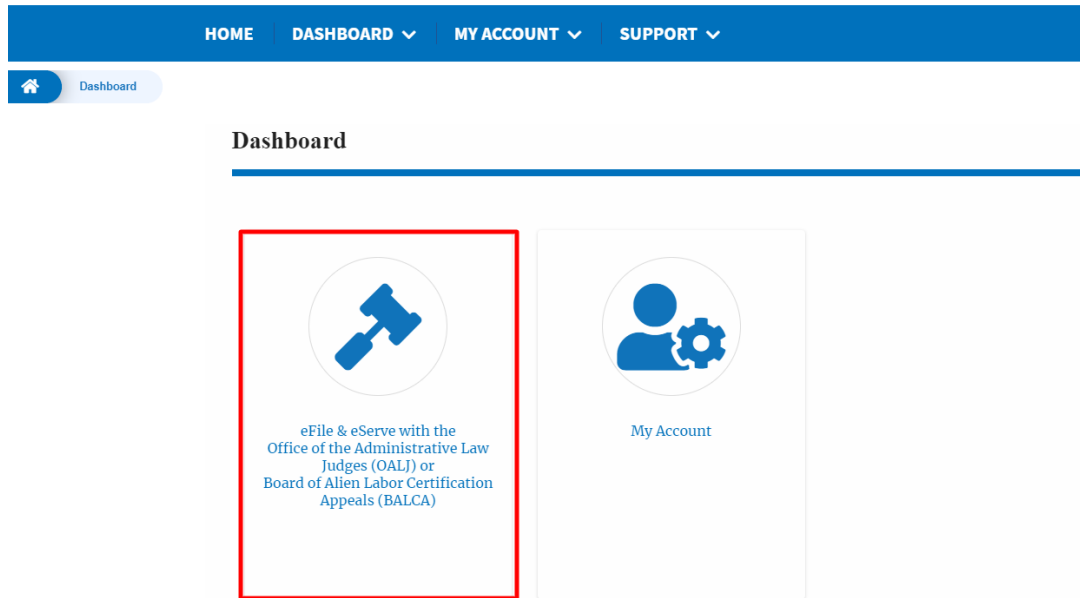


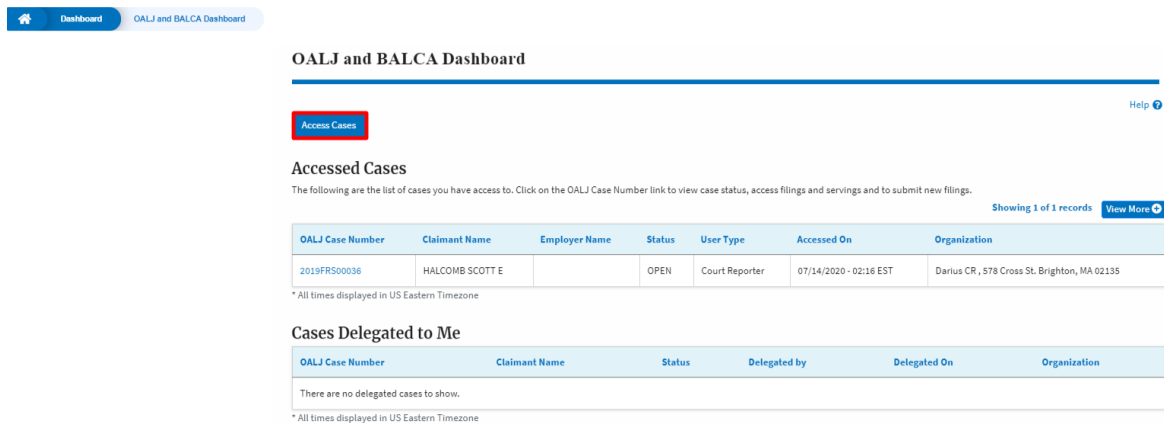


## HOW TO VIEW OALJ/BALCA DASHBOARD?

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 include the **Access Cases** button that is used to get access to cases by the court reporter user.



The **Access Cases** button lets the Court Reporter user to directly access cases.



## eFile and eServe

### 3. OALJ and BALCA Dashboard include the tables - **Accessed Cases** and **Cases Delegated to Me**.

- a. The **Accessed 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.

The screenshot shows the OALJ and BALCA Dashboard interface. At the top, there is a navigation bar with "Dashboard" and "OALJ and BALCA Dashboard" tabs. Below the navigation bar, the main heading is "OALJ and BALCA Dashboard". There is a "Help" icon in the top right corner. A "Access Cases" button is located above the "Accessed Cases" table. The "Accessed Cases" table has a header with columns: OALJ Case Number, Claimant Name, Employer Name, Status, User Type, Accessed On, and Organization. A single row is visible with the following data: 2019FRS00036, HALCOMB SCOTT E, [blank], OPEN, Court Reporter, 07/14/2020 - 02:16 EST, Darius CR, 579 Cross St. Brighton, MA 02135. Below the table, there is a note: "\* All times displayed in US Eastern Timezone". The "Cases Delegated to Me" table has a header with columns: OALJ Case Number, Claimant Name, Status, Delegated by, Delegated On, and Organization. The table content is empty, with a message: "There are no delegated cases to show." Below this table, there is also a note: "\* All times displayed in US Eastern Timezone".

OALJ and BALCA Dashboard

Access Cases

Help

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

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2019FRS00036</a>	HALCOMB SCOTT E		OPEN	Court Reporter	07/14/2020 - 02:16 EST	Darius CR, 579 Cross St. Brighton, MA 02135

\* All times displayed in US Eastern Timezone

#### Cases Delegated to Me

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

\* All times displayed in US Eastern Timezone