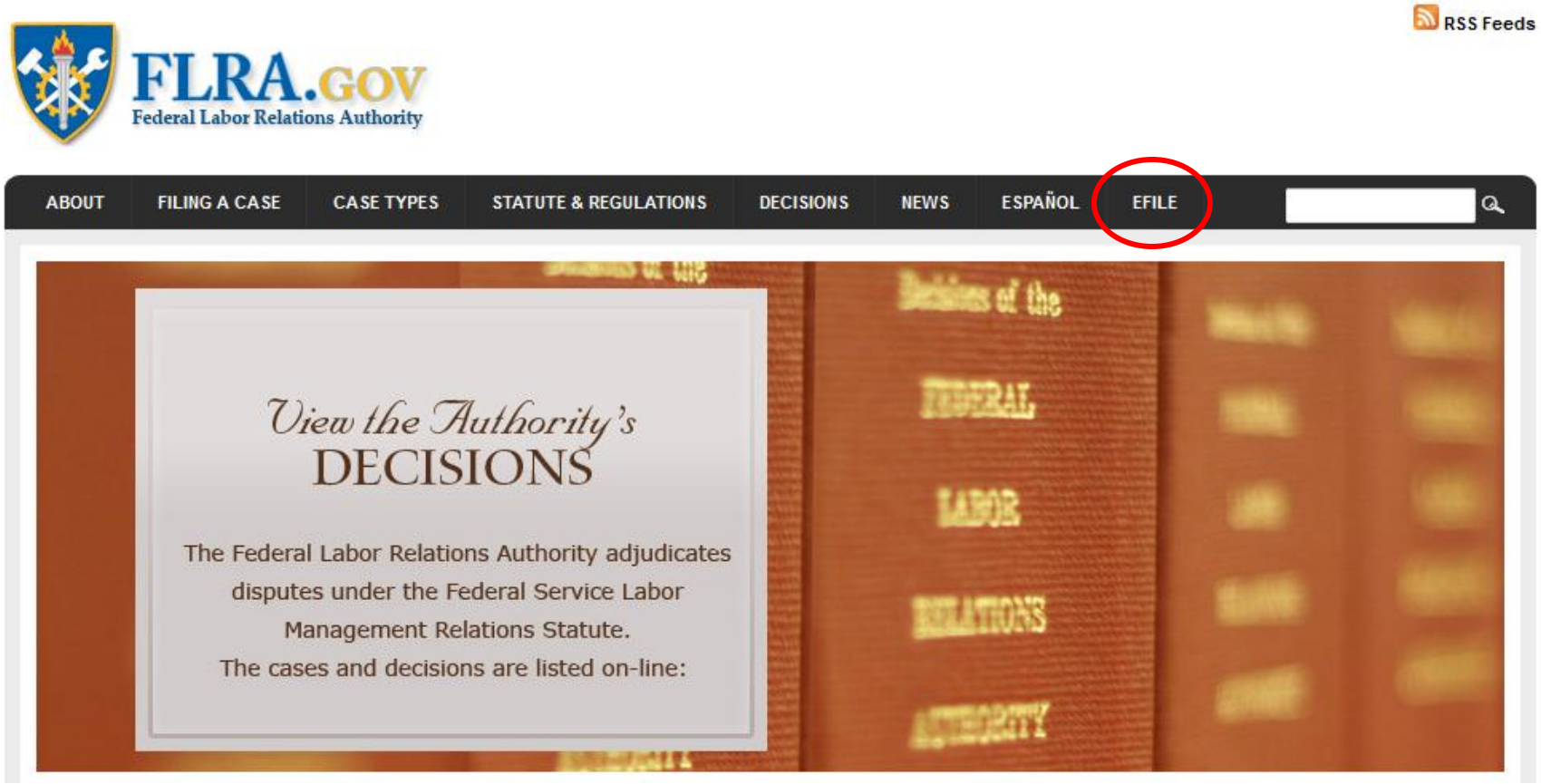
The FLRA's eFiling System

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.

eFiling System

The FLRA's eFiling System currently provides an easy way to electronically file cases with the Authority (the FLRA's three-Member adjudicatory body); the Federal Service Impasses Panel; and the Office of the General Counsel. Using the links below, you may also file Complaints with the FLRA's Inspector General (IG) electronically.

To get started, identify the type of case that you intend to file with the FLRA and click on the appropriate link below. First-time users of the FLRA's eFiling System will be asked to create an account by registering in the system prior to filing a case. Once your account is approved by the FLRA (normally within one business day), you will receive an email notification, and you may proceed with filing your case. Please note that a case is not "filed" within the meaning of any regulatory or statutory time limits until all of the relevant case information requested by the system is completed and submitted. That is, registration in the eFiling System alone will not meet any time limits for filing a case. For filers that have an existing account, the FLRA's eFiling System will allow you to proceed directly to filing your case after logging in.

To file a case using the FLRA's eFiling System, click here. For more information about filing a case using the FLRA's eFiling System, including instructions on how to register and create a User Profile, click here. You can also check out a list of FAQs here.

Click the link to enter the FLRA's eFiling System.

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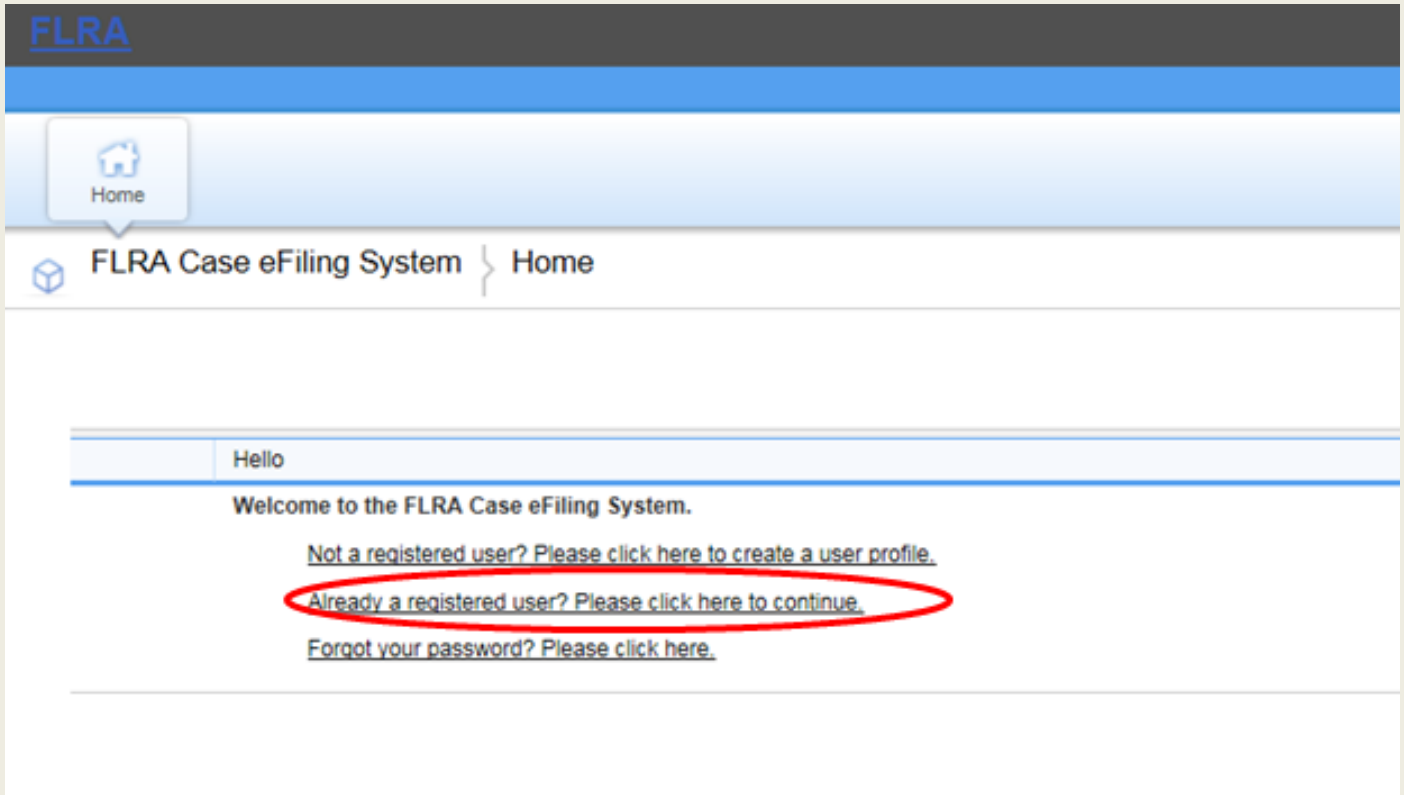

