



OFFICE OF THE CHIEF INFORMATION OFFICER

# **eFile and eServe Public Portal Training Webinar-2026**

## **U.S. Department of Labor/OASAM/OCIO**

July 24th, 2026



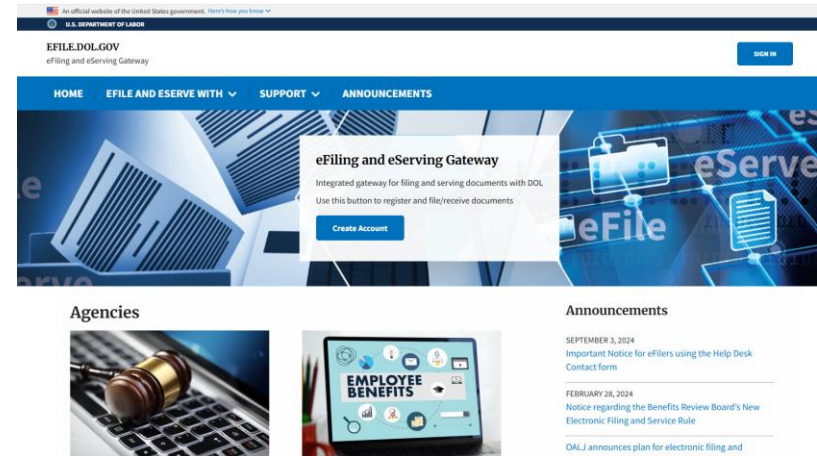
# Housekeeping Items

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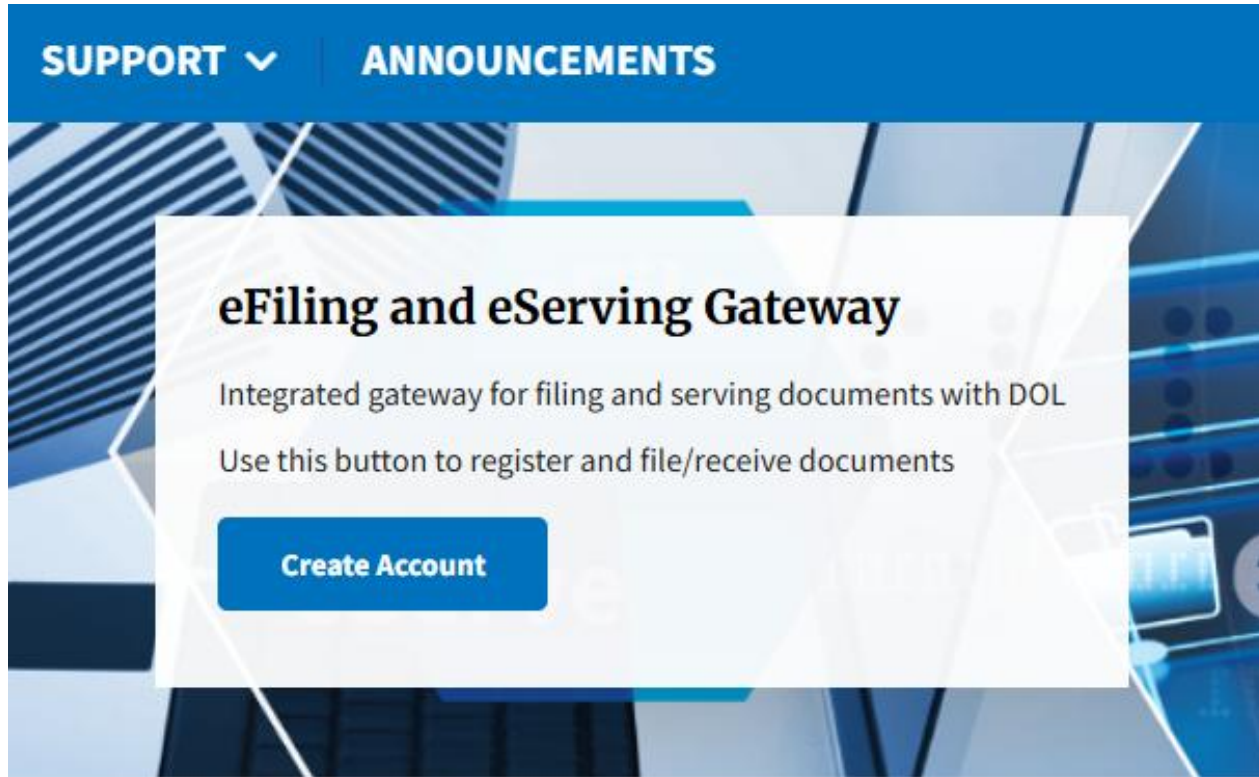
- Participants audio and video will be disabled
- Do not post questions about specific cases during this session. Please post your questions and submit a Support request at <https://efile.dol.gov/contact> instead

