

**UNITED STATES DEPARTMENT OF LABOR
OFFICE OF ADMINISTRATIVE LAW JUDGES**

OALJ Lead Case No.: _____

In the Matter of:

(Plaintiff/Complainant/Claimant)

v.

(Defendant/Respondent/Employer/Carrier)

REQUEST FOR EFS ACCESS – CONSOLIDATED CASES

I am the attorney, non-attorney representative, or self-represented litigant—and have filed a Notice of Appearance—in OALJ Case Number(s):

My role in the above-referenced case(s) is:

In order to e-file and receive e-service in proceedings before the Office of the Administrative Law Judges that have been consolidated for hearing pursuant to 29 C.F.R. § 18.43(a), but in which I am not the representative or self-represented litigant, I request access to the U.S. Department of Labor’s efile/eserve system (“EFS”) for OALJ Case Numbers:

Signature	
Your name and address	
Email address	
Telephone number	
FAX number	

Notice about use of EFS to file, serve and receive documents

A person using the Department's efile/eserve system ("EFS") must follow the instructions on the system's website. If you have opted to use EFS, please be aware that you are deemed to have consented to electronic service of documents issued by the judge and papers filed by other registered user of EFS. Do not opt for EFS if you do not agree to service via EFS. If your email address changes, you must promptly revise your user profile in EFS.

Information and Instructions:

In General: In general, the Office of Administrative Law Judges requires the filing of a Notice of Appearance in order to be given approval to use the U.S. Department of Labor's efile/eserve system ("EFS"). OALJ uses these Notices to verify the requester's connection with the case.

However, where the presiding ALJ has consolidated separate proceedings before the OALJ, it may be necessary for parties or their representatives to e-file and receive e-service in proceedings in which they are not the attorney or non-attorney representative ("lay representative"), or self-represented litigant ("pro se" party). In such situations, this "REQUEST FOR EFS ACCESS – CONSOLIDATED CASE" form may be used to request EFS access for the consolidated cases in which the requester is not representing a party. The requester should have already filed a Notice of Appearance for EFS access in the case or cases in which he or she is the representative or is self-represented. OALJ may check the Notice of Appearance filed in those case(s) when determining whether to grant access to consolidated proceeding(s) in which the requester is not representing a party.

Caption --Lead Case: For purposes of this Access Request, it is sufficient in the caption to use the case number and party names for the "lead" case (which is usually the lowest OALJ case number, e.g., OALJ No. 2050-MIS-00001, rather than 2050-MIS-00002).

Information Fields: In the first field, list the case or cases in which you are appearing as a representative or are self-represented. In the next field, identify your role in those cases (e.g., Attorney for Claimant; Attorney for Respondent; Self-Represented). In the final field, list the cases in which you need EFS access to e-file and receive e-service, but in which you are not representing a party to that matter.

Signature: If you are e-filing this document, it is sufficient to type your name in this field.

Address: Provide your typewritten name and street address for the record.

Email address: Provide an email address at which the judge may contact you. If this email address is different from the email address used for e-file/e-serve notices, please so indicate.

Telephone numbers: Provide the telephone/FAX number at which the judge may contact you.