

U.S DEPARTMENT OF LABOR

User Guides for Public Attorneys

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HOW TO ACCESS APPEALS IN ECAB?	
WHAT ARE THE COMPONENTS IN ECAB - APPEAL DETAILS PAGE?	
HOW TO FILE A NEW APPEAL IN ECAB?	
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HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?	
HOW TO ACCESS SERVINGS IN ECAB?	





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 integrate 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 navigation 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 V SUPPORT V ANNOUNCEMENTS	
eServe	eServe
eFiling and eServing Gateway	ve
Create Account	
eServe	eFile
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 V 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	\$
- None -	
Office of the Administrative Law Judges and Board of Alien Labor Certification Appeals	
Administrative Review Board	
Benefits Review Board	
Employees' Compensation Appeals Board	
Organization	
Delegation	
My Profile	
Logout	

4. Fill in your questions, concerns, and comment in the box provided. Also provide any additional info you may have to convey to the support team like a type of login, email address, profile, data, etc. Provide as much information as possible to aid in quick redressal.

HOME	EFILE AND ESERVE WITH 🗸	SUPPORT 🗸	ANNOUNCEMENTS	DASHBOARD	
*	Contact				
Y	our Questions & Comments *				
A	dditional Information				
	Type of login used, email address, pro	ofile data, etc.			
https://efstes	t2.mindpetal.com/announcements				



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.

Content			
Contact			
Additional Information			
Type of login used, email address,	profile data, etc.		
Type of login used, email address, profile data	ı, etc.		/



USER PROFILE AND ORGANIZATION MODULE



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

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

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

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

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

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



HOW TO EDIT YOUR USER PROFILE?

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



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





3. Edit the fields in the displayed form.

First Name *	Help 🕻
Charlie	
Middle Name	
Last Name *	
John	
Suffix	
Organization *	
Wingstein and Dragger Attorneys at Law, 99 Constitution Ave	
Select the Organization.	
Country *	
United States	\$
Select country from the list.	
Address 1 *	
58 Constitution Ave. Peachtree City, GA 30269	
Address 2	
Addrass 3	
City *	



p Code *	
12435	
p code format should be : NNINNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)	
ime Zone	
- None -	
fain Phone Number *	
8354525255	
nternational phone number formats are supported	
Nobile Phone Number	
02548545518	
02546545516 nternational phone number formats are supported	
02548545518 nternational phone number formats are supported	
02548545518 02548545518 nternetional phone number formats are supported Email Address	
02548545518 nternational phone number formats are supported Email Address	
02548545518 02548545518 International phone number formats are supported Email Address communicationable @gmail.com his is the email used to login to the system. You cannot edit, ichange this value.	
02548545518 02548545518 nternational phone number formats are supported Email Address mail.address are supported @gmail.com his is the email used to login to the system. You cannot edit/change this value.	
02548545518 international phone number formats are supported Email Address encoded and the approximation of the system. You cannot edit/ichange this value. I am an attorney	
02548545518 02548545518 International phone number formats are supported Email Address Imail Address Imail Address Imail Address Imail and attorney Jser Type	
02548545518 nternational phone number formats are supported Email Address enroutestantiation this is the email used to login to the system. You cannot edit/ichange this value. I am an attorney Jser Type Public	
02548545518 international phone number formats are supported Email Address email Address email sis the email used to login to the system. You cannot edit/ichange this value. I am an attorney Jser Type Public	
02548545518 international phone number formats are supported Email Address email address email address is the email used to login to the system. You cannot edit/change this value. I am an attorney Jser Type Public Ferms & Conditions of Use	
02548545518 international phone number formats are supported Email Address encoded at the email used to login to the system. You cannot edit/ichange this value. I am an attorney Jser Type Public This system is solely for the use of parties with cases pending before the Adjudic	atory
02548545518 international phone number formats are supported Email Address email address Image: International phone number formats are supported Image: International phone number formats are supported phone number formats are suppont number formats are suppont number formats are suppont number	atory as the



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

Public	
rms & Conditions of Use	
This system is solely for the use of parties with cases pending before the Adju Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL res right, in their sole discretion, to modify, alter or otherwise update these Term	dicatory Arrow Sand

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	ations					Help 😯			
Organization	Туре	Website	Contact Name	Contact Email	Contact Number	Address	Actions			
There are no organizations you are currently part of.										

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

Add Organization

Organization Name *	Help 😧
Wingstein and Dragger Attorneys of Law	
Country *	
United States	۰
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	
Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)	



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

									Help 🕻
Name	Wingstein and Dragger	Attorneys of Law		View Mor	e Organizatio	on Details			
Website									
Organization Email	info@wingstein.com								
Contact Number	1154525255								
Organization Type	Public								
Address	56 Constitution Ave , Pe	achtree City , GA 30268 , United Sta	ates						
Add Members	Edit Organization M	anage Mailboxes							
Administrat	ors								
Name	Email			User Type		User Role		Created On	
Tiju Issac 💄	tijutester12	3@gmail.com		Attorney		Public		10/14/2020 - 02:05 EST	
Active Memi lame or Email Enter Name or Emai	bers	Search							
Enter Nume of Enter									
Name	Email		User Typ	e	User Role		Created On		Actions
Tiju Issac 💄	tijutester123@į	gmail.com	Attorney		Public		10/14/2020 - 0	2:05 EST	
oin Request	ts								
ame or Email									
Enter Name or Emai	l	Search							
Name	Email	User Type		User Role		Cr	eated On	Act	ions
There are no join rec	quests to this organization.								
ote: Red colored em:	ails show a mismatch with th	e organization domain.							
Pre-Approv	ed Members								
mail									
Enter Email Address	i	Search							
Email	Stat								
Emalt	ota	tus	Crea	ted On				Actions	
	and manhars in this area	us	Crea	ted On				Actions	



HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

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



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

My Organizations

Add Organization Search Organizations							
Organization	Туре	Website	Contact Name	Contact Email	Contact Number	Address	Help 😮
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	
dd Members *	Help 🔞
rahultester002@gmail.com,caroltester001@gmail.com,digger@gmail.com	
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	n Details									
 Added 3 use An email no An email no 	ers to the organization. tification has been sent to th tification has been sent to th	ne users. Ne organization administra	tor(s).							
Name Website	Wingstein and Dragger A	Attorneys of Law		View	More Organiza	tion Detail	s		H	Help 🔞
Organization Email	info@wingstein.com									
Contact Name	Tiju Issac									
Contact Number	1154525255									
Organization Type	Public									
Address	56 Constitution Ave , Pe	achtree City, GA 30268,	United States							
Add Members	Edit Organization Ma	anage Administrators	Manage Mailboxes							
Name	Email			User Type		User F	tole	Created On		
Tiju Issac 💄	tijutester12	3@gmail.com		Attorney		Public	:	10/14/2020 - 02:0	5 EST	
Name Carol Max	Email caroltester0016	Jermail.com	User Typ	e	User Role		Created On	ST	Actions Edit Remove	
Joseph Joseph	rahultester002@	9gmail.com	Attorney		Public		07/22/2020 - 10:28	EST	Edit Remove	
Tiju Issac 💄	tijutester123@g	mail.com	Attorney		Public		10/14/2020 - 02:05	EST		
Join Request Name or Email Enter Name or Emai	ts I	Search								
Name	Email	User Type		User Role			Created On		Actions	
There are no join rec	quests to this organization.									
Vote: Red colored ema Pre-Approve Email Enter Email Address	ed Members	e organization domain.								
Email			Status		Ci	reated 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 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.

Search Organizations			
			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	Help 🕑
organization name or address	



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 the "My Account" dropdown and select "My Organization"

Dashboard	MY ACCOUNT My Profile		
	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.

Organization Details

										Help 😧
Name	Wingstein and Dragger A	ttorneys of Law		View Mor	e Organizatio	on Details				
Website	info Outlanda la sum									
Organization Email	Tiju lesse									
Contact Number	1154525255									
Organization Type	Public									
Address	56 Constitution Ave , Pea	achtree City , GA 30268 , United Stat	tes							
Add Members	Edit Organization Ma	anage Mailboxes								
Administrat	ors									
Name	Email			User Type		User Role		Created On		
Tiju Issac 💄	tijutester123	3@gmail.com		Attorney		Public		10/14/2020 - 02:05 EST		
Active Meml	bers									
Name or Email										
Enter Name or Email	l	Search								
Name	Email		User Ty	pe	User Role		Created On		Actions	
Tiju Issac 💄	tijutester123@g	mail.com	Attorne	ý	Public		10/14/2020 - 02	2:05 EST		
Join Request	ts									
Name or Email										
Enter Name or Email	l	Search								
Name	Email	User Type		User Role		Ci	reated On	Ac	tions	
There are no join req	quests to this organization.									
Note: Red colored ema	ails show a mismatch with th	e organization domain.								
Pre-Approve	ed Members									
Email										
Enter Email Address		Search								
Email	Stat	us	Cre	ated On				Actions		
There are no pre-app	proved members in this orga	nization.								



4. The user will be displayed with full details of the organization.

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"

Dashboard	MY ACCOUNT My Profile		
	my organizations		Help 😧
			*
eFile & eServe with the Administrative Review Boa (ARB)	eFile & eServe with the rd 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 page is 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

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

- 4. Click the "Edit" link on the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.
 - Edit Organization

	Help O
Organization Name *	The p
Wingstein and Dragger Attorneys of Law	
Country *	
United States	٥
Select country from the list.	
Address 1 *	
58 Constitution Ave	
Address 2	
Peachtree City	
Address 3	
GA 30268	
City *	
Chicago	
State *	
Idaho	٥
Zip Code *	
12345	
Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)	



	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	te 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	ame ontact Number
Administrator 2 N Administrator 2 C	ame ontact Number
Administrator 2 N Administrator 2 C	ame ontact Number
Administrator 2 N Administrator 2 C	ame ontact Number

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

W/		
Wingstein and	o 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	
Contect Number	1154525255	
Organization Type	Public	
	to Constitution Ave. Deachtree City, CA 20208, 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	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States	
_		_
d Members	Edit Organization Manage Administrators Manage Mailbo	mes .

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

Manage Administrato	rs		
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 Administra	tors		
 Added Carol Max as an ad An email notification has 	ministrator. been sent to Carol Max at caroltester001@gmail.com		
Organization: Wingstein	n 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 Admini	istrators		
 Removed Carol Ma An email notificati If you wish to remo 	ax as an administrator. on has been sent to Carol Max ove the member from the organization, please click "Rem	ove" link in the Active Members list.	
Organization: Wing	gstein 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	



HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

 Login to your account as an Organization administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

Organization	Details								
									Help
Name	Wingstein and Dragger At	torneys of Law		View M	More Organiza	tion Detail	s		
Website					nore organiza	don beau			
Organization Email	info@wingstein.com								
Contact Name	Tiju Issac								
Contact Number	1154525255								
Organization Type	Public								
Address	dit Organization	chtree City , GA 30268 , U	Managa Mailboyee						
Administrato	rs								
Name	Email			User Type		User R	tole	Created On	
Tiju Issac 💄	tijutester123	@gmail.com		Attorney		Public		10/14/2020 - 02:0	15 EST
Enter Name or Email	Email	Search	User Ty	ре	User Role		Created On		Actions
Swetha Sunny	swethatester001@	gmail.com	Attorne	y	Public		10/13/2020 - 04:29	EST	Edit Remove
Tiju Issac 💄	tijutester123@gma	ail.com	Attorne	y	Public		10/14/2020 - 02:05	EST	
oin Requests									
lame 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.								
lote: Red colored emails	show a mismatch with the	organization domain.							
Pre-Approved	l Members								
mail									
Enter Email Address		Search							
Email			Status		c	reated On			Actions
digger@gmail.com			PENDING		1	0/16/2020			Remove



2. The user will be directed to the Edit User Info page.

Edit User Info

lame	Help 🕤
Swetha Sunny	
mail	
swethatester001@gmail.com	
Jser Type	
Attornov	÷

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

Name	Help 😮
Swetha Sunny	
Email	
swethatester001@gmail.com	
Jser Type	
Individual	¢



4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.

Organization Details

Name Wingstein and Dragger Attorneys of Law Website User Website Optimization Enail Info@wingstein.com Cantex Number Tiju Issac Cantex Number 1154525255 Optimization Public Address Address Edit Organization Manage Administrators Manage Malilboxes Attorney Name Email tijutester 123@gmail.com Atorney Viser Nome or Email Search Name or Email Search Name or Email Search Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020 - 04:29 EST Edit [Rei	Help
None Wingstein and Dragger Attorneys of Law Wingstein and Dragger Attorneys of Law Upgertained to perform and the performance of the perform	
Visitianis info@wingstein.com Created Number Tiju Issas Consist Number 1154525255 Organization Fry Public ddwar Edit Organization Manage Administrators Manage Mailboxes Add Member Edit Organization Manage Administrators Manage Mailboxes Add Member Edit Organization Add Members Edit Organization Manage Administrators Manage Mailboxes Add Members Edit Organization Manage Mailboxes Created On Tiju Issas Itiju Issas Itiju Issas Manage Mailboxes Created On Tiju Issas Itiju Issas Itiju Issas Manage Administrators Manage Administrators Manage Administrators Manage Mailboxes Created On Itiju Issas Itiju Issas Itiju Issas Manage Mailboxes Created On Itiju Issas Ititu I	
organization Enail info@wingstein.com Contact Nume Tiju Issac Octuber Nume 1154525255 Organization Type Public Address 56 Constitution Ave, Peachtree City, GA 30268, Junited States Add Members Edit Organization Manage Administrators Manage Administrators Name Email User Type User Type User Type Verreated On Tiju Issac Name Email Stricter Name or Email Email Ennail User Type User Type Verreated On Verreated On	
Contact Name Edit Organization Organization Manage Administrators Manage Administrators Manage Mailboxes Add Members Edit Organization Manage Administrators Manage Administrators Manage Mailboxes Add Members Edit Organization Manage Administrators Manage Administrators Manage Mailboxes Manage Mailboxes Add Members Edit Organization Manage Administrators Manage Mailboxes Manage Mailboxes Created On Tiju Issac I tijutester 123@gmail.com Manage Type User Role Created On On 10/14/2020 - 02:05 EST On 10/14/2020 - 02:05 EST Edit Type Viser Role Created On Created On Actions Swetha Sunny swethatester001@gmail.com Individual Public Olylic Olylic200 - 02:05 EST Edit Type Digit States Created On On 2000 - 02:05 EST Edit Type Digit States Created On Actions Swetha Sunny swethatester001@gmail.com Individual Public 10/14/2020 - 02:05 EST Edit Type Digit States Digit States Created On Actions Created On Actions Created On Actions Contact States Created On Actions Contact States Contact States Created On </td <td></td>	
Comparison Type Public Orgenization Type Public Address 56 Constitution Ave, Peachtree City, GA 30268, United States Add Member Edit Organization Manage Administrators Add Member Manage Administrators Add Member Ijju Issac tijuteser 123@gmail.com Attorney User Type User Role Created On Individual Public 10/13/2020 - 04:29 EST Edit [Rei Tiju Issac Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020 - 04:29 EST Edit [Rei Tiju Issac	
Digitation Type Public iddress 56 Constitution Ave , Peachtree City , GA 30268 , United States Add Members Edit Organization Manage Administrators Manage Mailboxes Add Members Enail Vigue Solution Vigue Role Created On Tiju Issac tijuteser 123@gmail.com Manage Mailboxes Name Email Search Name or Email Starter Name or Email Swetha Sunny swethatester001@gmail.com Individual Public Vigue Solution Vigue Solution Vigue Solution Vigue Solution Manage Mailboxes Vigue Solution Vigue Solution<	
Name Email User Type User Role Created On Tiju Issac tijutester123@gmail.com Attorney Public 10/14/2020-02:05 EST Name Email User Type User Role Created On Created On Tiju Issac tijutester123@gmail.com Attorney Public 10/14/2020-02:05 EST Name or Email Search Search Search Ethter Name or Email Ligutester123@gmail.com Individual Public 10/13/2020-04:29 EST Edit [Rei Swetha Sunny swethatester001@gmail.com Individual Public 10/14/2020-02:05 EST Edit [Rei Tiju Issac tijutester123@gmail.com Attorney Public 10/14/2020-02:05 EST Edit [Rei	
Name Email User Type User Role Created On Tiju Issac i itjutester 123@gmail.com Attorney Public 10/14/2020 - 02:05 EST Name or Email Search Search User Type User Role Created On Name or Email Search Individual Public 10/14/2020 - 02:05 EST Created On Name Email Search User Type User Role Created On Actions Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020 - 04:29 EST Edit [Rei Tiju Issac tijutester123@gmail.com Attorney Public 10/14/2020 - 02:05 EST Edit [Rei	
Name Email User Type User Role Created On Tiju Issac ▲ tijutester123@gmail.com Attorney Public 10/14/2020-02:05 EST Kettive Members ame or Email Enter Name or Email Search Search Search Actions Name Email User Type User Role Created On Actions Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020-04:29 EST Edit Rel Tiju Issac ▲ tijuteser123@gmail.com Attorney Public 10/14/2020-02:05 EST Edit Rel	
Tiju Issac L tijutester123@gmail.com Attorney Public 10/14/2020 - 02:05 EST Active Members ame or Email Enter Name or Email Search Name Email User Type User Role Created On Actions Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020 - 04:29 EST Edit Ret Tiju Issac L tijutester123@gmail.com Attorney Public 10/14/2020 - 02:05 EST Edit Ret	
Active Members ane or Email Enter Name or Email Search Name Email User Type User Role Created On Actions Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020 - 04:29 EST Edit Ren Tiju Issac 1 tijutester123@gmail.com Attorney Public 10/14/2020 - 02:05 EST Edit Ren	
Name Lmail User Type User Role Created On Actions Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020 - 04:29 EST Edit Rel Tiju Issac tijutester123@gmail.com Attorney Public 10/14/2020 - 02:05 EST Edit Rel	
Swetha Sunny swethatester001@gmail.com Individual Public 10/13/2020 - 04:29 EST Edit Rep Tiju Issac tijutester123@gmail.com Attorney Public 10/14/2020 - 02:05 EST Edit Rep	
Tiju Issac 💄 tijutester 123@gmail.com Attorney Public 10/14/2020 - 02:05 EST	nove
oin Requests	
ame or Email Enter Name or Email Search	
Name Email User Type User Role Created On Actions	
There are no join requests to this organization.	
ste: Red colored emails show a mismatch with the organization domain.	
re-Approved Members	
nail	
Enter Email Address Search	
Email Status Created On Actions	



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 Attorneys of Law		View	More Organizat	ion Deta	ils			
Website										
Organization Email	info@win	ngstein.com								
Contact Name	Tiju Issac									
Contact Number	11545252	255								
Organization Type	Public									
Address	56 Constit	tution Ave , Peachtree City , GA 30268 , U	nited States							
Add Members	Edit Organiz	zation Manage Administrators	Manage Mailboxes							
Administrato	ors									
Name		Email		User Type		User	Role	Created On		
Tiju Issac 💄		tijutester123@gmail.com		Attorney		Publi	c	10/14/2020 - 02:09	5 EST	
Active Memb Name or Email	oers									
Enter Name or Email		Search								
Name	E	Email	User Typ	e	User Role		Created On		Actions	
Carol Max	c	caroltester001@gmail.com	Attorney		Trusted		07/14/2020 - 03:57	EST	Edit Remove	
Joseph Joseph	r	rahultester002@gmail.com	Attorney		Public		07/22/2020 - 10:28	EST	Edit Remove	
Tiju Issac 💄	t	tijutester123@gmail.com	Attorney		Public		10/14/2020 - 02:05	EST		
Join Request	S									
Name or Email										
Enter Name or Email		Search								
Name	Ema	il User Type		User Role			Created On		Actions	
There are no join req	uests to this	organization.								
Note: Red colored ema	ils show a mi	ismatch with the organization domain.								
Dro-Approve	od Mom	bore								
Email	a men	10013								
Enter Email Address		Search								
Email			Status		Cr	eated O	n		Actions	
digger@gmail.com			PENDING		10	/14/2020)		Remove	



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.

Organizatio	on Details	5								
 Removed An email r An email r 	Joseph Joseph f notification has b notification has b	rom Wingstein een sent to Jo een sent to the	and Dragger Attorneys of seph Joseph at rahultester organization administrat	Law. 002@gmail.com. or(s).						
Name Website Organization Email Contact Name Contact Number Organization Type	Wingstein a info@wing Tiju Issac 115452525 Public	and Dragger Ai stein.com 5	torneys of Law		View	v More Organiza	tion Deta	bils		Help
Address Add Members Addministra	56 Constitu Edit Organiza tors	ition Ave , Pea	chtree City , GA 30268 , U nage Administrators	nited States Manage Mailboxes						
Name		Email			User Type	2	User	Role	Created On	
Tiju Issac 💄		tijutester123	@gmail.com		Attorney		Publ	lic	10/14/2020 - 02:	05 EST
Name or Email Enter Name or Emain Name	ail Ema	il	Search	User Type	2	User Role		Created On		Actions
Carol Max	card	ltester001@gn	nail.com	Attorney		Trusted		07/14/2020 - 03:57 E	ST	Edit Remove
Tiju Issac 💄	tijut	ester123@gma	il.com	Attorney		Public		10/14/2020 - 02:05 E	ST	
Join Reques Name or Email Enter Name or Ema	ail		Search							
Name	Email		User Type		User Role			Created On		Actions
There are no join n	equests to this o	rganization.	organization descrip							
Pre-Approv Email Enter Email Addres	ved Mem	bers	Search							
Email				Status		с	reated C	'n		Actions
digger@gmail.com	1			PENDING		1	0/14/202	0		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	ys 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.

lame *	Help 😢
Shared Mailbox ABCD	
mail *	
sharedmailbox1@gmail.com	
sgency *	
ARB	
BRB	
ECAB	
Case Types*]
A FECA	
Search and Select Case Types	
OALJ	
elect any Agency	
Description	
Xvz	
	//
Status*	•
Active	•



4. A new shared mailbox is created.

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

iame.	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	

2. Click on the mailbox name from the table.

Manage Mailboxes

Organization: Wing	stein and Dragger Attorneys of Law		Help 😧
Add Mailbox			
Search Enter Mailbox(es)	Search		
Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



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

Organizatio	on: Wingstein and Dragger Attorneys	of Law	Help
Name	Shared Mailbox ABCD		
Email	sharedmailbox1@gmail.com		
Status	Active		
Created On	10/14/2020 - 02:39 EST		
Agency - Cas	e Type List		
ECAB		*	
FECA			
		*	
4		►	
Manage Memb	ers		
Name	Email	User Type	Actions
There are no u	sers added to this mailbox		

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

Organizatio	on: Wingstein and Dragger Attorneys o	Law		Help 🕜
Name	Shared Mailbox ABCD			
Email	sharedmailbox1@gmail.com			
Status	Active			
Created On	10/14/2020 - 02:39 EST			
Search Enter Name or	Email address S	arch		
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	Attorney	10/14/2020 - 02:05 EST	Add Member



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

Manage Members

Tiju Issac

tijutester123@gmail.com

 Added An ema An ema 	Carol Max to the mailbox Shared Mailbo ail notification has been sent to Carol M. ail notification has been sent to the orga	ox ABCD ax at caroltester001@gmail.com. inization administrator(s).				
Organizatio	on: Wingstein and Dragger	Attorneys of Law				Help 🕜
Name	Shared Mailbox ABCD	-				
Email	sharedmailbox1@gmail.com					
Status	Active					
Created On	10/14/2020 - 02:39 EST					
Members						
Search						
Enter Name or I	Email address	Search				
Name	Email		User Type	Created On	Actions	
Carol Max	caroltester001@gmail.con	n	Attorney	07/14/2020 - 03:57 EST	Remove	

Attorney

10/14/2020 - 02:05 EST

Add Member



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

iame.	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: Wing	stein and Dragger Attorneys of Law		Help 😧
Add Mailbox			
Search Enter Mailbox(es)	Search		
Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



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

Organizati	ion: Wingstein and Dragge	r Attorneys of Law	
Name	Shared Mailbox ABCD	-	
Email	sharedmailbox1@gmail.com		
Status	Active		
Created On	10/14/2020 - 02:39 EST		
Agency - Ca	se Type List		
ECAB		*	
FECA			
		~	
4			
Manage Mem	bers		
Name	Email		User Type
Carol Max	caroltester	01@gmail.com	Attorney

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			
Organizat	ion: Wingstein and Dragger Attorneys of I	5TA7		Help 🕢
organizat	ion. whigstein and Diagger Attorneys of La	lvv		
Name	Shared Mailbox ABCD			
Email	sharedmailbox1@gmail.com			
Status Created On	10/14/2020 - 02-29 EST			
Search				
Search Enter Name of	or Email address Searc			
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	Attorney	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

 Removed Carol M An email notificat An email notificat Organization: Win	ax from the mailbox Shared Mailbox ABCD ion has been sent to Carol Max at caroltester001@gmail.com. ion has been sent to the organization administrator(s). gstein and Dragger Attorneys of Law			Help 😧
Name Shared	Mailbox ABCD			
Email shared	mailbox1@gmail.com			
Status Active	020 02-20 FCT			
Members Search				
Enter Name or Email addr	ess 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	Attorney	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> 🛧 🛀

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	Z
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		÷	Ø
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

8 2

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 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 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		ē	Ľ
eFile/eServe Support <support@efsdev.com> to me -</support@efsdev.com>	☆	4	*
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':

mathewjohn@gmail.com Inbox ×			
to me -	**	*	:

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	Z
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	S					
The following are the cases you ha	ve access to. Click on the OALJ C	ase Number link to access case fili	ngs and servings and to submi	it new filings.	Showing 1 of 1 records	View More 🛨
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 :	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.

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

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

OALJ and BALCA Dashboard





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

Dashboard OALJ	and BALCA Dashboard Search Cases	
Search Cases		
Search Cases		
2012LHC02015	0	
You can search using OALJ Case Numl Number	ber, Claimant Name, Agency Reference	
Advanced Filter		
OALJ Case Number 💡	Claimant Name	
Search OALJ Case Number	Search Claimant Na	ime
OALJ Case Number format should be	YYYYCaseTypeCodeNNNNN	
Search Clear Sek	ase Number, Claimant Name, Agency Reference Number. ection and Filters Clear Filters Add to Requ	lest
Select Cases	Case Number	Claimant Nam
~	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.

Back to S	Search Res	set		Help 🗿
Selected	Cases OALJ Case	Decision	Claimant	Agency Reference
		D 1	Name	Number
	Number	Date		Number
~	Number 2012LHC02015	Date	BARY LARRY W.	08-135254
Cole in the	Number 2012LHC02015 Case *	Date	BARY LARRY W.	08-135254
cole in the	Number 2012LHC02015 Case * value -	Date	BARY LARRY W.	08-135254

Choose File No file chosen

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

eFiler's Organization

Org - Barry, Address 123

Submit to DOL Cancel

۰



A 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 BAL	CA Dashboard					
Request to access the	e case has been submitted. [2	012LHC02015]				
File a New Case Req	uest Access to Cases M	ulti Case Filing		i, est		Help 🝞
The following are the cases y	ou have access to. Click on the	e OALJ Case Number link to access case filing	s and servings and to subm	it 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 the **View More** button to view all the access requests.

File a New Case Requ	lest Access to Cases Mi	ulti Case Filing				Help 🚱
My Access Reque	ests	OAL I Case Number link to access case filing	and servings and to subm	it new filings.		
ine ronoring are the cases yo				in the second	Showing 1 of 1 records	ew 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.

J and BALCA Dashboard My Access Requests

My Access	Requests							
The following are the	e cases vou have access to. (Click on the OALJ Case N	lumber link to access case	e filings and serv	ings and to submit new filings.			Help 🕜
Case Number or eF	ile Number	Status						
Search Case Numb	per or eFile Number	- Any -	\$	Apply				
					-			
OALJ Case Number	eFile Case Number	eFile Number	Claimant Name		Employer Name	Status	Last Updated On	Details
2012LHC02015	EFS-OALJ-2009-208942	OALJ-2009-510200	BARY LARRY W.			SUBMITTED	09/14/2020 - 04:35 EST	View



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

My Access Requests

The following are th	e cases you have access to.	Click on the OALJ Case M	lumber link to access cas	filings and servings and to sub	mit new filings.			Help 🝞
Case 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 Na	me Sta	itus	Last Updated On	Details
2012LHC02015	EFS-OALJ-2009-208942	OALJ-2009-510200	BARY LARRY W.		SU	BMITTED	09/14/2020 - 04:35 EST	View

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.

OALJ Case Number:	2012LHC02015	
eFile Case Number:	EFS-OALJ-2009-208942	
eFile Number:	OALJ-2009-510200	
Role in the Case:	Respondent/Defendant/Employer (Self-represented)	
Certificate of Service:	Test_146.pdf	
Notice of Appearance:	rtf-sample_100kB.rtf	
Status:	SUBMITTED	
Organization	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.



2. Click on the File a New Case button.





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

	Help 😮	
our profile will b ccurate. You can	e sent with the request. Please make sure that your profile is current and do this through the My Profile menu in the Dashboard.	
MPORTANT NOT ou need to file a arties, you MUS ollowing guide fo	TCE: 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 Hear	ing or Request for Administrative Review	
rogram Area *		
- Select a value -	\$	
rogram Sub Area	1	
- None -		
originating Agence	·y *	



Enter Agency Reference Number	
ur Role in the Case *	
- Select a value -	\$
 Decision Document From Originating Agency (e.g., OWCP, OSHA, Wage an Division Etc.) 	id Hour
Only files with the following extensions are allowed: ndf ing ineg doc xls xlsx	txt_docx_rtf
and size should be less than 200MB	0,000,10
Add a File *	
Choose Files No file chosen	
ertificate of Service *	
Choose File No file chosen	
ertificate of Service * Choose File No file chosen Ily files with the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bt, docx, rtf and size sl	nould be less than
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ertificate of Service * Choose File No file chosen ly files with the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bt, docx, rtf and size si OMB Filer's Organization Org - Barry, Address 123	nould be less than
ertificate of Service * Choose File No file chosen ly files with the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bt, docx, rtf and size sl oMB Filer's Organization Org - Barry, Address 123 IPORTANT NOTICE FOR REDACTION RESPONSIBILITY I filers must redact filings in compliance with 29 C E R § 18 31. This regulation	nould be less than
Prificate of Service * Choose File No file chosen In the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bd, docx, rtf and size sl oMB Filer's Organization Org - Barry, Address 123 IPORTANT NOTICE FOR REDACTION RESPONSIBILITY I filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation quires redaction of:	nould be less than
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ertificate of Service * Choose File No file chosen Uy files with the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, bd, docx, rff and size sl oMB Filer's Organization Org - Barry, Address 123 PORTANT NOTICE FOR REDACTION RESPONSIBILITY I filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation quires redaction of: Social Security numbers Taxpayer-identification numbers Dates of birth Names of minor children Financial account numbers nis requirement applies to all documents being filed, including exhibits and	on generally



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.

_			5 0		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 the **View More** button to view all the new cases.

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings. Showing 1 of 1 records View							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.

Dashboard	OALJ and BALCA Das	hboard New Cases						
New Cases								
he following are the	cases you have created.	Click on the OALJ Case Number link to access case	filings and servings a	nd to submit nev	v filings.			Help
Case Number or eFil	e Number	Originating Agency	Agency Reference Nu	mber	Statu	s		
Search Case Numbe	er or eFile Number	Search Originating Agency	Search Agency Reference Number		- An	- Any -		\$
- Any -	\$	Apply						
OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details	
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 - 05:09 EST	View	



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

e following are t	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.			He
se Number or el	ile Number	Originating Agency	Agency Reference Nu	ımber	Statu	5		
earch Case Num	ber or eFile Number	Search Originating Agency	Search Agency Refe	rence Number	- An	y -		\$
Any -	\$	Αρρίγ						
DALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details	

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:	Pe	nding Assignment		î		
	eFile Case Number:	EF	S-OALJ-2009-208944				
	eFile Number:	OA	LJ-2009-510203				
	Filing Type:	Re	quest for Hearing or Request for Adi	ministrative Review			
Dashboard OALJ and E	Originating Agency:	Em	ployment and Training Administratio	n (ETA)			
	Your Role in the Case:	Re	spondent/Defendant/Employer (Self	-represented)			
New Cases	Certificate of Service:	Tes	st_37.pdf				
ien cuses	Notice of Appearance:	rtf-	sample_100kB_0.rtf				
	Decision Document from Ori	ginating Agency: rtf-	sample_100kB.rtf				
he following are the cases you have	Organization:		Test Aaron Orga, Test address 12				Help
,	Case Status: SUBMITTED						
ase Number or eFile Number	Access Status:	SU	BMITTED				
ase Number of erite Number	Submitted On:	09/	14/2020 - 05:09 EST				
Search Case Number or eFile Num	Last Updated On:	09/	14/2020 - 05:09 EST				\$
ccess Status	Status Update	Log			1		
- Any -	-		-				
	eFile Number	eFile Status	Comment	Updated On			
	041 1 2000 540202		New area has been submitted	00/4 4/2020 05:00 FCT			



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.





