US Eastern Timezone h Access		Auto generated test servin g					- 17:00 EST	Accessed Or	08/29/	ed On /2020 - 10:21 E
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4. The appeal details page includes a summary section that gives a summary of the appeal details.

Appeal Details

Summary

eFile Case Number	EFS-BRB-120	1-050007
Docket Number	BRB-2012-01	91
Board	BRB	
Case Type	LDA	
Claimant Name	Gamal Mikha	il
Appeal Date	01/12/2012	
Decision Date	12/06/2011	
proSe	FALSE	
Submit a New I	iling Ren	nove From My Dashboard

- 5. Appeal details page include buttons **Submit a New Filing, Remove From My Dashboard,** and **Delegate Access**.
 - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
 - b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard

Appeal Details

Summary

Submit a New	Filing Remove From My Das	
proSe	FALSE	
Decision Date	12/06/2011	
Appeal Date	01/12/2012	
Claimant Name	Gamal Mikhail	
Case Type	LDA	
Board	BRB	
Docket Number	BRB-2012-0191	
eFile Case Number	EFS-BRB-1201-050007	





- Appeal details page include tables Case Status Details, Filings, Documents Served by BRB, Parties with Access, Parties in this Appeal, and Delegated Users.
 - a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
 - b. The **Filings** table lists all the filings that have been submitted to the appeal.
 - c. **Documents Served by BRB** table lists all the serving issued by the Board on the appeal.
 - d. **Parties with Access** table lists all the parties that have access to this appeal.
 - e. **Parties in this Appeal** table lists all the parties that are added to the appeal.
 - f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.



Case Status D	etails Refresh a	;									View More 🗲
Entry Type	Action Name						I	Event Date '	~	File Name	
decision	Final order issued: 3 - Di	smissed						05/30/2012			
events	21A - Moot - Withdraw aj	ppeal (Attorney/Rep	oresentative-Employer	Petitioner)				05/30/2012			
events	21A - Withdraw appeal (/	Attorney/Represent	ative-Employer Petitio	oner)				05/07/2012			
events	14A - Show cause issued	(FNAME131840)						04/23/2012			
events	14A - Granted - Show ca	use issued (FNAME1	31840)					04/23/2012			
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Filings											
Filing Category	Filing Type	eFile Number	Filed Docume	ents	Filed By	Status	Submitted (On	Last Update	d On	Details
No documents have b	een filed to this appeal.										
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Tiju Issac 4	59 Temple Street Powder	Springs, GA 30127, I	Brigh, United States, A	rkansas, 12435		Attorney	Wingstein an	id Dragger At	torneys of Law	, 56 Constitu	tion Ave
Sunny Mathew	Address, City, United States	s, Arkansas, 12343				Attorney	Org - Jacky, A	Address - Jac	ky 1		
Claire Scott 6	666 street, cincinnati, Unite	ed States, Ohio, 452	01			Attorney	Hardy Labor	Support Inc,	666 street		
Parties on Ap	peal										
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Zurich North America								Ca	rrier Petitione	r	
John Marin		Laughlin, Falbo, L	evy & Moresi, San Dieg	go, CA, 92101				At	torney		
Clifford Mermell		Gillis, Mermell & F	acheco, P.A., Miami, Fl	L,33156				At	torney		
Gamal Mikhail		c/o Mr. Juan Leon	, Perris, CA, 92571					Cl	aimant-Respor	ndent	
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HOW TO FILE A NEW APPEAL IN BRB?

- 1. Click on the BRB tile from the main dashboard.
- <page-header><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block>
- 2. Click on the File a New Appeal BRB button.

*	Dashboard	BRB Dashboard	
			BRB Dashboard
			File a New Appeal - BRB Request Access to Appeals

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

Confirmation	×
BRB reviews appeals of decisions under the Black Lung Benefits Act, and the Longshore and Harbor Workers' Compensation Act and its extensions—including the Defense Base Act Appeals to the Board must be filed within 30 days from the date upon which a decision or order has been filed in the Office of the District Director. If you are seeking such a review, please click the "Continue" button below. If you have filed an appeal with the Board, and are trying to file a motion or seeking reconsideration, please "File Motion".	t.
Continue	



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.

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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.
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Emma Sunny				
MA, US-CA Role: Attorney				
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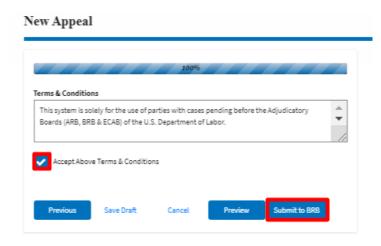


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Emma Sunny	Attorney	
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		-
aimant in this Appeal *		
Dicrus Mathew		\$

erms & Condition	s	100%			
Boards (ARB, BRB	ely for the use of p & ECAB) of the U. Terms & Conditio	S. Department o	es pending before th of Labor.	ne Adjudicatory	•
Previous	Save Draft	Cancel	Preview	Submit to BRB	