# Topics

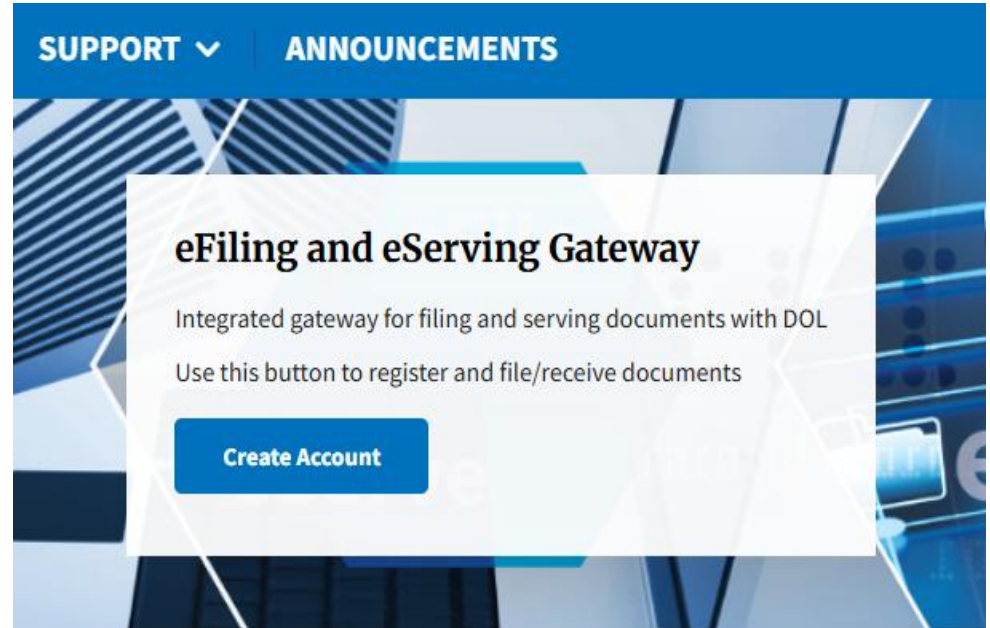
1. User registration with a Login.gov account and sign-in.
2. Different types of users in the eFile/eServe system.
3. Setting up an organization, members management and joining existing organizations.
4. Understanding the Dashboard (Cases vs Appeals).
5. Filing new appeals and new cases.
6. Searching for existing cases and requesting access.
7. Delegate access to organization members and understanding delegation requirements.
8. Submit a new filing as an Attorney or Delegated User.
9. Receiving, viewing and reviewing eServed documents.
10. Legal Assistant/Paralegal user role and functions.
11. How to get help and support.
12. Common Questions (FAQ)



# Topic 1 - User registration with a Login.gov account and sign-in



- Step 1: Navigate to <https://efile.dol.gov/> and select the “Create Account” option.
- Step 2: You will be taken to the login screen. Click on the “Create an Account” button there.



Sign in

Create an account

## Create an account for new users

Enter your email address

### Select your email language preference

You will receive emails from Login.gov in the language you choose.

☒ English (default)

☐ Español

☐ Français

☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

- Step 3: In the directed page, enter a valid email address and click on the Submit button.
- Step 4: A message will be displayed notifying an email has been sent to the given email address

- Step 5: From the notified mail click on the Confirm email address button
- Step 6: User will be directed to a page with a Password field and Continue button. Enter a strong password and click on the Continue button.

## Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

☐ Show password

.....

Password strength: **Good**

**Continue**

Password safety tips



[← Cancel account creation](#)

Select an option to secure your account:

☐ **Authentication application**

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

MORE SECURE

☐ **Security key**

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

☐ **Phone**

Get security codes by text message (SMS) or phone call

SECURE

☐ **Government employee ID**

Insert your government or military PIV or CAC card and enter your PIN

SECURE

☐ **Backup codes**

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

LESS SECURE

- Step 7: User will be directed to the authentication page. Select any option from the list and click on the Continue button
- Step 8: Once authentication is completed, a confirmation page will be displayed. Click on Agree and continue button which redirects the user to login page.

## Sign In

LOGIN USING THE OPTIONS PROVIDED

Choose from the following:



Sign in with Login.gov



DOL Employees Sign In here

- Click on the “Sign in with Login.gov” button.
- The user will be directed to the login page. Enter your Login.gov email address, password, and click on the Sign In button.
- Enter the valid details on the authentication page and click on the Submit button to be redirected to eFile and eServe website.

- If the user is logged in for the first time, the user will be directed to My Profile page to set up their profile.

My Profile

## My Profile

First Name \*

[Help ?](#)

Test

Middle Name

Last Name \*

AttorneyOne

Suffix

## Topic 2 - Different types of users in the eFile/eServe system.



- Two different User Types in terms of Login:
  - Internal Users
    - Examples: DOL Employees.
  - External Users
    - Examples: Industry participants, legal professionals, non-legal users, and individual users.

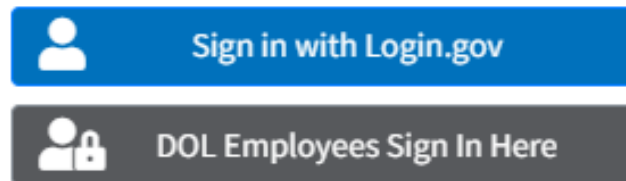
## Different types of users in the eFile/eServe system.

- For Internal Users, sign in using the “DOL Employees Sign In Here” option, and it will redirect users to the SSO sign-in with the appropriate security check.
- For External Users, sign in using the “Sign in with Login.gov” option, and it will redirect users to the standard sign-in page to enter their email and password.

### Sign In

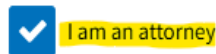
LOGIN USING THE OPTIONS PROVIDED

Choose from the following:



## Different types of users in the eFile/eServe system.

- For external users assigned the Attorney role, please ensure that the “I am an attorney” checkbox is selected in the My Profile section.
- For external users assigned the non-Attorney role, such as Legal Assistants, Paralegals, or Individual representatives (Pro Se), please ensure the “I am an attorney” checkbox is unchecked in the My Profile section.



### User Type

Public

### 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 Terms

Save

Cancel

# Topic 3 - Setting up an organization, members management and joining existing organizations.

## My Account

---



My Profile



My Organizations

- The organization is a core component within EFS, providing a high-level overview of the case and appeal access your organization currently holds. It allows you to manage members based on staffing changes and needs, and is also a key requirement for performing delegation access



**My Organizations**

- Add/Create an Organization:
  1. Click on the 'My Account' menu item and navigate to 'My Organizations'
  2. Click on "Add Organization" and fill in the details
  3. Click "Save" to add your Organization
  4. A new organization is added

## Add Organization

Help ?

Organization Name \*

Country \*

United States

Select country from the list.

Address 1 \*

Address 2

Address 3

City \*

State \*

- Select a value -

Zip Code \*

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

- **Search Organization:**

1. Click on the “My Account” dropdown and select “My Organization”.
2. My Organizations main page is displayed and click the “Search Organizations” button to see the search option.
3. Type in the search organization string and click “Search”.
4. In the search result, identify the organization and click on “Request Join” to send a request to the administrator to add you to the organization.
5. My Organization's main page will show the organization in the table with the “Requested” status. Once the administrator of the organization approves the request, you will be added to the organization.

#### Search Organizations

Search

[Help](#)

[Search](#) [Reset](#)

| Organization * | Website | Address                                         | Actions                      |
|----------------|---------|-------------------------------------------------|------------------------------|
|                |         |                                                 | <a href="#">Request Join</a> |
|                |         |                                                 | Member                       |
| test           |         | 10 park avenue , New York , United States       | <a href="#">Request Join</a> |
| Testing org    |         | 100 Random Lane , Massachusetts , United States | <a href="#">Request Join</a> |

## Manage Administrators:

- Navigate to the My Organizations page.
- Click on the “Members” button.
- Click on the ‘Manage Administrators’ button to manage the administrator(s).
- Click on the “Add as Administrator” link against which member is to be made the administrator.
- The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.
- Note: We recommend that each organization maintain two administrators as a best practice so that, in the event of a staff changing/back up, they can support one another in managing organizational matters.

### 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 | <a href="#">Add as Administrator</a> |
| Joseph Joseph                                                                                | rahultester002@gmail.com | 07/22/2020 - 10:28 EST | <a href="#">Add as Administrator</a> |
| Tiju Issac  | tijutester123@gmail.com  | 10/14/2020 - 02:05 EST |                                      |



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

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 | <a href="#">Remove as Administrator</a> |
| Joseph Joseph                                                                                | rahultester002@gmail.com | 07/22/2020 - 10:28 EST |                                         |
| Tiju Issac  | tijutester123@gmail.com  | 10/14/2020 - 02:05 EST |                                         |

### Add Members:

- Log in as the organization administrator
- Navigate to the My Organizations page.
- Click on the “Members” button.
- Click on the “Add Members” button.
- Enter the email ids of members separated by commas and click submit.
- 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.

The screenshot displays the 'My Organizations' interface. At the top, there are four blue buttons: 'Details', 'Cases', 'Appeals', and 'Members'. The 'Members' button is currently selected. Below these buttons is a form for an organization named 'People's Choice Law Firm'. The form contains the following fields: 'Website', 'Organization Email', 'Contact Name' (filled with 'Claire Cooper'), 'Contact Number' (a greyed-out input field), 'Organization Type' (filled with 'Public'), and 'Address' (filled with '.444 ST , United States'). At the bottom of the form, there are three blue buttons: 'Add Members' (which is highlighted with a red border), 'Edit Organization', and 'Manage Administrators'.

|                    |                          |
|--------------------|--------------------------|
| Name               | People's Choice Law Firm |
| Website            |                          |
| Organization Email |                          |
| Contact Name       | Claire Cooper            |
| Contact Number     |                          |
| Organization Type  | Public                   |
| Address            | .444 ST , United States  |

Buttons: Add Members, Edit Organization, Manage Administrators

## Remove Members:

- Log in as the organization administrator
- Navigate to the My Organizations page.
- Click on the “Members” button.
- Click on the “Remove” link next to the Member to be removed, a confirmation pop-up will be displayed. Confirm and see confirmation of removal.

### Active Members

Name or Email

| Name                                                                                         | Email                    | User Type | User Role | Created On             | Actions                                     |
|----------------------------------------------------------------------------------------------|--------------------------|-----------|-----------|------------------------|---------------------------------------------|
| Carol Max                                                                                    | caroltester001@gmail.com | Attorney  | Trusted   | 07/14/2020 - 03:57 EST | <a href="#">Edit</a> <a href="#">Remove</a> |
| Tiju Issac  | tijutester123@gmail.com  | Attorney  | Public    | 10/14/2020 - 02:05 EST |                                             |

## Topic 4 - Understanding the Dashboard (Cases vs Appeals).

Help ?



eFile & eServe with the  
Administrative Review Board  
(ARB)



eFile & eServe with the  
Benefits Review Board (BRB)



eFile & eServe with the  
Employees' Compensation  
Appeals Board (ECAB)



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

There are four main types of submissions in EFS, handled by the Administrative Review Board (ARB), the Benefits Review Board (BRB), the Employees' Compensation Appeals Board (ECAB), and the Office of Administrative Law Judges (OALJ) or BALCA. Based on their specific scenario, users should select the appropriate category dashboard to proceed with submissions and filings.

**The Administrative Review Board (ARB)** issues final decisions for cases under numerous worker protection laws, including whistleblower, immigration, child labor, discrimination, job training, and contract-related statutes. ARB cases typically come through appeals of decisions made by DOL Administrative Law Judges or the Wage and Hour Division.



**eFile & eServe with the  
Administrative Review Board  
(ARB)**

**The Benefits Review Board (BRB),** established in 1972, reviews appeals from administrative law judge decisions under the Black Lung Benefits Act and the Longshore and Harbor Workers' Compensation Act and its extensions. Its decisions may be further appealed to the federal courts.



**eFile & eServe with the  
Benefits Review Board (BRB)**

**The Employees' Compensation Appeals Board (ECAB)** reviews appeals under the Federal Employees' Compensation Act for federal workers injured on the job. It has final authority on determining the government's liability for work-related disability or death, and its decisions cannot be further appealed.



**eFile & eServe with the  
Employees' Compensation  
Appeals Board (ECAB)**

**The Office of Administrative Law Judges (OALJ)** conducts hearings on a wide range of DOL-related matters, with most cases involving the Black Lung Benefits Act, the Longshore and Harbor Workers' Compensation Act, and the Defense Base Act. OALJ operates nationwide, is headquartered in Washington, D.C., and includes judges and staff across eight district offices. It also houses the Board of Alien Labor Certification Appeals (BALCA).



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

## Topic 5 - Filing new appeals and new cases.

### New Cases (OALJ)

- File new cases as Attorney Users
- File new cases as Legal Assistants
- File new cases as Pro Se

### New Appeals (ARB, BRB, ECAB)

- File new appeals as Attorney Users
- File new appeals as Legal Assistants
- File new appeals as Pro Se



## File new cases (OALJ) as Attorney Users:

- 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.
- Click on the File a New Case button.
- File a new case by filling out the mandatory fields and selecting the required organization and clicking on the Submit to DOL button.
- The submitted case will be shown in your New Cases table with the SUBMITTED status
- Note: Please ensure the “I am the attorney or party listed in the NoA” checkbox is selected.

