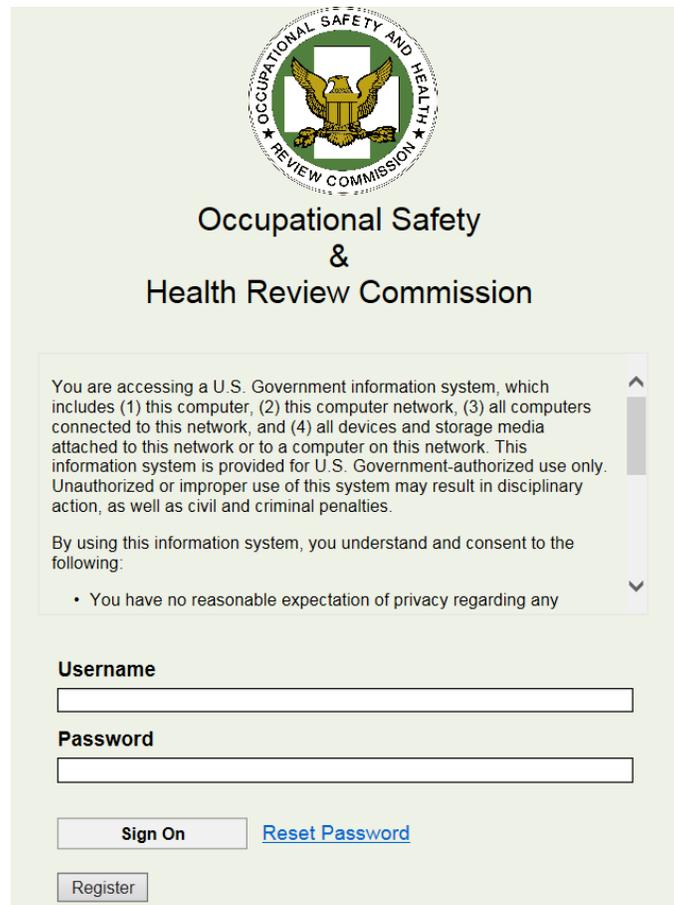


# **INTRODUCTION TO OSHRC E-FILING**

**Version MAY 2020**

This Introduction to OSHRC E-Filing provides a summary description, with website screen shots, to assist Commission E-File System users. A detailed description of the Commission E-File System is located in the “Commission E-File System Electronic Case Filing – Policy and Procedure Guide,” available on the Commission website homepage <https://www.oshrc.gov> under the Rules-Guide Tab →Instruction For Electronic Filing. Cross references to the Commission E-File System Guide are included in this summary.

On the Commission website homepage <https://www.oshrc.gov> , in the upper right corner, there is a link for the “OSHRC E-File System.” Clicking this link opens the Commission E-File System homepage, as shown on the following screen:



The screenshot shows the login page for the Occupational Safety & Health Review Commission. At the top center is the commission's seal, which features an eagle with wings spread, perched on a shield, surrounded by the text "OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION" and "1970". Below the seal, the text "Occupational Safety & Health Review Commission" is displayed in a large, bold, black font. Underneath this is a scrollable text box containing a disclaimer: "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." Below the disclaimer, it states "By using this information system, you understand and consent to the following:" followed by a bulleted list: "• You have no reasonable expectation of privacy regarding any". Below the list are two input fields: "Username" and "Password". To the right of the "Sign On" button is a blue link for "Reset Password". At the bottom left is a "Register" button.

To access the Commission E-File System registration is required. Registration is described in the Commission E-File System Guide at pages 11-17. Each E-File System user needs to register only one time.

To register, first time E-File System users please Click the “Register” box located on the Commission E-File System homepage, at the bottom left. The E-File Registration Page will open, as shown on the following screen:

  
**E-File Registration Page**

Please fill out the required fields prior to clicking the "Submit" box below. After your registration has been accepted, you will receive an email confirmation listing your new account information and credentials, including a temporary password.

