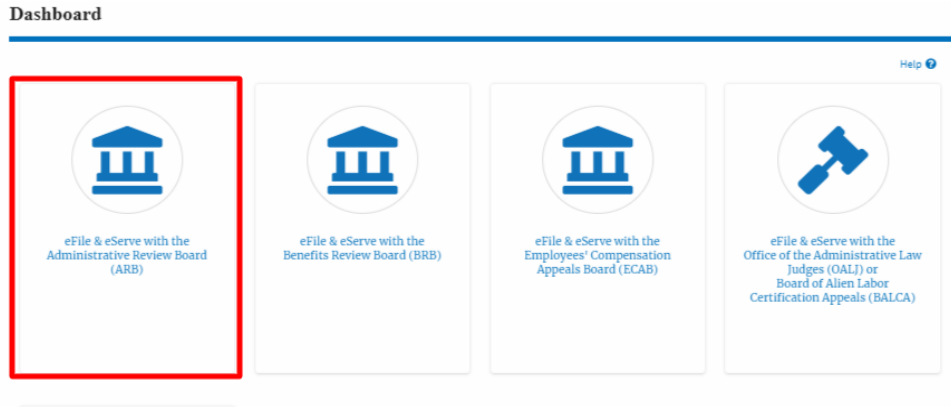




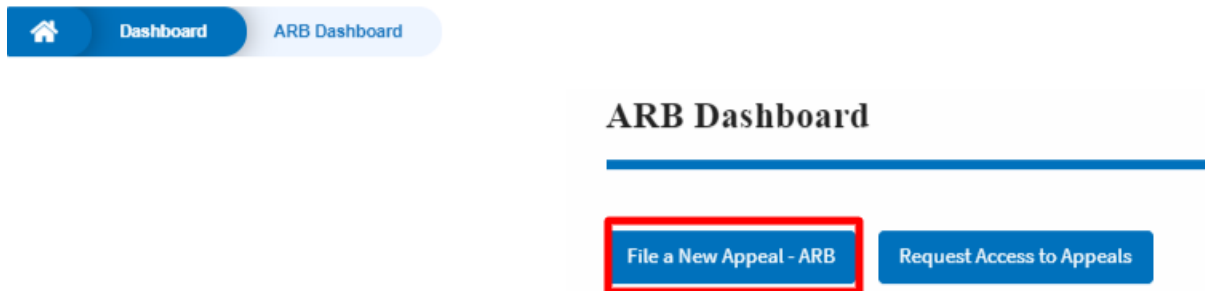
eFile and eServe

HOW TO FILE A NEW APPEAL IN ARB?

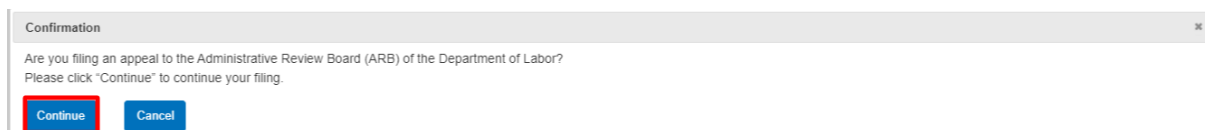
1. Click on the ARB tile from the main dashboard.



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



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



4. Fill out all the mandatory fields on each page of the wizard.

Select the appropriate organization and the members to be delegated with the access of new appeal. Click the Next button.

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



New Appeal

0%

Help Help ?

Please select your role on this Appeal. If you are a representative, please select the Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Administrative Review Board's staff if necessary upon their review. Please click "Next" to continue your filing.

Select an option

I am the attorney or party listed in the NoA

I am a legal staff

Your Organization

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

Select an Attorney/Representative

John Smith

Your Role on this Appeal *

Attorney

Are you filing on Behalf of a Deceased Party?

Yes

No

[Save Draft](#) [Cancel](#) [Next](#)



New Appeal

33%

[Help](#)

Please select the type of case from the listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click "Next" to continue your filing.

Case Type *

- Select Case Type -

[Previous](#) [Save Draft](#) [Cancel](#) [Next](#)

New Appeal

44%

[Help](#)

Please enter the date of the decision being appealed. This can be found on the decision document that you are appealing. Please also upload the decision being appealed in Adobe PDF format.

Decision Date *

mm/dd/yyyy

Do you have a decision file to upload?

Yes

No

Petition for Review File *

No file chosen



eFile and eServe

Files must be submitted in PDF format and should be no larger than 200MB. *To upload a file please click choose file and find and select the file from your computer*

Previous

Save Draft

Cancel

Next

New Appeal

66%

▼ Help

If you are appealing an order from the Office of Administrative Law Judges (OALJ), please enter the OALJ Case Number found on the decision document issued by the OALJ.

