



U.S DEPARTMENT OF LABOR

User Guides for Court Reporters

Version 3.0

July 05, 2022



eFile and eServe

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MAIN MENU AND DASHBOARD



eFile and eServe

The Department of Labor's (DOL) eFile and eServe system is an Integrated gateway for filing and serving documents with DOL. The Department of Labor (DOL) handles roughly 14.7 million pages of paper each year in support of the adjudicatory processes in the Office of Administrative Law Judges (OALJ) and the Adjudicatory Boards (the Boards).

The Office of the Chief Information Officer (OCIO), in partnership with its DOL customer agencies, has worked collaboratively to implement an enterprise-level eFile/eServe solution. The solution leverages capabilities such as single sign-on, document management, and automated email notifications. The eFile and eServe solution integrates seamlessly with OALJ's CaseTracking System, the Boards' DOL Appeals system, and the OWCP Imaging System (OIS).

When a user logs in to the eFile and eServe system, the first page they are presented with is the Main Menu and Dashboard. This is the starting point for all navigations on the site.

The main dashboard features a set of tiles that lets the user navigate to different parts and functionalities that the site offers.

Users can access cases, file new cases, submit filings to cases, and view servings with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA).

Similarly, users can access appeals, file new appeals, submit filings to appeals and view servings with the Administrative Review Board (ARB), the Benefits Review Board (BRB), and the Employees' Compensation Appeals Board (ECAB).

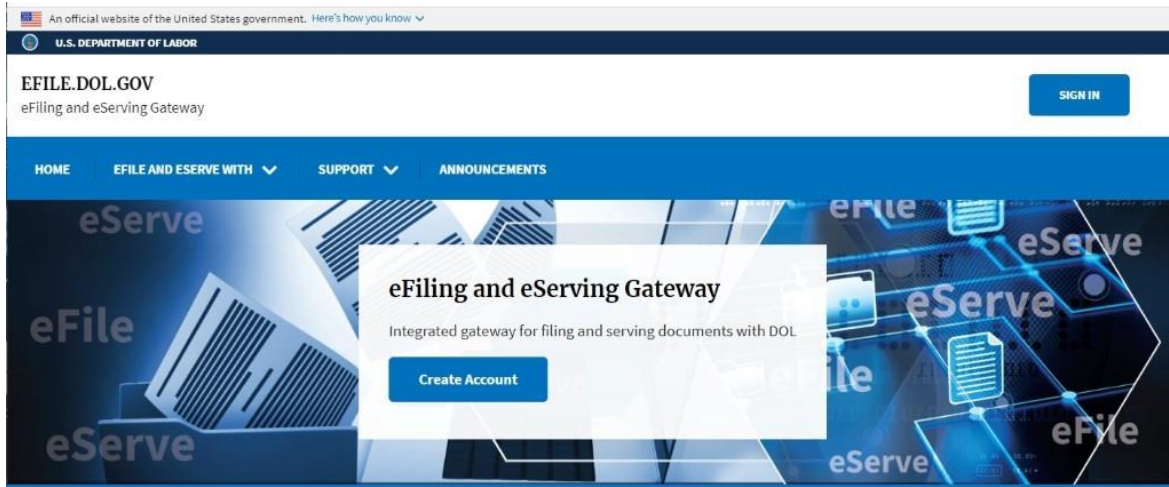
Additionally, users can manage their profiles, create or join organizations, create mailboxes that help in managing the cases and appeals that they are working on as part of a company, organization, or group.



eFile and eServe

HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. From any page, click on the **HOME** menu to navigate to the eFile and eServe Homepage.



2. Click on **DASHBOARD** to display the dropdown menu.



eFile and eServe



Dashboard

 <p>eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)</p>	 <p>KK Reporting Firm</p>	 <p>My Profile</p>
---	--	---

3. To navigate to the dashboard for OALJ or BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.



eFile and eServe

HOME **DASHBOARD** MY ACCOUNT SUPPORT ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

DASHBOARD

Dasl OALJ and BALCA Dashboard

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

KK Reporting Firm

My Profile

4. Click on the header menu **My Account** to access the My Account dropdown.

HOME DASHBOARD MY ACCOUNT SUPPORT ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Dashboard

Dashboard

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

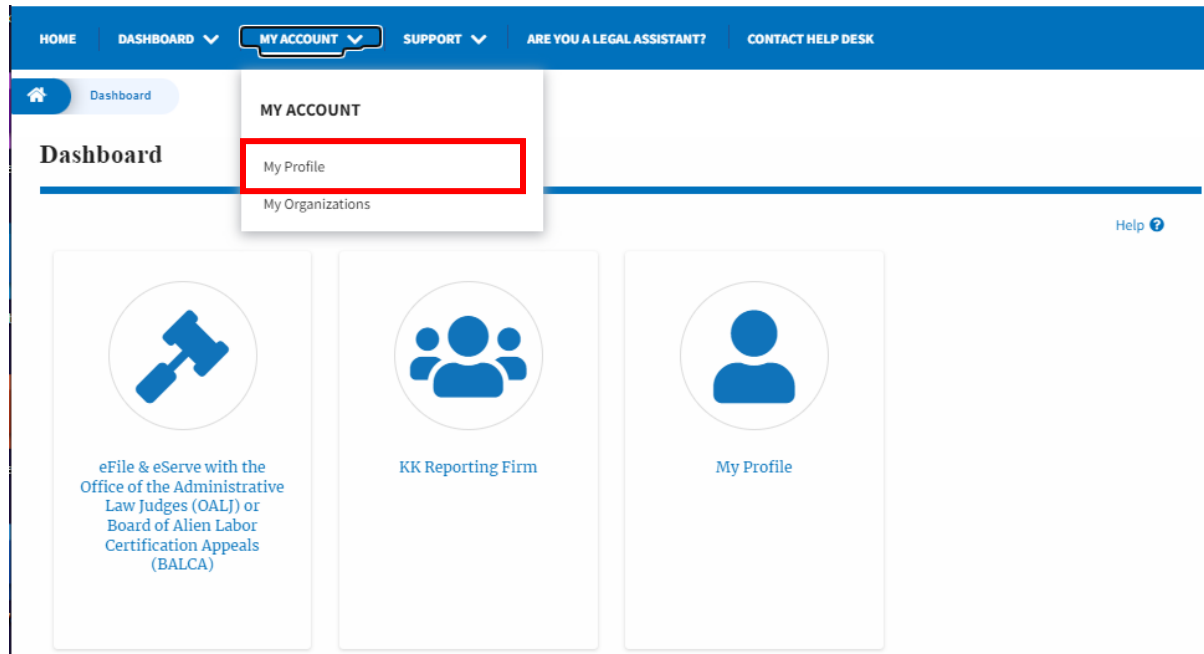
KK Reporting Firm

My Profile

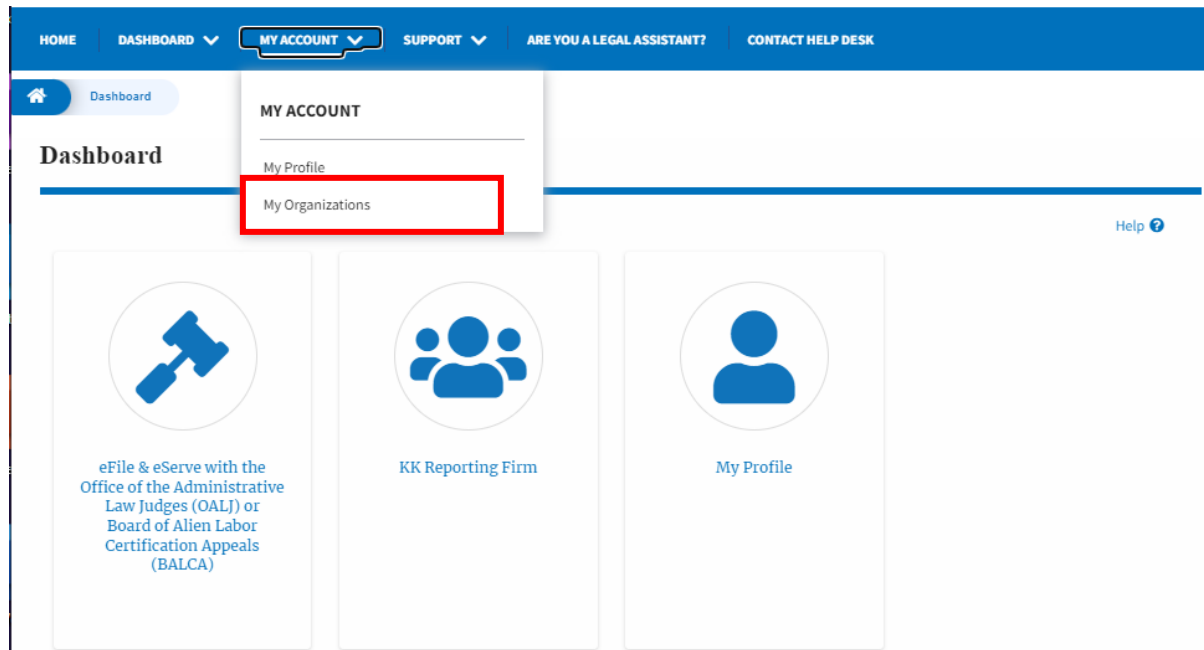
5. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.



