



eFile and eServe

HOW TO REMOVE DELEGATION ACCESS FROM THE CASE?

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 displays four tiles for eFile & eServe with different boards:

- eFile & eServe with the Administrative Review Board (ARB)
- eFile & eServe with the Benefits Review Board (BRB)
- eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) - 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.

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

File a New Case Access Cases Multi Case Filing 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 17 records View More +

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2020BAT02107			OPEN	AoR	09/15/2020 - 04:03 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

3. Click on the **Delegate Access** button to navigate to the Organization Members page.

Summary

eFile Case Number	EFS-OALJ-2007-200161
OALJ Case Number	2020BAT02107
Agency Reference #	N/A
Case Type	
Case Type Group	
ALJ Decision Date	
Claimant Name	
Employer Name	
Status	OPEN
Docketed Date	07/22/2020 - 02:37 EST

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



eFile and eServe

- From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation

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

Organization Members

- ✓ Removed Dion John's delegated access to this case.
- An email notification has been sent to Dion John at diontester001@gmail.com.

[Help ?](#)

Organization: OALJ Filings Testing

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Delegate