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MAIN MENU AND DASHBOARD
The Department of Labor's (DOL) eFile and eServe system is an Integrated gateway for filing and serving documents with DOL. The Department of Labor (DOL) handles roughly 14.7 million pages of paper each year in support of the adjudicatory processes in the Office of Administrative Law Judges (OALJ) and the Adjudicatory Boards (the Boards).

The Office of the Chief Information Officer (OCIO), in partnership with its DOL customer agencies, has worked collaboratively to implement an enterprise-level eFile/eServe solution. The solution leverages capabilities such as single sign-on, document management, and automated email notifications. The eFile and eServe solution integrates seamlessly with OALJ’s CaseTracking System, the Boards’ DOL Appeals system, and the OWCP Imaging System (OIS).

When a user logs in to the eFile and eServe system, the first page they are presented with is the Main Menu and Dashboard. This is the starting point for all navigations on the site.

The main dashboard features a set of tiles that lets the user navigate to different parts and functionalities that the site offers.

Users can access cases, file new cases, submit filings to cases, and view servings with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA).

Similarly, users can access appeals, file new appeals, submit filings to appeals and view servings with the Administrative Review Board (ARB), the Benefits Review Board (BRB), and the Employees' Compensation Appeals Board (ECAB).

Additionally, users can manage their profiles, create or join organizations, create mailboxes that help in managing the cases and appeals that they are working on as part of a company, organization, or group.
HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. From any page, click on the **HOME** menu to navigate to the eFile and eServe Homepage.

2. Click on **DASHBOARD** to display the dropdown menu.
3. To navigate to the dashboard for OALJ or BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.
4. Click on the header menu **My Account** to access the My Account dropdown.

5. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the ‘My Profile’ page.
6. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the ‘My Organizations’ page.
7. Click on the header menu **Support** to access the Support drop.

8. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the ‘FAQ’ page.
9. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the ‘Video Tutorials’ page.
10. Click on the sub menu User Guides from the SUPPORT header menu to access the ‘User Guides’ page.

11. Click on the sub menu Contact from the SUPPORT header menu to access the ‘Contact’ page.
12. Click on the sub-menu **Webinars** from the **SUPPORT** header menu to access the Recordings of the webinars conducted.

13. Click on the sub-menu **Are you a Legal Assistant** from the header menu to access the instructions and links to user guides of Legal assistants.
14. Click on **Contact Help Desk** from the header menu to access the ‘Contact’ page directly.
1. Log in to your account and navigate to any page in the portal. 
   Note: All pages have this feature.

Dashboard

2. Click on the Help link provided at the right top of the main content page.
3. To the right of the page, the help popup will be displayed.
1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the ‘OALJ or BALCA’ dashboard.

2. Click on the **Organization Name** tile from the main dashboard page to access the corresponding Organization’s dashboard.
3. Click on the **My Profile** tile from the main dashboard to access the My Profile page where the user can edit personal information.
1. From the main menu, click on the **Support tab** and select the **Contact** submenu.

2. For issues with account creation, signing in, changing Login.gov settings, two-factor authentication, and more, please click on the hyperlink provided to **contact the Login.gov team**.

And you will be redirected to the concerned site.
1. From the main menu, click on the Support tab and select the Contact submenu.
2. Start filling out the form by entering your First Name, Last Name and Email ID.
3. Next, select your User type and Area of the Site that you need help with.
4. Fill in your questions, concerns, and comment in the box provided. Also provide any additional info you may have to convey to the support team like the type of login, email address, profile, data, etc. Provide as much information as possible to aid in quick redressal.
eFile and eServe

5. Once you have filled in all the details above click on Submit button beneath the form. Use the Reset button to clear the form.
USER PROFILE AND ORGANIZATION MODULE
The User Profile and Organization module lets you create and manage your profile and organization that you are part of.

Every user needs to set up and keep their user profiles updated for the agencies to be able to process their cases, appeals, and filings properly. The user profile can be set up and updated in the User Profile page. This form also lets you indicate if the user is an attorney. The details in the user profile are used during filing cases or appeals and selected details are sent during submission of most forms in the eFile and eServe system. Hence, it is essential to keep the user profile current and up to date.

If the user is part of a company, organization, or group, the eFile and eServe system allows the users to join existing organizations or set up new ones to manage how cases and appeals related to the organization is managed. A user can be part of multiple organizations to manage how they interact with different cases or appeals.

Within the Organization module, you can create organizations or join existing ones, add members to the organization, manage administrators of the organization, and create and manage shared mailboxes.

Shared mailboxes are used to set rules for delivering emails to members of the organization. Each mailbox is linked to one or more agencies and some or all case types related to these agencies. Using shared mailboxes, the organization can control the flow of served emails to those members who are interested in the case types that are linked to the specific mailbox. A member can be part of multiple mailboxes.

Organization also allows attorneys to delegate their cases and appeals to other members of the same organization to manage on their behalf, freeing them of many of the administrative tasks.
HOW TO EDIT YOUR USER PROFILE?

1. Click on the **My Profile** tile from the main dashboard.
2. Edit the fields in the displayed form and click on the Save button.
eFile and eServe

City *
Cincinnati

State *
Ohio

Zip Code *
45201
Zip code format should be: NNNNN (optionally NNNNN-NNNNN) (N-Number, A-Alphabet)

Time Zone
America/New York

Main Phone Number *

International phone number formats are supported

Mobile Phone Number

International phone number formats are supported

Email Address

This is the email used to login to the system. You cannot edit/change this value.

I am an attorney

User Type
Court Reporter

Terms & Conditions of Use
This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) and OALJ or BALCA of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these terms and conditions at any time.

Save  Cancel
3. The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.
HOW DO YOU ADD A NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

1. If you are not logged in already, follow the steps below
   a. Log in as the organization administrator
   b. Click on the Organization Name tile.

2. Or if you navigate from the **My Accounts** menu and **My Organizations** submenu, click on the name of the organization you wish to manage.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Type</th>
<th>Website</th>
<th>Contact Name</th>
<th>Contact Email</th>
<th>Contact Number</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK Reporting Firm</td>
<td>Court Reporter</td>
<td></td>
<td>Christina Ballard</td>
<td><a href="mailto:user.own_eic@yahoo.com">user.own_eic@yahoo.com</a></td>
<td>1011512010</td>
<td>444506 NE 444 ST, Ohio, United States</td>
<td>Edit</td>
</tr>
</tbody>
</table>
3. Click on the “Members” button.

Organization Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Members</th>
<th>Mailboxes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>KK Reporting Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>444004 NE,444 ST</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>State</td>
<td>Ohio</td>
</tr>
<tr>
<td>City</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Zipcode</td>
<td>45201</td>
</tr>
<tr>
<td>Organization Email</td>
<td></td>
</tr>
<tr>
<td>Organization Type</td>
<td>Court Reporter</td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Administrator 1 Name</td>
<td>Christina Ballard</td>
</tr>
<tr>
<td>Administrator 1 Email</td>
<td><a href="mailto:user_one_efs@yahoo.com">user_one_efs@yahoo.com</a></td>
</tr>
<tr>
<td>Administrator 1 Contact Number</td>
<td>1011011010</td>
</tr>
<tr>
<td>Administrator 2 Name</td>
<td></td>
</tr>
<tr>
<td>Administrator 2 Email</td>
<td></td>
</tr>
<tr>
<td>Administrator 2 Contact Number</td>
<td></td>
</tr>
</tbody>
</table>

4. Click on the “Add Members” button.

All Members

<table>
<thead>
<tr>
<th>Details</th>
<th>Members</th>
<th>Mailboxes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>KK Reporting Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Organization Email</td>
<td>Christina Ballard</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Christina Ballard</td>
</tr>
<tr>
<td>Contact Number</td>
<td>1011011010</td>
</tr>
<tr>
<td>Organization Type</td>
<td>Court Reporter</td>
</tr>
<tr>
<td>Address</td>
<td>444004 NE,444 ST , United States</td>
</tr>
</tbody>
</table>

Add Members | Edit Organization | Manage Administrators |
4. Enter the email ids of members separated by commas and click submit.

Add Members

Organization: KK Reporting Firm

Add Members *

Enter email address(es)

Enter email addresses of users to be added to organization separated by commas.

