# User Guide Appointed Representative Services

# HEARING OFFICE AND APPEALS COUNCIL STATUS REPORTS

Version 2.1 March 2014

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## **Hearing Office Status Report**

The following section provides Social Security Administration (SSA) claimants' representatives with detailed instructions for accessing a Hearing Office Status Report. The Hearing Office Status Report provides information on cases pending at the hearing level.

## NOTE: The names and other identifying information displayed in this document were created for test scenarios and do not represent actual individuals.

**Step 1**: Log onto Appointed Representative Services (ARS) at <a href="https://secure.ssa.gov/acu/LoginWeb">https://secure.ssa.gov/acu/LoginWeb</a> with your User ID and password.

NOTE: You must open a single browser session for ARS - do not open multiple browser sessions.

**Step 2**: Click the "Enter ERE" button on the ARS Main Menu page.

11 1	
Electronic Records Express(ERE)	Manage Account
Electronic Records Express will provide you access to your authorized services, such as: <ul> <li>Access Claimant's Electronic Folder</li> <li>Send Response for Individual Case</li> <li>Communication Utility</li> <li>Get Status Reports</li> </ul> Enter ERE	<ul> <li>View / Edit Account Info</li> <li>Change Password</li> <li>Disable Account</li> </ul>
Availability and Scheduling Calendar  Availability and Scheduling Calendar allows you to:  Access your profile  Enter or Edit your availability	
View a calendar showing the hearings for which you have been scheduled     Enter Availability and Scheduling Calendar	

Step 3: Select the "Get Status Reports" link.

Social Security Online	Electronic Records Express	**	🔺 🗰
www.socialsecurity.gov		Frequently Asked Questions	User Instructions
	Electronic Records Express Home Welcome to Electronic Records Express		
JOHN SMITH	Appointed Penresentative Services		Bulletin Board
RepID: SSA1112223	Appointed Representative Services		Updated 12/12/2012
Logout	<u>Access Claimant's Electronic Folder</u>		What's New?
< Back to Appointed Representative	• Pickup Files		Get important information about Electronic Records Express availability.
	Send Response for Individual Case		Email for more information or call toll free: 1-866-691-3061
For your security, please log out and close all Internet windows when you are finished.	<u>Track Status of Submissions</u>		
	<u>Communication Utility</u>		
	Get Status Reports		

Step 4: Select the "Get Hearing Office Status Report" radio button. Click "Submit".

Social Security The Official Website of the U.S. Social Security Administration  Status Reports  ppointed Representative Home > ERE Home  User Instructions  User Instructions  Verains Get Status Report  O Get Hearing Office Status Report  O Get Appeals Council Status Report	Social Security     The Official Website of the U.S. Social Security Administration  Status Reports  Appointed Representative Home > ERE Home  Get Status Report  O Get Appeals Council Status Report  O Get Appeals  O Get A	HRISTOPHER THOMPSON Sign Out	Text Size 💌 🛛 Accessibility Help
Status Reports  ppointed Representative Home > ERE Home User Instructions  User Instructions  Please select a status report type:  Get Hearing Office Status Report  Get Appeals Council Status Report	Status Reports     Appointed Representative Home > ERE Home   User Instructions   Get Status Report     Please select a status report type:     Get Hearing Office Status Report     Get Appeals Council Status Report	Social Security The Official Website of the U.S. Social Security Administration	
Description depresentative Home > ERE Home User Instructions User Instructions	User Instructions User Instructions	Status Reports	
Get Status Report       User Instructions         Please select a status report type: <ul> <li>Get Hearing Office Status Report</li> <li>Get Appeals Council Status Report</li> </ul> User Instructions	Get Status Report	ppointed Representative Home > ERE Home	
Please select a status report type:         Image: Comparison of the status report         Image: Comparison of the status report	Please select a status report type: Get Hearing Office Status Report     Get Appeals Council Status Report	Get Status Report	User Instructions
		Please select a status report type: © Get Hearing Office Status Report © Get Appeals Council Status Report	