Case Type

Case Type Group ALJ Decision Date

Claimant Name

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

Case Deta	Case Details				
Summary	,				
eFile Case Number	EFS-OALJ-2007-200182				
OALJ Case Number	2018BLA05689				
Agency Reference #	BR7R4-2016187				

		1					
Filing Category		Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On
Filings						s	howing 3 of 3 record
Submit a New Fil	ling Representative's	Withdrawal of Appearance	Delegate Access				
Docketed Date	07/11/2020 - 13:21 EST						
Status	OPEN						
EmployerName							

Notice or Report	Notice of Appearance	Noa_28.pdf	OALJ-2010-510591	IN_PROGRESS	Thomas Mathew	10/15/2020 - 09:01 EST	View
Notice or Report	Notice of Withdrawal	NoW_6.pdf	OALJ-2010-510553	APPROVED	Devin Hamburg	10/13/2020 - 06:56 EST	View
Motion or Response or Reply to a Motion	Motion to Stay	File 2_19.pdf	OALJ-2007-500420	APPROVED	Devin Hamburg	07/22/2020 - 09:47 EST	View

* All times displayed in US Eastern Timezone

BLA BLACK LUNG

JARVIS CARLOS G SR

Documents Served by OALJ

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

* All times displayed in US Eastern Timezone

Parties with Access

Parties wi	arties with Access Showing 3 of 3 records View Mor							
Name	Address	Role in the Case	Organization					
Devin Hamburg	4573 Elk Street, CAT, United States, California, 92661	Claimant/Complainant/Prosecuting Party (Self- Represented)	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road					
Maria Holden	4398 Barfield Lane, STARK TOwer TOwn, United States, Illinois, 99501	Amicus Curiae	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road					
Thomas Mathew	7786 County Ave. Harleysville, PA 19438, Haley, United States, Delaware, 87454	Attorney For Claimant/Complainant/Prosecuting Party	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave					

Delegated Users

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

Help 🕜

View More 🛨 Details



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

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

- 5. The case details page includes the button Submit a New Filing, Representative's Withdrawal of Appearance, 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. 'Representative's Withdrawal of Appearance' button is to bring up the page that lets you submit the Motion of WIthdrawal from the case.

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

 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.

Note: For a case in submitted status, only the Submit a New Filing button will be displayed. All other buttons will be displayed only once the access request is approved



Case Details

Summary

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

- 6. Case details page include tables Filings, Documents served by OALJ, Parties with Access, and Delegated Users.
 - a. Filings table lists all the Filings you have done related to this case.

b. Documents served by OALJ table lists all the servings issued by OALJ on the case.

c. Parties with Access table lists all the parties that have access to this case.

d. Delegated Users table lists all the users in your organization who have been delegated access to this case and the attorney who delegated the user.



Filings							:	Showing 3 of 3 records	View More 🕂		
Filing Category	,	Filing Type	Filed Documents	S	eFile Number	Status	Filed By	Last Updated On	Details		
Notice or Repor	t	Notice of Appearance	Noa_28.pdf		OALJ-2010-510591	IN_PROGRESS	Thomas Mathew	10/15/2020 - 09:01 EST	View		
Notice or Repor	t	Notice of Withdrawal	NoW_6.pdf		OALJ-2010-510553	APPROVED	Devin Hamburg	10/13/2020 - 06:56 EST	View		
Motion or Respo	onse or Reply to a Motion	Motion to Stay	File 2_19.pdf		OALJ-2007-500420	APPROVED	Devin Hamburg	07/22/2020 - 09:47 EST	View		
* All times displayed in US Eastern Timezone											
Documen	ts Served by OAI	J									
File type	Description	File Name	eFile Number		issued On	Served On	Accessed	On Notifie	ed On		
No documents	have been served to this case										
* All times display	ed in US Eastern Timezone										
,											
Parties wi	th Access	Parties with Access Showing 3 of 3 records View More 🗘									
								Showing 3 of 3 records	View More 🚭		
Name	Address			Role in t	he Case		Organization	Showing 3 of 3 records	View More		
Name Devin Hamburg	Address 4573 Elk Street, CAT, Unite	d States, California, 92661		Role in t	h e Case :/Complainant/Prosecut ited)	ing Party (Self-	Organization Devin Hambur Road	Showing 3 of 3 records	View More		
Name Devin Hamburg Maria Holden	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARK	d States, California, 92661 TOwer TOwn, United State	es, Illinois, 99501	Role in t	he Case //Complainant/Prosecut hted) Luriae	ing Party (Self-	Organization Devin Hambur Road Devin Hambur Road	Showing 3 of 3 records g & Associates LLC, 3765 H g & Associates LLC, 3765 H	View More C		
Name Devin Hamburg Maria Holden Thomas Mathew	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARK 7786 County Ave. Harleysy Delaware, 87454	d States, California, 92661 . TOwer TOwn, United State rille, PA 19438, Haley, Unite	es, Illinois, 99501 :d States,	Role in t Claimani Represen Amicus O Attorney Party	he Case //Complainant/Prosecut ted) /uriae For Claimant/Complain	ing Party (Self-	Organization Devin Hambur Road Devin Hambur Road Wingstein and Constitution A	Showing 3 of 3 records g & Associates LLC, 3765 H g & Associates LLC, 3765 H Dragger Attorneys at Law ve	View More C Hidden Valley Hidden Valley		
Name Devin Hamburg Maria Holden Thomas Mathew	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARK 7786 County Ave. Harleysv Delaware, 87454	d States, California, 92661 .TOwer TOwn, United State ville, PA 19438, Haley, Unite	es, Illinois, 99501 td States,	Role in t Claimani Represei Amicus O Attorney Party	he Case ;/Complainant/Prosecut ited) :uriae For Claimant/Complain	ing Party (Self- ant/Prosecuting	Organization Devin Hambur Road Devin Hambur Road Wingstein and Constitution Article	Showing 3 of 3 records g & Associates LLC, 3765 H g & Associates LLC, 3765 H Dragger Attorneys at Law ve	View More C Hidden Valley Hidden Valley		
Name Devin Hamburg Maria Holden Thomas Mathew Delegated	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARK 7786 County Ave. Harleyay Delaware, 87454 USERS	d States, California, 92661 TOwer TOwn, United State rille, PA 19438, Haley, Unite	es, Illinois, 99501 td States,	Role in t Claimani Represent Amicus O Attorney Party	he Case ;/Complainant/Prosecut ited) :uriae For Claimant/Complain	ing Party (Self- ant/Prosecuting	Organization Devin Hambur Road Devin Hambur Wingstein and Constitution Article	Showing 3 of 3 records g & Associates LLC, 3765 H g & Associates LLC, 3765 H Dragger Attorneys at Law ve	View More View More View More View More View More View More View View View View View View View Vie		
Name Devin Hamburg Maria Holden Thomas Mathew Delegated Name	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARK 7786 County Ave. Harleysv Delaware, 87454 USERS Addres	d States, California, 92661 .TOwer TOwn, United State rille, PA 19438, Haley, Unite	es, Illinois, 99501 ed States, Delegal	Role in t Claimani Represent Amicus C Attorney Party	he Case //Complainant/Prosecut teed) uuriae For Claimant/Complain	ing Party (Self- ant/Prosecuting	Organization Devin Hambur Road Devin Hambur Road Wingstein and Constitution A	Showing 3 of 3 records g & Associates LLC, 3765 H g & Associates LLC, 3765 H Dragger Attorneys at Law ve	View More C Hidden Valley Hidden Valley s, 56		



HOW TO SUBMIT NEW FILING TO OALJ?

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



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

		eFile a	and eServe			
Dashboard OAL	J and BALCA Dashboard					
File a New Case Requ	lest Access to Cases	Multi Case Filing				Help 🕑
My Access Reque	ests u have access to. Click on t	he OALJ Case Number link to access o	case filings and servings and to su	bmit new filings.	Showing 5 of 38 records	View More 🗲
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012I HC02015	QAL 1-2009-510200	DADVI ADDVIN		CURNITTER		

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





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



eFile and eServe

Now	Filing	to	
new	rning	ιυ	UALJ

Instructions for Filing Under Seal Instructions for Filing by Amicus Curiae IMPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered efilers in a ca you need to file a document with OALJ or the Boards that should not be viewed by parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consul following guide for such confidential filings Case Number 2012LHC02015	ase. If other t the
MPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered efilers in a ca rou need to file a document with OALJ or the Boards that should not be viewed by parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consul following guide for such confidential filings Case Number 2012LHC02015	ase. If other It the
you need to file a document with OALJ or the Boards that should not be viewed by parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consul following guide for such confidential filings Case Number 2012LHC02015	othei t the
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ollowing guide for such confidential filings Case Number 2012LHC02015	
2012LHC02015	
2012LHC02015	
Filing Category *	
-Select value-	\$
Filing Type *	
Select a value.	
-Select a value-	
	/
IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY	/
MPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally	/
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:	// ¥
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	// ¥
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	¥
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	¥
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	¥
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	v
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 attachmen	y ts



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	d OALJ and BALCA Dash	board Case De	etails					
Case Deta	nils							
cuse Deu								
The new	filing has been submitted to t	he case.						
-								
_								Help
Summary	7							
File Case Number	EFS-OALJ-2009-208942							
DALJ Case Number	2012LHC02015							
Agency Reference #	08-135254							
ase Type	LHC							
Case Type Group	LONGSHORE							
ALJ Decision Date								
Claimant Name	BARY LARRY W.							
mployer Name								
tatus	OPEN							
Jocketed Date	07/11/2020 - 13:21 EST							
Submit a Navel	Tiling							
Submit a New I	rung							
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 Resp	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 times display	ed in US Fastern Timezone	1			1			

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

Filings Showing 1 of 1 records								
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	



eFile and eServe

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

Dashboard	OALJ and BALCA	Dashboard	EFS-OALJ-2009-208942	Filings						
Filings										
										Help
File Number		Filing Ca	ategory		Filing Type			Status		
Search eFile Number		- Any -		\$	-Any-		4	+ - Any -		\$
Apply Filing Category			Filed Documents	eFile	Number	Status	Filed By	Submitted On	Last Updated On	Detai

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

Filings									
									Help
File Number	Filing C	ategory		Filing Type			Status		
Search eFile Number	- Any -		\$	-Any-		:	◆ - Any -		\$
Apply									
Apply	Filing Type	Filed Documents	eEile	Number	Status	Filed By	Submitted On	Last Undated On	Detail
Apply Filing Category	Filing Type	Filed Documents	eFile	Number	Status	Filed By	Submitted On	Last Updated On	Detail
Apply Filing Category Motion or Response or Reply to a	Filing Type Motion to	Filed Documents download_42.jpeg	eFile OALJ-	Number 2009-510205	Status SUBMITTED	Filed By Barey	Submitted On 09/14/2020 - 05:39	Last Updated On 09/14/2020 - 05:39	Detail View



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 F	iling			
OALJ Case Num	ber			Help 😧
Fiscal Year	Case Type	Case Number		
Eg: 2019	-Any-	Eg: 01234		
Search	Add Filing			
Select Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
	2020BAT02107			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.

New Filing to OALJ

Reset & F	Back to Search			
			Form Templates 🛓	Help 🕑
Instructio	ons for Filing Under Seal	Instructions for	Filing by Amicus Curiae	•
YOU need parties, yo following g	NT NOTICE: EFILE.DOL.GOV to file a document with O ou MUST NOT FILE USIN guide for such confidential	/ filings are visible t ALJ or the Boards G THE EFILE.DOL.4 filings	o other registered efile that should not be vie GOV GATEWAY. Rathe	ers in a case. If ewed by other r, consult the
	OALJ Case Number	Case Typ	e Claimant Na	ame
 	2020BAT02107			
- Select a	gory * value -			\$
Filing Type	<u>*</u>			
-Select a	value-			
				1
Certificate	of Service for 2020BAT021	07*		li
Certificate Choose F	of Service for 2020BAT021	07*		
Certificate Choose f Only files with than 200MB	of Service for 2020BAT0210 File No file chosen the following extensions are allowe	07* ed: pdf, jpg., jpgg, png, doc,	. docx, xls, xlsx, txd, rtf and size	should be less
Certificate Choose f Only files with than 200MB	of Service for 2020BAT021 Tile No file chosen the following extensions are allowe T NOTICE FOR REDACTION	07* ed: pdf, jpg, jpeg, png, doc, RESPONSIBILITY	. docx, xls, xlsx, bd, rtf and size	should be less
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Certificate Choose f Only files with than 200MB IMPORTAN All filers m requires re Social Se Social Se Taxpaye Dates of Names c	of Service for 2020BAT0210 File No file chosen the following extensions are allowed T NOTICE FOR REDACTION ust redact filings in compli- idaction of: ecurity numbers r-identification numbers birth of minor children	07* ed: pdf, jpg, jpeg, png, doc, RESPONSIBILITY ance with 29 C.F.R. §	docs, xls, xlsx, txt, rtf and size	should be less
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Certificate Choose f Only files with than 200MB MPORTAN All filers m requires re • Social Si • Taxpaye • Dates of • Names c • Financia This requir	of Service for 2020BAT0210 File No file chosen the following extensions are allowed T NOTICE FOR REDACTION ust redact filings in compli- idaction of: ecurity numbers r-identification numbers birth of minor children il account numbers rement applies to all docum	07* ad: pdf, jpg, jpgg, png, doc, RESPONSIBILITY ance with 29 C.F.R. §	docx, xls, xlsx, txt, rtf and size i 18.31. This regulation cluding exhibits and at	should be less generally tachments
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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 2						Showing 1 of 1 records	View More 🛨
Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View
* All times displayed in US Eastern Timezone							

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

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

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

	LCA Dashboard	EI 3-0AE0-2003-2003-42	Filings					
ïlings								
								Help
ile Number	Filing Ca	ategory	Filing Ty	pe		Status		
Search eFile Number	- Any -		♦ -Any-		:	Any -		\$
Арріу								
Apply Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Deta
Apply Filing Category Motion or Response or Reply to a	Filing Type Motion to	Filed Documents download_42.jpeg	eFile Number OALJ-2009-5102	Status 105 SUBMITTED	Filed By Barey	Submitted On 09/14/2020 - 05:39	Last Updated On 09/14/2020 - 05:39	Deta



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

ilings								
-ile Number	Filing C	ategory	Filing Type			Status		He
Search eFile Number	- Any -		◆ -Any-		;	◆ - Any -		\$
Apply	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Det

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 DELEGATE ACCESS TO THE 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.



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

OALJ and BALCA Dashboard									
File a New Case Request Access to Cases Multi Case Filing									
My Access Request The following are the cases you ha	S ive access to. Click on the OALJ Ca	se Number link to access case filing:	and servings and to submit n	ew filings.	Showing 1 of 1 records	View More 🗲			
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details			
2018BLA05689	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	View			
* All times displayed in US Eastern	Timezone								

3. Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.

Case Detai	ils
Summary	
eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST
Submit a New Fil	iling Representative's



4. From the Organization members table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.

Organization Members							
Organization: Wingstein and Dragger Attorneys at Laws							
Name	Email						
Enter Name	O Enter Email O	Search					
Name	Email	User Type	Actions				
Carol Max	caroltester001@gmail.com	Attorney	Delegate				
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate				

5. Delegate user confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.

Organization Members							
 Carol Max has been delegated to this case. An email notification has been sent to Carol Max at caroltester001@gmail.com. 							
Organization: Wingstein and I	Dragger Attorneys at Laws			Help 🕑			
Name	Email						
Enter Name	O Enter Email	O Search					
Name	Email	User Type	Actions				
Carol Max	caroltester001@gmail.com	Attorney	Remove Delegation				
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate				

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

*	Dashboard	OALJ and BALCA Dashboard	EFS-OALJ-2007-200182	Organization Members

Organization Members

7. The delegated member will be displayed in the Delegated User table.

Delegated	Users		Showing 1 of 1 records	View More +
Name	Address	Delegated By	Organization	
Carol Max	Address 1, City 123, United States, Louisiana, 14752	Thomas Mathew	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave	



HOW TO ACCESS CASE DETAILS PAGE AS A DELEGATED USER?

 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 Employees' Compensation Appeals Board (ECAB)	eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
My Account			

2. In the OALJ dashboard, click on any OALJ Case Number from the **Cases Delegated to Me** table.

Cases Delegated to Me

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

					Showing 2 of 2 records	View More +
OALJ Case Number	Claimant Name	Status	Delegated by	Delegated On	Organization	
2017BLA05033	PARKS FRANK	OPEN	Dion - John	10/07/2020 - 05:46 EST	OALJ Filings Testing, 200 Constitution Avenue, NW	
2019BLO00004	KENDRICK LAWRENCE	OPEN	Dion - John	10/12/2020 - 01:57 EST	OALJ Filings Testing, 200 Constitution Avenue, NW	
* All times displayed in US East	tern Timezone					





- 3. The user will be directed to the case details page.
 - 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 to bring up the page that lets you remove the case from your OALJ dashboard
 - c. 'Representative's Withdrawal of Appearance' button is to bring up the page that lets you submit the Motion of WIthdrawal from the case. Note: "Representative's Withdrawal of Appearance" button will not be displayed if the attorney who delegated this case has the role "Claimant/Complainant/Prosecuting Party (Self-represented)" or "Respondent/Defendant/Employer (Self-represented) to the case".

Case Det	ails								
Summary	y								Help 🕜
File Case Number DALJ Case Number Igency Reference # Case Type	EFS-OALJ-2007-2001 2019BL000004 BGMQC-2012275 BLO BLACK LUNG	39							
LJ Decision Date	KENDRICK LAWRENC	ε							
imployer Name Ratus Iocketed Date	OPEN 07/11/2020 - 13:21 ES	5T							
Submit a New	/ Filing Remove Fro	m My Dashboard Representative	e's Withdrawal o	f Appearance					
ilings							Sho	wing 5 of 8 records	View More 🔂
Filing Categor	ry	Filing Type	Filed Do	cuments	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Resp Motion	ponse or Reply to a	Motion to Withdraw from Representation	68fc3155 -42a5448 (5).pdf	-4277-4a15-8033 3ae11_Noa_0	OALJ-2010-510581	APPROVED	Swetha Sunny	10/14/2020 - 09:15 EST	View
Motion or Resp Motion	ponse or Reply to a	Motion to Withdraw from Representation	68fc3155 -42e5448 (4).pdf	-4277-4a15-8033 I3ae11_Noa_0	OALJ-2010-510577	APPROVED	Swetha Sunny	10/14/2020 - 09:06 EST	View
Motion or Resp Motion	ponse or Reply to a	Motion to Compel	da38e15 0-ae810f pdf	c-2a88-404e-aa3 4afe87_Noa_8_5.	OALJ-2010-510509	APPROVED	Aaron Mathew	10/13/2020 - 04:06 EST	View
Motion or Resp Motion	ponse or Reply to a	r to a Motion to Dismiss da38e1 0-ae810 pdf		c-2a88-404e-aa3 4afe87_Noa_8_1.	OALJ-2010-510494	SUBMITTED	Dion John	10/12/2020 - 03:03 EST	View
Notice or Repo	ort	Notice of Appearance	Noa_11.	pdf	OALJ-2010-510492	APPROVED	Emma Sunny	10/12/2020 - 02:14 EST	View
All times displa	ayed in US Eastern Timezo	ne							
Documer	nts Served by O	ALJ							
File type	Description	File Name eFil	e Number	Issued C	n Served	i On	Accessed On	Notified	On
No documents	s have been served to this	case.							
arties w	vith Access	ne					Sho	wing 4 of 4 records	View More 🗲
Name	Address			Role in the Case			Organization		
Angel Seorge	200 Constitution Avenu Columbia, 20210	e, NW, Washington, United States, Dist	rict of	Department Of Labor			OALJ Filings Testing, 200 Constitution Avenue, NW		
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211- 1111			Representative (M	Ion-Attorney) For Party	-In-Interest	OALJ Filings T	esting, 200 Constitution	n Avenue, NW
Aaron Mathew	459 Temple Street Powe Arkansas, 12435	der Springs, GA 30127, Brigh, United St	ates,	Attorney For Clair	mant/Complainant/Pro	osecuting Party	Test Aaron Org	ga, Test address 12	
Emma Sunny	578 Cross St. Brighton,	MA 02135, MA, United States, California	a, 98392	Claimant/Comple Represented)	ainant/Prosecuting Par	ty (Self-	Boards Delega Avenue, NW	tion Testing, 200 Const	itution
elegate	d Users						Sho	wing 1 of 1 records	View More C
Name	Address				Delegated I	By Organ	ization		



HOW TO REMOVE DELEGATION ACCESS 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	ACCOUNT ~ SUPPORT ~		
A Dashboard				
	Dashboard			
				Help 🕑
	eFile & eServe with the	eFile & escrewith the	eFile & eScrue with the	EFile & eSerge with the
	Administrative Review Board (ARB)	Benefits Review Board (BRB)	Employees' Compensation Appeals Board (ECAB)	Office of the Administrative Law Judges (OALI) or Board of Allen Labor Certification Appeals (BALCA)
	My Account			

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





3. Click on the **Delegate Access** button to navigate to the 'Organization Members' page.

Summary				
File Case Number	EFS-OALJ-2007-200190			
ALJ Case Number	2019BLO00009			
gency Reference #	2N9FN-2015104			
Case Type	BLO			
Case Type Group	BLACK LUNG			
LJ Decision Date				
laimant Name	MADRID FRANCES A. OBO JOHN			
Imployer Name				
Ratus	OPEN			
locketed Date	07/11/2020 - 13:21 EST			

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

Name		Email			
Enter Name	0	Enter Email	0	Search	
Name	Email		User Type		Actions
Angel George	angeltester001@gmai	l.com	Attorney		Remove Delegation

5. Remove delegation confirmation will be displayed and the link against exdelegated member changes to **Delegate**.

A Dashboard	OALJ and BALCA Dash	board EFS-OALJ-2007-200	Organization Members		
Organizat	ion Members				
 Removie An email 	ed Angel George`s delegated il notification has been sent t	access to this case. o Angel George at angeltester0(01@gməil.com.		
Organizatio	n: Org - Barry				Help 🕤
Name		Email			
Enter Name		O Enter Email	с	Search	
Name		Email		User Type	Actions
Angel George		angeltester001@gmail.com		Attorney	Delegate

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.

	HOME DASHBOARD ~ MY	ACCOUNT ~ SUPPORT ~		
A 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 Allen Labor Certification Appeals (BALCA)
	My Account			

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

CAL Dashboard OAL	J and BALCA Dashboard								
OALJ and BALCA Dashboard									
File a New Case Req	uest Access to Cases M	ulti Case Filing				Help 😧			
My Access Reque	ests	o OAL L Caso Number link to acces	s case filings and convings and to sub-	mit now filings					
The following are the cases yo	ou have access to, click of the	e OALS case Number link to acces	s case mings and servings and to sub	init new mings.	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.

Documents Served by OALJ Showing 1 of 1 records View								
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 di	isplayed in US Eastern Timezo	ne						

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

Documents Served by OALJ Showing 1 of 1 records View More O							
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							

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

eFile Number		er	File Name		Description					
Search eFileNumber		leNumber	Search File Name	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 - 0 EST	2:40		07/23/2020 - 03:32 EST
1	* All times di	splayed in US Eastern Timezor	ne							

6. The Accessed On is showing in the column.

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/ EST	SS	07/23/2020 - 03:32 EST

* All times displayed in US Eastern Timezone


OVERVIEW OF OALJ CASE EMAIL NOTIFICATIONS FOR DOL USERS

1. Email Notification on 'Submitted - New Case:

New Case to OALJ has been submitted - DO NOT REPLY



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

eFile and eServe

Dear Barey Barry,

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

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

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

532819 532820 532821

Thank you, Office of the Administrative Law Judges U.S. Department of Labor Please login to <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

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

.

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

eFile and eServe

Dear Sol Tester,

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

Document Type: SS

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

509474-OALJ/outbound/files/2020ACA02508/09032020070400/dummy1.pdf

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	ARB Dashboard						
File a New Appeal - ARB	Request Access to Appeals				Help 🕢		
My Access Requ	ests						
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	ccount. You can request to access your ap	peal or you can file a new appea	l using the buttons above.					
* All times displayed in US Eastern Timezone								
	4- 3 5-							
Appeals Delegated	to Me							
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organization			
There are no delegated appeal	to show.							
All times displayed in US Easter	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 Easter	n Timezone							
Appeals in Draft St	tata							
Appears in Draft S	late							
eFile Case Number	eFile Number	Ca	se Type	Draft Saved On	Actions			
There are no appeals in draft st	tate to display.							
All times displayed in US Easter	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	
	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.

Search Appea	als			
Search Appeals ARB-2011-0031 Search using Agency (OWCP, or eFile Case Number.	GALJ) Case Number, Dochet Number, Claimar	O IName		Help 4
Advanced Filter				
OALJ Case Number	D	Docket Number	eFil	e Case Number
Search OALJ Case N	umber	Search Docket Number	Se	sarch eFile Case Number
Search Cl Only one appeal can be select	ear Selection and Filters Clear	Filters Add to Request		
Search Result	s			
Select Cases	Docket Number	OALJ Case Number	Claimant Name	eFile Case Number
~	ARB-2011-0031	2010-SOX-00055	Marc M. Twyman	EFS-ARB-1103-050111



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
curate. You	ı can do this through the	My Profile menu in t	he Dashboard.	
- None -				•
				-
ALJ Case Nu	ımber 🕜 *			
Enter OALJ	Case Number			
2013BI A12345	or 2013-BI A-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-	lously 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
Iy Access Ree	JUESTS of appeals you have access to. Cli	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	quests of appeals you have access to. Cl	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
IY Access Red e following are the list Docket Number	QUESTS of appeals you have access to. Cl eFile Number	ick on the docket number link to view case status, access filing Case Type	gs and servings and to submit r Status	new filings. Showing 1 of 1 records Last Updated On	View Mor

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

ARB Dashboa	rd				
File a New Appeal - ARB	Request Access to Appe	als			Help 🕑
My Access Req he following are the list of	IUESTS of appeals you have access to. C	lick on the docket number link to view case status, acce	ss filings and servings and to submit ne	w filings.	
				Showing 1 of 1 re	view More 🕀
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2011-0031	ARB-2009-510195	SOX - Sarbanes-Oxley Act whistleblower	SUBMITTED	09/14/2020 - 01:09 EST	View
All times displayed in US	6 Eastern Timezone				

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

ss Requests								
e the list of appeals you have	access to. Click on the d	locket number link to view case	e status, a	access filings an	nd servings and to subr	nit new filings.		Help 🕜
r eFile Number umber or eFile Number	Case Type -Any-	¢	Status - Any	-		Apply	1	
eFile Case Number	eFile Number	Case Type		Status	Submitted On	Last Updated On	Organization	Detail
EFS-ARB-1103-050111	ARB-2009-510195	SOX - Sarbanes-Oxley Act whistleblower		SUBMITTED	09/14/2020-01:09 EST	09/14/2020-01:09 EST	Alex's organization, Address 1	View
	ss Requests e the list of appeals you have reFile Number umber or eFile Number eFile Case Number EFS-ARB-1103-050111	ess Requests e the list of appeals you have access to. Click on the d reFile Number umber or eFile Number cFile Case Number EFS-ARB-1103-050111 ARB-2009-510195	ss Requests e the list of appeals you have access to. Click on the docket number link to view cas reFile Number umber or eFile Number eFile Case Number eFile Case Number eFile Number EFS-ARB-1103-050111 ARB-2009-510195 SOX - Sarbanes-Oxley Act whistleblower	ss Requests e the list of appeals you have access to. Click on the docket number link to view case status, i reFile Number Case Type Case Type Case Type File Case Number Case Type EFS-ARB-1103-050111 ARB-2009-510195 S0X - Sarbanes-Oxley Act whisteblower	ss Requests e the list of appeals you have access to. Click on the docket number link to view case status, access filings ar reFile Number Case Type Status File Case Number Case Type Status EFS-ARB-1103-050111 ARB-2009-510195 SOX - Sarbanes-Oxley Act SUBMITTED whisteholower	ss Requests e the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to subr reFile Number -Any-	ss Requests e 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. eeFile Number Case Type Apply eFile Case Number eFile Number Case Type Status Submitted On Last Updated On EFS-ARB-1103-050111 ARB-2009-510195 S0X - Sarbanes-Oxley Act whistleblower SUBMITTED 09/14/2020 - 01:09 EST EST	ss Requests e 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. reFile Number Case Type Any-



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 - ARB	Request Access to Appeal				Help 🕜
My Access Req	uests	-			
The following are the list o	f appeals you have access to. Cli	:k on the docket number link to view case status, acce	ess filings and servings and to submit new	filings. Showing 1 of 1 records	View More 🕈
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2011-0031	ARB-2009-510195	SOX - Sarbanes-Oxley Act whistleblower	SUBMITTED	09/14/2020 - 01:09 EST	View
All times displayed in US	Eastern 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		ж
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.

ARB Dashboard					
File a New Appeal - ARB	Request Access to Appeals				Help 🕜
My Access Request The following are the list of appear	S als you have access to. Click on the do	cket number link to view case status, access filings and	d servings and to submit	new filings.	
				Showing 2 of 2 records	View More 🛨
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2020-1653	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	View
ARB-2020-0478	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	View
* All times displayed in US Eastern	n Timezone				



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

								Hel
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	v Dashboard Delegat	te Access					
Submit a New I	Remove From M	Delegat	le Access					
Case Statı	is Details Refres	h 🞜						
Factory Trans		A -time Norma			•		21 11	
Entry type		ACTOURNAILLE		LUCINT HATO			LUO BIDDO	
				Event Date			File Name	
There are no sta	atuses to show.			Event Date			File Name	
There are no sta	atuses to show. red in US Eastern Timezone			Event Date			File Name	
There are no sta All times display	atuses to show. red in US Eastern Timezone			Event Date	·		FILE Name	
There are no sta All times display	atuses to show. red in US Eastern Timezone			Event Date			File Name	
There are no state All times display Filings	ituses to show. red in US Eastern Timezone Filing Type	eFile Number	Filed Documents	Event Date	Status	Submitted On	File name	Details
There are no state All times display Filings Filing Category	ituses to show. red in US Eastern Timezone r Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	File Name	Details
There are no sta All times display Filings Filing Category No documents	ituses to show. red in US Eastern Timezone r Filing Type have been filed to this appea	cFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
There are no sta All times display Filings Filing Category No documents All times display	ituses to show. red in US Eastern Timezone r Filing Type have been filed to this appea red in US Eastern Timezone	eFile Number II.	Filed Documents	Filed By	Status	Submitted On	File Name	Details
There are no sta All times display FilingS Filing Category No documents I All times display	ituses to show. red in US Eastern Timezone r Filing Type have been filed to this appea red in US Eastern Timezone	eFile Number II.	Filed Documents	Filed By	Status	Submitted On	File Name	Details
There are no sta All times display Filings Filing Category No documents All times display Documen	ituses to show. red in US Eastern Timezone r Filing Type have been filed to this appea red in US Eastern Timezone ts Served by ARI	eFile Number II.	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
There are no sta All times display FilingS Filing Category No documents All times display Documen eFile Number	ituses to show. red in US Eastern Timezone r Filing Type have been filed to this appea red in US Eastern Timezone ts Served by ARI File Name	eFile Number al. B Description	Filed Documents	Filed By Issued On	Status Serv	Submitted On	Last Updated On	Details Notified On
There are no sta All times display Filings Filing Category No documents All times display Documen eFile Number No documents	ituses to show. red in US Eastern Timezone r Filing Type have been filed to this appea red in US Eastern Timezone ts Served by ARI File Name have been served to this app	eFile Number al. B Description	File Type	Filed By	Status Serv	Submitted On	Last Updated On	Details Notified On
There are no sta All times display FilingS Filing Category No documents I All times display Documen eFile Number No documents I	Intuses to show. The din US Eastern Timezone The filing Type Thave been filed to this appear red in US Eastern Timezone The Served by ARI File Name have been served to this app	eFile Number al. B Description	Filed Documents File Type	Filed By	Status Serv	Submitted On	Last Updated On	Details Notified On

Parties with Access

Name

Tiju Issac

David Ninan

The table shows all the parties in the appeal who has

200 Constitution Avenue, NW, Washington, United States, Georgia, 20212

the parties in the appeal who have access to this appeal		Showing 2 of 2 records View More +
Address	User Type	Organization
459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave

Attorney

Boards Delegation Testing, 200 Constitution Avenue, NW

The table lists all the parties on this appeal.

		Showing 1 of 1 records	View More 🛨
Name	Address	Role in the Case	
Donald Tester	200 Constitution Avenue, NW, Washington, CO, 20210	Defendant	

Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this use the Delegate Access button to g	s appeal/case. If you want to delegate access t ive access to one of the members in your orga	o another person to assist in this appeal/case, create an organizati nization.	on 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
Submit a New I	Filing Remove From M
Submit a New I	Flung Remove From M

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

Appeal Details

Summary

eFile Case Number	EFS-ARB-1210-054708	
Docket Number	ARB-2013-0001	
Board	ARB	
Case Type	ERA	
Claimant Name	FNAME13971 MNAME13842 Bobreski	
Appeel Date	10/01/2012	
Decision Date	09/17/2012	
prole	FALSE	



- 6. Appeal details page include tables Case Status Details, Filings, Documents Served by ARB, 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 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	e Detaile							
Case Statu	S Details Refr	esh 🔁						
Entry Type		Action Name		Event Dat	e 🔻		File Name	
There are no sta	uses to show.							
* All times display	ed in US Eastern Timezon	e						
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 app	eal.						
* All times displaye	ed in US Eastern Timezon	e						
Document	s Served by Al	RB						
	,							
eFile Number	File Name	Description	File Type	Issued On	Ser	ved On Ad	ccessed On	Notified On
No documents h	ave been served to this a	ppeal.						
* All times display	ed in US Eastern Timezon	e						
Parties wi	th Access							
The table shows a	l the parties in the appea	l who have access to this appea	l				Showing 2 of 2 re	cords View More 🕈
Name	Address				User Type	Organization		
Tiju Issac	459 Temple Street Pow	der Springs, GA 30127, Brigh, U	nited States, Arkansas, 1243	5	Attorney	Wingstein and Dragge	er Attorneys of Law, 56 Cor	nstitution Ave
David Ninan	200 Constitution Avenu	ie, NW, Washington, United Stat	es, Georgia, 20212		Attorney	Boards Delegation Te	esting, 200 Constitution Av	enue, NW
Parties on	Appeal							
i ne table lists all t	ie parties on this appeal.						Showing 1 of 1 re	view More 🕈
Name	Ad	ldress					Role in the Case	
Donald Tester	20	00 Constitution Avenue, NW, Wa	shington, CO, 20210				Defendant	
Delegated	Users							
Name	Add	Iress	Delegated By			Organiz	zation	
There are no use use the Delegate	rs delegated to this appe Access button to give ac	al/case. If you want to delegate cess to one of the members in y	access to another person to our organization.	assist in this app	eal/case, create	an organization throug	h My Account and add the	m 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.