## New Case to OALJ or BALCA

[Form Templates](#) [Help](#)

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**IMPORTANT NOTICE:** eFile.dol.gov filings, except for documents initiating a case, are visible to other registered filers 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.

**Filing Type \***

Request for Hearing or Request for Administrative Review

**Program Area \***

- Select a value -

Requests for Black Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to OWCP (Black Lung & Longshore) and not directly with OALJ. Cases for PERMANENT Alien Labor Certification MUST be submitted to OPLC.

**Program Sub Area**

- None -

**Originating Agency \***

- None -

**Sub Agency**

- None -

**Agency Reference Number**

Enter Agency Reference Number

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

## File new cases as Legal Assistants:

- 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.
- File a new case by filling out the mandatory fields and selecting the required organization and clicking on the Submit to DOL button.
- The submitted case will be shown in your New Cases table with the SUBMITTED status
- Note: Please ensure the “I am a legal staff” checkbox is selected.

## New Case to OALJ or BALCA

[Form Templates](#) [Help](#)

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**IMPORTANT NOTICE** eFile.dol.gov filings, except for documents initiating a case, 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.

**Filing Type \***

Request for Hearing or Request for Administrative Review

**Program Area \***

- Select a value -

Requests for Black Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to OWCP (Black Lung & Longshore) and not directly with OALJ. Cases for PERMANENT Alien Labor Certification MUST be submitted to OFLC.

**Program Sub Area**

- None -

**Originating Agency \***

- None -

**Sub Agency**

- None -

**Agency Reference Number**

Enter Agency Reference Number

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

## File new cases as Pro Se:

- 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.
- File a new case by filling out the mandatory fields and clicking on the Submit to DOL button.
- The submitted case will be shown in your New Cases table with the SUBMITTED status

## New Case to OALJ or BALCA

[Form Templates](#) [Help](#)

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**IMPORTANT NOTICE** eFile.dol.gov filings, except for documents initiating a case, 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.

**Filing Type \***

Request for Hearing or Request for Administrative Review

**Program Area \***

- Select a value -

Requests for Black Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to OWCP (Black Lung & Longshore) and not directly with OALJ. Cases for PERMANENT Alien Labor Certification MUST be submitted to OFLC.

**Program Sub Area**

- None -

**Originating Agency \***

- None -

**Sub Agency**

- None -

**Agency Reference Number**

Enter Agency Reference Number

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

## File new appeals (ARB, BRB, ECAB) as Attorney Users:

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the File a New Appeal button.
- Click on the Continue button from the popup displayed and fill out all the mandatory fields on each page of the wizard.
- On the final page of the wizard, Accept the Above Terms & Conditions and click on the 'Submit' button
- The new appeal will be shown in your 'New Appeals' table with the 'SUBMITTED' status along with a confirmation message.
- Note: Please ensure the "I am the attorney or party listed in the NoA" checkbox is selected.

## New Appeal

0%

Help

Please select your role on this Appeal. If you are a representative, please select the Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Administrative Review Board's staff if necessary upon their review. Please click "Next" to continue your filing.

Select an option

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

Your Organization

Delegate (Multi-Select)

Your Role on this Appeal \*

- Select your role on this appeal -

Are you filing on Behalf of a Deceased Party?

☐ Yes

☒ No

Save Draft

Cancel

Next

## File new appeals (ARB, BRB, ECAB) as Legal Assistants:

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the File a New Appeal button.
- Click on the Continue button from the popup displayed and fill out all the mandatory fields on each page of the wizard.
- On the final page of the wizard, Accept the Above Terms & Conditions and click on the 'Submit' button
- The new appeal will be shown in your 'New Appeals' table with the 'SUBMITTED' status along with a confirmation message.
- Note: Please ensure the "I am a legal staff" checkbox is selected.

## New Appeal

0%

Help

Please select your role on this Appeal. If you are a representative, please select the Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Administrative Review Board's staff if necessary upon their review. Please click "Next" to continue your filing.

Select an option

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

Your Organization

Delegate (Multi-Select)

Your Role on this Appeal \*

- Select your role on this appeal -

Are you filing on Behalf of a Deceased Party?

☐ Yes

☒ No

Save Draft Cancel Next

## File new appeals (ARB, BRB, ECAB) as Pro Se:

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the File a New Appeal button.
- Click on the Continue button from the popup displayed and fill out all the mandatory fields on each page of the wizard.
- On the final page of the wizard, Accept the Above Terms & Conditions and click on the 'Submit' button
- The new appeal will be shown in your 'New Appeals' table with the 'SUBMITTED' status along with a confirmation message.

## New Appeal

0%

Help

Please select your role on this Appeal. If you are a representative, please select the Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Administrative Review Board's staff if necessary upon their review. Please click "Next" to continue your filing.

Select an option

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

Your Organization

Delegate (Multi-Select)

Your Role on this Appeal \*

- Select your role on this appeal -

Are you filing on Behalf of a Deceased Party?

☐ Yes

☒ No

Save Draft

Cancel

Next

## Topic 6 - Searching for existing cases and requesting access



If cases or appeals have already been submitted and established, users must first **Request Access** before proceeding with filing submissions and viewing case or appeal details:

- Request Access by Attorneys
- Request Access by Legal Assistant
- Request Access as Pro Se users

- **Request Access to Cases by Attorney:**

- 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.
- Click on the Request Access to Cases button.
- Search any case and click on the Add to Request button that is displayed only if one of the cases is selected.
- Request access to the case by filling out the mandatory fields and selecting the required organization and clicking on the Submit to DOL button.
- The requested case will be shown in your My Access Requests table with the SUBMITTED status along with a confirmation message.
- Note: Please ensure the “I am the attorney or party listed in the NoA” checkbox is selected.

