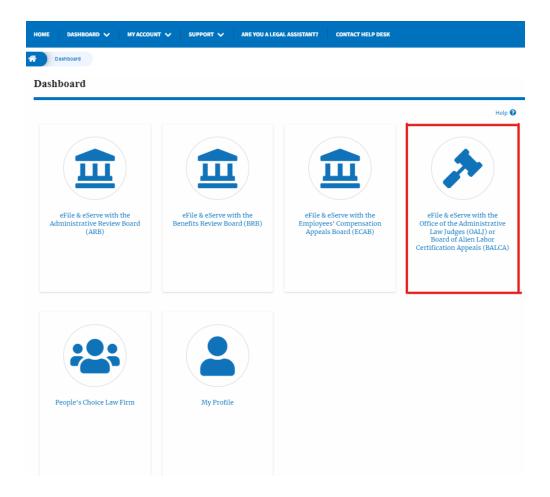
eFile and eServe

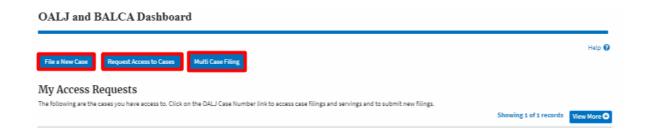
HOW TO VIEW OALJ/BALCA DASHBOARD?

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



2. OALJ/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.





eFile and eServe

- 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.

