



# **U.S DEPARTMENT OF LABOR**

## **User Guides for Court Reporters**

Version 1.0

November 9, 2020



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## MAIN MENU AND DASHBOARD



## eFile and eServe

---

The Department of Labor's (DOL) eFile and eServe system is an Integrated gateway for filing and serving documents with DOL. The Department of Labor (DOL) handles roughly 14.7 million pages of paper each year in support of the adjudicatory processes in the Office of Administrative Law Judges (OALJ) and the Adjudicatory Boards (the Boards).

The Office of the Chief Information Officer (OCIO), in partnership with its DOL customer agencies, has worked collaboratively to implement an enterprise-level eFile/eServe solution. The solution leverages capabilities such as single sign-on, document management, and automated email notifications. The eFile and eServe solution integrates seamlessly with OALJ's CaseTracking System, the Boards' DOL Appeals system, and the OWCP Imaging System (OIS).

When a user logs in to the eFile and eServe system, the first page they are presented with is the Main Menu and Dashboard. This is the starting point for all navigations on the site.

The main dashboard features a set of tiles that lets the user navigate to different parts and functionalities that the site offers.

Users can access cases, submit filings to cases, and view servings with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA).

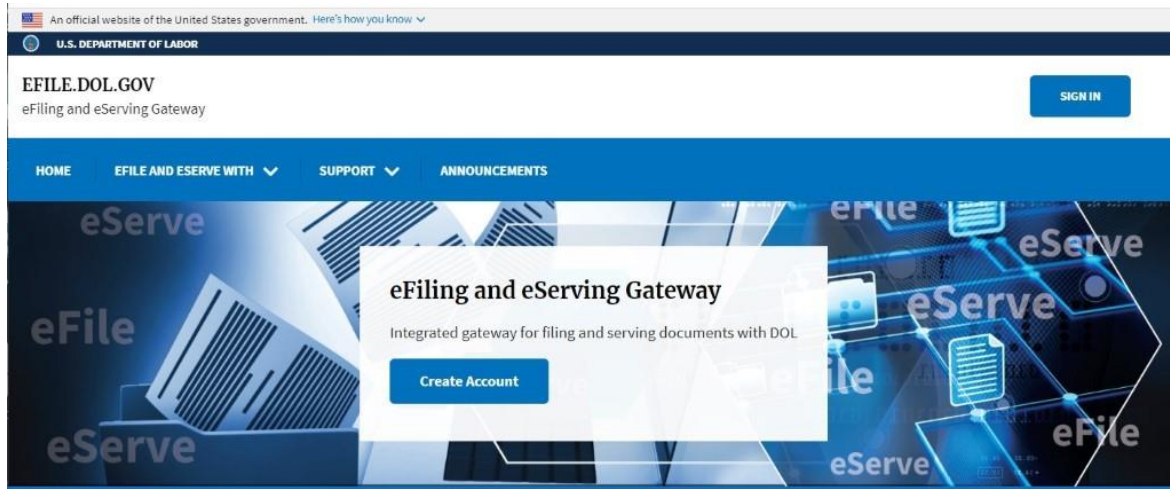
Additionally, users can manage their profiles, create or join organizations, create mailboxes that help in managing the cases and appeals that they are working on as part of a company, organization, or group.



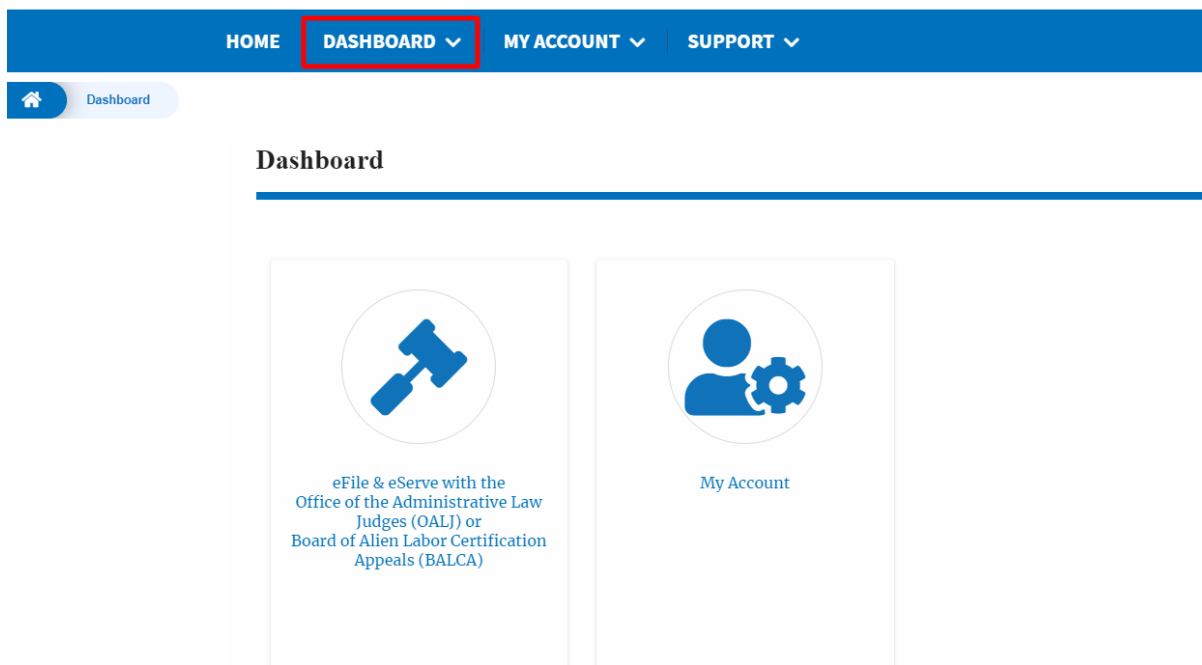
## eFile and eServe

### HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. From any page, click on the **HOME** menu to navigate to the eFile and eServe Homepage.



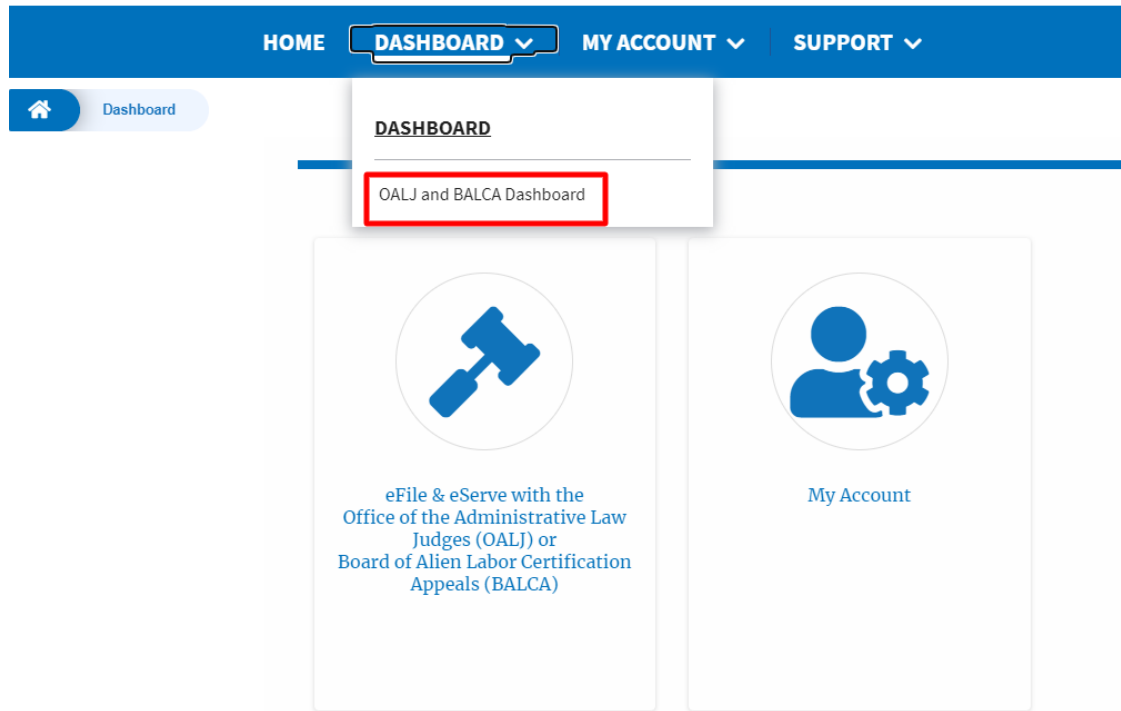
2. Click on **DASHBOARD** to display the dropdown menu.



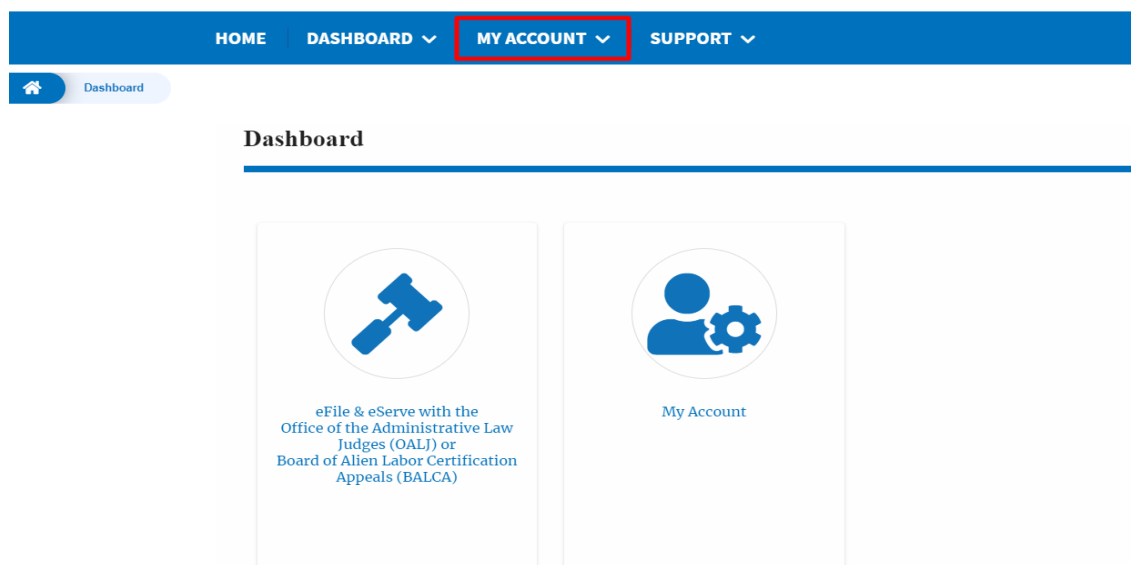


## eFile and eServe

3. To navigate to the dashboard for OALJ or BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.



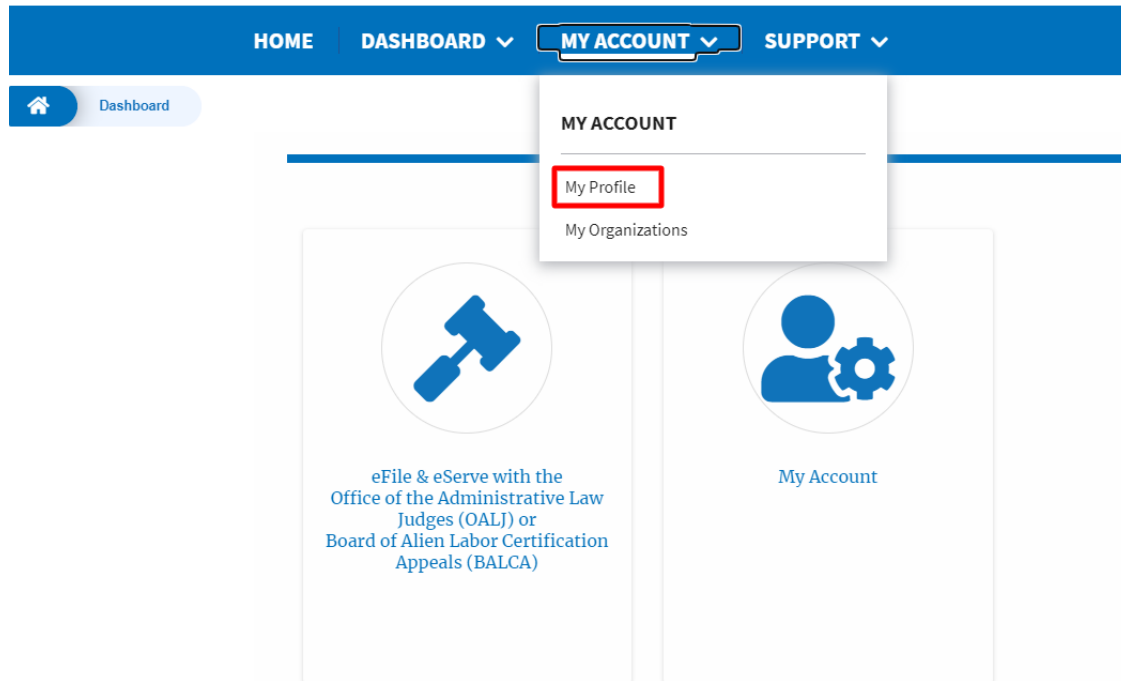
4. Click on the header menu **My Account** to access the My Account dropdown.