ARB Dashboard ARB Dashboard	
	ARB Dashboard
	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 of the decision being appealed. This can be found on the decision
document that you are appealing. Please also upload the decision being appealed in Adobe
PDF format.
Decision Date *
mm/dd/yyyy
De very herre e de sisien file te verlee d?
Yes
Petition for Review File *
Choose File No file chosen
Files must be submitted in PDF format and should be no larger than 200MB. To upload a file please click choose file and find
and select the file from your computer
Previous Save Draft Cancel Next



New Appeal





▼ Help			
Please enter a Party" button t provide is accu will be perform	Il the parties that ar to enter them. It is you rate as this information ned in this case.	e associated with this app or responsibility to make su on will be used for the elect	eal. Please click the "Add New re the information that you ronic service of documents tha
lf you have cha and then click	nged the OALJ numb on the "Reload Partie:	ers, please remove the prev s" button to fetch the partie	viously fetched parties manual es from the changed OALJ
numbers.			
Add New Part	y Reload Parties		
Add New Part Add New Part ase Parties our profile infor formation take	y Reload Parties mation will always be n from the profile info	loaded as the first party in prmation in your account.	the appeal. The following is yo
Add New Part Add New Part Ase Parties our profile infor formation take Alex J Jacob City, US-AR Role: Attorney	ey Reload Parties mation will always be n from the profile info	loaded as the first party in prmation in your account.	the appeal. The following is yo



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 *		
aron Tester		\$
Previous Save Draft	Cancel Next	



erms & Conditio	ns				_
This system is so Boards (ARB, BR	lely for the use of p B & ECAB) of the U.:	oarties with case S. Department c	s pending before th if Labor.	e Adjudicatory	
Accept Abov	e Terms & Conditio	ns			

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

forms & Condition		100%			
This system is sole Boards (ARB, BRB	ely for the use of p & ECAB) of the U.S	arties with case S. Department c	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.

RB Dashboar	ď							
New appeal reque	st has been submitted.							
								Help
File a New Appeal - ARB	Request Access to Ap	opeals						
Iy Access Requestion of the list of the li	1ests appeals you have access to	o. Click on the do	ocket number link to view case	status, access filings	and servings and to sub	mit new filings.		
Docket Number	eFile Number		Case Type		Status	Last Updated On	ving 5 of 5 records	View More
ARB-2020-2465	ARB-2009-502472		BLA - Black Lung Benefits Act		APPROVED	09/09/2020 - 05:35 EST	Vi	ew
ARB-2011-0031	ARB-2009-502183		BLA - Black Lung Benefits Act		SUBMITTED	09/02/2020 - 07:45 EST	Vi	ew
ARB202038292	ARB-2008-501953		BLA - Black Lung Benefits Act		SUBMITTED	08/26/2020 - 05:04 EST	Vi	ew
ARB-2020-1653	ARB-2008-501657		BLA - Black Lung Benefits Act		REMOVED	08/24/2020 - 04:18 EST	Vi	ew
RB-2013-0001	ARB-2008-500995		ACA - Affordable Care Act		RETURNED	08/07/2020 - 06:59 EST	Vi	ew / Edit
Il times displayed in US E ew Appeals e following are the appea	astern Timezone	on the eFile Case	e Number link to view case sta	tus, access filings and	servings and to submit	new filings.		
						Show	wing 3 of 3 records	View Mor
locket Number	eFile Number	Case Type			Status	Last Updated On	Details	
ending Assignment	ARB-2009-510196	BLA - Black Lu	ing Benefits Act		SUBMITTED	09/14/2020 - 02:40 EST	View	
RB-2008-1984	ARB-2008-501984	AIR - Aviation	Investment & Reform Act (AIR:	21) Whistleblower	APPROVED	08/27/2020 - 05:33 EST	View	
'ending Assignment Il times displayed in US E	ARB-2007-500252 Eastern Timezone	CFP - Consum	er Financial Protection Act		SUBMITTED	07/17/2020 - 06:28 EST	View	
nneals in Draf	ft State							
File Case Number	it blute	eFile Num	ber	Case Type	Draft S	aved On	Actio	ns
here are no appeals in d	raft state to display.							



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

ppeal Details							3
Docket Number	Pen	ding Assignment					
eFile Number	ARB	-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	BLA14442					
Petition for Review File	Petit	ion_4.pdf					
Your Role in this Appeal	Atto	ney/Lay Representativ	'e				
Organization	Boar	ds Delegation Testing					
Status	SUB	MITTED					
Access Status	SUB	MITTED					
Parties in this A	09/1 Appeal	4/2020 - 02:58 EST					
Submitted On Parties in this A he table lists all the partie Name	09/1 Appeal ies in this appea Address	4/2020 - 02:58 EST				Role in the Case	
Parties in this A he table lists all the parti Name Emma Sunny	09/1 Appeal les in this appea Address 578 Cross	4/2020 - 02:58 EST I. ; St. Brighton, MA 0213	35, MA, U	US-CA, 98392		Role in the Case	
Submitted On Parties in this A he table lists all the parti Name Emma Sunny Aaron Tester	Appeal Address 578 Cross 459 Temp	4/2020 - 02:58 EST I. St. Brighton, MA 0213 le Street Powder Sprin	35, MA, I gs, GA 3	US-CA, 98392 30127, Brigh, US-AR, 12435		Role in the Case Attorney Claimant	
Submitted On Parties in this A he table lists all the parti Name Emma Sunny Aaron Tester Status Update L	Appeal Address 578 Cross 459 Temp	4/2020 - 02:58 EST I. s St. Brighton, MA 0213 le Street Powder Sprin	35, MA, I	US-CA, 98392 30127, Brigh, US-AR, 12435		Role in the Case Attorney Claimant	
Submitted On Parties in this A he table lists all the parti Name Emma Sunny Aaron Tester Status Update L eFile Number	Appeal ies in this appeal 578 Cross 459 Temp	4/2020 - 02:58 EST I. 3 St. Brighton, MA 0213 le Street Powder Sprin eFile Status	35, MA, I igs, GA 3	US-CA, 98392 30127, Brigh, US-AR, 12435	Updated On	Role in the Case Attorney Claimant	



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

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



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

ARB Dashboard					
File a New Appeal - ARB	Request Access to Appeals				Help 🚱
My Access Request	S	cket number link to view case status, access filings and	d servings and to submit	new filings. Showing 2 of 2 records	View More 🗢
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2020-1653	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	View
ARB-2020-0478	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	View

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

Appeal D	etails	
Summary	,	н
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

Hel Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard. Docket Number ARB-2020-0478 Filing Category * - Select a value - File * Choose File No file chosen 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	₽ ??
Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard. Docket Number ARB-2020-0478 Filing Category * - Select a value - File * Choose File No file chosen 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	¢
Docket Number ARB-2020-0478 Filing Category * - Select a value - 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	\$
ARB-2020-0478 Filing Category * - Select a value - 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	\$
Filing Category * - Select a value - 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	\$
- Select a value - 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	\$
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	
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	
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	
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	
 Social Security numbers Taxpayer-identification 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 attachment	ŝ
I understand that I must comply with the redaction rules. I have read this notice.	



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.		
ummara	,			
unnary				
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	Dashboard Delegate Access		
Entry Type		Action Name	Event Date 🔻	File Name
There are no st	atuses to show.			

Filings

						She	owing 5 of 5 records Vie	w More 🕀
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	S tatus	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.

The new f	iling has been submitted to the app	eal.						
ummary								Help 🌘
	FFC ABB 0007 000014							
File Case Number	ADB-2020-0478							
loard	ARB-2020-0418							
ase Type	BLA							
laimant Name								
ppeal Date	07/24/2020							
lecision Date	12/31/1969							
roSe	FALSE							
Case Statu	s Details Refresh 🗲							
Case Statu	s Details Refresh 🞜	ction Name		Event Date 🔻		F	ile Name	
Case Statu Entry Type There are no stat	s Details Refresh 🗲	ction Name		Event Date 🔻		F	ile Name	
Case Statu Entry Type There are no stat All times displaye	s Details Refresh 🔁 A uses to show. d in US Eastern Timezone	ction Name		Event Date ¥		F	ile Name	
Case Statu Entry Type There are no stat All times displaye Cilings	s Details Refresh 🗲	ction Name		Event Date 🔻		F	ile Name	w More C
Case Statu Entry Type There are no stat All times displaye Cillings Filing Category	s Details Refresh 2	ction Name eFile Number	Filed Documents	Event Date 🔻	Status	F Submitted On	ile Name owing 5 of 5 records Vie Last Updated On	w More (Detai
Case Statu Entry Type There are no stat All times displaye Filing S Filing Category Brief	s Details Refresh 2	ction Name eFile Number ARB-2009-510199	Filed Documents Processing please wait.	Event Date V	Status SUBMITTED	F Sh Submitted On 09/14/2020 - 03:35 EST	ile Name owing 5 of 5 records Vie Last Updated On 09/14/2020 - 03:35 EST	w More Detai View
Case Statu Entry Type There are no stat All times displayer Cillings Filing Category Brief Motion	s Details Refresh 2	ction Name EFile Number ARB-2009-510199 ARB-2007-500642	Filed Documents Processing please wait. SampleTestFileA_3.pdf	Event Date	Status SUBMITTED REJECTED	F 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	w More (Detai View View
Case Statu Entry Type There are no stat All times displaye 'illings Filing Category Brief Brief Brief	s Details Refresh 2	ction Name E E E File Number ARB-2009-510199 ARB-2007-500642 ARB-2007-500645	Filed Documents Processing please wait. SampleTestFileA_3.pdf SampleTestFileD_1.pdf	Event Date	Status SUBMITTED REJECTED APPROVED	F Submitted On 09/14/2020 - 03:35 EST 07/28/2020 - 04:10 EST 07/28/2020 - 04:31 EST	Last Updated On Vie 09/14/2020 - 03:35 EST 07/28/2020 - 04:41 EST 07/28/2020 - 04:41 EST 07/28/2020 - 04:41 EST	w More (Detai View View
Case Statu Entry Type There are no stat All times displaye Cilings Filing Category Brief Brief Brief	s Details Refresh 2	EFile Number ARB-2007-500642 ARB-2007-500645 ARB-2007-500645	Filed Documents Processing please wait. SampleTestFileA_3.pdf SampleTestFileA_6.pdf TestBriefFileA_6.pdf	Event Date	Status SUBMITTED REJECTED APPROVED REJECTED	Submitted On 09/14/2020 - 03:35 EST 07/28/2020 - 04:10 EST 07/28/2020 - 04:31 EST 07/28/2020 - 03:43 EST	Last Updated On View 09/14/2020 - 03:35 EST 07/28/2020 - 04:41 EST 07/28/2020 - 04:41 EST 07/28/2020 - 03:48 EST	View View View 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 DELEGATE ACCESS TO AN APPEAL IN ARB?

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



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

ARB Dashboard							
File a New Appeal - ARB	Request Access to Appeals				Help 🕜		
My Access Requests The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.							
				Showing 2 of 2 records	View More 🛨		
Docket Number	eFile Number	Case Type	Status	Last Updated Un	Details		
ARB-2020-1653	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	View		
ARB-2020-0478	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	View		



3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal Details					
Summarv	,				
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. From the Organization members table displayed, click on the Delegate link under 'Actions' table header against the user to be delegated.

Organization Members					
Organization: Boards Deleg	gation Testing			Help 🕑	
Name		Email			
Enter Name	0	Enter Email	O Sear	ch	
Name	Email		User Type	Actions	
Dion - John	diontester001@gmail.co	om	Attorney	Delegate	
Angel George	angeltester001@gmail.o	com	Attorney	Delegate	



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

Organization Members	8				
 Dion John has been delegated to this appeal. An email notification has been sent to Dion John at diontester001@gmail.com. 					
Organization: Boards Deleg	ration Testing				Help 🕑
Name	Email				
Enter Name	O Enter Email		O Search	h	
Name	Email		User Type	Actions	
Dion - John	diontester001@gmail.com		Attorney	Remove Delegation	
Angel George	angeltester001@gmail.com		Attorney	Delegate	

6. In the Appeal details page, the delegated member will be displayed in the Delegated User table.

Delegated Users Showing 2 of 2 records					
Name	Address	Delegated By	Organization		
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW		
Bosco Tester	200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20210	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW		



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

The following are the a	ppeals you have been delegated	to. Click on the docket nu	ımber link to view ca	se status, access filings and ser	vings and to submit new filings.
					Showing 1 of 1 records View More
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
* All times displayed in	US Fastern Timezone				


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.

Documents Served by ARB

* All times displayed in US Eastern Timezone

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
No documents have been se	rved to this appeal.						
* All times displayed in US East	tern Timezone						

Parties with Access

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

The table shows al	I 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 REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

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



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

to Appeals			Help	P 😧
ess to. Click on the docket number link to view case :	status, access filings and servings and	d to submit new filings. Showi	ng 2 of 2 records View More	re 🕶
r Case Type	Status	Last Updated On	Details	
BLA - Black Lung Benefits Ac	t REVOKED	09/08/2020 - 01:24 EST	View	
0631 BLA - Black Lung Benefits Ac	APPROVED	07/28/2020 - 02:33 EST	View	
	to Appends ess to. Click on the docket number link to view case r Case Type 2391 BLA - Black Lung Benefits Ac D631 BLA - Black Lung Benefits Ac	to Apprents ess to. Click on the docket number link to view case status, access filings and servings and r Case Type Status 2391 BLA - Black Lung Benefits Act REVOKED BLA - Black Lung Benefits Act APPROVED	to Apprends ess to. Click on the docket number link to view case status, access filings and servings and to submit new filings. T Case Type Status Last Updated On 2391 BLA - Black Lung Benefits Act REVOKED 09/03/2020 - 01:24 EST BLA - Black Lung Benefits Act APPROVED 07/28/2020 - 02:33 EST	In A Appendix Status East Updated On View Utar r Case Type Status Last Updated On Delaits 2391 BLA - Black Lung Benefits Act REVOKED 09/02/2020-01:34 EST View 861 BLA - Black Lung Benefits Act APPROVED 07/22/2020-02:33 EST View

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.





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

Organization Member	S		
Organization: Boards Deleg	ration Testing		Help 🕢
Name	Email		
Enter Name	O Enter Email	O Search	
Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

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

Organization Member	5			
 Removed Dion John's delegat An email notification has been 	ed access to this appeal. sent to Dion John at diontester001@gmail.com.			
Organization: Boards Deleg	ration Testing			Help 😧
Name	Email			
Enter Name	O Enter Email	OSearch	h	
Name	Email	User Type	Actions	
Dion - John	diontester001@gmail.com	Attorney	Delegate	
Angel George	angeltester001@gmail.com	Attorney	Delegate	



HOW TO ACCESS SERVINGS IN ARB?

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



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

ARB Dashboard					
File a New Appeal - ARB	Request Access to Appeals				Help 🕢
My Access Request The following are the list of appea	IS als you have access to. Click on the do	ocket number link to view case status, access filings and	d servings and to submit	new filings.	
				Showing 2 of 2 records	View More 🛨
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2020-1653	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	View
ARB-2020-0478	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	View

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

Documents Served by ARB							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	Documents Served by ARB							
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

									He	elp 🕑
eFile Number		File Name		Descr	iption		File Type			
Search eFile Number		Search F	ile Name	Sea	rch Description		Search Fil	le Type		
Apply										
eFile Number	File Name		Description	File Type	Issued On	Served On		Accessed On	Notified On	
ESERVE-ARB-2009-000501	ARB_eserve.pdf		ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 -	02:00 EST		09/24/2020 - 02:32	2 EST

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

Documents Served by ARB

							Help
File Number		File Name	D	escription	F	ile Type	
Search eFile Number		Search File Name		Search Description		Search File Type	
Apply							
eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009- 000501	ARB_eserve.pdf	ARB test Serving	TEST_SERV	E 09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST	10/20/2020 - 01:39 EST	09/24/2020 - 02:32 EST



BRB DASHBOARD AND FLOWS



HOW TO VIEW BRB DASHBOARD?