eFile and eServe



6. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.





eFile and eServe

7. Click on the header menu **Support** to access the Support drop.

The screenshot shows the top navigation bar of the eFile and eServe system. The navigation bar is blue and contains the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow and highlighted by a red box), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a breadcrumb trail showing a home icon and the word "Dashboard". The main content area is titled "Dashboard" and features three large white cards with blue icons and text. The first card has a gavel icon and text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The second card has an icon of three people and text: "KK Reporting Firm". The third card has an icon of a single person and text: "My Profile".

8. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.



eFile and eServe

The screenshot shows the top navigation bar with links for HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. The SUPPORT menu is expanded, showing options: Frequently Asked Questions (FAQ), User Guides, Video Tutorials, Webinars, and Contact. The 'Frequently Asked Questions (FAQ)' option is highlighted with a red box. Below the navigation, the dashboard title 'Dashboard' is visible. The main content area features three cards: 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'KK Reporting Firm', and 'My Profile'. A 'Help' link is located in the top right corner.

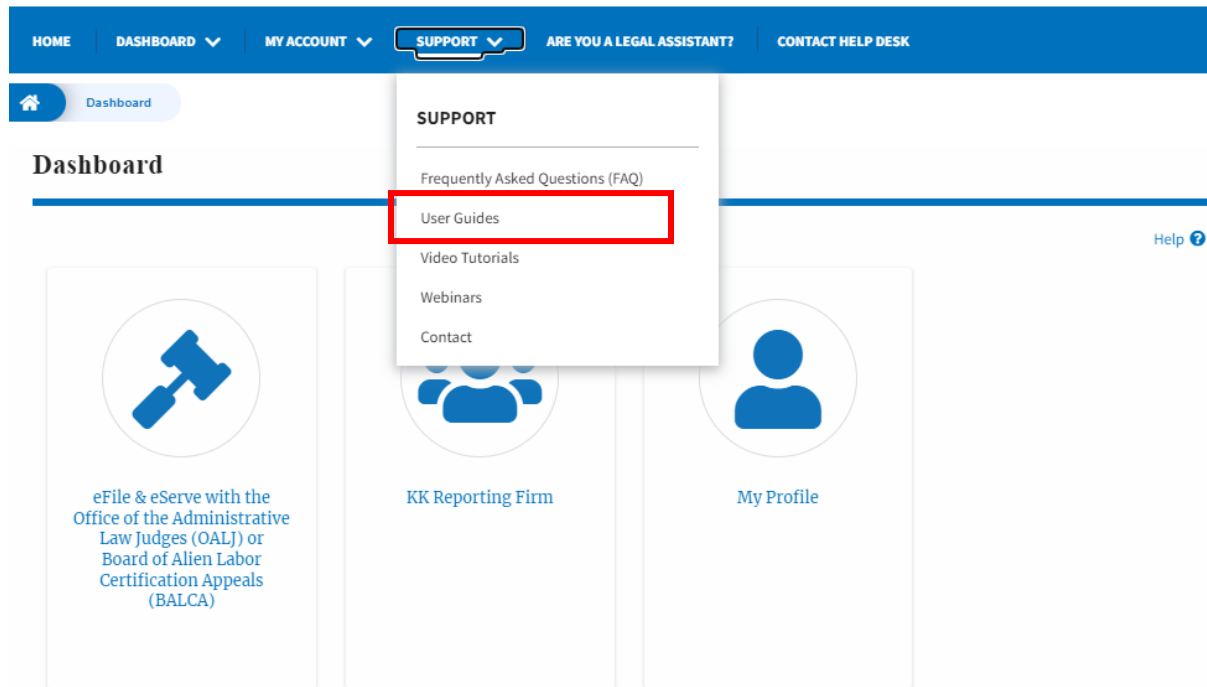
9. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.

This screenshot is identical to the one above, but the 'Video Tutorials' option in the expanded SUPPORT menu is highlighted with a red box instead of 'Frequently Asked Questions (FAQ)'. The rest of the page layout, including the navigation bar, dashboard title, and content cards, remains the same.

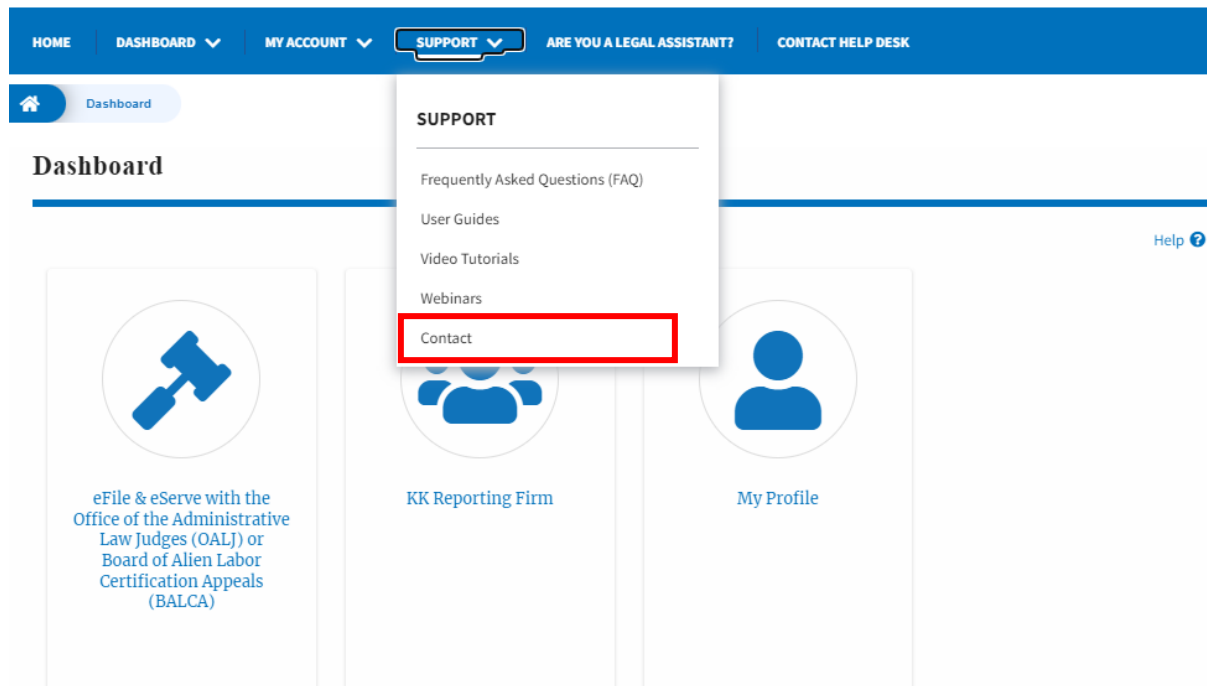


eFile and eServe

10. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.



11. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.





eFile and eServe

12. Click on the sub-menu **Webinars** from the **SUPPORT** header menu to access the Recordings of the webinars conducted.

The screenshot displays the user interface of the eFile and eServe system. At the top, a blue navigation bar contains the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow and a red box around it), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the main content area is titled "Dashboard" and features three large white cards with blue icons and text. The first card shows a gavel icon and text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The second card shows a group of people icon and text: "KK Reporting Firm". The third card shows a person icon and text: "My Profile". A "Help" link with a question mark icon is located in the top right corner of the dashboard area. A white dropdown menu is open from the "SUPPORT" header, listing the following options: "SUPPORT", "Frequently Asked Questions (FAQ)", "User Guides", "Video Tutorials", "Webinars" (highlighted with a red box), and "Contact".

