



## 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.

The screenshot displays the user interface of the eFile and eServe system. At the top, a blue navigation bar contains links for HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this is a breadcrumb trail showing a home icon and the word "Dashboard". The main content area is titled "Dashboard" and features a grid of six tiles. The top row contains three tiles with a building icon: "eFile & eServe with the Administrative Review Board (ARB)", "eFile & eServe with the Benefits Review Board (BRB)", and "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)". The fourth tile in the top row, "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 and features a gavel icon. The bottom row contains two tiles: "People's Choice Law Firm" with a group of people icon, and "My Profile" with a single person icon. A "Help" link with a question mark icon is located in the top right corner of the dashboard area.

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



# eFile and eServe

Dashboard OALJ and BALCA Dashboard

## OALJ and BALCA Dashboard

File a New Case Request Access to Cases Multi Case Filing

Help ?

### My Access Requests

The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.

Showing 5 of 38 records View More +

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
<a href="#">2012LHC02015</a>	OALJ-2009-510200	BARY LARRY W.		SUBMITTED	09/14/2020 - 04:35 EST	<a href="#">View</a>

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

Dashboard OALJ and BALCA Dashboard Case Details

## Case Details

### Summary

eFile Case Number	<b>EFS-OALJ-2009-208942</b>
OALJ Case Number	<b>2012LHC02015</b>
Agency Reference #	<b>08-135254</b>
Case Type	<b>LHC</b>
Case Type Group	<b>LONGSHORE</b>
ALJ Decision Date	
Claimant Name	<b>BARY LARRY W.</b>
Employer Name	
Status	<b>OPEN</b>
Docketed Date	<b>07/11/2020 - 13:21 EST</b>

[Submit a New Filing](#)



## eFile and eServe

- 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**

**Filing Category \***

**Filing Type \***

**Additional Comments \***

**eFiler's Organization**

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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

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**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](#)



# eFile and eServe

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

Dashboard OALJ and BALCA Dashboard Case Details

## Case Details

The new filing has been submitted to the case.

Help

## 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	
Claimant Name	BARY LARRY W.
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

Submit a New Filing

## 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

- 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

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

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings

## Filings

Help

eFile Number	Filing Category	Filing Type	Status
<input type="text" value="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	<a href="#">download_42.jpeg</a>	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



## eFile and eServe

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

Dashboard OALJ and BALCA Dashboard EFS-OALJ-2009-208942 Filings Help ?

### Filings

**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	<a href="#">download_42.jpeg</a>	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

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-2207-0023007654
eFile Case Number	EFS-OALJ-2206-215291
Filing Category	Brief or Statement of Position
Filing Type	Brief
Additional Comments	testing
Filed Documents	<a href="#">260052-Documents-to-be-filed-0-59.pdf</a>
Status	Submission Received and Pending Review
Submitted On	07/02/2022 - 22:43 EST
Filing Party	John Smith
Submitted By	John Smith

#### Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-0023007654	Submission Received and Pending Review	New filing has been submitted.	07/02/2022 - 22:43 EST