HOW TO DELEGATE ACCESS TO THE CASE?

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.

   Note: Case delegation can only be done by an Attorney.

![Dashboard Image](image-url)
2. Click on an OALJ Case Number with the AoR User Type.

3. Click on the Delegate Access button. The user is navigated to the Organization Members page.
4. From the **Organization Members** table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.

5. The delegated confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.
6. Click on <eFile Case Number> on the breadcrumb to go back to the case details page.

7. The delegated member will be displayed in the Delegated User table.