



eFile and eServe

HOW TO REQUEST ACCESS TO CASES?

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 shows the main dashboard with a navigation bar at the top containing links for HOME, DASHBOARD, MY ACCOUNT, SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a 'Dashboard' breadcrumb. The main content area is titled 'Dashboard' and features a grid of six tiles. The top row contains four tiles, each with a building icon and text: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The BALCA tile is highlighted with a red border. The bottom row contains two tiles: 'People's Choice Law Firm' with a group of people icon, and 'My Profile' with a person icon. A 'Help' link is visible in the top right corner of the dashboard area.

2. Click on the **Request Access to Cases** button.

OALJ and BALCA Dashboard

The screenshot shows the OALJ and BALCA dashboard with two buttons: 'File a New Case' and 'Request Access to Cases'. The 'Request Access to Cases' button is highlighted with a red border.



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

Dashboard OALJ and BALCA Dashboard Search Cases

Search Cases

2012LHC02015

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filter
You can further filter the search using Case Number, Claimant Name, Employer Name, Agency Reference Number.

Search Clear Selection and Filters Clear Filters **Add to Request** Proceed to Submission

Search Results

Select Cases	Case Number	Claimant Name	Employer Name	Office	Assigned Judge	Decision Date	Parties with Access
<input checked="" type="checkbox"/>	2012LHC02015	BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	CINCINNATI	SILVAIN, JR., PETER	11/25/2014	Parties with Access

Add to Request Proceed to Submission

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.



Request Access to Cases

[Back to Search](#) [Reset](#)

[Form Templates](#) [Help](#)

[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 Number	Decision Date	Claimant Name	Agency Reference Number
<input checked="" type="checkbox"/>	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) *

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

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



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Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

Request to access the case has been submitted. [2012LHC02015]

File a New Case Request Access to Cases Multi Case Filing

Form Templates Help

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 5 of 8 records View More

OALJ Case Number	Claimant Name	Employer Name	eFile Number	Office / Assigned Judge	Status	Last Updated On	Details
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	View

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

File a New Case Request Access to Cases Multi Case Filing

Form Templates Help

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 5 of 8 records View More

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2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	View

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

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.

Help

Case Number or eFile Number:

Office:

Assigned Judge:

Claimant Name:

Employer Name:

Status:

OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judge	Status	Last Updated On	Details
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	EFS-OALJ-2206-215298	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	View

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



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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.

[Help](#)

Case Number or eFile Number Search Case Number or eFile Number	Office Search Office	Assigned Judge Search Assigned Judge	Claimant Name Search Claimant Name
Employer Name Search Employer Name	Status - Any -	Apply	

OALJ Case Number	Claimant Name	Employer Name	eFile Number	eFile Case Number	Office / Assigned Judge	Status	Last Updated On	Details
2012LHC02015	08-135254 BARY LARRY W.	GLOBAL AMERICAN TERMINALS & JEFFBOAT, INC	OALJ-2206-0023007575	EFS-OALJ-2206-215298	CINCINNATI / SILVAIN, JR.,PETER	Submission Received and Pending Review	06/20/2022 - 16:22 EST	View

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.

Access Request Details	
OALJ Case Number:	2022DBA00028
eFile Case Number:	EFS-OALJ-2206-215291
eFile Number:	OALJ-2207-0023007651
Role in the Case:	Attorney for Claimant/Complainant/Prosecuting Party
Certificate of Service:	No document uploaded
Notice of Appearance:	Processing please wait.
Status:	Submission Received and Pending Review
Organization	People's Choice Law Firm, 554004 NE.444 ST
Submitted On:	07/02/2022 - 10:20 EST
Filing Party:	John Smith
Submitted By:	Claire Cooper

Status Update Log

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