

# e- Appeal: General User Guide



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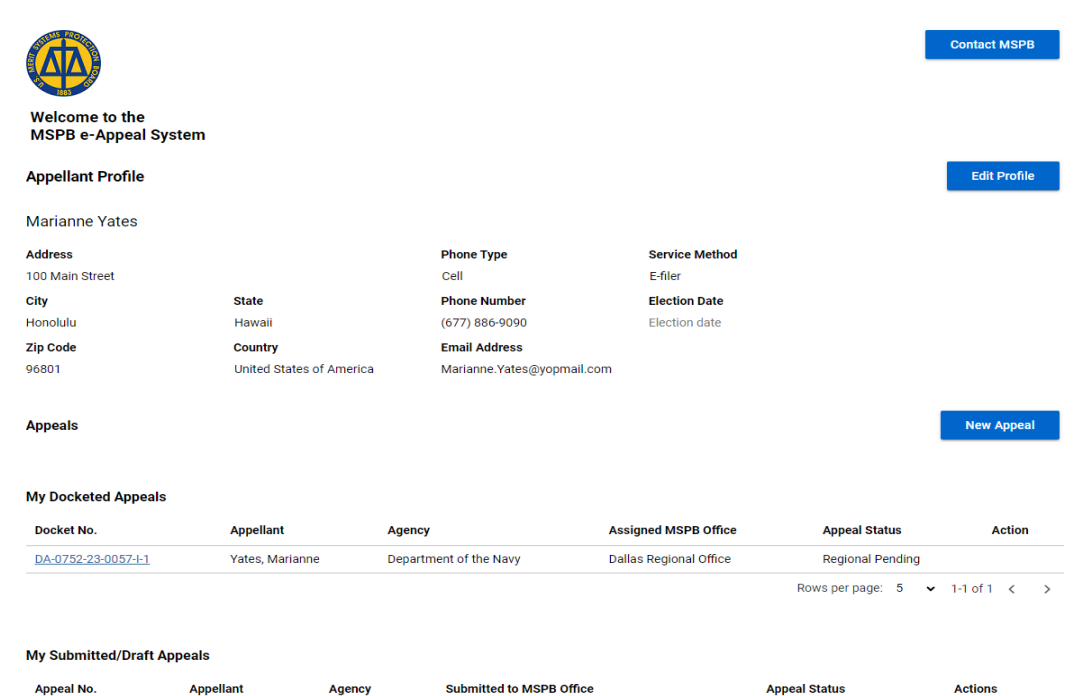
October 13, 2023

## **INTRODUCTION**

Welcome to e-Appeal! This General User Guide provides information that is applicable to all e-Appeal users: appellants, appellant representatives, and agency representatives. All agency users (agency representatives and agency legal support) as well as appellant attorney representatives (and their legal support) who are part of a law firm that has registered with the Merit Systems Protection Board (MSPB) have additional functionality unique to their roles. Please see the user guides and information sheets specific to those roles that are separately posted on the [MSPB e-Appeal Information Hub](#).

## THE HOMEPAGE AND VIEWING YOUR CASES

After completing the e-Appeal registration process, as described in the Account Registration Guide, you can view your cases on your e-Appeal dashboard. The homepage for your e-Appeal dashboard displays your profile information and your cases.



The screenshot shows the MSPB e-Appeal System homepage. At the top left is the MSPB logo. Below it, a welcome message reads "Welcome to the MSPB e-Appeal System". To the right of the welcome message is a "Contact MSPB" button. Below the welcome message is the "Appellant Profile" section, which includes a profile picture placeholder and an "Edit Profile" button. The profile information for Marianne Yates is displayed in a grid format. Below the profile is the "Appeals" section with a "New Appeal" button. The "My Docketed Appeals" section contains a table with one row of data. The "My Submitted/Draft Appeals" section is currently empty.

