



## eFile and eServe

### HOW TO ACCESS CASES THROUGH FORM SUBMISSION?

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.

The screenshot shows a dashboard interface. At the top left, there is a 'Dashboard' button with a home icon. Below it, the word 'Dashboard' is displayed. In the top right corner, there is a 'Help' link with a question mark icon. The main area contains five tiles:

- Tile 1: eFile & eServe with the Administrative Review Board (ARB). Icon: Court building.
- Tile 2: eFile & eServe with the Benefits Review Board (BRB). Icon: Court building.
- Tile 3: eFile & eServe with the Employees' Compensation Appeals Board (ECAB). Icon: Court building.
- Tile 4: eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). Icon: Gavel. This tile is highlighted with a red border.
- Tile 5: My Account. Icon: Person with gear.



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



## OALJ and BALCA Dashboard



3. Search for any case using any relevant string and using filter options 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

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





4. Select the **eFiler's organization** and click on the **Submit** button.

Dashboard OALJ and BALCA Dashboard Access Cases

## Access Cases

Back to Search Reset

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

**eFiler's Organization**

OALJ Filings Testing, 200 Constitution Avenue, NW

Submit Cancel

5. The accessed case will be shown in your **Accessed Cases** table with the **Observer** 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]

File a New Case Access Cases Multi Case Filing

### 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 16 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2012LHC02015</a>	BARY LARRY W.		OPEN	Observer	09/15/2020 - 01:35 EST	OALJ Filings Testing , 200 Constitution Avenue, NW



## eFile and eServe

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

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<a href="#">2012LHC02015</a>	BARY LARRY W.		OPEN	Observer	09/15/2020 - 01:35 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

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

[Dashboard](#) [OALJ and BALCA Dashboard](#) [Accessed Cases](#)

### Accessed Cases

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[Help](#)

**Case Number**  **Claimant Name**

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
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