



eFile and eServe

HOW TO SUBMIT A REPRESENTATIVE'S WITHDRAWAL OF APPEARANCE 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 displays the user interface of the eFile and eServe system. At the top, a blue navigation bar contains links for HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this is a breadcrumb trail showing a home icon and the word "Dashboard". 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 contains 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 with a question mark icon is located 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 **Representative's Withdrawal of Appearance** button to navigate to the filings form page.
Note: Representative's Withdrawal of Appearance button will not be displayed for the users who accessed the case with the roles Claimant/Complainant/Prosecuting Party (Self-represented) and Respondent/Defendant/Employer (Self-represented).

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](#)

- The user is navigated to Representative's Withdrawal of Appearance to the OALJ filing page, where Filing Category and Filing Type are preselected with Motion or Response or Reply to a Motion and Motion to Withdraw from Representation respectively.



Representative's Withdrawal of Appearance to OALJ

[Help](#)

IMPORTANT NOTICE: EFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you **MUST NOT FILE USING THE EFILE.DOL.GOV GATEWAY**. Rather, consult the following [guide](#) for such confidential filings

Case Number *

2022DBA00028

Filing Category *

Motion or Response or Reply to a Motion

Filing Type *

Motion to Withdraw from Representation

Additional Comments *

Document to File

Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

Add a new file *

No file chosen



eFile and eServe

Certificate of Service

No file chosen

The Certificate of Service may be included as part of the filed document or may be uploaded separately using the file upload field above. Note that the submission will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf. Size of the file should be less than 200MB

eFiler's Organization

People's Choice Law Firm, 554004 NE.444 ST

The following parties will be electronically notified of this filing:

Name	Email
John Smith	user_four_efs@yahoo.com
John Smith	attorney_two_efs@yahoo.com

IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments



I understand that I must comply with the redaction rules. I have read this notice.

5. Fill and upload all the mandatory fields and click on the Submit to the DOL button.



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Submit to DOL

Cancel

6. The filing request is listed in the Filings table with the SUBMITTED status along with a confirmation message.

Note: Once OALJ approves the filing, the case will be withdrawn for the user.

Case Details

Motion to Withdraw from Representation has been submitted.

[Help](#)

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Status	OPEN
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[Submit a New Filing](#)

[Representative's Withdrawal of Appearance](#)

[Delegate Access](#)

Filings

Showing 4 of 4 records [View More](#)

Filing Category	Filing Type	Filed Documents	eFile Number	Status	Filed By	Last Updated On	Details
Motion or Response or Reply to a Motion	Motion to Withdraw from Representation	Processing please wait.	OALJ-2010-510681	SUBMITTED	Thomas Mathew	10/30/2020 - 01:07 EST	View