




# **INTRODUCTION TO OSHRC E-FILING**

**Version 9-2016**

1. To access the E-File System click the link on the OSHRC Website [www.oshrc.gov](http://www.oshrc.gov) which will direct you to the following screen:



Occupational Safety  
&  
Health Review Commission

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any

**Username**

**Password**

[Reset Password](#)

2. For first-time users, select the “Register” button, which will take you to the following screen:



## E-File Registration Page

Please fill out the required fields prior to clicking the "Submit" button below. You should receive an email confirmation that lists out your new account information and credentials shortly after submitting your information.

**E-Mail Address <sup>Ⓜ</sup>**

Please enter email address into this field

**Company Name <sup>Ⓜ</sup>**

Please enter company name into this field

**First Name <sup>Ⓜ</sup>**

Please enter first name into this field

**Middle Name**

Please enter middle name into this field

**Last Name <sup>Ⓜ</sup>**

Please enter last name into this field

**Street Address 1 <sup>Ⓜ</sup>**

Please enter your primary street address into this field

**Street Address 2**

Please enter your secondary street address into this field

**City <sup>Ⓜ</sup>**

Please enter your city into this field

**State <sup>Ⓜ</sup>**

Select from these options

**Zip Code <sup>Ⓜ</sup>**

Please enter zip code into this field

**Phone Number <sup>Ⓜ</sup>**

Please enter your phone number into this field

**Fax Number**

Please enter your fax number into this field

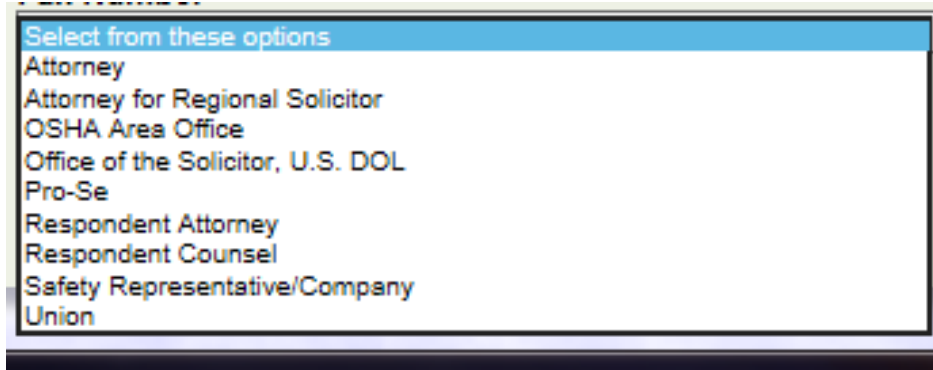
**Contact Type <sup>Ⓜ</sup>**

Select from these options

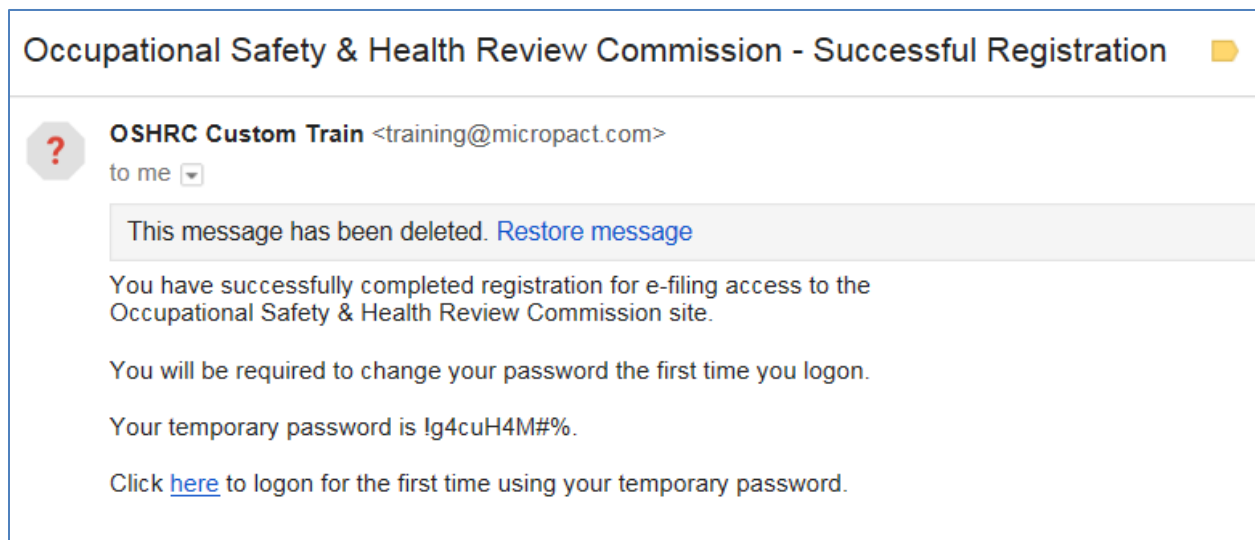
