



eFile and eServe

HOW TO SUBMIT MULTI CASE FILINGS TO OALJ?

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 'Dashboard' header and a 'Help' icon. Below the header, there are four tiles for eFile & eServe with different boards: Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), and Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). The BALCA tile is highlighted with a red border. Below these tiles is a 'My Account' tile.



2. Click on the **Multi Case Filing** button. The user is navigated to the case details page.



OALJ and BALCA Dashboard



3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing to the OALJ** page.



Multi Case Filing

OALJ Case Number Help

Fiscal Year	Case Type	Case Number
<input type="text" value="Eg: 2019"/>	<input type="text" value="-Any-"/>	<input type="text" value="Eg: 01234"/>

Select Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
<input checked="" type="checkbox"/>	2020BAT02107			Open



- The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.



New Filing to OALJ

[Reset & Back to Search](#)

[Help ?](#)

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

	OALJ Case Number	Case Type	Claimant Name
<input checked="" type="checkbox"/>	2020BAT02107		

Filing Category *

- Select a value -

Filing Type *

-Select a value-

Additional Comments *



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Certificate of Service for 2020BAT02107*

Choose File No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, png, doc, xls, xlsx, txt, docx, 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.

Submit to DOL

Cancel

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.



5. A confirmation message is showing in the New Filing to OALJ page.

The screenshot shows the 'New Filing to OALJ' page. At the top, there is a breadcrumb trail: 'Dashboard' > 'OALJ and BALCA Dashboard' > 'New Filing to OALJ'. Below the breadcrumb, the page title is 'New Filing to OALJ'. A green checkmark icon is followed by the text: 'The new filing has been submitted to the case.' Below this, there is a blue button labeled 'Reset & Back to Search'. To the right of the button is a 'Help' link with a question mark icon. Below the help link is an 'IMPORTANT NOTICE' in all caps: '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'.

6. Click on **OALJ and BALCA Dashboard** breadcrumb to go back to the dashboard.

The screenshot shows the breadcrumb trail: 'Dashboard' > 'OALJ and BALCA Dashboard' > 'New Filing to OALJ'. The 'OALJ and BALCA Dashboard' breadcrumb is highlighted with a red box.

7. Click on the <OALJ Case Number> to go to the case details page.

The screenshot shows the 'OALJ and BALCA Dashboard' page. At the top, there is a breadcrumb trail: 'Dashboard' > 'OALJ and BALCA Dashboard'. Below the breadcrumb, there are three blue buttons: 'File a New Case', 'Access Cases', and 'Multi Case Filing'. Below the buttons is the section title 'Accessed Cases'. Below the title is the text: 'The following are the list of cases you have access to. Click on the OALJ Case Numt'. Below the text is a table with three columns: 'OALJ Case Number', 'Claimant Name', and 'Employer Name'. The first row of the table has the value '2020BAT02107' in the 'OALJ Case Number' column, which is highlighted with a red box.

OALJ Case Number	Claimant Name	Employer Name
2020BAT02107		



eFile and eServe

8. The filing is listed in the **Filings** table.

Case Details

Summary

Help

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

Filings

Showing 2 of 2 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	View

9. Click on **View More** button to view all the filings under the case.

Filings

Showing 2 of 2 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	View

10. All the filings under the case will be listed on the **Filings** page.

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2007-200161 Filings

Filings

Help

eFile Number:
 Filing Category:
 Filing Type:
 Status:

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	09/15/2020 - 04:06 EST	View

11. Click on the **View** link under the **Details** column header to view the filing details.

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	rtf-sample_100kB_0.rtf	OALJ-2009-510219	SUBMITTED	Angel George	09/15/2020 - 04:06 EST	09/15/2020 - 04:06 EST	View



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12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.

Filing Details

eFile Number	OALJ-2009-510219
eFile Case Number	EFS-OALJ-2007-200161
Filing Category	Motion or Response or Reply to a Motion
Filing Type	Motion to Stay
Additional Comments	Test Comments
Filed Documents	rtf-sample_100kB_0.rtf
Certificate of Service	Test_99.pdf
Notice of Appearance	rtf-sample_100kB_2.rtf
Status	SUBMITTED
Filed By	Angel George
Submitted On	09/15/2020 - 04:06 EST

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510219	SUBMITTED	New filing has been submitted.	09/15/2020 - 04:05 EST