



eFile and eServe







HOW TO ACCESS CASES DIRECTLY?

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.

Dashboard

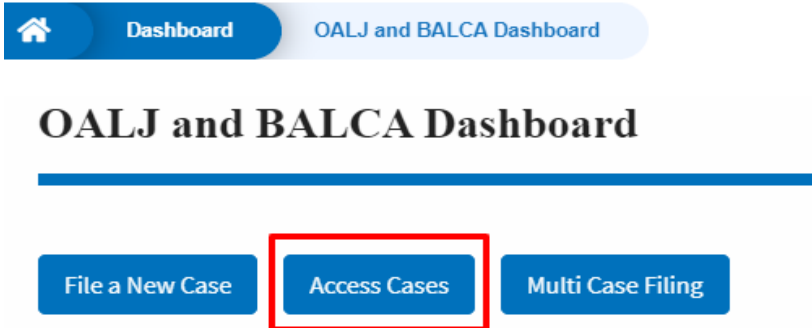
Help ?

The dashboard displays six tiles arranged in two rows. The top row contains four tiles, and the bottom row contains two tiles. The tile for 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)' is highlighted with a red border.

 eFile & eServe with the Administrative Review Board (ARB)	 eFile & eServe with the Benefits Review Board (BRB)	 eFile & eServe with the Employees' Compensation Appeals Board (ECAB)	 eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
 People's Trusted Law Firm	 My Profile		



2. Click on the **Access Cases** button.



3. Search any case and click on the <OALJ Case Number> displayed.



Search Cases

Search Cases

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

▼ Advanced Filter

OALJ Case Number ?	Claimant Name
<input type="text" value="Search OALJ Case Number"/>	<input type="text" value="Search Claimant Name"/>

OALJ Case Number format should be YYYYCaseTypeCodeNNNNN

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

[Search](#) [Clear Selection and Filters](#) [Clear Filters](#)

Search Results

Select Cases	Case Number
<input type="checkbox"/>	2012AIR00014

4. Select the required organization and click on the **Add to Dashboard** button.



Case Details

Summary

eFile Case Number	EFS-OALJ-2007-200097
OALJ Case Number	2012AIR00014
Agency Reference #	9-3290-12-001
Case Type	AIR
Case Type Group	WHISTLE BL
ALJ Decision Date	12/27/2018 - 00:00 EST
Claimant Name	MAWHINNEY ROBERT S.
Employer Name	
Status	CLOSED
Docketed Date	07/11/2020 - 13:21 EST


Organization

OALJ Filings Testing, 200 Constitution Avenue, NW

Add to Dashboard

5. The case details page will show a confirmation message.

Case Details

 Case successfully added to the dashboard

Summary

eFile Case Number	EFS-OALJ-2207-215357
OALJ Case Number	2012AIR00014
Agency Reference #	9-3290-12-001
Case Type	AIR
Case Type Group	WHISTLE BL
ALJ Decision Date	12/27/2018 - 00:00 EST
Claimant Name	MAWHINNEY ROBERT S.
Employer Name	AMERICAN AIRLINES ET AL
Office	NEWPORT NEWS
Assigned Judge	JOHNSON,PAUL
Status	CLOSED
Docketed Date	11/13/2014 - 12:11 EST

Remove From My Dashboard **Manage Attorney of Record**

6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.



Dashboard **OALJ and BALCA Dashboard** Case Details

Case Details

- The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type.

Dashboard **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 5 of 16 records View More +

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

- Click on the **View More** button to view all the 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. Showing 5 of 16 records **View More +**

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

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

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 ?

Case Number Claimant Name

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing, 200 Constitution Avenue, NW