Submit  Cancel

6. A confirmation message will be displayed.
   Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.
### eFile and eServe

#### Administrators

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiju Issac</td>
<td><a href="mailto:ejunester.222@gmail.com">ejunester.222@gmail.com</a></td>
<td>Court Reporter</td>
<td>Trusted</td>
<td>10/14/2020 - 02:55 EST</td>
</tr>
</tbody>
</table>

#### Active Members

**Name or Email**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:ejunester.222@gmail.com">ejunester.222@gmail.com</a></td>
<td>Court Reporter</td>
<td>Trusted</td>
<td>10/14/2020 - 02:55 EST</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ejunester.222@gmail.com">ejunester.222@gmail.com</a></td>
<td>Court Reporter</td>
<td>Trusted</td>
<td>10/14/2020 - 02:55 EST</td>
</tr>
</tbody>
</table>

#### Join Requests

**Name or Email**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>User Role</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:ejunester.222@gmail.com">ejunester.222@gmail.com</a></td>
<td>Court Reporter</td>
<td>Trusted</td>
<td>10/14/2020 - 02:55 EST</td>
</tr>
</tbody>
</table>

**Note:** Red colored emails show a mismatch with the organization domain.

#### Pre-Approved Members

**Email**

<table>
<thead>
<tr>
<th>Email</th>
<th>Status</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PENDING</td>
<td>10/26/2020</td>
<td>Remove</td>
</tr>
</tbody>
</table>
HOW DO YOU ACCESS THE ORGANIZATION PAGE?

1. Log in to your account and click on the “My Account” dropdown and select “My Organization”

2. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard
3. Organization Details page will be loaded with the Members and Mailboxes button.

![Organization Details](image)

4. Click on the Members button to Add or Remove members to the organization, Edit the Organization and manage the administrators
5. Click on the Mailboxes button to create and manage mailboxes.
HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Log in to your account and click on the “My Account” dropdown and select “My Organization”

2. Click on the Edit link against the Organization.
3. Or Click on the “Members” button and then the ‘Edit Organization’ button to edit the organization details.

### Organization Details

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Wingstein ad Dragger Attorneys of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>444004 NE.444 ST</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>State</td>
<td>Ohio</td>
</tr>
<tr>
<td>City</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>Zipcode</td>
<td>45201</td>
</tr>
<tr>
<td>Organization Email</td>
<td></td>
</tr>
<tr>
<td>Organization Type</td>
<td>Court Reporter</td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Administrator 1 Name</td>
<td>Christina Ballard</td>
</tr>
<tr>
<td>Administrator 1 Email</td>
<td></td>
</tr>
<tr>
<td>Administrator 1 Contact Number</td>
<td>1011011010</td>
</tr>
<tr>
<td>Administrator 2 Name</td>
<td></td>
</tr>
<tr>
<td>Administrator 2 Email</td>
<td></td>
</tr>
<tr>
<td>Administrator 2 Contact Number</td>
<td></td>
</tr>
</tbody>
</table>

### All Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Wingstein ad Dragger Attorneys of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Organization Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>Christina Ballard</td>
</tr>
<tr>
<td>Contact Number</td>
<td>1011011010</td>
</tr>
<tr>
<td>Organization Type</td>
<td>Court Reporter</td>
</tr>
<tr>
<td>Address</td>
<td>444004 NE.444 ST, United States</td>
</tr>
</tbody>
</table>

[Add Members] [Edit Organization] [Manage Administrators]
4. Click the “Edit” link on the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.
5. Click the “Save” button to save the edited details of the organization. This is the confirmation message for saving the edited details.
Wingstein ad Dragger Attorneys of Law has been updated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Wingstein ad Dragger Attorneys of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Organization Email</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>Christina Ballard</td>
</tr>
<tr>
<td>Contact Number</td>
<td>1011011010</td>
</tr>
<tr>
<td>Organization Type</td>
<td>Court Reporter</td>
</tr>
<tr>
<td>Address</td>
<td>444004 NE.444 ST, United States</td>
</tr>
</tbody>
</table>
HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Log in to your account and click on the “My Account” dropdown and select “My Organizations”

2. My Organizations page is displayed. Click on the Organization Name.

3. Click on the ‘Manage Administrators’ button.
4. Click on the “Add as Administrator” link against the member to be made as administrator.

3. The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.
4. To remove the administrator, click on the “Remove as Administrator” link. Click OK on the pop-up to confirm.

Manage Administrators

- Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max.
- If you wish to remove the member from the organization, please click “Remove” link in the Active Members list.