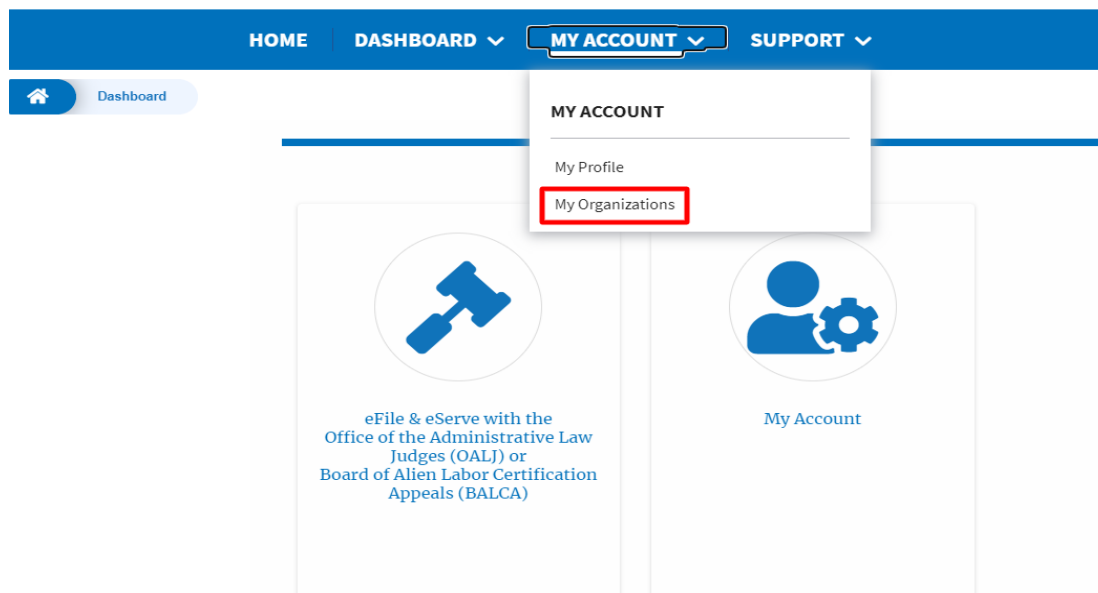


## eFile and eServe

- Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.



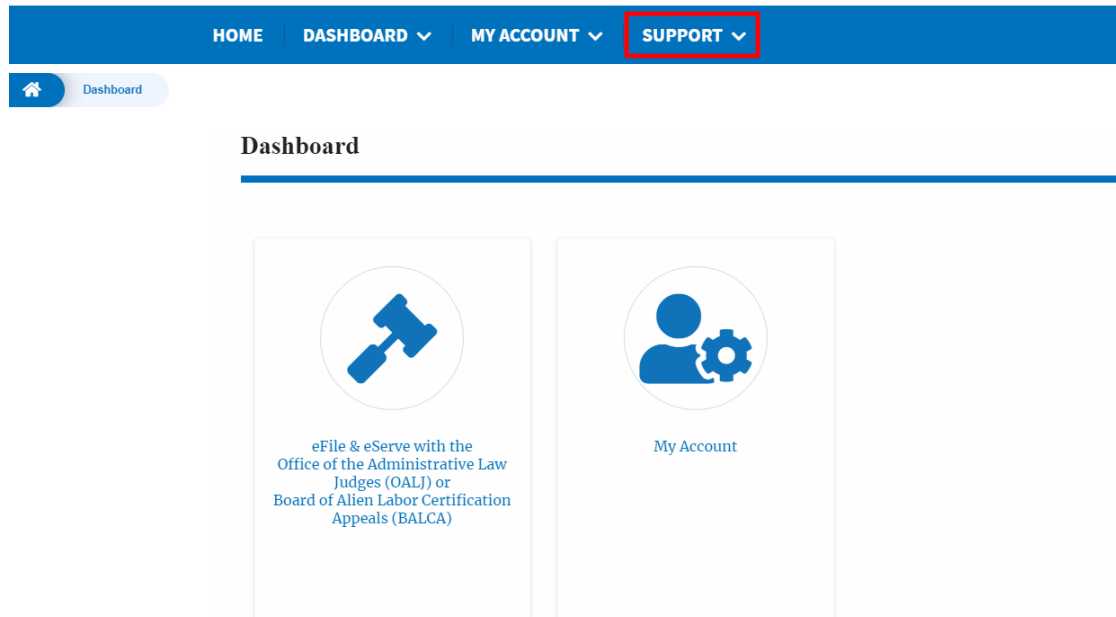
- Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.



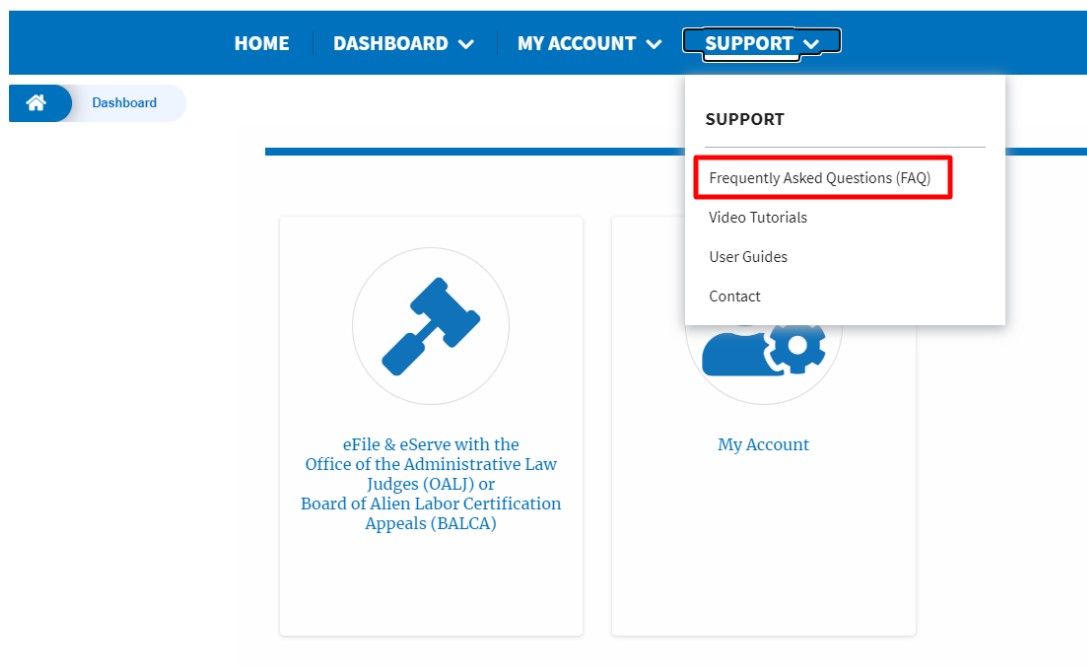


## eFile and eServe

7. Click on the header menu **Support** to access the Support drop.



8. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.

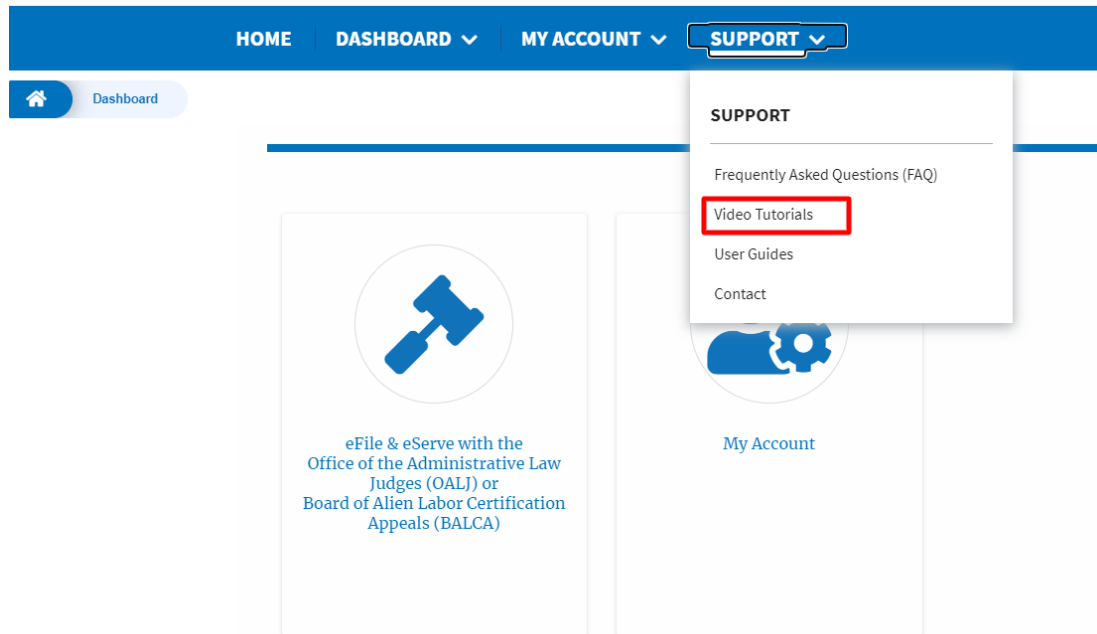




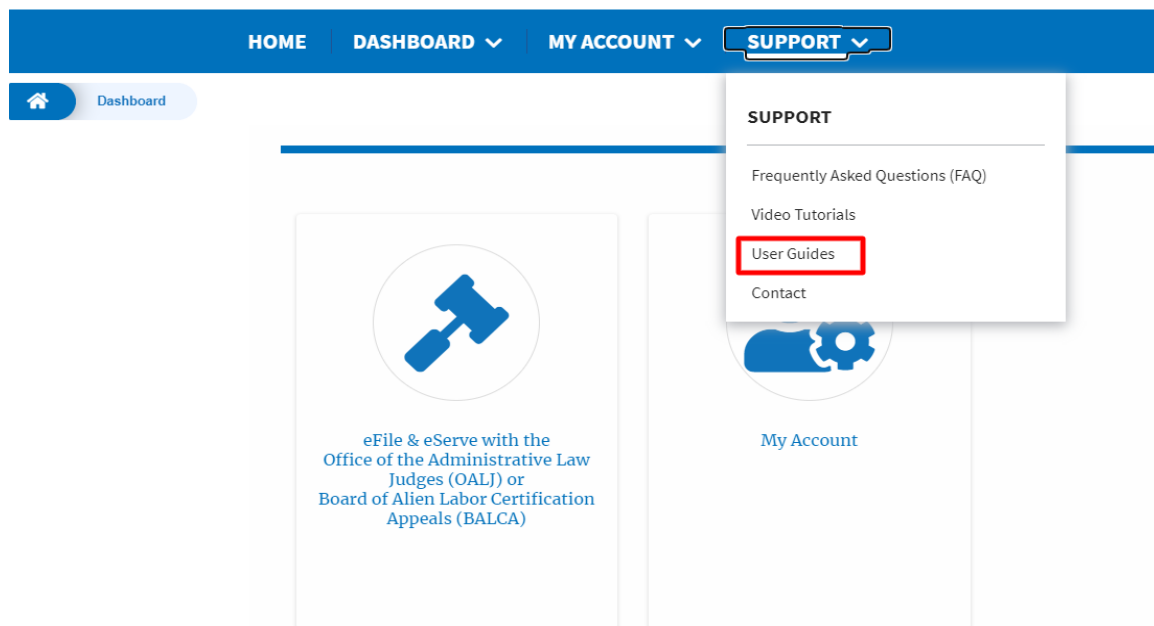


## eFile and eServe

- Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.