**Welcome to the MSPB e-Appeal System**

**Contact MSPB**

**Appellant Profile**

**Edit Profile**

Marianne Yates

<b>Address</b> 100 Main Street	<b>Phone Type</b> Cell	<b>Service Method</b> E-filer
<b>City</b> Honolulu	<b>Phone Number</b> (677) 886-9090	<b>Election Date</b> Election date
<b>Zip Code</b> 96801	<b>Country</b> United States of America	<b>Email Address</b> Marianne.Yates@yopmail.com

**Appeals**

**New Appeal**

**My Docketed Appeals**

Docket No.	Appellant	Agency	Assigned MSPB Office	Appeal Status	Action
<a href="#">DA-0752-23-0057-1</a>	Yates, Marianne	Department of the Navy	Dallas Regional Office	Regional Pending	

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**My Submitted/Draft Appeals**

Appeal No.	Appellant	Agency	Submitted to MSPB Office	Appeal Status	Actions
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- **Appellants and Appellant Representatives:** The homepage for users in the roles of Appellant and Appellant Representative will display cases under the “My Docketed Appeals” queue.
- **Agency Users:**
  - **Agency Representatives:** The homepage for users in the role of Agency Representative will display cases under the “My Assigned Cases” queue.
  - **Agency Legal Support:** The homepage for users in the role of Agency Legal Support will display cases under the “My Monitored Cases” queue.

The queue displaying your cases includes your pending cases and cases that have been closed for less than 180 days. The queue includes each case’s docket number, appellant name, agency name, assigned MSPB office, and appeal status. To view the case record


for any case, select the hyperlink for the docket number. You may wish to open the hyperlink in a new tab to toggle between your home page and a particular case.

## NAVIGATING WITHIN A CASE

For any of your cases displayed on your homepage, you can select the hyperlink for the docket number. E-Appeal will open the “Appeal” tab, which displays the case record for the appeal. E-Appeal also displays tabs for “Case Info,” “Pleadings,” and “Case Associations.”

Tracking Inbox / Appeal (DA-0752-23-0065-I-1)

**Appeal** Case Info Pleadings Case Associations

 Jane Smith v. Department of the Navy  
DA-0752-23-0065-I-1

Status	Assigned Office	Assigned
Regional Pending	Dallas Regional Office	

### Case Record

**Initial Appeal** [Download Selected Document\(s\)](#) [Download Complete Case Record](#)

Select	Tab Number	Date Issued/Received	Name	Submitted By
<input type="checkbox"/>	7	09/21/2023	<a href="#">Other Pleading</a>	Agency
<input type="checkbox"/>	6	09/20/2023	<a href="#">Agency Rep Addition</a>	Agency
<input type="checkbox"/>	5	09/19/2023	<a href="#">Restoration to Duty</a>	MSPB
<input type="checkbox"/>	4	09/17/2023	<a href="#">Request for Extension of Time</a>	Appellant
<input type="checkbox"/>	3	09/15/2023	<a href="#">Status Conference Order</a>	MSPB
<input type="checkbox"/>	2	09/14/2023	<a href="#">Acknowledgement Order II</a>	MSPB
<input type="checkbox"/>	1	09/14/2023	<a href="#">Initial Appeal</a>	Appellant


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- **Appeal tab:** The Appeal tab displays the case record, including all pleadings filed by the parties and issuances by MSPB.
- **Case Info tab:** The Case Info tab displays information about the appeal, including the status of the appeal and information about the participants in the appeal (names of the parties, contact information, and their service methods).
- **Pleadings tab:** The Pleadings tab is used to file pleadings in e-Appeal. See the next section for more information about filing a pleading.
- **Case Associations tab:** The Case Associations tab displays, if applicable, any other cases associated with the case, such as refiled appeals following an appeal

dismissed without prejudice or addendum cases (e.g., petitions for enforcement or attorney fees in cases where the appellant prevailed after a final Board decision).

Tracking Inbox / Appeal (DC-831M-23-0046-C-1) / Case Associations Listing




Appeal Case Info Pleadings **Case Associations**



Cecelia Montague v. Office of Personnel Management  
DC-831M-23-0046-C-1

Status	Assigned Office	Assigned
Regional Closed	Washington Regional Office	

**Case Family**

- ✓  [DC-831M-23-0046-I-1](#)  
Initial Appeal
  - ✓  [DC-831M-23-0046-C-1](#)  
Petition for Enforcement
    - >  [DC-831M-23-0046-X-1](#)  
Compliance Referral

## Filing a Pleading

1. Navigate to the case in which you wish to file a pleading and select the tab “Pleadings.”
2. On the drop-down menu, select “New Pleading.”

