



## eFile and eServe

### HOW TO REMOVE THE ATTORNEY OF RECORD?

1. Click on the **BRB** 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 **"AoR"**.

#### BRB Dashboard

File a New Appeal - BRB

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 3 of 3 records [View More](#)

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
BRB-2011-0660	EFS-BRB-2007-050015	Mr. FNAME101332 MNAME100233 Boroski	09/03/20 - 06:15:11 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	<b>EFS-BRB-1610-064098</b>
Docket Number	<b>BRB-2017-0002</b>
Board	<b>BRB</b>
Case Type	<b>BLA</b>
Claimant Name	.....
Employer Name	r.....
Appeal Date	<b>10/06/2016</b>
Decision Date	<b>09/13/2016</b>
proSe	<b>TRUE</b>

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

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

## Summary

eFile Case Number	<b>EFS-BRB-1610-064098</b>
Docket Number	<b>BRB-2017-0002</b>
Board	<b>BRB</b>
Case Type	<b>BLA</b>
Claimant Name	.....
Employer Name	r.....
Appeal Date	<b>10/06/2016</b>
Decision Date	<b>09/13/2016</b>
proSe	<b>TRUE</b>

- [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	claire.cooper@ptlfirm.com	<a href="#">Remove AOR</a>
Attorney One	attorneyone@ptlfirm.com	<a href="#">Make AOR</a>



- 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-BRB-2007-050015
Docket Number	BRB-2011-0660
Board	BRB
Case Type	LHCA
Claimant Name	Mr. FNAME101332 MNAME100233 Boroski
Appeal Date	06/29/2011
Decision Date	06/10/2011
proSe	FALSE

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

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

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

## Appeal Details

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

### BRB Dashboard

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

### Accessed Appeals

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Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
BRB-2011-0660	EFS-BRB-2007-050015	Mr. FNAME101332 MNAME100233 Boroski	09/03/20 - 06:15:11 EST	Observer	Org - Jacky, Address - Jacky 1