



eFile and eServe

HOW TO ACCESS SERVED DOCUMENTS?

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.

HOME DASHBOARD ▾ MY ACCOUNT ▾ SUPPORT ▾ ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Dashboard

Dashboard

Help ?

- 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)
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)**
- People's Choice Law Firm
- My Profile

2. Click on the approved OALJ Case Number link. The user is navigated to the case details page.

Dashboard OALJ and BALCA Dashboard

OALJ and BALCA Dashboard

Help ?

File a New Case Request Access to Cases Multi Case Filing

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 5 of 38 records View More +

OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2020BAT02107	OALJ-2007-500472			APPROVED	09/14/2020 - 08:49 EST	View



eFile and eServe

3. The **OALJ Issued Documents** table is showing the served documents list.

Documents Served by OALJ

Showing 1 of 1 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
SS	Service sheet	dummysample.pdf	ESERVE-OALJ-2007-000402	07/23/2020 - 02:00 EST	07/23/2020 - 02:40 EST	09/16/2020 - 01:51 EST	07/23/2020 - 03:32 EST

* All times displayed in US Eastern Timezone

4. Click on the **View More** button to navigate to the **Documents Served by the OALJ** page.

Documents Served by OALJ

Showing 1 of 1 records [View More](#)

File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
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5. Click on the file name to access the served document.

eFile Number	File Name	Description
<input type="text" value="Search eFileNumber"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Description"/>

[Apply](#)

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6. The **Accessed On** is showing in the column.

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