

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

 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.





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.

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can search using OALJ Iber	Case Number, Claimant Name, Agency R	eference			
nced Filter					
LJ Case Number	0	Claimant Name	,	gency Reference Number	
Search OALJ Case Number		Search Claimant Name		Search Agency Reference Numb	er
l Case Number format	should be YYYYCaseTypeCodeNNNNN				
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Search	ch using Case Number, Claimant Name, , Clear Selection and Filters	Clear Filters			
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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.



Request Access to Cases

			Form	Templates 🛓	Help 🕜
stru	ctions for Filing Und	er Seal 🛛 🗍 Inst	ructions for Filing by /	Amicus Curiae	
	OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number	Ú.
2	OALJ Case Number 2018BLA05000	Decision Date 05/31/2019	Claimant Name MULLINS THOMAS C	Agency Reference Number 2NRGB-2015187	
2	OALJ Case Number 2018BLA05000 2018BLA05002	Decision Date 05/31/2019 06/05/2020	Claimant Name MULLINS THOMAS C CHAVEZ LLOYD R	Agency Reference Number 2NRGB-2015187 2BB6S-2016035	

- 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**.

				Help
Search Cases				
2018BLA	0			
ou can search using OALJ Case Number, Claimant Name, Agency Referen	ice			
umber				
vanced Filter				
DALJ Case Number 🔞	Claimant Name		Agency Reference Number	
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DALJ Case Number Search OALJ Case Number ALJ Case Numberformat should be YYYYCaseTypeCodeNNNNN	Claimant Name Search Claimant Name		Agency Reference Number Search Agency Reference Number	
DALJ Case Number Search OALJ Case Number DALJ Case Number format should be YYYYCaseTypeCodeNNNNN	Claimant Name Search Claimant Name Office		Agency Reference Number Search Agency Reference Number Assigned Judge	
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OALJ Case Number Search OALJ Case Number OALJ Case Numberformat should be YYYYCaseTypeCodeNNNNN can further filter the search using Case Number, Claimant Name, Agenc	Claimant Name Search Claimant Name Office Search Office y Reference Number.	0	Agency Reference Number Search Agency Reference Number Assigned Judge Search Assigned Judge	0



7. Clear filters and search again. Click **Add to Request** button to add the new cases.

Search	Cases

2016BLA05004

2016BLA05006

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earch Cases						
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can search using OAL.	J Case Number, Claimant Name, Ager	icy Reference				
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J Case Number forma	at should be YYYYCaseTypeCodeNNNI	NN L				1
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n further filter the sea	rrch using Case Number, Claimant Na	me, Agency Reference Number.				
Search	rch using Case Number, Claimant Na Clear Selection and Filters llts	Clear Filters Add to Request				
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Search arch Resu	Its Case Number Case Number Case Number Case Number Case Number 2016BLA00002	Clear Filters Add to Request Claimant Name CLARK DESARAE WID OF RICHARD		Office	Assigned Judge	Decision Date
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8. The newly added cases are added to the previously added list.

Request Access to Cases

		Form Ten	nplates 🛓 🛛 Help 🔞
tructions for Filing U	nder Seal	Instructions for Filing by Ami	icus Curiae
profile will be sent w rate. You can do this cted Cases	ith the request. through the My	Please make sure that your Profile link under My Accour	profile is current and It in the main menu.
OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number
2018BLA05000	05/31/2019	MULLINS THOMAS C	2NRGB-2015187
2018BLA05002	06/05/2020	CHAVEZ LLOYD R	2BB6S-2016035
2018BLA05004	03/14/2019	JACKSON JOHN B	BHC8P-2016202
		CLARK DESARAE OBO ESTAT	E
2016BLA05001		OF RICHARD	

 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

Back to	o Search R	eset	Form Tem	Help 🕑
Instruc	tions for Filing Un	der Seal	Instructions for Filing by Ami	cus curiae
Your pro accurate	file will be sent wit . You can do this th	th the request. hrough the My	Please make sure that your Profile link under My Accoun	profile is current and it in the main menu.
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	OALJ Case Number	Decision Date	Claimant Name	Agency Reference Number
✓	2018BLA05000	05/31/2019	MULLINS THOMAS C	2NRGB-2015187
	2018BLA05002	06/05/2020	CHAVEZ LLOYD R	2BB6S-2016035
✓	2018BLA05004	03/14/2019	JACKSON JOHN B	BHC8P-2016202
	2016BLA05001		CLARK DESARAE OBO ESTAT OF RICHARD	E
~	2016BLA00002		CLARK DESARAE WID OF RICHARD	
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eFiler's C	Irganization			
Devin H	lamburg & Associat	es LLC, 3765 Hi	dden Valley Road	\$
		95		
Submit	t to DOL Ca	ancel		



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

Request to access the case has been submitted. [2018BLA05000, 2018BLA05002, 2018BLA05004, 2016BLA05001, 2016BLA00002]									
File a New Case Request Access to Cases Multi Case Filing									
My Access Rec The following are the cas	quests es you have access to. Cli	ick on the OALJ Case Number link to access case !	filings and servings and	l to submit new filings.					
OALJ Case Number	Showing 5 of 15 records OALJ Case Number eFile Number Claimant Name Employer Name Office / Assigned Judge Status Last Updated On								
2018BLA05000	OALJ-2103-511212	MULLINS THOMAS C			SUBMITTED	03/15/2021 - 10:44 EST	View		
2018BLA05002	OALJ-2103-511213	CHAVEZ LLOYD R			SUBMITTED	03/15/2021 - 10:44 EST	View		
2018BLA05004	OALJ-2103-511214	JACKSON JOHN B			SUBMITTED	03/15/2021 - 10:44 EST	View		
2016BLA05001	OALJ-2103-511215	CLARK DESARAE OBO ESTATE OF RICHARD			SUBMITTED	03/15/2021 - 10:44 EST	View		
2016BLA00002	OALJ-2103-511216	CLARK DESARAE WID OF RICHARD			SUBMITTED	03/15/2021 - 10:44 EST	View		