

# BISON FILE & SERVE (BFS) USER GUIDE

For DOI eFilers



## Table of Contents

Introduction .....	4
Terms and Definitions .....	4
DOI User Home Screen.....	5
System Note: The Breadcrumb .....	10
Initiating a New Case with OHA as a DOI User .....	11
Step 2: Case Information.....	12
Step 3: Contact Information.....	14
Step 4: Electronic Service on the Department of the Interior .....	17
Step 5: Document Upload .....	18
Uploading Multi-Part Documents .....	23
Uploading Privileged/Confidential Documents .....	24
Final Steps and Submission .....	25
Changing Your Document(s) After Upload but Before Submission .....	25
Submitting Your Case-Initiating Documents to OHA .....	26
Post-submission Case Information Page .....	27
Transmitting Documents to OHA as a DOI User.....	27
Final Steps and Submission .....	37
Changing Your Document(s) After Upload but Before Submission.....	38

Submitting Your Transmission to OHA.....	38
Post-submission Case Information Page .....	39
Join a Case.....	40
My Cases Queue for DOI Users Initiating or Joining a Case .....	49
Draft Cases in My Cases Queue.....	50
Opening or Accessing a Case from the My Cases Queue .....	50
Docket Card.....	51
eFiling Additional Documents .....	53
Guidelines for eFiling Administrative and Probate Records with OHA.....	55
Appendix 1: Docket Action Types by OHA Unit .....	57
DCHD Docket Action Types by Case Phase.....	58
Case Initiation Action Types .....	58
Action Types in an Open or Suspended Case .....	60
DIR Docket Action Types by Case Phase.....	66
Case Initiation Action Types .....	66
Action Types in an Open Case .....	68
Action Types in a Closed Case .....	70
IBIA Docket Action Types by Case Phase.....	71
Case Initiation Action Types .....	71
Action Types in an Open or Suspended Case .....	73
Action Types in a Closed Cases.....	75
IBLA Docket Action Types by Case Phase .....	76
Case Initiation Action Types .....	76
Action Types in an Open or Suspended Case .....	79
Action Types in a Closed Case .....	83
WELSA Docket Action Types by Case Phase .....	84
Case Initiation Action Types .....	84
Action Types in an Open or Suspended Case .....	84
Action Types in a Closed Case .....	85

Appendix 2: Tables Illustrating Docket Action Types by OHA Unit .....	87
DCHD Docket Action Types by Case Phase .....	88
Case Initiation Action Types .....	88
Action Types in an Open or Suspended Case .....	90
Action Types in a Closed Case .....	93
DIR Docket Action Types by Case Phase .....	94
Case Initiation Action Types .....	94
Action Types in an Open or Suspended Case .....	95
Action Types in a Closed Case .....	96
IBIA Docket Action Types by Case Phase .....	97
Case Initiation Action Types .....	97
Action Types in an Open or Suspended Case .....	98
Action Types in a Closed Case .....	99
IBLA Docket Action Types by Case Phase .....	100
Case Initiation Action Types .....	100
Action Types in an Open or Suspended Case .....	102
Action Types in a Closed Case .....	104
WELSA Docket Action Types by Case Phase .....	105
Case Initiation Action Types .....	105
Action Types in an Open or Suspended Case .....	105
Action Types in a Closed Case .....	106
Appendix 3: eFiling Confidential or Privileged Material .....	107
eFiling Privileged or Confidential Documents with DCHD .....	108
eFiling Privileged or Confidential Documents with DIR .....	113
eFiling Privileged or Confidential Documents with IBIA .....	114
eFiling Privileged or Confidential Documents with IBLA .....	118
eFiling Privileged or Confidential Documents with WELSA .....	119

## Introduction

The U.S. Department of the Interior, Office of Hearings and Appeals (OHA) has adopted a web-based application for electronically filing (eFiling) and serving documents with the participating units within OHA: the Office of the Director (DIR), the Departmental Cases Hearings Division (DCHD), the Interior Board of Indian Appeals (IBIA), the Interior Board of Land Appeals (IBLA), and the White Earth Land Settlement Act Hearings Division (WELSA). Named Bison File & Serve (BFS) in honor of the Department's insignia, it allows registered system users to start a new case, file documents with OHA, and receive automated email notifications when documents are added to the case — all by electronic transmission. There is no fee to use this application.

Before you can electronically file or transmit a new case with OHA, or join an existing case using BFS, you must first register to use the system. Please consult the *User Guide for eFiler Registration and Login* before registering.

This guide provides **DOI Users** with step-by-step instructions for eFiling or transmitting a new case with OHA and for joining an existing case with OHA. If you are *not* a DOI employee, then please see *the Non-DOI User Guide* for information on these actions.

## Terms and Definitions

Key terms as used within this Guide are explained below.

- **Initiate, Initiation** – When a system user submits a document(s) through BFS to begin a new case with an OHA unit.
- **Join a Case** – When a system user submits a request to an OHA unit to be granted electronic access to a case. When a user is granted access, they are permitted to view limited case information, file and be served with documents in the case, and view and download documents filed or issued in the case.
- **Non-DOI User** – A system user who is neither employed by the U.S. Department of the Interior (DOI) nor transmitting documents on behalf of a DOI bureau or office pursuant to contractual or delegated authority. Non-DOI users can be:
  - An attorney representing an individual, entity, organization, or corporation challenging a DOI bureau or office decision to OHA;
  - A non-attorney authorized to practice before DOI under 43 C.F.R. §§ 1.3 and 4.3 who is representing an individual, entity, organization, or corporation challenging a DOI bureau or office decision to OHA;

- An individual challenging a DOI bureau or office decision to OHA on his/her own behalf.
- **DOI User** – A system user who is either employed by DOI or who is transmitting documents on behalf of a DOI bureau or office pursuant to contractual or delegated authority. Examples include:
  - Bureau or office employees transmitting via BFS case-initiating documents (i.e., notices of appeal, complaints, requests for hearing, etc.) and/or all or part of the bureau or office administrative record or other supporting documents;
  - Other non-attorney DOI bureau and office employees who, for example, can eFile a request for a hearing with the Office of the Director on the validity of a debt for a bill the employee received due to a payroll error, and who are otherwise filing a request for a hearing or an appeal on their own behalf.
  - Attorneys from DOI’s Office of the Solicitor filing a case on behalf of a DOI bureau or office (i.e., Office of the Solicitor appealing on behalf of BLM a DCHD grazing decision to IBLA);
  - WELSA Project employees.
- **System User** – Any registered user of the BFS system, whether or not they are affiliated with the U.S. Department of the Interior.
- **Transmit, Transmittal** – When a DOI User sends any case-initiating document, which could include a notice of appeal, the bureau or office decision being appealed, or the record supporting the decision being appealed via BFS by selecting the DOI User or Transmittal roles.

## DOI User Home Screen

Before initiating, transmitting, or joining a case, first familiarize yourself with the system.

Upon login, BFS automatically directs you to your home screen. From the home screen, DOI Users have access to the “My Cases” interface, which provides DOI Users with a snapshot of critical information for each case the DOI User initiates or joins.

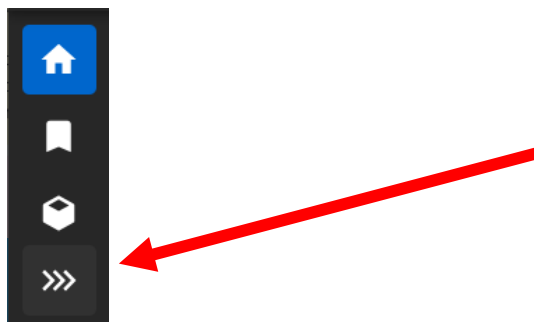
DOI Users transmitting documents in the system will not typically be parties to the case, and while they have access to the home screen, they will not need the “My Cases” interface.

From the home screen, DOI Users can file new cases, transmit cases, request to join pending cases, access their existing cases, and find quick links to other online resources.

### 1. How to Navigate the Home Screen

The **home screen** is the first screen you will see when you log in to BFS with your DOI User account.

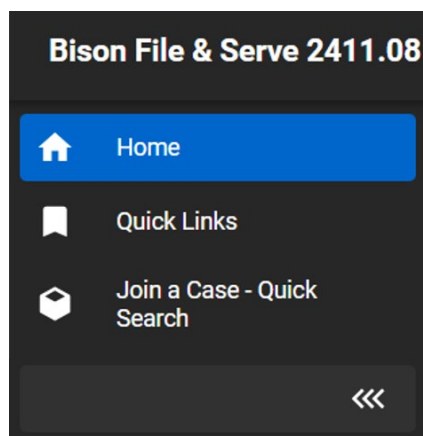
There is a **navigation bar** on the left side. If you only see icons, you can click the **white arrows** near the bottom of the navigation bar to expand it.



When you expand the navigation bar, you will see three options:

INTENTIONALLY LEFT BLANK

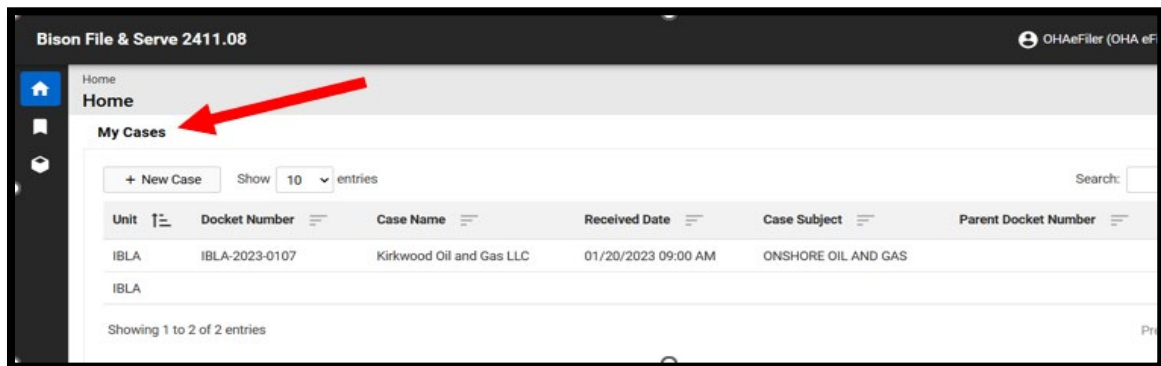
Home, Quick Links, and Join a Case – Quick Search.



#### a. Home and My Cases Queue

Your home screen serves as the main landing page where you can eFile new cases, transmit cases, join cases, and access cases that you have already filed or joined.

The main feature of the home screen for an eFiler is the “**My Cases**” queue.



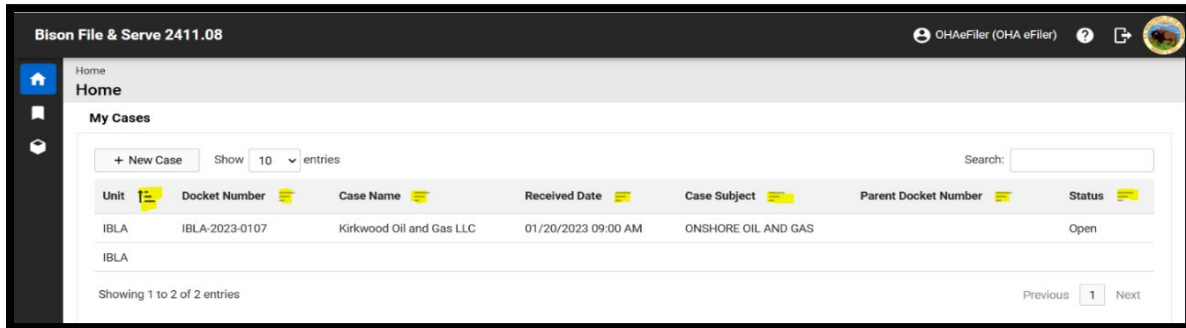
The first time you log in to the system, the My Cases queue will be empty. This is because you have yet to file a new case with OHA, transmit documents to OHA, or join an existing case in BFS. Only cases initiated, transmitted, or joined in BFS will appear in this queue.

**NOTE:** You will **not** see cases in the “My Cases” queue that you have requested to join but have not yet been approved to join. If your request to join a case is approved by the OHA unit, the case will appear in your “My Cases” queue at that time.

As the column headings indicate, DOI Users can review the following case information in the queue at a glance:

- **Unit:** The OHA unit where the case was initiated.
- **Docket Number:** The unique number the relevant OHA unit assigns to the case.
- **Case Name:** The name the relevant unit assigned to the case.
- **Received Date:** The date and time that the case-initiating documents were submitted to OHA.
- **Case Subject:** The category the relevant OHA unit assigned to identify the type of issues in the case.
- **Parent Docket Number:** The docket number of the “parent case,” or the “lead case” in a consolidated grouping, i.e., cases being treated as a single case for administrative reasons, will display here if one has been assigned.

- **Status:** The case status (i.e., open, suspended, or closed).



If you have initiated a case that has not yet been reviewed by OHA, the queue will show limited information until OHA processes the case.

You can click the sort icon next to any column (highlighted in yellow above) to sort by the information in that column.

