



eFile and eServe

HOW TO ACCESS CASES DIRECTLY?

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.

Dashboard

Help ?

The dashboard displays four main tiles for eFile & eServe services:

- eFile & eServe with the Administrative Review Board (ARB)**: Represented by a blue icon of a classical building with three columns.
- eFile & eServe with the Benefits Review Board (BRB)**: Represented by a blue icon of a classical building with three columns.
- eFile & eServe with the Employees' Compensation Appeals Board (ECAB)**: Represented by a blue icon of a classical building with three columns.
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)**: Represented by a blue icon of a gavel. This tile is highlighted with a red border.

Below these tiles is a **My Account** tile, represented by a blue icon of a person and a gear.



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

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

File a New Case **Access Cases** Multi Case Filing

3. Search any case and click on the <OALJ Case Number> displayed.

Dashboard OALJ and BALCA Dashboard Search Cases

Search Cases

Search Cases

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

▼ Advanced Filter

OALJ Case Number **Claimant Name**

OALJ Case Number format should be YYYYCaseTypeCodeNNNNN

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

Search Clear Selection and Filters Clear Filters

Search Results

Select Cases	Case Number
<input type="checkbox"/>	2012AIR00014



4. Select the required organization and click on the **Add to Dashboard** button.

Navigation: [Dashboard](#) | [OALJ and BALCA Dashboard](#) | [Case Details](#)

Case Details

Summary

eFile Case Number	EFS-OALJ-2007-200097
OALJ Case Number	2012AIR00014
Agency Reference #	9-3290-12-001
Case Type	AIR
Case Type Group	WHISTLE BL
ALJ Decision Date	12/27/2018 - 00:00 EST
Claimant Name	MAWHINNEY ROBERT S.
Employer Name	
Status	CLOSED
Docketed Date	07/11/2020 - 13:21 EST

Organization

OALJ Filings Testing, 200 Constitution Avenue, NW

Add to Dashboard


5. The case details page will show a confirmation message.



eFile and eServe

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [Case Details](#)

Case Details

 Case successfully added to the dashboard

Summary

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[Remove From My Dashboard](#)

[Make Attorney of Record](#)

6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [Case Details](#)

Case Details

7. The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type.

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OALJ and BALCA Dashboard

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
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

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



eFile and eServe

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
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing, 200 Constitution Avenue, NW

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

[Dashboard](#) [OALJ and BALCA Dashboard](#) [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.

[Help](#)

Case Number **Claimant Name** [Apply](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing, 200 Constitution Avenue, NW