User Guide
Appointed Representative Services

HEARING OFFICE AND APPEALS COUNCIL STATUS REPORTS

Version 2.1
March 2014

Table of Contents

Hearing Office Status Report 3

Search for Individual Case 7

Quick View 8

Spreadsheet Download 10

Appeals Council Status Report 11

Search for Individual Case 15

Quick View 16

Spreadsheet Download 18

Hearing Office Status Report

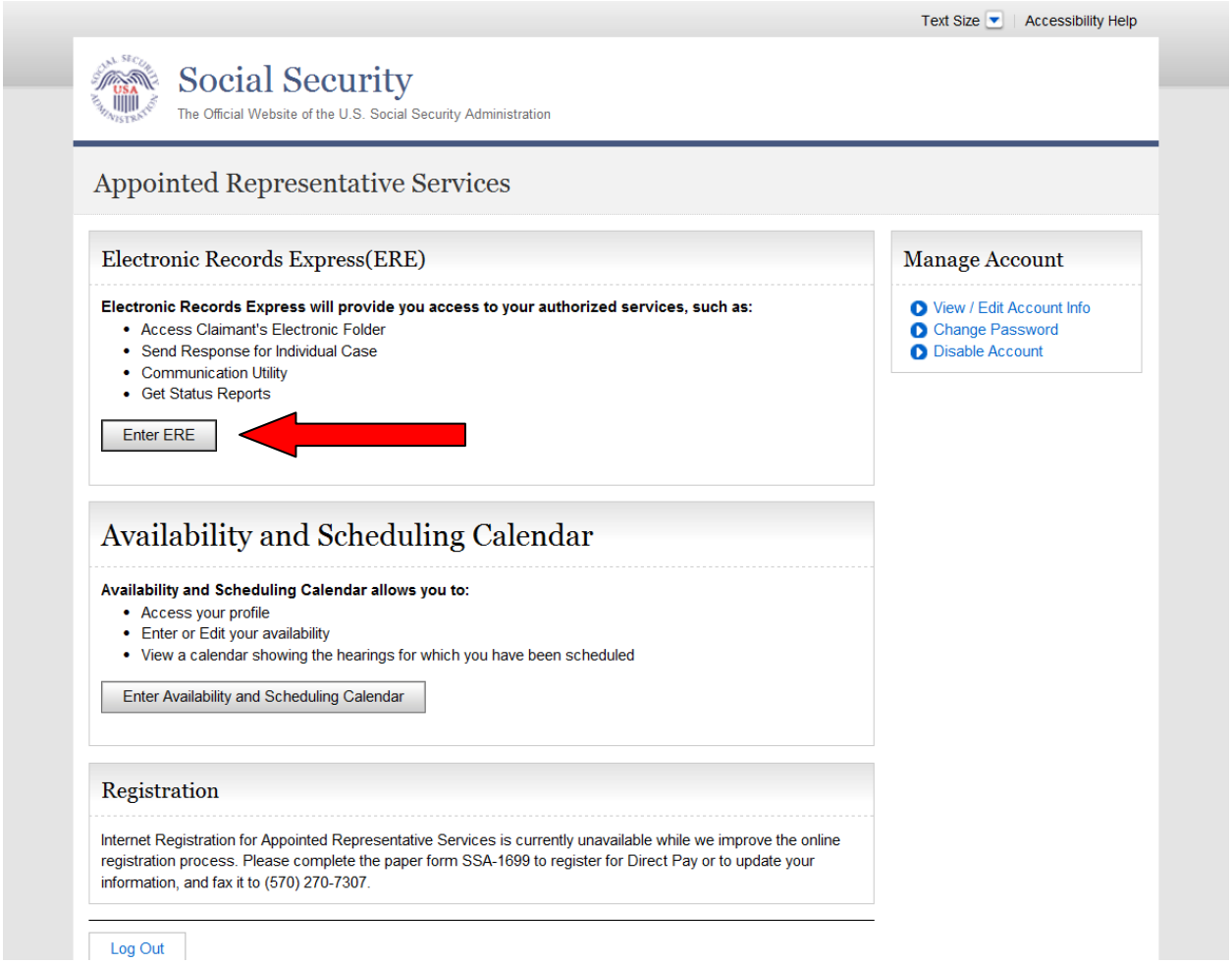
The following section provides Social Security Administration (SSA) claimants' representatives with detailed instructions for accessing a Hearing Office Status Report. The Hearing Office Status Report provides information on cases pending at the hearing level.

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 https://secure.ssa.gov/acu/LoginWeb with your User ID and password.

