



eFile and eServe

HOW TO BECOME AN ATTORNEY OF RECORD?

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 an Appeal from **Accessed Cases** table with User Type **"Observer"**.

ARB Dashboard

File a New Appeal - ARB Access Appeals Help ?

Accessed Appeals

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 4 of 4 records View More

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ARB-2011-0031	EFS-ARB-1103-050112	Marc M. Twyman	09/15/20 - 02:37:16 EST	Observer	Org - Jacky, Address - Jacky 1
ARB-2020-0014	EFS-ARB-1011-033173	Mr. David Taylor	09/15/20 - 08:40:16 EST	Observer	Org - Jacky, Address - Jacky 1



- The appeal details page will be displayed with the **Remove from My Dashboard** and **Manage Attorney of Record** buttons.

Appeal Details

Summary

eFile Case Number	EFS-ARB-1103-050111
Docket Number	ARB-2011-0031
Board	ARB
Case Type	SOX
Claimant Name	-
Employer Name	-
Appeal Date	02/28/2011
Decision Date	-
proSe	TRUE

[Remove From My Dashboard](#)

[Manage Attorney of Record](#)

- Click on the **Manage Attorney of Record** button.

Appeal Details

Summary

eFile Case Number	EFS-ARB-1103-050111
Docket Number	ARB-2011-0031
Board	ARB
Case Type	SOX
Claimant Name	-
Employer Name	-
Appeal Date	02/28/2011
Decision Date	-
proSe	TRUE

[Remove From My Dashboard](#)

[Manage Attorney of Record](#)

- All the attorneys in the organization will be displayed with the option to make Attorney of Record. Click on the link Make AoR.



eFile and eServe

Manage Attorney of Record

Organization: People's Trusted Law Firm

Name Email

Name	Email	Actions
Claire Cooper	cc@ptl.com	<input type="button" value="Make AOR"/>
Attorney One	attorney@ptl.com	<input type="button" value="Make AOR"/>

6. The case details page is then displayed with **Submit a New Filing**, **Manage Attorney of Record**, and **Delegate Access** buttons along with a confirmation message.

Appeal Details

✔ Claire Cooper is now an Attorney of Record.

[Help](#)

Summary

eFile Case Number	EFS-ARB-1103-050111
Docket Number	ARB-2011-0031
Board	ARB
Case Type	SOX
Claimant Name	Marc M. Twyman
Employer Name	Tax Master, Inc.
Appeal Date	02/28/2011
Decision Date	-
proSe	TRUE

7. Click on the **ARB Dashboard** breadcrumb to go to the appeal dashboard.



Appeal Details

8. The accessed case will be shown in your **Accessed Appeals** table with User Type **AoR**.

ARB Dashboard

[Help](#)

Accessed Appeals

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Showing 4 of 4 records

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