To the right of the “New Case” button is a drop-down menu that allows you to choose how many cases you see on this page. If you do not see the case you are looking for, then you can either increase the number of cases shown in the queue or use the “Search” bar on the right side of the “My Cases” queue to search for the case.

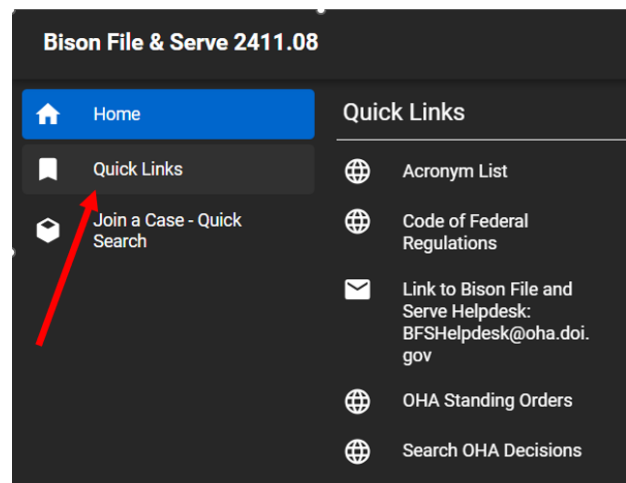
**NOTE:** The “Search” bar to the right side of the screen will only search **your cases**. You may search by text or numerical values (e.g., docket numbers), and the search will return all cases in your “My Cases” queue that contain that text or number in the fields shown in the queue. To search for a case that you have not yet joined, follow the steps below for joining a case.

## b. Quick Links

The following Quick Links are available:

### 1. Acronym List

The Acronym List is a glossary of commonly used acronyms in BFS filings. It includes acronyms such as agency and bureau names, OHA components, legal authorities, and BFS terms.





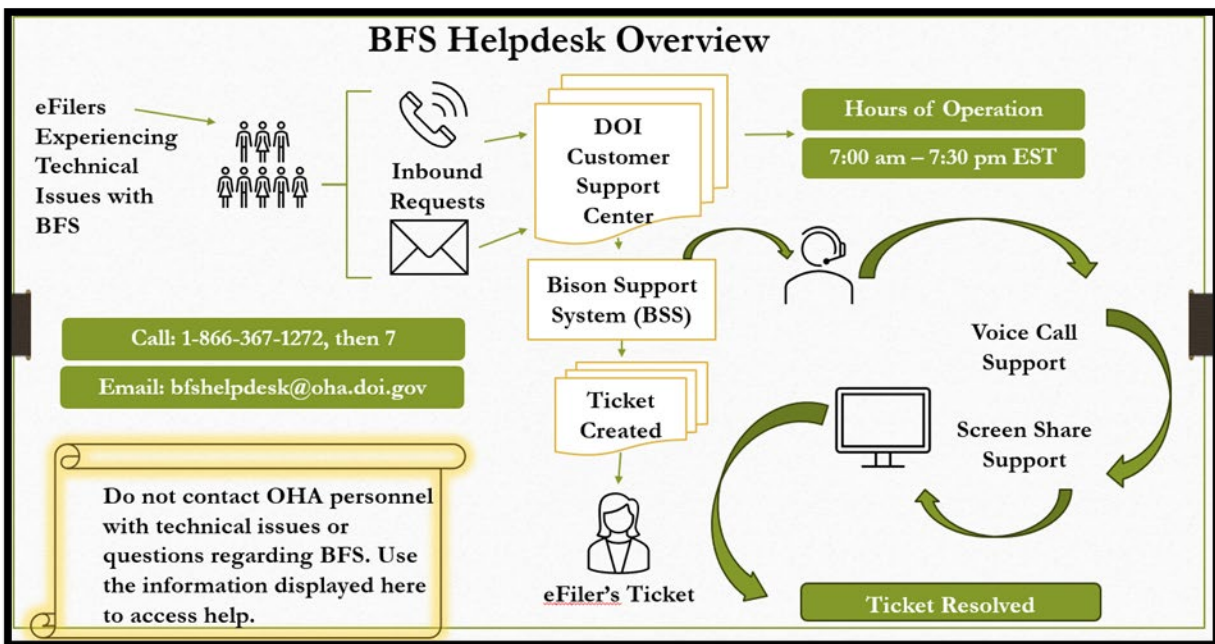
## 2. Code of Federal Regulations

The Code of Federal Regulations is the source of many of the legal authorities that are relevant in OHA cases. Clicking the link opens an external site maintained by the National Archives that provides the current version of the Code of Federal Regulations. The link opens to Title 43, which contains DOI regulations. OHA regulations are found in Subtitle A, Part 4.

## 3. BFS Helpdesk

Clicking the link will open your operating system's default email application with the BFS Helpdesk email address already filled in. You can complete the email to contact the BFS Helpdesk with questions.

**IMPORTANT:** If you are experiencing technical problems with BFS that prevent you from completing your electronic transmission, you must provide supporting evidence of the problem in your email (i.e., a copy of the error message you are receiving or a screen print of an error page). For more details, please consult [the BFS Helpdesk website](#).

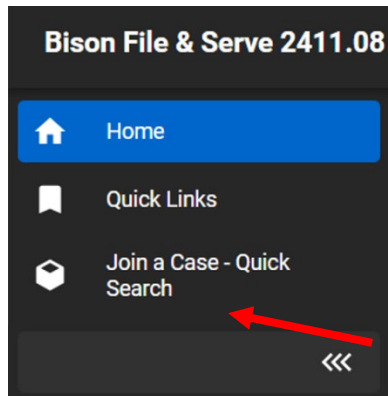


## 4. OHA Standing Orders

OHA has published standing orders to govern some aspects of OHA proceedings that are not addressed in the Code of Federal Regulations, including electronic transmission of documents in cases before OHA. Clicking the link will open OHA's web page listing the standing orders currently in effect. Please review the [Standing Orders](#) before eFiling.

## 5. Search OHA Decisions

OHA's Boards and Divisions rely on past decisions as precedent. To make a well-supported and persuasive argument in an OHA case, it is helpful to identify precedents that are relevant to your arguments. Clicking the link will open OHA's web page with a searchable database of OHA decisions.

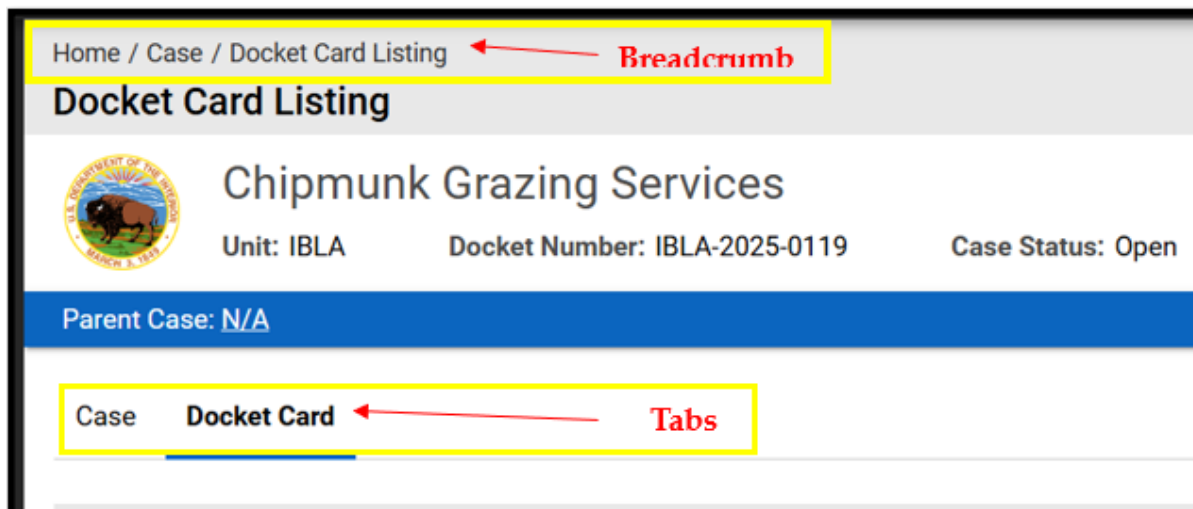


### c. Join a Case – Quick Search

If a case has already been filed and you want to join that case as an eFiler party, interested party, representative, or other approved role, you must submit a request to OHA to join the case. In the navigation bar on the left side of the screen, you can hover the cursor over the box icon and click on “Join a Case – Quick Search” to locate the case you wish to join. To submit a request to join a case, follow the step-by-step instructions in the Join a Case section below.

### System Note: The Breadcrumb

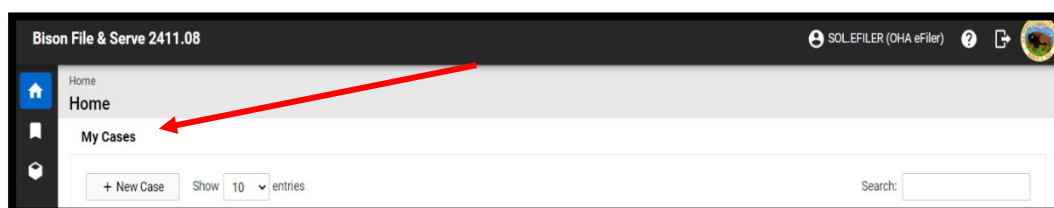
To navigate between your home screen and other pages within BFS, system users must either click on the provided tabs or use the breadcrumb – a path of links separated by forward slashes in the top, left corner of the screen – that lists where you are in the system. For security purposes, the system does not allow your browser to cache information, and as a result, your browser's Back and Forward buttons cannot be used for navigation.



## Initiating a New Case with OHA as a DOI User

All DOI bureaus and offices that appear before OHA are required to use BFS when initiating a new case with OHA. Before you can file a new case with OHA using BFS, you must first register to use the system. If you need assistance with registration, please consult the *User Guide for eFiler Registration and Login*.

To file case-initiating documents as a **DOI User**, log in to BFS. Under the “My Cases” section of the home screen, click the button labeled “+ New Case.” There is a five-step process for filing a new case, which is detailed below.



### Step 1: Disclaimer

Read the important information provided in this step. The disclaimer listed here summarizes regulatory filing and service requirements and must be accepted before you may use BFS.

Filers may submit documents electronically to the Office of Hearings and Appeals (OHA) through Bison File & Serve as authorized by the OHA Standing Orders on Electronic Transmission available on the OHA website. Electronic filing of a document does not relieve the filer of the obligation to serve that document on interested parties to a case that have not consented to electronic service through the Bison File & Serve system. Please ensure that any notices of appeal uploaded into this system are filed or served, as applicable, with the office of the official that issued the decision being appealed.

OHA uses Bison File & Serve to receive official filings electronically in lieu of paper filings. Sending a document directly to an OHA unit via e-mail, rather than through Bison File & Serve, does not constitute electronic filing unless otherwise specified by that unit.

Documents filed electronically must be transmitted by 11:59 pm Eastern Time (DIR, IBLA, IBIA), by 11:59 pm Central Time (WELSA), or by 11:59 pm Mountain Time (DCHD) on the day the document is required to be filed with the applicable OHA unit to be considered timely filed.

At all times, any person filing electronically assumes the risk of all errors not solely attributable to a malfunction of Bison File & Serve that may result in the inability to complete an electronic transmission. If the filer experiences problems with Bison File & Serve, please contact the system administrator at [BFSHelpdesk@oha.doi.gov](mailto:BFSHelpdesk@oha.doi.gov). The filer should provide supporting evidence of the problem, such as a copy of an error message or screen print of an error page. OHA will verify reported outages of Bison File & Serve.

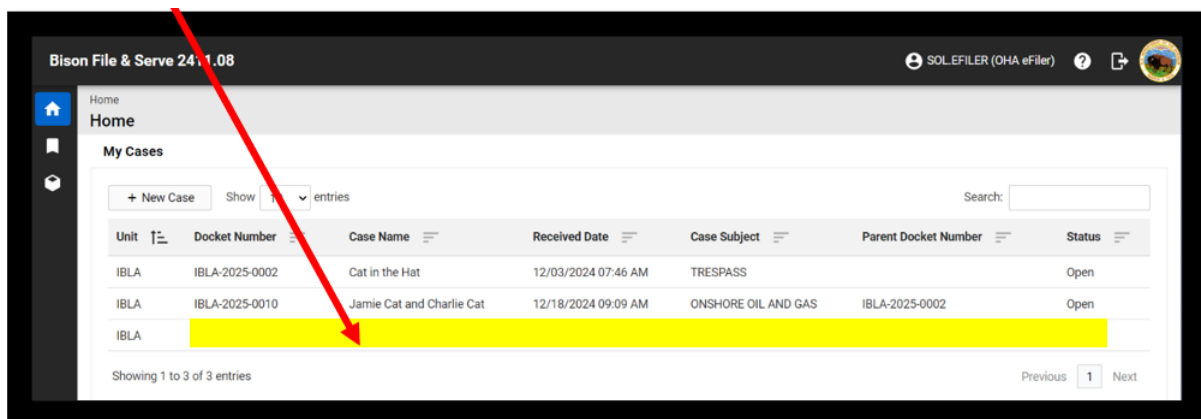
Check the box acknowledging that you have read through and understand the policies and procedures and that you agree to abide by them.

**Acknowledgement \***

☐ I acknowledge that I have read and understood the above policies and procedures in their entirety and agree to abide by them.

Click “Save” to move on to Step 2.

**NOTE:** Clicking “Save” at any point in the submission process will save the entries you have made and allow you to return to the case submission process later. You can find all saved draft cases listed in the “My Cases” queue on your home screen. Saved draft cases will appear as blank lines on the “My Cases” queue until all steps are completed and the case is submitted to OHA. Clicking on the blank line will open the cases.



The screenshot shows the 'My Cases' section of the 'Bison File & Serve 24.1.08' application. The table lists cases with columns: Unit, Docket Number, Case Name, Received Date, Case Subject, Parent Docket Number, and Status. The first two rows are completed cases. The third row is a draft case, highlighted in yellow, with a red arrow pointing to its blank 'Case Name' field.

Unit	Docket Number	Case Name	Received Date	Case Subject	Parent Docket Number	Status
IBLA	IBLA-2025-0002	Cat in the Hat	12/03/2024 07:46 AM	TRESPASS		Open
IBLA	IBLA-2025-0010	Jamie Cat and Charlie Cat	12/18/2024 09:09 AM	ONSHORE OIL AND GAS	IBLA-2025-0002	Open
IBLA						

Showing 1 to 3 of 3 entries

## Step 2: Case Information

At this step, you will provide basic information about the case. Any field with a red asterisk must be completed.

The screenshot displays a web form for filing a case. It contains five numbered steps: 1. A dropdown menu for 'Where Do You Want to File the Case? \*'. 2. A dropdown menu for 'Which Bureau or Office is Relevant to the Case? [?]'. 3. A link labeled 'Click here for a list of bureau/office acronym definitions'. 4. Radio buttons for 'Are You a Department of the Interior Employee? \*' with 'Yes' selected. 5. A dropdown menu for 'What Is Your Role in the Case? \*'.

### 1. Where Do You Want to File the Case?

You may file or transmit a case to one of five OHA units:

- Departmental Cases Hearings Division
- Office of the Director
- Interior Board of Indian Appeals
- Interior Board of Land Appeals
- White Earth Land Settlement Act Hearings Division

### 2. Which Bureau or Office is Relevant to the Case?

Select the bureau or office that is relevant to your case. Typically, this is the bureau or office that issued the underlying decision being challenged. Only the bureaus and offices over which the selected OHA unit exercises jurisdiction will be listed here. If you cannot locate the bureau or office you are looking for, then you may need to double check that the OHA unit you selected is correct.

### 3. Bureau/Office Acronym List

When clicked, this hyperlink takes the system user to a separate window containing an alphabetical list of the commonly used acronyms for agency and bureau names and OHA units, and other common terms used in the system.

### 4. Are You a Department of the Interior Employee?

DOI Users eFiling documents with OHA should select **Yes**.

### 5. What Is Your Role in the Case?

Depending on the OHA unit where the case will be submitted, the available roles will differ. The following guidance explains how to select your role when submitting a case in each OHA unit:

- **Departmental Cases Hearings Division** – Select **Initiating Party** to file a notice of appeal, request for hearing, or application/petition for review on behalf of yourself or another individual or entity. If you are instead a DOI employee transmitting an appeal, complaint, or request for hearing to DCHD that was originally filed with a bureau/office by a non-DOI individual or entity, please follow the instructions set forth below in the section titled “Transmitting Documents to OHA as a DOI User.”
- **Office of the Director** – Select **Initiating Party** if you are either: (1) a DOI employee filing an appeal of a Waiver, Property Board of Survey, or Quarters Rental Rate determination, or filing a Debt Collection Act hearing request; or (2) if you are a member of the public filing an appeal or request for hearing.
- **Interior Board of Indian Appeals** – Select **Appellant** if you are appealing a bureau/office decision on behalf of yourself or someone you represent.
- **Interior Board of Land Appeals** – If you are filing an appeal on behalf of the Department, i.e., you are an attorney in the Office of the Solicitor filing an appeal from a DCHD decision adverse to the bureau or office you represent, then select **Appellant**.
- **White Earth Land Settlement Act** – There is no available option to initiate a case with WELSA. Instead, see the below section on Transmitting Documents to OHA as a DOI User.

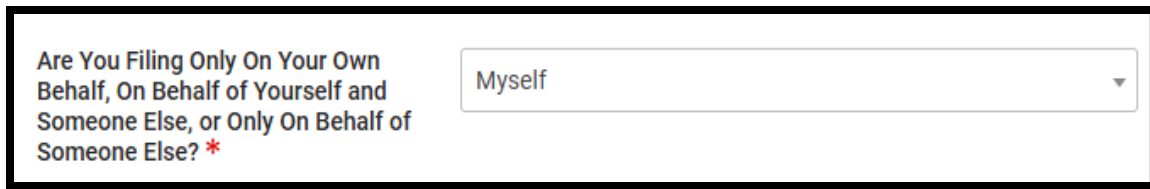
Click “Save to Continue” to move on to Step 3.

### **Step 3: Contact Information**

Next, if you selected Initiating Party or Appellant when answering “What is Your Role in the Case,” then you must select whether you are initiating a case: (1) only on behalf of yourself; (2) on behalf of yourself and someone else (i.e., another party or parties); or (3) only on behalf of someone else (i.e., another party or parties). Read the instructions below for guidance on which option to select.

#### **A. Filing Only on Your Own Behalf**

Do not select this option if you are a representative. If you are initiating a case only on your own behalf, for example, as a pro se appellant, select **Myself** from the drop-down list. BFS will use the contact information you provided when registering for a BFS account to automatically create a party record in the case.



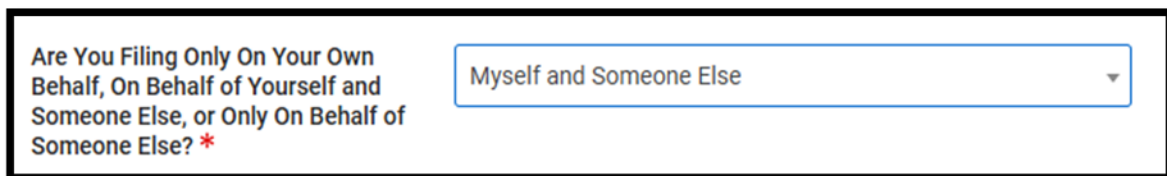
Are You Filing Only On Your Own Behalf, On Behalf of Yourself and Someone Else, or Only On Behalf of Someone Else? \*

Myself

## B. Filing On Behalf of Yourself and Someone Else

If you are initiating a case on behalf of yourself and any other party or parties, select **Myself and Someone Else** from the drop-down list. Do not select this option if you are only filing on behalf of another party or parties.

You do not need to fill in contact information for yourself; BFS will use the contact information you provided when registering for a BFS account to automatically create a party record in the case. However, you must provide contact information for any additional parties that you represent following the instructions below on how to Create New Initiating Parties.

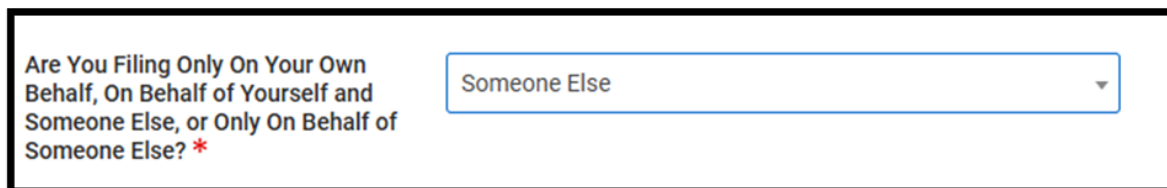


Are You Filing Only On Your Own Behalf, On Behalf of Yourself and Someone Else, or Only On Behalf of Someone Else? \*

Myself and Someone Else

## C. Filing on Behalf of Someone Else

If you are a representative, select **Someone Else** from the drop-down list. For example, if you are an attorney or otherwise authorized to practice before OHA, such as an employee or officer filing for a company or organization, select this option. See 43 C.F.R. §§ 1.3, 1.4. You must provide contact information for each party that you represent following the instructions below on how to Create New Initiating Parties.



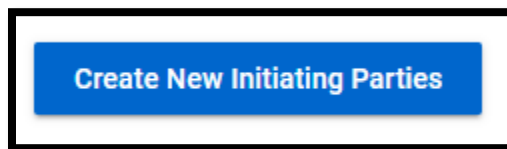
Are You Filing Only On Your Own Behalf, On Behalf of Yourself and Someone Else, or Only On Behalf of Someone Else? \*

Someone Else

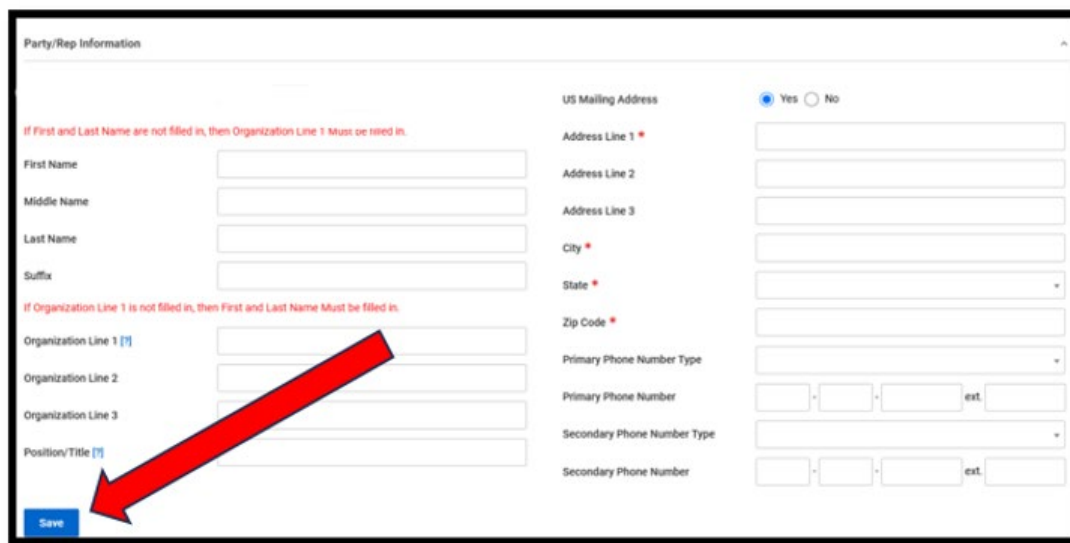
## D. Creating New Initiating Parties

If you are filing on behalf of yourself and someone else, or only on behalf of someone else, you must provide contact information for each party that you represent or who are joining you in

initiating a case with OHA, e.g., a spouse. To enter the contact information, click the button labeled “Create New Initiating Parties.”



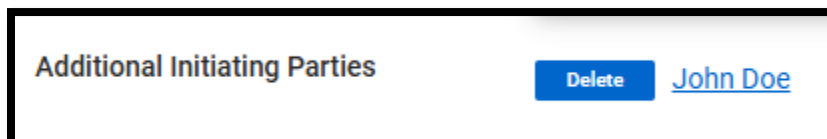
A new window will open inside your web browser. You must add each party separately. Enter the required information, including the first and last name of the initiating party and/or the name of the entity or organization to which the party belongs. This information is used to identify the parties to the case.



**Note:** You only need to enter the contact information for the initiating parties you represent.

After entering the party’s contact information, click “Save.”

The party’s name and/or organization name will display in the “Additional Initiating Parties” subheading.





Prior to submitting the case, you can delete the party's information by clicking the "delete" button next to the party you want to delete.

You may also modify the party's information. Click on the party's name hyperlinked to the right of the Delete button to reopen the party information form.

Continue to add contact information for each party you represent. You may enter as many parties as needed. Once the case is submitted, you may no longer edit or add additional initiating party information using the Create New Initiating Parties feature.

#### **Step 4: Electronic Service on the Department of the Interior**

When submitting case-initiating documents via BFS, you may electronically serve case-initiating documents on relevant DOI offices or bureaus. For most cases, you will need to serve the DOI office or bureau that issued the decision being challenged *and* the appropriate Office of the Solicitor. Consult the regulations of the relevant OHA unit for additional guidance on who must be served with copies of the case-initiating documents.

**IMPORTANT:** It is not possible to electronically serve your case-initiating documents on non-Departmental persons or entities through BFS. You must serve your case-initiating documents on those persons or entities by other means, as described in the OHA Standing Order(s) on Electronic Transmission (available on the OHA website). Please ensure that you follow the governing service requirements for your type of case. Failure to comply with regulatory service requirements may result in dismissal of your case.

