



eFile and eServe

HOW TO SUBMIT MULTI-CASE FILINGS TO OALJ?

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' breadcrumb. The main content area is titled 'Dashboard' and features a grid of six tiles. The top row contains three tiles with a building icon: '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 in the top row, '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 and features a gavel icon. The bottom row contains two tiles: 'People's Choice Law Firm' with a group of people icon and 'My Profile' with a single person icon. A 'Help' link is visible in the top right corner of the dashboard area.

2. Click on the **Multi Case Filing** button. The user is navigated to the case details page.

The screenshot shows the 'OALJ and BALCA Dashboard' with a navigation bar at the top containing links for Dashboard and OALJ and BALCA Dashboard. The main content area is titled 'OALJ and BALCA Dashboard' and features three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. The 'Multi Case Filing' button is highlighted with a red border.



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3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing on the OALJ** page.

Dashboard OALJ and BALCA Dashboard Multi Case Filing

Multi Case Filing

OALJ Case Number Help ?

Fiscal Year Case Type Case Number

Eg: 2019 -Any- Eg: 01234

Search Add Filing

Select Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
<input checked="" type="checkbox"/>	2020BAT02107			Open

4. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.



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New Filing to OALJ

Reset & Back to Search

Form Templates

Help

Instructions for Filing Under Seal

Instructions for Filing by Amicus Curiae

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

	OALJ Case Number	Case Type	Claimant Name
<input checked="" type="checkbox"/>	2022DBA00027		
<input checked="" type="checkbox"/>	2022DBA00028		

Filing Category *

Brief or Statement of Position

Filing Type *

Brief

Additional Comments *

test

846 characters left



eFile and eServe

Document to File

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_61.pdf (458.51 KB)	<button>Remove</button>

Add a File

 No file chosen

Certificate of Service Type

- Individual
 Combined

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways.

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 Certificate of Service upload field above. Note that the filing 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

eFiler's Organization

Select an Attorney *

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.



5. A confirmation message is showing on the New Filing to OALJ page.

The screenshot shows the 'New Filing to OALJ' page. The breadcrumb trail includes 'Dashboard', 'OALJ and BALCA Dashboard', and 'New Filing to OALJ'. A green checkmark icon is followed by the text: 'The new filing has been submitted to the case.' Below this is a 'Reset & Back to Search' button and a 'Help' link. An important notice states: 'IMPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered filers 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.'

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

The screenshot shows the breadcrumb trail: 'Dashboard', 'OALJ and BALCA Dashboard', and 'New Filing to OALJ'. The 'OALJ and BALCA Dashboard' link is highlighted with a red box.

7. Click on the OALJ Case Number to go to the case details page.

The screenshot shows the 'OALJ and BALCA Dashboard' page. It features three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. Below is the 'My Access Requests' section with the text: 'The following are the cases you have access to. Click on the OALJ Case Number'. A table lists the access requests:

OALJ Case Number	eFile Number	Claimant Name
2020BAT02107	OALJ-2007-500472	

8. The filing is listed in the **Filings** table.



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Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone

9. Click on the **View More** button to view all the filings under the case.

Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone

10. All the filings under the case will be listed on the **Filings** page.

[Dashboard](#)
[OALJ and BALCA Dashboard](#)
[EFS-OALJ-2009-208942](#)
[Filings](#)

Filings

[Help](#)

eFile Number
Filing Category
Filing Type
Status

[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone

11. Click on the **View** link under the **Details** column header to view the filing details.



eFile and eServe

Filings

Help ?

eFile Number **Filing Category** **Filing Type** **Status**

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone

12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.

Filing Details

eFile Number	OALJ-2207-0023007657
eFile Case Number	EFS-OALJ-2206-215291
Filing Category	Brief or Statement of Position
Filing Type	Brief
Additional Comments	test
Filed Documents	Processing please wait.
Status	Submission Received and Pending Review
Submitted On	07/02/2022 - 23:20 EST
Filing Party	John Smith
Submitted By	Claire Cooper

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007657	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 23:20 EST