HOW TO REMOVE THE 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 "**AoR**".

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

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

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

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

[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

[Search]

Name	Email	Actions
Claire Cooper		Remove AOR
Attorney One		Make AOR

6. 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-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]

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

🏠 **Dashboard** **ECAB Dashboard** Appeal Details

Appeal Details

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

ECAB Dashboard

Help ❓

[File a New Appeal - ECAB] [Access Appeals]

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 ⊕]

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, addrsstest

* All times displayed in US Eastern Timezone