



eFile and eServe

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.

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)

My Profile

2. Click on the **File a New Case** button.

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

File a New Case Request Access to Cases Multi Case Filing



- 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](#)

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. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

Filing Type *

Request for Hearing or Request for Administrative Review

Program Area *

- Select a value -

Requests for Black Lung Act, Longshore Act, and Defense Base Act cases **MUST** be submitted to OWCP (Black Lung & Longshore) and not directly with OALJ. Cases for PERMANENT Alien Labor Certification **MUST** be submitted to OFLC.

Program Sub Area

- None -

Originating Agency *

- None -

Sub Agency

- None -

Agency Reference Number

Enter Agency Reference Number



eFile and eServe

Your Role in the Case *

- Select a value -

Decision Document From Originating Agency (e.g., OWCP, OSHA, Wage and Hour Division, Etc.)

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

Add a File *

Choose Files No file chosen

Certificate of Service

Choose File No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the file upload field above. Note that the submission will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments



I understand that I must comply with the redaction rules. I have read this notice.

Submit to DOL

Cancel

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



eFile and eServe

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 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

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 2 of 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 |

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

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

| | | | |
|---|---|---|---|
| Case Number or eFile Number <input type="text" value="Search Case Number or eFile Number"/> | Originating Agency <input type="text" value="Search Originating Agency"/> | Agency Reference Number <input type="text" value="Search Agency Reference Number"/> | Office / Assigned Judge <input type="text" value="Search Office / Assigned Judge"/> |
| Status - Any - | Access Status - Any - | Claimant Name <input type="text" value="Search Claimant Name"/> | Employer Name <input type="text" value="Search Employer Name"/> |
| Case Type - Any - | <input type="button" value="Apply"/> | | |

| OALJ Case Number | Claimant Name | Employer Name | eFile Number | Originating Agency | Reference Number | Office / Assigned Judge | Status | Access Status | Last Updated On | Details |
|--------------------|---------------|---------------|----------------------|------------------------------|------------------|-------------------------|--|---------------|------------------------|----------------------|
| Pending Assignment | | | OALJ-2206-0023007576 | Wage and Hour Division (WHD) | 123-123 | | Submission Received and Pending Review | SUBMITTED | 06/20/2022 - 16:41 EST | View |

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



eFile and eServe

New Cases

The following are the cases you have created. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

[Help](#)

| | | | |
|--|--|--|--|
| Case Number or eFile Number Search Case Number or eFile Number | Originating Agency Search Originating Agency | Agency Reference Number Search Agency Reference Number | Office / Assigned Judge Search Office / Assigned Judge |
| Status - Any - | Access Status - Any - | Claimant Name Search Claimant Name | Employer Name Search Employer Name |
| Case Type - Any - | Apply | | |

| OALJ Case Number | Claimant Name | Employer Name | eFile Number | Originating Agency | Reference Number | Office / Assigned Judge | Status | Access Status | Last Updated On | Details |
|--------------------|---------------|---------------|----------------------|------------------------------|------------------|-------------------------|--|---------------|------------------------|----------------------|
| Pending Assignment | | | OALJ-2206-0023007576 | Wage and Hour Division (WHD) | 123-123 | | Submission Received and Pending Review | SUBMITTED | 06/20/2022 - 16:41 EST | View |

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.

| Case Details | |
|--|---|
| OALJ Case Number: | Pending Assignment |
| eFile Case Number: | |
| eFile Number: | |
| 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: | Claimant/Complainant/Prosecuting Party (Self-represented) |
| Certificate of Service: | No Document Uploaded |
| Notice of Appearance: | 260007-Notice-of-Appearance1-63.pdf |
| Decision Document from Originating Agency: | 260006-Notice-of-Appearance1-7.pdf |
| Case Status: | Submission Received and Pending Review |
| Access Status: | Submission Received and Pending Review |
| Submitted On: | 06/20/2022 - 16:41 EST |
| Last Updated On: | 06/20/2022 - 16:41 EST |
| Filing Party: | |
| Submitted By | |

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 |