HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

1. Login and 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 an **OALJ Case Number**.

3. Click on the **Delegate Access** button to navigate to the Organization Members page.
4. From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

5. Remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.