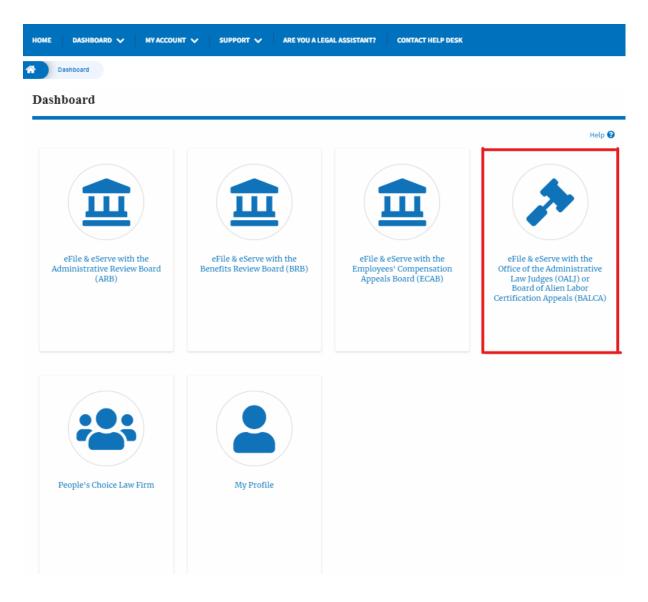


HOW TO SUBMIT MULTI-CASE FILINGS TO OALJ?

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.

| * | Dashboard | OALJ and BALCA Dashboard | Multi Case Filing | | |
|---|----------------|--------------------------|-------------------|---------------|-------------|
| Μ | lulti Case F | ĩiling | | | |
| | OALJ Case Nurr | ıber | | | Help |
| | Fiscal Year | Case Type | Case Number | | |
| | Eg: 2019 | -Any- | Eg: 01234 | | |
| | Search | Add Filing | | | |
| s | elect Cases | OALJ Case Number | Case Type | Claimant Name | Case Status |
| | ~ | 2020BAT02107 | | | Open |

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.

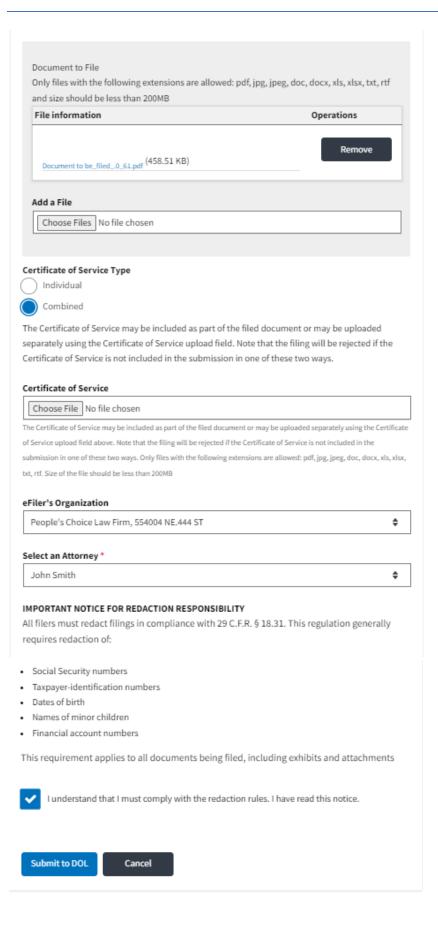


New Filing to OALJ

| | | For | m Templates 🛓 🛛 Help 🚱 |
|-------------------------------------|-----------------------------|---|---|
| Instructio | ons for Filing Under Seal | nstructions for Filing I | by Amicus Curiae |
| you need t parties, yo | o file a document with OALJ | or the Boards that si HE EFILE.DOL.GOV G | er registered efilers in a case. It hould not be viewed by other GATEWAY. Rather, consult the |
| | OALJ Case Number | Case Type | Claimant Name |
| ~ | 2022DBA00027 | | |
| ~ | 2022DBA00028 | | |
| | | | |
| Brief or St | atement of Position | | \$ |
| Brief or St | atement of Position | | \$ |
| Brief or St Filing Type Brief | atement of Position | | |
| Brief or St Filing Type Brief | * | | |
| Brief or St Filing Type Brief | * | | |
| Filing Type Brief Additional | * | | |

