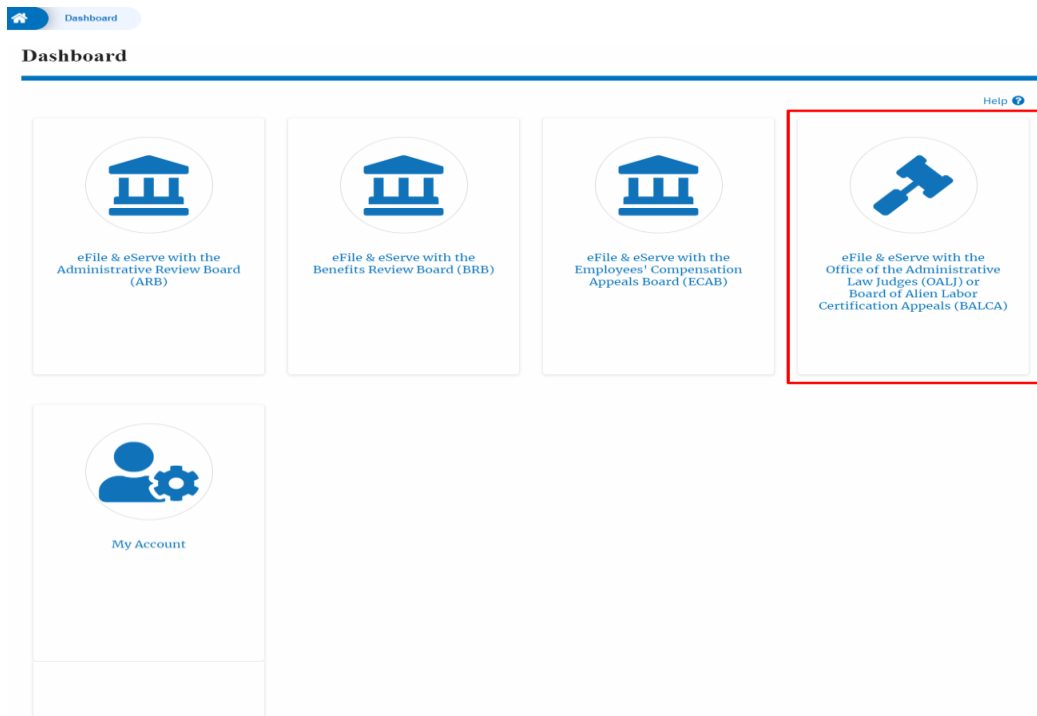




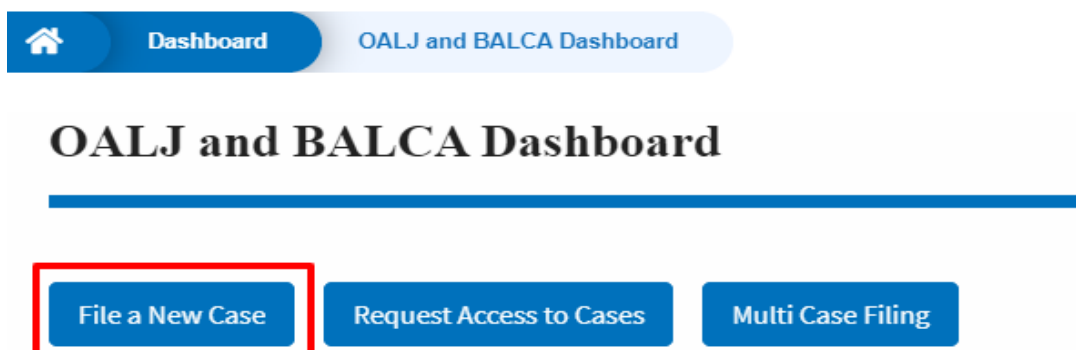
eFile and eServe

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.





3. 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.

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [New Case to OALJ or BALCA](#)

New Case to OALJ or BALCA

[Help ?](#)

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 -



eFile and eServe

Agency Reference Number

Your Role in the Case *

▼ 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, xls, xlsx, txt, docx, 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, xls, xlsx, txt, docx, rtf and size should be less than 200MB

eFiler's Organization

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

4. The requested 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	View

5. Click on the **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	View

6. All the requested cases will be listed on the **New Cases** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [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.

[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"/>	<input type="text" value="- 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	View



eFile and eServe

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

Dashboard OALJ and BALCA Dashboard 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. [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	View

8. 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.

HOME DASHBOARD

Dashboard OALJ and BALCA Dashboard

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

Search Case Number or eFile Number

Access Status

- Any -

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