## Request Access to Cases

[Back to Search](#) [Reset](#) [Form Templates](#) [Help](#)

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile link under My Account in the main menu.

**Selected Cases**

| OALJ Case Number | Decision Date | Claimant Name | Agency Reference Number |
|------------------|---------------|---------------|-------------------------|
|                  |               |               |                         |

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

**eFiler's Organization**

Jeff Test Organization, 200 Constitution Ave NW

**Delegate (Multi-Select)**

Jeff TestLegalAssist  
Madhu Bindu Gollapally

**Role in the Case \***

- Select a value -

- **Request Access to Cases by Legal Assistant:**

- 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.
- Click on the Request Access to Cases button.
- Search any case and click on the Add to Request button that is displayed only if one of the cases is selected.
- Request access to the case by filling out the mandatory fields and selecting the required organization and clicking on the Submit to DOL button.
- The requested case will be shown in your My Access Requests table with the SUBMITTED status along with a confirmation message.
- Note: Please ensure the “I am a legal staff” checkbox is selected.

## Request Access to Cases

[Back to Search](#) [Reset](#) [Form Templates](#) [Help](#)

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile link under My Account in the main menu.

**Selected Cases**

| OALJ Case Number | Decision Date | Claimant Name | Agency Reference Number |
|------------------|---------------|---------------|-------------------------|
|                  |               |               |                         |

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

**eFiler's Organization**

Jeff Test Organization, 200 Constitution Ave NW

**Delegate (Multi-Select)**

Jeff TestLegalAssist  
Madhu Bindu Gollapally

**Role in the Case \***

- Select a value -

- **Request Access to Cases as Pro Se:**

- 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.
- Click on the Request Access to Cases button.
- Search any case and click on the Add to Request button that is displayed only if one of the cases is selected.
- Request access to the case by filling out the mandatory fields and clicking on the Submit to DOL button.
- The requested case will be shown in your My Access Requests table with the SUBMITTED status along with a confirmation message.

## Request Access to Cases

[Back to Search](#) [Reset](#)

[Form Templates](#) [Help](#)

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile link under My Account in the main menu.

Selected Cases

| OALJ Case Number                    | Decision Date | Claimant Name | Agency Reference Number |
|-------------------------------------|---------------|---------------|-------------------------|
| <input checked="" type="checkbox"/> |               |               |                         |

Role in the Case \*

- Select a value -

Notice of Appearance/Request to Access Consolidated Case(s) \*

[Choose File](#) No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways.

Certificate of Service for 2012LHC02015

[Choose File](#) No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

- **Request Access to appeals by Attorney:**

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the Request Access to Appeals button.
- Search any appeal and click on the ‘Add to Request’ button that is displayed when an appeal is selected.
- Request access to the appeal by filling out the mandatory fields and selecting the required organization and clicking on the Submit to DOL button.
- The requested appeal will be shown in your My Access Requests table with the SUBMITTED status along with a confirmation message.
- Note: Please ensure the “I am the attorney or party listed in the NoA” checkbox is selected.

| Docket Number | Case Type | OALJ Case Number |
|---------------|-----------|------------------|
|               |           |                  |

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Case Type \***

- None -

**OALJ Case Number \***

Enter OALJ Case Number

ex.2013BLA12345 or 2013 BLA 12345

**Select an option**

- ☒ I am the attorney or party listed in the NoA
- ☐ I am a legal staff

**eFiler's Organization**

Jeff Test Organization, 200 Constitution Ave NW

**Delegate (Multi-Select)**

Jeff TestLegalAssist  
Madhu Bindu Gollapally

**Decision Date (Lower Court) \***

mm/dd/yyyy

MM/DD/YYYY

**Notice of Appearance**

Choose File No file chosen

Boards requires that attorneys and non attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

- **Request Access to appeals by Legal Assistant:**

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the Request Access to Appeals button.
- Search any appeal and click on the ‘Add to Request’ button that is displayed when an appeal is selected.
- Request access to the appeal by filling out the mandatory fields and selecting the required organization and clicking on the Submit to DOL button.
- The requested appeal will be shown in your My Access Requests table with the SUBMITTED status along with a confirmation message.
- Note: Please ensure the “I am a legal staff” checkbox is selected.

| Docket Number | Case Type | OALJ Case Number |
|---------------|-----------|------------------|
|               |           |                  |

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Case Type \***

- None -

**OALJ Case Number \***

Enter OALJ Case Number

ex.2013BLA12345 or 2013 BLA 12345

**Select an option**

☒ I am the attorney or party listed in the NoA

☐ I am a legal staff

**eFiler's Organization**

Jeff Test Organization, 200 Constitution Ave NW

**Delegate (Multi-Select)**

Jeff TestLegalAssist  
Madhu Bindu Gollapally

**Decision Date (Lower Court) \***

mm/dd/yyyy

MM/DD/YYYY

**Notice of Appearance**

Choose File No file chosen

Boards requires that attorneys and non attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

- **Request Access to appeals as Pro Se:**

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the Request Access to Appeals button.
- Search any appeal and click on the ‘Add to Request’ button that is displayed when an appeal is selected.
- Request access to the appeal by filling out the mandatory fields and clicking on the Submit to DOL button.
- The requested appeal will be shown in your My Access Requests table with the SUBMITTED status along with a confirmation message.

| Docket Number | Case Type | OALJ Case Number |
|---------------|-----------|------------------|
|               |           |                  |

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Case Type \***

- None -

**OALJ Case Number \***

Enter OALJ Case Number

ex.2013BLA12345 or 2013 BLA 12345

**Select an option**

- ☒ I am the attorney or party listed in the NoA
- ☐ I am a legal staff

**eFiler's Organization**

Jeff Test Organization, 200 Constitution Ave NW

**Delegate (Multi-Select)**

Jeff TestLegalAssist  
Madhu Bindu Gollapally

**Decision Date (Lower Court) \***

mm/dd/yyyy

MM/DD/YYYY

**Notice of Appearance**

Choose File No file chosen

Boards requires that attorneys and non attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite Board's ability to make a timely determination on permission to efile for previously unknown attorneys and non attorney representatives. Only files with the following extensions are allowed: pdf and size should be less than 200MB

## Topic 7 - Delegate access to members and Delegation requirements



If cases or appeals have already been established and users such as Attorney have already obtained access, they can delegate access to their legal assistants or members to allow them to submit filings on the attorney's behalf:

- Delegate Access – Cases
- Delegate Access – Appeals
- Delegate Access Requirements



My Organizations

### **Delegate Access Requirements:**

To ensure the Delegation feature works correctly, users must first have their account associated with an organization that has active members, since delegation involves granting access to users within the same organization. Please make sure your organization is associated before proceeding with Delegation.

