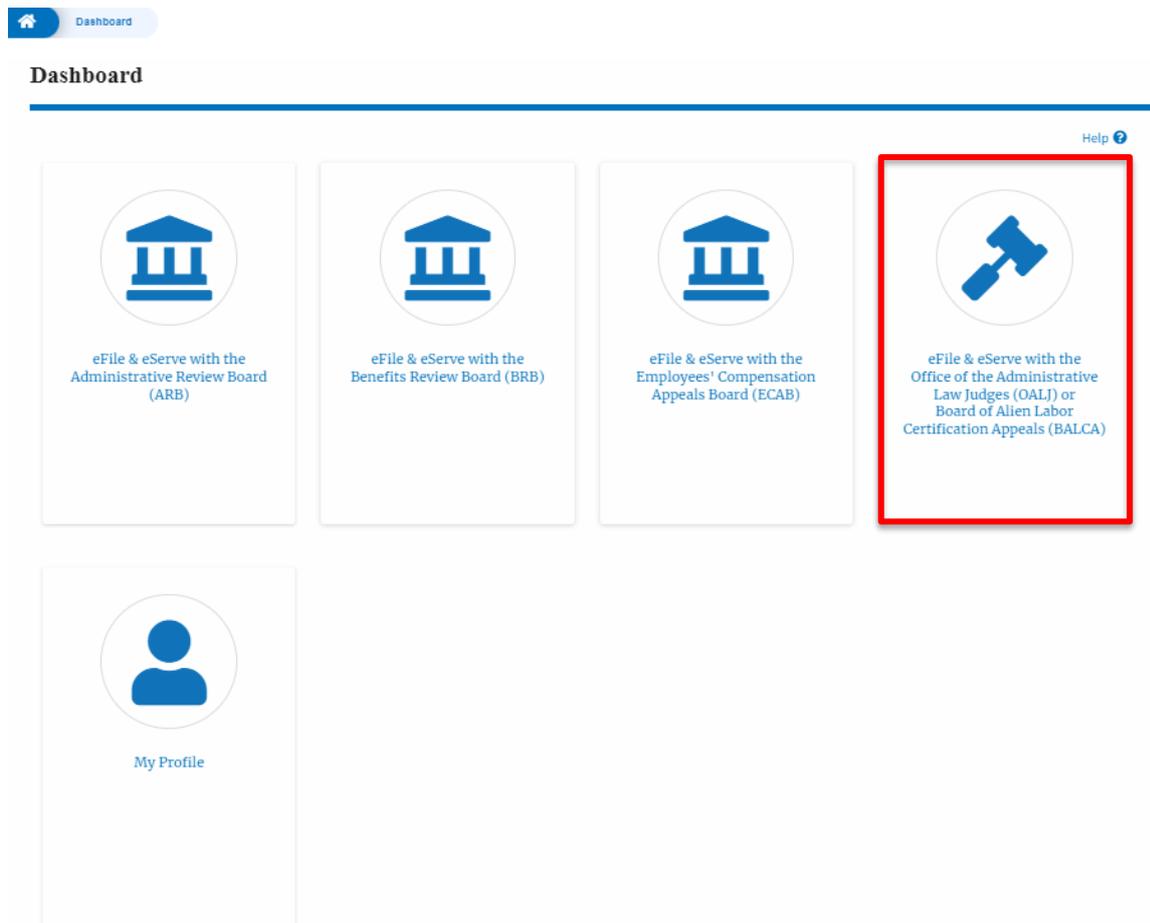




## HOW TO VIEW OALJ/BALCA DASHBOARD?

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.

### OALJ and BALCA Dashboard

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

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

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#### 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
<a href="#">2021SCA00001</a>	██████████ ██████████	██████ ██████	██████ ██████	██████████ ██████████	Submission Received and Pending Review	06/16/2022 - 16:03 EST	<a href="#">View</a>
<a href="#">██████████</a>	██████████	██████	██████ ██████	██████████	Submission Received and Pending Review	06/16/2022 - 13:48 EST	<a href="#">View</a>
<a href="#">2022DBA00028</a>	██████████	██████	██████ ██████	██████████	REVOKED	06/16/2022 - 13:42 EST	<a href="#">View</a>
<a href="#">2022DBA00027</a>	██████████	██████	██████ ██████	██████████	Submission Received and Pending Review	06/16/2022 - 10:50 EST	<a href="#">View</a>
<a href="#">2022DBA00027</a>	██████████	██████	██████ ██████	██████████	REVOKED	06/16/2022 - 10:48 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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#### 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
<a href="#">██████████</a>	██████ ██████ ██████ ██████	██████ ██████ ██████	██████ ██████	██████ ██████	123-123	██████████ ██████ ██████████	Submission Accepted as a Filing	06/17/2022 - 10:48 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone