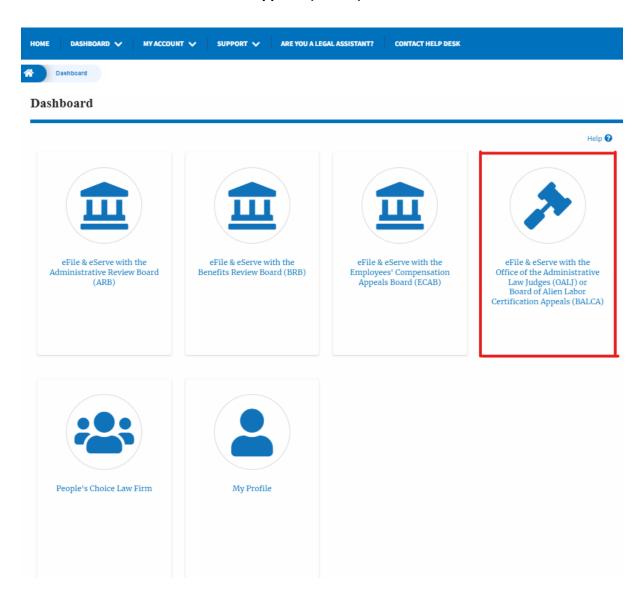


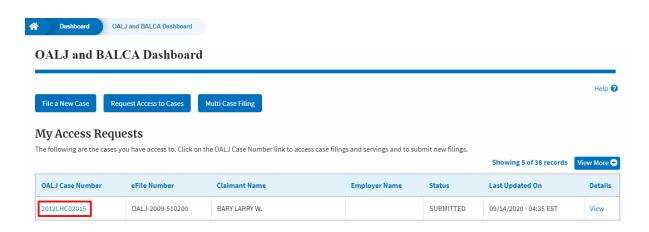
## HOW TO SUBMIT A NEW FILING TO OALJ?

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.

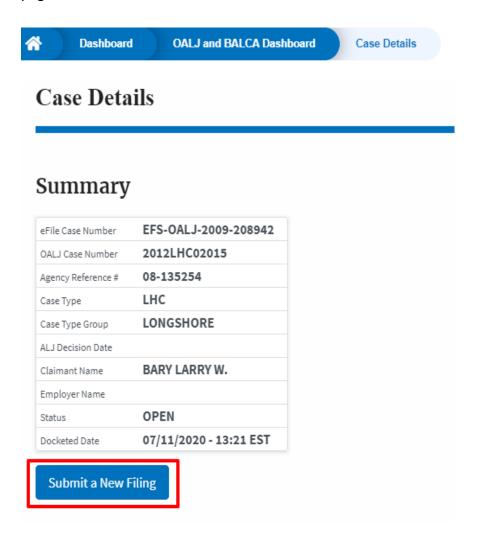


2. Click on the submitted/approved <OALJ Case Number> link. The user is navigated to the case details page.



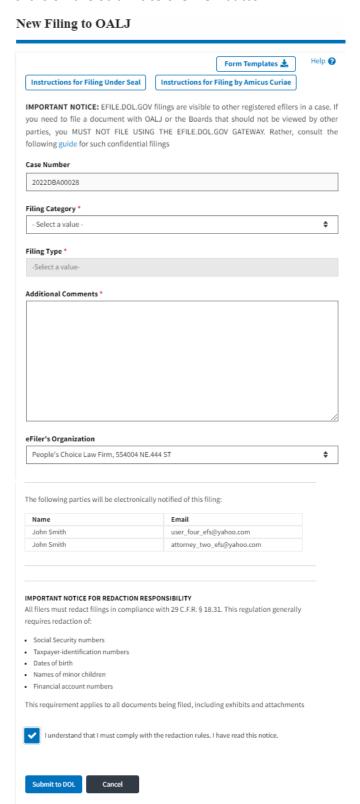


3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing on the OALJ** page.



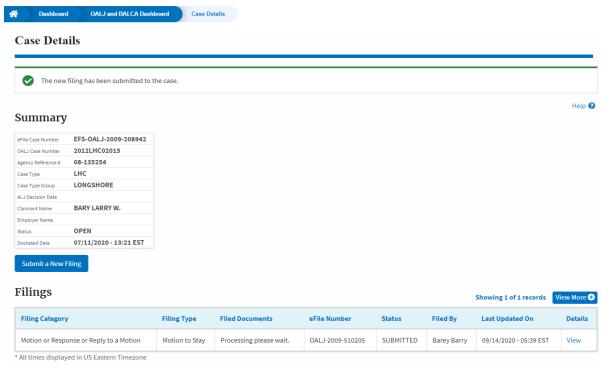


4. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.

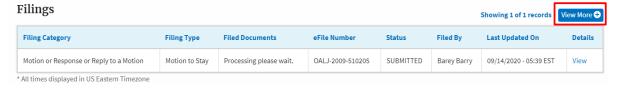




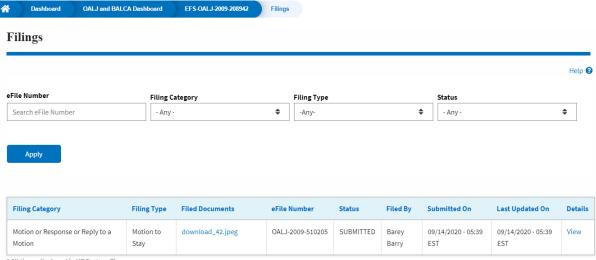
5. The filing request is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.



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

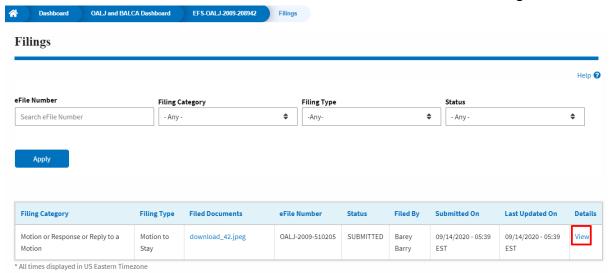


7. All the filings under the case will be listed on the **Filings** page.





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



The user is displayed with the details in a popup and can download the documents which are submitted by the user.

