

U.S DEPARTMENT OF LABOR

User Guides for Public Attorneys

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Contents	
MAIN MENU AND DASHBOARD	5
HOW TO NAVIGATE THROUGH THE HEADER MENUS?	7
HOW TO NAVIGATE THROUGH THE TILES?	24
OVERVIEW OF HELP AND WHERE TO FIND THEM	28
HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES	30
HOW TO CONTACT THE SUPPORT TEAM FOR EFILE AND ESERVE SITE-RELATED ISSUES	31
USER PROFILE AND ORGANIZATION MODULE	34
HOW TO EDIT YOUR USER PROFILE?	36
HOW DO YOU ADD AN ORGANIZATION?	41
HOW DO YOU ADD A NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?	44
HOW DO YOU SEARCH FOR AN EXISTING ORGANIZATION AND REQUEST TO JOIN IT?	48
HOW DO YOU ACCESS THE ORGANIZATION PAGE?	51
HOW DO YOU EDIT THE ORGANIZATION DETAILS?	57
HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?	61
HOW DO YOU REMOVE A MEMBER FROM THE ORGANIZATION?	64
HOW TO CREATE A NEW SHARED MAILBOX?	67
HOW TO ADD MEMBERS IN SHARED MAILBOX?	70
HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?	73
HOW DO YOU EDIT THE USER TYPE OF A MEMBER?	76
HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?	80
HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?	85
HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?	90
OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS	95
OALJ AND BALCA DASHBOARD AND FLOWS	107
HOW TO VIEW OALJ/BALCA DASHBOARD?	109
HOW TO REQUEST ACCESS TO CASES?	112
HOW TO REQUEST ACCESS TO CASES?	118
HOW TO FILE A NEW CASE?	124
HOW TO FILE A NEW CASE?	131
UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.	139



НО	W TO ACCESS THE CASE DETAILS PAGE AS A DELEGATED USER?	. 147
НО	W TO SUBMIT A NEW FILING TO OALI?	. 150
НО	W TO SUBMIT A NEW FILING TO OALI?	. 156
НО	W TO SUBMIT MULTI-CASE FILINGS TO OALJ?	. 163
НО	W TO SUBMIT MULTI-CASE FILINGS TO OALJ?	. 170
НО	W TO ACCESS SERVED DOCUMENTS?	. 178
НО	W TO REMOVE DELEGATION ACCESS FROM A CASE?	. 181
НО	W TO SUBMIT A REPRESENTATIVE'S WITHDRAWAL OF APPEARANCE FROM A CASE?	. 184
BOAR	DS DASHBOARDS	. 189
ARB [DASHBOARD AND FLOWS	. 191
НО	W TO VIEW ARB DASHBOARD?	. 192
НО	W TO ACCESS APPEALS IN ARB?	. 194
НО	W TO ACCESS APPEALS IN ARB?	. 199
НО	W TO FILE A NEW APPEAL IN ARB?	. 205
НО	W TO FILE A NEW APPEAL IN ARB?	. 215
WH	HAT ARE THE COMPONENTS IN ARB - APPEAL DETAILS PAGE?	. 225
HO	W TO DELEGATE ACCESS TO AN APPEAL IN ARB?	.230
НО	W TO SUBMIT A NEW FILING TO AN APPEAL IN ARB?	.233
НО	W TO SUBMIT A NEW FILING TO AN APPEAL IN ARB?	.238
HO	W TO ACCESS SERVINGS IN ARB?	.243
НО	W TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?	.245
BRB D	DASHBOARD AND FLOWS	.248
HO	W TO VIEW BRB DASHBOARD?	.249
НО	W TO ACCESS APPEALS IN BRB?	.252
НО	W TO ACCESS APPEALS IN BRB?	. 257
HO	W TO FILE A NEW APPEAL IN BRB?	.263
НО	W TO FILE A NEW APPEAL IN BRB?	. 275
WH	HAT ARE THE COMPONENTS ON BRB - APPEAL DETAILS PAGE?	. 287
HO	W TO DELEGATE ACCESS TO AN APPEAL IN BRB?	. 293
НО	W TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?	. 296
НО	W TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?	. 303
HO	W TO ACCESS SERVING IN BRB?	.310



	HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN BRB?
	ECAB DASHBOARD AND FLOWS
	HOW TO VIEW ECAB DASHBOARD?
	HOW TO ACCESS APPEALS IN ECAB?
	HOW TO ACCESS APPEALS IN ECAB?
	HOW TO FILE A NEW APPEAL IN ECAB?
	HOW TO FILE A NEW APPEAL IN ECAB?
?	WHAT ARE THE COMPONENTS ON ECAB - APPEAL DETAILS PAGE?
	HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?
	HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?
	HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?
	HOW TO ACCESS SERVINGS IN ECAB?
	HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?



MAIN MENU AND DASHBOARD



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.



HOW TO NAVIGATE THROUGH THE HEADER MENUS?

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

An official website of the United States government. Here's how you know 🗸	
I.S. DEPARTMENT OF LABOR	
EFILE.DOL.GOV eFiling and eServing Gateway	SIGN IN
HOME EFILE AND ESERVE WITH V SUPPORT V ANNOUNCEMENTS	
eServe	eFile
eFiling and eServing Gateway	eServe
CEFILE Integrated gateway for filing and serving documents with DOL	
Create Account	le le
eServe	eServe

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





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





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





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



DASHBOARD			
ARB Dashboard			
BRB Dashboard			Help 😧
OALJ and BALCA Dashboard	eEle & eServe with the	eFile & eServe with the	eFile & eServe with the
Administrative Review Board (ARB)	Benefits Review Board (BRB)	Employees' Compensation Appeals Board (ECAB)	Office of the Administrative Law Judges (OALJ) or Board of Allen Labor Certification Appeals (BALCA)
People's Choice Law Firm	My Profile		

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





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





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





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





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





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





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





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





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





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





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**.





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







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.

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



File & eServe with the effits Review Board (BRB)	eEile & eServe with the Employees' Compensation Appeals Board (ECAB)	eFile & eServe with the Office of the Administrative Law Judges (0ALI) or Board of Alien Labor Certification Appeals (BALCA)
	Employees' Compensation	Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification
My Profile		
	My Profile	My Profile

3. Click on the **BRB** tile from the main dashboard page to access the 'BRB' dashboard.

Dashboard



4. Click on the **ECAB** tile from the main dashboard to access the 'ECAB' 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 (OALI) or Board of Allen Labor Certification Appeals (BALCA)

5. Click on the **Organization Name** tile from the main dashboard page to access the corresponding Organization's dashboard







6. Click on the **My Profile** tile from the dashboard to access the "My Profile" page





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.



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



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







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.

HOME EFILE AND ESERVE WITH 🗸		DASHBOARD
	SUPPORT	
eFile	Frequently Asked Questions (FAQ)	ving Gateway
	Video Tutorials	g and serving documents w
	User Guides	
oSorvo	Contact	

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



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.

IE EFILE AND ESERVE WITH 🗸	SUPPORT V ANNOUNCEMENTS DASHBOARD
Contact	
For help with an issue you are experie we will get back within one business of	encing, please complete the form below, including as much detail as possible and day.
First Name	Last Name

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

User Type	
Public User	\$
- None -	
Public User	
DOL User	
Court Reporter	_



rea 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 ES	SERVE WITH 🗸	SUPPORT 🗸	ANNOUNCEMENTS	DASHBOARD	
*	Contact					
	our Questions & C					
	ditional Informa					
		l, email address, pro	file data, etc.			
https://efstest	2.mindpetal.com/anno	ouncements				



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.

Contact			
Additional Information	addrass profile data ata		
Type of togin used, email	address, prome data, etc.		
Type of login used, email address,	profile data atc		



USER PROFILE AND ORGANIZATION MODULE



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.



HOW TO EDIT YOUR USER PROFILE?

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

Dashboard



2. Edit the fields in the displayed form.


My Profile

First Name *	Help 😯
Charlie	
Middle Name	
Last Name *	
John	
Suffix	
Organization *	
Wingstein and Dragger Attorneys at Law, 99 Constitution Ave	*
Select the Organization.	
Country *	
United States	\$
Select country from the list.	
Address 1 *	
58 Constitution Ave. Peachtree City, GA 30289	
Address 2	
Address 3	
City*	
Chicago	



p Code *	
12435	
p code format should be : NRININ (optionally NNNNN-NRINI) (N-Number, A-Alphabet)	
ime Zone	
- None -	t
ain Phone Number *	
6354525255	
ternational phone number formats are supported	
lobile Phone Number	
02546545516	
ternational phone number formats are supported	
ternational phone number formats are supported mail Address	
ternational phone number formats are supported	
ternational phone number formats are supported mail Address ggmail.com	
itemational phone number formats are supported imail Address interfactore @gmail.com his is the email used to login to the system. You cannot edit/ichange this value.	
itemational phone number formats are supported imail Address	
itemational phone number formats are supported imail Address imail Address is is the email used to login to the system. You cannot edit/ichange this value. I am an attorney	
itemational phone number formats are supported imail Address interfactore @gmail.com his is the email used to login to the system. You cannot edit/ichange this value.	
Itemational phone number formats are supported Imail Address Imail Address Imail Address I am an attorney Iser Type	
Iternational phone number formats are supported Imail Address Imail Address I am an attorney I am an attorney Public	
Itemational phone number formats are supported Imail Address Imail Address Imail Address I am an attorney Iser Type	ory
Itemational phone number formats are supported Imail Address Imail addre	-



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

Public	
rms & 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	

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



Dashboard





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 Organiza	tions						
Add Organization	Search Organiza	itions					
							Help 😧
Organization	Туре	Website	Contact Name	Contact Email	Contact Number	Address	Actions
There are no organiza	tions you are currer	ntly part of.					

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

Add Organization

Organization Name *	Help 😧
Wingstein and Dragger Attorneys of Law	
Country *	
United States	\$
Select country from the list.	
Address 1 *	
56 Constitution Ave	
Address 2	
Peachtree City	
Address 3	
GA 30288	
City*	
Chicago	
State *	
Idaho	\$
Zip Code *	
12345	
Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)	



Website Url should be in any valid format such as www.abc.com or abc.co or abc.us etc. dministrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure hat your profile is current and accurate. You can do this through the My Profile menu in the Dashboard. Administrator 1 Email * tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email	info@wingstei	n.com
dministrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure hat your profile is current and accurate. You can do this through the My Profile menu in the Dashboard. Administrator 1 Email * tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Vebsite	
het your profile is current and accurate. You can do this through the My Profile menu in the Deshboard. Administrator 1 Email * tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name		
Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Nebsite Url should b	e in any valid format such as www.abc.com or abc.co or abc.us etc.
Administrator 1 Email * tijutester123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Administrator 1 & 2 r	ame and contact numbers are prefilled from the User Profile depending on email. Please make sure
tijutester 123@gmail.com Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	hat your profile is c	irrent and accurate. You can do this through the My Profile menu in the Dashboard.
Administrator 1 Name Tiju Issac Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Administrator 1	Email *
Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	tijutester123@	gmail.com
Administrator 1 Contact Number 1154525255 Administrator 2 Email Administrator 2 Name	Administrator 1	Name
1154525255 Administrator 2 Email Administrator 2 Name	Tiju Issac	
Administrator 2 Email Administrator 2 Name	Administrator 1	Contact Number
Administrator 2 Email Administrator 2 Name Administrator 2 Contact Number	1154525255	
	Administrator 2	Email
	Administrator 2	Name
Administrator 2 Contact Number	Administrator 2	name
Administrator 2 Contact Number		
	Administrator 2	Contact Number

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

My Organizations

Wingstein and Dragger Attorneys of Law ha	is been adde	ed.					
Add Organization Search Organizations							Help 🕃
Organization	Туре	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



6. Click on the organization name to visit the organization details page

Organization Details

Details	Cases Appeals Members Mailboxes
Organization Name	
Address	05-003-00-000T
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Drganization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	000000
Administrator 2 Name	
Administrator 2 Email	



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



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



My Organizations

Add Organization Searc	h Organiz	ations					Help 😧
Organization	Туре	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper		_	554004 NE.444 ST , Ohio , United States	Edit

4. Click on the " Members" button.

Organization Details

Details	Cases	Appeals	Members	Mailboxes	
Organization Name	People's	s Choice Law Firm			
Address	5540041	VE.444 ST			
Country	United S	States			
State	Ohio				
City	Cincinn	ati			
Zipcode	45201				
Organization Email					
Organization Type	Public				
Website					
Administrator 1 Name	Claire C	ooper			
Administrator 1 Email					
Administrator 1 Contact Number					
Administrator 2 Name					
Administrator 2 Email					
Administrator 2 Contact Number					

5. Click on the "Add Members" button.



All Members

Details	Cases	Appeals	Members	Mailboxes
Name.	People's Choice Law Firm			
Vebsite				
Organization Email				
Contact Name	Claire Cooper			
Contact Number				
Organization Type	Public			
Vddress	.444 ST , United	States		
Members	Edit Organization Mana	age Administrators		

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

Add Members

id Members *	Help 😮
Enter email address(es)	
ter email addresses of users to be added to organization separated by commas.	//

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.



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		States		

Administrators

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

Active Members

Name or Email

Enter Name or Email

Name	Email	User Type	User Role	Created On	Actions
C! **	····· ILL. 001 @	Attorney	Trusted	07/14/2020 - 03:57 EST	Edit Remove
Jc		Attorney	Public	07/22/2020 - 10:28 EST	Edit Remove
т;	11.1.1.10001	Attorney	Public	10/14/2020 - 02:05 EST	

Join Requests

 Name or Email
 Search

 Name or 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.
 Search
 Search

Pre-Approved Members

Email			
Enter Email Address Sea	rch		
Email	Status	Created On	Actions
digence	PENDING	10/14/2020	Remove



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

 Login to your account and click on the "My Account" dropdown and select "My Organization"



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

My Organizations							
Add Organization Search Organizations							
							Help 😮
Organization	Туре	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. Type in the search organization string and click "Search".



Search	Organi	izations
--------	--------	----------

Search	
Ale	0
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			Help
Ale		0	
Search Reset			
Organization A	Website	Address	Actions
Aleccia & Mitani	aleccialaw.com	One World Trade Center, Suite 1840 , California , United States	Request Join
Alex's organization		Address 1 , Address 2 , Address 3 , England , United Kingdom	Request Join
Galo Law Firm, P.C.	galolawfirm.com	4230 Gardendale , Building 401 , Texas , United States	Request Join
Ginarte Gallardo Gonzalez & Winograd, LLP.	ginarte.com	400 Market Street , New Jersey , United States	Request Join
Hanna Brophy MacLean McAleer & Jensen LLP	hannabrophy.com	P.O. Box 12488 , California , United States	Request Join
Sioli Alexander Pino	siolialexanderpino.com	6910 N. Kendall Drive , First Floor , Florida , United States	Request Join

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	



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 Organizati	ons						
							Help 😯
Organization	Туре	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
Alex's organization	Public		Alex J Jacob	testeralex0001@gmail.com	9961358722	Address 1 , Address 2 , Address 3 , England , United Kingdom	Requested / Cancel Request



HOW DO YOU ACCESS THE ORGANIZATION PAGE?

 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.



My Organizations

Add Organization Sear	ch Organiz	ations					Help 🕜
Organization	Туре	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

Details	Cases	Appeals	Members	Mailboxes
Organization Name	People's	s Choice Law Firm		
Address	554004 1	NE.444 ST		
Country	United S	States		
State	Ohio			
City	Cincinn	ati		
Zipcode	45201			
Organization Email				
Organization Type	Public			
Website				
Administrator 1 Name	Claire C	ooper		
Administrator 1 Email		••••		
Administrator 1 Contact Number	9879879	9876		
Administrator 2 Name				
Administrator 2 Email				
Administrator 2 Contact Number				



4. 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 Ca	ses									
Det	ails	Cases	Appeals	Members						
Search Cas	es									
Search					0					
You can search Advanced F Search	ilters	er, Claimant Name, Employ	er Name, Agency Refere	nce Number						
Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	View
	2020TLN0C			Access Request by John Smith	CHERRY HILL (DC)	TIMLIN,THERESA		Submission Received and Pending Review	June 7, 2022	View
	2019DBA000			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	View





All Appeals

5. 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.

Deta earch Appe		ases Appea	ls Members				
Search							
arch using Aş	gency (OWCP, OALJ) Case Nur	nber, Docket Number, Claimant Nar	ne, Employer Name or eFile Case Number.	1			
Ivanced Fi							
Search Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Memb
	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	View
	ECAB-2012			Access Request by John Smith	Submission Received and Pending Review	July 1, 2022	View
	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	View
				New Appeal by John	Submission Received and	May 19,	View





 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	Men	ibers	Mailbo	oxes			
Name	People's Choice Law Fir	m							
Website									
Organization Email									
Contact Name	Claire Cooper								
Contact Number	9879879876								
Organization Type	Public								
Address	554004 NE.444 ST , Unit	ed States							
Add Members Administrato		nage Administrators							
Name	Email			User Type		User Role		Created On	
Tiju Issac 💄	tijutester123@gma	ail.com		Attorney		Public		10/14/2020 - 02:05 EST	
Enter Name or Email	Email		User Typ	e	User Role		Created On		Actions
Tiju Issac 💄	tijutester123@gmail.c	om	Attorney		Public		10/14/2020 - 0	02:05 EST	
Join Requests Name or Email Enter Name or Email		Search							
Name	Email	User Type		User Role		Cre	eated On	Action	5
There are no join reque	ests to this organization.								
Note: Red colored emails	show a mismatch with the orga	nization domain.							
Pre-Approved	l Members	Search							
Email	Status		Crea	ited On				Actions	



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

Manage Mailbox	tes				
Organization: Peopl	e's Choice Law Fi	rm			Help 🕑
Add Mailbox					
Search					
Enter Mailbox(es)		Search			
Name	Email		Created On	Actions	
These are an all have in all					



HOW DO YOU EDIT THE ORGANIZATION DETAILS?

 Login to your account and click on the "My Account" dropdown and select "My Organization"

Dashboard	MY ACCOUNT My Profile		
	My Organizations		Help 😧
eFile & eServe with the	eFile & eServe with the	eFile & eServe with the	eFile & eServe with the
Administrative Review Board (ARB)	Benefits Review Board (BRB)	Employees' Compensation Appeals Board (ECAB)	Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

2. My Organizations page is displayed

My Organizations

Add Organization Search Organizations							
							Help 😯
Organization	Туре	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 Edit link.

My Organizations

Add Organization Search Organizations							Help 😮
Organization	Туре	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. 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	

All Members

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		
Members	Edit Organization Manage Ad	ninistrators	



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

Organization Name *	Help
Wingstein and Dragger Attorneys of Law	
Country *	
United States	¢
Select country from the list.	
Address 1 *	
50 Constitution Ave	
Address 2	
Peachtree City	
Address 3	
GA 30268	
City *	
Chicago	
State *	
Idaho	¢
Zip Code *	
12345	



info@wingstein.	com
Vebsite	
Vebsite Url should be i	n any valid format such as www.abc.com or abc.co or abc.us atc.
dministrator 1 & 2 nan	ne and contact numbers are prefilled from the User Profile depending on email. Please make sure
het your profile is curn	ent and accurate. You can do this through the My Profile menu in the Dashboard.
Administrator 1 E	mail
tijutester123@gr	nail.com
Administrator 1 N	3me
Tiju Issac	
-	
Administrator 1 C	ontact Number
1154525255	
Administrator 2 E	mail
Administrator 2 N	ame
Administrator 2 C	ontact Number

5. 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
lame	Wingstein and Dragger At	torneys of Law		
Nebsite				
Organization Email	info@wingstein.com			
Contact Name	Tiju Issac			
Contact Number	1154525255			
Organization Type	Public			
4ddress	56 Constitution Ave , Pead	chtree City , GA 30268 , Un	ited States	



HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

 Login to your account and click on the "My Account" dropdown and select "My Organizations"

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 (OALI) or Board of Alien Labor Certification Appeals (BALCA)

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

My Organizations

Add Organization Search Organizations							
							Help 😮
Organization	Туре	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.



Organization Details

Details	Cases	Appeals	Members	Mailboxes
Organization Name	People's	s Choice Law Firm		
ddress	554004 N	NE.444 ST		
Country	United S	States		
štate	Ohio			
îity	Cincinna	ati		
Zipcode	45201			
Organization Email				
Organization Type	Public			
Website				
Administrator 1 Name	Claire Co	ooper		
Administrator 1 Email	assistan	it_two_efs@yahoo.con	n	
Administrator 1 Contact Number	9879879	9876		
Administrator 2 Name				
Administrator 2 Email				

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

Organization Details

ontast Name Tiju Issac	
ontect Number 1154525255	
rgenization Type Public	
ddress 56 Constitution Ave , Peachtree City , GA 30268 , United States	

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



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	

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

Manage Administrators

	ninistrator. een sent to Carol Max at caroltester001@gmail.com and Dragger Attorneys of Law		F	Help 🕑
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		

4. 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 ad An email notification has been If you wish to remove the me 		tive Members list.	
Organization: Wingstein a	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	



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.

Add Organization Se	arch Organiz	ations				
Organization	Туре	Website	Contact Name	Contact Email	Contact Number	Address
People's Choice Law Firm	Public		Claire Cooper		9879879876	554004 NE.444 ST , Ohio ,

2. Click on the "Members" button.

anization Det	tails			
Details	Cases	Appeals	Members	Mailboxes
Organization Name	People	e's Choice Law Firm		
Address	554004	4 NE.444 ST		
Country	United	d States		
State	Ohio			
City	Cincin	inati		
Zipcode	45201			
Organization Email				
Organization Type	Public	:		
Nebsite				
Administrator 1 Name	Claire	Cooper		
Administrator 1 Email				
Administrator 1 Contact Number	98798	79876		

elp 🚱



3. 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

An emai	d Joseph Joseph from Winı I notification has been sent I notification has been sent	to Joseph Joseph at	rahultester002@gma	il.com.
Details	Cases	Appeals	Members	Mailboxes
Name	People's Choice Law Firr	n		
Website Organization Email				
Contact Name	Claire Cooper			
Contact Number	9879879876			
Organization Type	Public			
Address	554004 NE.444 ST , Unite	ed States		
Add Members	Edit Organization Ma	nage Administrators		



Administrators

Name	E	Email			User Type		Userl	Role	Created On	
Tiju Issac 💄	t	tijutester123@	gmail.com	Attorney			Public		10/14/2020 - 02:05 EST	
ctive Membe	rs									
ame or Email										
Enter Name or Email			Search							
Name	Email			User Type	ι	Jser Role		Created On		Actions
Carol Max	carolte	ester001@gma	il.com	Attorney	T	Trusted		07/14/2020 - 03:57 E	ST	Edit Remove
Tiju Issac 💄	tijutest	ter123@gmail	.com	Attorney	F	Public		10/14/2020 - 02:05 E	ST	
lame or Email Enter Name or Email			Search							
Name	Email		User Type		User Role			Created On		Actions
		anization.	User Type		User Role			Created On		Actions
There are no join reques	sts to this orga				User Role			Created On		Actions
There are no join reques	sts to this orga	atch with the c			User Role			Created On		Actions
Name There are no join reques ote: Red colored emails : Pre – Approved mail	sts to this orga	atch with the c			User Role			Created On		Actions
There are no join reques ote: Red colored emails : Pre-Approved	sts to this orga	atch with the c			User Role			Created On		Actions
There are no join reques ste: Red colored emails : 're – Approved nail	sts to this orga	atch with the c	organization domain.	Status	User Role	Cre:	ated Or			Actions



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.

	ases 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		

2. Click on the "Add Mailbox" button.

Manage Mailboxes						
Organization: Wingstein and Dragger Attorneys of Law						
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.