#### The system displays Hearing Office Status Report options.

TRACY MERRELL   Sign Out	Text Size 💌 🛛 Accessibility Help
Social Security The Official Website of the U.S. Social Security Administration	
Hearing Office Status Report	
Appointed Representative Home > ERE Home > Status Report Home	
	User Instructions
View Status Report	
Please select one:	
<ul> <li>Search for individual case.</li> <li>View your list of cases for all hearing offices. (Only your oldest 100 cases by Hearing Request Date will be</li> </ul>	
<ul> <li>shown in this quick view. This quick view contains limited data.)</li> <li>Download all your cases for all hearing offices in a spreadsheet file including additional data.</li> <li>How do I use this spreadsheet file?</li> </ul>	
Submit	

#### There are three options to review case status(s) information:

- Search for individual case (by Social Security Number). This view contains limited data
- View your list of cases for all hearing offices. (Only your oldest 100 cases by Hearing Request Date are shown in this quick view.) *This view contains limited data*
- Download all your cases for all hearing offices in a spreadsheet file. *This download contains all the data listed in the table below*

Column Heading	Description	Individual Case and Quick View
Claimant Last Name	Last name of the claimant	Х
Claimant First Name	First name of the claimant	Х
Claimant Middle Name	Middle name of the claimant	
Last 4 SSN	Last 4 digits of the claimant SSN	Х
Hearing Office with Jurisdiction	City and state of the Hearing Office with	Х
	jurisdiction	
Status of Case	Current status category of the SSN	Х
Status Date	Date the case was entered into the current status	Х
	category	
Claim Type	TITLE 2 - DISABILITY	
	TITLE 2 - DISABILITY	
	TITLE 2 - RETIREMENT OR SURVIVOR	
	TITLE 2 and TITLE 16 AGED	
	TITLE 2 and TITLE 16 - BLIND	

Column Heading	Description	Individual Case and Quick View
	TITLE 2 and TITLE 16 - DISABILITY	
	TITLE 16- AGED	
	TITLE 16- BLIND	
	TITLE 16 DISABILITY	
Electronic Folder	Yes - all the information for this SSN is stored	
	electronically	
	No - this SSN is stored in a paper file and cannot be	
	accessed via ARS	
Hearing Request Date	Hearing Request date	Х
Expedited Case	Yes - the case will be expedited	Х
	No - this case will be processed by Hearing Request	
	Date	
Hearing Schedule Date	Hearing Scheduled date (individual case and quick	Х
	view will show either the hearing scheduled or	
	hearing held date)	
Medical Expert	Name of the Medical Expert assigned to the case	
Vocational Expert	Name of the Vocational Expert assigned to the case	
Claimant Location	Site where the claimant will appear	
Representative Location	Site where the representative will appear	
ALJ Location	Site where the ALJ will appear	
ALJ Last Name	Last name of the ALJ assigned to the case	Х
ALJ First Name	First name of the ALJ assigned to the case	Х
Hearing Held Date	Hearing Held date	
Hearing Time	Time, AM/PM, and time zone of the scheduled	
	hearing	
T2 Decision	Favorable	
	Unfavorable	
	Dismissal	
T16 Decision	Favorable	
	Unfavorable	
	Dismissal	
Fee Agreement	Yes - There is a Fee Agreement for this SSN	
	No - There is no Fee Agreement for this SSN	
Fee Petition	Yes - There is a Fee Petition for this SSN	
	No - There is no Fee Petition for this SSN	

## Search for Individual Case

Enter the SSN for the case status you wish to view. You must be identified as the appointed representative on this case, and the case must be currently pending at the hearing level or closed within the past 90 days.

