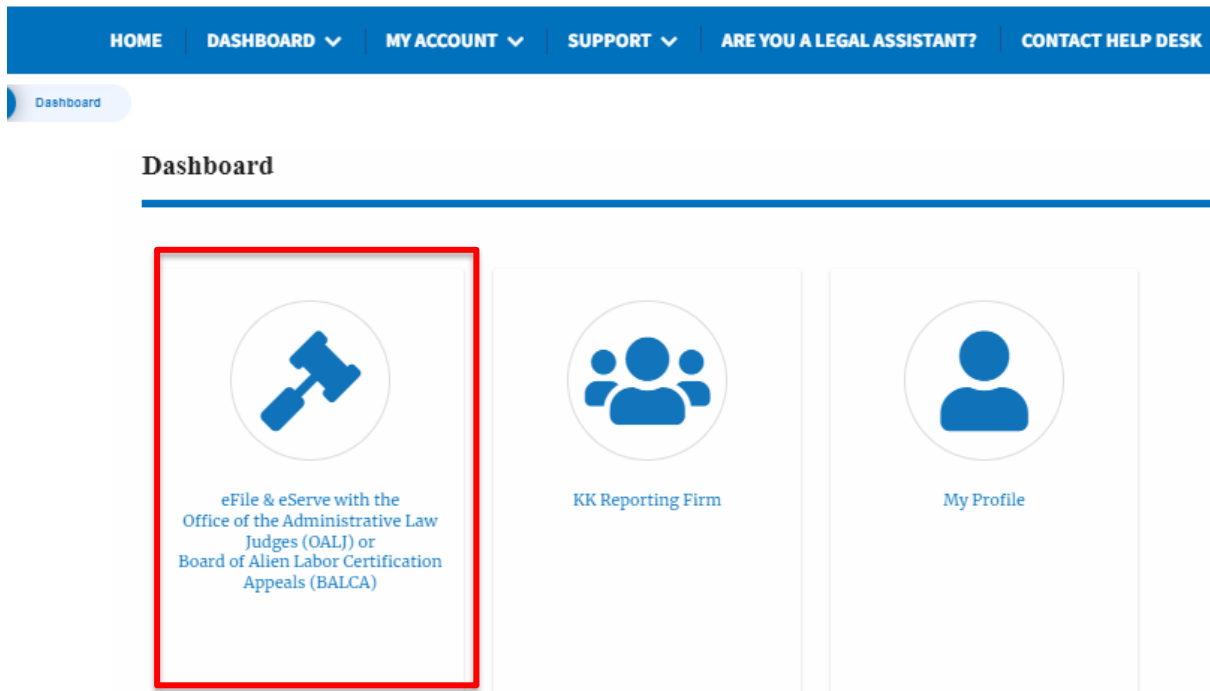




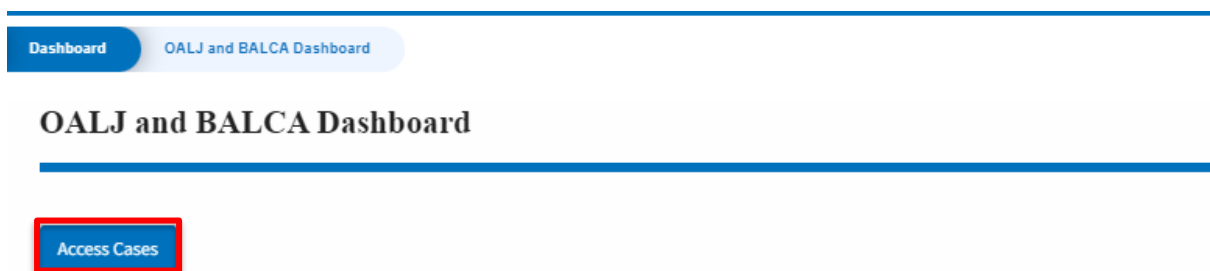
## eFile and eServe

### 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.

Dashboard OALJ and BALCA Dashboard Search Cases

### Search Cases

2012LHC02015

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filter

You can further filter the search using Case Number, Claimant Name, Employer Name, Agency Reference Number.

Search Clear Selection and Filters Clear Filters **Add to Dashboard**

### Search Results

Select Cases	Case Number	Claimant Name	Employer Name	Office	Assigned Judge	Decision Date	Parties with Access
<input checked="" type="checkbox"/>	2012LHC02015					11/25/2014	Parties with Access

**Add to Dashboard**

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

Dashboard OALJ and BALCA Dashboard Access Cases

### Access Cases

Back to Search Reset

	OALJ Case Number	Decision Date	Claimant	Agency Reference Number
<input checked="" type="checkbox"/>	2012LHC02015	11/25/2014	08-135254	08-135254

eFiler's Organization

KK Reporting Firm, 444004 NE.444 ST

**Submit** Cancel



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

Dashboard **OALJ and BALCA Dashboard**

### OALJ and BALCA Dashboard

The case has been added to your list of cases. [ 2012LHC02015 ]

[Help ?](#)

[Access Cases](#)

### 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
<a href="#">2012LHC02015</a>	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]

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

Dashboard **OALJ and BALCA Dashboard**

### OALJ and BALCA Dashboard

The case has been added to your list of cases. [ 2012LHC02015 ]

[Help ?](#)

[Access Cases](#)

### 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
<a href="#">2012LHC02015</a>	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]



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

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [Accessed Cases](#)

## 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. [Help ?](#)

<b>Case Number</b>	<b>Claimant Name</b>	<b>Employer Name</b>
<input type="text" value="Search Case Number"/>	<input type="text" value="Search Claimant Name"/>	<input type="text" value="Search Employer Name"/>

[Apply](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2012LHC02015</a>	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:53 EST	KK Reporting Firm, [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:06 EST	KK Reporting Firm, [REDACTED]