



## eFile and eServe

### HOW TO REMOVE DELEGATION ACCESS FROM THE CASE?

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. 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 the text: 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. This fourth tile is highlighted with a red border. The bottom row contains two tiles. The first has a blue icon of three people and the text: 'People's Trusted Law Firm'. The second has a blue icon of a person and the text: '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

Help ?

### 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 17 records View More +

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2020BAT02107			OPEN	AoR	09/15/2020 - 04:03 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

- Click on the **Delegate Access** button to navigate to the Organization Members page.

### Summary

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

Submit a New Filing Delegate Access Manage Attorney of Record

- From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

Name  Email

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation



5. The remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.

## Organization Members

- ✓ Removed Dion John's delegated access to this case.
- An email notification has been sent to Dion John at diontester001@gmail.com.

[Help](#) ?

### Organization: OALJ Filings Testing

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Delegate</a>