



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.

The screenshot shows the main dashboard with a blue navigation bar containing links for HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' breadcrumb. The main content area is titled 'Dashboard' and features a grid of six tiles. The top row contains four tiles, each with a building icon and text: '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)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The BALCA tile is highlighted with a red border. The bottom row contains two tiles: 'People's Choice Law Firm' with a group of people icon, and 'My Profile' with a person icon. A 'Help' link is visible in the top right corner of the dashboard area.

2. OALJ/BALCA Dashboard includes buttons 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'.
Note: Multi Case Filing button will only appear if at least one submitted/approved case is listed in the Request Access to Cases table.

OALJ and BALCA Dashboard

The screenshot shows the OALJ and BALCA Dashboard. At the top, there are three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. Below the buttons is a section titled 'My Access Requests' with a table of cases. The table has one row with the following information: 'Showing 1 of 1 records' and a 'View More' button.



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- a. The File a New Case button lets users file a new case with OALJ
 - b. The Request Access to Cases button lets the user request access to cases from OALJ.
 - c. The Multi Case Filing button lets users file a common filing to multiple cases at the same time
3. OALJ/BALCA Dashboard includes tables 'My Access Requests', and 'New Cases'.
- a. My Access Requests table lists all the cases that the user has requested access to
 - b. The New Cases table lists all the new cases that the user has submitted.

OALJ and BALCA Dashboard

[File a New Case](#)[Request Access to Cases](#)[Multi Case Filing](#)

[Form Templates](#) [Help](#)

Access Requests

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

Showing 5 of 7 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
2021SCA00001	██████████	██████████	██████████	██████████	Submission Received and Pending Review	06/16/2022 - 16:03 EST	View
██████████	██████████	██████████	██████████	██████████	Submission Received and Pending Review	06/16/2022 - 13:48 EST	View
2022DBA00028	██████████	██████████	██████████	██████████	REVOKED	06/16/2022 - 13:42 EST	View
2022DBA00027	██████████	██████████	██████████	██████████	Submission Received and Pending Review	06/16/2022 - 10:50 EST	View
2022DBA00027	██████████	██████████	██████████	██████████	REVOKED	06/16/2022 - 10:48 EST	View

* All times displayed in US Eastern Timezone

New Cases

The following are the cases you have created. 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	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
██████████	██████████	██████████	██████████	██████████	123-123	██████████	Submission Accepted as a Filing	06/17/2022 - 10:48 EST	View

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