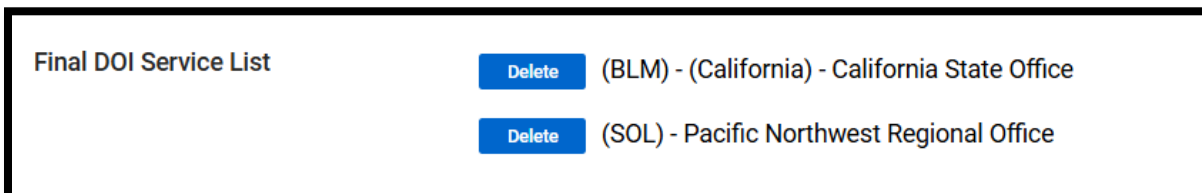
To electronically serve the proper DOI bureaus or offices, you must select the relevant bureaus or offices from the multi-select drop-down list and add them to the service list. First, select the bureaus or offices you wish to serve. They are listed in alphabetical order. Then, choose the specific individual or entity you want to serve from the selected Bureau/Office's Service Parties list.

Based on your selection, a Service Parties Sub-list may also appear, if applicable. Continue to select the relevant individuals or entities from the sub-list before clicking the "**Update Service List**" button. If you did not select all relevant bureaus or offices at once, you may repeat this process to select another DOI bureau or office for electronic service.

**IMPORTANT:** A party will not be added to the service list unless you click the "Update Service List" button. If you select a party from the drop-down list without clicking the "Update Service List"

button, that party will NOT be served with your case-initiating documents when the case is submitted to OHA.

Once completed, your selections will appear next to the **“Final DOI Service List”** field.



You can delete an office or bureau from the service list before submitting a case by clicking the “Delete” button to the left of it.

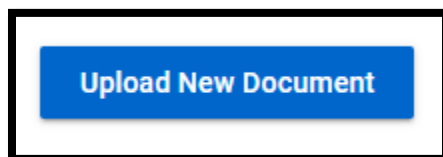
If you select more than two bureaus or offices to serve, you can view those selections by using the scroll bar to the left of the window.

Before clicking “Submit,” make sure that all DOI bureaus and offices you need to serve are listed on the “Final DOI Service List.”

Once the case is submitted, an email attaching the case-initiating documents will be sent to all bureaus and offices selected to receive service in Step 4.

### Step 5: Document Upload

At the document upload step, you **must** upload documents to initiate your case. The type of documents that are required vary based on the OHA unit to which you are submitting your case. More information on specific case-initiating documents by OHA unit can be found in Appendices 1 and 2. Ensure you are familiar with the documents required by regulation to initiate a case.



To begin your document upload, click the “Upload New Document” button. A new window will open within the current page.

## A. The Upload New Document Pop-up Window

The pop-up window contains the following five fields:

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### 1. Document Type

This field is automatically set to “Docket Action,” which indicates that the document will be recorded on the docket card associated with the case. All eFiled documents are saved to the docket card and can be viewed by all other parties participating in the case via BFS unless they are properly designated as privileged or confidential. System users cannot change this field.

## 2. File

This field requires system users to select from their own digital files the initiating documents they want to eFile in the case. Before uploading a document, be aware of the following requirements and limitations:

- a. **Type:** For document uploads, the only acceptable file formats are Portable Document Format (.pdf), Word Document (.doc or .docx), or images (.jpg/.jpeg). Zip files (.zip) are not accepted. The files must not be password protected or otherwise locked.
- b. **Size:** For case initiation, the maximum total *submission* size is 30 megabytes (MB). *For reference, a 30 MB .pdf file that is primarily text can contain roughly 300 pages.* The file size limitation ensures that your documents can be served as email attachments on any bureau or office selected in Step 4.

**TIP:** To determine the size of a .pdf document, open it in Acrobat, and press the ctrl and D keys on your computer keyboard, which opens the Documents Properties window. The file size is listed on the Description tab. Multiple documents can be uploaded at the case creation stage, but they cannot together exceed 30 MB.

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: SPR\_IVM\_0037.pdf

Title:

Author:

Subject:

Keywords:

Created: 2/1/2023 9:33:22 AM

Modified: 2/6/2023 3:43:10 PM

Application: Adobe Acrobat Pro DC (32-bit) 22.1.20117

Additional Metadata...

Advanced

PDF Producer: Adobe Acrobat Pro (32-bit) 22.3.20314

PDF Version: 1.7 (Acrobat 8.x)

Location:

File Size: 29.07 MB (30,483,522 Bytes)

Page Size: 8.50 x 11.00 in

Number of Pages: 370

Tagged PDF: No

Fast Web View: No

Help OK Cancel

- c. **Name:** The name you gave the file you are uploading from your own computer or device cannot exceed 60 characters per upload. While there are no mandatory file naming conventions, the file name will be visible to OHA and all parties to the case that have registered with BFS, so it is a best practice to use a professionally descriptive file name that clearly indicates the content of the document.

### 3. Date-stamped File

This field remains blank until your documents are submitted to OHA. Once submitted, your documents will be listed here. The name you gave the document you uploaded from your own computer or device will display; OHA cannot change this setting. The system will

automatically generate and apply a date stamp to the document that shows the date of submission and the unit to which the document was submitted.

RECEIVED VIA BFS ON 02.20.2025  
Interior Board of Land Appeals

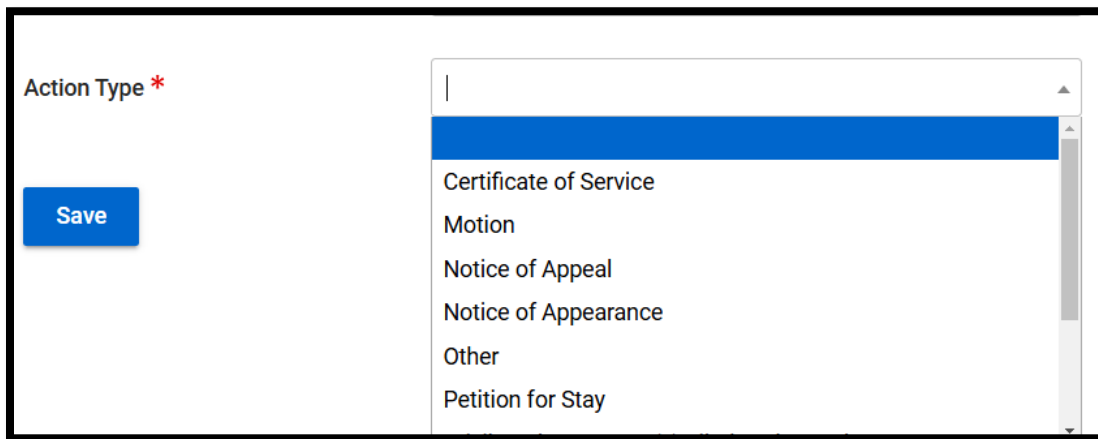
#### 4. Part Number of Document

A document that exceeds the 30 MB file size limit must be broken into parts as detailed below under the heading “Uploading Multi-Part Documents.”

#### 5. Action Type

When DOI Users eFile a case with OHA, they can submit certain documents that start the adjudication process. The Action Type field on the case information page contains an alphabetized drop-down list of documents. The Action Type field refers to the specific filing being uploaded to a case.

Each Action Type may also include sub-types for more detailed filing classification. The available Action Types vary depending on the selected OHA unit. More detailed and specific information about Action Types by OHA unit is located in **Appendices 1 and 2**.

A screenshot of a web form interface. On the left, the text "Action Type \*" is displayed in black. Below it is a blue rectangular button with the word "Save" in white. To the right of the text is a dropdown menu. The menu is open, showing a list of options: "Certificate of Service", "Motion", "Notice of Appeal", "Notice of Appearance", "Other", and "Petition for Stay". The first option, "Certificate of Service", is highlighted with a blue background. The dropdown menu has a vertical scrollbar on its right side.

Your Action Type selection from the drop-down list may trigger the Action Sub-Type field to display. The Action Sub-Type field limits the type of document selected in the Action Type drop-down list. Certain selected Action Sub-Types trigger the Action Sub-Sub-Type field to display, which further limits the type of document selected in the Action Sub-Type drop-down list.

The screenshot shows a web form with two dropdown menus. The first dropdown, labeled 'Action Type \*', has 'Notice of Appeal' selected. The second dropdown, labeled 'Action Sub-Type', is open and shows four options: 'Other' (highlighted in blue), 'Statement of Standing', 'Statement of Timeliness', and 'Underlying Bureau/Office Decision or Order'. A blue 'Save' button is located to the left of the 'Action Sub-Type' dropdown.

You do not have to fill in the Action Sub-Type and Action Sub-Sub-Type fields, but it is strongly encouraged. Processing eFiled documents is more accurate and efficient when OHA has the most detailed information you can provide.

You can only select one Action Type per document. If you combine different filings into one document, the Action Types for those additional filings may not be properly recorded on the docket. For example, if you combine a Notice of Entry of Appearance and Motion for an Extension of Time to File an Answer into the same document, and then you select the Notice of Entry of Appearance from the Action Type drop-down list, the system will only docket the Notice of Entry of Appearance.

**IMPORTANT:** Selecting the proper Action Type is important because it ensures that the filing is accurately categorized within the case, making it easier for judges, parties, and other system users to identify and process the document. Proper categorization helps maintain an organized Docket Card, prevents delays caused by misfiled documents, and ensures compliance with deadlines and court orders. Selecting the proper Action Type is also essential to protect privileged and confidential information from being improperly disclosed to OHA and/or parties to the case.

### Uploading Multi-Part Documents

To upload a multi-part document, select “1” for the first part from the “Part Number of Document” drop-down list. Then select the appropriate Action Type from the drop-down list by following the Action Type instructions detailed below.

After selecting the appropriate Action Type, click “Save.”

Document Type \*
Docket Action

The maximum file size for uploads is 30 MB. Documents that exceed 30 MB must be uploaded in parts.  
File names may not exceed 60 characters per upload. Zip files are not accepted. **The acceptable file formats are .pdf, .doc, or .jpeg.**  
**Warning:** If you would like to submit a privileged or confidential document,  
please ensure you select the appropriate document type from the drop-down list. Documents that are  
not uploaded under the privileged or confidential document types will be immediately viewable by  
other parties to the case upon submission.

File \*

No File Selected

Date-stamped File

If this document is split into multiple parts, select the part number below.

Part Number of Document

1  
2  
3  
4  
5  
6  
7

Action Type \*

Save


The pop-up window will close, and the saved document will appear under the “Document Upload” section.

You may then upload subsequent parts by clicking the “Upload New Document” button again, selecting the same Action Type and appropriate files to upload, and choosing sequential part numbers. You may upload a maximum of eight file parts. Once all parts of a multi-part document appear under the “Document Upload” section, the multi-part document is ready to file.

All parts of a multi-part document should be submitted at the same time to ensure proper docketing.

Home / Case / Docket Card Listing
Assignment: OHA eFiler

Docket Card Listing


Big Oil, LLC  
Unit: IBLA Docket Number: IBLA-2025-0133 Case Status: Open

Parent Case: N/A

Case Docket Card

Print CSV

Action Date	Action By	Action	Action SubType	Action SubSubType	Filed Via	Action Description	Document Number
02/19/2025 05:23 AM	Appellant Rep	Notice of Appeal			BFS		001 - Notice of Appeal
02/20/2025 10:17 AM	Appellant Rep	Request to Limit Disclosure of Confidential Information			BFS		002 - Request to Limit Disclosure of Confidential Information
02/20/2025 10:17 AM	Appellant Rep	Request to Limit Disclosure of Confidential Information	Confidential Document		BFS		003 - Request to Limit Disclosure of Confidential Information
02/20/2025 10:17 AM	Appellant Rep	Statement of Reasons			BFS		004.1 - Statement of Reasons
02/20/2025 10:17 AM	Appellant Rep	Statement of Reasons			BFS		004.2 - Statement of Reasons

## Uploading Privileged/Confidential Documents

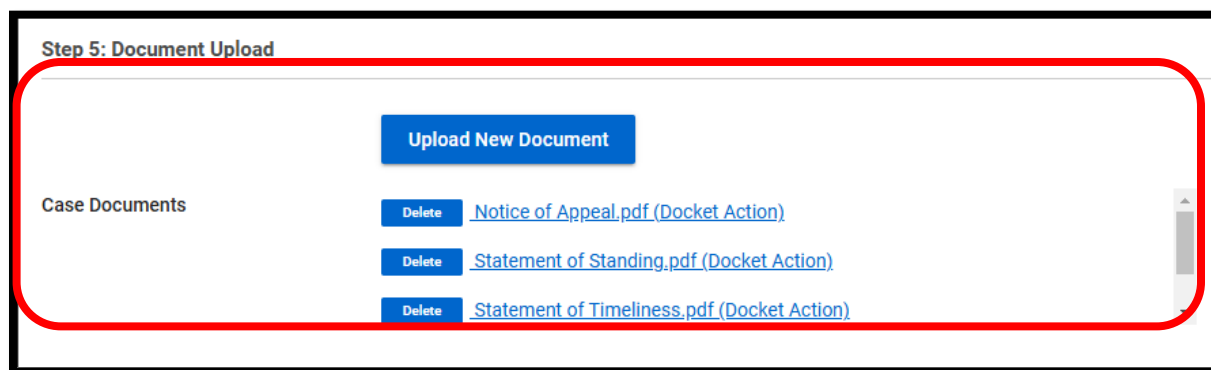


If you would like to submit a privileged or confidential document when initiating a new case with OHA, please ensure you select the appropriate Action Type from the drop-down list. Each OHA unit has different options available for uploading confidential documents. Generally, the request to limit confidential information **MUST** be uploaded separately from the confidential document itself. Privileged documents do not need to be filed with a request to limit disclosure because 43 C.F.R. § 4.31 does not apply to privileged documents. More detailed and specific information about eFiling privileged or confidential documents by OHA unit is located in Appendix 3.

