



## eFile and eServe

### HOW TO FILE A NEW APPEAL IN BRB?

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

#### Dashboard

Help ⓘ

eFile & eServe with the Administrative Review Board (ARB)

eFile & eServe with the Benefits Review Board (BRB)

eFile & eServe with the Employees' Compensation Appeals Board (ECAB)

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

People's Choice Law Firm

My Profile

2. Click on the **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.



## eFile and eServe

### Confirmation

BRB reviews appeals of decisions under the Black Lung Benefits Act, and the Longshore and Harbor Workers' Compensation Act and its extensions—including the Defense Base Act. Appeals to the Board must be filed within 30 days from the date upon which a decision or order has been filed in the Office of the District Director. If you are seeking such a review, please click the "Continue" button below. If you have filed an appeal with the Board, and are trying to file a motion or seeking reconsideration, please "File Motion".

Continue

Cancel

4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

Note: Fields in pages may change according to each selection on the previous page.

## New Appeal

0%

[Help ?](#)

**Help**

Please select your role on this Appeal. If you are a representative, please select the appropriate Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Boards' staff if necessary upon their review.

**Select an option**

I am the attorney or party listed in the NoA

I am a legal staff

**Your Organization**

People's Law Firm, 444004 NE.444 ST

**Delegate (Multi-Select)**

**Your Role on this Appeal \***

- Select your role on this appeal -

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



## New Appeal

33%

▼ Help

Benefits Review Board issues final Department decisions in appeals of cases under the Black Lung Benefits Act and the Longshore and Harbor Workers' Compensation Act, and its extensions, including the Defense Base Act. Please select the type of case from the case type drop down listing below. If you are unsure, please look at the written decision that you are appealing to find the case type that applies to your case. Please click "Next" to continue your filing.

**Case Type \***

- Select Case Type -

Previous Save Draft Cancel Next

## New Appeal

44%

▼ Help

Please enter the date of the decision that you wish to appeal. This can be found on the decision itself. Please also upload that decision in Adobe PDF format. PDFs of OALJ decisions may be found on the OALJ website located at:  
<https://www.dol.gov/agencies/oalj/apps/keyword-search>

**Decision Date (Lower Court) \***

mm/dd/yyyy

**Do you have a decision file to upload?**

Yes

No

**Reconsideration Order Date**

mm/dd/yyyy

Previous Save Draft Cancel Next



## New Appeal



▼ [Help](#)

Please upload notice of appeal document in PDF format and provide any unique comments if any in the comments block that would be helpful in processing your case

**Notice of Appeal File \***

No file chosen

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

**Comments**

Enter Comments



## New Appeal

66%

▼ Help

For BRB cases where the selected case type is DCWC, LDA, or LHCA, please enter the 8-digit Office of Workers' Compensation Programs (OWCP) number found on the first page of the decision you are appealing. Please enter this number without dashes. For example, OWCP number 05-137506 should be entered as 05137506

For BRB cases where the selected case type is BLA, BLO, BTD or MBO, please enter only the last 4 digits of the OWCP number which should be known to you and/or your attorney.

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

Please click "Next" to continue your filing.

**OWCP Number \***

**Does your case have any additional OWCP numbers?**

Yes

No

**OALJ Case Number ?**

  
ex.2013BLA12345

**Does your case have any additional OALJ Case Numbers?**

Yes

No

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



## New Appeal

77%

### Help

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

**\*\*\*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 an email notification will be sent to the EFS-validated parties you selected by using the SEARCH button in EFS during this appeal submission process. This email notifies them of this filing, but it does not represent service of the filing - you are still responsible for serving the notice of appeal and all other filings on those required to be served under the Board's rules. See 20 C.F.R. §§802.204, 802.216(c). \*\*\***

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.*

### 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: Claimant



## New Appeal

88%

▼ [Help](#)

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

### Party Details

Name	Role
Emma Sunny	Attorney
Dicrus Mathew	Amicus

Select the parties represented by Emma Sunny

Dicrus Mathew

Claimant in this Appeal \*

Dicrus Mathew

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





## New Appeal

100%

**Terms & Conditions**

**\*\*\*Note: The filing will be sent to the Benefits Review Board only when the 'Submit to BRB' button is clicked. Please see 20 C.F.R. §§802.204, 802.216(c) for the Boards serving and filings requirements.\*\*\***

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

Accept Above Terms & Conditions

[Previous](#)[Save Draft](#)[Cancel](#)[Preview](#)[Submit to BRB](#)

**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 BRB" button. Once you click the "Submit to BRB" 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 BRB'** button.



## eFile and eServe

Boards (ARB, BRB & ECAB) of the U.S. Department of Labor.

Accept Above Terms & Conditions

[Previous](#)
[Save Draft](#)
[Cancel](#)
[Preview](#)
[Submit to BRB](#)

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.

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

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">BRB-2021- [redacted]</a>	[redacted]	[redacted]	BRB-[redacted]	BLA - Black Lung Benefits Act	Submission Accepted as a Filing	06/14/2022 - 11:42 EST	<a href="#">View</a>

### New Appeals

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

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

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
<a href="#">Pending Assignment</a>			<a href="#">BRB-2206-0023007580</a>	BLA - Black Lung Benefits Act	Submission Received and Pending Review	06/21/2022 - 05:41 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

### Appeals in Draft State

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

\* All times displayed in US Eastern Timezone

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



## eFile and eServe

### Appeal Details

Docket Number	Pending Assignment
eFile Number	BRB-2206
eFile Case Number	EFS-BRB
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	<a href="#">260010-Document-to-be-filed-0-5.pdf</a>
OALJ Case Number	NA
OWCP	1234
Reconsideration Order Date	NA
Your Role in this Appeal	Attorney/Lay Representative
Organization	People's Law Firm
Status	Submission Received and Pending Review
Access Status	Submission Received and Pending Review
Submitted On	06/21/2022 - 05:41 EST
Filing Party	John Smith
Submitted By	John Smith

### Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Attorney
Dicrus Mathew	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Amicus

### Status Update Log

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