



eFile and eServe

HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

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 shows a dashboard with a blue navigation bar at the top containing links for HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' breadcrumb. 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 is visible in the top right corner of the dashboard area.

2. Click on the approved OALJ Case Number link and the user is navigated to the case details page.



eFile and eServe

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 1 of 1 records [View More](#)

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2018BLA05689	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	View

* All times displayed in US Eastern Timezone

- Click on the **Delegate Access** button to navigate to the 'Organization Members' page.

Case Details

Summary

eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
Employer Name	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

[Submit a New Filing](#) [Representative's Withdrawal of Appearance](#) [Delegate Access](#)

- From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.

Name Email [Search](#)

Name	Email	User Type	Actions
Angel George	angeltester001@gmail.com	Attorney	Remove Delegation

- Remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.



Organization Members

- ✓ • Removed Angel George` s delegated access to this case.
- An email notification has been sent to Angel George at angeltester001@gmail.com.

Help ?

Organization: Org - Barry

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Angel George	angeltester001@gmail.com	Attorney	<input type="button" value="Delegate"/>