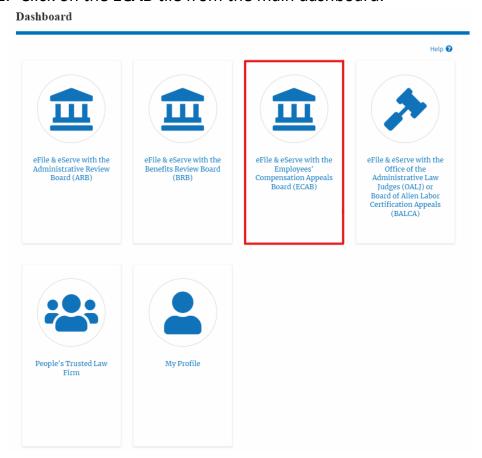


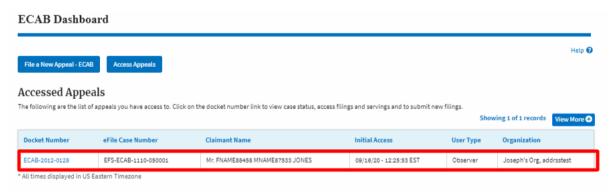
## eFile and eServe

### HOW TO BECOME AN ATTORNEY OF RECORD?

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



2. Click on an Appeal from Accessed Cases table with User Type "Observer".



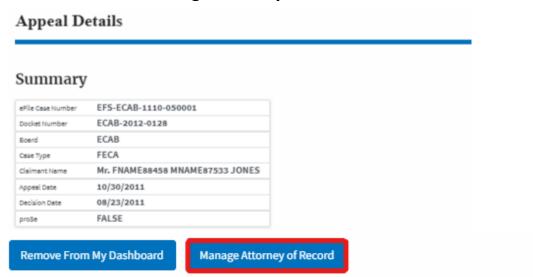
The appeal details page will be displayed with the Remove from My Dashboard and Manage Attorney of Record buttons.



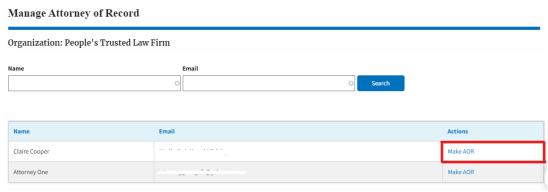
## eFile and eServe



4. Click on the Manage Attorney of Record button.



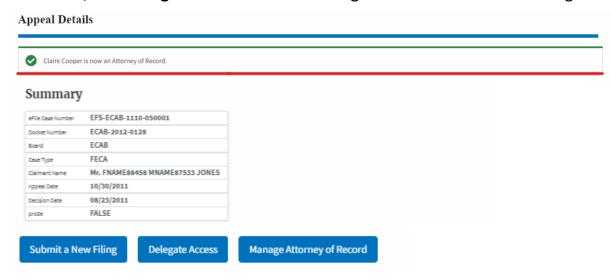
5. All the attorneys in the organization will be displayed with the option to make Attorney of Record. Click on the link Make AoR.





## eFile and eServe

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



7. Click on the **ECAB 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**.

