



eFile and eServe

UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

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.

Dashboard

The dashboard features three main tiles. The first tile, highlighted with a red border, contains a blue gavel icon and the text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The second tile contains a blue icon of three people and the text: "KK Reporting Firm". The third tile contains a blue icon of a person and the text: "My Profile".

2. In the OALJ dashboard, click on an OALJ Case Number in the **Accessed Cases** table.

Accessed Cases

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

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

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	██████████	██████████ ██████████ ██████████	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, ██████████



3. The user will be directed to the case details page.

OALJ and MALCA Dashboard Case Details

Case Details

Summary [Help](#)

eFile Case Number	[REDACTED]
OALJ Case Number	2012LHC02015
Agency Reference #	[REDACTED]
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	11/25/2014 - 00:00 EST
Claimant Name	[REDACTED]
Employer Name	[REDACTED]
Office	[REDACTED]
Assigned Judge	[REDACTED]
Status	CLOSED
Docketed Date	09/05/2012 - 12:09 EST

[Submit a New Filing](#) [Remove From My Dashboard](#)

Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

* All times displayed in US Eastern Timezone

Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

* All times displayed in US Eastern Timezone

Parties with Access

Name	Address	Role in the Case	Organization
No users to show in this case.			

4. The case details page includes a summary section that gives a summary of the case details.

Summary

eFile Case Number	[REDACTED]
OALJ Case Number	2012LHC02015
Agency Reference #	[REDACTED]
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	11/25/2014 - 00:00 EST
Claimant Name	[REDACTED]
Employer Name	[REDACTED]
Office	CINCINNATI
Assigned Judge	[REDACTED]
Status	CLOSED
Docketed Date	09/05/2012 - 12:09 EST



5. The case details page includes buttons **Submit a New Filing**, and **Remove From My Dashboard**.
 - a. '**Submit a New Filing**' button is to bring up the form to submit a new filing related to the case.
 - b. '**Remove from My Dashboard**' button is to bring up the page that lets you remove the case from your OALJ dashboard

Case Details

Summary

eFile Case Number	
OALJ Case Number	2012LHC02015
Agency Reference #	
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	11/25/2014 - 00:00 EST
Claimant Name	
Employer Name	
Office	CINCINNATI
Assigned Judge	
Status	CLOSED
Docketed Date	09/05/2012 - 12:09 EST

[Submit a New Filing](#)

[Remove From My Dashboard](#)

6. The case details page includes tables **Filings**, **Documents Served by OALJ**, **Parties with Access**, and **Delegated Users**.
 - a. **Filings** table lists all the Filings you have done related to this case.
 - b. **Documents Served by OALJ** table lists all the servings issued by OALJ on the case.
 - c. **Parties with Access** table lists all the parties that have access to this case.



eFile and eServe

d. **Delegated Users** table lists all the users in your organization who have been delegated access to this case.

Filings

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
No documents have been filed to this case.							

Documents Served by OALJ

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
No documents have been served to this case.							

Parties with Access

Name	Address	Role in the Case	Organization
No users to show in this case.			

Delegated Users

Name	Address	Delegated By	Organization
There are no users delegated to this appeal/case. If you want to delegate access to another person to assist in this appeal/case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.			