



eFile and eServe

HOW TO DELEGATE ACCESS TO THE CASE?

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.

The screenshot shows the main dashboard with a navigation bar at the top containing links for HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' header with a home icon. The main content area features a grid of tiles. The top row contains four tiles, each with a building icon and text: '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)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The BALCA tile is highlighted with a red border. The bottom row contains two tiles: 'People's Choice Law Firm' and 'My Profile'. A 'Help' link is visible in the top right corner of the dashboard area.

2. Click on the approved <OALJ Case Number> link. The user is navigated to the case details page.

OALJ and BALCA Dashboard

The screenshot shows the 'OALJ and BALCA Dashboard' with a navigation bar at the top containing buttons for 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. Below the navigation bar is a 'My Access Requests' section with a sub-header and a note: 'The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.' A table displays one record with the following data:

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2018BLA05689	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	View

*All times displayed in US Eastern Timezone

3. Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.



Case Details

Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)[Representative's Withdrawal of Appearance](#)[Delegate Access](#)

- From the Organization members table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.

Organization Members

Organization: Wingstein and Dragger Attorneys at Laws

[Help ?](#)

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	Delegate
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate

- Delegate user confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.

Organization Members

✓ Carol Max has been delegated to this case.

- An email notification has been sent to Carol Max at caroltester001@gmail.com.

Organization: Wingstein and Dragger Attorneys at Laws

[Help ?](#)

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	Remove Delegation
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate

- Click on <eFile Case Number> on the breadcrumb to go back to the case details page.



Organization Members

7. The delegated member will be displayed in the Delegated User table.

Delegated Users

Showing 1 of 1 records [View More](#)

Name	Address	Delegated By	Organization
Carol Max	Address 1, City 123, United States, Louisiana, 14752	Thomas Mathew	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave