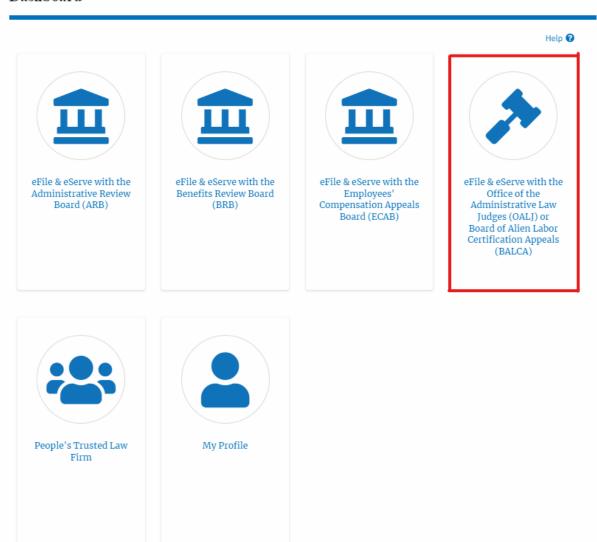
HOW TO FILE A NEW CASE?

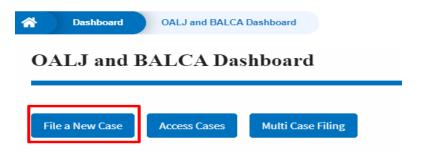
1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

Dashboard

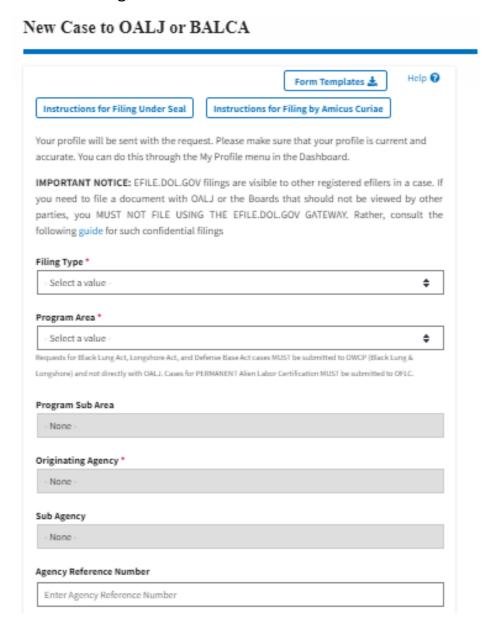


2. Click on the File a New Case button.

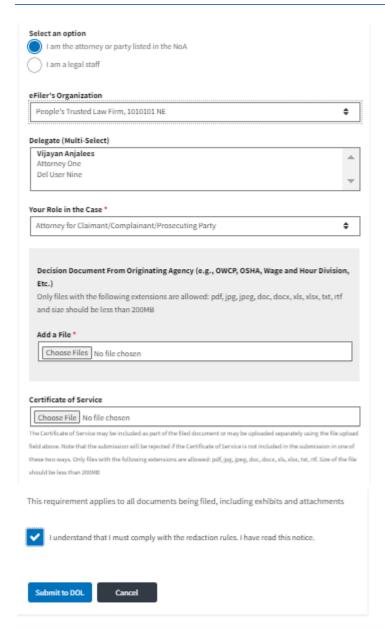




3. File a new case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button after selecting the redaction box.







Note 1: Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented Parties.

Note 2: If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

Note 3: If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.

4. The submitted case will be shown in your **New Cases** table with the status "Submission received and Pending review".

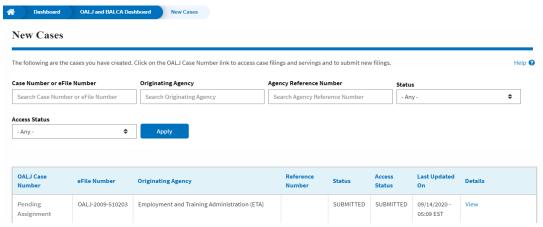




5. Click on the **View More** button to view all the new cases.

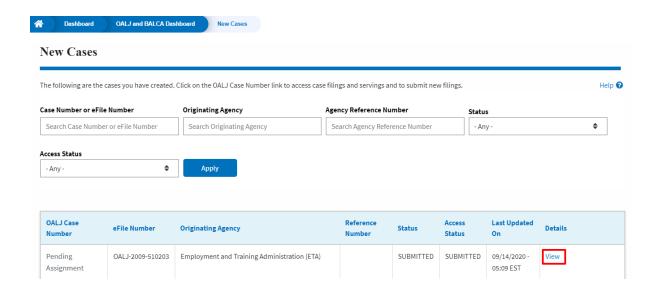


6. All the submitted cases will be listed on the **New Cases** page.



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





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

