



## 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.

#### Dashboard

Help ?

The dashboard displays six tiles arranged in two rows. The top row contains four tiles, each with a blue icon of a classical building. The first three tiles have the same icon and text: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', and 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)'. The fourth tile has a blue icon of a gavel and is highlighted with a red border; its text reads 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The bottom row contains two tiles: the first has a blue icon of three people and is labeled 'People's Trusted Law Firm'; the second has a blue icon of a person and is labeled 'My Profile'.

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



## OALJ and BALCA Dashboard

**File a New Case** Access Cases Multi Case Filing

3. 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 \***  
- Select a value -

**Program Area \***  
- Select a value -

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

**Program Sub Area**  
- None -

**Originating Agency \***  
- None -

**Sub Agency**  
- None -

**Agency Reference Number**  
Enter Agency Reference Number



## eFile and eServe

**Select an option**

I am the attorney or party listed in the NoA

I am a legal staff

**eFiler's Organization**

People's Trusted Law Firm, 1010101 NE

**Delegate (Multi-Select)**

Vijayan Anjalees  
Attorney One  
Del User Nine

**Your Role in the Case \***

Attorney for Claimant/Complainant/Prosecuting Party

**Decision Document From Originating Agency (e.g., OWCP, 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

**Add a File \***

Choose Files No file chosen

**Certificate of Service**

Choose File 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

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**

**Note 1:** Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Parties.

**Note 2:** If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

**Note 3:** If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.

4. The submitted case will be shown in your **New Cases** table with the status "Submission received and Pending review".



## eFile and eServe

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

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

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

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

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Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

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

[Dashboard](#) [OALJ and BALCA Dashboard](#) [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.

[Help](#)

<b>Case Number or eFile Number</b> <input type="text" value="Search Case Number or eFile Number"/>	<b>Originating Agency</b> <input type="text" value="Search Originating Agency"/>	<b>Agency Reference Number</b> <input type="text" value="Search Agency Reference Number"/>	<b>Status</b> <input type="text" value="- Any -"/>
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<b>Access Status</b> <input type="text" value="- Any -"/>	<input type="button" value="Apply"/>
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OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

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



# eFile and eServe

Dashboard OALJ and BALCA Dashboard New Cases

## New Cases

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Help ?

<b>Case Number or eFile Number</b>	<b>Originating Agency</b>	<b>Agency Reference Number</b>	<b>Status</b>
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="Search Originating Agency"/>	<input type="text" value="Search Agency Reference Number"/>	- Any -
<b>Access Status</b>			
<input type="text" value="- Any -"/>			
<input type="button" value="Apply"/>			

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Access Status	Last Updated On	Details
Pending Assignment	OALJ-2009-510203	Employment and Training Administration (ETA)		SUBMITTED	SUBMITTED	09/14/2020 - 05:09 EST	<a href="#">View</a>

- 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-2009-208944  
eFile Number: OALJ-2009-510203  
Filing Type: Request for Hearing or Request for Administrative Review  
Originating Agency: Employment and Training Administration (ETA)  
Your Role in the Case: Respondent/Defendant/Employer (Self-represented)  
Certificate of Service: [Test\\_37.pdf](#)  
Notice of Appearance: [rtf-sample\\_100kB\\_0.rtf](#)  
Decision Document from Originating Agency: [rtf-sample\\_100kB.rtf](#)  
Organization: Test Aaron Orga, Test address 12  
Case Status: SUBMITTED  
Access Status: SUBMITTED  
Submitted On: 09/14/2020 - 05:09 EST  
Last Updated On: 09/14/2020 - 05:09 EST

**Status Update Log**

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510203	SUBMITTED	New case has been submitted.	09/14/2020 - 05:09 EST