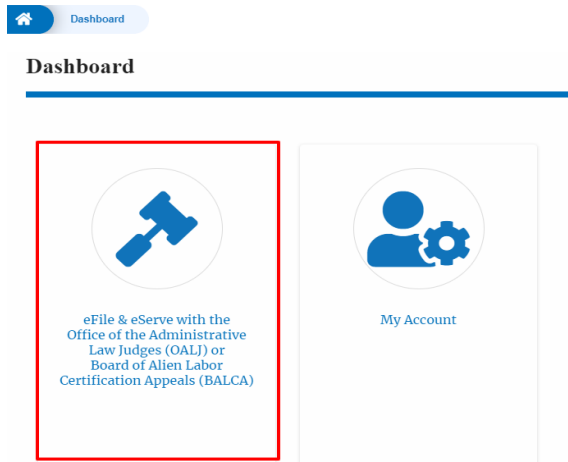




## HOW TO SUBMIT A NEW FILING TO OALJ?

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**.

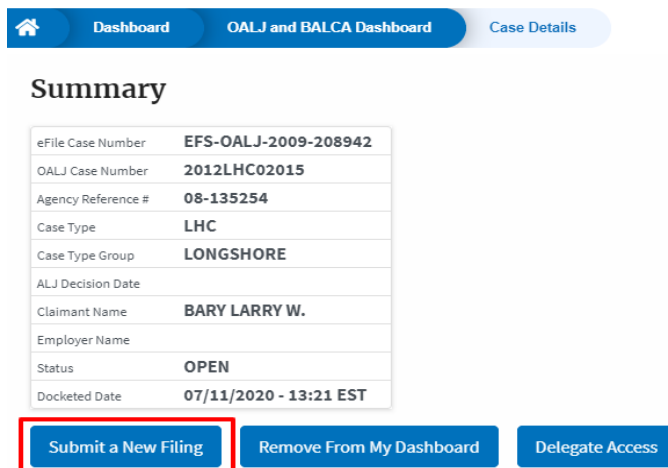
### Accessed Cases

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 9 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246

3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing to OALJ** page.





## eFile and eServe

- The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory files and clicks on the **Submit to the DOL** button.

### New Filing to OALJ

Help

[Instructions for Filing Under Seal](#)

**IMPORTANT NOTICE:** EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

**Case Number**

**Filing Category \***

**Filing Type \***

**Additional Comments \***

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**  
All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments

I understand that I must comply with the redaction rules. I have read this notice.

**Note:** If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.



# eFile and eServe

- The filing request is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.

## Case Details

The new filing has been submitted to the case. [Help](#)

## Summary

eFile Case Number	EFS-OALJ-2009-208942
OALJ Case Number	2012LHC02015
Agency Reference #	08-135254
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#) [Remove From My Dashboard](#) [Delegate Access](#)

## Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Evidence	Proposed Hearing Exhibit	Processing please wait.	OALJ-2009-510220	SUBMITTED	Charlie Tester	09/15/2020 - 05:34 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- Click on **View More** button to view all the filings under the case.

## Filings

Showing 1 of 1 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Evidence	Proposed Hearing Exhibit	Processing please wait.	OALJ-2009-510220	SUBMITTED	Charlie Tester	09/15/2020 - 05:34 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

- All the filings under the case will be listed on the **Filings** page.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Filings](#)

## Filings

[Help](#)

<b>eFile Number</b> Search eFile Number	<b>Filing Category</b> - Any -	<b>Filing Type</b> -Any-	<b>Status</b> - Any -
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[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Evidence	Proposed Hearing Exhibit	rtf-sample_100kB_1.rtf	OALJ-2009-510220	SUBMITTED	Charlie Tester	09/15/2020 - 05:34 EST	09/15/2020 - 05:34 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Evidence	Proposed Hearing Exhibit	<a href="#">rtf-sample_100kB_1.rtf</a>	OALJ-2009-510220	SUBMITTED	Charlie Tester	09/15/2020 - 05:34 EST	09/15/2020 - 05:34 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### Filing Details

eFile Number	OALJ-2009-510220
eFile Case Number	EFS-OALJ-2009-208942
Filing Category	Evidence
Filing Type	Proposed Hearing Exhibit
Additional Comments	Test Comments
Filed Documents	<a href="#">rtf-sample_100kB_1.rtf</a>
Status	SUBMITTED
Filed By	Charlie Tester
Submitted On	09/15/2020 - 05:34 EST

### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510220	SUBMITTED	New filing has been submitted.	09/15/2020 - 05:34 EST