13. Click on the sub-menu **Are you a Legal Assistant** from the header menu to access the instructions and links to user guides of Legal assistants.



eFile and eServe

Dashboard



eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)



KK Reporting Firm



My Profile

14. Click on **Contact Help Desk** from the header menu to access the 'Contact' page directly.

Dashboard



eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)



KK Reporting Firm



My Profile



eFile and eServe

OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Log in to your account and navigate to any page in the portal.

Note: All pages have this feature.

Dashboard



2. Click on the Help link provided at the right top of the main content page.

Dashboard





eFile and eServe

3. To the right of the page, the help popup will be displayed.

SITE ***
ST SITE

SEARCH [] LOGOUT

SHBOARD ▾ MY ACCOUNT ▾ SUPPORT ▾ ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Help ?

Serve with the
ice of the
ative Law Judges
)ALJ) or
if Alien Labor
ation Appeals
BALCA)

KK Reporting Firm

My Profile

Help on 'Main Dashboard-CR'

Main Dashboard

The Main dashboard can be viewed only when logged in. It has 2 tiles:

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

My Account

Step 1: Click on the "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)" tile to go to the OALJ and BALCA Cases Dashboard.

Step 2: Click on the "My Account" tile to go to the My Account page.

Step 3: Dropdown Bar

Clicking "Home" will take you to the eFile and eServe home page.

Clicking "Dashboard" dropdown gives quick links to OALJ & BALCA Cases.

Clicking "My Account" dropdown gives quick links to "My Profile" and "My Organizations" pages.

Clicking "Support" dropdown gives quick links to "FAQ", "Video Tutorials", "User Guides", and "Contact pages".

For more help, go to the 'Contact' page listed under 'Support' in the Main Menu.



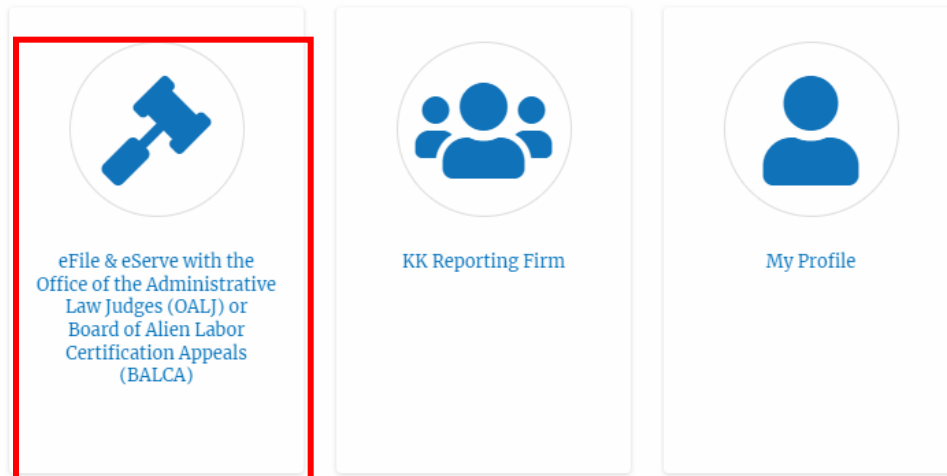
eFile and eServe

HOW TO NAVIGATE THROUGH THE TILES?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



Dashboard



2. Click on the **Organization Name** tile from the main dashboard page to access the corresponding Organization's dashboard



eFile and eServe



Dashboard

Dashboard

The screenshot shows a dashboard with three tiles. The first tile on the left features a 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 middle tile, which is highlighted with a red border, features an icon of three people and the text: "KK Reporting Firm". The third tile on the right features a single person icon and the text: "My Profile".

3. Click on the **My Profile** tile from the main dashboard to access the My Profile page where the user can edit personal information.



Dashboard

Dashboard

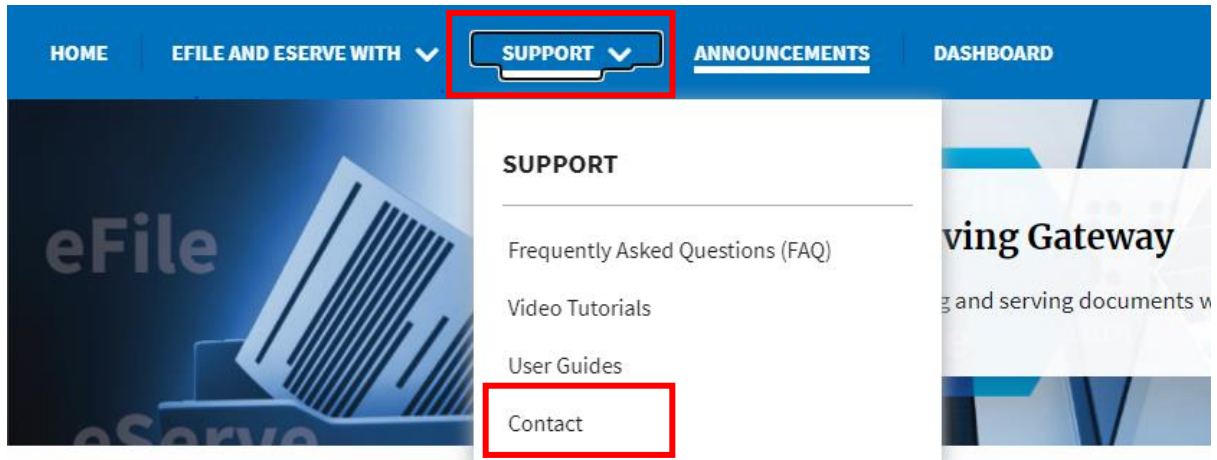
This screenshot is identical to the one above, showing the same three dashboard tiles. However, in this version, the "My Profile" tile on the right is highlighted with a red border, while the "KK Reporting Firm" tile is not.



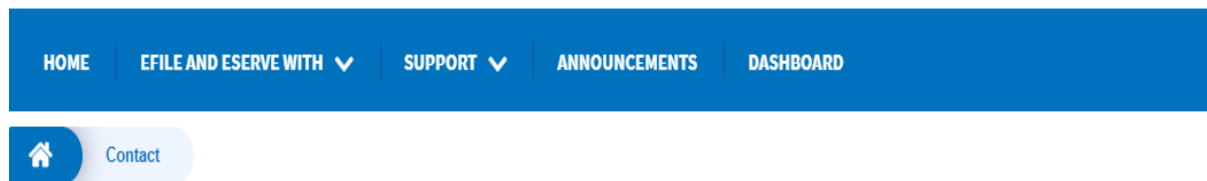
eFile and eServe

HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES

1. From the main menu, click on the **Support tab** and select the **Contact** submenu.



2. For issues with account creation, signing in, changing Login.gov settings, two-factor authentication, and more, please click on the hyperlink provided [contact the Login.gov team.](#)



Login.gov Help Desk

For issues with account creation, signing in, changing Login.gov settings, two-factor authentication and more, please contact Login.gov.

[Contact the Login.gov team](#)

And you will be redirected to the concerned site



eFile and eServe

HOW TO CONTACT THE SUPPORT TEAM FOR EFILE AND ESERVE SITE-RELATED ISSUES

1. From the main menu, click on the **Support tab** and select the **Contact** submenu.
2. Start filling out the form by entering your First Name, Last Name and Email ID.

The screenshot shows the top navigation bar with links for HOME, EFILE AND ESERVE WITH (dropdown), SUPPORT (dropdown), ANNOUNCEMENTS, and DASHBOARD. Below this is a secondary navigation bar with a home icon and a 'Contact' tab. The main content area contains a message: 'For help with an issue you are experiencing, please complete the form below, including as much detail as possible and we will get back within one business day.' Below the message is a form with four input fields: 'First Name', 'Last Name', 'Email *', and 'Confirm Email *'.

3. Next, select your User type and Area of the Site that you need help with.

The screenshot shows a dropdown menu titled 'User Type'. The menu is open, showing a list of options: 'Public User', '- None -', 'Public User', 'DOL User' (which is highlighted in blue), and 'Court Reporter'.



eFile and eServe

Area of the Site

- None ▾

- None -
- Office of the Administrative Law Judges and Board of Alien Labor Certification Appeals
- Administrative Review Board
- Benefits Review Board
- Employees' Compensation Appeals Board
- Organization
- Delegation
- My Profile
- Logout

4. Fill in your questions, concerns, and comment in the box provided. Also provide any additional info you may have to convey to the support team like the type of login, email address, profile, data, etc. Provide as much information as possible to aid in quick redressal.

HOME | EFILE AND ESERVE WITH ▾ | SUPPORT ▾ | ANNOUNCEMENTS | DASHBOARD

🏠 Contact

Your Questions & Comments *

Additional Information

Type of login used, email address, profile data, etc.

<https://efstest2.mindpetal.com/announcements>



eFile and eServe

5. Once you have filled in all the details above click on **Submit** button beneath the form. Use the **Reset** button to clear the form.

HOME | EFILE AND ESERVE WITH ▾ | SUPPORT ▾ | ANNOUNCEMENTS | DASHBOARD

Home Contact

Additional Information

Type of login used, email address, profile data, etc.

Type of login used, email address, profile data, etc.

Submit **Reset**



USER PROFILE AND ORGANIZATION MODULE



eFile and eServe

The User Profile and Organization module lets you create and manage your profile and organization that you are part of.

Every user needs to set up and keep their user profiles updated for the agencies to be able to process their cases, appeals, and filings properly. The user profile can be set up and updated in the User Profile page. This form also lets you indicate if the user is an attorney. The details in the user profile are used during filing cases or appeals and selected details are sent during submission of most forms in the eFile and eServe system. Hence, it is essential to keep the user profile current and up to date.

If the user is part of a company, organization, or group, the eFile and eServe system allows the users to join existing organizations or set up new ones to manage how cases and appeals related to the organization is managed. A user can be part of multiple organizations to manage how they interact with different cases or appeals.

Within the Organization module, you can create organizations or join existing ones, add members to the organization, manage administrators of the organization, and create and manage shared mailboxes.

Shared mailboxes are used to set rules for delivering emails to members of the organization. Each mailbox is linked to one or more agencies and some or all case types related to these agencies. Using shared mailboxes, the organization can control the flow of served emails to those members who are interested in the case types that are linked to the specific mailbox. A member can be part of multiple mailboxes.

Organization also allows attorneys to delegate their cases and appeals to other members of the same organization to manage on their behalf, freeing them of many of the administrative tasks.



eFile and eServe


HOW TO EDIT YOUR USER PROFILE?

1. Click on the **My Profile** tile from the main dashboard.


Dashboard



eFile & eServe with the
Office of the Administrative
Law Judges (OALJ) or
Board of Alien Labor
Certification Appeals
(BALCA)



KK Reporting Firm



My Profile



eFile and eServe

2. Edit the fields in the displayed form and click on the **Save** button

Dashboard My Account **My Profile**

My Profile

Help

First Name *

Middle Name

Last Name *

Suffix

Organization *

Select the Organization.

Country *

Select country from the list.

Address 1 *

Address 2

Address 3

City *



eFile and eServe

City *

Cincinnati

State *

Ohio

Zip Code *

45201

Zip code format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)

Time Zone

America/New York

Main Phone Number *

.....

International phone number formats are supported

Mobile Phone Number

.....

International phone number formats are supported

Email Address

.....

This is the email used to login to the system. You cannot edit/change this value.

I am an attorney

User Type

Court Reporter

Terms & Conditions of Use

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) and OALJ or BALCA of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these

Save

Cancel



eFile and eServe


- The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.

Dashboard


 User profile has been created/updated.



eFile & eServe with the
Office of the Administrative Law
Judges (OALJ) or
Board of Alien Labor Certification
Appeals (BALCA)



KK Reporting Firm



My Profile



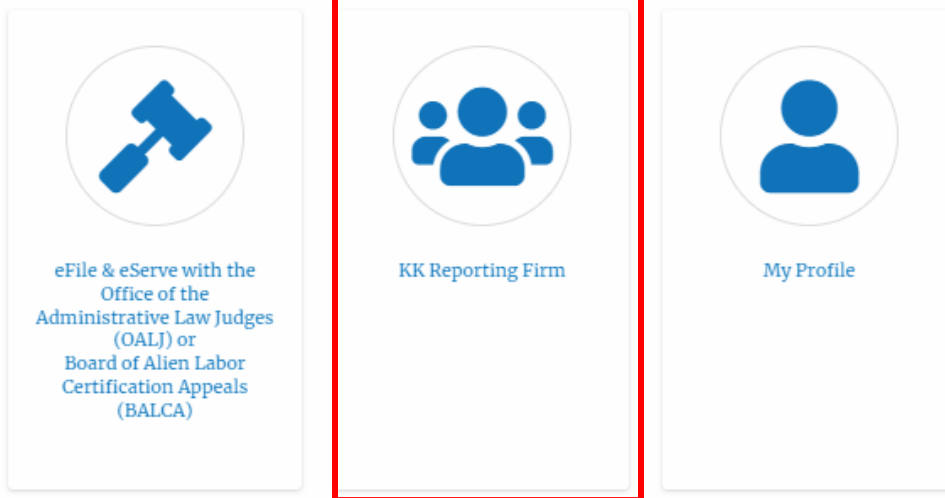
eFile and eServe

HOW DO YOU ADD A NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

1. If you are not logged in already, follow the steps below
 - a. Log in as the organization administrator
 - b. Click on the Organization Name tile.



Dashboard



2. Or if you navigate from the **My Accounts** menu and **My Organizations** sub-menu, click on the name of the organization you wish to manage.

My Organizations

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
KK Reporting Firm	Court Reporter		Christina Ballard	user_one_efs@yahoo.com	1011011010	444004 NE.444 ST , Ohio , United States	Edit



eFile and eServe

3. Click on the “Members” button.

Organization Details

[Details](#) [Members](#) [Mailboxes](#)

Organization Name	KK Reporting Firm
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	user_one_efs@yahoo.com
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

4. Click on the “Add Members” button.

All Members

[Details](#) [Members](#) [Mailboxes](#)

Name	KK Reporting Firm
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

[Add Members](#) [Edit Organization](#) [Manage Administrators](#)



eFile and eServe

4. Enter the email ids of members separated by commas and click submit.

Add Members

Organization : KK Reporting Firm

Add Members ^{*} [Help ?](#)

Enter email address(es)

Enter email addresses of users to be added to organization separated by commas.

[Submit](#) [Cancel](#)

6. A confirmation message will be displayed.
Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.

All Members

- Added 3 users to the organization.
- An email notification has been sent to the users.
- An email notification has been sent to the organization administrator(s).

[Help ?](#)



eFile and eServe

Details

Members

Mailboxes

Name	KK Reporting Firm
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

Add Members

Edit Organization

Manage Administrators

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjtester123@gmail.com	Court Reporter	Trusted	10/14/2020 - 02:05 EST

Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Christina Ballard	cballard@kkreporting.com	Attorney	Trusted	07/14/2020 - 03:57 EST	Edit Remove
Christina Ballard	cballard@kkreporting.com	Attorney	Trusted	07/22/2020 - 10:28 EST	Edit Remove
Christina Ballard	cballard@kkreporting.com	Attorney	Trusted	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

Search

Email	Status	Created On	Actions
cballard@kkreporting.com	PENDING	10/16/2020	Remove



eFile and eServe

HOW DO YOU ACCESS THE ORGANIZATION PAGE?

1. Log in to your account and click on the “My Account” dropdown and select “My Organization”

The screenshot shows the top navigation bar with links for HOME, DASHBOARD, MY ACCOUNT (dropdown), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'MY ACCOUNT' dropdown menu is open, showing options for My Profile and My Organizations. The 'My Organizations' option is highlighted with a red box. Below the dropdown, the dashboard features three main sections: 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'Wingstein and Dragger Attorneys of Law', and 'My Profile'.

2. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard

My Organizations

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Court Reporter		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit



eFile and eServe

3. Organization Details page will be loaded with the Members and Mailboxes button.

Organization Details



Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

4. Click on the Members button to Add or Remove members to the organization, Edit the Organization and manage the administrators



eFile and eServe

All Members

Details Members Mailboxes

Help ?