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



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

New appeal request has						
						Help
File a New Appeal - BRB	Request Access to Appeals					
Ty Access Reques	ts					
	als you have access to. Click on the dock	et 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	Showing 1 of Trecords	Details
BRB-2012-0191	BRB-2009-510201	LDA	SUBMITTED	-		
BHB-2012-0191 All times displayed in US Easter		LDA	SOBMITTED	09/14/2020 - 04:41 EST		View
ar onnes orsprayed in 05 Laster	il fillezone					
ppeals Delegated	l to Me					
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organiza	ation
		Claimant Name	Delegated By	Delegated On 🔻	Organiza	ation
There are no delegated appeal	to show.	Claimant Name	Delegated By	Delegated On 🔻	Organiza	ation
There are no delegated appeal Ill times displayed in US Easter	to show.	Claimant Name	Delegated By	Delegated On ▼	Organiza	ation
There are no delegated appeal All times displayed in US Easter Iew Appeals	to show.				Organizz	ation
Docket Number There are no delegated appeal All times displayed in US Easter Iew Appeals he following are the appeals you	to show. 'n Timezone				Organiza	
There are no delegated appeal All times displayed in US Easter Jew Appeals	to show. 'n Timezone					
There are no delegated appeal II times displayed in US Easter Iew Appeals e following are the appeals you Docket Number	to show. m Timezone u have created. Click on the eFile Case N	umber link to view case stat	us, access filings and servings and Status	to submit new filings.	Showing 2 of 2 records	
There are no delegated appeal All times displayed in US Easter Iew Appeals e following are the appeals you Docket Number Pending Assignment	to show. In Timezone u have created. Click on the eFile Case N eFile Number BR8-2009-510202	umber link to view case stat	us, access filings and servings and Status efits Act SUBMITTED	to submit new filings. Last Updated On	Showing 2 of 2 records Details	
There are no delegated appeal II times displayed in US Easter Iew Appeals e following are the appeals you Docket Number Pending Assignment BRB-2020-2289 (APPEAL REVO)	to show. Timezone u have created. Click on the eFile Case N eFile Number BR8-2009-512202 KED) BR8-2009-502289	umber link to view case stat Case Type BLA - Black Lung Ben	us, access filings and servings and Status efits Act SUBMITTED	to submit new filings. Last Updated On 09/14/2020 - 04:57 EST	Showing 2 of 2 records Details View	
There are no delegated appeal XII times displayed in US Easter Iew Appeals Lew Objects Docket Number Pending Assignment BBR8-2020-2289 (APPEAL REVO) III times displayed in US Easter	to show. m Timezone u have created. Click on the eFile Case N eFile Number BR8-2009-510202 KED) BR8-2009-502289 m Timezone	umber link to view case stat Case Type BLA - Black Lung Ben	us, access filings and servings and Status efits Act SUBMITTED	to submit new filings. Last Updated On 09/14/2020 - 04:57 EST	Showing 2 of 2 records Details View	
There are no delegated appeal II times displayed in US Easter iew Appeals e following are the appeals you Docket Number Pending Assignment BRB-2020-2289 (APPEAL REVO)	to show. m Timezone u have created. Click on the eFile Case N eFile Number BR8-2009-510202 KED) BR8-2009-502289 m Timezone	umber link to view case stat Case Type BLA - Black Lung Ben BLA - Black Lung Ben	us, access filings and servings and Status efits Act SUBMITTED	to submit new filings. Last Updated On 09/14/2020 - 04:57 EST	Showing 2 of 2 records Details View	View Mor



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

ppeal 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	app	eal	

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, 88886	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



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.

BRB Dashboard						
File a New Appeal - BRB	Request Access to Appeals					Help 😡
My Access Reque						
The following are the list of app	peals you have access to. Click on the doc	ket number link to view case stat:	us, access filings and servin		Showing 1 of 1 records	View More 🖸
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
BRB-2012-0191	BR8-2009-510201	LDA	APPROVED	09/14/2020 - 05:06 EST		View
* All times displayed in US East	tern Timezone					

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

Appeal Details

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



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

File * Choose 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		Help 😮
Docket Number BRB-2012-0191 Filing Category * - Select a value - File * Choose File No file chosen Only files with the following extensions are ellowed: 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	Your profile will be sent with the request. Please make sure that you	r profile is current and
BRB-2012-0191 Filing Category * - Select a value - File * Choose File No file chosen Doily 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	accurate. You can do this through the My Profile menu in the Dashbo	pard.
Filing Category * - Select a value - File * Choose File No file chosen Daily files with the following extensions are allowed: pdf and size should be less than 200MB MPORTANT 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	Docket Number	
- Select a value - File * Choose File No file chosen Douby files with the following extensions are allowed: pdf and size should be less than 200MB MPORTANT 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 Dates of birth Names of minor children Financial account numbers	BRB-2012-0191	
File * Choose File No file chosen Doly 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	Filing Category *	
Choose 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	- Select a value -	¢
Choose 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		
Only files with the following extensions are allowed: pdf and size should be less than 200MB		
MPORTANT 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	Choose File No file chosen	
Taxpayer-identification numbers Dates of birth Names of minor children Financial account numbers	Only files with the following extensions are allowed: pdf and size should be less than 200M	16
Dates of birth Names of minor children Financial account numbers	MPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This	
Names of minor children Financial account numbers	IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This requires redaction of:	
Financial account numbers	MPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This requires redaction of: Social Security numbers Taxpayer-identification numbers	
	MPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This requires redaction of: Social Security numbers Taxpayer-identification numbers Dates of birth	
This was viscoursed a sufficiency and the summarise being filed in all diagonalities and also absorbed as a	MPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This requires redaction of: Social Security numbers Taxpayer-identification numbers Dates of birth Names of minor children	
ins requirement applies to all documents being filed, including exhibits and attachments	MPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This requires redaction of: Social Security numbers Taxpayer-identification numbers Dates of birth Names of minor children	
ins requirement applies to all documents being filed, including exhibits and attachments	MPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This requires redaction of: Social Security numbers Taxpayer-identification numbers	
	IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This requires redaction of: • Social Security numbers • Taxpayer-identification numbers • Dates of birth	s regulation generally hibits and attachments



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

The nev	w filing has been submitted to the appeal.		
ummary	<i>v</i>		He
File Case Number	EFS-BRB-1201-050007		
locket Number	BRB-2012-0191		
Soard	BRB		
lase Type	LDA		
laimant Name	FNAME132105 MNAME130515 Mikhail		
ppeal Date	01/12/2012		
ecision Date	12/06/2011		
roSe	FALSE		
	us Details Refresh 🕱		View Mo
ase Stat		Event Date 🔻	View Mo
ase Stat	us Details Refresh 🕱	Event Date 💌 05/30/2012	
ase Stat Entry Type decision	us Details Refresh 😂		
Case Stat	US Details Refresh 🛪	05/30/2012	
	US Details Refresh 2 Action Name Final order issued: S - Dismissed 21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	