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Created On</th>
<th>Manage Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:carolltester001@gmail.com">carolltester001@gmail.com</a></td>
<td>07/14/2020 - 03:57 EST</td>
<td>Add as Administrator</td>
</tr>
<tr>
<td>Joseph Joseph</td>
<td><a href="mailto:rahultester902@gmail.com">rahultester902@gmail.com</a></td>
<td>07/22/2020 - 10:39 EST</td>
<td>Add as Administrator</td>
</tr>
<tr>
<td>Tiju Isaac</td>
<td><a href="mailto:tijutester123@gmail.com">tijutester123@gmail.com</a></td>
<td>10/14/2020 - 02:05 EST</td>
<td>Add as Administrator</td>
</tr>
</tbody>
</table>
HOW DO YOU REMOVE A MEMBER FROM THE ORGANISATION?

5. Navigate from the My Accounts menu and My Organizations sub-menu, and click on the name of the organization you wish to manage.

6. Click on the “Members” button.
2. Click on the “Remove” link next to the Member to be removed, and a confirmation pop-up will be displayed. Confirm and see confirmation of removal.
1. Log in to your account as an organization administrator and navigate to the Organization page and click on the Mailboxes button.
2. Click on the “Add Mailbox” button.

3. Fill in all the required data in the form and click the ‘Save’ button to create the mailbox.
Add Mailbox

Name *
- Shared Mailbox ABCD

Email *
- sharedmailbox1@gmail.com

Agency *
- [ ] ARB
- [ ] BRB
- [ ] ECAB

Case Types *
- [ ] FECA
- [ ] OALJ

Search and Select Case Types

Description

xyz

Status *
- Active

Select the Status.

[Save] [Cancel]
4. A new shared mailbox is created.

Manage Mailboxes

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Mailbox ABCD</td>
<td><a href="mailto:sharedmailbox@gmail.com">sharedmailbox@gmail.com</a></td>
<td>10/14/2020 - 02:19 EST</td>
<td>Edit</td>
</tr>
</tbody>
</table>
HOW TO ADD MEMBERS IN SHARED MAILBOX?

1. Log in to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

2. Click on the mailbox name from the table.
3. The mailbox details page is displayed. Click on the “Manage Members” button.

4. Click on the Add Member link against the member to be added to the mailbox.
5. Add Member confirmation will be displayed. Also the “Add Member” link against the added member changes to “Remove”.

Manage Members

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroltest001@gmail.com">caroltest001@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 03:37 EST</td>
<td>Remove</td>
</tr>
<tr>
<td>Tiju Issac</td>
<td><a href="mailto:tjutester123@gmail.com">tjutester123@gmail.com</a></td>
<td>Attorney</td>
<td>10/14/2020 - 02:03 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>
HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

1. Log in to your account as an Organization administrator and navigate to the Organization page and click on the Mailboxes button.

2. Click on the mailbox name from the table.
3. The mailbox details page is displayed. Click on the “Manage Members” button.

Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:carolmax007@gmail.com">carolmax007@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 05:07 EST</td>
<td>Remove</td>
</tr>
<tr>
<td>Tju Isok</td>
<td><a href="mailto:tjujuker123@gmail.com">tjujuker123@gmail.com</a></td>
<td>Attorney</td>
<td>10/14/2020 - 02:06 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>

4. Click on the Remove link against the member to be removed from the mailbox. A confirmation pop-up will be displayed. Confirm the pop-up.
5. Remove Member confirmation will be displayed. Also the “Remove” link against removed member changes to “Add Member”.

Manage Members

- Removed Carol Max from the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Created On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroltester001@gmail.com">caroltester001@gmail.com</a></td>
<td>Attorney</td>
<td>07/14/2020 - 03:31 EST</td>
<td>Add Member</td>
</tr>
<tr>
<td>Tiju Issac</td>
<td><a href="mailto:tjutester123@gmail.com">tjutester123@gmail.com</a></td>
<td>Attorney</td>
<td>10/14/2020 - 02:05 EST</td>
<td>Add Member</td>
</tr>
</tbody>
</table>
1. Log in to your account as an Organization Administrator and navigate to the Organization’s All Members page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.
2. The user will be directed to the Edit User Info page.

3. Change the User Type of the member and click on the Update User button.
4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.
OALJ AND BALCA DASHBOARD AND FLOWS
The OALJ and BALCA dashboard displays the Office of the Administrative Law Judges (OALJ) or the Board of Alien Labor Certification Appeals (BALCA) cases.

Using the OALJ and BALCA dashboard, users can file new cases, access cases, view case details, submit filings to cases, view filings from other parties to the case, view servings from OALJ, etc.

