



Caseflow Certification Version 2.0

Quick Reference Guide

Caseflow Certification verifies and validates a veteran's appeal information so appeals can quickly and accurately be received by the Board for review. Caseflow Certification is a web-based tool that checks case documents for readiness for certification, ensures accuracy of the Veteran's representative and hearing preferences and pre-fills much of the electronic Form 8 for paperless appeals.

1 Check Documents

Check Documents



All documents found with matching VBMS and VACOLS dates.

SOC and SSOC dates in VBMS can be up to 4 days before the VACOLS date to be considered matching.

Document	VACOLS date	VBMS date	Status
NOD	09/01/2015	09/01/2015	✓ Found in VBMS
Form 9	10/15/2015	10/15/2015	✓ Found in VBMS
SOC	01/01/2016	01/02/2016	✓ Found in VBMS

If the correct NOD, Form 9 and SOC have been found, you can proceed to step 2.

If documents are missing, go to VBMS or VACOLS to find the documents and correct any missing labels or date discrepancies. Refresh the page and proceed to step 2.

Note: The NODs and Form 9s must have the same date in VACOLS and VBMS. However, SOC and SSOCs have a fuzzy date match (The VBMS date can be up to 4 days less than VACOLS date).

2 Confirm Case Details

Confirm Case Details

Review information about the appellant's representative from VBMS and VACOLS.

From VBMS

National Veterans Legal Services Program
Service organization

From VACOLS

Jay Chisholm
Attorney

Does the representative information from VBMS and VACOLS match? Answer yes if the only differences are due to typos or differences in punctuation. *Required*

☒ Yes ☐ No

Review the VBMS and VACOLS rep info. If it matches, select yes and proceed to step 3.

If the information does not match, select no. You'll be asked to select the correct information source (VBMS or VACOLS) and update the incorrect one. If it's neither, and the type of rep is an attorney, agent or other, update their name and address in VACOLS.

If it's a service org, Caseflow will update this information for you, unless the organization is not listed. Proceed to step 3.



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3 Confirm Hearing

Confirm Hearing

Check the appellant's eFolder for a hearing cancellation or request added after **04/23/2017**, the date the Form 9 (or statement in lieu of Form 9) was uploaded.

Was a hearing cancellation or request added after **04/23/2017**? *Required*

☐ Yes ☐ No

Check to see if there was a hearing request or cancellation after the Veteran's Form 9 date.

If yes, indicate the type of request. If no, you'll be asked to define the type of appeal document (Form 9 or statement in lieu of Form 9) that appears on the screen. Check the document and select the Veteran's hearing preference. Proceed to step 4.

4 Sign and Certify

Sign and Certify

Fill in information about yourself to sign this certification.

Name and location of certifying office: *Required*

Digital Service HQ, DC

Organizational elements certifying appeal: *Required*

DSUSER

Name of certifying official: *Required*

Title of certifying official: *Required*

- ☐ Decision Review Officer
- ☐ Rating Specialist
- ☐ Veteran Service Representative
- ☐ Claims Assistant
- ☐ Other

Decision date: *Required*

05/01/2017

Enter your name and select your title to finish certifying the appeal. Nice work!