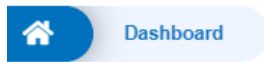




eFile and eServe

UNDERSTANDING THE COMPONENTS IN CASE DETAILS PAGE.

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



eFile & eServe with the
Office of the Administrative
Law Judges (OALJ) or
Board of Alien Labor
Certification Appeals (BALCA)



My Account

2. In the OALJ dashboard, click on an OALJ Case Number in the **Accessed Cases** table.

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 6 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2018LDA00831	GUY EDVIE J.		CLOSED	Court Reporter	09/21/2020 - 01:58 EST	Jonathan & Co Court Reporters Inc., 3774, Pivett Drive
2019LHC01003	LEE KENNETH		OPEN	Court Reporter	09/04/2020 - 09:46 EST	Jonathan & Co Court Reporters Inc., 3774, Pivett Drive
2017BLA06236	SPAULDING JESSIE		CLOSED	Court Reporter	08/25/2020 - 08:05 EST	Jonathan & Co Court Reporters Inc., 3774, Pivett Drive
2020PED08250			OPEN	Court Reporter	08/25/2020 - 02:34 EST	Jonathan & Co Court Reporters Inc., 3774, Pivett Drive
2020LCA08230			OPEN	Court Reporter	08/24/2020 - 01:44 EST	Jonathan & Co Court Reporters Inc., 3774, Pivett Drive

* All times displayed in US Eastern Timezone



eFile and eServe

- The user will be directed to the case details page.

Case Details

Summary

Help

eFile Case Number	EFS-OALJ-2009-208959
OALJ Case Number	2018LDA00831
Agency Reference #	06-320199
Case Type	LDA
Case Type Group	DEFENSE BS
ALJ Decision Date	03/18/2019 - 00:00 EST
Claimant Name	GUY EDVIE J.
Employer Name	
Status	CLOSED
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#) [Withdraw From Case](#) [Delegate Access](#)

Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

* All times displayed in US Eastern Timezone

Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

* All times displayed in US Eastern Timezone

Parties with Access

Name	Address	Role in the Case	Organization
No users to show in this case.			

Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			

- The case details page includes a summary section that gives a summary of the case details.

Summary

eFile Case Number	EFS-OALJ-2009-208959
OALJ Case Number	2018LDA00831
Agency Reference #	06-320199
Case Type	LDA
Case Type Group	DEFENSE BS
ALJ Decision Date	03/18/2019 - 00:00 EST
Claimant Name	GUY EDVIE J.
Employer Name	
Status	CLOSED
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#) [Withdraw From Case](#) [Delegate Access](#)



5. The case details page includes buttons **Submit a New Filing**, **Remove From My Dashboard**, and **Delegate Access**.
 - a. **'Submit a New Filing'** button is to bring up the form to submit a new filing related to the case.
 - b. **'Remove from My Dashboard'** button is to bring up the page that lets you remove the case from your OALJ dashboard
 - c. If you are an attorney with an organization, you will get the button **'Delegate Access'** by which you can delegate the control of submitting filings to other members of your organization.

Summary

eFile Case Number	EFS-OALJ-2009-208959
OALJ Case Number	2018LDA00831
Agency Reference #	06-320199
Case Type	LDA
Case Type Group	DEFENSE BS
ALJ Decision Date	03/18/2019 - 00:00 EST
Claimant Name	GUY EDVIE J.
Employer Name	
Status	CLOSED
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#)

[Withdraw From Case](#)

[Delegate Access](#)



eFile and eServe

6. The case details page includes tables **Filings**, **Documents Served by OALJ**, **Parties with Access**, and **Delegated Users**.
 - a. **Filings** table lists all the Filings you have done related to this case.
 - b. **Documents Served by OALJ** table lists all the servings issued by OALJ on the case.
 - c. **Parties with Access** table lists all the parties that have access to this case.
 - d. **Delegated Users** table lists all the users in your organization who have been delegated access to this case and the attorney who delegated the user.

Filings							
Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

All times displayed in US Eastern Timezone

Documents Served by OALJ							
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

All times displayed in US Eastern Timezone

Parties with Access			
Name	Address	Role in the Case	Organization
No users to show in this case.			

Delegated Users			
Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			