



eFile and eServe

HOW TO BECOME AN ATTORNEY OF RECORD?

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

Dashboard

The dashboard features a grid of six tiles. The top row contains four tiles, each with a circular icon and text: '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)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The ECAB tile is highlighted with a red border. The bottom row contains two tiles: 'People's Trusted Law Firm' and 'My Profile'. A 'Help' link is visible in the top right corner.

2. Click on an Appeal from **Accessed Cases** table with User Type **“Observer”**.

ECAB Dashboard

The ECAB Dashboard includes buttons for 'File a New Appeal - ECAB' and 'Access Appeals'. Below these is the 'Accessed Appeals' section, which contains a table of appeals. The table has columns for Docket Number, eFile Case Number, Claimant Name, Initial Access, User Type, and Organization. The first row is highlighted with a red border.

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ECAB-2012-0128	EFS-ECAB-1110-050001	Mr. FNAME88458 MNAME87533 JONES	09/16/20 - 12:25:53 EST	Observer	Joseph's Org, addrstest

* All times displayed in US Eastern Timezone

3. 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-ECAB-1610-063968
Docket Number	ECAB-2017-0025
Board	ECAB
Case Type	FECA
Claimant Name	FNAME99480 MNAME98423 HARVEY
Employer Name	UNITED STATES POSTAL SERVICE, INDIANAPOLIS, IN
Appeal Date	10/11/2016
Decision Date	09/20/2016
proSe	TRUE

- Remove From My Dashboard
- Manage Attorney of Record

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

Appeal Details

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

- Remove From My Dashboard
- Manage Attorney of Record

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

Manage Attorney of Record

Organization: People's Trusted Law Firm

Name Email

Name	Email	Actions
Claire Cooper	cc@ptlf.com	Make AOR
Attorney One	attorney@ptlf.com	Make AOR



eFile and eServe

- The case details page is 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.

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
probe	FALSE

Submit a New Filing

Delegate Access

Manage Attorney of Record

- Click on the **ECAB Dashboard** breadcrumb to go to the appeal dashboard.

Dashboard

ECAB Dashboard

Appeal Details

Appeal Details

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

ECAB Dashboard

File a New Appeal - ECAB

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 1 of 1 records [View More](#)

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ECAB-2012-0128	EFS-ECAB-1110-050001	Mr. FNAME88458 MNAME87533 JONES	09/16/20 - 12:25:53 EST	AoR	Joseph's Org, adrsstest

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