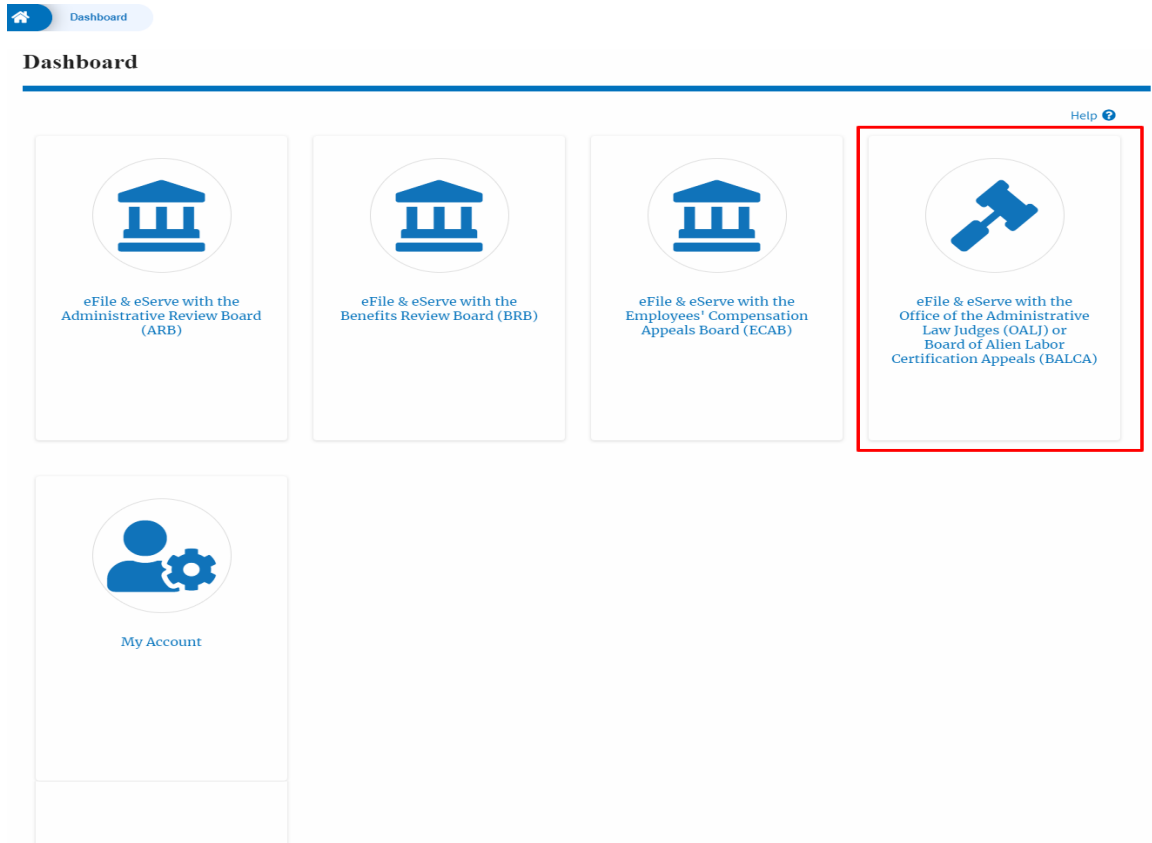




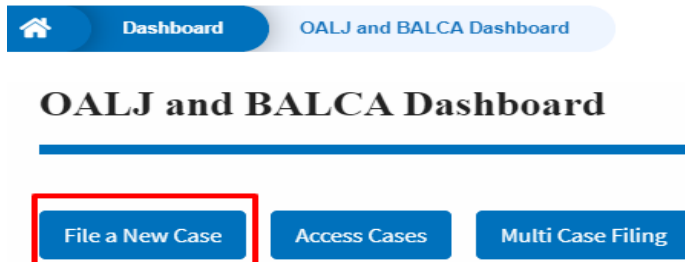
## eFile and eServe

### HOW TO FILE A NEW 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 **File a New Case** button.





- File a new case by filling out the mandatory fields and selecting the required organization and click on the **Submit to DOL** button after selecting the redaction box.

