UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

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 any OALJ Case Number from the **Accessed Cases,** or **New Cases** tables.

OALJ and BALCA Dashboard

| File a New Case | Access Cases | Multi Case Filing | | | | 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 3 of 3 records | View More ⊕

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2019BLA05193	ROMERO ALEX A		OPEN	AoR	08/19/2020 - 12:18 EST	Gretas Attorneys at Law , 3691 Honeysuckle Lane
2013MSA00068	MSHA		OPEN	AoR	08/18/2020 - 01:44 EST	Gretas Attorneys at Law , 3691 Honeysuckle Lane
2015BLA05761	CLUTTER JAMES W.		CLOSED	AoR	08/17/2020 - 11:46 EST	Gretas Attorneys at Law , 3691 Honeysuckle Lane

* All times displayed in US Eastern Timezone

3. The user will be directed to the case details page.

Case Details

Summary

Help ❓

eFile Case Number	EFS-OALJ-2204-214448
OALJ Case Number	2021TLN00003
Agency Reference #	20228-771141
Case Type	TLN
Case Type Group	TRAD IMM
ALJ Decision Date	10/28/2020 - 00:00 EST
Claimant Name	
Employer Name	
Office	SAN FRANCISCO
Assigned Judge	
Status	CLOSED
Docketed Date	10/05/2020 - 12:10 EST

| Submit a New Filing | Delegate Access | Manage Attorney of Record |

Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

* All times displayed in US Eastern Timezone

Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

* All times displayed in US Eastern Timezone

Parties with Access

Showing 1 of 1 records | View More ⊕

Name	Address	Role in the Case	Organization
Claire Cooper	101010 NE, Cincinnati, United States, Ohio, 45201	Department Of Labor	People's Trusted Law Firm, 1010101 NE

Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			

4. The case details page includes a summary section that gives a summary of the case details.

Case Details

Summary

eFile Case Number	EFS-OALJ-2204-214448
OALJ Case Number	2021TLN00003
Agency Reference #	20228-771141
Case Type	TLN
Case Type Group	TRAD IMM
ALJ Decision Date	10/28/2020 - 00:00 EST
Claimant Name	
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Office	SAN FRANCISCO
Assigned Judge	
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[Submit a New Filing] [Delegate Access] [Manage Attorney of Record]

5. The case details page includes buttons **Submit a New Filing**, **Manage Attorney of Record,** and **Delegate Access**.
    a. **'Submit a New Filing'** button is to bring up the form to submit a new filing related to the case.
    b. If you are an attorney with an organization, you will get the button **'Delegate Access'** by which you can delegate the control of submitting filings to other members of your organization.
    c. The "**Manage Attorney of Record**" button helps switch between Make AoR and Remove AoR.

Case Details

Summary

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[Submit a New Filing] [Delegate Access] [Manage Attorney of Record]

6. The case details page includes tables **Filings**, **Documents Served by OALJ**, **Parties with Access,** and **Delegated Users**.

    a. **Filings** table lists all the Filings you have done related to this case.

    b. **Documents Served by OALJ** table lists all the servings issued by OALJ on the case.

    c. **Parties with Access** table lists all the parties that have access to this case.

    d. **Delegated Users** table lists all the users in your organization who have been delegated access to this case and the attorney who delegated the user.

Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

* All times displayed in US Eastern Timezone

Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

* All times displayed in US Eastern Timezone

Parties with Access

Showing 1 of 1 records [View More +]

Name	Address	Role in the Case	Organization
Claire Cooper	101010 NE, Cincinnati, United States, Ohio, 45201	Department Of Labor	People's Trusted Law Firm, 1010101 NE

Delegated Users

Name	Address	Delegated By	Organization
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