

**QUICK GUIDE TO E-FILING  
WITH OSHRC (THE COMMISSION)**

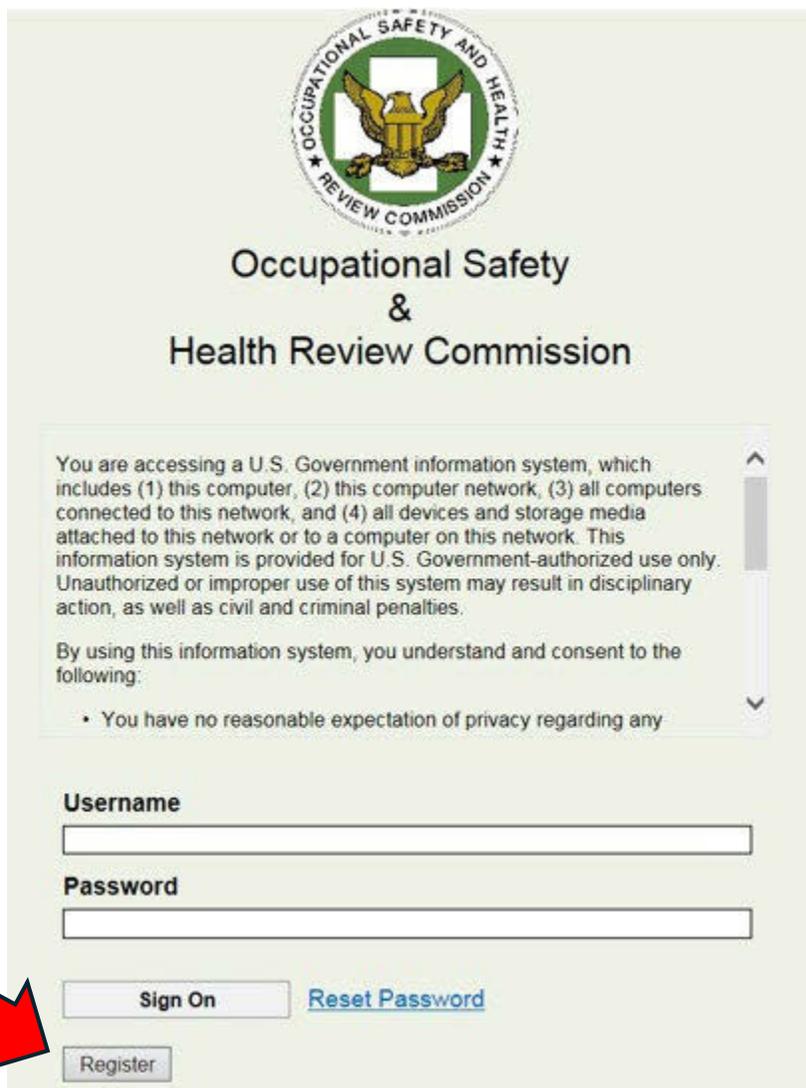
Updated JULY 2025

This Quick Guide to E-Filing with OSHRC (the Commission) provides a brief description, with website screen shots, to assist Commission E-File System (CEFS) users.

**Accessing the Commission’s E-File System:** Go to the Commission website homepage at <https://www.oshrc.gov>. In the upper right corner, there is a link for “**E-filing Login.**”

Directly below “E-filing Login” there is also an E-Filing Tab which contains an “E-Filing Login” link in its dropdown menu.

Clicking either of these links will open the Commission E-File System homepage, as shown on 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](#)

**Each person must register** to create a user profile that allows that person to access and use the Commission E-File System. Each E-File System user needs to register only once (for each email address).

