



# **U.S DEPARTMENT OF LABOR**

## User Guides for Public Attorneys

Version 3.0

July 05, 2022





## eFile and eServe

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## eFile and eServe

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## eFile and eServe

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## MAIN MENU AND DASHBOARD





## eFile and eServe

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The Department of Labor's (DOL) eFile and eServe system is an Integrated gateway for filing and serving documents with DOL. The Department of Labor (DOL) handles roughly 14.7 million pages of paper each year in support of the adjudicatory processes in the Office of Administrative Law Judges (OALJ) and the Adjudicatory Boards (the Boards).

The Office of the Chief Information Officer (OCIO), in partnership with its DOL customer agencies, has worked collaboratively to implement an enterprise-level eFile/eServe solution. The solution leverages capabilities such as single sign-on, document management, and automated email notifications. The eFile and eServe solution integrate seamlessly with OALJ's CaseTracking System, the Boards' DOL Appeals system, and the OWCP Imaging System (OIS).

When a user logs in to the eFile and eServe system, the first page they are presented with is the Main Menu and Dashboard. This is the starting point for all navigations on the site.

The main dashboard features a set of tiles that lets the user navigate to different parts and functionalities that the site offers.

Users can access cases, file new cases, submit filings to cases, and view servings with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA).

Similarly, users can access appeals, file new appeals, submit filings to appeals and view servings with the Administrative Review Board (ARB), the Benefits Review Board (BRB), and the Employees' Compensation Appeals Board (ECAB).

Additionally, users can manage their profiles, create or join organizations, create mailboxes that help in managing the cases and appeals that they are working on as part of a company, organization, or group.

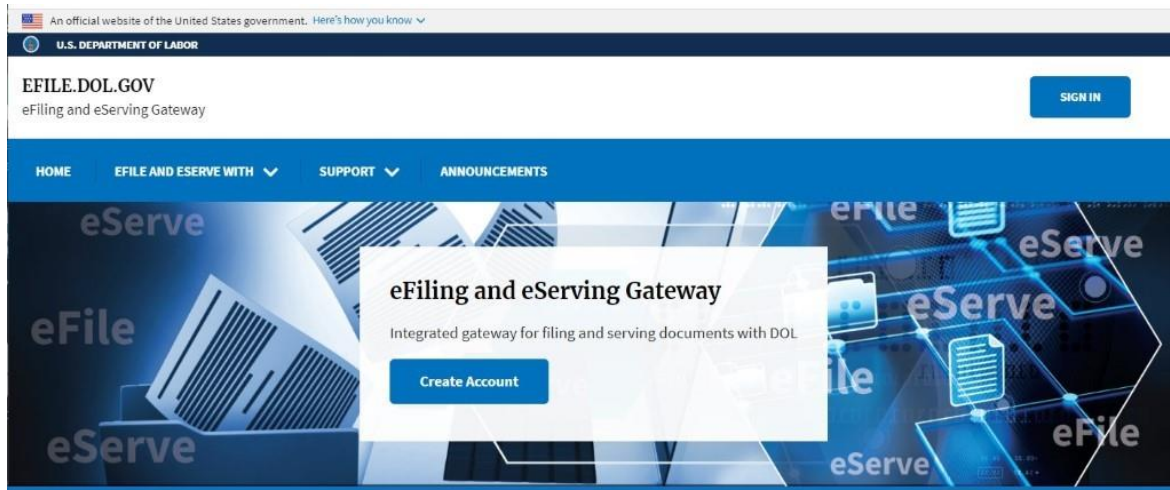




## eFile and eServe

### HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. Click on the **HOME** menu to navigate to the **eFile and eServe Homepage**.



2. Click on **DASHBOARD** to display the dropdown menu.





## eFile and eServe

[HOME](#) [DASHBOARD](#) [MY ACCOUNT](#) [SUPPORT](#) [ARE YOU A LEGAL ASSISTANT?](#) [CONTACT HELP DESK](#)

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 Choice Law Firm

My Profile

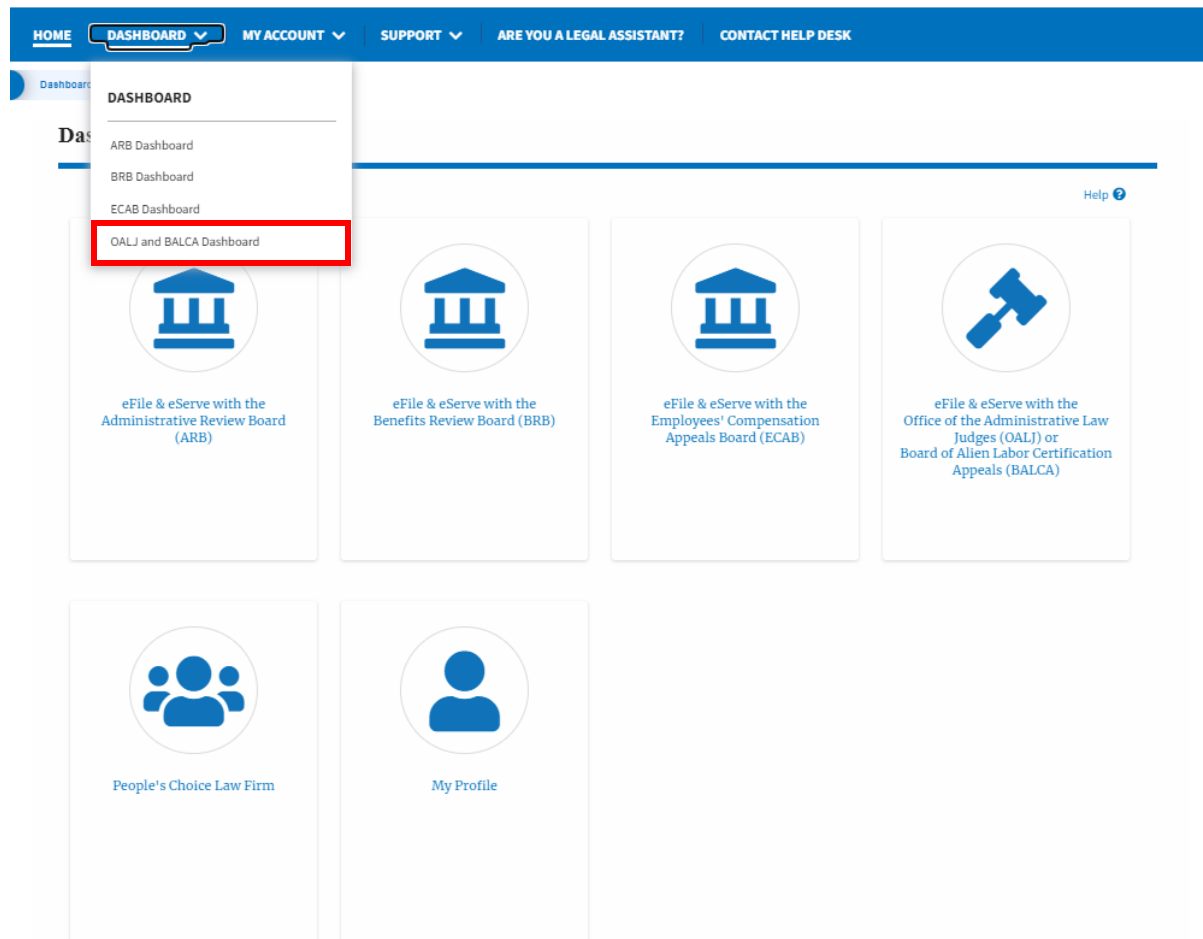
3. To navigate to the dashboard for OALJ and BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.

8





## eFile and eServe

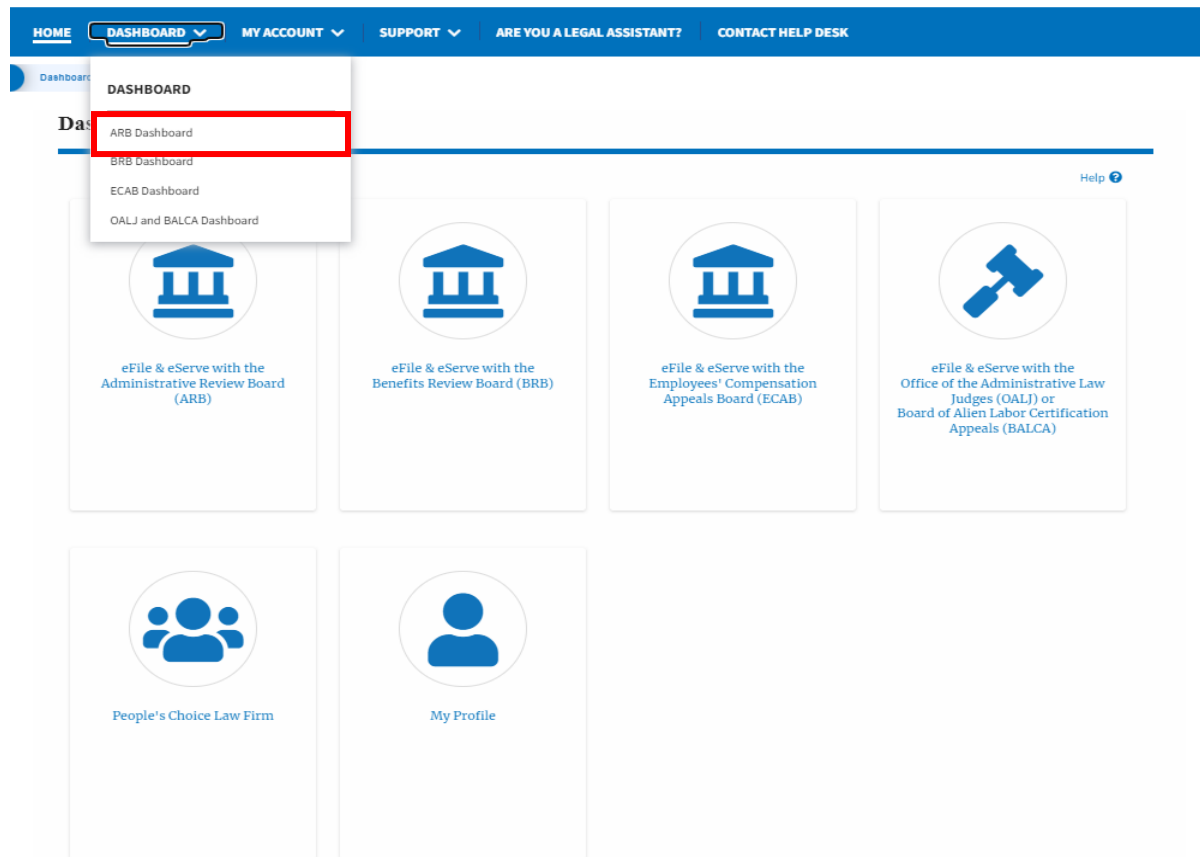


4. To navigate to the ARB Appeals dashboard, click on the sub-menu **ARB Dashboard** from the **DASHBOARD** header menu.





## eFile and eServe

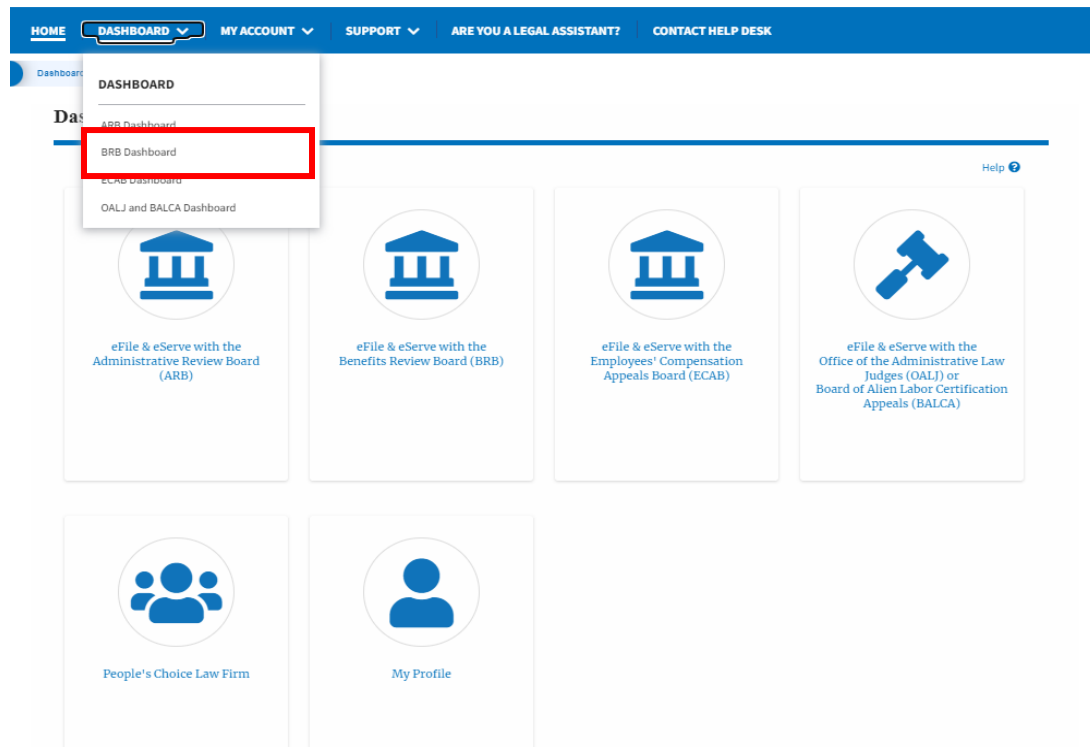


5. To navigate to the BRB Dashboard, click on the sub-menu **BRB Dashboard** from the **DASHBOARD** header menu.





## eFile and eServe



6. To navigate to the ECAB Dashboard, click on the sub-menu **ECAB Dashboard** from the **DASHBOARD** header menu.





## eFile and eServe

7. Click on the header menu **My Account** to access the My Account dropdown.





## eFile and eServe

HOME | DASHBOARD | **MY ACCOUNT** | SUPPORT | ARE YOU A LEGAL ASSISTANT? | CONTACT HELP DESK

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 Choice Law Firm

My Profile

- Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.





## eFile and eServe

The screenshot displays the eFile and eServe dashboard. At the top, a blue navigation bar contains links for HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this, a sub-menu for MY ACCOUNT is open, showing options for My Profile and My Organizations. The My Organizations option is highlighted with a red rectangle. The dashboard itself features a grid of six tiles, each with an icon and text describing eFile and eServe capabilities for various boards and the Office of Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). The tiles are: 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 Choice Law Firm, and My Profile.

Dashboard

**MY ACCOUNT**

- My Profile
- My Organizations

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 Choice Law Firm

My Profile

9. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.





## eFile and eServe

Dashboard

**MY ACCOUNT**

- My Profile
- My Organizations

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 Choice Law Firm

My Profile

10. Click on the header menu **Support** to access the Support drop.





## eFile and eServe

HOME DASHBOARD ▾ MY ACCOUNT ▾ **SUPPORT ▾** ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

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 Choice Law Firm

My Profile

11. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.





## eFile and eServe

HOME DASHBOARD ▼ MY ACCOUNT ▼ **SUPPORT ▼** ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Dashboard

**SUPPORT**

- Frequently Asked Questions (FAQ)
- User Guides
- Video Tutorials
- Webinars
- Contact

Help ?

**Dashboard**

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 Choice Law Firm

My Profile

12. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.





## eFile and eServe

The screenshot shows the eFile and eServe dashboard. At the top is a blue navigation bar with links: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'Dashboard' tab is selected. A 'SUPPORT' dropdown menu is open, showing options: Frequently Asked Questions (FAQ), User Guides, Video Tutorials (highlighted with a red rectangle), Webinars, and Contact. The main dashboard area is titled 'Dashboard' and contains six tiles. The top row has four tiles: '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)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The bottom row has two tiles: 'People's Choice Law Firm' and 'My Profile'. A 'Help' link with a question mark icon is located in the top right corner of the dashboard area.

13. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.





## eFile and eServe

The screenshot shows the eFile and eServe dashboard. At the top is a blue navigation bar with links: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'Dashboard' tab is selected. A 'SUPPORT' dropdown menu is open, showing options: Frequently Asked Questions (FAQ), User Guides (highlighted with a red rectangle), Video Tutorials, Webinars, and Contact. The main dashboard area is titled 'Dashboard' and contains several tiles. The top row has four tiles, each with a blue icon and text: '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)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The bottom row has two tiles: 'People's Choice Law Firm' and 'My Profile'. A 'Help' link with a question mark icon is located in the top right corner of the dashboard area.

14. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.





## eFile and eServe

HOME DASHBOARD ▼ MY ACCOUNT ▼ **SUPPORT ▼** ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Dashboard

**SUPPORT**

- Frequently Asked Questions (FAQ)
- User Guides
- Video Tutorials
- Webinars
- Contact

Help ?

**Dashboard**

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 Choice Law Firm

My Profile

15. Click on the sub-menu **Webinars** from the **SUPPORT** header menu to access the Recordings of the webinars conducted.





## eFile and eServe

The screenshot shows the eFile and eServe dashboard. The top navigation bar is blue with white text for 'HOME', 'DASHBOARD', 'MY ACCOUNT', 'SUPPORT', 'ARE YOU A LEGAL ASSISTANT?', and 'CONTACT HELP DESK'. The 'SUPPORT' menu is open, showing a list of links: 'Frequently Asked Questions (FAQ)', 'User Guides', 'Video Tutorials', 'Webinars' (highlighted with a red rectangle), and 'Contact'. The dashboard itself has a 'Dashboard' tab and a 'Help' icon. Below the navigation bar, there are six tiles. The top row contains four tiles for eFile & eServe with the Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), and Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). The bottom row contains two tiles for 'People's Choice Law Firm' and 'My Profile'.

16. Click on the sub-menu **Are you a Legal Assistant** from the header menu to access the instructions and links to user guides for **Legal Assistants**.





## eFile and eServe

[HOME](#) | [DASHBOARD](#) | [MY ACCOUNT](#) | [SUPPORT](#) | [ARE YOU A LEGAL ASSISTANT?](#) | [CONTACT HELP DESK](#)

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 Choice Law Firm

My Profile

17. Click on **Contact Help Desk** from the header menu to access the 'Contact' page directly.





## eFile and eServe

[HOME](#)[DASHBOARD ▾](#)[MY ACCOUNT ▾](#)[SUPPORT ▾](#)[ARE YOU A LEGAL ASSISTANT?](#)[CONTACT HELP DESK](#)[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 Choice Law Firm



My Profile



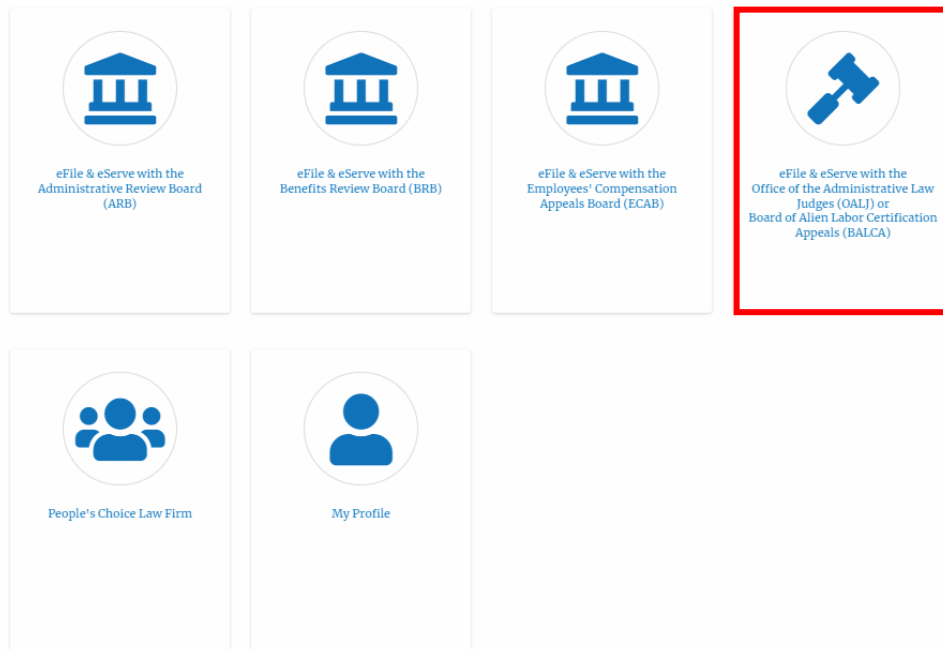


## eFile and eServe

### HOW TO NAVIGATE THROUGH THE TILES?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.

#### Dashboard



2. Click on the **ARB** tile from the main dashboard page to access the 'ARB' dashboard.





## eFile and eServe

### 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 Choice Law Firm

My Profile

- Click on the **BRB** tile from the main dashboard page to access the 'BRB' 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 Choice Law Firm

My Profile

- Click on the **ECAB** tile from the main dashboard to access the 'ECAB' dashboard.







## eFile and eServe

### 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 Choice Law Firm




My Profile


- Click on the **Organization Name** tile from the main dashboard page to access the corresponding Organization's 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 Choice Law Firm



My Profile











## eFile and eServe

- Click on the **My Profile** tile from the dashboard to access the “My Profile” page

### 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 Choice Law Firm	 My Profile		





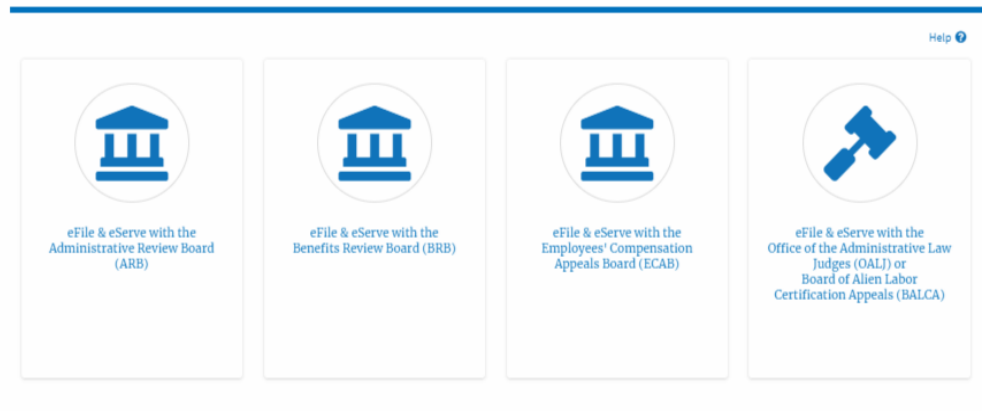
## eFile and eServe

### OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Log in to your account and navigate to any page in the portal.

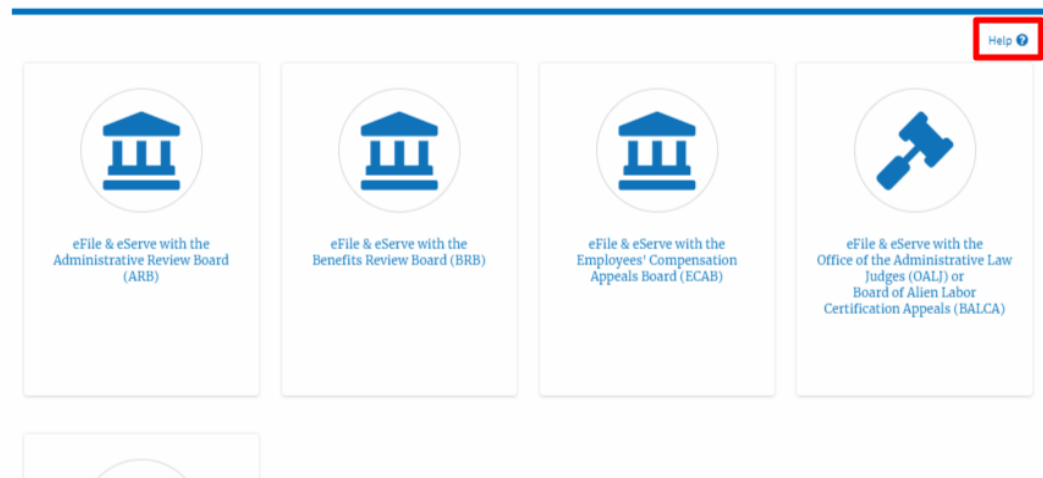
Note: All pages have this feature.

#### Dashboard



2. Click on the Help link provided at the right top of the main content page.

#### Dashboard



3. To the right of the page, the help popup will be displayed.






# eFile and eServe


ACCOUNT

SUPPORT


Help



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)

Help on 'Main Dashboard'

Main Dashboard

The Main Dashboard can be viewed only when logged in. It has 5 tiles:

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)

My Account

Step 1: Click on the "eFile & eServe with the Administrative Review Board (ARB)" tile to go to the ARB appeals dashboard.

Step 2: Click on the "eFile & eServe with the Benefits Review Board (BRB)" tile to go to the BRB appeals dashboard.

Step 3: Click on the "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)" tile to go to the ECAB appeals dashboard.

Step 4: Click on the "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)" tile to go to the OALJ and BALCA cases dashboard.

Step 5: Click on the "My Account" tile to go to the My Account page.

Step 6: Dropdown Bar

Clicking the "Dashboard" dropdown give quick links to OALJ & BALCA Cases and ARB, BRB, ECAB Appeals dashboards.

Clicking the "My Account" dropdown gives quick links to "My Profile" and "My Organizations" pages.

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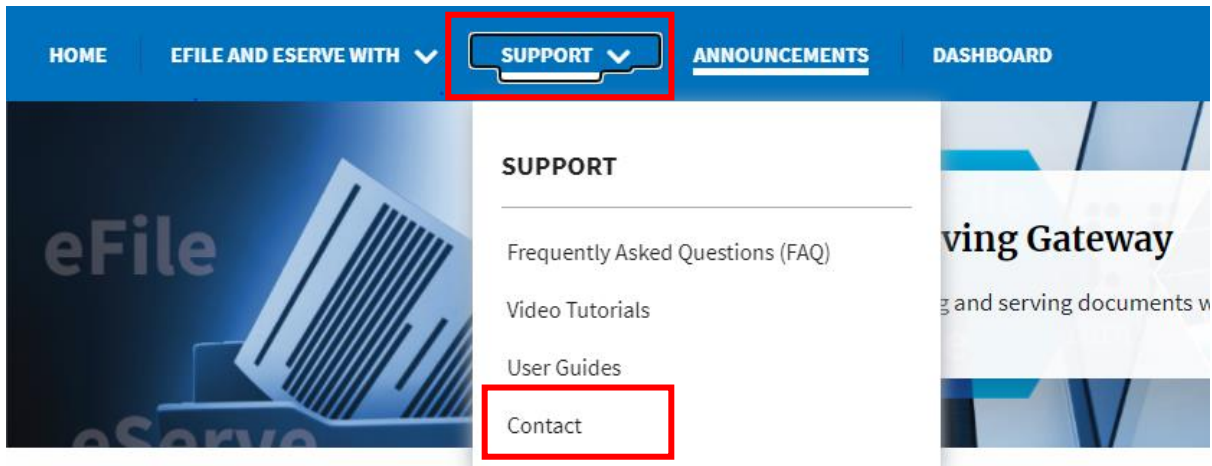




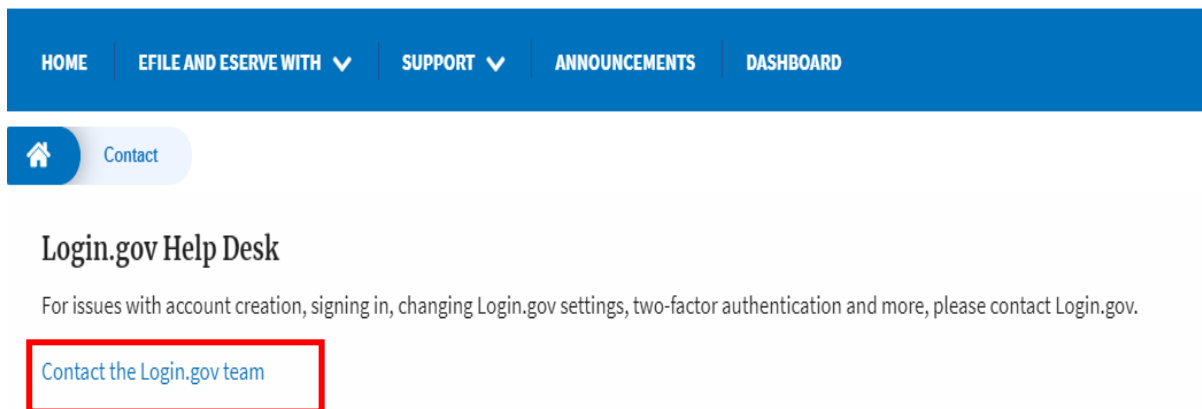
## eFile and eServe

### HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES

1. From the main menu, click on the **Support tab** and select the **Contact** submenu.



2. For issues with account creation, signing in, changing Login.gov settings, two-factor authentication, and more, please click on the hyperlink provided [contact the Login.gov team](#).



And you will be redirected to the concerned site





## eFile and eServe

### HOW TO CONTACT THE SUPPORT TEAM FOR EFILE AND ESERVE SITE-RELATED ISSUES

1. From the main menu, click on the **Support tab** and select the **Contact** submenu.
2. Start filling out the form by entering your First Name, Last Name and Email ID.

The screenshot shows the top navigation bar with links: HOME, EFILE AND ESERVE WITH (dropdown), SUPPORT (dropdown), ANNOUNCEMENTS, and DASHBOARD. Below this is a sub-navigation bar with a home icon and the 'Contact' link. The main content area contains a message: 'For help with an issue you are experiencing, please complete the form below, including as much detail as possible and we will get back within one business day.' Below the message is a form with four input fields: First Name, Last Name, Email (marked with a red asterisk), and Confirm Email (marked with a red asterisk).

3. Next, select your User type and Area of the Site that you need help with.

The screenshot shows a dropdown menu titled 'User Type'. The menu is open, displaying a list of options: 'Public User', '- None -', 'Public User', 'DOL User' (which is highlighted in blue), and 'Court Reporter'. A small up/down arrow icon is visible on the right side of the dropdown box.





## eFile and eServe

**Area of the Site**

- None -

- None -
- Office of the Administrative Law Judges and Board of Alien Labor Certification Appeals
- Administrative Review Board
- Benefits Review Board
- Employees' Compensation Appeals Board
- Organization
- Delegation
- My Profile
- Logout

4. Fill in your questions, concerns, and comment in the box provided. Also provide any additional info you may have to convey to the support team like a type of login, email address, profile, data, etc. Provide as much information as possible to aid in quick redressal.

**HOME** | **EFILE AND ESERVE WITH** ▼ | **SUPPORT** ▼ | **ANNOUNCEMENTS** | **DASHBOARD**

**Contact**

**Your Questions & Comments \***

**Additional Information**

Type of login used, email address, profile data, etc.

<https://efstest2.mindpetal.com/announcements>





## eFile and eServe

5. Once you have filled in all the details above click on the **Submit** button beneath the form. Use the **Reset** button to clear the form.

[HOME](#) | [EFILE AND ESERVE WITH](#) ▼ | [SUPPORT](#) ▼ | [ANNOUNCEMENTS](#) | [DASHBOARD](#)

[Home](#) | [Contact](#)

**Additional Information**  

Type of login used, email address, profile data, etc.

Type of login used, email address, profile data, etc.

Submit

Reset





# USER PROFILE AND ORGANIZATION MODULE





## eFile and eServe

---

The User Profile and Organization module lets you create and manage your profile and organization that you are part of.

Every user needs to set up and keep their user profiles updated for the agencies to be able to process their cases, appeals, and filings properly. The user profile can be set up and updated in the User Profile page. This form also lets you indicate if the user is an attorney. The details in the user profile are used during filing cases or appeals and selected details are sent during submission of most forms in the eFile and eServe system. Hence, it is essential to keep the user profile current and up to date.

If the user is part of a company, organization, or group, the eFile and eServe system allows the users to join existing organizations or set up new ones to manage how cases and appeals related to the organization is managed. A user can be part of multiple organizations to manage how they interact with different cases or appeals.

Within the Organization module, you can create organizations or join existing ones, add members to the organization, manage administrators of the organization, and create and manage shared mailboxes.

Shared mailboxes are used to set rules for delivering emails to members of the organization. Each mailbox is linked to one or more agencies and some or all case types related to these agencies. Using shared mailboxes, the organization can control the flow of served emails to those members who are interested in the case types that are linked to the specific mailbox. A member can be part of multiple mailboxes.

Organization also allows attorneys to delegate their cases and appeals to other members of the same organization to manage on their behalf, freeing them of many of the administrative tasks.

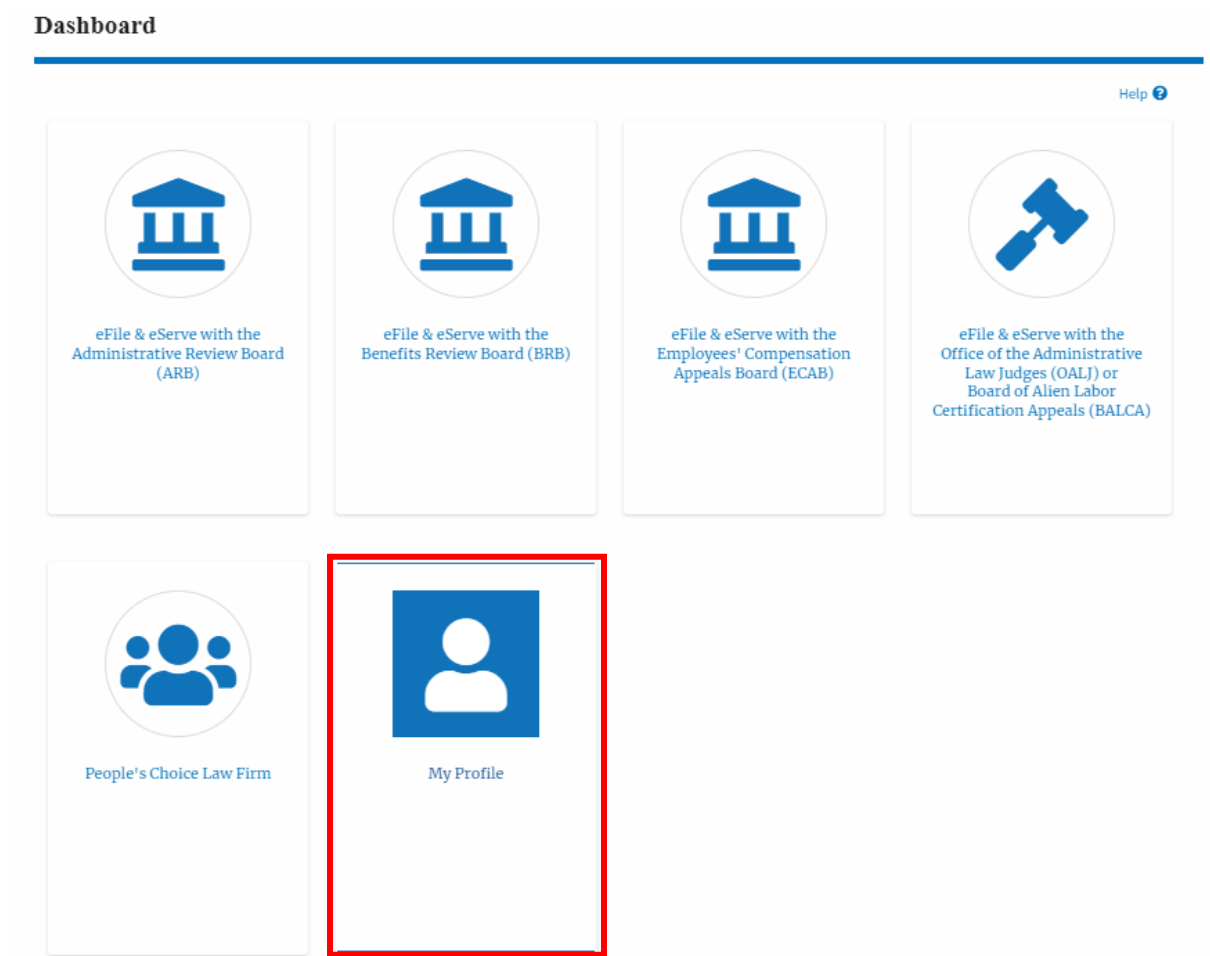




## eFile and eServe

### HOW TO EDIT YOUR USER PROFILE?

1. Click on the User Profile tile from the My Account page.



2. Edit the fields in the displayed form.





### My Profile

**First Name \*** [Help ?](#)

**Middle Name**

**Last Name \***

**Suffix**

**Organization \***

Select the Organization.

**Country \***

Select country from the list.

**Address 1 \***

**Address 2**

**Address 3**

**City \***





## eFile and eServe

**State \***

Illinois

**Zip Code \***

12435

Zip code format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)

**Time Zone**

- None -

**Main Phone Number \***

8354525255

International phone number formats are supported

**Mobile Phone Number**

02546545516

International phone number formats are supported

**Email Address**

redacted@gmail.com

This is the email used to login to the system. You cannot edit/change this value.



I am an attorney

**User Type**

Public

**Terms & Conditions of Use**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these Terms and

Save

Cancel





## eFile and eServe

---

3. Select the checkbox “I am an attorney” and click the Save button.

☒ I am an attorney

User Type

Public

Terms & Conditions of Use

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these Terms and

Save Cancel

4. The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.





## eFile and eServe

### Dashboard

✓ User profile has been created/updated.

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 Choice Law Firm



My Profile





## eFile and eServe

### HOW DO YOU ADD AN ORGANIZATION?

1. Log in to your account
2. Click on the 'My Account' menu item and navigate to 'My Organizations'

#### My Organizations

[Add Organization](#) [Search Organizations](#)

[Help ?](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
There are no organizations you are currently part of.							

3. Click on "Add Organization" and fill in the details

#### Add Organization

[Help ?](#)

**Organization Name \***

**Country \***  
   
Select country from the list.

**Address 1 \***

**Address 2**

**Address 3**

**City \***

**State \***

**Zip Code \***  
  
Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)





## eFile and eServe

**Organization Email**

**Website**  
  
Website URL should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Administrator 1 Email \***

**Administrator 1 Name**

**Administrator 1 Contact Number**


**Administrator 2 Email**


**Administrator 2 Name**

**Administrator 2 Contact Number**

- Click "Save" to add your Organization
- A new organization is added

### My Organizations

 Wingstein and Dragger Attorneys of Law has been added.

Help 

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjtester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>





- Click on the organization name to visit the organization details page

### Organization Details

- Details
- Cases
- Appeals
- Members
- Mailboxes

Organization Name	XXXXXX XXXXX Firm
Address	55001 1234567
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	ccis@xxxxxx.com
Administrator 1 Contact Number	555-555-5555
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	






## eFile and eServe

### HOW DO YOU ADD A NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?


1. If you are not logged in already, follow the steps below
  - a. Log in as the organization administrator
  - b. Click on the Organization Name tile.

#### 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 Choice Law Firm



My Profile

3. Or if you navigate from the My Accounts menu and My Organizations sub-menu, click on the name of the organization you wish to manage.





## eFile and eServe

### My Organizations

[Add Organization](#)[Search Organizations](#)[Help ?](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper			554004 NE.444 ST , Ohio , United States	<a href="#">Edit</a>

- Click on the “Members” button.

### Organization Details

[Details](#)[Cases](#)[Appeals](#)[Members](#)[Mailboxes](#)

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

- Click on the “Add Members” button.





## eFile and eServe

### All Members

Details		Cases	Appeals	Members	Mailboxes
Name	People's Choice Law Firm				
Website					
Organization Email					
Contact Name	Claire Cooper				
Contact Number					
Organization Type	Public				
Address	.444 ST , United States				

[Add Members](#) [Edit Organization](#) [Manage Administrators](#)

5. Enter the email ids of members separated by commas and click submit.

### Add Members

Organization : People's Choice Law Firm

Add Members \* [Help ?](#)

Enter email addresses of users to be added to organization separated by commas.

[Submit](#) [Cancel](#)

6. A confirmation message will be displayed. Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.





## eFile and eServe

### Organization Details

- ✓ Added 3 users to the organization.
- An email notification has been sent to the users.
- An email notification has been sent to the organization administrator(s).

### All Members

- Details
- Cases
- Appeals
- Members
- Mailboxes

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	
Organization Type	Public
Address	.444 ST, United States

- Add Members
- Edit Organization
- Manage Administrators

### Administrators

Name	Email	User Type	User Role	Created On
[Redacted]	[Redacted]	Attorney	Public	10/14/2020 - 02:05 EST

### Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
Court Member	[Redacted]	Attorney	Trusted	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Judge	[Redacted]	Attorney	Public	07/22/2020 - 10:28 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tyler	[Redacted]	Attorney	Public	10/14/2020 - 02:05 EST	

### Join Requests

Name or Email

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

### Pre-Approved Members

Email

Email	Status	Created On	Actions
[Redacted]	PENDING	10/14/2020	<a href="#">Remove</a>





## eFile and eServe

HOW DO YOU SEARCH FOR AN EXISTING ORGANIZATION AND REQUEST TO JOIN IT?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”

Dashboard

MY ACCOUNT

- My Profile
- My Organizations

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 Choice Law Firm

My Profile

2. My Organizations main page is displayed and click the “Search Organizations” button to see the search option.

### My Organizations

Add Organization Search Organizations

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjtester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

3. Type in the search organization string and click “Search”.





## eFile and eServe

### Search Organizations

Search

Ale

Search

4. In the search result, identify the organization and click on “Request Join” to send a request to the administrator to add you to the organization.

### Search Organizations

Search

Ale

Help ?