**Step 1**: Select the "Search for individual case" radio button and enter a SSN. Select the "Submit" button to display limited data for the SSN you entered.

	lign Out					Text Size 💌 🛛 Ac	cessibility Help
USA SOC	al Secu	J.S. Social Security Administr	ation				
Hearing Off	ice Status	s Report					
ppointed Represent	ative Home > E	RE Home > Status Repor	t Home				
View Status	Report					User l	nstructions
Please select one Search for indiv View your list of shown in this quick Download all you How do I use	idual case. cases for all he view. This quict ur cases for all this spreadshe	earing offices. (Only your k view contains limited dat hearing offices in a sprea eet file?	oldest 100 cases by Hea ia.) adsheet file including add	ring Request Date will i itional data.	be		
Submit							
Submit							
Submit BRIAN KORN   Sign	Out					Text Size 💌 🛛 Acc	cessibility Help
Submit BRIAN KORN Sign	out Cial Sec	urity U.S. Social Security Administ	ration			Text Size 💌 🛛 Acc	essibility Help
Submit BRIAN KORN Sign	out ial Sec ial Website of the fice Statu	urity U.S. Social Security Administ s Report	ration			Text Size 💌 Act	essibility Help
Submit BRIAN KORN   Sign SOC The Offic Hearing Of Appointed Represe	o Out Dial Sec ial Website of the fice Statu	urity U.S. Social Security Administ s Report ERE Home > Status Repo	ration rt Home > Status Report S	Search		Text Size 💌 Acc	essibility Help
Submit BRIAN KORN Sign SOC The Offic Hearing Of Appointed Represe Representative	out Cial Sec ial Website of the fice Statu ntative Home > Status Rep	U.S. Social Security Administ s Report ERE Home > Status Repo	ration rt Home > Status Report S	Search		Text Size 💌 Acc	essibility Help
Submit BRIAN KORN   Sign SOC The Offic Hearing Of Appointed Represe Representative Claimant Name Last, First	o Out cial Sec ial Website of the fice Statu ntative Home > Status Rep Last 4 of SSN	U.S. Social Security Administ S Report ERE Home > Status Repo Poort for BRIAN KOF Hearing Office with Jurisdiction	ration rt Home > Status Report S RN <u>Case Status /</u> Status Date	Search Hearing Request Date	Expedited	Text Size  Acc User In Hearing Date	structions

NOTE: If results are not returned for the SSN you entered, then the Hearing Office likely does not show that you are the appointed representative for the SSN you entered. If you believe you received this message in error, please contact the Hearings Office with jurisdiction of the case.

## **Quick View**

The quick view provides limited data for up to 100 of your cases.

- If you have up to or fewer than 100 cases pending or recently closed, you will see a list containing all your cases.
- If you have more than 100 cases pending or recently closed, you will see 100 of your cases by oldest Hearing Request Date.

**Step 1**: Select the "View your list of cases for all hearing offices" radio button. Select the "Submit" button to display limited data for up to 100 of your cases.

TRACY MERRELL   Sign Out	Text Size 💌   Accessibility Help
The Official Website of the U.S. Social Security Administration	
Hearing Office Status Report	
Appointed Representative Home > ERE Home > Status Report Home	
	User Instructions
View Status Report	
Please select one:	
<ul> <li>Search for individual case.</li> <li>View your list of cases for all hearing offices. (Only your oldest 100 cases by Hearing Request Date will be shown in this quick view. This quick view contains limited data.)</li> </ul>	
<ul> <li>Download all your cases for all hearing offices in a spreadsheet file including additional data.</li> <li>How do I use this spreadsheet file?</li> </ul>	
Submit	

Text Size 💽 Accessibility Help

User Instructions

#### BRIAN KORN | Sign Out

### Social Security

The Official Website of the U.S. Social Security Administration

#### Hearing Office Status Report

Appointed Representative Home > ERE Home > Status Report Home > Status Report Search

#### Representative Status Report for BRIAN KORN

#### 🛕 Only your 100 oldest cases are shown.

Your 100 oldest cases by Hearing Request Date are shown below. You can sort these 100 cases by selecting the underlined column headings. To see the complete listing of all of your cases, including additional data, download the spreadsheet file from the Status Report Search page.