Tracking Inbox / Appeal [REDACTED] / Pleading Listing

Appeal Case Info **Pleadings** Case Associations

**New Pleading**

3. Review the Instructions for Your Pleading and select “Next.”

## Instructions & Information

### Instructions for Your Pleading

You have selected the option to submit a pleading. A pleading is a written submission setting out claims, allegations, arguments, or evidence. Pleadings include briefs, motions, petitions, attachments, and responses. 5 C.F.R. § 1201.4(b). Through the MSPAP e-Appeal pleading process, you can complete your pleading online or upload your prepared pleading and any attachments.

You must serve on each party a copy of each pleading and all attachments submitted with it. Prior to submitting your pleading, you will be asked to select options to complete the certificate of service showing how and when you will serve each party. MSPB's e-Appeal will serve a copy of your pleading and any attachments on all parties who are registered e-filers. [5 C.F.R. § 1201.14, 1201.26](#). If a party is not a registered e-filer, you must serve a copy of your pleading and all attachments to that party by the accepted method of service you selected on the certificate of service, i.e., U.S. mail, facsimile, or commercial or personal delivery. [5 C.F.R. § 1201.26\(b\)\(2\)](#).

Please note that during the pleading submission process, you will be asked to certify whether the pleading and/or any attachments to your pleading contain sensitive PII information, such as (but not limited to) Social Security Numbers, driver's license numbers, Alien Registration numbers, financial or medical records, biometrics, or a criminal history. This is a required field that must be completed in order for your pleading to be successfully submitted.

Wherever you see red asterisks, \*, during this process, this indicates a required field.

Delete

4. If applicable to you, on the Pleading Information page, select whether you are conducting the action on behalf of someone else. If so, select “Yes” and select the name of the individual on behalf of whom you are conducting the action from the drop-down menu. (This option appears only for users who have been authorized by agency representatives and certain appellant attorney representatives to provide legal support in their cases.) Select “Next.”

## Pleading Information

Are you conducting this action on behalf of someone else? \*

☒ Yes ☐ No

On behalf of whom are you conducting this action? \*

Perry, Matthew (Matthew.Perry\_Navy)

\* Indicates required field.

[Delete](#)
[Previous](#)
[Save and Exit](#)
[Next](#)

5. On the Pleading Information page, select the Pleading Type on the drop-down menu and select “Next.”
  - a. **Pleading Types:** The pleading types available on your drop-down menu will depend on your role and the stage of the appeal (i.e., whether the appeal is pending before an MSPB regional or field office, closed before an MSPB regional or field office, or pending before the full Board).
  - b. **Designations of Representative:** Users in the roles of Appellant, Agency Representative, and Agency Legal Support have the e-Appeal pleading

option of Designation of Representative and may follow the prompts in this pleading option to submit a designation of representative in any case.

Users in the role of Appellant Representative do not have the Designation of Representative pleading option in e-Appeal. An appellant representative can file a designation of representative by submitting a pleading signed by the appellant. This pleading, signed by the appellant, can be filed with the appropriate MSPB office via fax, mail, or commercial delivery. Newly designated appellant representatives, even if registered e-filers in e-Appeal, will not have access to a case in e-Appeal until the designation of representative pleading is received and processed by MSPB staff to add the appellant representative as an active party on the appeal.

6. Complete any requested fields for your particular pleading. Indicate whether you would like to enter the text of your pleading online or upload a file containing the pleading.

#### Pleading - Request for Extension of Time

Would you like to enter the text online or upload a file containing the pleading? \* [?]

\*

Enter Online

Upload

Delete

Previous

Save and Exit

Next

- If you wish to upload a file, select the option for “Select File” and attach your pleading. Select “Next.”

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### Pleading - Request for Extension of Time

Would you like to enter the text online or upload a file containing the pleading? \* [?]

Upload

File \* [?]