In the case details page, users with access can see the parties on the case, the filings, and the servings to the case.

To access existing open or closed cases, use the Request Access to Cases button to search and request access to the case by submitting the necessary documents. The request will be sent to OALJ for processing and could be approved or rejected. The accessed cases are displayed in the My Access Requests table.

To file a new case, use the File a New Case button to submit the new case. The new case is filed by selecting the appropriate program area, sub-area, originating agency, role in the case, and relevant documents. The new case is sent to OALJ for docketing. Once approved, filings can be done on the case.

Filings can be done on cases by selecting the individual case and using the Submit a New Filing button to fill in the details. The new filing is submitted to OALJ for processing.

Servings to cases are sent from OALJ and will be available in the servings table for each case.
HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the **OALJ or BALCA** tile from the main dashboard page to access the ‘OALJ or BALCA’ dashboard.

2. OALJ and BALCA Dashboard include the **Access Cases** button that is used to get access to cases by the court reporter user.
The **Access Cases** button lets the Court Reporter user directly access cases.

3. **OALJ and BALCA Dashboard** has the table - **Accessed Cases** which lists all the cases that the user has obtained access to.
HOW TO ACCESS CASES?

1. Log in and 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 **Access Cases** button.
3. Search any case and click on the **Add to Dashboard** button that is displayed only if one of the cases is selected.

4. Select the required organization and click on the **Submit** button.
5. The accessed case will be shown in your **Accessed Cases** table with the **Court Reporter** User Type along with a confirmation message.

6. Click on the **View More** button to view all the accessed cases.
7. All the accessed cases will be listed on the **Accessed Cases** page.
The following are the list of cases you have access to. Click on the OALJ Case Number link to view case status, access filings and servings and to submit new filings.

<table>
<thead>
<tr>
<th>OALJ Case Number</th>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>Status</th>
<th>User Type</th>
<th>Accessed On</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012LHC02015</td>
<td></td>
<td></td>
<td>CLOSED</td>
<td>Court Reporter</td>
<td>06/20/2022 - 03:21 EST</td>
<td>KK Reporting Firm,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CLOSED</td>
<td>Court Reporter</td>
<td>06/09/2022 - 20:53 EST</td>
<td>KK Reporting Firm,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CLOSED</td>
<td>Court Reporter</td>
<td>06/09/2022 - 20:06 EST</td>
<td>KK Reporting Firm,</td>
</tr>
</tbody>
</table>
eFile and eServe

UNDERSTANDING THE COMPONENTS IN THE CASE DETAILS PAGE.

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.

Dashboard

2. In the OALJ dashboard, click on an OALJ Case Number in the **Accessed Cases** table.
3. The user will be directed to the case details page.

4. The case details page includes a summary section that gives a summary of the case details.
5. The case details page includes buttons **Submit a New Filing**, and **Remove From My Dashboard**.
   a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the case.
   b. 'Remove from My Dashboard' button is to bring up the page that lets you remove the case from your OALJ dashboard.
The case details page includes tables Filings, Documents Served by OALJ, Parties with Access, and Delegated Users.

a. Filings table lists all the Filings you have done related to this case.
b. Documents Served by OALJ table lists all the servings issued by OALJ on the case.
c. Parties with Access table lists all the parties that have access to this case.
d. Delegated Users table lists all the users in your organization who have been delegated access to this case.
### Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Filed Documents</th>
<th>eFile Number</th>
<th>Status</th>
<th>Filed By</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No documents have been filed to this case.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Documents Served by OALJ

<table>
<thead>
<tr>
<th>File type</th>
<th>Description</th>
<th>File Name</th>
<th>eFile Number</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>No documents have been served to this case.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Parties with Access

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role in the Case</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>No users to show in this case.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Delegated Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no users delegated to this appeal case. If you want to delegate access to another person to assist in this appeal case, create an organization through My Account and add them as members. Then use the Delegate Access button to give access to one of the members in your organization.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOW TO SUBMIT A NEW FILING TO OALJ?

1. Log in and 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 an **OALJ Case Number**.
3. Click on the Submit a New Filing button. The user is navigated to New Filing to OALJ page.

