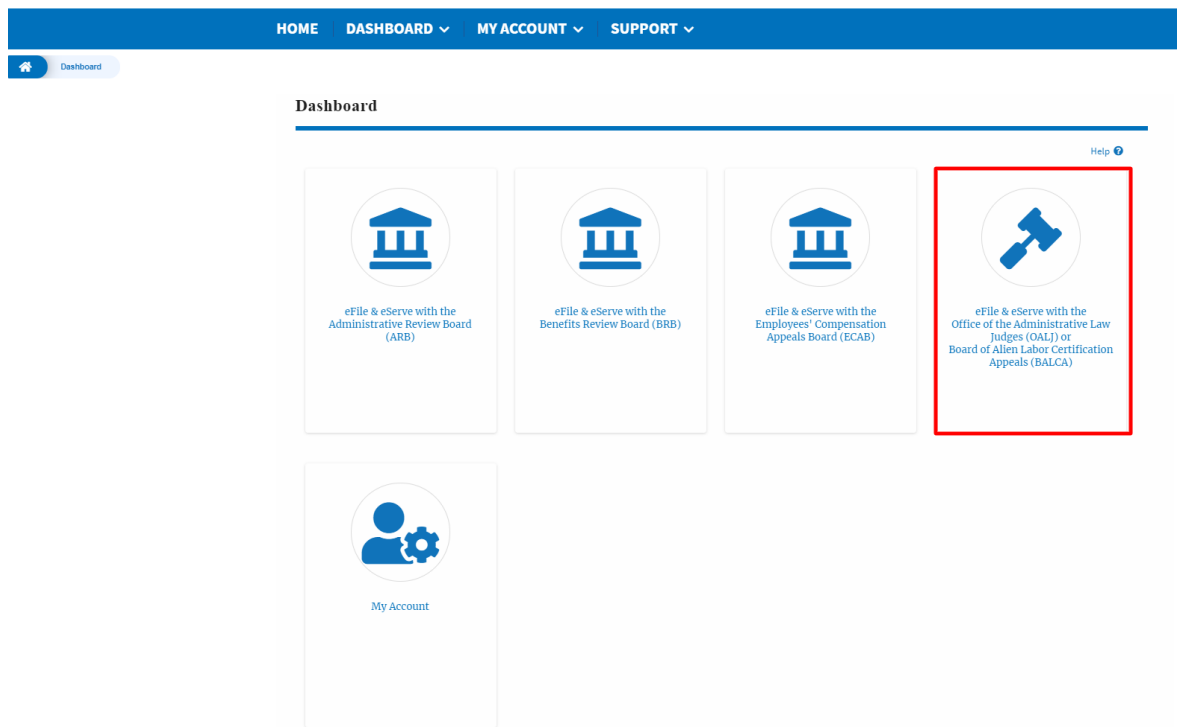




eFile and eServe

HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

1. 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 the approved <OALJ Case Number> link and the user is navigated to the case details page.

OALJ and BALCA Dashboard

The screenshot shows the 'My Access Requests' section with three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. Below the buttons, there is a table of case access requests. The first row is highlighted with a red box, showing the case number '2018BLA05689'.

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2018BLA05689	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	View

* All times displayed in US Eastern Timezone

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



Case Details

Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)[Representative's Withdrawal of Appearance](#)[Delegate Access](#)

- 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	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Angel George	angeltester001@gmail.com	Attorney	Remove Delegation

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

Organization Members

✓ • Removed Angel George `s delegated access to this case.
• An email notification has been sent to Angel George at angeltester001@gmail.com.

[Help ?](#)

Organization: Org - Barry

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Angel George	angeltester001@gmail.com	Attorney	Delegate