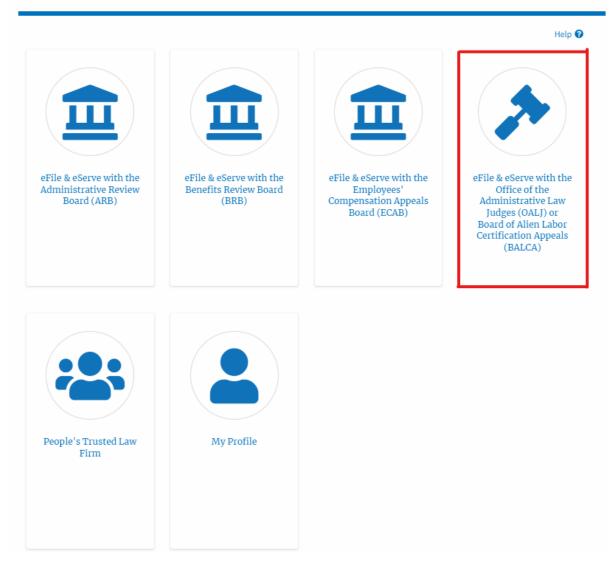


## HOW TO SUBMIT A NEW FILING TO OALJ?

 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.

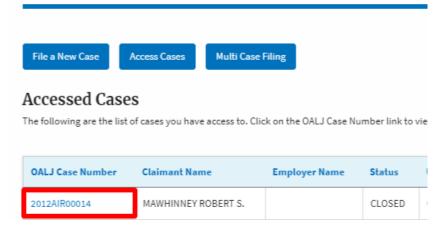
#### Dashboard



2. Click on an OALJ Case Number with the **AoR** User Type.



#### OALJ and BALCA Dashboard



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

#### Summary

Docketed Date Submit a New Fili	07/11/2020 - 13:21 EST	Manage Attorney of Record
Status	CLOSED	
Employer Name		
Claimant Name	MAWHINNEY ROBERT S.	
ALJ Decision Date	12/27/2018 - 00:00 EST	
Case Type Group	WHISTLE BL	
Case Type	AIR	
Agency Reference #	9-3290-12-001	
OALJ Case Number	2012AIR00014	
eFile Case Number	EFS-OALJ-2007-200097	

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
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	Form Templates 🛓 Help 💡
Instructions for Filing Under Seal	Instructions for Filing by Amicus Curiae
you need to file a document with O	/ filings are visible to other registered efilers in a case. If ALJ or the Boards that should not be viewed by other G THE EFILE.DOL.GOV GATEWAY. Rather, consult the filings
Case Number	
2021TLN00003	
Filing Category *	
- Select a value -	\$
Filing Type *	
-Select a value-	
Additional Comments *	
Filer's Organization	
<b>Filer's Organization</b> People's Trusted Law Firm, 1010101 N	E 🗳
_	E 🔷



The following parties will be electronically notified of this filing:

Name	Email
Claire Cooper	para di suara tanya anala tanya anala tanya. Tanya

The following organizations will be electronically notified of this filing:

Organizations	
Madhu's Trusted Law Firm	

#### 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

**Note 1**: Click on the "Form Templates" to download "Notice of Appearance" templates for Attorneys, Non-Attorney Representatives, and Self Represented parties.

**Note 2**: If you are doing a confidential filing, click on the "Instructions for Filing Under Seal" for details on how to do the filing.

**Note 3**: If you are filing as an Amicus Curiae, click on the "Instructions for Filing by Amicus Curiae" for details on how to do the filing.





5. The filing is listed in the **Filings** table with the **Submission received and pending Review** status along with a confirmation message.

Filings					Sho	wing 1 of 1 records	iew More (
Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	View

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

Filings					Sho	wing 1 of 1 records	iew More
Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	View

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

File Number     Filing Category     Filing Type     Status       Search eFile Number     - Any-     - Any-     - Any-     -       Apply     - Filing Category     Filing Type     Filed Documents     eFile Number     Status     Last Updated     De			Category	Filing Type			
Apply Elling Category Elling Type Elled Documents eElle Number Status Eiled By Submitted On Last Updated De	earch eFile Numb				5	tatus	
Filing Category Filing Type Filed Documents eFile Number Status Filed Ry Submitted On Last Updated De		er - Any	- (	Any-	\$	- Any -	\$
On On							

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

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Submitted On	Last Updated On	Details
Motion for Reconsideration	Motion for Reconsideration of Case Decision	Processing please wait.	OALJ-2009-510218	SUBMITTED	Angel George	09/15/2020 - 03:57 EST	09/15/2020 - 03:57 EST	View



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-2009-510218	
eFile Case Number	EFS-OALJ-2007-200097	
Filing Category	Motion for Reconsideration	
Filing Type	Motion for Reconsideration of Case Decision	
Additional Comments	Test additional Comments	
Filed Documents	Test_113.pdf	
Certificate of Service	rtf-sample_100kB_2.rtf	
Notice of Appearance	rtf-sample_100kB_1.rtf	
Status	SUBMITTED	
Filed By	Angel George	
Submitted On	09/15/2020 - 03:57 EST	

## Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2009-510218	SUBMITTED	New filing has been submitted.	09/15/2020 - 03:56 EST