Case Details

Summary

4. Selects the Filing Category, Filing Type, and enter Additional text. Then choose a member from the organization to who the filing is submitted and upload the mandatory files and click on the Submit to the DOL button.
eFile and eServe

New Filing to OALJ

**Instructions for Filing Under Seal**

**IMPORTANT NOTICE:** eFILE.DOL.GOV filings are visible to other registered efilers in a case. If you need to file a document with OALJ or the Boards that should not be viewed by other parties, you MUST NOT FILE USING THE eFILE.DOL.GOV GATEWAY. Rather, consult the following guide for such confidential filings.

**Case Number**

2012-4C02015

**Filing Category**

-Select value-

**Filing Type**

-Select a value-

**Additional Comments**

<table>
<thead>
<tr>
<th>eFiler's Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK Reporting Firm, 444004 NE 444 ST</td>
</tr>
</tbody>
</table>

**Select a Court Reporter**

- Select -
5. The filing request is listed in the Filings table with the **SUBMITTED** status along with a confirmation message.

6. **Case Details**

```
Summary

The new filing has been submitted to the case.
```

```
Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Filed Documents</th>
<th>eFile Number</th>
<th>Status</th>
<th>Filed By</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Transcript</td>
<td>Hearing Transcript</td>
<td>Processing</td>
<td>OALJ-1206-0023003754</td>
<td>Submitted Received and Pending Review</td>
<td>Christa Ballard</td>
<td>06/20/2012 04:37 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone.*

7. Click on the **View More** button to view all the filings under the case.
8. All the filings under the case will be listed on the **Filings** page.

---

### Filings

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Filed Documents</th>
<th>eFile Number</th>
<th>Status</th>
<th>Filed By</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Transcript</td>
<td>Hearing Transcript</td>
<td>260004-Document-to-be-filed-6-55.pdf</td>
<td>OALJ-2206-0023007574</td>
<td>Submission Received and Pending Review</td>
<td>Christina Ballard</td>
<td>06/20/2022 - 04:37 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone
9. Click on the **View** link under the **Details** column header to view the filing details.

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>Filed Documents</th>
<th>eFile Number</th>
<th>Status</th>
<th>Filed By</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Transcript</td>
<td>Hearing Transcript</td>
<td>260004-Document-to-be-filed-0-55.pdf</td>
<td>DAJ 2206-0023007574</td>
<td>Submission Received and Pending Review</td>
<td>Christina Ballard</td>
<td>06/20/2022 - 04:37 EST</td>
<td>06/20/2022 - 04:37 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Timezone

10. The user is displayed with the details in a popup and can download the documents which are submitted by the user.
### Filing Details

<table>
<thead>
<tr>
<th>Filing Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>eFile Number</td>
<td>OALJ-2206-0023007574</td>
</tr>
<tr>
<td>eFile Case Number</td>
<td>EFS-OALJ-2206-215293</td>
</tr>
<tr>
<td>Filing Category</td>
<td>Hearing Transcript</td>
</tr>
<tr>
<td>Filing Type</td>
<td>Hearing Transcript</td>
</tr>
<tr>
<td>Additional Comments</td>
<td>Testing</td>
</tr>
<tr>
<td>Number of Parties</td>
<td>2</td>
</tr>
<tr>
<td>Number of Exhibits</td>
<td>2</td>
</tr>
<tr>
<td>Hearing Date and Time</td>
<td>06/01/2022 - 10:00 to 11:00 America/New York</td>
</tr>
<tr>
<td>Filed Documents</td>
<td>260004-Document-to-be-filed-0-55.pdf</td>
</tr>
<tr>
<td>Status</td>
<td>Submission Received and Pending Review</td>
</tr>
<tr>
<td>Submitted On</td>
<td>06/20/2022 - 04:37 EST</td>
</tr>
<tr>
<td>Filing Party</td>
<td>Christina Ballard</td>
</tr>
<tr>
<td>Submitted By</td>
<td>Jackson Sawyer</td>
</tr>
</tbody>
</table>

### Status Update Log

<table>
<thead>
<tr>
<th>eFile Number</th>
<th>eFile Status</th>
<th>Comment</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>OALJ-2206-0023007574</td>
<td>Submission Received and Pending Review</td>
<td>New filing has been submitted.</td>
<td>06/20/2022 - 04:37 EST</td>
</tr>
</tbody>
</table>
HOW TO ACCESS SERVED DOCUMENTS?

1. Log in and 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 an OALJ Case Number.

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.

4. Click on the View More button to navigate to the Documents Served by OALJ page.
5. Click on the `<file name>` to access the served document.

6. Once the document is accessed, the **Accessed On** date and time will be displayed in the column.
# eFile and eServe

## Documents Served by OALJ

<table>
<thead>
<tr>
<th>File type</th>
<th>Description</th>
<th>File Name</th>
<th>eFile Number</th>
<th>Issued On</th>
<th>Served On</th>
<th>Accessed On</th>
<th>Notified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Cancelled</td>
<td>Hearing Cancelled</td>
<td>hearingcancel.pdf</td>
<td>ESERVICE-OALJ-2008-009486</td>
<td>08/20/2020 - 09:05 EST</td>
<td>08/20/2020 - 10:20 EST</td>
<td>08/23/2020 - 06:35 CST</td>
<td></td>
</tr>
<tr>
<td>Notice of Hearing</td>
<td>Notice of Hearing</td>
<td>hearingnotice.pdf</td>
<td>ESERVICE-OALJ-2008-009486</td>
<td>08/20/2020 - 09:05 EST</td>
<td>08/20/2020 - 10:10 EST</td>
<td>08/20/2020 - 10:49 EST</td>
<td></td>
</tr>
<tr>
<td>Hearing Rescheduled</td>
<td>Hearing Rescheduled</td>
<td>hearingreschedule.pdf</td>
<td>ESERVICE-OALJ-2008-009486</td>
<td>08/20/2020 - 09:05 EST</td>
<td>08/20/2020 - 10:10 EST</td>
<td>08/20/2020 - 10:10 EST</td>
<td></td>
</tr>
<tr>
<td>Hearing Continued</td>
<td>Hearing Continued</td>
<td>hearing.pdf</td>
<td>ESERVICE-OALJ-2008-009486</td>
<td>08/20/2020 - 09:05 EST</td>
<td>08/20/2020 - 10:10 EST</td>
<td>08/20/2020 - 10:10 EST</td>
<td></td>
</tr>
<tr>
<td>Case Decision</td>
<td>Case Decision</td>
<td>decision.pdf</td>
<td>ESERVICE-OALJ-2008-009486</td>
<td>08/20/2020 - 09:05 EST</td>
<td>08/20/2020 - 10:10 EST</td>
<td>08/20/2020 - 10:10 EST</td>
<td></td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone
HOW TO REMOVE DELEGATION ACCESS FROM A CASE?

1. Log in and 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 an OALJ Case Number.
3. Click on the **Remove from My Dashboard** button to remove it from your OALJ Dashboard

**Case Details**

**Summary**

- **eFile Case Number**: [Redacted]
- **OALJ Case Number**: 2012LHC02015
- **Agency Reference #**: [Redacted]
- **Case Type**: LHC
- **Case Type Group**: LONGSHORE
- **ALJ Decision Date**: 11/25/2014 - 00:00 EST
- **Claimant Name**: [Redacted]
- **Employer Name**: [Redacted]
- **Office**: CINCINNATI
- **Assigned Judge**: [Redacted]
- **Status**: CLOSED
- **Docketed Date**: 09/05/2012 - 12:09 EST

4. Click on the **Remove** button.
5. Once the **Remove** button is clicked, the user is taken to the OALJ Cases dashboard where a message is displayed that “The case has been removed from your list of cases.”
eFile and eServe

OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS

1. Email Notification to Admin on ‘Add Administrator’ to Organization:

DOL eFile-eServe – Administrator role granted for organization - California Court Law

eFile/eServe Support <support@efsdev.com>
to me

eFile and eServe

Dear Joseph Sunny,

You have been granted the administrator role for the organization California Court Law in the Department of Labor’s (DOL) eFile and eServe system.

Administrator,
California Court Law

2. Email Notification to Admin on ‘Remove Administrator’ to Organization:

DOL eFile-eServe – Administrator role revoked for organization - California Court Law at josephtester0001@gmail.com

eFile/eServe Support <support@efsdev.com>
to me

eFile and eServe

Dear Joseph Sunny,

Your administrator role for the organization California Court Law in the Department of Labor’s (DOL) eFile and eServe system has been revoked.

Administrator,
California Court Law
3. Email Notification to Admin on ‘Request to Join Organization’ from User:

DOL eFile-eServe – Request to join organization - Wingstien and Dragger Attorneys

Dear Administrator(s),

Angel George (email id: angeltaster001@gmail.com) has requested to join the organization Wingstien and Dragger Attorneys.

Please click on the link below to confirm or reject the request.

https://eFses2.mindportal.com/dashboard/user-profile/org/10269/view

Thank you,
Team eFile and eServe

4. Email Notification to Admin on ‘Request to Join Organization - Rejected’:
5. **Email Notification to User on ‘Request to Join Organization - Rejected’:**

