



eFile and eServe

HOW TO DO REMOVE 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.



Dashboard

Help ?

The dashboard contains five tiles:

- 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**: Icon of a person and a gear.



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

Summary Help ?

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

4. Click on **Remove Attorney of Record** button.

Dashboard OALJ and BALCA Dashboard Case Details

Summary

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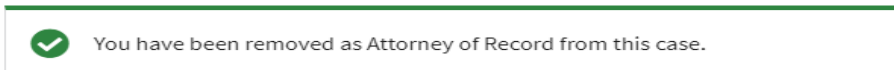
Submit a New Filing Remove From My Dashboard **Remove Attorney of Record** Delegate Access



- The case details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons along with a confirmation message.



Case Details



Summary

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



Case Details

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



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Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

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

[Help](#)

Accessed Cases

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