Add Mailbox

Shared Mailbox ABCD Email * sharedmailbox1@gmail.com Agency * ARB BRB ECAB Case Types *	
sharedmailbox1@gmail.com Agency * ARB BRB ECAB Case Types *	
ARB ARB BRB Case Types*	
ARB BRB Case Types *	
BRB ECAB Case Types *	
ECAB Case Types *	
Case Types *	
× FECA	
Search and Select Case Types	
OALJ	
elect any Agency	
escription	
Xyz	
tatus*	-
Active elect the Status.	\$



4. A new shared mailbox is created.

Manage Mailboxes						
Shared Mailbox ABCD shared mailbox has bee	n added successfully					
Organization: Wingstein and Dragge	er 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			



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.

Organization Name	People's	Choice Law Firm	
Address	554004 N		
Country	United St	ates	
State	Ohio		
City	Cincinna	ti	
Zipcode	45201		
Organization Email			
Organization Type	Public		
Website			
Administrator 1 Name	Claire Co	oper	
Administrator 1 Email	_	• • •	
Administrator 1 Contact Number			
Administrator 2 Name			
Administrator 2 Email			

2. Click on the mailbox name from the table.

Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law						
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			



3. The mailbox details page is displayed. Click on the "Manage Members" button. Mailbox Details

Organizati	on: Wingstein and Dragger Attorne	eys of Law	Help
Name	Shared Mailbox ABCD		
Email	sharedmailbox1@gmail.com		
Status	Active		
Created On	10/14/2020 - 02:39 EST		
Agency - Cas	se Type List		
ECAB		•	
FECA		•	
4		•	
Manage Meml	bers		
Name	Email	User Type	Actions
There are no u	users added to this mailbox.		

4. Click on the Add Member link against the member to be added to the mailbox. Manage Members

					Help	
Drganization: Wingstein and Dragger Attorneys of Law						
Name	Shared Mailbox ABCD					
Email :	sharedmailbox1@gmail.com					
	Active					
Created On	10/14/2020 - 02:39 EST					
Members Search Enter Name or Ema	sil address	Search				
Name	Email		User Type	Created On	Actions	
Carol Max	caroltester001@gmail.com		Attorney	07/14/2020 - 03:57 EST	Add Member	
Tiju Issac	tijutester123@gmail.com		Attorney	10/14/2020 - 02:05 EST	Add Member	

5. Add Member confirmation will be displayed. Also the "Add Member" link against the added member changes to "Remove".



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


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.

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	

2. Click on the mailbox name from the table.

Manage Mailboxes organization: Wingstein and Dragger Attorneys of Law Add Mailbox Search Enter Mailbox(es) Search Name Enail Created On Actions Shared Mailbox ABCD sharedmailbox1@gmail.com



3. The mailbox details page is displayed. Click on the "Manage Members" button. **Mailbox Details**

Organizati	on: Wingstein and Dra
Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.co
Status	Active
Created On	10/14/2020 - 02:39 EST
Agency - Cas	se Type List
ECAB	
FECA	
120/1	
4	
Manage Mem	bers
Name	Email
Carol Max	carolt

4. 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			
Organizati	ion: 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			
Search	r Email address			
Enter Name o	r Email adoress	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

5. Remove Member confirmation will be displayed. Also the "Remove" link against removed member changes to "Add Member".



Manage Members

 An email notifi An email notifi 	I Max from the mailbox Shared Mailbox ABCD cation has been sent to Carol Max at caroltester001@gmail.com. cation has been sent to the organization administrator(s).			Help 🕑
Name Shai Email shai Status Acti	Ingstein and Dragger Attorneys of Law ed Mailbox ABCD edmailbox1@gmail.com re 4/2020 - 02:39 EST			
Search Enter Name or Email a	Idress Search			
Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Add Member
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member





digger@gmail.com

HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

 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.

ll Member	s							
Details Cases		Appeals	Members	Mailboxe	s			
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						
dd Members dministrato		age Administrators						
ame	Email		User Type		User Role	Created On		
ju Issac 💄	tijutester123@gma	il.com	Attorney		Public	10/14/2020 - 02:05 EST		
inter Name or Email		Search						
ame	Email		User Type	User Role	Created On		Actions	
vetha Sunny	swethatester001@gmail	.com	Attorney	Attorney Public		:29 EST	Edit Remove	
ju Issac 💄	tijutester123@gmail.com	n	Attorney	Public	10/14/2020 - 02	:05 EST		
in Requests	s							
ne or Email								
nter Name or Email		Search						
ame	Email	User Type	User Role		Created On		Actions	
ere are no join requ	uests to this organization.							
e: Red colored emai	ls show a mismatch with the organ	nization domain.						
e-Approve	d Members							
ail								
nter Email Address		Search						
mail		Stat	15	Cre	ated On	Act	ions	

PENDING

10/16/2020



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

Edit User Info

	Help 😯
lame	
Swetha Sunny	
mail	
swethatester001@gmail.com	
Jser Type	
Attorney	\$

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



Edit User Info

Name	Help 🕑
Swetha Sunny	
mail	
swethatester001@gmail.com	
Jser Type	
Individual	¢
Update User Cancel	

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

All Members

User Type up	dated for the profile (swethatester001@	gmail.com)		
,				
Details	Cases App	eals Members	Mailboxes	
Name	People's Choice Law Firm			
Website				
Organization Email				
Contact Name	Claire Cooper			
	9879879876			
Contact Number				
Contact Number Organization Type	Public			



Administrators

Name		Email			User Type			User	Role	Created On	
Tiju Issac 💄		tijutester123	@gmail.com		Attorney		Public	Public 10/14/		05 EST	
Active Memb	ers										
Enter Name or Email			Search								
Name	Email		I	User Type Us		User Rol	Jser Role Created On			Actions	
Swetha Sunny	swethatester001@gmail.com			Individual		Public		10/13/2020 - 04:29	EST	Edit Remove	
Tiju Issac 💄	tiju	tester123@gm	ail.com		Attorney Public		Public		10/14/2020 - 02:05 EST		
Enter Name or Email			Search								
Name	Email	l	User Type			User Role			Created On		Actions
There are no join requ	ests to this o	rganization.									
ote: Red colored email	s show a mis	match with the	organization domain.								
Pre-Approve	d Mem	bers									
mail											
Enter Email Address			Search								
Email				Status				Created Or	ı		Actions
digger@gmail.com				PENDING				10/16/2020			Remove



HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

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



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

My Organizations

Add Organization Sear	ch Organiz	ations					
							Help 🕜
Organization	Туре	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



Search

8. 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.

Search a can search vanced F		er, Claimant Name, Employ	yer Name, Agency Refere	ence Number	0					
Searc	h									
Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Membe
	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	View
	2019DBA000			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	View
	Access Rem	ove Delegation								
elegate										
Delegate										

Select Last Employer Name Docket number **Claimant Name** Party/Rep/Attorney Status Member Appeals Updated Pending New Appeal by John Submission Received and July 1, View Assignment Smith Pending Review 2022



Delegate Access Remove Delegation

	New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	View
Pending Assignment	New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	View

 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 Ca	ses									
Deta	ils	Cases	Appeals	Members	Mai	lboxes				
earch Case	25									
Search					C					
	using OALJ Case Number,	Claimant Name, Emp	ployer Name, Agency F	Reference Number						
dvanced Fi	lters									
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	Membe
~	2022DBA00017			Access Request by Claire Cooper			123-123	Submission Received and Pending Review	May 11, 2022	View
Delegate <i>i</i>	Access	re Delegation								
All App	peals									

Details	Cases	Appeals	Members	Mailboxes			
earch Appeals							
arch using Agency (OWCP, O dvanced Filters	NLJ) Case Number, Docket Numb	er, Claimant Name, Employer M	ame or eFile Case Number.				
Search							
Select Appeals	mber Claimant Na	ime Empl	oyer Name	Party/Rep/	Attorney Status	Last Updated	Mem



~	Pending Assignment		New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	View
Delegate	Access Remove [

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

	Number	Claimant Name	Employer Name	Attorney(s)	
	2022DBA00017			Claire Cooper	
gate (Multi-Select)				
hn Sπ	je nith				



Delegate Access

DocketN	umber	Claimant Name	Employer Name	Attorney(s)
Pending /	Assignment			John Smith
(Multi-Sele	ct)			
G e	,			
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HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

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



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

My Organizations	
------------------	--

Add Organization Sear	ch Organiz	ations					
							Help 🕜
Organization	Туре	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



Search

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

11. 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.

earch Cas	es				0					
	using OALJ Case Numb	er, Claimant Name, Emplo	yer Name, Agency Refere	ence Number	0					
dvanced F	ilters									
Seard	h									
Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Membe
_	Pending			New Case by John				Submission	June 10,	View
	Assignment			Smith				Received and	2022	
								Pending Review		
	2019DBA00013			Access Request by	BOSTON			Submission	May 18,	View
								Received and	2022	
								Pending		
								Review		
Delegate	Access	ove Delegation								
	peals									

Advanced Filters Search Select Last Docket number **Claimant Name** Employer Name Party/Rep/Attorney Status Members Appeals Updated Pending New Appeal by John Submission Received and July 1, View Assignment Smith Pending Review 2022



Delegate Access Remove Delegation

All Cases

Pending Assignment Pending New Appeal by John Smith Submission Received and Pending Review May 19, 2022 View	ECAB-2023-0020		New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	View
						View

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.

Deta		Cases	Appeals	Members		lboxes				
arch Case	es					7				
earch					C					
can search	using OALJ Case Numb	er, Claimant Name, Er	npioyer Name, Agency	/ Reference Number						
Search	h Clear Filt	er								
Scarc										
Select Cases	OALJ Case Number	Claimant Name	Employer Name		Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Mei
~	2022DBA00017			Att User Three Access Request by Claire			123-123	Submission Received and Pending Review	May 11, 2022	Vie
								0		
Delegate	Access	ove Delegation		Cooper				0		
Delegate	Access	ove Delegation		Cooper						
		ove Delegation		Cooper						
		ove Delegation		Cooper						
	oeals	ove Delegation	Appeals	Cooper	Mailbox	5				
l App Detail	beals Is		Appeals		Mailbox	5				
ll App Detail rch Apper	peals Is	Cases		Members	Mailbox	5				
Detail Detail rch Apper earch ch using Age	Deals Is als	Cases			Mailbox	5				
earch	Deals Is als	Cases		Members	Mailbox	5				
Detail Detail Irch Apper earch ch using Age	Deals Is als	Cases		Members	Mailbox	2				



~	Pending Assignment		New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	View
Delegate	Access	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

OALJ Case Number	Claimant Name	Employer Name	Attorney(s)
2022DBA00019			John Smith
 Delegate (Multi-Select)			



Appeal Remove Delegated Access

	DocketNumber	Claimant Name	Employer Name	Attorney(s)	
~	Pending Assignment			John Smith	
elegate Claire C	(Multi-Select)				



HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

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



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

My O	rganizations
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Add Organization Sear	ch Organiz	ations					
							Help 🕜
Organization	Туре	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



Search

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.

i can searcì	husing OALJ Case Numb	er, Claimant Name, Emplo	yer Name, Agency Refere	ence Number	0					
vanced F	ilters									
Searc	h									
Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Memb
	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	View
	2019DBA000			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	View
elegate	Access Rem	nove Delegation								
ll Ap	peals									

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Member
	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	View



Delegate Access Remove Delegation

All Cases

Pending New Appeal by John Submission Received and May 19, Assignment Smith Pending Review 2022	View

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.

Search I can search vanced F	using OALJ Case Numbe									
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Vanceur		er, Claimant Name, En	nployer Name, Agency	Reference Number						
Searc	h Clear Filt	er								
elect ases	OALJ Case Number	Claimant Name	Employer Name		Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Merr
_	2022DBA00017			Att User Three			123-123	Submission Received and	May 11,	View
~				Access Request by Claire				Pending Review	2022	
				Cooper						
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Delegate	Access	ove Delegation				1				
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Delegate	Access	ove Delegation								
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		ove Delegation				·			·	
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~	Pending Assignment		New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	View
Delegate	Access Remove I	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

	OALJ Case Number	Claimant Name	Employer Name	Attorney(s)
/	2022DBA00019			John Smith
_				
	Delegate (Multi-Select) Cooper			



Appeal Remove Delegated Access

	DocketNumber	Claimant Name	Employer Name	Attorney(s)	
~	Pending Assignment			John Smith	
elegate Claire C	(Multi-Select)				



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 🖶 🖸

eFile/eServe Support <support@efsdev.com> to me -</support@efsdev.com>	☆	•	:
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 🔤

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



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

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

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

eFile and eServe

Dear Administrator(s),

Angel George (email id: 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 ×		ē	Ø
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
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 *

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



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

DOL eFile-eServe – Accepted - Request to organization - Wingstien and Dragger 🖷 🖾 Attorneys Index 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 Index *		ē	Ø
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
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	÷	Z
Dragger Attorneys Inbox ×		

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



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

DOL eFile-eServe – Pre-approved access to organization - Wingstien and Pragger Attorneys

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

eFile and eServe

Dear 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:

☆

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eFile and eServe

DOL eFile-eServe – Added to organization - Wingstien and Dragger Attorneys		Ð	Ľ
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
eFile and eServe			

Dear Administrator(s),

Angel George (email id: 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 ×		ē	Ľ
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
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 ×		ē	Ľ
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	☆	*	:
eFile and eServe			

Dear Administrator(s),

Angel George (email id: <u>angeltester001@gmail.com</u>) 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 ×		Ð	ß
eFile/eServe Support <support@efsdev.com></support@efsdev.com>	، ۲	•	:
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 a system.	nd eS	Serve	

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		ē	Ø
eFile/eServe Support <support@efsdev.com> to me -</support@efsdev.com>	☆	*	:
eFile and eServe			

Dear Administrator(s),

Member Angel George has been added to the shared mailbox <u>mathewjohn@gmail.com</u> 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		•	Ø
eFile/eServe Support <support@efsdev.com> to me +</support@efsdev.com>	☆	4	:
eFile and eServe			
Dear Angel George,			
You have been added as a member to the shared mailbox mathewjohn@gmail.com of your organization Wingstien and Dragger Attor	neys in	the	

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

https://efstest2.mindpetal.com

Department of Labor's (DOL) eFile and eServe system.

Administrator, Wingstien and Dragger Attorneys

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



Dear Administrator(s),

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

Thank you, eFile and eServe



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

DOL eFile-eServe – Removed from shared mailbox - mathewjohn@gmail.com	ē	Ø
eFile/eServe Support <support@efsdev.com> to me ▼</support@efsdev.com>	*	:
eFile and eServe		

Dear Angel George,

You have been removed as a member from the shared mailbox <u>mathewjohn@gmail.com</u> 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



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.


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.



 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.



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 O

- 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.



OALJ and BALCA Dashboard

					mings and serv	ings and to submit new	/ filings.	Showing 5	of 7 records View	v More
OALJ Case Number	Claimant Nam	e	Employer Name	eFile Number	Office / Ass	igned Judge	Status		Last Updated On	Deta
2021SCA00001							Submission Recei Pending Review	ived and	06/16/2022 - 16:03 EST	View
							Submission Recei Pending Review	ived and	06/16/2022 - 13:48 EST	View
2022DBA00028			_				REVOKED		06/16/2022 - 13:42 EST	View
2022DBA00027							Submission Recei Pending Review	ived and	06/16/2022 - 10:50 EST	View
2022DBA00027							REVOKED		06/16/2022 - 10:48 EST	View
All times displayed	in US Eastern Time		ne OALJ Case Numb	er link to access case f	ilings and servir	ngs and to submit new f	ilings.	Showing 1	of 1 records Viev	v More
Iew Cases ne following are the	e cases you have cr									

HOW TO REQUEST ACCESS TO CASES?

 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		
	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.

							,
Search Cases							
2012LHC0201	.5		0				
You can search usin	g OALJ Case Number, Clai	imant Name, Employer Nam	e, Agency				
Reference Number							
dvanced Filter							
dvanced Filter							
	the search using Case Num	nber, Claimant Name,Emplo	yer Name, Agency Reference Number.				
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	the search using Case Num		yer Name, Agency Reference Number. r Filters Add to Request Proceed to Submission				
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ou can further filter f	Clear Selection			3			
ou can further filter t	Clear Selection						
ou can further filter f	Clear Selection			Office	Assigned Judge	Decision Date	Parties with A
Search	Clear Selection	and Filters Clea	r Filters Add to Request Proceed to Submission	·	Assigned Judge	Decision Date	Parties with A Parties with A

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.



Request Access to Cases

		ter ter t		m Templates 🛓 Help 🔮
Instruc	tions for Filing Und	ler Seal	ructions for Filing	by Amicus Curiae
Your pro	file will be sent wit	h the request. Ple	ase make sure tha	t your profile is current and
				Account in the main menu.
Selecte	d Cases			
	OALJ Case	Decision	Claimant	Agency Reference
	Number	Date	Name	Number
~	2022DBA00028			123-123
Select ar	n option			
] lam	n the attorney or par	ty listed in the NoA	l.	
🔵 l an	n a legal staff			
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	Organization	554004 NE 444 ST		
People	's Choice Law Firm,	554004 NE.444 51		\$
Select ar	n Attorney/Represe	ntative		
John S	mith			\$
Role in t	he Case *			
Attorne	ey for Claimant/Com	plainant/Prosecut	ing Party	\$
otice of	Appearance/Reque	st to Access Conso	olidated Case(s) *	
	File No file chosen	I		
Choose				
	h the following extension	ns are allowed: pdf, jpg,	jpeg, doc, docx, xls, xls	r, txt, rtf and size should be less than
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nly files wit OMB the Certifi eparately ertificate Choose	icate of Service may using the Certificat of Service is not inc e of Service for 202 File No file chosen	be included as par e of Service upload cluded in the subm 2DBA00027	rt of the filed docun d field. Note that the ission in one of the	nent or may be uploaded e filing will be rejected if the se two ways.



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

		-					
OALJ and	BALCA Dashboar	rd					
Request to	access the case has been submit	tted. [2012LHC02015]					
					Form	n Templates 🛓	Hel
File a New Case							
File a New Case	Request Access to Cases	Multi Case Filing					
		Multi Case Filing					
Access Req	uests		CI 1				
Access Req	uests	Multi Case Filing	ccess case filings and s	ervings and to submit new filings.	Showing !	5 of 8 records Vie	ew Mo
Access Req	uests		ccess case filings and s eFile Number	ervings and to submit new filings. Office / Assigned Judge	Showing Status	5 of 8 records Vie Last Updated On	
Access Req the following are th	UESTS he cases you have access to. Click	on the OALJ Case Number link to a				Last Updated	ew Mo De Vi

6. 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 Requ		on the OALJ Case Number link to ac	cess case filings and serv	ings 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	Deta
							Det

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



Access R	equests							
The following are	the cases you have access to.	Click on the OALJ Case Nu	mber link to access case	filings and servings and to su	bmit new filings.			Help 😮
Case Number or	eFile Number	Office		Assigned Judge		Claimant Name		
Search Case N	umber or eFile Number	Search Office		Search Assigned Judge		Search Claimant Name		
Employer Name		Status - Any -	\$	Apply				
OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Jud	ge Status	Last Updated On	Details
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMEICAN 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	View

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

The following are th	ne cases you have access to.	Click on the OALJ Case Nu	mber link to access case	e filings and servings and to su	ıbmit new filings.			Help
ase Number or ef	ile Number	Office		Assigned Judge		Claimant Name		
Search Case Num	ber or eFile Number	Search Office		Search Assigned Judge		Search Claimant Name		
mployer Name		Status						
Search Employer	Name	- Any -	\$	Apply				
OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judg	e Status	Last Updated On	Det
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMEICAN TERMINALS & amp;	OALJ-2206- 0023007575	EFS-OALJ-2206-215298	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and	06/20/2022 - 16:22 EST	Vie

9. 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.



Access Request Details		\times
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-	Submission Received and	Request to access the case has been submitted.	07/02/2022 -
0023007651	Pending Review		10:22 EST

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.

Search Cases							
2012LHC0201	.5		0				
You can search usin	g OALJ Case Number, Cla	aimant Name, Employer Nam	e, Agency				
Reference Number							
dvanced Filter							
	the search using Case Nur	mber, Claimant Name,Emplo	yer Name, Agency Reference Number.				
	the search using Case Nur	mber, Claimant Name,Emplo	yer Name, Agency Reference Number.				
ou can further filter							
	the search using Case Nun Clear Selection		r Filters Add to Request Proceed to Submission				
ou can further filter							
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ou can further filter	Clear Selection			•			
ou can further filter Search	Clear Selection			Office	Assigned Judge	Decision Date	Parties with /
search Search Rearch Rearch	Clear Selection	n and Filters Clear	r Filters Add to Request Proceed to Submission		Assigned Judge SILVAIN, JR.,PETER	Decision Date 11/25/2014	Parties with A

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.



