



eFile and eServe

HOW TO BECOME AN ATTORNEY OF RECORD?

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

Dashboard

Help ?

The dashboard contains six tiles:

- Tile 1: eFile & eServe with the Administrative Review Board (ARB)
- Tile 2: eFile & eServe with the Benefits Review Board (BRB) - **Highlighted with a red border**
- Tile 3: eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- Tile 4: eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
- Tile 5: People's Trusted Law Firm
- Tile 6: My Profile

2. Click on an Appeal from **Accessed Cases** table with User Type **"Observer"**.

BRB Dashboard

File a New Appeal - BRB Access Appeals Help ?

Accessed Appeals

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

Showing 3 of 3 records View More ?

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
BRB-2011-0660	EFS-BRB-2007-050015	Mr. FNAME101332 MNAME100259 Boroski	09/03/20 - 08:15:11 EST	Observer	Org - Jacky, Address - Jacky 1



3. The appeal details page will be displayed with the **Remove from My Dashboard** and **Manage Attorney of Record** buttons.

Appeal Details

Summary

eFile Case Number	EFS-BRB-1610-064098
Docket Number	BRB-2017-0002
Board	BRB
Case Type	BLA
Claimant Name	FNAME1234567891011121314151617181920
Employer Name	FNAME3250Z
Appeal Date	10/06/2016
Decision Date	09/13/2016
proSe	TRUE

[Remove From My Dashboard](#)

[Manage Attorney of Record](#)

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

Appeal Details

Summary

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Docket Number	BRB-2017-0002
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Claimant Name	FNAME1234567891011121314151617181920
Employer Name	FNAME3250Z
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proSe	TRUE

[Remove From My Dashboard](#)

[Manage Attorney of Record](#)



eFile and eServe

- All the attorneys in the organization will be displayed with the option to make Attorney of Record. Click on the link Make AoR.

Manage Attorney of Record

Organization: People's Trusted Law Firm

Name	Email	
<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Name	Email	Actions
Claire Cooper	cc@ptlf.com	Make AOR
Attorney One	ao@ptlf.com	Make AOR

- The case details page is displayed with **Submit a New Filing**, **Manage Attorney of Record**, and **Delegate Access** buttons along with a confirmation message.

Appeal Details

 Claire Cooper is now an Attorney of Record.

Summary

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

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

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

Appeal Details



eFile and eServe

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

BRB Dashboard

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Showing 3 of 3 records View More +

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