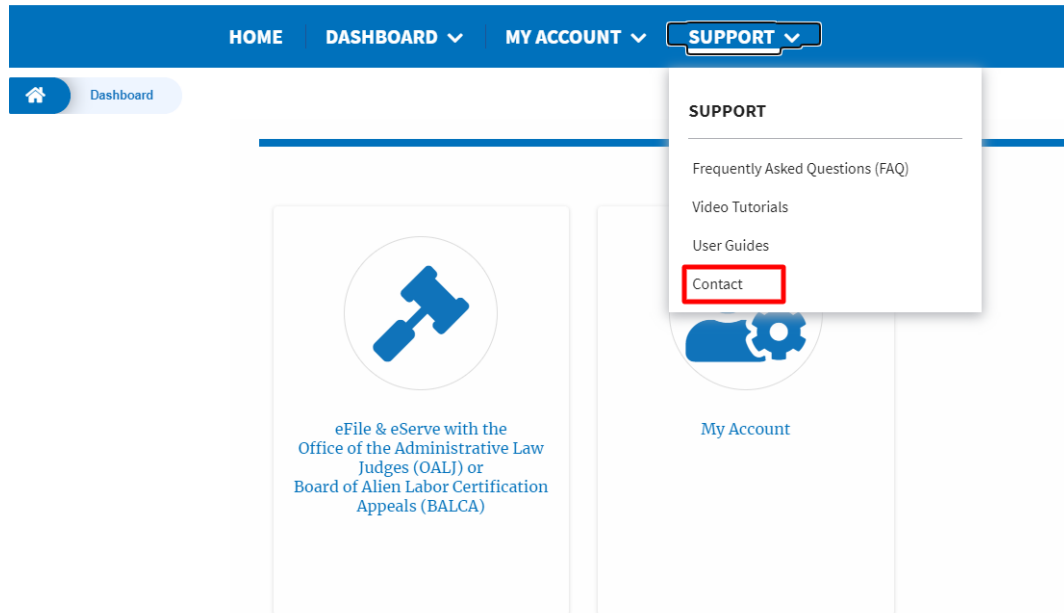
- Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.





## eFile and eServe

11. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.

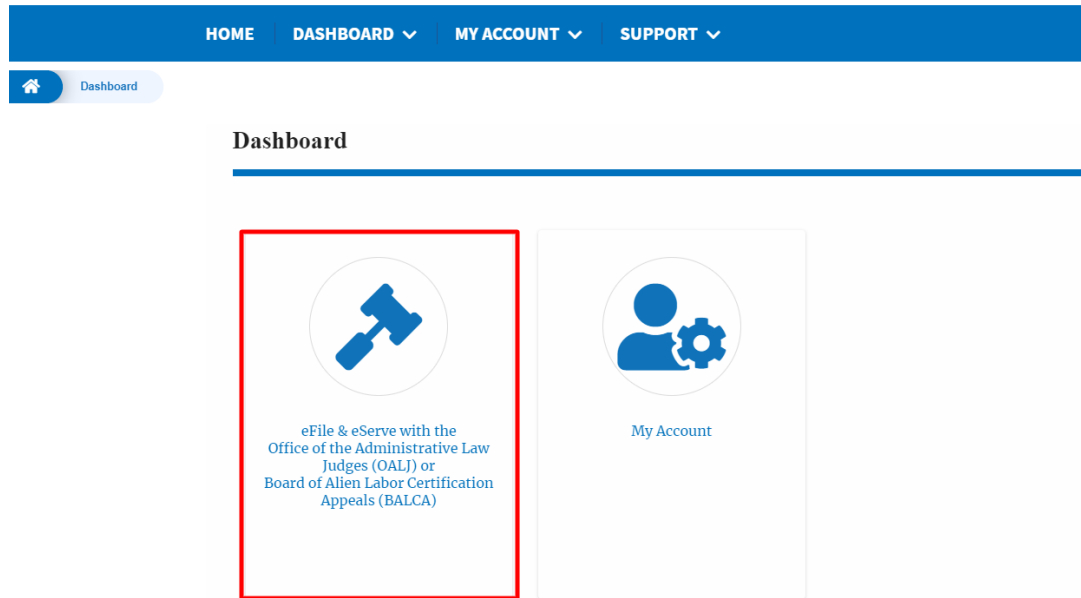




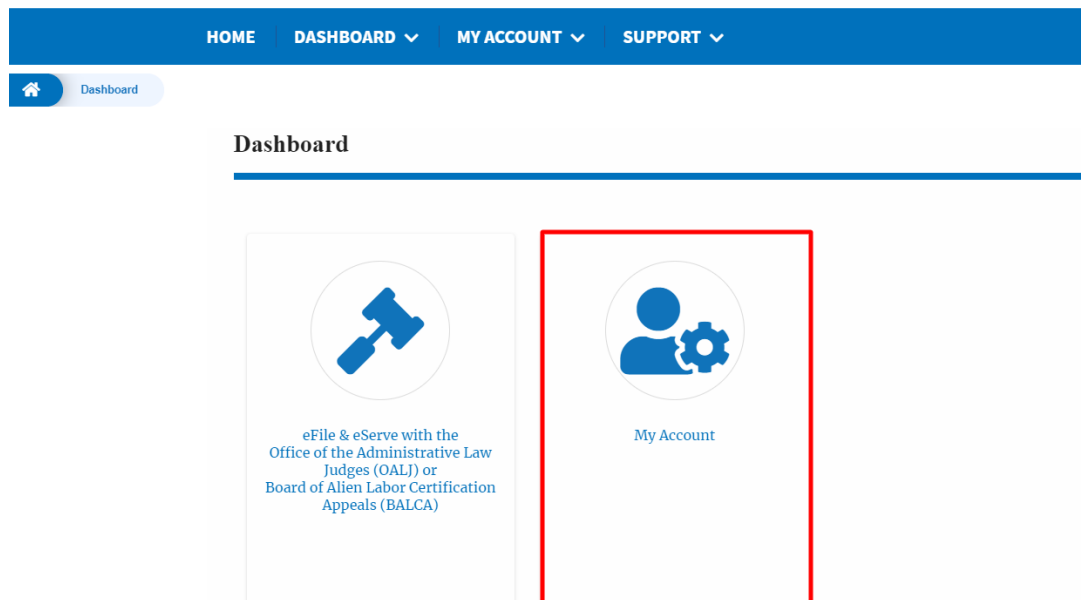
## eFile and eServe

### HOW TO NAVIGATE THROUGH THE TILES?

1. Click on the **OALJ** or **BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



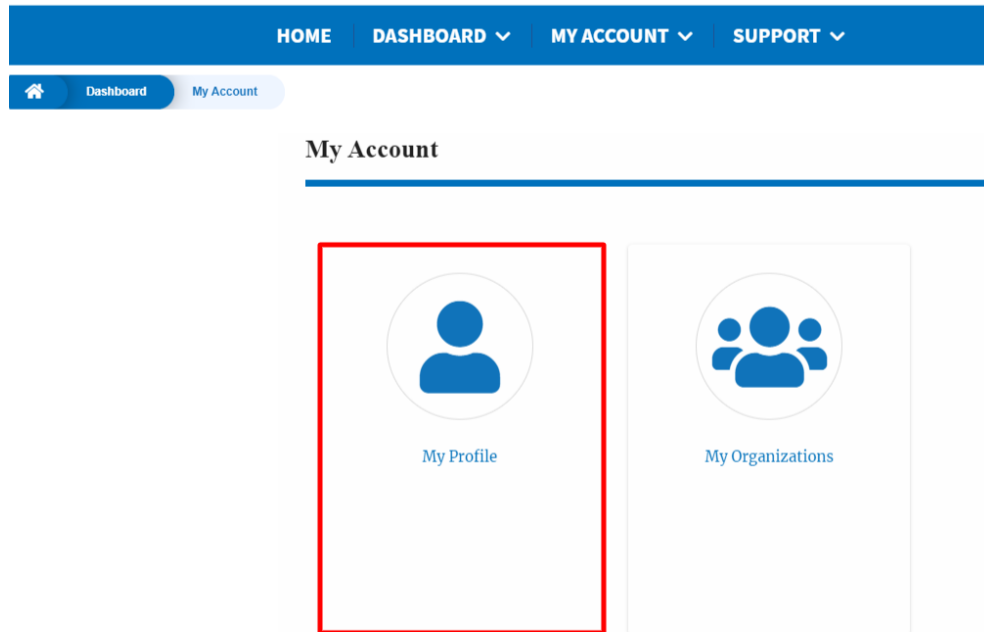
2. Click on the **My Account** tile to access the 'My Account' dashboard



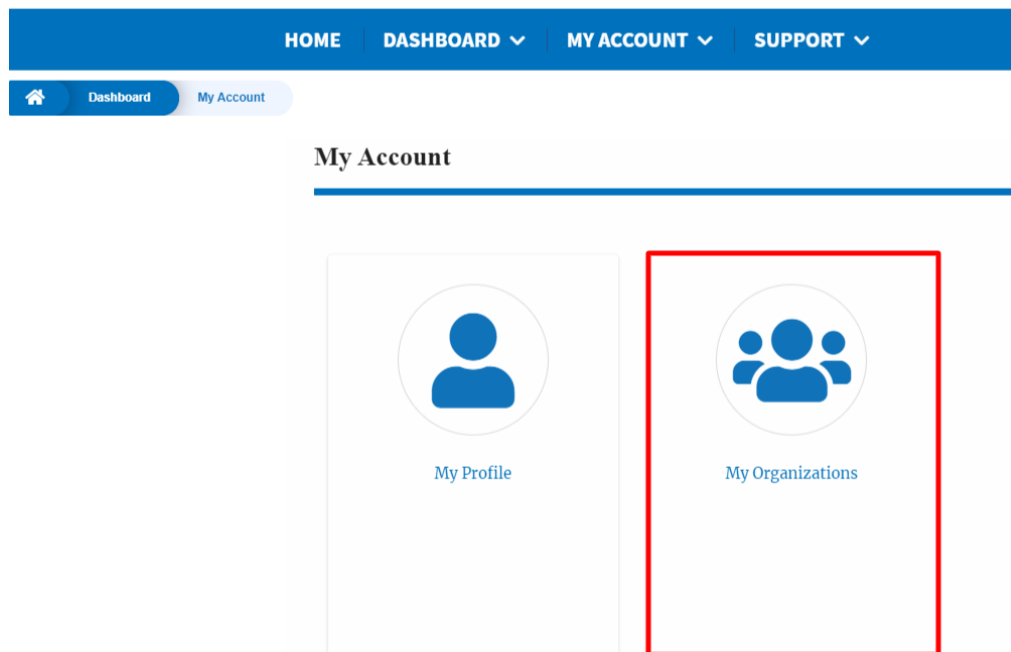


## eFile and eServe

- Click on the **My Profile** tile from the “My Account” dashboard to access the “My Profile” dashboard



- Click on the **My Organizations** tile from the “My Account” dashboard to access the “My Organizations” dashboard



