HOW TO SUBMIT A NEW FILING 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 submitted/approved <OALJ Case Number> link. The user is navigated to the case details page.
3. Click on the **Submit a New Filing** button. The user is navigated to New Filing on the OALJ page.

![Case Details](image)

**Summary**

- **eFile Case Number**: EFS-OALJ-2009-208942
- **OALJ Case Number**: 2012LHC02015
- **Agency Reference #**: 08-135254
- **Case Type**: LHC
- **Case Type Group**: LONGSHORE
- **ALJ Decision Date**: 07/11/2020 - 13:21 EST
- **Docketed Date**: 07/11/2020 - 13:21 EST
- **Submit a New Filing**

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

Case Number
2022OBA00028

Filing Category *
Brief or Statement of Position

Filing Type *
Brief

Additional Comments *

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

Add a File
Choose Files  No file chosen
5. The filing request is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.
6. Click on the View More button to view all the filings under the case.

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

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