Name	Wingstein ad Dragger Attorneys of Law
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

Add Members Edit Organization Manage Administrators

Administrators

Name	Email	User Type	User Role	Created On
Christina Ballard		Individual	Court Reporter	12/03/2020 - 18:37 EST

Active Members

Name or Email: Enter Name or Email Search

Name	Email	User Type	User Role	Created On	Actions
Christina Ballard		Individual	Court Reporter	12/03/2020 - 18:37 EST	
Jackson Sawyer		Individual	Court Reporter	03/30/2022 - 03:28 EST	Edit Remove

Join Requests

- 5. Click on the Mailboxes button to create and manage mailboxes.

Organization Details

Details Members Mailboxes

Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	user_one_efs@yahoo.com
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	



eFile and eServe

HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Log in to your account and click on the “My Account” dropdown and select “My Organization”

The screenshot shows the user interface of the eFile and eServe system. At the top is a blue navigation bar with links for HOME, DASHBOARD, MY ACCOUNT (highlighted with a red box), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this is a secondary navigation bar with a home icon and the word 'Dashboard'. The main content area is titled 'Dashboard' and features a 'MY ACCOUNT' dropdown menu. The dropdown menu is open, showing 'My Profile' and 'My Organizations' (highlighted with a red box). Below the menu are three large white cards with blue icons: a gavel icon for 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', a group of people icon for 'Wingstein and Dragger Attorneys of Law', and a person icon for 'My Profile'.

2. Click on the Edit link against the Organization.

My Organizations

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Court Reporter		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit



eFile and eServe

- Or Click on the “Members” button and then the ‘Edit Organization’ button to edit the organization details.

Organization Details

Details

Members

Mailboxes

Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

All Members

Details

Members

Mailboxes

Name	Wingstein ad Dragger Attorneys of Law
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

Add Members

Edit Organization

Manage Administrators



eFile and eServe

4. Click the “Edit” link on the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.

Edit Organization

[Help](#)

Organization Name *

Country *

Select country from the list.

Address 1 *

Address 2

Address 3

City *

State *

Zip Code *

Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)



eFile and eServe

Organization Email

Website

Website Uri should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

Administrator 1 Email

Administrator 1 Name

Administrator 1 Contact Number

Administrator 2 Email

Administrator 2 Name

Administrator 2 Contact Number

5. Click the “Save” button to save the edited details of the organization. This is the confirmation message for saving the edited details.

Organization Details

✓ Wingstein and Dragger Attorneys of Law has been updated.

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#)

[Edit Organization](#)

[Manage Administrators](#)

[Manage Mailboxes](#)



eFile and eServe



Wingstein ad Dragger Attorneys of Law has been updated.

Details

Members

Mailboxes

Name	Wingstein ad Dragger Attorneys of Law
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

Add Members

Edit Organization

Manage Administrators



eFile and eServe

HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Log in to your account and click on the “My Account” dropdown and select “My Organizations”

The screenshot shows the user interface of the eFile and eServe system. At the top, there is a navigation bar with links for HOME, DASHBOARD, MY ACCOUNT (highlighted with a dropdown arrow), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this, a 'Dashboard' section is visible. A dropdown menu for 'MY ACCOUNT' is open, showing options for 'My Profile' and 'My Organizations' (which is highlighted with a red box). Below the dropdown, there are three main dashboard cards: 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'KK Reporting Firm', and 'My Profile'. A 'Help' link is also present in the top right corner of the dashboard area.

2. My Organizations page is displayed. Click on the Organization Name.

My Organizations

The screenshot shows the 'My Organizations' page. It features a table with the following columns: Organization, Type, Website, Contact Name, Contact Email, Contact Number, Address, and Actions. The 'KK Reporting Firm' is listed in the first row, with its name highlighted by a red box. The table also includes a 'Help' link in the top right corner.

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
KK Reporting Firm	Court Reporter		Christina Ballard	user_one_efs@yahoo.com	1011011010	444004 NE.444 ST , Ohio , United States	Edit

3. Click on the ‘Manage Administrators’ button.



eFile and eServe

All Members

[Details](#) [Members](#) [Mailboxes](#)

Name	KK Reporting Firm
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

[Add Members](#) [Edit Organization](#) [Manage Administrators](#)

- Click on the “Add as Administrator” link against the member to be made as administrator.

Manage Administrators

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac	tjtester123@gmail.com	10/14/2020 - 02:05 EST	

- The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

Manage Administrators

Added Carol Max as an administrator.
An email notification has been sent to Carol Max at caroltester001@gmail.com

[Help](#)

Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Remove as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	
Tiju Issac	tjtester123@gmail.com	10/14/2020 - 02:05 EST	



eFile and eServe

- To remove the administrator, click on the "Remove as Administrator" link. Click OK on the pop-up to confirm.

Manage Administrators

- Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max
- If you wish to remove the member from the organization, please click "Remove" link in the Active Members list.

Help

Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



eFile and eServe

HOW DO YOU REMOVE A MEMBER FROM THE ORGANISATION?

5. Navigate from the My Accounts menu and My Organizations sub-menu, and click on the name of the organization you wish to manage.

My Organizations

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
KK Reporting Firm	Court Reporter		Christina Ballard	user_one_efs@yahoo.com	1011011010	444004 NE.444 ST , Ohio , United States	Edit

6. Click on the “Members” button.

Organization Details

Details **Members** Mailboxes

Organization Name	KK Reporting Firm
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	user_one_efs@yahoo.com
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	



eFile and eServe

- Click on the “Remove” link next to the Member to be removed, and a confirmation pop-up will be displayed. Confirm and see confirmation of removal.

Organization Details

- Removed Joseph Joseph from Wingstein and Dragger Attorneys of Law.
- An email notification has been sent to Joseph Joseph at rahultester002@gmail.com.
- An email notification has been sent to the organization administrator(s).

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Help ?](#)

- [Add Members](#)
[Edit Organization](#)
[Manage Administrators](#)
[Manage Mailboxes](#)

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

Active Members

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Court Reporter	07/14/2020 - 03:57 EST	Edit Remove
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

[Search](#)

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove



eFile and eServe

HOW TO CREATE A NEW SHARED MAILBOX?

1. Log in to your account as an organization administrator and navigate to the Organization page and click on the Mailboxes button.

Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#)

[Edit Organization](#)

[Manage Administrators](#)

[Manage Mailboxes](#)

Organization Details

[Details](#)

[Members](#)

[Mailboxes](#)


Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	



eFile and eServe

2. Click on the “Add Mailbox” button.

Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law Help 

Add Mailbox

Search

Enter Mailbox(es)

Name	Email	Created On	Actions
There are no mailboxes in this organization.			

3. Fill in all the required data in the form and click the ‘Save’ button to create the mailbox.



eFile and eServe

Add Mailbox

Help ?

Name *

Shared Mailbox ABCD

Email *

sharedmailbox1@gmail.com

Agency *

ARB

BRB

ECAB

Case Types *

Search and Select Case Types

OALJ

Select any Agency

Description

Xyz

Status *

Active

Select the Status.

Save

Cancel



eFile and eServe

4. A new shared mailbox is created.

Manage Mailboxes

✓ Shared Mailbox ABCD shared mailbox has been added successfully

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



eFile and eServe

HOW TO ADD MEMBERS IN SHARED MAILBOX?

1. Log in to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

Organization Details

Details Members **Mailboxes**

Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the mailbox name from the table.

Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law Help ?

[Add Mailbox](#)

Search

Enter Mailbox(es) [Search](#)

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



eFile and eServe

- The mailbox details page is displayed. Click on the “Manage Members” button.

Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Agency - Case Type List

ECAB

FECA

Manage Members

Name	Email	User Type	Actions
There are no users added to this mailbox.			

- Click on the Add Member link against the member to be added to the mailbox.

Manage Members

Organization: Wingstein and Dragger Attorneys of Law Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Members

Search



eFile and eServe

5. Add Member confirmation will be displayed. Also the “Add Member” link against the added member changes to “Remove”.

Manage Members

- Added Carol Max to the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Members

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Remove
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member



eFile and eServe

HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

1. Log in to your account as an Organization administrator and navigate to the Organization page and click on the Mailboxes button.

Organization Details

Details Members **Mailboxes**

Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the mailbox name from the table.

Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

Help

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



eFile and eServe

3. The mailbox details page is displayed. Click on the “Manage Members” button.

Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Agency - Case Type List

ECAB
FECA

Manage Members

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	Remove

4. Click on the Remove link against the member to be removed from the mailbox. a confirmation pop-up will be displayed. Confirm the pop-up.

Manage Members

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Members

Search

Enter Name or Email address

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Remove
Tiju Issac	tjuterester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member



eFile and eServe

- Remove Member confirmation will be displayed. Also the “Remove” link against removed member changes to “Add Member”.

Manage Members

✓ • Removed Carol Max from the mailbox Shared Mailbox ABCD

- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

[Help](#)

Organization: Wingstein and Dragger Attorneys of Law

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Members

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Add Member
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member



eFile and eServe

HOW DO EDIT THE USER TYPE OF MEMBERS OF AN ORGANIZATION?

1. Log in to your account as an Organization Administrator and navigate to the Organization's All Members page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

All Members

Details Members Mailboxes

Name	Wingstein ad Dragger Attorneys of Law
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

Add Members Edit Organization Manage Administrators

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Attorney	Court Reporter	10/13/2020 - 04:29 EST	Edit Remove
Tiju Issac	tjutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove



eFile and eServe

- The user will be directed to the Edit User Info page.

Edit User Info

[Help ?](#)

Name

Email

User Type

- Change the User Type of the member and click on the Update User button.

Edit User Info

[Help ?](#)

Name

Email

User Type



eFile and eServe

- A confirmation message will be displayed and in the Active Members table the user type of the member changes.

All Members

✔ User Type updated for the profile (swethatester001@gmail.com)

[Details](#)
[Members](#)
[Mailboxes](#)

Name	Wingstein ad Dragger Attorneys of Law
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

[Add Members](#)
[Edit Organization](#)
[Manage Administrators](#)

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Individual	Court Reporter	10/13/2020 - 04:29 EST	Edit Remove
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove



OALJ AND BALCA DASHBOARD AND FLOWS



eFile and eServe

The OALJ and BALCA dashboard displays the Office of the Administrative Law Judges (OALJ) or the Board of Alien Labor Certification Appeals (BALCA) cases.

Using the OALJ and BALCA dashboard, users can file new cases, access cases, view case details, submit filings to cases, view filings from other parties to the case, view servings from OALJ, etc.

In the case details page, users with access can see the parties on the case, the filings, and the servings to the case.

To access existing open or closed cases, use the Request Access to Cases button to search and request access to the case by submitting the necessary documents. The request will be sent to OALJ for processing and could be approved or rejected. The accessed cases are displayed in the My Access Requests table.

To file a new case, use the File a New Case button to submit the new case. The new case is filed by selecting the appropriate program area, sub-area, originating agency, role in the case, and relevant documents. The new case is sent to OALJ for docketing. Once approved, filings can be done on the case.

Filings can be done on cases by selecting the individual case and using the Submit a New Filing button to fill in the details. The new filing is submitted to OALJ for processing.

Servings to cases are sent from OALJ and will be available in the servings table for each case.



eFile and eServe


HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.


HOME | DASHBOARD ▾ | MY ACCOUNT ▾ | SUPPORT ▾ | ARE YOU A LEGAL ASSISTANT? | CONTACT HELP DESK

Dashboard


Dashboard



eFile & eServe with the
Office of the Administrative Law
Judges (OALJ) or
Board of Alien Labor Certification
Appeals (BALCA)



KK Reporting Firm



My Profile

2. OALJ and BALCA Dashboard include the **Access Cases** button that is used to get access to cases by the court reporter user.



eFile and eServe

OALJ and BALCA Dashboard

Access Cases

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 5 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:53 EST	KK Reporting Firm , 444004 NE.444 ST
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:06 EST	KK Reporting Firm , 444004 NE.444 ST
[REDACTED]	[REDACTED]	[REDACTED]	OPEN	Court Reporter	06/09/2022 - 07:38 EST	
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 01:13 EST	KK Reporting Firm , 444004 NE.444 ST
[REDACTED]	[REDACTED]	[REDACTED]	OPEN	Court Reporter	06/08/2022 - 13:38 EST	KK Reporting Firm , 444004 NE.444 ST

* All times displayed in US Eastern Timezone

The **Access Cases** button lets the Court Reporter user directly access cases.

- OALJ and BALCA Dashboard has the table - **Accessed Cases** which lists all the cases that the user has obtained access to

OALJ and BALCA Dashboard

Access Cases

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 5 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:53 EST	KK Reporting Firm , 444004 NE.444 ST
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:06 EST	KK Reporting Firm , 444004 NE.444 ST
[REDACTED]	[REDACTED]	[REDACTED]	OPEN	Court Reporter	06/09/2022 - 07:38 EST	
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 01:13 EST	KK Reporting Firm , 444004 NE.444 ST
[REDACTED]	[REDACTED]	[REDACTED]	OPEN	Court Reporter	06/08/2022 - 13:38 EST	KK Reporting Firm , 444004 NE.444 ST

* All times displayed in US Eastern Timezone



eFile and eServe


HOW TO ACCESS CASES?

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.


HOME | DASHBOARD ▾ | MY ACCOUNT ▾ | SUPPORT ▾ | ARE YOU A LEGAL ASSISTANT? | CONTACT HELP DESK

Dashboard


Dashboard



eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)



KK Reporting Firm



My Profile

2. Click on the **Access Cases** button.

Dashboard | **OALJ and BALCA Dashboard**

OALJ and BALCA Dashboard

[Access Cases](#)



eFile and eServe

3. Search any case and click on the **Add to Dashboard** button that is displayed only if one of the cases is selected.

Dashboard OALJ and BALCA Dashboard Search Cases

Search Cases

Help ?

Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filter

You can further filter the search using Case Number, Claimant Name, Employer Name, Agency Reference Number.

Search Clear Selection and Filters Clear Filters **Add to Dashboard**

Search Results

Select Cases	Case Number	Claimant Name	Employer Name	Office	Assigned Judge	Decision Date	Parties with Access
<input checked="" type="checkbox"/>	2012LHC02015	██████████	██████████	██████████	██████████	11/25/2014	Parties with Access

Add to Dashboard

4. Select the required organization and click on the **Submit** button.



eFile and eServe

Access Cases

Back to Search Reset Help ?

	OALJ Case Number	Decision Date	Claimant	Agency Reference Number
<input checked="" type="checkbox"/>	2012LHC02015	11/25/2014	08-135254	08-135254

eFiler's Organization
KK Reporting Firm, 444004 NE.444 ST

Submit Cancel

- The accessed case will be shown in your **Accessed Cases** table with the **Court Reporter** User Type along with a confirmation message.

OALJ and BALCA Dashboard

The case has been added to your list of cases. [2012LHC02015]

Help ?

Access Cases

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 , ██████████

- Click on the **View More** button to view all the accessed cases.



eFile and eServe



Dashboard

OALJ and BALCA Dashboard

OALJ and BALCA Dashboard



The case has been added to your list of cases. [2012LHC02015]

[Help ?](#)

[Access Cases](#)

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	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]

7. All the accessed cases will be listed on the **Accessed Cases** page.



eFile and eServe

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. [Help](#)

Case Number	Claimant Name	Employer Name
<input type="text" value="Search Case Number"/>	<input type="text" value="Search Claimant Name"/>	<input type="text" value="Search Employer Name"/>

Apply

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:53 EST	KK Reporting Firm, [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/09/2022 - 20:06 EST	KK Reporting Firm, [REDACTED]