To use the FLRA's eFiling System, you must log in. To log in, click on the "Already a registered user?" link.

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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.

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OALJ Cases Information

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Add OALJ Pleading

Full Report | More 26 OALJ Pleadings

	OALJ eFiling No.	Filing Representative - Name of Representative	Case Number	Pleading Type	Can Serve Pleading?	Can pleading be filed?	Is Filed?	File Attachment Status	Date Filed Official	Transferred to OALJ?	OALJ Parties Imported?
	27186941	Mr. Patrick D Tester	WA-CA-13-0568	JG64	yes	yes	yes	All Attachments are allowed	12-29-2014	no	✔
	7350198	Mr. Patrick D Tester	WA-CA-11-0516	JR05	no	no	no	No Attachments		no	✔
	52216827	Mr. Patrick D Tester	WA-CA-14-0481	JG16	yes	yes	yes	All Attachments are allowed	01-07-2015	no	✔
	75622849	Mr. Patrick D Tester	WA-CA-11-0515	JG35	no	no	no	All Attachments are allowed		no	✔
	42694192	Mr. Patrick D Tester	WA-CA-14-0160	JG20	yes	yes	yes	All Attachments are allowed	01-16-2015	no	✔
	2896270	Mr. Patrick D Tester	WA-CA-13-0093	JG16	no	no	no	No Attachments		no	✔

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.

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Case Number *: WA-CA-13-0568

Date on Complaint *: 01-31-2015

Please enter an FLRA Case Number (e.g., WA-CA-14-0001), and the date on the complaint issued by the FLRA's Office of the General Counsel.

Pleading Type *: Make a Selection...

The Filing Party Information.

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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.

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Date on Complaint *: 01-31-2015

Please enter an FLRA Case Number (e.g., WA-CA-14-0001), and the date on the complaint issued by the FLRA's Office of the General Counsel.

Pleading Type *: JG90 - Miscellaneous Document

The Filing Party Information.

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Next, select your pleading type from the "Pleading Type" drop-down list.

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Pleading Type * JG90 - Miscellaneous Document

The Filing Party Information.

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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.

