



HOW TO ACCESS SERVED DOCUMENT?

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



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



My Account



eFile and eServe

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:

- Issued On – The date and time the serving was issued by OALJ
- Served On - The date and time the serving was served to the dashboard
- Notified On - The date and time the email regarding the serving was sent
- Accessed On - The date and time the serving was access 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



eFile and eServe

- 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

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

Documents Served by OALJ

Help

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

[Apply](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
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

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

Documents Served by OALJ

Help ?

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

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