



eFile and eServe

HOW TO SUBMIT A NEW FILING TO OALJ?

1. Log in and 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

The dashboard features three main tiles. The first tile, highlighted with a red border, contains a blue gavel icon and the text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The second tile contains a blue icon of three people and the text: "KK Reporting Firm". The third tile contains a blue icon of a person and the text: "My Profile".

2. Click on an **OALJ Case Number**.

Accessed Cases

The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings.

Showing 5 of 5 records [View More +](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	██████████	██████████ ██████████ ██████████	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm , ██████████



3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing to OALJ** page.

Case Details

Summary

eFile Case Number	[REDACTED]
OALJ Case Number	2012LHC02015
Agency Reference #	[REDACTED]
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	11/25/2014 - 00:00 EST
Claimant Name	[REDACTED]
Employer Name	[REDACTED]
Office	CINCINNATI
Assigned Judge	[REDACTED]
Status	CLOSED
Docketed Date	09/05/2012 - 12:09 EST

Submit a New Filing

Remove From My Dashboard

4. Selects the **Filing Category, Filing Type, and** enter **Additional text**. Then choose a member from the organization to who the filing is submitted and upload the mandatory files and click on the **Submit to the DOL** button.



New Filing to OALJ

Help

[Instructions for Filing Under Seal](#)

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

Case Number

2012LHC02015

Filing Category *

-Select value-

Filing Type *

-Select a value-

Additional Comments *

eFiler's Organization

KK Reporting Firm, 444004 NE.444 ST

Select a Court Reporter *

- 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.

Submit to DOL

Cancel



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5. The filing request is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.

6.

Case Details

The new filing has been submitted to the case.

[Help](#)

Summary

eFile Case Number	
OALJ Case Number	2012LHC02015
Agency Reference #	
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	11/25/2014 - 00:00 EST
Claimant Name	
Employer Name	
Office	CINCINNATI
Assigned Judge	
Status	CLOSED
Docketed Date	09/05/2012 - 12:09 EST

[Submit a New Filing](#) [Remove From My Dashboard](#)

Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Hearing Transcript	Hearing Transcript	Processing please wait.	OALJ-2206-0023007574	Submission Received and Pending Review	Christina Ballard	06/20/2022 - 04:37 EST	View

* All times displayed in US Eastern Timezone

7. 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
Hearing Transcript	Hearing Transcript	260004-Document-to-be-filed-0-55.pdf	OALJ-2206-0023007574	Submission Received and Pending Review	Christina Ballard	06/20/2022 - 04:37 EST	View

* All times displayed in US Eastern Timezone



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

Filings

Help ?

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

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Hearing Transcript	Hearing Transcript	260004-Document-to-be-filed-0-55.pdf	OALJ-2206-0023007574	Submission Received and Pending Review	Christina Ballard	06/20/2022 - 04:37 EST	06/20/2022 - 04:37 EST	View

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9. 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
Hearing Transcript	Hearing Transcript	260004-Document-to-be-filed-0-55.pdf	OALJ-2206-0023007574	Submission Received and Pending Review	Christina Ballard	06/20/2022 - 04:37 EST	06/20/2022 - 04:37 EST	View

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10. 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-2206-0023007574
eFile Case Number	EFS-OALJ-2206-215298
Filing Category	Hearing Transcript
Filing Type	Hearing Transcript
Additional Comments	Testing
Number of Parties	2
Number of Exhibits	2
Hearing Date and Time	06/01/2022 - 10:00 to 11:00 America/New York
Filed Documents	260004-Document-to-be-filed-0-55.pdf
Status	Submission Received and Pending Review
Submitted On	06/20/2022 - 04:37 EST
Filing Party	Christina Ballard
Submitted By	Jackson Sawyer

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2206-0023007574	Submission Received and Pending Review	New filing has been submitted.	06/20/2022 - 04:37 EST