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



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

BRB Dashboard					
File a New Appeal - BRB	Request Access to Appeals				Help 😡
My Access Reque	ests				
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details

- 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 Anneal - RPR	Panuast Arrass to Anneals				Help 😧
	нециск насез и прреви				
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 app	eal or you can file a new appe	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 appeal	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	tate				
eFile Case Number	eFile Number	0	ase Type	Draft Saved On	Actions
There are no appeals in due to	ata ta disalay				
* All times displayed in US Easter	n Timezone				
r a ames a spisjed in do casteri					



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.

Search Appe	als					
						Help 😧
Search Appeals BRB-2012-0191		0				
Search using Agency (OVIC) or ePile Case Number.	r, OALJ) Case Number, Docket Number, I	Claimant Name				
 Advanced Filter 						
OALJ Case Number	0	Docket Number		OWCP Number		
Search OALJ Case I	Number	Search Docket Number		Search OWCP Number		
		Cial and Marca		a fille Cana Museekaa		
		Search Claimant Name		Search eFile Case Number	17	1
You and Antibas Eliteration	andre en la contract de la contract d'al anna de la	an afile fare liveria				_
Search	Iear Selection and Filters	Clear Filters Add to Request				
Only one appeal can be selec	ted					
Search Resul	ts					
Select Cases	Docket Number	OALJ Case Number	Claimant Name		eFile Case Number	
~	BRB-2012-0191	110428	FNAME132105 MNAME130515 M	ikhail	EFS-BRB-1201-050007	
Add to Desure 1						
And to respess						



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	
ur profil curate. \	e will be sent with the required of the sent with the required of the sent with the sent sentences and the sentences and	uest. Please make sur e My Profile menu in t	re that your profile is current and the Dashboard.	
imant l	Last Name *			
inter Cla	imant Last Name			
ICP # (la	ast 4 digits) *			
inter OV	/CP Number			
cision D nm/dd/j	ate (Lower Court) *			
/00//////				
tice of A	ppearance			
Choose	File No file chosen			
ırda requir	es that attorneys and non-attorney	representatives can make a	first filing in a case only if they also file a no	tice
ppearanc	e compliant with 29 CFR 18.22. Hav	ing a notice of appearance f	led together with the first filing will expedite	1
rd's ebilit	y to make a timely determination o	n permission to efile for pre-	viously unknown attorneys and non-attorney	ŕ
resentativ	es. Only files with the following exte	nsions are allowed: par and	size should be less than 200MB	
	ranization			
iler's Or	gamzacion			



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

BRB Dashboard						
Request to access the appe	al has been submitted. [BRB-2012-0191]					
File a New Appeal - BRB Re	quest Access to Appeals					Help 😡
My Access Requests						
The following are the list of appeals	you have access to. Click on the docket num	ber link to view case status,	access filings and servings and	to submit new filings.	Showing 1 of 1 records	View More O
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

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

BRB Dashboard						
File a New Appeal - BRB Re	quest Access to Appeals					Help 🕑
My Access Requests The following are the list of appeals	you have access to. Click on the docket numb	er link to view case status, i	eccess filings and servings and	to submit new filings.	Showing 1 of 1 records	View More 🔿
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
BRB-2012-0191	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST		View
* All times displayed in US Eastern T	ïmezone					

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

My Acces	s Requests							
The following are	the list of appeals you have a	access to. Click on the d	locket numb	er link to view ca	se status, access filings	and servings and to sub	omit new filings.	Help 😧
Case Number or Search Case Nu	eFile Number mber or eFile Number	Case Type -Any-		¢	Status - Any -		\$ Apply	
Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
BRB-2012- 0191	EFS-BRB-1201-050007	BRB-2009-510201	LDA	SUBMITTED	09/14/2020 - 04:41 EST	09/14/2020 - 04:41 EST	Boards Delegation Testing, 200 Constitution Avenue, NW	View
* All times display	ed 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	Request Access to Appeals				Help 🕑
My Access Request The following are the list of appea	S Is you have access to. Click on the doc	ket number link to view case stat	tus, access filings and servit	ngs and to submit new filings.	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 Eastern	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		
Сазе Туре	LDA		
Status	SUBMITTED		
Submitted On	09/14/2020 - 04:41 EST		
Claimant Last Name	Donnie		
Decision Date (Lower Court)	09/01/2020		
Notice of Appearance	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.

Summary												Hel
eFile Case Number E	EFS-BRB-1201-050007											
Docket Number E	BRB-2012-0191											
Board E Case Type L	LDA											
Claimant Name C	Samal Mikhail											
ppeal Date 0	01/12/2012											
oroSe F	FALSE											
Submit a New Filin	Remove From My	Dashboard	Delegate	Access								
Case Status	Details Refresh	ອ										View Mor
Entry Type	Action Name								Event Date	•	File Na	ne
decision	Final order issued: 3 -	Dismissed							05/30/2012			
events	21A - Moot - Withdrav	v appeal (Attor	rney/Represer	tative-Employer	r Petitioner)				05/30/2012			
events	21A - Withdraw appea	al (Attorney/Re	epresentative-	Employer Petitic	oner)				05/07/2012			
events	14A - Show cause issu	ed (FNAME13	1840)						04/23/2012			
events	14A - Granted - Show	cause issued ((FNAME131840))					04/23/2012			
All times displayed	in US Eastern Timezone											
Filing Category	Filing Type	eFile Nur	mber	Filed Docume	ents	Filed By	Status	Submitte	d On	Last Updat	ed On	Details
No documents hav	e been filed to this appeal.											
All times displayed	in US Eastern Timezone											
ocuments	Served by BRB									Showing 1	of 1 reco	rds View Mor
OCUMENTS eFile Number	Served by BRB		Description	1	File Type	Issued On		Served On		Showing 1 Accessed O	of 1 reco n Not	rds View Mor
eFile Number ESERVE-BRB-2008-	Served by BRB File Name 000461 Test_eServe_1 918741.pdf	3RB-2012-01	Description Auto genera g	ated test servin	File Type TEST_SERVE	Issued On 08/28/202	0 - 20:13 EST	Served On 08/28/2020	- 17:00 EST	Showing 1 Accessed 0	of 1 reco n Not 08/	rds View Mor ified On 29/2020 - 10:21 F
OCUMENTS eFile Number ESERVE-BRB-2008- All times displayed	Served by BRB File Name 000461 Test_eServe_1 918741.pdf in US Eastern Timezone	3RB-2012-01	Description Auto genera g	ated test servin	File Type	Issued On 08/28/202	0 - 20:13 EST	Served On 08/28/2020	- 17:00 EST	Showing 1 Accessed O	of 1 reco n Not 08/	rds View Mor ified On 29/2020 - 10:21 f
eFile Number ESERVE-BRB-2008- All times displayed Parties with the table shows all ti	Served by BRB File Name 000461 Test_eServe_1 918741.pdf in US Eastern Timezone 1 Access he parties in the appeal wh	3RB-2012-01	Description Auto genera g	ated test servin	File Type TEST_SERVE	Issued On 08/28/202	0 - 20:13 EST	Served On 08/28/2020	- 17:00 EST	Showing 1 Accessed 0	of 1 reco	rds View Mor
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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-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	Gamal Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
proSe	FALSE
Submit a New F	iling Remove From My

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

Appeal Details

Summary





- 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 on Appeal** table lists all the parties that are added to the appeal.
 - f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.



Case Status D	etails Refresh	3									View More 🕀
Entry Type	Action Name							Event Date	Ŧ	File Name	
decision	Final order issued: 3 - Di	smissed						05/30/2012			
events	21A - Moot - Withdraw a	ppeal (Attorney/R	epresentative-Employer	Petitioner)				05/30/2012			
events	21A - Withdraw appeal (Attorney/Represe	ntative-Employer Petitio	oner)				05/07/2012			
events	14A - Show cause issued	I (FNAME131840)						04/23/2012			
events	14A - Granted - Show ca	use issued (FNAM	E131840)					04/23/2012			
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Filings											
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Tiju Issac 4	159 Temple Street Powder	Springs, GA 30127	7, Brigh, United States, A	rkansas, 12435		Attorney	Wingstein a	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave			tion Ave
Sunny Mathew	Address, City, United State:	, Arkansas, 12343 Attorney Org - Jacky					, Address - Jac	:ky 1			
Claire Scott 6	666 street, cincinnati, Unite	ed States, Ohio, 45	i, Ohio, 45201 Attorney Hardy Labo			ibor Support Inc, 666 street					
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John Marin		Laughlin, Falbo	, Levy & Moresi, San Dieg	go, CA, 92101				At	torney		
Clifford Mermell		Gillis, Mermell &	& Pacheco, P.A., Miami, FI	L, 33156				At	torney		
Gamal Mikhail		c/o Mr. Juan Leo	on, Perris, CA, 92571					CI	aimant-Respo	ndent	
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HOW TO FILE A NEW APPEAL IN BRB?

- 1. Click on the BRB tile from the main dashboard.
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- 2. Click on the File a New Appeal BRB button.

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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".	L
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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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New Appeal

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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.

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File a New Appeal - BRB Reques	t Access to Appeals						Help 🕻
My Access Requests The following are the list of appeals you I	have access to. Click on the docket r	number link to view case state	us, access filin	gs and servings and	to submit new filings.	Showing 1 of 1 records	View More C
Docket Number	eFile Number	Case Type	Status		Last Updated On		Details
BRB-2012-0191	BRB-2009-510201	LDA	SUBMIT	TED	09/14/2020 - 04:41 EST		View
* All times displayed in US Eastern Timez	tone						
Appeals Delegated to N	Ле						
Docket Number eFi	ile Case Number	Claimant Name	Dele	gated By	Delegated On 🔻	Organiz	ation
There are no delegated appeal to show	ι.						
* All times displayed in US Eastern Timez	tone						
New Appeals							
The following are the appeals you have o	reated. Click on the eFile Case Num	ber link to view case status, a	ccess filings a	nd servings and to s	ubmit new filings.	Showing 2 of 2 records	View More
Docket Number	eFile Number	Case Type		Status	Last Lindated On	Dataile	Ter More
Pending Assignment	BPB-2009-510202	RIA - Black Lung Renafite	Act.	SURMITTED	09/14/2020 - 04:57 EST	View	
	PPP 2000 502350	PLA Plack Lung Papafite	Act	REVOKED	00/08/2020 01-80 EST	Man	
* All times displayed in US Eastern Timez	one bkb-2009-502209	BEX - black Long benents.	ALL	REVOKED	09/06/2020 - 01.30 231	view	
Appeals in Draft State			_				
erne case Number	eFile Number	Ca	ase Type		uraπ Saved Un	Actio	INS
There are no appeals in draft state to d	isplay.						
All times displayed in US Eastern Timez	one						



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

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

Parties in this Appeal

The tal	ble lists	s all th	e parties	in this	appeal

Name	Address	Role in the Case
Emma Sunny	578 Cross St. Brighton, MA 02135, MA, US-CA, 98392	Attorney
Dicrus Mathew	56 Constitution Ave. Peachtree City, GA 30269, Ton, US-IN, 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 Requ	uest Access to Appeals					Help 🕑
My Access Requests The following are the list of appeals yo	ou have access to. Click on the docket numbe	er link to view case status, a	ccess filings and servings and	to submit new filings.	Showing 1 of 1 records	View More 🔿
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
BRB-2012-0191	BR8-2009-510201	LDA	APPROVED	09/14/2020 - 05:08 EST		View
* All times displayed in US Eastern Tim	rezone					

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.

	Help
Your profile wil	be sent with the request. Please make sure that your profile is current and
accurate. You c	n do this through the My Profile menu in the Dashboard.
Docket Numbe	
BRB-2012-019	1
Filing Category	
- Select a valu	- ¢
File *	No Eto ale ano
Choose File	No file chosen
MPORTANT NO All filers must r requires redact	TICE FOR REDACTION RESPONSIBILITY dact filings in compliance with 29 C.F.R. § 18.31. This regulation generally on of:
Social Securi	y numbers
Taxpayer-ide	tification numbers
Dates of birth	
Names of mir	or children
	unt numbers
Financial acc	
Financial acc	nt applies to all documents being filed, including exhibits and attachments



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

Appeal D	etails				
The new	filing has been submitted to the appeal.				
Summary	,				Help 😧
eFile Case Number	EFS-BRB-1201-050007				
Docket Number	BRB-2012-0191				
Board	BRB				
Case Type	LDA				
Claimant Name	FNAME132105 MNAME130515 Mikhail				
Appeal Date	01/12/2012				
Decision Date	12/06/2011				
proSe	FALSE				
Submit a New F Case Statu	Filing Remove From My Dashboard	Delegate Access			View More 🗢
Entry Type	Action Name			Event Date 💌	File Name
decision	Final order issued: 3 - Dismissed			05/30/2012	
events	21A - Moot - Withdraw appeal (Attorn	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)			
events	21A - Withdraw appeal (Attorney/Re	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)			
events	14A - Show cause issued (FNAME131	340)		04/23/2012	
events	14A - Granted - Show cause issued (F	NAME131840)		04/23/2012	

* All times displayed in US Eastern Timezone

Filings

							Showing 1 of 1 records	View More 🕈
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdraw Appeal	BRB-2009-510204	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 05:18 EST	09/14/2020 - 05:18 EST	View
* All times displayed in	n IJS Fastern Timezone							



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

Appeal D	etails									
The new	filing has been submitted t	to the appeal.								
Summary										Help 😮
eEile Case Number	FFS-BRB-1201-050007									
Docket Number	BRB-2012-0191									
Board	BRB									
Case Type	LDA									
Claimant Name	FNAME132105 MNAME1	30515 Mikhail								
Appeal Date	01/12/2012									
Decision Date	12/06/2011									
proSe	FALSE									
Submit a New F	iling Remove From	My Dashboard Del	legate Access							
Entry Type	Action Name	sh 😥				I	Event Date 🔻		File Name	View More
decision	Final order issued:	3 - Dismissed					05/30/2012			
events	21A - Moot - Withd	raw appeal (Attorney/Rep	presentative-Employer Petition	er)			05/30/2012			
events	21A - Withdraw ap	peal (Attorney/Represent	tative-Employer Petitioner)				05/07/2012			
events	14A - Show cause i	ssued (FNAME131840)					04/23/2012			
events	14A - Granted - Sho	ow cause issued (FNAME:	131840)				04/23/2012			
* All times display	ed in US Eastern Timezone									
Filings								Showing 1	of 1 records	View More
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted	On	Last Up	dated On	Details
Motion	Withdraw Appeal	BRB-2009-510204	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020	- 05:18 EST	09/14/20	020 - 05:18 EST	View
All times display	d in US Eastern Timorona									

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

Fil	ing Details				E
	eFile Number	BRB-2009-510	204		
	eFile Case Number	EFS-BRB-1201	-050007		
	Filing Category	Motion			
	Filing Type	Withdraw Appe	al		
	Filed Documente	Processing plea	ase wait.		
	Statue	SUBMITTED			
	Submitted On	09/14/2020 - 05	:18 EST		
St	tatus Update Log				
•	File Number		eFile Status	Comment	Updated On
E	3RB-2009-510204		SUBMITTED	New filing has been submitted.	09/14/2020 - 05:18 EST



HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

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



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

BRB Dashboard						
File a New Appeal - BRB Req	uest Access to Appeals					Help 😧
My Access Requests The following are the list of appeals y	ou have access to. Click on the docket numbe	er link to view case status, a	ccess filings and servings and	to submit new filings.	Showing 1 of 1 records	View More O
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
BRB-2012-0191	BRB-2009-510201	LDA	APPROVED	09/14/2020 - 05:08 EST		View
* All times displayed in US Eastern Tir	nezone					

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal Details Summary eFile Case Number EFS-BRB-1201-050007 BRB-2012-0191 Docket Number BRB Board Case Type LDA FNAME132105 MNAME130515 Mikhail Claimant Name Appeal Date 01/12/2012 12/06/2011 Decision Dete FALSE Submit a New Filing Remove From My Dashboard



4. From the Organization members table displayed, click on the **Delegate** link under 'Actions' table header against the user to be delegated.

