



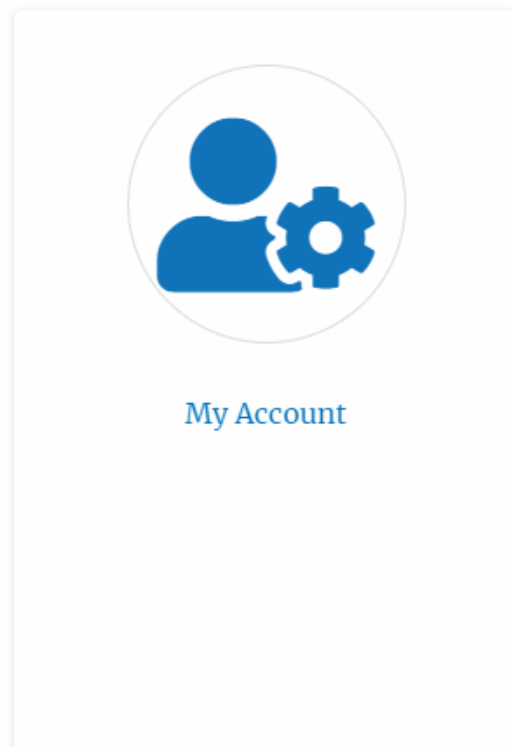
HOW TO DELEGATE ACCESS TO THE CASE?

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.

Note: You can delegate access only if you are an Attorney.



Dashboard





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 9 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246

3. Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.



Summary

eFile Case Number	EFS-OALJ-2009-208942
OALJ Case Number	2012LHC02015
Agency Reference #	08-135254
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)

[Remove From My Dashboard](#)

[Delegate Access](#)



eFile and eServe

- From the Organization members table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Organization Members

Organization Members

Organization: [Redacted] [Help](#)

Name Email Search

Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	Delegate

- Delegate user confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.

✔ Sagar Tester has been delegated to this case.
• An email notification has been sent to Sagar Tester at sagartester001@gmail.com.

Organization: Court Reporter Org Charlie [Help](#)

Name Email Search

Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	Remove Delegation

- Click on <eFile Case Number> on the breadcrumb to go back to the case details page.

HOME DASHBOARD ▼ MY ACCOUNT ▼ SUPPORT ▼

Dashboard OALJ and BALCA Dashboard **EFS-OALJ-2009-208942** Organization Members



eFile and eServe

7. The delegated member will be displayed in the Delegated User table.

Delegated Users

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

Name	Address	Delegated By	Organization
Sagar Tester	4486 County Ave. Harleysville, PA 19438, Vile, United States, Connecticut, 57346	Charlie Tester	Court Reporter Org Charlie, 32 Constitution Ave. Peachtree City, GA 30246