Showing 1-25 of 100					<< First	< Prev 1 2 3 4	Next > Last >>
<u>Claimant Name</u> Last, First	<u>Last 4</u> of SSN	Hearing Office with Jurisdiction	<u>Case Status /</u> <u>Status Date</u>	<u>Hearing</u> <u>Request Date</u>	Expedited	<u>Hearing</u> <u>Date</u>	<u>ALJ Name</u>
CLEVENGER, BARBARA	0009	ALBANY NY	SCHEDULED HEARING 07/03/2012	12/01/2009	No	Scheduled 10/02/2012	Voce, Martin
HIGGINBOTHAM, RYAN	0113	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		Cooper, Bruce
MOULTON, BEVERLY	0165	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		loffe, Michael
Lombardo, Diana	0217	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		Voce, Martin
SAUER, FLORENCE	0243	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		Cooper, Bruce
LOVELACE, TRAVIS	0269	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		Dudnik, Olga
BETANCOURT, MONICA	0295	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		loffe, Michael
NOE, JIM	0347	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		Voce, Martin
SCHWARZ, LORRAINE	0373	ALBANY NY	READY TO SCHEDULE 02/24/2011	12/01/2009	No		Cooper, Bruce

### Spreadsheet Download

This option provides all data on your pending and recently closed cases.

**Step 1**: Select the "Download all your cases for all hearing offices in a spreadsheet file including additional data" radio button. Select the "Submit" button.

TRACY MERRELL Sign Out	Text Size 💌 🛛 Accessibility Help
Social Security The Official Website of the U.S. Social Security Administration	
Hearing Office Status Report	
Appointed Representative Home > ERE Home > Status Report Home	
	User Instructions
View Status Report	
Please select one:	
Search for individual case.	
View your list of cases for all hearing offices. (Only your oldest 100 cases by Hearing Request Date will be shown in this quick view. This quick view contains limited data.)	
<ul> <li>Download all your cases for all hearing offices in a spreadsheet file including additional data.</li> <li>How do I use this spreadsheet file?</li> </ul>	
Submit	

NOTE: If an SSN is not listed in your spreadsheet download, then the Hearing Office likely does not show that you are the appointed representative for the SSN. If you believe this is in error, please contact the Hearings Office with jurisdiction of the case.

**Step 2**: Save the file to the desired location on your computer.

- **Step 3**: Open your spreadsheet application.
- **Step 4**: In the dialog box that appears, select the file name and choose the Open button.

**Step 5**: To resize the columns and see all the data, drag the borders above the top row.

**Step 6**: Use the spreadsheet's sort command to sort by column.

## **Appeals Council Status Report**

The following section provides Social Security Administration (SSA) claimants' representatives with detailed instructions for accessing an Appeals Council Status Report. The Appeals Council Status Report provides information on cases pending at the appeals level.

NOTE: The names and other identifying information displayed in this document were created for test scenarios and do not represent actual individuals.

**Step 1**: Log onto Appointed Representative Services (ARS) at <u>https://secure.ssa.gov/acu/LoginWeb</u> with your User ID and password.

NOTE: You must open a single browser session for ARS - do not open multiple browser sessions.

**Step 2**: Click the "Enter ERE" button on the ARS Main Menu page.

Electronic Records Express(ERE)	Manage Account
Electronic Records Express will provide you access to your authorized services, such as: <ul> <li>Access Claimant's Electronic Folder</li> <li>Send Response for Individual Case</li> <li>Communication Utility</li> <li>Get Status Reports</li> </ul> Enter ERE	<ul> <li>View / Edit Account Info</li> <li>Change Password</li> <li>Disable Account</li> </ul>
Availability and Scheduling Calendar Availability and Scheduling Calendar allows you to: • Access your profile • Enter or Edit your availability • View a calendar showing the hearings for which you have been scheduled Enter Availability and Scheduling Calendar	
Enter Availability and Scheduling Galerida	

Step 3: Select the "Get Status Reports" link.