Request Access to Cases

Back to Search R	eset	_		
		For	rm Templates 🛓	Help 😮
Instructions for Filing Un	der Seal Inst	ructions for Filing	by Amicus Curiae	
'our profile will be sent wi	th the request. Ple	ase make sure tha	t your profile is curre	ent and
ccurate. You can do this t	hrough the My Pro	file link under My	Account in the main	menu.
elected Cases				
OALJ Case Number	Decision Date	Claimant Name	Agency Referen Number	ce
2022DBA00027			123-123	
elect an option	rty listed in the NoA			
I am the attorney or pa	rty listed in the NoA			
				\$
I am the attorney or pa I am a legal staff Filer's Organization People's Choice Law Firm,				¢
I am the attorney or pa I am a legal staff Filer's Organization People's Choice Law Firm, Pelegate (Multi-Select)				¢
I am the attorney or pa				¢
I am the attorney or pa I am a legal staff Filer's Organization People's Choice Law Firm, Delegate (Multi-Select)				•



Notice of Appearance/	Request to Access Consolidated Case(s) *
Choose File No file of	chosen
Only files with the following e	extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than
200MB	
The Certificate of Servic	e may be included as part of the filed document or may be uploaded
separately using the Ce	rtificate 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 f	
Choose File Info file o	chosen
	extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than
Only files with the following e	
Only files with the following e	

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

OALJ and	BALCA Dashboar	rd					
Request to	access the case has been submit	tted. [2012LHC02015]					
					Form	n Templates 🛓	He
File a New Case	Request Access to Cases	Multi Case Filing					
. D							
Access Req		on the OALJ Case Number link to a	ccess case filings and s	ervings and to submit new filings.			
-		on the OALJ Case Number link to a	ccess case filings and s	ervings and to submit new filings.	Showing !	5 of 8 records Vie	ew Mo
-		on the OALJ Case Number link to a	ccess case filings and s eFile Number	ervings and to submit new filings. Office / Assigned Judge	Showing Status	5 of 8 records Vie Last Updated On	ew Mc
The following are th	e cases you have access to. Click			• •		Last Updated	
The following are th OALJ Case Number	e cases you have access to. Click Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	D

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 🕻
ccess Requ		on the OALJ Case Number link to ac	ccess case filings and serv	ings and to submit new filings.			
					Showing 5	of 8 records View	w More 🖯
OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Detai
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMEICAN TERMINALS & JEFFBOAT, INC	OALJ-2206- 0023007575	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	View



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

he following are th	e cases you have access to.	Click on the OALJ Case Nu	Imber link to access case	filings and servings and to se	ubmit new filings.			Help
ase Number or eF	ile Number	Office		Assigned Judge		Claimant Name		
Search Case Num	ber or eFile Number	Search Office		Search Assigned Judge		Search Claimant Name		
mployer Name Search Employer	Name	Status - Any -	\$	Apply				
OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judge	e Status	Last Updated On	Def
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMEICAN 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	Vie

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

The following are th	e cases you have access to.	Click on the OALJ Case Nu	mber link to access case	filings and servings and to su	ubmit new filings.			Help
Case Number or eF	ile Number	Office		Assigned Judge		Claimant Name		
Search Case Num	ber or eFile Number	Search Office		Search Assigned Judge		Search Claimant Name		
Search Employer	Name	Status - Any -	\$	Apply				
OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judg	e Status	Last Updated On	Det
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMEICAN 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	Vie

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.



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:	260005-Notice-of-Appearance1-76.pdf	
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



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.



2. Click on the File a New Case button.



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.



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 reque accurate. You can do this through the !	st. Please make sure that your profile is current and ly Profile menu in the Dashboard.
you need to file a document with OA	filings are visible to other registered efilers in a case. If LJ or the Boards that should not be viewed by other THE EFILE.DOL.GOV GATEWAY. Rather, consult the lings
Filing Type *	
Request for Hearing or Request for Adn	ninistrative Review
Program Area *	
Wage and Hour Enforcement Action	\$
	fersse Base Act cases MUST be submitted to OWCP (Black Lung &
	RMANENT Alien Labor Certification MUST be submitted to OFLC.
Program Sub Area*	
Davis-Bacon Act, Service Contract Act,	and related Acts
Wage and Hour Division (WHD) Agency Reference Number	
123-123	
Select an option	,
I am the attorney or party listed in the attorney of party listed in the attorney of party listed in the attorney of the at	he NoA
I am a legal staff	
eFiler's Organization	
People's Choice Law Firm, 554004 NE.4	44 ST \$
Delegate (Multi-Select)	
Claire Cooper	A
	-
Your Role in the Case *	
Attorney for Claimant/Complainant/Pr	osecuting Party 🗢





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



New Cases

he following are the o									f 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	View

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

New Cases									
he following are 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	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	View

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

Case Number or eF	ile Number		Originating Agency		Age	ency Reference Numbe	er .	Office / A	ssigned Judge		
Search Case Num	ber or eFile Num	ber	Search Originating	Agency	S	Search Agency Reference	e Number	Search	Office / Assigne	d Judge	
Status			Access Status		Cla	imant Name		Employe	r Name		
- Any -		\$	- Any -		\$ 5	Search Claimant Name		Search	Employer Nam	e	
OALJ Case Number	Claimant Name	Employer Name	eFile Number		Reference Number	e Office / Assigned Judge	Status	Access Status	Last Updated On	Details	

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



Case Number or eF	ile Number		Originating Agency		Age	ency Reference Numbe	r	Office / A	ssigned Judge		
Search Case Num	oer or eFile Num	ıber	Search Originating	Agency	s	Search Agency Reference	Number	Search	Office / Assigne	d Judge	
tatus			Access Status		Cla	aimant Name		Employe	r Name		
- Any -		\$	- Any -		\$ S	Search Claimant Name		Search	Employer Name	2	
-Any-		\$	Apply								
OALJ Case	Claimant	Employer			Reference		Status	Access	Last Updated	Details	
OALJ Case Number	Claimant Name		eFile Number	Agency	Number	e Office / Assigned Judge		Status	Updated On		-
OALJ Case Number Pending		Employer	eFile Number OALJ-2206-	Agency Wage and			Submission		Updated On 06/20/2022	Details View	
OALJ Case Number Pending		Employer	eFile Number	Agency	Number			Status	Updated On		
-Any- OALJ Case Number Pending Assignment		Employer	eFile Number OALJ-2206-	Agency Wage and Hour	Number		Submission Received	Status	Updated On 06/20/2022]

8. 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.



Case Details

Case Details		C
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-	Submission Received and	New case has been submitted.	07/02/2022 - 10:54
0023007652	Pending Review		EST



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.



10.Click on the File a New Case button.



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.



New Case to OALJ or BALCA

Form Templates 🛓	elp 🔞
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 a accurate. You can do this through the My Profile menu in the Dashboard.	nd
IMPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered efilers in a of you need to file a document with OALJ or the Boards that should not be viewed by parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consul following guide for such confidential filings	other
Filing Type *	
Request for Hearing or Request for Administrative Review	
Program Area *	÷
 Beneus a value - Requests for Black Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to GWCP (Black Lung & 	•
Longshore) and not directly with DALJ. Cases for PERMANENT Alien Labor Certification MUST be submitted to OFLC.	
Program Sub Area	
None -	
- INCO.	
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	¢
Norme Reals in the Same I	
Your Role in the Case * Attorney for Respondent/Defendant/Employer	÷
nonensy ne nooperastipleasenantperiphyter	•



	÷
Decision Document From Originating Agency (e.g., OWCP, OSHA, Wage a	and Hours Division
Etc.)	ine neer ernaten,
Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, doc:	x, xls, xlsx, txt, rtf
and size should be less than 200MB	.,,,,
Add a File *	
Choose Files No file chosen	
ertificate of Service	
Choose File No file chosen	
e Certificate of Service may be included as part of the filed document or may be uploaded sepa	rately using the file upload
ld above. Note that the submission will be rejected if the Certificate of Service is not included in	the submission in one of
ese two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls,	xiss, tst, rtf. Size of the file
ould be less than 200MB	
otice of Appearance *	
Choose File No file chosen	
ly files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, sls, xlsx, txt, rtf and	size should be less than
OMB	
IPORTANT NOTICE FOR REDACTION RESPONSIBILITY	
Il filers must redact filings in compliance with 29 C.F.R. § 18.31. This regu	lation generally
quires redaction of:	
Social Security numbers	
Taxpayer identification numbers	
Dates of birth	
Names of minor children	
Financial account numbers	
his requirement applies to all documents being filed, including exhibits	and attachments
I understand that I must comply with the redaction rules. I have read th	is notice.

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



Showing 1 of 1 records View Mars

.....

Showing 2 of 2 records View More 🕀

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 I 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	View

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 c	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	View	

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

New Cases

The following are the cas	ses you have created. C	lick on the OALJ Case Number link to access case filin	gs and servings and to	submit new filing		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	View

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.

OALJ Case Clai Number Nar	ployer e ne	File Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment		023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	View

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



	OALJ and B	ALCA DUSI		ises									
New Cases													
ne following are th	e cases you have	created. C	Click on the OALJ Ca	se Number link to acc	ess case fi	ings and servings a	nd to submit nev	v filings.				н	lelp
ase Number or eF	ile Number		Originating Agend	-y	A	ency Reference N	umber	-	Status				
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ccess Status													
- Any -		\$	Apply										
OALJ Case	eFile Numb	er	Originating Agency	v		Reference	Status	Access		st Updated	Details		
Number Pending Assignment	OALJ-2009-5			raining Administration	n (ETA)	Number	SUBMITTED	Status SUBMIT		/14/2020 - :09 EST	View		
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he following are th ase Number or eF Search Case Numl	ile Number		Originating Agene	cy	A	gency Reference N Search Agency Ref	umber erence Number		Search C	Office / Assign	ed Judge		Help
he following are th ase Number or eF Search Case Numl tatus - Any - ase Type	ile Number	¢	Originating Agen Search Originati Access Status - Any -	cy	A 	gency Reference N Search Agency Ref laimant Name	umber erence Number		Search C	Office / Assign	ed Judge		Help
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ne following are th ase Number or eF Search Case Numl atus - Any - ase Type	ile Number	¢	Originating Agen Search Originati Access Status - Any -	cy	A 	gency Reference N Search Agency Ref laimant Name	umber erence Number		Search C	Office / Assign	ed Judge		Hel
he following are th ase Number or eF Search Case Numl tatus - Any - ase Type	ile Number	¢	Originating Agenu Search Originati Access Status - Any - Apply	cy	A 	gency Reference N Search Agency Ref laimant Name Search Claimant N	umber erence Number ame		Search C Employer Search E	Office / Assign	ed Judge		Hel

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



Dashboard	OALJ and BAL	CA Dashbo	New Cases									
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Search Case Num	ber or eFile Number	r (Search Originating A	lgency	Sea	arch Agency Refer	ence Number		- Any -			\$
cess Status												
- Any -		\$	Apply									
OALJ Case Number	eFile Number	o	riginating Agency			Reference Number	Status	Access Status	La Oi	ast Updated n	Details	
		2002 E		ing Administration (ETA	A)		SUBMITTED	SUBMIT	TED 05	9/14/2020 -	View	
Assignment				umber link to access ca	use filing	s and servings and	l to submit new	filings.	05	5:09 EST		н
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Assignment Iew Cases te following are th the Number or eff	re cases you have cre	eated. Clic	ck on the OALJ Case N	umber link to access ca	Ager		mber	filings.	Office / A		-	н
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Assignment Tew Cases the following are th asse Number or eff Search Case Num atus Any -	ie cases you have cre File Number	eated. Clic	ck on the OALJ Case N Originating Agency Search Originating / Access Status	umber link to access car Agency	Ager Se Clair	ncy Reference Nu arch Agency Refer mant Name	mber rence Number	filings.	Office / A Search Employe	Assigned Judg Office / Assigner Pr Name	ned Judge	н
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ase Number or eF	ne cases you have cre File Number ber or eFile Number	eated. Clic	ck on the OALJ Case N Originating Agency Search Originating / Access Status - Any -	Agency	Ager Se Clair	ncy Reference Nu arch Agency Refer mant Name	mber rence Number me	filings.	Office / A Search Employe Search	Assigned Judg Office / Assigner Pr Name	ned Judge	H

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.



Access Request Details		\times
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-	Submission Received and	Request to access the case has been submitted.	07/02/2022 -
0023007651	Pending Review		10:22 EST



UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

 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.



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.



Access Requests

The following are the cas	e 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 M										
OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details			
2022DBA00028			OALJ-2207-0023007651		Submission Received and Pending Review	07/02/2022 - 10:22 EST	View			
All times displayed in I	E Eastern Timorono			1	1					

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

Case Details

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

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

* 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 h	have been served to this ca	ase.					
* All times display	red in US Eastern Timezone	2					

Parties with Access

I ditico wi	III 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

]	Delegated Use	prs		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	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	

- 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.



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

Employer Name Status OPEN	Claimant Name JARVIS CARLOS G SR Employer Name Status OPEN	Employer Name Status OPEN	Case Type Group BLACK LUNG ALJ Decision Date Claimant Name JARVIS CARLOS G SR Employer Name Status OPEN	Case Type BLA Case Type Group BLACK LUNG Case Type Group BLACK LUNG Case Type Group JARVIS CARLOS G SR Claimant Name JARVIS CARLOS G SR Cmployer Name Case OPEN	Case Type BLA Case Type Group BLACK LUNG ALJ Decision Date Claimant Name JARVIS CARLOS G SR Employer Name Status OPEN	Submit a New F	iling Representative
Employer Name	Claimant Name JARVIS CARLOS G SR Employer Name	ALJ Decision Date Claimant Name JARVIS CARLOS G SR Employer Name	Case Type Group BLACK LUNG ALJ Decision Date Claimant Name JARVIS CARLOS G SR Employer Name	Case Type BLA Case Type Group BLACK LUNG ALU Decision Date Claimant Name JARVIS CARLOS G SR Employer Name	Agency Reference # BR7R4-2016187 Case Type BLA Case Type Group BLACK LUNG ALJ Decision Date Claimant Name JARVIS CARLOS G SR Employer Name	ocketed Date	07/11/2020 - 13:21 EST
	Claimant Name JARVIS CARLOS G SR	ALJ Decision Date Claimant Name JARVIS CARLOS G SR	Case Type Group BLACK LUNG ALJ Decision Date Claimant Name JARVIS CARLOS G SR	Case Type BLA Case Type Group BLACK LUNG ALJ Decision Date Claimant Name JARVIS CARLOS G SR	Agency Reference # BR7R4-2016187 Case Type BLA Case Type Group BLACK LUNG ALJ Decision Date Claimant Name JARVIS CARLOS G SR	tatus	OPEN
Claimant Name JARVIS CARLOS G SR		ALJ Decision Date	Case Type Group BLACK LUNG ALJ Decision Date	Case Type BLA Case Type Group BLACK LUNG ALU Decision Date	Agency Reference # BR7R4-2016187 Case Type BLA Case Type Group BLACK LUNG ALJ Decision Date	mployer Name	
	ALJ Decision Date		Case Type Group BLACK LUNG	Case Type BLACK LUNG	Agency Reference # BR7R4-2016187 Case Type BLA Case Type Group BLACK LUNG	laimant Name	JARVIS CARLOS G SR

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.



Filing Category	y	Filing Type	Filed Documents	s eFile Number	Status	Filed By	Last Updated On	Details
Notice or Repor	rt	Notice of Appearance	Noa_28.pdf	OALJ-2010-51059:	IN_PROGRESS	Thomas Mathew	10/15/2020 - 09:01 EST	View
Notice or Repor	rt	Notice of Withdrawal	NoW_6.pdf	OALJ-2010-510553	APPROVED	Devin Hamburg	10/13/2020 - 06:56 EST	View
Motion or Resp	onse or Reply to a Motion	Motion to Stay	File 2_19.pdf	OALJ-2007-500420	APPROVED	Devin Hamburg	07/22/2020 - 09:47 EST	View
All times display	yed in US Eastern Timezone							
Documon	ts Served by OAI	T						
/ocumen	its served by OA	J						
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed	On Notified	On
No documents	have been served to this case	2.						
All times display	ed in US Eastern Timezone							
arties wi	ith Access			Role in the Case		Organization	Showing 3 of 3 records	/iew More∙
Parties wi Name Devin	th Access	ed States, California, 92661		Role in the Case Claimant/Complainant/Prose Represented)	cuting Party (Self-	Organization	Showing 3 of 3 records	
Parties wi Name Devin Hamburg	Address 4573 Elk Street, CAT, Unite	d States, California, 92661 (TOwer TOwn, United Stat		Claimant/Complainant/Prose	cuting Party (Self-	Organization Devin Hambur Road		lden Valley
	th Access Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARP		es, Illinois, 99501	Claimant/Complainant/Prose Represented)		Organization Devin Hambur Road Devin Hambur Road	rg & Associates LLC, 3765 Hic rg & Associates LLC, 3765 Hic Dragger Attorneys at Laws, i	iden Valley
Parties wi Name Devin Hamburg Maria Holden Thomas Mathew	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARH 7786 County Ave. Harleyst Delaware, 87454	(TOwer TOwn, United Stat	es, Illinois, 99501	Claimant/Complainant/Prose Represented) Amicus Curiae Attorney For Claimant/Comp		Organization Devin Hambur Road Devin Hambur Road Wingstein and	rg & Associates LLC, 3765 Hic rg & Associates LLC, 3765 Hic Dragger Attorneys at Laws, i	dden Valley dden Valley
Parties wi Name Devin Hamburg Maria Holden Thomas Mathew	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARH 7786 County Ave. Harleyst Delaware, 87454	(TOwer TOwn, United Stat	es, Illinois, 99501	Claimant/Complainant/Prose Represented) Amicus Curiae Attorney For Claimant/Comp		Organization Devin Hambur Road Devin Hambur Road Wingstein and	rg & Associates LLC, 3765 Hic rg & Associates LLC, 3765 Hic Dragger Attorneys at Laws, i	iden Valle; iden Valle; 56
Parties wi Name Devin Hamburg Maria Holden Thomas	Address 4573 Elk Street, CAT, Unite 4398 Barfield Lane, STARH 7786 County Ave. Harleyst Delaware, 87454	(TOwer TOwn, United Stat	es, Illinois, 99501	Claimant/Complainant/Prose Represented) Amicus Curiae Attorney For Claimant/Comp Party	ainant/Prosecuting	Organization Devin Hambur Road Devin Hambur Road Wingstein and	rg & Associates LLC, 3765 Hic rg & Associates LLC, 3765 Hic Dragger Attorneys at Laws, i ve	dden Valley dden Valley



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.

HOME DASHBOARD 🗸 MY ACCOUN	T 🗸 SUPPORT 🗸 ARE YOU A LEG	AL ASSISTANT? CONTACT HELP DESK	
A 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		
reope s choice law riffil	iny riolite		

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

OALJ and BAL	CA Dashboard					
File a New Case Requ	iest Access to Cases Multi	Case Filing				Help 🕜
My Access Reque		ALJ Case Number link to access case	filings and servings and to sub	mit new filings.	Showing 1 of 1 recor	rds View More 🔿
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
All times displayed in US Eas	tern Timezone					


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

Case Detail	ls
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
EmployerName	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

4. 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 Drag	ger Attorneys at Laws		Help 🕑
Name	Email		
Enter Name	O Enter Email O	Search	
Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	Delegate
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate

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



Organization Members

-	n delegated to this case. on has been sent to Carol Max at caroltester001@gmail.com.			
rganization: Wing	stein and Dragger Attorneys at Laws			Help
ame	Email			
Enter Name	O Enter Email	0 Search		
Name	Email	User Type	Actions	_
Carol Max	caroltester001@gmail.com	Attorney	Remove Delegation	
				_

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

|--|

Organization Members

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

Delegated Users Showing 1 of 1 record					
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		



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

 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.



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	
2017BLA05033	PARKS FRANK	OPEN	Dion - John	10/07/2020 - 05:46 EST	OALJ Filings Testing, 200 Constitution Avenue, NW	
2019BLO00004	KENDRICK LAWRENCE	OPEN	Dion - John	10/12/2020 - 01:57 EST	OALJ Filings Testing, 200 Constitution Avenue, NW	

- 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".



Case Details

ummary	,							Help
File Case Number	EFS-OALJ-2007-2	200139						
ALJ Case Number	2019BLO00004							
gency Reference #	BGMQC-2012275							
ase Type	BLO							
ase Type Group	BLACK LUNG							
LJ Decision Date								
laimant Name	KENDRICK LAWR	ENCE						
mployer Name								
tatus	OPEN							
locketed Date	07/11/2020 - 13:2	21 EST						
ilings							showing 5 of 8 records	View More
ilings (Filing Turne	Filed Desuments	ofile Number	Status		-	View More
filings	/	Filing Type	Filed Documents	eFile Number	Status	S Filed By	ihowing 5 of 8 records	View More Detail
Filing Category	/ onse or Reply to a	Filing Type Motion to Withdraw from Representation	Filed Documents 68fc3155-4277-4a15-8033 -42e54483ae11_Noa_0 (5).pdf	eFile Number OALJ-2010-510581	Status APPROVED		-	
Filing Category Motion or Respo Motion		Motion to Withdraw from	68fc3155-4277-4a15-8033 -42e54483ae11_Noa_0			Filed By Swetha	Last Updated On 10/14/2020 - 09:15	Detai
Filing Category Motion or Respo Motion Motion or Respo Motion	onse or Reply to a	Motion to Withdraw from Representation Motion to Withdraw from	68fc3155-4277-4a15-8033 -42e54483ae11_Noa_0 (5).pdf 68fc3155-4277-4a15-8033 -42e54483ae11_Noa_0	OALJ-2010-510581 OALJ-2010-510577 OALJ-2010-510509	APPROVED	Filed By Swetha Sunny Swetha	Last Updated On 10/14/2020 - 09:15 EST 10/14/2020 - 09:06	Detail View

* All times displayed in US Eastern Timezone

Notice of Appearance

Notice or Report

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	n US Eastern Timezone						

Noa_11.pdf

OALJ-2010-510492 APPROVED Emma Sunny 10/12/2020 - 02:14 EST

View

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

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



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			
A Dashboard OAL	J and BALCA Dashboard					
OALJ and BAL	CA Dashboard					
File a New Case Requ	est Access to Cases M	ulti Case Filing				Help 😮
My Access Reque						
The following are the cases yo	u have access to. Click on the	e OALJ Case Number link to access case filin	gs and servings and to subr	nit new filings.	Showing 5 of 38 records	View More +
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012LHC02015	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View

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

Case Deta	nils	
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 F	Filing	



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.

	Form Templates 🛓	Help 😮
Instructions for Filing Under Seal	uctions for Filing by Amicus Curiae	
IMPORTANT NOTICE: EFILE.DOL.GOV filings you need to file a document with OALJ or t parties, you MUST NOT FILE USING THE following guide for such confidential filings	he Boards that should not be view	ed by othe
Case Number		
2022DBA00028		
Filing Category *		
- Select a value -		\$
Additional Comments *		
		/
eFiler's Organization People's Choice Law Firm, 554004 NE.444 ST		¢



user_four_efs@yahoo.com
user_iour_ers@yarioo.com
attorney_two_efs@yahoo.com
SPONSIBILITY ce with 29 C.F.R. § 18.31. This regulation generally
nts being filed, including exhibits and attachments
h the redaction rules. I have read this notice.

