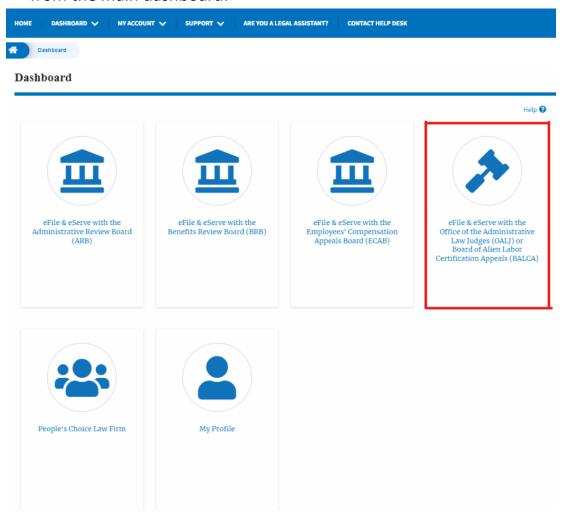


UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

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.

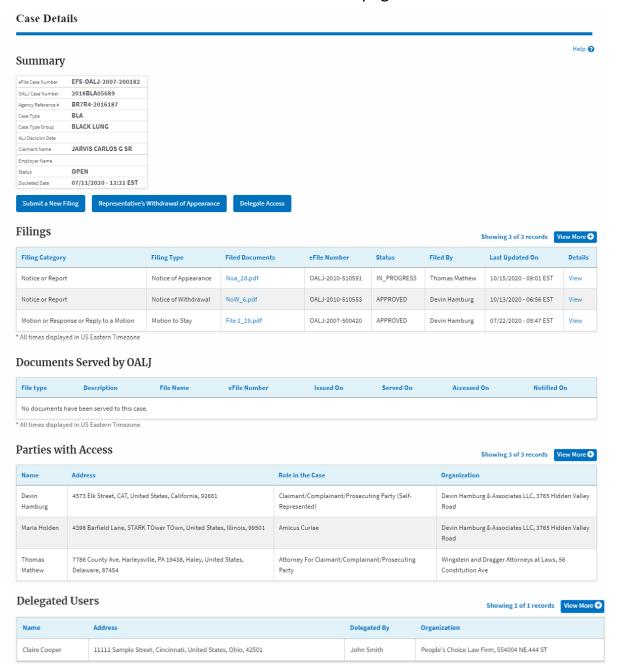


In the OALJ dashboard, click on the approved <OALJ Case Number> link My
 Access Requests or New Cases table. The user is navigated to the case
 details page.





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



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

Case Details

Summary



5. The case details page includes the button Submit a New Filing, Representative's Withdrawal of Appearance, and Delegate Access.

- a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the case.
- b. 'Representative's Withdrawal of Appearance' button is to bring up the page that lets you submit the Motion of WIthdrawal from the case.
 - Note: Representative's Withdrawal of Appearance button will not be displayed for the roles Claimant/Complainant/Prosecuting Party (Self-represented) and Respondent/Defendant/Employer (Self-represented)
- c. If you are an attorney with an organization, you will get the button 'Delegate Access' by which you can delegate the control of submitting filings to other members of your organization.

Note: For a case in submitted status, only the Submit a New Filing button will be displayed. All other buttons will be displayed only once the access request is approved



Case Details

Summary



- 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.

Delegate Access

- c. Parties with Access table lists all the parties that have access to this case.
- d. Delegated Users table lists all the users in your organization who have been delegated access to this case and the attorney who delegated the user.





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 Showing 3 of 3 records View More •							
Name	Address	Role in the Case	Organization				
Devin Hamburg	4573 Elk Street, CAT, United States, California, 92661	Claimant/Complainant/Prosecuting Party (Self- Represented)	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road				
Maria Holden	4398 Barfield Lane, STARK TOwer TOwn, United States, Illinois, 99501	Amicus Curiae	Devin Hamburg & Associates LLC, 3765 Hidden Valley Road				
Thomas Mathew	7786 County Ave. Harleysville, PA 19438, Haley, United States, Delaware, 87454	Attorney For Claimant/Complainant/Prosecuting Party	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave				

ſ	Delegated Users Showing 1 of 1 records View More C						
	Name	Address	Delegated By	Organization			
l	Claire Cooper	11111 Sample Street, Cincinnati, United States, Ohio, 42501	John Smith	People's Choice Law Firm, 554004 NE.444 ST			