



## eFile and eServe

### HOW TO SUBMIT A NEW FILING 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.

Dashboard

Help ?

The screenshot shows a dashboard with four main tiles and one 'My Account' tile. The tiles are:

- eFile & eServe with the Administrative Review Board (ARB)**: Icon of a classical building.
- eFile & eServe with the Benefits Review Board (BRB)**: Icon of a classical building.
- eFile & eServe with the Employees' Compensation Appeals Board (ECAB)**: Icon of a classical building.
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)**: Icon of a gavel. This tile is highlighted with a red border.

My Account



## eFile and eServe

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

### OALJ and BALCA Dashboard

File a New Case   Access Cases   Multi Case Filing   Form Templates   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 8 records   View More

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012AIR00014	MAWHINNEY ROBERT S.		CLOSED	Observer	11/23/2020 - 02:04 EST	Wingstein and Dragger Attorneys of Law , 56 Constitution Ave

3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing to the OALJ** page.

### 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



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



## 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

[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

**Case Number**

**Filing Category \***

**Filing Type \***

**Additional Comments \***

**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](#)



## 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.

5. The filing is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.

### Filings

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

6. Click on **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 for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### Filings

[Help](#)

<b>eFile Number</b>	<b>Filing Category</b>	<b>Filing Type</b>	<b>Status</b>
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="-Any-"/>	<input type="text" value="- Any -"/>

[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	09/15/2020 - 03:57 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

- 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 for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	09/15/2020 - 03:57 EST	<a href="#">View</a>

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- 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-2009-510218
eFile Case Number	EFS-OALJ-2007-200097
Filing Category	Motion for Reconsideration
Filing Type	Motion for Reconsideration of Case Decision
Additional Comments	Test additional Comments
Filed Documents	<a href="#">Test_113.pdf</a>
Certificate of Service	<a href="#">rtf-sample_100kB_2.rtf</a>
Notice of Appearance	<a href="#">rtf-sample_100kB_1.rtf</a>
Status	SUBMITTED
Filed By	Angel George
Submitted On	09/15/2020 - 03:57 EST

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510218	SUBMITTED	New filing has been submitted.	09/15/2020 - 03:56 EST