* All times displayed in US Eastern Timezone

Filings

								Showing 1 of 1 records	View More 🕀
Motion Withdraw Appeal BRB-2009-510204 Processing please wait. Emma Sunny SUBMITTED 09/14/2020 - 05:18 EST 09/14/2020 - 05:18 EST View	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	View



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

										Help (
Summary										
eFile Case Number	EFS-BRB-1201-050007									
Docket Number	BRB-2012-0191									
Board	BRB									
Case Type	LDA									
Claimant Name	FNAME132105 MNAME130515 M	likhail								
Appeel Date	01/12/2012									
Decision Date	12/06/2011									
proBe	FALSE									
Submit a New I	Filing Remove From My Dashb	board Del	egate Access							
Entry Type	Action Name						Event Date 🔻	Fi	le Name	
decision	Final order issued: 3 - Dismi	issed					05/30/2012			
events	21A - Moot - Withdraw appe	al (Attorney/Rep	oresentative-Employer Petitio	ner)			05/30/2012			
events	21A - Withdraw appeal (Atto	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner) 05								
events	14A - Show cause issued (FP	14A - Show cause issued (FNAME131840)								
events	14A - Granted - Show cause	14A - Granted - Show cause issued (FNAME131840)								
All times display	ed in US Eastern Timezone									
All times display	ed in 05 castern ninezone									
ilings										
ilings										
Filings							s	howing 1 of 1	records V	iew More (
Filing Category	r Filing Type eFile	Number	Filed Documents	Filed By	Status	Submitte		ihowing 1 of 1	_	iew More Detai

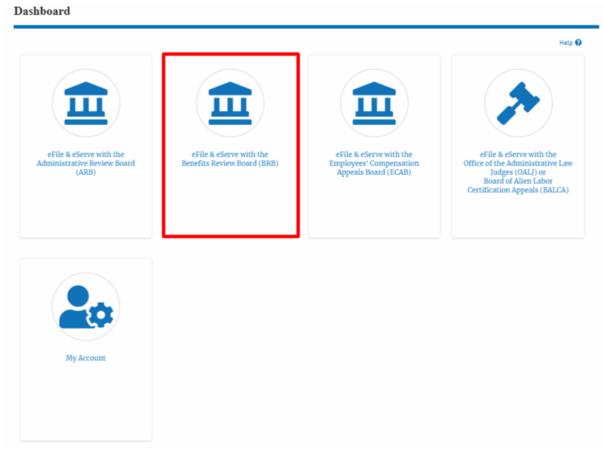
7. The user is displayed with a details popup and can click on the document links which are submitted by the user.

Fili	ing Details					×
- 17	eFile Number	BRB-2009-510	204			
-	eFile Case Number	EFS-BRB-1201	-050007			
1	Filing Category	Motion				
1	Filing Type	Withdraw Appe	al			
1	Filed Documents	Processing plea	ase wait.			
	Status	SUBMITTED				
	Submitted On	09/14/2020 - 05	:18 EST			
St	atus Update Log					
e	File Number		eFile Status	Comment	Updated On	
в	RB-2009-510204		SUBMITTED	New filing has been submitted.	09/14/2020 - 05:18 EST	



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.



 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 re								
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On ▼	Showing 1 of 1 records View More				
BRB-2012-0191	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								



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

Summary	,										Help
File Case Number	EFS-BRB-1201-050007										
ocket Number	BRB-2012-0191										
pard	BRB										
ase Type	LDA										
aimant Name	Gamal Mikhail										
opeal Date	01/12/2012										
Necision Date	12/06/2011										
submit a New I	FALSE Filing Remove From I	ly Dashboard									
ase Stati	15 Details Refre	sh 🖨									View More
Entry Type	Action Name							Event Date	-	File Name	
decision	Final order issued:	3 - Dismissed						05/30/2012			
events	21A - Moot - Withda	aw appeal (Attor	ney/Representative-Employe	Petitioner)				05/30/2012			
events	21A - Withdraw app	oeal (Attorney/Re	presentative-Employer Petitic	oner)				05/07/2012			
events	14A - Show cause is	sued (FNAME13	1840)					04/23/2012			
events	14A - Granted - Sho	w cause issued (FNAME131840)					04/23/2012			
All times display	yed in US Eastern Timezone										
ilings											
Filing Category	y Filing Type	eFile Nun	nber Filed Docume	ents I	Filed By	Status	Submitted	On	Last Update	ed On	Details
No documents	have been filed to this appe	al.									
All times display	ed in US Eastern Timezone										
	ts Served by BR	В							Showing 1	of 1 records	View More
ocumen			Description	File Type	Issued On		Served On		Accessed Or	n Notified	On
OCUMEN	File Name						00/00/0000	17:00 EST		08/29/2	020 - 10:21 ES
		e_BRB-2012-01	Auto generated test servin g	TEST_SERVE	08/28/2020 -	20:13 EST	08/28/2020	11.00 251		,,-	JZU - 10:21 E.
eFile Number ESERVE-BRB-20	008-000461 Test_eServ	=_BRB-2012-01		TEST_SERVE	08/28/2020 -	20:13 EST	08/28/2020	11.00 EST			J20 - 10:21 E
File Number	008-000461 Test_eServi 918741.pdf yed in US Eastern Timezone	≘_BRB-2012-01		TEST_SERVE	08/28/2020 -	20:13 EST	08/28/2020	11.00 E31		//-	J20 - 10:21 E
EFile Number ESERVE-BRB-20 Ill times display Arties wi	008-000461 Test_eServ 918741.pdf		g	TEST_SERVE	08/28/2020 -	20:13 EST	08/28/2020	11.00 231	Showing 4		View More
EFile Number ESERVE-BRB-20 Ill times display Arties wi	008-000461 918741.pdf yed in US Eastern Timezone ith Access		g	TEST_SERVE		User Type	Organizatio		Showing 4	of 4 records	

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	

Showing 1 of 1 records View More O 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



HOW TO ACCESS SERVING IN BRB?