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

Dashboard	d OALJ and BALCA Dash	board Case De	tails					
Case Deta	ils							
The new	filing has been submitted to t	he case.						
								Help
Summary	,							Thetp
File Case Number	EFS-OALJ-2009-208942							
ALJ Case Number	2012LHC02015							
gency Reference #	08-135254							
ase Type	LHC							
ase Type Group	LONGSHORE							
LJ Decision Date								
laimant Name	BARY LARRY W.							
mployer Name								
tatus	OPEN							
Oocketed Date	07/11/2020 - 13:21 EST							
Submit a New I	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 Resp	onse or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View
All timos display	ed in US Eastern Timezone					1		

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



Filings						Showing 1 of 1 records	/iew 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	View

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

ïlings								
ile Number	Filing C	ategory	Filing Type			Status		Help
Search eFile Number	- Any -		◆ -Any-		\$	- Any -		\$
Apply Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Det

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

Dashboard	OALJ and BALCA Dasl	board	EFS-OALJ-2009-	208942	Filings						
Filings											
											Help
File Number		Filing C	ategory			Filing Type			Status		
		- Any -			\$	-Any-		4	- Any -		\$
Search eFile Number		Any									
Apply											
	Filin	g Type	Filed Document	:5	eFile N	umber	Status	Filed By	Submitted On	Last Updated On	Detail
Apply						lumber 2009-510205	Status SUBMITTED	Filed By Barey	Submitted On 09/14/2020 - 05:39	Last Updated On 09/14/2020 - 05:39	Detail View

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



inco babi
OALJ-2207-0023007654
EFS-OALJ-2206-215291
Brief or Statement of Position
Brief
testing
260052-Document-to-be-filed-0-59.pdf
Submission Received and Pending Review
07/02/2022 - 22:43 EST
John Smith
John Smith

Status Update Log

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



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			
	ALJ and BALCA Dashboard					
	LCA Dashboard					Help 🕻
File a New Case R My Access Req		Multi Case Filing				
	s you have access to. Click on t	he OALJ Case Number link to acce	ess case filings and servings and to sul	omit new filings.	Showing 5 of 38 records	View More
	s you have access to. Click on t eFile Number	he OALJ Case Number link to acce Claimant Name	ess case filings and servings and to sul Employer Name	omit new filings. Status	Showing 5 of 38 records	View More

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

	•1	
Case Deta	nils	
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		
	OPEN	
Status		





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.

	Form Templates 🛓	Help 🕻
Instructions for Filing Under Seal	Instructions for Filing by Amicus Curiae	
MPORTANT NOTICE: EFILE.DOL.GO	IV filings are visible to other registered efilers	in a case.
	OALJ or the Boards that should not be view	
arties, you MUST NOT FILE USI	NG THE EFILE.DOL.GOV GATEWAY. Rather,	consult th
ollowing guide for such confidentia	l filings	
ase Number		
2022/DBA00028		
iling Category *		
Brief or Statement of Position		ŧ
iling Type *		
Brief		÷
		•
dditional Comments *		
test		
46 characters left		,
46 characters left Document to File		,
Document to File	nes are allowed; odf ing ingg doc, docy, yis yisy	bet off
Document to File Only files with the following extension	ons are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx	, bit, rtf
Document to File Only files with the following extension and size should be less than 200MB	ons are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx	, bit, rtf
Document to File Only files with the following extension	ons are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx Operations	, bit, rtf
Document to File Only files with the following extension and size should be less than 200MB		, bit, rtf
Document to File Only files with the following extension and size should be less than 200MB	Operations	
Document to File Only files with the following extension and size should be less than 200MB File information	Operations	
Document to File Only files with the following extension and size should be less than 200MB	Operations	
Document to File Only files with the following extensis and size should be less than 200MB File information	Operations	
Document to File Only files with the following extension and size should be less than 200MB File information	Operations	



Certificate of Service	
Choose File No file chosen	
he Certificate of Service may be included as part of the fi	led document or may be uploaded separately using the Certificats
Everyice upload field above. Note that the filing will be n	ejected if the Certificate of Service is not included in the
ubmission in one of these two ways. Only files with the fo	Ilowing extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx,
d, rtf. Size of the file should be less than 200MB	
Filer's Organization	
People's Choice Law Firm, 554004 NE.444 ST	f \$
ielect an Attorney *	
- Select -	\$
he following parties will be electronically r	otified of this filing:
Name	Email
John Smith	user_four_efs@yahoo.com
John Smith	attorney_two_efs@yahoo.com
MPORTANT NOTICE FOR REDACTION RESPO	NSIBILITY vith 29 C.F.R. § 18.31. This regulation generally
equires redaction of:	, i i i i i i i i i i i i i i i i i i i
Social Security numbers	
Taxpayer identification numbers Dates of birth	
Names of minor children Financial account numbers	
Financial account numbers	
'his requirement applies to all documents I	being filed, including exhibits and attachments
I understand that I must comply with th	e 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.



Dashboard	d OALJ and BALCA Dash	board Case De	etails					
Case Deta	nils							
The new	filing has been submitted to	the case.						
								Help
ummary	,							
ile Case Number	EFS-OALJ-2009-208942							
LJ Case Number	2012LHC02015							
ency Reference #	08-135254							
se Type	LHC							
se Type Group	LONGSHORE							
J Decision Date								
imant Name	BARY LARRY W.							
nployer Name								
itus	OPEN							
cketed Date	07/11/2020 - 13:21 EST							
Submit a New I	Filing							
SUDITIL A NEW I	rung							
ilings							Showing 1 of 1 records	View Mor
Filing Category	/	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Detai

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

Filings						Showing 1 of 1 records	/iew 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	View

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



Filings									
File Number	Filing C	ategory		Filing Type			Status		Helţ
Search eFile Number	- Any -		\$	-Any-		;	• Any -		\$
Apply Filing Category	Filing Type	Filed Documents	eFile N	lumber	Status	Filed By	Submitted On	Last Updated On	Deta

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

ilings								
								Help
ile Number	Filing Ca	ategory	Filing Type			Status		
Search eFile Number	- Any -		◆ -Any-		\$	- Any -		\$
Apply	Filing Type	Filed Documents	eFile Number	Status	Filed Rv	Submitted On	Last Undated On	Deta
Apply Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Det
	Filing Type Motion to Stay	Filed Documents download_42.jpeg	eFile Number OALJ-2009-510205	Status SUBMITTED	Filed By Barey Barry	Submitted On 09/14/2020 - 05:39 EST	Last Updated On 09/14/2020 - 05:39 EST	Det

18. 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-2207-0023007655
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 R
Status	eview
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



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.

HOME DASHBOARD V MY ACCOUN	IT 🗸 SUPPORT 🗸 ARE YOU A LEG	GAL 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 (OAL)) or Board of Alien Labor Certification Appeals (BALCA)
People's Choice Law Firm	My Profile		

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



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		
Μ	lulti Case F	Tiling			
	OALJ Case Num	ıber			Help 🕄
	Fiscal Year	Case Type	Case Number		
	Eg: 2019	-Any- 🗢	Eg: 01234		
	Search	Add Filing			
s	elect Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
	~	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.



New Filing to OALJ

a case. by oth nsult th
by oth
\$
\$



\$

Document t	o Filo

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
Document to be_filed_0_62.pdf (458.51 KB)	Remove
Add a File	
Choose Files 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

Choose File 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



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



Dashboard OALJ a	nd BALCA Dashboard Ne	w Filing to OALJ	
Filing to OA	J		
The new filing has been	submitted to the case.		
eset & Back to Search			
eset & Back to Search			Help 🕜
OPTANT NOTICE: FEU	DOL GOV filings are visible	to other registered efilers in a	
OKTANT NOTICE. LITLE	0	0	
, need to file a docume		s that should not be viewed t	Jy ourier
u need to file a docume		GOV GATEWAY. Rather, cons	sult the

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



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





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

ilings						Showing 1 of 1 records	/iew 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	View

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

ilings						Showing 1 of 1 records	'iew 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	View

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

Filings										
									He	
File Number	Filing Ca	ategory		Filing Type			Status			
Search eFile Number	- Anv -	- Any - 🔶		-Any-			- Any -		\$	
Apply Filing Category	Filing Type	Filed Documents	eFile	Number	Status	Filed By	Submitted On	Last Updated On	Det	
Apply Filing Category Motion or Response or Reply to a] [Status SUBMITTED	Filed By Barey	Submitted On 09/14/2020 - 05:39	Last Updated On 09/14/2020 - 05:39	Det	

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



File Number	Filing C	ategory		Filing Type			Status		Hel
Search eFile Number	- Any -		\$	-Any-		:	+ Any -		\$
Apply									
Filing Category	Filing Type	Filed Documents	eFile f	lumber	Status	Filed By	Submitted On	Last Updated On	Deta

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-	Submission Received and Pending Review	New filing has	07/02/2022 -
0023007658		been submitted.	23:26 EST



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.

HOME DASHBOARD V MY ACCOUN	T 🗸 SUPPORT 🗸 ARE YOU A LEG	AL 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. Click on the **Multi Case Filing** button. The user is navigated to the case details page.



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

A Dashboard	OALJ and BALCA Dashboar	Multi Case Filing		
Multi Case Fi	iling			
OALJ Case Num	ber			Help 🕑
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
~	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.



New Filing to OALJ

		For	m Templates 🛓 🛛 Help 😧
Instructi	ons for Filing Under Seal	nstructions for Filing	by Amicus Curiae
ou need oarties, ye	NT NOTICE: EFILE.DOL.GOV fili to file a document with OALJ ou MUST NOT FILE USING T guide for such confidential filing	or the Boards that si HE EFILE.DOL.GOV G	hould not be viewed by other
	OALJ Case Number	Case Type	Claimant Name
✓	2022DBA00027		
~	2022DBA00028		
iling Cate			
	Statement of Position		\$
			¢
Filing Type Brief			







- 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 I showing on the New Filing to OALJ page.



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



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



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

File Number	Status	Filed By	Last Updated On	Details
DALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View

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

llings						Showing 1 of 1 records	/iew More 🖯
iling Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Notion 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	View

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



Dashboard OALJ and BAU	LCA Dashboard	EFS-OALJ-2009-208942	Filings					
								Help
File Number	Filing C	ategory	Filing Type			Status		
Search eFile Number	- Any	-	♦ -Any-		:	Any -		\$
Apply Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Deta
Motion or Response or Reply to a	Motion to	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey	09/14/2020 - 05:39	09/14/2020 - 05:39	View

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

				Help
File Number	Filing Category	Filing Type	Status	
Search eFile Number	- Any -	♦ -Any-	🗢 - Any -	\$
Apply Filing Category	Filing Type Filed Documents			Last Updated On Deta

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



Filing Details

OALJ-2207-0023007657 eFile Number 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-	Submission Received	New filing has been submitted.	07/02/2022 -
0023007657	and Pending Review		23:20 EST

×

HOW TO ACCESS SERVED DOCUMENTS?

 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.



JALJ and BA	LCA Dashboard	l				
File a New Case R	equest Access to Cases	Multi Case Filing				Hel
The a new case	equest Access to cases	mutu case r ning				
Av Access Rea	uests					
, 1		the OALJ Case Number link to acce	ess case filings and servings and to s	ıbmit new filings.		
My Access Req		the OALJ Case Number link to acce	ess case filings and servings and to su	ıbmit new filings.	Showing 5 of 38 records	View Mor
, 1		the OALJ Case Number link to acce	ess case filings and servings and to so Employer Name	ıbmit new filings. Status	Showing 5 of 38 records Last Updated On	View Mor

3. The OALJ Issued Documents table is showing the served documents list.

Docum	Documents Served by OALJ Showing 1 of 1 records View									
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On			
SS	Service sheet	dummysample.pdf	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 Timezon

Click on the View More button to navigate to the Documents Served by the OALJ page.

Docum	ocuments Served by OALJ Showing 1 of 1 records									
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On			
SS	Service sheet	dummysample.pdf	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			

5. Click on the file name to access the served document.

File Num Search e	FileNumber	File Name Description Imber Search File Name Search Description		bly			
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007- 000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST		07/23/2020 - 03:32 EST

6. The Accessed On is showing in the column.



File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	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


HOW TO REMOVE DELEGATION ACCESS FROM A 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.

			He
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 Administrativ Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALC

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



OALJ and BALCA Dashboard

File a New Case Req	quest Access to Cases Multi	Case Filing				Help
My Access Requ The following are the cases y		ALJ Case Number link to access case	filings and servings and to sub	mit new filings.	Showing 1 of 1 record	View More
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	View
2018BLA05689						

3. Click on the **Delegate Access** button to navigate to the 'Organization Members' page.

Case Deta	ils
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
EmployerName	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

4. From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

Name		Email			
Enter Name	0	Enter Email	0	Search	
Name	Email		User Type		Actions
Angel George	angeltester001@gmail	l.com	Attorney		Remove Delegation

5. Remove delegation confirmation will be displayed and the link against exdelegated member changes to **Delegate**.



eFile and eServe

A Dashboard OALJ and BALCA D	ashboard EFS-OALJ-2007-200190	Organization Members		
Organization Members				
 Removed Angel George's delegat An email notification has been set 	ed access to this case. nt to Angel George at angeltester001@gma	sil.com.		
Organization: Org - Barry				Help 🚱
Name	Email			
Enter Name	O Enter Email	0	Search	
Name	Email		User Type	Actions
Angel George	angeltester001@gmail.com		Attorney	Delegate



HOW TO SUBMIT A REPRESENTATIVE'S WITHDRAWAL OF APPEARANCE FROM A 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.

HOME DASHBOARD V MY ACC	OUNT 🗸 SUPPORT 🗸 ARE YOU A LE	GAL 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. Click on the approved OALJ Case Number link and the user is navigated to the case details page.



OALJ and BALCA Dashboard

File a New Case Requ	est Access to Cases Multi (Case Filing				Help
	oto					
A Access Reque		LJ Case Number link to access case	filings and servings and to sub	mit new filings.	Showing 1 of 1 records	View More
, ,		LJ Case Number link to access case Claimant Name	filings and servings and to sub Employer Name	mit new filings. Status	Showing 1 of 1 records Last Updated On	View More C

3. 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

Sammary	
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 F	iling Representative's

4. 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 *

Choose Files No file chosen



Certificate of Service

Choose File	No file chosen
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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

\$

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. Fill and upload all the mandatory fields and click on the Submit to the DOL button.





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 Repres	entation has been submitted.						
Summary								Help 😧
eFile Case Number	EFS-OALJ-2007-2001	82						
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 E	ST						
Submit a New Fi	iling Representat	ive's Withdrawal of Appearance	Delegate Access					
Filings						Sho	owing 4 of 4 records	View More 🛨
Filing Category		Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Respo Motion	nse or Reply to a	Motion to Withdraw from Representation	Processing please wa	ait. OALJ-2010-510681	SUBMITTED	Thomas Mathew	10/30/2020 - 01:07 EST	View



BOARDS DASHBOARDS



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



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.

ARB Dashboard							
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
DOCKET NUMBER	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Detail

- 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.



c. The Appeals in Draft State table lists all the appeals that were saved as a draft during the new appeal process.

		_					Help 😮				
File a New Appeal - ARB	Request Access to Appea	ls									
Access Requests	3										
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details				
There are no appeals in yo	ur account. You can request t	o access your appeal or you c	an file a new appeal using the butt	ons above.							
* All times displayed in US Ea	astern Timezone										
New Appeals	New Appeals										
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details				
There are no appeals you I	have filed through the system										
* All times displayed in US Ea	astern Timezone										
Appeals in Draf	t State										
eFile Case Number		eFile Number	Case Type	C	raft Saved On		Actions				
There are no appeals in dr	aft state to display.										
* All times displayed in US Ea	astern Timezone										



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 Dashboa	rd						
File a New Appeal - ARB	Request Access to Appea	als					Help <table-cell></table-cell>
Access Reques							
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 t	o access your appeal or you can	file a new appeal using the	buttons above.			
All times displayed in US	5 Eastern Timezone						

3. Search any appeal and click on the 'Add to Request' button that is displayed when an appeal is selected.

Search Anneals Ar88 2031 0031 Deproyr Name or effe Case Number OALJ Case Number Search OALJ Case Number Search OALJ Case Number Out Construction Search Claimant Name Search Claimant Name Search claimant Name Search claimant Name Search claimant Name	Search App	peals				
ARB 2011 001 Under Stars Namber OALJ Case Number Search OALJ Case Number Search OALJ Case Number Claimant Name Search Claimant Name Search Claimant Name Search Claimant Name						
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Search DALJ Case Number Search Docket Number Search OWCP Number Claimant Name Employer Name Search Claimant Name Search Employer Name	Advanced Filter					
Claimant Name Employer Name Search Claimant Name Search Employer Name eFile Case Number	OALJ Case Numb	er 🕜	Docket N	umber	OWCP Number	
eFile Case Number	Search OALJ Ca	se Number	Search	Docket Number	Search OWCP Number	
eFile Case Number			Claimant	Name	Employer Name	
			Search	Claimant Name	Search Employer Name	
You can further filter the appeals using Docket Number, OALJ Namber, effile Gase Number.	Search eFile Ca	se Number				
	Search		Clear Filters 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

Docket Number Case Type OALJ Case Number ARB-2021-0031	
profile will be sent with the request. Please make sure that your profile is curren	
Type * (- Sarbanes-Oxley Act whistleblower	\$
Case Number 😮 *	
0BLA12345	
3BLA12345 or 2013-BLA-12345	



eFile and eServe

Delegate (Multi-Select) Claire Cooper	4 *
Claire Cooper	4
	4
Decision Date (Lower Court) *	
12/10/2010	
MM/DD/YYYY	
Notice of Appearance	
Choose File No file chosen	
loards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file	a notice
f appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will exp	pedite
Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-att	torney
epresentatives. 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 Dashl	ooard										
Request to	access the appeal ha	as been submitted. [ARB-2011-0031]								
File a New Appeal - ARB Request Access to Appeals											
-	Access Requests										
The following are th	e list of appeals you	have access to. Click	on the docket number lin	k to view case status, access filings and se		owing 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	View				
All times displayed	in US Eastern Time:	7000									

6. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.



ARB Dash	board					
File a New Appea	APP Popular	t Access to Appeals				
піе а нем Арреа	Request	c Access to Appeals				
Access Rec	uests					
	-	have access to. Click	on the docket number	link to view case status, access filings	and servings and to submit new filings.	
	-	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
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	he list of appeals you h	have access to. Click Employer Name	on the docket number eFile Number	link to view case status, access filings Case Type	and servings and to submit new filings.	Showing 1 of 1 records Last Updated On
The following are t	he list of appeals you h	Employer			· · ·	Last Updated On

7. The user is displayed with a details popup and can click on the document links which are submitted by the user.

ccess Request Details		
Docket Number	ARB-2011-0031	
eFile Case Number	EFS-ARB-1103-050111	
eFile Number	ARB-2206-0023007571	
Board	Administrative Review Board	
Сазе Туре	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.



ARB Dashboard

File a New Appea	I - ARB Reque	st Access to Appeals					
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					Sh	owing 1 of 1 records Vie	ew More
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Sh	Last Updated On	ew More

9. All the requested appeals will be listed on the page.

Access	Request	s								
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Case Numbe	r or eFile Num	ber	Case Type		Status					
Search Cas	e Number or eF	File Number	-Any-		\$ - Any -		÷	Apply		
Search Ca	e Number or eF	File Number	-Any-		\$ - Any -		¢	Apply		
Search Cas Docket Number	e Number or ef Claimant Name	File Number Employer Name	eFile Case Number	eFile Number	 Any - Case Type 	Status	\$ Submitted On	Apply Last Updated On	Organization	Deta
Docket	Claimant	Employer		eFile Number ARB-2206-		Status Submission	Submitted	Last	Organization People's Choice	Deta



HOW TO ACCESS APPEALS IN ARB?

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

Dashboard

				Help 🕑
(ARB) Appeals Board (ECAB) Judges (OALJ) or	eFile & eServe with the Administrative Review Board	eFile & eServe with the	eFile & eServe with the Employees' Compensation	Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification

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

ARB Dashboa	rd						
		_					Help
File a New Appeal - ARE	Request Access to Appea	als					
Access Reques	sts						
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 t	o access your appeal or you can	file a new appeal using the l	buttons above.			
All times displayed in US	S Fastern Timezone						

3. Search any appeal and click on the 'Add to Request' button that is displayed when an appeal is selected.

Search Ap	peals					
ARB 2011 0031		¢				Hel
Advanced Filter	ber 😢	Docket Nu	umber		OWCP Number	
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eFile Case Numi Search eFile C You can further filter th Search	e appels using Docket Number, OAL Clear Selection and Filters		to Request			
Search		Clear Filters Add	to Request			
Conty one appeal can be Search Res	sults					

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.



Request Access to an Appeal

Back to S	iearch Reset		Help
	Docket Number	Case Type	OALJ Case Number
✓	ARB-2021-1000	SOX	20205OX00001
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SOX - Sar	• banes-Oxley Act whistleblov	wer	\$
2010BLA1	Number 😧 *		
	345 or 2013-BLA-12345		
-	Choice Law Firm, 554004 NE	.444 ST	\$
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Choose F Choose F Boards require of appearance	ppearance ile No file chosen s that attorneys and non-attorney compliant with 29 CFR 18.22. Havi	ing a notice of appearance fi	iled together with the first filing will expedite
Choose F Choose F Boards require of appearance Board's ability	ppearance ile No file chosen s that attorneys and non-attorney compliant with 29 CFR 18.22. Havi	ing a notice of appearance fi n permission to efile for pre-	iled together with the first filing will expedite viously unknown attorneys and non-attorney
Choose F Boards require of appearance Board's ability	ppearance ile No file chosen s that attorneys and non-attorney compliant with 29 CFR 18.22. Havi to make a timely determination or	ing a notice of appearance fi n permission to efile for pre-	iled together with the first filing will expedite viously unknown attorneys and non-attorney

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 h	as been submitted	[APR-2011-0031]				
V Request to	access the appear in	as been submitted.	[ARD-2011-0051]				
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File a New Appea	APB Poque	st Access to Appeals					
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		nave access to: circ	k off the docket humber th	nk to view case status, access filings and se	0	owing 1 of 1 records	View More (
Docket Number	Claimant Name	Employer Name	eFile Number	rk to view case status, access filings and se Case Type	0	owing 1 of 1 records	View More (Deta
	Claimant Name	Employer			Sh	-	

6. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

ARB Dash	board						
							Help
File a New Appea	I - ARB Reque	st Access to Appeals					
Access Req	uests						
-	•	have access to. Click	x on the docket number	link to view case status, access filings	and servings and to submit new filings.		
-	•	have access to. Click	con the docket number	link to view case status, access filings	and servings and to submit new filings.	Showing 1 of 1 records	View More
-	•	have access to. Click Employer Name	on the docket number	link to view case status, access filings Case Type	and servings and to submit new filings. Status	Showing 1 of 1 records Last Updated On	View More

7. The user is displayed with a details popup and can click on the document links which are submitted by the user.



A	ccess Request Details		6
	Docket Number	ARB-2021-1000	
	eFile Case Number	EFS-ARB-2012-200023	
	eFile Number	ARB-2207-0023007659	
	Board	Administrative Review Board	
	Сазе Туре	SOX - Sarbanes-Oxley Act whistleblower	
	Statue	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

	I - ARB Reque	st Access to Appeals					
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e following are th Docket Number ARB-2011-0031		Employer		, , , , , , , , , , , , , , , , , , , ,	She		

9. All the requested appeals will be listed on the page.



ARB Dashboard Access Requests

Access Requests

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se Numbe	r or eFile Num	ber	Case Type		Status					
Search Cas	e Number or eF	ile Number	-Any-		🗢 - Any -		÷	Apply		
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lumber			eFile Case Number EFS-ARB-1103-050111	eFile Number	Case Type SOX - Sarbanes-	Status Submission			Organization People's Choice	Deta View
Docket Number ARB- 2011-	Name	Name					On	Updated On		



HOW TO FILE A NEW APPEAL IN ARB?

