eFile and eServe

HOW TO REMOVE THE ATTORNEY OF RECORD?

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



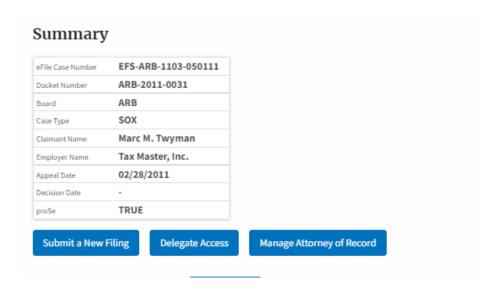
2. Click on an Appeal from Accessed Cases table with User Type "AoR".



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



eFile and eServe



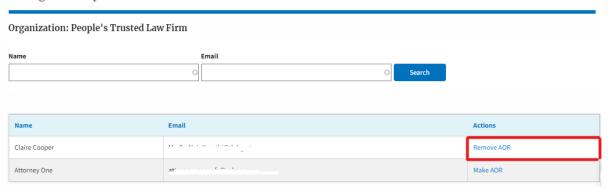
4. Click on the **Manage Attorney of Record** button.

Summary



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

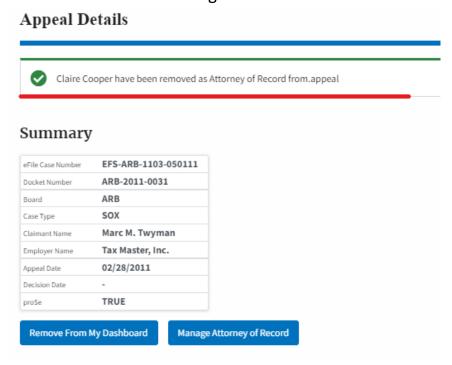
Manage Attorney of Record





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



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



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