## New Case to OALJ or BALCA

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

[Instructions for Filing Under Seal](#) [Instructions for Filing by Amicus Curiae](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consult the following [guide](#) for such confidential filings

**Filing Type \***  
Request for Hearing or Request for Administrative Review

**Program Area \***  
- Select a value -

**Program Sub Area**  
- None -

**Originating Agency \***  
- None -

**Sub Agency**  
- None -

**Agency Reference Number**  
Enter Agency Reference Number

**Your Role in the Case \***  
- Select a value -

**▼ Decision Document From Originating Agency (e.g., OWCP, OSHA, Wage and Hour Division, Etc.)**  
Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

**Add a File \***  
 No file chosen

**Certificate of Service \***  
 No file chosen  
Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**  
All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

I understand that I must comply with the redaction rules. I have read this notice.



## eFile and eServe

**Note 1:** Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Party.

**Note 2:** If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

**Note 3:** If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.

- The submitted case will be shown in your **New Cases** table with the **SUBMITTED** status.

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

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

| OALJ Case Number   | eFile Number     | Originating Agency                           | Reference Number | Status    | Last Updated On        | Details              |
|--------------------|------------------|--|------------------|-----------|------------------------|----------------------|
| Pending Assignment | OALJ-2009-510203 | Employment and Training Administration (ETA) |                  | SUBMITTED | 09/14/2020 - 05:09 EST | <a href="#">View</a> |

- Click on **View More** button to view all the new cases.

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

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

| OALJ Case Number   | eFile Number     | Originating Agency                           | Reference Number | Status    | Last Updated On        | Details              |
|--------------------|------------------|--|------------------|-----------|------------------------|----------------------|
| Pending Assignment | OALJ-2009-510203 | Employment and Training Administration (ETA) |                  | SUBMITTED | 09/14/2020 - 05:09 EST | <a href="#">View</a> |

- All the submitted cases will be listed on the **New Cases** page.

### New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

| Case Number or eFile Number                                     | Originating Agency                                     | Agency Reference Number                                     | Status  |
|---|--|---|---------|
| <input type="text" value="Search Case Number or eFile Number"/> | <input type="text" value="Search Originating Agency"/> | <input type="text" value="Search Agency Reference Number"/> | - Any - |

Access Status:  [Apply](#)

| OALJ Case Number   | eFile Number     | Originating Agency                           | Reference Number | Status    | Access Status | Last Updated On        | Details              |
|--------------------|------------------|--|------------------|-----------|---------------|------------------------|----------------------|
| Pending Assignment | OALJ-2009-510203 | Employment and Training Administration (ETA) |                  | SUBMITTED | SUBMITTED     | 09/14/2020 - 05:09 EST | <a href="#">View</a> |



## eFile and eServe

- Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings. [Help](#)

**Case Number or eFile Number** **Originating Agency** **Agency Reference Number** **Status**

Search Case Number or eFile Number Search Originating Agency Search Agency Reference Number - Any -

**Access Status**

- Any - [Apply](#)

| OALJ Case Number   | eFile Number     | Originating Agency                           | Reference Number | Status    | Access Status | Last Updated On        | Details              |
|--------------------|------------------|--|------------------|-----------|---------------|------------------------|----------------------|
| Pending Assignment | OALJ-2009-510203 | Employment and Training Administration (ETA) |                  | SUBMITTED | SUBMITTED     | 09/14/2020 - 05:09 EST | <a href="#">View</a> |

- The user is displayed with the case details in a popup and can download by clicking on the document links which are submitted by the user.

**Case Details**

OALJ Case Number: Pending Assignment  
eFile Case Number: EFS-OALJ-2009-208944  
eFile Number: OALJ-2009-510203  
Filing Type: Request for Hearing or Request for Administrative Review  
Originating Agency: Employment and Training Administration (ETA)  
Your Role in the Case: Respondent/Defendant/Employer (Self-represented)  
Certificate of Service: [Test\\_37.pdf](#)  
Notice of Appearance: [rtf-sample\\_100kB\\_0.rtf](#)  
Decision Document from Originating Agency: [rtf-sample\\_100kB.rtf](#)  
Organization: Test Aaron Orga, Test address 12  
Case Status: SUBMITTED  
Access Status: SUBMITTED  
Submitted On: 09/14/2020 - 05:09 EST  
Last Updated On: 09/14/2020 - 05:09 EST

**Status Update Log**

| eFile Number     | eFile Status | Comment                      | Updated On             |
|------------------|--------------|------------------------------|------------------------|
| OALJ-2009-510203 | SUBMITTED    | New case has been submitted. | 09/14/2020 - 05:09 EST |