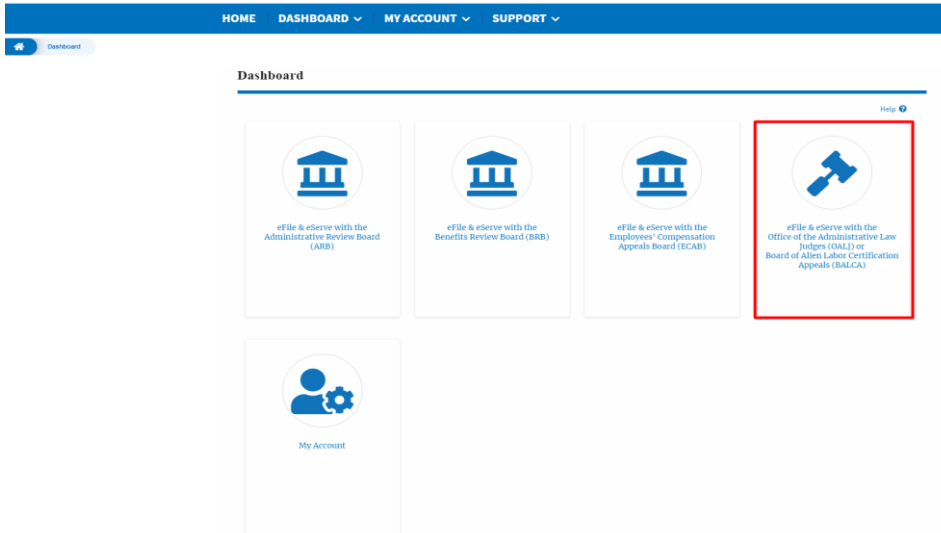




eFile and eServe

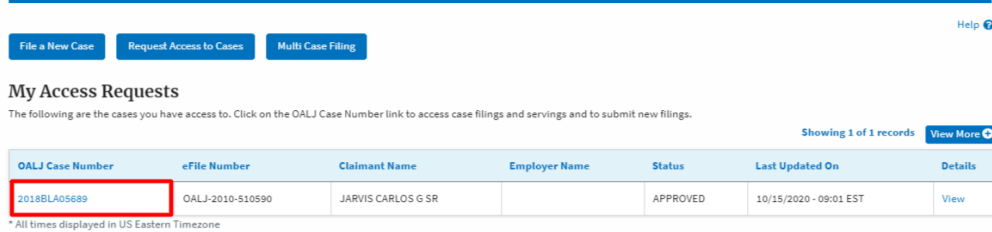
HOW TO DELEGATE ACCESS TO THE CASE?

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.



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

OALJ and BALCA Dashboard



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

Case Details

Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALI Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST





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.

Organization Members

Organization: Wingstein and Dragger Attorneys at Laws

Help ?

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	Delegate
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate

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

Organization Members

- ✓ Carol Max has been delegated to this case.
- An email notification has been sent to Carol Max at caroltester001@gmail.com.

Organization: Wingstein and Dragger Attorneys at Laws

Help ?

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	Remove Delegation
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate

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

[Home](#)
[Dashboard](#)
[OALJ and BALCA Dashboard](#)
[EFS-OALJ-2007-200182](#)
[Organization Members](#)

Organization Members

- 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
Carol Max	Address 1, City 123, United States, Louisiana, 14752	Thomas Mathew	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave