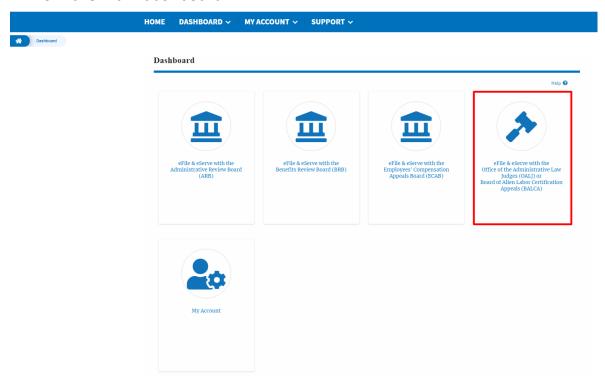
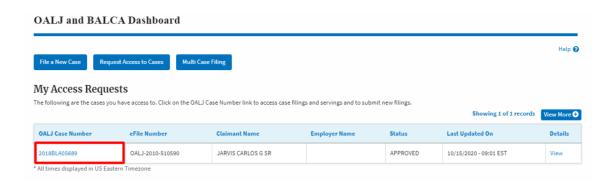


HOW TO SUBMIT REPRESENTATIVE'S WITHDRAWAL OF APPEARANCE FROM A CASE?

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.

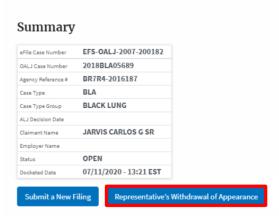




3. Click on the **Representative's Withdrawal of Appearance** button to navigate to the filings form page.

Note: Representative's Withdrawal of Appearance button will not be displayed for the users who accessed the case with roles Claimant/Complainant/Prosecuting Party (Self-represented) and Respondent/Defendant/Employer (Self-represented).

Case Details



4. The user is navigated to Representative's Withdrawal of Appearance to OALJ filing page where Filing Category and Filing Type preselected with Motion or Response or Reply to a Motion and Motion to Withdraw from Representation respectively.

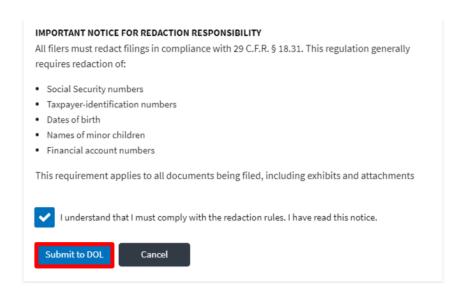


Representative's Withdrawal of Appearance to OALJ

Help 1
IMPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other
parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consult the
following guide for such confidential filings
Case Number *
2018BLA05689
Filing Category *
Motion or Response or Reply to a Motion
Filing Type *
Motion to Withdraw from Representation
Additional Comments *
<i>"</i>
▼ Document to File Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB
Add a new file *
Choose Files No file chosen
Certificate of Service *
Certificate of Service * Choose File No file chosen
Choose File No file chosen The Certificate of Service must be uploaded using the file upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission. Only files with the following extensions are allowed: pdf, jpg, jpeg,
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Choose File No file chosen The Certificate of Service must be uploaded using the file upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of: Social Security numbers Taxpayer-identification numbers Dates of birth Names of minor children Financial account numbers



5. Fill and upload all the mandatory fields and click on the Submit to the DOL button.



6. The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.

Note: Once OALJ approves the filing, the case will be withdrawn for the user.