Cancel

Submit

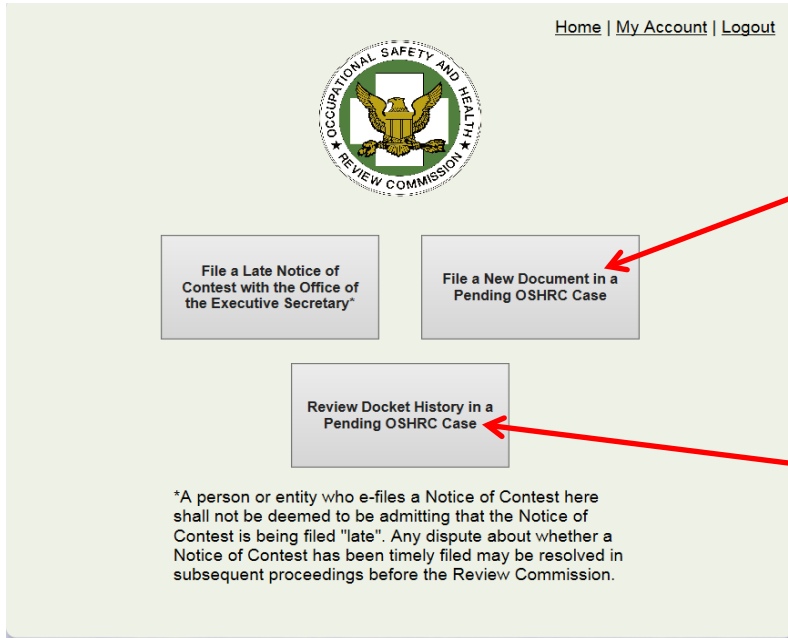
3. Enter the Required (R) information as requested, with two important notes:
- a. The “Company Name” is the employer *you* work for.
    - i. For Respondent’s counsel – Your firm’s name
    - ii. For Pro se litigants – Your company’s name
    - iii. For Solicitor’s Office – Office of the Solicitor
  - b. Make sure to select the appropriate “Contact Type” as this will determine the layout of your home screen.



4. After you register, you will receive an email confirming your registration and providing you with your credentials. Your logon ID will be the email account that you registered with and your temporary password will be included in the email.



**5. Parties other than the OSHA Area Office will see the following home screen:**



*To File a Document in an existing case you must be an active contact within that case.*

*To view the Docket history of any case information you must be a party to the case.*

**6. In order to file a new case in this box a party will select the upper left-hand box, which permits the filing of a Notice of Contest. In the case of Respondents and Respondents' counsel, this would be the box to file Late Notices of Contest.**

**7. In order to file a document in an existing case, select the upper right-hand button titled "File a New Document," which will bring up the following screen:**



## File a New Document in a Pending OSHRC Case

Please select a case by first clicking the "Search" link and choosing the case for which you would like to submit a document. Once you have selected a case, please indicate the file type and attach the appropriate file prior to clicking the "Submit" button below.

Case Search: [Search](#)

File Type:  ⌵ Ⓜ

Upload File:    Ⓜ

8. Click the link that says “Search” and you will see:

Case Search ✕

Docket Number:

Case Name:

OSHA Inspection Number:

*Partial valid entries in any one of the three fields will generate results, e.g., "16-0" in the docket.*

**9. Enter the Docket, Case Name, or Inspection Number to pull up the case in which you are filing a document.**

*Generic searches may yield a significant number of results. You will only be able to view those cases where you are identified as an "Active Contact"*

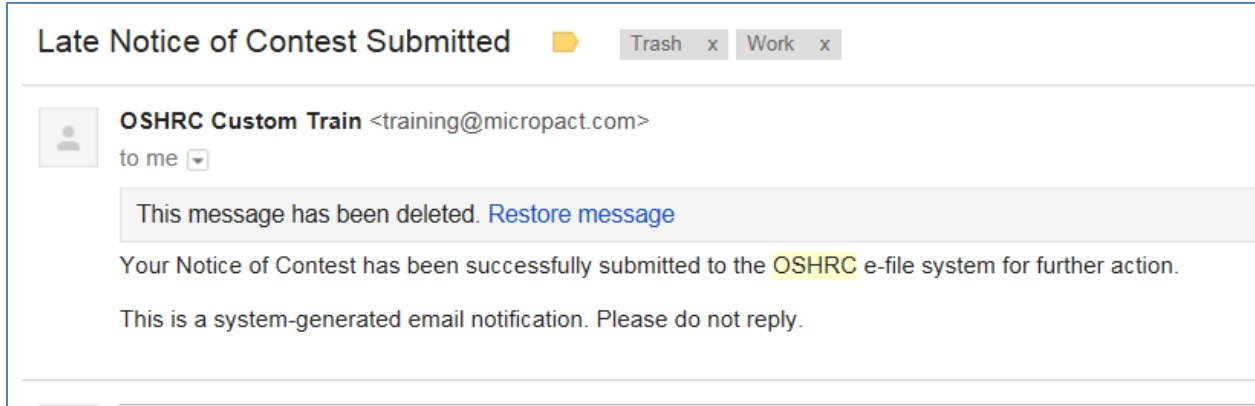
**10. Select the appropriate case by selecting the button and pressing "OK":**

**11. Select the document you are filing under "File Type."**

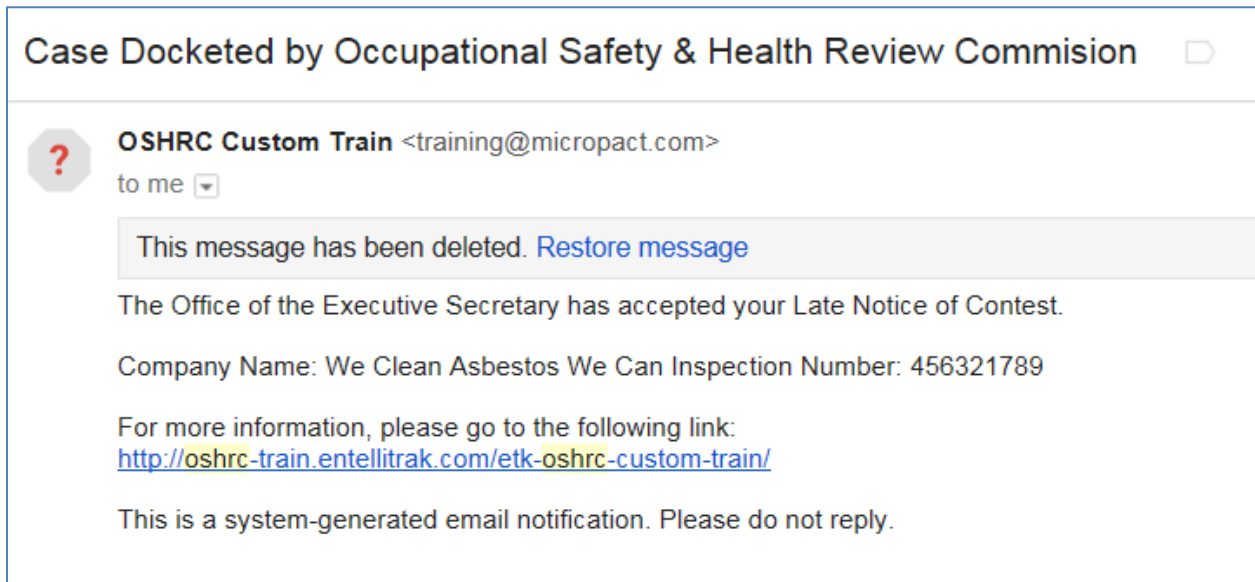
*If you are unsure how to characterize your motion, or it is not listed among the available options, simply select Motion*

**12. Upload the document from your server/computer by selecting “Browse,” select the file and then click “Submit.”**

**13. You will receive an email acknowledgment when your submission is received:**




**14. Once the document has been accepted by the Commission, an email notice will be sent to all active contacts indicating that a motion has been filed.**





[Home](#) | [My Account](#) | [Logout](#)



## File a New Document in a Pending OSHRC Case

Please select a case by first clicking the "Search" link and choosing the case for which you would like to submit a document. Once you have selected a case, please indicate the file type and attach the appropriate file prior to clicking the "Submit" button below.

You have not been designated as an active contact for this docket. If you wish to become an active contact, please submit a Notice of Appearance.

Case Search:

Case Name: Traffic Jam

Docket Number: 16-0185

OSHA Inspection Number: 67657657

File Type:

Upload File:

*If you attempt to file a document in a case in which you are not identified as an active contact, the following message will appear.*

**15. You will not be able to file motions or documents in a case unless you are an active contact, or until you have submitted a Notice of Appearance in a particular case and that Notice of Appearance has been accepted by OSHRC.**

**16. You should be aware of two issues when registering, especially as it applies to docket clerks (if applicable):**

- a. Docket clerks can register as active users, but do not need to submit a Notice of Appearance. Instead, counsel should inform OSHRC that the docket clerk is registered and that the clerk should be included as an active contact on the docket.
- b. **OR**, an attorney could register with a group email address, which will then distribute email notifications to all members of that email group. Just be aware that the email address provided will serve as the logon ID.

## Notice of Appearance Submitted for Docket Number 16-0186



Trash x

Work x



**OSHRC Custom Train** <training@micropact.com>

to me ▾

This message has been deleted. [Restore message](#)

Your Notice of Appearance has been submitted for Docket# 16-0186 to the **OSHRC** e-file system for further action.

For more information, please go to the following link:  
<http://oshrc-train.entellitrak.com/etk-oshrc-custom-train/>

This is a system-generated email notification. Please do not reply.

## Notice of Appearance Submitted for Docket Number 16-0186 Has Been Accepted



**OSHRC Custom Train** <training@micropact.com>

to me ▾

This message has been deleted. [Restore message](#)

Your Notice of Appearance submitted for Docket # 16-0186 to the **OSHRC** e-file system has been accepted

For more information, please go to the following link:  
<http://oshrc-train.entellitrak.com/etk-oshrc-custom-train/>

This is a system-generated email notification. Please do not reply.

**17. The “Review Docket History” button on the main screen allows you to access your Active Cases.**



**18. In order to review a particular docket and its filings, click on the hyperlinked Docket Number, which links to the following screen. On this screen, you will be able to see:**

- a. Basic & contact information;
- b. When a document was filed;
- c. The status of any filing, e.g. Accepted, Pending, or N/A;
- d. The hyperlink for each document will take you directly to that document.



*E-file status in the live system will be either “Accepted” or “ Pending”*

**19. If you have questions regarding the E-File system, or if you run into problems using the system, you should email [mp.support@oshrc.gov](mailto:mp.support@oshrc.gov) and provide contact information.**