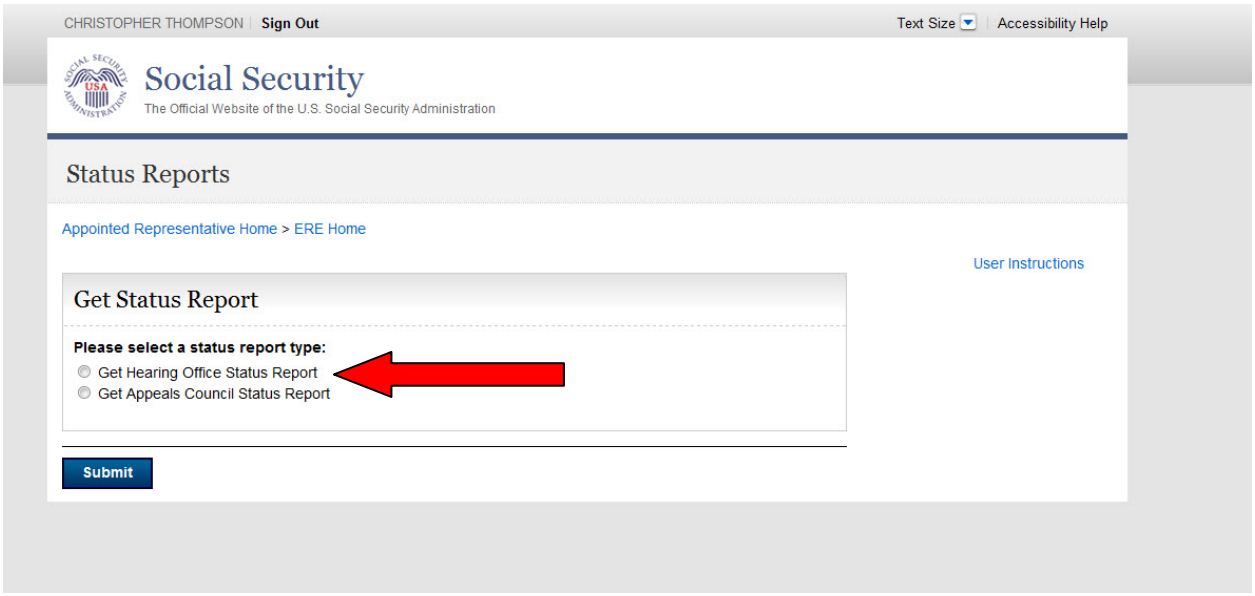
NOTE: You must open a single browser session for ARS - do not open multiple browser sessions.

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

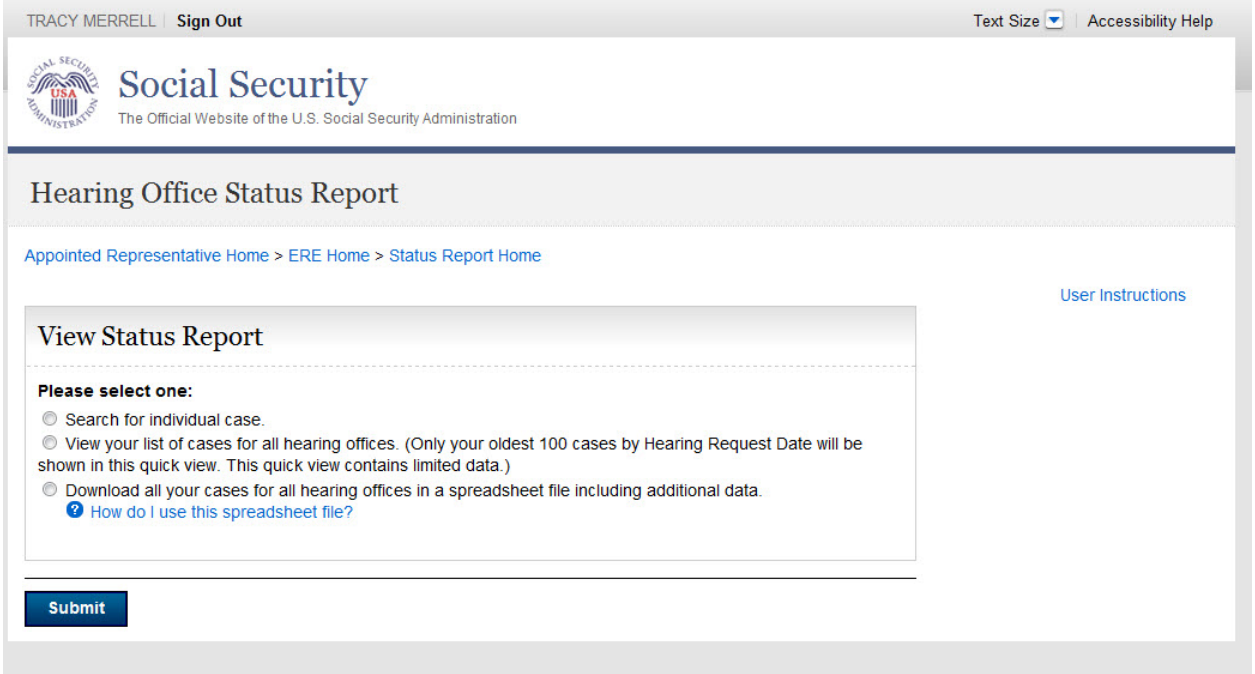


Step 3: Select the "Get Status Reports" link.

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



The system displays Hearing Office Status Report options.