Search

Reset

Organization ^	Website	Address	Actions
Aleccia & Mitani	aleccialaw.com	One World Trade Center, Suite 1840 , California , United States	<a href="#">Request Join</a>
Alex's organization		Address 1 , Address 2 , Address 3 , England , United Kingdom	<a href="#">Request Join</a>
Galo Law Firm, P.C.	galolawfirm.com	4230 Gardendale , Building 401 , Texas , United States	<a href="#">Request Join</a>
Ginarte Gallardo Gonzalez & Winograd, LLP.	ginarte.com	400 Market Street , New Jersey , United States	<a href="#">Request Join</a>
Hanna Brophy MacLean McAleer & Jensen LLP	hannabrophy.com	P.O. Box 12488 , California , United States	<a href="#">Request Join</a>
Sioli Alexander Pino	siolialexanderpino.com	6910 N. Kendall Drive , First Floor , Florida , United States	<a href="#">Request Join</a>

5. This is the confirmation message for Request Join.

### Search Organizations



- Your request to join Alex's organization has been received.
- The administrator of Alex's organization has been notified of your request.

Help ?

Search

organization name or address

Search





## eFile and eServe

6. My Organization's main page will show the organization in the table with the “Requested” status. Once the administrator of the organization approves the request, you will be added to the organization.

### My Organizations

[Add Organization](#)[Search Organizations](#)[Help](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>
Alex's organization	Public		Alex J Jacob	testerallex0001@gmail.com	9961358722	Address 1 , Address 2 , Address 3 , England , United Kingdom	<a href="#">Requested / Cancel Request</a>

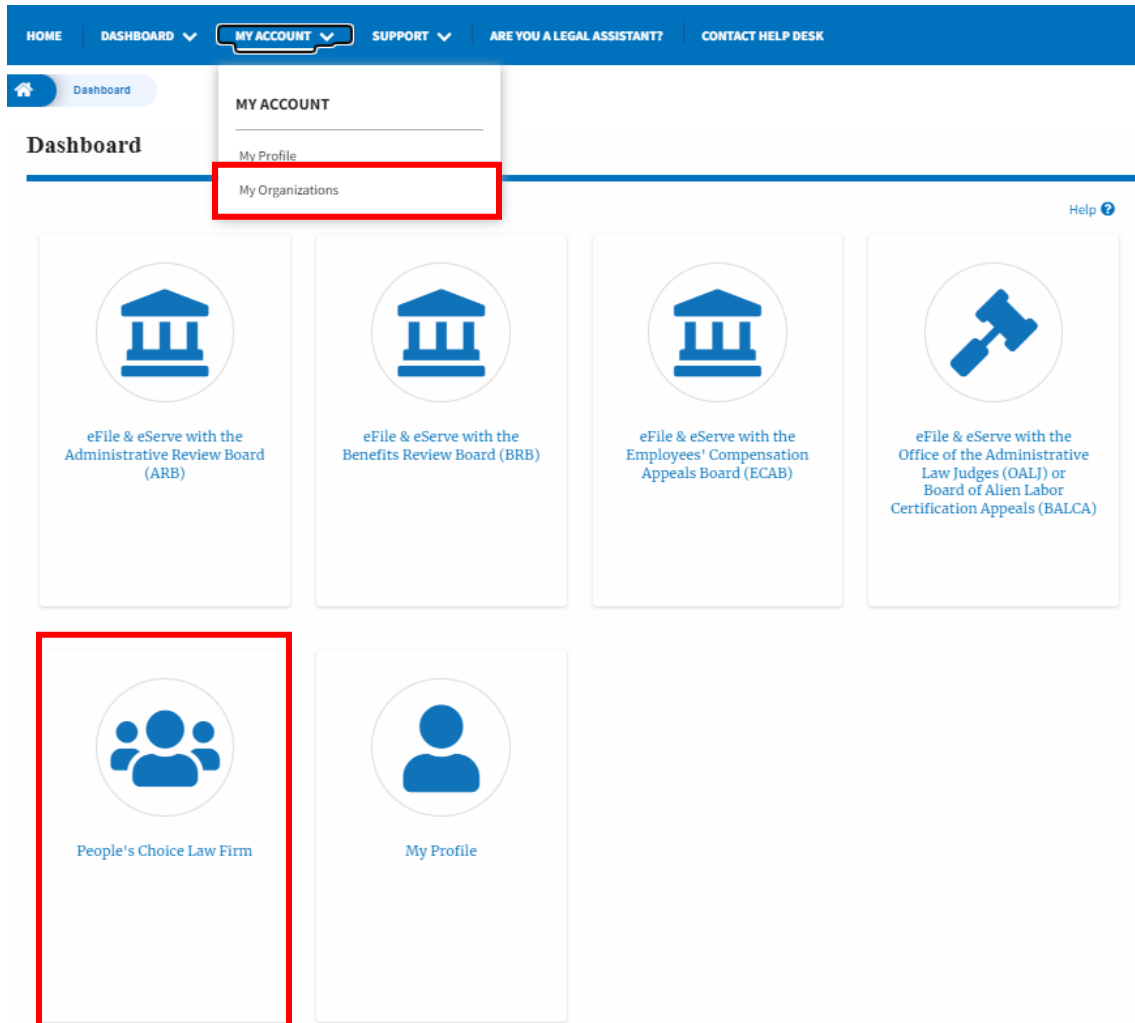




## eFile and eServe

### HOW DO YOU ACCESS THE ORGANIZATION PAGE?

1. Login to your account and click on the “My Account” dropdown and select “My Organization” or click on the Organization name tile.



2. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard.





## eFile and eServe

### My Organizations

Add Organization

Search Organizations

Help ?

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper		9879879876	554004 NE.444 ST , Ohio , United States	Edit

3. Users will be displayed with the details of the organization and a few buttons such as Cases, Appeals, Members, and Mailboxes.

Note that the organization administrator's view will be slightly different.

### Organization Details

<a href="#">Details</a>	<a href="#">Cases</a>	<a href="#">Appeals</a>	<a href="#">Members</a>	<a href="#">Mailboxes</a>
-------------------------	-----------------------	-------------------------	-------------------------	---------------------------

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	9879879876
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	





## eFile and eServe

- Click on the Cases button to view all the cases the members of the organization has access to or tried to access. Through this page, anyone in the organization can delegate case access to any members of the organization or remove the access from the cases delegated.

### All Cases

Details

Cases

Appeals

Members

Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filters

Search

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	<a href="#">View</a>
<input type="checkbox"/>	2020TLNOC			Access Request by John Smith	CHERRY HILL (DC)	TIMLIN,THERESA		Submission Received and Pending Review	June 7, 2022	<a href="#">View</a>
<input type="checkbox"/>	2019DBA000			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	<a href="#">View</a>

Delegate Access

Remove Delegation





## eFile and eServe

- Click on the Appeals button to view all the appeals, the members of the organization have access to or tried to access. Through this page, anyone in the organization can delegate appeal access to any members of the organization or remove the access from the appeals delegated.

### All Appeals

Details

Cases

Appeals

Members

Search Appeals

Search

Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

Advanced Filters

Search

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	<a href="#">View</a>
<input type="checkbox"/>	ECAB-2012			Access Request by John Smith	Submission Received and Pending Review	July 1, 2022	<a href="#">View</a>
<input type="checkbox"/>	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	<a href="#">View</a>
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>

Delegate Access

Remove Delegation





## eFile and eServe

- Click on the Member button to view the member details, Add or Remove members to the organization, and Edit or Manage the administrators.

### All Members

Details

Cases

Appeals

Members

Mailboxes

Name

People's Choice Law Firm

Website

Organization Email

Contact Name

Claire Cooper

Contact Number

9879879876

Organization Type

Public

Address

554004 NE.444 ST , United States

Add Members

Edit Organization

Manage Administrators

### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

### Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Tiju Issac	tjutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST	

### Join Requests

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

### Pre-Approved Members

Email

Search

Email	Status	Created On	Actions
There are no pre-approved members in this organization.			





## eFile and eServe

- Click on the Mailboxes button to create and manage mailboxes.

### Manage Mailboxes

Organization: People's Choice Law Firm

[Help](#) ?

[Add Mailbox](#)

Search

Enter Mailbox(es)

[Search](#)

Name	Email	Created On	Actions
There are no mailboxes for this organization.			

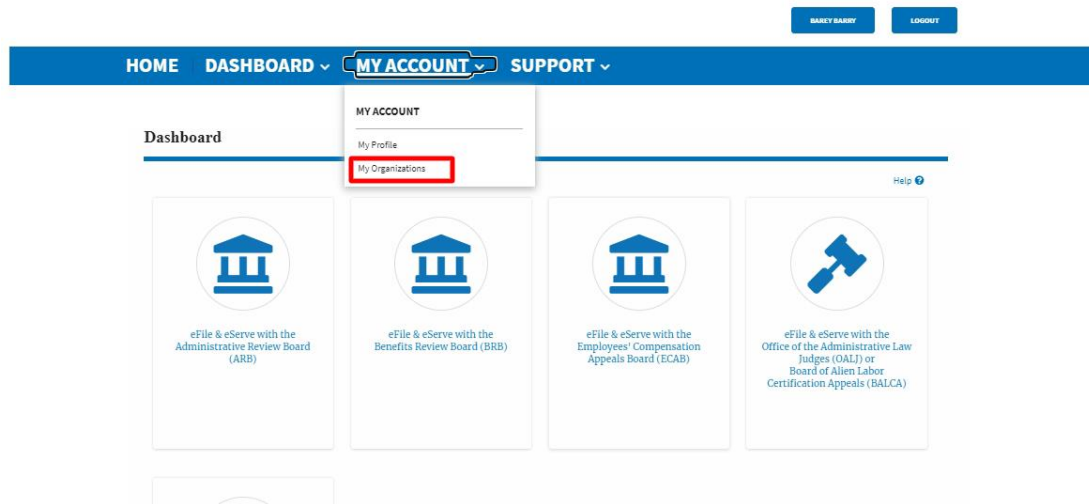




## eFile and eServe

### HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”



2. My Organizations page is displayed

#### My Organizations

My Organizations							
<a href="#">Add Organization</a>		<a href="#">Search Organizations</a>					
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>

3. Click on the Edit link.

#### My Organizations

My Organizations							
<a href="#">Add Organization</a>		<a href="#">Search Organizations</a>					
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>





## eFile and eServe

3. Or Click on the “Members” button and then the ‘Edit Organization’ button to edit the organization details.

### Organization Details

[Details](#)[Cases](#)[Appeals](#)[Members](#)[Mailboxes](#)

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	assistant_two_efs@yahoo.com
Administrator 1 Contact Number	9879879876
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

### All Members

[Details](#)[Cases](#)[Appeals](#)[Members](#)[Mailboxes](#)

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	9879879876
Organization Type	Public
Address	554004 NE.444 ST , United States

[Add Members](#)[Edit Organization](#)[Manage Administrators](#)





## eFile and eServe

4. Click the “Edit” link on the My Organizations' main page to edit the details of the organization. Or click on the ‘Edit Organization’ button on the ‘Members’ page.

Please Note: this option is available only to the administrator of the organization.

### Edit Organization

[Help ?](#)

**Organization Name \***

**Country \***  
   
Select country from the list.

**Address 1 \***

**Address 2**

**Address 3**

**City \***

**State \***

**Zip Code \***

Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N=Number, A=Alphabet)





## eFile and eServe

**Organization Email**

**Website**  
  
Website url should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Administrator 1 Email**

**Administrator 1 Name**

**Administrator 1 Contact Number**

**Administrator 2 Email**

**Administrator 2 Name**

**Administrator 2 Contact Number**

- Click the “Save” button to save the edited details of the organization. This is the confirmation message for saving the edited details.

☒ Wingstein and Dragger Attorneys of Law has been updated.

[Details](#) [Cases](#) [Appeals](#) [Members](#) [Mailboxes](#)

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[Add Members](#) [Edit Organization](#) [Manage Administrators](#)

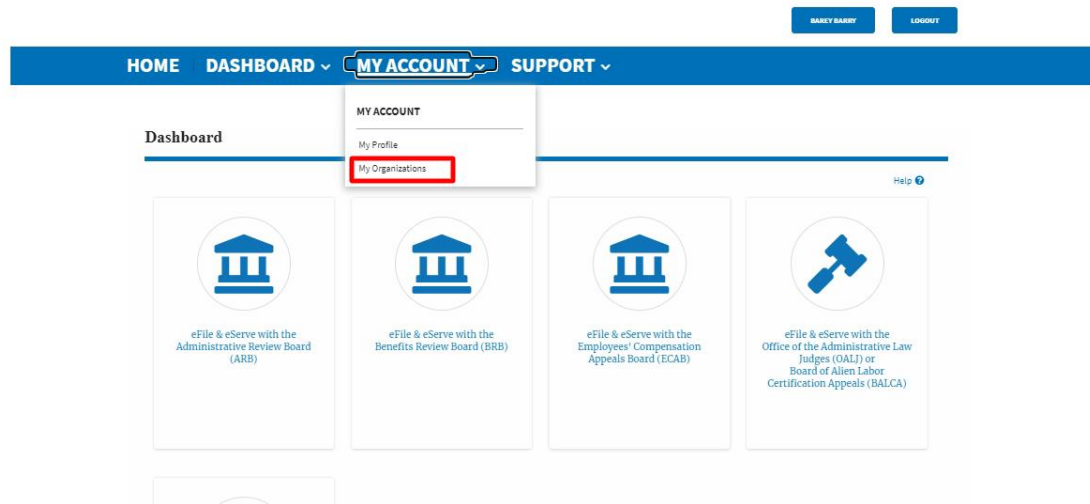




## eFile and eServe

### HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Login to your account and click on the “My Account” dropdown and select “My Organizations”



2. My Organizations page is displayed. Click on the Organization Name.

#### My Organizations

My Organizations							
<div>Add Organization Search Organizations</div>							
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

3. Click on the “Members” button.





## eFile and eServe

### Organization Details

- Details
- Cases
- Appeals
- Members**
- Mailboxes

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	assistant_two_efs@yahoo.com
Administrator 1 Contact Number	9879879876
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

- Click on the 'Manage Administrators' button to manage the administrator(s).

### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

- Click on the "Add as Administrator" link against which member is to be made the administrator.






## eFile and eServe

### Manage Administrators

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



- The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

### Manage Administrators

- ✓ Added Carol Max as an administrator.
- An email notification has been sent to Carol Max at caroltester001@gmail.com

Help ?

Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max 	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Remove as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	


- To remove the administrator, click on the “Remove as Administrator” link. Hit OK on the pop-up to confirm.

### Manage Administrators

- ✓ Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max
- If you wish to remove the member from the organization, please click “Remove” link in the Active Members list.

Help ?

Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	





## eFile and eServe

### HOW DO YOU REMOVE A MEMBER FROM THE ORGANIZATION?

1. Navigate from the My Accounts menu and My Organizations sub-menu, and click on the name of the organization you wish to manage.

#### My Organizations

<a href="#">Add Organization</a> <a href="#">Search Organizations</a> <a href="#">Help ?</a>							
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper		9879879876	554004 NE.444 ST , Ohio , United States	

2. Click on the “Members” button.

<a href="#">Home</a>	<a href="#">Dashboard</a>	<a href="#">My Account</a>	<a href="#">My Organizations</a>	<a href="#">Organization Details</a>
----------------------	---------------------------	----------------------------	----------------------------------	--------------------------------------

#### Organization Details

<a href="#">Details</a>	<a href="#">Cases</a>	<a href="#">Appeals</a>	<a href="#">Members</a>	<a href="#">Mailboxes</a>
-------------------------	-----------------------	-------------------------	-------------------------	---------------------------

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	9879879876
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	





## eFile and eServe

- Click on the “Remove” link next to the Member to be removed, a confirmation pop-up will be displayed. Confirm and see confirmation of removal.

### All Members



- Removed Joseph Joseph from Wingstein and Dragger Attorneys of Law.
- An email notification has been sent to Joseph Joseph at rahultester002@gmail.com.
- An email notification has been sent to the organization administrator(s).

- Details
- Cases
- Appeals
- Members
- Mailboxes

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	9879879876
Organization Type	Public
Address	554004 NE.444 ST , United States

- Add Members
- Edit Organization
- Manage Administrators





## eFile and eServe


### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac 	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

### Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Trusted	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac 	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST	

### Join Requests

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

### Pre-Approved Members

Email

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/14/2020	<a href="#">Remove</a>





## eFile and eServe

### HOW TO CREATE A NEW SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Mailboxes button.

Details

Cases

Appeals

Members

Mailboxes

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the “Add Mailbox” button.

#### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
------	-------	------------	---------

There are no mailboxes in this organization.

3. Fill in all the required data in the form and click the ‘Save’ button to create the mailbox.





## eFile and eServe

### Add Mailbox

**Name \*** [Help ?](#)

**Email \***

**Agency \***

☐ ARB

☐ BRB

☒ ECAB

**Case Types \***

Search and Select Case Types

☐ OALJ

Select any Agency

**Description**

Xyz

**Status \***

Active

Select the Status.

Save

Cancel





4. A new shared mailbox is created.

### Manage Mailboxes

✓ Shared Mailbox ABCD shared mailbox has been added successfully

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

[Add Mailbox](#)

Search

Enter Mailbox(es)

[Search](#)

Name	Email	Created On	Actions
<a href="#">Shared Mailbox ABCD</a>	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	<a href="#">Edit</a>





## eFile and eServe

### HOW TO ADD MEMBERS IN SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

Details

Cases

Appeals

Members

Mailboxes

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the mailbox name from the table.

### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit





## eFile and eServe

- The mailbox details page is displayed. Click on the “Manage Members” button.

### Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Agency - Case Type List

ECAB
FECA

[Manage Members](#)

Name	Email	User Type	Actions
There are no users added to this mailbox.			

- Click on the Add Member link against the member to be added to the mailbox.

### Manage Members

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Members

##### Search

Enter Name or Email address

[Search](#)

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Add Member</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>

- Add Member confirmation will be displayed. Also the “Add Member” link against the added member changes to “Remove”.





## eFile and eServe

### Manage Members

- ✓ Added Carol Max to the mailbox Shared Mailbox ABCD
  - An email notification has been sent to Carol Max at caroltester001@gmail.com.
  - An email notification has been sent to the organization administrator(s).

Help ?

Organization: Wingstein and Dragger Attorneys of Law

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

Search

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Remove
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member





## eFile and eServe

### HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

Details

Cases

Appeals

Members

Mailboxes

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the mailbox name from the table.

### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit





## eFile and eServe

- The mailbox details page is displayed. Click on the “Manage Members” button.

### Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Agency - Case Type List

ECAB
FECA

Manage Members

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	<a href="#">Remove</a>

- Click on the Remove link against the member to be removed from the mailbox. a confirmation pop-up will be displayed. Confirm the pop-up.

### Manage Members

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

#### Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>

- Remove Member confirmation will be displayed. Also the “Remove” link against removed member changes to “Add Member”.





## eFile and eServe

### Manage Members

- ✓ Removed Carol Max from the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

Organization: Wingstein and Dragger Attorneys of Law

[Help](#) ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Add Member</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>





## eFile and eServe

### HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

1. Login to your account as an Organization Administrator and navigate to the Organization's All Members page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

#### All Members

Details

Cases

Appeals

Members

Mailboxes

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	9879879876
Organization Type	Public
Address	554004 NE.444 ST , United States

Add Members

Edit Organization

Manage Administrators

#### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

#### Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Attorney	Public	10/13/2020 - 04:29 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST	

#### Join Requests

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

#### Pre-Approved Members

Email

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	<a href="#">Remove</a>





- The user will be directed to the Edit User Info page.

### Edit User Info

Help ?

**Name**

Swetha Sunny

**Email**

swethatester001@gmail.com

**User Type**

Attorney

Update User

Cancel

- Change the User Type of the member and click on the Update User button.





### Edit User Info

Help ?

**Name**

**Email**

**User Type**

Update User

Cancel

- A confirmation message will be displayed and in the Active Members table the user type of the member changes.

### All Members

✓ User Type updated for the profile ( swethatester001@gmail.com )

Details

Cases

Appeals

Members

Mailboxes

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	9879879876
Organization Type	Public
Address	554004 NE.444 ST , United States

Add Members

Edit Organization


Manage Administrators





## eFile and eServe


### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac 	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

### Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Individual	Public	10/13/2020 - 04:29 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac 	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST	

### Join Requests

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

### Pre-Approved Members

Email

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	<a href="#">Remove</a>





## eFile and eServe

### HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

3. Login to your account and click on the “My Account” dropdown and select “My Organization” or click on the Organization name tile.

The screenshot shows the user interface of the eFile and eServe system. At the top, there is a navigation bar with links: HOME, DASHBOARD, MY ACCOUNT (dropdown), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'MY ACCOUNT' dropdown menu is open, showing options: My Profile and My Organizations (highlighted with a red box). The main dashboard area contains several tiles. The first row has four tiles for eFile & eServe with different boards: Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), and Office of the Administrative Law Judges (OALJ) or Board of Labor Certification Appeals (BALCA). The second row has two tiles: People's Choice Law Firm (highlighted with a red box) and My Profile.

4. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard.

#### My Organizations

My Organizations							
<div>Add Organization Search Organizations</div>							
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper		9879879876	554004 NE.444 ST , Ohio , United States	Edit





## eFile and eServe

- Click on the Cases or Appeals button to view all the cases or appeals, the members of the organization have access to or tried to access.

### All Cases

Details

Cases

Appeals

Members

Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

[Advanced Filters](#)

Search

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	<a href="#">View</a>
<input type="checkbox"/>	2019DBA00003			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	<a href="#">View</a>

Delegate Access

Remove Delegation

### All Appeals

Details

Cases

Appeals

Members

Search Appeals

Search using Agency (DWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

[Advanced Filters](#)

Search

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	<a href="#">View</a>





## eFile and eServe

<input type="checkbox"/>	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	<a href="#">View</a>
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>

[Delegate Access](#)[Remove Delegation](#)

9. Select one or more cases or appeals to be delegated from the All Cases or All Appeals page. And click on the Delegate Access button.

### All Cases

Details	Cases	Appeals	Members	Mailboxes
---------	-------	---------	---------	-----------

#### Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

[Advanced Filters](#)[Search](#) [Clear Filter](#)

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input checked="" type="checkbox"/>	2022DBA00017			Access Request by Claire Cooper			123-123	Submission Received and Pending Review	May 11, 2022	<a href="#">View</a>

[Delegate Access](#)[Remove Delegation](#)

### All Appeals

Details	Cases	Appeals	Members	Mailboxes
---------	-------	---------	---------	-----------

#### Search Appeals

Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

[Advanced Filters](#)[Search](#)

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
----------------	---------------	---------------	---------------	--------------------	--------	--------------	---------





## eFile and eServe

<input checked="" type="checkbox"/>	Pending Assignment			<a href="#">New Appeal by John Smith</a>	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>
-------------------------------------	--------------------	--	--	--	--	--------------	----------------------

[Delegate Access](#)[Remove Delegation](#)

10. Delegate Access pop-up will be displayed with all the members of the organization who do not have access to the selected Case(s) or Appeal(s). Select the members to be delegated and click on the Delegate Access button to delegate the access to the selected members

### Delegate Access

**Selected Cases**

OALJ Case Number	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/> 2022DBA00017			Claire Cooper

**Delegate (Multi-Select)**

Se

John Smith

Select members to delegate access

[Delegate Access](#) [Cancel](#)





## Delegate Access

### Selected Appeal

DocketNumber	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/>	Pending Assignment		John Smith

### Delegate (Multi-Select)

1. G  
A. r T

Select members to delegate access

Delegate Access

Cancel





## eFile and eServe

### HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

5. Login to your account and click on the “My Account” dropdown and select “My Organization” or click on the Organization name tile.

The screenshot shows the eFile and eServe dashboard. At the top, there is a navigation bar with links: HOME, DASHBOARD, MY ACCOUNT (dropdown), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'MY ACCOUNT' dropdown menu is open, showing 'My Profile' and 'My Organizations' (highlighted with a red box). The dashboard itself has a 'Dashboard' header and a 'Help' link. Below the header, there are several tiles: '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 Labor Certification Appeals (BALCA)', 'People's Choice Law Firm' (highlighted with a red box), and 'My Profile'.

6. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard.

#### My Organizations

My Organizations							
<a href="#">Add Organization</a> <a href="#">Search Organizations</a>							
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper		9879879876	554004 NE.444 ST , Ohio , United States	<a href="#">Edit</a>





## eFile and eServe

- Click on the Cases or Appeals button to view all the cases or appeals, the members of the organization have access to or tried to access.

### All Cases

Details

Cases

Appeals

Members

Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

[Advanced Filters](#)

Search

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	<a href="#">View</a>
<input type="checkbox"/>	2019DBA00003			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	<a href="#">View</a>

Delegate Access

Remove Delegation

### All Appeals

Details

Cases

Appeals

Members

Search Appeals

Search using Agency (DWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

[Advanced Filters](#)

Search

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	<a href="#">View</a>





## eFile and eServe

<input type="checkbox"/>	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	<a href="#">View</a>
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>

[Delegate Access](#)[Remove Delegation](#)

12. Select one or more cases or appeals to remove delegated access from the All Cases or All Appeals page. And click on the Remove Delegation button.

### All Cases

[Details](#) [Cases](#) [Appeals](#) [Members](#) [Mailboxes](#)

**Search Cases**  
  
You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number  
[Advanced Filters](#)

[Search](#) [Clear Filter](#)

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input checked="" type="checkbox"/>	2022DBA00017			Att User Three Access Request by Claire Cooper		123-123	Submission Received and Pending Review	May 11, 2022	<a href="#">View</a>

[Delegate Access](#) [Remove Delegation](#)

### All Appeals

[Details](#) [Cases](#) [Appeals](#) [Members](#) [Mailboxes](#)

**Search Appeals**  
  
Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.  
[Advanced Filters](#)

[Search](#)

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
----------------	---------------	---------------	---------------	--------------------	--------	--------------	---------





## eFile and eServe

<input checked="" type="checkbox"/>	Pending Assignment			<a href="#">New Appeal by John Smith</a>	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>
-------------------------------------	--------------------	--	--	--	--	--------------	----------------------

[Delegate Access](#)

[Remove Delegation](#)

13. Delegate Access pop-up will be displayed with all the members of the organization who do not have access to the selected Case(s) or Appeal(s). Select the members to be delegated and click on the Delegate Access button to delegate the access to the selected members

### Remove Delegated Access

#### Selected Cases

	OALJ Case Number	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/>	2022DBA00019			John Smith

#### Remove Delegate (Multi-Select)

Claire Cooper

Select members whose access need to be removed.

[Remove Delegation](#)

[Cancel](#)





## Appeal Remove Delegated Access

### Selected Appeal

DocketNumber	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/>	Pending Assignment		John Smith

### Delegate (Multi-Select)

Claire Cooper

Select members to delegate access

Remove Delegation

Cancel





## eFile and eServe

### HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

7. Login to your account and click on the “My Account” dropdown and select “My Organization” or click on the Organization name tile.

The screenshot shows the eFile and eServe dashboard. At the top, there is a navigation bar with links: HOME, DASHBOARD, MY ACCOUNT (dropdown), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'MY ACCOUNT' dropdown menu is open, showing 'My Profile' and 'My Organizations' (highlighted with a red box). The dashboard itself has a 'Dashboard' header and a 'Help' link. Below the header, there are four tiles for eFile & eServe with various boards: Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), and Office of the Administrative Law Judges (OALJ) or Board of Labor Certification Appeals (BALCA). At the bottom, there are two more tiles: 'People's Choice Law Firm' (highlighted with a red box) and 'My Profile'.

8. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard.

#### My Organizations

My Organizations							
<a href="#">Add Organization</a> <a href="#">Search Organizations</a>							
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper		9879879876	554004 NE.444 ST , Ohio , United States	<a href="#">Edit</a>





## eFile and eServe

14. Click on the Cases or Appeals button to view all the cases or appeals, the members of the organization have access to or tried to access.

### All Cases

Details

Cases

Appeals

Members

Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

[Advanced Filters](#)

Search

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	<a href="#">View</a>
<input type="checkbox"/>	2019DBA0003			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	<a href="#">View</a>

Delegate Access

Remove Delegation

### All Appeals

Details

Cases

Appeals

Members

Search Appeals

Search using Agency (DWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

[Advanced Filters](#)

Search

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	<a href="#">View</a>





## eFile and eServe

<input type="checkbox"/>	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	<a href="#">View</a>
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>

[Delegate Access](#)[Remove Delegation](#)

15. Select one or more cases or appeals to remove delegated access from the All Cases or All Appeals page. And click on the Remove Delegation button.

### All Cases

[Details](#) [Cases](#) [Appeals](#) [Members](#) [Mailboxes](#)

**Search Cases**  
  
You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number  
[Advanced Filters](#)

[Search](#) [Clear Filter](#)

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input checked="" type="checkbox"/>	2022DBA00017			Att User Three Access Request by Claire Cooper		123-123	Submission Received and Pending Review	May 11, 2022	<a href="#">View</a>

[Delegate Access](#) [Remove Delegation](#)

### All Appeals

[Details](#) [Cases](#) [Appeals](#) [Members](#) [Mailboxes](#)

**Search Appeals**  
  
Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.  
[Advanced Filters](#)

[Search](#)

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
----------------	---------------	---------------	---------------	--------------------	--------	--------------	---------





## eFile and eServe

<input checked="" type="checkbox"/>	Pending Assignment			<a href="#">New Appeal by John Smith</a>	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>
-------------------------------------	--------------------	--	--	--	--	--------------	----------------------

[Delegate Access](#)

[Remove Delegation](#)

16. Delegate Access pop-up will be displayed with all the members of the organization who do not have access to the selected Case(s) or Appeal(s). Select the members to be delegated and click on the Delegate Access button to delegate the access to the selected members

### Remove Delegated Access

#### Selected Cases

	OALJ Case Number	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/>	2022DBA00019			John Smith

#### Remove Delegate (Multi-Select)

Claire Cooper

Select members whose access need to be removed.

[Remove Delegation](#)

[Cancel](#)





## Appeal Remove Delegated Access

### Selected Appeal

DocketNumber	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/>	Pending Assignment		John Smith

### Delegate (Multi-Select)

Claire Cooper

Select members to delegate access

Remove Delegation

Cancel







## eFile and eServe

### OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS

#### 1. Email Notification to Admin on 'Add Administrator' to Organization:

DOL eFile-eServe – Administrator role granted for organization - California Court Law   Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾





### eFile and eServe

Dear Joseph Sunny,

You have been granted the administrator role for the organization California Court Law in the Department of Labor's (DOL) eFile and eServe system.

Administrator,  
California Court Law

#### 2. Email Notification to Admin on 'Remove Administrator' to Organization:

DOL eFile-eServe – Administrator role revoked for organization - California Court Law at josephtester0001@gmail.com Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Joseph Sunny,

Your administrator role for the organization California Court Law in the Department of Labor's (DOL) eFile and eServe system has been revoked.

Administrator,  
California Court Law





## eFile and eServe

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### 3. Email Notification to Admin on 'Request to Join Organization' from User:

DOL eFile-eServe – Request to join organization - Wingstien and Dragger Attorneys Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾

### eFile and eServe

Dear Administrator(s),

Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@gmail.com)) has requested to join the organization Wingstien and Dragger Attorneys.

Please click on the link below to confirm or reject the request.

<https://efstest2.mindpetal.com/dashboard/user-profile/org/10269/view>

Thank you,  
Team eFile and eServe

### 4. Email Notification to Admin on 'Request to Join Organization - Rejected':





## eFile and eServe

DOL eFile-eServe – Rejected - Request to join organization - Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>

to me ▾



### eFile and eServe

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been rejected.

Thank you,  
eFile and eServe

#### 5. Email Notification to User on 'Request to Join Organization - Rejected':

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>

to me ▾



### eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to "My Profile" page on the eFile and eServe system, update your information and submit the request to join again.



Administrator,  
Wingstien and Dragger Attorneys





## eFile and eServe

### 6. Email Notification to Admin on 'Request to Join Organization - Accepted':

DOL eFile-eServe – Accepted - Request to organization - Wingstien and Dragger Attorneys Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been accepted.

Thank you,  
eFile and eServe

### 7. Email Notification to User on 'Request to Join Organization - Accepted':





## eFile and eServe

DOL eFile-eServe – Accepted - Request to join organization Wingstien and Dragger Attorneys Inbox x



**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been accepted. You may now log in to the eFile and eServe system to view organization details.

Administrator,  
Wingstien and Dragger Attorneys

## 8. Email Notification to Admin on 'Pre-Approved Member to Organization'

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys Inbox x



**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to "My Profile" page on the eFile and eServe system, update your information and submit the request to join again.



Administrator,  
Wingstien and Dragger Attorneys





## eFile and eServe

### 9. Email Notification to User on 'Pre-Approved Member to Organization':

DOL eFile-eServe – Pre-approved access to organization - Wingstien and Dragger Attorneys Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear [simimarysam@gmail.com](mailto:simimarysam@gmail.com),

You have been pre-approved to join the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To join the organization Wingstien and Dragger Attorneys, please register at eFile and eServe by clicking on the link given below:

<https://efstest2.mindpetal.com>

Administrator,  
Wingstien and Dragger Attorneys

### 10. Email Notification to Admin on 'Add Member' to Organization:





## eFile and eServe

DOL eFile-eServe – Added to organization - Wingstien and Dragger Attorneys



Inbox x

**eFile/eServe Support** <support@efsdev.com>

to me ▾



### eFile and eServe

Dear Administrator(s),

Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@gmail.com)) has been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
Team eFile and eServe

#### 11.Email Notification to User on 'Add Member' to Organization:





## eFile and eServe

DOL eFile-eServe – Added to the organization - Wingstien and Dragger Attorneys Inbox x



**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Angel George,

You have been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To view the organization Wingstien and Dragger Attorneys, please login at eFile and eServe by clicking on the link given below:

Administrator,  
Wingstien and Dragger Attorneys

## 12.Email Notification to Admin on 'Remove Member' to Organization:

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys Inbox x



**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Administrator(s),

Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@gmail.com)) has been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
Team eFile and eServe





### 13. Email Notification to User on 'Remove Member' to Organization

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys Inbox x  

**eFile/eServe Support** <support@efsdev.com>    

to me ▾

**eFile and eServe**

Dear Angel George,

You have been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Administrator,  
Wingstien and Dragger Attorneys

### 14. Email Notification to Admin on 'Add Member to Mailbox':





## eFile and eServe

DOL eFile-eServe – Member added to the shared mailbox -  
mathewjohn@gmail.com Inbox x



**eFile/eServe Support** <support@efsdev.com>

to me ▾



### eFile and eServe

Dear Administrator(s),

Member Angel George has been added to the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
eFile and eServe

15.Email Notification to Member on 'Add Member to Mailbox':





## eFile and eServe

DOL eFile-eServe – Added to the shared mailbox - mathewjohn@gmail.com



Inbox x

eFile/eServe Support <support@efsdev.com>

to me ▾



### eFile and eServe

Dear Angel George,

You have been added as a member to the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

To view the shared mailbox, please login at eFile and eServe by clicking on the link given below:

<https://efstest2.mindpetal.com>

Administrator,  
Wingstien and Dragger Attorneys

## 16.Email Notification to Admin on 'Remove Member from Mailbox':

DOL eFile-eServe – Member removed from the shared mailbox -  
mathewjohn@gmail.com



Inbox x

eFile/eServe Support <support@efsdev.com>

to me ▾



### eFile and eServe

Dear Administrator(s),

Member Angel George has been removed from the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
eFile and eServe





## eFile and eServe

---

### 17. Email Notification to Member on 'Remove Member from Mailbox':

DOL eFile-eServe – Removed from shared mailbox - mathewjohn@gmail.com



Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Angel George,

You have been removed as a member from the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Administrator,  
Wingstien and Dragger Attorneys





## OALJ AND BALCA DASHBOARD AND FLOWS





## eFile and eServe

---

The OALJ and BALCA dashboard displays the Office of the Administrative Law Judges (OALJ) or the Board of Alien Labor Certification Appeals (BALCA) cases.

Using the OALJ and BALCA dashboard, users can file new cases, access cases, view case details, submit filings to cases, view filings from other parties to the case, view servings from OALJ, etc.

In the case details page, users with access can see the parties on the case, the filings, and the servings to the case.

To access existing open or closed cases, use the Request Access to Cases button to search and request access to the case by submitting the necessary documents. The request will be sent to OALJ for processing and could be approved or rejected. The accessed cases are displayed in the My Access Requests table.

To file a new case, use the File a New Case button to submit the new case. The new case is filed by selecting the appropriate program area, sub-area, originating agency, role in the case, and relevant documents. The new case is sent to OALJ for docketing. Once approved, filings can be done on the case.

Filings can be done on cases by selecting the individual case and using the Submit a New Filing button to fill in the details. The new filing is submitted to OALJ for processing.

Servings to cases are sent from OALJ and will be available in the servings table for each case.

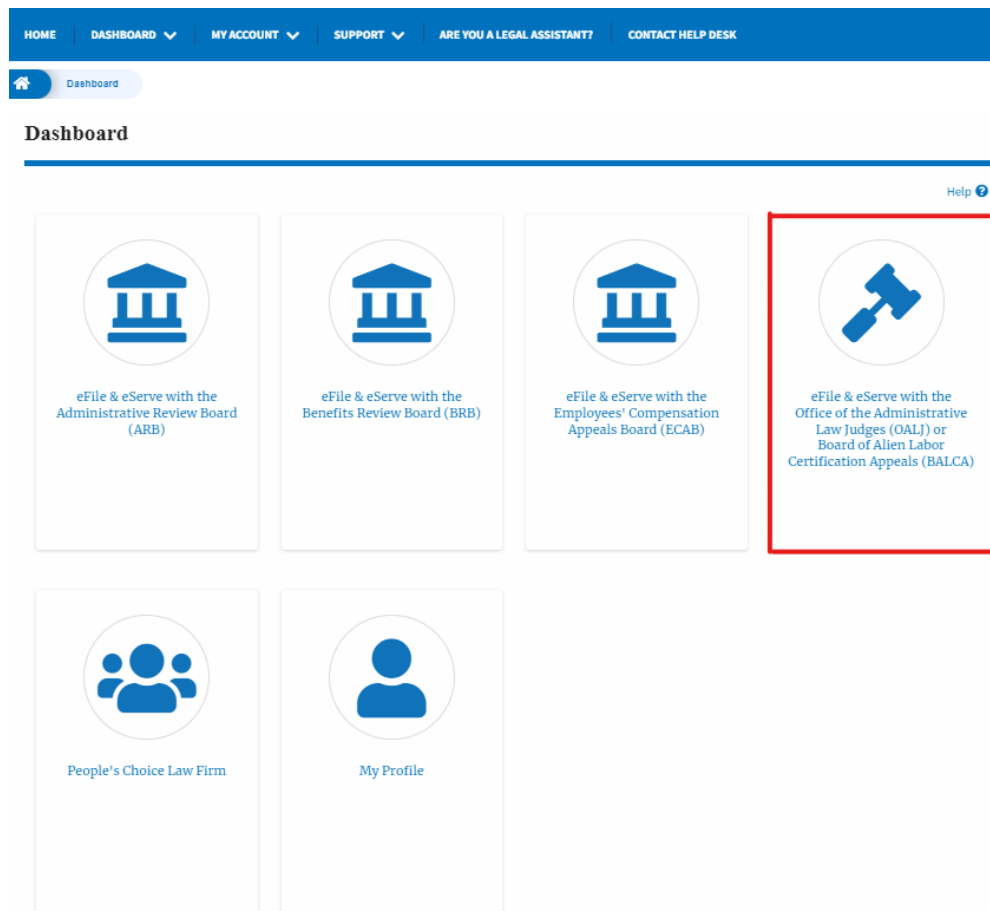




## eFile and eServe

### HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the OALJ or BALCA tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



2. OALJ/BALCA Dashboard includes buttons '**File a New Case**', '**Request Access to Cases**', and '**Multi Case Filing**'.

Note: Multi Case Filing button will only appear if at least one submitted/approved case is listed in the Request Access to Cases table.





## eFile and eServe

### OALJ and BALCA Dashboard



#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

- a. The File a New Case button lets users file a new case with OALJ
  - b. The Request Access to Cases button lets the user request access to cases from OALJ.
  - c. The Multi Case Filing button lets users file a common filing to multiple cases at the same time
3. OALJ/BALCA Dashboard includes tables '**My Access Requests**', and '**New Cases**'.
  - a. My Access Requests table lists all the cases that the user has requested access to
  - b. The New Cases table lists all the new cases that the user has submitted.





