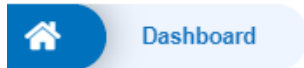


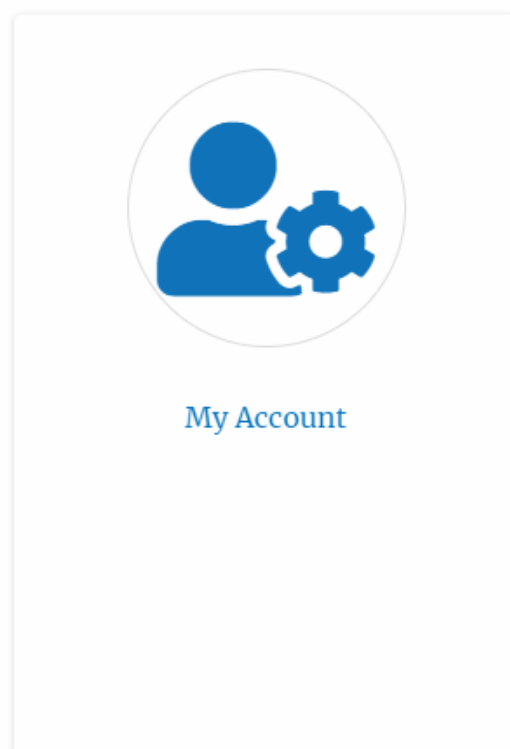


HOW TO ACCESS CASES?

1. Login 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 the **Access Cases** button.

The screenshot shows a web interface for the OALJ and BALCA Dashboard. At the top, there is a navigation bar with a home icon, a "Dashboard" button, and a "OALJ and BALCA Dashboard" button. Below the navigation bar, the title "OALJ and BALCA Dashboard" is displayed in a large, bold, black font. A thick blue horizontal line is positioned below the title. In the lower-left area, a blue button labeled "Access Cases" is highlighted with a red rectangular border.



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



Search Cases

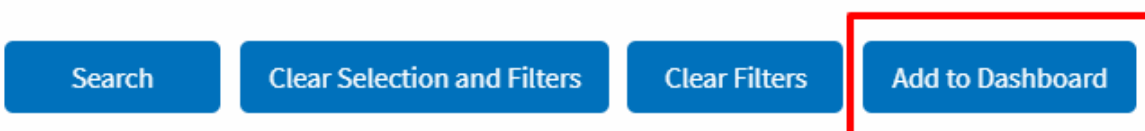
Search Cases

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

▼ Advanced Filter

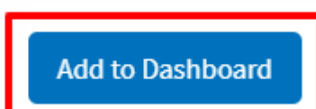
OALJ Case Number ?	Claimant Name
<input type="text" value="Search OALJ Case Number"/>	<input type="text" value="Search Claimant Name"/>
OALJ Case Number format should be YYYYCaseTypeCodeNNNNN	

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



Search Results

Select Cases	Case Number
<input checked="" type="checkbox"/>	2012LHC02015





eFile and eServe

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

Dashboard OALJ and BALCA Dashboard Access Cases

Access Cases

Back to Search Reset Help ?

	OALJ Case Number	Decision Date	Claimant	Agency Reference Number
<input checked="" type="checkbox"/>	2012LHC02015		BARY LARRY W.	08-135254

eFiler's Organization

Court Reporter Org Charlie, 32 Constitution Ave. Peachtree City, GA 30246

Submit Cancel

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

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 9 records View More +

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246



eFile and eServe

6. Click on **View More** button to view all the accessed 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 9 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246

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



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

Apply

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie, 32 Constitution Ave. Peachtree City, GA 30246