**E-Mail Address**   
Please enter email address into this field

**Company Name**   
Please enter company name into this field

**First Name**   
Please enter first name into this field

**Middle Name**  
Please enter middle name into this field

**Last Name**   
Please enter last name into this field

**Street Address 1**   
Please enter your primary street address into this field

**Street Address 2**  
Please enter your secondary street address into this field

**City**   
Please enter your city into this field

**State**   
Select from these options

**Zip Code**   
Please enter zip code into this field

**Phone Number**   
Please enter your phone number into this field

**Fax Number**  
Please enter your fax number into this field

**Contact Type**   
Select from these options

**Enter the Required (R) information as requested, with two important notes:**

- a. The “Company Name” is the employer *you* work for, not the company you represent.
  - i. Respondent counsel – Your firm’s name
  - ii. Self-Represented Employer – Your company’s name
  - iii. Solicitor’s Office – Office of the Solicitor
- b. Select the appropriate “Contact Type.” This will determine the layout of your home screen.

Select from these options

- Affected Employee
- Attorney
- Authorized Employee Representative (Union)
- Legal Assistant
- Non-Attorney Representative (Including Third Party Safety Representative; but NOT including Self-Represented)
- OSHA Area Office
- Office of the Solicitor, U.S. DOL
- Regional Solicitor
- Self-Represented (including Company In-House Safety Representative)

After your registration has been accepted, you will receive an email confirmation listing your new account information and credentials, including a temporary password. Your login ID will be your registration email address.

**From:** OSHRC PROD <[mp.support@oshrc.gov](mailto:mp.support@oshrc.gov)>  
**Sent:** Thursday, November 21, 2019 10:20 AM  
**To:** New User name (newuser@email.com)  
**Subject:** Occupational Safety & Health Review Commission - Successful Registration

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You have successfully completed registration for e-filing access to the Occupational Safety & Health Review Commission site.

You will be required to change your password the first time you logon.

Your login name will be the email address you registered with and that received this email.

Your temporary password is "Qzh5VBEo\$IF4" not including the quotation marks ("").

Click [here](#) to logon for the first time using your temporary password.

Detailed information regarding changes to your registration contact information, including your registration email address, is provided in the Commission E-File System Guide at pages 14-17. Commission E-File System users are strongly encouraged to review this information.

*Importantly*, a registered E-File user, known as an “Active Contact,” may not change registration contact information from their “My Account Details” page in the Commission E-File System regarding their *email address or username*. Changes to these categories of contact information must be accomplished by the Active Contact registering a new E-File user account in the Commission E-File System, including the changed contact information.

Other than the OSHA Area Office, parties and intervenors will see the following Commission E-File System homepage.

The screenshot shows the Commission E-File System homepage. At the top right, there are links for [Home](#), [My Account](#), and [Logout](#). The OSHA logo is centered at the top. Below the logo are three main buttons: "File a Late Notice of Contest with the Office of the Executive Secretary\*", "File a New Document in a Pending OSHRC Case", and "Review Docket History in a Pending OSHRC Case". A red arrow points from the top callout box to the "File a New Document in a Pending OSHRC Case" button. Another red arrow points from the bottom callout box to the "Review Docket History in a Pending OSHRC Case" button. At the bottom of the page, there is a disclaimer: "\*An individual or an employer who submits a Notice of Contest for filing in the Commission E-File System, with this link, is not admitting that the Notice of Contest was late filed. Any dispute regarding whether the Notice of Contest was timely filed will be resolved in later proceedings before the Commission and Judge."

*To File a Document in an existing case you must be a registered Active Contact in that case.*

*To view the Docket history of any case you must be a registered Active Contact in the case.*

Detailed information regarding electronic document submission and filing **requirements** is provided in the Commission E-File System Guide at pages 17-22.

Detailed information regarding the electronic document submission and filing **process** is provided in the Commission E-File System Guide at pages 22-37.

To file a document in a new case, concerning a late Notice of Contest, an individual or an employer will Click the box “File a Notice of Contest with the Office of the Executive Secretary,” located in the upper left corner of the Commission E-File System homepage. *See* the Commission E-File System Guide at pages 35-36.

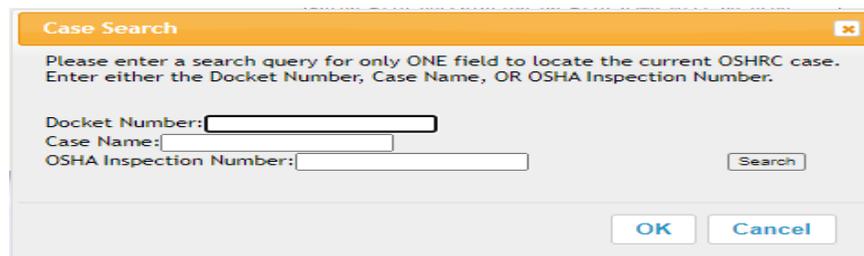
NOTE: An individual or an employer who submits a Notice of Contest for filing in the Commission E-File System, with this link, is not admitting that the Notice of Contest was late filed. Any dispute regarding whether the Notice of Contest was timely filed will be resolved in later proceedings before the Commission and Judge.

