



## eFile and eServe

### HOW TO MAKE THE USER ATTORNEY OF RECORD?

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)

People's Trusted Law Firm

My Profile

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



## OALJ and BALCA Dashboard

[File a New Case](#) [Access Cases](#) [Multi Case Filing](#)

[Help](#)

### Accessed Cases

The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings.

Showing 5 of 16 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
<a href="#">2012AIR00014</a>	MAWHINNEY ROBERT S.		CLOSED	Observer	09/15/2020 - 02:48 EST	OALJ Filings Testing , 200 Constitution Avenue, NW

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

### Summary

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

[Remove From My Dashboard](#)

[Manage Attorney of Record](#)

- Click on the **Manage Attorney of Record** button.



## Case Details

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[Remove From My Dashboard](#)[Manage Attorney of Record](#)

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



## OALJ and BALCA Dashboard

[Help ?](#)[File a New Case](#)[Access Cases](#)[Multi Case Filing](#)

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