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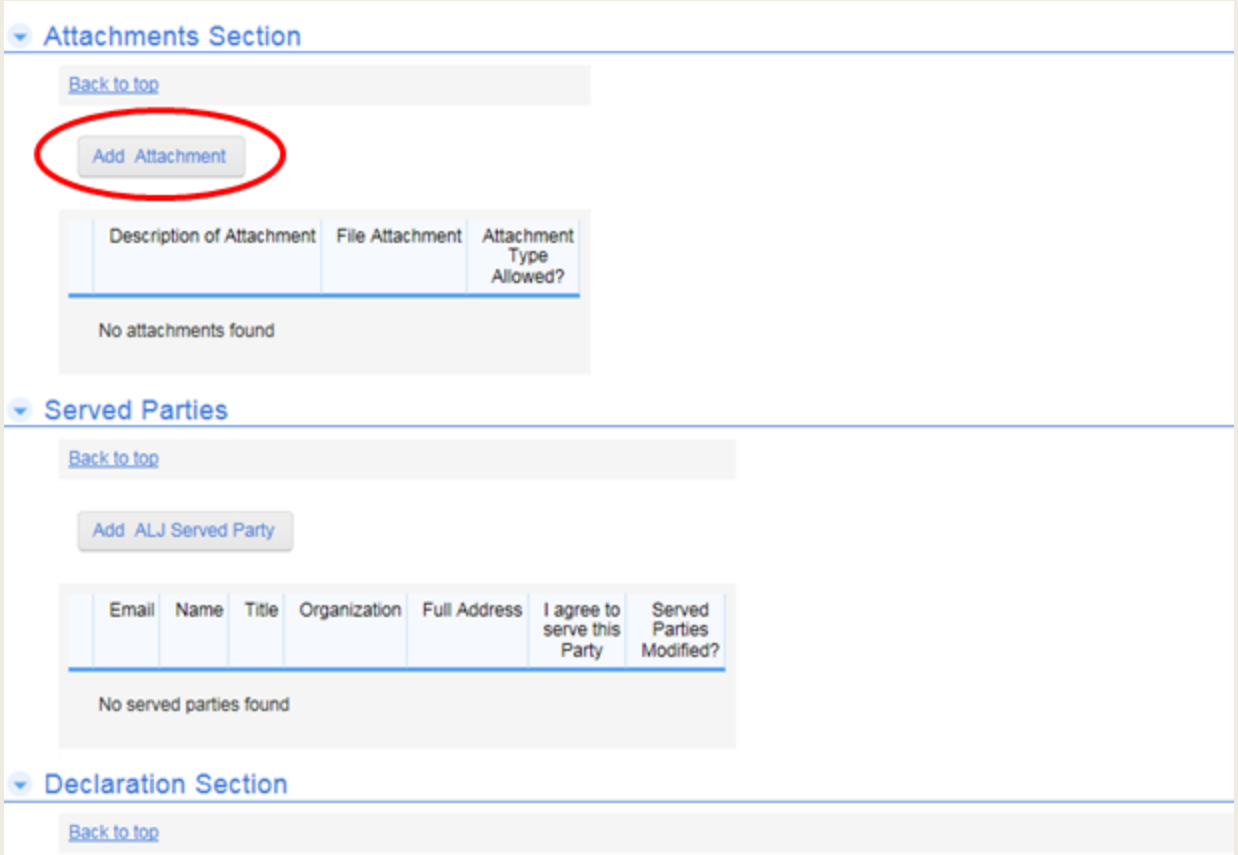

Add your attachment by scrolling down to the "Attachments Section" and clicking on the Add Attachment button.

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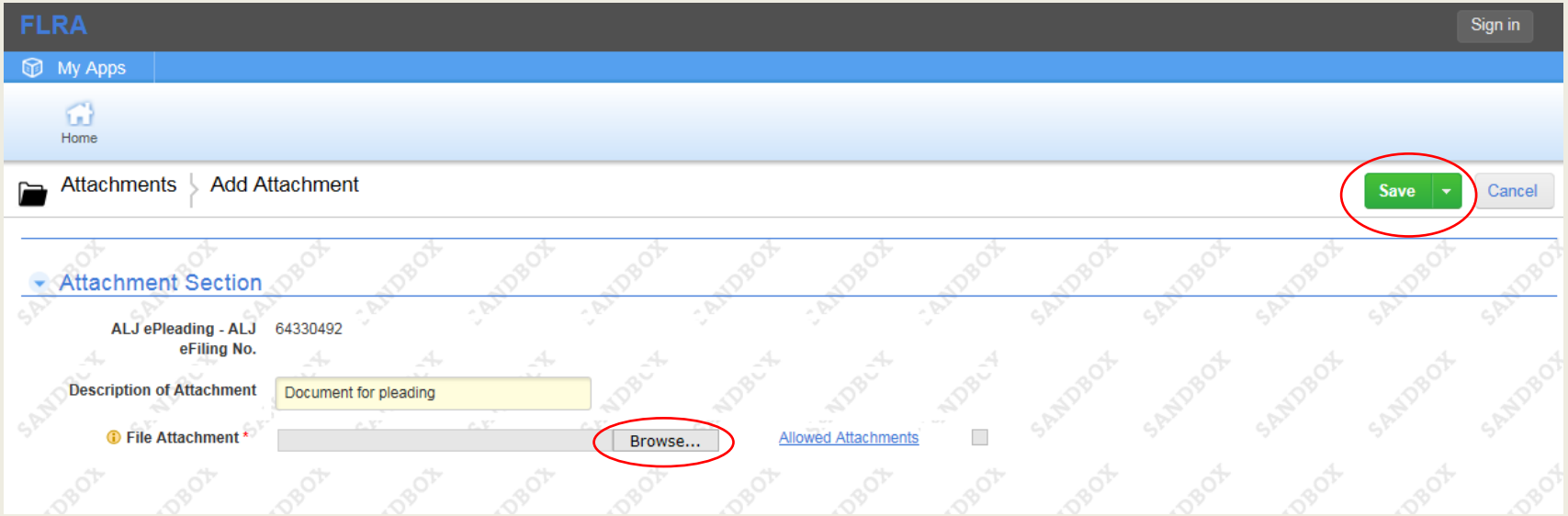

