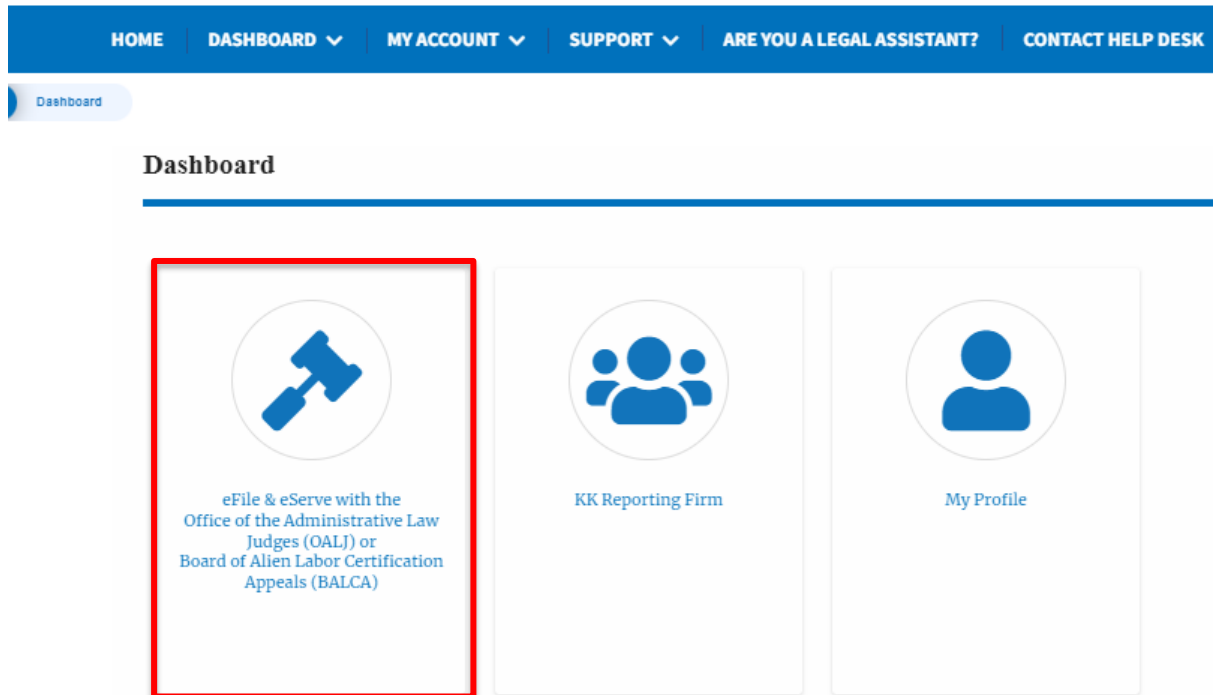




HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



2. OALJ and BALCA Dashboard include the **Access Cases** button that is used to get access to cases by the court reporter user.

The screenshot shows the 'OALJ and BALCA Dashboard' with a breadcrumb 'Dashboard > OALJ and BALCA Dashboard'. A blue 'Access Cases' button is highlighted with a red border. Below the button is a 'Help' link. The section is titled 'Accessed Cases' and includes a note: '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.' There is a 'Showing 5 of 5 records' indicator and a 'View More' button. A table displays the following data:

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
[Redacted]	[Redacted]	[Redacted]	CLOSED	Court Reporter	06/09/2022 - 20:53 EST	KK Reporting Firm , 444004 NE.444 ST
[Redacted]	[Redacted]	[Redacted]	CLOSED	Court Reporter	06/09/2022 - 20:06 EST	KK Reporting Firm , 444004 NE.444 ST
[Redacted]	[Redacted]	[Redacted]	OPEN	Court Reporter	06/09/2022 - 07:38 EST	
[Redacted]	[Redacted]	[Redacted]	CLOSED	Court Reporter	06/09/2022 - 01:13 EST	KK Reporting Firm , 444004 NE.444 ST
[Redacted]	[Redacted]	[Redacted]	OPEN	Court Reporter	06/08/2022 - 13:38 EST	KK Reporting Firm , 444004 NE.444 ST

* All times displayed in US Eastern Timezone



The **Access Cases** button lets the Court Reporter user directly access cases.

3. OALJ and BALCA Dashboard has the table - **Accessed Cases** which lists all the cases that the user has obtained access to

Dashboard **OALJ and BALCA Dashboard**

OALJ and BALCA Dashboard

[Access Cases](#) Help ?

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 5 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
[Redacted]	[Redacted]	[Redacted]	CLOSED	Court Reporter	06/09/2022 - 20:53 EST	KK Reporting Firm , 444004 NE.444 ST
[Redacted]	[Redacted]	[Redacted]	CLOSED	Court Reporter	06/09/2022 - 20:06 EST	KK Reporting Firm , 444004 NE.444 ST
[Redacted]	[Redacted]	[Redacted]	OPEN	Court Reporter	06/09/2022 - 07:38 EST	
[Redacted]	[Redacted]	[Redacted]	CLOSED	Court Reporter	06/09/2022 - 01:13 EST	KK Reporting Firm , 444004 NE.444 ST
[Redacted]	[Redacted]	[Redacted]	OPEN	Court Reporter	06/08/2022 - 13:38 EST	KK Reporting Firm , 444004 NE.444 ST

*All times displayed in US Eastern Timezone