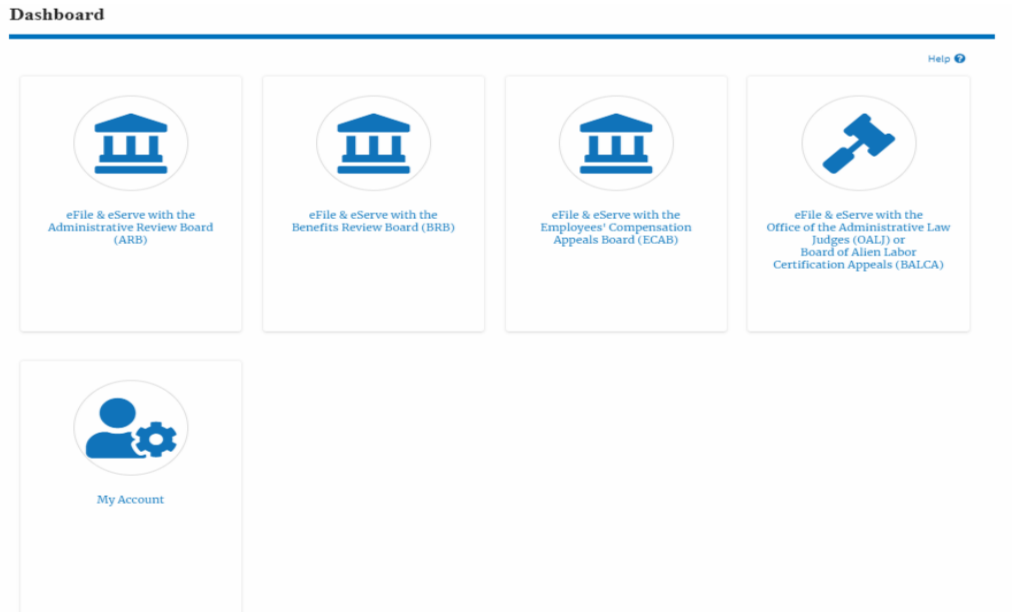


## eFile and eServe

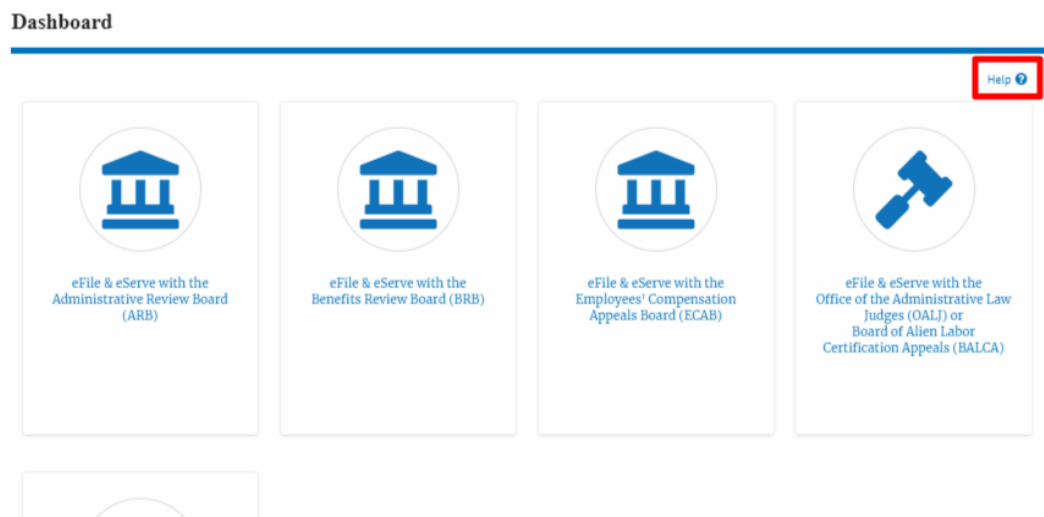
### OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Login to your account and navigate to any page in the portal.

Note: All pages have this feature.




2. Click on the Help link provided to the right top of the main content page.






## eFile and eServe

3. To the right of the page, the help popup will be displayed.


**WILLIAM M. MONTGOMERY**

LOGOUT


MY ACCOUNT ▾SUPPORT ▾



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)

Help ?

Help on 'Main Dashboard'

**Main Dashboard**

The Main Dashboard can be viewed only when logged in. It has 5 tiles:

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

**Step 1:** Click on the "eFile & eServe with the Administrative Review Board (ARB)" tile to go to the ARB appeals dashboard.

**Step 2:** Click on the "eFile & eServe with the Benefits Review Board (BRB)" tile to go to the BRB appeals dashboard.

**Step 3:** Click on the "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)" tile to go to the ECAB appeals dashboard.

**Step 4:** Click on the "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)" tile to go to the OALJ and BALCA cases dashboard.

**Step 5:** Click on the "My Account" tile to go to the My Account page.

**Step 6:** Dropdown Bar

Clicking the "Dashboard" dropdown give quick links to OALJ & BALCA Cases and ARB, BRB, ECAB Appeals dashboards.

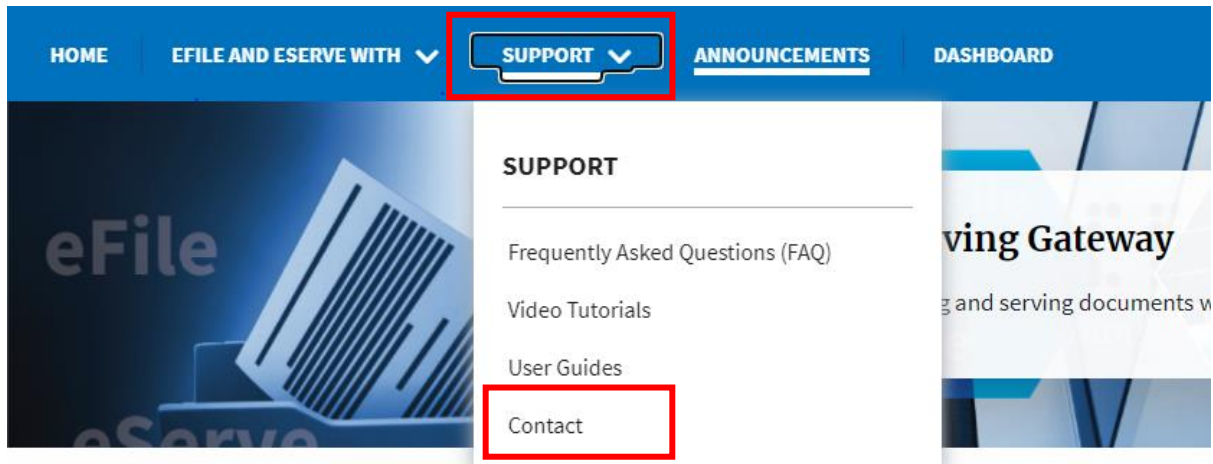
Clicking the "My Account" dropdown gives quick links to "My Profile" and "My Organizations" pages.



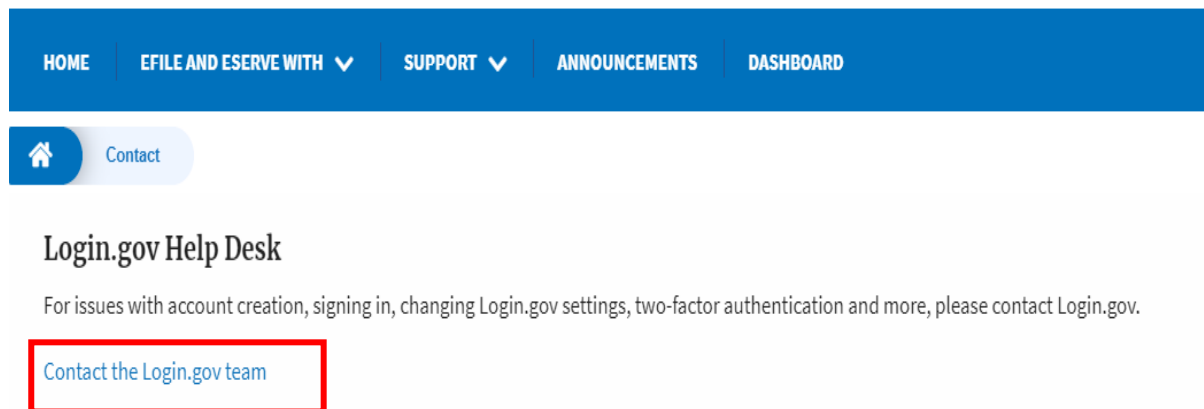
## eFile and eServe

### HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES

1. From the main menu, click on the **Support tab** and select **Contact** submenu.



2. For issues with account creation, signing in, changing Login.gov settings, two-factor authentication and more, please click on the hyperlink provided [contact the Login.gov team.](#)



And you will be redirected to the concerned site



## eFile and eServe

### HOW TO CONTACT THE SUPPORT TEAM FOR EFILE AND ESERVE SITE RELATED ISSUES

1. From the main menu, click on the **Support tab** and select **Contact** submenu.
2. Start filling the form by entering your First Name, Last Name and Email ID.

The screenshot shows the top navigation bar with links: HOME, EFILE AND ESERVE WITH (dropdown), SUPPORT (dropdown), ANNOUNCEMENTS, and DASHBOARD. Below this is a sub-menu with a home icon and the 'Contact' link. The main content area contains a message: 'For help with an issue you are experiencing, please complete the form below, including as much detail as possible and we will get back within one business day.' Below the message is a form with four input fields: First Name, Last Name, Email (marked with an asterisk), and Confirm Email (marked with an asterisk).

3. Next, select your User type and Area of the Site that you need help with.

The screenshot shows a dropdown menu titled 'User Type'. The menu is open, displaying a list of options: 'Public User', '- None -', 'Public User', 'DOL User' (highlighted in blue), and 'Court Reporter'. A small up/down arrow icon is visible on the right side of the dropdown box.





## eFile and eServe

**Area of the Site**

- None -

- None -
- Office of the Administrative Law Judges and Board of Alien Labor Certification Appeals
- Administrative Review Board
- Benefits Review Board
- Employees' Compensation Appeals Board
- Organization
- Delegation
- My Profile
- Logout

4. Fill in your questions, concerns and comment in the box provided. Also provide any additional info you may have to convey to the support team like type of login, email address, profile, data etc. Provide as much information as possible to aid in quick redressal.

**HOME** | **EFILE AND ESERVE WITH** ▼ | **SUPPORT** ▼ | **ANNOUNCEMENTS** | **DASHBOARD**

**Contact**

**Your Questions & Comments \***

**Additional Information**

Type of login used, email address, profile data, etc.

<https://efstest2.mindpetal.com/announcements>



## eFile and eServe

5. Once you have filled in all the details above click on **Submit** button beneath the form. Use the **Reset** button to clear the form.

[HOME](#) | [EFILE AND ESERVE WITH](#) ▼ | [SUPPORT](#) ▼ | [ANNOUNCEMENTS](#) | [DASHBOARD](#)

[Home](#) | [Contact](#)

**Additional Information**  

Type of login used, email address, profile data, etc.

Type of login used, email address, profile data, etc.

Submit

Reset



# USER PROFILE AND ORGANIZATION MODULE



## eFile and eServe

---

The User Profile and Organization module lets you create and manage your profile and organization that you are part of.

Every user needs to set up and keep their user profiles updated for the agencies to be able to process their cases, appeals, and filings properly. The user profile can be set up and updated in the User Profile page. This form also lets you indicate if the user is an attorney. The details in the user profile are used during filing cases or appeals and selected details are sent during submission of most forms in the eFile and eServe system. Hence, it is essential to keep the user profile current and up to date.

If the user is part of a company, organization, or group, the eFile and eServe system allows the users to join existing organizations or set up new ones to manage how cases and appeals related to the organization is managed. A user can be part of multiple organizations to manage how they interact with different cases or appeals.

Within the Organization module, you can create organizations or join existing ones, add members to the organization, manage administrators of the organization, and create and manage shared mailboxes.

Shared mailboxes are used to set rules for delivering emails to members of the organization. Each mailbox is linked to one or more agencies and some or all case types related to these agencies. Using shared mailboxes, the organization can control the flow of served emails to those members who are interested in the case types that are linked to the specific mailbox. A member can be part of multiple mailboxes.

Organization also allows attorneys to delegate their cases and appeals to other members of the same organization to manage on their behalf, freeing them of many of the administrative tasks.



## eFile and eServe

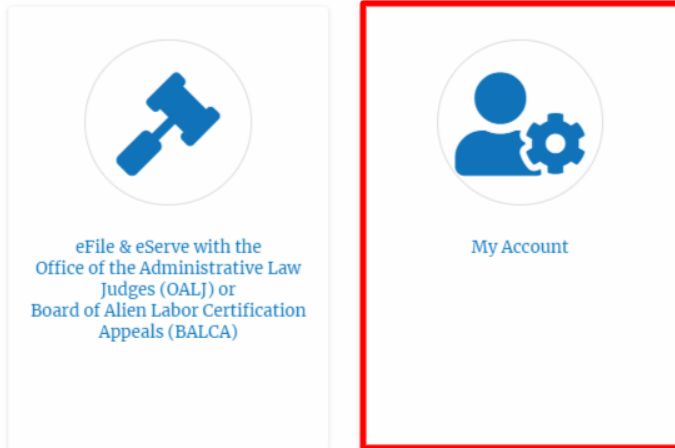
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### HOW TO EDIT YOUR USER PROFILE?

