



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.

Note: Case delegation can only be done by an Attorney.

The screenshot shows a dashboard with a navigation bar at the top containing a home icon and the word "Dashboard". Below the navigation bar is a "Dashboard" header. The main content area contains five tiles. The first three tiles are for eFile & eServe with the Administrative Review Board (ARB), Benefits Review Board (BRB), and Employees' Compensation Appeals Board (ECAB). The fourth tile, which is highlighted with a red border, is for eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). The fifth tile is for "My Account". A "Help" link is visible in the top right corner of the dashboard area.



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2. Click on an OALJ Case Number with the **AoR** User Type.

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

File a New Case Access Cases Multi Case Filing 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 5 of 17 records View More

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2020BAT02107			OPEN	AoR	09/15/2020 - 04:03 EST	OALJ Filings Testing, 200 Constitution Avenue, NW

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

Summary

eFile Case Number	EFS-OALJ-2007-200161
OALJ Case Number	2020BAT02107
Agency Reference #	N/A
Case Type	
Case Type Group	
ALJ Decision Date	
Claimant Name	
Employer Name	
Status	OPEN
Docketed Date	07/22/2020 - 02:37 EST

Submit a New Filing

Remove From My Dashboard

Remove Attorney of Record

Delegate Access



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

Name **Email**

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Delegate

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

Organization Members

✓ • Dion John has been delegated to this case.
• An email notification has been sent to Dion John at diontester001@gmail.com.

Help ?

Organization:

Name **Email**

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation



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6. 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-2007-200161** | Organization Members

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
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Angel George	OALJ Filings Testing, 200 Constitution Avenue, NW