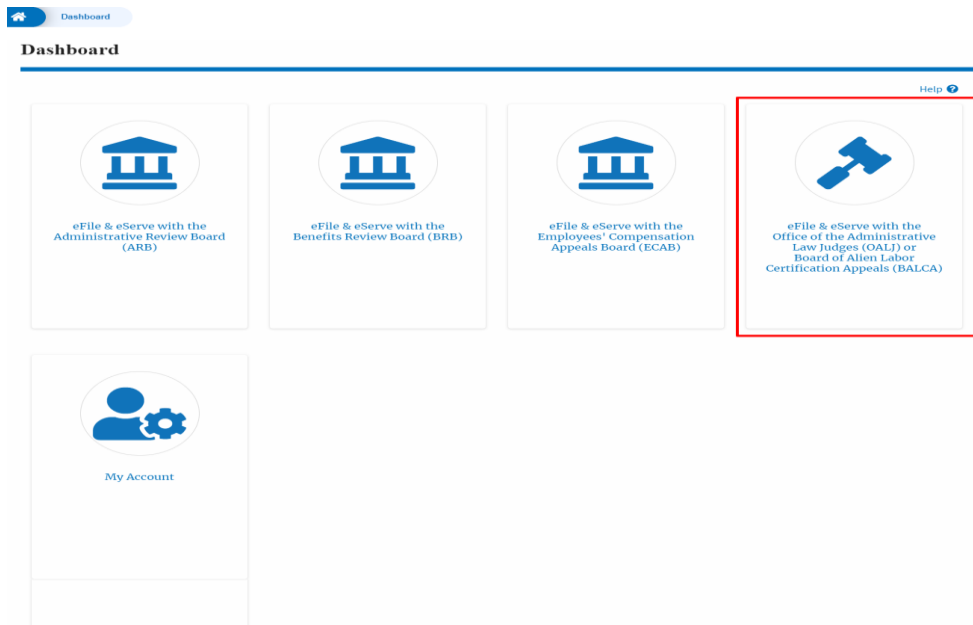




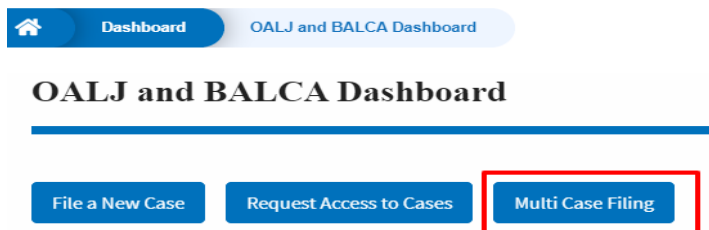
eFile and eServe

HOW TO SUBMIT MULTI CASE FILINGS TO OALJ?

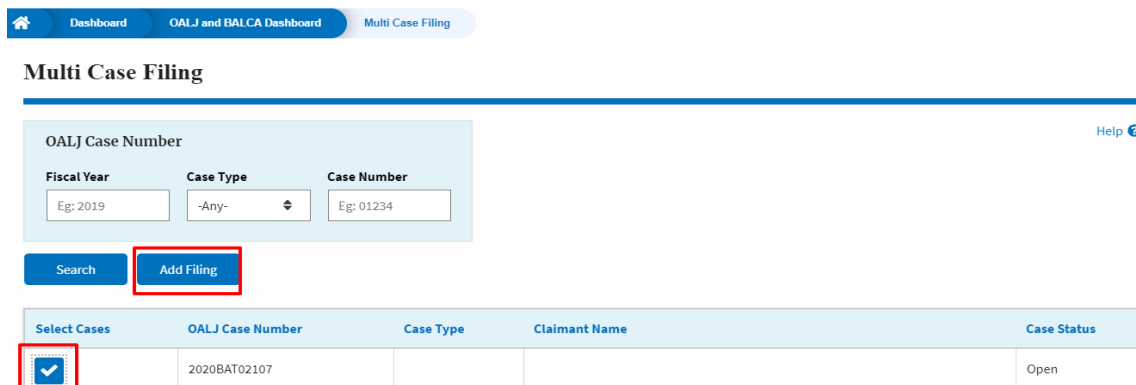
1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.



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



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





eFile and eServe

- 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](#)

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

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

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 *

Certificate of Service for 2020BAT02107 *
[Choose File](#) No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, png, 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.

[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 I showing on the New Filing to OALJ page.

Dashboard **OALJ and BALCA Dashboard** New Filing to OALJ

New Filing to OALJ

The new filing has been submitted to the case.

[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

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

Dashboard **OALJ and BALCA Dashboard** New Filing to OALJ

New Filing to OALJ

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

Dashboard **OALJ and BALCA Dashboard**

[File a New Case](#) [Request Access to Cases](#) [Multi Case Filing](#)

My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number

OALJ Case Number	eFile Number	Claimant Name
2020BAT02107	OALJ-2007-500472	



eFile and eServe

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

Filings

Showing 1 of 1 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	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone

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

Filings

Showing 1 of 1 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	Processing please wait.	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone

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



Filings

[Help](#)

eFile Number Search eFile Number	Filing Category - Any -	Filing Type - Any -	Status - Any -
--	-----------------------------------	-------------------------------	--------------------------

[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	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone



eFile and eServe

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

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings Help ?

Filings

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	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	View

* All times displayed in US Eastern Timezone

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-2009-510205
eFile Case Number	EFS-OALJ-2009-208942
Filing Category	Motion or Response or Reply to a Motion
Filing Type	Motion to Stay
Additional Comments	Test additional comments.
Filed Documents	download_42.jpeg
Certificate of Service	Test_97.pdf
Status	SUBMITTED
Filed By	Barey Barry
Submitted On	09/14/2020 - 05:39 EST

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510205	SUBMITTED	New filing has been submitted.	09/14/2020 - 05:39 EST