



## eFile and eServe


### 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


Help ⓘ


  
eFile & eServe with the Administrative Review Board (ARB)

  
eFile & eServe with the Benefits Review Board (BRB)

  
eFile & eServe with the Employees' Compensation Appeals Board (ECAB)

  
eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

  
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## 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 Filing Help

#### Accessed Cases

The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings. Showing 5 of 17 records View More

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2020BAT02107</a>			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

eFile Case Number	<b>EFS-OALJ-2007-200161</b>
OALJ Case Number	<b>2020BAT02107</b>
Agency Reference #	<b>N/A</b>
Case Type	
Case Type Group	
ALJ Decision Date	
Claimant Name	
Employer Name	
Status	<b>OPEN</b>
Docketed Date	<b>07/22/2020 - 02:37 EST</b>

Submit a New Filing **Delegate Access** Manage Attorney of Record



## eFile and eServe

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

**Name**  **Email**

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Delegate</a>

- 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.

Help

Organization:

**Name**  **Email**

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>



## eFile and eServe

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

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Dashboard | OALJ and BALCA Dashboard | **EFS-OALJ-2007-200161** | Organization Members

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

### Delegated 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