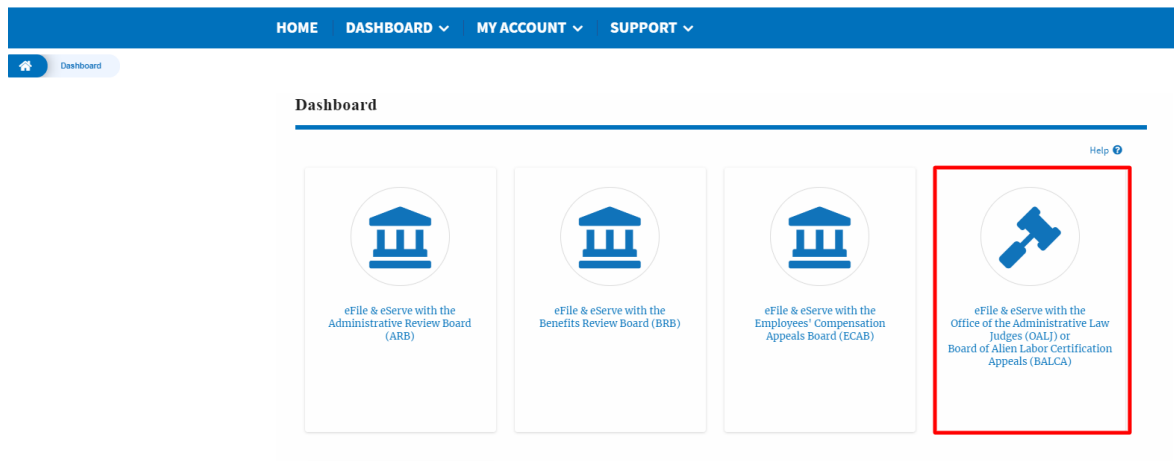




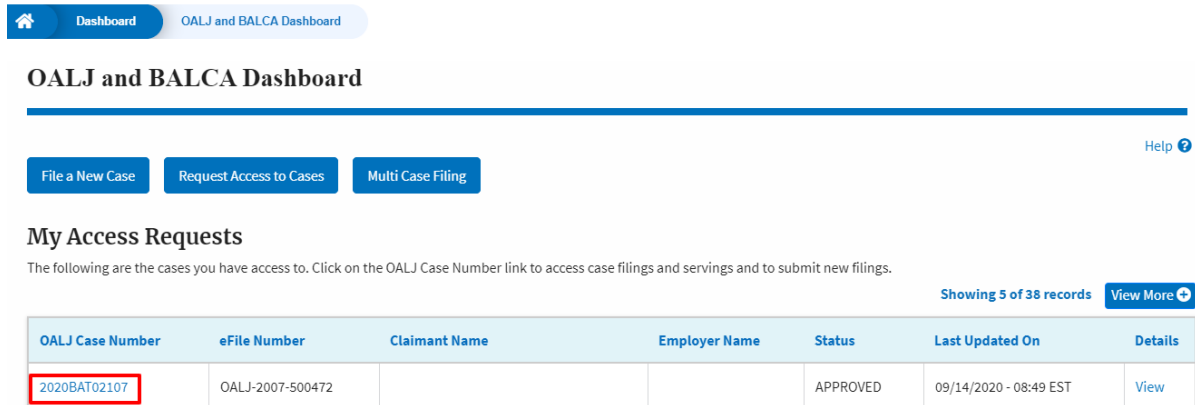
eFile and eServe

HOW TO ACCESS SERVED DOCUMENTS?

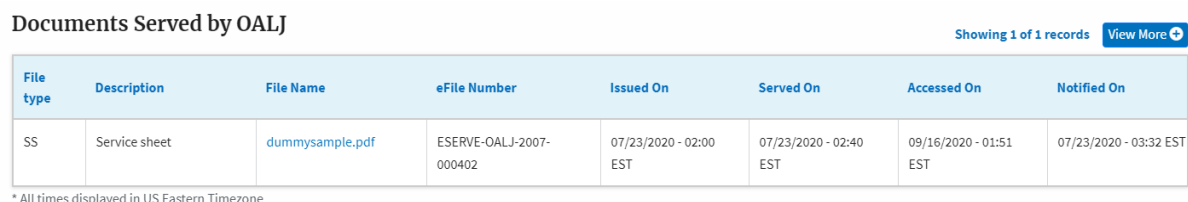
1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



2. Click on the approved <OALJ Case Number> link. The user is navigated to the case details page.



3. The **OALJ Issued Documents** table is showing the served documents list.





eFile and eServe

- Click on the **View More** button to navigate to the **Documents Served by the OALJ** page.

Documents Served by OALJ

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

| File type | Description | File Name | eFile Number | Issued On | Served On | Accessed On | Notified On |
|-----------|---------------|---------------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|
| SS | Service sheet | dummysample.pdf | ESERVE-OALJ-2007-000402 | 07/23/2020 - 02:00 EST | 07/23/2020 - 02:40 EST | 09/16/2020 - 01:51 EST | 07/23/2020 - 03:32 EST |

* All times displayed in US Eastern Timezone

- Click on the <file name> to access the served document.

| eFile Number | File Name | Description |
|---|---|---|
| <input type="text" value="Search eFileNumber"/> | <input type="text" value="Search File Name"/> | <input type="text" value="Search Description"/> |

[Apply](#)

| File type | Description | File Name | eFile Number | Issued On | Served On | Accessed On | Notified On |
|-----------|---------------|---------------------------------|-------------------------|------------------------|------------------------|-------------|------------------------|
| SS | Service sheet | dummysample.pdf | ESERVE-OALJ-2007-000402 | 07/23/2020 - 02:00 EST | 07/23/2020 - 02:40 EST | | 07/23/2020 - 03:32 EST |

* All times displayed in US Eastern Timezone

- The Accessed On is showing in the column.

| File type | Description | File Name | eFile Number | Issued On | Served On | Accessed On | Notified On |
|-----------|---------------|---------------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|
| SS | Service sheet | dummysample.pdf | ESERVE-OALJ-2007-000402 | 07/23/2020 - 02:00 EST | 07/23/2020 - 02:40 EST | 09/16/2020 - 01:51 EST | 07/23/2020 - 03:32 EST |

* All times displayed in US Eastern Timezone