## eFile and eServe

### OALJ and BALCA Dashboard

[Form Templates](#)[Help](#)[File a New Case](#)[Request Access to Cases](#)[Multi Case Filing](#)

#### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 7 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2021SCA00001</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Submission Received and Pending Review	06/16/2022 - 16:03 EST	<a href="#">View</a>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Submission Received and Pending Review	06/16/2022 - 13:48 EST	<a href="#">View</a>
<a href="#">2022DBA00028</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	REVOKED	06/16/2022 - 13:42 EST	<a href="#">View</a>
<a href="#">2022DBA00027</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Submission Received and Pending Review	06/16/2022 - 10:50 EST	<a href="#">View</a>
<a href="#">2022DBA00027</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	REVOKED	06/16/2022 - 10:48 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

#### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	123-123	[REDACTED]	Submission Accepted as a Filing	06/17/2022 - 10:48 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

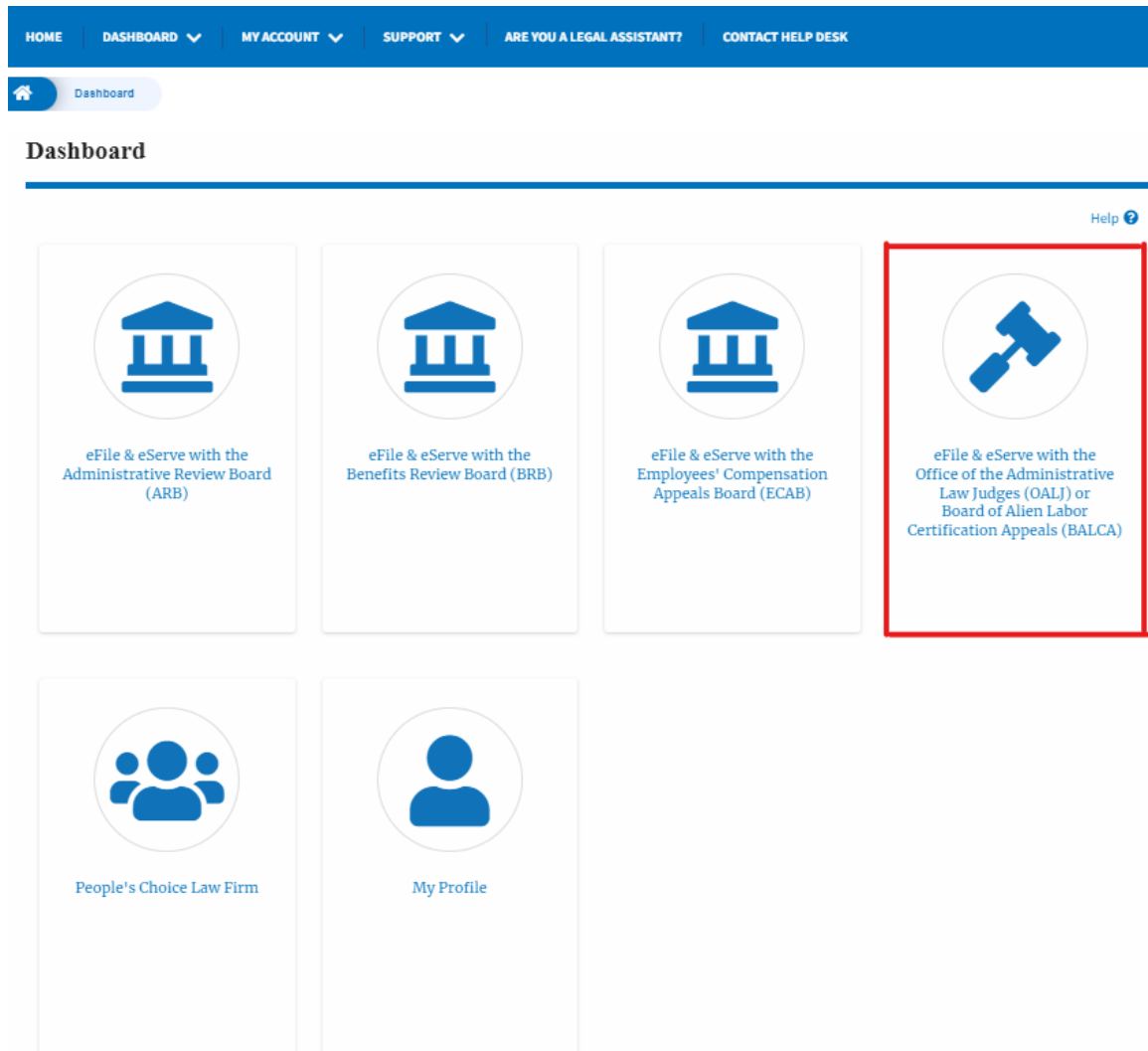




## eFile and eServe

### HOW TO REQUEST ACCESS TO CASES?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the **Request Access to Cases** button.





### OALJ and BALCA Dashboard

[File a New Case](#)[Request Access to Cases](#)

3. Search any case and click on the **Add to Request** button that is displayed only if one of the cases is selected.

Dashboard OALJ and BALCA Dashboard Search Cases

#### Search Cases

Search Cases

2012LHC02015

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filter

You can further filter the search using Case Number, Claimant Name, Employer Name, Agency Reference Number.

Search Clear Selection and Filters Clear Filters **Add to Request** Proceed to Submission

#### Search Results

Select Cases	Case Number	Claimant Name	Employer Name	Office	Assigned Judge	Decision Date	Parties with Access
<input checked="" type="checkbox"/>	2012LHC02015	BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	CINCINNATI	SILVAIN, JR., PETER	11/25/2014	Parties with Access

**Add to Request** Proceed to Submission

4. Request access to the case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button.





## eFile and eServe

### Request Access to Cases

[Back to Search](#)[Reset](#)[Form Templates](#) [Help](#) [Instructions for Filing Under Seal](#)[Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile link under My Account in the main menu.

#### Selected Cases

	OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number
<input checked="" type="checkbox"/>	2022DBA00028			123-123

#### Select an option

- ☐ I am the attorney or party listed in the NoA
- ☒ I am a legal staff

#### eFiler's Organization

#### Select an Attorney/Representative

#### Role in the Case \*

#### Notice of Appearance/Request to Access Consolidated Case(s) \*

 No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways.

#### Certificate of Service for 2022DBA00027

 No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB





## eFile and eServe

- The requested case will be shown in your **My Access Requests** table with the SUBMITTED status along with a confirmation message.

[Dashboard](#) [OALJ and BALCA Dashboard](#)

### OALJ and BALCA Dashboard

Request to access the case has been submitted. [2012LHC02015]

[Form Templates](#) [Help](#)

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

#### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 8 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	CINCINNATI / SILVAIN, JR., PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	CINCINNATI / SILVAIN, JR., PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>

- Click on the **View More** button to view all the access requests.

[Form Templates](#) [Help](#)

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

#### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 8 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	CINCINNATI / SILVAIN, JR., PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>

- All the requested cases will be listed on the **My Access Requests** page.





## eFile and eServe

### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Office</b>	<b>Assigned Judge</b>	<b>Claimant Name</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Office"/>	<input type="text" value="Search Assigned Judge"/>	<input type="text" value="Search Claimant Name"/>
<b>Employer Name</b>	<b>Status</b>		
<input type="text" value="Search Employer Name"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>	

OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	EFS-OALJ-2206-215298	CINCINNATI / SILVAIN, JR., PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>

- Click on the **View** link under the **Details** column header to view the access request details.

### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Office</b>	<b>Assigned Judge</b>	<b>Claimant Name</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Office"/>	<input type="text" value="Search Assigned Judge"/>	<input type="text" value="Search Claimant Name"/>
<b>Employer Name</b>	<b>Status</b>		
<input type="text" value="Search Employer Name"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>	

OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	EFS-OALJ-2206-215298	CINCINNATI / SILVAIN, JR., PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>

- The user is displayed with the details in a popup and can download them by clicking on the documents which are submitted by the user.





## eFile and eServe

### Access Request Details



OALJ Case Number:	2022DBA00028
eFile Case Number:	EFS-OALJ-2206-215291
eFile Number:	OALJ-2207-0023007651
Role in the Case:	Attorney for Claimant/Complainant/Prosecuting Party
Certificate of Service:	No document uploaded
Notice of Appearance:	Processing please wait.
Status:	Submission Received and Pending Review
Organization	People's Choice Law Firm, 554004 NE.444 ST
Submitted On:	07/02/2022 - 10:20 EST
Filing Party:	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007651	Submission Received and Pending Review	Request to access the case has been submitted.	07/02/2022 - 10:22 EST

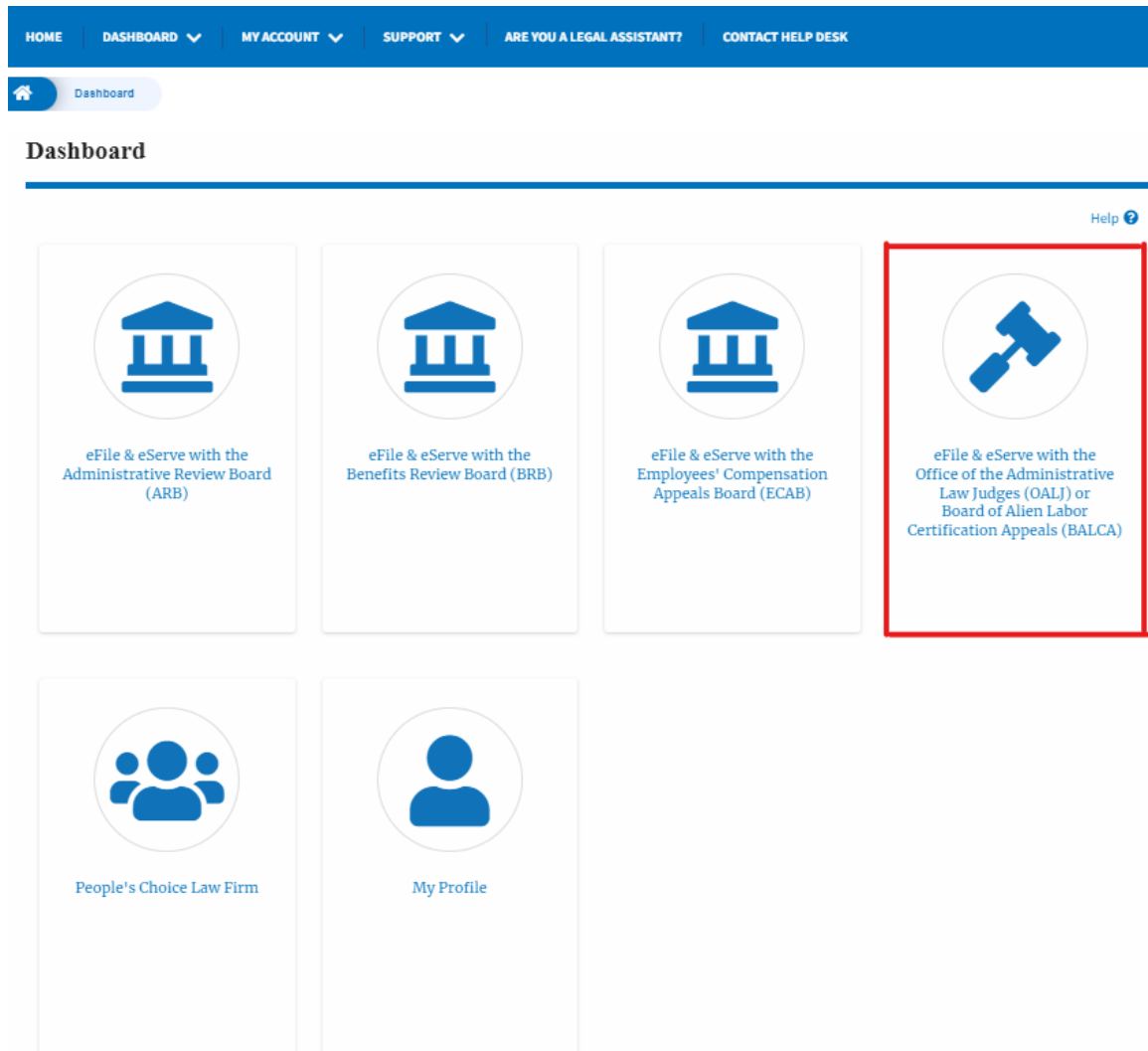




## eFile and eServe

### HOW TO REQUEST ACCESS TO CASES?

10. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



11. Click on the **Request Access to Cases** button.





### OALJ and BALCA Dashboard

[File a New Case](#)[Request Access to Cases](#)

12. Search any case and click on the **Add to Request** button that is displayed only if one of the cases is selected.

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [Search Cases](#)

#### Search Cases

Search Cases

2012LHC02015

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filter

You can further filter the search using Case Number, Claimant Name, Employer Name, Agency Reference Number.

[Search](#) [Clear Selection and Filters](#) [Clear Filters](#) [Add to Request](#) [Proceed to Submission](#)

#### Search Results

Select Cases	Case Number	Claimant Name	Employer Name	Office	Assigned Judge	Decision Date	Parties with Access
<input checked="" type="checkbox"/>	2012LHC02015	BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	CINCINNATI	SILVAIN, JR., PETER	11/25/2014	Parties with Access

[Add to Request](#) [Proceed to Submission](#)

13. Request access to the case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button.





## eFile and eServe

### Request Access to Cases

[Back to Search](#)[Reset](#)[Form Templates](#) [Help](#) [Instructions for Filing Under Seal](#)[Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile link under My Account in the main menu.

#### Selected Cases

	OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number
<input checked="" type="checkbox"/>	2022DBA00027			123-123

#### Select an option

- ☒ I am the attorney or party listed in the NoA
- ☐ I am a legal staff

#### eFiler's Organization

People's Choice Law Firm, 554004 NE.444 ST

#### Delegate (Multi-Select)

Claire Cooper

#### Role in the Case \*

- Select a value -





## eFile and eServe

### Notice of Appearance/Request to Access Consolidated Case(s) \*

[Choose File](#) No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways.

### Certificate of Service for 2022DBA00027

[Choose File](#) No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

[Submit to DOL](#)

[Cancel](#)

14. The requested case will be shown in your **My Access Requests** table with the SUBMITTED status along with a confirmation message.

[Dashboard](#) [OALJ and BALCA Dashboard](#)

### OALJ and BALCA Dashboard

Request to access the case has been submitted. [2012LHC02015]

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#) [Form Templates](#) [Help](#)

### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 8 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>
<a href="#">2012LHC00001</a>	WACE AND LINDA DUBER	STOVES BAKERY	OALJ-2206-0023007575	NATIONAL OFFICE (DC)	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>

15. Click on the **View More** button to view all the access requests.

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#) [Form Templates](#) [Help](#)

### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 8 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>





## eFile and eServe

16. All the requested cases will be listed on the **My Access Requests** page.

### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Office</b>	<b>Assigned Judge</b>	<b>Claimant Name</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Office"/>	<input type="text" value="Search Assigned Judge"/>	<input type="text" value="Search Claimant Name"/>

<b>Employer Name</b>	<b>Status</b>	<b>Apply</b>
<input type="text" value="Search Employer Name"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	EFS-OALJ-2206-215298	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>

17. Click on the **View** link under the **Details** column header to view the access request details.

### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Office</b>	<b>Assigned Judge</b>	<b>Claimant Name</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Office"/>	<input type="text" value="Search Assigned Judge"/>	<input type="text" value="Search Claimant Name"/>

<b>Employer Name</b>	<b>Status</b>	<b>Apply</b>
<input type="text" value="Search Employer Name"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	EFS-OALJ-2206-215298	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	<a href="#">View</a>

18. The user is displayed with the details in a popup and can download them by clicking on the documents which are submitted by the user.





## eFile and eServe

### Access Request Details

OALJ Case Number:	2012LHC02015
eFile Case Number:	EFS-OALJ-2206-215298
eFile Number:	OALJ-2206-0023007575
Role in the Case:	Claimant/Complainant/Prosecuting Party (Self-represented)
Certificate of Service:	No document uploaded
Notice of Appearance:	<a href="#">260005-Notice-of-Appearence1-76.pdf</a>
Status:	Submission Received and Pending Review
Submitted On:	06/20/2022 - 16:22 EST
Filing Party:	Hunde Keba
Submitted By:	Hunde Keba

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2206-0023007575	Submission Received and Pending Review	Request to access the case has been submitted.	06/20/2022 - 16:22 EST

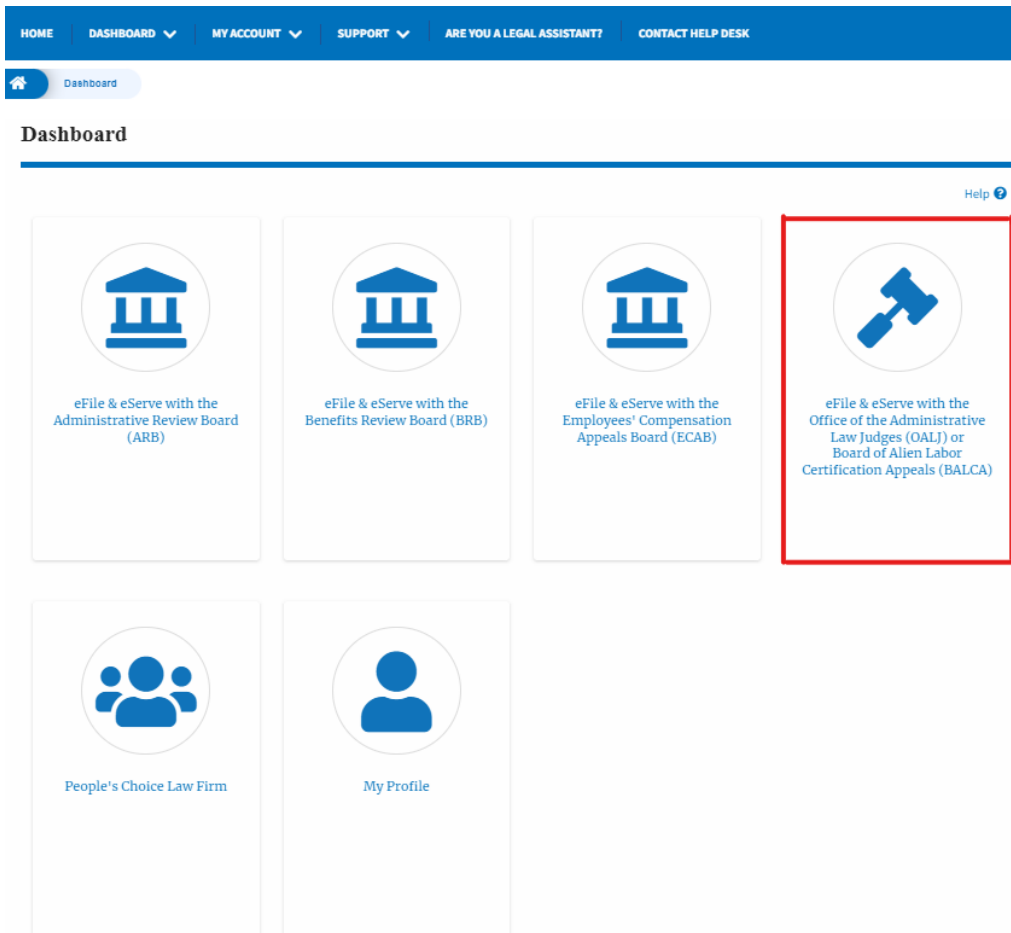




## eFile and eServe

### HOW TO FILE A NEW CASE?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the **File a New Case** button.





## eFile and eServe



### OALJ and BALCA Dashboard





3. File a new case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button after selecting the redaction box.





## eFile and eServe

### New Case to OALJ or BALCA

[Form Templates](#)  [Help](#) 

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

**Filing Type \***

Request for Hearing or Request for Administrative Review

**Program Area \***

Wage and Hour Enforcement Action

Requests for Black Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to OWCP (Black Lung & Longshore) and not directly with OALJ. Cases for PERMANENT Alien Labor Certification MUST be submitted to DPLC.

**Program Sub Area \***

Davis Bacon Act, Service Contract Act, and related Acts

**Originating Agency \***

Wage and Hour Division (WHD)

**Agency Reference Number**

123 123

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

**eFiler's Organization**

People's Choice Law Firm, 554004 NE.444 ST

**Delegate (Multi-Select)**

Claire Cooper

**Your Role in the Case \***

Attorney for Claimant/Complainant/Prosecuting Party





## eFile and eServe

**Decision Document From Originating Agency (e.g., OWCP, OSHA, Wage and Hour Division, Etc.)**

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls,xlsx, txt, rtf and size should be less than 200MB

File information	Operations
<a href="#">Document to be filed_5_43.pdf</a> (458.51 KB)	<button>Remove</button>

**Add a File**

Choose Files No file chosen

**Certificate of Service**

Choose File No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the file upload field above. Note that the submission will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

**Notice of Appearance**

[Notice of Appearance1\\_03.pdf](#) (458.51 KB) Remove

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

☒ I understand that I must comply with the redaction rules. I have read this notice.

Submit to DOL Cancel

4. The requested case will be shown in your New Cases table with the SUBMITTED status.





## eFile and eServe

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 2 records

[View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	<a href="#">View</a>

5. Click on the **View More** button to view all the new cases.

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 2 records

[View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	<a href="#">View</a>

6. All the requested cases will be listed on the **New Cases** page.

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Originating Agency</b>	<b>Agency Reference Number</b>	<b>Office / Assigned Judge</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Originating Agency"/>	<input type="text" value="Search Agency Reference Number"/>	<input type="text" value="Search Office / Assigned Judge"/>
<b>Status</b>	<b>Access Status</b>	<b>Claimant Name</b>	<b>Employer Name</b>
<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="text" value="Search Claimant Name"/>	<input type="text" value="Search Employer Name"/>
<b>Case Type</b>	<input type="button" value="Apply"/>		
<input type="text" value="- Any -"/>			

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Access Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	SUBMITTED	06/20/2022 - 16:41 EST	<a href="#">View</a>

7. Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.





## eFile and eServe

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

<b>Case Number or eFile Number</b> <input type="text" value="Search Case Number or eFile Number"/>	<b>Originating Agency</b> <input type="text" value="Search Originating Agency"/>	<b>Agency Reference Number</b> <input type="text" value="Search Agency Reference Number"/>	<b>Office / Assigned Judge</b> <input type="text" value="Search Office / Assigned Judge"/>
<b>Status</b> <input type="text" value="- Any -"/>	<b>Access Status</b> <input type="text" value="- Any -"/>	<b>Claimant Name</b> <input type="text" value="Search Claimant Name"/>	<b>Employer Name</b> <input type="text" value="Search Employer Name"/>
<b>Case Type</b> <input type="text" value="- Any -"/>	<input type="button" value="Apply"/>		

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Access Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	SUBMITTED	06/20/2022 - 16:41 EST	<a href="#">View</a>

- The user is displayed with the case details in a popup and can download them by clicking on the document links which are submitted by the user.





## eFile and eServe

### Case Details



OALJ Case Number:	Pending Assignment
eFile Case Number:	EFS-OALJ-2207-215337
eFile Number:	OALJ-2207-0023007652
Filing Type:	Request for Hearing or Request for Administrative Review
Originating Agency:	Wage and Hour Division (WHD)
Reference Number:	123-123
Your Role In the Case:	Attorney for Claimant/Complainant/Prosecuting Party
Certificate of Service:	No Document Uploaded
Notice of Appearance:	Processing please wait.
Decision Document from Originating Agency:	Processing please wait.
Organization:	People's Choice Law Firm, 554004 NE.444 ST
Case Status:	Submission Received and Pending Review
Access Status:	Submission Received and Pending Review
Submitted On:	07/02/2022 - 10:54 EST
Last Updated On:	07/02/2022 - 10:54 EST
Filing Party:	John Smith
Submitted By	John Smith

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007652	Submission Received and Pending Review	New case has been submitted.	07/02/2022 - 10:54 EST

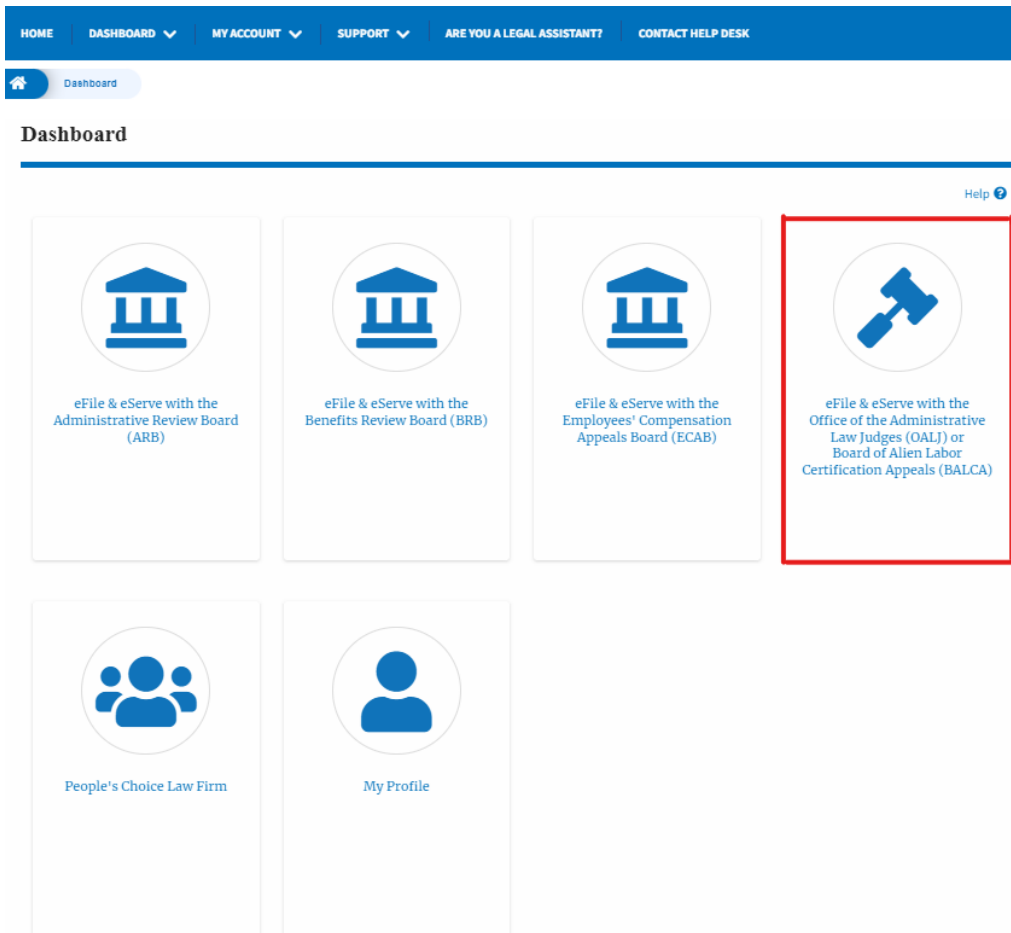




## eFile and eServe

### HOW TO FILE A NEW CASE?

- Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

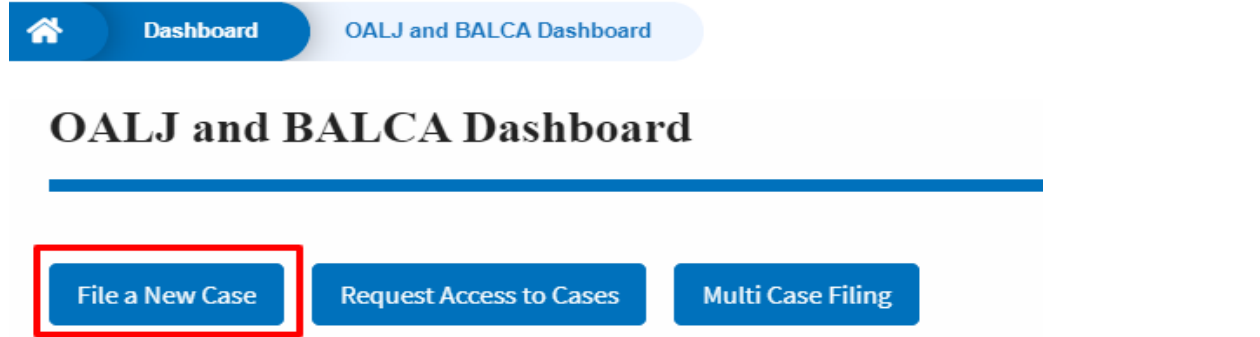


- Click on the **File a New Case** button.





## eFile and eServe





11. File a new case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button after selecting the redaction box.





## eFile and eServe

### New Case to OALJ or BALCA

[Form Templates](#)  [Help](#) 

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)


Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

**Filing Type \***

Request for Hearing or Request for Administrative Review

**Program Area \***

Select a value 

Requests for Black Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to OWCP (Black Lung & Longshore) and not directly with OALJ. Cases for PERMANENT Alien Labor Certification MUST be submitted to OPLC.

**Program Sub Area**

None

**Originating Agency \***

None

**Sub Agency**

None

**Agency Reference Number**


Enter Agency Reference Number

**Select an option**


☐ I am the attorney or party listed in the NoA

☒ I am a legal staff


**eFiler's Organization**

People's Choice Law Firm, 554004 NE 444 ST 

**Select an Attorney/Representative**

John Smith 

**Your Role in the Case \***

Attorney for Respondent/Defendant/Employer 





## eFile and eServe

**Your Role in the Case \***  

Attorney for Respondent/Defendant/Employer

**Decision Document From Originating Agency (e.g., OWCP, OSHA, Wage and Hour Division, Etc.)**  
Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB  
**Add a File \***  

Choose Files

No file chosen

**Certificate of Service**  

Choose File

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the file upload field above. Note that the submission will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

**Notice of Appearance \***  

Choose File

No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**  
All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

☒ I understand that I must comply with the redaction rules. I have read this notice.

Submit to DOL

Cancel

12.The requested case will be shown in your New Cases table with the SUBMITTED status.





## eFile and eServe

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	<a href="#">View</a>

13. Click on the **View More** button to view all the new cases.

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	<a href="#">View</a>

14. All the requested cases will be listed on the **New Cases** page.





## eFile and eServe

[Dashboard](#) [OALJ and BALCA Dashboard](#) [New Cases](#)

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Originating Agency</b>	<b>Agency Reference Number</b>	<b>Status</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Originating Agency"/>	<input type="text" value="Search Agency Reference Number"/>	<input type="text" value="- Any -"/>
<b>Access Status</b>			
<input type="text" value="- Any -"/>			
<input type="button" value="Apply"/>			

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Originating Agency</b>	<b>Agency Reference Number</b>	<b>Office / Assigned Judge</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Originating Agency"/>	<input type="text" value="Search Agency Reference Number"/>	<input type="text" value="Search Office / Assigned Judge"/>
<b>Status</b>	<b>Access Status</b>	<b>Claimant Name</b>	<b>Employer Name</b>
<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="text" value="Search Claimant Name"/>	<input type="text" value="Search Employer Name"/>
<b>Case Type</b>			
<input type="text" value="- Any -"/>			
<input type="button" value="Apply"/>			

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Access Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	SUBMITTED	06/20/2022 - 16:41 EST	<a href="#">View</a>

15. Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.





## eFile and eServe

[Dashboard](#) [OALJ and BALCA Dashboard](#) [New Cases](#)

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Originating Agency</b>	<b>Agency Reference Number</b>	<b>Status</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Originating Agency"/>	<input type="text" value="Search Agency Reference Number"/>	<input type="text" value="- Any -"/>
<b>Access Status</b>			
<input type="text" value="- Any -"/>			
<input type="button" value="Apply"/>			

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Originating Agency</b>	<b>Agency Reference Number</b>	<b>Office / Assigned Judge</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Originating Agency"/>	<input type="text" value="Search Agency Reference Number"/>	<input type="text" value="Search Office / Assigned Judge"/>
<b>Status</b>	<b>Access Status</b>	<b>Claimant Name</b>	<b>Employer Name</b>
<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="text" value="Search Claimant Name"/>	<input type="text" value="Search Employer Name"/>
<b>Case Type</b>			
<input type="text" value="- Any -"/>			
<input type="button" value="Apply"/>			

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Access Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	SUBMITTED	06/20/2022 - 16:41 EST	<a href="#">View</a>

16. The user is displayed with the case details in a popup and can download them by clicking on the document links which are submitted by the user.





## eFile and eServe

### Access Request Details



OALJ Case Number:	2022DBA00028
eFile Case Number:	EFS-OALJ-2206-215291
eFile Number:	OALJ-2207-0023007651
Role in the Case:	Attorney for Claimant/Complainant/Prosecuting Party
Certificate of Service:	No document uploaded
Notice of Appearance:	Processing please wait.
Status:	Submission Received and Pending Review
Organization	People's Choice Law Firm, 554004 NE.444 ST
Submitted On:	07/02/2022 - 10:20 EST
Filing Party:	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007651	Submission Received and Pending Review	Request to access the case has been submitted.	07/02/2022 - 10:22 EST

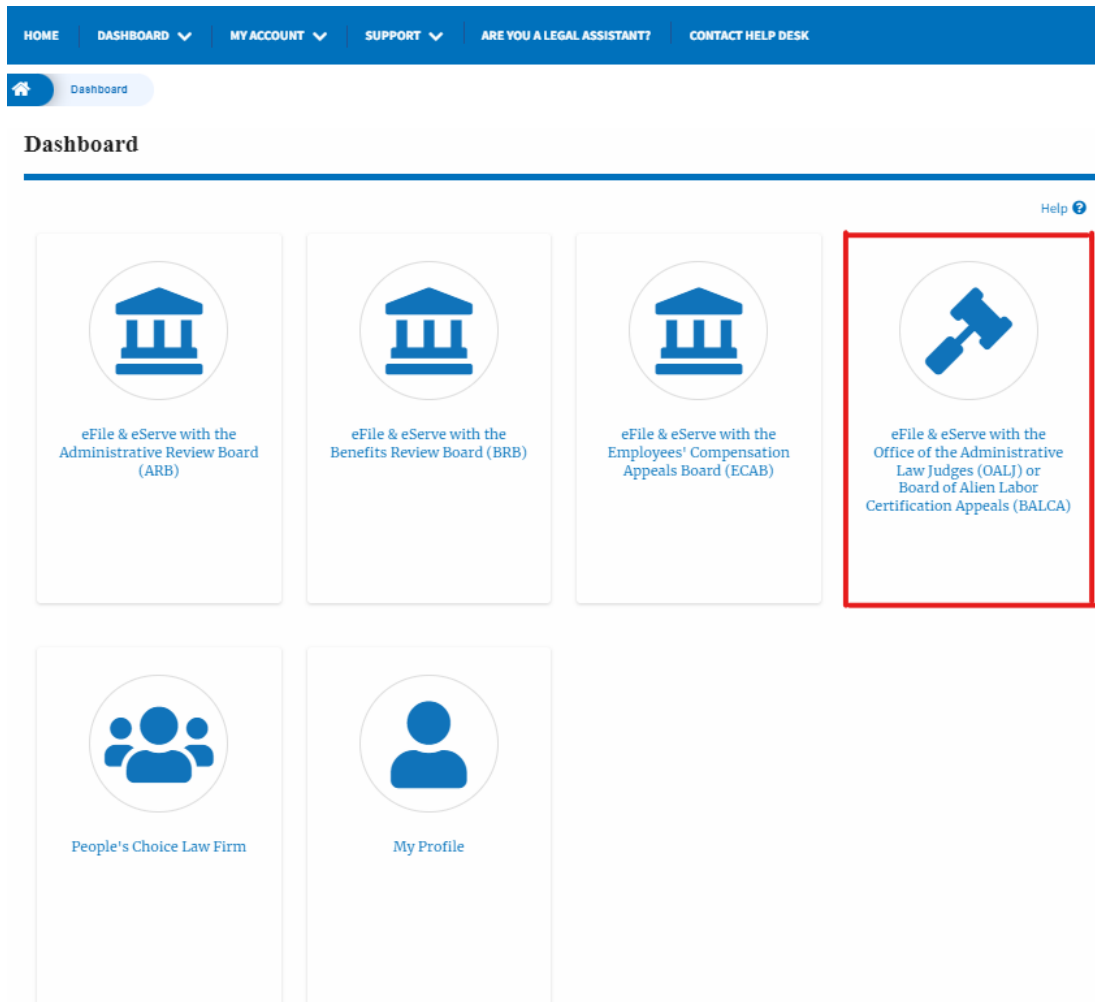




## eFile and eServe

### UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. In the OALJ dashboard, click on the approved <OALJ Case Number> link **My Access Requests** or **New Cases** table. The user is navigated to the case details page.





## eFile and eServe

### Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
<a href="#">2022DBA00028</a>			OALJ-2207-0023007651		Submission Received and Pending Review	07/02/2022 - 10:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### 3. The user will be directed to the case details page.

#### Case Details

[Help](#)

##### Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)

[Representative's Withdrawal of Appearance](#)

[Delegate Access](#)

##### Filings

Showing 3 of 3 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Notice or Report	Notice of Appearance	<a href="#">Noa_28.pdf</a>	OALJ-2010-510591	IN_PROGRESS	Thomas Mathew	10/15/2020 - 09:01 EST	<a href="#">View</a>
Notice or Report	Notice of Withdrawal	<a href="#">NoW_6.pdf</a>	OALJ-2010-510553	APPROVED	Devin Hamburg	10/13/2020 - 06:56 EST	<a href="#">View</a>
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">File 2_19.pdf</a>	OALJ-2007-500420	APPROVED	Devin Hamburg	07/22/2020 - 09:47 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

##### Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

\* All times displayed in US Eastern Timezone

##### Parties with Access

Showing 3 of 3 records [View More](#)

Name	Address	Role in the Case	Organization
Devin Hamburg	4573 Elk Street, CAT, United States, California, 92661	Claimant/Complainant/Prosecuting Party (Self-Represented)	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road
Maria Holden	4398 Barfield Lane, STARK TOWER TOWN, United States, Illinois, 99501	Amicus Curiae	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road
Thomas Mathew	7786 County Ave. Harleysville, PA 19438, Haley, United States, Delaware, 87454	Attorney For Claimant/Complainant/Prosecuting Party	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave

##### Delegated Users

Showing 1 of 1 records [View More](#)

Name	Address	Delegated By	Organization
Claire Cooper	11111 Sample Street, Cincinnati, United States, Ohio, 42501	John Smith	People's Choice Law Firm, 554004 NE.444 ST





4. The case details page includes a summary section that gives a summary of the case details.

### Case Details

#### Summary

eFile Case Number	<b>EFS-OALJ-2007-200182</b>
OALJ Case Number	<b>2018BLA05689</b>
Agency Reference #	<b>BR7R4-2016187</b>
Case Type	<b>BLA</b>
Case Type Group	<b>BLACK LUNG</b>
ALJ Decision Date	
Claimant Name	<b>JARVIS CARLOS G SR</b>
Employer Name	
Status	<b>OPEN</b>
Docketed Date	<b>07/11/2020 - 13:21 EST</b>

[Submit a New Filing](#)[Representative's Withdrawal of Appearance](#)[Delegate Access](#)

5. The case details page includes the button Submit a New Filing, Representative's Withdrawal of Appearance, and Delegate Access.
  - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the case.
  - b. 'Representative's Withdrawal of Appearance' button is to bring up the page that lets you submit the Motion of Withdrawal from the case.

Note: Representative's Withdrawal of Appearance button will not be displayed for the roles Claimant/Complainant/Prosecuting Party (Self-represented) and Respondent/Defendant/Employer (Self-represented)
  - c. If you are an attorney with an organization, you will get the button 'Delegate Access' by which you can delegate the control of submitting filings to other members of your organization.





## eFile and eServe

Note: For a case in submitted status, only the Submit a New Filing button will be displayed. All other buttons will be displayed only once the access request is approved

### Case Details

#### Summary

eFile Case Number	<b>EFS-OALJ-2007-200182</b>
OALJ Case Number	<b>2018BLA05689</b>
Agency Reference #	<b>BR7R4-2016187</b>
Case Type	<b>BLA</b>
Case Type Group	<b>BLACK LUNG</b>
ALJ Decision Date	
Claimant Name	<b>JARVIS CARLOS G SR</b>
Employer Name	
Status	<b>OPEN</b>
Docketed Date	<b>07/11/2020 - 13:21 EST</b>

[Submit a New Filing](#)[Representative's Withdrawal of Appearance](#)[Delegate Access](#)

6. The case details page includes tables Filings, Documents served by OALJ, Parties with Access, and Delegated Users.
  - a. Filings table lists all the Filings you have done related to this case.
  - b. Documents served by OALJ table lists all the servings issued by OALJ on the case.
  - c. Parties with Access table lists all the parties that have access to this case.
  - d. Delegated Users table lists all the users in your organization who have been delegated access to this case and the attorney who delegated the user.





## eFile and eServe

### Filings

Showing 3 of 3 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Notice or Report	Notice of Appearance	<a href="#">Noa_28.pdf</a>	OALJ-2010-510591	IN_PROGRESS	Thomas Mathew	10/15/2020 - 09:01 EST	<a href="#">View</a>
Notice or Report	Notice of Withdrawal	<a href="#">NoW_6.pdf</a>	OALJ-2010-510553	APPROVED	Devin Hamburg	10/13/2020 - 06:56 EST	<a href="#">View</a>
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">File 2_19.pdf</a>	OALJ-2007-500420	APPROVED	Devin Hamburg	07/22/2020 - 09:47 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

\* All times displayed in US Eastern Timezone

### Parties with Access

Showing 3 of 3 records [View More](#)

Name	Address	Role in the Case	Organization
Devin Hamburg	4573 Elk Street, CAT, United States, California, 92661	Claimant/Complainant/Prosecuting Party (Self-Represented)	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road
Maria Holden	4398 Barfield Lane, STARK TOWn, United States, Illinois, 99501	Amicus Curiae	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road
Thomas Mathew	7786 County Ave. Harleysville, PA 19438, Haley, United States, Delaware, 87454	Attorney For Claimant/Complainant/Prosecuting Party	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave

### Delegated Users

Showing 1 of 1 records [View More](#)

Name	Address	Delegated By	Organization
Claire Cooper	11111 Sample Street, Cincinnati, United States, Ohio, 42501	John Smith	People's Choice Law Firm, 554004 NE.444 ST





## eFile and eServe

### HOW TO DELEGATE ACCESS TO THE CASE?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

The screenshot shows the main dashboard with a navigation bar at the top containing links: HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' section header. The dashboard contains five tiles arranged in two rows. The first row has four tiles, each with a building icon and text: '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)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The fourth tile is highlighted with a red border. The second row has two tiles: 'People's Choice Law Firm' and 'My Profile'. A 'Help' link is visible in the top right corner of the dashboard area.

