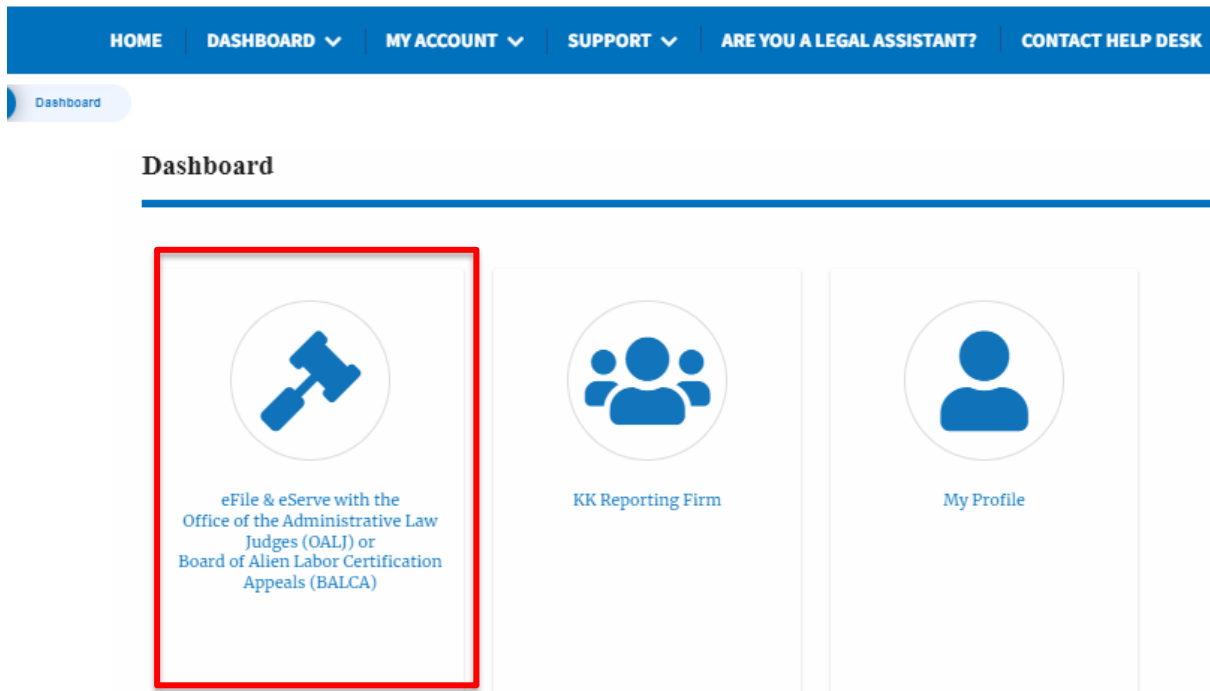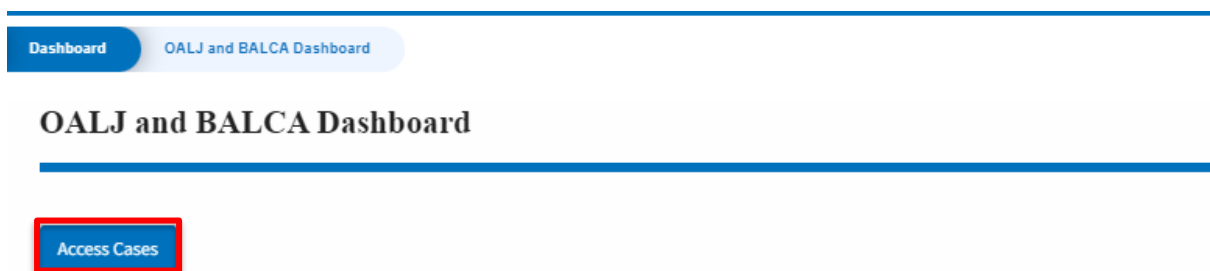# HOW TO ACCESS CASES?

1. Log in 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 the **Access Cases** button.

3. Search any case and click on the **Add to Dashboard** button that is displayed only if one of the cases is selected.

4. Select the required organization and click on the **Submit** button.

5. The accessed case will be shown in your **Accessed Cases** table with the **Court Reporter** User Type along with a confirmation message.

6. Click on the **View More** button to view all the accessed cases.

7. All the accessed cases will be listed on the **Accessed Cases** page.