OALJ Case Number format should be in this form: YYYYXXNNNNN (no hyphens) Example: 2020-BLA-05735 should be entered as 2020BLA05735

If the OALJ Case Number is in a different format, change it to the above format. Example: 19-BLA-5735 Must Be entered as 2019BLA05735

If need to enter more OALJ Case Numbers, when answering the question, "Do you have more OALJ Case Numbers?" the field will display additional space for the entry. Please enter as many OALJ Case Numbers as needed on this form.

Please click "Next" to continue your filing.

OALJ Case Number *

Enter OALJ Case Number

ex.2013BLA12345

Do you have additional OALJ Case Numbers?

Yes

No

Previous

Save Draft

Cancel

Next



New Appeal

77%

Help

Please enter all the parties that are associated with this appeal.

*****The Board strongly recommends that you first use the Search button found below to find the parties that may have already been registered in EFS. If the party is not found, then use the Add New Party button making sure contact details are entered correctly. It is extremely important that you make sure all party contact details are accurate. Please note that the provided contact details will be used from here on to conduct service of Board filings on your behalf.*****

You can search and add parties who are already users of this system. If you do not find the party you are looking for in the search results you can add new parties to the system.

You can click the "Add New Party" button to enter these new parties. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case per current Board regulations.

If you have changed the OALJ or OWCP numbers, please remove the previously retrieved parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ or OWCP numbers.

Search for Parties

You can search the existing users of this system and add them as parties to your appeal



[Home](#) [Dashboard](#) [ARB Dashboard](#) [New Appeal](#)

First Name / Company Name

Last Name / Company Name

Email Address

Case Parties

Your profile information will always be loaded as the first party in the appeal. The information is taken from the profile information in your account.

Ashley Ann Cooper
Cincinnati, US-OH
Role: Complainant



New Appeal



▼ Help

Please review the information below to ensure that the attorneys of record are assigned to the correct parties. Please click "Next" to continue your filing.

Party Details

Name	Role
Alex J Jacob Dr.	Attorney
Alex J Jacob Dr.	Claimant

Select the parties represented by Alex J Jacob Dr.

Party list selection dropdown menu

Petitioner in this Appeal *

Petitioner selection dropdown menu

Navigation buttons: Previous, Save Draft, Cancel, Next



eFile and eServe

100%

Terms & Conditions

*****Note: The filing will be sent to the Board only when the 'Submit to ARB' button is clicked.*****

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

The Board reserves the right, in our sole discretion, to modify, alter or otherwise update these Terms & Conditions of Use at any time. By using this site after

Accept Above Terms & Conditions

Previous Save Draft Cancel Preview Submit to ARB

Save Draft Notice

Please note that if you click on the "Save Draft" button at any point during the filing process, the filing is NOT officially filed/sent until you click on the "Submit to ARB" button. Once you click the "Submit to ARB" button to send the document to the Board and complete your filing, you will receive email notifications to confirm initial receipt and let you know about the processing of your appeal.

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



eFile and eServe

Accept Above Terms & Conditions

Previous

Save Draft

Cancel

Preview

Submit to ARB

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

ard

ARB Dashboard

✔ New appeal request has been submitted.

[Help](#)

[File a New Appeal - ARB](#)

[Request Access to Appeals](#)

Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2011-0031	Marc M. Twyman	Tax Master, Inc.	ARB-2206-0023007571	SOX - Sarbanes-Oxley Act whistleblower	Submission Received and Pending Review	06/18/2022 - 06:22 EST	View

* All times displayed in US Eastern Timezone

New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

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

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
Pending Assignment			ARB-2206-0023007572	BLA - Black Lung Benefits Act	Submission Received and Pending Review	06/18/2022 - 18:49 EST	View

* All times displayed in US Eastern Timezone

Appeals in Draft State

eFile Case Number	eFile Number	Case Type	Draft Saved On	Actions
There are no appeals in draft state to display.				

* All times displayed in US Eastern Timezone



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

Appeal Details

Docket Number	Pending Assignment
eFile Number	ARB-2207-0023007660
eFile Case Number	EFS-ARB-2207-215338
Board	ARB
Case Type	DBA - Davis Bacon Act
Decision Date (Lower court)	07/01/2022
Decision File	Document not uploaded
OALJ Case Number	NA
Petition for Review File	Processing please wait.
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Choice Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	07/03/2022 - 07:10 EST
Filing Party	John Smith
Submitted By	Claire Cooper

Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith		Attorney
Amber John	444004 NE.444 ST, Cincinnati, US-OH, 45201	Complainant

Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2207-0023007660	Submission Received and Pending Review	New appeal has been submitted.	07/03/2022 - 07:10 EST