



NOTICE REGARDING CHANGE TO ELECTRONIC FILING SYSTEM

(Notice Dated: 4/13/2021)

Parties represented by counsel MUST use the Administrative Review Board's (ARB) eFile/eServe system (EFS) absent good cause shown. Again, it is MANDATORY for counsel to use this system for filing (absent good cause shown).

Like the ARB's prior Electronic File and Service Request (EFSR) system, EFS allows parties to electronically file new appeals, briefs, motions, and other documents; receive electronic service of ARB-issued decisions and orders; and check the status of existing appeals via a web-based interface. EFS is accessible 24 hours every day at <https://efile.dol.gov>.

To electronically file with the ARB, you must do so as a registered user via EFS at <https://efile.dol.gov>. Registration is a two-step process:

- First, **all users, including those who were registered users of the EFSR system, must create an account at login.gov** (if they do not have one already).
- Second, users who had not previously registered with the EFSR system must create a profile with EFS using their login.gov username and password. **Users of the now-obsolete EFSR system do not have to create a new EFS profile.**
- After setting up an EFS profile, all users can learn how to file an appeal to the ARB using EFS by consulting the written guide at <https://efile.dol.gov/system/files/2020-11/file-new-appeal-ARB.pdf> and the video tutorial at <https://efile.dol.gov/support/boards/new-appeal-ARB>.
- **You are still ultimately responsible for service of the notice of appeal and all other filings on the other parties to the case and for attaching a certificate of service to your filings. If the other parties are registered in the EFS system, then the filing of your document through EFS will constitute filing/service of your document on those registered parties. Non EFS-registered parties must be served using other means. Include a certificate of service showing how you completed service whether through the EFS system or otherwise.**

If you are a party other than the party that has filed an appeal with the ARB, you may request access to the appeal by obtaining a login.gov account (if you do not already have one) and creating an EFS profile. Written directions and a video tutorial on how to request access to an appeal are located at <https://efile.dol.gov/support/boards/request-access-an-appeal>.

The ARB is making additional information available to the public to learn more about EFS and how it works. Information regarding registration for accessing EFS, as well as user guides, video tutorials, and FAQs, are found at <https://efile.dol.gov/support>.

Self-represented (pro se) litigants may choose to file an appeal, pleading, or other document with the ARB in paper form by regular mail at: U.S. Department of Labor, Administrative Review Board, ATTN: Office of the Clerk of the Appellate Boards (OCAB), 200 Constitution Ave. NW, Washington, DC 20210-0001. If you

experience difficulty establishing your account, you can find contact information for login.gov and EFS at <https://efile.dol.gov/contact>.