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

<image>DashboardImage: Section of the section with the section

2. Click on the File a New Appeal - ARB button.

*	Dashboard	ARB Dashboard		
			ARB Dashboard	I
			File a New Appeal - ARB	Request Access to Appeals

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.



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Note: Fields on each page may differ according to the selections on the previous page.

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lew Appeal	
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Help	Help 🔞
Please select your role on this Appeal. If you are a represent option from the drop down list. If you are not sure what opt select the option you feel is the closest match, and it will be Review Board's staff if necessary upon their review. Please	tion to select from the list, please e corrected by the Administrative
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	\$



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our Role on this Ap	neal *			
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re you filing on Bel	nalf of a Decea	sed Party?		
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New Appeal

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click "Next" to con se Type * Select Case Type			\$



w Appeal					
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Help					
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PDF format.					
cision Date *					
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must be submitted	in PDF format and should	l be no larger tha	n 200MB. To uplo	ad a file please click ch	oose file and fi
select the file from	our computer				



New Appeal





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▼ Help			
Party" button to	enter them. It is your i ate as this information	associated with this appeal. responsibility to make sure the will be used for the electroni	ne information that you
-	•	s, please remove the previou button to fetch the parties fr	
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ase Parties	nation will always be lo		appeal. The following is y



New Appeal		
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▼ Help		
	on below to ensure that the attorneys of record are a "Next" to continue your filing.	issigned to the
Party Details		
Name	Role	
میں میں معنی	Attorney	
	Claimant	
Select the parties represente	ed by Alex J Jacob Dr.	
0000 0000		4
Petitioner in this Appeal *		
		\$
Previous Save Dr	aft Cancel Next	



rms & Conditior	IS				
-	ely for the use of p 3 & ECAB) of the U.:		es pending before th of Labor.	e Adjudicatory	
Accept Above	e Terms & Conditio	ns			
Previous	Save Draft	Cancel	Preview	Submit to ARB	

5. On the final page of the wizard, Accept the Above Terms & Conditions and click on the '**Submit to ARB**' button.

Terms & Condition	5	100%	i i i i i i i i i i i i i i i i i i i		
	ely for the use of p		es pending before t of Labor.	the Adjudicatory	•
Accept Above	Terms & Conditio	ns			
Previous	Save Draft	Cancel	Preview	Submit to ARB	



6. The new appeal will be shown in your '**New Appeals**' table with the '**SUBMITTED**' status along with a confirmation message.

	BOARD 🗸	MY ACCOUNT	SUPPORT	ARE YOU A LEG	GAL ASSISTA	NT? CONT/	ACT HELP DE	ESK	
ARB Dash	board								
New appe	al request has been s	submitted.							
File a New Appea	al - ARB Reque	st Access to Appeals							Help
Access Rec	-	have access to. Clic	k on the docket number linl	k to view case status, access fi	lings and servings	and to submit new fi	~	ring 1 of 1 records	w More
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Stat	us		Last Updated On	Det
ARB-2011-0031	Marc M. Twyman	Tax Master, Inc.	ARB-2206- 0023007571	SOX - Sarbanes-Oxley Act whistleblower	Sub Rev	mission Received and	d Pending	06/18/2022 - 06:22 EST	Vie
All times displaye	d in US Eastern Time	zone	1						
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lew Appea	als he appeals you have Claimant	created. Click on the Employer		- •	Status	l to submit new filing eived and Pending	Shov	On Details	ew Moi
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7. Click on the View link under the Details table header. The user is navigated to the appeal's view details page.



Docket Number eFile Number eFile Case Number	Pending Assignment 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	

Humo	Address	
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 Status

eFile Number

Comment

Updated On

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HOW TO FILE A NEW APPEAL IN ARB?

2. 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 (OALI) or Board of Alien Labor Certification Appeals (BALCA)

3. Click on the File a New Appeal - ARB button.

*	Dashboard	ARB Dashboard	
			ARB Dashboard
			File a New Appeal - ARB Request Access to Appeals

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.



Note: Fields on each page may differ according to the selections on the previous page.

New Appeal

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Help		Help
option from the drop select the option you	ole on this Appeal. If you are a representative, please p down list. If you are not sure what option to select f u feel is the closest match, and it will be corrected by f if necessary upon their review. Please click " <i>Next</i> " to	rom the list, please the Administrative
elect an option		
	or party listed in the NoA	
I am a legal staff		
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People's Choice Law	/ Firm, 554004 NE.444 ST	
reopie s'enoice cam	11111, 554004 NE.444 51	\$
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New Appeal

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Help				
written decision t		-	you are unsure, ple e type that applies t	
click "Next" to co	ntinue your filing.			
click "Next" to co I se Type * - Select Case Type				\$



document that you are appealing. Please also upload the decision being appealed in Adol PDF format.
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 Adol PDF format. cision Date * mm/dd/yyyy you have a decision file to upload? Yes
mm/dd/yyyy you have a decision file to upload? Yes
you have a decision file to upload? Yes
Yes
Choose File No file chosen
s must be submitted in PDF format and should be no larger than 200MB. To upload a file please click choose file I select the file from your computer



New Appeal





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▼ Help			
Party" button to	enter them. It is your r ate as this information	ssociated with this appeal. esponsibility to make sure th will be used for the electroni	e information that you
-	-	s, please remove the previous button to fetch the parties fro	
Add New Party	Reload Parties		
ase Parties			
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formation taken	from the profile inform	nation in your account.	
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Role: Attorney			
Role: Attorney Aaron Tester			
Role: Attorney		Edit	Remove



New Appeal		
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Please review the informatio	n below to ensure that the attorneys of record are assi Next" to continue your filing.	gned to the
Party Details		
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Select the parties represente	d by Alex J Jacob Dr.	
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Petitioner in this Appeal *		
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-	B & ECAB) of the U.				•
Accept Abov	e Terms & Conditio	ns			

6. On the final page of the wizard, accept the Terms & Conditions and click on the 'Submit to ARB' button.

erms & Condition		100%			
This system is sole			s pending before t f Labor.	he Adjudicatory	* *
- Accept Above	Terms & Conditio	ns			
Previous	Save Draft	Cancel	Preview	Submit to ARB	



8. The new appeal will be shown in your '**New Appeals**' table with the '**SUBMITTED**' status along with a confirmation message.

IE DASH	BOARD 🗸	MY ACCOUNT		ARE YOU A LEG	GAL ASSISTANT?	CONTA	CT HELP DE	SK	
ARB Dash	board								
New appe	al request has been :	submitted.							
File a New Appe	luests	est Access to Appeals							Help
he following are t Docket Number	he list of appeals you Claimant Name	I have access to. Click Employer Name	on the docket number lini eFile Number	k to view case status, access fil Case Type	lings and servings and to Status	submit new fil		ing 1 of 1 records Vie	w More
ARB-2011-0031	Marc M. Twyman	Tax Master, Inc.	ARB-2206- 0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission	n Received and	l Pending	06/18/2022 - 06:22 EST	Vie
All times displaye		zone							
he following are t	he appeals you have	created. Click on the	eFile Case Number link to	view case status, access filing	s and servings and to sub	omit new filing		ving 1 of 1 records	ew Mor
	Claimant	created. Click on the Employer Name	eFile Case Number link to eFile Number	view case status, access filing Case Type	is and servings and to sub	omit new filing			ew Mor
he following are t Docket Number Pending Assignment	Claimant	Employer					Show	On Details	ew Mor
Docket Number Pending Assignment All times displaye	Claimant	Employer Name	eFile Number ARB-2206-	Case Type BLA - Black Lung	Status Submission Received a		Show Last Updated 06/18/2022 - 18	On Details	ew Mor
Docket Number Pending Assignment All times displaye	Claimant Name d in US Eastern Time Draft State	Employer Name	eFile Number ARB-2206-	Case Type BLA - Black Lung	Status Submission Received a Review		Show Last Updated 06/18/2022 - 18	On Details	ew Mor

9. Click on the View link under the Details table header. The user is navigated to the appeal's view details page.



Appeal Details

ppeal 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



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)
Wy Account			

 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.

File a New Appeal - ARB	Request Access to Appeals				He
ly Access Req	uests				
, ,	f appeals you have access to. Click on	the docket number link to view case status, access	filings and servings and to su	bmit new filings. Showing 2 of 2 n	ecords View Mo
	f appeals you have access to. Click on eFile Number	the docket number link to view case status, access Case Type	filings and servings and to su Status	° .	records View Mo Details
e following are the list o				Showing 2 of 2 m	



3. The user will be directed to the appeal details page.

ppeal D	ctuits							
ummary	<i>y</i>							Help
ile Case Number	EFS-ARB-2205-214557							
ocket Number	ARB-2023-0021							
pard	ARB							
ise Type	DBA							
aimant Name								
nployer Name								
peal Date	05/19/2022							
cision Date								
oSe	FALSE							
^{Submit a New} ase Stat	Filing Delegate Access US Details Refresh	ð						
ase Stat			in Name		Eve	ent Date 🔻		
ase Stat Entry Type			n Name		Eve	ent Date 🔻		
ase Stat Entry Type There are no st	us Details Refresh		in Name		Eve	ent Date 🔻		
ase Stat Entry Type There are no st Il times displa	us Details Refresh		n Name		Eve	ent Date 🔻		
ase Stat Entry Type There are no st Il times displa lings	us Details Refresh tatuses to show. yed in US Eastern Timezone		in Name Filed Documents	Filed By		ent Date 🔻	Last Updated On	Detailt
ase Stat	us Details Refresh tatuses to show. yed in US Eastern Timezone	Actio		Filed By			Last Updated On	Detail
ase Stat	us Details Refresh tatuses to show. yed in US Eastern Timezone	Actio		Filed By			Last Updated On	Detail
ase Stat Entry Type There are no st Il times displa Ilings Iling Category o documents I I times display	us Details Refresh tatuses to show. yed in US Eastern Timezone r Filing Type have been filed to this appeal.	Actio		Filed By			Last Updated On	Detail

* 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

The table shows a	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.

i ne table lists all the parties on this app	eal.	Showing 1 of 1 records	ʻiew More +
Name	Address	Role in the Case	
Donald Tester	200 Constitution Avenue, NW, Washington, CO, 20210	Defendant	



Delegated Use	'S	Showin	g1 of 1 records View More 🕈
Name	Address	Delegated By	Organization
Keekz Nair	101010 NE, Cincinnati, United States, Ohio, 45201	John Smith	

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

Appeal Details

Summary

eFile Case Number	EFS-A	RB-2205-214557
Docket Number	ARB-2	023-0021
Board	ARB	
Case Type	DBA	
Claimant Name		
Employer Name		
Appeal Date	05/19	/2022
Decision Date	-	
proSe	FALSE	
Submit a New	Filing	Delegate Access

- 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-ARB-2205-2145	57		
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 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.



Case Statu	e Detaile							
Case Statu	S Details Refr	esh 🞜						
Entry Type		Action Name		Event Dat	e 🔻		File Name	
There are no sta	uses to show.							
* All times display	ed in US Eastern Timezon	e						
Filings								
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
No documents h	ave been filed to this app	eal.						
* All times displaye	ed in US Eastern Timezon	e						
Document	s Served by Al	RB						
	-							
eFile Number	File Name	Description	File Type	Issued On	Ser	ved On Ad	ccessed On	Notified On
	ave been served to this a							
* All times display	ed in US Eastern Timezon	e						
Parties wi	th Access							
The table shows a	l the parties in the appea	l who have access to this appea	l				Showing 2 of 2 re	cords View More 🕈
Name	Address				User Type	Organization		
Tiju Issac	459 Temple Street Pow	der Springs, GA 30127, Brigh, U	nited States, Arkansas, 1243	5	Attorney	Wingstein and Dragge	er Attorneys of Law, 56 Cor	nstitution Ave
David Ninan	200 Constitution Avenu	ie, NW, Washington, United Stat	es, Georgia, 20212		Attorney	Boards Delegation Te	esting, 200 Constitution Av	enue, NW
Parties on								
i ne table lists all t	ne parties on this appeal.						Showing 1 of 1 re	view More 🕈
Name	Ad	ldress					Role in the Case	
Donald Tester	20	00 Constitution Avenue, NW, Wa	shington, CO, 20210				Defendant	
Delegated	Users							
Name	Add	Iress	Delegated By			Organiz	zation	
	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.							



HOW TO DELEGATE ACCESS 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.

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 c	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	View	



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

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

Organization M	lembers		
Organization: Boar	rds Delegation Testing		Help 😡
Name	Email		
Enter Name	O Enter Email	OSearcl	h
Name	Email	User Type	Actions
Dion - John		Attorney	Delegate
Angel George	C	Attorney	Delegate

5. Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".



Organization Members	5					
 Dion John has been delegated t 	to this appeal.				Help	
Organization: Boards Deleg: Name Enter Name	-	Email Enter Email	0 Searc	h	пер	
Name	Email		User Type	Actions		
Dion - John			Attorney	Remove Delegation		
Angel George			Attorney	Delegate		

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



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.

File a New Appeal - ARB	Request Access to Appeals				Help
iy Access Requ	iests				
e following are the list of	appeals you have access to. Click o	n the docket number link to view case status, access	filings and servings and to su	bmit new filings.	
e following are the list of a	appeals you have access to. Click o	n the docket number link to view case status, access	filings and servings and to su	bmit new filings. Showing 2 of 2	2 records View More
-	appeals you have access to. Click o eFile Number	n the docket number link to view case status, access Case Type	filings and servings and to su Status	÷	2 records View Mor Details
e following are the list of a			· ·	Showing 2 of 2	

3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page

Appeal Details

Summary

ARB-202 ARB DBA	23-0021
DBA	
05/19/2	022
-	
FALSE	
	-



4. 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.

ew Fi	ling to ARB	
Filer's O	rganization	
People'	s Law Firm, 444004 NE	£.444 ST ♦
		Help 📢
	You can do this throu	he request. Please make sure that your profile is current and ugh the My Profile menu in the Dashboard.
ARB-20	23-0021	
iling Cat	tegory *	
Motion		\$
Filing Typ	pe *	





5. The filing request is listed in the 'Filings' table with the 'Submission Received and Pending Review' status along with a confirmation message.

Appeal D	etails
The new	filing has been submitted to
•	0
Summary	
File Case Number	EFS-ARB-2205-214557
Docket Number	ARB-2023-0021
Board	ARB
ase Type	DBA
laimant Name	
imployer Name	
Appeal Date	05/19/2022
Decision Date	-
	FALSE



Entry Type			Action Name		Event D	ate 🔻		
There are no si	tatuses to show.							
All times displa	yed in US Eastern Tir	mezone						
ilings								
ilings							_	
filings						Show	ring 1 of 1 records Vie	iew More (
Filings Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Show Submitted On	ring 1 of 1 records Vit	iew More (Deta

Click on the 'View' link under the 'Details' table header. The user is navigated 6. to the view details page.

Appeal D	etails							
The new	filing has been submitt	ted to the appeal.						
Summary								Help 😧
eFile Case Number	EFS-ARB-2205-2145	57						
Docket Number	ARB-2023-0021							
Board	ARB							
Case Type	DBA							
Claimant Name								
Employer Name								
Appeal Date	05/19/2022							
Decision Date	-							
proSe	FALSE							
Case Statu	ıs Details 🛛 🦷	efresh 🞜	Action Name		Event Da	te 🔻		
There are no sta	atuses to show.							
* All times display	ed in US Eastern Time:	zone						
Filings						Showin	ngloflrecords Vie	ew More 🤇
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Detai
Motion	Change of Address	ARB-2206- 0023007573	260003-Document-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	View

Address * All times displayed in US Eastern Timezone





eFile Number	ARB-2206-0023007573	
eFile Case Number	EFS-ARB-2205-214557	
Filing Category	Motion	
Filing Type	Change of Address	
Filed Documents	260003-Document-to-be-filed-0-35.pdf	
Status	Submission Received and Pending Review	
Submitted On	06/19/2022 - 03:49 EST	
Filing Party	John Smith	
Submitted By:	John Smith	

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



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.

File a New Appeal - ARB	Request Access to Appeals				Help
y Access Req	uests				
e following are the list o	Fanneale you have access to Click o	n the docket number link to view case status, access	filings and servings and to su	hmit new filings	
e following are the list o	f appeals you have access to. Click o	n the docket number link to view case status, access	filings and servings and to su	bmit new filings. Showing 2 of 2	2 records View More
·	f appeals you have access to. Click o eFile Number	n the docket number link to view case status, access Case Type	filings and servings and to su Status		2 records View More Details
Docket Number			· ·	Showing 2 of 2	

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-202	3-0021
Board	ARB	
Case Type	DBA	
Claimant Name		
Employer Name		
Appeal Date	05/19/20	22
Decision Date	-	
proSe	FALSE	
Submit a New	Filing	Delegate Access



4. 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

People's Law Firm, 444004 NE.444 ST	\$
elect an Attorney *	
John Smith	\$
	Help
our profile will be sent with the request. Please make sure that your profile is	current and
ccurate. You can do this through the My Profile menu in the Dashboard.	
ocket Number	
ARB-2023-0021	
ling Category *	
- Select a value -	\$
e *	
Choose File No file chosen	
hy files with the following extensions are allowed: pdf and size should be less than 200MB	
······	
IPORTANT NOTICE FOR REDACTION RESPONSIBILITY	
I filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation	on generally
quires redaction of:	
Social Security numbers	
Taxpayer identification numbers	
Dates of birth	
Names of minor children	
Financial account numbers	
his 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 no	tice.



5. The filing request is listed in the 'Filings' table with the 'Submission Received and Pending Review' status along with a confirmation message.

	tails							
✓ The new fi	iling has been submitt	ed to the appeal.						٦
Summary							н	lelp 😧
eFile Case Number	EFS-ARB-2205-2145	57						
Docket Number Board	ARB-2023-0021							
	DBA							
Case Type Claimant Name	DDA							
Employer Name								
Appeal Date	05/19/2022							
Decision Date	-							
proSe	FALSE							
Case Statu	s Details 🛛 🦷	efresh 🞜	Action Name		Event Da	ite 🔻		
There are no stat								
* All times displaye	d in US Eastern Timez	tone						
Filings								
						Showi	ng 1 of 1 records View	w More 🛨
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Detail
Motion	Change of	ARB-2206-	260003-Document-to-be-	John	Submission Received and Pending	06/19/2022 - 03:49	06/19/2022 - 03:49	View

6. 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 submit	ed to the appeal.						
Summary	,						•	Help 🕜
eFile Case Number	EFS-ARB-2205-2145	57						
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 A	ccess tefresh 🔁						
Submit a New	Filing Delegate A		Action Name		Event D:	ate 🔻		
Submit a New Case State	Filing Delegate A		Action Name		Event D	ate ¥		
Submit a New Case Statu Entry Type There are no st	Filing Delegate A	tefresh 🞜	Action Name		Event D:	ate ¥		
Submit a New Case Statu Entry Type There are no st	Filing Delegate A us Details R atuses to show.	tefresh 🞜	Action Name		Event D	ste ¥		
Submit a New Case Stati Entry Type There are no st All times displa	Filing Delegate A us Details R atuses to show.	tefresh 🞜	Action Name		Event D		ng 1 of 1 records	ew More (
Submit a New Case State Entry Type There are no st All times displa	Filing Delegate A us Details R atuses to show.	tefresh <i>8</i>	Action Name	Filed By	Event D		ng 1 of 1 records Vie Last Updated On	ew More (Deta

7. 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.	
Statue	Submission Received and Pending Review	
Submitted On	07/03/2022 - 07:18 EST	
Filing Party	John Smith	
Submitted By:	Claire Cooper	

Status Update Log

ern Limezone

eFile Number	eFile Statue	Comment	Updated On
ARB-2207- 0023007661	Submission Received and Pending Review	New filing has been submitted.	07/03/2022 - 07:18 EST



HOW TO ACCESS SERVINGS 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 case details page.

File a New Appeal - ARB	Request Access to Appeals				Help
Iy Access Req	uests				
, ,					
, ,	f appeals you have access to. Click or	the docket number link to view case status, access	filings and servings and to sul	bmit new filings. Showing 2 of 2	records View More
he following are the list of	f appeals you have access to. Click or eFile Number	the docket number link to view case status, access Case Type	filings and servings and to sul Status	0	Precords View More O
, ,				Showing 2 of 2	

3. The Documents Served by ARB table is showing the served documents list.

Documents Serve	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.



Documents Serve	Documents Served by ARB							
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	

5. Click on the <file name> to access the served document.

Documents Served by ARB

								elp (
ile Number		File Name	Descri	iption	File Type			
Search eFile Number		Search File Name	Sear	ch Description	Search I	File Type		
Apply								
Apply								
Apply								
Apply File Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On	

6. The Accessed On date and time will be displayed in the column.

Documents Served by ARB

							Help
File Number		File Name	Des	cription	F	ile Type	
Search eFile Number		Search File Name	Se	arch Description		Search File Type	
Apply							
eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
eFile Number ESERVE-ARB-2009-	File Name	Description ARB test Serving	File Type TEST_SERVE	Issued On	Served On		Notified On



HOW TO REMOVE DELEGATION ACCESS IN 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.

File a New Appeal - ARB	Request Access to Appeals				Help
y Access Reque	sts				
a fall and a sup black that af a sup	and a set of the set o	a blan da shak a cash sa Rab ka chara sa shak ca sa sa sa	Eltrano and some forms and be see	handha an filia an	
ne following are the list of app	eals you have access to. Click o	n the docket number link to view case status, access	filings and servings and to su	bmit new filings. Showing 2 of 2	2 records View More
ne following are the list of app Docket Number	eeals you have access to. Click of	n the docket number link to view case status, access Case Type	filings and servings and to su Status	-	2 records View More Details
				Showing 2 of 2	

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.



Summary

eFile Case Number	EFS-AR[
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 I	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	6							
Organization: Boards Deleg	ation Testing			Help 🝞				
organization. Boards Deregation resultg								
Name	Email							
Enter Name	O Enter Emai	(O Search					
Name	Email	User Type	Actions					
Dion - John		Attorney	Remove Delegation					
Angel George		Attorney	Delegate					

 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.



Organization Members

• Removed Dion John's dele	gated access to this appeal.			
Organization: Boards Del	egation Testing			Help 🕜
Name	Email			
Enter Name	O Enter Email	0 Sear	ch	
Name	Email	User Type	Actions	
Dion - John		Attorney	Delegate	
Angel George		Attorney	Delegate	



BRB DASHBOARD AND FLOWS



HOW TO VIEW BRB DASHBOARD?

1. Click on the BRB tile from the main dashboard page to access the 'BRB' dashboard.

Dashboard



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 Request	S				
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details



- 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.

