



eFile and eServe

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.

The screenshot shows the main dashboard with a blue navigation bar at the top containing 'HOME', 'DASHBOARD', 'MY ACCOUNT', and 'SUPPORT'. Below the navigation bar is a 'Dashboard' section with a 'Help' icon. There are five tiles: three for eFile & eServe with different boards (ARB, BRB, ECAB) and one for eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA), which is highlighted with a red border. A fifth tile for 'My Account' is located below the others.

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 OALJ and BALCA Dashboard with a blue navigation bar at the top containing 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. Below the navigation bar is a 'My Access Requests' section with a 'Help' icon. The text below the section reads: 'The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.' There is a 'Showing 1 of 1 records' indicator and a 'View More' button. A table with 7 columns is shown: OALJ Case Number, eFile Number, Claimant Name, Employer Name, Status, Last Updated On, and Details. The first row contains the following data: 2018BLA05689, OALJ-2010-510590, JARVIS CARLOS G SR, (empty), APPROVED, 10/15/2020 - 09:01 EST, and View. The OALJ Case Number '2018BLA05689' is highlighted with a red border.

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



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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

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](#)

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](#)

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 *

▼ **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 *

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

This requirement applies to all documents being filed, including exhibits and attachments

I understand that I must comply with the redaction rules. I have read this notice.

Cancel



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

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[Submit to DOL](#) [Cancel](#)

- 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.

Case Details

Motion to Withdraw from Representation has been submitted.

[Help](#)

Summary

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[Submit a New Filing](#)

[Representative's Withdrawal of Appearance](#)

Filings

Showing 4 of 4 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Withdraw from Representation	Processing please wait.	OALJ-2010-510681	SUBMITTED	Thomas Mathew	10/30/2020 - 01:07 EST	View