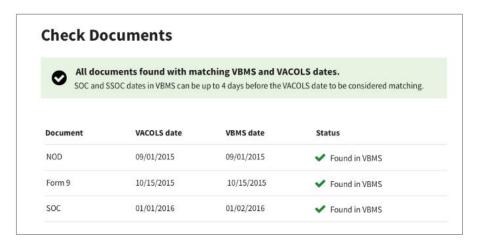


Caseflow Certification Version 2.0

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



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, SOCs and SSOCs have a fuzzy date match (The VBMS date can be up to 4 days less than VACOLS date).

2 Confirm Case Details

Review information about the appellant's represer	ntative from VBMS and VACOLS.
From VBMS	From VACOLS
National Veterans Legal Services Program Service organization	Jay Chisholm Attorney
Donath a second bline information from VDMF	d VACOLS match? Answer yes if the only differences are due to

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

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		

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