



HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

1. Log in and 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

The dashboard displays three main tiles. The first tile, highlighted with a red border, features a blue gavel icon and the text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The second tile features a blue icon of three people and the text: "KK Reporting Firm". The third tile features a blue person icon and the text: "My Profile".

2. Click on an **OALJ Case Number**.

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 5 records [View More](#)

OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
2012LHC02015	██████████	██████████ ██████████ ██████████	CLOSED	Court Reporter	06/20/2022 - 03:21 EST	KK Reporting Firm, ██████████



3. Click on the **Remove from My Dashboard** button to remove it from your OALJ Dashboard

Case Details

Summary

eFile Case Number	[REDACTED]
OALJ Case Number	2012LHC02015
Agency Reference #	[REDACTED]
Case Type	LHC
Case Type Group	LONGSHORE
ALJ Decision Date	11/25/2014 - 00:00 EST
Claimant Name	[REDACTED]
Employer Name	[REDACTED]
Office	CINCINNATI
Assigned Judge	[REDACTED]
Status	CLOSED
Docketed Date	09/05/2012 - 12:09 EST

[Submit a New Filing](#)

[Remove From My Dashboard](#)

4. Click on the **Remove** button.

Remove From My Dashboard

You are removing the following case from your dashboard. Please confirm.

[Help ?](#)

Summary

Case Number **EFS-OALJ-2206-214678**

OALJ Case Number **2020TLN00066**

[Remove](#)

[Cancel](#)



5. Once the **Remove** button is clicked, the user is taken to the OALJ Cases dashboard where a message is displayed that “The case has been removed from your list of cases.”

OALJ and BALCA Dashboard

The screenshot shows a dashboard interface. A red rectangular box highlights a message box containing a green checkmark icon and the text "The case has been removed from your list of cases." Below this message box is a blue button labeled "Access Cases". In the top right corner of the dashboard area, there is a "Help" link with a question mark icon.

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