Organization:

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

| Name                   | Email                         | User Type  | Actions                           |
|------------------------|-------------------------------|------------|-----------------------------------|
| Jeff TestLegalAssist   | jefftestlegalassist@gmail.com | Individual | <a href="#">Remove Delegation</a> |
| Madhu Bindu Gollapally | Gollapally.Madhubindu@dol.gov | Individual | <a href="#">Delegate</a>          |

- **Delegate Access to Cases:**

- 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.
- Click on the approved <OALJ Case Number> link. The user is navigated to the case details page.
- Click on the Delegate Access button. The user is navigated to the Organization Members page.
- From the Organization members table displayed, click on the Delegate link under the Actions column header against the user to be delegated.
- Delegate user confirmation will be displayed and the link against delegated member changes to Remove Delegation.
- The delegated member will be displayed in the Delegated User table

Organization:

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

| Name                   | Email                         | User Type  | Actions                           |
|------------------------|-------------------------------|------------|-----------------------------------|
| Jeff TestLegalAssist   | jefftestlegalassist@gmail.com | Individual | <a href="#">Remove Delegation</a> |
| Madhu Bindu Gollapally | Gollapally.Madhubindu@dol.gov | Individual | <a href="#">Delegate</a>          |

- **Delegate Access to Appeals:**

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the approved <Docket Number> link. The user is navigated to the appeal details page.
- Click on the Delegate Access button. The user is navigated to the Organization Members page.
- From the Organization members table displayed, click on the Delegate link under the Actions column header against the user to be delegated.
- Delegate user confirmation will be displayed and the link against delegated member changes to Remove Delegation.
- The delegated member will be displayed in the Delegated User table

## Topic 8 - Submit a new filing as an Attorney or Delegated User.



After cases or appeals have been successfully established and relevant parties/users obtain proper access, different groups of users can then submit the appropriate filings and submissions to support their case or appeal needs:

- New filing to a Case by attorney
- New filing to a Case by Legal Assistant/Delegated User
- New filing to an Appeal by attorney
- New filing to an Appeal by Legal Assistant/Delegated User
- New filing to a Case/Appeal as Pro Se

- **New filing to a Case by attorney:**

- 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.
- Click on the submitted/approved <OALJ Case Number> link. Then user is navigated to the case details page.
- Click on the Submit a New Filing button. The user is navigated to New Filing on the OALJ page.
- The user selects the Filing Category and its Filing Type and uploads the mandatory field and clicks on the Submit to the DOL button.
- The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.

Form Templates 

Help 

Instructions for Filing Under Seal

Instructions for Filing by Amicus Curiae

**IMPORTANT NOTICE:** eFile.dol.gov filings, except for documents initiating a case, 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

Filing Category \*

Petition for Attorneys Fees and/or Costs or Response or Reply to Petition 

Filing Type \*

Petition for Fees and/or Costs 

Additional Comments \*

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- **New filing to a Case by Legal Assistant/Delegated User:**
  - 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.
  - Click on the submitted/approved <OALJ Case Number> link. Then user is navigated to the case details page.
  - Click on the Submit a New Filing button. The user is navigated to New Filing on the OALJ page.
  - The user selects the Filing Category and its Filing Type and uploads the mandatory field and clicks on the Submit to the DOL button.
  - The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.
  - **Note:** Please ensure that in the “Select an Attorney” dropdown, you choose your working attorney, so this indicates the filing is submitted on the attorney’s behalf.

**Certificate of Service**

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB.

**eFiler's Organization**

People's Choice Law Firm, 554004 NE 444 ST

**Select an Attorney \***

Select

---

The following parties will be electronically notified of this filing:

| Name       | Email                      |
|------------|----------------------------|
| John Smith | user_four_efs@yahoo.com    |
| John Smith | attorney_two_efs@yahoo.com |

---

**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.

- **New filing to an Appeal by attorney:**

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the approved <Docket Number> link. The user is navigated to the appeal details page.
- Click on the ‘Submit a New Filing’ button. The user is navigated to the ‘New Filing to Boards’ page.
- The user selects the Filing Category and its Filing Type and uploads the mandatory field and clicks on the Submit to the DOL button.
- The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.

[Form Templates](#)  [Help](#) 

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

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**Case Number**

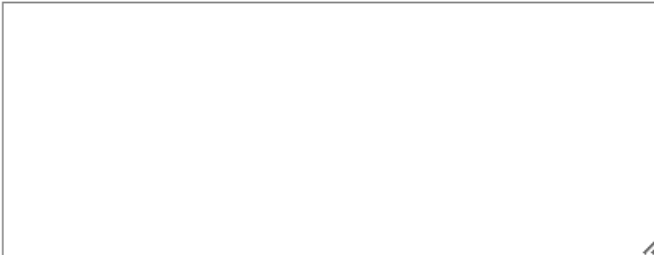
**Filing Category \***

Petition for Attorneys Fees and/or Costs or Response or Reply to Petition 

**Filing Type \***

Petition for Fees and/or Costs 

**Additional Comments \***



850 characters left

- **New filing to an Appeal by Legal Assistant/Delegated User:**
  - Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
  - Click on the approved <Docket Number> link. The user is navigated to the appeal details page.
  - Click on the ‘Submit a New Filing’ button. The user is navigated to the ‘New Filing to Boards’ page.
  - The user selects the Filing Category and its Filing Type and uploads the mandatory field and clicks on the Submit to the DOL button.
  - The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.
  - **Note:** Please ensure that in the “Select an Attorney” dropdown, you choose your working attorney, so this indicates the filing is submitted on the attorney’s behalf.