2. Click on the approved <OALJ Case Number> link. The user is navigated to the case details page.

#### OALJ and BALCA Dashboard

The screenshot shows the 'My Access Requests' section on the OALJ and BALCA Dashboard. At the top, there are three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. Below these buttons is a 'My Access Requests' section with a sub-header: 'The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.' To the right of this text are the links 'Showing 1 of 1 records' and 'View More'. Below this is a table with the following columns: 'OALJ Case Number', 'eFile Number', 'Claimant Name', 'Employer Name', 'Status', 'Last Updated On', and 'Details'. The first row of the table is highlighted with a red box. The data in the first row is: '2018BLA05689', 'OALJ-2010-510590', 'JARVIS CARLOS G SR', an empty cell, 'APPROVED', '10/15/2020 - 09:01 EST', and 'View'. At the bottom left, there is a footnote: '\* All times displayed in US Eastern Timezone'.

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2018BLA05689	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	View





## eFile and eServe

- Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.

### Case Details

#### Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)[Representative's Withdrawal of Appearance](#)[Delegate Access](#)

- From the Organization members table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.

### Organization Members

Organization: Wingstein and Dragger Attorneys at Laws

[Help ?](#)

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

[Search](#)

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	<a href="#">Delegate</a>
Joseph Joseph	rahultester002@gmail.com	Attorney	<a href="#">Delegate</a>

- Delegate user confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.





## eFile and eServe

### Organization Members

- ✓ Carol Max has been delegated to this case.
- An email notification has been sent to Carol Max at caroltester001@gmail.com.

Organization: Wingstein and Dragger Attorneys at Laws

Help ?

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>
Joseph Joseph	rahultester002@gmail.com	Attorney	<a href="#">Delegate</a>

6. Click on <eFile Case Number> on the breadcrumb to go back to the case details page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2007-200182](#) [Organization Members](#)

### Organization Members

7. The delegated member will be displayed in the Delegated User table.

#### Delegated Users

Showing 1 of 1 records [View More](#)

Name	Address	Delegated By	Organization
Carol Max	Address 1, City 123, United States, Louisiana, 14752	Thomas Mathew	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave

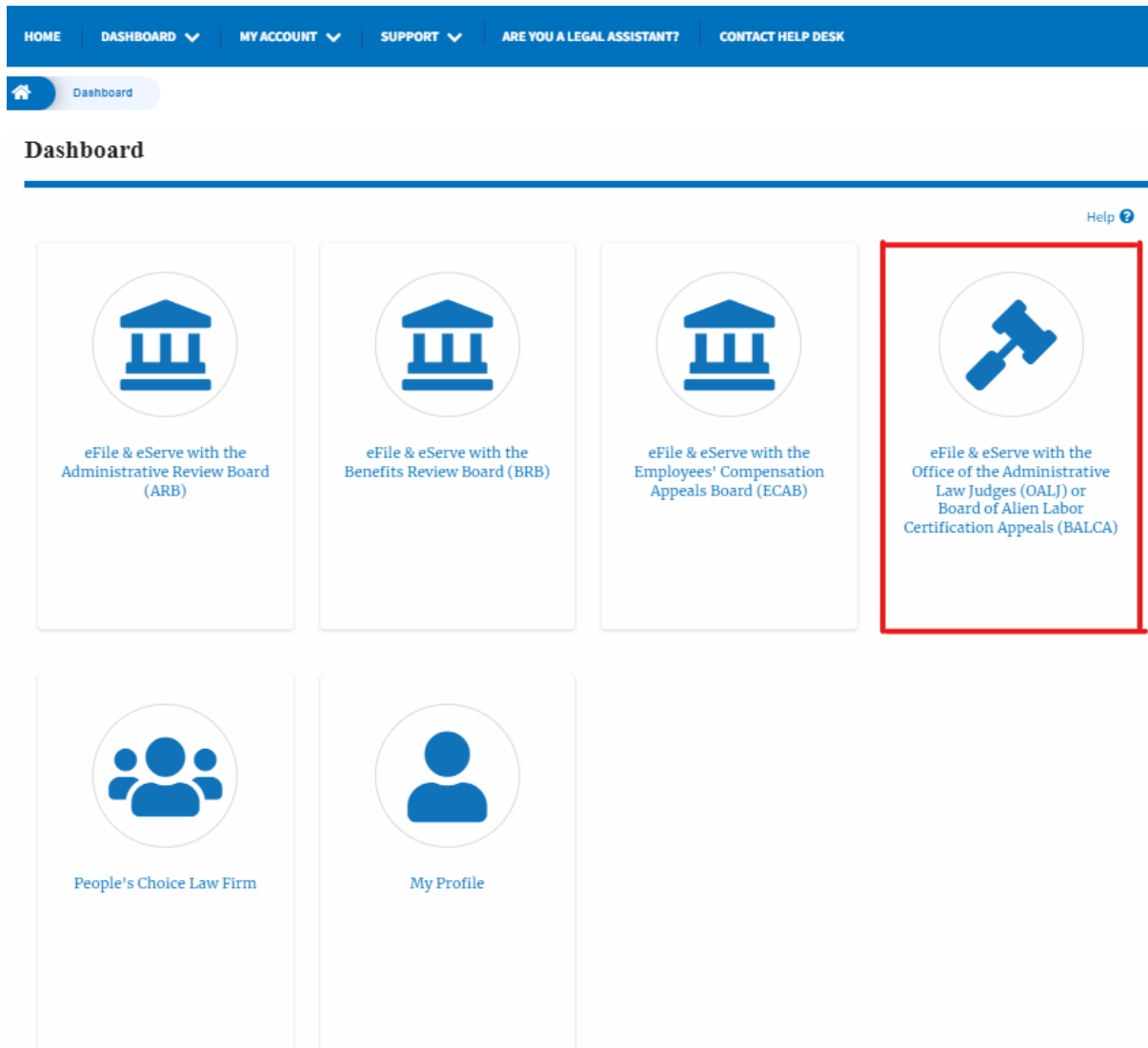




## eFile and eServe

### HOW TO ACCESS THE CASE DETAILS PAGE AS A DELEGATED USER?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. In the OALJ dashboard, click on any OALJ Case Number from the **Cases Delegated to Me** table.





## eFile and eServe

### Cases Delegated to Me

The following are the cases you have been delegated to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

OALJ Case Number	Claimant Name	Status	Delegated by	Delegated On	Organization
<a href="#">2017BLA05033</a>	PARKS FRANK	OPEN	Dion - John	10/07/2020 - 05:46 EST	OALJ Filings Testing, 200 Constitution Avenue, NW
<a href="#">2019BLO00004</a>	KENDRICK LAWRENCE	OPEN	Dion - John	10/12/2020 - 01:57 EST	OALJ Filings Testing, 200 Constitution Avenue, NW

\* All times displayed in US Eastern Timezone

3. The user will be directed to the case details page.
  - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the case.
  - b. 'Representative's Withdrawal of Appearance' button is to bring up the page that lets you submit the Motion of Withdrawal from the case.  
Note: "Representative's Withdrawal of Appearance" button will not be displayed if the attorney who delegated this case has the role of "Claimant/Complainant/Prosecuting Party (Self-represented)" or "Respondent/Defendant/Employer (Self-represented) to the case".





# eFile and eServe

## Case Details

### Summary

[Help ?](#)

eFile Case Number	EF5-OALJ-2007-200139
OALJ Case Number	2019BLO00004
Agency Reference #	BGMQC-2012275
Case Type	BLO
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	KENDRICK LAWRENCE
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)[Remove From My Dashboard](#)[Representative's Withdrawal of Appearance](#)

### Filings

Showing 5 of 8 records [View More +](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Withdraw from Representation	68fc3155-4277-4a15-8033-42e54483ae11_Noaa_0 (5).pdf	OALJ-2010-510581	APPROVED	Swetha Sunny	10/14/2020 - 09:15 EST	<a href="#">View</a>
Motion or Response or Reply to a Motion	Motion to Withdraw from Representation	68fc3155-4277-4a15-8033-42e54483ae11_Noaa_0 (4).pdf	OALJ-2010-510577	APPROVED	Swetha Sunny	10/14/2020 - 09:06 EST	<a href="#">View</a>
Motion or Response or Reply to a Motion	Motion to Compel	da38e15c-2a88-404e-aa30-ae810f4afe87_Noaa_8_5.pdf	OALJ-2010-510509	APPROVED	Aaron Mathew	10/13/2020 - 04:06 EST	<a href="#">View</a>
Motion or Response or Reply to a Motion	Motion to Dismiss	da38e15c-2a88-404e-aa30-ae810f4afe87_Noaa_8_1.pdf	OALJ-2010-510494	SUBMITTED	Dion John	10/12/2020 - 03:03 EST	<a href="#">View</a>
Notice or Report	Notice of Appearance	Noaa_11.pdf	OALJ-2010-510492	APPROVED	Emma Sunny	10/12/2020 - 02:14 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

\* All times displayed in US Eastern Timezone

### Parties with Access

Showing 4 of 4 records [View More +](#)

Name	Address	Role in the Case	Organization
Angel George	200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20210	Department Of Labor	OALJ Filings Testing, 200 Constitution Avenue, NW
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Representative (Non-Attorney) For Party-In-Interest	OALJ Filings Testing, 200 Constitution Avenue, NW
Aaron Mathew	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney For Claimant/Complainant/Prosecuting Party	Test Aaron Orga, Test address 12
Emma Sunny	578 Cross St. Brighton, MA 02135, MA, United States, California, 98392	Claimant/Complainant/Prosecuting Party (Self-Represented)	Boards Delegation Testing, 200 Constitution Avenue, NW

### Delegated Users

Showing 1 of 1 records [View More +](#)

Name	Address	Delegated By	Organization
Barey Barry	56 Constitution Ave. Peachtree City, GA 30269, Peach, United States, Delaware, 34643	Dion John	OALJ Filings Testing, 200 Constitution Avenue, NW

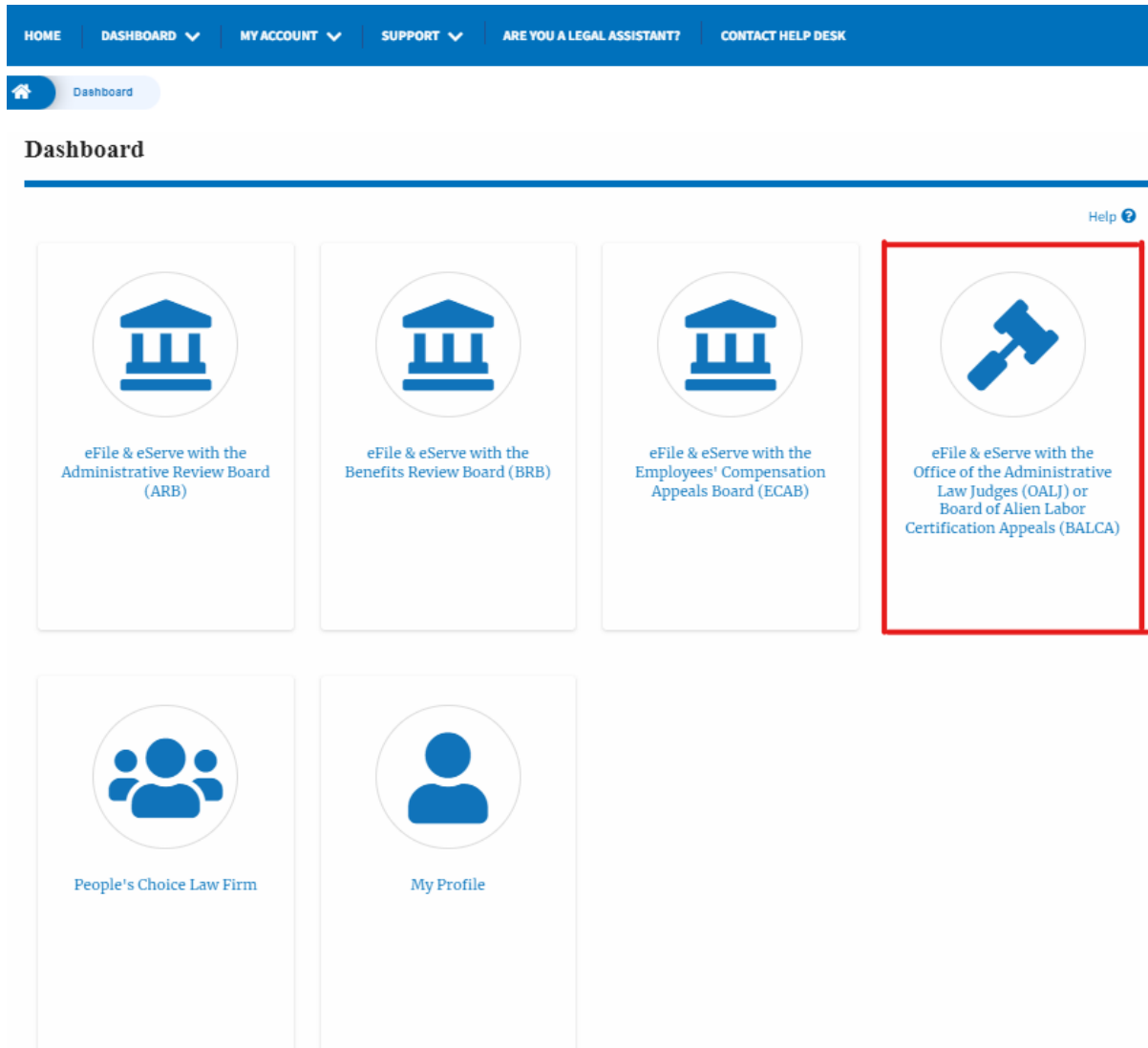




## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO OALJ?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the submitted/approved <OALJ Case Number> link. The user is navigated to the case details page.





## eFile and eServe

[Dashboard](#)[OALJ and BALCA Dashboard](#)

### OALJ and BALCA Dashboard

[Help ?](#)[File a New Case](#)[Request Access to Cases](#)[Multi Case Filing](#)

#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 38 records

[View More +](#)

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>

- Click on the **Submit a New Filing** button. The user is navigated to **New Filing on the OALJ** page.

[Dashboard](#)[OALJ and BALCA Dashboard](#)[Case Details](#)

## Case Details

### Summary

eFile Case Number	<b>EFS-OALJ-2009-208942</b>
OALJ Case Number	<b>2012LHC02015</b>
Agency Reference #	<b>08-135254</b>
Case Type	<b>LHC</b>
Case Type Group	<b>LONGSHORE</b>
ALJ Decision Date	
Claimant Name	<b>BARY LARRY W.</b>
Employer Name	
Status	<b>OPEN</b>
Docketed Date	<b>07/11/2020 - 13:21 EST</b>

[Submit a New Filing](#)







## eFile and eServe

- The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.

### New Filing to OALJ

[Form Templates](#)  [Help](#) 

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

**Case Number**

**Filing Category \***

**Filing Type \***

**Additional Comments \***

**eFiler's Organization**





## eFile and eServe

The following parties will be electronically notified of this filing:

Name	Email
John Smith	user_four_efs@yahoo.com
John Smith	attorney_two_efs@yahoo.com

### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments



I understand that I must comply with the redaction rules. I have read this notice.

Submit to DOL

Cancel

5. The filing request is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [Case Details](#)

### Case Details



The new filing has been submitted to the case.

[Help](#)

### Summary

eFile Case Number	EFS-OALJ-2009-208942
OALJ Case Number	2012LHC02015
Agency Reference #	08-135254
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

Submit a New Filing

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

6. Click on the **View More** button to view all the filings under the case.





## eFile and eServe

### Filings

Showing 1 of 1 records

[View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

7. All the filings under the case will be listed on the **Filings** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Filings](#)

### Filings

[Help](#)

<b>eFile Number</b>	<b>Filing Category</b>	<b>Filing Type</b>	<b>Status</b>
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

8. Click on the **View** link under the **Details** column header to view the filing details.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Filings](#)

### Filings

[Help](#)

<b>eFile Number</b>	<b>Filing Category</b>	<b>Filing Type</b>	<b>Status</b>
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

9. The user is displayed with the details in a popup and can download the documents which are submitted by the user.





## eFile and eServe

### Filing Details

eFile Number	OALJ-2207-0023007654
eFile Case Number	EFS-OALJ-2206-215291
Filing Category	Brief or Statement of Position
Filing Type	Brief
Additional Comments	testing
Filed Documents	<a href="#">260052-Document-to-be-filed-0-59.pdf</a>
Status	Submission Received and Pending Review
Submitted On	07/02/2022 - 22:43 EST
Filing Party	John Smith
Submitted By	John Smith

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007654	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 22:43 EST

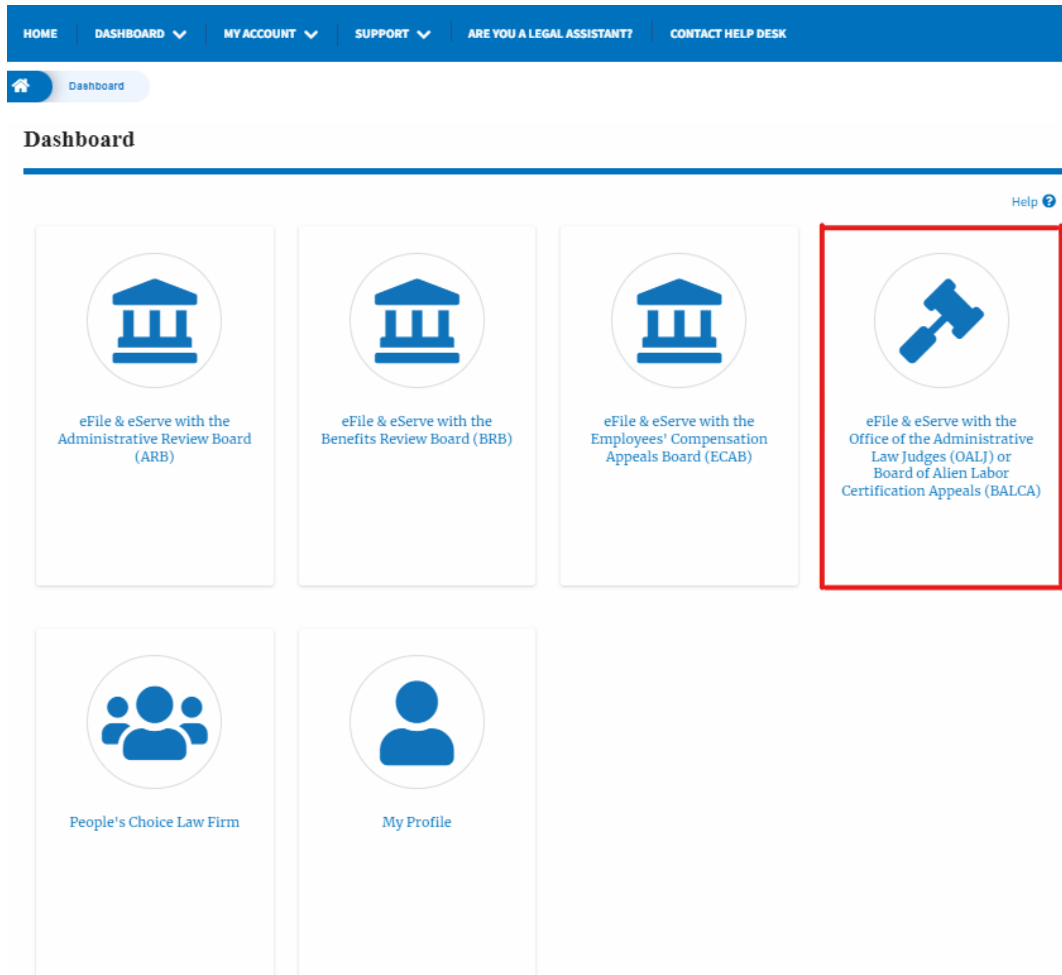




## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO OALJ?

10. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



11. Click on the submitted/approved <OALJ Case Number> link. The user is navigated to the case details page.





## eFile and eServe

Dashboard OALJ and BALCA Dashboard

### OALJ and BALCA Dashboard

Help ?

File a New Case

Request Access to Cases

Multi Case Filing

#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 38 records [View More](#)

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>

12. Click on the **Submit a New Filing** button. The user is navigated to **New Filing on the OALJ** page.

Dashboard OALJ and BALCA Dashboard Case Details

## Case Details

### Summary

eFile Case Number	EFS-OALJ-2009-208942
OALJ Case Number	2012LHC02015
Agency Reference #	08-135254
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

Submit a New Filing







## eFile and eServe

13. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.

### New Filing to OALJ

[Form Templates](#)  [Help](#) 

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

**Case Number**

**Filing Category \***

**Filing Type \***

**Additional Comments \***

test

846 characters left

Document to File

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

File information	Operations
<a href="#">Document to be filed_5_60.pdf</a> (458.51 KB)	<button>Remove</button>

**Add a File**

Choose Files No file chosen





## eFile and eServe

**Certificate of Service**

Choose File

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

**eFiler's Organization**

People's Choice Law Firm, 554004 NE.444 ST

**Select an Attorney \***

Select -

The following parties will be electronically notified of this filing:

Name	Email
John Smith	user_four_efs@yahoo.com
John Smith	attorney_two_efs@yahoo.com

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

☒ I understand that I must comply with the redaction rules. I have read this notice.

Submit to DOL

Cancel

14. The filing request is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.





## eFile and eServe

Dashboard OALJ and BALCA Dashboard Case Details

### Case Details

✓ The new filing has been submitted to the case.

Help ?

### Summary

eFile Case Number	EFS-OALJ-2009-208942
OALJ Case Number	2012LHC02015
Agency Reference #	08-135254
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

Submit a New Filing

### Filings

Showing 1 of 1 records View More +

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

15. Click on the **View More** button to view all the filings under the case.

### Filings

Showing 1 of 1 records View More +

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

16. All the filings under the case will be listed on the **Filings** page.





## eFile and eServe

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings

### Filings

Help ?

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

17. Click on the **View** link under the **Details** column header to view the filing details.

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings

### Filings

Help ?

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

18. The user is displayed with the details in a popup and can download the documents which are submitted by the user.





## eFile and eServe

### Filing Details



eFile Number	OALJ-2207-0023007655
eFile Case Number	EFS-OALJ-2206-215291
Filing Category	Brief or Statement of Position
Filing Type	Brief
Additional Comments	test
Filed Documents	Processing please wait.
Status	Submission Received and Pending Review
Submitted On	07/02/2022 - 23:00 EST
Filing Party	John Smith
Submitted By	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007655	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 23:00 EST

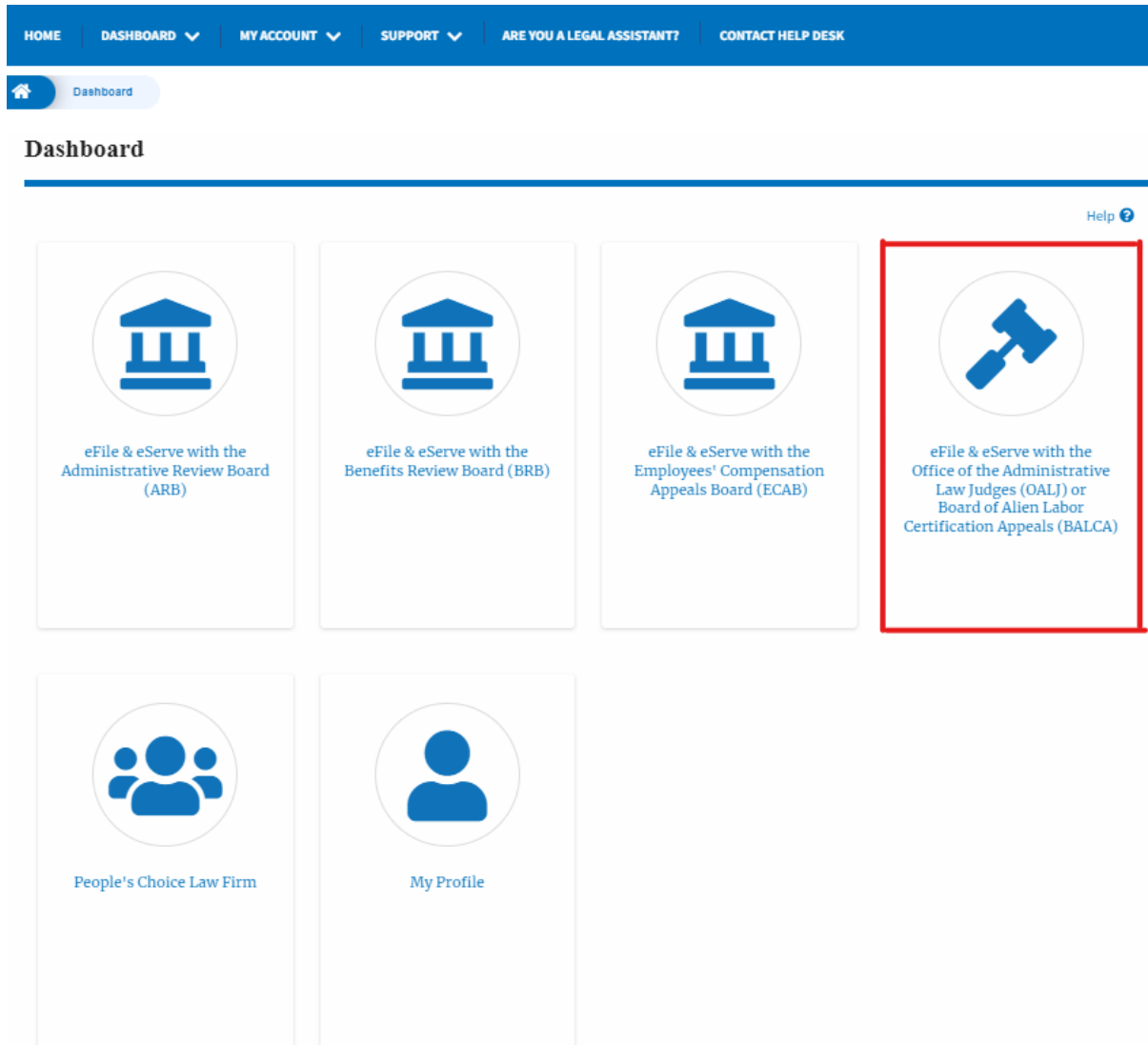




## eFile and eServe

### HOW TO SUBMIT MULTI-CASE FILINGS TO OALJ?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the **Multi Case Filing** button. The user is navigated to the case details page.





## eFile and eServe

[Dashboard](#) [OALJ and BALCA Dashboard](#)

### OALJ and BALCA Dashboard

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing on the OALJ** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [Multi Case Filing](#)

### Multi Case Filing

OALJ Case Number

Fiscal Year

Eg: 2019

Case Type

-Any-

Case Number

Eg: 01234

[Search](#) [Add Filing](#)

Select Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
<input checked="" type="checkbox"/>	2020BAT02107			Open

4. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.





## eFile and eServe

### New Filing to OALJ

[Reset & Back to Search](#)[Form Templates](#) [Help](#) [Instructions for Filing Under Seal](#)[Instructions for Filing by Amicus Curiae](#)

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

	OALJ Case Number	Case Type	Claimant Name
<input checked="" type="checkbox"/>	2022DBA00027		
<input checked="" type="checkbox"/>	2022DBA00028		

**Filing Category \***

Brief or Statement of Position

**Filing Type \***

Brief

**Additional Comments \***

test

846 characters left





## eFile and eServe

### Document to File

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

File information	Operations
<a href="#">Document to be filed_0_62.pdf</a> (458.51 KB)	<button>Remove</button>

### Add a File

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways.

### Certificate of Service for 2022DBA00028

No file chosen

The Certificate of Service may be uploaded using the file upload field above. Only files with the following extensions are allowed: pdf, jpg, jpeg, png, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

### eFiler's Organization

People's Choice Law Firm, 554004 NE.444 ST

### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

☒ I understand that I must comply with the redaction rules. I have read this notice.

5. A confirmation message showing on the New Filing to OAU page.





## eFile and eServe

- Dashboard
- OALJ and BALCA Dashboard
- New Filing to OALJ

### New Filing to OALJ

✓ The new filing has been submitted to the case.

Reset & Back to Search

Help ?

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

6. Click on **OALJ and BALCA Dashboard** breadcrumb to go back to the dashboard.

- Dashboard
- OALJ and BALCA Dashboard**
- New Filing to OALJ

### New Filing to OALJ

7. Click on the OALJ Case Number to go to the case details page.

- Dashboard
- OALJ and BALCA Dashboard

### OALJ and BALCA Dashboard

File a New Case

Request Access to Cases

Multi Case Filing

### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number

OALJ Case Number	eFile Number	Claimant Name
<a href="#">2020BAT02107</a>	OALJ-2007-500472	





## eFile and eServe

8. The filing is listed in the **Filings** table.

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

9. Click on the **View More** button to view all the filings under the case.

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

10. All the filings under the case will be listed on the **Filings** page.

### Filings

[Help](#)

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	- Any -	- Any-	- Any -

[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

11. Click on the **View** link under the **Details** column header to view the filing details.





## eFile and eServe

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings

### Filings

Help ?

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.

#### Filing Details

eFile Number	OALJ-2207-0023007658
eFile Case Number	EFs-OALJ-2206-215291
Filing Category	Brief or Statement of Position
Filing Type	Brief
Additional Comments	test
Filed Documents	Processing please wait.
Status	Submission Received and Pending Review
Submitted On	07/02/2022 - 23:26 EST
Filing Party	John Smith
Submitted By	John Smith

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007658	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 23:26 EST

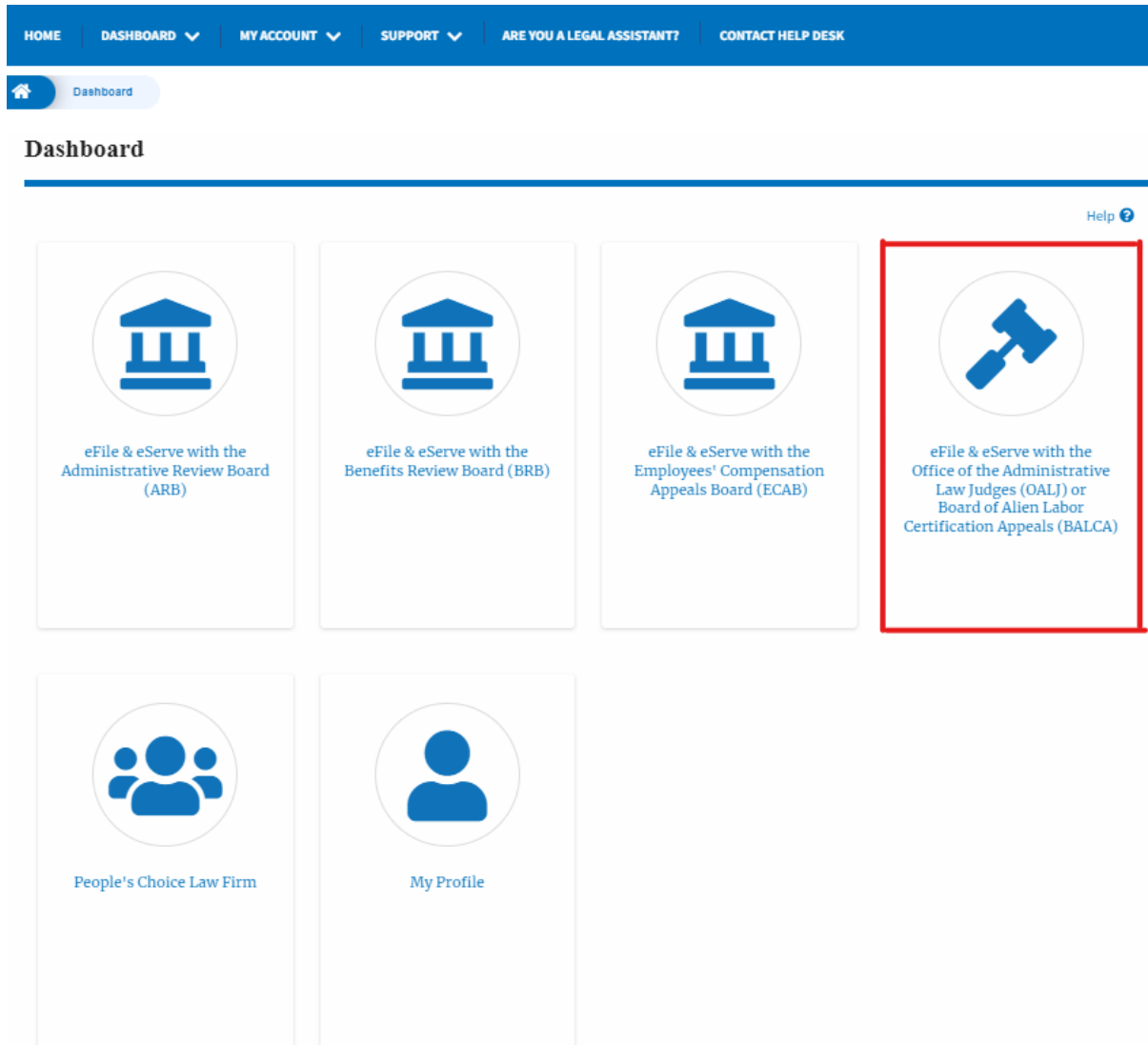




## eFile and eServe

### HOW TO SUBMIT MULTI-CASE FILINGS TO OALJ?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the **Multi Case Filing** button. The user is navigated to the case details page.





## eFile and eServe

[Dashboard](#) [OALJ and BALCA Dashboard](#)

### OALJ and BALCA Dashboard

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing on the OALJ** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [Multi Case Filing](#)

### Multi Case Filing

OALJ Case Number

Fiscal Year

Case Type

Case Number

Eg: 2019

-Any-

Eg: 01234

[Search](#) [Add Filing](#)

Select Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
<input checked="" type="checkbox"/>	2020BAT02107			Open

4. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.





## eFile and eServe

### New Filing to OALJ

[Reset & Back to Search](#)

[Form Templates](#)

[Help](#)

[Instructions for Filing Under Seal](#)

[Instructions for Filing by Amicus Curiae](#)

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	OALJ Case Number	Case Type	Claimant Name
<input checked="" type="checkbox"/>	2022DBA00027		
<input checked="" type="checkbox"/>	2022DBA00028		

**Filing Category \***

Brief or Statement of Position

**Filing Type \***

Brief

**Additional Comments \***

test

846 characters left





## eFile and eServe

### Document to File

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

File information	Operations
<a href="#">Document to be filed_0_61.pdf</a> (458.51 KB)	<button>Remove</button>

### Add a File

Choose Files No file chosen

### Certificate of Service Type

- ☐ Individual
- ☒ Combined

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways.

### Certificate of Service

Choose File No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

### eFiler's Organization

People's Choice Law Firm, 554004 NE.444 ST

### Select an Attorney \*

John Smith

### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:





## eFile and eServe

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments



I understand that I must comply with the redaction rules. I have read this notice.

Submit to DOL

Cancel

5. A confirmation message I showing on the New Filing to OALJ page.

Dashboard OALJ and BALCA Dashboard New Filing to OALJ

### New Filing to OALJ

The new filing has been submitted to the case.

[Reset & Back to Search](#)

[Help ?](#)

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consult the following [guide](#) for such confidential filings

6. Click on **OALJ and BALCA Dashboard** breadcrumb to go back to the dashboard.

Dashboard **OALJ and BALCA Dashboard** New Filing to OALJ

### New Filing to OALJ

7. Click on the OALJ Case Number to go to the case details page.





## eFile and eServe



Dashboard

OALJ and BALCA Dashboard

### OALJ and BALCA Dashboard

File a New Case

Request Access to Cases

Multi Case Filing

### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number

OALJ Case Number	eFile Number	Claimant Name
2020BAT02107	OALJ-2007-500472	

8. The filing is listed in the **Filings** table.

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

9. Click on the **View More** button to view all the filings under the case.

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

10. All the filings under the case will be listed on the **Filings** page.





## eFile and eServe

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings

### Filings

Help ?

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

11. Click on the **View** link under the **Details** column header to view the filing details.

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings

### Filings

Help ?

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	<a href="#">download_42.jpeg</a>	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.





## eFile and eServe

### Filing Details



eFile Number	OALJ-2207-0023007657
eFile Case Number	EFS-OALJ-2206-215291
Filing Category	Brief or Statement of Position
Filing Type	Brief
Additional Comments	test
Filed Documents	Processing please wait.
Status	Submission Received and Pending Review
Submitted On	07/02/2022 - 23:20 EST
Filing Party	John Smith
Submitted By	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007657	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 23:20 EST

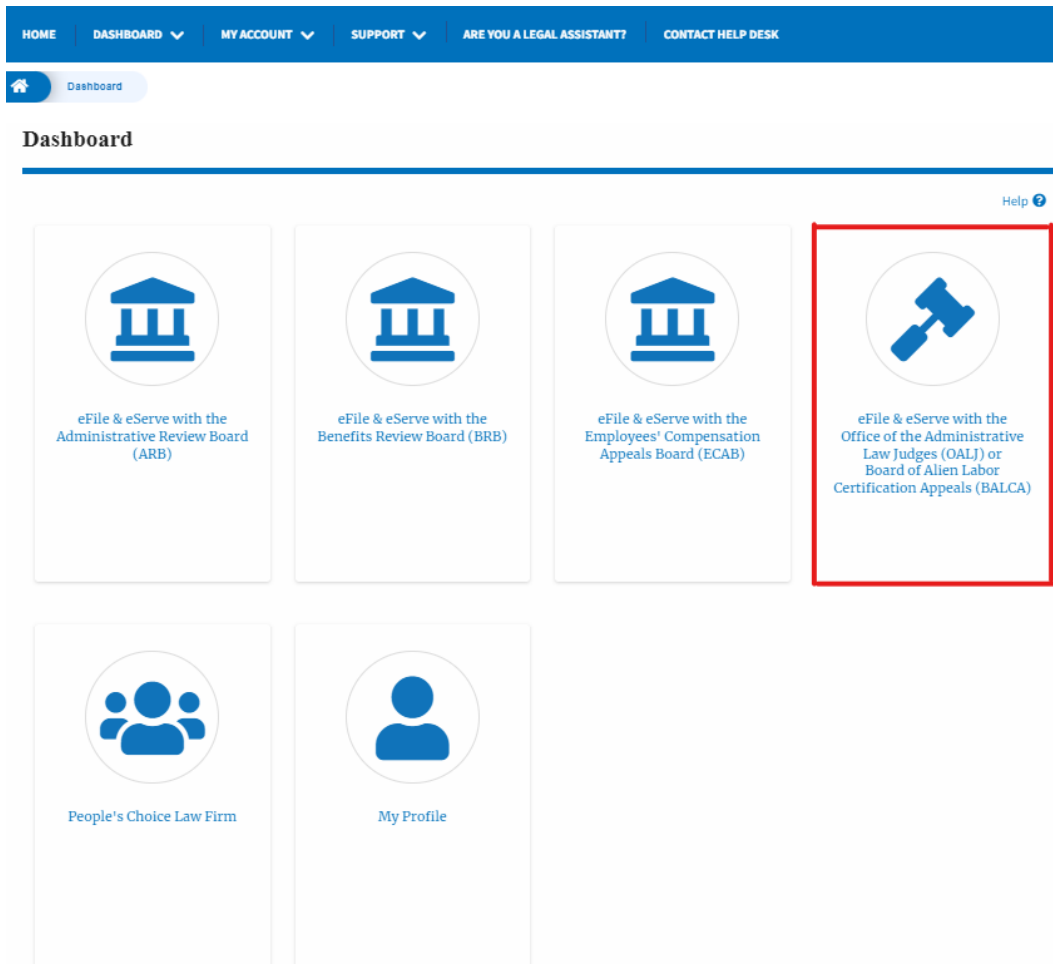




## eFile and eServe

### HOW TO ACCESS SERVED DOCUMENTS?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the approved OALJ Case Number link. The user is navigated to the case details page.





## eFile and eServe

Dashboard OALJ and BALCA Dashboard

### OALJ and BALCA Dashboard

Help ?

File a New Case

Request Access to Cases

Multi Case Filing

#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 38 records View More +

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2020BAT02107</a>	OALJ-2007-500472			APPROVED	09/14/2020 - 08:49 EST	<a href="#">View</a>

3. The **OALJ Issued Documents** table is showing the served documents list.

#### Documents Served by OALJ

Showing 1 of 1 records View More +

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	<a href="#">dummysample.pdf</a>	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

\* All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by the OALJ** page.