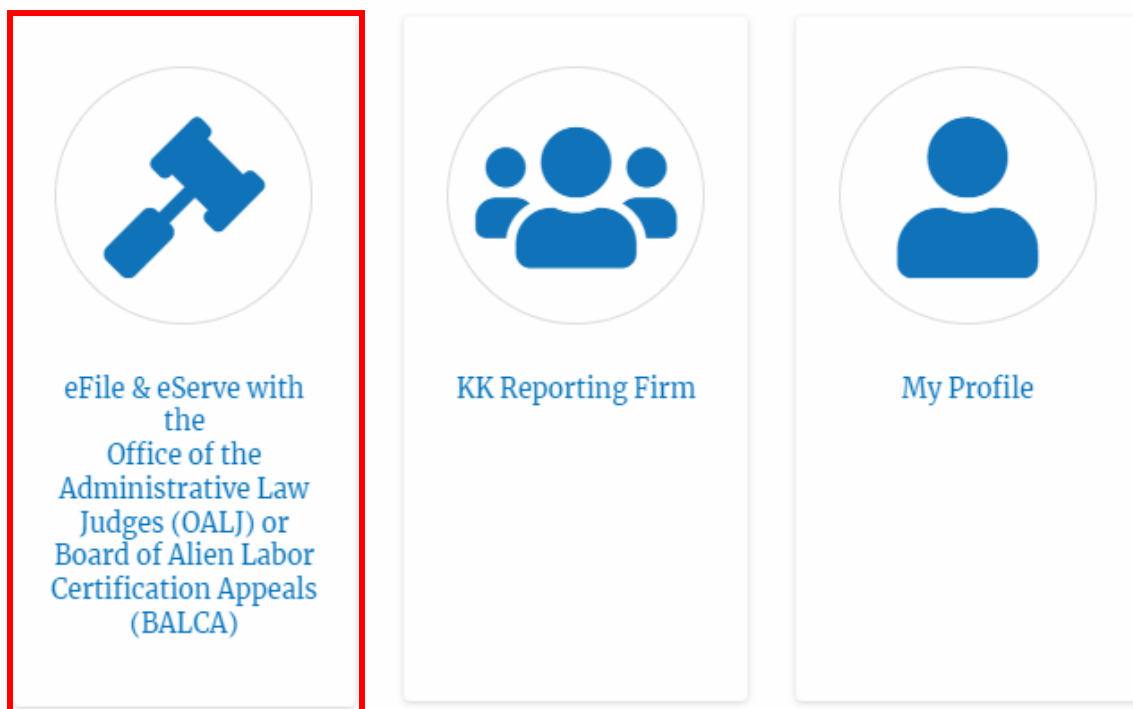


eFile and eServe

UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

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



2. In the OALJ dashboard, click on an OALJ Case Number in the **Accessed Cases** table.



eFile and eServe

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	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]

3. The user will be directed to the case details page.

OALJ and BALCA Dashboard [Case Details](#)

Case Details

[Help](#)

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	[REDACTED]
Assigned Judge	[REDACTED]
Status	CLOSED
Docketed Date	09/05/2012 - 12:09 EST

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

Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

* All times displayed in US Eastern Timezone

Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

* All times displayed in US Eastern Timezone

Parties with Access

Name	Address	Role in the Case	Organization
No users to show in this case.			

4. The case details page includes a summary section that gives a summary of the case details.



eFile and eServe

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

5. The case details page includes buttons **Submit a New Filing**, and **Remove From My Dashboard**.
 - a. **'Submit a New Filing'** button is to bring up the form to submit a new filing related to the case.
 - b. **'Remove from My Dashboard'** button is to bring up the page that lets you remove the case from your OALJ dashboard



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](#)

6. The case details page includes tables **Filings**, **Documents Served by OALJ**, **Parties with Access**, and **Delegated Users**.
 - a. **Filings** table lists all the Filings you have done related to this case.
 - b. **Documents Served by OALJ** table lists all the servings issued by OALJ on the case.
 - c. **Parties with Access** table lists all the parties that have access to this case.
 - d. **Delegated Users** table lists all the users in your organization who have been delegated access to this case.



eFile and eServe

Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

All times displayed in Eastern Timezone

Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

All times displayed in Eastern Timezone

Parties with Access

Name	Address	Role in the Case	Organization
No users to show in this case.			

Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			

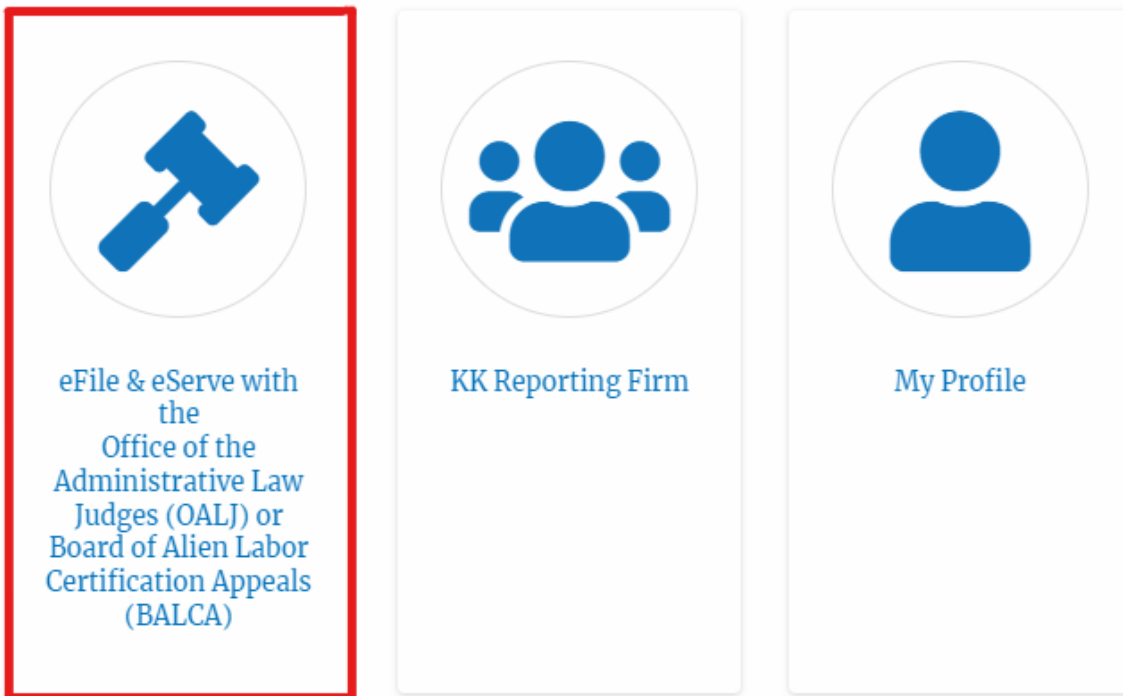


eFile and eServe

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



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



eFile and eServe

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	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]

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.



eFile and eServe

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 -



eFile and eServe

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

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.



eFile and eServe

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

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

* All times displayed in US Eastern Timezone



eFile and eServe

- 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

* All times displayed in US Eastern Timezone

- 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-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



eFile and eServe


HOW TO ACCESS SERVED DOCUMENTS?

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.


HOME | DASHBOARD ▾ | MY ACCOUNT ▾ | SUPPORT ▾ | ARE YOU A LEGAL ASSISTANT? | CONTACT HELP DESK

Dashboard


Dashboard



eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)



KK Reporting Firm



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 10 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2020BAT02107			OPEN	Court Reporter	09/16/2020 - 01:22 EST	Court Reporter Org Charlie, 32 Constitution Ave. Peachtree City, GA 30246

3. The **Documents Served by OALJ** table displays the served documents list. The table shows:
 - a. Issued On – The date and time the serving was issued by OALJ



eFile and eServe

- b. Served On - The date and time the serving was served to the dashboard
- c. Notified On - The date and time the email regarding the serving was sent
- d. Accessed On - The date and time the serving was accessed by the user.

