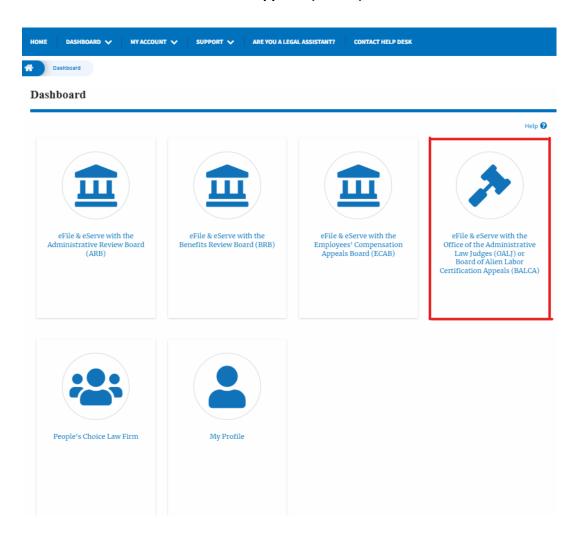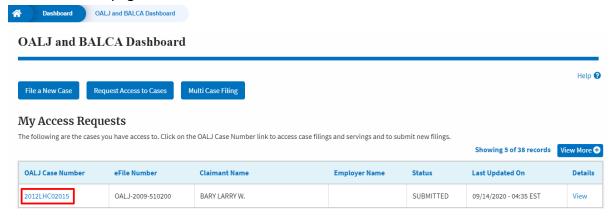# eFile and eServe

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.
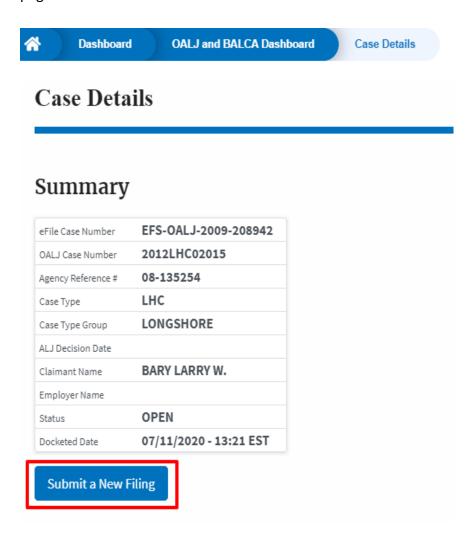

2. Click on the submitted/approved <OALJ Case Number> link. The user is navigated to the case details page.
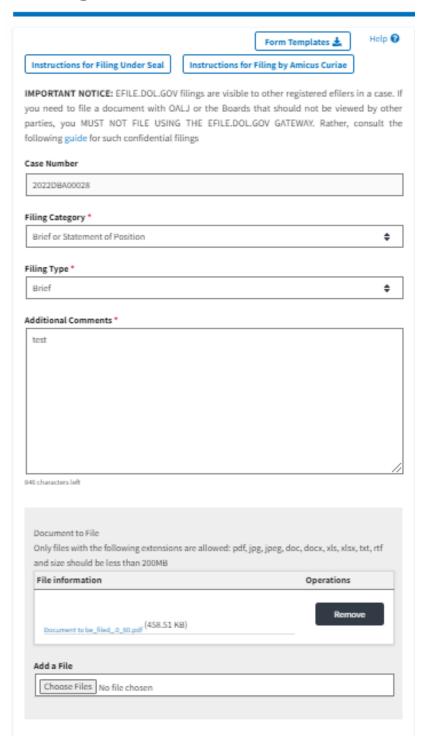
3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing on the OALJ** page.

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

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

Case Number

2022DBA00028

Filing Category *

Brief or Statement of Position   ⬍

Filing Type *

Brief   ⬍

Additional Comments *

test

846 characters left

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
Document to be_filed_0_00.pdf (458.51 KB)	Remove

Add a File

Choose Files   No file chosen

Certificate of Service

| Choose 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 above. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

eFiler's Organization

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

Select an Attorney *

| - Select - | ⬍ |

The following parties will be electronically notified of this filing:

Name	Email
John Smith	user_four_efs@yahoo.com
John Smith	attorney_two_efs@yahoo.com

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.
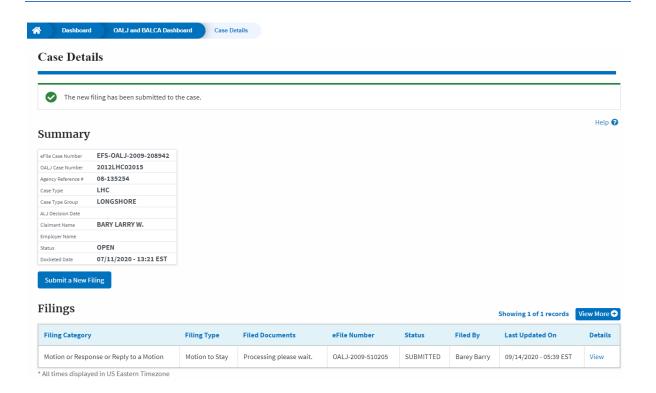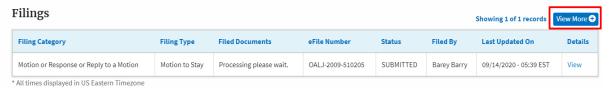
| Submit to DOL | Cancel |

5. The filing request is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.
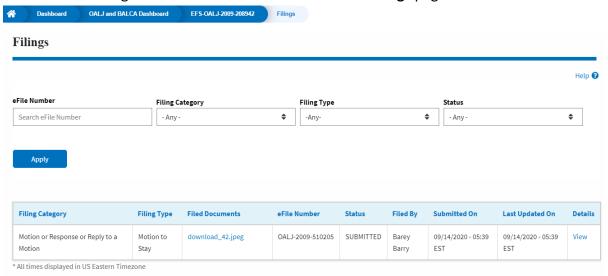
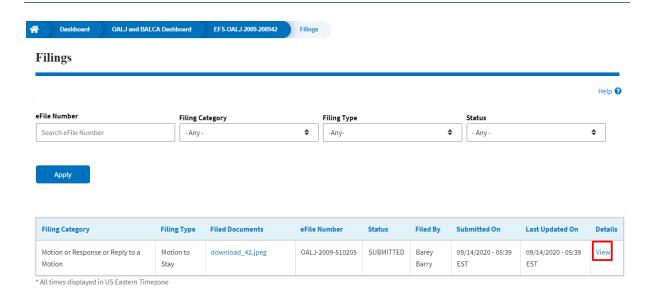6. Click on the **View More** button to view all the filings under the case.

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.

eFile and eServe

Filings

Help ❓

eFile Number	Filing Category	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	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	View

* All times displayed in US Eastern Timezone

9. 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-2207-0023007655
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 - 23:00 EST
Filing Party	John Smith
Submitted By	Claire Cooper

Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007655	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 23:00 EST