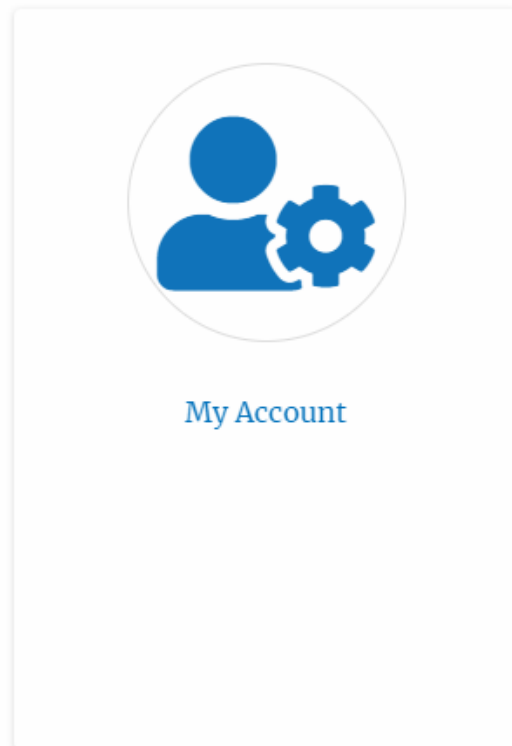## HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

1. Login and click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

2. Click on an **OALJ Case Number**.

Accessed Cases

The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings.

Showing 5 of 9 records   View More ⊕

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246

3. Click on the **Delegate Access** button to navigate to the Organization Members page.

🏠 Dashboard   OALJ and BALCA Dashboard   Case Details

Summary

eFile Case Number	EFS-OALJ-2009-208942
OALJ Case Number	2012LHC02015
Agency Reference #	08-135254
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

Submit a New Filing   **Remove From My Dashboard**   **Delegate Access**

4. From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	Remove Delegation

5. Remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.

Organization Members

- Removed Sagar Tester`s delegated access to this case.
- An email notification has been sent to Sagar Tester at sagartester001@gmail.com.

Help ❓

Organization: Court Reporter Org Charlie

Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	Delegate