**IMPORTANT:** Documents that are uploaded will be immediately viewable by all parties who have access to the docket card via BFS upon submission. Case-initiating documents that are not uploaded under the appropriate privileged or confidential Action Types will be immediately viewable by other parties to the case upon submission.

### Final Steps and Submission

Once you have selected your file and assigned an Action Type (along with an Action Sub-Type or Sub-Sub Type, if necessary), click the “Save” button. The Document Upload window will close, and the file will appear next to the “Case Documents” field. Note that there is a scroll bar to the right. If you have more than three documents to file, then you will need to use the scroll bar to access your uploaded document before submission, if necessary.



If the listed file is not the document you want to upload, you can delete your file by clicking the “Delete” button next to the document name.

### Changing Your Document(s) After Upload but Before Submission

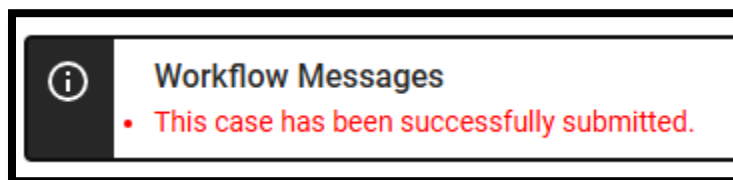
Prior to submitting the case, you have the option of replacing your file with a new document or renaming the current document. To do so, click on the file name hyperlinked in blue. This will re-open the document submission form.

You can replace your file by going to the File field and clicking the up-arrow icon; or you can rename your file by clicking the three-dot icon. You may also change the Part Number or Action Type. Click “Save” after making any desired changes.

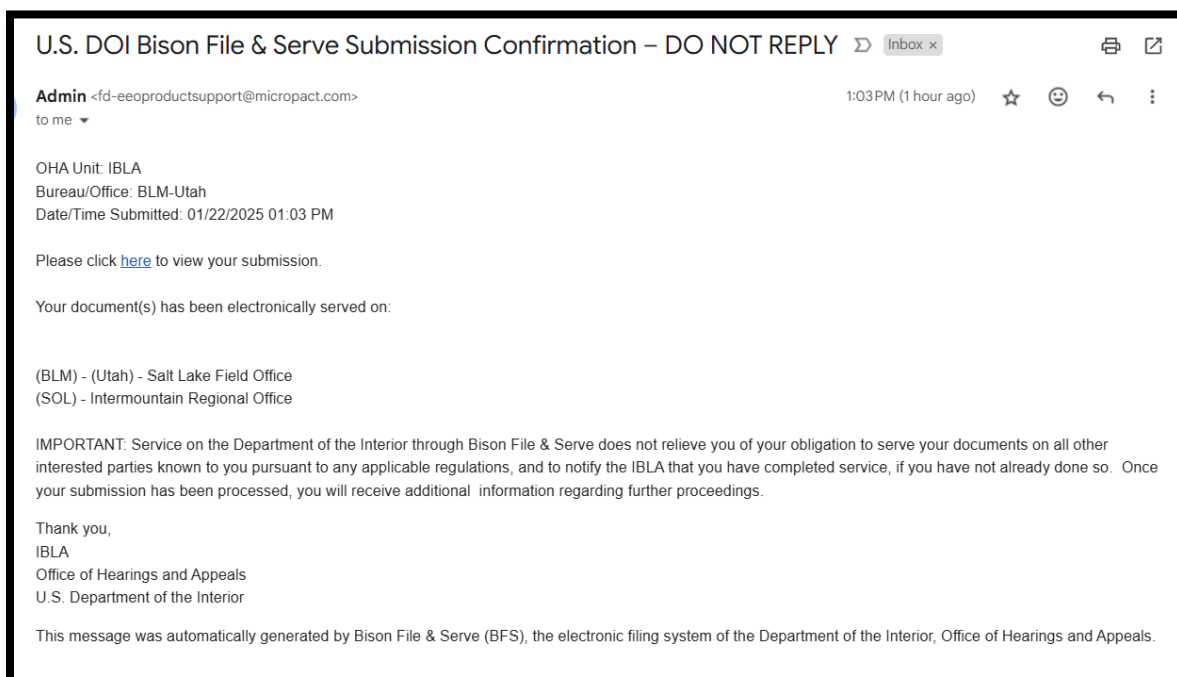
You may continue uploading additional case-initiating documents by clicking the “Upload New Document” button in Step 5 and repeating the same process as before.

### Submitting Your Case-Initiating Documents to OHA

Once all the documents you wish to upload appear next to the “Case Documents” field, you are ready to submit the case. Click the “Submit” button at the bottom of the page. If your case has been successfully submitted, you will see a red confirmation message at the top of the page upon completion.



After successfully submitting the case, you will also receive an e-mail notification confirming the submission and the bureaus/offices that were served with your documents.



## **Post-submission Case Information Page**

Once you have submitted your case-initiating documents to the OHA unit you selected in Step 2, your case will be automatically directed to the relevant OHA unit for processing. To locate your submitted case, return to the “My Cases” queue on the eFiler BFS home screen. Your case will not yet have an assigned docket number or case name. This information will not appear until the relevant OHA unit has processed the case.

When you click on the case in your “My Cases” queue, you will be taken to the Case Information page. Until the case has been processed, the Case Information page will show a read-only copy of your case initiation form.

You may continue to file documents after submission from your Case Information Page by clicking the acknowledgement button in Step 1, and then uploading new documents in Step 5. You must click the submit button each time you wish to submit a document. After successfully submitting your document(s), you will receive an e-mail notification indicating that the Docket Card has been updated. More information about the Docket Card is discussed below.

You can view a date-stamped version of each document filed or issued in the case to confirm that the documents were submitted properly. To do so, click on the hyperlinked document under “Document Upload.” The document submission form will open, and a new file will appear next to the “Date-stamped File” field.

## **Transmitting Documents to OHA as a DOI User**

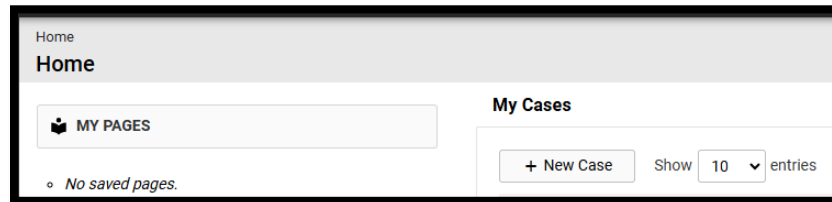
All DOI bureaus and offices that appear before OHA are required to use BFS to transmit case-initiating documents to OHA when they are filed with the bureaus or offices. This section does not apply to DOI Users initiating a case on their own behalf or on behalf of a DOI bureau or office in BFS. For those situations, refer to the above section titled “Initiating a New Case with OHA as a DOI User.”

Before you can transmit documents to OHA using BFS, you must first register to use the system. If you need assistance with registration, please see the *User Guide for eFiler Registration and Login*.

Unless otherwise specified by Standing Order, DOI personnel must transmit case-initiating documents to OHA via BFS if an appellant is required by regulation to file case-initiating documents directly with the bureau or office that issued the decision being appealed.

DOI Users may also transmit case-initiating documents that were misfiled directly with a bureau or office but that should have been filed with OHA. In these instances, a DOI User would transmit to the appropriate OHA unit the case-initiating documents and any supporting documents, such as the administrative record, if available at that time.

To transmit a case filed with a bureau or office to OHA, navigate to the home screen of BFS. Under the “My Cases” section of the home screen, click the button labeled “+ New Case.” There is a three-step process for transmitting a new case to OHA:



### Step 1: Disclaimer

Read the disclaimer, which contains important information such as the responsibilities of eFilers and the deadlines for when documents are considered timely filed.

Filers may submit documents electronically to the Office of Hearings and Appeals (OHA) through Bison File & Serve as authorized by the OHA Standing Orders on Electronic Transmission available on the OHA website. Electronic filing of a document does not relieve the filer of the obligation to serve that document on interested parties to a case that have not consented to electronic service through the Bison File & Serve system. Please ensure that any notices of appeal uploaded into this system are filed or served, as applicable, with the office of the official that issued the decision being appealed.

OHA uses Bison File & Serve to receive official filings electronically in lieu of paper filings. Sending a document directly to an OHA unit via e-mail, rather than through Bison File & Serve, does not constitute electronic filing unless otherwise specified by that unit.

Documents filed electronically must be transmitted by 11:59 pm Eastern Time (DIR, IBLA, IBIA), by 11:59 pm Central Time (WELSA), or by 11:59 pm Mountain Time (DCHD) on the day the document is required to be filed with the applicable OHA unit to be considered timely filed.

At all times, any person filing electronically assumes the risk of all errors not solely attributable to a malfunction of Bison File & Serve that may result in the inability to complete an electronic transmission. If the filer experiences problems with Bison File & Serve, please contact the system administrator at [BFSHelpdesk@oha.doi.gov](mailto:BFSHelpdesk@oha.doi.gov). The filer should provide supporting evidence of the problem, such as a copy of an error message or screen print of an error page. OHA will verify reported outages of Bison File & Serve.

Check the box acknowledging that you have read through and understand the policies and procedures and that you agree to abide by them.

Acknowledgement \*

☐ I acknowledge that I have read and understood the above policies and procedures in their entirety and agree to abide by them.

Click “Save” to move on to Step 2.

**NOTE:** Clicking ‘Save’ at any point in the submission process will save the entries you have made and allow you to return to the case submission process later. You can find all saved draft cases listed in the My Cases queue on your home screen. Saved draft cases will appear as blank lines on the My Cases queue until all steps are completed and the case is submitted to OHA. Clicking on the blank line will open the draft case.

Bison File & Serve 24.1.08

SOLEFILER (OHA eFiler)

Home

My Cases

+ New Case Show 1 entries Search:

Unit	Docket Number	Case Name	Received Date	Case Subject	Parent Docket Number	Status
IBLA	IBLA-2025-0002	Cat in the Hat	12/03/2024 07:46 AM	TRESPASS		Open
IBLA	IBLA-2025-0010	Jamie Cat and Charlie Cat	12/18/2024 09:09 AM	ONSHORE OIL AND GAS	IBLA-2025-0002	Open
IBLA						

Showing 1 to 3 of 3 entries

Previous 1 Next

Documents transmitted to OHA will not have a docket number, case name, or status until OHA has completed an internal case processing review.

## Step 2: Case Information

At this step, you will select the basic information about the case. Any field with a red asterisk must be completed.

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The screenshot displays a web form with five numbered steps:

- Where Do You Want to File the Case? \***: A dropdown menu.
- Which Bureau or Office is Relevant to the Case? [?]**: A dropdown menu.
- Link**: A blue hyperlink labeled "Click here for a list of bureau/office acronym definitions".
- Are You a Department of the Interior Employee? \***: Radio buttons for "Yes" (selected) and "No".
- What Is Your Role in the Case? \***: A dropdown menu.

### 1. Where Do You Want to File the Case?

You may transmit case-initiating documents to one of five OHA units:

- Departmental Cases Hearings Division
- Office of the Director
- Interior Board of Indian Appeals
- Interior Board of Land Appeals
- White Earth Land Settlement Act Hearings Division

### 2. Which Bureau or Office is Relevant to the Case?

Select the bureau or office that is relevant to the case. Typically, this is the bureau or office that issued the underlying decision the appellant is challenging. Only the bureaus and offices over which the selected OHA unit exercises jurisdiction will be listed here. If you cannot locate the bureau or office you are looking for, then you may need to check that the OHA unit you selected is correct.

### 3. Bureau/Office Acronym List

When clicked, this hyperlink takes the system user to a separate window containing an alphabetical list of the commonly used acronyms for agency and bureau names and OHA units, and other common terms used in the system.

### 4. Are You a Department of the Interior Employee?

DOI Users transmitting documents to OHA should select **Yes**.