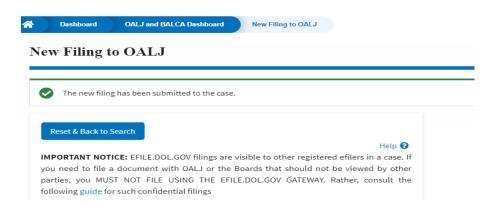


eFile and eServe





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.

| A Dashboard | OALJ and BALCA Dashboard | |
|--------------------------------------|--|-------------------------|
| OALJ and H | BALCA Dashboar | rd |
| | | |
| File a New Case | Request Access to Cases | Multi Case Filing |
| My Access R The following are the | Cequests cases you have access to. Click | on the OALJ Case Number |
| OALJ Case Number | r eFile Number | Claimant Name |
| 2020BAT02107 | OALJ-2007-500472 | |

8. The filing is listed in the **Filings** table.



| Filings | | | | | | Showing 1 of 1 records | View More |
|---|----------------|-------------------------|------------------|-----------|-------------|------------------------|-----------|
| Filing Category | Filing Type | Filed Documents | eFile Number | Status | Filed By | Last Updated On | Details |
| Motion or Response or Reply to a Motion | Motion to Stay | Processing please wait. | OALJ-2009-510205 | SUBMITTED | Barey Barry | 09/14/2020 - 05:39 EST | View |

* All times displayed in US Eastern Timezone

9. Click on the **View More** button to view all the filings under the case.

| ilings | | | | | | Showing 1 of 1 records | View More (|
|---|----------------|-------------------------|------------------|-----------|-------------|------------------------|-------------|
| Filing Category | Filing Type | Filed Documents | eFile Number | Status | Filed By | Last Updated On | Details |
| Motion or Response or Reply to a Motion | Motion to Stay | Processing please wait. | OALJ-2009-510205 | SUBMITTED | Barey Barry | 09/14/2020 - 05:39 EST | View |

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

| Tilings | | | | | | | | |
|--------------------------|-------------|-----------------|--------------|---------------------|-------------------|--------------|---------------------------------------|------|
| | | | | | | | | Hel |
| File Number | Filing Ca | ategory | Filing Type | | | Status | | |
| Search eFile Number | - Any - | | ◆ -Any- | | : | Any - | | \$ |
| | | | | | | | | • |
| Apply Filing Category | Filing Type | Filed Documents | eFile Number | Status | Filed By | Submitted On | Last Updated On | Deta |
| | | | | Status SUBMITTED | Filed By Barey | | Last Updated On 09/14/2020 - 05:39 | |

11. Click on the **View** link under the **Details** column header to view the filing details.



eFile and eServe

| Filings | | | | | | | | |
|---------------------|-------------|-----------------|-----------|-------------|----------|--------------|-----------------|------|
| File Number | Filing C | ategory | Fi | ling Type | | Status | | Help |
| Search eFile Number | - Any - | | \$ | -Any- | \$ | - Any - | | \$ |
| Apply | | | | | | | | |
| Filing Category | Filing Type | Filed Documents | eFile Nur | nber Status | Filed By | Submitted On | Last Updated On | Deta |

12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.

| Filing Details | |
|---------------------|--|
| eFile Number | OALJ-2207-0023007657 |
| eFile Case Number | EFS-OALJ-2206-215291 |
| Filing Category | Brief or Statement of Position |
| Filing Type | Brief |
| Additional Comments | test |
| Filed Documents | Processing please wait. |
| Status | Submission Received and Pending Review |
| Submitted On | 07/02/2022 - 23:20 EST |
| Filing Party | John Smith |
| Submitted By | Claire Cooper |

Status Update Log

| eFile Number | eFile Status | Comment | Updated On |
|--------------|---------------------|--------------------------------|--------------|
| OALJ-2207- | Submission Received | New filing has been submitted. | 07/02/2022 - |
| 0023007657 | and Pending Review | | 23:20 EST |