

User Guide for Hearing Office Status Report



February 2012

Hearing Office Status Report for Appointed Representatives

Overview

This guide provides Social Security Administration (SSA) claimants' representatives with detailed instructions for accessing a Hearing Office Status Report. The Hearing Office Status Report provides instant information on cases pending at the hearing level. The goal is to provide cost effective eGovernment services to representatives that will give them the ability to transact securely and easily most of their business with SSA electronically.

Representative Requirements to Access Hearing Office Status Report

- You must have registered for the Appointed Representative Services which includes having a User ID, a Rep ID and a self-selected password;
NOTE: The User ID and password for Appointed Representative Services cannot be used on other Social Security Administration website log-in pages. The log-in will fail and be considered an invalid attempt. After a certain number of invalid log-in attempts, your User ID may be suspended.
- You must have at least one case pending at a Hearings Office within the past 90 days.

Instructions for you to obtain your Hearing Office Status Report

You must first log into the Appointed Representative Services at www.socialsecurity.gov/ar.

NOTE: You must open a single browser session to log into the Appointed Representative Suite of Services - do not open multiple browser sessions

The **Main Menu** page (Figure 1) displays the following application links:

- **Electronic Records Express (ERE)**
- **Internet Registration for Appointed Representative Services is currently unavailable while we improve the online registration process. Please complete the paper form SSA-1699 to register for services, including Direct Pay, and fax it to (570) 270-7307.**

Select the **Electronic Records Express (ERE)** link.

Figure 1

The screenshot shows the 'Appointed Representative Services - Main Menu' page. At the top, it says 'Social Security Online' and 'www.socialsecurity.gov'. The user is logged in as 'MARCUS FORRESTER'. The main menu lists several functions: 'Electronic Records Express (ERE)', 'Internet Registration for Appointed Representative Services', and 'Communication Utility'. A red arrow points to the 'Electronic Records Express (ERE)' link. Below the main menu, there is a section for 'Internet Registration for Appointed Representative Services' which is currently unavailable while we improve the online registration process. Please complete the paper form SSA-1699 to register for services, including Direct Pay, and fax it to (570) 270-7307.

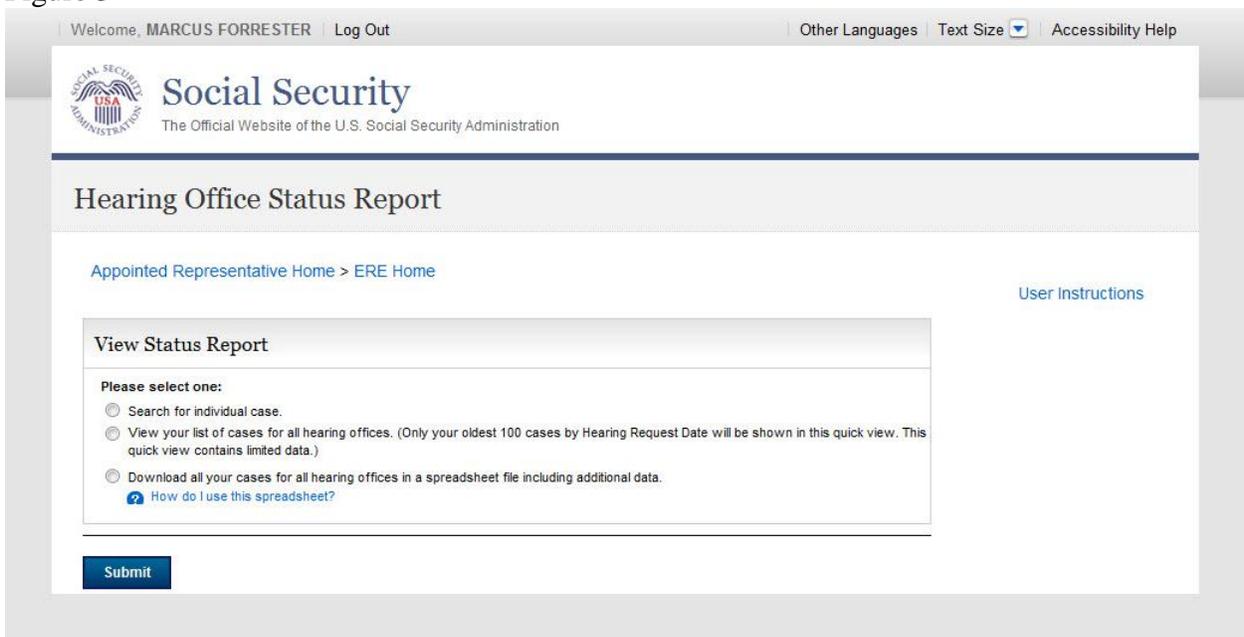
NOTE: The names and other identifying information displayed in this document were created for test scenarios and do not represent actual individuals.
On the **Electronic Records Express Home** page (Figure 2), select the link, **Get Hearing Office Status Report**.

Figure 2



The next page you see is the home page for the **Hearing Office Status Report** (Figure 3).