## 5. What Is Your Role in the Case?

Depending on the OHA unit where the case will be transmitted, the available roles will differ. The following guidance explains how to select your role when transmitting a case in each OHA unit:

- **Departmental Cases Hearings Division – Select DOI User (Transmittal Only)** if you are a DOI employee transmitting an appeal, complaint, or request for hearing to the Departmental Cases Hearing Division that was originally filed with a DOI Bureau or Office by a non-DOI individual or entity. If you are instead filing a notice of appeal, request for hearing, or application/petition for review on behalf of yourself or another individual entity, please follow the instructions set forth above in the section titled “Initiating a New Case with OHA as a DOI-user.”
- **Office of the Director – Select Transmittal Only** if you are either (1) a DOI Bureau or Interior Business Center representative transmitting an Administrative Report and Recommendation in a waiver case; (2) a Department of the Treasury representative transmitting an Administrative Wage Garnishment Package; or (3) a DOI Bureau or Office representative transmitting a request or appeal package on behalf of a member of the public.
- **Interior Board of Indian Appeals – Select DOI User (Transmittal or Referral)** if you are either: (1) forwarding a notice of appeal that you received from a non-DOI party; or (2) referring a matter from the Secretary, OHA Director, or Assistant Secretary-Indian Affairs for a decision under 43 C.F.R. § 4.1(b)(1)(ii). For example, an employee of the Probate Hearings Division may select this role to transmit a notice of appeal of a probate order that was mistakenly submitted to the probate office. The Osage Agency Superintendent, Bureau of Indian Affairs, should select this role to transmit the record in an Osage Will case under 25 C.F.R. § 17.14(b).
- **Interior Board of Land Appeals – Select DOI User (Appeal Transmittal)** if you are a DOI employee transmitting an appeal filed with your bureau or office to the Interior Board of Land Appeals, then select DOI User (Appeal Transmittal).
- **White Earth Land Settlement Act – Select WELSA Office Transmittal.**

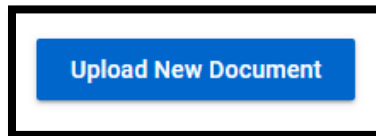
Once you have completed Step 2, click “Save to Continue.”

**NOTE:** The system will then take you to Step 5. DOI users transmitting case-initiating documents to OHA bypass Step 3: Contact Information and Step 4: Electronic Service on the Department of the Interior.

## Step 5: Document Upload [Steps 3 and 4 Skipped]

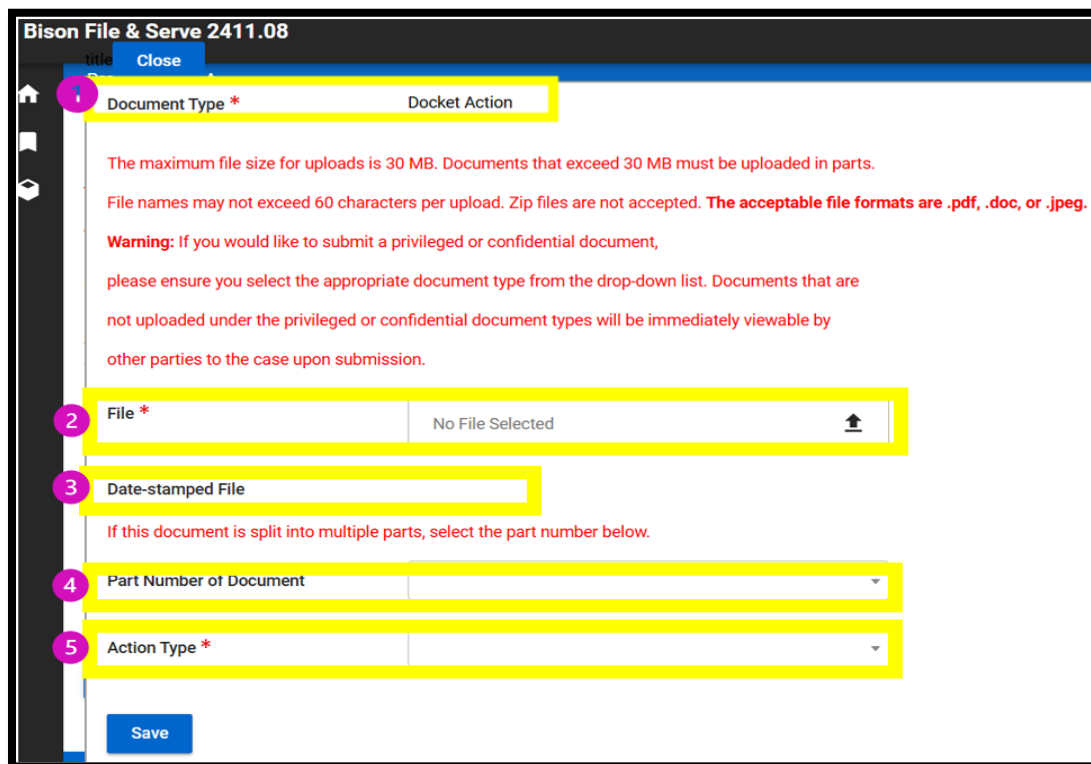
At the document upload step, you must upload any documents that you wish to transmit to OHA.

To begin your document upload, click the “Upload New Document” button. A new window will pop up within the current page.



### B. The Upload New Document Pop-up Window

The pop-up window contains the following five fields:



#### 1. Document Type

This field is automatically set to “Docket Action,” which indicates that the document will be recorded on the docket card associated with the case. All transmitted documents are saved to the docket card and can be viewed by all other parties participating in the case via



BFS unless they are properly designated as privileged or confidential. DOI Users cannot change this field.

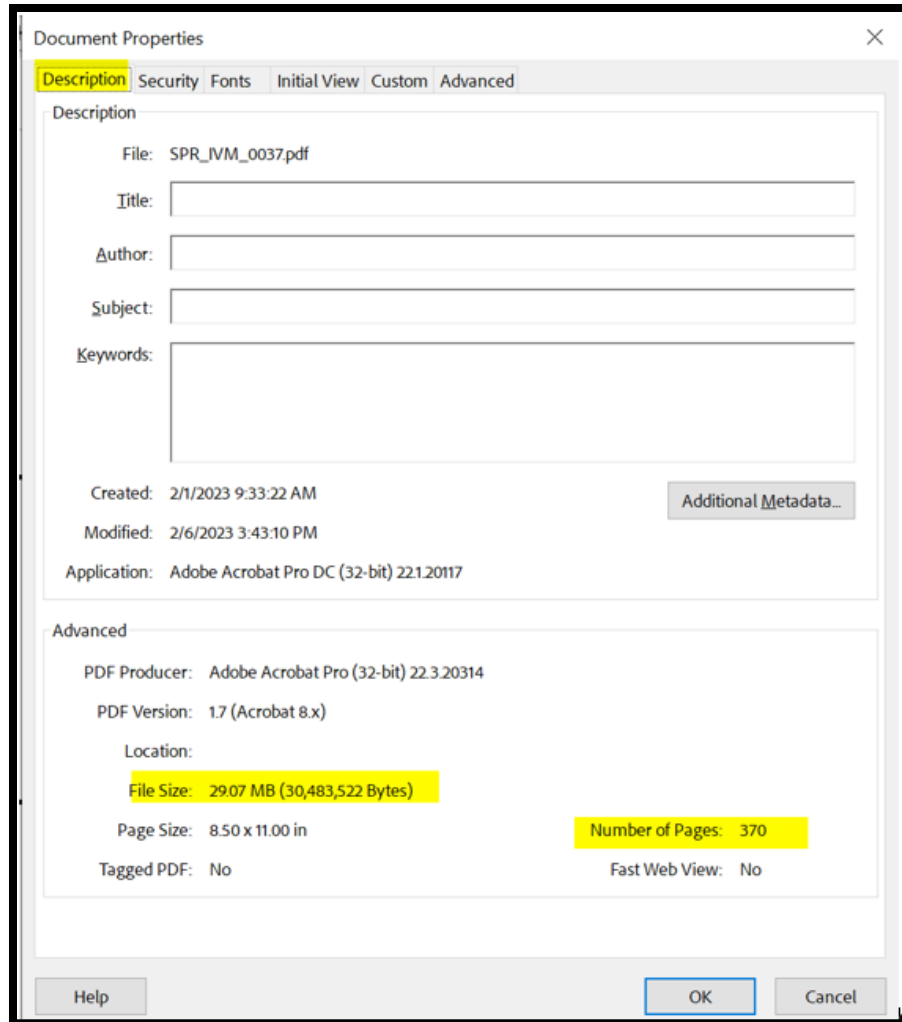
## 2. File

This field requires DOI Users to select from their own digital files the documents they want to transmit to OHA. Before uploading a document, be aware of the following requirements and limitations:

- a. **Type:** For document uploads, the only acceptable file formats are Portable Document Format (.pdf), Word Document (.doc or .docx), or images (.jpg/.jpeg). Zip files (.zip) are not accepted. The files must not be password protected or otherwise locked.
- b. **Size:** For case initiation, the maximum total *submission* size is 30 megabytes (MB). *For reference, a 30 MB .pdf file that is primarily text can contain roughly 300 pages.* The file size limitation ensures that your documents can be served as email attachments on any bureau or office selected in Step 4.

**TIP:** To determine the size of a .pdf document, open it in Acrobat, and press the ctrl and D keys on your computer keyboard, which opens the Documents Properties window. The file size is listed on the Description tab. Multiple documents can be uploaded at the case creation stage, but they cannot together exceed 30 MB.

INTENTIONALLY LEFT BLANK



- c. **Name:** The name you gave the file you are uploading from your own computer or device cannot exceed 60 characters per upload. While there are no mandatory file naming conventions, the file name will be visible to OHA and all parties to the case that have registered with BFS, so it is a best practice to use a professionally descriptive file name that clearly indicates the content of the document.

### 3. Date-stamped File

This field remains blank until your documents are submitted to OHA. Once submitted, your documents will be listed here. The name you gave the document you uploaded from your own computer or device will display; OHA cannot change this setting. The system will

automatically generate and apply a date stamp to the document that shows the date of submission and the unit to which the document was submitted.

RECEIVED VIA BFS ON 02.20.2025  
Interior Board of Land Appeals

#### 4. Part Number of Document

A document that exceeds the 30 MB file size limit must be broken into parts as detailed below under the heading “Uploading Multi-Part Documents.”

#### 5. Action Type

The Action Type field on the case information page contains an alphabetized drop-down list of documents DOI Users must use when transmitting documents to OHA. The Action Type field refers to the specific filing being uploaded to a case. Each Action Type may also include sub-types for more detailed filing classification. Below are the unit-specific document action types that correlate with transmittal:

- **Departmental Cases Hearings Division.** Transmittal of Notice of Appeal, Complaint, or Request for Hearing (DOI Users ONLY)
- **Office of the Director.** Transmittal of Administrative Report, Appeal, or Request for Hearing (DOI Users Only)
- **Interior Board of Indian Appeals.** Transmittal of Appeal or Referral (DOI User)
- **Interior Board of Land Appeals.** Transmittal of Notice of Appeal or Submission of Administrative Record
- **White Earth Land Settlement Act.** Commencement Materials

#### Uploading Multi-Part Documents

To upload a multi-part document, select “1” for the first part from the “Part Number of Document” drop-down list. Then select the appropriate Action Type from the drop-down list by following the Action Type instructions detailed above. After selecting the appropriate Action Type, click “Save.”

Document Type \*
Docket Action

The maximum file size for uploads is 30 MB. Documents that exceed 30 MB must be uploaded in parts.  
File names may not exceed 60 characters per upload. Zip files are not accepted. **The acceptable file formats are .pdf, .doc, or .jpeg.**  
**Warning:** If you would like to submit a privileged or confidential document,  
please ensure you select the appropriate document type from the drop-down list. Documents that are  
not uploaded under the privileged or confidential document types will be immediately viewable by  
other parties to the case upon submission.

File \*

No File Selected

Date-stamped File

If this document is split into multiple parts, select the part number below.

Part Number of Document

1  
2  
3  
4  
5  
6  
7

Action Type \*

Save

The pop-up window will close, and the saved document will appear under the “Document Upload” section.

You may then upload subsequent parts by clicking the “Upload New Document” button again, selecting the same Action Type and appropriate files to upload, and choosing sequential part numbers. You may upload a maximum of eight file parts. Once all parts of a multi-part document appear under the “Document Upload” section, the multi-part document is ready to file.

All parts of a multi-part document should be submitted at the same time to ensure proper docketing.