**REGISTRATION:** To register, Click the **Register** box, which is located at the bottom left of the main Commission E-File System homepage. The **E-File Registration Page** will open, as shown on the following screen:

The screenshot shows the 'E-File Registration Page' for the Occupational Safety and Health Review Commission. At the top center is the commission's logo, which features an eagle with wings spread, perched on a shield, surrounded by the text 'OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION'. Below the logo is the title 'E-File Registration Page'. A paragraph of instructions reads: '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.' The form consists of the following fields, each with a red circled 'R' icon indicating a required field: 'E-Mail Address', 'Company Name', 'First Name', 'Middle Name', 'Last Name', 'Street Address 1', 'Street Address 2', 'City', 'State' (a dropdown menu), 'Zip Code', 'Phone Number', 'Fax Number', and 'Contact Type' (a dropdown menu). At the bottom of the form are two buttons: 'Cancel' on the left and 'Submit' on the right. A large red arrow points from the right side of the page towards the 'Submit' button.

Enter the Required (R) information as requested—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 sets up the layout for your home screen.

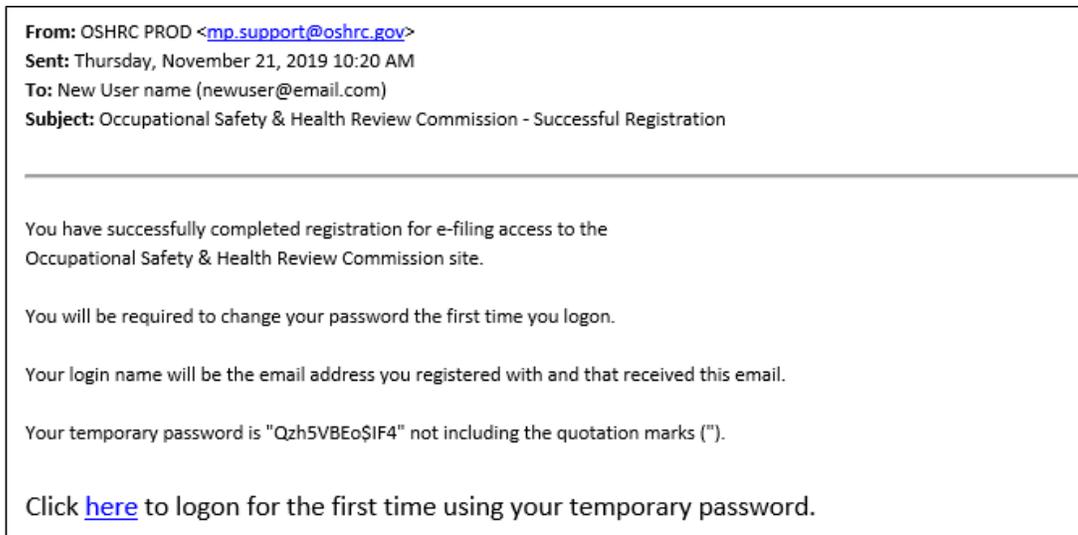


A screenshot of a dropdown menu with a blue header that reads "Select from these options". The menu lists the following contact types: Affected Employee, Attorney, Authorized Employee Representative (Union), Legal Assistant, Non-Attorney Representative (Including Third Party Safety Representative; but NOT including Self-Represented), OSHA Area Office, Office of the Solicitor, U.S. DOL, Regional Solicitor, Safety Representative/Company, Self-Represented (including Company In-House Safety Representative), and Union.

After you fill in the blanks on the **E-File Registration Page**, click the **Submit** box located at the bottom right of the **E-File Registration Page**.

Once submitted, Commission Staff will review the user’s registration request for acceptance.

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



*Importantly*, a registered E-File user, sometimes referred to as an “Active Contact,” may not change registration contact information regarding their *email address or username* from their “My Account Details” page in the System.

To change *email address or username*, the user must **register a new E-File user account** with the new contact information.

**Filing A Document:** Parties and intervenors, except for the OSHA Area Office, will see the following screen on the Commission E-File System homepage.

Sample Legal Documents can be found on the Commission’s website under Rules & Practices then by selecting Sample Legal Documents.

The screenshot shows the OSHA Commission E-File System homepage. At the top right, there are links for "Home | My Account | 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 "PLEASE NOTE" section is at the bottom, providing instructions for email notifications and a disclaimer. Two blue callout boxes with red arrows point to the "File a New Document..." and "Review Docket History..." buttons.