Social Security Online	Electronic Records Express	**	🖌 🗚
www.socialsecurity.gov	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Frequently Asked Questions	User Instructions
	Electronic Records Express Home Welcome to Electronic Records Express		
JOHN SMITH	Appointed Representative Services		Bulletin Board
RepID: SSA1112223	Appointed Representative Services		Updated 12/12/2012
	<u>Access Claimant's Electronic Folder</u>		What's New?
<u>Services Main Menu</u>	• Pickup Files		Get important information about Electronic Records Express availability.
	Send Response for Individual Case		Email for more information or call toll free: 1-866-691-3061
For your security, please log out and close all Internet windows when you are finished.	<u>Track Status of Submissions</u>		
	<u>Communication Utility</u>		
	Get Status Reports		

Step 4: Select the "Get Appeals Council Status Report" radio button. Click "Submit".

HRISTOPHER THOMPSON   Sign Out	Text Size 💌 🛛 Accessibility Help
Social Security The Official Website of the U.S. Social Security Administration	
Status Reports	
ppointed Representative Home > ERE Home	
Get Status Report	User Instructions
Please select a status report type: © Get Hearing Office Status Report © Get Appeals Council Status Report	
Submit	

#### The system displays Appeals Council Status Report options.

CHRISTOPHER THOMPSON   Sign Out	Text Size 💌 🛛 Accessibility Help
The Official Website of the U.S. Social Security Administration	
Appeals Council Status Report	
Appointed Representative Home > ERE Home > Status Report Home	
	User Instructions
View Status Report	
Please select one:	
Search for individual case.	
View your list of cases for all appeals offices. (Only your oldest 100 cases by Appeals Request Date will be shown in this quick view. This quick view contains limited data.)	
<ul> <li>Download all your cases for all appeals offices in a spreadsheet file including additional data.</li> <li>How do I use this spreadsheet file?</li> </ul>	
Submit	

#### There are three options to review case status(s) information:

- Search for individual case (by Social Security Number). *This view contains limited data*
- View your list of cases for all appeals offices. (Only your oldest 100 cases by Appeals Request Date are shown in this quick view.) *This view contains limited data*
- Download all your cases for all appeals offices in a spreadsheet file. *This download contains all the data listed in the table below*

Column Heading	Description	Individual Case and Quick View
Claimant Last Name	Last name of the claimant	Х
Claimant First Name	First name of the claimant	Х
Claimant Middle Name	Middle name of the claimant	
Last 4 SSN	Last 4 digits of the claimant SSN	Х
Appeals Office with Jurisdiction	City and state of the Appeals Office with jurisdiction	Х
Transfer Information To	City and state of the Appeals Office the case was transferred to	Х
Transfer Information From	City and state of the Appeals Office the case was transferred from	Х
Status of Case	Current status category of the SSN	Х
Status Date	Date the case was entered into the current status category	Х

Column Heading	Description	Individual Case and Quick View
Claim Type	TITLE 2 - DISABILITY	
	TITLE 2 - DISABILITY	
	TITLE 2 - RETIREMENT OR SURVIVOR	
	TITLE 2 and TITLE 16 AGED	
	TITLE 2 and TITLE 16 - BLIND	
	TITLE 2 and TITLE 16 - DISABILITY	
	TITLE 16- AGED	
	TITLE 16- BLIND	
	TITLE 16 DISABILITY	
Electronic Folder	Yes - all the information for this SSN is stored	Х
	electronically	
	No - this SSN is stored in a paper file and cannot be	
	accessed via ARS	
Request Date	Appeals Request date	Х
Expedited Case	Yes - the case will be expedited	Х
	No - this case will be processed by Appeals Request	
	Date	
T2 Decision	Favorable	
	Unfavorable	
	Dismissal	
	Remand	
	Other	
T16 Decision	Favorable	
	Unfavorable	
	Dismissal	
	Remand	
	Other	
Fee Agreement	Yes - There is a Fee Agreement for this SSN	
	No - There is no Fee Agreement for this SSN	
Fee Petition	Yes - There is a Fee Petition for this SSN	
	No - There is no Fee Petition for this SSN	

### Search for Individual Case

Enter the SSN for the case status you wish to view. You must be identified as the appointed representative on this case, and the case must be currently pending at the appeals level or closed within the past 90 days.

**Step 1**: Select the "Search for individual case" radio button and enter a SSN. Select the "Submit" button to display limited data for the SSN you entered.

