

HOW TO FILE A NEW 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.

HOME DASHBOARD 🗸 MY ACCOUNT	SUPPORT 🗸 ARE YOU A LEG	AL ASSISTANT? CONTACT HELP DESK	
A Dashboard			
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 Allen Labor Certification Appeals (BALCA)
People's Choice Law Firm	My Profile		

2. Click on the File a New Case button.





3. File a new case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button after selecting the redaction box.

New Case to OALJ or BALCA

Form Templates 🛓 Help	0
Instructions for Filing Under Seal Instructions for Filing by Amicus Curiae	
Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.	
IMPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered efilers in a case you need to file a document with OALJ or the Boards that should not be viewed by oth parties, you MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY. Rather, consult t following guide for such confidential filings	her
Filing Type *	
Request for Hearing or Request for Administrative Review	
Program Area *	
Wage and Hour Enforcement Action	
Requests for Elack Lung Act, Longshore Act, and Defense Base Act cases MUST be submitted to DWCP (Elack Lung &	
Longshore) and not directly with OALJ. Gases for PERMANENT Alien Labor Certification MUST be submitted to OFLC.	
Program Sub Area *	_
Davis Bacon Act, Service Contract Act, and related Acts	
Originating Agency *	
Wage and Hour Division (WHD)	
Agency Reference Number	
123 123	
Select an option	
I am the attorney or party listed in the NoA	
🗌 I am a legal staff	
eFiler's Organization	
People's Choice Law Firm, 554004 NE.444 ST	
Delegate (Multi-Select) Claire Cooper	
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Your Role in the Case *	
Attorney for Claimant/Complainant/Prosecuting Party	



eFile and eServe

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4. The requested case will be shown in your New Cases table with the SUBMITTED status.

New Cases

he following are the o	cases you have o	reated. Click on	the OALJ Case Number	r link to access cas	e filings and ser	vings and to submit ne	w filings.	Showing 2 o	f 2 records View More
OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206- 0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending Review	06/20/2022 - 16:41 EST	View



5. Click on the **View More** button to view all the new cases.

	-
New	Cases

ne following are the	Showing 2 o	of 2 records View M							
OALJ Case Number	Claimant Name	Employer Name	eFile Number	Originating Agency	Reference Number	Office / Assigned Judge	Status	Last Updated On	Details
Pending Assignment			OALJ-2206- 0023007576	Wage and Hour Division (WHD)	123-123		Submission Received and Pending	06/20/2022 - 16:41 EST	View

6. All the requested cases will be listed on the **New Cases** page.

ase Number or eFil	e Number		Originating Agency		Agei	ncy Reference Numbe	er	Office / A	ssigned Judge		
Search Case Numbe	er or eFile Num	iber	Search Originating	Agency	Se	earch Agency Reference	e Number	Search	Office / Assigne	d Judge	
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OALJ Case Number	Claimant Name	Employer Name	eFile Number		erence mber	Office / Assigned Judge	Status	Access Status	Last Updated On	Details	

7. Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.

Case Number or e	File Number		Originating Agency		Age	ncy Reference Numbe	r	Office / A	ssigned Judge		
Search Case Nun	nber or eFile Nurr	ıber	Search Originating A	gency	Se	arch Agency Reference	Number	Search	Office / Assigne	ed Judge	
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OALJ Case Number Pending Assignment				Agency M	Number			Status	Updated On]



8. The user is displayed with the case details in a popup and can download them by clicking on the document links which are submitted by the user.

Case Details	0
OALJ Case Number:	Pending Assignment
eFile Case Number:	EFS-OALJ-2207-215337
eFile Number:	OALJ-2207-0023007652
Filing Type:	Request for Hearing or Request for Administrative Review
Originating Agency:	Wage and Hour Division (WHD)
Reference Number:	123-123
Your Role In the Case:	Attorney for Claimant/Complainant/Prosecuting Party
Certificate of Service:	No Document Uploaded
Notice of Appearance:	Processing please wait.
Decision Document from Originating Agency:	Processing please wait.
Organization:	People's Choice Law Firm, 554004 NE.444 ST
Case Status:	Submission Received and Pending Review
Access Status:	Submission Received and Pending Review
Submitted On:	07/02/2022 - 10:54 EST
Last Updated On:	07/02/2022 - 10:54 EST
Filing Party:	John Smith
Submitted By	John Smith

Status Update Log

eFile Nu	umber	eFile Status	Comment	Updated On
	-2207- 007652	Submission Received and Pending Review	New case has been submitted.	07/02/2022 - 10:54 EST