



## 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.

The screenshot shows the main dashboard with a blue navigation bar at the top containing links for HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a breadcrumb trail for 'Dashboard'. The main content area is titled 'Dashboard' and features a grid of six tiles. The tile for 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)' is highlighted with a red border. Other tiles include '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)', 'People's Choice Law Firm', and 'My Profile'. A 'Help' link is visible in the top right corner of the dashboard area.

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

The screenshot shows the 'OALJ and BALCA Dashboard' with a breadcrumb trail for 'Dashboard' and 'OALJ and BALCA Dashboard'. Below the breadcrumb trail is a horizontal bar with three buttons: 'File a New Case', 'Request Access to Cases', and 'Multi Case Filing'. The 'Multi Case Filing' button is highlighted with a red border.



## eFile and eServe

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

### Multi Case Filing

OALJ Case Number Help ?

Fiscal Year Case Type Case Number

Eg: 2019 -Any- Eg: 01234

Search **Add Filing**

Select Cases	OALJ Case Number	Case Type	Claimant Name	Case Status
<input checked="" type="checkbox"/>	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

Reset & Back to Search

Form Templates Help ?

Instructions for Filing Under Seal Instructions for Filing by Amicus Curiae

**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

	OALJ Case Number	Case Type	Claimant Name
<input checked="" type="checkbox"/>	2022DBA00027		
<input checked="" type="checkbox"/>	2022DBA00028		

**Filing Category \***

Brief or Statement of Position

**Filing Type \***

Brief

**Additional Comments \***

test

846 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
<a href="#">Document to be filed_0_62.pdf</a> (458.51 KB)	<button>Remove</button>

### Add a 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.

### Certificate of Service for 2022DBA00028

No file chosen

The Certificate of Service may be uploaded using the file upload field above. Only files with the following extensions are allowed: pdf, jpg, jpeg, png, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

### eFiler's Organization

People's Choice Law Firm, 554004 NE.444 ST

### IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers 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.

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



## New Filing to OALJ

✓ The new filing has been submitted to the case.

[Reset & Back to Search](#)

[Help](#)

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

## New Filing to OALJ

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

## OALJ and BALCA Dashboard

[File a New Case](#)

[Request Access to Cases](#)

[Multi Case Filing](#)

### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number

OALJ Case Number	eFile Number	Claimant Name
<a href="#">2020BAT02107</a>	OALJ-2007-500472	

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



## eFile and eServe

### 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	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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

### 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	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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



### Filings

[Help](#)

<b>eFile Number</b> Search eFile Number	<b>Filing Category</b> - Any -	<b>Filing Type</b> -Any-	<b>Status</b> - Any -
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[Apply](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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



# eFile and eServe

## Filings

Help

**eFile Number** 
**Filing Category** 
**Filing Type** 
**Status**

Apply

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Stay	download_42.jpeg	OALJ-2009-510205	SUBMITTED	Barey Barry	09/14/2020 - 05:39 EST	09/14/2020 - 05:39 EST	<a href="#">View</a>

\* All times displayed in US Eastern Timezone

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-2207-0023007658
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 - 23:26 EST
Filing Party	John Smith
Submitted By	John Smith

## 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