1. Click on the **My Account** tile from the main dashboard.

#### Dashboard

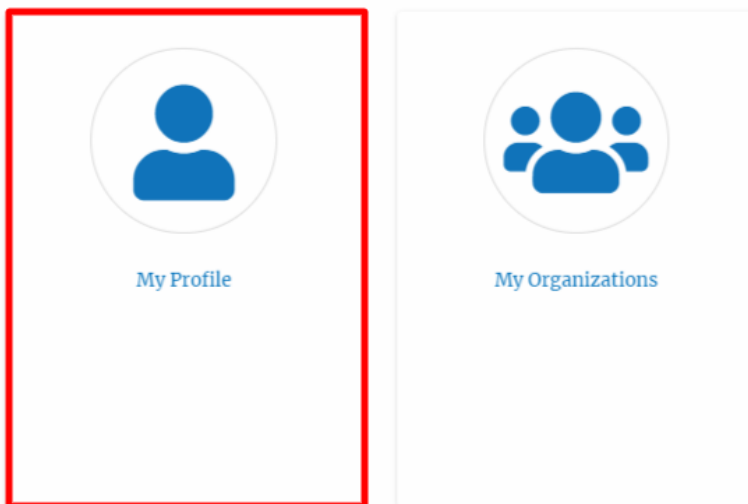
---



2. Click on the **User Profile** tile from the My Account page.

#### My Account

---





3. Edit the fields in the displayed form.

### My Profile

Help ?

**First Name \***

Charlie

**Middle Name**

**Last Name \***

John

**Suffix**

**Organization \***

Court Reporter Org., 32 Constitution Ave. Peachtree City, GA 30246

Select the Organization.

**Country \***

United States

Select country from the list.

**Address 1 \***

7786 County Ave. Harleysville, PA 19438

**Address 2**

**Address 3**

**City \***

Chicago



## eFile and eServe

**State \***

Illinois

**Zip Code \***

58463

Zip code format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)

**Time Zone**

- None -

**Main Phone Number \***

6354525255

International phone number formats are supported

**Mobile Phone Number**

02546545514

International phone number formats are supported

**Email Address**

redacted@gmail.com

This is the email used to login to the system. You cannot edit/change this value.



I am an attorney

**User Type**

Court Reporter

**Terms & Conditions of Use**

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these Terms and

Save

Cancel



## eFile and eServe

4. Select the checkbox if you are an attorney and click the **Save** button.

☒ I am an attorney

User Type

Court Reporter

Terms & Conditions of Use

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these Terms and

Save Cancel

5. The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.

### Dashboard

✓ User profile has been created/updated.

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

My Account

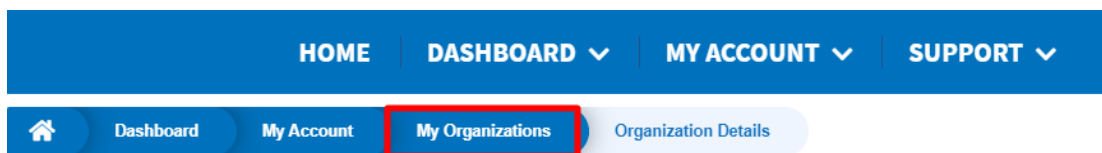




## eFile and eServe

### HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

1. If you are not logged in already, follow the steps below
  - a. Log in as the organization administrator
  - b. Click on the My Account tile and click My Organizations.
2. If you are logged in, then click on the 'My Organization' breadcrumb.



3. Click on the name of the organization you wish to manage.

#### My Organizations

							Help ?
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Court Reporter		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

4. Click on the “Add Members” button.

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

View More Organization Details

Add Members

Edit Organization

Manage Mailboxes

5. Enter the email ids of members separated by commas and click submit.



### Add Members

Organization : Wingstein and Dragger Attorneys at Law

Add Members <sup>\*</sup> [Help ?](#)

rahultester002@gmail.com,caroltester001@gmail.com,digger@gmail.com

Enter email addresses of users to be added to organization separated by commas.

**Submit** Cancel

6. A confirmation message will be displayed.



## eFile and eServe

Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.

### Organization Details

- ✓ Added 3 users to the organization.
- An email notification has been sent to the users.
- An email notification has been sent to the organization administrator(s).

[Help ?](#)

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)[Add Members](#)[Edit Organization](#)[Manage Administrators](#)[Manage Mailboxes](#)

### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Court Reporter	Trusted	10/14/2020 - 02:05 EST

### Active Members

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Trusted	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Joseph Joseph	rahultester002@gmail.com	Attorney	Trusted	07/22/2020 - 10:28 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Attorney	Trusted	10/14/2020 - 02:05 EST	

### Join Requests

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

### Pre-Approved Members

Email

[Search](#)

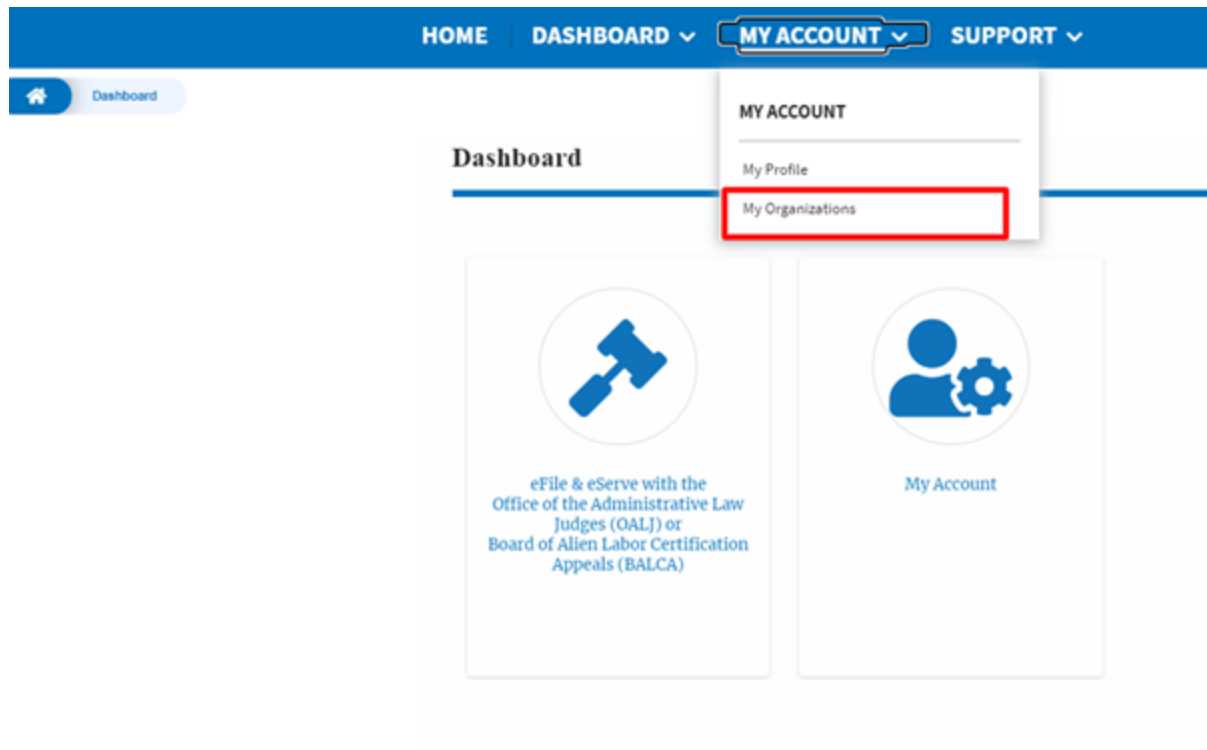
Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	<a href="#">Remove</a>



## eFile and eServe

### HOW DO YOU ACCESS THE ORGANIZATION PAGE?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”



2. My Organization main page will be displayed and click on the organization name to see details of the organization

#### My Organizations

							Help ?
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Court Reporter		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit



## eFile and eServe

- Click the View More Organization Details to see the full details of the organization.

### Organization Details

Name

Wingstein and Dragger Attorneys of Law

Website

Organization Email

info@wingstein.com

Contact Name

Tiju Issac

Contact Number

1154525255

Organization Type

Court Reporter

Address

56 Constitution Ave , Peachtree City , GA 30268 , United States

View More Organization Details

Help

Add Members

Edit Organization

Manage Administrators

Manage Mailboxes

#### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

#### Active Members

Name or Email

Enter Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Court Reporter	07/14/2020 - 03:57 EST	Edit   Remove
Joseph Joseph	rahultester002@gmail.com	Attorney	Court Reporter	07/22/2020 - 10:28 EST	Edit   Remove
Tiju Issac	tjutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

#### Join Requests

Name or Email

Enter Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

#### Pre-Approved Members

Email

Enter Email Address

Search

Email	Status	Created On	Actions
-------	--------	------------	---------

- The full details of the organization will be displayed.

### Full Organization Details

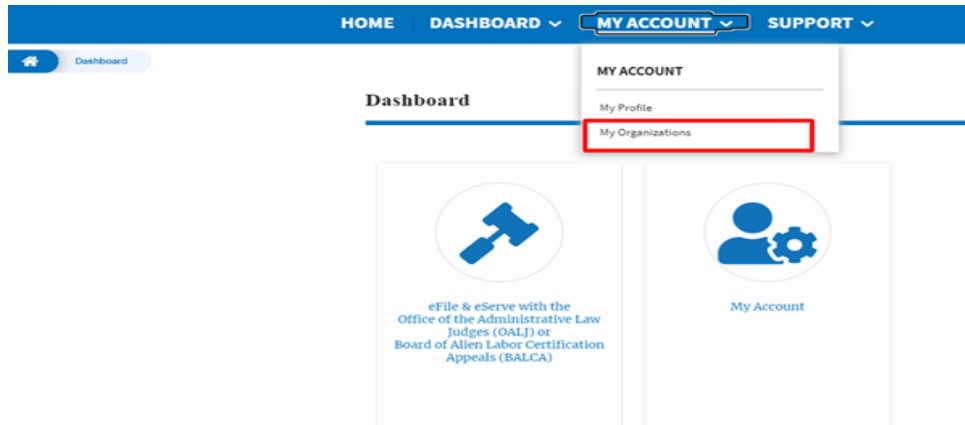
Organization Name	Wingstein and Dragger Attorneys of Law
Address	56 Constitution Ave , Peachtree City , GA 30268
Country	United States
State	Idaho
City	Chicago
Zipcode	12345
Organization Email	info@wingstein.com
Organization Type	Court Reporter
Website	
Administrator 1 Name	Tiju Issac
Administrator 1 Email	tjutester123@gmail.com
Administrator 1 Contact Number	1154525255
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	



## eFile and eServe

### HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”



2. Click on the name of the organization you wish to edit.

#### My Organizations

							Help ?
Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Court Reporter		Tiju Issac	tijutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

3. Click on the “Edit Organization” button to edit the organization details.

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)



## eFile and eServe

4. Click the “Edit” link in the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.

### Edit Organization

Help ?

**Organization Name \***

Wingstein and Dragger Attorneys of Law

**Country \***

United States

Select country from the list.

**Address 1 \***

58 Constitution Ave

**Address 2**

Peachtree City

**Address 3**

GA 30268

**City \***

Chicago

**State \***

Idaho

**Zip Code \***

12345

Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N=Number, A=Alphabet)



## eFile and eServe

**Organization Email**

**Website**  
  
Website url should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Administrator 1 Email**

**Administrator 1 Name**

**Administrator 1 Contact Number**


**Administrator 2 Email**

**Administrator 2 Name**

**Administrator 2 Contact Number**

- Click the “Save” button to save the edited details of the organization. This is the confirmation message for saving the edited details.

### Organization Details

 Wingstein and Dragger Attorneys of Law has been updated.

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)





## eFile and eServe

### HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Login to your account and access the Organization Details page and click on “Manage Administrators”

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)


[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

2. Click on the “Add as Administrator” link against which member to be made the administrator.

#### Manage Administrators

Organization: Wingstein and Dragger Attorneys of Law

[Help ?](#)

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Add as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	<a href="#">Add as Administrator</a>
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



## eFile and eServe



- The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

### Manage Administrators

- ✓ Added Carol Max as an administrator.
- An email notification has been sent to Carol Max at caroltester001@gmail.com

Help ?

#### Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max 	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Remove as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	


- To remove the administrator, click on the “Remove as Administrator” link. Hit OK on the pop-up to confirm.

### Manage Administrators

- ✓ Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max
- If you wish to remove the member from the organization, please click “Remove” link in the Active Members list.

Help ?

#### Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Add as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	<a href="#">Add as Administrator</a>
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



## eFile and eServe

### HOW DO EDIT THE USER TYPE OF MEMBERS OF AN ORGANIZATION?

1. Login to your account as an Organization Administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

#### Organization Details

Name

Wingstein and Dragger Attorneys of Law

Website

Organization Email

info@wingstein.com

Contact Name

Tiju Issac

Contact Number

1154525255

Organization Type

Court Reporter

Address

56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Help](#)

Add Members

Edit Organization

Manage Administrators

Manage Mailboxes

#### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

#### Active Members

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Attorney	Court Reporter	10/13/2020 - 04:29 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

#### Join Requests

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

#### Pre-Approved Members

Email

[Search](#)

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	<a href="#">Remove</a>



- The user will be directed to the Edit User Info page.

### Edit User Info

Help ?

**Name**

Swetha Sunny

**Email**

swethatester001@gmail.com

**User Type**

Attorney

Update User

Cancel

- Change the User Type of the member and click on the Update User button.

### Edit User Info

Help ?

**Name**

Swetha Sunny

**Email**

swethatester001@gmail.com

**User Type**

Individual

Update User

Cancel



## eFile and eServe

4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.

### Organization Details

✓

User Type updated for the profile ( swethatester001@gmail.com )

Name

Wingstein and Dragger Attorneys of Law

Website

Organization Email

info@wingstein.com

Contact Name

Tiju Issac

Contact Number

1154525255

Organization Type

Court Reporter

Address

56 Constitution Ave , Peachtree City , GA 30268 , United States

View More Organization Details

Help

Add Members

Edit Organization

Manage Administrators

Manage Mailboxes

### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

### Active Members

Name or Email

Enter Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Individual	Court Reporter	10/13/2020 - 04:29 EST	Edit   Remove
Tiju Issac	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

### Join Requests

Name or Email

Enter Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

### Pre-Approved Members

Email

Enter Email Address

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove



## eFile and eServe

### HOW DO YOU REMOVE A MEMBER FROM THE ORGANISATION?

1. Login to your account as Organization administrator and navigate to the Organization page

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law	<a href="#">View More Organization Details</a>	<a href="#">Help ?</a>
Website			
Organization Email	info@wingstein.com		
Contact Name	Tiju Issac		
Contact Number	1154525255		
Organization Type	Court Reporter		
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States		
<a href="#">Add Members</a> <a href="#">Edit Organization</a> <a href="#">Manage Administrators</a> <a href="#">Manage Mailboxes</a>			

#### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjtester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

#### Active Members

Name or Email

 [Search](#)

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Court Reporter	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Joseph Joseph	rahultester002@gmail.com	Attorney	Court Reporter	07/22/2020 - 10:28 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac	tjtester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

#### Join Requests

Name or Email

 [Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					


Note: Red colored emails show a mismatch with the organization domain.



## eFile and eServe

- Click on the “Remove” link next to the Member to be removed, a confirmation pop-up will be displayed. Confirm and see confirmation of removal.

### Organization Details



- Removed Joseph Joseph from Wingstein and Dragger Attorneys of Law.
- An email notification has been sent to Joseph Joseph at rahultester002@gmail.com.
- An email notification has been sent to the organization administrator(s).

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States


[View More Organization Details](#)[Help ?](#)[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

### Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac 	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

### Active Members

**Name or Email**[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Court Reporter	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
Tiju Issac 	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

### Join Requests

**Name or Email**[Search](#)

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

### Pre-Approved Members

**Email**[Search](#)

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	<a href="#">Remove</a>



## eFile and eServe

### HOW TO CREATE NEW SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

2. Click on the “Add Mailbox” button.

#### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

[Add Mailbox](#)

Search

Enter Mailbox(es)

[Search](#)

Name	Email	Created On	Actions
There are no mailboxes in this organization.			





## eFile and eServe

3. Fill all the required data in the form and click the 'Save' button to create the mailbox.

### Add Mailbox

Help ?

**Name \***

**Email \***

**Agency \***  

☐ ARB

☐ BRB

☒ ECAB

**Case Types \***

Search and Select Case Types

☐ OALJ

Select any Agency

**Description**

XYZ

**Status \***  

Active

Select the Status.

Save

Cancel



## eFile and eServe

4. A new shared mailbox is created.

### Manage Mailboxes

✓ Shared Mailbox ABCD shared mailbox has been added successfully

Help ?

Organization: Wingstein and Dragger Attorneys of Law

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



## eFile and eServe

### HOW TO ADD MEMBERS IN SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

2. Click on the mailbox name from the table.

#### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

[Add Mailbox](#)

Search

Enter Mailbox(es)

[Search](#)

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	<a href="#">Edit</a>



## eFile and eServe

- The mailbox details page is displayed. Click on the “Manage Members” button.

### Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Agency - Case Type List

ECAB
FECA

[Manage Members](#)

Name	Email	User Type	Actions
There are no users added to this mailbox.			

- Click on the Add Member link against the member to be added to the mailbox.

### Manage Members

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Members

##### Search

Enter Name or Email address

[Search](#)

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Add Member</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>



## eFile and eServe

5. Add Member confirmation will be displayed. Also the “Add Member” link against the added member changes to “Remove”.

### Manage Members



- Added Carol Max to the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

#### Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>



## eFile and eServe

### HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

#### Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)[Add Members](#)[Edit Organization](#)[Manage Administrators](#)[Manage Mailboxes](#)

2. Click on the mailbox name from the table.

#### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

[Help ?](#)[Add Mailbox](#)

Search

[Search](#)

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	<a href="#">Edit</a>



## eFile and eServe

- The mailbox details page is displayed. Click on the “Manage Members” button.

### Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

#### Agency - Case Type List

ECAB
FECA

Manage Members

Name	Email	User Type	Actions
Carol Max	caroltester001@gmail.com	Attorney	<a href="#">Remove</a>

- Click on the Remove link against the member to be removed from the mailbox. a confirmation pop-up will be displayed. Confirm the pop-up.

### Manage Members

Organization: Wingstein and Dragger Attorneys of Law

Help ?

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

#### Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>



## eFile and eServe

5. Remove Member confirmation will be displayed. Also the “Remove” link against removed member changes to “Add Member”.

### Manage Members

- ✓ Removed Carol Max from the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

[Help](#) ?

Organization: Wingstein and Dragger Attorneys of Law

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

#### Search

Enter Name or Email address

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Add Member</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>







## eFile and eServe

### OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS

#### 1. Email Notification to Admin on 'Add Administrator' to Organization:

DOL eFile-eServe – Administrator role granted for organization - California Court Law   Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾





### eFile and eServe

Dear Joseph Sunny,

You have been granted the administrator role for the organization California Court Law in the Department of Labor's (DOL) eFile and eServe system.

Administrator,  
California Court Law

#### 2. Email Notification to Admin on 'Remove Administrator' to Organization:

DOL eFile-eServe – Administrator role revoked for organization - California Court Law at josephtester0001@gmail.com Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Joseph Sunny,

Your administrator role for the organization California Court Law in the Department of Labor's (DOL) eFile and eServe system has been revoked.

Administrator,  
California Court Law



## eFile and eServe

### 3. Email Notification to Admin on 'Request to Join Organization' from User:

DOL eFile-eServe – Request to join organization - Wingstien and Dragger Attorneys Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾

## eFile and eServe

Dear Administrator(s),

Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@gmail.com)) has requested to join the organization Wingstien and Dragger Attorneys.

Please click on the link below to confirm or reject the request.

<https://efstest2.mindpetal.com/dashboard/user-profile/org/10269/view>

Thank you,  
Team eFile and eServe

### 4. Email Notification to Admin on 'Request to Join Organization - Rejected':

DOL eFile-eServe – Rejected - Request to join organization - Wingstien and Dragger Attorneys Inbox x



**eFile/eServe Support** <support@efsdev.com>  
to me ▾



## eFile and eServe

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been rejected.

Thank you,  
eFile and eServe



## eFile and eServe

### 5. Email Notification to User on 'Request to Join Organization - Rejected':

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾





### eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to "My Profile" page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,  
Wingstien and Dragger Attorneys

### 6. Email Notification to Admin on 'Request to Join Organization - Accepted':

DOL eFile-eServe – Accepted - Request to organization - Wingstien and Dragger Attorneys Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Administrator(s),



The request from Angel George to join the organization Wingstien and Dragger Attorneys has been accepted.

Thank you,  
eFile and eServe



## eFile and eServe

### 7. Email Notification to User on 'Request to Join Organization - Accepted':

DOL eFile-eServe – Accepted - Request to join organization Wingstien and Dragger Attorneys Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾

### eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been accepted. You may now log in to the eFile and eServe system to view organization details.

Administrator,  
Wingstien and Dragger Attorneys

### 8. Email Notification to Admin on 'Pre-Approved Member to Organization'

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys Inbox x  

**eFile/eServe Support** <support@efsdev.com>  
to me ▾

### eFile and eServe

Dear Angel George,



Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to "My Profile" page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,  
Wingstien and Dragger Attorneys



## eFile and eServe

### 9. Email Notification to User on 'Pre-Approved Member to Organization':

DOL eFile-eServe – Pre-approved access to organization - Wingstien and Dragger Attorneys  

eFile/eServe Support <support@efsdev.com>  
to me ▾



#### eFile and eServe

Dear [simimarysam@gmail.com](mailto:simimarysam@gmail.com),



You have been pre-approved to join the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To join the organization Wingstien and Dragger Attorneys, please register at eFile and eServe by clicking on the link given below:

<https://efstest2.mindpetal.com>

Administrator,  
Wingstien and Dragger Attorneys

### 10. Email Notification to Admin on 'Add Member' to Organization:

DOL eFile-eServe – Added to organization - Wingstien and Dragger Attorneys  

Inbox x

eFile/eServe Support <support@efsdev.com>  
to me ▾



#### eFile and eServe

Dear Administrator(s),



Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@gmail.com)) has been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
Team eFile and eServe



## eFile and eServe

### 11. Email Notification to User on 'Add Member' to Organization:

DOL eFile-eServe – Added to the organization - Wingstien and Dragger Attorneys Inbox x  

eFile/eServe Support <support@efsdev.com>  
to me ▾



### eFile and eServe



Dear Angel George,

You have been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To view the organization Wingstien and Dragger Attorneys, please login at eFile and eServe by clicking on the link given below:

Administrator,  
Wingstien and Dragger Attorneys

### 12. Email Notification to Admin on 'Remove Member' to Organization:

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys Inbox x  

eFile/eServe Support <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Administrator(s),



Angel George (email id: [angeltester001@gmail.com](mailto:angeltester001@gmail.com)) has been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
Team eFile and eServe



## eFile and eServe

### 13. Email Notification to User on 'Remove Member' to Organization

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys Inbox x  

eFile/eServe Support <support@efsdev.com>  
to me ▾



#### eFile and eServe

Dear Angel George,

You have been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Administrator,  
Wingstien and Dragger Attorneys

### 14. Email Notification to Admin on 'Add Member to Mailbox':

DOL eFile-eServe – Member added to the shared mailbox - mathewjohn@gmail.com Inbox x  

eFile/eServe Support <support@efsdev.com>  
to me ▾



#### eFile and eServe

Dear Administrator(s),



Member Angel George has been added to the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
eFile and eServe






## eFile and eServe

### 15. Email Notification to Member on 'Add Member to Mailbox':

DOL eFile-eServe – Added to the shared mailbox - mathewjohn@gmail.com  

Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾   

**eFile and eServe**

Dear Angel George,



You have been added as a member to the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

To view the shared mailbox, please login at eFile and eServe by clicking on the link given below:




<https://efstest2.mindpetal.com>

Administrator,  
Wingstien and Dragger Attorneys

### 16. Email Notification to Admin on 'Remove Member from Mailbox':

DOL eFile-eServe – Member removed from the shared mailbox - mathewjohn@gmail.com  

Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾   

**eFile and eServe**

Dear Administrator(s),

Member Angel George has been removed from the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Thank you,  
eFile and eServe





## eFile and eServe

### 17. Email Notification to Member on 'Remove Member from Mailbox':

DOL eFile-eServe – Removed from shared mailbox - mathewjohn@gmail.com



Inbox x

**eFile/eServe Support** <support@efsdev.com>  
to me ▾



### eFile and eServe

Dear Angel George,

You have been removed as a member from the shared mailbox [mathewjohn@gmail.com](mailto:mathewjohn@gmail.com) of your organization Wingstien and Dragger Attorneys in the Department of Labor's (DOL) eFile and eServe system.

Administrator,  
Wingstien and Dragger Attorneys



## OALJ AND BALCA DASHBOARD AND FLOWS



The OALJ and BALCA dashboard displays the Office of the Administrative Law Judges (OALJ) or the Board of Alien Labor Certification Appeals (BALCA) cases.

