



eFile and eServe

HOW TO FILE A NEW 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.

HOME | DASHBOARD ▾ | MY ACCOUNT ▾ | SUPPORT ▾ | ARE YOU A LEGAL ASSISTANT? | CONTACT HELP DESK

Dashboard

Dashboard

Help ⓘ

- 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 Choice Law Firm
- My Profile

2. Click on the **File a New Case** button.

Dashboard | OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

- File a New Case**
- Request Access to Cases
- Multi Case Filing



eFile and eServe

- File a new case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button after selecting the redaction box.

New Case to OALJ or BALCA

[Form Templates](#) [Help](#)

Instructions for Filing Under Seal

Instructions for Filing by Amicus Curiae

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

IMPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

Filing Type *

Request for Hearing or Request for Administrative Review

Program Area *

Wage and Hour Enforcement Action

Requests for Black Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to OWCP (Black Lung & Longshore) and not directly with OALJ. Cases for PERMANENT Alien Labor Certification MUST be submitted to OPLC.

Program Sub Area *

Davis Bacon Act, Service Contract Act, and related Acts

Originating Agency *

Wage and Hour Division (WHD)

Agency Reference Number

123 123

Select an option

I am the attorney or party listed in the NoA

I am a legal staff

eFiler's Organization

People's Choice Law Firm, 554004 NE.444 ST

Delegate (Multi-Select)

Claire Cooper

Your Role in the Case *

Attorney for Claimant/Complainant/Prosecuting Party



eFile and eServe

Decision Document From Originating Agency (e.g., DWCP, OSHA, Wage and Hour Division, Etc.)
 Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

File information	Operations
Document to be filed_0_43.pdf (458.51 KB)	Remove

Add a File
 No file chosen

Certificate of Service
 No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the file upload field above. Note that the submission will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

Notice of Appearance
 Notice of Appearance1_63.pdf (458.51 KB) [Remove](#)

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY
 All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

I understand that I must comply with the redaction rules. I have read this notice.

[Submit to DOL](#) [Cancel](#)

4. The requested case will be shown in your New Cases table with the SUBMITTED status.

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	View



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5. Click on the **View More** button to view all the new cases.

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 2 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	View

6. All the requested cases will be listed on the **New Cases** page.

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

Case Number or eFile Number:

Originating Agency:

Agency Reference Number:

Office / Assigned Judge:

Status:

Access Status:

Claimant Name:

Employer Name:

Case Type: [Apply](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Access Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	SUBMITTED	06/20/2022 - 16:41 EST	View

7. Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

Case Number or eFile Number:

Originating Agency:

Agency Reference Number:

Office / Assigned Judge:

Status:

Access Status:

Claimant Name:

Employer Name:

Case Type: [Apply](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Access Status	Last Updated On	Details
Pending Assignment			OALJ-2206-0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	SUBMITTED	06/20/2022 - 16:41 EST	View



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8. The user is displayed with the case details in a popup and can download them by clicking on the document links which are submitted by the user.

Case Details	
OALJ Case Number:	Pending Assignment
eFile Case Number:	EFS-OALJ-2207-215337
eFile Number:	OALJ-2207-0023007652
Filing Type:	Request for Hearing or Request for Administrative Review
Originating Agency:	Wage and Hour Division (WHD)
Reference Number:	123-123
Your Role In the Case:	Attorney for Claimant/Complainant/Prosecuting Party
Certificate of Service:	No Document Uploaded
Notice of Appearance:	Processing please wait.
Decision Document from Originating Agency:	Processing please wait.
Organization:	People's Choice Law Firm, 554004 NE.444 ST
Case Status:	Submission Received and Pending Review
Access Status:	Submission Received and Pending Review
Submitted On:	07/02/2022 - 10:54 EST
Last Updated On:	07/02/2022 - 10:54 EST
Filing Party:	John Smith
Submitted By	John Smith

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007652	Submission Received and Pending Review	New case has been submitted.	07/02/2022 - 10:54 EST