Select File

\* Indicates required field.

Delete

Previous

Save and Exit

Next

- Complete any remaining prompts for your particular pleading.
- Complete the “Pleading Declaration” page and select “Next.”

### Pleading Declaration

Does your pleading assert facts that you know from your personal knowledge? \*

☐ Yes ☐ No

Do you declare, under penalty of perjury, that the facts stated in this pleading are true and correct? \*

☐ Yes ☐ No

\* Indicates required field.

Delete

Previous

Save and Exit

Next

- On the “Pleading Attachments” page, indicate whether you wish to submit additional documentation in support of your pleading and select “Next.”

### Pleading Attachments

This page lists the documents currently attached to your pleading and allows you to attach additional documents. The total size of your pleading, including all attachments, must be less than 30 MB. If the total size of your pleading exceeds this limit, your pleading cannot be processed. To avoid exceeding this limit, you may reduce the size of the individual files or break the pleading up into separate submissions.

Would you like to upload additional documentation in support of your pleading? You may upload a single bookmarked file (.pdf only, less than 30 Mb) in support of your pleading.\*

☐ Yes ☒ No

\* Indicates required field.

Delete

Previous

Save and Exit

Next

- On the “Pleading Service Information” page, review the service type for all parties and select “Next.”

## Pleading Service Information

Please review the service information below for each of the appeal parties and specify (where applicable) the service type to be used.

Service Contacts		
Name	Role	Service Type
Grant, Alan	Appellant	E-filer
Jones, John	Agency Representative	E-filer
Nimitz, Chester	Agency Representative	E-filer
Perry, Matthew	Agency Representative	E-filer

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[Delete](#)
[Previous](#)
[Save and Exit](#)
[Next](#)

12. On the “Bookmark Pleading File” page, review the documents included in your uploaded file. To review your pleading before submission, select “Print Draft.” To continue with submission, select “Next.”

## Bookmark Pleading File

Enter the page numbers and titles of the documents that are included in the uploaded file

Page #	Document Name/Title	Action
1	Summary	
2	Table of Contents	
3	Interview	
4	Certificate of Service	

Rows per page: 10 ▾ 1-4 of 4 < >

[Delete](#)
[Previous](#)
[Save and Exit](#)
[Print Draft](#)
[Next](#)



13. On the “Review & Submit” page, respond to the question regarding the content of your pleading and select “Submit.”

99% Completed

Instructions & Information   Pleading Information   Review & Submit

### Review & Submit

Your pleading has successfully validated. Please select one of the following three options.

- [Print Draft](#) - Use this option to review your answers in printed copy before final submission.
- [Submit](#) - Once you are sure that your pleading is ready for submission use this option to immediately deliver your pleading to MSPB. Once you submit your pleading, you will not be able to update or correct any data online. Corrections will have to be sent to the MSPB office to which the pleading was submitted. You will be able to print a copy for your records and receive a checklist of attachments at the end of this process.
- [Save and Exit](#) - Use this option if you are not ready to submit your pleading at this time. Your e-appeal will be saved for 90 days, during which time you can return, update and submit.

[Delete](#) [Previous](#) [Save and Exit](#) [Print Draft](#) [Submit](#)

14. After you submit your pleading, it should appear on the case record. You also will have access to it in your “Pleading Listing.”

## **ARCHIVED CASES**

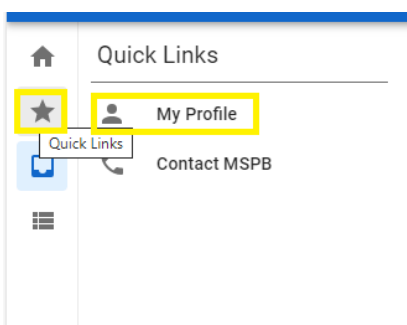
Your Dashboard Queues will include a “My Archived Assigned Cases” queue. The cases in this queue are cases that have been closed for over 180 days. E-Appeal automatically moves cases that have been closed for 180 days from the queue on your homepage to the “My Archived Assigned Cases” queue.

## **CHANGING YOUR CONTACT INFORMATION**

Updating your contact information in e-Appeal is a two-step process: (1) you must first update your contact information in your e-Appeal Profile and then (2) you must file a pleading in all pending cases. [5 C.F.R. § 1201.26](#). The pleading you file provides notice to the parties and MSPB and is included in the case record.

## Updating your Contact Information in Your e-Appeal Profile:

1. Navigate to “Quick Links” on your Dashboard and select “My Profile.”



2. Update the applicable fields and then select “Save & Exit.”
3. If you change your email address, you will receive an email notification at your new email address asking you to verify the new email address.
4. When you update contact information in your profile, e-Appeal automatically drafts a Change of Contact Information Pleading for you to complete in each of your pending cases.

## Filing a Change of Contact Information Pleading in Your Pending Cases:

1. Navigate to a pending case in which you are filing a Change of Contact Information pleading. As referenced above, a draft Change of Contact Information pleading has been automatically generated and is available for your completion on the Pleading Listing, titled, “Contact Information Change.”

### Pleading Listing

[New](#)

Pleading Type	Pleading Title	Submission Date	Status	Action
Change of Contact Information	Contact Information Change		Pleading Draft	→

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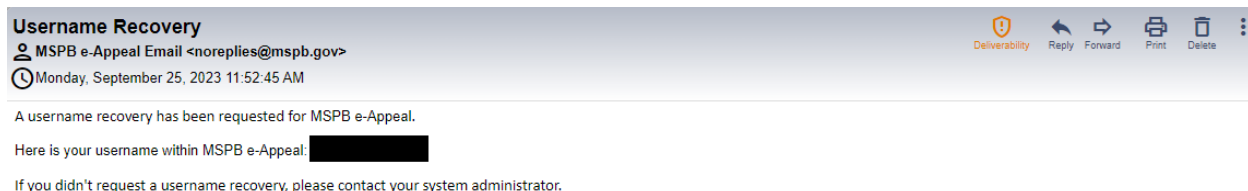
2. Finish submitting your Change of Contact Information pleading. This pleading provides notice to the parties and MSPB and is included in the case record. You will not be permitted to file any other pleading in your pending cases until you complete and submit the generated Change of Contact Information pleading in

each pending case. Ensure that you submit a Change of Contact Information pleading in each pending case.

## **RECOVERING YOUR USERNAME OR PASSWORD**

### **Recovering Your Username**

1. From the e-Appeal login page, select the option to log in as a “Returning User.”
2. Review the ‘Security Policy – Warning’ pop up and select “Acknowledge.”
3. Select the link “Forgot username?”
4. Enter your email address and select “Submit.”
5. Check your email for the “Username Recovery” email that provides your username.



6. Return to e-Appeal and log in.

### **Recovering Your Password**

1. From the e-Appeal login page, select the option to log in as a “Returning User.”
2. Review the ‘Security Policy – Warning’ pop up and select “Acknowledge.”
3. Select the link “Forgot password?”
4. Enter your username and select “Submit.”
5. E-Appeal sends you an email to reset your password, including a code which you must enter into e-Appeal to complete the password reset. The reset must be completed within 24 hours.

## Forgot Password

Your reset request has been submitted.

You have been sent an email with a code which you must enter to complete the password reset. The reset process must be completed within 24 hour(s).

[Cancel](#)[Enter Code](#)

6. Check your email for the “Password Reset” email.
7. In e-Appeal, select the option to “Enter Code.”
8. Enter your username, the reset code that was emailed to you, and your new password. Select “Reset Password.”

## Forgot Password

Please enter the following information to complete your password reset.

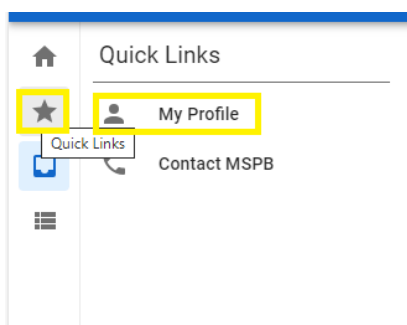
Password should be at least eight characters long and must contain a combination of uppercase and lowercase letters, numbers, and special characters, and should be different from your last 10 passwords.