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

			Help
eFile & Serve 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 (OALI) or Board of Allen Labor Certification Appeals (BALCA)
My Account			

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

				Help
File a New Appeal - BRB	Request Access to Appeals			
iy Access Reque	ests			
,				
, 1	opeals you have access to. Click on the doc	ket number link to view case sta	tus, access filings and servir	
, 1		ket number link to view case sta	tus, access filings and servir	 ring 1 of 1 records View More
, 1		ket number link to view case sta Case Type	us, access filings and servir Status	 ing 1 of 1 records View More

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

ocuments Serve	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-2012-01 918741.pdf	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST



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

Documents Served by BRB Showing 1 of 1 records							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-2012-01 918741.pdf	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 ES

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

Documents Served by BRB Help 😮 eFile Number File Name Description File Type Search File Name Search eFile Number Search Description Search File Type eFile Number File Name Description File Type Issued On Served On Accessed On Notified On
 ESERVE-BRB-2008-000461
 Test_eServe_BRB-2012-01
 Auto generated serving
 TEST_SERVE
 08/28/2020 - 20:13 EST
 08/28/2020 - 17:00 EST
 08/29/2020 - 10:21 EST 918741.pdf * All times displayed in US Eastern Timezone

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

							Hel
ile Number	File	Name	Des	cription	File	e Type	
Search eFile Number S		earch File Name	Se	Search Description Se		earch File Type	
Apply							
Apply							
Apply							
Apply							
Apply File Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
	File Name Test_eServe_BR8-2012		File Type	Issued On 08/28/2020 - 20:13	Served On 08/28/2020 - 17:00	Accessed On	Notified On

Documents Served by BRB

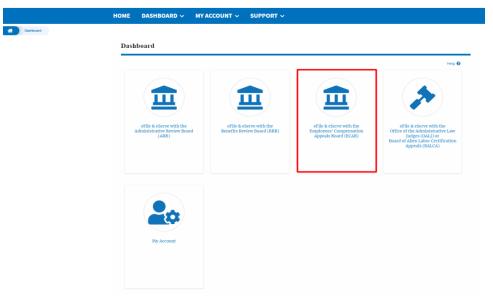


ECAB DASHBOARD AND FLOWS



HOW TO VIEW ECAB DASHBOARD?

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



2. ECAB Dashboard includes buttons File a New Appeal - ECAB and Request Access to Appeals.



- a. The File a New Appeal ECAB button lets users file a new appeal with ECAB
- b. The Request Access to Appeals button lets the user request access to appeals from ECAB.



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

ECAB Dashboard

File a New Appeal - ECAB	quest Access to Appeals				Help 🕢
My Access Requests					
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your accou	nt. You can request to access your appe	al or you can file a new appeal	using the buttons above.		
* All times displayed in US Eastern Tir	mezone				
Appeals Delegated to	o Me				
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organization
There are no delegated appeal to si	how.				
* All times displayed in US Eastern Tir	mezone				
New Appeals					
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
		Case Type	Status	Last opdated on	Details
There are no appeals you have filed					
* All times displayed in US Eastern Tir	mezone				
Appeals in Draft Stat	e				
eFile Case Number	eFile Number	Cas	е Туре	Draft Saved On	Actions
There are no appeals in draft state t	to display.				
* All times displayed in US Eastern Tir	mezone				
Appeals Awaiting yo	ur Signature				
eFile Case Number	eFile Number	Submi	itted By	Submitted On	Actions
No appeals with a pending second	signature.				
* All times displayed in US Eastern Tir	-				



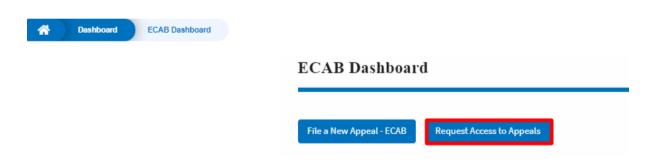
HOW TO ACCESS APPEALS IN ECAB?

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 (0ALJ) or Board of Alien Labor Certification Appeals (BALCA)
My Account			

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.

Search Appe	eals					
						Help 😧
Search Appeals						
ECAB-2012-0128		0				
Search using Agency (OW)	CP, OALJ) Cese Number, Docket Number	r, Claimant Name				
or eFile Case Number.						
▼ Advanced Filter						
Docket Number		OWCP Number		Claimant Name		
Search Docket Nu	mber	Search OWCP Number	-	Search Claimant Name]
						_
eFile Case Number						
Search eFile Case	Number					
You can further filter the ap	peals using Docket Number, Claimant N	ame, eFile Case Number.				
Search	Clear Selection and Filters	Clear Filters Add to Request				
Only one appeal can be sele	ected					
Search Resu	lts					
Select Cases	Docket Number	OALJ Case Number	Claimant Name		eFile Case Number	
	ECAB-2012-0128		Mr. FNAME88458 MNAME87533	JONES	EFS-ECAB-1110-050001	
Add to Request						



