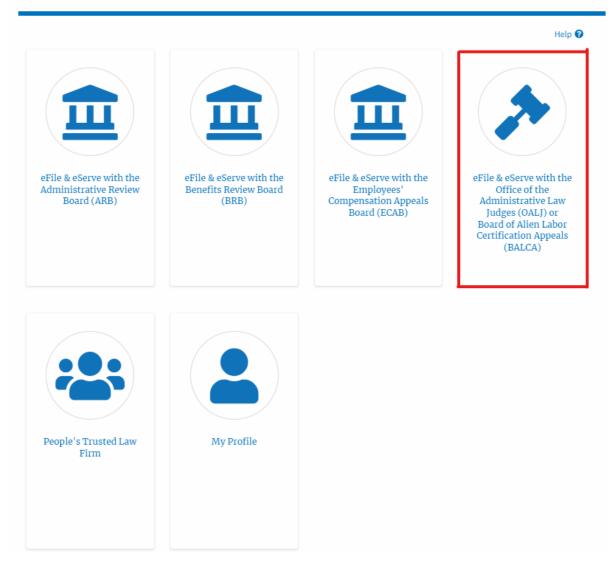


HOW TO REMOVE DELEGATION ACCESS FROM THE CASE?

 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.



Dashboard	OALJ and BALCA Dashboard								
OALJ and BA	ALCA Dashboard								
File a New Case Access Cases Multi Case Filing									
Accessed Cases The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings. Showing 5 of 17 records View More •									
OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization			
2020BAT02107			OPEN	AoR	09/15/2020 - 04:03 EST	OALJ Filings Testing , 200 Constitution	Avenue, NW		

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

Summary

eFile Case Number	EFS-OALJ-2007-200161
OALJ Case Number	2020BAT02107
Agency Reference #	N/A
Case Type	
Case Type Group	
ALJ Decision Date	
Claimant Name	
Employer Name	
Status	OPEN
Docketed Date	07/22/2020 - 02:37 EST

 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			
Enter Name	0	Enter Email	0 Search		
Name	Email		User Type	Actions	
Dion - John	diontester001@gmail.com		Attorney	Remove Delegation	





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

Organization Members						
 Removed Dion John's delegate An email notification has been s 		ontester001@gmail.com.				
Organization: OALJ Filings T	ſesting					Help 😧
Name		Email				
Enter Name	0	Enter Email	0	Search		
Name	Email			User Type	Actions	
Dion - John	diontester001@gmail.com		Attorney	Delegate		