**Certificate of Service**

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB.

**eFiler's Organization**

People's Choice Law Firm, 554004 NE 444 ST

**Select an Attorney \***

Select

---

The following parties will be electronically notified of this filing:

| Name       | Email                      |
|------------|----------------------------|
| John Smith | user_four_efs@yahoo.com    |
| John Smith | attorney_two_efs@yahoo.com |

---

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

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- 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.

- **New filing to a Case/Appeal as Pro Se:**

- Click on the appropriate Appeal/Case agency (OALJ, ARB, BRB, or ECAB) tile from the main dashboard.
- Click on the approved <Docket Number> link. The user is navigated to the appeal/case details page.
- Click on the Submit a New Filing button. The user is navigated to New Filing page.
- The user selects the Filing Category and its Filing Type and uploads the mandatory field and clicks on the Submit to the DOL button.
- The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.

[Form Templates](#) [Help](#)

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

**IMPORTANT NOTICE:** eFile.dol.gov filings, except for documents initiating a case, 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**

**Filing Category \***

Petition for Attorneys Fees and/or Costs or Response or Reply to Petition

**Filing Type \***

Petition for Fees and/or Costs

**Additional Comments \***

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## Topic 9 - Receiving, viewing and reviewing eServed documents.



After cases or appeals have been successfully established and relevant parties/users obtain proper access, different groups of users can then review the appropriate eFile and eServe submissions that are relevant to their cases or appeals from the details page:

- Case Details Page (OALJ)
- Appeal Details Page (ARB, BRB or ECAB)

| Filings                                      |                      |                 |                  |             |               |                        |                      |
|----------------------------------------------|----------------------|-----------------|------------------|-------------|---------------|------------------------|----------------------|
| Filing Category                              | Filing Type          | Filed Documents | eFile Number     | Status      | Filed By      | Last Updated On        | Details              |
| Notice or Report                             | Notice of Appearance | Noa_28.pdf      | OALJ-2010-510591 | IN_PROGRESS | Thomas Mathew | 10/15/2020 - 09:01 EST | <a href="#">View</a> |
| Notice or Report                             | Notice of Withdrawal | NoW_6.pdf       | OALJ-2015-510553 | APPROVED    | Devin Hamburg | 10/13/2020 - 06:56 EST | <a href="#">View</a> |
| Motion or Response or Reply to a Motion      | Motion to Stay       | File_2_19.pdf   | OALJ-2007-500420 | APPROVED    | Devin Hamburg | 07/22/2020 - 09:47 EST | <a href="#">View</a> |
| * 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                                                 |
| Devin Hamburg       | 4373 Elk Street, CAT, United States, California, 92861                         | Claimant/Complainant/Prosecuting Party (Self-Represented) | Devin Hamburg & Associates LLC, 3765 Hidden Valley Road      |
| Maria Holden        | 4398 Barfield Lane, STARK TOWER TOWN, United States, Illinois, 99501           | Amicus Curiae                                             | Devin Hamburg & Associates LLC, 3765 Hidden Valley Road      |
| Thomas Mathew       | 7786 County Ave. Harleysville, PA 19438, Haley, United States, Delaware, 87454 | Attorney For Claimant/Complainant/Prosecuting Party       | Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave |

## • Case Details Page (OALJ):

- 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.
- In the OALJ dashboard, click on the approved <OALJ Case Number> link from the My Access Requests or New Cases table. The user is navigated to the case details page.
- The user will be directed to the case details page.
- The case details page includes a summary section that gives a summary of the case details.
- The case details page includes:
  - Filings table lists all the Filings you have done related to this case.
  - Documents served by OALJ table lists all the servings issued by OALJ on the case.
  - . Parties with Access table lists all the parties that have access to this case.

#### Filings

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

\* All times displayed in US Eastern Timezone

#### Documents Served by ARB

| eFile Number                                  | File Name | Description | File Type | Issued On | Served On | Accessed On | Notified On |
|-----------------------------------------------|-----------|-------------|-----------|-----------|-----------|-------------|-------------|
| No documents have been served to this appeal. |           |             |           |           |           |             |             |

\* All times displayed in US Eastern Timezone

#### Parties with Access

The table shows all the parties in the appeal who have access to this appeal.

Showing 2 of 2 records [View More](#)

| Name          | Address                                                                               | User Type  | Organization                         |
|---------------|---------------------------------------------------------------------------------------|------------|--------------------------------------|
| Claire Cooper | 101010 NE, Cincinnati, United States, Ohio, 45201                                     | eFiler     | People's Law Firm, 444004 NE, 444 ST |
| Jacob McGrath | 300 K Street N, W.Suite 600-N, Washington, United States, District of Columbia, 20001 | Individual |                                      |

#### Parties on Appeal

The table lists all the parties on this appeal.

Showing 2 of 2 records [View More](#)

| Name       | Address                             | Role in the Case |
|------------|-------------------------------------|------------------|
| Keekz Nair | 101010 NE, Cincinnati, US-OH, 45201 | Complainant      |

- **Appeal Details Page (ARB, BRB or ECAB):**

- Click on the relevant Appeal (ARB, BRB or ECAB) tile from the main dashboard.
- Click on the approved <Docket Number> link. The user is navigated to the appeal details page.
- The user will be directed to the appeal details page.
- The appeal details page includes a summary section that gives a summary of the case details.
- The appeal details page includes:
  - Filings table lists all the Filings you have done related to this appeal.
  - Documents served by agencies (ARB, BRB or ECAB) table lists all the servings issued by the agency on the appeal.
  - Parties with Access table lists all the parties that have access to this appeal.