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

	Docket Number	Case Type	OALJ Case Number
~	ECAB-2012-0128	FECA	
curate.	You can do this through the		re that your profile is current and the Dashboard.
	Last Name *		
Enter Cli	aimant Last Name		
WCP # (L	ast 4 digits) *		
	VCP Number		
ecision D	ate (Lower Court) *		
mm/dd/			
м/рр/үүүү			
	-		
lotice of /	Appearance		
	File No file chosen		
Choose	File No file chosen	representatives can make a	first filling in a case only if they also file a notic
Choose oerds requi	File No file chosen		first filing in a case only if they also file a notic led together with the first filing will expedite
Choose oerds requir (appearance	File No file chosen rea that attorneys and non-attorney a compliant with 29 CFR 18.22. Hav	ing a notice of appearance fi	led together with the first filing will expedite
Choose cerds requir appearanc cerd's ebilit	File No file chosen rea that attorneys and non-attorney a compliant with 29 CFR 18.22. Hav	ing a notice of appearance fi n permission to efile for prev	led together with the first filing will expedite viously unknown ettorneys and non-attorney
Choose oerds requir f appearanc oerd's ebilit	File No file chosen res thet ettorneys and non-ettorney e compliant with 29 CFR 18.22. Hav y to make a timely determination o	ing a notice of appearance fi n permission to efile for prev	led together with the first filing will expedite viously unknown ettorneys and non-attorney
Choose cerds requi f appearanc cerd's abilit spresentativ	File No file chosen res that attorneys and non-attorney a compliant with 29 CFR 18.22. Hav y to make a timely determination o es.Only files with the following exte	ing a notice of appearance fi n permission to efile for prev	led together with the first filing will expedite viously unknown ettorneys and non-attorney
Choose cards require appearance card's ability presentative	File No file chosen res thet ettorneys and non-ettorney e compliant with 29 CFR 18.22. Hav y to make a timely determination o	ing a notice of appearance fi n permission to efile for prev	led together with the first filing will expedite viously unknown ettorneys and non-attorney



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

Request to access th	e appeal has been submitted. [ECAB-2012	2-0128]			
					Help
ile a New Appeal - ECAB	Request Access to Appeals				
y Access Requ			e construction de la construction d		
	ESTS ppeals you have access to. Click on the do	cket number link to view case st	atus, access filings and serving		2 of 2 records View More
		cket number link to view case st Case Type	atus, access filings and serving Status		2 of 2 records View Mor Details
following are the list of a	ppeals you have access to. Click on the do			Showing	

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

File a New Appeal - ECAB	Request Access to Appeals				Hel
ne a New Appear - CCAS	request Access to Appeals				
Iy Access Reques	sts				
a fallowing are the list of and		lat number liel to view even star	atus assess fillings and samilar	and to submit new filings	
e following are the list of app	eals you have access to. Click on the doc	ket number link to view case sta	atus, access filings and serving	-	howing 2 of 2 records View Mor
		ket number link to view case sta Case Type	atus, access filings and serving Status	-	howing 2 of 2 records View Mor
e following are the list of app Docket Number ECAB-2012-0128	eals you have access to. Click on the doc			S	

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

My Access Requests

ase Number or	eFile Number	Case Type			Status			
Search Case Nu	umber or eFile Number	-Any-		\$	- Any -		Apply	
Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Deta
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	View

* All times displayed in US Eastern Timezone



8. 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 Rec	quest Access to Appeals					Help
Av Accoss Doquosts						
Ay Access Requests	you have access to. Click on the dock	et number link to view case sta	tus, access filings and serving	gs and to submit new filings.	Showing 1 of 1 records	View More
, i		set number link to view case sta Case Type	tus, access filings and serving Status	gs and to submit new filings. Last Updated On	-	View More Details

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

Access Request Details				ж				
Docket Number	ECAB-2012-0128							
eFile Case Number	EFS-ECAB-1110-050001							
eFile Number	ECAB-2009-510206	D9-510208						
Board	Employees' Compensation Appeals Boar	d de la constante de						
Саве Туре	FECA							
Statue	SUBMITTED							
Submitted On	09/14/2020 - 06:00 EST							
Claimant Last Name	Alex							
Decision Date (Lower Court)	09/09/2020							
Notice of Appearance	Noa_4.pdf							
OWCP # (last 4 digits)	1234							
Organization:	Boards Delegation Testing, 200 Constitut	on Avenue, NW						
Status Update Log								
eFile Number	eFile Status	Comment	Updated On					
ECAB-2009-510206	SUBMITTED	Request to access the appeal has been submitted.	09/14/2020 - 08:00 EST					

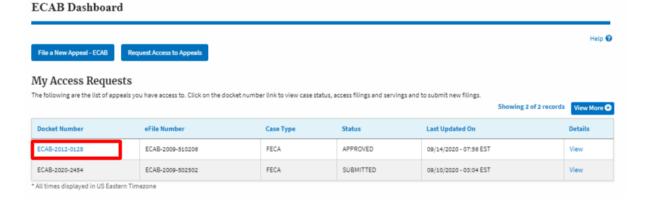


WHAT ARE THE COMPONENTS IN ECAB - APPEAL DETAILS PAGE?

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

<complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block><complex-block>

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.





Appeal Details

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

Summary														
	EFS-ECAB-11	10.050001												
	ECAB-2012-0													
	ECAB													
	FECA RONALD L JO	NES												
	10/30/2011	1120												
	08/23/2011													
proSe	FALSE													
Submit a New Fili	ing Rem	ove From My	Dashboard											
Case Status	s Details	Refresh	Ø											View Mor
Entry Type	Acti	on Name								Event Date 🔻		File N	lame	
decision	Dec	ision issued:	C1 - D&O - Affirn	med						05/18/2012				
events	128	- Submitted	o Docket for iss	suance						05/17/2012				
events	114	- Panel assig	ned/case placed	d on Board ag	enda					05/14/2012				
appeals	Cas	e processable	2							11/22/2011				
events			cknowledgeme	nt letter sent ((FNAME89125)					11/07/2011				
All times displayed	d in US Eastern	limezone												
Filings		_	-											
Filing Category	Filir	ng Type	eFile Num	iber	Filed Docume	ents	Filed By	Status	Subm	nitted On	Last Updat	ed On		Detail
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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 F	iling Remove From My Dashboard

- 5. Appeal details page include buttons **Submit a New Filing, Remove From My Dashboard,** and **Delegate Access**.
 - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
 - b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard

Appeal Details

Summary

Submit a New I		Remove From My	
proSe	FALSE		
Decision Date	08/23	/2011	
Appeal Date	10/30	/2011	
Claimant Name	RONA	LD L JONES	
Case Type	FECA		
Board	ECAB		
Docket Number	ECAB-	2012-0128	
eFile Case Number	EFS-E	CAB-1110-050001	



- 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.