To file a document in an existing case, Click the box “File a New Document in a Pending OSHRC Case”, located in the upper right corner of the Commission E-File System homepage. The following screen will open. See the Commission E-File System Guide at pages 28-31.



The screenshot shows the homepage of the Occupational Safety and Health Review Commission. At the top right, there are links for 'Home', 'My Account', and 'Logout'. The main heading is 'File a New Document in a Pending OSHRC Case'. Below this, there is a paragraph of instructions: 'First, please Click the Search link to select a case. A Case Search box will open. Enter information in the Case Search box to view a list of current OSHRC cases. Choose the case in which you will submit a document for filing. From the dropdown list select the appropriate File Type. Click Browse. Upload the document to be filed from your server / computer - then Click Submit.' The form includes a 'Case Search' link, a 'File Type' dropdown menu, an 'Upload File' section with a 'Choose File' button and a 'Reset File' button, an 'Upload File Description' text area, and an 'Additional Documents' section with an 'Add Additional Document' button. A 'Submit' button is located at the bottom right of the form.

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



The screenshot shows a 'Case Search' dialog box. It has a title bar with the text 'Case Search' and a close button. The main text reads: 'Please enter a search query for only ONE field to locate the current OSHRC case. Enter either the Docket Number, Case Name, OR OSHA Inspection Number.' Below this text are three input fields: 'Docket Number:', 'Case Name:', and 'OSHA Inspection Number:'. A 'Search' button is located to the right of the 'OSHA Inspection Number' field. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Enter either the Docket Number, Case Name, OR OSHA Inspection Number to locate the current OSHRC case in which you are submitting a document. Please only use one (1) search field.

*Generic searches will yield a significant number of results. You only will be able to view cases in which you are a registered Active Contact.*

After entering the case information in the “Case Search” box and Clicking OK, a list of current OSHRC cases that match the case information entered will appear. Click the Radio Button next to the case in which you intend to submit the document for filing.

Select	Docket Number	Inspection Number	Case Name
<input type="radio"/>	16-0187	8675309	Here Comes the Boom

The OSHRC case selected will appear on the “File a New Document in a Pending OSHRC Case” page. The selected OSHRC case name, docket number, and OSHA inspection number will appear.

Next to the “File Type” line, Click the arrow to open the File Type dropdown list. Once the File Type dropdown list is opened, the Commission E-File System will display a menu of document types in alphabetical order. From the File Type dropdown list, Click the document type you are submitting for filing.

- Affidavit
- Amicus Curiae Brief Filed
- Answer
- Citation and Notification of Penalties
- Complaint
- Consent to Electronic Filing
- Discovery
- Exhibits Filed
- Late Notice of Contest
- Motion
- Motion for Continuance
- Motion for Extension of Time to File
- Motion for Extension of Time to File Answer
- Motion for Increase in Page Limits
- Motion for Leave to File Amicus Curiae Brief
- Motion for Oral Argument
- Motion for Summary Judgment
- Motion in Limine
- Motion of Extension of Time to File Briefs
- Motion to Compel
- Motion to Consolidate
- Motion to Discontinue Simplified Proceedings
- Motion to Dismiss
- Motion to Dismiss Late Notice of Contest
- Motion to File Supplemental Briefs
- Motion to Postpone Hearing
- Motion to Quash
- Motion to Sever Case
- Notice of Appearance

*When submitting a Motion for filing, if the specific Motion type is not listed among the available options, simply select Motion and then identify the Motion in the “Upload File Description” box.*

Upload the document from your server/computer by selecting “Browse,” select the document to be filed and then click “Submit.”

As the Active Contact who submitted the document, you will receive an automatic system email Acknowledgment of Electronic Filing from the Commission E-File System when your submitted document is received.

**From:** OSHRC PROD <[mp.support@oshrc.gov](mailto:mp.support@oshrc.gov)>  
**Sent:** Tuesday, August 27, 2019 9:56 AM  
**To:** Efiler name ([efiler@email.com](mailto:efiler@email.com))  
**Subject:** Order Terminating Proceeding Submitted for Docket Number XX-XXXX,

Order Terminating Proceeding has been submitted for Docket# XX-XXXX, to the OSHRC e-file system for further action.

