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**
5. A confirmation message showing on the New Filing to OALJ page.
eFile and eServe

New Filing to OALJ

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.

OALJ and BALCA Dashboard

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

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>eFile Number</th>
<th>Claimant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020BAT02107</td>
<td>OALJ-2007-500472</td>
<td></td>
</tr>
</tbody>
</table>

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.