



eFile and eServe

HOW TO REMOVE THE ATTORNEY OF RECORD?

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

Dashboard

Help ?

The dashboard features six tiles. The first tile, 'eFile & eServe with the Administrative Review Board (ARB)', is highlighted with a red border. The other tiles are: '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', and 'My Profile'.

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

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	AoR	Org - Jacky, Address - Jacky 1

3. The appeal details page will be displayed with **Submit a New Filing**, **Manage Attorney of Record**, and **Delegate Access** buttons.



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

[Submit a New Filing](#)[Delegate Access](#)[Manage Attorney of Record](#)

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

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

[Submit a New Filing](#)[Delegate Access](#)[Manage Attorney of Record](#)

5. All the attorneys in the organization will be displayed with the option to Make AoR/ Remove AoR. Click on the link Remove AoR.

Manage Attorney of Record

Organization: People's Trusted Law Firm


Name	Email	
<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

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



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

Appeal Details

 Claire Cooper have been removed as Attorney of Record from .appeal

Summary

eFile Case Number	EFS-ARB-1103-050111
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Employer Name	Tax Master, Inc.
Appeal Date	02/28/2011
Decision Date	-
proSe	TRUE

[Remove From My Dashboard](#)
[Manage Attorney of Record](#)

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

[Home](#)
[Dashboard](#)
[ARB Dashboard](#)
[Appeal Details](#)

Appeal Details

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

ARB Dashboard

[File a New Appeal - ARB](#)
[Access Appeals](#)
[Help](#)

Accessed Appeals

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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-2011-0032	EFS-ARB-1103-050113	Marc M. Twyman	09/15/20 - 02:37:16 EST	Observer	Org - Jacky, Address - Jacky 1