



eFile and eServe

HOW TO REQUEST ACCESS TO CASES?

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 ?

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)

My Account

2. Click on the **Request Access to Cases** button.

OALJ and BALCA Dashboard

File a New Case

Request Access to Cases



eFile and eServe

3. Search any case and click on the **Add to Request** button that is displayed only if one of the cases is selected.



Search Cases

Search Cases

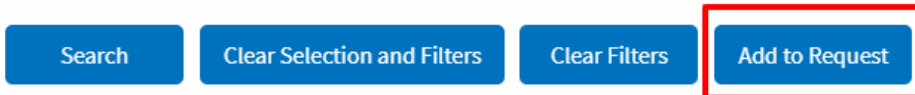
You can search using OALJ Case Number, Claimant Name, Agency Reference Number

▼ Advanced Filter

OALJ Case Number ?	Claimant Name
<input type="text" value="Search OALJ Case Number"/>	<input type="text" value="Search Claimant Name"/>

OALJ Case Number format should be YYYYCaseTypeCodeNNNNN

You can further filter the search using Case Number, Claimant Name, Agency Reference Number.



Search Results

Select Cases	Case Number	Claimant Name
<input checked="" type="checkbox"/>	2012LHC02015	BARY LARRY W.





4. Request access to the case by filling out the mandatory fields and selecting the required organization and click on the **Submit to DOL** button.

Request Access to Cases

[Back to Search](#) [Reset](#) [Help ?](#)

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile link under My Account in the main menu.

Selected Cases

	OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number
<input checked="" type="checkbox"/>	2012LHC02015		BARY LARRY W.	08-135254

Role in the Case *

- Select a value -

Notice of Appearance *

No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less than 200MB

Certificate of Service for 2012LHC02015 *

No file chosen

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, xls, xlsx, txt, docx, rtf and size should be less than 200MB

eFiler's Organization

Org - Barry, Address 123



eFile and eServe

- The requested case will be shown in your **My Access Requests** table with the SUBMITTED status along with a confirmation message.

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

Request to access the case has been submitted. [2012LHC02015]

File a New Case Request Access to Cases Multi Case Filing Help

My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 1 of 1 records View More

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012LHC02015	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View

- Click on the **View More** button to view all the access requests.

File a New Case Request Access to Cases Multi Case Filing Help

My Access Requests

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Showing 1 of 1 records View More

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012LHC02015	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View

- All the requested cases will be listed on the **My Access Requests** page.

Dashboard OALJ and BALCA Dashboard My Access Requests

My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Case Number or eFile Number Status

Search Case Number or eFile Number - Any - Apply

OALJ Case Number	eFile Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012LHC02015	EFS-OALJ-2009-208942	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View



eFile and eServe

- Click on the **View** link under the **Details** column header to view the access request details.

My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

Case Number or eFile Number	Status
<input type="text" value="Search Case Number or eFile Number"/>	<input type="text" value="- Any -"/>
<input type="button" value="Apply"/>	

OALJ Case Number	eFile Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2012LHC02015	EFS-OALJ-2009-208942	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	View

- The user is displayed with the details in a popup and can download by clicking on the documents which are submitted by the user.

Access Request Details

OALJ Case Number:	2012LHC02015
eFile Case Number:	EFS-OALJ-2009-208942
eFile Number:	OALJ-2009-510200
Role in the Case:	Respondent/Defendant/Employer (Self-represented)
Certificate of Service:	Test_146.pdf
Notice of Appearance:	rtf-sample_100kB.rtf
Status:	SUBMITTED
Organization	Test Aaron Orga, Test address 12
Submitted On:	09/14/2020 - 04:34 EST

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510200	SUBMITTED	Request to access the case has been submitted.	09/14/2020 - 04:35 EST