The FLRA's eFiling System

Filing an Office of Administrative Law Judges (OALJ) Pleading
Using the FLRA’s eFiling System
From the home page of the FLRA’s website -- FLRA.gov -- click on the eFile link.
Click the link to enter the FLRA’s eFiling System.
To use the FLRA’s eFiling System, you must log in. To log in, click on the “Already a registered user?” link.
Enter your username (which is your registered email address) and the password from the email that you received when you registered in the eFiling system.
After you have logged on, the eFiling System will take you to your representative-profile screen. There you will see any cases that you have eFiled with the FLRA. To file an OALJ pleading, scroll down to the “OALJ Cases Information” section, and click the Add OALJ Pleading button.

<table>
<thead>
<tr>
<th>OALJ eFiling No</th>
<th>Filing Representative - Name of Representative</th>
<th>Case Number</th>
<th>Pleading Type</th>
<th>Can Serve Pleading?</th>
<th>Can pleading be filed?</th>
<th>Is Filed?</th>
<th>File Attachment Status</th>
<th>Date Filed Official</th>
<th>Transferred to OALJ?</th>
<th>OALJ Parties Import?</th>
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</thead>
<tbody>
<tr>
<td>27185641</td>
<td>Mr. Patrick D Tester</td>
<td>WA-CA-13-0566</td>
<td>vG54</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>All Attachments are allowed</td>
<td>12-20-2014</td>
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<td>WA-CA-11-0516</td>
<td>JR05</td>
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<td>WA-CA-14-0481</td>
<td>vG16</td>
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<td>01-07-2015</td>
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</table>
Enter the FLRA Case Number (e.g., WA-CA-14-0001) in the “Case Number” field. Enter the date on the complaint issued by the FLRA’s Office of the General Counsel in the “Date on Complaint” field.
Next, select your pleading type from the “Pleading Type” drop-down list.
You will need to save your pleading before adding any attachments or party information. Click the Save button at the top right-hand corner of the screen to do that.
Add your attachment by scrolling down to the “Attachments Section” and clicking on the Add Attachment button.
After entering a description in the “Description of Attachment” field, click the Browse button to select the document from your computer.

Once you have selected your document, click the Save button.
Once you have added your attachments and verified that the party representative information is correct, the pleading is ready to be served. To acknowledge that you will serve the pleading, click on the check box in the declaration section after reading the declaration.
Once the box in the declaration section is checked, the pleading is ready to be filed. To file the pleading, check the “Are you ready to file your pleading?” checkbox.
Then, click the Save button.
Once you click save, the above message will appear. After reading the message, click OK.
After you have “filed” your pleading, you may scroll down to the “Pleading Status” section. The “Pleading filed” notification is displayed along with the date filed.