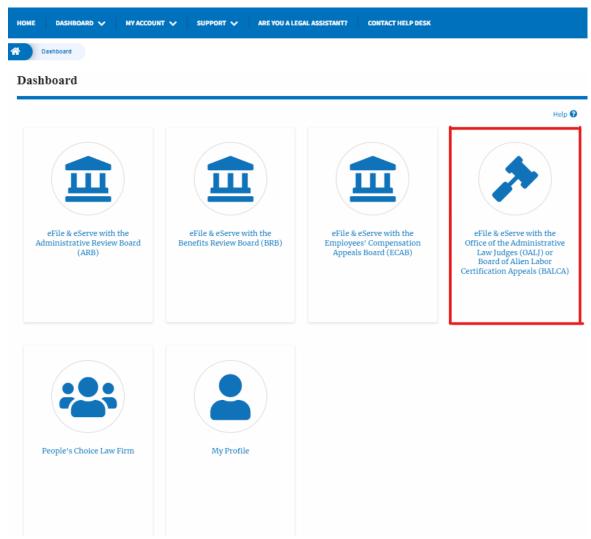
HOW TO REQUEST ACCESS TO CASES?

 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.

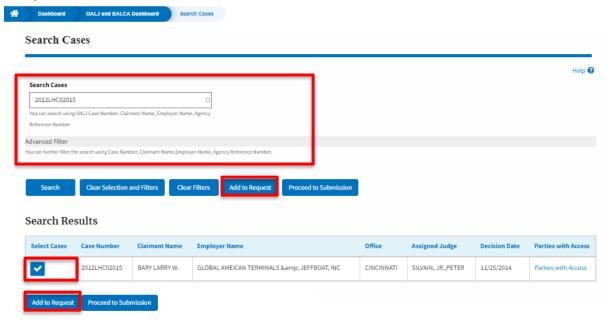


2. Click on the Request Access to Cases button.





3. Search any case and click on the **Add to Request** button that is displayed only if one of the cases is selected.



4. Request access to the case by filling out the mandatory fields and selecting the required organization and clicking on the **Submit to DOL** button.



Submit to DOL

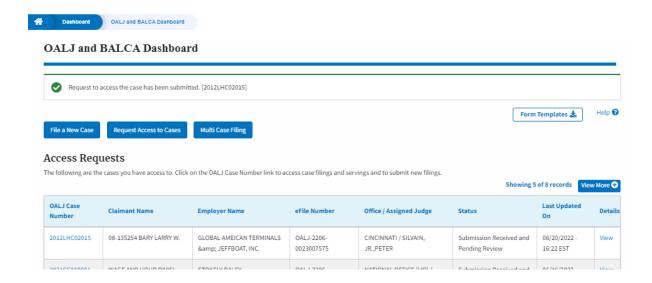
Cancel

eFile and eServe

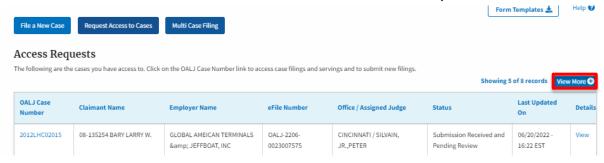
Request Access to Cases Back to Search Reset Help 😯 Form Templates 🕹 Instructions for Filing Under Seal Instructions for Filing by Amicus Curiae Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile link under My Account in the main menu. Selected Cases OALJ Case Decision Claimant Agency Reference Number Number Date Name 2022DBA00028 123-123 Select an option I am the attorney or party listed in the NoA I am a legal staff eFiler's Organization People's Choice Law Firm, 554004 NE.444 ST **‡** Select an Attorney/Representative John Smith \$ Role in the Case * Attorney for Claimant/Complainant/Prosecuting Party Notice of Appearance/Request to Access Consolidated Case(s) * Choose File No file chosen Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB The Certificate of Service may be included as part of the filed document or may be uploaded separately using the Certificate of Service upload field. Note that the filing will be rejected if the Certificate of Service is not included in the submission in one of these two ways. Certificate of Service for 2022DBA00027 Choose File No file chosen Only files with the following extensions are allowed: pdf, jpg, jpeg, doc, docx, xls, xlsx, txt, rtf and size should be less than 200MB

5. The requested case will be shown in your **My Access Requests** table with the SUBMITTED status along with a confirmation message.

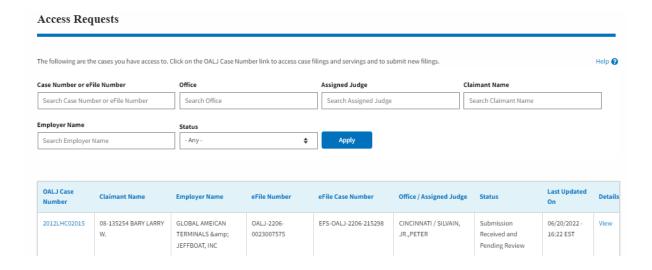




6. Click on the **View More** button to view all the access requests.

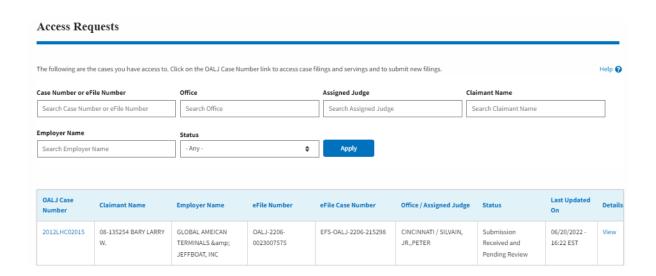


7. All the requested cases will be listed on the My Access Requests page.

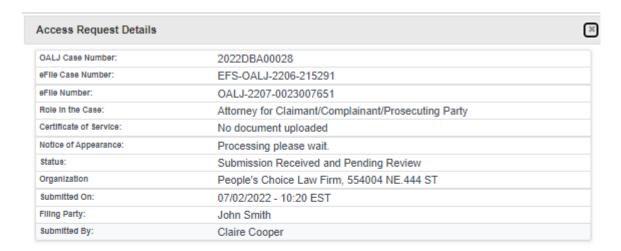


8. Click on the **View** link under the **Details** column header to view the access request details.





9. The user is displayed with the details in a popup and can download them by clicking on the documents which are submitted by the user.



Status Update Log

eFile Number	eFile Status	Comment	Updated On
OALJ-2207-	Submission Received and	Request to access the case has been submitted.	07/02/2022 -
0023007651	Pending Review		10:22 EST