## Topic 10 - Legal Assistant/Paralegal user role and functions.

Within the DOL eFile and eServe system, legal assistants/paralegals play a crucial role in supporting attorneys and organizations:

- Submit filings and documents on behalf of attorneys
- Request access to cases and appeals
- Manage case and appeal documentation
- Receive and review eServed documents
- Assist with organization membership and delegation requirements

Attorneys can delegate access to legal assistants or paralegals, allowing them to handle eFiling tasks, submit access requests, initiate new cases or appeals, and receive eService notifications. Delegation is essential for effective case management and compliance within the systems. Please note that, to enable delegation, both the attorney and the legal assistant or paralegal must be associated with the same organization, as it is a required prerequisite



## Topic 11 - How to get help and support.

If users are seeking additional support or have questions about using the EFS system, there are several ways to access further resources and assistance:

- Fill out the “Contact” form within the “Support” section in the main menu and submit to the eFile and eServe Support team at <https://efile.dol.gov/contact>
- User Guide Resources:
  - <https://efile.dol.gov/support/userguides>
- Video Tutorials:
  - <https://efile.dol.gov/support/video-tutorials>
- Login.gov Support:
  - <https://login.gov/contact/>



## Topic 12 - Common Questions (FAQ)

Common questions and requests that users may encounter in the EFS system:

- Non-attorney users mistakenly listed as Parties with Access (Attorney role)
- No attorney options appearing in the dropdown menu.
- Delegating and removing delegated access.
- Searching for Office of Administrative Law Judges (OALJ) cases.
- New appeals pending action in the Employees' Compensation Appeals Board (ECAB) system, such as “Second Signature Is Required”.



- **Non-attorney users mistakenly listed as Parties with Access (Attorney role):**
  - If a non-attorney user, such as a legal assistant, accidentally submits an Access Request or creates a new case listing themselves as a party with access or in the attorney role, they must first initiate a withdrawal action to remove themselves from the case. Afterward, they should re-submit their request—either as a new Access Request or a new case/appeal—to correct their listed roles. Meanwhile, it is recommended to inform the agencies (OALJ or Appeal Boards) about the situation, so they are aware and can help prevent any confusion.
- User Guide:
  - <https://efile.dol.gov/support/userguides>

| Parties with Access |                                                                                |                                                           |                                                              |
|---------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------|
|                     |                                                                                |                                                           | Showing 3 of 3 records <a href="#">View More</a>             |
| Name                | Address                                                                        | Role in the Case                                          | Organization                                                 |
| Devin Hamburg       | 4573 Elk Street, CAT, United States, California, 92661                         | Claimant/Complainant/Prosecuting Party (Self-Represented) | Devin Hamburg & Associates LLC, 3765 Hidden Valley Road      |
| Maria Holden        | 4398 Barfield Lane, STARK TOWER TOWN, United States, Illinois, 99501           | Amicus Curiae                                             | Devin Hamburg & Associates LLC, 3765 Hidden Valley Road      |
| Thomas Mathew       | 7786 County Ave, Harleysville, PA 19438, Haley, United States, Delaware, 87454 | Attorney For Claimant/Complainant/Prosecuting Party       | Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave |

- **No attorney options appearing in the dropdown menu:**
  - Legal Assistant users may sometimes encounter a situation where, while attempting to submit filings on behalf of their serving attorney, the attorney's name does not appear as an option in the dropdown menu. This scenario occurs due to the legal assistant's account is not linked to the same organization as the attorney's account. Same as mentioned in the Delegation requirements, please ensure that both the member's and the attorney's accounts are associated with the same organization unit before proceeding with delegation or filing submission on attorney's behalf.
- **User Guide/Contact Support:**
  - <https://efile.dol.gov/support/userguides>
  - <https://efile.dol.gov/contact>

**Certificate of Service**

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field above. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200KB.

**eFiler's Organization**

People's Choice Law Firm, 554004 NE.444 ST

**Select an Attorney \***

Select

---

The following parties will be electronically notified of this filing:

| Name       | Email                       |
|------------|-----------------------------|
| John Smith | user_four_efis@yahoo.com    |
| John Smith | attorney_two_efis@yahoo.com |

---

**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.

- **Delegating and removing delegated access:**

- As an attorney user, if you wish to remove an existing delegation access from your case, you can follow these steps:
  - Go to the relevant Case (OALJ) or Appeal (ARB, BRB, or ECAB) tile from the main dashboard.
  - Select the approved OALJ Case or Appeal Docket Number link to access the case details page.
  - Click the Delegate Access button to open the Organization Members page.
  - In the Organization Members table, click the Remove Delegation link under the Actions column next to the user you want to remove delegation from. A confirmation for removing delegation will be displayed, and the link for the ex-delegated user will be updated accordingly.

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

| Name         | Email                    | User Type | Actions                           |
|--------------|--------------------------|-----------|-----------------------------------|
| Angel George | angeltester001@gmail.com | Attorney  | <a href="#">Remove Delegation</a> |

## Search Cases

---

### Search Cases

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

Reference Number

- **Searching for Office of Administrative Law Judges (OALJ) cases:**
  - Sometimes, when users search for OALJ cases using the docket number, they may receive an empty response even if the case is established and active in the system. This situation occurs because of the format entered in the search box. Most of the time, docket numbers are provided with dashes ('-'), but when searching for cases, please ensure you enter the docket number without dashes. For example, if your case number is 'TEST-0000-000', search for your case using 'TEST0000000' without the dashes.

| Docket Number      | Claimant Name | Employer Name | eFile Number | Case Type | Status            | Last Updated On |
|--------------------|---------------|---------------|--------------|-----------|-------------------|-----------------|
| Pending Assignment |               |               |              |           | SIGNATURE_PENDING |                 |

**New appeals pending action in the Employees' Compensation Appeals Board (ECAB) system, such as “Second Signature Is Required”.**

- When users submit a newly created ECAB Appeal with a legal representative selected, they will typically receive a status of “SIGNATURE PENDING.” This indicates that their designated legal representative or attorney must confirm the submission from their end. The attorney should be notified via the email address provided during the ECAB appeal creation process. Once the attorney confirms the action, the appeal will be submitted to the ECAB side for docket assignment review.



OFFICE OF THE CHIEF INFORMATION OFFICER

# THANK YOU