*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.*

To file a late Notice of Contest document, an individual or an employer will Click the box “**File a Late Notice of Contest with the Office of the Executive Secretary,**” located in the upper left area of the Commission E-File System homepage.

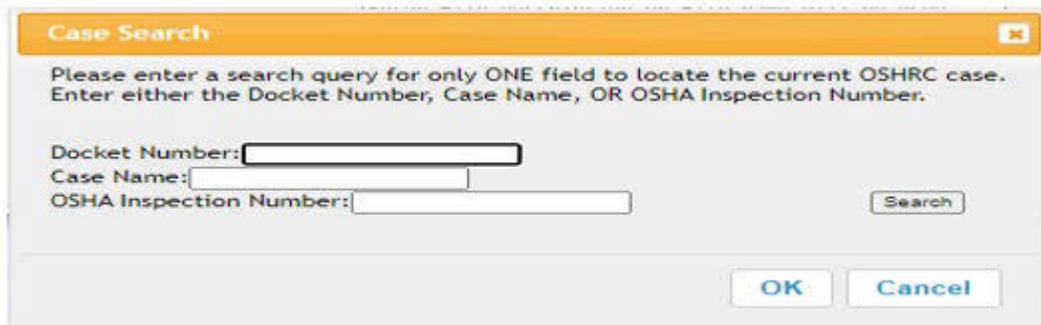
*An individual or an employer who submits a Notice of Contest for filing in the Commission E-File System, with this link, is not admitting that the Notice of Contest was late filed. Any dispute regarding whether the Notice of Contest was timely-filed will be resolved in later proceedings before the Commission 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 area of the Commission E-File System homepage. The following screen will open.



The screenshot shows the 'File a New Document in a Pending OSHRC Case' page. At the top right, there are links for 'Home | My Account | Logout'. The page features the OSHRC logo and a title. Below the title, 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:' field with a '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 Case Search window below:

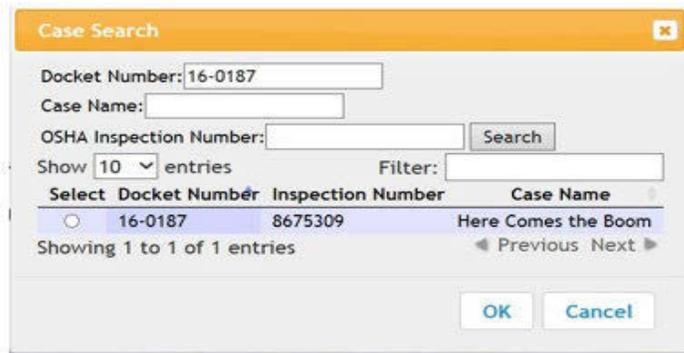


The screenshot shows a 'Case Search' dialog box. It has a title bar with the text 'Case Search' and a close button. The main text reads: 'Please enter a search query for only ONE field to locate the current OSHRC case. Enter either the Docket Number, Case Name, OR OSHA Inspection Number.' Below this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

Enter either the Docket Number, Case Name, **or** OSHA Inspection Number to find the current OSHRC case in which you are submitting a document. Please use only one search field.

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

After entering the case information in the “Case Search” window and Clicking **Search** a list of current OSHRC cases that match the case information entered will appear. Select the case in which you intend to submit the document for filing.

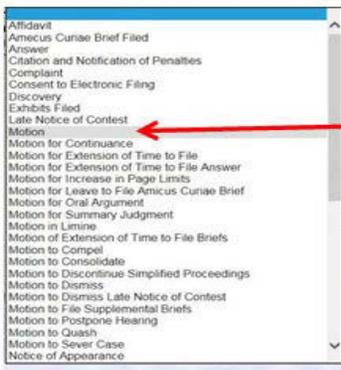


The OSHRC case selected will appear on the “**File a New Document in a Pending OSHRC Case**” page. The OSHRC Case Name, Docket Number, and OSHA Inspection Number will be shown on this page.

**Important:** If you attempt to submit a document in a case in which you are not registered as an Active Contact you will be prompted to file a Notice of Appearance in conformance with Commission Rule 23.