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***

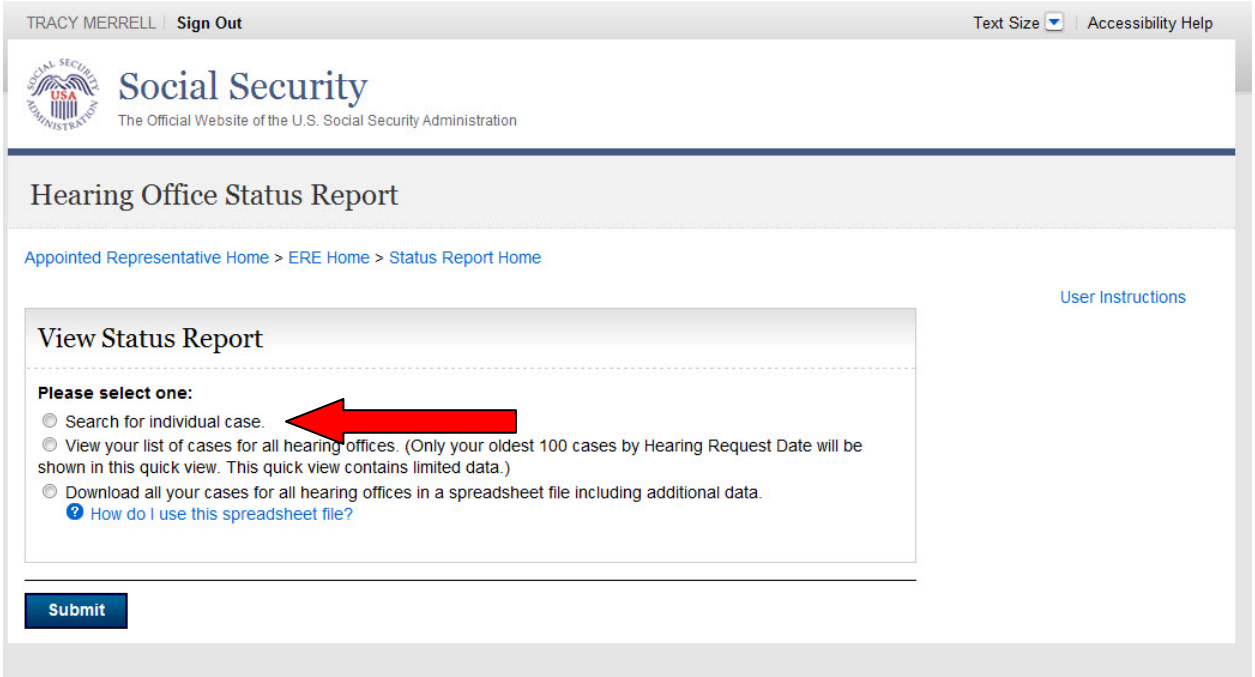
Column Heading	Description	Individual Case and Quick View
Claimant Last Name	Last name of the claimant	X
Claimant First Name	First name of the claimant	X
Claimant Middle Name	Middle name of the claimant	
Last 4 SSN	Last 4 digits of the claimant SSN	X
Hearing Office with Jurisdiction	City and state of the Hearing Office with jurisdiction	X
Status of Case	Current status category of the SSN	X
Status Date	Date the case was entered into the current status category	X
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	

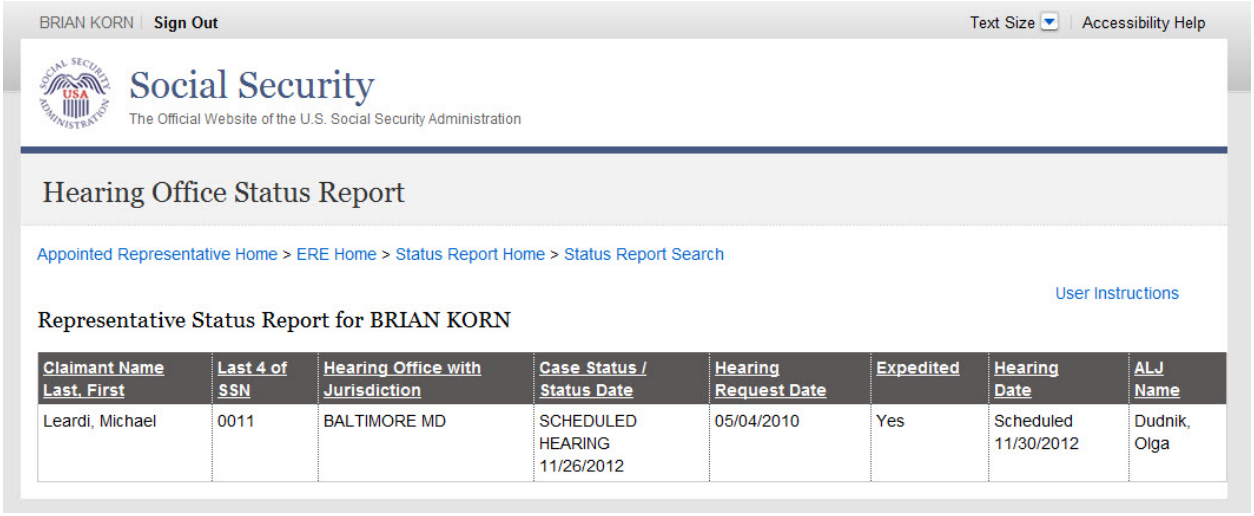
Column Heading	Description	Individual Case and Quick View
	TITLE 2 and TITLE 16 - DISABILITY TITLE 16- AGED TITLE 16- BLIND TITLE 16 DISABILITY	
Electronic Folder	**Yes** - all the information for this SSN is stored electronically **No** - this SSN is stored in a paper file and cannot be accessed via ARS	
Hearing Request Date	Hearing Request date	X
Expedited Case	**Yes** - the case will be expedited **No** - this case will be processed by Hearing Request Date	X
Hearing Schedule Date	Hearing Scheduled date (individual case and quick view will show either the hearing scheduled or hearing held date)	X
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	X
ALJ First Name	First name of the ALJ assigned to the case	X
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.





Claimant Name Last, First	Last 4 of SSN	Hearing Office with Jurisdiction	Case Status / Status Date	Hearing Request Date	Expedited	Hearing Date	ALJ Name
Leardi, Michael	0011	BALTIMORE MD	SCHEDULED HEARING 11/26/2012	05/04/2010	Yes	Scheduled 11/30/2012	Dudnik, Olga

