



eFile and eServe

HOW TO MAKE THE USER ATTORNEY OF RECORD?

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.

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. There are four main tiles, each with a building icon and text: "eFile & eServe with the Administrative Review Board (ARB)", "eFile & eServe with the Benefits Review Board (BRB)", "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)", and "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The fourth tile is highlighted with a red border. A "My Account" tile with a person and gear icon is located below the first three tiles. A "Help" link is visible in the top right corner.

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

The screenshot shows the "OALJ and BALCA Dashboard" with a navigation bar at the top containing a home icon, "Dashboard", and "OALJ and BALCA Dashboard". Below the navigation bar is a "OALJ and BALCA Dashboard" header. There are three buttons: "File a New Case", "Access Cases", and "Multi Case Filing". A "Help" link is visible in the top right corner. Below the buttons is a section titled "Accessed Cases" with a sub-header "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." Below the sub-header is a "Showing 5 of 16 records" and a "View More" link. Below the links is a table with the following data:

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing , 200 Constitution Avenue, NW



3. The case details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.

Summary

eFile Case Number	EFS-OALJ-2007-200097
OALJ Case Number	2012AIR00014
Agency Reference #	9-3290-12-001
Case Type	AIR
Case Type Group	WHISTLE BL
ALJ Decision Date	12/27/2018 - 00:00 EST
Claimant Name	MAWHINNEY ROBERT S.
Employer Name	
Status	CLOSED
Docketed Date	07/11/2020 - 13:21 EST

[Remove From My Dashboard](#)

[Make Attorney of Record](#)

4. Click on the **Make Attorney of Record** button.



[Dashboard](#)

[OALJ and BALCA Dashboard](#)

[Case Details](#)

Case Details

Summary

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[Remove From My Dashboard](#)

[Make Attorney of Record](#)



- The case details page is displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons along with a confirmation message.

Dashboard OALJ and BALCA Dashboard Case Details

Case Details

✓ You are now an Attorney of Record. Help ?

Summary

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Submit a New Filing Remove From My Dashboard Remove Attorney of Record Delegate Access

- Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.

Dashboard **OALJ and BALCA Dashboard** Case Details

Case Details

- The accessed case will be shown in your **Accessed Cases** table with the **AoR** User Type.

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 16 records View More +

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