After entering a description in the "Description of Attachement" field, click the Browse button to select the document from your computer.

Once you have selected your document, click the Save button.

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☑

The Authority's Regulations require any party filing a document with the Authority to serve a copy, including any attachments, on all counsel of record or other designated party representative(s), upon unrepresented parties, and upon any other interested party who has been granted amicus curiae status by the Authority. See 5 C.F.R. § 2429.27(a).

Such service may be accomplished by certified mail, first-class mail, commercial delivery, in-person delivery, or email (but only when the receiving party has agreed to be served by email). Id. § 2429.27(b). The *filing* of a document using the FLRA's eFiling System does *not* constitute *service* of the document on any party. The filing party must independently accomplish service by one of the forgoing methods.

You must also file a statement of service indicating the names of the parties and persons that you served, their addresses, the date on which you served them, the nature of the document(s) that you served, and the manner by which you served them (e.g., mail, commercial delivery, in-person, email). Id. § 2429.27(c).

Further, if you are filing documents using the FLRA's eFiling system, then you must certify in the FLRA's eFiling system that you have served copies of the filing, including any attachments, on the individuals listed in § 2429.27(a). Id. § 2429.27(c). You will do this by checking the box above.

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.

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Pleading Status

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yes Ready to serve this pleading?

yes Can pleading be filed?

☐ Are you ready to file your pleading?

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.

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OALJ Pleadings > Edit 7350198

Save | Cancel

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yes Ready to serve this pleading?

yes Can pleading be filed?

☐ Are you ready to file your pleading?

Then, click the Save button.

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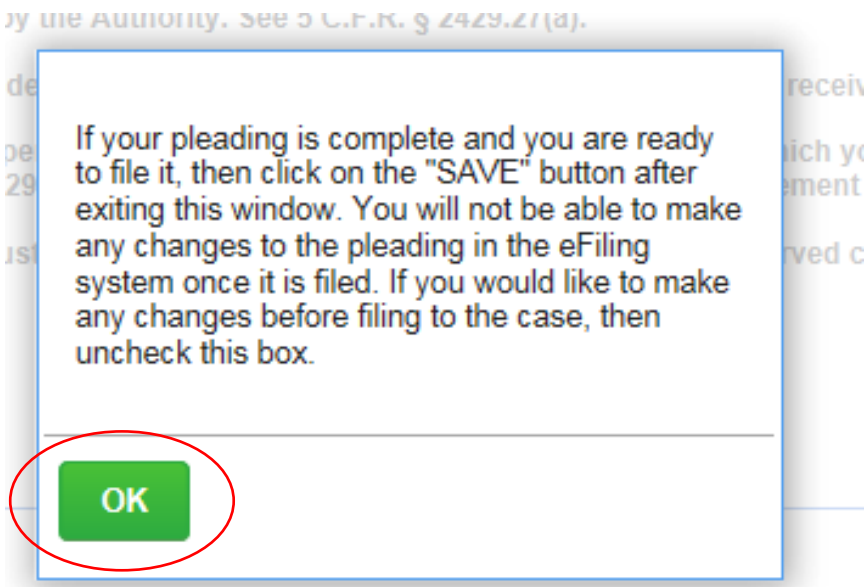

Once you click save, the above message will appear. After reading the message, click OK.

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✔ Ready to serve this pleading?

✔ Can pleading be filed?

Pleading filed	Date Filed (for official purposes)
	03-02-2015

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.

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