HOW TO REMOVE DELEGATION ACCESS FROM THE 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.

2. Click on an **OALJ Case Number with the AoR User Type.**
3. Click on the **Delegate Access** button to navigate to the Organization Members page.

4. From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.
5. The remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.

### Organization Members

- Removed Dian John’s delegated access to this case.
- An email notification has been sent to Dian John at dianesteat001@gmail.com.

### Organization: OALJ Filings Testing

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dian - John</td>
<td><a href="mailto:dianesteat001@gmail.com">dianesteat001@gmail.com</a></td>
<td>Attorney</td>
<td>Delegate</td>
</tr>
</tbody>
</table>