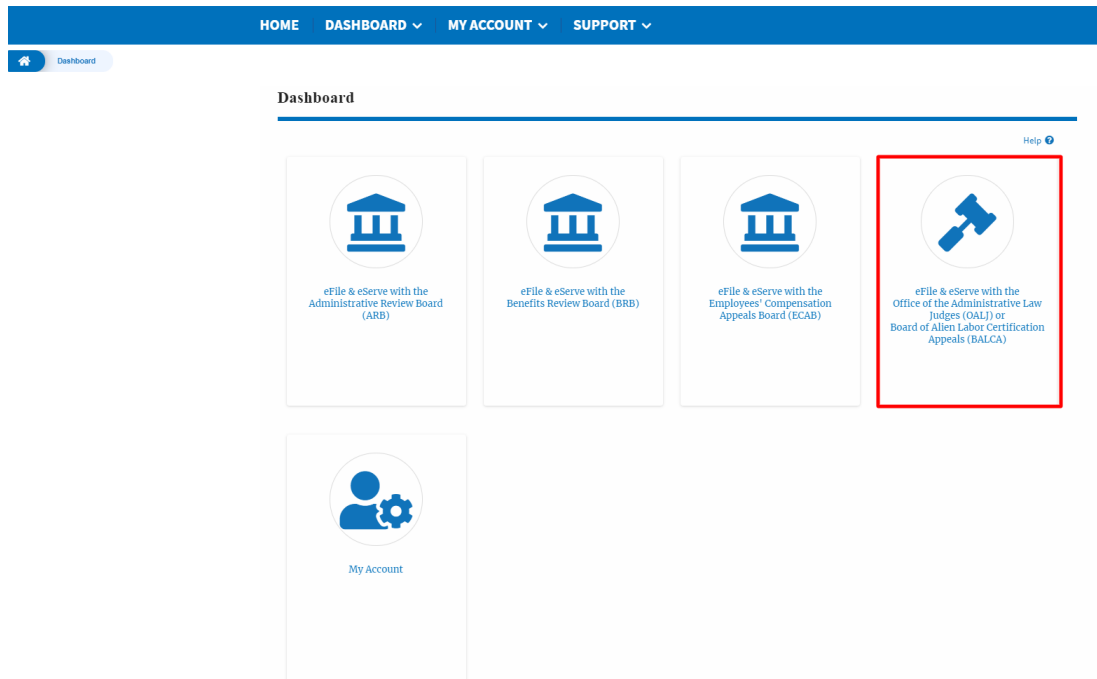




## HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



2. **OALJ and BALCA** Dashboard includes buttons 'File a New Case', 'Access Cases', and 'Multi Case Filing'.

Note: **Multi Case Filing** button will only appear if at least one submitted/approved case is listed in the Request Access to Cases table.

### OALJ and BALCA Dashboard



- a. The **File a New Case** button lets users file a new case with OALJ
- b. The **Access Cases** button lets the Trusted user to directly access cases.
- c. The **Multi Case Filing** button lets users file a common filing to multiple cases at the same time
- d. The **Form Templates** button lets users download templates for Notice of Appearance for the filings.



## eFile and eServe

3. **OALJ and BALCA** Dashboard includes tables 'Accessed Cases', 'Cases Delegated to Me', and 'New Cases'.
  - a. The **Accesses Cases** table lists all the cases that the user has obtained access to
  - b. The **Cases Delegated to Me** table lists all the cases that other attorneys in the same organization have delegated to the user.
  - c. The **New Cases** table lists all the new cases that the user has submitted.

### OALJ and BALCA Dashboard

[Form Templates](#) [Help](#)

[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 6 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2019BLA05812</a>	McALLISTER TERRY		OPEN	AoR	11/17/2020 - 04:44 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave
<a href="#">2020BLA10720</a>			OPEN	AoR	11/17/2020 - 03:46 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave
<a href="#">2020DCA12121</a>			OPEN	AoR	11/17/2020 - 03:38 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave
<a href="#">2013BLA05025</a>	SLONE MICHAEL A		CLOSED	AoR	11/17/2020 - 02:44 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave
<a href="#">2020ACA00291</a>			OPEN	AoR	11/16/2020 - 05:11 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave

\* All times displayed in US Eastern Timezone

---

#### Cases Delegated to Me

OALJ Case Number	Claimant Name	Status	Delegated by	Delegated On	Organization
There are no delegated cases to show.					

\* All times displayed in US Eastern Timezone

---

#### New Cases

OALJ Case Number	eFile Number	Originating Agency	Reference Number	Status	Last Updated On	Details
There are no cases that you have filed through this system.						

\* All times displayed in US Eastern Timezone