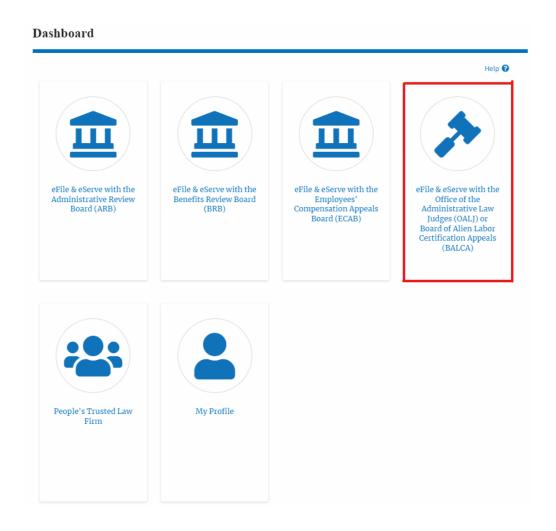
eFile and eServe

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 and BALCA** Dashboard include buttons 'File a New Case', 'Access 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.



a. The File a New Case button lets users file a new case with OALJ



eFile and eServe

- b. The **Access Cases** button lets the Trusted user directly access cases.
- c. The **Multi Case Filing** button lets users file a common filing to multiple cases at the same time
- d. The **Form Templates** button lets users download templates for Notice of Appearance for the filings.
- 3. **OALJ and BALCA** Dashboard include tables 'Accessed Cases',' Cases Delegated to Me', and 'New Cases'.
 - The Accesses Cases table lists all the cases that the user has obtained access to
 - b. The **New Cases** table lists all the new cases that the user has submitted.

