



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.

The screenshot shows a dashboard interface with a blue header bar containing a home icon and the word "Dashboard". Below the header, the word "Dashboard" is displayed. In the top right corner, there is a "Help" link with a question mark icon. The dashboard features four main tiles, each with a circular icon and text below it:

- Tile 1:** Icon of a classical building with columns. Text: "eFile & eServe with the Administrative Review Board (ARB)".
- Tile 2:** Icon of a classical building with columns. Text: "eFile & eServe with the Benefits Review Board (BRB)".
- Tile 3:** Icon of a classical building with columns. Text: "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)".
- Tile 4 (highlighted with a red border):** Icon of a gavel. Text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)".

Below these four tiles is a fifth, larger tile with a circular icon of a person and a gear. Text below the icon: "My Account".



eFile and eServe

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

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

Help ?

File a New Case Access Cases Multi Case Filing

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

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

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

[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

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.



eFile and eServe

- 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	View

* All times displayed in US Eastern Timezone

- 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	View

* All times displayed in US Eastern Timezone

- 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 -
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[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	View

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- 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	View

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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	Test_113.pdf
Certificate of Service	rtf-sample_100kB_2.rtf
Notice of Appearance	rtf-sample_100kB_1.rtf
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