



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.

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 Trusted Law Firm

My Profile



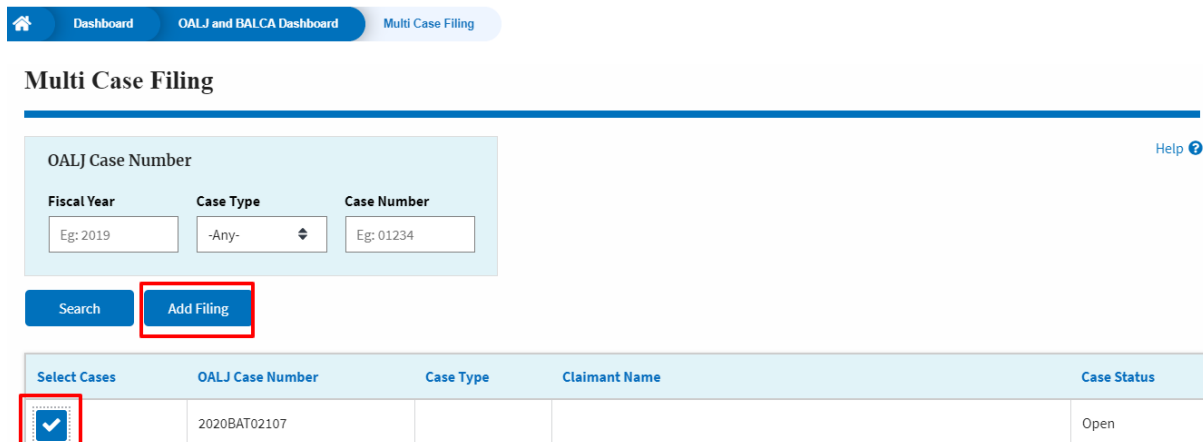
2. Click on the **Multi Case Filing** button. The user is navigated to the case details page.



OALJ and BALCA Dashboard



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







eFile and eServe

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

New Filing to OALJ


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[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"/>	2022DBA00015		

Filing Category *
- Select a value - 

Filing Type *
-Select a value-

Additional Comments *

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



eFile and eServe

Certificate of Service is not included in the submission in one of these two ways.

Certificate of Service for 2022DBA00015

No file chosen

The Certificate of Service may be uploaded using the file upload field above. Only files with the following extensions are allowed: pdf, jpg, jpeg, png, doc, docx, xls,xlsx, txt, rtf and size should be less than 200MB

eFiler's Organization

People's Trusted Law Firm, 1010101 NE

Select an Attorney *

- Select -

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.

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.

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



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New Filing to OALJ

✓ The new filing has been submitted to the case.

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

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New Filing to OALJ

- Click on the <OALJ Case Number> to go to the case details page.

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OALJ and BALCA Dashboard

[File a New Case](#)

[Access Cases](#)

[Multi Case Filing](#)

Accessed Cases

The following are the list of cases you have access to. Click on the OALJ Case Numt

OALJ Case Number	Claimant Name	Employer Name
2020BAT02107		

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



eFile and eServe

Case Details

Summary

Help ?

eFile Case Number	EFS-OALJ-2007-200161
OALJ Case Number	2020BAT02107
Agency Reference #	N/A
Case Type	
Case Type Group	
ALJ Decision Date	
Claimant Name	
Employer Name	
Status	OPEN
Docketed Date	07/22/2020 - 02:37 EST

- [Submit a New Filing](#)
[Remove From My Dashboard](#)
[Remove Attorney of Record](#)
[Delegate Access](#)

Filings

Showing 2 of 2 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	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	View

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

Filings

Showing 2 of 2 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	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	View

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

Dashboard | **OALJ and BALCA Dashboard** | EFS-OALJ-2007-200161 | Filings

Filings

Help ?

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	- Any -	-Any-	- Any -

[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	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	09/15/2020 - 04:06 EST	View

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

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	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	09/15/2020 - 04:06 EST	View

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



eFile and eServe

Filing Details

eFile Number	OALJ-2009-510219
eFile Case Number	EFS-OALJ-2007-200161
Filing Category	Motion or Response or Reply to a Motion
Filing Type	Motion to Stay
Additional Comments	Test Comments
Filed Documents	rtf-sample_100kB_0.rtf
Certificate of Service	Test_99.pdf
Notice of Appearance	rtf-sample_100kB_2.rtf
Status	SUBMITTED
Filed By	Angel George
Submitted On	09/15/2020 - 04:06 EST

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510219	SUBMITTED	New filing has been submitted.	09/15/2020 - 04:05 EST