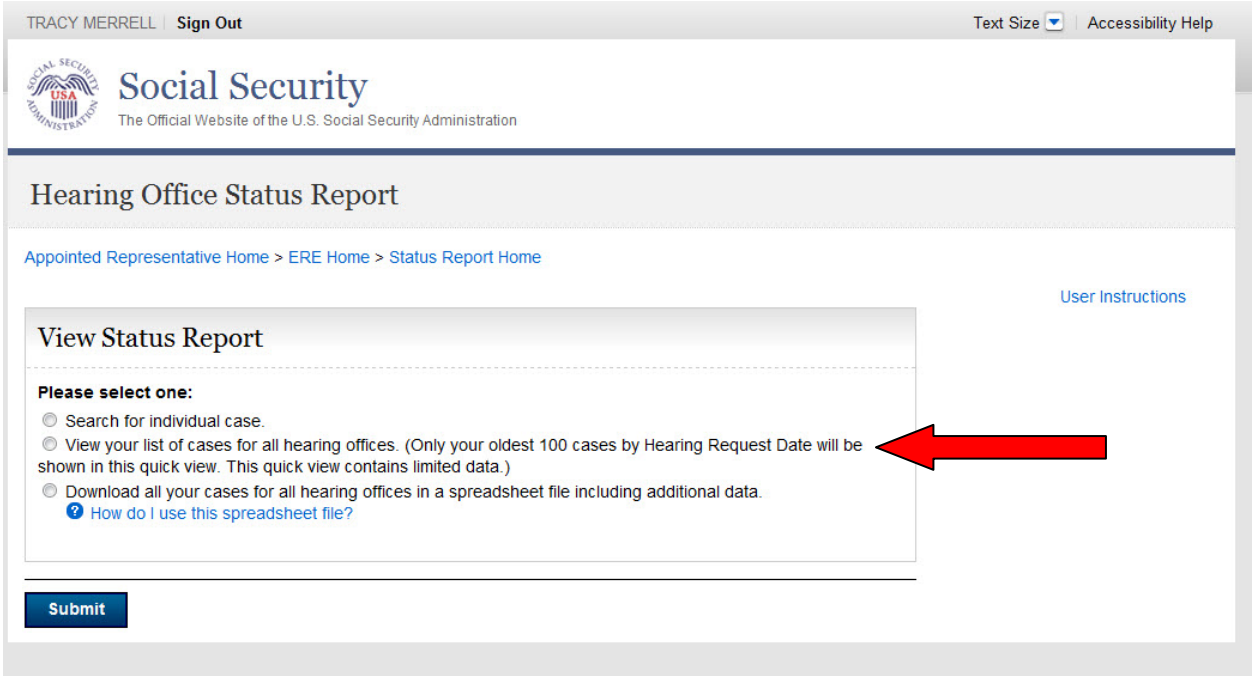
NOTE: If results are not returned for the SSN you entered, then the Hearing Office likely does not show that you are the appointed representative for the SSN you entered. If you believe you received this message in error, please contact the Hearings Office with jurisdiction of the case.

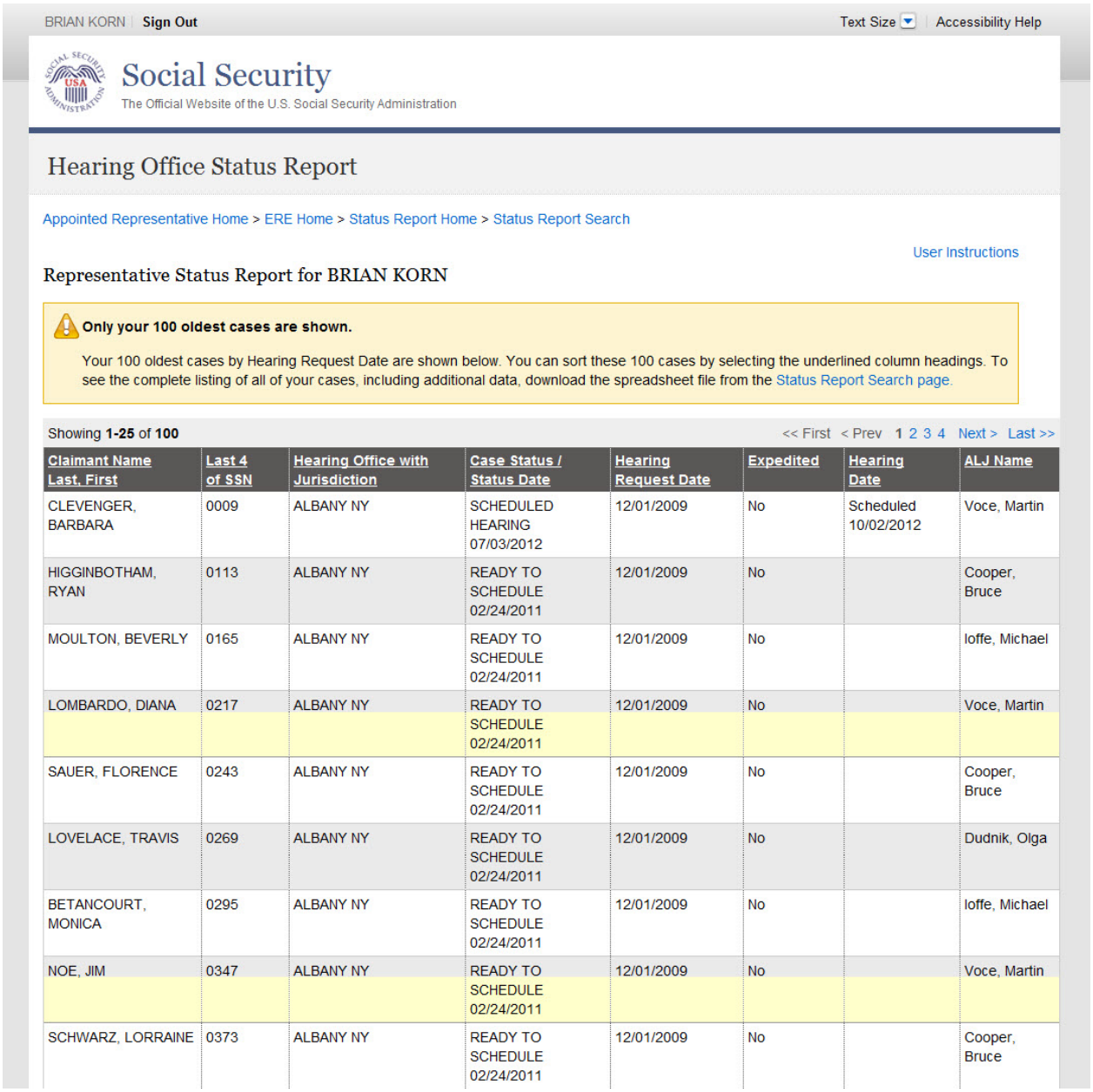
Quick View

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.





BRIAN KORN | Sign Out Text Size | Accessibility Help

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Hearing Office Status Report

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

User Instructions

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.

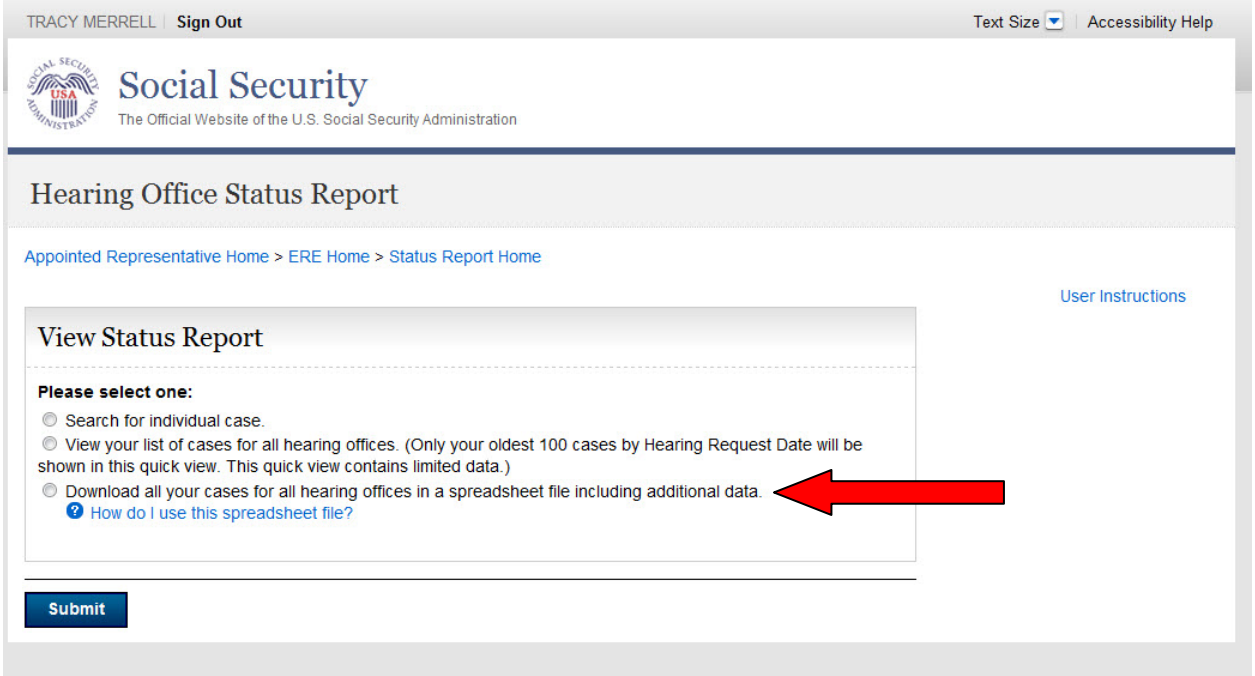
Showing **1-25** of **100** << First < Prev **1** 2 3 4 Next > Last >>

Claimant Name Last, First	Last 4 of SSN	Hearing Office with Jurisdiction	Case Status / Status Date	Hearing Request Date	Expedited	Hearing Date	ALJ Name
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		Ioffe, 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		Ioffe, 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.



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

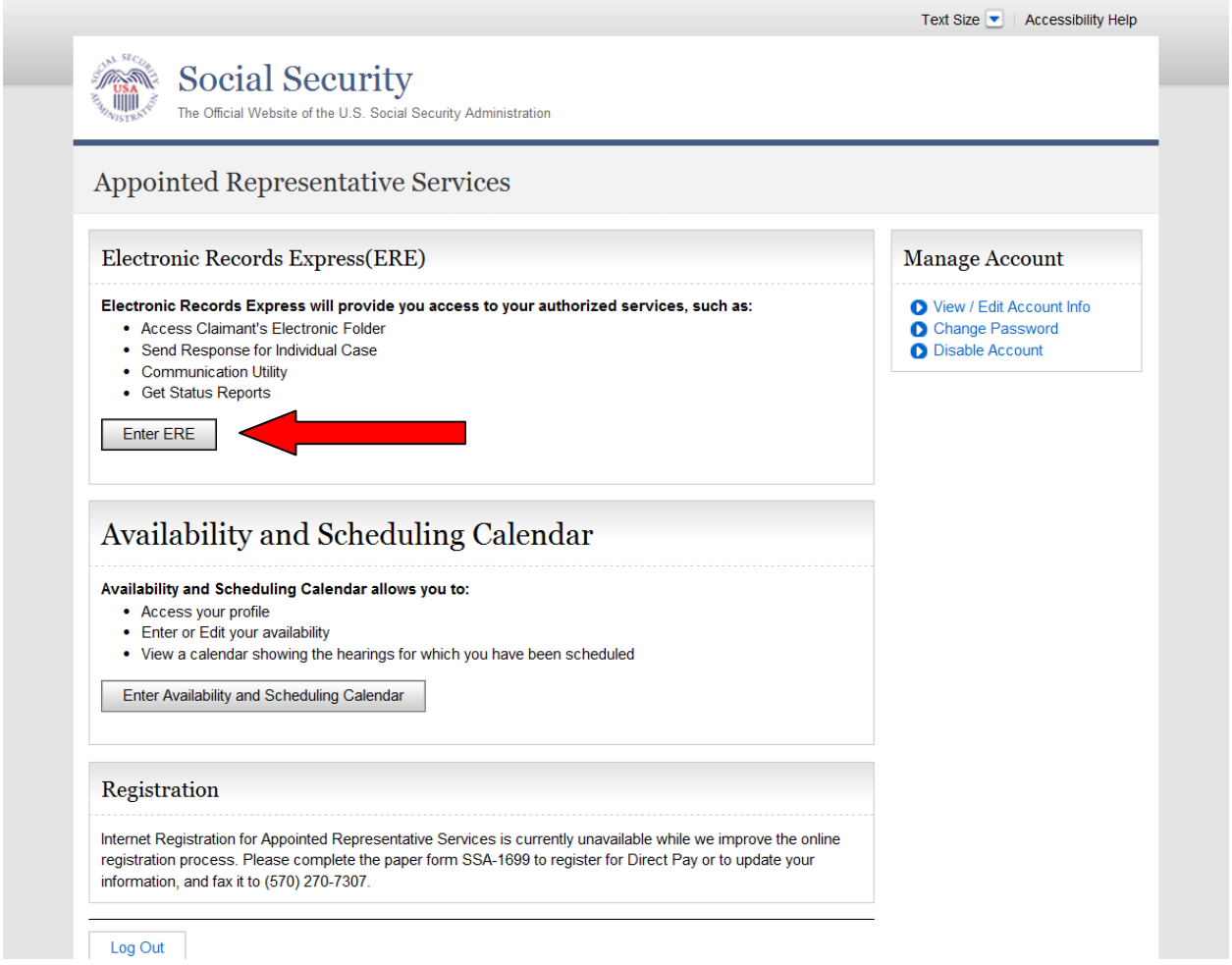
The following section provides Social Security Administration (SSA) claimants' representatives with detailed instructions for accessing an Appeals Council Status Report. The Appeals Council Status Report provides information on cases pending at the appeals level.