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

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

Upon acceptance of the document in the Commission E-File System, an automatic system email Notification of Electronic Filing that identifies the case name, docket number, and document type, will be sent to you as the Active Contact who submitted the document for filing, and to all registered Active Contacts in the electronic case file.

**From:** OSHRC PROD <[mp.support@oshrc.gov](mailto:mp.support@oshrc.gov)>  
**Sent:** Tuesday, November 12, 2019 6:08 AM  
**To:** Efiler name ([efiler@email.com](mailto:efiler@email.com))  
**Subject:** Notice of Appearance Submitted for Docket Number ##-####, Has Been Accepted

Notice of Appearance submitted for Docket # ##-####, to the OSHRC e-file system has been accepted.

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

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

You may file documents in the Commission E-File System only in cases in which you are registered as an Active Contact and your registration has been accepted in the Commission E-File System. *See* Commission E-File System Guide pp. 11-12, 29.



Home | My Account | Logout

**File a New Document in a Pending OSHRC Case**

First, please Click the Search link to select a case. A Case Search box will open. Enter information in the Case Search box to view a list of current OSHRC cases. Choose the case in which you will submit a document for filing. From the dropdown list select the appropriate File Type. Click Browse. Upload the document to be filed from your server / computer - then Click Submit.

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: [Search](#)  
Case Name: xyz corporation  
Docket Number: 20-0007  
OSHA Inspection Number: 654987321

File Type: Notice of Appearance  
Upload File: Choose File No file chosen Reset File  
Upload File Description: Enter file description or file name will be used

Submit

*If you attempt to file a document in a case in which you are not registered as an Active Contact the following message will appear.*

Special considerations regarding Active Contact registration in the Commission E-File System.

- a. Docket clerks, administrative assistants, and legal assistants, among others, may register as Active Contacts. Each registered Active Contact must file a notice of appearance in the Commission E-File System case file. In many cases, when the Active Contact attorney, non-attorney representative, or self-represented Respondent employer, submits their notice of appearance in the electronic case file, they will include a docket clerk, administrative assistant, or legal assistant, on their notice of appearance, as an Active Contact in the electronic case file. *See* Commission E-File System Guide pp. 11-12.
- b. When a self-represented party or intervenor registers an Active Contact in the Commission E-File System, this Active Contact registration serves as the self-represented party or intervenor's election of electronic filing pursuant to Commission Rule 8(c)(2). Registered Active Contacts in the electronic case file will receive an automatic system email Notification of Electronic Filing of all documents accepted for filing in the Commission E-File System case file. *See* Commission E-File System Guide p. 12.
- c. Attorneys, non-attorney representatives, and self-represented parties who elect electronic filing may register as Active Contacts in the Commission E-File System

case file with a group email address. In such cases, the registration email address will be the Commission E-File System login ID. The Active Contact group email address will receive an automatic system email Notification of Electronic Filing of all documents accepted for filing in the Commission E-File System case file. *See Commission E-File System Guide p. 12*

The E-File System is the Commission’s electronic case docket management system. In all pending cases, a party or intervenor may register an Active Contact in the Commission E-File System case file. Registered Active Contacts in the electronic case file will have access to review the electronic case file docket history. *See Commission E-File System Guide pp. 37-38.*

To review the electronic case file docket history. Click the box “Review Docket History in a Pending OSHRC Case,” located in the middle of the Commission E-File System homepage. The “Active Cases” screen page will open.

Home | My Account | Logout

**Active Cases**

Below is a listing of your active cases. The case history for an individual case may be viewed by clicking on the associated docket number in the table below.

Show  entries Search:

Docket Number	Case Name	OSHA Inspection Number
<a href="#">16-0186</a>	We Clean Asbestos We Can	456321789
<a href="#">16-0187</a>	Here Comes the Boom	8675309

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

The “Active Cases” page will display a list of all pending Commission cases in which you are registered as an Active Contact. The Commission case docket number, case name, and OSHA inspection number for each of those cases will be displayed. The Commission case docket number is **hyperlinked**. To view detailed information about a specific case, Click the case docket number **hyperlink**. This will open the “Matters Docket Sheet with Events” page for the selected case.



