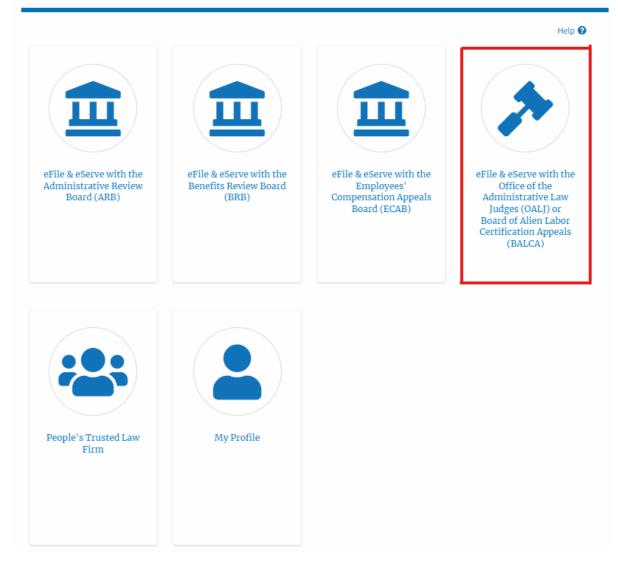


HOW TO DELEGATE ACCESS TO THE CASE?

 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





2. Click on an OALJ Case Number with the **AoR** User Type.

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

File a New Case	Access Cases Multi Case Fili	ng				Help 😯
Accessed Case	S of cases you have access to. Click c	on the OALJ Case Num	ber link to vi	ew case status,	access filings and servings a	nd to submit new filings. Showing 5 of 17 records View More 🕈
OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2020BAT02107			OPEN	AoR	09/15/2020 - 04:03 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

3. Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.

Summary

OALJ Case Number2020BAT02107Agency Reference #N/ACase TypeCase Type GroupALJ Decision DateClaimant NameEmployer NameStatusOPENDocketed Date07/22/2020 - 02:37 EST	Agency Reference # N/A Case Type Case Type Group ALJ Decision Date Claimant Name Employer Name Status OPEN	eFile Case Number	EFS-OALJ-2007-200161	
Case Type Case Type Group ALJ Decision Date Claimant Name Employer Name Status OPEN	Case Type Case Type Group ALJ Decision Date Claimant Name Employer Name Status OPEN Docketed Date 07/22/2020 - 02:37 EST	OALJ Case Number	2020BAT02107	
Case Type Group ALJ Decision Date Claimant Name Employer Name Status OPEN	Case Type Group ALJ Decision Date Claimant Name Employer Name Status OPEN Docketed Date 07/22/2020 - 02:37 EST	Agency Reference #	N/A	
ALJ Decision Date Claimant Name Employer Name Status OPEN	ALJ Decision Date Claimant Name Employer Name Status OPEN Docketed Date 07/22/2020 - 02:37 EST	Case Type		
Claimant Name Employer Name Status OPEN	Claimant Name Employer Name Status OPEN Docketed Date 07/22/2020 - 02:37 EST	Case Type Group		
Employer Name Status OPEN	Employer Name Status OPEN Docketed Date 07/22/2020 - 02:37 EST	ALJ Decision Date		
Status OPEN	Status OPEN Docketed Date 07/22/2020 - 02:37 EST	Claimant Name		
	Docketed Date 07/22/2020 - 02:37 EST	Employer Name		
Docketed Date 07/22/2020 - 02:37 EST		Status	OPEN	
		Docketed Date	07/22/2020 - 02:37 EST	



4. From the **Organization Members** table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.

Name		Email				
Enter Name	0	Enter Email	0	Search		
Name	Email			User Type	Actions	
Dion - John	diontester001@gm	ail.com		Attorney	Delegate	

5. The delegated confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.

Organization Members

 Dion John has been delegated to this case. An email notification has been sent to Dion John at diontester001@gmail.com. Organization:							Help 🝞
Name Enter Name	0	Email Enter Email		0	Search	I	
Name Dion - John	Email diontester001@gmail.co	m		User Type Attorney		Actions Remove Delegation	



 Click on <eFile Case Number> on the breadcrumb to go back to the case details page.

ном	E DASHBOA	ARD 🗸	MY ACCOUNT 🗸	SUPPORT 🗸	
*	Dashboard	OALJ ar	nd BALCA Dashboard	EFS-OALJ-2007-200161	Organization Members

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

Delegate	d Users		Showing 1 of 1 records View More 🕈
Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Angel George	OALJ Filings Testing, 200 Constitution Avenue, NW