```plaintext
Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to “My Profile” page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,
Wingstien and Dragger Attorneys.
```

6. **Email Notification to Admin on ‘Request to Join Organization - Accepted’:**

```plaintext
```

---

**eFile and eServe**

DOL eFile-eServe – Rejected - Request to join organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

to me →

**eFile and eServe**

Dear Administrator(s),

The request from Angel George to join the organization Wingstien and Dragger Attorneys has been rejected.

Thank you,
eFile and eServe
```

---

**eFile and eServe**

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>

to me →

**eFile and eServe**

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to “My Profile” page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,
Wingstien and Dragger Attorneys.
```
7. Email Notification to User on 'Request to Join Organization - Accepted':
eFile and eServe

DOL eFile-eServe – Accepted - Request to join organization Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>
to me

eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been accepted. You may now log in to the eFile and eServe system to view organization details.

Administrator,
Wingstien and Dragger Attorneys

8. Email Notification to Admin on ‘Pre-Approved Member to Organization’

DOL eFile-eServe – Rejected - Request to joining organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com>
to me

eFile and eServe

Dear Angel George,

Your request to join the organization Wingstien and Dragger Attorneys has been rejected because your profile details do not match our records. Please navigate to “My Profile” page on the eFile and eServe system, update your information and submit the request to join again.

Administrator,
Wingstien and Dragger Attorneys
9. Email Notification to User on ‘Pre-Approved Member to Organization’:

Dear simmarvans@gmail.com,

You have been pre-approved to join the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To join the organization Wingstien and Dragger Attorneys, please register at eFile and eServe by clicking on the link given below:

https://efiletest2.mindpetal.com

Administrator,
Wingstien and Dragger Attorneys

10. Email Notification to Admin on ‘Add Member’ to Organization:
Dear Administrator(s),

Angel George (email id: angeltester001@gmail.com) has been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
Team eFile and eServe

11. Email Notification to User on ‘Add Member’ to Organization:
eFile and eServe

DOL eFile-eServe – Added to the organization - Wingstien and Dragger Attorneys

Dear Angel George,

You have been added as a member to the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system. The eFile and eServe system is an integrated gateway for electronic filing and serving with DOL.

To view the organization Wingstien and Dragger Attorneys, please login at eFile and eServe by clicking on the link given below:

Administrator,
Wingstien and Dragger Attorneys

---

12. Email Notification to Admin on ‘Remove Member’ to Organization:

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys

Dear Administrator(s),

Angel George (email id: angel@testing001@gmail.com) has been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
Team eFile and eServe
13. Email Notification to User on ‘Remove Member’ to Organization

DOL eFile-eServe – Removed from organization - Wingstien and Dragger Attorneys

eFile/eServe Support <support@efsdev.com> to me

Dear Angel George,

You have been removed as a member from the organization Wingstien and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Administrator,
Wingstien and Dragger Attorneys

---

14. Email Notification to Admin on ‘Add Member to Mailbox’:
eFile and eServe

DOL eFile-eServe – Member added to the shared mailbox -
mathewjohn@gmail.com

eFile/eServe Support <support@efsdev.com>
to me

Dear Administrator(s),

Member Angel George has been added to the shared mailbox mathewjohn@gmail.com of your organization Wingsten and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
eFile and eServe

15. Email Notification to Member on ‘Add Member to Mailbox’:
16. Email Notification to Admin on ‘Remove Member from Mailbox’:

DOL eFile-eServe – Member removed from the shared mailbox - mathewjohn@gmail.com

Dear Administrator(s),

Member Angel George has been removed from the shared mailbox mathewjohn@gmail.com of your organization Wingsten and Drager Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Thank you,
eFile and eServe
17. Email Notification to Member on ‘Remove Member from Mailbox’:

Dear Angel George,

You have been removed as a member from the shared mailbox mathewjohn@gmail.com of your organization Wingsten and Dragger Attorneys in the Department of Labor’s (DOL) eFile and eServe system.

Administrator,
Wingsten and Dragger Attorneys