



eFile and eServe

HOW TO ACCESS SERVED DOCUMENT?

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 the main dashboard with a blue navigation bar at the top containing 'HOME', 'DASHBOARD', 'MY ACCOUNT', and 'SUPPORT'. Below the navigation bar is a 'Dashboard' breadcrumb. The main content area is titled 'Dashboard' and contains five tiles. The first three tiles are for eFile & eServe with the Administrative Review Board (ARB), Benefits Review Board (BRB), and Employees' Compensation Appeals Board (ECAB). The fourth tile, for eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA), is highlighted with a red border. The fifth tile is 'My Account'. A 'Help' icon is visible in the top right corner of the dashboard area.

2. Click on the approved <OALJ Case Number> link. The user is navigated to the case details page.

The screenshot shows the 'OALJ and BALCA Dashboard' with a blue navigation bar at the top containing 'Dashboard' and 'OALJ and BALCA Dashboard'. Below the navigation bar is a 'Help' icon. The main content area is titled 'OALJ and BALCA Dashboard' and contains three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. Below the buttons is a section titled 'My Access Requests' with the text: 'The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.' Below this text is a table with 7 columns: 'OALJ Case Number', 'eFile Number', 'Claimant Name', 'Employer Name', 'Status', 'Last Updated On', and 'Details'. The first row of the table has the following data: '2020BAT02107', 'OALJ-2007-500472', an empty cell, an empty cell, 'APPROVED', '09/14/2020 - 08:49 EST', and 'View'. The '2020BAT02107' cell is highlighted with a red border. In the top right corner of the table area, there is a 'Showing 5 of 38 records' label and a 'View More' button with a plus icon.

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2020BAT02107	OALJ-2007-500472			APPROVED	09/14/2020 - 08:49 EST	View



eFile and eServe

3. The **OALJ Issued Documents** table is showing the served documents list.

Documents Served by OALJ

Showing 1 of 1 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 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 1 of 1 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

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

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
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST		07/23/2020 - 03:32 EST

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6. The **Accessed On** is showing in the column.

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