



## eFile and eServe

### HOW TO SUBMIT A NEW FILING 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 ?

The dashboard displays six tiles arranged in two rows. The top row contains four tiles, each with a blue icon of a classical building facade. 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 single person and is labeled 'My Profile'.

2. Click on an OALJ Case Number with the **AoR** User Type.



## 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 Number link to view

OALJ Case Number	Claimant Name	Employer Name	Status
<a href="#">2012AIR00014</a>	MAWHINNEY ROBERT S.		CLOSED

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

### Summary

eFile Case Number	<b>EFS-OALJ-2007-200097</b>
OALJ Case Number	<b>2012AIR00014</b>
Agency Reference #	<b>9-3290-12-001</b>
Case Type	<b>AIR</b>
Case Type Group	<b>WHISTLE BL</b>
ALJ Decision Date	<b>12/27/2018 - 00:00 EST</b>
Claimant Name	<b>MAWHINNEY ROBERT S.</b>
Employer Name	
Status	<b>CLOSED</b>
Docketed Date	<b>07/11/2020 - 13:21 EST</b>

[Submit a New Filing](#)[Delegate Access](#)[Manage Attorney of Record](#)

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.



## New Filing to OALJ

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

**Case Number**

2021TLN00003

**Filing Category \***

- Select a value -

**Filing Type \***

-Select a value-

**Additional Comments \***

**eFiler's Organization**

People's Trusted Law Firm, 1010101 NE

**Select an Attorney \***

- Select -



## eFile and eServe

The following parties will be electronically notified of this filing:

Name	Email
Claire Cooper	...

The following organizations will be electronically notified of this filing:

Organizations
Madhu's Trusted Law Firm

### 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

**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.



## eFile and eServe

- The filing is listed in the **Filings** table with the **Submission received and pending Review** status along with a confirmation message.

### Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- 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 for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### Filings

[Help](#)

<b>eFile Number</b> Search eFile Number	<b>Filing Category</b> - Any -	<b>Filing Type</b> -Any-	<b>Status</b> - Any -
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[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	09/15/2020 - 03:57 EST	<a href="#">View</a>

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- 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 for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	09/15/2020 - 03:57 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

- 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-2009-510218
eFile Case Number	EFS-OALJ-2007-200097
Filing Category	Motion for Reconsideration
Filing Type	Motion for Reconsideration of Case Decision
Additional Comments	Test additional Comments
Filed Documents	<a href="#">Test_113.pdf</a>
Certificate of Service	<a href="#">rtf-sample_100kB_2.rtf</a>
Notice of Appearance	<a href="#">rtf-sample_100kB_1.rtf</a>
Status	SUBMITTED
Filed By	Angel George
Submitted On	09/15/2020 - 03:57 EST

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510218	SUBMITTED	New filing has been submitted.	09/15/2020 - 03:56 EST