Using the OALJ and BALCA dashboard, users can access cases, view case details, submit filings to cases, view filings from other parties to the case, view servings from OALJ, etc.

In the case details page, users with access can see the parties on the case, the filings, and the servings to the case.

To access existing open or closed cases, use the Access Cases button to search and obtain access to the case. The accessed cases are displayed in the Accessed Cases table.

A Court Reporter user can only do 2 types of filings – Evidence and Transcript. The filings done by the court reporter user will not be visible to other parties in the case.

Filings can be done on cases by selecting the individual case and using the Submit a New Filing button to fill in the details. The new filing is submitted to OALJ for processing.

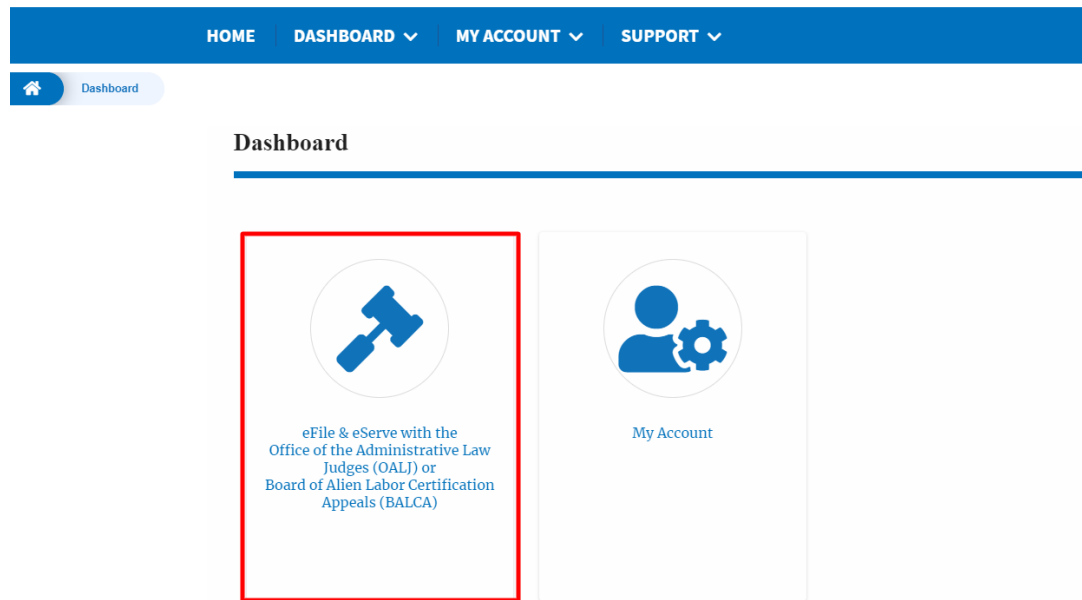
Servings to cases are sent from OALJ and will be available in the servings table for each case



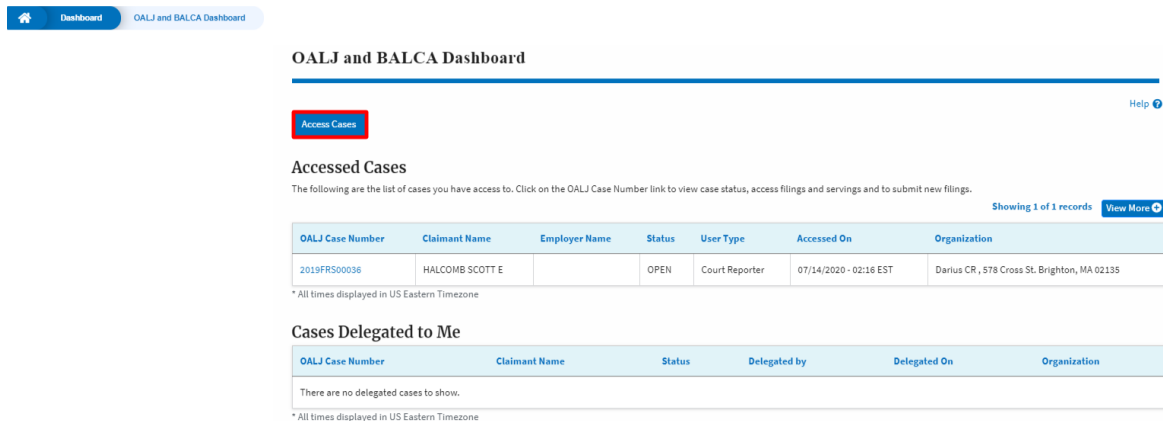
## eFile and eServe

### HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



2. OALJ and BALCA Dashboard include the **Access Cases** button that is used to get access to cases by the court reporter user.



The **Access Cases** button lets the Court Reporter user to directly access cases.



### 3. OALJ and BALCA Dashboard include the tables - **Accessed Cases** and **Cases Delegated to Me**.

- The **Accessed Cases** table lists all the cases that the user has obtained access to
- The **Cases Delegated to Me** table lists all the cases that other attorneys in the same organization have delegated to the user.

[Dashboard](#) [OALJ and BALCA Dashboard](#)

#### OALJ and BALCA Dashboard

[Access Cases](#)[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 1 of 1 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2019FR500036</a>	HALCOMB SCOTT E		OPEN	Court Reporter	07/14/2020 - 02:16 EST	Darius CR, 578 Cross St. Brighton, MA 02135

\* All times displayed in US Eastern Timezone

##### Cases Delegated to Me

OALJ Case Number	Claimant Name	Status	Delegated by	Delegated On	Organization
There are no delegated cases to show.					

\* All times displayed in US Eastern Timezone



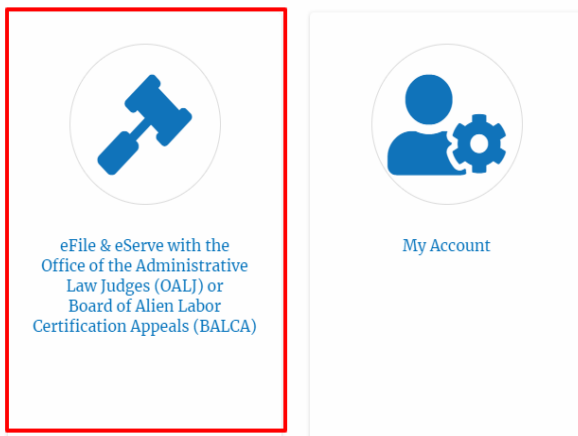
## eFile and eServe

### HOW TO ACCESS CASES?

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.



#### Dashboard



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



## OALJ and BALCA Dashboard





## eFile and eServe

3. Search any case and click on the **Add to Dashboard** 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 ?

OALJ Case Number format should be YYYYCaseTypeCodeNNNNN

##### Claimant Name

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

[Search](#)[Clear Selection and Filters](#)[Clear Filters](#)[Add to Dashboard](#)

### Search Results

Select Cases	Case Number
<input checked="" type="checkbox"/>	2012LHC02015

[Add to Dashboard](#)



## eFile and eServe

4. Select the required organization and click on the **Submit** button.

[Dashboard](#) [OALJ and BALCA Dashboard](#) [Access Cases](#)

### Access Cases

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

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

**eFiler's Organization**

Court Reporter Org Charlie, 32 Constitution Ave. Peachtree City, GA 30246

[Submit](#) [Cancel](#)

5. The accessed case will be shown in your **Accessed Cases** table with the **Court Reporter** User Type along with a confirmation message.

[Dashboard](#) [OALJ and BALCA Dashboard](#)

### OALJ and BALCA Dashboard

The case has been added to your list of cases. [2012LHC02015]

[Access Cases](#) [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 9 records [View More](#)

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





## eFile and eServe

6. Click on **View More** button to view all the accessed cases.

### 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
<a href="#">2012LHC02015</a>	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246

7. All the accessed cases will be listed on the **Accessed Cases** page.



### 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.

[Help](#)

<b>Case Number</b>	<b>Claimant Name</b>	
<input type="text" value="Search Case Number"/>	<input type="text" value="Search Claimant Name"/>	<input type="button" value="Apply"/>

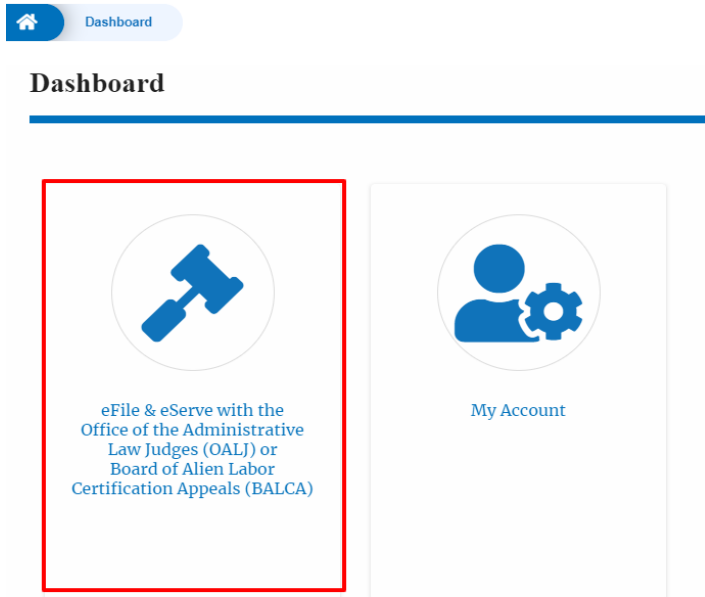
OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2012LHC02015</a>	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie, 32 Constitution Ave. Peachtree City, GA 30246



## 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.



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

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](#)



## eFile and eServe

5. The case details page includes buttons **Submit a New Filing**, **Remove From My Dashboard**, and **Delegate Access**.
- '**Submit a New Filing**' button is to bring up the form to submit a new filing related to the case.
  - '**Remove from My Dashboard**' button is to bring up the page that lets you remove the case from your OALJ dashboard
  - 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**.
- Filings** table lists all the Filings you have done related to this case.
  - Documents Served by OALJ** table lists all the servings issued by OALJ on the case.
  - Parties with Access** table lists all the parties that have access to this case.
  - 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 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 Eastern Timezone.

### Parties with Access

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

### Delegated Users

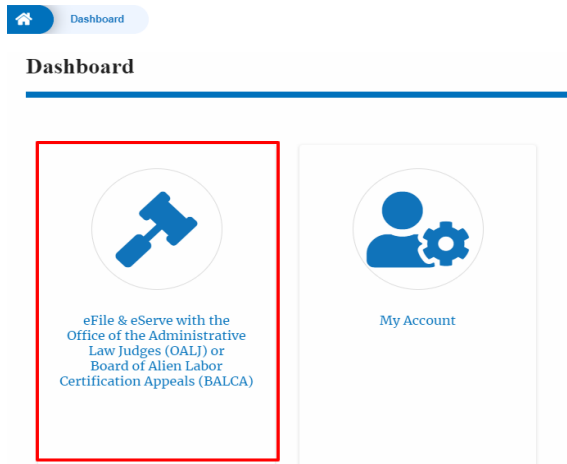
Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the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



## eFile and eServe

### 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.



#### 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



## 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](#)

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="Search eFile Number"/>	<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>

[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



## eFile and eServe

### HOW TO DELEGATE ACCESS TO THE CASE?

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.

Note: You can delegate access only if you are an Attorney.

Dashboard

### Dashboard

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

My Account

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
<a href="#">2012LHC02015</a>	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246



## eFile and eServe

- Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [Case Details](#)

### Summary

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

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

- From the Organization members table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [EFS-OALJ-2009-208942](#) [Organization Members](#)

### Organization Members

Organization:  [Help](#)

Name

Email

[Search](#)

Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	<a href="#">Delegate</a>



## eFile and eServe

- Delegate user confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.

- ✓ Sagar Tester has been delegated to this case.
- An email notification has been sent to Sagar Tester at sagartester001@gmail.com.

Organization: Court Reporter Org Charlie

[Help](#)

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

Search

Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	<a href="#">Remove Delegation</a>

- Click on <eFile Case Number> on the breadcrumb to go back to the case details page.

[HOME](#) | [DASHBOARD](#) ▼ | [MY ACCOUNT](#) ▼ | [SUPPORT](#) ▼

[Dashboard](#) | [OALJ and BALCA Dashboard](#) | **[EFS-OALJ-2009-208942](#)** | [Organization Members](#)

- The delegated member will be displayed in the Delegated User table.