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 https://secure.ssa.gov/acu/LoginWeb with your User ID and password.

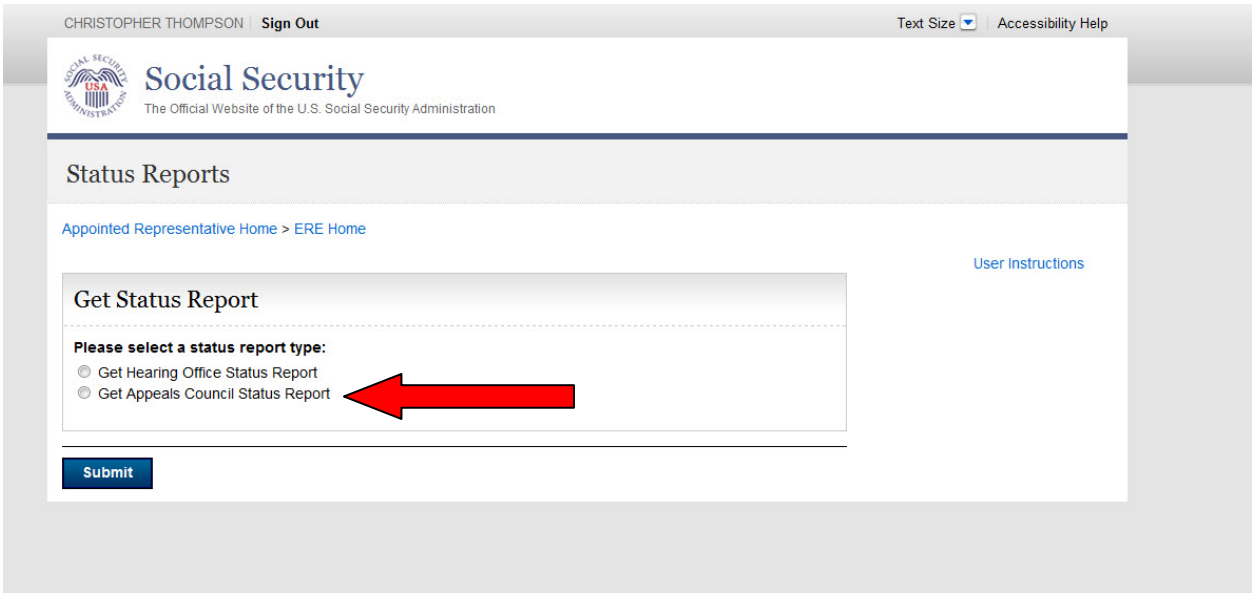
NOTE: You must open a single browser session for ARS - do not open multiple browser sessions.

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



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

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



The system displays Appeals Council Status Report options.

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

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 electronically **No** - this SSN is stored in a paper file and cannot be accessed via ARS	X
Request Date	Appeals Request date	X
Expedited Case	**Yes** - the case will be expedited **No** - this case will be processed by Appeals Request Date	X
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.

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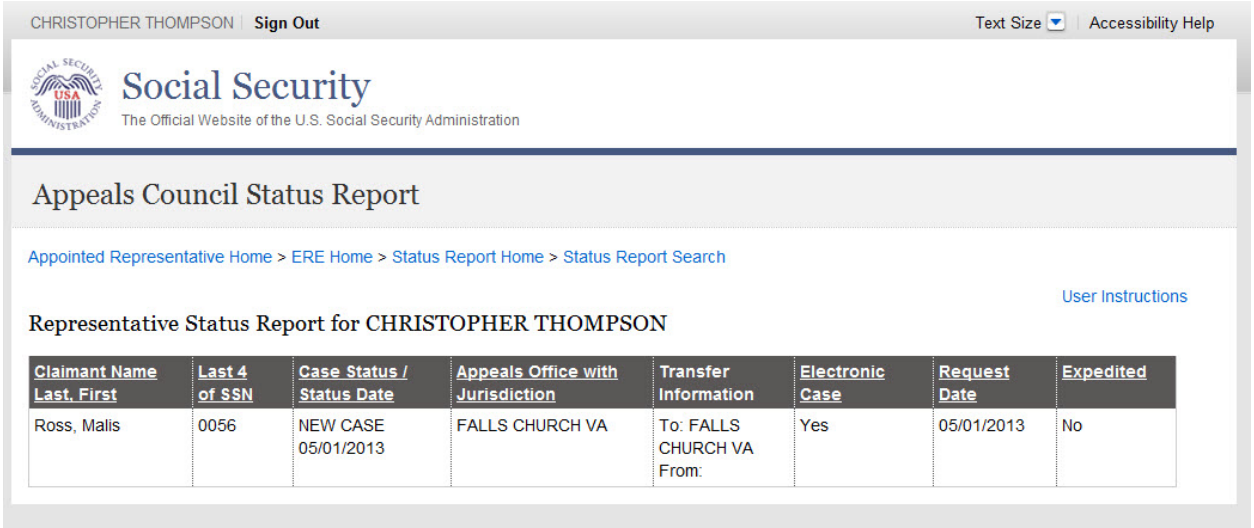