After the Notice of Appearance has been accepted by the Commission, you will have access to the electronic case file. Upon acceptance, you become an Active Contact for that case. As an Active Contact you may now file documents and review the electronic filing history for the case.

Then, next to the “File Type” line, an Active Contact can Click the arrow to open the File Type dropdown list. Once the File Type dropdown list is opened, the 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.



*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 select “**Choose File**” to find and choose the document to be filed and then click “**Submit.**”

As the Active Contact, you will receive an Acknowledgment email from the System if your submission was successful.

**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.

After the document is reviewed and **approved** by a Commission employee, you will receive a Notification of Electronic Filing (NEF) email from the System that confirms acceptance and identifies the case name, docket number, and document type. This acceptance NEF is sent to you as the Active Contact who submitted the document for filing **and** to all registered Active Contacts for that 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.

If the document is **rejected**, the Active Contact who filed the document will receive a Notification from the System. The email will provide the reason why the document was rejected. Only the Active Contact who submitted the document will receive the rejection email.

You may file a document in the Commission E-File System **only** in cases in which you are both a **registered user** in the E-File System and an Active Contact for that particular case. Your registration must be accepted by a Commission staff member to complete the registration process. After your Notice of Appearance has been accepted by the Commission, you become an Active Contact for that case.

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.*

### Other considerations regarding Active Contact registration.

- a. Docket clerks, administrative assistants, and legal assistants, among others, may each register as Active Contacts.
  - i. Each registered user must file a Notice of Appearance in the Commission E-File System case file to become an Active Contact for a case.
  - ii. When a docket clerk, administrative assistant, or legal assistant is included as an additional contact in a Notice of Appearance, each must **be registered** with the System to become an Active Contact for a particular case.
- b. Registered Active Contacts receive a Notification email from the System when documents have been accepted for filing in the System.
- c. A group email address may be registered as an Active Contact for Attorneys, non-attorney representatives, and self-represented parties. In such cases, the group email address will be the Commission E-File System login ID. The registered Active Contact group email address will receive an automatic Notification email for all documents that have been accepted for filing by Commission staff.

**Use of E-File System is Required:** The Commission E-File System is the official record and docket storage location for case information. **In all cases**, a party or intervenor **must use** the Commission E-File System and **must register** an Active Contact:

- *unless* the self-represented party or intervenor is excused by the Commission or the Judge under Commission Rule 8(c)(2); or
- *unless* the documents are exempt from electronic filing as described in Commission Rule 8(c)(5).

**Reviewing Case Docket History:** 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.

*Only Registered Active Contacts can review the electronic case file docket history.*

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 10 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 displays 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 Inpec. No.:  
EAJA? N

Case Name: XYZ Corporation

Simplified?: N

Mandatory Stmnt?: N

Stayed?: N

Complex Case?: N  
Remand?: N  
Fatality Involved?: N

Simplified Proc. Removed?: N

Mandatory Stmnt Removal?: N

Stayed Removed?: N

**Client Contacts**

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

**Company**  
OSHA

**Class**  
OSHA Area Office

**Type**  
Phone:  
Fax:

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

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

Office of the Solicitor, U.S. DOL

Office of the Solicitor, U.S. DOL

Phone:  
Fax:

XXX-XXX-XXXX

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

XYZ Corporation

Self-Represented (including  
Company In-House Safety  
Representative

Phone:  
Fax:

(XXX)-XXX-XXXX

**Citations**

Citation Number: 9999999  
Citation Type: Other

Items Contested: 1  
Penalty Contested: \$150.00

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 To 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 displays the case information, including, the assigned Judge (if any), the case type (such as, simplified proceeding or mandatory settlement proceeding), and other general case information. Active Contacts for the case are displayed under the heading **Client Contacts** on this page.

All “accepted” documents are listed chronologically and described by document type. To view a document, **Click** on the listed document’s [hyperlink](#), under **Document Type**.

**SUPPORT:**

Technical questions regarding the use of the Commission E-File System application may be directed to **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 responds to non-technical and docket related questions regarding the Commission E-File System during normal business hours. If you encounter problems with document submission after the close of business, Commission staff are not available to assist you **until the next business day**.

