



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

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)

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

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

File a New Case Request Access to Cases Multi Case Filing

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



eFile and eServe

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



Dashboard

OALJ and BALCA Dashboard

New Filing to OALJ

New Filing to OALJ

Reset & Back to Search

Help ?

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"/>	2020BAT02107		

Filing Category *

- Select a value -

Filing Type *

-Select a value-

Additional Comments *



eFile and eServe

Certificate of Service for 2020BAT02107*

No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, png, doc, xls, xlsx, txt, docx, 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.




eFile and eServe


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

New Filing to OALJ

 The new filing has been submitted to the case.

[Reset & Back to Search](#)

[Form Templates](#) 

[Help](#) 

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

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

[Dashboard](#) [OALJ and BALCA Dashboard](#) [New Filing to OALJ](#)

New Filing to OALJ

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



OALJ and BALCA Dashboard

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

My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number

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

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

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

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



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

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

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

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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-2009-510205
eFile Case Number	EFS-OALJ-2009-208942
Filing Category	Motion or Response or Reply to a Motion
Filing Type	Motion to Stay
Additional Comments	Test additional comments.
Filed Documents	download_42.jpeg
Certificate of Service	Test_97.pdf
Status	SUBMITTED
Filed By	Barey Barry
Submitted On	09/14/2020 - 05:39 EST

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510205	SUBMITTED	New filing has been submitted.	09/14/2020 - 05:39 EST