Case Status D	etails Refrest	B									View More <table-cell-rows></table-cell-rows>
Entry Type	Action Name							Event Date 🔻		File Name	
decision	Decision issued:	C1 - D&O - Affirn	ned					05/18/2012			
events	128 - Submitted	to Docket for iss	uance					05/17/2012			
events	114 - Panel assig	ned/case placed	l on Board agenda					05/14/2012			
appeals	Case processable	e						11/22/2011			
events	27A - Granted - A	cknowledgeme	nt letter sent (FNAME89125)					11/07/2011			
* All times displayed in U	JS Eastern Timezone										
Filings											
Filing Category	Filing Type	eFile Num	ber Filed Docume	nts F	iled By	Status	Submi	itted On	Last Update	ed On	Details
	een filed to this appeal										
* All times displayed in U											
Documents S	erved by ECA	В							Showing 1	of 1 records	View More 🕈
eFile Number	File Name		Description	File Type	Issued O	n	Served	On	Accessed O	n Notified	l On
ESERVE-ECAB-2007-00	00399 Test_eServe 1285233.pdf	_ECAB-2012-0	Auto generated test servin g	TEST_SERVE	07/20/20	20 - 15:26 EST	07/20/2	2020 - 17:00 EST		07/20/20	020 - 15:37 EST
* All times displayed in U	JS Eastern Timezone										
Parties with A	Access										
The table shows all the p	parties in the appeal w	ho have access t	o this appeal						Showing 4	of 4 records	View More +
Name A	ddress					User Type	Organiz	ation			
Amy DeRocher C	DWCP-DFEC, Jacksonvi	lle, United State	s, Florida, 32202			Individual					
Tiju Issac 4	59 Temple Street Powe	der Springs, GA 3	30127, Brigh, United States, Ar	rkansas, 12435		Attorney	Wingste	in and Dragger Atl	torneys of Law	, 56 Constituti	on Ave
Jacky Jacky 🛛 A	Address, Address, Unite	ed States, Iowa, 4	44556			Attorney	Joseph'	s Org, addrsstest			
Sunny Mathew A	Address, City, United St	ates, Arkansas, 1	12343			Attorney	Org - Ja	cky, Address - Jac	ky 1		
Parties on Ap	peal										
The table lists all the par	 ties on this appeal. 								Showing 2	of 2 records	View More +
Name		Address							Role in the O	ase	
Alan Shapiro		8 SHAKER GLE	N, SHAKER HEIGHTS, OH, 441	22					Attorney		
RONALD JONES		1416 TERRA P	ALMA DR, FT MEYERS, FL, 3390	01					Appellant		
Delegated Use	ers										
_											
Name	Addres	55	Delega	ated By				Organization	1		
			to delegate access to anothe								

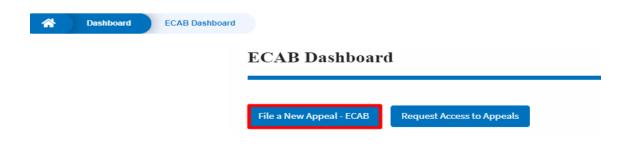


HOW TO FILE A NEW APPEAL IN ECAB?

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

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 (OAL) or Certification Appeals (BALCA)
	L	
	eFile & eServe with the Benefits Review Board (BRB)	eFile & eServe with the Benefits Review Board (BBB)

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



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

Confirmation	×
You are currently attempting to file a new appeal before the Employees' Compensation Appeals Board (ECAB). Please note that the Board's review of a case is limited to the evidence that was in the case record before the Office of Workers' Compensation Programs (OWCP) at the time of its final decision. Thus, the Board is precluded from reviewing additional evidence for the first time on appeal. If you wish to submit additional evidence in support of your claim, you should consult the OWCP website if appropriate and submit a request for reconsideration before OWCP rather than a new appeal before ECAB. Please confirm that you wish to file a new appeal by clicking "Continue" below.	
Continue Cancel	



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.

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▼ Help		Help 🔞
adversely affected by a for review of such decis final decision or order o	in this appeal. According to the Board's Rules of Procedure a final decision of OWCP, or his or her authorized Represent sion by the Board. An appellant is any person adversely aff of the OWCP who files an appeal to the Board. A represent thorized by an Appellant in writing to act for the Appellant i the Board. The Representative may be any individual or an	ative, may file ected by a ative is an in connection
	practice and who is in good standing with any court of com	petent
has been admitted to p jurisdiction. our Role on this Appeal	practice and who is in good standing with any court of com	petent
has been admitted to p jurisdiction. our Role on this Appeal - Select your role on thi	practice and who is in good standing with any court of com l * is appeal -	¢
has been admitted to p jurisdiction. our Role on this Appeal - Select your role on thi	practice and who is in good standing with any court of com	¢
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has been admitted to p jurisdiction. our Role on this Appeal - Select your role on thi s this an appeal on beha Yes	practice and who is in good standing with any court of com l * is appeal -	¢



 Help You do not have to have a representative in order to pursue your appeal. If you will represented by an attorney/representative in this appeal an authorization/consent representation must be filed. In order to submit a valid authorization/consent of representation, please provide the email address of your attorney/representative. be sent to the address you provided, prompting them to log in to this system to varole as your attorney/representative. Do you have an attorney or representative? * Yes No 	
role as your attorney/representative. Do you have an attorney or representative? * Yes	t of An email will
○ No	idate their

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appealing. An app being appealed. If	eal must be filed wit	thin 180 days imely filed, yo	following the date ou must attach a st	decision date you are of the OWCP decision(s) atement with supporting ted timely filing.
	ion being appealed	i*		
mm/aa/yyyy				
mm/dd/yyyy o you have a seco Yes No	nd decision date?			



New Appeal

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▼ Help				
	OWCP File Number n appeal concernir			
				_
WCP File (Claim) Enter OWCP Num	ber			
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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.
Vral Argument Requested Yes No
Previous Save Draft Cancel Next



New Appeal

 Help 					
Briefly state the sp	pecific reasons fo	r your disagree	ment with the dec	cision of OWCP.	
peal Reason * Enter Appeal Reas	ion				
					//

New Appeal

rms & Conditio		artias with say	es pending before the	Adjudication	
-	B & ECAB) of the U.			Aujudicatory	-
	-	-			1
Accept Abov	e Terms & Conditio	ns			



5. On the final page of the wizard, Accept Above Terms & Conditions and click on the 'Submit to ECAB'/'Submit for the 2nd Signature' button.

Note: If the filer is Appellant, It will be going for a second signature.

w Appeal				
		100%		
rms & Conditio	ns			
	lely for the use of p B & ECAB) of the U.			the Adjudicatory
Accept Abov	e Terms & Conditio	ns		
				_
Previous	Save Draft	Cancel	Preview	
Submit for 2nd	Signature			

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

ECAB Dashboard

							Help
File a New Appeal - ECAB	Request Access to Appeals						(ietp)
Iy Access Reque	sts						
, ,	peals you have access to. Click on the	docket number link	to view case status, a	access filings and ser	vings and to submit new filings.		
						Showing 2 of 2 records	View More
Docket Number	eFile Number	Case	е Туре	Status	Last Updated On		Details
ECAB-2012-0128	ECAB-2009-510206	FEC	A	SUBMITTED	09/14/2020 - 08:00 EST		View
ECAB-2020-2454	ECAB-2009-502502	FEC	A	SUBMITTED	09/10/2020 - 03:04 EST		View
All times displayed in US East	ern Timezone						
ppeals Delegate	d to Me						
Docket Number	eFile Case Number	Claiman	t Name	Delegated By	Delegated On 🔻	Organiza	ation
There are no delegated appe	al to show.						
All times displayed in US East	ern Timezone						
Jew Appeals							
* *	ou have created. Click on the eFile Ca	ise Number link to v	iew case status, acce	ss filings and serving	gs and to submit new filings.		
						Showing 5 of 5 records	View More
Docket Number	eFile Number	Case Type	Status		Last Updated On	Details	
Pending Assignment	ECAB-2009-510211	FECA	AWAITING SIGN	ATURE	09/14/2020 - 07:43 EST	View	
	ECAB-2009-502283	FECA	REJECTED		09/04/2020 - 04:21 EST	View	



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

peal 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	56 Constitution Ave. Peachtree City, GA 30269, Peach, US-DE, 34643	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



HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

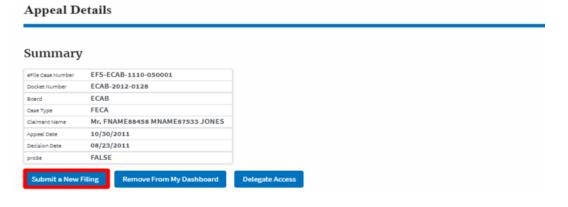
1. Click on the ECAB tile from the main dashboard.

efile & serve with the efile & serve with the deministrative Law efile & serve with the Benefit is reviewed Board (BBB)	eFile & eServe with the			*
(ARB) Appeals Board (ECAB) Judges (OALJ) or	Administrative Review Board Ber (ARB)	eFile & eServe with the tefits Review Board (BRB)	eFile & eServe with the Employees' Compensation Appeals Board (ECAB)	eFile & eServe with the Office of the Administrative La Judges (OALJ) or Board of Alien Labor

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 🔞			
Any Access Requests he 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.									
ine rono ning are the nation op					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 East	ern Timezone								

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





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

New Filing to ECAB

Your profile v	vill 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 Numl	her
ECAB-2012-	
iling Catego	ry *
- Select a va	elue - 🔶
File *	
Choose File	No file chosen
	No file chosen e following extensions are allowed: pdf and size should be less than 200MB
Only files with th	
Only files with th	e following extensions are allowed: pdf and size should be less than 200MB
Only files with th	D e following extensions are allowed: pdf and size should be less than 200MB NOTICE FOR REDACTION RESPONSIBILITY t redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally
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Only files with th IMPORTANT I All filers mus Social Sect Taxpayer-i Dates of bi Names of r Financial a This requirer	e following extensions are allowed: pdf and size should be less than 200MB NOTICE FOR REDACTION RESPONSIBILITY t redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally action of: urity numbers dentification numbers rth minor children account numbers



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

							Help
ummary	7						Help
File Case Number	EFS-ECAB-1110-050001						
ocket Number	ECAB-2012-0128						
oerd	ECAB						
взе Туре	FECA						
laimant Name	Mr. FNAME88458 MNAME87533 JONES						
ppeel Dete	10/30/2011						
lecision Dete	08/23/2011						
roše	FALSE						
	us Details 🛛 Refresh 💋						View More
	Action Name				Event Date 👻	File	View More
Entry Type		med			Event Date *	File	
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Entry Type decision events	Action Name Decision issued: C1 - D&O - Affin	suance			05/18/2012	File	
Entry Type decision events events	Action Name Decision issued: C1 - D&O - Affir 128 - Submitted to Docket for Is	suance			05/18/2012	File	
Entry Type decision events events appeals	Action Name Decision issued: C1 - D&O - Affir 128 - Submitted to Docket for is 114 - Panel assigned/case place	suance id on Board agenda			05/18/2012 05/17/2012 05/14/2012	Fite	
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Entry Type decision events events appeals events all times displa	Action Name Decision issued: (2 - 0.60 - Affin 128 - Submitted to Docket for is 114 - Panel assigned/case place Case processable 27A - Granted - Acknowledgem	suance id on Board agenda			05/18/2012 05/17/2012 05/14/2012 11/22/2011	File	
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6. Click on the '**View'** link under 'Details' table header. The user is navigated to the view details page.