Organization Members				
Organization: Boards Delegation	Testing			Help 🕑
Name	Email			
Enter Name	O Enter Email	0 s	earch	
Name	Email		User Type	Actions
Dion - John	diontester001@gmail.com		Attorney	Delegate
Angel George	angeltester001@gmail.com		Attorney	Delegate

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

Organization Members

 Dion John has been delegated to An email notification has been s 	o this appeal. ent to Dion John at diontester001@gmail.com.		
Organization: Boards Delega	ation Testing		Help 😡
Name Enter Name	Email	O Search	
Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

6. In the Appeal details page, the delegated member will be displayed in the Delegated User table.

Delegated	l Users		Showing 1 of 1 records View More 🗲
Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW



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 Deleg	cated to Me	Click on the docket nun	nber link to view case	e status, access filings and servi	ngs and to submit new filings.		
	, ,			, ,		Showing 1 of 1 records	View More 🕈
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organization		
BRB-2012-0191	EFS-BRB-1201-050007	Gamal Mikhail	Tiju Issac	10/20/20 - 02:18:55 EST	Wingstein and Dragger Attor	neys of Law , 56 Constitutio	n Ave
* All times displayed in U	S Eastern Timezone						



Appeal Details

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

Summary												Help 😮
eFile Case Number	EFS-BRB-1	201-050007										
Docket Number	BRB-2012-	0191										
Board	BRB											
Claimant Name	Gamal Mik	hail										
Appeal Date	01/12/2012	2										
Decision Date	12/06/2011 FALSE	1										
Submit a New Fili	ing R	emove From My I	Dashboard									
Case Status	s Detai	ls Refresh	<i>C</i>									View More 🔂
Entry Type	Actio	n Name							Event Date	•	File Name	
decision	Final	order issued: 3 -	Dismissed						05/30/2012	2		
events	21A -	Moot - Withdraw	appeal (Attor	ney/Representative-Employer	r Petitioner)				05/30/2012	2		
events	21A -	Withdraw appea	l (Attorney/Re	presentative-Employer Petitic	oner)				05/07/2012	2		
events	14A -	Show cause issue	ed (FNAME131	.840)					04/23/2012	2		
events * All times displayed	14A -	Granted - Show o	ause issued (FNAME131840)					04/23/2012	2		
Filings												
Filing Category	F	iling Type	eFile Nun	nber Filed Docume	ents	Filed By	Status	Submitte	d On	Last Update	ed On	Details
No documents ha	ve been file	d to this appeal.										
* All times displayed	d in US East	ern Timezone										
Documents	s Serve	d by BRB								Showing 1	of 1 records	View More 🕈
eFile Number		File Name		Description	File Type	Issued On		Served On		Accessed O	n Notifie	d On
ESERVE-BRB-2008	8-000461	Test_eServe_B 918741.pdf	RB-2012-01	Auto generated test servin g	TEST_SERVE	08/28/2020) - 20:13 EST	08/28/2020	- 17:00 EST		08/29/2	2020 - 10:21 EST
Parties wit	h Acce	SS in the appeal who	o have access	to this appeal						Showing 4	of 4 records	View More O
Name	Address	;					User Type	Organizati	on			
Barey Barry	56 Cons	titution Ave. Peac	chtree City, GA	30269, Peach, United States,	Delaware, 34643	5	Attorney	Test shared	lmailbox org	r, Test address 1		
Tiju Issac	459 Tem	iple Street Powde	er Springs, GA	30127, Brigh, United States, A	irkansas, 12435		Attorney	Wingstein a	and Dragger.	Attorneys of Lav	v, 56 Constitu	tion Ave
Sunny Mathew	Address	, City, United Stat	tes, Arkansas,	12343			Attorney	Org - Jacky	, Address - J	acky 1		
Claire Scott	666 stre	et, cincinnati, Un	ited States, Ol	hio, 45201			Attorney	Hardy Labo	or Support In	nc, 666 street		
Parties on A	Appeal	this appeal.								Showing 5	of 5 records	View More 🛨
Name			Address							Role in the Case	2	
Zurich North Ame	rica									Carrier Petition	er	
John Marin			Laughlin,	Falbo, Levy & Moresi, San Dieş	go, CA, 92101					Attorney		
Clifford Mermell			Gillis, Mer	mell & Pacheco, P.A., Miami, F	L,33156					Attorney		
Gamal Mikhail			c/o Mr. Ju	an Leon, Perris, CA, 92571						Claimant-Respo	ndent	
Invizion, Inc.										Employer Petiti	oner	
Delegated U	Users									Showing 1	of 1 records	View More +
Name	Address						Delegated B	by Organi	ization			
Swetha Sunny	459 Temp	le Street Powder	Springs, GA 3	0127, Greenfield Park, United	States, New York	, 12435	Tiju Issac	Wingst	ein and Drag	gger Attorneys o	f Law, 56 Con	stitution Ave



HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN BRB?

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

		Hel		
eFile & eServe with the	EFIE & eServe with the	eFile & eServe with the		
(ARB)	ve with the related (BRB) eFiles & correct with the Earliepeals Board (ECAB) Hereit Appeals Board (ECAB) Hereit Certification			
My Account				

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	sts	ekat aumbar liak ta viau aasa rintu	- access filings and consid	er od to rubrit ocu filioro	
The following are the list of app	eas you have access to: click on the do	cket number ank to view case statt	is, access nongs and servin	sigs and to submit new mings.	owing 1 of 1 records View More ♥
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2012-0191	BRB-2009-510201	LDA	APPROVED	09/14/2020 - 05:06 EST	View
* All times displayed in US Faste	ern Timezone				

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal Details

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


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

Organization Members	5			
Organization: Boards Deleg	ation Testing			Help 🕑
Name		Email		
Enter Name	0	Enter Email	O Search	
Name	Fmail		User Type	Actions
			esci i jpc	
Dion - John	diontester001@gmail.co	m	Attorney	Remove Delegation
Angel George	angeltester001@gmail.c	com	Attorney	Delegate

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

Organization Members

 Removed Dion John's delega An email notification has been 	ted access to this appeal. sent to Dion John at diontester001@gmail.com.		
Organization: Boards Deleg	gation Testing		Help 😡
Name	Email		
Enter Name	O Enter Email	O Search	
Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Delegate
Angel George	angeltester001@gmail.com	Attorney	Delegate



HOW TO ACCESS SERVING IN BRB?

1. Click on the BRB 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 (0ALI) or Board of Alien Labor Certification Appeals (BALCA)

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

BRB Dashboard					
					Help 🕑
File a New Appeal - BRB	equest Access to Appeals				
My Access Requests	5				
The following are the list of appeals	s you have access to. Click on the d	locket number link to view case stat	us, access filings and sen	vings and to submit new filings. SI	howing 1 of 1 records View More 🔿
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2012-0191	BRB-2009-510201	LDA	APPROVED	09/14/2020 - 05:08 EST	View
* All times displayed in US Eastern	Timezone				

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

Documents Serve	ed by BRB					Showing 1 of 1	records View More 🕈
eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	Test_eServe_BRB-2012-01 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
* All times displayed in US East	ern Timezone						



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

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 918741.pdf TEST_SERVE 08/28/2020 - 20:13 EST 08/28/2020 - 17:00 EST 08/29/2020 - 10:21 EST	Documents Serve	ed by BRB					Showing 1 of 1	records View More 🕈
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	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

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

	v						
							Help
File Number	File Na	ne	Descri	iption	Fil	e Type	
Search eFile Number	Searc	h File Name	Sear	rch Description		Search File Type	
Apply							
Apply							
Apply eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On

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

Documents Served by BRB

							Help 😧
eFile Number	File	Name	De	scription	Fi	le Type	
Search eFile Number	S	earch File Name	s	earch Description		Search File Type	
Apply							
eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008- 000461	Test_eServe_BRB-2012 918741.pdf	-01 Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST	10/20/2020 - 02:42 EST	08/29/2020 - 10:21 EST
* All times displayed in US Ea	stern Timezone						



ECAB DASHBOARD AND FLOWS



HOW TO VIEW ECAB DASHBOARD?

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



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	nezone				
Appeals Delegated to	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	nezone				
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 Tir	nezone				
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	nezone				
Appeals Awaiting vo	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	nezone				



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]
						_
erite 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	
our profi courate. \	le will be sent with the req You can do this through the	uest. Please make sur e My Profile menu in t	e that your profile is current and he Dashboard.
Enter Cla	Last Name *		
WCP # (L	ast 4 digits) *		
Enter OV	VCP Number		
ecision D	ate (Lower Court) *		
mm/dd/	200V		
mm/dd/	2222		
mm/dd/) m/bo/vvvv	2222		
mm/dd/j m/bb/mm otice of J	vyyy Appearance		
mm/dd/; M/DD/YYYY lotice of J Choose	Appearance		
mm/dd/) M/DD/YYYY Iotice of J Choose	Appearance File No file chosen	representatives can make a	first filling in a case only if they also file a notic
mm/dd/) m/bb/mm lotice of / Choose cerds requir	Appearance File No file chosen res thet ettorneys and non-attorney a compliant with 29 CFR 18.22. Hav	representatives can make a	first filing in a case only if they also file a notio led together with the first filing will expedite
mm/dd/; m/bb/vrvv lotice of / Choose cards requir (appearanc card's abilit	Appearance File No file chosen res thet ettorneys and non-attorney e compliant with 29 CFR 18.22. Hav y to make a timely determination o	representatives can make a ing a notice of appearance fi n cermission to efile for pre-	first filing in a case only if they also file a notio led together with the first filing will expedite iously unknown attorneys and non-attorney
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5. The requested appeal will be shown in your '**My Access Requests**' table with '**SUBMITTED**' status along with a confirmation message.

ECAB Dashboar	d				
Request to access the	appeal has been submitted. [ECAB-201:	2-0128]			
File a New Appeal - ECAB	Request Access to Appeals Sts	alah anakar Tab ka Jawa ang ka	hus anone filling and any	ing and the scherib new filling	Help 🕑
ine rollowing are the list of app	peals you have access to. Click on the oc	cket number link to view case sta	tus, access filings and serv	Show	ing 2 of 2 records View More
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	SUBMITTED	09/14/2020 - 06:00 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				

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

ECAB Dashboard						
File a New Appeal - ECAB	quest Access to Appeals					Help 😧
My Access Requests The following are the list of appeals yo	ou have access to. Click on the docket numb	er link to view case status, a	access filings and servings and	to submit new filings.		
					Showing 2 of 2 records	View More 🔁
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
ECAB-2012-0128	ECAB-2009-510208	FECA	SUBMITTED	09/14/2020 - 06:00 EST		View
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST		View
* All times displayed in US Eastern Tin	nezone					

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

My Access Requests

The following are	the list of appeals you have a	ccess to. Click on the	docket numbe	er link to view ca	se status, access filings	and servings and to sub	omit new filings.	Help 😧
Case Number or	eFile Number	Case Type			Status			
Search Case Nu	mber or eFile Number	-Any-		\$	- Any -		Apply	
Docket Number	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
ECAB-2012- 0128	EFS-ECAB-1110-050001	ECAB-2009- 510208	FECA	SUBMITTED	09/14/2020-08:00 EST	09/14/2020 - 06:00 EST	Boards Delegation Testing, 200 Constitution Avenue, NW	View
ECAB-2020- 2454	EFS-ECAB-2009-201251	ECAB-2009- 502502	FECA	SUBMITTED	09/10/2020-02:58 EST	09/10/2020 - 03:04 EST	Boards Delegation Testing, 200 Constitution Avenue, NW	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	Request Access to Appeals					Help 😧
My Access Request The following are the list of appear	t S als you have access to. Click on the d	docket number link to view case statu	is, access filings and se	ervings and to submit new filings.	Showing 1 of 1 records	View More 오
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 Eastern	n 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				ж
Docket Number	ECAB-2012-0128			
eFile Case Number	EFS-ECAB-1110-050001			
eFile Number	ECAB-2009-510206			
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-2009-510208	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.

eFile Case Number											
ocket Number	EFS-ECAB-1110-050001 ECAB-2012-0128										
Board	ECAB										
Case Type	FECA										
Appeal Date	10/30/2011										
Decision Date	08/23/2011										
proSe	FALSE										
Submit a New Fili	ng Remove From My [Dashboard	Delegate Access								
Case Status	Details Refresh	ອ									View Mo
Entry Type	Action Name							Event Date 🔻		File Name	
decision	Decision issued: C	01 - D&O - Affirn	ned					05/18/2012			
events	128 - Submitted to	o Docket for iss	uance					05/17/2012			
events	114 - Panel assign	ed/case placec	l on Board agenda					05/14/2012			
appeals	Case processable							11/22/2011			
events	27A - Granted - Ac	knowledgemei	nt letter sent (FNAME89125)					11/07/2011			
All times displayed	in US Eastern Timezone										
Filings											
Filing Category	Filing Type	eFile Num	ber Filed Docume	nts	Filed By	Status	Subm	nitted On	Last Update	ed On	Detai
No documents hav	ve been filed to this appeal.										
ocuments	Served by Lea	U							Showing 1	of 1 records	View Mo
eFile Number	File Name		Description	File Type	Issued O	n	Serve	d On	Accessed O	n Notifie	d On
eFile Number ESERVE-ECAB-200	File Name 7-000399 Test_eServe_I	ECAB-2012-0	Description Auto generated test servin	File Type TEST_SERVE	Issued 0)n)20 - 15:26 EST	Serve	d On /2020 - 17:00 EST	Accessed O	n Notifie	d On 2020 - 15:37
eFile Number ESERVE-ECAB-200 All times displayed	7-000399 Test_eServe_1 1285233.pdf in US Eastern Timezone	ECAB-2012-0	Description Auto generated test servin g	File Type	Issued 0 07/20/20)n)20 - 15:26 EST	Served	d On (2020 - 17:00 EST	Accessed O	n Notifie	d On 2020 - 15:37
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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

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

Appeal Details

Summary

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



- 6. Appeal details page include tables Case Status Details, Filings, Servings, 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 ECAB** table lists all the serving issued by the Board on the appeal.
 - d. **Parties with Access** table lists all the parties that have access to this appeal.
 - e. **Parties on Appeal** table lists all the parties that are added to the appeal.
 - f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.



Case Status D	etails Refrest	. 8									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
No documents have b	een filed to this appeal										
^ All times displayed in U	JS Eastern Timezone										
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										
Dereguieu 030											
Name	Addres	55	Delega	ated By				Organization	1		



HOW TO FILE A NEW APPEAL IN ECAB?

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

			Hel
eFile & eServe with the Administrative Review Board (ARB)	eFile & eServe with the Benefits Review Board (BRB)	eFile & eServe with the Employees' Compensation Appents Board (ECAB)	eFile & eServe with the Office of the Administrate Law Board of Alien Labor Certification Appeals (BALCA)
		L	

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 evid 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 reconsideration before OWCP rather than a new appeal before ECAB. Please confirm that you wish to file a new appeal by clicking "Continue" below.	ence for
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.

085	
070	
▼ Help	Help 😯
Please enter your role in this appeal. According to the Board's Rules of Pl adversely affected by a final decision of OWCP, or his or her authorized R for review of such decision by the Board. An appellant is any person adve final decision or order of the OWCP who files an appeal to the Board. A re individual properly authorized by an Appellant in writing to act for the A with an appeal before the Board. The Representative may be any individ	rocedure any person lepresentative, may file ersely affected by a epresentative is an ppellant in connection ual or an attorney who ct of competent
has been admitted to practice and who is in good standing with any cour jurisdiction.	e or competence
has been admitted to practice and who is in good standing with any cour jurisdiction. our Role on this Appeal * - Select your role on this appeal -	¢
has been admitted to practice and who is in good standing with any cour jurisdiction.	¢
has been admitted to practice and who is in good standing with any cour jurisdiction.	¢



New Appeal

✓ Help		33%			
You do not have t represented by ai representation m representation, p be sent to the add role as your attor	o have a represent n attorney/represe ust be filed. In ord lease provide the dress you provided ney/representative	tative in order to ntative in this a er to submit a v email address o I, prompting the a.	o pursue your app ppeal an authoriz alid authorization f your attorney/re em to log in to this	eal. If you will be ation/consent of /consent of presentative. An email w system to validate their	vill
Do you have an att Yes No	orney or represer	ntative? *			
Previous	Save Draft	Cancel	Next		

		44%		
▼ Help				
Your appeal will b appealing. An app being appealed. If documentation es	e subject to dismissa eal must be filed wit f your appeal is not ti stablishing compellir	el unless you p hin 180 days fo mely filed, you ng circumstanc	rovide the OWCP d ollowing the date o u must attach a stat wes which prevente	ecision date you are f the OWCP decision(s) tement with supporting d timely filing.
ate of OWCP decis	ion being appealed	*		
o you have a seco Yes No	nd decision date?			



New Appeal

		66%				
▼ Help						
Please enter the O	WCP File Number	r associated wi	th the OWC	P decision(s) being app	pealed. If
,		ig another one	2F FILE NUT	idel, piedde	ine a sepai	are appear
WCP File (Claim)	Number *	iganotiei on	er rite Null	ioei, picase	nie a sepai	ate appear
WCP File (Claim) Enter OWCP Num ter the 9 digit OWCP n	Number * ber umber		.r rite Num	oei, piesse	nie a sepai	are appear
WCP File (Claim) Enter OWCP Num ter the 9 digit OWCP n	Number * ber umber				ine a separ	are appear
WCP File (Claim) Enter OWCP Num ter the 9 digit OWCP n	Number * ber umber				ine a separ	are abbear

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 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 *	ion				
					//

the lidure term
The Adjudicatory
_



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.

