

HOW TO ACCESS SERVED DOCUMENTS?

 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.

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Dashboard				
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				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 (OAL) or Board of Allen Labor Certification Appeals (BALCA)

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									
Fi	le a New Case	Request Access to Cases M	ulti Case Filing				Help 🕑		
M The	My Access Requests								
	_				-	Showing 5 of 38 records	View More +		
0/	ALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details		
20	20BAT02107	OALJ-2007-500472			APPROVED	09/14/2020 - 08:49 EST	View		

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

D	Documents Served by OALJ Showing 1 of 1 records								
1	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	
* 4	* All times displayed in US Eastern Timezone								



 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							
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

5. Click on the <file name> to access the served document.

eFile Number File Name			Description				
Search eFileNumber		Search File Name		Search Description		Apply	
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)	07/23/2020 - 03:32 EST
* All times	displayed in US Fastern Time	2006					

6. The Accessed On is showing in the column.

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