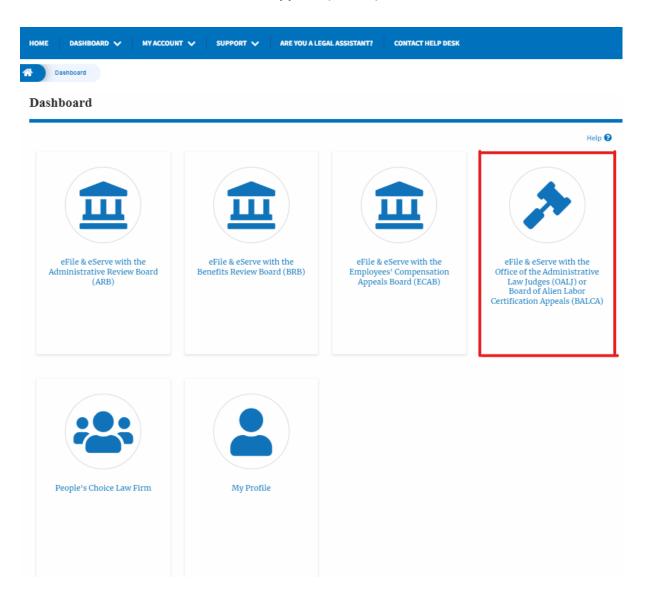


HOW TO SUBMIT MULTI-CASE FILINGS TO OALJ?

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.

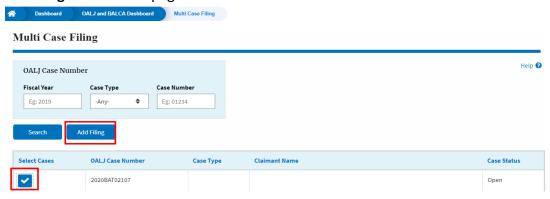


2. Click on the Multi Case Filing button. The user is navigated to the case details page.





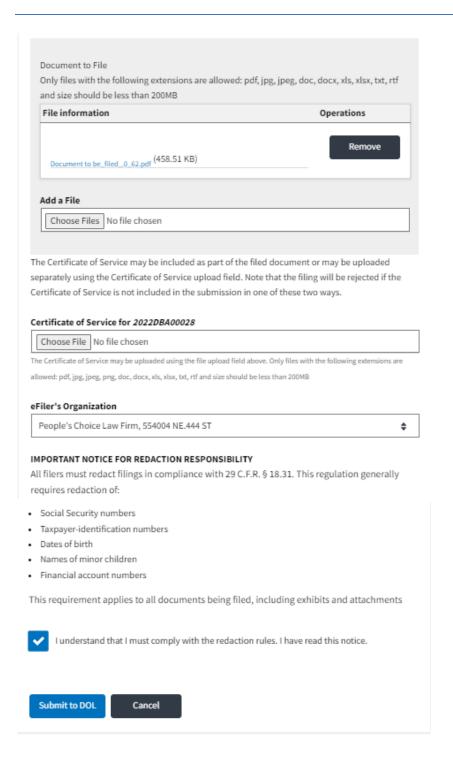
3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing on the OALJ** page.



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.

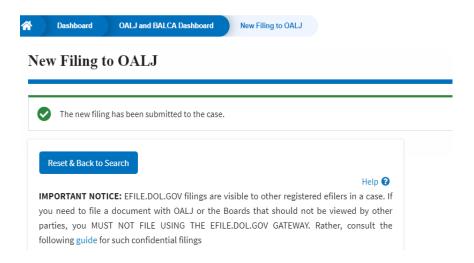
New Filing to OALJ Reset & Back to Search Help 😯 Form Templates 🕹 Instructions for Filing by Amicus Curiae Instructions for Filing Under Seal $\textbf{IMPORTANT NOTICE:} \ EFILE. DOL. GOV \ fillings \ are \ visible \ to \ other \ registered \ efilers \ in \ a \ case. \ If$ you need to file a document 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 OALJ Case Number Case Type Claimant Name 2022DBA00027 2022DBA00028 Filing Category * Brief or Statement of Position \$ Filing Type * Brief Additional Comments * test 846 characters left





5. A confirmation message showing on the New Filing to OALJ page.

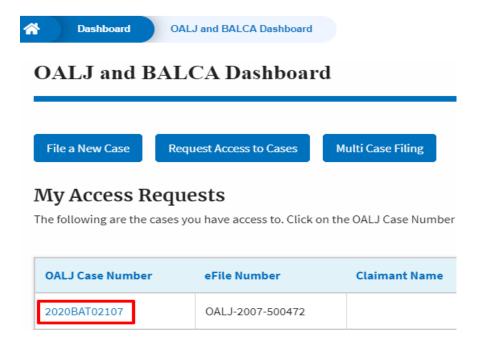




6. Click on OALJ and BALCA Dashboard breadcrumb to go back to the dashboard.

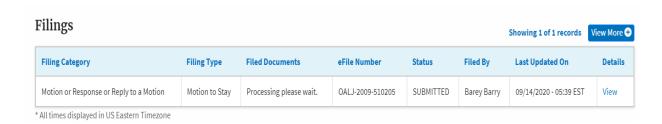


7. Click on the OALJ Case Number to go to the case details page.

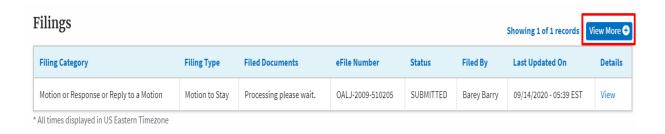


8. The filing is listed in the Filings table.

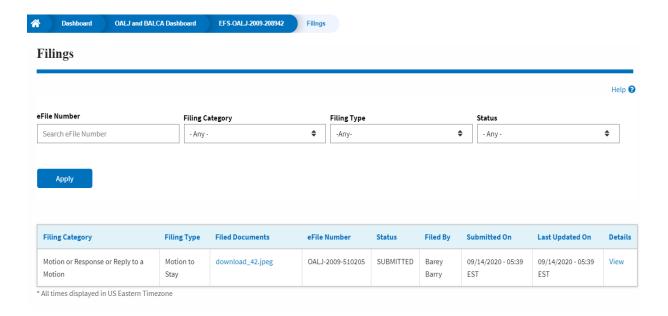




9. Click on the View More button to view all the filings under the case.

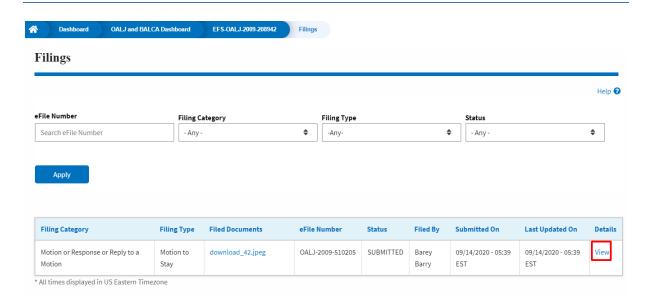


10. All the filings under the case will be listed on the Filings page.



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.



Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207- 0023007658	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 23:26 EST