File a New Appeal - BR	B Request Access to A	ppeals					Help
ccess Reque	sts						
	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals ir		lest to access your appeal or	you can file a new appeal usi	ng the buttons abo	ve.		
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There are no appeals ir All times displayed in U Jew Appeals Docket Number	S Eastern Timezone Claimant Name ou have filed through the sy	Employer Name				Last Updated On	Details
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HOW TO ACCESS APPEALS 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 **Request Access to Appeals** button.

*	Dashboard	BRB Dashboard	
			BRB Dashboard
			File a New Appeal - BRB Request Access to Appeals

3. Search any appeal and click on the 'Add to Request' button that is displayed only if one of the appeals is selected.


						Help
earch Appeals						
BRB-2012-0191		0				
arch using Agency (OW eFile Case Number,	(CP, OALJ) Case Number, Docket Number, Cli	laimant Name				
dvanced Filter						
ovanceo Filter						
ALJ Case Numbe	r 😡	Docket Number		OWCP Numbe	r	
Search OALJ Case	e Number	Search Docket Numbe	er	Search OWC	PNumber	
		Claimant Name		eFile Case Nur	nber	
		Search Claimant Nam	e	Search eFile	Case Number	
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cen further filter the ep	ppeela using Docket Number, Cleiment Neme	e, eFile Case Number.				
Search	Clear Selection and Filters	e, eFile Case Number. Clear Filters Add to Request	l			
Search y one appeal can be sel	Clear Selection and Filters C		l			
Search	Clear Selection and Filters C		l			
Search	Clear Selection and Filters C		Claimant Name		eFile Case Number	

 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 Se	earch Reset			Help 🕜
	Docket Number	Case Type	OALJ Case Number	
~	BRB-2012-0194	BLA	095115	
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People's L	aw Firm, 444004 NE.444 ST			\$
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mm/dd/yy MM/DD/YYYY	ſŷŷ			
Notice of Ap	pearance			
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Boards requires	s that attorneys and non-attorney	representatives can make a	a first filing in a case only if they also	o file a notice
of appearance of	compliant with 29 CFR 18.22. Havi	ing a notice of appearance f	iled together with the first filing wil	l expedite
Board's ability t	to make a timely determination o	n permission to efile for pre	viously unknown attorneys and no	n-attorney
representatives	.Only files with the following exte	nsions are allowed: pdf and	i size should be less than 200MB	
Submit to	DOL Cancel			

5. 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 a	access the appeal has	been submitted. [BRB-2012-0191]					
File a New App	eal - BRB Rec	uest Access to Appeals					Help 🕑
Access Re The following are	-	you have access to. Click on the doci	ket number link to view ca	ise status, access filings ar	0		/ More 🕈
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2021-				BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	View

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

							Help
File a New Ap	peal - BRB	Request Access to Appeals					
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LCESS N	equests						
o following a	-	le vou have accore to Click on th	o dockot number link to view	caro status, accoss filings	and convince and to submit now f	linge	
he following a	re the list of appea	ls you have access to. Click on th	e docket number link to view	case status, access filings	and servings and to submit new f	~	v More
ne following a	re the list of appea	ls you have access to. Click on th	e docket number link to view	case status, access filings	~	ilings. ving 5 of 5 records	v More
ne following a Docket Number	Claimant Name	ls you have access to. Click on th Employer Name	e docket number link to view eFile Number	case status, access filings Case Type	~	~	v More Deta
Docket	Claimant				Show	ving 5 of 5 records View	

7. All the requested appeals will be listed on the page.

Access Requests

	r or eFile Nun	nber	Case Type		Status					
Search Cas	e Number or e	File Number	-Any-	\$	- Any -		¢	Apply		
Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Deta
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	Viev



8. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

Search Case Number or eFile Number -Any- Any- Any- Any- Apply Docket Claimant Employer eFile Case Number eFile Number Case Type Status Submitted Last Orea			Apply			Status		Case Type	mber	r or eFile Nur	se Numbe
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	ization Det	Organiz ted On	Last Updated On	Submitted On	Status	Case Type	eFile Number	eFile Case Number	Employer Name	Claimant Name	Docket Number
RB- BLA - Submission 06/14/2022 06/14/2022 Broad	way Vie	/2022 Broadwa	06/14/2022	06/14/2022	Submission	BLA -					RB-

9. The user is displayed with a details popup and can click on the document links which are submitted by the user.

Docket Number	BRB-2023-0012	
eFile Case Number		
eFile Number		
Board	Benefits Review Board	
Сазе Туре	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:		

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



HOW TO ACCESS APPEALS 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 **Request Access to Appeals** button.

*	Dashboard	BRB Dashboard	
			BRB Dashboard
			File a New Appeal - BRB Request Access to Appeals

4. Search any appeal and click on the '**Add to Request'** button that is displayed only if one of the appeals is selected.



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earch Appeals						
BRB-2012-0191		0				
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Search OALJ Case	Number	Search Docket Numbe	r	Search OWCP N	umber	
		Claimant Name		eFile Case Numb	er	
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in further filter the ep						
	Clear Selection and Filters	Clear Filters Add to Request				
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Search	ected	Add to Request				
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Search	ected	Clear Filters Add to Request	Claimant Name		eFile Case Number	

 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

	Docket Number	Case Type	OALJ Case Number
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	he attorney or party listed in	the NoA	
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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	Board's 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	Notice of Appearance
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	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	Choose File No file chosen
Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney	Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non-attorney	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
representatives.Only files with the following extensions are allowed: pdf and size should be less than 200MB	representatives.Only files with the following extensions are allowed: pdf and size should be less than 200MB	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
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Submit to DOL Cancel	Submit to DOL Cancel	The requested anneal will be shown in your ' My Access R

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

Request t	o access the appeal h	as been submitted. [BRB-2012-0191]					
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File a New Ap	peal - BRB R	Request Access to Appeals					
	equests						
	-	ls you have access to. Click on the	e docket number link to viev	r case status, access filings	and servings and to submit new fi Show	~	v More
	-	is you have access to. Click on the Employer Name	e docket number link to viev eFile Number	r case status, access filings Case Type	~	~	v More

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

File a New App		uest Access to Appeals					Helj
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ccess Re	equests						
e following an	1	ou have access to. Click on the do	ocket number link to view	case status, access filings	and servings and to submit new fili	ings.	
0				0	0	ng 5 of 5 records View	v Mor
Docket	Claimant	Employer Name	eFile Number	Case Type	Status	Last Updated On	De
Number	Name						
Number	Name						

8. All the requested appeals will be listed on the page.



Access Requests

	r or eFile Nur	libel	Case Type		Status					
Search Cas	e Number or e	File Number	-Any-	÷	- Any -		÷	Apply		
Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Deta
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	View

9. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

se Numbo	er or eFile Nur	nber	Case Type		Status					
Search Cas	se Number or e	File Number	-Any-	\$	- Any -		¢	Apply		
ocket Iumber	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Det
RB-					BLA -	Submission	06/14/2022	06/14/2022	Broadway	Vie

10. 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-2021
File Case Number	EFS-BRB-2100
File Number	BRB-2206
Board	Benefits Review Board
Сазе Туре	BLA - Black Lung Benefits Act
Statue	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	259408-Document-to-be-filed-0-2.pdf
DWCP # (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-	Submission Accepted	APPROVED	06/14/2022 -
0023006963	as a Filing		11:42 EST



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.

*	Dashboard	BRB Dashboard		
			BRB Dashboard	
			File a New Appeal - BRB	Request Access to Appeals

3. Click on the **Continue** button from the popup displayed.



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	

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.



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н	lelp	Help 🕻
Af pl	lease select your role on this Appeal. If you are a representative, please select the appro- ttorney option from the drop down list. If you are not sure what option to select from the lease select the option you feel is the closest match, and it will be corrected by the Board taff if necessary upon their review.	e list,
ele	ect an option	
)	I am the attorney or party listed in the NoA	
)) I am a legal staff	
Pe	eople's Law Firm, 444004 NE.444 ST	\$
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ou	rr Role on this Appeal *	
- 5	Select your role on this appeal -	\$
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Lung Benefits Ac extensions, inclu	Board issues final D t and the Longshor ding the Defense B	e and Harbor W ase Act. Please	/orkers' Compens select the type of	ation Act, and its	
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appealing to find	the case type that			2	



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) *
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Do you have a decision file to upload? Yes No
Reconsideration Order Date
mm/dd/yyyy
Previous Save Draft Cancel Next



eFile and eServe

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▼ Help			
			nd provide any unique comments if
any in the commer	its block that woul	d be helpful in proces	ssing your case
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nd select the file from yo	ur computer		
omments			
Enter Comments			
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Previous	Save Draft	Cancel	Next



66%
▼ Help
• nep
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.
WCP Number *
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Yes
No
ALJ Case Number 😮
Enter OALJ Case Number
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▼ Help				
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Emma Sunny				
MA, US-CA Role: Attorney				
MA, US-CA		Edit	Remove	2



 Help 		
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arty Details		
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Dicrus Mathew		\$



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2	-		es pending before th of Labor.	e Adjudicatory	▲ ▼ //
Accept Above	e Terms & Conditio	ns			
Previous	Save Draft	Cancel	Preview	Submit to BRB	

5. 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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2	(B & ECAB) of the U.				-
					- //
Accept Abo	ve Terms & Conditio	ons			

6. The new appeal will be shown in your '**New Appeals**' table with the '**SUBMITTED**' status along with a confirmation message.



BRB Dashboard

New appeal request has been submitted.	
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.

					510111	lg 5 of 5 records View	more
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2021-			BRB-	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	View

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	View	
All times displayed in I	US Eastern Timezo	ne						
ppeals in Dr	aft 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				

7. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

Showing E of E records



Appeal Details

ppear Details		
Docket Number	Pending Assignment	
eFile Number	BRB-2206	
eFile Case Number	EFS-BRB	
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

əFilə Numbər	eFile Status	Comment	Updated On
BRB-2	Submission Received and Pending Review	New appeal has been submitted.	06/21/2022 - 05:41 EST

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HOW TO FILE A NEW APPEAL IN BRB?

2. Click on the BRB tile from the main dashboard.

Dashboard

			Help 😧
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Administrative Review Board (ARB)	Benefits Review Board (BRB)	Employees' Compensation Appeals Board (ECAB)	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.



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 Ac 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".	L
Continue	

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.



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- Select Case Typ	e -			\$



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▼ 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



eFile and eServe

New	Appeal
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		55%	
▼ Help			
Please upload noti	e of appeal docur	ment in PDF format ar	nd provide any unique comments if
		ld be helpful in proces	
otice of Appeal File	*		
Choose File No fil	e chosen		
les must be submitted in	PDF format and should	d be no larger than 200MB.	To upload a file please click choose file and find
nd select the file from you	ır computer		
omments			
Enter Comments			
Enter Comments			
			//
		_	
Previous	Save Draft	Cancel	Next



66%
▼ Help
• nep
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.
WCP Number *
Enter OWCP Number
Einer Ower Number
oes your case have any additional OWCP numbers?
Yes
No
ALJ Case Number 😮
Enter OALJ Case Number
20138LA12345
oes your case have any additional OALJ Case Numbers?
oes your case have any additional OALJ Case Numbers? Yes
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oes your case have any additional OALJ Case Numbers? Yes
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Party" button to enter provide is accurate a will be performed in If you have changed manually and then c OALJ or OWCP numb Add New Party	er them. It is your responsibili s this information will be used this case. the OALJ or OWCP numbers, J lick on the "Reload Parties" bi	with this appeal. Please click the "Add New ity to make sure the information that you d for the electronic service of documents that please remove the previously fetched parties utton to fetch the parties from the changed
Please enter all the Party" button to enter provide is accurate a will be performed in If you have changed manually and then o OALJ or OWCP numb Add New Party	er them. It is your responsibili s this information will be used this case. the OALJ or OWCP numbers, p lick on the "Reload Parties" by vers.	ty to make sure the information that you d for the electronic service of documents that please remove the previously fetched parties
Please enter all the Party" button to enter provide is accurate a will be performed in If you have changed manually and then c OALJ or OWCP numb Add New Party	er them. It is your responsibili s this information will be used this case. the OALJ or OWCP numbers, p lick on the "Reload Parties" by vers.	ty to make sure the information that you d for the electronic service of documents that please remove the previously fetched parties
Party" button to enter provide is accurate a will be performed in If you have changed manually and then c OALJ or OWCP numb Add New Party	er them. It is your responsibili s this information will be used this case. the OALJ or OWCP numbers, p lick on the "Reload Parties" by vers.	ty to make sure the information that you d for the electronic service of documents that please remove the previously fetched parties
manually and then c OALJ or OWCP numb Add New Party	lick on the "Reload Parties" b eers.	
	Reload Parties	
	Reload Parties	
ase Parties	a will always be loaded as the	e first party in the appeal. The following is your
-	n will always be loaded as the 1 the profile information in yo	
Emma Sunny		
MA, US-CA		
Role: Attorney		
Dicrus Mathew		
Ton, US-IN	Edit	Remove
Role: Amicus	Lon	CONSTRUCTION OF CONSTRUCTUON O
Dicrus Mathew Ton, US-IN	Edit	Remove



Help		
Please review the information correct parties. Please click "N	below to ensure that the attorneys of record are assigne ext" to continue your filing.	ed to the
arty Details		
Name	Role	
Emma Sunny	Attorney	
Dicrus Mathew	Amicus	
lect the parties represented I	y Emma Sunny	
Dicrus Mathew		
		-
aimant in this Appeal *		
Dicrus Mathew		\$



erms & Condition	s	100%			
Boards (ARB, BRE	ely for the use of p : & ECAB) of the U.3 : Terms & Conditio	S. Department o	s pending before th f Labor.	e Adjudicatory	•
Previous	Save Draft	Cancel	Preview	Submit to BRB	

6. On the final page of the wizard, accept the Terms & Conditions and click on the **'Submit to BRB'** button.

New Appeal

a system is solely for the use of parties with cases pending before the Adjudicatory rds (ARB, BRB & ECAB) of the U.S. Department of Labor.	ms & Condition	15		
Accept Above Terms & Conditions	-			 e Adjudicatory
Accept Above Terms & Conditions				
	Accept Abov	e Terms & Conditio	ns	
	Accept Abov	e Terms & Conditio	ns	

8. The new appeal will be shown in your '**New Appeals**' table with the '**SUBMITTED**' status along with a confirmation message.



BRB Dashboard

New appeal request has been submitted.	
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.

					510111	lg 5 of 5 records View	more U
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2021-			BRB-	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	View

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	View	
All times displayed in I	JS Eastern Timezo	ne						
Appeals in Dr	aft 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				

9. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

Showing E of E records

-



Appeal Details

ж

Pending Assignment
BRB-2200
EFS-BRB-2
BRB
BLA - Black Lung Benefits Act
06/01/2022
Document not uploaded
260010-Document-to-be-filed-0-5.pdf
NA
1234
NA
Attorney/Lay Representative
People's Law Firm
Submission Received and Pending Review
Submission Received and Pending Review
06/21/2022 - 05:41 EST
John Smith
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



WHAT ARE THE COMPONENTS ON BRB - APPEAL DETAILS PAGE?

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



 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 eSer	ve		
ashboard	BRB Dashboard						
BRB Das	hboard						
File a New Ap	beal - BRB Reque	est Access to Appeals					Help
ccess Ro	-	have access to. Click on the do	cket number link to view case sta	tus, access filings and servings		ing 5 of 5 records View	v More 🗗
	-	have access to. Click on the do	cket number link to view case sta eFile Number	ttus, access filings and servings Case Type		ing 5 of 5 records View	v More 🕂 Detail

3. The user will be directed to the appeal details page.


Appeal Details

Summary	,			
File Case Number	EFS-BRB-1201-050007			
ocket Number	BRB-20			
oard	BRB			
ase Type	LDA			
aimant Name	C			
ppeal Date	01/12/2012			
ecision Date	12/06/2011 FALSE			
Submit a New	Filing Remove From My Dashboard Delet	ate Access		
	Filing Remove From My Dashboard Deleg	ate Access		View
		ate Access	Event Date 🔻	View File Name
ase Stat	us Details Refresh 🞜	ate Access	Event Date ▼ 05/30/2012	
ase Stati	IS Details Refresh 🗲			
ase Stati Entry Type decision	Action Name Final order issued: 3 - Dismissed	ssentative-Employer Petitioner)	05/30/2012	
ase State Entry Type decision events	Action Name Final order issued: 3 - Dismissed 21A - Moot - Withdraw appeal (Attorney/Repr	ssentative-Employer Petitioner)	05/30/2012	

14A - Granted - Show cause issued (FNAME131840) events * 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 E	astern Timezone							

Documents Served by BRB

Documents Serve	ed by BRB					Showing 1 of 1	L 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 - 10:21 EST
All times displayed in US East	ern 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 a	ppeal.	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 th use the Delegate Access button to			case, create an organization through My Account and add them as members. Then



4. 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	N
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
	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.

Summary

eFile Case Number	EFS-BRB-2
Docket Number	BRB-20
Board	BRB
Case Type	BLA
Claimant Name	N
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE



- 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.



Entry Type	Action Na	me							Event Date 1		File Name	
decision	Final orde	r issued: 3 - Dismissed							05/30/2012			
events	21A - Moot	t - Withdraw appeal (Att	orney/Represen	itative-Employer	r Petitioner)				05/30/2012			
events	21A · With	draw appeal (Attorney)	Representative-	Employer Petitic	oner)				05/07/2012			
events		v cause issued (FNAME)							04/23/2012			
events		ted - Show cause issued		20					04/23/2012			
	in US Eastern T											
Filings												
Filing Category	Filing	Type eFile N	umber	Filed Docume	ents	Filed By	Status	Submitted	On	Last Update	d On	Details
No documents have	e been filed to t	this appeal.										
All times displayed in												
Documents	Served b	ov BRB										_
		-								Showing 1 o		
eFile Number		e Name	Description		File Type	Issued Or		Served On		Accessed On		
ESERVE-8RB-2008-0		st_eServe_BR8-2012-01 8741.pdf	Auto genera g	eted test servin	TEST_SERVE	08/28/202	10 - 20:13 EST	08/28/2020 -	17:00 EST		08/29/	2020 - 10:21 EST
Parties with he table shows all th		imezone e appeal who have acce	ss to this appeal	ı			User Type	Organizatio	п	Showing 4 o	of 4 records	View More G
Parties with he table shows all th	Access		ss to this appeal					Organizatio	n	Showing 4 o	of 4 records	View More 🧲
Parties with	Access		ss to this appeal	1			Attorney	Organizatio	n	Showing 4 o	of 4 records	View More C
Parties with he table shows all th	Access		ss to this appeal			-	Attorney Attorney				of 4 records	Vew More
Parties with he table shows all th Name	Access ne parties in the Address	e appeal who have acce					Attorney Attorney Attorney	Org - Jacky,	Address - Jac	ky 1	of 4 records	Verw More
Parties with he table shows all th	Access ne parties in the Address					2	Attorney Attorney	Org - Jacky,		ky 1	of 4 records	View More C
Parties with he table shows all th Name	Address	e appeal who have acce				2	Attorney Attorney Attorney	Org - Jacky,	Address - Jac	ky 1	of 4 records	View More C
Parties with he table shows all the Name Claire Scott Parties on A	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States,					Attorney Attorney Attorney	Org - Jacky,	Address - Jac	ky 1		2
Parties with he table shows all the Name Claire Scott Parties on A	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States,	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac	ky 1 666 street	of 5 records	2
Parties with the table shows all the Name Claire Scott Parties on A the table lists all the p	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States, appeal.	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac Support Inc, Ro	ky 1 666 street Showing 5 e	of 5 records	2
Parties with the table shows all the Name Claire Scott Parties on A the table lists all the p	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States, appeal.	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac Support Inc, Ro Ca	ky 1 666 street Showing 5 e ke in the Case	of 5 records	2
Parties with the table shows all the Name Claire Scott Parties on A the table lists all the p	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States, appeal.	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac r Support Inc, Ro Ca Att	ky 1 666 street Shewing 5 e le in the Case errier Petitioner	of 5 records	2
Parties with the table shows all the Name Claire Scott Parties on A the table lists all the p	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States, appeal.	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac r Support Inc, Ro Ca Address - Jac	ky 1 666 street Shewing 5 e le in the Case errier Petitioner torney torney	of S records	2
Parties with the table shows all the Nerre Claire Scott Parties on A the table lists all the p	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States, appeal.	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac Support Inc, Ca Att Att Ch	ky 1 666 street Shewing 5 e He in the Case orier Petitioner torney eimant-Respon	of 5 records r	2
Parties with the table shows all the Nerre Claire Scott Parties on A the table lists all the p	Access ne parties in the Address 6666 street, ci pppeal	e appeal who have acce ncinnati, United States, appeal.	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac Support Inc, Ca Att Att Ch	ky 1 666 street Shewing 5 e le in the Case errier Petitioner torney torney	of 5 records r	2
Parties with he table shows all th Name Claime Scott Claime Scott Parties on A he table lists all the p	Access Address Address 666 street, ci appeal parties on this	e appeal who have acce ncinnati, United States, appeal.	0hio, 45201				Attorney Attorney Attorney	Org - Jacky,	Address - Jac Support Inc, Ca Att Att Ch	ky 1 666 street Shewing 5 e He in the Case orier Petitioner torney eimant-Respon	of 5 records r	2

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HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

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

Dashboard



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

File a New Appeal - BRB	Request Access to Appeals				Help
A acces Door	a a t a				
, 1	PSTS opeals you have access to. Click on the docke	t number link to view case stat.	us, access filings and servin	gs and to submit new filings.	
IY Access Reque e following are the list of a		t number link to view case statu	us, access filings and servin		ng 1 of 1 records View More
, 1		t number link to view case statu Case Type	us, access filings and servin Status		ng 1 of 1 records View More

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.



Appeal Details

Summary

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

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

Organization Mer	mbers		
Organization: Boards	Delegation Testing		Help
Name	Email		
Enter Name	O Enter Email	O Search	
Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Delegate
Angel George	angeltester001@gmail.com	Attorney	Delegate

5. Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".



Organization Members			
 Dion John has been delegated to 	this appeal.		
Organization: Boards Delega			Help 🕑
Name	Email		
Enter Name	O Enter Email	O Search	
Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

6. On the Appeal details page, the delegated member will be displayed in the New Appeal/ Accessed Appeals table.

Delegated	1 Users		Showing 1 of 1 records View More O
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



HOW TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?

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

ashboard			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 (0ALU) 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.