### Matters Docket Sheet with Events



**Docket Number:** 99-9999

Judge-Active: Hon. R.T. Justice

OSHA Inspec. No.:

EAJA? N

Complex Case? N

Remand? N

Fatality Involved? N

**Client Contacts**

Jane Doe  
[doe.jane@dol.gov](mailto:doe.jane@dol.gov)

James Roe  
[roe.james@dol.gov](mailto:roe.james@dol.gov)

K.T. Jones  
[ktjones@xyzcorp.com](mailto:ktjones@xyzcorp.com)

**Company**  
OSHA

Office of the Solicitor, U.S. DOL

XYZ Corporation

**Class**  
OSHA Area Office

Office of the Solicitor, U.S. DOL

Self-Represented (including Company In-House Safety Representative)

**Type**  
Phone:  
Fax:

Phone:  
Fax:

Phone:  
Fax:

**Citations**

Items Contested: 1  
Penalty Contested: \$150.00

Mandatory Settle? N

Stayed? N

Mandatory Settle Removal? N

Stayed Removed? N

**Contact**  
(XXX)-XXX-XXXX

XXX-XXX-XXXX

(XXX)-XXX-XXXX

Citation Number: 9999999  
Citation Type: Other

Comments:

Event Date	Event	Document Type	E-File Status
1 03/02/2020	Citation	<a href="#">Citation and Notification of Penalties</a>	Accepted
2 03/26/2020	Notice	<a href="#">Notice of Contest</a>	Accepted
3 04/15/2020	Other	<a href="#">Other</a>	Accepted
4 04/20/2020	Notice	<a href="#">Notice of Docketing and Instructions to Employers and Postcard</a>	N/A
5 04/20/2020	Notice	<a href="#">Notice of Appearance</a>	Accepted
6 04/20/2020	Assignment to Chief Judge	Forward Case <a href="#">To</a> CALJ Office	N/A
7 04/21/2020	Motion	<a href="#">Motion for Extension of Time to File</a>	Accepted
	Additional Document	<a href="#">XYZ Corporation Order Granting EOT.docx</a>	
8 04/24/2020	Assign to ALJ - National	<a href="#">Notice of Assignment to Simplified Proceedings National Office</a>	N/A
	Additional Document	<a href="#">Guide To Simplified Proceedings - June 2019 (1).pdf</a>	
9 04/24/2020	Motion	<a href="#">Motion to Discontinue Simplified Proceedings</a>	Accepted
	Additional Document	<a href="#">XYZ Corporation Order removing case from SP.doc</a>	
10 04/27/2020	Order	<a href="#">Order Removing Case from Simplified Proceedings</a>	N/A
11 04/27/2020	Notice	<a href="#">Notice of Pre-Hearing Conference Call</a>	N/A
12 05/12/2020	Postcard	<a href="#">Post Card Received</a>	N/A
13 05/14/2020	Complaint	<a href="#">Complaint</a>	Accepted
	Additional Document	<a href="#">XYZ Corporation Citation--EXHIBIT A.pdf</a>	
14 05/18/2020	Notice	<a href="#">Notice of Appearance</a>	Accepted
15 05/18/2020	Motion	<a href="#">Motion for Extension of Time to File Answer</a>	Accepted
16 05/18/2020	Order	<a href="#">Order Granting Extension of Time to File</a>	N/A

The “Matters Docket Sheet with Events” page, for the selected case, includes basic case information, the assigned Judge (if any), the docket type, such as simplified proceeding or mandatory settlement proceeding, and other basic case details. Active Contacts for the case are displayed. All documents “accepted” in the Commission E-File System in the selected case file are described by document type and are displayed chronologically. The documents listed are **hyperlinked**. To view a document, **Click** on the document **hyperlink**.

If you have questions regarding the Commission E-File System you are encouraged to review the detailed information provided in the “Commission E-File System Electronic Case Filing – Policy and Procedure Guide,” available on the Commission website homepage <https://www.oshrc.gov> under the Rules-Guide Tab → Instruction For Electronic Filing.

Technical questions regarding the use of the Commission E-File System application may be directed to [mp.support@oshrc.gov](mailto:mp.support@oshrc.gov). When submitting an email message please provide contact information. That mailbox is monitored on business days from 8:00 a.m. to 4:00 p.m. Eastern Time.

The Commission administrative staff in the receiving Commission office will respond to non-technical and docket questions regarding the Commission E-File System during normal business hours. If you wait until after the close of business to attempt to submit a document to the Commission E-File System and encounter problems, Commission staff will not be available to assist you until the next business day.