Documents Served by OALJ

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

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	decision.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

* All times displayed in US Eastern Timezone

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

Documents Served by OALJ

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

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	decision.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

* All times displayed in US Eastern Timezone



eFile and eServe

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

Documents Served by OALJ

Help

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

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	decision.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

* All times displayed in US Eastern Timezone

6. Once the document is accessed, the **Accessed On** date and time will be displayed in the column.



eFile and eServe

Documents Served by OALJ

Help

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

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	10/13/2020 - 00:18 EST	
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	decision.pdf	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

* All times displayed in US Eastern Timezone

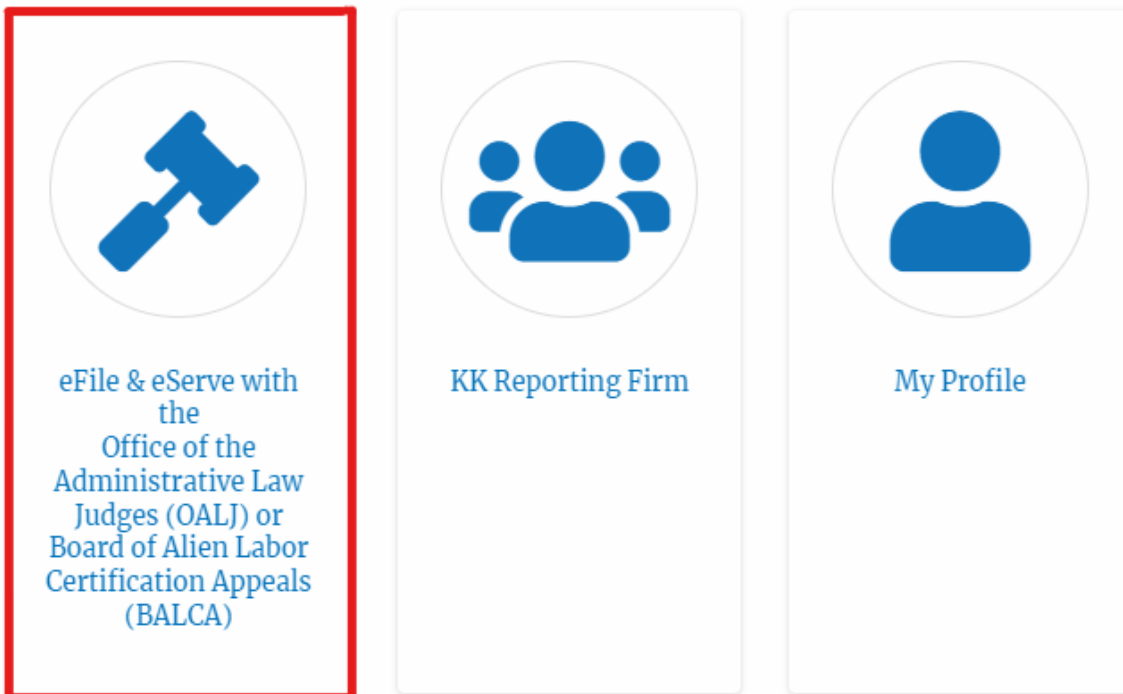


eFile and eServe

HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

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



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



eFile and eServe

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	[REDACTED]	[REDACTED]	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, [REDACTED]

3. Click on the **Remove from My Dashboard** button to remove it from your OALJ Dashboard

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. Click on the **Remove** button.



eFile and eServe

Remove From My Dashboard

You are removing the following case from your dashboard. Please confirm. [Help ?](#)


Summary

Case Number	EFS-OALJ-2206-214678
OALJ Case Number	2020TLN00066

[Remove](#) [Cancel](#)

5. Once the **Remove** button is clicked, the user is taken to the OALJ Cases dashboard where a message is displayed that “The case has been removed from your list of cases.”

OALJ and BALCA Dashboard

 The case has been removed from your list of cases. [Help ?](#)

[Access Cases](#)

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.



eFile and eServe

OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS

1. Email Notification to Admin on 'Add Administrator' to Organization:

DOL eFile-eServe – Administrator role granted for organization - California Court Law Inbox x  

eFile/eServe Support <support@efsdev.com>
to me ▾





eFile and eServe

Dear Joseph Sunny,

You have been granted the administrator role for the organization California Court Law in the Department of Labor's (DOL) eFile and eServe system.

Administrator,
California Court Law

2. Email Notification to Admin on 'Remove Administrator' to Organization:

DOL eFile-eServe – Administrator role revoked for organization - California Court Law at josephvester0001@gmail.com Inbox x  

eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Joseph Sunny,

Your administrator role for the organization California Court Law in the Department of Labor's (DOL) eFile and eServe system has been revoked.

Administrator,
California Court Law



eFile and eServe

3. Email Notification to Admin on 'Request to Join Organization' from User:

DOL eFile-eServe – Request to join organization - Wingstien and Dragger Attorneys Inbox x

eFile/eServe Support <support@efsdev.com>
to me ▾

eFile and eServe

Dear Administrator(s),

Angel George (email id: angeltester001@gmail.com) has requested to join the organization Wingstien and Dragger Attorneys.

Please click on the link below to confirm or reject the request.

<https://efstest2.mindpetal.com/dashboard/user-profile/org/10269/view>

Thank you,
Team eFile and eServe

4. Email Notification to Admin on 'Request to Join Organization - Rejected':



eFile and eServe

DOL eFile-eServe – Rejected - Request to join organization - Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been rejected.

Thank you,
eFile and eServe

5. Email Notification to User on 'Request to Join Organization - Rejected':

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Angel George,



Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to "My Profile" page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,
Wingstien and Dragger Attorneys

6. Email Notification to Admin on 'Request to Join Organization - Accepted':



eFile and eServe

DOL eFile-eServe – Accepted - Request to organization - Wingstien and Dragger Attorneys   Inbox x

eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been accepted.

Thank you,
eFile and eServe

7. Email Notification to User on 'Request to Join Organization - Accepted':



eFile and eServe

DOL eFile-eServe – Accepted - Request to join organization Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been accepted. You may now log in to the eFile and eServe system to view organization details.

Administrator,
Wingstien and Dragger Attorneys

8. Email Notification to Admin on 'Pre-Approved Member to Organization'

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Angel George,



Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to "My Profile" page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,
Wingstien and Dragger Attorneys



eFile and eServe

9. Email Notification to User on 'Pre-Approved Member to Organization':

DOL eFile-eServe – Pre-approved access to organization - Wingstien and Dragger Attorneys Inbox x  

eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear simimarysam@gmail.com,

You have been pre-approved to join the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To join the organization Wingstien and Dragger Attorneys, please register at eFile and eServe by clicking on the link given below:

<https://efstest2.mindpetal.com>

Administrator,
Wingstien and Dragger Attorneys

10. Email Notification to Admin on 'Add Member' to Organization:



eFile and eServe

DOL eFile-eServe – Added to organization - Wingstien and Dragger Attorneys



Inbox x

eFile/eServe Support <support@efsdev.com>

to me ▾



eFile and eServe

Dear Administrator(s),

Angel George (email id: angeltester001@gmail.com) has been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,
Team eFile and eServe

11. Email Notification to User on 'Add Member' to Organization:



eFile and eServe

DOL eFile-eServe – Added to the organization - Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Angel George,

You have been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To view the organization Wingstien and Dragger Attorneys, please login at eFile and eServe by clicking on the link given below:

Administrator,
Wingstien and Dragger Attorneys

12. Email Notification to Admin on 'Remove Member' to Organization:

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys Inbox x



eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Administrator(s),



Angel George (email id: angeltester001@gmail.com) has been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,
Team eFile and eServe



eFile and eServe

13. Email Notification to User on 'Remove Member' to Organization

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys Inbox x  

eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Angel George,

You have been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Administrator,
Wingstien and Dragger Attorneys

14. Email Notification to Admin on 'Add Member to Mailbox':



eFile and eServe

DOL eFile-eServe – Member added to the shared mailbox -
mathewjohn@gmail.com Inbox x



eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Administrator(s),

Member Angel George has been added to the shared mailbox mathewjohn@gmail.com of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,
eFile and eServe

15. Email Notification to Member on 'Add Member to Mailbox':



eFile and eServe

DOL eFile-eServe – Added to the shared mailbox - mathewjohn@gmail.com



Inbox x

eFile/eServe Support <support@efsdev.com>

to me ▾



eFile and eServe

Dear Angel George,

You have been added as a member to the shared mailbox mathewjohn@gmail.com of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

To view the shared mailbox, please login at eFile and eServe by clicking on the link given below:

<https://efstest2.mindpetal.com>

Administrator,
Wingstien and Dragger Attorneys

16. Email Notification to Admin on 'Remove Member from Mailbox':

DOL eFile-eServe – Member removed from the shared mailbox -
mathewjohn@gmail.com

Inbox x



eFile/eServe Support <support@efsdev.com>

to me ▾



eFile and eServe

Dear Administrator(s),

Member Angel George has been removed from the shared mailbox mathewjohn@gmail.com of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,
eFile and eServe



eFile and eServe

17. Email Notification to Member on 'Remove Member from Mailbox':

DOL eFile-eServe – Removed from shared mailbox - mathewjohn@gmail.com



Inbox x

eFile/eServe Support <support@efsdev.com>
to me ▾



eFile and eServe

Dear Angel George,

You have been removed as a member from the shared mailbox mathewjohn@gmail.com of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Administrator,
Wingstien and Dragger Attorneys



eFile and eServe