### Uploading Privileged/Confidential Documents

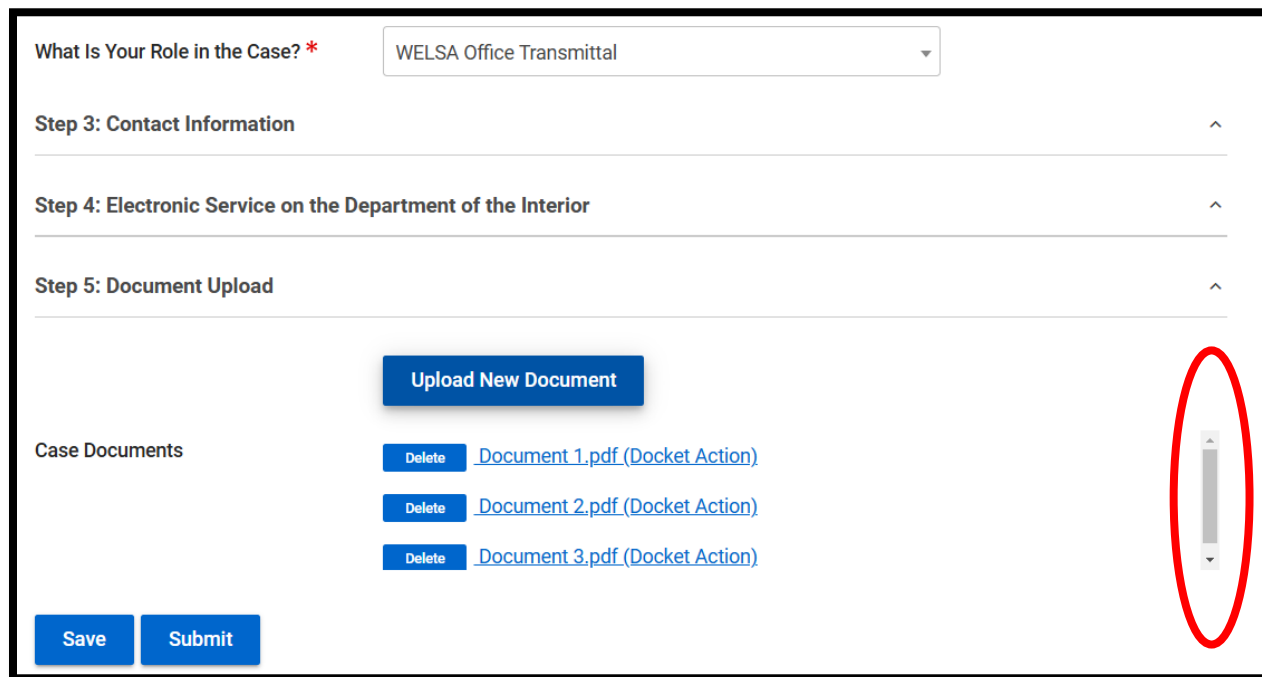
If you would like to submit a privileged or confidential document at case initiation, please ensure you select the appropriate Action Type from the drop-down list. Each OHA unit has different

options available for uploading confidential documents. Generally, the request to limit disclosure of confidential information MUST be uploaded separately from the confidential document itself. Privileged documents do not need to be filed with a request to limit disclosure because 43 C.F.R. § 4.31 does not apply to privileged documents. More detailed and specific information about eFiling privileged or confidential documents by OHA unit is located in Appendix 3.

**IMPORTANT:** Documents that are uploaded will be immediately viewable by all parties who have access to the docket card via BFS upon submission. Documents that are not uploaded under the appropriate privileged or confidential Action Types will be immediately viewable by other parties to the case upon submission.

## Final Steps and Submission

Once you have selected your file and assigned an Action Type, click the “Save” button. The Document Upload window will close, and the file will appear next to the “Case Documents” field. Note that there is a scroll bar to the right. If you have more than three documents to file, then you will need to use the scroll bar to access your uploaded document before submission, if necessary.



The screenshot displays a web interface for document upload. At the top, there is a dropdown menu labeled "What Is Your Role in the Case? \*" with the selected option "WELSA Office Transmittal". Below this, three steps are listed: "Step 3: Contact Information", "Step 4: Electronic Service on the Department of the Interior", and "Step 5: Document Upload". The "Step 5: Document Upload" section is active and contains an "Upload New Document" button. Below the button, the "Case Documents" section lists three documents: "Document 1.pdf (Docket Action)", "Document 2.pdf (Docket Action)", and "Document 3.pdf (Docket Action)". Each document has a "Delete" button next to it. At the bottom left, there are "Save" and "Submit" buttons. A vertical scroll bar is located on the right side of the "Case Documents" list, and it is circled in red.

If the listed file is not the document you want to upload, you can delete your file by clicking the “Delete” button next to the document name.

## Changing Your Document(s) After Upload but Before Submission

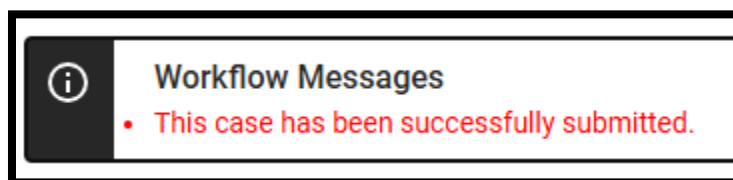
Prior to submitting the case, you have the option of replacing your file with a new document or renaming the current document. To do so, click on the file name hyperlinked in blue. This will re-open the document submission form.

You can replace your file by going to the File field and clicking the up-arrow icon; or you can rename your file by clicking the three-dot icon. You may also change the Part Number or Action Type. Click “Save” after making any desired changes.

You may continue to upload additional documents by clicking the “Upload New Document” button in Step 5 and repeating the same process as before.

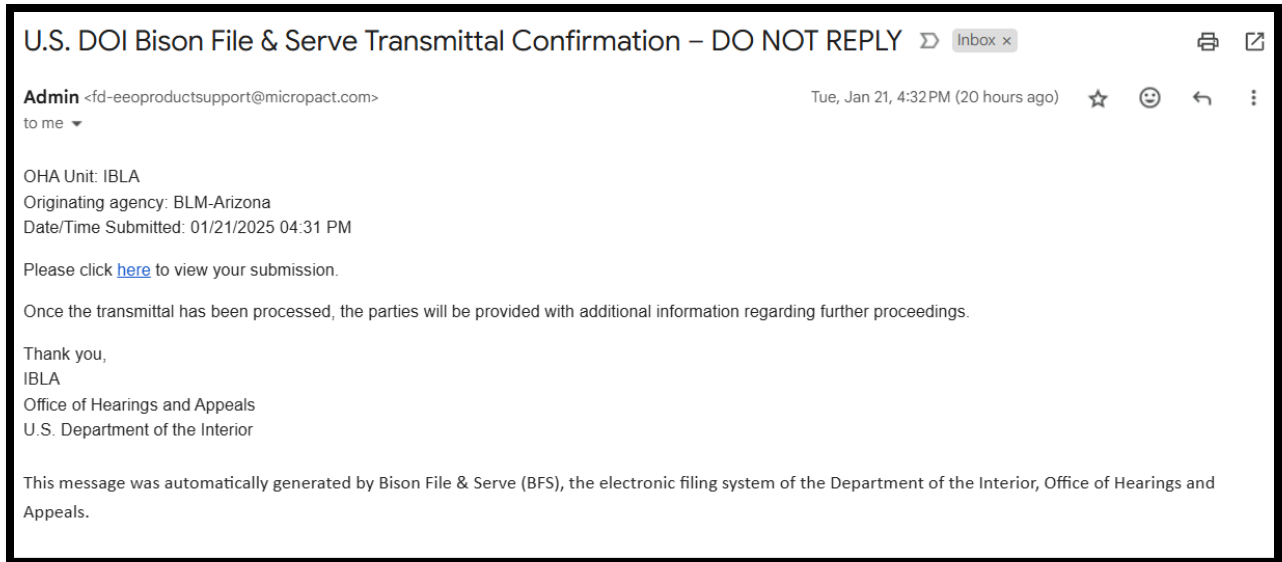
## Submitting Your Transmission to OHA

Once all the documents you wish to upload appear next to the “Case Documents” field, you are ready to transmit the case. Click the “Submit” button at the bottom of the page. If your case has been successfully transmitted, you will see a red confirmation message at the top of the page upon completion.



After successfully transmitting documents or an administrative record to OHA, you will receive an e-mail notification confirming the transmittal.

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## Post-submission Case Information Page

Once you have submitted your case-initiating documents to the OHA unit you selected in Step 2, your case will be automatically directed to the relevant OHA unit for processing. To locate your submitted case, return to the “My Cases” queue on the eFiler BFS home screen. Your case will not yet have an assigned docket number or case name. This information will not appear until the relevant OHA unit has processed the case.

When you click on the case in your My Cases queue, you will be taken to the Case Information page. Until the case has been processed, the Case Information page will show a read-only copy of your case initiation form.

You may continue to file documents after submission from your Case Information Page by clicking the acknowledgement button in Step 1, and then uploading new documents in Step 5. You must click the submit button each time you wish to submit a document. After successfully submitting your document(s), you will receive an e-mail notification indicating that the Docket Card has been updated. More information about the Docket Card is discussed below.

You can view a date-stamped version of each document filed or issued in the case to confirm that the documents were submitted properly. To do so, click on the hyperlinked document under “Document Upload.” The document submission form will open and a new file will appear next to the “Date-stamped File” field.

## Join a Case

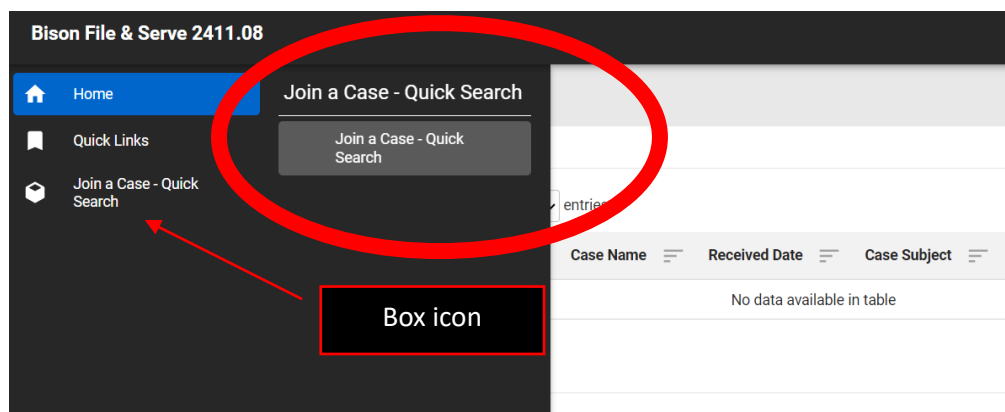
Users who seek to participate in an appeal they did not file must use BFS' "Join a Case" feature. A non-exhaustive list of users required to use the "Join a Case" feature are:

- Attorneys from the Office of the Solicitor entering an appearance on behalf of a bureau or office; or
- A bureau or office official.

You do not need to join a case if you were the party that submitted the new case.

### Searching for a Case

If you want to join an existing case before OHA as a party or a representative, hover your cursor over the box icon on the navigation bar on the left side of the screen, then click on "Join a Case – Quick Search."



When you click on Join a Case – Quick Search, you will see a screen with search fields that will help you find the case you want to join.

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**Efiler Case Search** - If you seek to join a child case in a consolidated grouping, you must file your join a case request in the parent case.


Click the link in the row listing the child case and you will be directed to the parent case for filing. The receiving OHA unit will associate your request to the parent and/or child case(s) as appropriate.


Unit: \*

Docket Number:

Case Name:

Submission Date [begin date]: \*   (mm/dd/yyyy)

Submission Date [end date]: \*   (mm/dd/yyyy)

Date of Underlying Decision:   (mm/dd/yyyy)

The **Required Fields** are marked with a red asterisk. If you do not fill out the required fields, you will receive an error message when you click the search button.

The required fields are:

- Unit (i.e., the OHA unit in which the case is pending)
- Submission Date [begin date]
- Submission Date [end date]

The two Submission Date fields allow you to search for cases that were submitted to the relevant OHA unit during a defined date range. You can set a broad or narrow date range depending on how much information you have about when the case was filed. You can type dates directly into the field (in the format mm/dd/yyyy) or click on the calendar icon to select dates.

The Join a Case – Quick Search also contains **Optional Fields** to assist you in filtering your search results. They are:

- **Docket Number:** If you know the docket number of the case you are searching for, enter it here. This field also searches for partial docket numbers. For example, if you enter “15,” the system will return all docket numbers containing “15” (such as 2024-0015, 2024-0115, and 2025-0150).
- **Case Name:** If you know the name of the case you are searching for, enter it here. This field also searches for partial case names. For example, if you enter “oil,” the system will return

all case names containing that text (such as “Standard Oil Co.,” “Boilermaker Mining Ltd.,” and “Robert Moilan, Jr.”).

- **Date of Underlying Decision:** If you know when the DOI decisionmaker issued the underlying decision that is the subject of the appeal, enter it here.

When you have completed the required fields and entered any additional information to filter your results, click “Search.”

The screenshot shows a web application interface for 'Join a Case - Quick Search'. On the left is a dark sidebar with navigation links: 'Home', 'Quick Links', and 'Join a Case - Quick Search' (highlighted in blue). The main content area has a header 'Home / Join a Case - Quick Search' and a sub-header 'Join a Case - Quick Search'. Below the header, there is a red warning message: 'Efiler Case Search - If you seek to join a child case in a consolidated grouping, you must file your join a case request in the parent case. Click the link in the row listing the child case and you will be directed to the parent case for filing. The receiving OHA unit will associate your request to the parent and/or child case(s) as appropriate.' The form contains several input fields: 'Unit: \*' (a dropdown menu), 'Docket Number:', 'Case Name:', 'Submission Date [begin date]: \*' (with a calendar icon and '(mm/dd/yyyy)' format), 'Submission Date [end date]: \*' (with a calendar icon and '(mm/dd/yyyy)' format), and 'Underlying Decision:' (with a calendar icon and '(mm/dd/yyyy)' format). At the bottom of the form are two buttons: 'Search' (highlighted with a red circle) and 'Reset'.

## Search Results

The results of your search will appear below the search fields. Limited information about the case will display in the search results to allow you to locate the case you are searching for.

If your search returns a long list of cases, you can customize the listing view to display 10, 25, 50, or 100 results on the screen at a time, and you can sort the search results by Docket Number/Parent Docket Number.