Figure 3



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

- Search for individual case (by Social Security Number). ***This quick 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 quick view contains limited data*****.
- Download all your cases for all hearing offices in a spreadsheet file – **the download includes the following data (figure 4):**

Figure 4

Column Heading	Explanation
Claimant Name Last/First **	Displays last and first name of claimant. The last name displays above the first name.
Last 4 of SSN **	The last 4 digits of the Social Security Number is display in this column.
Hearing Office with Jurisdiction **	The city and state of the Hearing Office with jurisdiction is displayed in this column.
Case Status/Status Date **	The status category of the SSN and the date the case was entered into that status appear in this column. The status displays above the date.
Electronic Case **	<p>Yes - all the information for this SSN is stored electronically. You can access these documents through the Electronic Records Express Home page using the Access Claimants Electronic Folder link.</p> <p>No - this SSN is stored in a paper file. This file is not available for Electronic Folder access.</p>
Hearing Request Date **	The Hearing Request date shows here.
Expedited **	<p>Yes - the case will be expedited.</p> <p>No - this case will be processed by Hearing Request Date.</p>
Hearing Scheduled or Hearing Held Date **	Hearing Scheduled or Hearing Held date shows here.
Hearing Location	The city and state where the hearing will take place.
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
Decision Type	Favorable Decision Unfavorable Decision 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 Social Security Number (SSN) for the case status you wish to view. Please note, the case must be currently pending at a hearing office; or it must have closed within the last 90 days, and you must be identified as the appointed representative on this case.

Select the “Search for individual case” radio button and enter a SSN. Select the “Submit” button to display limited data for the SSN you keyed. See Figure 5 for an example.

Figure 5

Welcome, MARCUS FORRESTER | Log Out | Other Languages | 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 Search](#) [User Instructions](#)

Representative Status Report for MARCUS FORRESTER

Claimant Name Last/First	Last 4 of SSN	Hearing Office with Jurisdiction	Case Status / Status Date	Electronic Case	Hearing Request Date	Expedited	Hearing Date
Fisher Jocelyn	2403	BALTIMORE MD	MASTER DOCKET 10/27/2011	Yes	09/27/2011	No	

If you want to obtain full information about any SSN, select the option to download all your cases in a spreadsheet file.

SSN not found on your case list - You receive this message when the Hearing Office does not show that you are the appointed representative for the SSN you keyed. If you believe you received this message in error, please contact the Hearings Office with jurisdiction of the case.

Quick View of Your Cases

The case data you obtain by selecting this option is a “quick view”. What will “Quick View” provide:

- Limited data fields (see figure 4)
- The quick view cannot display more than 100 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, we will show you 100 of your cases by oldest Hearing Request Dates.
 - You may need to scroll through several screens to see your entire list. For all data fields on your cases, download the spreadsheet file from the **Status Report Search page**. See Figure 6 for an example.

Figure 6



Hearing Office Status Report

[Appointed Representative Home](#) > [ERE Home](#) > [Status Report Search](#)
[User Instructions](#)

Representative Status Report for MARCUS FORRESTER

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 Last/First</u>	<u>Last 4 of SSN</u>	<u>Hearing Office with Jurisdiction</u>	<u>Case Status / Status Date</u>	<u>Electronic Case</u>	<u>Hearing Request Date</u>	<u>Expedited</u>	<u>Hearing Date</u>
Shoemaker Trisha	0078	BALTIMORE MD	MASTER DOCKET 08/12/2011	Yes	10/12/2007	Yes	
Shoemaker Trisha	2408	PORTLAND OR OR	CASE CLOSED 10/21/2011	Yes	10/12/2007	Yes	
Holman Terry	0206	FARGO ND	CASE CLOSED 10/20/2011	Yes	10/16/2007	No	
Leardi Michael	0374	BALTIMORE MD	CASE CLOSED 10/25/2011	Yes	10/06/2008	Yes	
Hatfield Stephen	0443	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/06/2008	Yes	
Hatfield Stephen	0444	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/06/2008	Yes	
Hatfield Stephen	0445	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/06/2008	Yes	
Leardi Michael	0446	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/06/2008	Yes	
Leardi Michael	0013	NEW YORK NY	SCHEDULED HEARING 05/02/2010	No	10/06/2008	Yes	Scheduled 06/04/2010
Hatfield Stephen	0014	NEW YORK NY	SCHEDULED HEARING 05/03/2010	No	10/06/2008	Yes	Scheduled 06/07/2010
Davis Jeffrey	0453	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/08/2008	Yes	
Hatfield Stephen	0456	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/08/2008	Yes	
Hatfield Stephen	0457	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/08/2008	Yes	
Hatfield Stephen	0458	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/08/2008	Yes	
Hatfield Stephen	0459	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/08/2008	Yes	
Wormley Petrina	0447	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/10/2008	No	
Leardi Michael	0448	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/10/2008	No	
Wormley Petrina	0449	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/10/2008	No	
Leardi Michael	0450	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/10/2008	No	
Wormley Petrina	0451	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/10/2008	No	
Leardi Michael	0454	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/10/2008	No	
Lauritsen Sarah	0455	BALTIMORE MD	CASE CLOSED 10/26/2011	Yes	10/10/2008	No	
Leardi Michael	0460	BALTIMORE MD	CASE CLOSED 10/25/2011	Yes	10/10/2008	Yes	
Leardi Michael	0461	BALTIMORE MD	CASE CLOSED 10/25/2011	Yes	10/10/2008	No	
Leardi Michael	0462	BALTIMORE MD	CASE CLOSED 10/25/2011	Yes	10/10/2008	No	

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

Download all your cases in a spreadsheet file

This option provides all data on your pending and recently closed cases shown in Figure 4.

- How do I use this spreadsheet file?
 - To open the data in your spreadsheet application:
 1. Select the "Download all your cases for all hearing offices..." radio button.
 2. Select the "Submit" button.
 3. Save the file to the desired location in your computer.
 4. Open your spreadsheet application.
 5. In the dialog box that appears, select the file name and choose the Open button.
 6. To resize the columns and see all the data, drag the borders above the top row.
 7. Use the spreadsheet's sort command to sort by column.