Claimant Name Last, First	Last 4 of SSN	Case Status / Status Date	Appeals Office with Jurisdiction	Transfer Information	Electronic Case	Request Date	Expedited
Ross, Malis	0056	NEW CASE 05/01/2013	FALLS CHURCH VA	To: FALLS CHURCH VA From:	Yes	05/01/2013	No

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.

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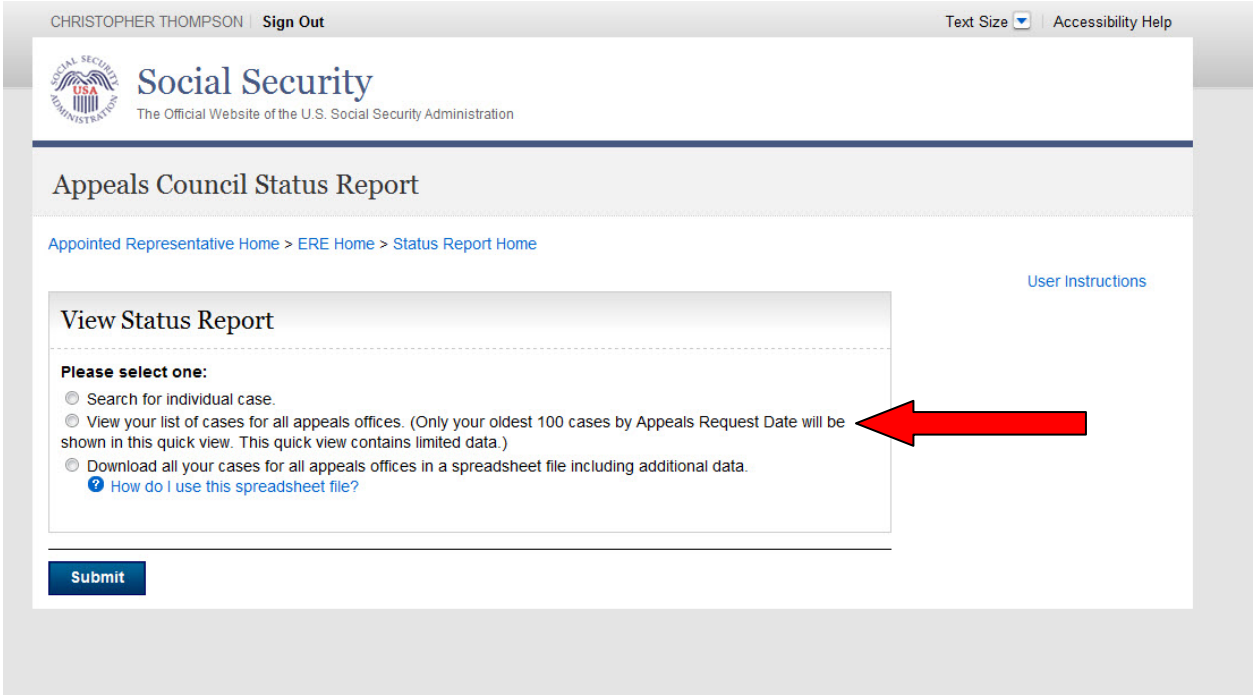
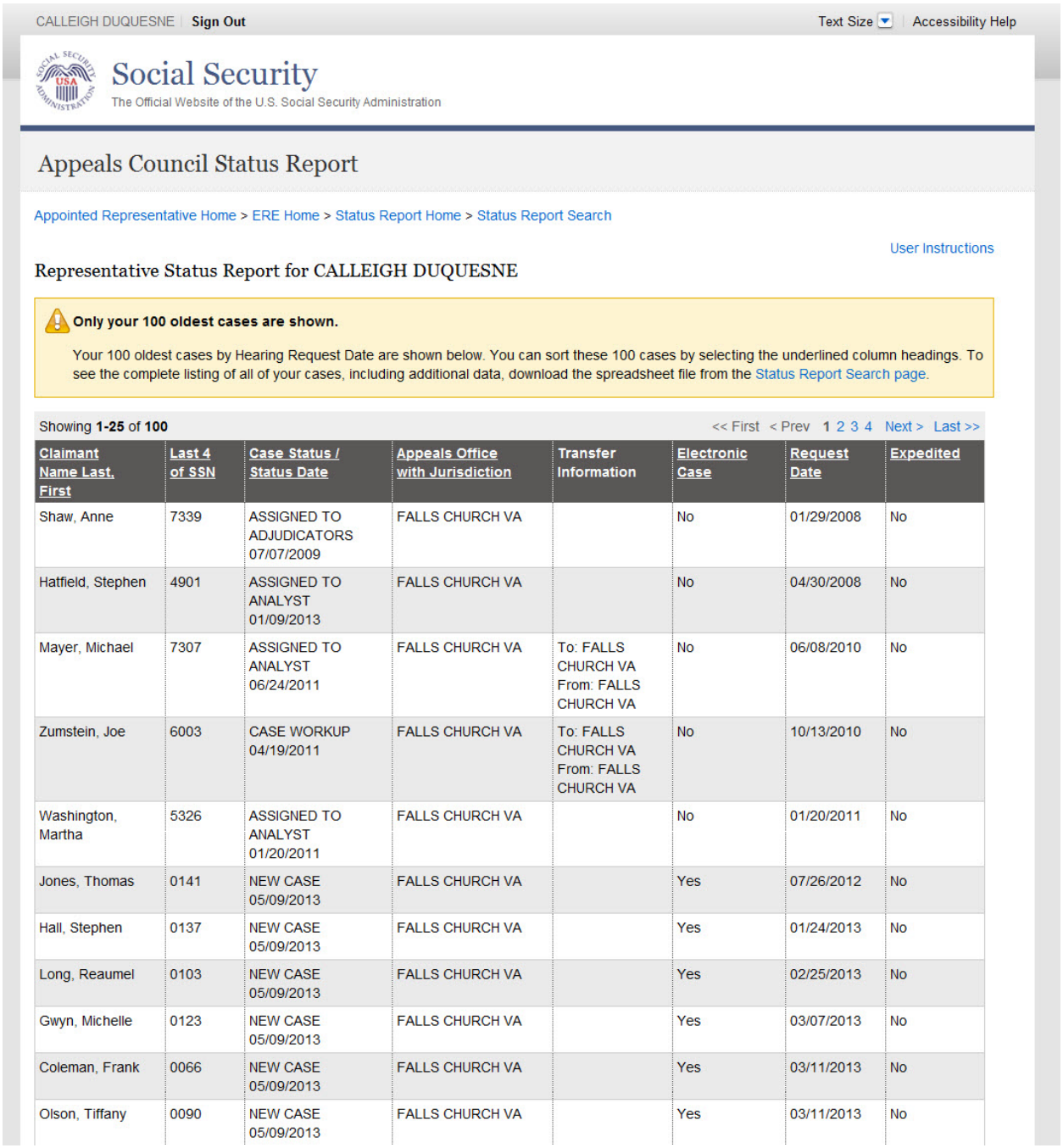
Step 1: Select the "View your list of cases for all hearing offices" radio button. Select the "Submit" button to display limited data for up to 100 of your cases.





