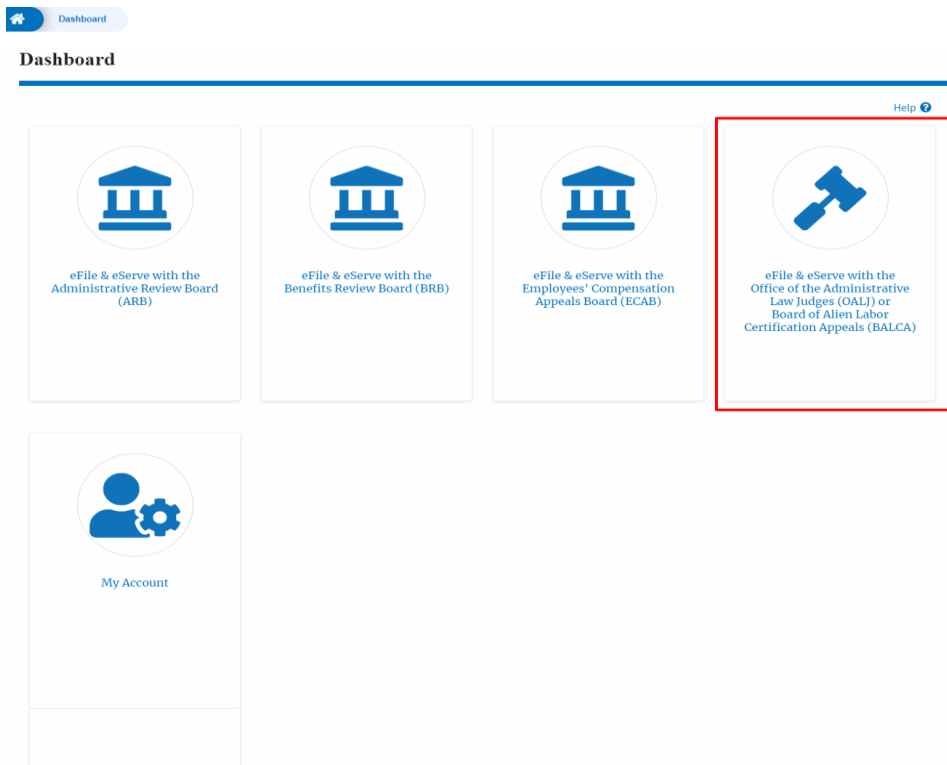




eFile and eServe

HOW TO ACCESS SERVED DOCUMENT?

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.



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

OALJ and BALCA Dashboard



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 3 of 3 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2019BLA05193	ROMERO ALEXA		OPEN	AoR	08/19/2020 - 12:18 EST	Gretas Attorneys at Law , 3691 Honeysuckle Lane
2013MSA00068	MSHA		OPEN	AoR	08/18/2020 - 01:44 EST	Gretas Attorneys at Law , 3691 Honeysuckle Lane
2015BLA05761	CLUTTER JAMES W.		CLOSED	AoR	08/17/2020 - 11:46 EST	Gretas Attorneys at Law , 3691 Honeysuckle Lane

* All times displayed in US Eastern Timezone



eFile and eServe

3. The **Documents Served by OALJ** table displays the served documents list. The table shows:

- a. Issued On – The date and time the serving was issued by OALJ
- b. Served On - The date and time the serving was served to the dashboard
- c. Notified On - The date and time the email regarding the serving was sent
- d. Accessed On - The date and time the serving was access by the user.

Documents Served by OALJ

Showing 5 of 7 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Settlement Judge Assignment	Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST	
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Continued	Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		

* All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by OALJ** page.

Documents Served by OALJ

Showing 5 of 7 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Settlement Judge Assignment	Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST	
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Continued	Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		

* All times displayed in US Eastern Timezone



eFile and eServe

5. Click on the <file name> to access the served document.

Documents Served by OALJ

Help ?

eFile Number **File Name** **Description**

Search eFileNumber Search File Name Search Description **Apply**

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Settlement Judge Assignment	Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST	
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		

6. Once the document is accessed, the **Accessed On** date and time will be displayed in the column.

Documents Served by OALJ

Help ?

eFile Number **File Name** **Description**

Search eFileNumber Search File Name Search Description **Apply**

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Settlement Judge Assignment	Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	10/13/2020 - 08:37 EST	
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST	
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		