3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page



Summary

eFile Case Number	EFS-BR	
Docket Number	BRB-20	
Board	BRB	
Case Type	BLA	
Claimant Name	h	
Employer Name		
Appeal Date	03/19/2	2021
Decision Date	02/22/2	2021
proSe	FALSE	
Submit a New	Filing	Delegate Access

4. 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

Your profile will be sent with the request. Please make sure that your profile is cu accurate. You can do this through the My Profile menu in the Dashboard. Docket Number BRB-2 Filing Category * - Select a value -	Help (
ccurate. You can do this through the My Profile menu in the Dashboard. ocket Number BRB-2 iling Category *	rrent and
BRB-2	
BRB-2	
iling Category *	
	\$
ile *	
Choose File No file chosen	
Inly files with the following extensions are allowed: pdf and size should be less than 200MB	
MPORTANT NOTICE FOR REDACTION RESPONSIBILITY	
All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation g	enerally
equires 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 atta	chments
I understand that I must comply with the redaction rules. I have read this notice	h.

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



Appeal Details

The new filing has been submitted to the appeal.	

Summary

NAME132105 MNAME130515 Mikhail 1/12/2012	
 1/12/2012 2/06/2011	

•• _

Case Status L	Details Refresh 2		View More
Entry Type	Action Name	Event Date 🔻	File Name
decision	Final order issued: 3 - Dismissed	05/30/2012	
events	21A - Moot - Withdrsw 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 🕀
Motion Withdraw Anneal RPR-2006-510204 Processing please wait Emma Sunny SURMITTED 09/14/2020 - 0518 FST 09/14/2020 - 0518 FST Vic	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	View



ellie Case Number Docket Number Board Case Type Claimant Name	EFS-BRB-2103 BRB-2 BRB BLA	-210801							
Docket Number Board Case Type	BRB-1 BRB								
Board Case Type	BRB								
Case Type	RIA								
ClaimantName	DLA								
Employer Name									
Appeal Date	03/19/2021								
Decision Date	02/22/2021								
proSe	FALSE								
Case Stat	us Details	Refresh 🞜					Showing 2	t of 2 records View	v More
Entry Type	A	tion Name						Event Date 🔻	
Entry Type			quest received (/	Attorney Employer Petitioner)			Event Date * 03/19/2021	
	10		quest received ((Attorney Employer Petitiones)				
events appeals	10	00A - AB-1/appeal re opeal Filed	quest received (Attorney Employer Petitione)			03/19/2021	
events appeals	10	00A - AB-1/appeal re opeal Filed	quest received ((Attorney Employer Petitione)			03/19/2021	
events appeals All times displa	10	00A - AB-1/appeal re opeal Filed	quest received ((Attorney Employer Petitione))			03/19/2021	
events appeals	10	00A - AB-1/appeal re opeal Filed	equest received ((Attorney Employer Petitione))			03/19/2021	
events appeals All times displa	10	00A - AB-1/appeal re opeal Filed	equest received ((Attorney Employer Petitione))			03/19/2021 03/19/2021	
events appeals All times displa	10	00A - AB-1/appeal re opeal Filed	equest received ((Attorney Employer Petitione))		Showin	03/19/2021 03/19/2021	v Ma
events appeals All times displa	10	00A - AB-1/appeal re opeal Filed		Attorney Employer Petitione) Filed By	Status	Showin Submitted On	03/19/2021 03/19/2021	v More Det

6. Click on the '**View'** link under the 'Details' table header. The user is navigated to the view details page.



3-210801				Showing 2	of 2 records View	He Me
gate Access Refresh đ				Showing 2	of 2 records View	r Ma
Refresh 🞜				Showing 2	of 2 records View	r Mo
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Refresh 🞜				Showing 2	of 2 records View	r Mo
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				Showing 2	of 2 records View	v Mo
ction Name						
cuon wante					Event Date *	
00A - AB-1/appeal request recei	ived (Attorney Employer Petitione	r)			03/19/2021	
ppeal Filed					03/19/2021	
Timezone						
				Showing	A of A records	- Mar
				Showing	g 4 of 4 records View	
						w 94
	eFile Number	eFile Number Filed Documents	eFile Number Filed Documents Filed By	eFile Number Filed Documents Filed By Status		Showing 4 of 4 records View eFile Number Filed Documents Filed By Status Submitted On Last Updated On

7. The user is displayed with a details popup and can click on the document links which are submitted by the user.



ling Details		:
eFile Number	BRB-2207-0023007646	
eFile Case Number	EF	
Filing Category	Motion	
Filing Type	Change of Address	
Filed Documents	260044-Document-to-be-filed-0-36.pdf	
Statue	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-	Submission Received and	New filing has been submitted.	07/01/2022 - 05:48
0023007646	Pending Review		EST



HOW TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?

2. Click on the BRB tile from the main dashboard.

ashboard			Help G
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 (ALI) or Board of Alien Labor Certification Appeals (BALCA)
People's Choice Law Firm	My Profile		

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



Summary

eFile Case Number	EFS-BRB-2
Docket Number	BRB-20
Board	BRB
Case Type	BLA
Claimant Name	K
Employer Name	
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

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

	¢
elect an Attorney *	
John Smith	\$
	Help 😮
four profile will be sent with the request. Please make sure that	t your profile is current and
accurate. You can do this through the My Profile menu in the Da	ashboard.
Docket Number	
BRB-20	
Filing Category *	
- Select a value -	
ile *	
Choose File No file chosen	
Only files with the following extensions are allowed: pdf and size should be less that	n 200MB
MPORTANT NOTICE FOR REDACTION RESPONSIBILITY	
All filers must redact filings in compliance with 29 C.F.R. § 18.33	L. This regulation generally
requires redaction of:	0 0
Social Security numbers	
Taxpayer-identification numbers	
Dates of birth	
Names of minor children	
Financial account numbers	
	g exhibits and attachments
This requirement applies to all documents being filed, includin	
This requirement applies to all documents being filed, includin	
This requirement applies to all documents being filed, includin I understand that I must comply with the redaction rules. I h 	ave read this notice.

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



Appeal Details

Summary

NAME132105 MNAME130515 Mikhail 1/12/2012	
 1/12/2012 2/06/2011	

... _

Case Status L	Details Refresh 3		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 De Motion Withdraw Appeal BRB-2009-510204 Processing please wait. Emma Sunny SUBMITTED 09/14/2020 - 05:18 EST 09/14/2020 - 05:18 EST 09/14/2020 - 05:18 EST Vitice								Showing 1 of 1 records	View More 🕀
Motion Withdraw Anneal RPR-2006-510204 Processing please wait Emma Sunny SURMITTED 09/14/2020 - 0518 FST 09/14/2020 - 0518 FST Vic	Filing Category	Filing Category Filing Type eFile Number Filed Documents Filed By Status Submitted On Last Updated On D							
	Motion	View							



Showing 2 of 2 records oyer Petitioner) 03/19/2021 oyer Showing 4 of 4 records	
Event Date * loyer Petitioner) 03/19/2021 03/19/2021 03/19/2021	
Event Date * loyer Petitioner) 03/19/2021 03/19/2021 03/19/2021	
Event Date * loyer Petitioner) 03/19/2021 03/19/2021 03/19/2021	
Event Date * loyer Petitioner) 03/19/2021 03/19/2021 03/19/2021	
Event Date * loyer Petitioner) 03/19/2021 03/19/2021 03/19/2021	
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Event Date * loyer Petitioner) 03/19/2021 03/19/2021 03/19/2021	
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Event Date * loyer Petitioner) 03/19/2021 03/19/2021 03/19/2021	
ayer Petitioner) 03/19/2021 03/19/2021	View Mo
03/19/2021	,
Showing 4 of 4 records	
Showing 4 of 4 records	
Showing 4 of 4 records	
	View Me
ents Filed By Status Submitted	03/19/2021

8. Click on the '**View'** link under the 'Details' table header. The user is navigated to the view details page.



hary The SFS BER 2003 2000 T BER 20	The ne								
BRB BRB BLA 03/19/2021 03/22/2021 FALSE Showing 2 of 2 records Ver Mail Ppe Action Name Ver Mail 100A - AB 1/appeal request received (Attorney Employer Petitioner) 03/19/2021 diplayed in US Eattern Timezone Showing 4 of 4 records Yer Mail	Summar	y							He
BRB BLA main of BLA BLA main of BLA <	el'ile Case Number	EFS-BRB-2103-21080	1						
BLA mining 03/19/2021 03/22/2022 FALSE Showing 2 of 2 records Ver Main rpe Action Name Extend 200 1004 - AB 1/appeal request received (Attorney Employer Petitioner) 03/19/2021 displayed in US Eattern Timezone Showing 4 of 4 records Ver Main	Docket Number								
nn ministration of the second	Doard	BRB							
mini and a set of the	Cane Type	BLA							
03/15/2021 02/22/2021 FALSE a New Filing Collegate Access Status Details Refresh 2 Showing 2 of 2 records (Nor Marke) 1004. AB 1/appeal request received (Attorney Employer Petitioner) 03/15/2021 displayed in US Eastern Timezone Showing 4 of 4 records (Nor Marke)	Claimant Name								
	Employer Name								
FALSE Show Filing Delegate Access Status Details Refresh S Image: Accion Name Event Date * Image:	Appeal Date	03/19/2021							
a New Filing Cologate Access Status Details Refresh 3 Showing 2 of 2 records View Me pe Action Name Event Date * 1004 - AB 1/appeal request received (Attorney Employer Petitioner) 03/19/2021 4ppeal Filed 03/19/2021 displayed in US Eastern Timezone Status Cologate Access View Me Cologate Access	Decision Date	02/22/2021							
Status Details Refresh 2 Nowing 2 of 2 records New Mail rpe Action Name Event Date * 03/19/2021 1004. AB 1/appeal request received (Attorney Employer Petitioner) 03/19/2021 03/19/2021 displayed in US Eastern Timezone Image: Construction of the construction o	proSe	FALSE							
Appeal Filed 03/19/2021 displayed in US Eastern Timezone Showing 4 of 4 records View Me	Ch-+	Deteile							
displayed in US Eastern Timezone Showing 4 of 4 records View Me	Case Stat						Showing 2	_	w Mo
displayed in US Eastern Timezone Showing 4 of 4 records View Me		Action Na	ame	ed (Attorney Employer Petitione	r)		Showing 2	Event Date 🔻	w Mo
Showing 4 of 4 records View Me	Entry Type events	Action Na 100A - AB	ame 1/appeal request receiv	ed (Attorney Employer Petitione	r)		Showing 2	Event Date *	w Mo
Showing 4 of 4 records View Me	Entry Type events appeals	Action Na 100A - AB Appeal Fi	a me 1/appeal request receiv led	ed (Attorney Employer Petitione	r)		Showing 2	Event Date *	w Ma
Showing 4 of 4 records View Me	Entry Type events appeals	Action Na 100A - AB Appeal Fi	a me 1/appeal request receiv led	ed (Attorney Employer Petitione	r)		Showing 2	Event Date *	w Mc
	Entry Type events appeals * All times displa	Action Na 100A - AB Appeal Fi	a me 1/appeal request receiv led	ed (Attorney Employer Petitione	a)		Showing 2	Event Date *	w Mc
	Entry Type events appeals	Action Na 100A - AB Appeal Fi	a me 1/appeal request receiv led	ed (Attorney Employer Petitione	e)		Showing 2	Event Date *	w Mc
Eiling Tung AEila Number Eiled Berumante Eiled Br. Statur Published An Instituted An	Entry Type events appeals * All times displa	Action Na 100A - AB Appeal Fi	a me 1/appeal request receiv led	ed (Attorney Employer Petitione	r)			Event Date ▼ 03/19/2021 03/19/2021	w Mc
Fining type erite number Filed bocuments Filed by Status Submitted On Last Opdated	Entry Type events appeals * All times displa	Action Na 100A - AB Appeal Fi	a me 1/appeal request receiv led	ed (Attorney Employer Petitione	e)			Event Date ♥ 03/19/2021 03/19/2021	
	Entry Type events appeals All times displ Filings Filings	Action N: 1004 - AB Appeal Fi ayed in US Eastern Timezo	ame 1/appeal request receiv led ne eFile Number	Filed Documents	Filed By	Status	Showing Submitted On	Event Date * 03/19/2021 03/19/2021 g 4 of 4 records View Last Updated On	w Ma
Change of Address BRB 2207 Processing please wait. John Smith Submission Received and 07/01/2022 - 05:48 07/	Entry Type events appeals All times displa Filings	Action N: 1004 - AB Appeal Fi ayed in US Eastern Timezo	ame Lappeal request receiv led eFile Number BRB 2207-	Filed Documents	Filed By	Submission Received and	Showing Submitted On 07/01/2022 - 05:48	Event Date * 03/19/2021 03/19/2021 g4 of 4 records Ver Last Updated On 07/01/2022 - 05:48	w M

9. The user is displayed with a details popup and can click on the document links which are submitted by the user.



ing Details		
eFile Number	BRB-220	
eFile Case Number	EFS-	
Filing Category	Motion	
Filing Type	Change of Address	
Flied Documents	260058-Document-to-be-filed-0-39.pdf	
Statue	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



HOW TO ACCESS SERVING IN BRB?

1. Click on the BRB tile from the main 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 Re The following an	•	you have access to. Click on the do	ocket number link to view	r case status, access filing		-	v More 🛨
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
BRB-				BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	View



3. The **Documents Served by BRB** table is showing the served documents list.

Documents Served by BRB Showing 1 of 1 re							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 serving	TEST_SERVE	08/28/2020 - 20:13 EST	08/28/2020 - 17:00 EST		08/29/2020 - 10:21 EST

Click on the View More button to navigate to the Documents Served by the BRB page.

Documents Served by BRB							L 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 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 East	ern Timezone						

5. Click on the <file name> to access the served document.

Documents Served by BRB Help 😮 eFile Number File Name Description File Type Search eFile Number Search File Name Search Description Search File Type eFile Number File Name Description File Type Issued On Served On Accessed On Notified On ESERVE-BRB-2008-000461 Test_eServe_BRB-2012-01 Auto generated serving TEST_SERVE 08/28/2020 - 20:13 EST 08/28/2020 - 17:00 EST 08/29/2020 - 10:21 EST 918741.pdf * All times displayed in US Eastern Timezone

6. The Accessed On date will be displayed in the column.



Documents Served by BRB

							Help
ile Number	File Na	me	Dese	cription	File	Туре	
Search eFile Number	umber Search File Name Search Description Search File Type						
Apply							
Apply							
Αρρίγ							
	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
Apply eFile Number ESERVE-BRB-2008-	File Name Test_eServe_BRB-2012-01	Description Auto generated serving	File Type TEST_SERVE	Issued On 08/28/2020 - 20:13	Served On 08/28/2020 - 17:00	Accessed On 10/20/2020 - 02:42	Notified On 08/29/2020 - 10:21



HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN BRB?

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

Dashboard



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

File a New Appeal - BRB	Request Access to Appeals				Help
Iv Access Requ	ests				
My Access Reque he following are the list of a	ests ppeals you have access to. Click on the doo	cket number link to view case statu	us, access filings and servin		a 1 of 1 records
he following are the list of a	ppeals you have access to. Click on the doo			Showing	g 1 of 1 records View More
, ,		tket number link to view case statu Case Type	us, access filings and servin Status		g 1 of 1 records View Mo Details



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

From the Organization members table displayed, click on the **Remove Delegation** link under the 'Actions' table header against the user to remove delegation.

Organization Member	8						
Organization: Boards Delegation Testing							
Name	Email		_				
Enter Name	O Enter Email	OSearch					
Name	Email	User Type	Actions				
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation				
Angel George	angeltester001@gmail.com	Attorney	Delegate				

5. Remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against members changes to "Delegate".



Organization Members

Removed Dion John	's delegated access to this appeal.			
Organization: Board Name Enter Name	s Delegation Testing Email	O Sea		elp (
Name	Email	User Type	Actions	
Dion - John	diontester001@gmail.com	Attorney	Delegate	
Angel George	angeltester001@gmail.com	Attorney	Delegate	



ECAB DASHBOARD AND FLOWS



HOW TO VIEW ECAB DASHBOARD?

1. Click on the ECAB tile from the main dashboard page to access the 'ECAB' dashboard.



2. ECAB Dashboard includes buttons File a New Appeal - ECAB and Request Access to Appeals.

ECAB Dashboard	1				
File a New Appeal - ECAB	Request Access to Appeals				Help 😡
My Access Reques	sts				
Docket Number	eFile Number	Case Type	Status	Last Updated On	Details

e. The File a New Appeal - ECAB button lets users file a new appeal with ECAB



- 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 - EC	AB Request Access to	Appeals					Help 🚱
Access Reque	ete						
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals in	n your account. You can req	uest to access your appeal	or you can file a new appeal	using the buttons	above.		
All times displayed in U	IS Eastern Timezone						
New Appeals							
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
There are no appeals y	ou have filed through the s	ystem.					
All times displayed in U	JS Eastern Timezone						
Appeals in Dra	aft State						
eFile Case Number		eFile Number	Case Type	D	raft Saved On		Actions
There are no appeals in	n draft state to display.						
All times displayed in U	IS Eastern Timezone						
Appeals Await	ting your Signa	ture					
eFile Case Number		eFile Number	Submitted By		Submitted O	n	Actions
No appeals with a pen	ding second signature.						
All times displayed in U	IS Eastern Timezone						



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.

Dashboard ECAB Dashboard	
	ECAB Dashboard
	File a New Appeal - ECAB Request Access to Appeals



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

Search App	peals						
						Help	9 9
Search Appeals							
ECAB-2012-0128	3	0					
Search using Agency (C	OWCP, OALJ) Case Number, Dock	et Number, Claimant					
Name, Employer Name	e or eFile Case Number.						
Advanced Filter							
OALJ Case Numb	er 😮	Docket	Number	OWCP Number			
Search OALJ Ca	ise Number	Searc	h Docket Number	Search OWCP Numb	er		
		Claima	nt Name	Employer Name			
		Searc	h Claimant Name	Search Employer Na	ame		
eFile Case Numb	er						
Search eFile Ca	se Number						
You can further filter the	appeals using Docket Number, C	laimant Name, eFile Case Numb	er, Employer Name.				
Search	Clear Selection and Filt	ers Clear Filters	Add to Request				
Only one appeal can be s	selected						
Search Res	ults						
Select Cases	Docket Number	Claimant Name	Employer Name	eFile Case Nu	mber	Parties with Access	
~	ECAB-2012-0128	_		 		Parties with Access	





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 S	iearch Reset			Help 🔞
	Docket Number	Case Type	OALJ Case Number	
~	ECAB-2012-0128	FECA		
	e will be sent with the requ ou can do this through the		re that your profile is current the Dashboard.	and
ž	ption ne attorney or party listed in legal staff	the NaA		
eFiler's Org	anization Law Firm, 444004 NE.444 ST			÷
	Aulti-Select)			-
Att User T				+
Claimant La	ast Name *			
Enter Clai	imant Last Name			
OWCP # (las	st 4 digits) *			
Enter OW	CP Number			
Decision Da	ate (Lower Court) *			
mm/dd/y	YYY			
MM/DD/YYYY				
Notice of Ap				
	ile No file chosen	ucrosontativos can mako a	a first filing in a case only if they also fi	le a retic
			iled together with the first filing will e	
Board's ability	to make a timely determination on	permission to effle for pre	viously unknown attorneys and non-a	ttomey
representative	s.Only files with the following exter	isions are allowed: pdf and	size should be less than 200MB	
Submitte	DOL Cancel			

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



ECAB Dashboard

Reque	st to access the app	eal has been submitted. [ECAB-201	2-0128]			
File a New Ap		Request Access to Appeals				Helţ
	equests					
	-	s you have access to. Click on the do	ocket number link to view case st	atus, access filin	gs and servings and to submit new filin Show	 ew More
	-	s you have access to. Click on the do Employer Name	ocket number link to view case st eFile Number	atus, access filin Case Type		 ew More

* All times displayed in US Eastern Timezone

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

ECAB Dashboard

Request t	to access the appea	I has been submitted. [ECAB-2012-0128]					
File a New Appe	quests	quest Access to Appeals					Help 🝞
The following are	the list of appeals y	ou have access to. Click on the docket nur	mber link to view case statu	ıs, access filin			
							v More 🛨
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	v More (+) Details

* All times displayed in US Eastern Timezone

7. All the requested appeals will be listed on the page.



Access Requests

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	Deta
ECAB- 2012-			EFS-ECAB-1110-05	ECAB-2207- 0023007647	FECA	Submission Received and	07/01/2022 - 06:08 EST	07/01/2022 - 06:08 EST	People's Law Firm, 444004	Viev

8. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

Access Requests

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	Deta
ECAB- 2012- 0128	=	=	EFS-ECAB-1110-05	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	View

9. 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	ECAB-2012-0128
eFile Case Number	EFS-ECAE
eFile Number	ECAB
Board	Employees' Compensation Appeals Board
Сазе Туре	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-	Submission Received and	Request to access the appeal has been submitted.	07/01/2022 -
0023007647	Pending Review		06:08 EST



HOW TO ACCESS APPEALS IN ECAB?

2. Click on the ECAB tile from the main dashboard.



3. Click on the **Request Access to Appeals** button.

A Dashboard ECAB Dashboard	
	ECAB Dashboard
	File a New Appeal - ECAB Request Access to Appeals



4. Search any appeal and click on the '**Add to Request'** button that is displayed only if one of the appeals is selected.