CALLEIGH DUQUESNE | Sign Out Text Size | Accessibility Help

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Appeals Council Status Report

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

User Instructions

Representative Status Report for CALLEIGH DUQUESNE

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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 >>

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

Spreadsheet Download

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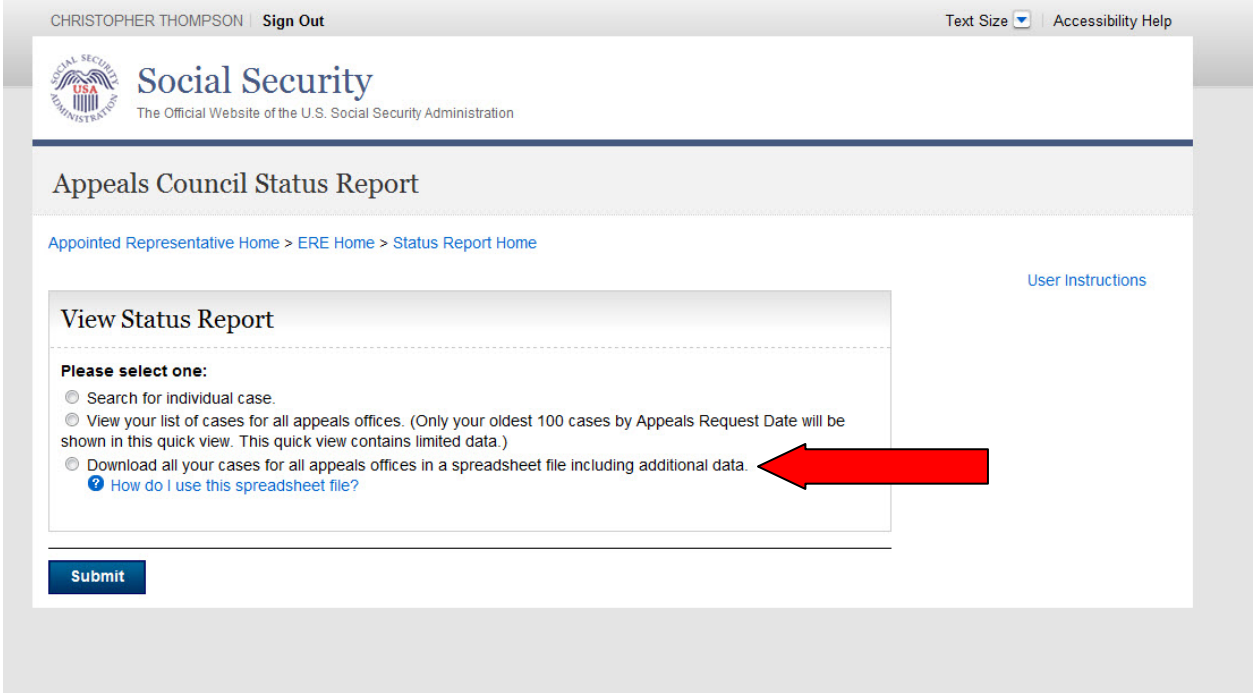

NOTE: If an SSN is not listed in your spreadsheet download, then the Appeals Office likely does not show that you are the appointed representative for the SSN. If you believe this is an error, please contact the Congressional and Public Affairs Branch (CPAB) at 703-605-8000 or toll free at 877-670-2722.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

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