<b>Username *</b>	<input type="text"/>
<b>Reset Code *</b>	<input type="text"/>
<b>New Password *</b>	<input type="password"/>
<b>Confirm New Password *</b>	<input type="password"/>
	<div><a href="#">Cancel</a> <a href="#">Reset Password</a></div>

9. E-Appeal states that your password has been successfully changed. You can now log in as a “Returning User.”

## **CHANGING YOUR PASSWORD**

1. Navigate to “Quick Links” and select “My Profile.”



2. Scroll to the bottom of the “My Profile” page and select “Change Password.”
3. Enter your current password and new password. Confirm your new password and select “Save.”

## **FILING AN ADDENDUM**

Users in the roles of Appellant and Appellant Representative may use the option from the cases on their dashboard to “Initiate Case Proceeding” to refile an appeal dismissed without prejudice or file an addendum proceeding (e.g., motion for attorney fees or petition for enforcement).

1. Select the option “Initiate Case Proceeding” next to the appropriate case on your dashboard.

### **My Docketed Appeals**

Docket No.	Appellant	Agency	Assigned MSPB Office	Appeal Status	Action
<a href="#">DA-0752-23-0074-I-1</a>	Harper, Bryce	Department of the Navy	Dallas Regional Office	Regional Pending	
<a href="#">DA-0752-23-0078-C-1</a>	Swift, Taylor	Department of the Navy	Dallas Regional Office	Regional Closed	<a href="#">Initiate Case Proceeding ?</a>
<a href="#">DA-0752-23-0078-I-1</a>	Swift, Taylor	Department of the Navy	Dallas Regional Office	Regional Closed	<a href="#">Initiate Case Proceeding ?</a>
<a href="#">DA-0752-23-0078-X-1</a>	Swift, Taylor	Department of the Navy	MSPB Headquarters	Regional Pending	
<a href="#">DA-3443-23-0051-I-1</a>	Del Mar, Maria	United States Postal Service	Dallas Regional Office	Regional Pending	

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2. After selecting this option, e-Appeal automatically generates a draft request for an addendum on the Pleading Listing and brings you to this pleading. To complete your pleading, select “Next.”

## Instructions and Information

### Instructions for Your New Case Proceeding

You have selected the option to submit an addendum. An addendum is a written submission setting out claims, allegations, arguments, or evidence. Pleadings include briefs, motions, petitions, attachments, and responses. 5 C.F.R. § 1201.4(b). Through the MSPB e-Appeal pleading process, you can complete your pleading online or upload your prepared pleading and any attachments.

You must serve on each party a copy of each pleading and all attachments submitted with it. Prior to submitting your pleading, you will be asked to select options to complete the certificate of service showing how and when you will serve each party. MSPB's e-Appeal will serve a copy of your pleading and any attachments on all parties who are registered e-filers. [5 C.F.R. § 1201.14, 1201.26](#). If a party is not a registered e-filer, you must serve a copy of your pleading and all attachments to that party by the accepted method of service you selected on the certificate of service, i.e., U.S. mail, facsimile, or commercial or personal delivery. 5 C.F.R. § 1201.26(b)(2).

Wherever you see red asterisks, \*, during this process, this indicates a required field.

[Delete](#)
[Next](#)

3. Select the appropriate Proceeding Type and continue through the prompts to complete and submit your pleading.

## New Proceeding Information

New Proceeding Type \*

⌵

\*

Motion for Attorney's Fees  
 Motion for Compensatory Damages  
 Motion for Consequential Damages  
 Petition for Enforcement

4. After you submit your pleading, it will not appear on the case record for the original docket number because it will be docketed as a separate matter. However, if you select the “Pleadings” tab, the pleading you submitted will appear with a status of “Submitted.” It will be reviewed by the appropriate office.

## Pleading Listing

[New](#)

Pleading Type	Pleading Title	Submission Date	Status	Action
Motion for Attorney's Fees	<a href="#">Motion for Attorney's Fees</a>	09/25/2023 12:56	Submitted	→

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5. When it is docketed, the new addendum matter will then appear on your dashboard with the new applicable docket number.