#### Documents Served by OALJ

Showing 1 of 1 records View More +

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	<a href="#">dummysample.pdf</a>	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

\* All times displayed in US Eastern Timezone

5. Click on the file name to access the served document.

eFile Number	File Name	Description	
<input type="text" value="Search eFileNumber"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="button" value="Apply"/>

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	<a href="#">dummysample.pdf</a>	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST		07/23/2020 - 03:32 EST

\* All times displayed in US Eastern Timezone

6. The Accessed On is showing in the column.





## eFile and eServe

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	<a href="#">dummysample.pdf</a>	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

\* All times displayed in US Eastern Timezone

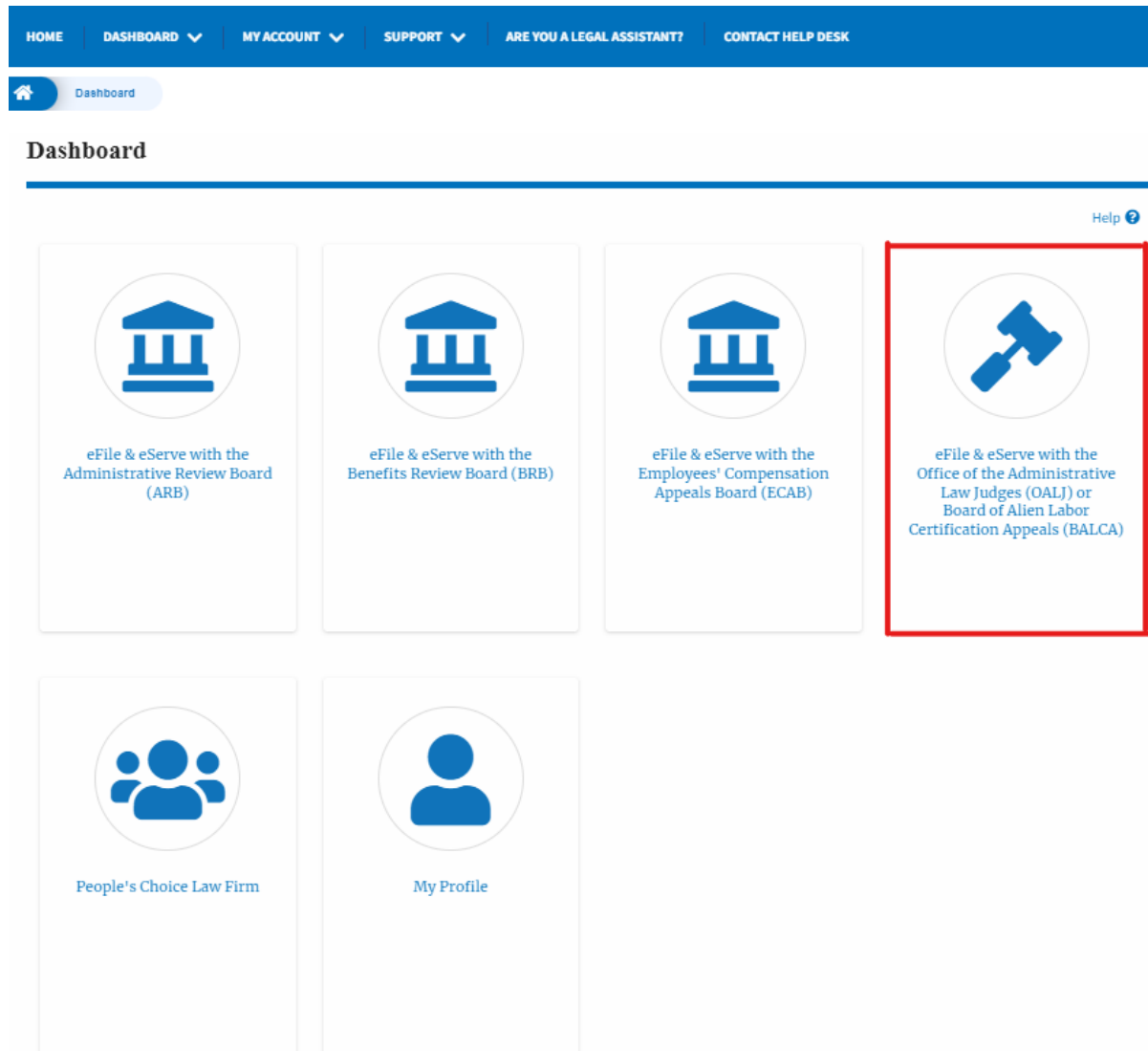




## eFile and eServe

### HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the approved OALJ Case Number link and the user is navigated to the case details page.





## eFile and eServe

### OALJ and BALCA Dashboard

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

[Help](#)

#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2018BLA05689</a>	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the **Delegate Access** button to navigate to the 'Organization Members' page.

### Case Details

#### Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)

[Representative's Withdrawal of Appearance](#)

[Delegate Access](#)

- From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

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

Name	Email	User Type	Actions
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>

- Remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.





## eFile and eServe

[Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2007-200190](#) [Organization Members](#)

### Organization Members

- ✓ Removed Angel George's delegated access to this case.
- An email notification has been sent to Angel George at angeltester001@gmail.com.

[Help](#) ?

Organization: Org - Barry

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

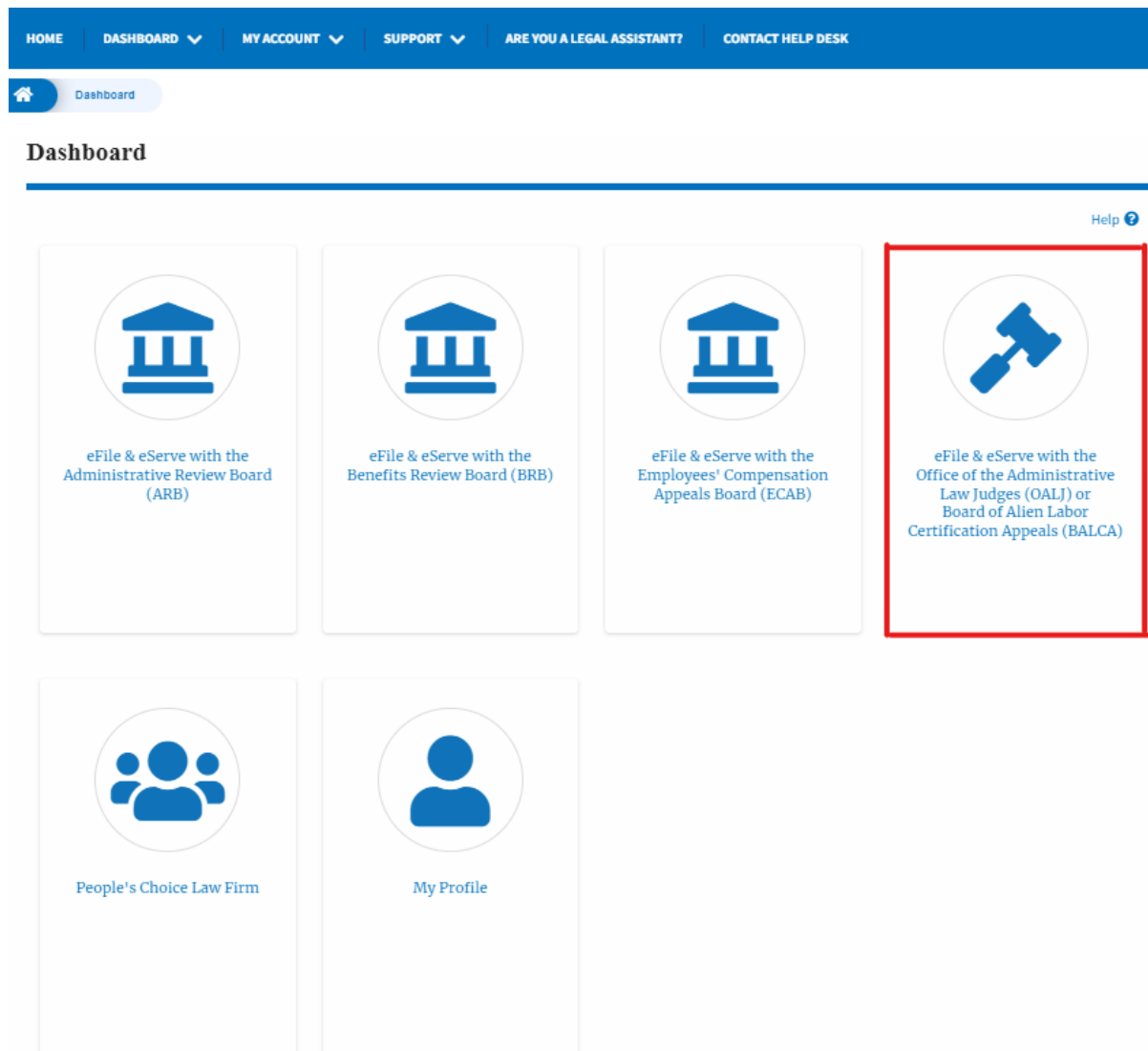




## eFile and eServe

### HOW TO SUBMIT A REPRESENTATIVE'S WITHDRAWAL OF APPEARANCE FROM A CASE?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the approved OALJ Case Number link and the user is navigated to the case details page.





## eFile and eServe

### OALJ and BALCA Dashboard

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

[Help](#)

#### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2018BLA05689</a>	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the **Representative's Withdrawal of Appearance** button to navigate to the filings form page.

Note: Representative's Withdrawal of Appearance button will not be displayed for the users who accessed the case with the roles Claimant/Complainant/Prosecuting Party (Self-represented) and Respondent/Defendant/Employer (Self-represented).

### Case Details

#### Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)

[Representative's Withdrawal of Appearance](#)

[Delegate Access](#)

- The user is navigated to Representative's Withdrawal of Appearance to the OALJ filing page, where Filing Category and Filing Type are preselected with Motion or Response or Reply to a Motion and Motion to Withdraw from Representation respectively.





### Representative's Withdrawal of Appearance to OALJ

[Help](#) ?

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

**Case Number \***

2022DBA00028

**Filing Category \***

Motion or Response or Reply to a Motion

**Filing Type \***

Motion to Withdraw from Representation

**Additional Comments \***

#### Document to File

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

**Add a new file \***

No file chosen





## eFile and eServe

### Certificate of Service

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the file upload field above. Note that the submission will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls,xlsx, txt, rtf. Size of the file should be less than 200MB

### eFiler's Organization

People's Choice Law Firm, 554004 NE.444 ST

The following parties will be electronically notified of this filing:

Name	Email
John Smith	user_four_efs@yahoo.com
John Smith	attorney_two_efs@yahoo.com

### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

☒ I understand that I must comply with the redaction rules. I have read this notice.

5. Fill and upload all the mandatory fields and click on the Submit to the DOL button.





## eFile and eServe

### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments



I understand that I must comply with the redaction rules. I have read this notice.

**Submit to DOL**

Cancel

6. The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.

Note: Once OALJ approves the filing, the case will be withdrawn for the user.

### Case Details

✓ Motion to Withdraw from Representation has been submitted.

[Help](#)

### Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)

[Representative's Withdrawal of Appearance](#)

[Delegate Access](#)

### Filings

Showing 4 of 4 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Withdraw from Representation	Processing please wait.	OALJ-2010-510681	SUBMITTED	Thomas Mathew	10/30/2020 - 01:07 EST	<a href="#">View</a>





## BOARDS DASHBOARDS





## eFile and eServe

---

The Boards dashboard displays the ARB, BRB, and ECAB appeals.

Using the Individual dashboards, users can file new appeals, access appeals, view appeal details, submit filings to appeals, view servings from the Boards, etc.

In the appeal details page, users with access can see the parties on the appeal, the filings, and the servings to the appeal.

To access existing appeals, use the Request Access to Appeals button within the appropriate dashboard to search and request access to the appeal by submitting the necessary documents. The request will be sent to the appropriate Board for processing and could be approved or rejected. The accessed appeals are displayed in the My Access Requests table.

To file a new appeal, use the File a New Appeal button within the appropriate dashboard. The new appeal is filed by selecting the appropriate case details, party details, role in the appeal, and relevant documents. The new appeal is sent to the appropriate Board for docketing. Once approved, filings can be done on the appeal.

Filings can be done on appeals by selecting the individual appeal and using the Submit a New Filing button to fill in the details. The new filing is submitted to the appropriate Board for processing.

Servings to appeals are sent from the Boards and will be available in the servings table for each appeal.





## ARB DASHBOARD AND FLOWS

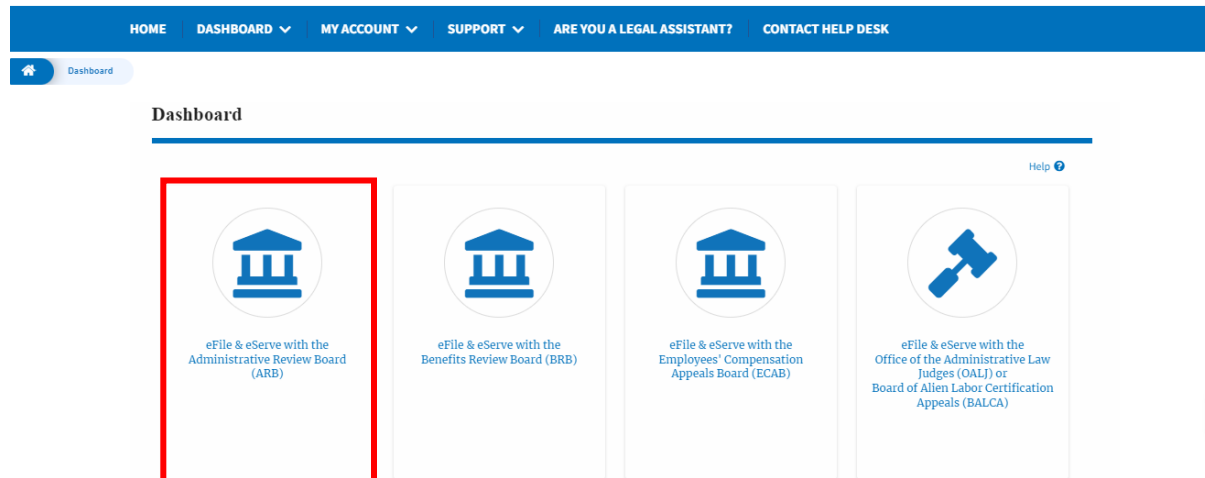




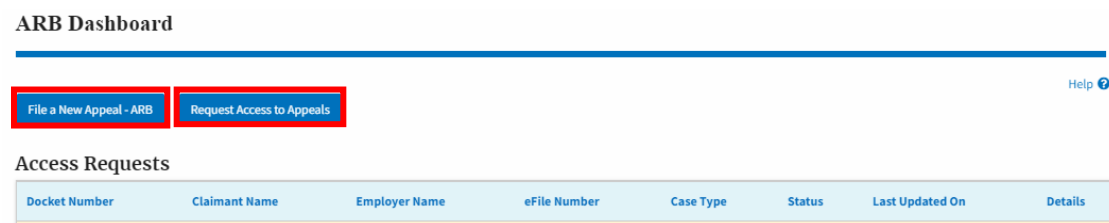
## eFile and eServe

### HOW TO VIEW ARB DASHBOARD?

1. Click on the ARB tile from the main dashboard page to access the 'ARB dashboard'.



2. ARB Dashboard includes buttons File a New Appeal - ARB and Request Access to Appeals.



- a. The File a New Appeal - ARB button lets users file a new appeal with ARB
  - b. The Request Access to Appeals button lets the user request access to appeals from ARB.
3. ARB Dashboard includes tables **My Access Requests**, **New Appeals**, and **Appeals in Draft State**.
    - a. The My Access Requests table lists all the appeals that the attorney or a legal assistant requested access to.
    - b. The New Appeals table lists all the appeals that were submitted by the attorney or the user's legal assistant.





## eFile and eServe

- c. The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.

File a New Appeal - ARB

Request Access to Appeals

Help ?

Access Requests

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your account. You can request to access your appeal or you can file a new appeal using the buttons above.							
* All times displayed in US Eastern Timezone							

New Appeals

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals you have filed through the system.							
* All times displayed in US Eastern Timezone							

Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				
* All times displayed in US Eastern Timezone				



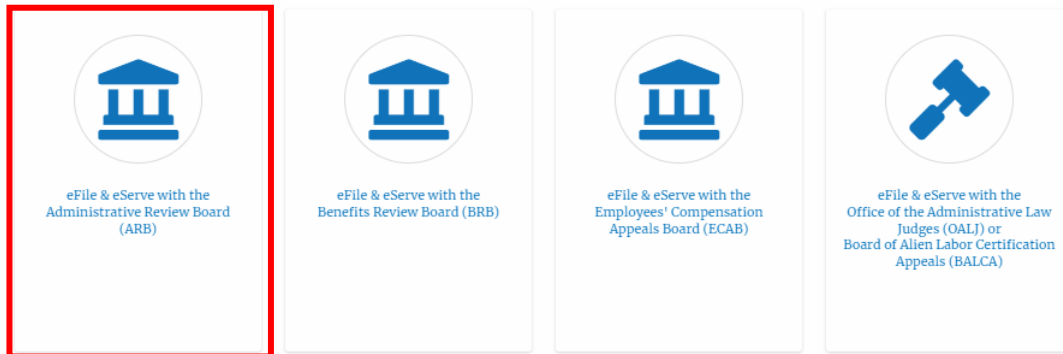


## eFile and eServe

### HOW TO ACCESS APPEALS IN ARB?

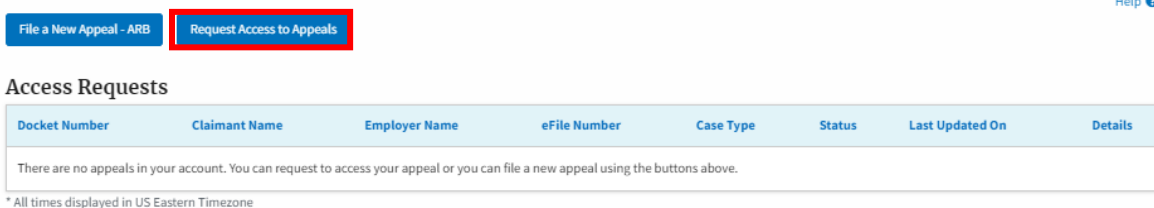
1. Click on the ARB tile from the main dashboard.

#### Dashboard



2. Click on the **Request Access to Appeals** button.

#### ARB Dashboard



3. Search any appeal and click on the 'Add to Request' button that is displayed when an appeal is selected.





## eFile and eServe

**Dashboard** **ARB Dashboard** Search Appeals

### Search Appeals

Help ?

**Search Appeals**

ARB-2011-0031

Enter the ARB, OALJ, or OWCP Case Number, or the Employer Name or of the Case Number.

**Advanced Filter**

**OALJ Case Number** ?  
Search OALJ Case Number

**Docket Number**  
Search Docket Number

**OWCP Number**  
Search OWCP Number

**Claimant Name**  
Search Claimant Name

**Employer Name**  
Search Employer Name

**eFile Case Number**  
Search eFile Case Number

You can further filter the appeals using Docket Number, OALJ Number, eFile Case Number.

**Search** **Clear Selection and Filters** **Clear Filters** **Add to Request**

Only one appeal can be selected

### Search Results

Select Cases	Docket Number	Claimant Name	Employer Name	OALJ Case Number	eFile Case Number	Parties with Access
<input checked="" type="checkbox"/>	ARB-2011-0031	Marc M. Twyman	Tax Master, Inc.	2010 SOX 00055	EPS ARB-1103 050111	Parties with Access

**Add to Request**

4. Request access to an appeal on filling out the mandatory fields and selecting the appropriate organization. Also, the attorney can delegate the appeal access to any number of members of the selected organization. Now click on the ‘**Submit to DOL**’ button.

**Dashboard** **ARB Dashboard** Request Access to an Appeal

### Request Access to an Appeal

Help ?

**Back to Search** **Reset**

Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	ARB-2011-0031	

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Case Type \***

SOX - Sarbanes-Oxley Act whistleblower

**OALJ Case Number ? \***

2010BLA12345

ex.2013BLA12345 or 2013-BLA-12345

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff





## eFile and eServe

**eFiler's Organization**

**Delegate (Multi-Select)**  

Claire Cooper

**Decision Date (Lower Court) \***  
  
MM/DD/YYYY


**Notice of Appearance**  

No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

5. The requested appeal will be shown in your **'My Access Requests'** table with the **'SUBMITTED'** status along with a confirmation message.

### ARB Dashboard

 Request to access the appeal has been submitted. [ARB-2011-0031]

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

[Help](#)

#### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

6. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.





## eFile and eServe

ARB Dashboard

### ARB Dashboard

[File a New Appeal - ARB](#)

[Request Access to Appeals](#)

[Help](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

7. The user is displayed with a details popup and can click on the document links which are submitted by the user.

### Access Request Details

Docket Number	ARB-2011-0031
eFile Case Number	EFS-ARB-1103-050111
eFile Number	ARB-2206-0023007571
Board	Administrative Review Board
Case Type	SOX - Sarbanes-Oxley Act whistleblower
Status	Submission Received and Pending Review
Submitted On	06/18/2022 - 06:22 EST
Claimant Name:	Marc M. Twyman
Employer Name:	Tax Master, Inc.
Decision Date (Lower Court)	03/15/2020
Notice of Appearance	No document uploaded
OALJ Case Number	2010-SOX-00055
Organization:	People's Choice Law Firm, 554004 NE.444 ST
Filing Party:	John Smith
Submitted By:	John Smith

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2206-0023007571	Submission Received and Pending Review	Request to access the appeal has been submitted.	06/18/2022 - 06:22 EST

8. Click on the **View More** button to view all the access requests.





## eFile and eServe

### ARB Dashboard

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

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

9. All the requested appeals will be listed on the page.

[ARB Dashboard](#)[Access Requests](#)

### Access Requests

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.

[Help ?](#)

Case Number or eFile Number

Case Type

-Any-

Status

- Any -

[Apply](#)

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	EFS-ARB-1103-050111	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	06/18/2022 - 06:22 EST	People's Choice Law Firm, 554004 NE.444 ST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





## eFile and eServe

### HOW TO ACCESS APPEALS IN ARB?

1. Click on the ARB 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)

2. Click on the **Request Access to Appeals** button.

#### ARB Dashboard

Help ?

File a New Appeal - ARB

Request Access to Appeals

#### Access Requests

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your account. You can request to access your appeal or you can file a new appeal using the buttons above.							

\* All times displayed in US Eastern Timezone

3. Search any appeal and click on the 'Add to Request' button that is displayed when an appeal is selected.





## eFile and eServe

Dashboard ARES Dashboard Search Appeals

### Search Appeals

Help ?

Search Appeals

ARB 2011 0031

Employer Name or eFile Case Number:

Advanced Filter

OALJ Case Number ? Search OALJ Case Number

Docket Number Search Docket Number

OWCP Number Search OWCP Number

Claimant Name Search Claimant Name

Employer Name Search Employer Name

eFile Case Number Search eFile Case Number

You can further filter the appeals using Docket Number, OALJ Number, eFile Case Number.

Search Clear Selection and Filters Clear Filters Add to Request

Only one appeal can be selected

### Search Results

Select Cases	Docket Number	Claimant Name	Employer Name	OALJ Case Number	eFile Case Number	Parties with Access
<input checked="" type="checkbox"/>	ARB 2011 0031	Marc M. Twyman	Tax Master, Inc.	2010 SOX 00055	EPS ARB 1103 050111	Parties with Access

Add to Request

- Request access to an appeal on filling out the mandatory fields and selecting the appropriate organization. Also, the attorney can delegate the appeal access to any number of members of the selected organization. Now click on the '**Submit to DOL**' button.





## eFile and eServe

### Request Access to an Appeal

[Back to Search](#) [Reset](#) [Help ?](#)

	Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	ARB-2021-1000	SOX	2020SOX00001

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Case Type \***

SOX - Sarbanes-Oxley Act whistleblower

**OALJ Case Number ? \***

2010BLA12345

ex.2013BLA12345 or 2013-BLA-12345

**Select an option**

☐ I am the attorney or party listed in the NoA

☒ I am a legal staff

**eFiler's Organization**

People's Choice Law Firm, 554004 NE.444 ST

**Select an Attorney/Representative**

John Smith

**Decision Date (Lower Court) \***

mm/dd/yyyy

MM/DD/YYYY

**Notice of Appearance**

[Choose File](#) No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

[Submit to DOL](#) [Cancel](#)

- The requested appeal will be shown in your 'My Access Requests' table with the 'SUBMITTED' status along with a confirmation message.





## eFile and eServe

### ARB Dashboard

✓ Request to access the appeal has been submitted. [ARB-2011-0031]

Help ?

File a New Appeal - ARB

Request Access to Appeals

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2011-0031	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

ARB Dashboard

### ARB Dashboard

Help ?

File a New Appeal - ARB

Request Access to Appeals

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2011-0031	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Access Request Details

Docket Number	ARB-2021-1000
eFile Case Number	EFS-ARB-2012-200023
eFile Number	ARB-2207-0023007659
Board	Administrative Review Board
Case Type	SOX - Sarbanes-Oxley Act whistleblower
Status	Submission Received and Pending Review
Submitted On	07/03/2022 - 06:56 EST
Claimant Name:	
Decision Date (Lower Court)	07/01/2022
Notice of Appearance	No document uploaded
OALJ Case Number	2010SOX12345
Organization:	People's Choice Law Firm, 554004 NE.444 ST
Filing Party:	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2207-0023007659	Submission Received and Pending Review	Request to access the appeal has been submitted.	07/03/2022 - 06:56 EST

8. Click on the **View More** button to view all the access requests.

### ARB Dashboard

[File a New Appeal - ARB](#)

[Request Access to Appeals](#)

[Help](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

9. All the requested appeals will be listed on the page.





# eFile and eServe

ARB Dashboard

Access Requests

## Access Requests

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.

[Help](#)

Case Number or eFile Number	Case Type	Status	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	EFS-ARB-1103-050111	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	06/18/2022 - 06:22 EST	People's Choice Law Firm, 554004 NE.444 ST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

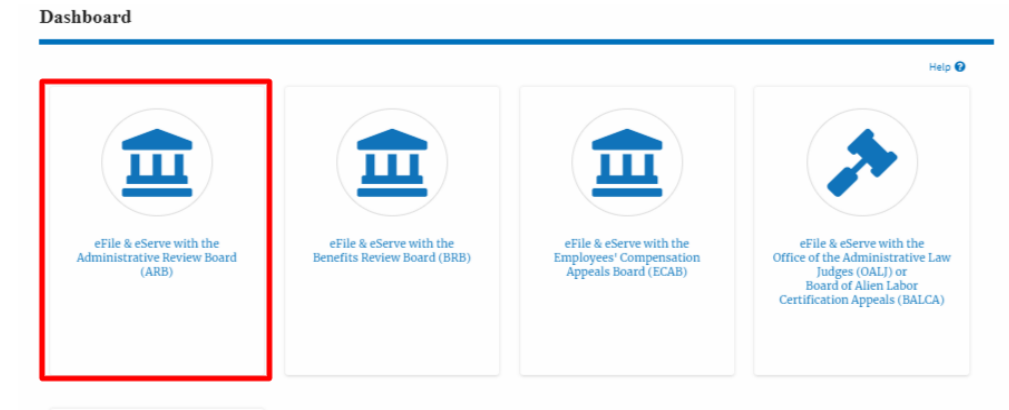




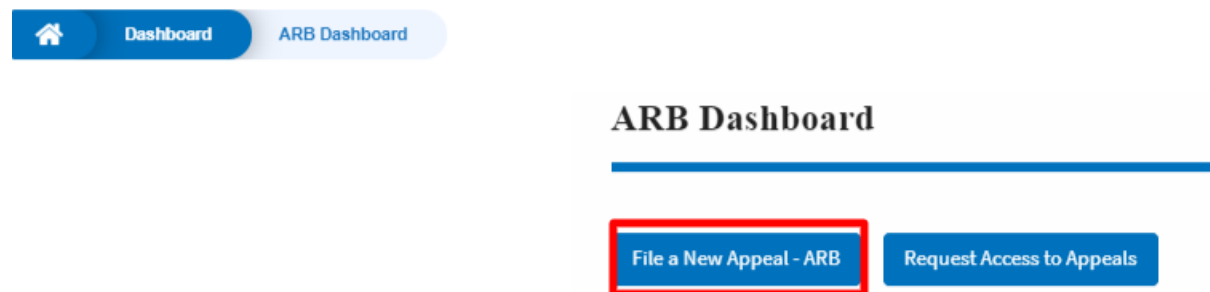
## eFile and eServe

### HOW TO FILE A NEW APPEAL IN ARB?

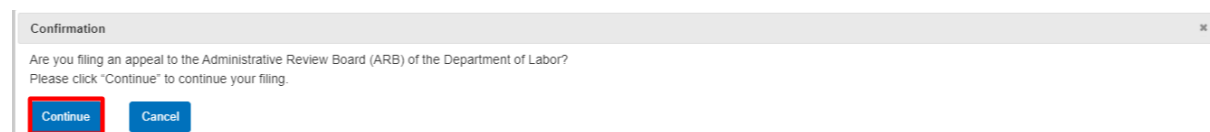
1. Click on the ARB tile from the main dashboard.



2. Click on the **File a New Appeal - ARB** button.



3. Click on the **Continue** button from the popup displayed.



4. Fill out all the mandatory fields on each page of the wizard.

Select the appropriate organization and the members to be delegated with the access of new appeal. Click the Next button.





**Note:** Fields on each page may differ according to the selections on the previous page.

ARB Dashboard

New Appeal

### New Appeal

0%

Help

Help ?

Please select your role on this Appeal. If you are a representative, please select the Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Administrative Review Board's staff if necessary upon their review. Please click "Next" to continue your filing.

#### Select an option

- ☒ I am the attorney or party listed in the NoA
- ☐ I am a legal staff

#### Your Organization

People's Choice Law Firm, 554004 NE.444 ST





## eFile and eServe

### Delegate (Multi-Select)

Claire Cooper

### Your Role on this Appeal \*

- Select your role on this appeal -

### Are you filing on Behalf of a Deceased Party?

☐ Yes

☒ No

[Save Draft](#)

[Cancel](#)

[Next](#)

## New Appeal

33%

### Help

Please select the type of case from the listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click "Next" to continue your filing.

### Case Type \*

- Select Case Type -

[Previous](#)

[Save Draft](#)

[Cancel](#)

[Next](#)





### New Appeal

44%

#### Help

Please enter the date of the decision being appealed. This can be found on the decision document that you are appealing. Please also upload the decision being appealed in Adobe PDF format.

#### Decision Date \*

mm/dd/yyyy

#### Do you have a decision file to upload?

☐ Yes

☒ No

#### Petition for Review File \*

No file chosen

Files must be submitted in PDF format and should be no larger than 200MB. To upload a file please click choose file and find and select the file from your computer

Previous

Save Draft

Cancel

Next





### New Appeal

66%

#### ▼ Help

If you are appealing an order from the Office of Administrative Law Judges (OALJ), please enter the OALJ Case Number found on the decision document issued by the OALJ.

OALJ Case Number format should be in this form: YYYYYXNNNNNN (no hyphens) Example: 2020-BLA-05735 should be entered as 2020BLA05735

If the OALJ Case Number is in a different format, change it to the above format. Example: 19-BLA-5735 Must Be entered as 2019BLA05735

If need to enter more OALJ Case Numbers, when answering the question, "Do you have more OALJ Case Numbers?," the field will display additional space for the entry. Please enter as many OALJ Case Numbers as needed on this form.

Please click "Next" to continue your filing.

#### OALJ Case Number ? \*

Enter OALJ Case Number

ex.2013BLA12345

#### Do you have additional OALJ Case Numbers?

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next





### New Appeal

77%

#### ▼ Help

**Please enter all the parties that are associated with this appeal.** Please click the "Add New Party" button to enter them. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case.

If you have changed the OALJ numbers, please remove the previously fetched parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ numbers.

Add New Party

Reload Parties

#### Case Parties

*Your profile information will always be loaded as the first party in the appeal. The following is your information taken from the profile information in your account.*



City, US-AR

Role: Attorney

Aaron Tester

Brigh, US-AR

Role: Claimant

Source ALJ Number

Edit

Remove

Previous

Save Draft

Cancel

Next





## New Appeal



### ▼ Help

Please review the information below to ensure that the attorneys of record are assigned to the correct parties. Please click "Next" to continue your filing.

### Party Details

Name	Role
Alex J Jacob Dr.	Attorney
Alex J Jacob Dr.	Claimant

Select the parties represented by Alex J Jacob Dr.

☐ Alex J Jacob Dr.

Petitioner in this Appeal \*

☐ Alex J Jacob Dr.

Previous

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Cancel

Next





## eFile and eServe

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☐ Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to ARB

- On the final page of the wizard, Accept the Above Terms & Conditions and click on the **'Submit to ARB'** button.

100%

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This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☒ Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to ARB






## eFile and eServe

- The new appeal will be shown in your **'New Appeals'** table with the **'SUBMITTED'** status along with a confirmation message.

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ard

### ARB Dashboard

 New appeal request has been submitted.

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

[Help](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>			<a href="#">ARB-2206-0023007572</a>	BLA - Black Lung Benefits Act	Submission Received and Pending Review	06/18/2022 - 18:49 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone

- Click on the View link under the Details table header. The user is navigated to the appeal's view details page.





## eFile and eServe

**Appeal Details**

Docket Number	Pending Assignment
eFile Number	ARB-2206-0023007572
eFile Case Number	EFS-ARB-2206-215297
Board	ARB
Case Type	BLA - Black Lung Benefits Act
Decision Date (Lower court)	06/01/2022
Decision File	Document not uploaded
OALJ Case Number	2000BLA12345
Petition for Review File	260002-Document-to-be-filed-0-42.pdf
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Choice Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	06/18/2022 - 18:49 EST
Filing Party	John Smith
Submitted By	John Smith

**Parties on Appeal**

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Attorney
Amber Cline	554004 NE.444 ST, Cincinnati, US-OH, 45201	Complainant

**Status Update Log**

eFile Number	eFile Status	Comment	Updated On
--------------	--------------	---------	------------

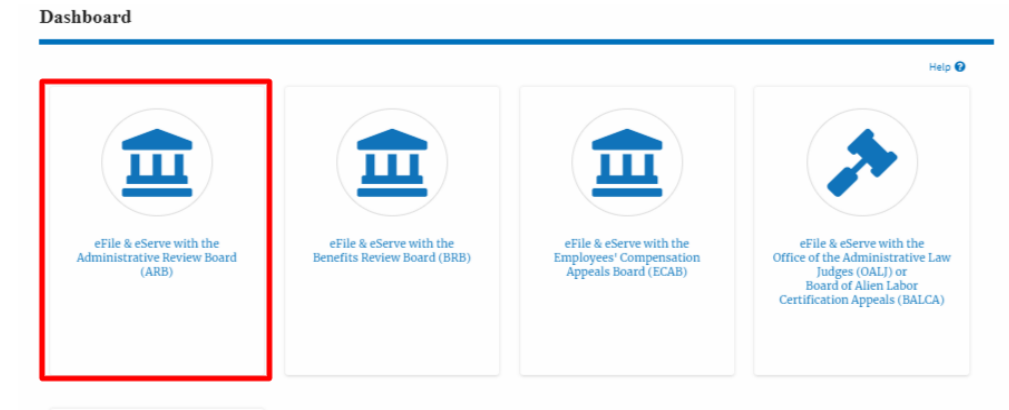




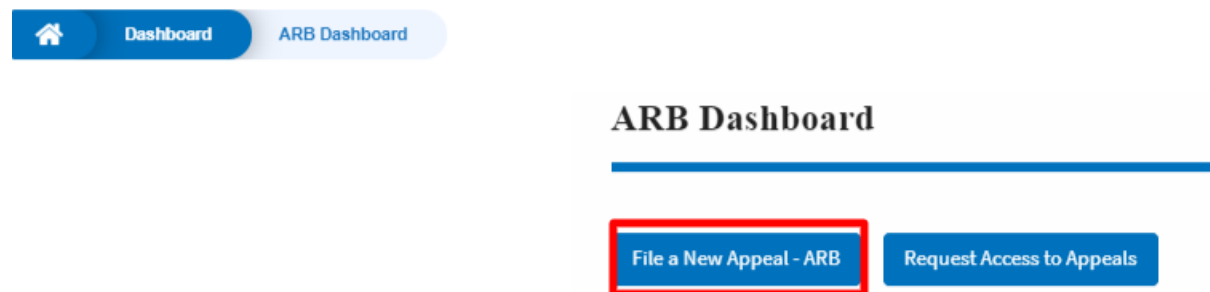
## eFile and eServe

### HOW TO FILE A NEW APPEAL IN ARB?

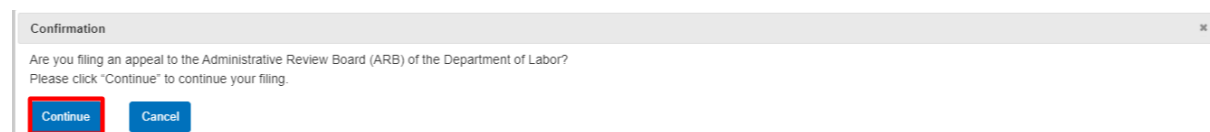
2. Click on the ARB tile from the main dashboard.



3. Click on the **File a New Appeal - ARB** button.



5. Click on the **Continue** button from the popup displayed.



6. Fill out all the mandatory fields on each page of the wizard.

Select the appropriate organization and the members to be delegated with the access of new appeal. Click the Next button.





## eFile and eServe

**Note:** Fields on each page may differ according to the selections on the previous page.

### New Appeal

0%

Help ?

Please select your role on this Appeal. If you are a representative, please select the Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Administrative Review Board's staff if necessary upon their review. Please click "Next" to continue your filing.

Select an option

☐ I am the attorney or party listed in the NoA  
☒ I am a legal staff

Your Organization

People's Choice Law Firm, 554004 NE.444 ST

Select an Attorney/Representative

John Smith

Your Role on this Appeal \*

Attorney

Are you filing on Behalf of a Deceased Party?

☐ Yes  
☒ No

Save Draft

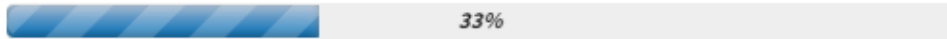
Cancel

Next





### New Appeal



#### Help

Please select the type of case from the listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click "Next" to continue your filing.

#### Case Type \*

- Select Case Type -

Previous

Save Draft

Cancel

Next





### New Appeal

44%

#### Help

Please enter the date of the decision being appealed. This can be found on the decision document that you are appealing. Please also upload the decision being appealed in Adobe PDF format.

#### Decision Date \*

mm/dd/yyyy

#### Do you have a decision file to upload?

☐ Yes

☒ No

#### Petition for Review File \*

No file chosen

Files must be submitted in PDF format and should be no larger than 200MB. To upload a file please click choose file and find and select the file from your computer

Previous

Save Draft

Cancel

Next





### New Appeal

66%

#### ▼ Help

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Please click "Next" to continue your filing.

#### OALJ Case Number ? \*

Enter OALJ Case Number

ex.2013BLA12345

#### Do you have additional OALJ Case Numbers?

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next





### New Appeal

77%

#### ▼ Help

**Please enter all the parties that are associated with this appeal.** Please click the "Add New Party" button to enter them. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case.

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Add New Party

Reload Parties

#### Case Parties

*Your profile information will always be loaded as the first party in the appeal. The following is your information taken from the profile information in your account.*



City, US-AR

Role: Attorney

Aaron Tester

Brigh, US-AR

Role: Claimant

Source ALJ Number

Edit

Remove

Previous

Save Draft

Cancel

Next





## New Appeal



### ▼ Help

Please review the information below to ensure that the attorneys of record are assigned to the correct parties. Please click "Next" to continue your filing.

### Party Details

Name	Role
Alex J Jacob Dr.	Attorney
Alex J Jacob Dr.	Claimant

Select the parties represented by Alex J Jacob Dr.

Petitioner in this Appeal \*

Previous

Save Draft

Cancel

Next





## eFile and eServe

100%

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☐ Accept Above Terms & Conditions

[Previous](#) [Save Draft](#) [Cancel](#) [Preview](#) [Submit to ARB](#)

- On the final page of the wizard, accept the Terms & Conditions and click on the **'Submit to ARB'** button.

100%

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## eFile and eServe

- The new appeal will be shown in your **'New Appeals'** table with the **'SUBMITTED'** status along with a confirmation message.

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ard

### ARB Dashboard

 New appeal request has been submitted.

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

[Help](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2011-0031</a>	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>			<a href="#">ARB-2206-0023007572</a>	BLA - Black Lung Benefits Act	Submission Received and Pending Review	06/18/2022 - 18:49 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone

- Click on the View link under the Details table header. The user is navigated to the appeal's view details page.





## eFile and eServe

### Appeal Details



Docket Number	Pending Assignment
eFile Number	ARB-2207-0023007660
eFile Case Number	EFS-ARB-2207-215338
Board	ARB
Case Type	DBA - Davis Bacon Act
Decision Date (Lower court)	07/01/2022
Decision File	Document not uploaded
OALJ Case Number	NA
Petition for Review File	Processing please wait.
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Choice Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	07/03/2022 - 07:10 EST
Filing Party	John Smith
Submitted By	Claire Cooper

### Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith		Attorney
Amber John	444004 NE.444 ST, Cincinnati, US-OH, 45201	Complainant

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2207-0023007660	Submission Received and Pending Review	New appeal has been submitted.	07/03/2022 - 07:10 EST





## eFile and eServe

### WHAT ARE THE COMPONENTS IN ARB - APPEAL DETAILS PAGE?

1. Click on the ARB 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)

My Account

2. In the ARB Dashboard, click on the approved <Docket Number> link in the **My Access Requests** or **New Appeals** table. The user is navigated to the appeal details page.

#### ARB Dashboard

File a New Appeal - ARB Request Access to Appeals

Help ?

#### My Access Requests

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 2 of 2 records View More +

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2020-1653	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	<a href="#">View</a>
ARB-2020-0478	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





## eFile and eServe

3. The user will be directed to the appeal details page.

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

### Appeal Details

[Help](#)

#### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#) [Delegate Access](#)

#### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date
There are no statuses to show.		

\* All times displayed in US Eastern Timezone

#### Filings

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents have been filed to this appeal.								

\* All times displayed in US Eastern Timezone

#### Documents Served by ARB

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
No documents have been served to this appeal.							

\* All times displayed in US Eastern Timezone

#### Parties with Access

The table shows all the parties in the appeal who have access to this appeal

Showing 2 of 2 records [View More](#)

Name	Address	User Type	Organization
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
David Ninan	200 Constitution Avenue, NW, Washington, United States, Georgia, 20212	Attorney	Boards Delegation Testing, 200 Constitution Avenue, NW

#### Parties on Appeal

The table lists all the parties on this appeal.

