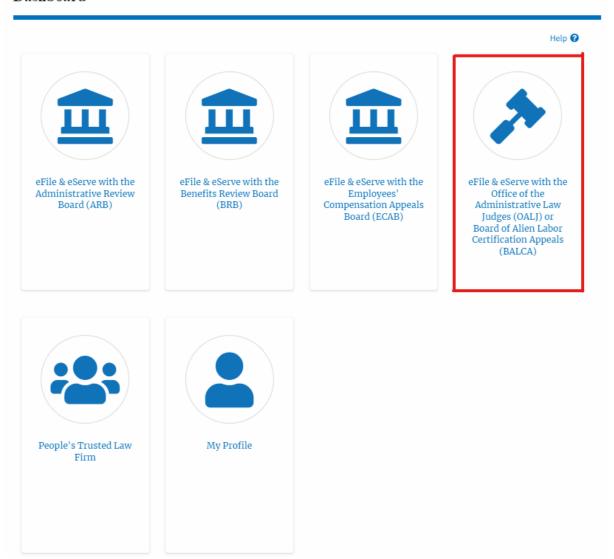


UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

 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

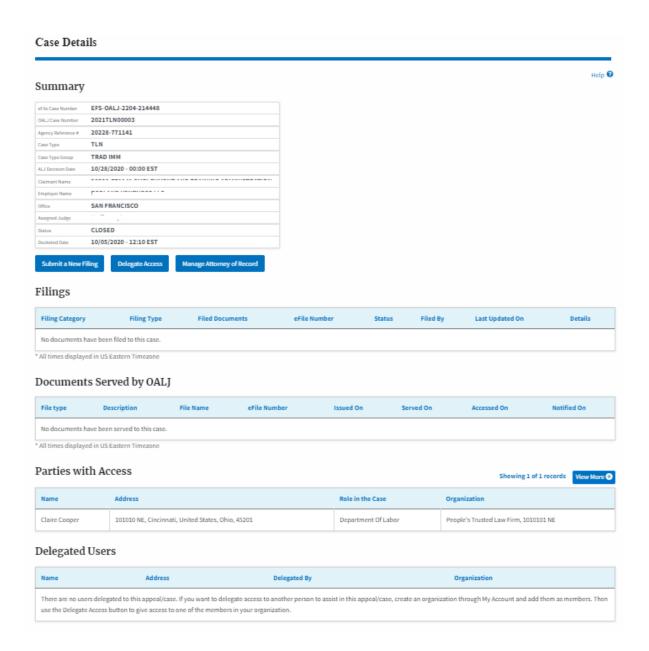


2. Click on any OALJ Case Number from the **Accessed Cases**, or **New Cases** tables.



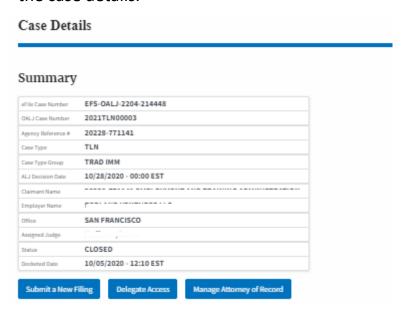


3. The user will be directed to the case details page.

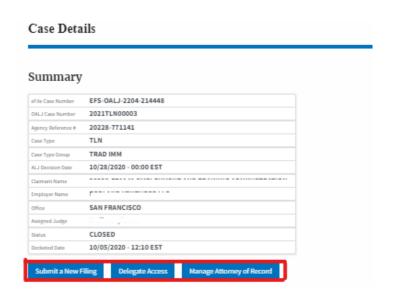




4. The case details page includes a summary section that gives a summary of the case details.



- 5. The case details page includes buttons **Submit a New Filing**, **Manage Attorney of Record**, 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. 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.
 - c. The "Manage Attorney of Record" button helps switch between Make AoR and Remove AoR.





- 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.
 - 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.

