

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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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)
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2. Click on an OALJ Case Number with the **AoR** User Type.



OALJ and BALCA Dashboard

File a New Case	access Cases Multi Cas	e Filing				Help
ccessed Cases e following are the list o	S If cases you have access to. C	lick on the OALJ Case Nu	mber link to vie	w case status, ac	cess filings and servings and to	submit new filings.
						Showing 3 of 3 records View More
OALJ Case Number	Claimant Name	Employer Name	Status	User Type	Accessed On	Organization
OALJ Case Number	Claimant Name ROMERO ALEX A	Employer Name	Status OPEN	User Type AoR	Accessed On 08/19/2020 - 12:18 EST	Organization Gretas Attorneys at Law , 3691 Honeysuckle Lane
019BLA05193 013MSA00068	Claimant Name ROMERO ALEX A MSHA	Employer Name	Status OPEN OPEN	User Type AoR AoR	Accessed On 08/19/2020 - 12:18 EST 08/18/2020 - 01:44 EST	Organization Gretas Attorneys at Law , 3691 Honeysuckle Lane Gretas Attorneys at Law , 3691 Honeysuckle Lane

- 3. The **Documents Served by OALJ** table displays the served documents list. The table shows:
 - a. Issued On The date and time the serving was issued by OALJ
 - b. Served On The date and time the serving was served to the dashboard
 - c. Notified On The date and time the email regarding the serving was sent
 - d. Accessed On The date and time the serving was accessed by the user.

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Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST	
Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
	Description Judge Settlement Hearing Cancelled test Notice of Hearing test Hearing Rescheduled test Hearing Continued test	Description File Name Judge Settlement JudgeSettlement.pdf Hearing Cancelled test hearingcancel.pdf Notice of Hearing test hearingnotice.pdf Hearing Rescheduled test hearingreschedule.pdf Hearing Continued test hearing.pdf	Description File Name eFile Number Judge Settlement JudgeSettlement.pdf ESERVE-OALJ-2008- 000442 Hearing Cancelled test hearingcancel.pdf ESERVE-OALJ-2008- 000442 Notice of Hearing test hearingnotice.pdf ESERVE-OALJ-2008- 000442 Hearing Rescheduled test hearingreschedule.pdf ESERVE-OALJ-2008- 000442 Hearing Continued test hearing.pdf ESERVE-OALJ-2008- 000442	DescriptionFile NameeFile NumberIssued OnJudge SettlementJudgeSettlement.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55Hearing Cancelled testhearingcancel.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55Notice of Hearing testhearingnotice.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55Hearing Rescheduled testhearingreschedule.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55Hearing Rescheduled testhearingreschedule.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55Hearing Continued testhearing.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55	DescriptionFile NameeFile NumberIssued OnServed OnJudge SettlementJudgeSettlement.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:5508/19/2020 - 02:10Hearing Cancelled testhearingcancel.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:5508/19/2020 - 02:10Notice of Hearing testhearingnotice.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:5508/19/2020 - 02:10Hearing Rescheduled testhearingreschedule.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:5508/19/2020 - 02:10Hearing Rescheduled testhearingreschedule.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:5508/19/2020 - 02:10Hearing Continued testhearing.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:5508/19/2020 - 02:10Hearing Continued testhearing.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:5508/19/2020 - 02:10	DescriptionFile NameeFile NumberIssued OnServed OnAccessed OnJudge SettlementJudgeSettlement.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55 EST08/19/2020 - 02:10 EST08/19/2020 - 02:10 EST08/19/2020 - 02:10 ESTHearing Cancelled testhearingcancel.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55 EST08/19/2020 - 02:10 EST08/19/2020 - 02:10 ESTNotice of Hearing testhearingnotice.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55 EST08/19/2020 - 02:10 EST08/19/2020 - 02:10 ESTHearing Rescheduled testhearingreschedule.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55 EST08/19/2020 - 02:10 EST08/19/2020 - 02:10 ESTHearing Continued testhearing.pdfESERVE-OALJ-2008- 00044208/19/2020 - 01:55 EST08/19/2020 - 02:10 EST08/19/2020 - 02:10 EST

Documents Served by OALJ

All times displayed in US Eastern Timezone

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



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File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On	
Settlement Judge Assignment	Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST			
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST		
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST			
Hearing Rescheduled	Hearing Rescheduled test	hearingreschedule.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST			
Hearing Continued	Hearing Continued test	hearing.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST			

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

Documents Served by OALJ

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File Number	File Name	File Name Description					
Search eFileNumber	Search I	Search File Name		Search Description			
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Settlement Judge Assignment	Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
Hearing Cancelled	Hearing Cancelled test	hearingcancel.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST	
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST		
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6. Once the document is accessed, the **Accessed On** date and time will be displayed in the column.

Documents Served by OALJ

							Help
File Number	File	Name	Description				
Search eFileNumber	Se	arch File Name	Search Descri	ption	Apply		
File type	Description	File Name	eFile Number	Issued On	Served On	Accessed On	Notified On
Settlement Judge Assignment	Judge Settlement	JudgeSettlement.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	10/13/2020 - 08:37 EST	
Hearing Cancelled	Hearing Cancelled te	t hearingcancel.pdf	ESERVE-OALJ-2008- 000442	08/19/2020 - 01:55 EST	08/19/2020 - 02:10 EST	08/19/2020 - 15:42 EST	
Notice of Hearing	Notice of Hearing test	hearingnotice.pdf	ESERVE-OALJ-2008-	08/19/2020 - 01:55	08/19/2020 - 02:10		