Showing 1 of 1 records [View More](#)

Name	Address	Role in the Case
Donald Tester	200 Constitution Avenue, NW, Washington, CO, 20210	Defendant





## eFile and eServe

### Delegated Users

Showing 1 of 1 records [View More](#)

Name	Address	Delegated By	Organization
Keekz Nair	101010 NE, Cincinnati, United States, Ohio, 45201	John Smith	

- The appeal details page includes a summary section that gives a summary of the appeal details.

### Appeal Details

#### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

- The appeal details page includes buttons **Submit a New Filing**, and **Delegate Access**.
  - 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
  - If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.





### Appeal Details

---

#### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

6. The appeal details page includes tables **Case Status Details**, **Filings**, **Documents Served by ARB**, **Parties with Access**, **Parties on Appeal**, and **Delegated Users**.
  - a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
  - b. The **Filings** table lists all the filings that have been submitted to the appeal.
  - c. **Documents Served by ARB** table lists all the serving issued by the ARB on the appeal.
  - d. **Parties with Access** table lists all the parties that have access to this appeal.
  - e. **Parties on the Appeal** table list all the parties that are added to the appeal.
  - f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.





## eFile and eServe

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date ▾	File Name
There are no statuses to show.			
* All times displayed in US Eastern Timezone			

### Filings

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents have been filed to this appeal.								
* All times displayed in US Eastern Timezone								

### Documents Served by ARB

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
No documents have been served to this appeal.							
* All times displayed in US Eastern Timezone							

### Parties with Access

The table shows all the parties in the appeal who have access to this appeal

Showing 2 of 2 records [View More](#)

Name	Address	User Type	Organization
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
David Ninan	200 Constitution Avenue, NW, Washington, United States, Georgia, 20212	Attorney	Boards Delegation Testing, 200 Constitution Avenue, NW

### Parties on Appeal

The table lists all the parties on this appeal.

Showing 1 of 1 records [View More](#)

Name	Address	Role in the Case
Donald Tester	200 Constitution Avenue, NW, Washington, CO, 20210	Defendant

### Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			



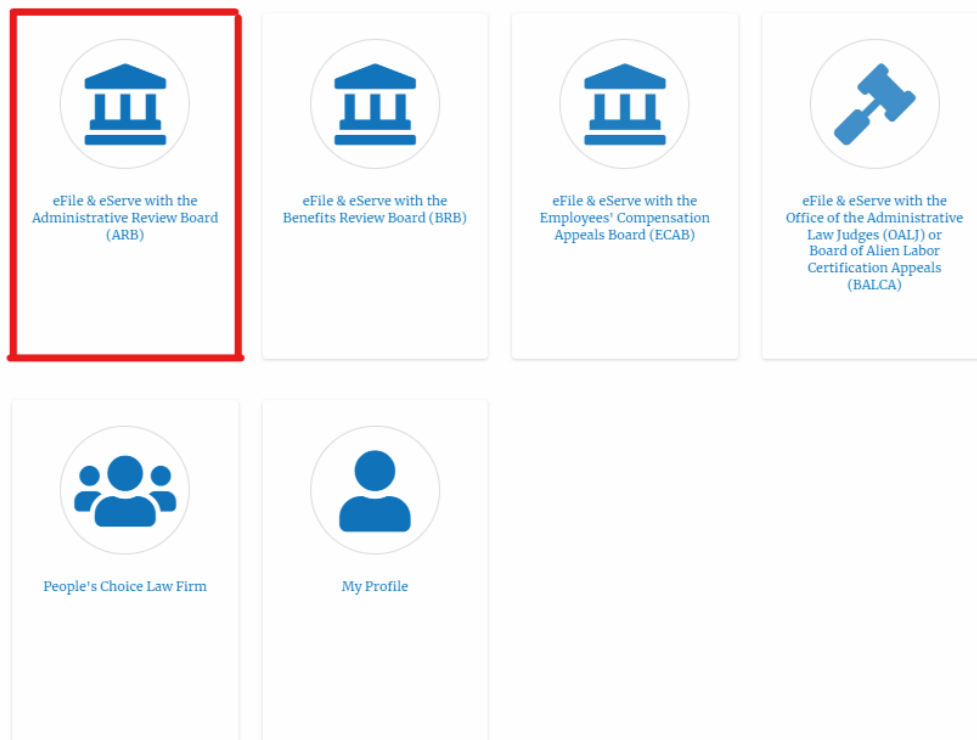


## eFile and eServe

### HOW TO DELEGATE ACCESS TO AN APPEAL IN ARB?

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

#### Dashboard



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

#### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 5 of 5 records [View More](#) +

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2023-0021				DBA - Davis Bacon Act	Submission Accepted as a Filing	06/19/2022 - 03:49 EST	<a href="#">View</a>





- Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

### Appeal Details

#### Summary

eFile Case Number	EFS-AR1
Docket Number	ARB-2023
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- From the Organization members table displayed, click on the Delegate link under the 'Actions' table header against the user to be delegated.

#### Organization Members

Organization: Boards Delegation Testing

[Help ?](#)

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

Name	Email	User Type	Actions
Dion - John		Attorney	<a href="#">Delegate</a>
Angel George		Attorney	<a href="#">Delegate</a>

- Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".





## eFile and eServe

### Organization Members

 • Dion John has been delegated to this appeal.

Organization: Boards Delegation Testing

Help 

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Search

Name	Email	User Type	Actions
Dion - John		Attorney	<a href="#">Remove Delegation</a>
Angel George		Attorney	<a href="#">Delegate</a>

6. On the Appeal details page, the delegated member will be displayed in the New Appeal table/Accessed Appeals table.

### Delegated Users

Showing 2 of 2 records [View More](#)

Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW
Bosco Tester	200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20210	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW

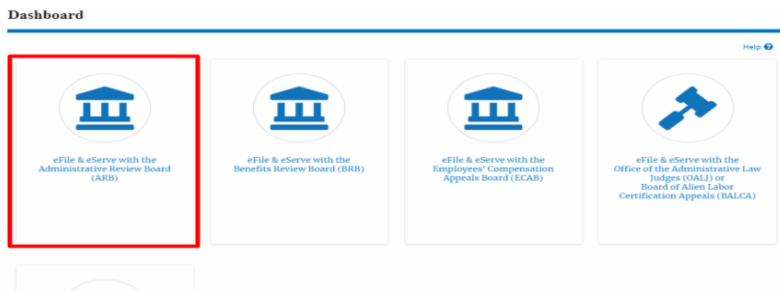




## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ARB?

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



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

**ARB Dashboard**

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

**My Access Requests**

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 2 of 2 records [View More](#)

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2020-1653</a>	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	<a href="#">View</a>
<a href="#">ARB-2020-0478</a>	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page

### Appeal Details

#### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)





## eFile and eServe

- The user selects the 'Filing Category' and its 'Filing Type', which verifies the organization and delegated users. Uploads the mandatory field and clicks on the 'Submit to DOL' button.

[Dashboard](#) [ARB Dashboard](#) [EF5-ARB-2205-214557](#) [New Filing to Boards](#)

### New Filing to ARB

**eFiler's Organization**

People's Law Firm, 444004 NE.444 ST

Help ?

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Docket Number**

ARB-2023-0021

**Filing Category \***

Motion

**Filing Type \***

Change of Address

**File \***

[Document to be filed\\_0\\_35.pdf](#) (458.51 KB)

Remove

Only files with the following extensions are allowed: pdf and size should be less than 200MB





## eFile and eServe

### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments



I understand that I must comply with the redaction rules. I have read this notice.

**Submit to DOL**

Cancel

5. The filing request is listed in the 'Filings' table with the 'Submission Received and Pending Review' status along with a confirmation message.

### Appeal Details



The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)





## eFile and eServe

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date ▼
There are no statuses to show.		

\* All times displayed in US Eastern Timezone

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	ARB-2206-0023007573	260003-Documents-to-be-filed-0-35.pdf	John Smith	Submission Received and Pending Review	06/19/2022 - 03:49 EST	06/19/2022 - 03:49 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the 'View' link under the 'Details' table header. The user is navigated to the view details page.

### Appeal Details

✓ The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date ▼
There are no statuses to show.		

\* All times displayed in US Eastern Timezone

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	ARB-2206-0023007573	260003-Documents-to-be-filed-0-35.pdf	John Smith	Submission Received and Pending Review	06/19/2022 - 03:49 EST	06/19/2022 - 03:49 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





## eFile and eServe

- The user is displayed with a details popup and can click on the document links which are submitted by the user.

Filing Details

eFile Number	ARB-2206-0023007573
eFile Case Number	EFS-ARB-2205-214557
Filing Category	Motion
Filing Type	Change of Address
Filed Documents	<a href="#">260003-Documents-to-be-filed-0-35.pdf</a>
Status	Submission Received and Pending Review
Submitted On	06/19/2022 - 03:49 EST
Filing Party	John Smith
Submitted By:	John Smith

Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2206-0023007573	Submission Received and Pending Review	New filing has been submitted.	06/19/2022 - 03:49 EST

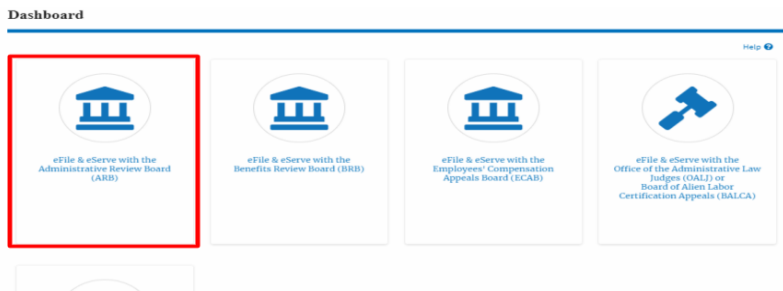




## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ARB?

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



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

#### ARB Dashboard

File a New Appeal - ARB Request Access to Appeals Help ?

#### My Access Requests

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 2 of 2 records View More ?

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2020-1653	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	View
ARB-2020-0478	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	View

\* All times displayed in US Eastern Timezone

3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page

### Appeal Details

#### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

Submit a New Filing Delegate Access





## eFile and eServe

- The user selects the 'Filing Category' and its 'Filing Type', which verifies the organization and delegated users. Uploads the mandatory field and clicks on the 'Submit to DOL' button.

### New Filing to ARB

**eFiler's Organization**

**Select an Attorney \***  
  
[Help ?](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Docket Number**

**Filing Category \***

**File \***  
 No file chosen  
Only files with the following extensions are allowed: pdf and size should be less than 200MB

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**  
All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

☒ I understand that I must comply with the redaction rules. I have read this notice.





## eFile and eServe

- The filing request is listed in the 'Filings' table with the 'Submission Received and Pending Review' status along with a confirmation message.

### Appeal Details

✓ The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date
There are no statuses to show.		

\* All times displayed in US Eastern Timezone

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	ARB-2206-0023007573	<a href="#">260003-Documents-to-be-filed-0-35.pdf</a>	John Smith	Submission Received and Pending Review	06/19/2022 - 03:49 EST	06/19/2022 - 03:49 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the 'View' link under the 'Details' table header. The user is navigated to the view details page.





## eFile and eServe

### Appeal Details

✓ The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date
There are no statuses to show.		

\* All times displayed in US Eastern Timezone

### Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	ARB-2206-0023007573	<a href="#">260003-Documents-to-be-filed-0-35.pdf</a>	John Smith	Submission Received and Pending Review	06/19/2022 - 03:49 EST	06/19/2022 - 03:49 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Filing Details



eFile Number	ARB-2207-0023007661
eFile Case Number	EFS-ARB-2205-214557
Filing Category	Motion
Filing Type	Motion to Dismiss
Filed Documents	Processing please wait.
Status	Submission Received and Pending Review
Submitted On	07/03/2022 - 07:18 EST
Filing Party	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2207-0023007661	Submission Received and Pending Review	New filing has been submitted.	07/03/2022 - 07:18 EST



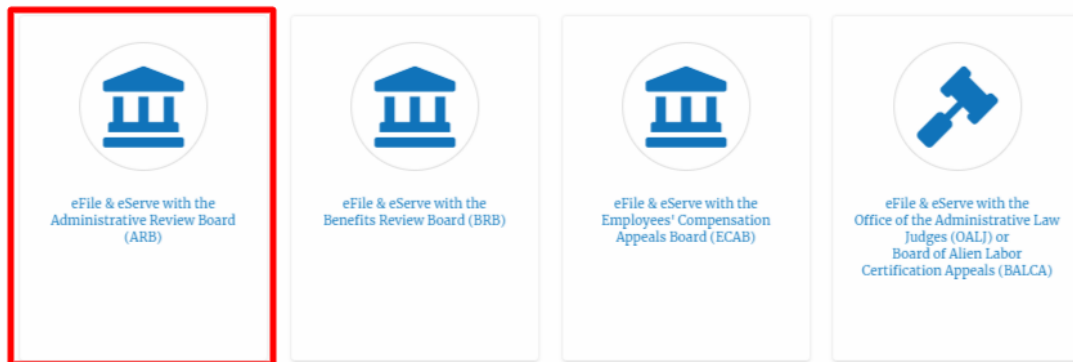


## eFile and eServe

### HOW TO ACCESS SERVINGS IN ARB?

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

#### Dashboard



2. Click on the approved <Docket Number> link. The user is navigated to the case details page.

#### ARB Dashboard

File a New Appeal - ARB Request Access to Appeals Help

#### My Access Requests

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 2 of 2 records View More

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2020-1653</a>	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	<a href="#">View</a>
<a href="#">ARB-2020-0478</a>	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

3. The **Documents Served by ARB** table is showing the served documents list.

#### Documents Served by ARB

Showing 1 of 1 records View More

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000504	ARB_eserve.pdf	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST		09/25/2020 - 07:14 EST

4. Click on the **View More** button to navigate to the **Documents Served by ARB** page.





## eFile and eServe

### Documents Served by ARB

Showing 1 of 1 records [View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000504	<a href="#">ARB_eserve.pdf</a>	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST		09/25/2020 - 07:14 EST

5. Click on the <file name> to access the served document.

### Documents Served by ARB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

Apply

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000501	<a href="#">ARB_eserve.pdf</a>	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST		09/24/2020 - 02:32 EST

6. The Accessed On date and time will be displayed in the column.

### Documents Served by ARB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

Apply

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ARB-2009-000501	<a href="#">ARB_eserve.pdf</a>	ARB test Serving	TEST_SERVE	09/24/2020 - 01:50 EST	09/24/2020 - 02:00 EST	10/20/2020 - 01:39 EST	09/24/2020 - 02:32 EST



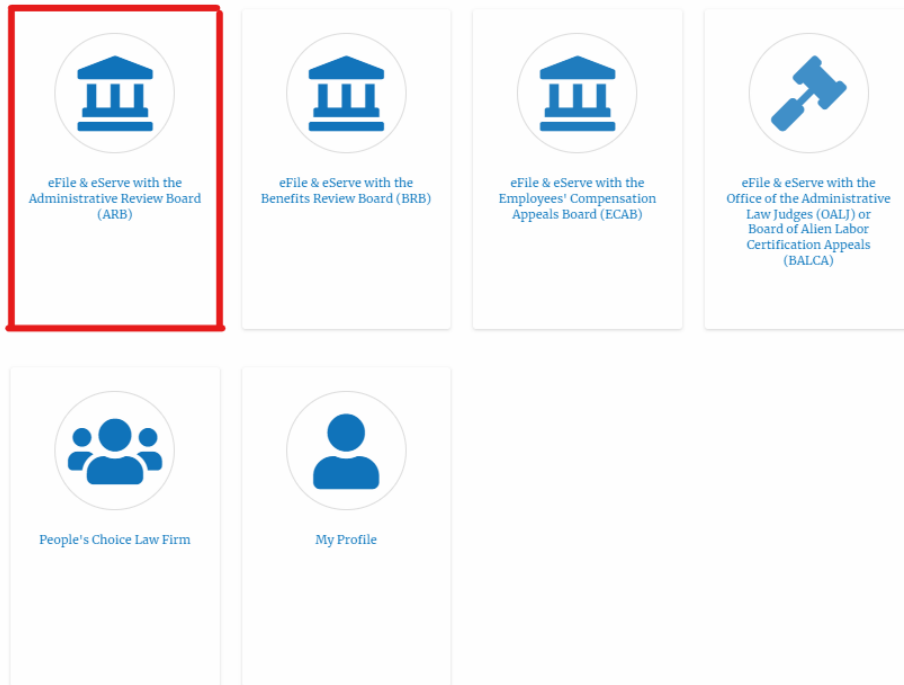


## eFile and eServe

### HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

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

#### Dashboard



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

#### ARB Dashboard

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

#### My Access Requests

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 2 of 2 records [View More](#)

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ARB-2020-1653</a>	ARB-2009-502391	BLA - Black Lung Benefits Act	REVOKED	09/08/2020 - 01:24 EST	<a href="#">View</a>
<a href="#">ARB-2020-0478</a>	ARB-2007-500631	BLA - Black Lung Benefits Act	APPROVED	07/28/2020 - 02:33 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.





### Appeal Details

#### Summary

eFile Case Number	EFS-ARI
Docket Number	ARB-2023
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- From the Organization members table displayed, click on the **Remove Delegation** link under the 'Actions' table header against the user to remove delegation.

#### Organization Members

Organization: Boards Delegation Testing

[Help](#)

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

[Search](#)

Name	Email	User Type	Actions
Dion - John		Attorney	<a href="#">Remove Delegation</a>
Angel George		Attorney	<a href="#">Delegate</a>

- Remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against members changes to "Delegate". And the case will disappear from New Appeal/Accessed Appeals table.





## eFile and eServe

### Organization Members

- ✓ • Removed Dion John's delegated access to this appeal.

Organization: Boards Delegation Testing

[Help](#) ⓘ

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Search

Name	Email	User Type	Actions
Dion - John		Attorney	<a href="#">Delegate</a>
Angel George		Attorney	<a href="#">Delegate</a>





## BRB DASHBOARD AND FLOWS






## eFile and eServe

### HOW TO VIEW BRB DASHBOARD?


1. Click on the BRB tile from the main dashboard page to access the 'BRB' 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 Choice Law Firm



My Profile

2. BRB Dashboard includes buttons File a New Appeal - BRB and Access Appeals.

#### BRB Dashboard

File a New Appeal - BRB Request Access to Appeals Help ?

#### My Access Requests

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
---------------	--------------	-----------	--------	-----------------	---------





## eFile and eServe

- c. The File a New Appeal - BRB button lets users file a new appeal with BRB
  - d. The Request Access to Appeals button lets the user request access to appeals from BRB.
3. BRB Dashboard includes tables **My Access Requests**, **New Appeals**, and **Appeals in Draft State**.
- a. The My Access Requests table lists all the appeals that the user requested access to
  - b. The New Appeals table lists all the appeals that were submitted by the user.
  - c. The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.

[Dashboard](#) [BRB Dashboard](#)

**BRB Dashboard**

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

**Access Requests**

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your account. You can request to access your appeal or you can file a new appeal using the buttons above.							

\* All times displayed in US Eastern Timezone

**New Appeals**

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals you have filed through the system.							

\* All times displayed in US Eastern Timezone

**Appeals in Draft State**

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone





## eFile and eServe

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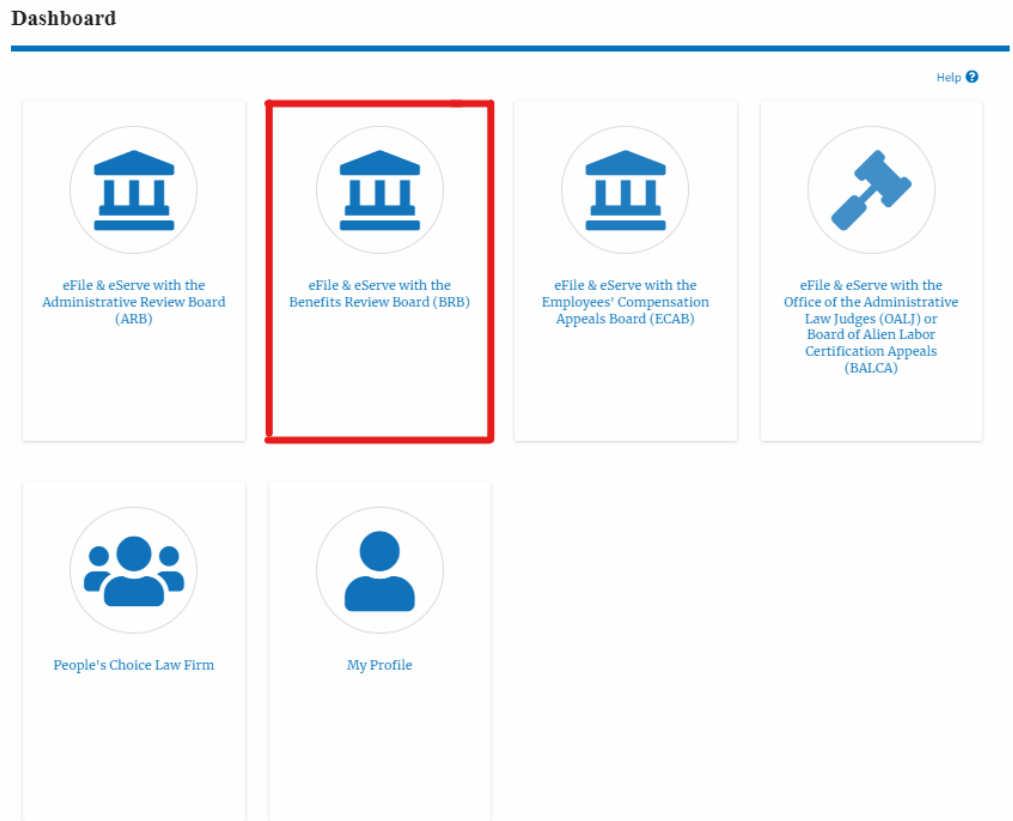




## eFile and eServe

### HOW TO ACCESS APPEALS IN BRB?

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



2. Click on the **Request Access to Appeals** button.



3. Search any appeal and click on the '**Add to Request**' button that is displayed only if one of the appeals is selected.





## eFile and eServe

**Search Appeals** [Help](#)

**Search Appeals**  
EFS-2012-0191

Search using: OALJ Case Number, Docket Number, OWCP Number, Claimant Name or eFile Case Number.

**Advanced Filter**

<b>OALJ Case Number</b> Search OALJ Case Number	<b>Docket Number</b> Search Docket Number	<b>OWCP Number</b> Search OWCP Number
<b>Claimant Name</b> Search Claimant Name		<b>eFile Case Number</b> Search eFile Case Number

You can further filter the appeals using Docket Number, Claimant Name, eFile Case Number.

[Search](#) [Clear Selection and Filters](#) [Clear Filters](#) [Add to Request](#)

Only one appeal can be selected

**Search Results**

Select Cases	Docket Number	OALJ Case Number	Claimant Name	eFile Case Number
<input checked="" type="checkbox"/>	BRB-2012-0191	110428	PNAME132105 MNAME130513 Mikhael	EPS-BRB-1201-080007

[Add to Request](#)

- Request access to an appeal by filling out the mandatory fields and selecting the required organization and delegating the case to any number of members. Click on the **'Submit to DOL'** button.





### Request Access to an Appeal

[Back to Search](#) [Reset](#) [Help ?](#)

	Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	BRB-2012-0194	BLA	095115

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

**eFiler's Organization**

People's Law Firm, 444004 NE.444 ST

**Delegate (Multi-Select)**

**Claimant Last Name \***

**OWCP # (last 4 digits) \***

**Decision Date (Lower Court) \***

MM/DD/YYYY

**Notice of Appearance**

No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

[Submit to DOL](#) [Cancel](#)

- The requested appeal will be shown in your **'My Access Requests'** table with the **'SUBMITTED'** status along with a confirmation message.





## eFile and eServe

### BRB Dashboard

✓ Request to access the appeal has been submitted. [BRB-2012-0191]

Help ?

File a New Appeal - BRB

Request Access to Appeals

### Access Requests

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 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

6. Click on the **View More** button to view all the access requests.

### BRB Dashboard

Help ?

File a New Appeal - BRB

Request Access to Appeals

### Access Requests

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 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

7. All the requested appeals will be listed on the page.

### Access Requests

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.

Help ?

Case Number or eFile Number

Case Type

Status

Search Case Number or eFile Number

-Any-

- Any -

Apply

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
<a href="#">BRB- [REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:37 EST	06/14/2022 - 11:42 EST	Broadway Secondary, ST	<a href="#">View</a>





## eFile and eServe

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

### Access Requests

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.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Case Type</b>	<b>Status</b>	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
BRB- - -	- - -	- - -	-	-	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:37 EST	06/14/2022 - 11:42 EST	Broadway Secondary, ST	<a href="#">View</a>

- The user is displayed with a details popup and can click on the document links which are submitted by the user.

**Access Request Details**

Docket Number	BRB-2023-0012
eFile Case Number	-
eFile Number	-
Board	Benefits Review Board
Case Type	BLA - Black Lung Benefits Act
Status	Submission Received and Pending Review
Submitted On	06/03/2022 - 13:35 EST
Decision Date (Lower Court)	05/01/2022
Notice of Appearance	No document uploaded
OWCP # (last 4 digits)	-
Organization:	People's Law Firm, 444004 NE.444 ST
Filing Party:	-
Submitted By:	-

**Status Update Log**

eFile Number	eFile Status	Comment	Updated On
BRB-2206- -	Submission Received and Pending Review	Request to access the appeal has been submitted.	06/03/2022 - 13:35 EST

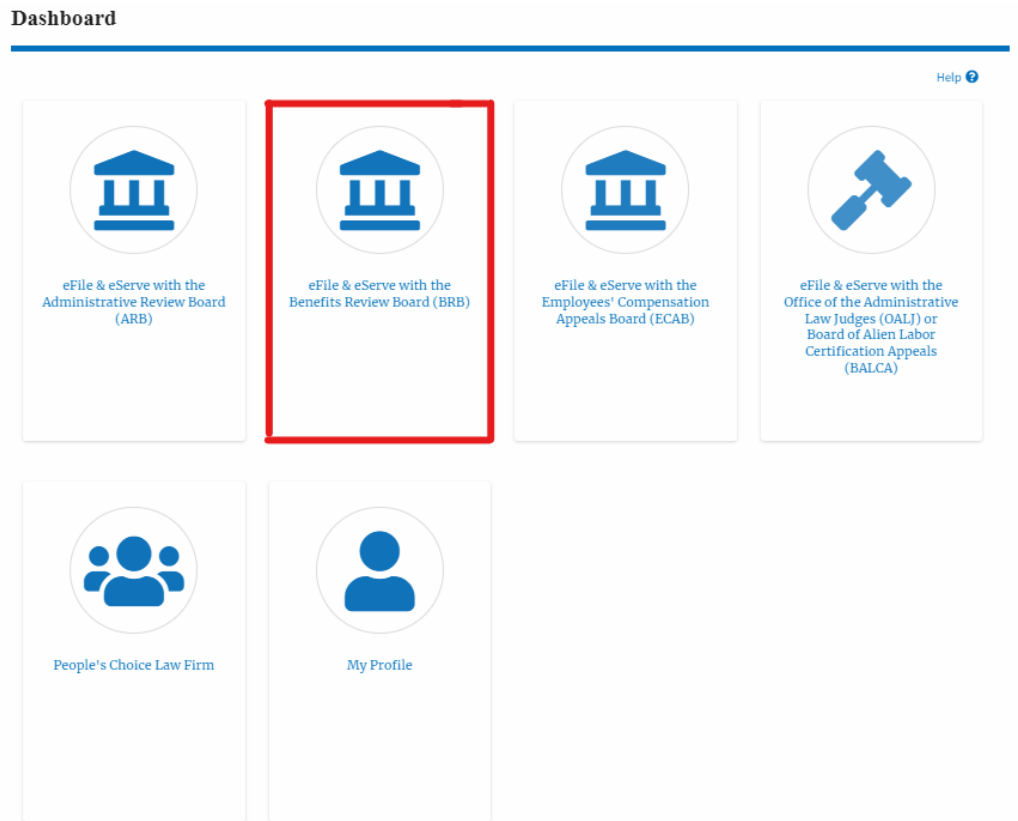




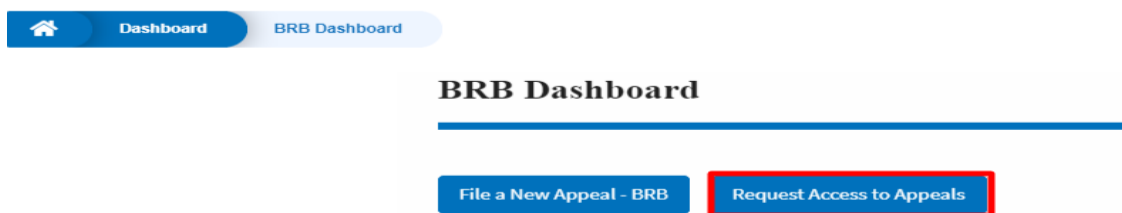
## eFile and eServe

### HOW TO ACCESS APPEALS IN BRB?

2. Click on the BRB tile from the main dashboard.



3. Click on the **Request Access to Appeals** button.



4. Search any appeal and click on the '**Add to Request**' button that is displayed only if one of the appeals is selected.





## eFile and eServe

**Search Appeals** [Help](#)

**Search Appeals**  
EFS-001-0001

Search using: OALJ Case Number, Docket Number, OWCP Number, Claimant Name or eFile Case Number.

**Advanced Filter**

<b>OALJ Case Number</b> Search OALJ Case Number	<b>Docket Number</b> Search Docket Number	<b>OWCP Number</b> Search OWCP Number
<b>Claimant Name</b> Search Claimant Name		<b>eFile Case Number</b> Search eFile Case Number

You can further filter the appeals using Docket Number, Claimant Name, eFile Case Number.

[Search](#) [Clear Selection and Filters](#) [Clear Filters](#) [Add to Request](#)

Only one appeal can be selected

**Search Results**

Select Cases	Docket Number	OALJ Case Number	Claimant Name	eFile Case Number
<input checked="" type="checkbox"/>	BRB-2012-0191	110428	PNAME132105 MNAME130513 Mikhael	EPS-BRB-1201-080007

[Add to Request](#)

- Request access to an appeal by filling out the mandatory fields and selecting the required organization and delegating the case to any number of members. Click on the **'Submit to DOL'** button.





[Help ?](#)

Back to Search
Reset

	Docket Number	Case Type	OALJ Case Number
	E-XXXXXXXXXX	XXXXXX	XXXXXXXXXX

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Select an option**

☐ I am the attorney or party listed in the NoA  
☒ I am a legal staff

**eFiler's Organization**

People's Law Firm, 444004 NE.444 ST

**Select an Attorney/Representative**

John Smith

**Claimant Last Name \***

**OWCP # (last 4 digits) \***

**Decision Date (Lower Court) \***

mm/dd/yyyy





## eFile and eServe

### Notice of Appearance

Choose File No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

Submit to DOL

Cancel

- The requested appeal will be shown in your **'My Access Requests'** table with the **'SUBMITTED'** status along with a confirmation message.

### BRB Dashboard

✓ Request to access the appeal has been submitted. [BRB-2012-0191]

Help

File a New Appeal - BRB

Request Access to Appeals

### Access Requests

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 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

- Click on the **View More** button to view all the access requests.

### BRB Dashboard

File a New Appeal - BRB

Request Access to Appeals

Help

### Access Requests

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 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

- All the requested appeals will be listed on the page.





## eFile and eServe

### Access Requests

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.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Case Type</b>	<b>Status</b>	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
BRB- [redacted] [redacted]	[redacted] [redacted] [redacted]	[redacted] [redacted] [redacted]	[redacted]	[redacted] [redacted]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:37 EST	06/14/2022 - 11:42 EST	Broadway Secondary, ST	<a href="#">View</a>

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

### Access Requests

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.

[Help](#)

<b>Case Number or eFile Number</b>	<b>Case Type</b>	<b>Status</b>	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
BRB- [redacted] [redacted]	[redacted] [redacted] [redacted]	[redacted] [redacted] [redacted]	[redacted]	[redacted] [redacted]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:37 EST	06/14/2022 - 11:42 EST	Broadway Secondary, ST	<a href="#">View</a>

- The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Access Request Details

Docket Number	BRB-2021
eFile Case Number	EFS-BRB-2101
eFile Number	BRB-2206
Board	Benefits Review Board
Case Type	BLA - Black Lung Benefits Act
Status	Submission Accepted as a Filing
Submitted On	06/14/2022 - 11:37 EST
Claimant Name:	
Employer Name:	
Decision Date (Lower Court)	06/13/2022
Notice of Appearance	<a href="#">259408-Document-to-be-filed-0-2.pdf</a>
OWCP # (last 4 digits)	1234
Organization:	Broadway Secondary, 554004 NE.444 ST
Filing Party:	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2206-0023006963	Submission Accepted as a Filing	APPROVED	06/14/2022 - 11:42 EST



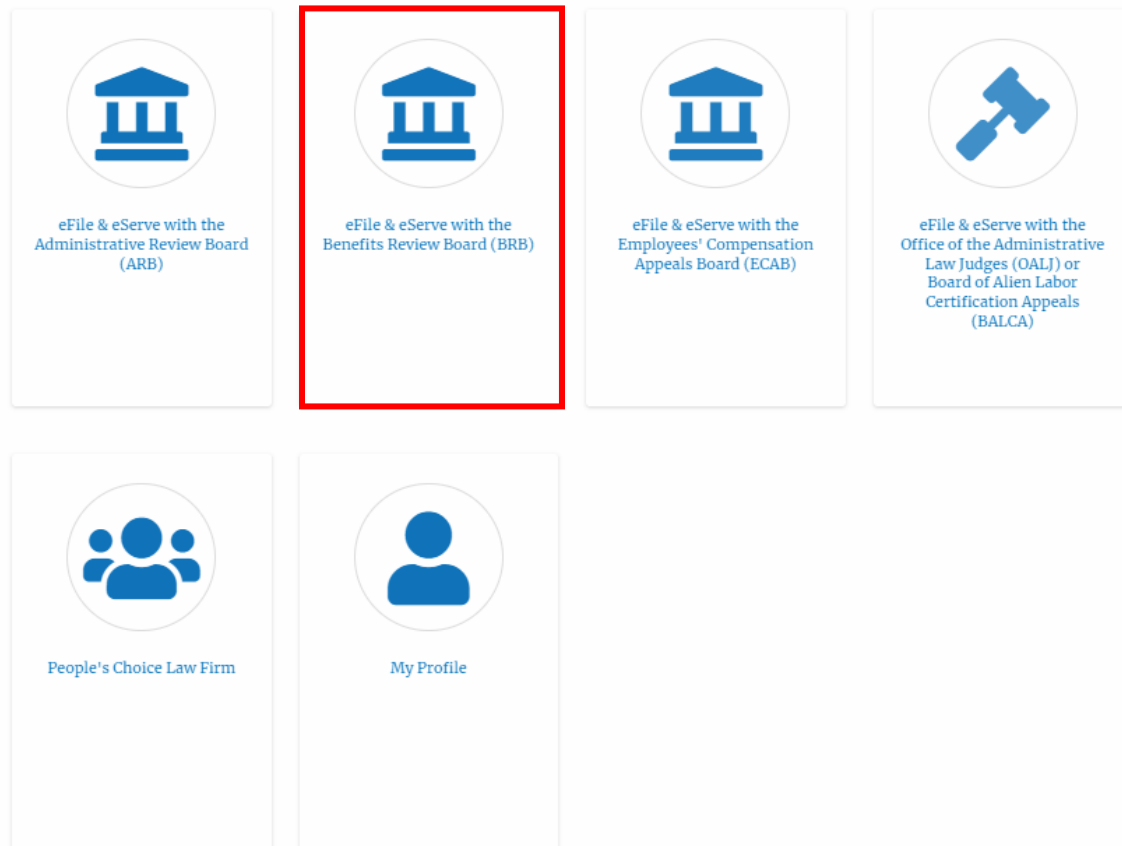


## eFile and eServe

### HOW TO FILE A NEW APPEAL IN BRB?

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

#### Dashboard



2. Click on the **File a New Appeal - BRB** button.



#### BRB Dashboard



3. Click on the **Continue** button from the popup displayed.





## eFile and eServe

### Confirmation

BRB reviews appeals of decisions under the Black Lung Benefits Act, and the Longshore and Harbor Workers' Compensation Act and its extensions—including the Defense Base Act. Appeals to the Board must be filed within 30 days from the date upon which a decision or order has been filed in the Office of the District Director. If you are seeking such a review, please click the "Continue" button below. If you have filed an appeal with the Board, and are trying to file a motion or seeking reconsideration, please "File Motion".

[Continue](#)[Cancel](#)

4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

Note: Fields in pages may change according to each selection on the previous page.





### New Appeal

0%

[Help](#)

[Help ?](#)

Please select your role on this Appeal. If you are a representative, please select the appropriate Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Boards' staff if necessary upon their review.

#### Select an option

- ☒ I am the attorney or party listed in the NoA
- ☐ I am a legal staff

#### Your Organization

People's Law Firm, 444004 NE.444 ST

#### Delegate (Multi-Select)

#### Your Role on this Appeal \*

- Select your role on this appeal -

[Save Draft](#)

[Cancel](#)

[Next](#)





### New Appeal

33%

▼ Help

Benefits Review Board issues final Department decisions in appeals of cases under the Black Lung Benefits Act and the Longshore and Harbor Workers' Compensation Act, and its extensions, including the Defense Base Act. Please select the type of case from the case type drop down listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click "Next" to continue your filing.

Case Type \*

- Select Case Type -

Previous

Save Draft

Cancel

Next





### New Appeal

44%

#### ▼ Help

Please enter the date of the decision that you wish to appeal. This can be found on the decision itself. Please also upload that decision in Adobe PDF format. PDFs of OALJ decisions may be found on the OALJ website located at:  
<https://www.dol.gov/agencies/oalj/apps/keyword-search>

#### Decision Date (Lower Court) \*

mm/dd/yyyy

#### Do you have a decision file to upload?

☐ Yes

☒ No

#### Reconsideration Order Date

mm/dd/yyyy

Previous

Save Draft

Cancel

Next





### New Appeal



#### ▼ Help

Please upload notice of appeal document in PDF format and provide any unique comments if any in the comments block that would be helpful in processing your case

#### Notice of Appeal File \*

No file chosen

Files must be submitted in PDF format and should be no larger than 200MB. *To upload a file please click choose file and find and select the file from your computer*

#### Comments

Enter Comments

[Previous](#)

[Save Draft](#)

[Cancel](#)

[Next](#)





### New Appeal

66%

#### ▼ Help

For BRB cases where the selected case type is DCWC, LDA, or LHCA, please enter the 8-digit Office of Workers' Compensation Programs (OWCP) number found on the first page of the decision you are appealing. Please enter this number without dashes. For example, OWCP number 05-137508 should be entered as 05137508

For BRB cases where the selected case type is BLA, BLO, BTD or MBO, please enter only the last 4 digits of the OWCP number which should be known to you and/or your attorney.

If you need to enter more OWCP Numbers, answering "Yes" to the question "Do you have more OWCP Numbers?" will display additional space for their entry. Please enter as many OWCP Numbers as needed on this form.

Please click "**Next**" to continue your filing.

#### OWCP Number \*

Enter OWCP Number

#### Does your case have any additional OWCP numbers?

☐ Yes

☒ No

#### OALJ Case Number ?

Enter OALJ Case Number

ex. 2013BLA12345

#### Does your case have any additional OALJ Case Numbers?

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next





### New Appeal

77%

▼ Help

Please enter all the parties that are associated with this appeal. Please click the "Add New Party" button to enter them. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case.

If you have changed the OALJ or OWCP numbers, please remove the previously fetched parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ or OWCP numbers.

Add New Party

Reload Parties

#### Case Parties

Your profile information will always be loaded as the first party in the appeal. The following is your information taken from the profile information in your account.

Emma Sunny MA, US-CA Role: Attorney		
Dicrus Mathew Ton, US-IN Role: Amicus	<a href="#">Edit</a>	<a href="#">Remove</a>

Previous

Save Draft

Cancel

Next





### New Appeal

88%

#### ▼ Help

Please review the information below to ensure that the attorneys of record are assigned to the correct parties. Please click "Next" to continue your filing.

#### Party Details

Name	Role
Emma Sunny	Attorney
Dicrus Mathew	Amicus

#### Select the parties represented by Emma Sunny

Dicrus Mathew

#### Claimant in this Appeal \*

Dicrus Mathew

Previous

Save Draft

Cancel

Next





## eFile and eServe

### New Appeal

100%

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- On the final page of the wizard, accept the Terms & Conditions and click on the **'Submit to BRB'** button.

### New Appeal

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- The new appeal will be shown in your **'New Appeals'** table with the **'SUBMITTED'** status along with a confirmation message.





## eFile and eServe

### BRB Dashboard

✓ New appeal request has been submitted.

[Help](#)

[File a New Appeal - BRB](#)

[Request Access to Appeals](#)

### Access Requests

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 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [REDACTED]</a>	[REDACTED]	[REDACTED]	BRB-[REDACTED] [REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
Pending Assignment			BRB-2206-0023007580	BLA - Black Lung Benefits Act	Submission Received and Pending Review	06/21/2022 - 05:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.





