HOW TO REQUEST ACCESS TO MULTIPLE CASES AT THE SAME TIME?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on the Request Access to Cases button.

OALJ and BALCA Dashboard
3. Search any case and click on the **Add to Request** button that is displayed only if one of the cases is selected. Any number of cases can be selected for multi-case RAC.

4. Once cases are added to the form, if you need to add more cases by doing a different search, click on the **Back to Search** button.
5. To search and add to the already added cases, click on the **Clear Filters** button to clear the search filters.

6. To clear the previously added cases and filters, click on the **Clear Selection and Filters**.
7. Clear filters and search again. Click **Add to Request** button to add the new cases.
8. The newly added cases are added to the previously added list.

**Request Access to Cases**

![Image](image_url)

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

### Selected Cases

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>Decision Date</th>
<th>Claimant Name</th>
<th>Agency Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018BLA05000</td>
<td>05/31/2019</td>
<td>MULLINS THOMAS C</td>
<td>2NRGB-2015187</td>
</tr>
<tr>
<td>2018BLA05002</td>
<td>08/08/2020</td>
<td>CHAVEZ LLOYD R</td>
<td>2BB6S-2018035</td>
</tr>
<tr>
<td>2018BLA05004</td>
<td>03/14/2019</td>
<td>JACKSON JOHN B</td>
<td>BHC8P-2016202</td>
</tr>
<tr>
<td><strong>2016BLA05001</strong></td>
<td></td>
<td>CLARK DESARAE OBO ESTATE OF RICHARD</td>
<td></td>
</tr>
<tr>
<td><strong>2016BLA00002</strong></td>
<td></td>
<td>CLARK DESARAE WID OF RICHARD</td>
<td></td>
</tr>
</tbody>
</table>

9. Request access to the case by filling out the mandatory fields and selecting the required organization and click on the **Submit to DOL** button. Users can choose to upload a combined Certificate of Service or choose to upload an individual Certificate of Service depending on the case details.
Request Access to Cases

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

Selected Cases

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Decision Date</th>
<th>Claimant Name</th>
<th>Agency Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018BLA0000</td>
<td>06/30/2019</td>
<td>MULLINS THOMAS C</td>
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<tr>
<td>2018BLA0001</td>
<td>06/05/2020</td>
<td>CHAVEZ LLOYD R</td>
<td>2018-0002</td>
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<tr>
<td>2018BLA0004</td>
<td>03/14/2019</td>
<td>JACKSON JOHN B</td>
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<tr>
<td>2018BLA0005</td>
<td>03/19/2019</td>
<td>CLARK DESFARGE D &amp; ESTATE OF RICHARD</td>
<td>2018-0004</td>
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<tr>
<td>2018BLA0006</td>
<td>03/19/2019</td>
<td>CLARK DESFARGE W &amp; ESTATE OF RICHARD</td>
<td>2018-0005</td>
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</tbody>
</table>

Role in the Case *

- Select a value -

Notice of Appearance/Request to Access Consolidated Case(s) *

[Choose File] No file chosen

Only files with the following extensions are allowed: .pdf, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .txt, .tif, .tiff and size should be less than 20MB.

Certificate of Service

- Individual
- Combined

Certificate of Service for 2018BLA0000 *

[Choose File] No file chosen

Only files with the following extensions are allowed: .pdf, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .txt, .tif, .tiff and size should be less than 20MB.

Certificate of Service for 2018BLA0001 *

[Choose File] No file chosen

Only files with the following extensions are allowed: .pdf, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .txt, .tif, .tiff and size should be less than 20MB.

Certificate of Service for 2018BLA0002 *

[Choose File] No file chosen

Only files with the following extensions are allowed: .pdf, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .txt, .tif, .tiff and size should be less than 20MB.

Certificate of Service for 2018BLA0004 *

[Choose File] No file chosen

Only files with the following extensions are allowed: .pdf, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .txt, .tif, .tiff and size should be less than 20MB.

Certificate of Service for 2018BLA0005 *

[Choose File] No file chosen

Only files with the following extensions are allowed: .pdf, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .txt, .tif, .tiff and size should be less than 20MB.

Certificate of Service for 2018BLA0006 *

[Choose File] No file chosen

Only files with the following extensions are allowed: .pdf, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .txt, .tif, .tiff and size should be less than 20MB.

eFiler’s Organization

Devin Hamburg & Associates LLC, 3955 Hidden Valley Road

[Submit to DOL] Cancel
10. The requested case will be shown in your **My Access Requests** table with the SUBMITTED status along with a confirmation message.

OALJ and BALCA Dashboard

My Access Requests

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

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>eFile Number</th>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>Office / Assigned Judge</th>
<th>Status</th>
<th>Last Updated On</th>
<th>Details</th>
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<td></td>
</tr>
</tbody>
</table>