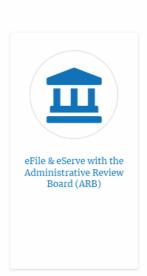


### HOW TO REMOVE THE ATTORNEY OF RECORD?

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.

#### Dashboard

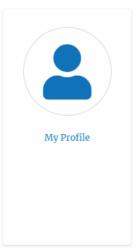






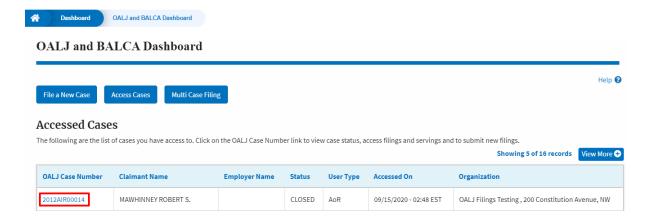




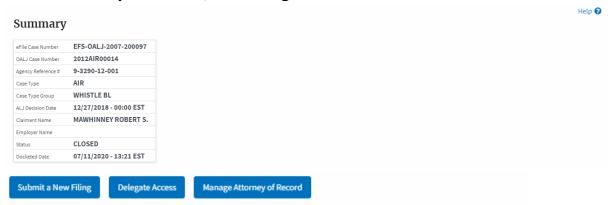




2. Click on an OALJ Case Number with the AoR User Type.



3. The case details page is displayed with **Submit a New Filing, Manage Attorney of Record,** and **Delegate Access** buttons.

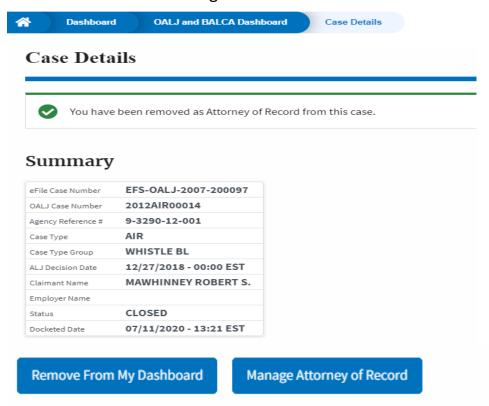


4. Click on the **Manage Attorney of Record** button.





The case details page will be displayed with Remove From My
 Dashboard and Manage Attorney of Record buttons along with a confirmation message.



6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.



### Case Details

7. The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type.