		100%		
rms & Conditio	ns			
his system is so loards (ARB, BR	lely for the use of p B & ECAB) of the U.:	arties with case S. Department	es pending before the Ad of Labor.	judicatory
AcceptAbo	e Terms & Conditio	ns		
-				
Previous	Save Draft	Cancel	Preview	

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

ECAB Dashboard

The new appeal request	t has been submitted for signature.							
								Help 🔞
File a New Appeal - ECAB	Request Access to Appeals							
My Access Request	ts							
The following are the list of appe	als you have access to. Click on the d	ocket number link to	o view case status, a	ccess filings and se	rvings and to subn	nit new filings.		
							Showing 2 of 2 records	View More 🕀
Docket Number	eFile Number	Case	Туре	Status	Last	Updated On		Details
ECAB-2012-0128	ECAB-2009-510208	FECA		SUBMITTED	09/14	4/2020 - 08:00 EST		View
ECAB-2020-2454	ECAB-2009-502502	FECA		SUBMITTED	09/10	0/2020 - 03:04 EST		View
* All times displayed in US Easter	n Timezone							
Appeals Delegated	l to Me							
Docket Number	eFile Case Number	Claimant	Name	Delegated By	D	elegated On 🔻	Organiza	ation
There are no delegated appeal	to show.							
* All times displayed in US Easter	n Timezone							
New Appeals								
The following are the appeals you	u have created. Click on the eFile Cas	e Number link to vie	w case status, acces	s filings and serving	gs and to submit n	ew filings.		
							Showing 5 of 5 records	View More 🕀
Docket Number	eFile Number	Case Type	Status		Last Updated O	n	Details	
Pending Assignment	ECAB-2009-510211	FECA	AWAITING SIGNA	TURE	09/14/2020 - 07:	43 EST	View	
5010	5010		05 15 07 50				10	



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

Appeal Details		X
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 & 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 La Judges (OAL) or
(ARB)		Appeals Board (ECAB)	Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

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

ECAB Dashboard							
File a New Appeal - ECAD Request Access to Appeals My Access Requests The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and tervings and to submit new filings.							
				-	Showing 2 of 2 records	View More 🗢	
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details	
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:56 EST		View	
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST		View	
* All times displayed in US Eastern Ti	mezone						

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

	Help
our profile wi	ll be sent with the request. Please make sure that your profile is current and
ccurate. You	an do this through the My Profile menu in the Dashboard.
locket Numbe	r
ECAB-2012-0	128
iling Categor	1*
- Select a valu	
ile *	
Choose File	No file chosen
nly files with the f	ollowing extensions are allowed: odf and size should be less than 200MB
-	
MPORTANT N	DTICE FOR REDACTION RESPONSIBILITY
ll filers must	redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally
equires redac	tion of:
Social Secur	ity numbers
Taxpayer-ide	entification numbers
Dates of birt	h
Names of mi	nor children
Financial ac	count numbers
'his requirem	ent applies to all documents being filed, including exhibits and attachments
	and that I must comply with the redaction rules. I have read this notice.
I underst	
 I underst 	
 I underst 	
V I underst	



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

ummary							
							Help
file Case Number	EFS-ECAB-1110-050001						
scket Number	ECAB-2012-0128						
oerd	ECAB						
ые Туре	FECA						
siment Name	Mr. FNAME88458 MNAME87533 JONI	ES					
peel Dete	10/30/2011						
scalon Date	FALSE						
Submit a New Fi	iling Remove From My Dashboard	Delegate Access					
Entry Type	Action Name				Event Date 🔻	File Nam	e
Entry Type decision	Action Name Decision issued: C1 - D&O - A	Affirmed			Event Date * 05/18/2012	File Nam	e
Entry Type decision events	Action Name Decision issued: C1 - D&O - A 128 - Submitted to Docket for	Hfirmed			Event Date * 05/18/2012 05/17/2012	File Nam	•
Entry Type decision events events	Action Name Decision issued: C1 - D8:O - A 128 - Submitted to Docket fr 114 - Panel assigned/case pl	Affirmed or Issuance Jaced on Board agenda			Event Date ▼ 05/18/2012 05/17/2012 05/14/2012	File Nam	•
entry Type decision events events eppeels	Action Name Decision issued: C1 - D&O - J 128 - Submitted to Docket for 114 - Panel assigned/case pi Case processable	Hfirmed or Issuance Isced on Board agenda			Event Date ▼ 05/18/2012 05/17/2012 05/14/2012 11/22/2011	File Nam	•
Entry Type decision events events sppeals events	Action Name Decision issued: C1 - D&O - A 128 - Submitted to Dociat fr 114 - Panel assigned/case pi Case processable 27A - Granted - Acknowledge	Affirmed or Issuance laced on Board agenda ement letter sent (FNAMEB9125)			Event Date ▼ 05/18/2012 05/17/2012 05/14/2012 11/22/2011 11/07/2011	File Nam	•
intry Type decision events events events svents all times displaye	Action Name Decision Issued: C1 - D80 - A Decision Issued: C1 - D80 - A 128 - Submitted to Decist fr 128 - Submitted to Decist fr 114 - Panel assigned/case pi Case processable 27A - Granted - Acknowledge ed in US Eastern Timezone	Hirmed br Issuance Isced on Board agenda ement letter sent (FNAME89125)			Event Date * 09/18/2012 09/17/2013 09/14/2012 11/22/2011 11/22/2011 11/07/2011	File Nam	•
intry Type decision events events events sevents II times displaye	Action Name Decision issued: C1 - D&O - A 208 - Submitted to Dociat fo 128 - Submitted to Dociat fo 124 - Panel assigned/case pi Case processable 27A - Granted - Acknowledge ed in US Eastern Timezone	Hirmed xr Issuance laced on Board agenda ement letter sent (FNAME89129)			Event Data ~ 09/18/2012 09/17/2012 09/14/2012 11/22/2011 11/07/2011	File Nam	•
intry Type lecision wents wents ppeals invents Il times displaye illings	Action Name Decision issues: C1 - D&O - I 128 - Submitted to Dociet f 128 - Submitted to Dociet f 214 - Panel assigned, Losa pi 25A - Orantel - Acknowledge ed in US Eastern Timecone	Hirmed or Issuance Iaced on Board agenda ement letter sent (FNAME89125)			Event Date * 09/18/2012 09/17/2012 09/14/2012 11/22/2011 11/22/2011	Fite Nam	•
decision wents wents sppeals wents Il times displaye ilings	Action Name Decision issues: C1 - DEO - A 128 - Submitted to Docket for 124 - Panel assigned Jose pl Case processable 27A - Granted - Acknowledge ed in US Eastern Timezone	Hirmed Ir lausince aced on Board agenda ement letter aent (FIUAMEB9125)			Event Date ▼ 06/18/2012 06/17/2012 06/14/2012 11/22/2011 11/07/2011	File Nam	•
events events events events events events All times displaye illings	Action Name Decision Issues: C1 - D&O - A 128 - Submitted to Docket f 14 - Panel assigned/case pi Case processable 27A - Granted - Acknowledge ed in US Eastern Timecone	Hirmed vr issuance aced on Board aganda ement letter sent (FIVAMEBULD) Etited Recomments	Eliza Be	Statur	Event Date * 0510/2012 0510/2012 0510/2012 0510/2012 107/2011 11/07/2011	File Nam	e Is View More
Entry Type decision events events appeals events All times displaye 'illings Filing Category	Action Hame Decision issued: C1 - D&O - A 228 - Submitted to Dockst fr L12 - Panel assigned/case pi Case processable 27A - Granted - Acknowledg ed in US Eastern Timezone Filling Type eFile Number	Hirmed or Issuance aced on Board agenda ement letter sent (PIAMES9125) Filed Documents	Filed By	Status	Event Date ** 0518/2012 0519/2012 0519/2012 1519/2012 11/2/2011 15197/2011	File Nam	e Is View More Detai

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

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

Filing 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

	Considera	updated on
ECAB-2009-510212 SUBMITTED	New filing has been submitted.	09/14/2020 - 08:00 EST



HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

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

			Hel
eFile & eServe with the Administrative Review Board (ARB)	eFile & cServe with the Benefits Review Board (BRB)	eFile & eServe with the Employees' Compensation Appeals Board (ECAB)	eFile & eServe with the Office of the Administrative Law Undes (0ALL) or Board of Alien Labor Certification Appeals (BALCA)
My Account			

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

1	ECAB Dashboard						
1							Help 😧
	File a New Appeal - ECAB	Request Access to Appeals					
1	My Access Request	s					
1	The following are the list of appea	is you have access to. Click on the de	ocket number link to view case stati	us, access filings and se	ervings and to submit new filings.	Showing 2 of 2 records	View More 👁
	Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
1	ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:56 EST		View
	ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST		View
	All times displayed in US Eastern	Timezone					

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal De	etails
Summary	
eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	Mr. FNAME88458 MNAME87533 JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE



4. From the Organization members table displayed, click on the **Delegate** link under 'Actions' table header against the user to be delegated.

Organization Members

Organization: Boards Delegation Testing					
Name	Email				
Enter Name	O Enter Email O S	earch			
Name	Email	licer Type	Actions		
Name	Eman	User Type	Actions		
Dion - John	diontester001@gmail.com	Attorney	Delegate		
Angel George	angeltester001@gmail.com	Attorney	Delegate		

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

Organization Members

 Dion John has been delegated to this appeal. An email notification has been sent to Dion John at diontester001@gmail.com. 						
Organization: Boards Delega	tion Testing		Help 😡			
Name Enter Name	Email	0 Search				
Name	Email	User Type	Actions			
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation			
Angel George	angeltester001@gmail.com	Attorney	Delegate			

6. In the Appeal details page, the delegated member will be displayed in the Delegated User table.

Delegated Users Showing 1 of 1 records					
Name	Address	Delegated By	Organization		
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW		



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.

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)
		Appeals Board (ECAB)

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

Appeals De	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.									
						Showing 1 of 1 records	View More 🕀			
Docket Number	eFile Case Number	Claimant Name	Delegated By	Delegated On 🔻	Organization					
ECAB-2012-0128	EFS-ECAB-1110-0500	01 RONALD L JONES	Tiju Issac	10/20/20 - 03:22:27 EST	Wingstein and Dragger At	torneys of Law , 56 Constituti	on Ave			
* All times displayed	l in US Eastern Timezone									



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

Summarv											Help
File Case Number E Jocket Number E Board E Case Type F	FS-ECAB-1110-050001 CCAB-2012-0128 CCAB ECA										
laimant Name R	ONALD L JONES										
Decision Date 0	8/23/2011 ALSE										
Submit a New Filin	g Remove From My I	Dashboard									
Case Status	Details Refresh	Ø									View More
Entry Type	Action Name							Event Date 🔻		File Name	_
decision	Decision issued: C	1 - D&O - Affirm	ed					05/18/2012			
events	128 - Submitted to	o Docket for issu	iance					05/17/2012			
events	114 - Panel assign	ed/case placed	on Board agenda					05/14/2012			
appeals	Case processable							11/22/2011			
events	27A - Granted - Ac	knowledgemen	t letter sent (FNAME89125)					11/07/2011			
All times displayed i	in US Eastern Timezone										
ilings											
Filing Category	Filing Type	eFile Numb	er Filed Documer	nts F	iled By	Status	Subn	nitted On	Last Update	ed On	Details
No documents have	e been filed to this appeal.										
All times displayed i	in US Eastern Timezone										
Documents	Served by ECA	В							Showing 1	of 1 records	View More
eFile Number	File Name		Description	File Type	Issued O	n	Serve	d On	Accessed O	n Notified	l On
ESERVE-ECAB-2007	-000399 Test_eServe_ 1285233.pdf	ECAB-2012-0	Auto generated test servin g	TEST_SERVE	07/20/20	20 - 15:26 EST	07/20	/2020 - 17:00 EST		07/20/2	020 - 15:37 6
All times displayed i	in US Eastern Timezone										
arties with	Access										
ne table shows all th	he parties in the appeal wh	o have access to	this appeal						Showing 4	of 4 records	View Mor
Name	Address					User Type	Organ	ization			
Amy DeRocher	OWCP-DFEC, Jacksonvill	e, United States	, Florida, 32202			Individual					
Tiju Issac	459 Temple Street Powde	er Springs, GA 3	0127, Brigh, United States, Ar	kansas, 12435		Attorney	Wingst	tein and Dragger At	torneys of Law	, 56 Constituti	ion Ave
Jacky Jacky	Address, Address, United	l States, Iowa, 4	4556			Attorney	Joseph	h's Org, addrsstest			
Sunny Mathew	Address, City, United Sta	Sunny Mathew Address, City, United States, Arkansas, 12343				Attorney	Org - J	acky, Address - Jac	ky 1		
Parties on A	ppeal parties on this appeal.								Showing 2	of 2 records	View More
Parties on A he table lists all the Name	ppeal parties on this appeal.	Address							Showing 2 Role in the C	of 2 records	View More
Parties on A he table lists all the Name Alan Shapiro	ppeal parties on this appeal.	Address 8 SHAKER GLE!	N, SHAKER HEIGHTS, OH, 441	22					Showing 2 Role in the C Attorney	of 2 records	View More
Parties on A he table lists all the Name Alan Shapiro RONALD JONES	ppeal parties on this appeal.	Address 8 SHAKER GLEI 1416 TERRA PA	N, SHAKER HEIGHTS, OH, 441 LMA DR, FT MEYERS, FL, 3390	22					Showing 2 Role in the C Attorney Appellant	of 2 records	View More
Parties on A he table lists all the Name Alan Shapiro RONALD JONES Delegated U	Appeal parties on this appeal.	Address 8 SHAKER GLEI 1416 TERRA PA	N, SHAKER HEIGHTS, OH, 441 LMA DR, FT MEYERS, FL, 3390	22					Showing 2 Role in the C Attorney Appellant	of 2 records case of 1 records	View Mor
Parties on A he table lists all the Name Alan Shapiro RONALD JONES Delegated U Name	Appeal parties on this appeal.	Address 8 SHAKER GLEI 1416 TERRA PA	N, SHAKER HEIGHTS, OH, 441 LMA DR, FT MEYERS, FL, 3390	22		Delegated E	by O	rganization	Showing 2 Role in the C Attorney Appellant Showing 1	of 2 records case of 1 records	View More



HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?

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

			Help
Administrative Review Board (ARB)	Benefits Review Board (BRB)	Employees' Compensation Appeals Board (ECAB)	Office of the Administrative Law Judges (OALI) or Board of Alien Labor Certification Appeals (BALCA)
My Account			

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

]	ECAB Dashboard						
	File a New Appeal - ECAB	quest Access to Appeals					Help 🕢
1	My Access Requests The following are the list of appeals y	ou have access to. Click on the docket numb	er link to view case status, a	eccess filings and servings and	to submit new filings.	Showing 2 of 2 records	View More 🔿
	Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
	ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:58 EST		View
l	ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST		View
	All times displayed in US Eastern Tin	nezone					

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal De	etails	
Summary	,	
eFile Cese Number	EFS-ECAB-1110-050001	
Docket Number	ECAB-2012-0128	
Board	ECAB	
Case Type	FECA	
Claimant Name	Mr. FNAME88458 MNAME87533 JONES	
Appeel Date	10/30/2011	
Decision Date	08/23/2011	
proSe	FALSE	
Submit a New F	Filing Remove From My Dashboard	Delegate Access



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

Organization Members				
Organization: Boards Deleg	ation Testing			Help 😡
Name		Email		
Enter Name	0	Enter Email	O Searc	h
Name	Email		User Type	Actions
Dion - John	diontester001@gmail.co	om	Attorney	Remove Delegation
Angel George	angeltester001@gmail.c	com	Attorney	Delegate

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

Organization Membe	rs			
 Removed Dion John's deleg An email notification has been 	ated access to this appeal. In sent to Dion John at diontester001@gmail.com.			
Organization: Boards Dele	egation Testing			Help 🕑
Name	Email			
Enter Name	O Enter Email	O Sea	irch	
Name	Email	User Type	Actions	
Dion - John	diontester001@gmail.com	Attorney	Delegate	
Angel George	angeltester001@gmail.com	Attorney	Delegate	



HOW TO ACCESS SERVINGS IN ECAB?

¹ Click on the ECAB tile from the main dashboard.



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

ECAB Dashboard	d					
File a New Appeal - ECAB	Request Access to Appeals					Help 🕖
My Access Reques	Sts peals you have access to. Click on the dock	et number link to view case sta	tus, access filings and ser	vings and to submit new filings.		
					Showing 2 of 2 records	View More 😌
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:58 EST		View
ECAB-2020-2454	ECA8-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST		View

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

Documents Served	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 EST
* All times displayed in US Easter	rn Timezone						



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

Documents Served by ECAB Showing 1 of 1 record							
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

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

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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
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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