eFile and eServe

HOW TO SUBMIT MULTI-CASE FILINGS TO OALJ?

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 Multi Case Filing button. The user is navigated to the case details page.
3. Select the case number and click on the Add Filing button. The user is navigated to New Filing on the OALJ page.

4. The user selects the Filing Category and its Filing Type and uploads the mandatory field and clicks on the Submit to the DOL button.
New Filing to OALJ

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.

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>Case Type</th>
<th>Claimant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022DA00027</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2022DA00028</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Filing Category *

- Brief or Statement of Position

Filing Type *

- Brief

Additional Comments *

text

045 characters left
eFile and eServe

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

File information Operations
Document to be filed 9.64.pd (458.52 KB) Remove

Add a File
Choose Files | No file chosen

Certificate of Service Type
□ Individual
□ Combined

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways.

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 Certificate of Service upload field. Note that the filing 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.

eFiler's Organization
People's Choice Law Firm, 554004 NE 444 ST

Select an Attorney *
John Smith

IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY
All filings 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
5. A confirmation message I showing on the New Filing to OALJ page.

6. Click on OALJ and BALCA Dashboard breadcrumb to go back to the dashboard.

7. Click on the OALJ Case Number to go to the case details page.

8. The filing is listed in the Filings table.
9. Click on the **View More** button to view all the filings under the case.

10. All the filings under the case will be listed on the **Filings** page.

11. Click on the **View** link under the **Details** column header to view the filing details.
12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.