CHRISTOPHER TH	HOMPSON   Sign	Out				Text Size 💌	Accessibility Help
SO The O	ocial Sec	e U.S. Social Security A	dministration				
Appeals C	ouncil Sta	tus Report					
Appointed Repres	sentative Home >	ERE Home > Statu	s Report Home				
View Statu	1s Report					U	ser Instructions
Please select	one:						
<ul> <li>Search for in</li> <li>View your lis</li> <li>shown in this qui</li> </ul>	ndividual case. < st of cases for all lick view. This qu	appears offices. (Or ick view contains lim	nly your oldest 100 cases by nited data.)	Appeals Request Da	ate will be		
<ul> <li>Download al</li> <li>How do I</li> </ul>	Il your cases for a use this spreads	all appeals offices in theet file?	a spreadsheet file including	additional data.			
Submit							
Jubilit							
	MPSON Sign	Out				Text Size	Accessibility Heln
HRISTOPHER THO	DMPSON Sign	Out				Text Size	<ul> <li>Accessibility Help</li> </ul>
	DMPSON Sign	out urity	udministration			Text Size	<ul> <li>Accessibility Help</li> </ul>
HRISTOPHER THO	DMPSON Sign Cial Sec Cial Website of the	Out U.S. Social Security A	dministration			Text Size	<ul> <li>Accessibility Help</li> </ul>
HRISTOPHER THC	DMPSON Sign Cial Sec Cial Website of the Duncil Stat	Out U.S. Social Security A CUS Report	dministration			Text Size	C Accessibility Help
SHRISTOPHER THO	DMPSON Sign Cial Sec cial Website of the Duncil Stat	Out U.S. Social Security A TUS Report ERE Home > Statu	dministration s Report Home > Status Re	eport Search		Text Size	C Accessibility Help
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CHRISTOPHER THO SOC The Offi Appeals Co ppointed Represe Representative	DMPSON   Sign Cial Secu cial Website of the Duncil Stat entative Home > e Status Rep	Out U.S. Social Security A CUS Report ERE Home > Statu	Administration s Report Home > Status Re TOPHER THOMPS	port Search		Text Size	•  Accessibility Help User Instructions
Chaimant Name	DMPSON Sign Cial Sector Cial Website of the Duncil Stat entative Home > e Status Rep Last 4 of SSN	Out U.S. Social Security A TUS Report ERE Home > Statu Poort for CHRIS Case Status / Status Date	administration s Report Home > Status Re STOPHER THOMPS Appeals Office with Jurisdiction	eport Search ON Transfer Information	Electronic Case	Text Size	Contractions

NOTE: If results are not returned for the SSN you entered, then the Appeals Office likely does not show that you are the appointed representative for the SSN you entered. If you believe this is an error, please contact the Congressional and Public Affairs Branch (CPAB) at 703-605-8000 or toll free at 877-670-2722. If you are unable to reach CPAB or require further assistance, please email ODAR.Appeals.Council.Rep.Mail@ssa.gov.

## **Quick View**

The quick view provides limited data for up to 100 of your cases.

- If you have up to or fewer than 100 cases pending or recently closed, you will see a list containing all your cases.
- If you have more than 100 cases pending or recently closed, you will see 100 of your cases by oldest Appeals Request Date.

**Step 1**: Select the "View your list of cases for all hearing offices" radio button. Select the "Submit" button to display limited data for up to 100 of your cases.

CHRISTOPHER THOMPSON   Sign Out	Text Size 💌 🛛 Accessibility Help
Social Security The Official Website of the U.S. Social Security Administration	
Appeals Council Status Report	
ppointed Representative Home > ERE Home > Status Report Home	
View Status Report	User Instructions
Please select one:  Search for individual case.  View your list of cases for all appeals offices. (Only your oldest 100 cases by Appeals Request Date will be  shown in this quick view. This quick view contains limited data.)	
<ul> <li>Download all your cases for all appeals offices in a spreadsheet file including additional data.</li> <li>How do I use this spreadsheet file?</li> </ul>	
Submit	

CALLEIGH DUQUESNE | Sign Out

## Social Security

The Official Website of the U.S. Social Security Administration

#### Appeals Council Status Report

Appointed Representative Home > ERE Home > Status Report Home > Status Report Search

#### Representative Status Report for CALLEIGH DUQUESNE

#### A Only your 100 oldest cases are shown.

Your 100 oldest cases by Hearing Request Date are shown below. You can sort these 100 cases by selecting the underlined column headings. To see the complete listing of all of your cases, including additional data, download the spreadsheet file from the Status Report Search page.