## eFile and eServe

### Appeal Details

Docket Number	Pending Assignment
eFile Number	BRB-2206
eFile Case Number	EFS-BRE
Board	BRB
Case Type	BLA - Black Lung Benefits Act
Decision Date (Lower court)	06/01/2022
Decision File	Document not uploaded
Notice of Appeal File	260010-Document-to-be-filed-0-5.pdf
OALJ Case Number	NA
OWCP	1234
Reconsideration Order Date	NA
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	06/21/2022 - 05:41 EST
Filing Party	John Smith
Submitted By	John Smith

### Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Attorney
Dicrus Mathew	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Amicus

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2	Submission Received and Pending Review	New appeal has been submitted.	06/21/2022 - 05:41 EST





## eFile and eServe

### HOW TO FILE A NEW APPEAL IN BRB?

2. 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 Choice Law Firm

My Profile

3. Click on the **File a New Appeal - BRB** button.

Dashboard BRB Dashboard

#### BRB Dashboard

File a New Appeal - BRB Request Access to Appeals

5. Click on the **Continue** button from the popup displayed.





## eFile and eServe

### Confirmation

BRB reviews appeals of decisions under the Black Lung Benefits Act, and the Longshore and Harbor Workers' Compensation Act and its extensions—including the Defense Base Act. Appeals to the Board must be filed within 30 days from the date upon which a decision or order has been filed in the Office of the District Director. If you are seeking such a review, please click the "Continue" button below. If you have filed an appeal with the Board, and are trying to file a motion or seeking reconsideration, please "File Motion".

[Continue](#)[Cancel](#)

6. Fill out all the mandatory fields on each page of the wizard and click the Next button.

Note: Fields in pages may change according to each selection on the previous page.





### New Appeal

0%

#### Help

Help ?

Please select your role on this Appeal. If you are a representative, please select the appropriate Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Boards' staff if necessary upon their review.

#### Select an option

- ☐ I am the attorney or party listed in the NoA
- ☒ I am a legal staff

#### Your Organization

People's Law Firm, 444004 NE.444 ST

#### Select an Attorney/Representative

John Smith

#### Your Role on this Appeal \*

- Select your role on this appeal -

Save Draft

Cancel

Next





### New Appeal

33%

▼ Help

Benefits Review Board issues final Department decisions in appeals of cases under the Black Lung Benefits Act and the Longshore and Harbor Workers' Compensation Act, and its extensions, including the Defense Base Act. Please select the type of case from the case type drop down listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click "Next" to continue your filing.

Case Type \*

- Select Case Type -

Previous

Save Draft

Cancel

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### New Appeal

44%

▼ [Help](#)

Please enter the date of the decision that you wish to appeal. This can be found on the decision itself. Please also upload that decision in Adobe PDF format. PDFs of OALJ decisions may be found on the OALJ website located at:  
<https://www.dol.gov/agencies/oalj/apps/keyword-search>

**Decision Date (Lower Court) \***

mm/dd/yyyy

**Do you have a decision file to upload?**

☐ Yes

☒ No

**Reconsideration Order Date**

mm/dd/yyyy

[Previous](#)

[Save Draft](#)

[Cancel](#)

[Next](#)





### New Appeal



#### ▼ Help

Please upload notice of appeal document in PDF format and provide any unique comments if any in the comments block that would be helpful in processing your case

#### Notice of Appeal File \*

No file chosen

Files must be submitted in PDF format and should be no larger than 200MB. *To upload a file please click choose file and find and select the file from your computer*

#### Comments

Enter Comments

[Previous](#)

[Save Draft](#)

[Cancel](#)

[Next](#)





### New Appeal

66%

#### ▼ Help

For BRB cases where the selected case type is DCWC, LDA, or LHCA, please enter the 8-digit Office of Workers' Compensation Programs (OWCP) number found on the first page of the decision you are appealing. Please enter this number without dashes. For example, OWCP number 05-137508 should be entered as 05137508

For BRB cases where the selected case type is BLA, BLO, BTD or MBO, please enter only the last 4 digits of the OWCP number which should be known to you and/or your attorney.

If you need to enter more OWCP Numbers, answering "Yes" to the question "Do you have more OWCP Numbers?" will display additional space for their entry. Please enter as many OWCP Numbers as needed on this form.

Please click "**Next**" to continue your filing.

#### OWCP Number \*

Enter OWCP Number

#### Does your case have any additional OWCP numbers?

☐ Yes

☒ No

#### OALJ Case Number ?

Enter OALJ Case Number

ex. 2013BLA12345

#### Does your case have any additional OALJ Case Numbers?

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next





### New Appeal

77%

▼ Help

**Please enter all the parties that are associated with this appeal.** Please click the "Add New Party" button to enter them. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case.

If you have changed the OALJ or OWCP numbers, please remove the previously fetched parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ or OWCP numbers.

Add New Party

Reload Parties

#### Case Parties

*Your profile information will always be loaded as the first party in the appeal. The following is your information taken from the profile information in your account.*

---

Emma Sunny  
MA, US-CA  
Role: Attorney

Dicrus Mathew  
Ton, US-IN  
Role: Amicus

Edit

Remove

Previous

Save Draft

Cancel

Next





### New Appeal

88%

#### ▼ Help

Please review the information below to ensure that the attorneys of record are assigned to the correct parties. Please click "Next" to continue your filing.

#### Party Details

Name	Role
Emma Sunny	Attorney
Dicrus Mathew	Amicus

#### Select the parties represented by Emma Sunny

Dicrus Mathew

#### Claimant in this Appeal \*

Dicrus Mathew

Previous

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## eFile and eServe

### New Appeal

100%

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[Previous](#) [Save Draft](#) [Cancel](#) [Preview](#) [Submit to BRB](#)

- On the final page of the wizard, accept the Terms & Conditions and click on the **'Submit to BRB'** button.

### New Appeal

100%

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☒ Accept Above Terms & Conditions

[Previous](#) [Save Draft](#) [Cancel](#) [Preview](#) [Submit to BRB](#)

- The new appeal will be shown in your **'New Appeals'** table with the **'SUBMITTED'** status along with a confirmation message.





## eFile and eServe

### BRB Dashboard

✓ New appeal request has been submitted.

[Help](#)

[File a New Appeal - BRB](#)

[Request Access to Appeals](#)

### Access Requests

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 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [REDACTED]</a>	[REDACTED]	[REDACTED]	BRB-[REDACTED] [REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 1 of 1 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>			BRB-2206-0023007580	BLA - Black Lung Benefits Act	Submission Received and Pending Review	06/21/2022 - 05:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.





## eFile and eServe

### Appeal Details

Docket Number	Pending Assignment
eFile Number	BRB-2206
eFile Case Number	EFS-BRB-2
Board	BRB
Case Type	BLA - Black Lung Benefits Act
Decision Date (Lower court)	06/01/2022
Decision File	Document not uploaded
Notice of Appeal File	260010-Document-to-be-filed-0-5.pdf
OALJ Case Number	NA
OWCP	1234
Reconsideration Order Date	NA
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	06/21/2022 - 05:41 EST
Filing Party	John Smith
Submitted By	Claire Cooper

### Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith	N, VA, Arlington, US-OH, 22202	Attorney
Dicrus Mathew	1200 S FER 2862	Amicus

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2206-0023007580	Submission Received and Pending Review	New appeal has been submitted.	06/21/2022 - 05:41 EST

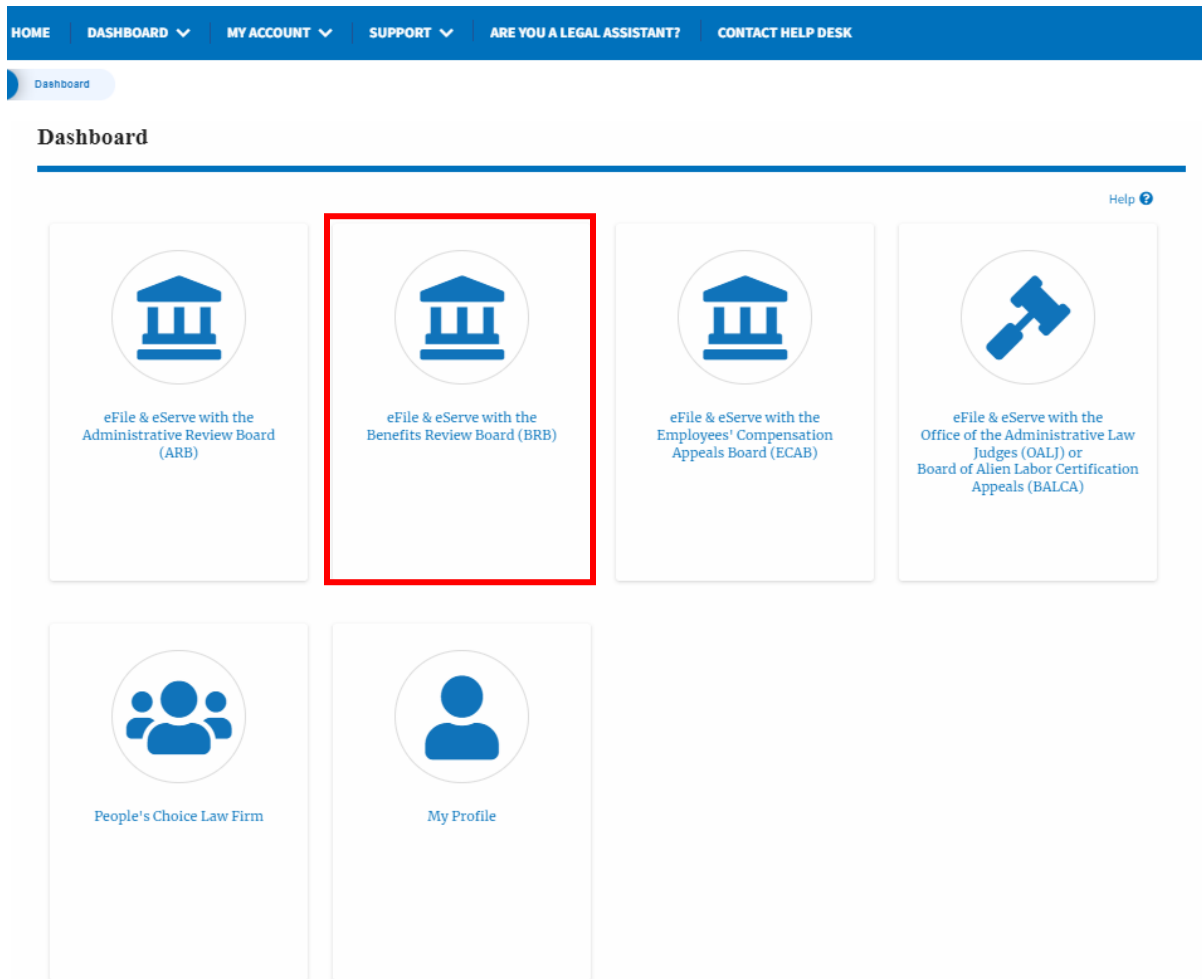




## eFile and eServe

### WHAT ARE THE COMPONENTS ON BRB - APPEAL DETAILS PAGE?

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



2. In the BRB dashboard, click on the approved <Docket Number> link in the **My Access Requests** or **New Appeals** tables. The user is navigated to the appeal details page.





## eFile and eServe

Dashboard BRB Dashboard

### BRB Dashboard

Help ?

File a New Appeal - BRB

Request Access to Appeals

### Access Requests

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 5 of 5 records

View More +

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [REDACTED]</a>	[REDACTED]	[REDACTED]	BRB-2206- 0023006963	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

3. The user will be directed to the appeal details page.





# eFile and eServe

## Appeal Details

### Summary

[Help ?](#)

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-20
Board	BRB
Case Type	LDA
Claimant Name	
Appeal Date	01/12/2012
Decision Date	12/06/2011
prode	FALSE

[Submit a New Filing](#) [Remove From My Dashboard](#) [Delegate Access](#)

### Case Status Details

[Refresh](#)[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

### Filings

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents have been filed to this appeal.								

\* All times displayed in US Eastern Timezone

### Documents Served by BRB

[Showing 1 of 1 records](#) [View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	Test_eServe_BRB-2012-01918741.pdf	Auto generated test servin g	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone

### Parties with Access

The table shows all the parties in the appeal who have access to this appeal

[Showing 4 of 4 records](#) [View More](#)

Name	Address	User Type	Organization
		Attorney	
		Attorney	
		Attorney	Org - Jacky, Address - Jacky 1
Claire Scott	666 street, cincinnati, United States, Ohio, 45201	Attorney	Hardy Labor Support Inc, 666 street

### Parties on Appeal

The table lists all the parties on this appeal.

[Showing 5 of 5 records](#) [View More](#)

Name	Address	Role in the Case
		Carrier Petitioner
		Attorney
		Attorney
		Claimant-Respondent
		Employer Petitioner

### Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			





## eFile and eServe

- The appeal details page includes a summary section that gives a summary of the appeal details.

### Summary

eFile Case Number	EFS-BRB-2
Docket Number	BRB-20
Board	BRB
Case Type	BLA
Claimant Name	M
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

- The appeal details page includes buttons **Submit a New Filing**, and **Delegate Access**.
  - 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
  - If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.

### Summary

eFile Case Number	EFS-BRB-2
Docket Number	BRB-20
Board	BRB
Case Type	BLA
Claimant Name	M
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)





6. The appeal details page includes tables **Case Status Details**, **Filings**, **Documents Served by BRB**, **Parties with Access**, **Parties in this Appeal**, and **Delegated Users**.
  - a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
  - b. The **Filings** table lists all the filings that have been submitted to the appeal.
  - c. **Documents Served by BRB** table lists all the serving issued by the Board on the appeal.
  - d. **Parties with Access** table lists all the parties that have access to this appeal.
  - e. **Parties on the Appeal** table list all the parties that are added to the appeal.
  - f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.





## eFile and eServe

### Case Status Details

[Refresh](#)[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

### Filings

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents have been filed to this appeal.								

\* All times displayed in US Eastern Timezone

### Documents Served by BRB

[Showing 1 of 1 records](#)[View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	Test_eServe_BRB-2012-01 918741.pdf	Auto generated test servin g	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:31 EST

\* All times displayed in US Eastern Timezone

### Parties with Access

The table shows all the parties in the appeal who have access to this appeal

[Showing 4 of 4 records](#)[View More](#)

Name	Address	User Type	Organization
		Attorney	
		Attorney	
		Attorney	Org - Jacky, Address - Jacky 1
Claire Scott	666 street, cincinnati, United States, Ohio, 45201	Attorney	Hardy Labor Support Inc, 666 street

### Parties on Appeal

The table lists all the parties on this appeal.

[Showing 5 of 5 records](#)[View More](#)

Name	Address	Role in the Case
		Carrier Petitioner
		Attorney
		Attorney
		Claimant-Respondent
		Employer Petitioner

### Delegated Users

Name	Address	Delegated By	Organization
------	---------	--------------	--------------

There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.

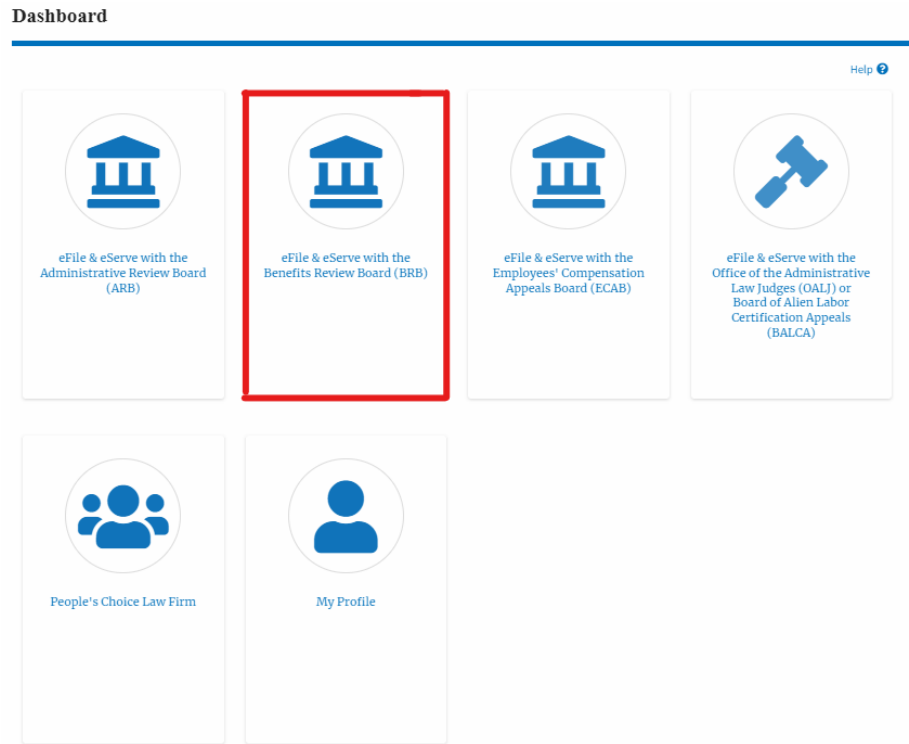




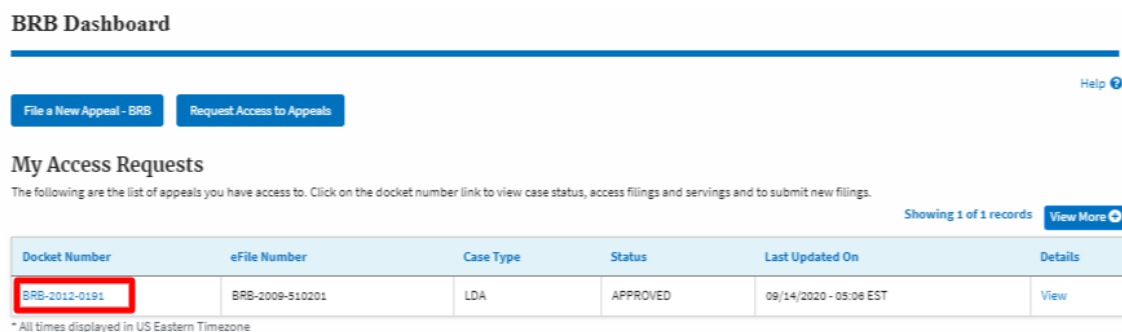
## eFile and eServe

### HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

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



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.



3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.





### Appeal Details

#### Summary

eFile Case Number	
Docket Number	BRB-2
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- From the Organization members table displayed, click on the **Delegate** link under the 'Actions' table header against the user to be delegated.

#### Organization Members

Organization: Boards Delegation Testing

[Help](#)

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

[Search](#)

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Delegate</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

- Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".





## eFile and eServe

### Organization Members

 • Dion John has been delegated to this appeal.

[Help](#)

Organization: Boards Delegation Testing

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Search

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

6. On the Appeal details page, the delegated member will be displayed in the New Appeal/ Accessed Appeals table.

### Delegated Users

Showing 1 of 1 records [View More](#)

Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW

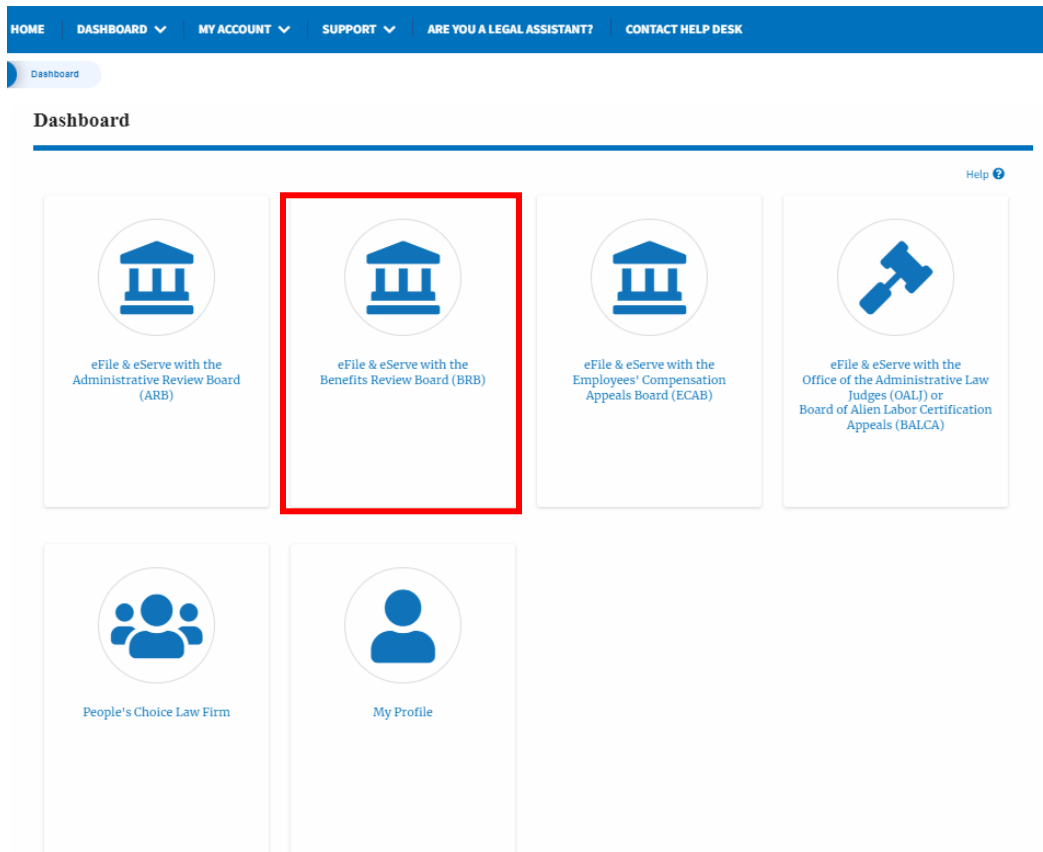




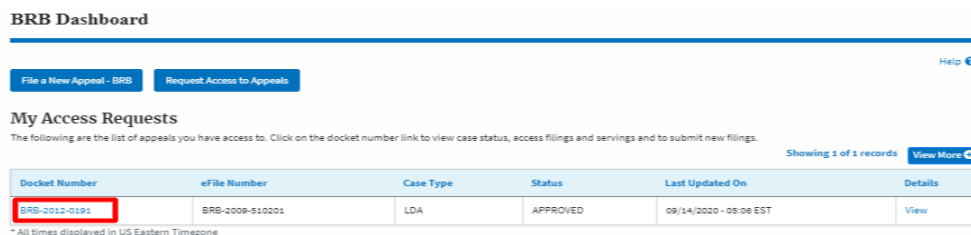
## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?

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



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.



3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page





## eFile and eServe

### Summary

eFile Case Number	EFS-BRB-2
Docket Number	BRB-20
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.





## eFile and eServe

### New Filing to BRB

#### eFiler's Organization

People's Law Firm, 444004 NE.444 ST

[Help](#) ?

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

#### Docket Number

BRB-2/

#### Filing Category \*

- Select a value -

#### File \*

[Choose File](#) No file chosen

Only files with the following extensions are allowed: pdf and size should be less than 200MB

#### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments



I understand that I must comply with the redaction rules. I have read this notice.

**Submit to DOL**

Cancel

5. The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.





## eFile and eServe

### Appeal Details

✓ The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	FNAME132105 MNAME130515 Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
probe	FALSE

[Submit a New Filing](#)

[Remove From My Dashboard](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

### Filings

Showing 1 of 1 records

[View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdraw Appeal	BRB-2009-510204	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 05:18 EST	09/14/2020 - 05:18 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





## eFile and eServe

Appeal Details

Access denied

### Appeal Details



The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-2103-210801
Docket Number	BRB 2
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Showing 2 of 2 records

[View More](#)

Entry Type	Action Name	Event Date
events	100A - AB 1/appeal request received (Attorney Employer Petitioner)	03/19/2021
appeals	Appeal Filed	03/19/2021

\* All times displayed in US Eastern Timezone

### Filings

Showing 4 of 4 records

[View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	BRB 2207-0023007646	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 05:48 EST	07/01/2022 05:48 EST	<a href="#">View</a>

- Click on the **'View'** link under the 'Details' table header. The user is navigated to the view details page.






## eFile and eServe

[Appeal Details](#)[Access Denied](#)

### Appeal Details

 The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-2103-210801
Docket Number	BRB-2
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

### Case Status Details

[Refresh](#)

Showing 2 of 2 records [View More](#)

Entry Type	Action Name	Event Date
events	100A - AB 1/appeal request received (Attorney Employer Petitioner)	03/19/2021
appeals	Appeal Filed	03/19/2021

\* All times displayed in US Eastern Timezone

### Filings

Showing 4 of 4 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	BRB-2207-0023007646	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 05:48 EST	07/01/2022 05:48 EST	<a href="#">View</a>

- The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Filing Details

eFile Number	BRB-2207-0023007646
eFile Case Number	EF
Filing Category	Motion
Filing Type	Change of Address
Filed Documents	<a href="#">260044-Documents-to-be-filed-0-36.pdf</a>
Status	Submission Received and Pending Review
Submitted On	07/01/2022 - 05:48 EST
Filing Party	John Smith
Submitted By:	John Smith

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2207-0023007646	Submission Received and Pending Review	New filing has been submitted.	07/01/2022 - 05:48 EST

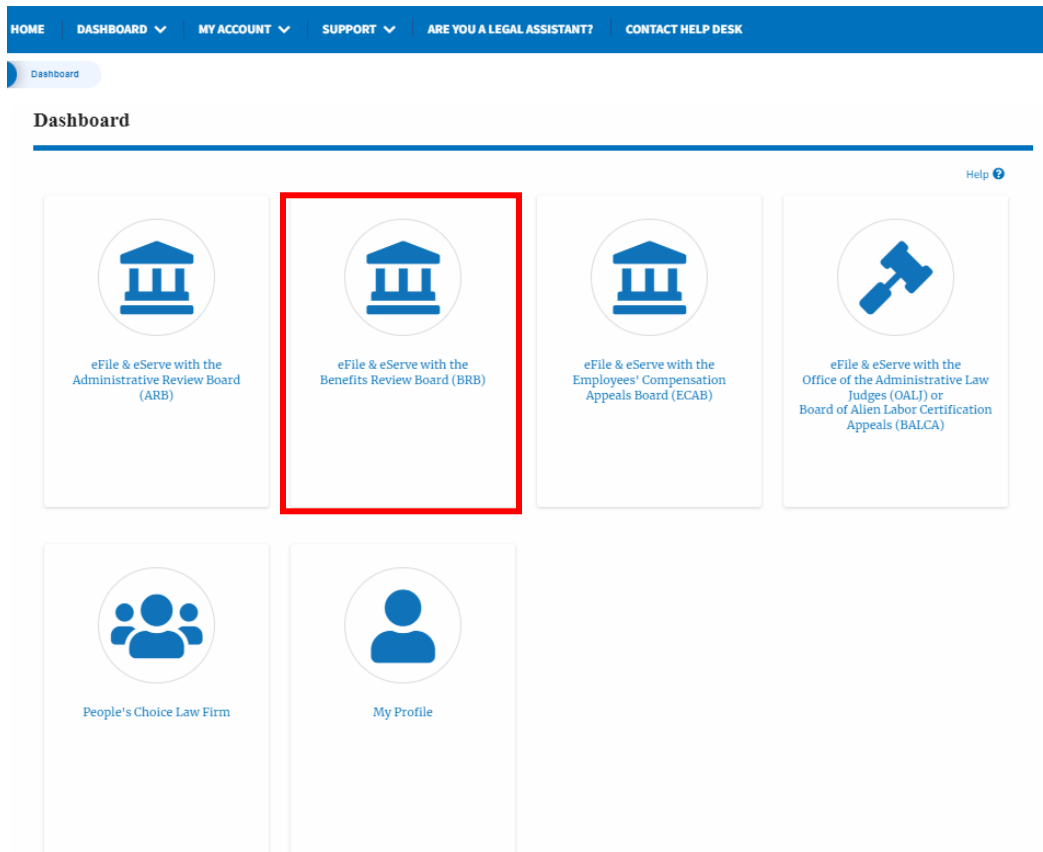




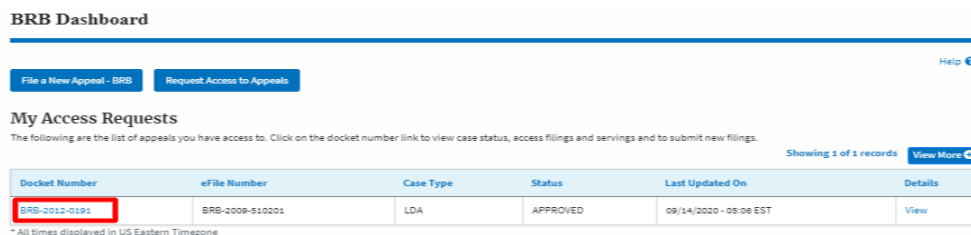
## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?

2. Click on the BRB tile from the main dashboard.



5. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.



6. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page





## eFile and eServe

### Summary

eFile Case Number	EFS-BRB-2
Docket Number	BRB-20
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

7. The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.





## eFile and eServe

### New Filing to BRB

**eFiler's Organization**  

People's Law Firm, 444004 NE.444 ST

**Select an Attorney \***  

John Smith

[Help ?](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Docket Number**  

BRB-20

**Filing Category \***  

- Select a value -

**File \***  

Choose File

No file chosen

Only files with the following extensions are allowed: pdf and size should be less than 200MB

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**  
All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

☒ I understand that I must comply with the redaction rules. I have read this notice.

Submit to DOL

Cancel

- The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.





## eFile and eServe

### Appeal Details

✓ The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	FNAME132105 MNAME130515 Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
probe	FALSE

[Submit a New Filing](#)

[Remove From My Dashboard](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/30/2012	
events	21A - Withdraw appeal (Attorney/Representative-Employer Petitioner)	05/07/2012	
events	14A - Show cause issued (FNAME131840)	04/23/2012	
events	14A - Granted - Show cause issued (FNAME131840)	04/23/2012	

\* All times displayed in US Eastern Timezone

### Filings

Showing 1 of 1 records

[View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdraw Appeal	BRB-2009-510204	Processing please wait.	Emma Sunny	SUBMITTED	09/14/2020 - 05:18 EST	09/14/2020 - 05:18 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





## eFile and eServe

Appeal Details

Access denied

### Appeal Details



The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-2103-210801
Docket Number	BRB 2
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Showing 2 of 2 records

[View More](#)

Entry Type	Action Name	Event Date
events	100A - AB 1/appeal request received (Attorney Employer Petitioner)	03/19/2021
appeals	Appeal Filed	03/19/2021

\* All times displayed in US Eastern Timezone

### Filings

Showing 4 of 4 records

[View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	BRB 2207-0023007646	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 05:48 EST	07/01/2022 05:48 EST	<a href="#">View</a>

- Click on the **'View'** link under the 'Details' table header. The user is navigated to the view details page.





## eFile and eServe

Appeal Details

Access denied

### Appeal Details

✓ The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-BRB-2103-210801
Docket Number	BRB 2
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Showing 2 of 2 records

[View More](#)

Entry Type	Action Name	Event Date
events	100A - AB 1/appeal request received (Attorney Employer Petitioner)	03/19/2021
appeals	Appeal Filed	03/19/2021

\* All times displayed in US Eastern Timezone

### Filings

Showing 4 of 4 records

[View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Change of Address	BRB 2207-0023007646	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 05:48 EST	07/01/2022 05:48 EST	<a href="#">View</a>

9. The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Filing Details

eFile Number	BRB-220
eFile Case Number	EFS-
Filing Category	Motion
Filing Type	Change of Address
Filed Documents	<a href="#">260058-Document-to-be-filed-0-39.pdf</a>
Status	Submission Received and Pending Review
Submitted On	07/03/2022 - 08:00 EST
Filing Party	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2207-0023007662	Submission Received and Pending Review	New filing has been submitted.	07/03/2022 - 08:00 EST






## eFile and eServe


### HOW TO ACCESS SERVING IN BRB?


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 Choice Law Firm

  
My Profile

2. Click on the approved <Docket Number> link. The user is navigated to the case details page.

#### Access Requests

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 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB- [REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>





## eFile and eServe

3. The **Documents Served by BRB** table is showing the served documents list.

### Documents Served by BRB

Showing 1 of 1 records [View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by the BRB** page.

### Documents Served by BRB

Showing 1 of 1 records [View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone

5. Click on the <file name> to access the served document.

### Documents Served by BRB

[Help](#)

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

[Apply](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone

6. The Accessed On date will be displayed in the column.





## eFile and eServe

### Documents Served by BRB

Help

eFile Number

Search eFile Number

File Name

Search File Name

Description

Search Description

File Type

Search File Type

Apply

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-BRB-2008-000461	<a href="#">Test_eServe_BRB-2012-01918741.pdf</a>	Auto generated serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST	10/20/2020 - 02:42 EST	08/29/2020 - 10:21 EST

\* All times displayed in US Eastern Timezone






## eFile and eServe

### HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN BRB?


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 Choice Law Firm



My Profile

2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

#### BRB Dashboard

File a New Appeal - BRB Request Access to Appeals Help ?

#### My Access Requests

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 Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2012-0191</a>	BRB-2009-510201	LDA	APPROVED	09/14/2020 - 05:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





- Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

### Appeal Details

#### Summary

eFile Case Number	
Docket Number	BRB-2
Board	BRB
Case Type	BLA
Claimant Name	
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- From the Organization members table displayed, click on the **Remove Delegation** link under the 'Actions' table header against the user to remove delegation.

#### Organization Members

Organization: Boards Delegation Testing

[Help](#)

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

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

- Remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against members changes to "Delegate".





## eFile and eServe

### Organization Members

- ✓ Removed Dion John's delegated access to this appeal.

### Organization: Boards Delegation Testing

[Help](#)

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Search

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Delegate</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>





## ECAB DASHBOARD AND FLOWS



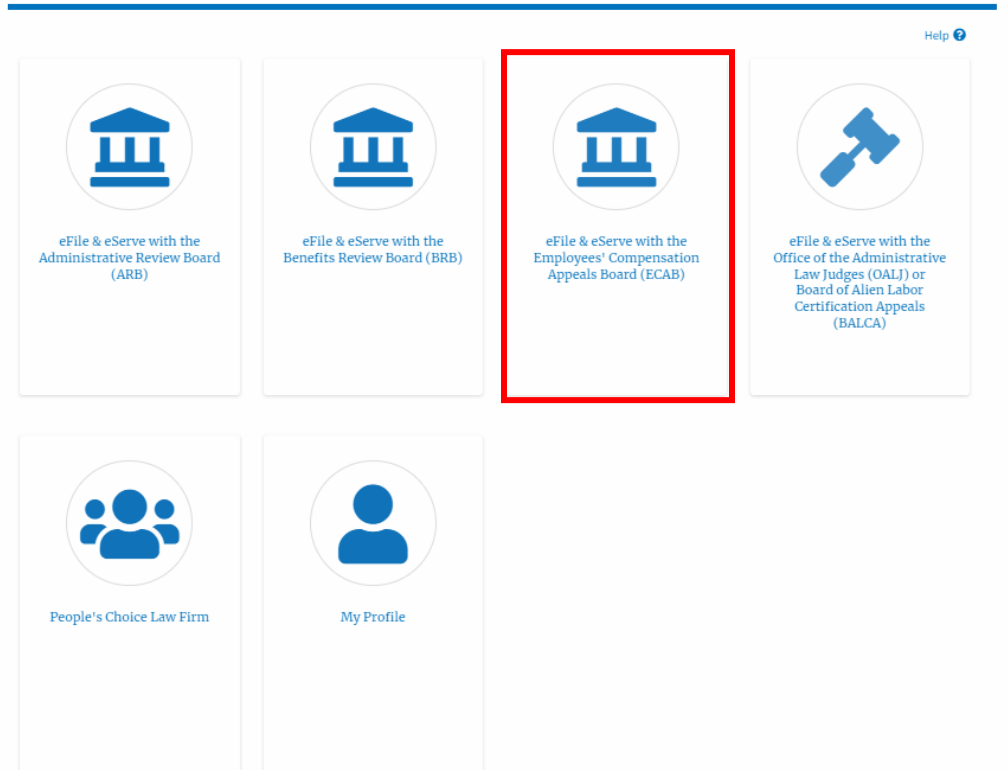


## eFile and eServe

### HOW TO VIEW ECAB DASHBOARD?

1. Click on the ECAB tile from the main dashboard page to access the 'ECAB' dashboard.

#### Dashboard



2. ECAB Dashboard includes buttons File a New Appeal - ECAB and Request Access to Appeals.

#### ECAB Dashboard



- e. The File a New Appeal - ECAB button lets users file a new appeal with ECAB





## eFile and eServe

- f. The Request Access to Appeals button lets the user request access to appeals from ECAB.
3. ECAB Dashboard includes tables **Request Access to Appeals**, **New Appeals**, **Appeals in Draft State**, and **Appeals Awaiting your Signature**.
  - a. The My Access Requests table lists all the appeals that the user requested access to
  - b. The New Appeals table lists all the appeals that were submitted by the user.
  - c. The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.
  - d. The Appeals Awaiting your Signature table lists all the appeals that are awaiting a signature from the user.

### ECAB Dashboard

[File a New Appeal - ECAB](#)

[Request Access to Appeals](#)

[Help](#)

#### Access Requests

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in your account. You can request to access your appeal or you can file a new appeal using the buttons above.							

\* All times displayed in US Eastern Timezone

#### New Appeals

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals you have filed through the system.							

\* All times displayed in US Eastern Timezone

#### Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

\* All times displayed in US Eastern Timezone

#### Appeals Awaiting your Signature

eFile Case Number	eFile Number	Submitted By	Submitted On	Actions
No appeals with a pending second signature.				

\* All times displayed in US Eastern Timezone

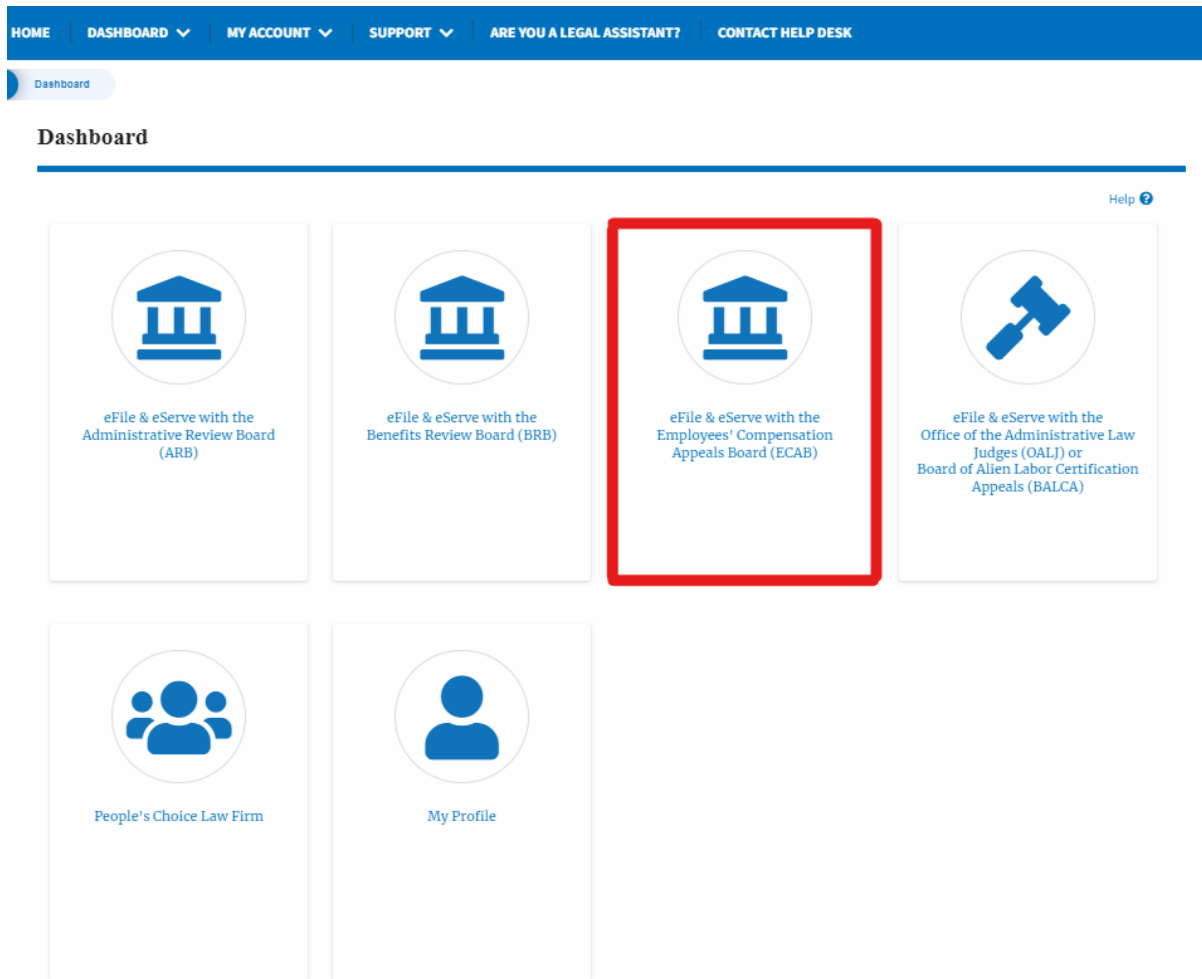




## eFile and eServe

### HOW TO ACCESS APPEALS IN ECAB?

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



2. Click on the **Request Access to Appeals** button.







## eFile and eServe

3. Search any appeal and click on the **'Add to Request'** button that is displayed only if one of the appeals is selected.