							Showing 1 of 1 records	View More
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Other	ECAB-2009-510212	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 08:00 EST	09/14/2020 - 08:00 EST	View

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

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

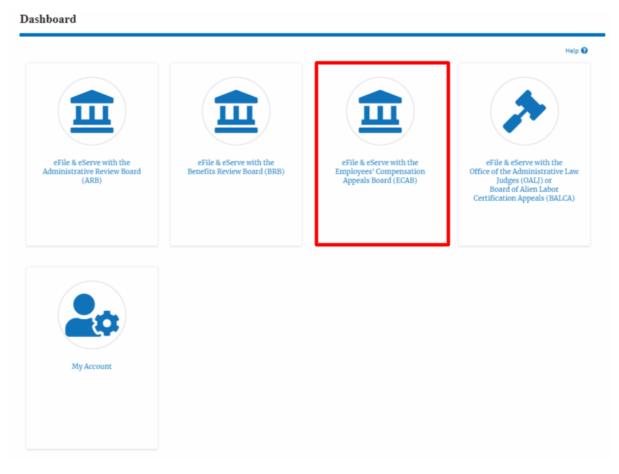
Status Update Log

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



HOW TO ACCESS ECAB - APPEAL DETAILS PAGE AS A DELEGATED USER?

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



 In the ECAB dashboard, click on the approved <Docket Number> link from the Appeals Delegated to Me table.

	Appeals Delegated to Me he 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.								
0					Showing 1 of 1 records View More •				
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organization				
ECAB-2012-0128	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 l	JS Eastern Timezone								



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

Summary													Help
	EFS-ECAB-11	110-050001											
	ECAB-2012-0												
	ECAB FECA												
	RONALD L JO	ONES											
	10/30/2011												
	08/23/2011 FALSE												
Submit a New Fili	ng Rer	move From My D	ashboard										
Case Status	Details	S Refresh	ខ										View More
Entry Type	Act	tion Name								Event Date 🔻		File Nam	ie
decision	De	cision issued: C	1 - D&O - Affirm	ned						05/18/2012			
events	12	8 - Submitted to	Docket for iss	uance						05/17/2012			
events	114	4 - Panel assigne	ed/case placed	on Board ag	enda					05/14/2012			
appeals	Ca	se processable								11/22/2011			
events	27/	A - Granted - Ack	knowledgemer	nt letter sent	FNAME89125)					11/07/2011			
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Filings													
Filing Category	Fili	ing Type	eFile Numl	ber	Filed Docume	nts	Filed By	Status	Sub	mitted On	Last Update	ed On	Details
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Documents	Served	l by ECAE	3								Showing 1	of 1 recor	ds View More
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ESERVE-ECAB-200				Description	1	File Type	Issued O	n	Serv	ed On	Accessed O	n Noti	fied On
	7-000399	Test_eServe_E	CAB-2012-0		ated test servin	File Type TEST_SERVE		n 20 - 15:26 EST		ed On 0/2020 - 17:00 EST	Accessed O		
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HOW TO ACCESS SERVINGS IN ECAB?

¹ Click on the ECAB tile from the main 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 (OALI) or Board of Alien Labor Certification Appeals (BALCA)
2.		L	
My Account			

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 Reques	ts eals you have access to. Click on the docl	ket number link to view case stat	tus, access filings and servin	gs and to submit new filings.				
					Showing 2 of 2 records			
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details		
						Details		
ECAB-2012-0128	ECAB-2009-510206	FECA	APPROVED	09/14/2020 - 07:58 EST		View		

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

Documents Served by ECAB Showing 1 of 1 re									
eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On		
ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-0 1285233.pdf	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 Easte	rn Timezone								



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

Documents Serve	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-2012-0 1285233.pdf	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 ES

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

d by ECAB							
							Help
File Name		Descrip	otion		File Type		
Search F	le Name	Searc	h Description		Search File	e Type	
File Name	Description	File Type	Issued On	Served On		Accessed On	Notified On
	File Name	File Name Search File Name	File Name Descrip Search File Name Search	File Name Description Search File Name Search Description	File Name Description Search File Name Search Description	File Name Description File Type Search File Name Search Description Search File	File Name Description File Type Search File Name Search Description Search File Type

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

Documents Served by ECAB Help 😮 eFile Number File Name Description File Type Search File Name Search Description Search eFile Number Search File Type eFile Number File Name Description File Type Issued On Served On Accessed On Notified On ESERVE-ECAB-2007-Test_eServe_ECAB-2012-0 Auto generated serving TEST_SERVE 07/20/2020 - 15:26 07/20/2020 - 17:00 10/20/2020 - 03:34 07/20/2020 - 15:37 000399 1285233.pdf EST EST EST EST * All times displayed in US Eastern Timezone



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):



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



3. Email Notification on 'Rejected - New Appeal':

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

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

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 <u>eFile and eServe</u> 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 <u>eFile and eServe</u> to view the details



5. Email Notification on 'Approved - Filing':

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

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 <u>eFile and eServe</u> 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

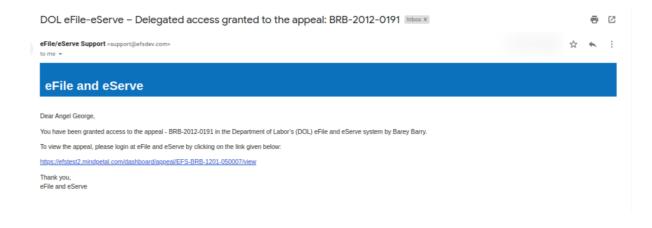
 Date
 : September 25, 2020 at 6:02 AM ET

 Comments
 : Rejected for joseph

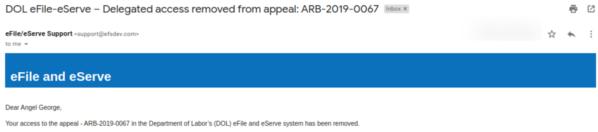
Thank you, Administrative Review Board U.S. Department of Labor Please login to DOL <u>eFile and eServe</u> to view the details



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



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



If you have any questions regarding this, please contact your organization's - Boards Splits Testing administrator.

Thank you, 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 josephtester0001@gmail.com

Thank you, ARB U.S. Department of Labor Please login to DOL<u>eFile and eServe</u> to view the details