#### << First < Prev 1 2 3 4 Next > Last >> Showing 1-25 of 100 <u>Claimant</u> <u>Name Last,</u> Appeals Office <u>Request</u> <u>Date</u> Transfer Electronic Expedited Last 4 Case Status / of SSN Status Date with Jurisdiction Information Case First Shaw, Anne 7339 ASSIGNED TO FALLS CHURCH VA No 01/29/2008 No ADJUDICATORS 07/07/2009 ASSIGNED TO Hatfield, Stephen 4901 FALLS CHURCH VA No 04/30/2008 No ANALYST 01/09/2013 Mayer, Michael 7307 ASSIGNED TO FALLS CHURCH VA To: FALLS No 06/08/2010 No ANALYST CHURCH VA 06/24/2011 From: FALLS CHURCH VA Zumstein, Joe 6003 CASE WORKUP FALLS CHURCH VA To: FALLS No 10/13/2010 No 04/19/2011 CHURCH VA From: FALLS CHURCH VA Washington, 5326 ASSIGNED TO FALLS CHURCH VA 01/20/2011 No No Martha ANALYST 01/20/2011 Jones, Thomas 0141 NEW CASE FALLS CHURCH VA Yes 07/26/2012 No 05/09/2013 Hall, Stephen 0137 NEW CASE FALLS CHURCH VA Yes 01/24/2013 No 05/09/2013 Long, Reaumel 0103 NEW CASE FALLS CHURCH VA 02/25/2013 Yes No 05/09/2013 Gwyn, Michelle 0123 NEW CASE FALLS CHURCH VA 03/07/2013 Yes No 05/09/2013 Coleman, Frank 0066 NEW CASE FALLS CHURCH VA Yes 03/11/2013 No 05/09/2013 Olson, Tiffany 0090 NEW CASE FALLS CHURCH VA 03/11/2013 Yes No 05/09/2013

User Instructions

Text Size 💌 🛛 Accessibility Help

#### Spreadsheet Download

This option provides all data on your pending and recently closed cases.

**Step 1**: Select the "Download all your cases for all hearing offices in a spreadsheet file including additional data" radio button. Select the "Submit" button.

HRISTOPHER THOMPSON   Sign Out	Text Size 💌 🛛 Accessibility Help
Social Security The Official Website of the U.S. Social Security Administration	
Appeals Council Status Report	
ppointed Representative Home > ERE Home > Status Report Home	
	User Instructions
View Status Report	
Please select one:	
Search for individual case.	
View your list of cases for all appeals offices. (Only your oldest 100 cases by Appeals Request Date will be shown in this quick view. This quick view contains limited data.)	
<ul> <li>Download all your cases for all appeals offices in a spreadsheet file including additional data.</li> <li>How do Luse this spreadsheet file?</li> </ul>	
Submit	

NOTE: If an SSN is not listed in your spreadsheet download, then the Appeals Office likely does not show that you are the appointed representative for the SSN. If you believe this is an error, please contact the Congressional and Public Affairs Branch (CPAB) at 703-605-8000 or toll free at 877-670-2722. If you are unable to reach CPAB or require further assistance, please email ODAR.Appeals.Council.Rep.Mail@ssa.gov.

**Step 2**: Save the file to the desired location on your computer.

**Step 3**: Open your spreadsheet application.

**Step 4**: In the dialog box that appears, select the file name and choose the Open button.

**Step 5**: To resize the columns and see all the data, drag the borders above the top row.

**Step 6**: Use the spreadsheet's sort command to sort by column.