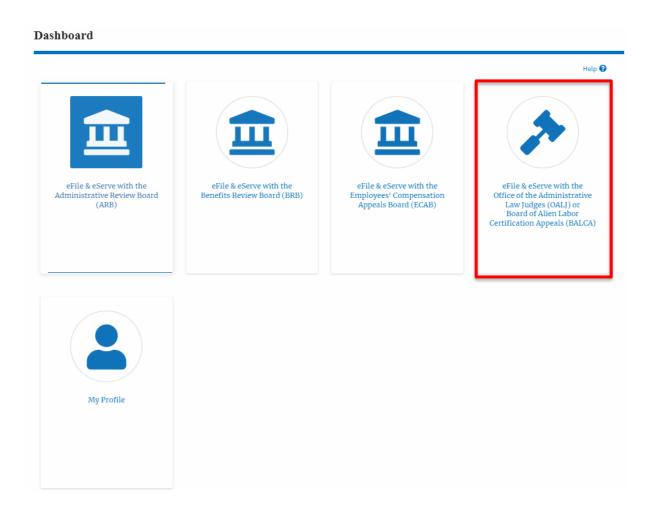
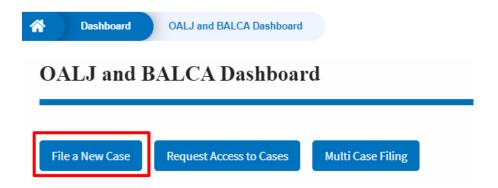


# **HOW TO FILE A NEW CASE?**

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.



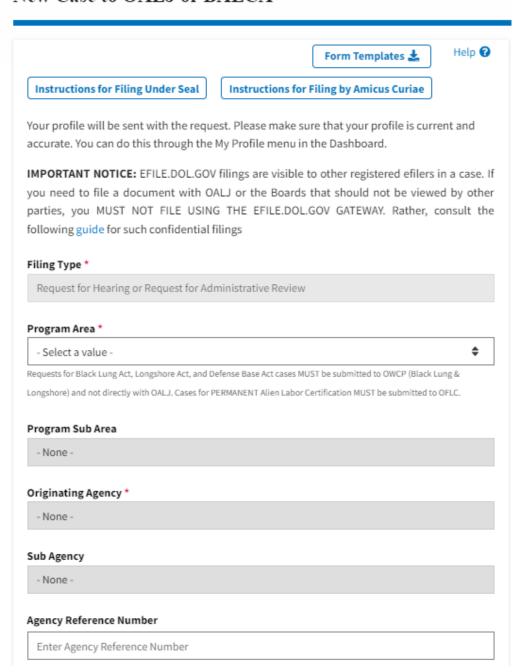
2. Click on the File a New Case button.



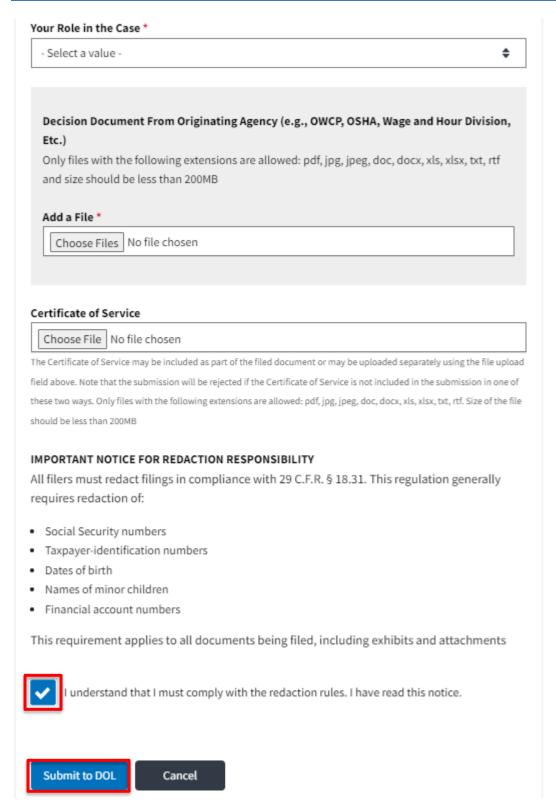


3. File a new case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button after selecting the redaction box.

# New Case to OALJ or BALCA







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

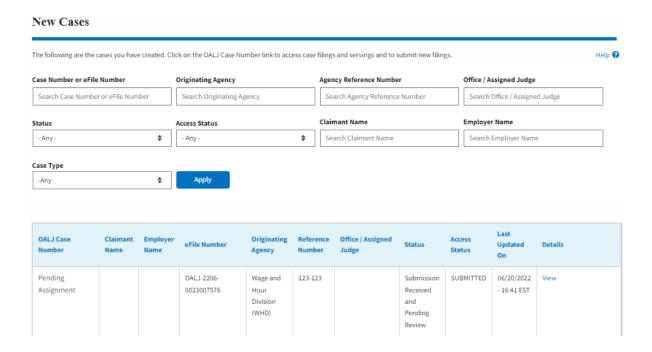




5. Click on the **View More** button to view all the new cases.

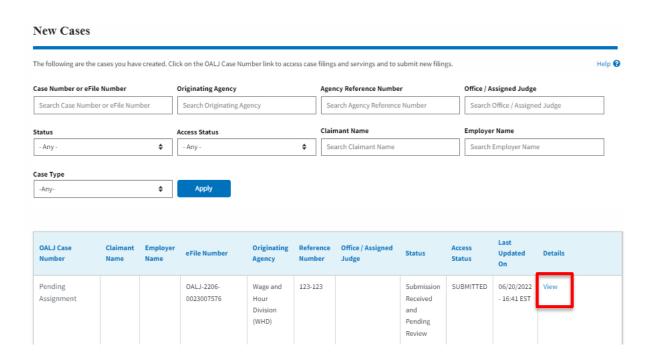


6. All the requested cases will be listed on the New Cases page.

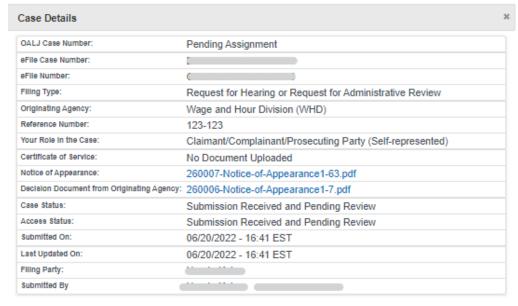


7. Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.





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



# Status Update Log

	eFile Number	eFile Status	Comment	Updated On
	OALJ-2206- 0023007576	Submission Received and Pending Review	New case has been submitted.	06/20/2022 - 16:40 EST