### Search Appeals

[Help ?](#)

**Search Appeals**

Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

**Advanced Filter**

**OALJ Case Number ?**

**Docket Number**

**OWCP Number**

**Claimant Name**

**Employer Name**

**eFile Case Number**

You can further filter the appeals using Docket Number, Claimant Name, eFile Case Number, Employer Name.

**Search** **Clear Selection and Filters** **Clear Filters** **Add to Request**

Only one appeal can be selected

**Search Results**

Select Cases	Docket Number	Claimant Name	Employer Name	eFile Case Number	Parties with Access
<input checked="" type="checkbox"/>	ECAB-2012-0128				<a href="#">Parties with Access</a>

**Add to Request**





## eFile and eServe

---

4. Request access to an appeal by filling out the mandatory fields and selecting the required organization and clicking on the '**Submit to DOL**' button.





## eFile and eServe

### Request Access to an Appeal

[Back to Search](#) [Reset](#) [Help ?](#)

	Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	ECAB 2012 0128	FECA	

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

**eFiler's Organization**

People's Law Firm, 444004 NE.444 ST

**Delegate (Multi-Select)**

Att User Three

**Claimant Last Name \***

Enter Claimant Last Name

**OWCP # (last 4 digits) \***

Enter OWCP Number

**Decision Date (Lower Court) \***

mm/dd/yyyy

MM/DD/YYYY

**Notice of Appearance**

[Choose File](#) No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

[Submit to DOL](#) [Cancel](#)

- The requested appeal will be shown in your **'My Access Requests'** table with the **'SUBMITTED'** status along with a confirmation message.





## eFile and eServe

### ECAB Dashboard

✓ Request to access the appeal has been submitted. [ECAB-2012-0128]

Help ?

File a New Appeal - ECAB

Request Access to Appeals

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128				FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

6. Click on the **View More** button to view all the access requests.

### ECAB Dashboard

✓ Request to access the appeal has been submitted. [ECAB-2012-0128]

Help ?

File a New Appeal - ECAB

Request Access to Appeals

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128				FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

7. All the requested appeals will be listed on the page.





## eFile and eServe

### Access Requests

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.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Case Type</b>	<b>Status</b>	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
ECAB-2012-0128			EFS-ECAB-1110-050	ECAB-2207-0023007647	FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	07/01/2022 - 06:08 EST	People's Law Firm, 444004 NE.444 ST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

### Access Requests

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.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Case Type</b>	<b>Status</b>	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
ECAB-2012-0128			EFS-ECAB-1110-050	ECAB-2207-0023007647	FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	07/01/2022 - 06:08 EST	People's Law Firm, 444004 NE.444 ST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Access Request Details



Docket Number	ECAB-2012-0128
eFile Case Number	EFS-ECAE
eFile Number	ECAB
Board	Employees' Compensation Appeals Board
Case Type	FECA
Status	Submission Received and Pending Review
Submitted On	07/01/2022 - 06:08 EST
Claimant Name:	RONALD L JONES
Employer Name:	UNITED STATES POSTAL SERVICE, TAMPA, FL
Decision Date (Lower Court)	06/01/2022
Notice of Appearance	No document uploaded
OWCP# (last 4 digits)	1234
Organization:	People's Law Firm, 444004 NE.444 ST
Filing Party:	John Smith
Submitted By:	John Smith

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-0023007647	Submission Received and Pending Review	Request to access the appeal has been submitted.	07/01/2022 - 06:08 EST





## eFile and eServe

### HOW TO ACCESS APPEALS IN ECAB?

2. Click on the ECAB tile from the main dashboard.

The screenshot shows the main dashboard with a blue navigation bar at the top containing links: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' breadcrumb. The main content area is titled 'Dashboard' and contains six tiles. The third tile from the top left, labeled 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', is highlighted with a red border. The other tiles are: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'People's Choice Law Firm', and 'My Profile'. A 'Help' icon is visible in the top right corner of the dashboard area.

3. Click on the **Request Access to Appeals** button.

The screenshot shows the 'ECAB Dashboard' with a blue navigation bar at the top containing links: a home icon, Dashboard, and ECAB Dashboard. The main content area is titled 'ECAB Dashboard' and contains two buttons. The button on the right, labeled 'Request Access to Appeals', is highlighted with a red border. The button on the left is labeled 'File a New Appeal - ECAB'.





## eFile and eServe

4. Search any appeal and click on the **'Add to Request'** button that is displayed only if one of the appeals is selected.

### Search Appeals

[Help ?](#)

**Search Appeals**

Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

**Advanced Filter**

**OALJ Case Number ?**

**Docket Number**

**OWCP Number**

**Claimant Name**

**Employer Name**

**eFile Case Number**

You can further filter the appeals using Docket Number, Claimant Name, eFile Case Number, Employer Name.

**Search** **Clear Selection and Filters** **Clear Filters** **Add to Request**

Only one appeal can be selected

**Search Results**

Select Cases	Docket Number	Claimant Name	Employer Name	eFile Case Number	Parties with Access
<input checked="" type="checkbox"/>	ECAB-2012-0128				<a href="#">Parties with Access</a>

**Add to Request**





## eFile and eServe

5. Request access to an appeal by filling out the mandatory fields and selecting the required organization and clicking on the **'Submit to DOL'** button.

### Request Access to an Appeal

[Back to Search](#) [Reset](#) [Help ?](#)

	Docket Number	Case Type	OALJ Case Number
<input checked="" type="checkbox"/>	ECAB 2012 0128	FECA	

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Select an option**

☐ I am the attorney or party listed in the NoA

☒ I am a legal staff

**eFiler's Organization**

People's Law Firm, 444004 NE 444 ST

**Select an Attorney/Representative**

John Smith

**Claimant Last Name \***

Enter Claimant Last Name

**OWCP # (last 4 digits) \***

Enter OWCP Number

**Decision Date (Lower Court) \***

mm/dd/yyyy

MM/DD/YYYY

**Notice of Appearance**

[Choose File](#) No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

[Submit to DOL](#) [Cancel](#)





## eFile and eServe

- The requested appeal will be shown in your **'My Access Requests'** table with the **'SUBMITTED'** status along with a confirmation message.

### ECAB Dashboard

Request to access the appeal has been submitted. [ECAB-2012-0128]

[File a New Appeal - ECAB](#) [Request Access to Appeals](#)

[Help](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>				FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the **View More** button to view all the access requests.

### ECAB Dashboard

Request to access the appeal has been submitted. [ECAB-2012-0128]

[File a New Appeal - ECAB](#) [Request Access to Appeals](#)

[Help](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>				FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- All the requested appeals will be listed on the page.





## eFile and eServe

### Access Requests

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.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Case Type</b>	<b>Status</b>	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
ECAB-2012-0128			EFS-ECAB-1110-050	ECAB-2207-0023007647	FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	07/01/2022 - 06:08 EST	People's Law Firm, 444004 NE.444 ST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

### Access Requests

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.

[Help ?](#)

<b>Case Number or eFile Number</b>	<b>Case Type</b>	<b>Status</b>	
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>

Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Details
ECAB-2012-0128			EFS-ECAB-1110-050	ECAB-2207-0023007647	FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	07/01/2022 - 06:08 EST	People's Law Firm, 444004 NE.444 ST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Access Request Details



Docket Number	ECAB-2012-
eFile Case Number	EFS-E
eFile Number	ECA
Board	Employees' Compensation Appeals Board
Case Type	FECA
Status	Submission Received and Pending Review
Submitted On	07/01/2022 - 06:08 EST
Claimant Name:	
Employer Name:	UNITED STATES POSTAL SERVICE, TAMPA, FL
Decision Date (Lower Court)	06/01/2022
Notice of Appearance	No document uploaded
OWCP # (last 4 digits)	
Organization:	People's Law Firm, 444004 NE.444 ST
Filing Party:	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-0023007647	Submission Received and Pending Review	Request to access the appeal has been submitted.	07/01/2022 - 06:08 EST





## eFile and eServe

### HOW TO FILE A NEW APPEAL IN ECAB?

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

The screenshot shows the main dashboard with a blue navigation bar at the top containing links: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' breadcrumb. The main content area is titled 'Dashboard' and contains six tiles. The third tile, 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', is highlighted with a red border. The other tiles are: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'People's Choice Law Firm', and 'My Profile'. A 'Help' icon is visible in the top right corner of the dashboard area.

2. Click on the **File a New Appeal - ECAB** button.

The screenshot shows the 'ECAB Dashboard' with a blue navigation bar at the top containing links: a home icon, Dashboard, and ECAB Dashboard. The main content area is titled 'ECAB Dashboard'. Below the title, there are two buttons: 'File a New Appeal - ECAB' and 'Request Access to Appeals'. The 'File a New Appeal - ECAB' button is highlighted with a red border.





## eFile and eServe

---

3. Click on the **Continue** button from the popup displayed.

**Confirmation** ✕

You are currently attempting to file a new appeal before the Employees' Compensation Appeals Board (ECAB). Please note that the Board's review of a case is limited to the evidence that was in the case record before the Office of Workers' Compensation Programs (OWCP) at the time of its final decision. Thus, the Board is precluded from reviewing additional evidence for the first time on appeal. If you wish to submit additional evidence in support of your claim, you should consult the OWCP website if appropriate and submit a request for reconsideration before OWCP rather than a new appeal before ECAB. Please confirm that you wish to file a new appeal by clicking "Continue" below.

4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

**Note:** Fields in pages may change according to each selection on the previous page.





## eFile and eServe

### New Appeal

0%

Help

Help ?

Please enter your role in this appeal. According to the Board's Rules of Procedure any person adversely affected by a final decision of OWCP, or his or her authorized Representative, may file for review of such decision by the Board. An appellant is any person adversely affected by a final decision or order of the OWCP who files an appeal to the Board. A representative is an individual properly authorized by an Appellant in writing to act for the Appellant in connection with an appeal before the Board. The Representative may be any individual or an attorney who has been admitted to practice and who is in good standing with any court of competent jurisdiction.

**Select an option**  
☒ I am the attorney or party listed in the NoA  
☐ I am a legal staff

**Your Organization**  
People's Law Firm, 444004 NE.444 ST

**Delegate (Multi-Select)**  
Att User Three

**Your Role on this Appeal \***  
- Select your role on this appeal -

**Is this an appeal on behalf of an estate, widow, widower, or dependent child?**  
☐ Yes  
☒ No

[Save Draft](#) [Cancel](#) [Next](#)





## eFile and eServe

### New Appeal

33%

#### Help

Under the Board's Rules of Procedure, an appellant must sign the notice of appeal. A filing made electronically through the Board's case management system by a registered user containing the appellant's name in an appropriate signature block constitutes the appellant's signature.

In order to submit appellant's signature, please enter their full name in the box below, certifying that you are their duly authorized attorney/representative. Please also provide appellant's email address if they have one. They will receive an email, prompting them to register with this system so that they may electronically check the status of their appeal.

*By entering appellant's name below I certify that I am authorized to file this appeal on their behalf.*

**Appellant's Full Name \***

**Appellant's email address**

Previous

Save Draft

Cancel

Next





## eFile and eServe

### New Appeal

44%

▼ Help

Your appeal will be subject to dismissal unless you provide the OWCP decision date you are appealing. An appeal must be filed within 180 days following the date of the OWCP decision(s) being appealed. If your appeal is not timely filed, you must attach a statement with supporting documentation establishing compelling circumstances which prevented timely filing.

**Date of OWCP decision being appealed \***

**Do you have a second decision date?**  
☐ Yes  
☒ No

Previous

Save Draft

Cancel

Next

### New Appeal

66%

▼ Help

Please enter the OWCP File Number associated with the OWCP decision(s) being appealed. If you wish to file an appeal concerning another OWCP File Number, please file a separate appeal

**OWCP File (Claim) Number \***  
  
Enter the 9 digit OWCP number

Previous

Save Draft

Cancel

Next





### New Appeal

77%

▼ Help

If Oral argument is requested, your request will be granted or denied in the Board's discretion pursuant to the Board's Rules of Procedure (20 C.F.R. § 501.5). Should your request for oral argument be denied, the appeal will be decided on the record. If you are requesting oral argument, you must state the specific issue(s) to be argued and state in detail the specific reasons that an oral argument is necessary as part of your appeal. The issues and supporting statement need not be long, but they should be as clear and specific as possible. PLEASE NOTE: By requesting Oral Argument you are confirming that you will appear in Washington, DC at your own expense if oral argument is granted. Oral arguments are only held in Washington, DC. The Board does not pay for travel or any other expenses, related to attending oral argument. Evidence that was not in the case record at the time of the decision(s) appealed to ECAB cannot be submitted to the Board at oral argument.

Oral Argument Requested

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next





### New Appeal

88%

▼ Help

Briefly state the specific reasons for your disagreement with the decision of OWCP.

Appeal Reason \*

Enter Appeal Reason

Previous

Save Draft

Cancel

Next





## eFile and eServe

### New Appeal

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☒

Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to ECAB

- On the final page of the wizard, accept the Terms & Conditions and click on the **'Submit to ECAB'** button.

Note: If the filer is Appellant, it will be going for a second signature.

### New Appeal

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☒

Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to ECAB





## eFile and eServe

- The new appeal will be shown in your **'New Appeals'** table with the **'Submission Received and Pending Review'** status along with a confirmation message.

### ECAB Dashboard

 New appeal request has been submitted.

[Help ?](#)

[File a New Appeal - ECAB](#) [Request Access to Appeals](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>			ECAB-2207-0023007647	FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>			<a href="#">ECAB-2207-0023007648</a>	FECA	Submission Received and Pending Review	07/01/2022 - 06:30 EST	<a href="#">View</a>

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.





## eFile and eServe

### Appeal Details

Docket Number	Pending Assignment
eFile Number	ECAB-2207-0023007648
eFile Case Number	EFS-ECAB-2207-215336
Board	ECAB
Case Type	FECA
Decision Date (Lower court)	06/01/2022
Decision Date 2	NA
Oral Argument Requested	No
OWCP	123456789
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	07/01/2022 - 06:30 EST
Filing Party	John Smith
Submitted By	John Smith

### Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Attorney
[REDACTED]	US-DC,	Appellant

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-0023007648	Submission Received and Pending Review	New appeal has been submitted.	07/01/2022 - 06:30 EST





## eFile and eServe

### HOW TO FILE A NEW APPEAL IN ECAB?

- Click on the ECAB tile from the main dashboard.

The screenshot shows the main dashboard with a blue navigation bar at the top containing links: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' breadcrumb. The main content area is titled 'Dashboard' and contains six tiles. The third tile, 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', is highlighted with a red border. The other tiles are: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'People's Choice Law Firm', and 'My Profile'. A 'Help' icon is visible in the top right corner of the dashboard area.

- Click on the **File a New Appeal - ECAB** button.

The screenshot shows the 'ECAB Dashboard' with a blue navigation bar at the top containing links: HOME, Dashboard, and ECAB Dashboard. The main content area is titled 'ECAB Dashboard' and contains two buttons. The first button, 'File a New Appeal - ECAB', is highlighted with a red border. The second button is 'Request Access to Appeals'.





## eFile and eServe

---

- Click on the **Continue** button from the popup displayed.

**Confirmation** ✕

You are currently attempting to file a new appeal before the Employees' Compensation Appeals Board (ECAB). Please note that the Board's review of a case is limited to the evidence that was in the case record before the Office of Workers' Compensation Programs (OWCP) at the time of its final decision. Thus, the Board is precluded from reviewing additional evidence for the first time on appeal. If you wish to submit additional evidence in support of your claim, you should consult the OWCP website if appropriate and submit a request for reconsideration before OWCP rather than a new appeal before ECAB. Please confirm that you wish to file a new appeal by clicking "Continue" below.

- Fill out all the mandatory fields on each page of the wizard and click the Next button.

**Note:** Fields in pages may change according to each selection on the previous page.





### New Appeal

0%

Help ?

Please enter your role in this appeal. According to the Board's Rules of Procedure any person adversely affected by a final decision of OWCP, or his or her authorized Representative, may file for review of such decision by the Board. An appellant is any person adversely affected by a final decision or order of the OWCP who files an appeal to the Board. A representative is an individual properly authorized by an Appellant in writing to act for the Appellant in connection with an appeal before the Board. The Representative may be any individual or an attorney who has been admitted to practice and who is in good standing with any court of competent jurisdiction.

Select an option

☐ I am the attorney or party listed in the NoA

☒ I am a legal staff

Your Organization

People's Law Firm, 444004 NE 444 ST

Select an Attorney/Representative

John Smith

Your Role on this Appeal \*

Attorney/Lay Representative

Is this an appeal on behalf of an estate, widow, widower, or dependent child?

☐ Yes

☒ No

Save Draft

Cancel

Next





## eFile and eServe

### New Appeal

33%

#### Help

Under the Board's Rules of Procedure, an appellant must sign the notice of appeal. A filing made electronically through the Board's case management system by a registered user containing the appellant's name in an appropriate signature block constitutes the appellant's signature.

In order to submit appellant's signature, please enter their full name in the box below, certifying that you are their duly authorized attorney/representative. Please also provide appellant's email address if they have one. They will receive an email, prompting them to register with this system so that they may electronically check the status of their appeal.

*By entering appellant's name below I certify that I am authorized to file this appeal on their behalf.*

**Appellant's Full Name \***

**Appellant's email address**

Previous

Save Draft

Cancel

Next





## eFile and eServe

### New Appeal

44%

▼ Help

Your appeal will be subject to dismissal unless you provide the OWCP decision date you are appealing. An appeal must be filed within 180 days following the date of the OWCP decision(s) being appealed. If your appeal is not timely filed, you must attach a statement with supporting documentation establishing compelling circumstances which prevented timely filing.

**Date of OWCP decision being appealed \***

**Do you have a second decision date?**  
☐ Yes  
☒ No

Previous

Save Draft

Cancel

Next

### New Appeal

66%

▼ Help

Please enter the OWCP File Number associated with the OWCP decision(s) being appealed. If you wish to file an appeal concerning another OWCP File Number, please file a separate appeal

**OWCP File (Claim) Number \***  
  
Enter the 9 digit OWCP number

Previous

Save Draft

Cancel

Next





### New Appeal

77%

▼ Help

If Oral argument is requested, your request will be granted or denied in the Board's discretion pursuant to the Board's Rules of Procedure (20 C.F.R. § 501.5). Should your request for oral argument be denied, the appeal will be decided on the record. If you are requesting oral argument, you must state the specific issue(s) to be argued and state in detail the specific reasons that an oral argument is necessary as part of your appeal. The issues and supporting statement need not be long, but they should be as clear and specific as possible. PLEASE NOTE: By requesting Oral Argument you are confirming that you will appear in Washington, DC at your own expense if oral argument is granted. Oral arguments are only held in Washington, DC. The Board does not pay for travel or any other expenses, related to attending oral argument. Evidence that was not in the case record at the time of the decision(s) appealed to ECAB cannot be submitted to the Board at oral argument.

Oral Argument Requested

☐ Yes

☒ No

Previous

Save Draft

Cancel

Next





### New Appeal

88%

▼ Help

Briefly state the specific reasons for your disagreement with the decision of OWCP.

Appeal Reason \*

Enter Appeal Reason

Previous

Save Draft

Cancel

Next





## eFile and eServe

### New Appeal

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☒

Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to ECAB

- On the final page of the wizard, accept the Terms & Conditions and click on the **'Submit to ECAB'** button.

Note: If the filer is Appellant, it will be going for a second signature.

### New Appeal

100%

**Terms & Conditions**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

☒

Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to ECAB





## eFile and eServe

- The new appeal will be shown in your **'New Appeals'** table with the **'Submission Received and Pending Review'** status along with a confirmation message.

### ECAB Dashboard

 New appeal request has been submitted.

[File a New Appeal - ECAB](#) [Request Access to Appeals](#)

[Help](#)

### Access Requests

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	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>			ECAB-2207-0023007647	FECA	Submission Received and Pending Review	07/01/2022 - 06:08 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>			ECAB-2207-0023007648	FECA	Submission Received and Pending Review	07/01/2022 - 06:30 EST	<a href="#">View</a>

- Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.





## eFile and eServe

### Appeal Details



Docket Number	Pending Assignment
eFile Number	ECAB-2207-0023007648
eFile Case Number	EFS-ECAB-2207-215336
Board	ECAB
Case Type	FECA
Decision Date (Lower court)	06/01/2022
Decision Date 2	NA
Oral Argument Requested	No
OWCP	123456789
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	07/01/2022 - 06:30 EST
Filing Party	John Smith
Submitted By	Claire Cooper

### Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Attorney
[REDACTED]	[REDACTED]	Appellant

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-0023007648	Submission Received and Pending Review	New appeal has been submitted.	07/01/2022 - 06:30 EST





## eFile and eServe

### WHAT ARE THE COMPONENTS ON ECAB - APPEAL DETAILS PAGE?

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

Dashboard navigation: HOME | DASHBOARD ▾ | MY ACCOUNT ▾ | SUPPORT ▾ | ARE YOU A LEGAL ASSISTANT? | CONTACT HELP DESK

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 Choice Law Firm

My Profile

2. In the ECAB dashboard, click on the approved <Docket Number> link **My Access Requests** or **New Appeals** tables. The user is navigated to the appeal details page.

#### New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
Pending Assignment			ECAB-2207-0023007648	FECA	Submission Received and Pending Review	07/01/2022 - 06:30 EST	<a href="#">View</a>
<a href="#">ECAB-2023-0022</a>			ECAB-2205-0023006708	FECA	Submission Accepted as a Filing	05/29/2022 - 05:31 EST	<a href="#">View</a>

3. The user will be directed to the appeal details page.





## eFile and eServe

### Appeal Details

#### Summary

eFile Case Number	EPS-ECAB-2205-214600
Desktop Number	ECAB-2023-0022
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

#### Case Status Details

[Refresh](#)





## eFile and eServe

Entry Type	Action Name	Event Date ▾	File Name
decision	Decision issued: C1 - D&O - Affirmed	05/18/2012	
events	128 - Submitted to Docket for issuance	05/17/2012	
events	114 - Panel assigned/case placed on Board agenda	05/14/2012	
appeals	Case processable	11/22/2011	
events	27A - Granted - Acknowledgement letter sent (FNAME89125)	11/07/2011	

\* All times displayed in US Eastern Timezone

### Filings

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents have been filed to this appeal.								

\* All times displayed in US Eastern Timezone

### Documents Served by ECAB

Showing 1 of 1 records [View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated test serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone

### Parties with Access

The table shows all the parties in the appeal who have access to this appeal

Showing 4 of 4 records [View More](#)

Name	Address	User Type	Organization
Amy DeRocher	OWCP-DFEC, Jacksonville, United States, Florida, 32202	Individual	
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Jacky Jacky	Address, Address, United States, Iowa, 44556	Attorney	Joseph's Org, adrsstest
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1

### Parties on Appeal

The table lists all the parties on this appeal.

Showing 2 of 2 records [View More](#)

Name	Address	Role in the Case
Alan Shapiro	8 SHAKER GLEN, SHAKER HEIGHTS, OH, 44122	Attorney
RONALD JONES	1416 TERRA PALMA DR, FT MEYERS, FL, 33901	Appellant

### Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			

- The appeal details page includes a summary section that gives a summary of the appeal details.





### Appeal Details

#### Summary

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	RONALD L JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE

5. The appeal details page includes buttons **Submit a New Filing**, and **Delegate Access**.
  - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
  - b. If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.

### Appeal Details

#### Summary

eFile Case Number	EFS-ECAB-2205-214600
Docket Number	ECAB-2023-0022
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

#### Case Status Details

[Refresh](#)

6. The appeal details page includes tables **Case Status Details**, **Filings**, **Servings**, **Parties with Access**, **Parties in this Appeal**, and **Delegated Users**.





## eFile and eServe

---

- a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
- b. The **Filings** table lists all the filings that have been submitted to the appeal.
- c. **Documents Served by ECAB** table lists all the serving issued by the Board on the appeal.
- d. **Parties with Access** table lists all the parties that have access to this appeal.
- e. **Parties on the Appeal** table lists all the parties that are added to the appeal.
- f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.





## eFile and eServe

### Case Status Details

[Refresh](#)[View More](#)

Entry Type	Action Name	Event Date	File Name
decision	Decision issued: C1 - D&O - Affirmed	05/18/2012	
events	128 - Submitted to Docket for issuance	05/17/2012	
events	114 - Panel assigned/case placed on Board agenda	05/14/2012	
appeals	Case processable	11/22/2011	
events	27A - Granted - Acknowledgement letter sent (FNAME89125)	11/07/2011	

\* All times displayed in US Eastern Timezone

### Filings

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents have been filed to this appeal.								

\* All times displayed in US Eastern Timezone

### Documents Served by ECAB

[Showing 1 of 1 records](#) [View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-01285233.pdf	Auto generated test serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone

### Parties with Access

The table shows all the parties in the appeal who have access to this appeal

[Showing 4 of 4 records](#) [View More](#)

Name	Address	User Type	Organization
Amy DeRocher	OWCP-DFEC, Jacksonville, United States, Florida, 32202	Individual	
Tiju Issac	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435	Attorney	Wingstein and Dragger Attorneys of Law, 56 Constitution Ave
Jacky Jacky	Address, Address, United States, Iowa, 44556	Attorney	Joseph's Org, adrsstest
Sunny Mathew	Address, City, United States, Arkansas, 12343	Attorney	Org - Jacky, Address - Jacky 1

### Parties on Appeal

The table lists all the parties on this appeal.

[Showing 2 of 2 records](#) [View More](#)

Name	Address	Role in the Case
Alan Shapiro	8 SHAKER GLEN, SHAKER HEIGHTS, OH, 44122	Attorney
RONALD JONES	1416 TERRA PALMA DR, FT MEYERS, FL, 33901	Appellant

### Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			






## eFile and eServe

### HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?


1. Click on the ECAB 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 Choice Law Firm



My Profile

2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

#### ECAB Dashboard

File a New Appeal - ECAB Request Access to Appeals Help ?

#### My Access Requests

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 2 of 2 records View More ?

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>	ECAB-2009-910206	FECA	APPROVED	09/14/2020 - 07:56 EST	<a href="#">View</a>
ECAB-2020-2454	ECAB-2009-902902	FECA	SUBMITTED	09/10/2020 - 03:04 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone





- Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

### Appeal Details

#### Summary

eFile Case Number	EFS-EC
Docket Number	ECAB-2023
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- From the Organization members table displayed, click on the **Delegate** link under the 'Actions' table header against the user to be delegated.

#### Organization Members

Organization: Boards Delegation Testing

[Help](#)

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

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Delegate</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

- Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".





## eFile and eServe

### Organization Members

 • Dion John has been delegated to this appeal.

[Help](#)

Organization: Boards Delegation Testing

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Search

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

6. On the Appeal details page, the delegated member will be displayed in the Accessed Appeal/New Appeal table.

### Delegated Users

Showing 1 of 1 records [View More](#)

Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW

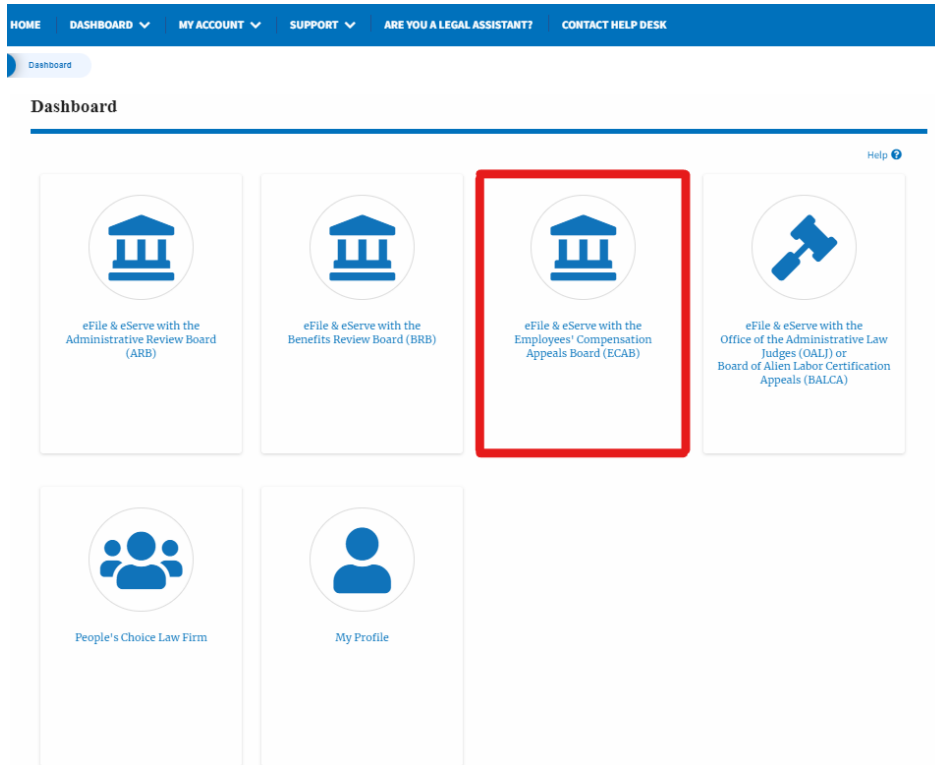




## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

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



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

#### ECAB Dashboard

File a New Appeal - ECAB Request Access to Appeals Help

#### My Access Requests

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 2 of 2 records View More

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:58 EST	View
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	View

\* All times displayed in US Eastern Timezone

3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page





### Appeal Details

---

#### Summary

eFile Case Number	EFS-ECAB-2205-214600
Docket Number	ECAB-2023-0022
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.





## eFile and eServe

### New Filing to ECAB

**eFiler's Organization**  
  
[Help ?](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Docket Number**

**Filing Category \***

**File \***  

No file chosen

Only files with the following extensions are allowed: pdf and size should be less than 200MB

- The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.





## eFile and eServe

### Appeal Details



The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-ECAB-2205-214600
Docket Number	ECAB-2023-0022
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date
There are no statuses to show.		

\* All times displayed in US Eastern Timezone

### Filings

Showing 2 of 2 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdrawal of Counsel	ECAB-2207-0023007649	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 - 07:29 EST	07/01/2022 - 07:29 EST	<a href="#">View</a>

- Click on the **'View'** link under the 'Details' table header. The user is navigated to the view details page.

### Filings

Showing 2 of 2 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdrawal of Counsel	ECAB-2207-0023007649	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 - 07:29 EST	07/01/2022 - 07:29 EST	<a href="#">View</a>

- The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Filing Details



eFile Number	ECAB-2207-0023007649
eFile Case Number	EFS-ECAB-2205-214600
Filing Category	Motion
Filing Type	Withdrawal of Counsel
Filed Documents	<a href="#">260045-Document-to-be-filed-0-37.pdf</a>
Status	Submission Received and Pending Review
Submitted On	07/01/2022 - 07:29 EST
Filing Party	John Smith
Submitted By:	John Smith

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-0023007649	Submission Received and Pending Review	New filing has been submitted.	07/01/2022 - 07:29 EST

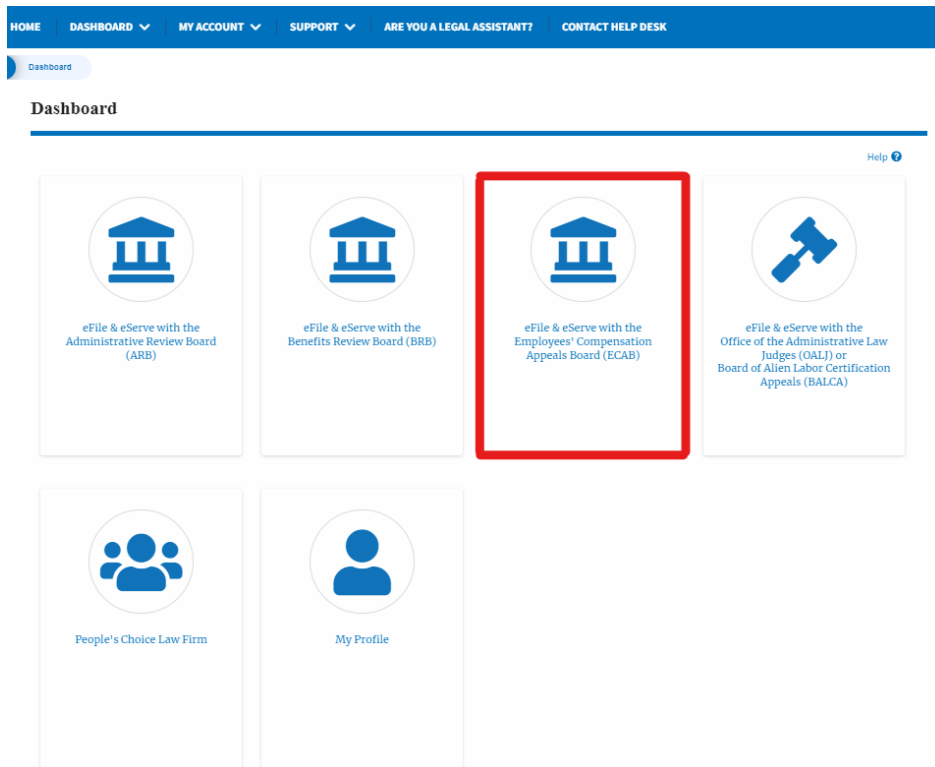




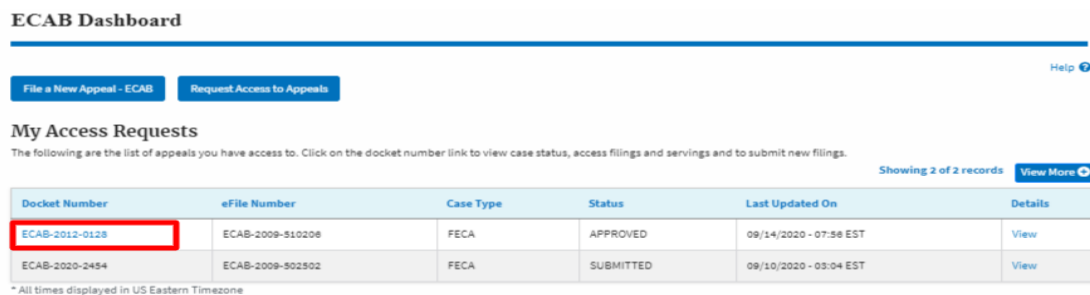
## eFile and eServe

### HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

2. Click on the ECAB tile from the main dashboard.



4. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.



5. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page





### Appeal Details

---

#### Summary

eFile Case Number	EFS-ECAB-2205-214600
Docket Number	ECAB-2023-0022
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Remove From My Dashboard](#)

- The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.





## eFile and eServe

### New Filing to ECAB

#### eFiler's Organization

People's Law Firm, 444004 NE.444 ST

#### Select an Attorney \*

John Smith

[Help ?](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

#### Docket Number

ECAB-2023-0022

#### Filing Category \*

Motion

#### Filing Type \*

Notice of Entry of Appearance

#### File \*

[Notice of Appearance1\\_11.pdf](#) (458.51 KB)

Only files with the following extensions are allowed: pdf and size should be less than 200MB

Remove

Submit to DOL

Cancel

- The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.





## eFile and eServe

### Appeal Details



The new filing has been submitted to the appeal.

[Help](#)

### Summary

eFile Case Number	EFS-ECAB-2205-214600
Docket Number	ECAB-2023-0022
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

### Case Status Details

[Refresh](#)

Entry Type	Action Name	Event Date
There are no statuses to show.		

\* All times displayed in US Eastern Timezone

### Filings

Showing 2 of 2 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdrawal of Counsel	ECAB-2207-0023007649	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 - 07:29 EST	07/01/2022 - 07:29 EST	<a href="#">View</a>

8. Click on the **'View'** link under the 'Details' table header. The user is navigated to the view details page.

### Filings

Showing 2 of 2 records [View More](#)

Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdrawal of Counsel	ECAB-2207-0023007649	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 - 07:29 EST	07/01/2022 - 07:29 EST	<a href="#">View</a>

9. The user is displayed with a details popup and can click on the document links which are submitted by the user.





## eFile and eServe

### Filing Details



eFile Number	ECAB-2207
eFile Case Number	EFS-ECAB-2
Filing Category	Motion
Filing Type	Notice of Entry of Appearance
Filed Documents	Processing please wait.
Status	Submission Received and Pending Review
Submitted On	07/03/2022 - 08:36 EST
Filing Party	John Smith
Submitted By:	Claire Cooper

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-0023007663	Submission Received and Pending Review	New filing has been submitted.	07/03/2022 - 08:36 EST



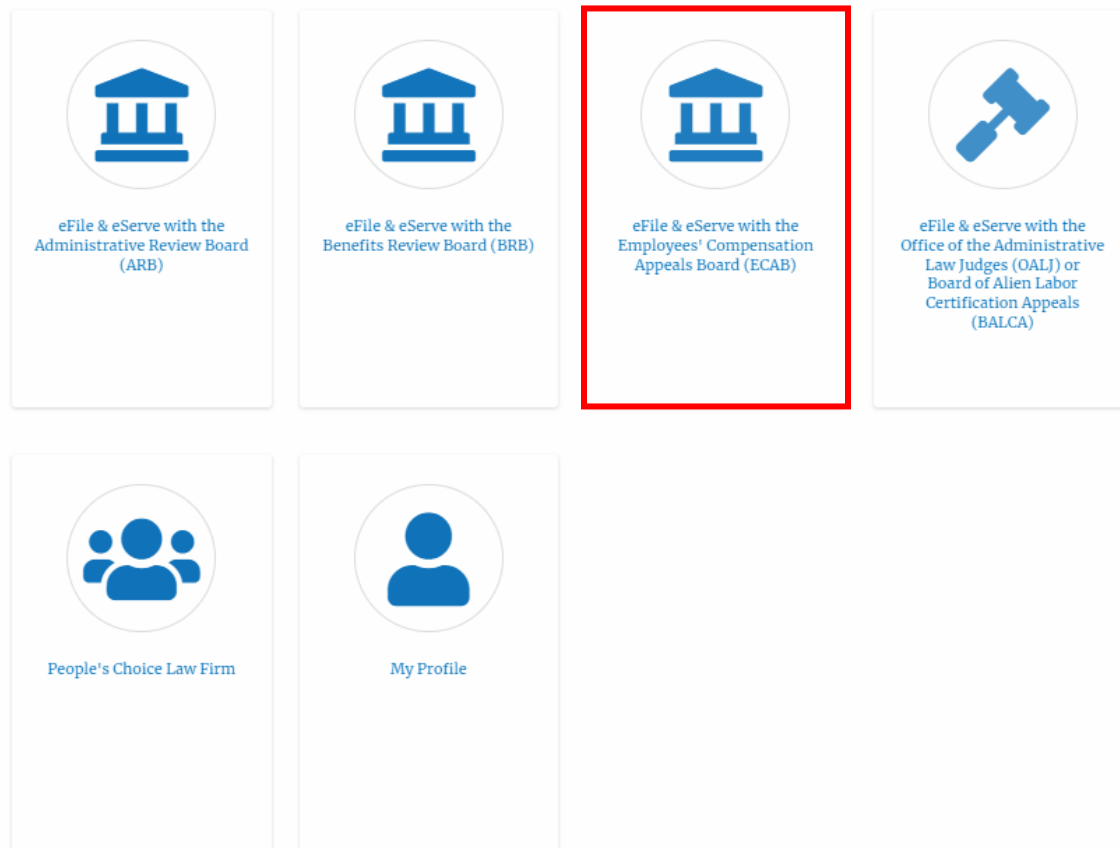


## eFile and eServe

### HOW TO ACCESS SERVINGS IN ECAB?

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

#### Dashboard



2. Click on the approved **<Docket Number>** link. The user is navigated to the case details page.





## eFile and eServe

### ECAB Dashboard

[File a New Appeal - ECAB](#)[Request Access to Appeals](#)[Help](#)

#### My Access Requests

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 2 of 2 records

[View More](#)

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">ECAB-2012-0128</a>	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:56 EST	<a href="#">View</a>
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

3. The **Documents Served by ECAB** table is showing the served documents list.

#### Documents Served by ECAB

Showing 1 of 1 records

[View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by the ECAB** page.

#### Documents Served by ECAB

Showing 1 of 1 records

[View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone

5. Click on the **<file name>** to access the served document.





## eFile and eServe

### Documents Served by ECAB

Help ?

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

Apply

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone

6. The **Accessed On** date will be displayed in the column.

### Documents Served by ECAB

Help ?

eFile Number	File Name	Description	File Type
<input type="text" value="Search eFile Number"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search File Type"/>

Apply

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	<a href="#">Test_eServe_ECAB-2012-01285233.pdf</a>	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST	10/20/2020 - 03:34 EST	07/20/2020 - 15:37 EST

\* All times displayed in US Eastern Timezone






## eFile and eServe

### HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?


1. Click on the ECAB 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 Choice Law Firm



My Profile

2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

#### ECAB Dashboard

File a New Appeal - ECAB Request Access to Appeals Help ?

#### My Access Requests

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Showing 2 of 2 records View More ?

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\* All times displayed in US Eastern Timezone





## eFile and eServe

- Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

### Appeal Details

#### Summary

eFile Case Number	EFS-EC
Docket Number	ECAB-2023
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)[Delegate Access](#)

- From the Organization members table displayed, click on the **Remove Delegation** link under the 'Actions' table header against the user to remove delegation.

#### Organization Members

Organization: Boards Delegation Testing

[Help](#)

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

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

- Remove delegation confirmation will be displayed. Also the "Remove Delegation" link against members changes to "Delegate".





## eFile and eServe

### Organization Members

- ✓ Removed Dion John's delegated access to this appeal.

### Organization: Boards Delegation Testing

[Help](#)

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Search

Name	Email	User Type	Actions
Dion - John		Attorney	<a href="#">Delegate</a>
Angel George		Attorney	<a href="#">Delegate</a>