



## eFile and eServe

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

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)

People's Trusted Law Firm

My Profile

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

Dashboard ARB Dashboard

#### ARB Dashboard

File a New Appeal - ARB Access Appeals

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

Confirmation

Are you filing an appeal to the Administrative Review Board (ARB) of the Department of Labor?  
Please click "Continue" to continue your filing.

Continue Cancel



## eFile and eServe

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

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

Dashboard ARB Dashboard New Appeal

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[Help](#) Help ?

Please select your role on this Appeal. If you are a representative, please select the Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Administrative Review Board's staff if necessary upon their review. Please click "Next" to continue your filing.

**Select an option**

I am the attorney or party listed in the NoA

I am a legal staff

**Your Organization**

People's Trusted Law Firm, 1010101 NE

**Delegate (Multi-Select)**

Attorney One  
Del User Nine

**Your Role on this Appeal \***

- Select your role on this appeal -

**Are you filing on Behalf of a Deceased Party?**

Yes

No

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



## New Appeal

**33%**

**Help**

Please select the type of case from the listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click "Next" to continue your filing.

**Case Type \***

- Select Case Type -

**Previous**   **Save Draft**   **Cancel**   **Next**

## New Appeal

**44%**

**▼ Help**

Please enter the date of the decision being appealed. This can be found on the decision document that you are appealing. Please also upload the decision being appealed in Adobe PDF format.

**Decision Date \***

mm/dd/yyyy

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

Yes

No

**Petition for Review File \***

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

If you are appealing an order from the Office of Administrative Law Judges (OALJ), please enter the OALJ Case Number found on the decision document issued by the OALJ.

OALJ Case Number format should be in this form: YYYYXXNNNNN (no hyphens) Example:

2020-BLA-05735 should be entered as 2020BLA05735

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

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

Please click "Next" to continue your filing.

**OALJ Case Number** ? \*

ex.2013BLA12345

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

Yes

No

Previous

Save Draft

Cancel

Next



## New Appeal

77%

### ▼ Help

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

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

Add New Party

Reload Parties

### Case Parties

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

Alex J Jacob  
City, US-AR  
Role: Attorney

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

Edit

Remove

Previous

Save Draft

Cancel

Next



## New Appeal



▼ Help

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

### Party Details

Name	Role
Alex J Jacob Dr.	Attorney
Aaron Tester	Claimant

Select the parties represented by Alex J Jacob Dr.

Aaron Tester

Petitioner in this Appeal \*

Aaron Tester

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



## eFile and eServe

100%

**Terms & Conditions**

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

Accept Above Terms & Conditions

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

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

100%

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Accept Above Terms & Conditions

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



## eFile and eServe

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

### New Appeals

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

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

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
Pending Assignment	<a href="#">ARB-2009-510198</a>	BLA - Black Lung Benefits Act	<b>SUBMITTED</b>	09/14/2020 - 02:40 EST	<a href="#">View</a>
ARB-2008-1094	ARB-2008-502094	AR - Aviation Involment & Reform Act (AIR2) Whistleblower	APPROVED	08/21/2020 - 05:33 EST	<a href="#">View</a>
Pending Assignment	ARB-2007-500252	CFP - Consumer Financial Protection Act	SUBMITTED	07/17/2020 - 08:28 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

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

\* All times displayed in US Eastern Timezone

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

#### Appeal Details

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

#### Parties in this Appeal

The table lists all the parties in this appeal.

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

#### Status Update Log

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