

HOW TO MAKE THE USER ATTORNEY OF RECORD?

 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 Benefits Review Board Employees' Office of the Board (ARB) (BRB) Compensation Appeals Administrative Law Board (ECAB) Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) People's Trusted Law My Profile Firm

2. Click on an OALJ Case Number with the **Observer** User Type.

| Dashboard | OALJ and BALCA Dashboard | | | | | | |
|-----------------|--|---|----------------------------|---------------------------------------|--|---|----------|
| | ALCA Dashboard | | | | | | |
| File a New Case | Access Cases Multi Case | Filing | | | | | Hel |
| ine a memocase | | | | | | | |
| | 28 | | | | | | |
| ccessed Case | 2S of cases you have access to. Clic | ck on the OALJ Case Num | nber link to vie | ew case status, | access filings and servings a | nd to submit new filings. Showing 5 of 16 records | View Mor |
| accessed Case | - | k on the OALJ Case Num Employer Name | nber link to vie Status | ew case status, : User Type | access filings and servings a Accessed On | - | View Mor |

3. The case details page will be displayed with the **Remove From My Dashboard** and **Manage Attorney of Record** buttons.

Summary EFS-OALJ-2007-200097 eFile Case Number OALJ Case Number 2012AIR00014 Agency Reference # 9-3290-12-001 AIR Case Type WHISTLE BL Case Type Group ALJ Decision Date 12/27/2018 - 00:00 EST Claimant Name MAWHINNEY ROBERT S. Employer Name CLOSED Status 07/11/2020 - 13:21 EST Docketed Date Remove From My Dashboard Manage Attorney of Record

4. Click on the Manage Attorney of Record button.



eFile and eServe

| Dashboard | | Case Details | |
|--------------------|------------------------|--------------|--|
| | | | |
| Summary | | | |
| eFile Case Number | EFS-OALJ-2007-200097 | | |
| OALJ Case Number | 2012AIR00014 | | |
| Agency Reference # | 9-3290-12-001 | | |
| Case Type | AIR | | |
| Case Type Group | WHISTLE BL | | |
| ALJ Decision Date | 12/27/2018 - 00:00 EST | | |
| Claimant Name | MAWHINNEY ROBERT S. | | |
| Employer Name | | | |
| Status | CLOSED | | |
| | 07/11/2020 - 13:21 EST | | |

5. The case details page is displayed with **Submit a New Filing**, **Cases** table with the **AoR** User Type.

| ñ | Dashboard | OALJ and BALCA Dashboard | | | | | | |
|---|---------------------------|---------------------------------------|-----------------------|----------------|------------------|-------------------------------|---|-------------|
| • | OALJ and BA | LCA Dashboard | | | | | | |
| | File a New Case | Access Cases Multi Case Filin | ng | | | | | Help 🕑 |
| - | Accessed Case | S | n the OAL LCase Numb | er link to vie | w case status a | cress filings and servings an | d to submit new filings | |
| | ne following are the list | or cases you have access to, click of | In the OALS case Numb | | w case status, a | | Showing 5 of 16 records | View More 🕂 |
| | OALJ Case Number | Claimant Name | Employer Name | Status | User Type | Accessed On | Organization | |
| | 2012AIR00014 | MAWHINNEY ROBERT S. | | CLOSED | AoR | 09/15/2020 - 02:48 EST | OALJ Filings Testing , 200 Constitution | Avenue, NW |