Search App	peals							
								Help 😧
Search Appeals								
ECAB-2012-0128	}	0						
	WCP, OALJ) Case Number, Docket	Number, Claimant						
Name, Employer Name	e or eFile Case Number.							
Advanced Filter								
OALJ Case Numb	er 😮	Docket	lumber		OWCP Nu	mber		
Search OALJ Ca	se Number	Search	Docket Number		Search	OWCP Number		
		Claimar	t Name		Employe	rName		
		Search	I Claimant Name		Search	Employer Name		
eFile Case Numb	er							
Search eFile Cas	se Number							
You can further filter the	appeals using Docket Number, Cla	imant Name, afile Care Numbr	r Employer Name					
rou can further filter the	appears using booker number, ca	annant Name, erne case Numbe	, employer name.					
Search	Clear Selection and Filte	rs Clear Filters	Add to Request					
Only one appeal can be s	elected							
Search Res	ults							
Select Cases	Docket Number	Claimant Name	Employer Name		e	File Case Number	Parties with Ac	cess
~	ECAB-2012-0128			, .,	-		Parties with Acc	ess





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 Se	arch Reset		Help
	Docket Number	Case Type	OALJ Case Number
~	ECAB-2012-0128	FECA	
	will be sent with the requ u can do this through the		e that your profile is current and he Dashboard.
elect an opt	tion		
) I am the	attorney or party listed in	the NoA	
🔵 I am a le	gal staff		
Filer's Orga	nization		
People's La	w Firm, 444004 NE.444 ST	r	\$
	orney/Representative		
elect an Att			÷
John Smith	1		•
John Smith laimant Las	it Name *		\$
John Smith	1		÷
John Smith Laimant Las	it Name * Nant Last Name		•
John Smith Laimant Las Enter Claim	st Name * Nant Last Name 4 digits) *		•
John Smith Laimant Las	st Name * Nant Last Name 4 digits) *		•
John Smith Claimant Las Enter Claim OWCP # (last Enter OWC)	st Name * Nant Last Name 4 digits) *		•
John Smith Elaimant Las Enter Claim OWCP # (last Enter OWC) Necision Date	st Name * sant Last Name 4 digits) * P Number e (Lower Court) *		*
John Smith Claimant Las Enter Claim DWCP # (last Enter OWC) Decision Dat mm/dd/yyy	st Name * sant Last Name 4 digits) * P Number e (Lower Court) *		
John Smith Claimant Las Enter Claim DWCP # (last Enter OWC) Decision Date	st Name * sant Last Name 4 digits) * P Number e (Lower Court) *		
John Smith Llaimant Las Enter Claim OWCP # (last Enter OWC) Decision Dat mm/dd/yyy	it Name * isant Last Name 4 digits) * P Number e (Lower Court) *		•
John Smith Laimant Las Enter Claim WCP # (last Enter OWC) MCD T MCDOWN NODOWN NODOWN	it Name * isant Last Name 4 digits) * P Number e (Lower Court) *		•
John Smith Laimant Las Enter Claim WWCP # (last Enter OWCI Recision Date mm/dd/yyy NODd/nyy Iotice of App Choose Fill	a t Name * tant Last Name a digits) * P Number e (Lower Court) * // pearance No file chosen	representatives can make a	fint filing in a case only if they also file a not
John Smith Laimant Las Enter Claim WCP # (last Enter OWCI Recision Data mm/dd/yyy IN/DD/YYY NOCOS Fill Choose Fill Choose Fill Coords requires 1	s it Name * sant Last Name 4 digits) * P Number e (Lower Court) * // pearance No file chosen that attorneys and non-attorney		first filing in a case only if they also file a nor ed together with the first filing will expedite
John Smith Claimant Las Enter Claim DWCP # (last Enter OWCD Decision Data mm/dd/yyy IN/DD/YYY Notice of App Choose Fill Coards requires to f appearance co	st Name * st Name * st Name * st Name st Last Name st digits) * P Number P Number (Cover Court) * (Cover Court) * (Cover Court) * (Cover Covert) * (Covert) * (Cover Covert) * (Cover Cov	ing a notice of appearance fil	



6. 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 app	eal has been submitted. [ECAB-2012	2-0128]			
File a New App	eal - ECAB	Request Access to Appeals				Help
	anosts					
	-	s you have access to. Click on the do	cket number link to view case st	tatus, access filir	ngs and servings and to submit new filin	
Access Re	-	s you have access to. Click on the do	ocket number link to view case st	tatus, access filir		 ew More (
	-	s you have access to. Click on the do Employer Name	eFile Number	tatus, access filir Case Type		 ew More Deta

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

ECAB Dashboard

							Help
File a New App	eal - ECAB	Request Access to Appeals					
D							
ccess Re	equests						
	equests e the list of appeals	s you have access to. Click on the do	ocket number link to view case s	tatus, access filir	gs and servings and to submit new f	filings.	
	-	s you have access to. Click on the do	ocket number link to view case s	tatus, access filir		filings. owing 1 of 1 records View	w More
ne following are	e the list of appeals	s you have access to. Click on the do	ocket number link to view case s				w More
e following are	-	s you have access to. Click on the do Employer Name	ocket number link to view case s eFile Number	tatus, access filir Case Type			w More Det
	e the list of appeals			Case	Sh	Last Updated On	

- All times displayed in US Eastern Timezone
- 8. All the requested appeals will be listed on the page.



Access Requests

ase Numbe	r or eFile Num	ber	Case Type		Status					
Search Cas	e Number or ef	ile Number	-Any-	\$	- Any -		\$	Apply		
Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Deta
ECAB- 2012-			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	View

9. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.

Access Requests

	er or eFile Num	iber	Case Type		Status					
Search Cas	e Number or ef	File Number	-Any-	\$	- Any -		¢	Apply		
Docket Number	Claimant Name	Employer Name	eFile Case Number	eFile Number	Case Type	Status	Submitted On	Last Updated On	Organization	Deta
ECAB- 2012-		-	EFS-ECAB-1110-05	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	Viev

10. 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	ECAB-2012-
eFile Case Number	EFS-E
eFile Number	ECA
Board	Employees' Compensation Appeals Board
Сазе Туре	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-	Submission Received and	Request to access the appeal has been submitted.	07/01/2022 - 06:08
0023007647	Pending Review		EST



HOW TO FILE A NEW APPEAL IN ECAB?

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



2. Click on the File a New Appeal - ECAB button.





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.	
Continue	

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.



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Help				Help 🕻
adversely affecte for review of such final decision or o individual proper with an appeal be	d by a final decision decision by the Bo rder of the OWCP w y authorized by an fore the Board. The	of OWCP, or his or her a ard. An appellant is any tho files an appeal to th Appellant in writing to Representative may be	's Rules of Procedure any p authorized Representative person adversely affected e Board. A representative act for the Appellant in coi e any individual or an attor vith any court of competer	, may file d by a is an nnection rney who
elect an option				
I am the attorr	ey or party listed in	the NoA		
I am a legal sta	ff			
our Organization				
People's Law Firn	, 444004 NE.444 ST			\$
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Att User Three				
our Role on this A	ppeal*			
- Select your role	on this appeal -			\$
s this an appeal o	behalf of an estat	e, widow, widower, or	dependent child?	
Yes				
No				
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	_			



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Help				
made electronica containing the ap signature. In order to submi certifying that you appellant's email register with this :	lly through the Boa pellant's name in a t appellant's signat u are their duly aut address if they hav system so that they	ard's case manag an appropriate si ture, please ente horized attorney ve one. They will y may electronica	ement system by a gnature block con r their full name in /representative. P receive an email, p ally check the state	stitutes the appellant's the box below, lease also provide prompting them to
ppellant's Full Na	me *			
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appealing. An app being appealed. I	e subject to dismissal peal must be filed with f your appeal is not tin stablishing compelling	in 180 days follow nely filed, you mus	ing the date of th attach a statem	e OWCP decision(s) ent with supporting
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mm/dd/yyyy	sion being appealed * nd decision date?			

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			n(s) being appealed. If ise file a separate appeal
-			
WCP File (Claim)	Number *		
Enter OWCP Num	ber		
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Accept Above Terr	ns & Conditions				
Previous	Save Draft	Cancel	Preview	Submit to ECAB	

5. 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.

rms & Condition	15 lely for the use of p	parties with cases	pending before the	he Adiudicatory
2	3 & ECAB) of the U.			
cept Above Terr	ns & Conditions			
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 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 appe	al request has been	submitted.							
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.								Help 😧	
								View More 🕈	
Docket Number	Claimant Name	Employer Name		eFile Number	Case Type	Status		Last Updated Or	n Details
ECAB-2012- 0128		_		ECAB-2207- 0023007647	FECA	Submission Rece Review	0	07/01/2022 - 06:0 EST	08 View
New Appea	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								View More 🕈
Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status		Last Updated On	Details	
Pending Assignment			ECAB-2207- 0023007648	FECA	Submissi Review	on Received and Pending	07/01/2022 - 06:30 EST	View	

7. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.



peal 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
	US-DC,	Appellant

Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-	Submission Received and	New appeal has been submitted.	07/01/2022 -
0023007648	Pending Review		06:30 EST



HOW TO FILE A NEW APPEAL IN ECAB?

2. Click on the ECAB tile from the main dashboard.



3. Click on the File a New Appeal - ECAB button.





4. 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.	
Continue	

5. 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

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Help	Help 🕤
Please enter your role in this appeal. According to the Board's Rules of Procedu adversely affected by a final decision of OWCP, or his or her authorized Represe for review of such decision by the Board. An appellant is any person adversely a final decision or order of the OWCP who files an appeal to the Board. A represer individual properly authorized by an Appellant in writing to act for the Appellar with an appeal before the Board. The Representative may be any individual or a has been admitted to practice and who is in good standing with any court of co jurisdiction.	ntative, may file affected by a ntative is an nt in connection an attorney who
ielect an option I am the attorney or party listed in the NoA I am a legal staff	
our Organization People's Law Firm, 444004 NE.444 ST	÷
elect an Attorney/Representative	
John Smith	÷
our Role on this Appeal *	
Attorney/Lay Representative	\$
s this an appeal on behalf of an estate, widow, widower, or dependent child? Yes No	,
Save Draft Cancel Next	



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Help				
made electronical containing the app signature. In order to submit certifying that you appellant's email a	ly through the Board bellant's name in an appellant's signatur are their duly autho address if they have	d's case manage appropriate sig re, please enter orized attorney/ one. They will r	ust sign the notice of appeal iment system by a registered nature block constitutes the their full name in the box be representative. Please also p eceive an email, prompting f ly check the status of their a	l user appellant's low, provide them to
ly entering appellar ppellant's Full Nar		rtify that I am au	ithorized to file this appeal o	on their behali
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appealing. An app being appealed. I	e subject to dismissal peal must be filed with f your appeal is not tin stablishing compelling	in 180 days follow nely filed, you mus	ing the date of th attach a statem	e OWCP decision(s) ent with supporting
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Accept Above Terr	ns & Conditions				
Previous	Save Draft	Cancel	Preview	Submit to ECAB	

6. 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.

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	 Department o 	f Labor.	
s & Conditions			
	s & Conditions	s & Conditions	s & Conditions



 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 appe	al request has been	submitted.							
File a New Appea	al - ECAB Regi	lest Access to Appeals							Help 😢
Access Rec	-	I have access to. Click o	on the docket numb	er link to view cas	e status, access fili	ngs and servings and t	o submit new filings.		
							Showing	1 of 1 records	View More 🕂
Docket Number	Claimant Name	Employer Name		eFile Number	Case Type	Status		Last Updated O	n Details
ECAB-2012- 0128				ECAB-2207- 0023007647	FECA	Submission Receiv Review	0	07/01/2022 - 06: EST	08 View
* All times displaye	ed in US Eastern Tim	ezone							
New Appea									
The following are t	he appeals you have	created. Click on the e	File Case Number li	nk to view case sta	atus, access filings a	and servings and to su	0	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 Re Review	eceived and Pending	07/01/2022 - 06:30 EST	View	

9. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.



Appeal Details

Pending Assignment Docket Number ECAB-2207-0023007648 eFile Number EFS-ECAB-2207-215336 eFile Case Number ECAB Board Case Type FECA 06/01/2022 Decision Date (Lower court) NA Decision Date 2 Oral Argument Requested No OWCP 123456789 Attorney/Lay Representative Your Role in this Appeal People's Law Firm Organization Submission Received and Pending Review Status Submission Received and Pending Review Access Status Submitted On 07/01/2022 - 06:30 EST John Smith Filing Party Claire Cooper Submitted By

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
		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

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WHAT ARE THE COMPONENTS ON ECAB - APPEAL DETAILS PAGE?

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



 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

and an exclusion

The following are the appears you have created. Click on the erite case number link to view case status, access numps and servings and to submit new numps.
Showing 2 of 2 records

Docket Number	Claimant Name	Employer Name	eFile Number	Case	Status	Last Updated On	Details
Pending Assignment	Name	Name	ECAB-2207- 0023007648	Type FECA	Submission Received and Pending Review	07/01/2022 - 06:30 EST	View
ECAB-2023-0022		_	ECAB-2205- 0023006708	FECA	Submission Accepted as a Filing	05/29/2022 - 05:31 EST	View

3. The user will be directed to the appeal details page.

View More 🛨



Appeal Details



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	

Filings

	0								
	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 E	astern Timezone							

Documents Serve	d by ECAB					Showing 1 of 1	L 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-2012-0 1285233.pdf	Auto generated test servin g	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

Parties with Access

The table shows all the parties in the appeal who have access to this appeal

The table shows all the	ne 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, addrsstest
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.

The table lists all the partie	es 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 PALM	IA DR, FT MEYERS, FL, 33901		Appellant		
Delegated Useı	rs					
-						
Name	Address	Delegated By	Organization	1		

4. 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
ClaimantName	
Employer Name	
Appeal Date	05/28/2022
Decision Date	
proSe	FALSE
Submit a Nev	Filing Delegate Access
"ase Stat	us Details 🛛 🛛 🔒

The appeal details page includes tables Case Status Details, Filings, Servings,
 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 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.



Case Status D	etails Refrest	B									View More <table-cell-rows></table-cell-rows>
Entry Type	Action Name							Event Date 🔻		File Name	
decision	Decision issued:	C1 - D&O - Affirn	ned					05/18/2012			
events	128 - Submitted	to Docket for iss	uance					05/17/2012			
events	114 - Panel assig	114 - Panel assigned/case placed on Board agenda						05/14/2012			
appeals	ppeals Case processable							11/22/2011			
events	27A - Granted - A	cknowledgeme	nt letter sent (FNAME89125)					11/07/2011			
* All times displayed in U	JS Eastern Timezone										
Filings											
Filing Category	Filing Type	eFile Num	ber Filed Docume	nts F	iled By	Status	Submi	itted On	Last Update	ed On	Details
	een filed to this appeal										
* All times displayed in U											
Documents S	erved by ECA	В							Showing 1	of 1 records	View More 🕈
eFile Number	File Name		Description	File Type	Issued O	n	Served	On	Accessed O	n Notified	l On
ESERVE-ECAB-2007-00	00399 Test_eServe 1285233.pdf	_ECAB-2012-0	Auto generated test servin g	TEST_SERVE	07/20/20	20 - 15:26 EST	07/20/2	2020 - 17:00 EST		07/20/20	020 - 15:37 EST
* All times displayed in U	JS Eastern Timezone										
Parties with A	Access										
The table shows all the p	parties in the appeal w	ho have access t	o this appeal						Showing 4	of 4 records	View More +
Name A	ddress					User Type	Organiz	ation			
Amy DeRocher C	DWCP-DFEC, Jacksonvi	lle, United State	s, Florida, 32202			Individual					
Tiju Issac 4	459 Temple Street Powder Springs, GA 30127, Brigh, United States, Arkansas, 12435 Attorney Wingstein and Dragger Attorneys of Law, 56 Constitution A						on Ave				
Jacky Jacky Address, Address, United States, Iowa, 44556 Attorney Joseph's Org, a						h's Org, addrsstest					
Sunny Mathew Address, City, United States, Arkansas, 12343 Attorney Org - Jacky, Address - Jacky 1											
Parties on Ap	peal										
The table lists all the par	 ties on this appeal. 								Showing 2	of 2 records	View More +
Name		Address							Role in the O	ase	
Alan Shapiro		8 SHAKER GLE	N, SHAKER HEIGHTS, OH, 441	22					Attorney		
RONALD JONES		1416 TERRA P	ALMA DR, FT MEYERS, FL, 3390	01					Appellant		
Delegated Use	ers										
_											
Name	Addres	55	Delega	ated By				Organization	1		
			to delegate access to anothe								



HOW TO DELEGATE ACCESS TO AN APPEAL 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 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	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				

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

Organization: Boards Delegation Testing Name Email Enter Name Q Enter Email Q Name Email User Type Actions	Organization Members				
Enter Name O Enter Email O Search	Organization: Boards Delegat	tion Testing			Help 🕑
	Name	Email			
Name Email User Type Actions	Enter Name	O Enter Email	0	Search	
Name Email User Type Actions					
	Name	Email		User Type	Actions
Dion - John diontester001@gmail.com Attorney Delegate	Dion - John	diontester001@gmail.com		Attorney	Delegate
Angel George angeltester001@gmail.com Attorney Delegate	Angel George	angeltester001@gmail.com		Attorney	Delegate

5. Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".



Organization Members			
 Dion John has been delegated to 	this appeal.		
Organization: Boards Delega	tion Testing		Help 🕑
Name	Email		
Enter Name	O Enter Email	O Search	
Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

6. On the Appeal details page, the delegated member will be displayed in the Accessed Appeal/New Appeal table.

Delegate	d Users		Showing 1 of 1 records View More O
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


HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

			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 (OALI) or Board of Alien Labor Certification Appeals (BALCA)
People's Choice Law Firm	My Profile		

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.

						Help
File a New Appeal - ECAB	Request Access to Appeals					
ly Access Requ						
, I	ESLS ppeals you have access to. Click on the dock	et number link to view case st	tatus, access filings and servin	gs and to submit new filings.		
, I		et number link to view case st	tatus, access filings and servin	gs and to submit new filings.	Showing 2 of 2 records	View More
e following are the list of a		et number link to view case st Case Type	tatus, access filings and servin Status	gs and to submit new filings. Last Updated On		View More Details
· ·	ppeals you have access to. Click on the dock					

3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page



Summary

el'ile 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	

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



New Filing to ECAB

People's Law Firm, 444004 NE.444 ST	\$
	Help 😮
our profile will be sent with the request. Please make sure that your profil ccurate. You can do this through the My Profile menu in the Dashboard.	le is current and
locket Number	
ECAB-2023-0022	
iling Category * - Select a value -	\$
ile *	
Choose File No file chosen	
Choose File No file chosen	

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



The new	/ filing has been subm	itted to the appeal.						
0	_							Help 🕜
Summary	7							
eFile Case Number	EFS-ECAB-2205-2	14600						
Docket Number	ECAB-2023-0022							
Board	ECAB							
Case Type	FECA							
Claimant Name								
Employer Name								
Appeal Date	05/28/2022							
Decision Date	-							
proSe	FALSE							
Case Stat	us Details	Refresh 🞜	ction Name		Event Dat	e 🔻		
There are no st	atuses to show.							
* All times displa	yed in US Eastern Tim	ezone						
Filings								
						Showing	2 of 2 records View	v 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	View

6. 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	v 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	View

7. The user is displayed with a details popup and can click on the document links which are submitted by the user.



ing Details		
eFile Number	ECAB-2207-0023007649	
eFile Case Number	EFS-ECAB-2205-214600	
Filing Category	Motion	
Filing Type	Withdrawal of Counsel	
Filed Documents	260045-Document-to-be-filed-0-37.pdf	
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



HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

			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 (OALI) or Board of Alien Labor Certification Appeals (BALCA)
People's Choice Law Firm	My Profile		

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.

						Help
File a New Appeal - ECAB	Request Access to Appeals					
ly Access Requ						
, I		at number link to view case st	tatus access filings and servin	rs and to submit new filings		
, I	ESES ppeals you have access to. Click on the docke	et number link to view case st	tatus, access filings and servin	gs and to submit new filings.	Showing 2 of 2 records	View More
e following are the list of a		et number link to view case st Case Type	tatus, access filings and servin Status	gs and to submit new filings. Last Updated On	Showing 2 of 2 records	View More Details
· ·	ppeals you have access to. Click on the docke				Showing 2 of 2 records	

 Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page



Summary

EFS-ECAE	3-2205-214600	
ECAB-202	23-0022	
ECAB		
FECA		
05/28/20	22	
-		
FALSE		
/ Filing	Pernove Error	n My Dashboar
	ECAB-202 ECAB FECA 05/28/202 - FALSE	FECA 05/28/2022 - FALSE

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



New Filing to ECAB

People's Law Firm, 444004 NE.444 ST	\$
Select an Attorney *	
John Smith	\$
	Help
'our profile will be sent with the request. Please make sure that yo occurate. You can do this through the My Profile menu in the Dashi	
0 /	
0 /	
Docket Number	\$
ECAB-2023-0022	\$
Docket Number ECAB-2023-0022 Filing Category * Motion	\$
Docket Number ECAB-2023-0022 Filing Category * Motion	\$
Docket Number ECAB-2023-0022 Filing Category * Motion Filing Type * Notice of Entry of Appearance	¢ Remove

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



The new	/ filing has been subm	itted to the appeal.						
								Help 😧
Summary	T							
eFile Case Number	EFS-ECAB-2205-2	14600						
Docket Number	ECAB-2023-0022							
Board	ECAB							
Case Type	FECA							
Claimant Name								
Employer Name								
Appeal Date	05/28/2022							
Decision Date	-							
proSe	FALSE							
Case Stat	us Details	Refresh 🞜	iction Name		Event Dat	te 🔻		
There are no st	atuses to show.							
* All times displa	yed in US Eastern Tim	ezone						
Filings								
						Showing	2 of 2 records View	w 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	View

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	v 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	View

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



HOW TO ACCESS SERVINGS IN ECAB?

¹ Click on the **ECAB** tile from the main 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.



ECAB Dashboard

File a New Appeal - ECAB	Request Access to Appeals					Help
Iy Access Reque	ests					
, ,	peals you have access to. Click on the dock	ket number link to view case sta	tus, access filings and serving	-		
, ,	peals you have access to. Click on the dock	ket number link to view case sta	tus, access filings and serving	-	Showing 2 of 2 records	View More
e following are the list of ap	peals you have access to. Click on the dock eFile Number	ket number link to view case sta Case Type	tus, access filings and serving Status	-	Showing 2 of 2 records	View More Details
, ,					Showing 2 of 2 records	

3. The **Documents Served by ECAB** table is showing the served documents list.

Documents Serve	ocuments Served by ECAB						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-2012-0 1285233.pdf	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 Easte	ern Timezone						

4. Click on the **View More** button to navigate to the **Documents Served by the ECAB** page.

Documents Serve	socuments Served by ECAB s						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-2012-0 1285233.pdf	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 Easte	rn Timezone						

5. Click on the **<file name>** to access the served document.



Documents Served by ECAB

										Help 😨
eFile Number	Fi	ile Name			Descrip	tion		File Type		
Search eFile Number		Search File	Name		Searc	h Description		Search F	le Type	
Арріу										
eFile Number	File Name		Description	File T	уре	Issued On	Served On		Accessed On	Notified On
ESERVE-ECAB-2007-000399	Test_eServe_ECAE 1285233.pdf	B-2012-0	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 Easte	rn Timezone									

6. The **Accessed On** date will be displayed in the column.

Documents Served by ECAB Help 🔞 eFile Number File Name Description File Type Search eFile Number Search File Name Search Description Search File Type Apply eFile Number File Name Description File Type Issued On Served On Accessed On Notified On ESERVE-ECAB-2007-Test_eServe_ECAB-2012-0 Auto generated serving TEST_SERVE 07/20/2020 - 15:26 07/20/2020 - 15:37 07/20/2020 - 17:00 10/20/2020 - 03:34 1285233.pdf EST EST EST 000399 EST * All times displayed in US Eastern Timezone



HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL 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 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	EFS-EC.
Docket Number	ECAB-2023
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

From the Organization members table displayed, click on the **Remove Delegation** link under the 'Actions' table header against the user to remove delegation.

Organization Member	rs		
Organization: Boards Dele	gation Testing		Help 🚱
Name	Email		
Enter Name	O Enter Email	OSearch	h
Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

5. Remove delegation confirmation will be displayed. Also the "Remove Delegation" link against members changes to "Delegate".



Organization Members

 Removed Dion John` 	`s delegated access to this	appeal.			
Organization: Boards Name Enter Name	s Delegation Test	ng Email O Enter Email	0	Search	Help
Name	Email		User Type	Actions	
Dion - John			Attorney	Delegate	
Angel George			Attorney	Delegate	