



NOTICE REGARDING CHANGE TO ELECTRONIC FILING SYSTEM

(Notice Dated: 11/06/2020)

At 8:30 am Eastern Standard Time (EST) on December 7, 2020, the Administrative Review Board (ARB) will launch an updated eFile/eServe system (EFS). Like the ARB's current Electronic File and Service Request (EFSR) system, EFS will allow 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 will be accessible 24 hours every day at <https://efile.dol.gov>. **Beginning December 7, 2020 at 8:30 am EST, all parties who wish to electronically file appeals, pleadings, or other documents in pending cases must use EFS to do so.**

As part of this change, **the Board's current EFSR system will go offline permanently at 5:00 pm EST on December 3, 2020.** This means that you will not be able to electronically file any appeals or other documents with the ARB after 5:00 pm EST on December 3rd until 8:30 am EST on December 7th. Please plan your filings accordingly. If you intend to electronically file an appeal, pleading, or other document with the ARB before 5:00 pm EST on December 3rd, you must use the ARB's current EFSR system at dol-appeals.entellitrak.com. If you attempt to use this link on or after December 7th, you will be directed to EFS.

If you intend to electronically file with the ARB on or after December 7, 2020, you must do so as a registered user via EFS at <https://efile.dol.gov>. Because the time limit for filing an appeal with the ARB is jurisdictional, please be sure to register with EFS and learn how to use its features well before December 7th.

Pre-registration to use EFS will be available from November 9, 2020, until 5:00 pm EST on December 3, 2020. Registration is a two-step process:

- First, **all users, including those who are registered users of the current EFSR system, must create an account at login.gov** (if they do not have one already).
- Second, users who have not previously registered with the EFSR system must create a profile with EFS using their login.gov username and password. **Existing EFSR system users will 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>.
- **At this time, EFS will not electronically serve other parties. You are still responsible for serving the notice of appeal and all other filings on other parties to the case.**

The table below sets out the dates when e-filing is and is not available, the applicable system (the EFSR system or EFS), and the relevant links:

Action and Applicable System	Date(s)	Hyperlink
Pre-registration for EFS	November 9, 2020 to 5:00 pm EST on December 3, 2020	https://efile.dol.gov
Deadline for filing via EFSR system	5:00 pm EST on December 3, 2020	https://dol-appeals.entellitrak.com
Period of time in which parties will not be able to electronically file with the Board	5:00 pm EST on December 3, 2020 until 8:30 am EST on December 7, 2020	Not applicable
Updated EFS “goes live”	8:30 am EST on December 7, 2020	https://efile.dol.gov

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>. Webinars on the updated system will be announced on the ARB’s website at <https://www.dol.gov/agencies/arb> and the EFS site at <https://efile.dol.gov>. The following ARB-related webinar is currently scheduled:

Monday, November 30, 2020 1:00 to 2:30 pm EST

WebEx link:

<https://usdolevents.webex.com/usdolevents/onstage/g.php?MTID=ef07dea6b3bb5fc190d1a80de6406d2b9>

US Toll Free 1-877-465-7975

US Toll 1-210-795-0506

Access code: 199 674 9163

Password: Welcome!68

Monday, December 14, 2020 1:00 to 2:30 pm EST

WebEx link:

<https://usdolevents.webex.com/usdolevents/onstage/g.php?MTID=eb61167fc9887268da38117f02356bed2>

US Toll Free 1-877-465-7975

US Toll 1-210-795-0506

Access code: 199 593 1767

Password: Welcome!68

As is the case with EFSR, use of EFS is currently voluntary. At this time, any party may choose to file an appeal, pleading, or other document with the ARB in paper form by regular mail. If you experience difficulty establishing your account, you can find contact information for login.gov and EFS at <https://efile.dol.gov/contact>.