### Delegated Users

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

Name	Address	Delegated By	Organization
Sagar Tester	4486 County Ave. Harleysville, PA 19438, Vile, United States, Connecticut, 57346	Charlie Tester	Court Reporter Org Charlie, 32 Constitution Ave. Peachtree City, GA 30246



## eFile and eServe

### HOW TO ACCESS CASE DETAILS PAGE AS A DELEGATED USER?

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

### 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. In the OALJ dashboard, click on any OALJ Case Number from the **Cases Delegated to Me** table.

#### Cases Delegated to Me

The following are the cases you have been delegated 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	Claimant Name	Status	Delegated by	Delegated On	Organization
<a href="#">2011LHC02121</a>	MCLAUGHLIN DONALD L.	CLOSED	Barey Barry	09/25/2020 - 05:00 EST	Test sharedmailbox org, Test address 1

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

[Home](#) [Dashboard](#) [OALJ and BALCA Dashboard](#) [Case Details](#)

### Case Details

[Help](#)

#### Summary

eFile Case Number	EFS-OALJ-2009-209004
OALJ Case Number	2011LHC02121
Agency Reference #	07-187158
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	12/18/2017 - 00:00 EST
Claimant Name	MCLAUGHLIN DONALD L.
Employer Name	
Status	CLOSED
Docketed Date	07/11/2020 - 13:21 EST

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

#### 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

#### OALJ Issued Documents

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

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

Name	Address	Role in the Case	Organization
Barey Barry	56 Constitution Ave. Peachtree City, GA 30269, Peach, United States, Delaware, 34643	Department Of Labor	Test sharedmailbox org, Test address 1

#### Delegated Users

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

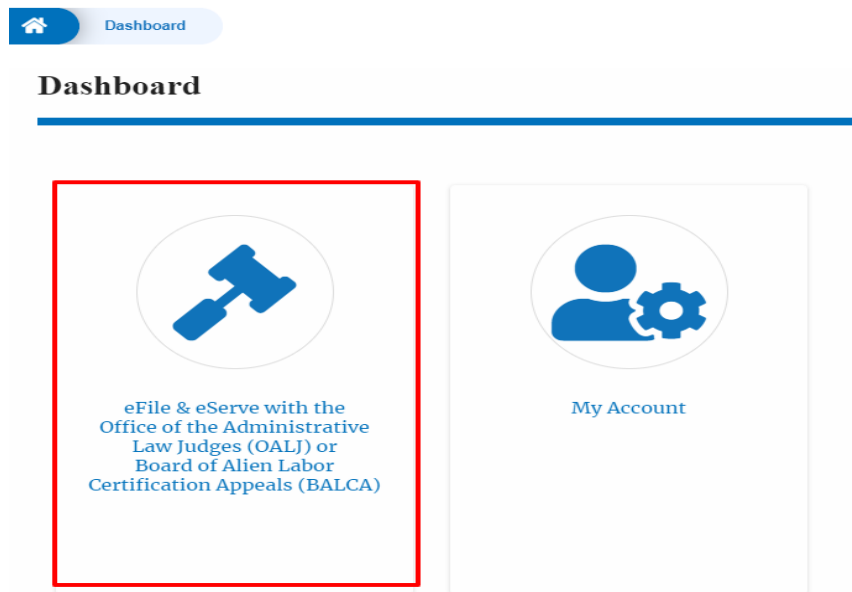
Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Barey Barry	Test sharedmailbox org, Test address 1



## eFile and eServe

### HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

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
<a href="#">2012LHC02015</a>	BARY LARRY W.		OPEN	Court Reporter	09/15/2020 - 05:06 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246



## eFile and eServe

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



### Summary

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

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

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

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

Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	<a href="#">Remove Delegation</a>





## eFile and eServe

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

### Organization Members

- Removed Sagar Tester`s delegated access to this case.
- An email notification has been sent to Sagar Tester at sagartester001@gmail.com.

[Help](#) ⓘ

Organization: Court Reporter Org Charlie

Name

Email

Enter Name

Enter Email

Search

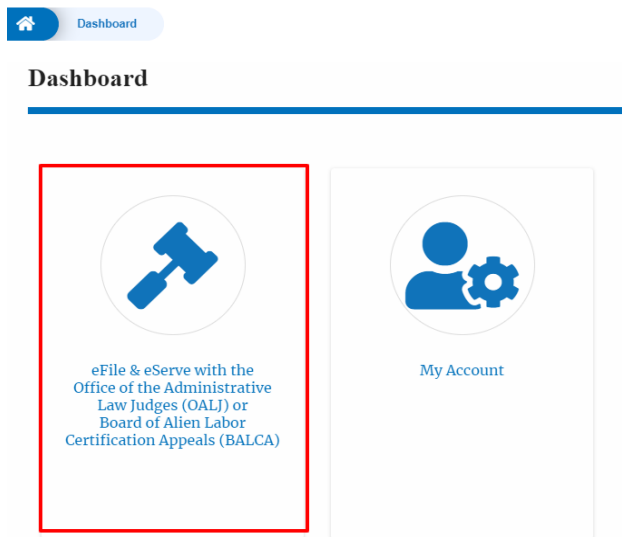
Name	Email	User Type	Actions
Sagar Tester	sagartester001@gmail.com	Individual	<a href="#">Delegate</a>



## eFile and eServe

### HOW TO ACCESS SERVED DOCUMENT?

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 10 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2020BAT02107			OPEN	Court Reporter	09/16/2020 - 01:22 EST	Court Reporter Org Charlie , 32 Constitution Ave. Peachtree City, GA 30246



## eFile and eServe

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

The table shows:

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

#### Documents Served by OALJ

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

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	<a href="#">hearingcancel.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Notice of Hearing	Notice of Hearing test	<a href="#">hearingnotice.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	<a href="#">hearingreschedule.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	<a href="#">hearing.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	<a href="#">decision.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

\* All times displayed in US Eastern Timezone



## eFile and eServe

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

### Documents Served by OALJ

Showing 5 of 5 records

[View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	<a href="#">hearingcancel.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Notice of Hearing	Notice of Hearing test	<a href="#">hearingnotice.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	<a href="#">hearingreschedule.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	<a href="#">hearing.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	<a href="#">decision.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

\* All times displayed in US Eastern Timezone

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

### Documents Served by OALJ

[Help](#)

<b>eFile Number</b>	<b>File Name</b>	<b>Description</b>	
<input type="text" value="Search eFileNumber"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="button" value="Apply"/>

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	<a href="#">hearingcancel.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Notice of Hearing	Notice of Hearing test	<a href="#">hearingnotice.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	<a href="#">hearingreschedule.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	<a href="#">hearing.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	<a href="#">decision.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

\* All times displayed in US Eastern Timezone



## eFile and eServe

- 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	
<input type="text" value="Search eFileNumber"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>	<input type="button" value="Apply"/>

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Hearing Cancelled	Hearing Cancelled test	<a href="#">hearingcancel.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	10/13/2020 - 00:18 EST	
Notice of Hearing	Notice of Hearing test	<a href="#">hearingnotice.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST	08/20/2020 - 10:48 EST	
Hearing Rescheduled	Hearing Rescheduled test	<a href="#">hearingreschedule.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Hearing Continued	Hearing Continued test	<a href="#">hearing.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		
Case Decision	Case Decision test	<a href="#">decision.pdf</a>	ESERVE-OALJ-2008-000446	08/20/2020 - 09:55 EST	08/20/2020 - 10:10 EST		

\* All times displayed in US Eastern Timezone



## eFile and eServe

### OVERVIEW OF OALJ CASE EMAIL NOTIFICATIONS FOR COURT REPORTER

#### 1. Email Notification on 'Submitted - Filing':

Proposed Hearing Exhibit for the Case 2020BAT02107(BAT) has been Submitted - DO NOT  
REPLY [Inbox x](#)



**DOL eFile-eServe** <noreply@dol.gov>  
to me ▾

Mon, 21 Sep, 15:17 (4 days ago) ☆ ↵

#### eFile and eServe

Dear Charlie John,

Please find the details of your Proposed Hearing Exhibit below.

Case Number : 2020BAT02107  
Agency : OALJ  
eFile Number : OALJ-2009-510260  
eFile Case Number : EFS-OALJ-2007-200161  
Status : Submitted  
Date : September 21, 2020 at 5:44 AM ET

Please click the link(s) below to view the document(s):

[532903](#)

Thank you,  
Office of the Administrative Law Judges  
U.S. Department of Labor  
Please login to DOL [eFile and eServe](#) to view the details

#### 2. Email Notification on 'Approved - Filing':

Proposed Hearing Exhibit for the Case 2020BAT02107(BAT) has been Submitted - DO NOT  
REPLY [Inbox x](#)



**DOL eFile-eServe** <noreply@dol.gov>  
to me ▾

Mon, 21 Sep, 15:17 (4 days ago) ☆ ↵

#### eFile and eServe

Dear Charlie John,

Please find the details of your Proposed Hearing Exhibit below.

Case Number : 2020BAT02107  
Agency : OALJ  
eFile Number : OALJ-2009-510260  
eFile Case Number : EFS-OALJ-2007-200161  
Status : Submitted  
Date : September 21, 2020 at 5:44 AM ET

Please click the link(s) below to view the document(s):

[532903](#)

Thank you,  
Office of the Administrative Law Judges  
U.S. Department of Labor  
Please login to DOL [eFile and eServe](#) to view the details



## eFile and eServe

### 3. Email Notification on 'Rejected - Filing':

Proposed Hearing Exhibit for the Case 2020BAT02107(BAT) has been Submitted - DO NOT  
REPLY Inbox x



**DOL eFile-eServe** <noreply@dol.gov>  
to me ▾

Mon, 21 Sep, 15:17 (4 days ago) ☆ ↵

### eFile and eServe

Dear Charlie John,

Please find the details of your Proposed Hearing Exhibit below.

Case Number : 2020BAT02107  
Agency : OALJ  
eFile Number : OALJ-2009-510260  
eFile Case Number : EFS-OALJ-2007-200161  
Status : Submitted  
Date : September 21, 2020 at 5:44 AM ET

Please click the link(s) below to view the document(s):

[532903](#)

Thank you,  
Office of the Administrative Law Judges  
U.S. Department of Labor  
Please login to DOL [eFile and eServe](#) to view the details

### 4. Email Notification on 'Delegate Access' to a member on the case:

DOL eFile-eServe – Delegated access granted to the case: 2018BLA06056



**eFile/eServe Support** <support@efsdev.com>  
to me ▾

### eFile and eServe

Dear Sol Benj,

You have been granted access to the case - 2018BLA06056 in the Department of Labor's (DOL) eFile and eServe system by Sunny Mathew.

To view the case, please login at eFile and eServe by clicking on the link given below:

<https://efstest2.mindpetal.com/dashboard/case/EFJ-OALJ-2009-201246/view>

Thank you,  
eFile and eServe



## eFile and eServe

### 5. Email Notification on 'Remove Delegate Access' from a member on the case:

DOL eFile-eServe – Delegated access removed from case: 2019BLO00009



**eFile/eServe Support** <support@efsdev.com>  
to me ▾

### eFile and eServe

Dear Angel George,

Your access to the case - 2019BLO00009 in the Department of Labor's (DOL) eFile and eServe system has been removed.

If you have any questions regarding this, please contact your organization's - Org - Barry administrator.

Thank you,  
eFile and eServe

### 6. Email Notification on 'Servings'

Service sheet issued for Case 2020ACA02508 (ACA)-DO NOT REPLY



**DOL eFile-eServe** <noreply@dol.gov>  
to me ▾

### eFile and eServe

Dear Sol Tester,

A document of the below type has been issued for case 2020ACA02508(ACA):

Document Type: SS

Please click the link(s) below to view the document(s). This constitutes your official served copy, and you will not receive a paper copy in the mail.

[509474-OALJ/outbound/files/2020ACA02508/09032020070400/dummy1.pdf](#)

The following parties will be electronically notified of the serving:

Name	Email
Sol Tester	<a href="mailto:soltester001@gmail.com">soltester001@gmail.com</a>
Aaron Tester	<a href="mailto:aarontester001@gmail.com">aarontester001@gmail.com</a>

Thank you,  
Office of the Administrative Law Judges  
U.S. Department of Labor  
Please login to DOL [eFile and eServe](#) to view the details