## Definitions

<b>Term</b>	<b>Definition</b>
Accepted	When a filed document moves from “submitted” status to “accepted” status; the opposite of “rejected.”
Active Contact	A Registered E-File User with access to a docketed case and capable of interacting with the docketed case.
Active Contact - Group Registration	An email may be registered for a group; the username will be the same as the group email. For example: trialgroup@attorney.com
Acknowledgement email (AEF - Acknowledgement of Electronic Filing)	The Commission E-File System automatically issues an Acknowledgment of Electronic Filing (AEF) to the email of the Active Contact who submitted the document, stating that the document was “ <u>successfully submitted</u> ” to the system. This is not issued to other Active Contacts in the case.
CEFS (Commission E-File System)	OSHRC’s electronic case management system serves as the repository for official case information.
Contact Type	<p>A category that defines the relationship between that person and the party or intervenor. The available options are:</p> <ul style="list-style-type: none"> <li>(a) Affected Employee</li> <li>(b) Attorney</li> <li>(c) Authorized Employee Representative (Union)</li> <li>(d) Legal Assistant</li> <li>(e) Non-Attorney Representative (including Third Party Safety Representative; but NOT including Self-Represented)</li> <li>(f) OSHA Area Office</li> <li>(g) Office of the Solicitor, U.S. DOL</li> <li>(h) Regional Solicitor</li> <li>(i) Safety Representative/Company</li> <li>(j) Self-Represented (including Company In-House Safety Representative)</li> <li>(k) Union</li> </ul>
Docket and Docket Number	Docket is the collection of all cases for Occupational Safety and Health Review Commission (OSHRC), past and present. The Docket Number is the individual number assigned to a particular case, which is usually linked to a particular Occupational Safety and Health Administration (OSHA) inspection number
Electronic filing (E-filing)	Using the Commission’s E-filing System to file documents with a Judge or the Commission (mandatory unless special exemption granted).
Electronically served	To Electronically Serve, the document must be sent directly to a party’s or intervenor’s email address (the E-File System does not serve a document).

Electronic Signature	An electronic symbol or process attached to or logically associated with an individual with the intent to sign the document. <i>See</i> Commission Rule 8(c)(4).
Email or Electronic mail	As used in this guide, this is a user's standard electronic mail system and NOT the Commission's E-filing system.
Intervenor	A non-party who petitions for, and is granted, leave to intervene in a proceeding. <i>See</i> Rule 21
<b>NEF Accepted</b> Notification email (Notification of Electronic Filing)	Notification of acceptance of submitted document. An NEF is sent to the Active Contact who filed the document to verify the document was Accepted. All Active Contacts in the case receive a NEF of acceptance.
<b>NEF Rejected</b> Notification email	Notice sent only to the Active Contact who filed the document. When a document is rejected, it must be corrected, resubmitted for filing to the E-File System, and re-served on other parties and intervenors in the case.
Non-attorney Representative or Third- Party Safety Representative	A representative of the cited employer/respondent who is not an attorney but serves as the contact for the cited employer in front of the Commission (this does not include an in-house attorney or representative).
Notice of Appearance	Must be submitted by a Registered E-Filer to become an Active Contact in a specific docketed case. <i>See</i> Commission Rule 23.
Party	The complainant or respondent in a proceeding.
Rejected Document	A document may be rejected by Commission staff. A notice is sent to the party who submitted the document. A notice of rejection is not sent to the other parties. Upon rejection the serving party must notify the other parties and intervenors of the rejection, and that a new document will be resubmitted to the E-File System and re-served.
Representative	Any person, including an authorized employee representative, authorized by a party or intervenor to represent it in a proceeding.
Sensitive Information	Per Rule 8(c)(6), sensitive information in documents filed electronically must be redacted pursuant to 8(d)(5).
Simultaneous Email Service	Service of the document, by electronic mail, to all parties and intervenors in the case at the time the document is submitted to the Commission E-File System. This is necessary to ensure timely service of the document to all parties and intervenors on the same day that it is submitted for filing to the E-File System.