Some cases are **consolidated**. This means that multiple cases have been filed that OHA is treating as a single case for administrative purposes (for example, because they involve the same parties or the same underlying agency decision).

When cases are consolidated, one of the cases is selected as the lead case known as the **parent** (listed in the **Parent Docket Number** column) and the other cases are considered **child** cases (listed in the **Child Docket Number** column). If you seek to join a child case, then you must file that

request in the parent case under the parent docket number listed to the left of the child docket number.

Docket Number/Parent Docket Number	Child Docket Number	Case Name	Received Date	Date of Underlying Decision	Case Subject
<a href="#">IBLA-2025-0001</a>		Magical Mystery Mineral Mine, LLC	01/21/25 5:50:00 PM	01/01/2025	MINING
<a href="#">IBLA-2025-0002</a>		British Petroleum, LLC	01/21/25 6:41:00 PM	12/03/2024	ROYALTIES
<a href="#">IBLA-2025-0002</a>	<a href="#">IBLA-2025-0003</a>	Bridgeport Indian Colony	01/21/25 7:15:00 PM	01/17/2025	ROYALTIES
<a href="#">IBLA-2025-0002</a>	<a href="#">IBLA-2025-0004</a>	ExxonMobil	01/21/25 7:27:00 PM	01/01/2025	ROYALTIES
<a href="#">IBLA-2025-0005</a>		Talos Petroleum, LLC	01/20/25 9:08:00 AM	12/24/2024	ROYALTIES
<a href="#">IBLA-2025-0006</a>		Territory Minerals	01/22/25 9:43:00 AM	01/01/2025	ROYALTIES

Showing 1 to 6 of 6 entries

Previous **1** Next

If you do not see the case you are looking for in your search results, check your search fields. You might also try searching using only the required fields, with a broad date range, and scrolling through the results to find your case.

### Requesting to Join a Case

Once you have located the case that you want to join, click the hyperlinked docket number in the Docket Number/Parent Docket Number column to open the case (or the parent case if you are joining a consolidated grouping).

Show <b>10</b> entries					
Docket Number/Parent Docket Number	Child Docket Number	Case Name	Received Date	Date of Underlying Decision	Case Subject
<a href="#">IBIA-2025-0018</a>		Consolidated Parent Case	01/17/25 10:20:00 AM	12/02/2024	ISDA (25 CFR PT 900)
<a href="#">IBIA-2025-0018</a>	<a href="#">IBIA-2025-0019</a>	Consolidated Child Case	01/17/25 10:21:00 AM	12/02/2024	ISDA (25 CFR PT 900)

Showing 1 to 2 of 2 entries

Previous **1** Next

You will initially be taken to the main case information screen. From this screen, you can submit a request to join the case.

Under **Step 1**, please **read the instructions** for electronic filing. Click the **eFiler Acknowledgement** box to indicate that you have read and understand the stated policies.



## Bill's Load Claim, LLC

Unit: IBLA

Docket Number: IBLA-2025-0135

Case Status: Open

Parent Case: N/A

### Case

#### Step 1: Instructions

Filers may submit documents electronically to the Office of Hearings and Appeals (OHA) through Bison File & Serve as authorized by the OHA Standing Orders on Electronic Transmission available on the OHA website. Electronic filing of a document does not relieve the filer of the obligation to serve that document on interested parties to a case that have not consented to electronic service through the Bison File & Serve system. Please ensure that any notices of appeal uploaded into this system are filed or served, as applicable, with the office of the official that issued the decision being appealed.

OHA uses Bison File & Serve to receive official filings electronically in lieu of paper filings. Sending a document directly to an OHA unit via e-mail, rather than through Bison File & Serve, does not constitute electronic filing unless otherwise specified by that unit.

Documents filed electronically must be transmitted by 11:59 pm Eastern Time (DIR, IBLA, IBIA), by 11:59 pm Central Time (WELSA), or by 11:59 pm Mountain Time (DCHD) on the day the document is required to be filed with the applicable OHA unit to be considered timely filed.

At all times, any person filing electronically assumes the risk of all errors not solely attributable to a malfunction of Bison File & Serve that may result in the inability to complete an electronic transmission. If the filer experiences problems with Bison File & Serve, please contact the system administrator at [BFSHelpdesk@oha.doi.gov](mailto:BFSHelpdesk@oha.doi.gov). The filer should provide supporting evidence of the problem, such as a copy of an error message or screen print of an error page. OHA will verify reported outages of Bison File & Serve.

eFiler Acknowledgement \*

☐

I acknowledge that I have read and understood the above policies and procedures in their entirety and agree to abide by them.

Under **Step 2**, you will see the case information for the case you have selected to join. Verify that you are requesting to join the correct case.

#### Step 2: Case Information

Case Name	Bill's Load Claim, LLC
Received Date	02/20/2025 02:36 PM
Docket Number	IBLA-2025-0135
Date of Underlying Decision	02/20/2025

#### Step 3: Party Type Selection

Under **Step 3**, you must indicate your “Proposed Party Type.” A Proposed Party Type is the type of party that you think you would be if your request to join the case is approved. Each OHA unit has a unique list of proposed party types. Select the appropriate proposed party type using the drop-down menu.

A screenshot of a web form titled "Step 3: Party Type Selection". Below the title is a horizontal line. Underneath the line is the label "Proposed Party Type \*" in black text, followed by a white rectangular drop-down menu with a small downward-pointing arrow on its right side.

The Proposed Party Type choices for DOI Users by unit are as follows:

**Departmental Cases Hearings Division:**

- **Proposed Intervenor.** Use this option if you wish to intervene as a party because you have an interest in the case. You must submit document(s) supporting your request, including a “Motion to Intervene.” **IMPORTANT:** If you are an attorney or representative requesting to join a case on behalf of a proposed intervenor, the supporting document(s) should also include a “Notice of Entry of Appearance.”
- **Party in Interest.** Use this option if you are already a party to a case and have been served with case-initiating documents and/or have received a docket notice from DCHD inviting you to join the case via BFS. You do not need to submit a supporting document with your request.
- **Proposed Amicus Curiae.** Use this option if you wish to provide information in a case pending before DCHD without becoming a party. You must submit document(s) supporting your request, including a “Motion for Amicus Curiae Status.” **IMPORTANT:** If you are an attorney or representative requesting to join a case on behalf of an individual or entity requesting amicus curiae status, the supporting document(s) should also include a “Notice of Entry of Appearance.”
- **Representative.** Use this option if you are an attorney or other authorized representative entering an appearance on behalf of a person or entity that is already a party in a pending DCHD case. You must submit document(s) in support of your request to join a case, including a “Notice of Entry of Appearance.”

### Office of the Director:

- **Representative.** Use this option if you are an attorney or other authorized representative for a person or entity whose interests could be negatively affected by the outcome of the case.

### Interior Board of Indian Appeals:

- **Party in Interest.** Use this option if you are already an interested party to a case, have been served with case-initiating documents, and/or have received a pre-docketing notice from IBIA inviting you to join the case via BFS. You do not need to submit a supporting document with your request.
- **Party in Interest Rep.** Use this option if you represent an interested party to a case. Your supporting document(s) should include an “Entry of Appearance of Representative.”
- **Proposed Intervenor.** Use this option if you wish to intervene because you have an interest in the case. You must submit a document(s) supporting your request.
- **Proposed Intervenor Representative.** Use this option if you are an attorney or other authorized representative for a person or entity that wishes to intervene because they have an interest in the case. Your supporting document(s) should include an “Entry of Appearance of Representative.”
- **Proposed Amicus Curiae.** Use this option if you wish to file documents in an appeal to provide information to OHA without becoming a party. You must submit document(s) supporting your request.
- **Proposed Amicus Curiae Representative.** Use this option if you are an attorney or other authorized representative for someone who wishes to file documents in an appeal to provide information to OHA without becoming a party. Your supporting document(s) should include an “Entry of Appearance of Representative.”

### Interior Board of Land Appeals:

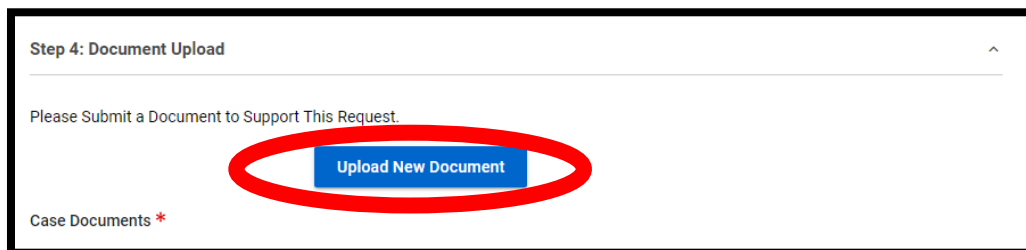
- **Bureau/Office.** Use this option if you are a DOI employee within a bureau or office that is a party in an OHA case.
- **Bureau/Office Representative.** Use this option if you are an Office of the Solicitor employee representing a bureau or office that is a party in an OHA case.

- **ADR Neutral.** Use this option if you are involved in an OHA case as an Alternative Dispute Resolution provider or other neutral.

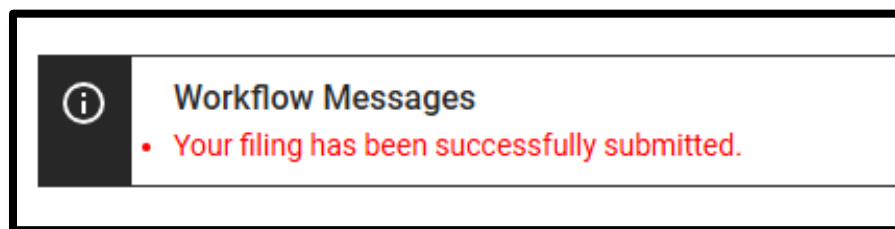
#### White Earth Land Settlement Act Hearings Division (WELSA)

- **Party in Interest:** Use this option if you have been identified as a potential or actual heir of a Decedent and wish to electronically file documents in a case pending before WELSA (e.g., a written objection to a preliminary decision).
- **Representative:** Use this option if you are an attorney or other authorized representative entering an appearance on behalf of a party in interest in a pending WELSA case. You must submit document(s) in support of your request to join a case, including a “Notice of Entry of Appearance.”

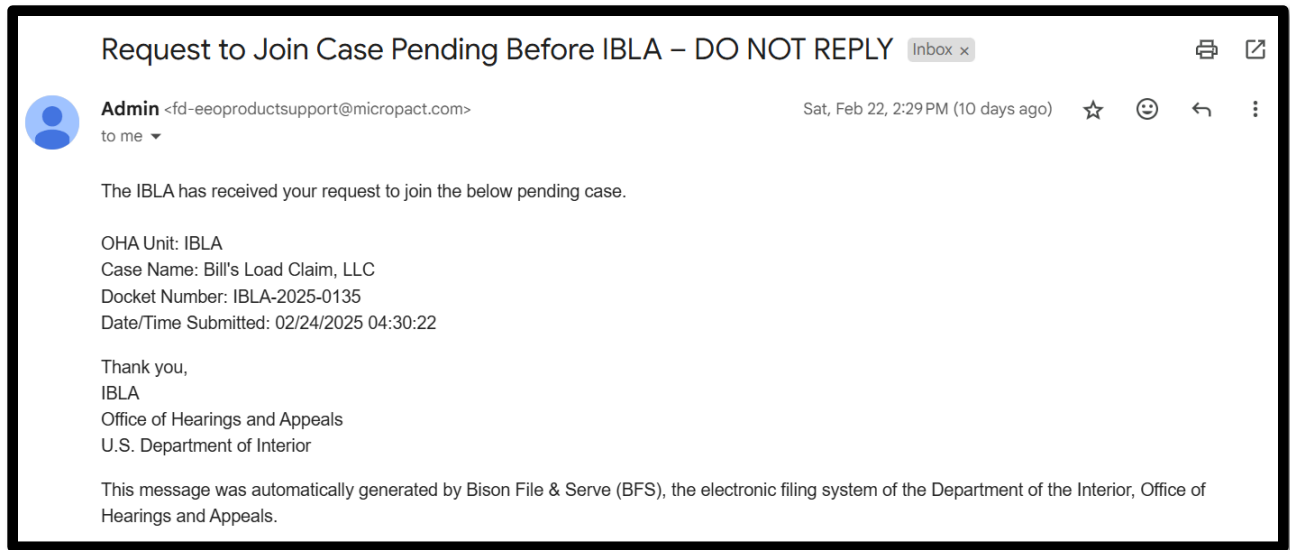
Under **Step 4**, you may submit a document to support your request to join a case. For certain proposed party types, documentary support for your request is required. If a document is required, the Case Documents field will display a red asterisk after you select your Proposed Party Type.



Once all the documents you wish to upload appear next to the “Case Documents” field, you are ready to submit your request. Click the “Request to Join” button at the bottom of the page. If your request has been successfully submitted, you will see a red confirmation message at the top of the page upon completion.



After successfully submitting the join request, you will also receive an e-mail notification confirming receipt of your submission.

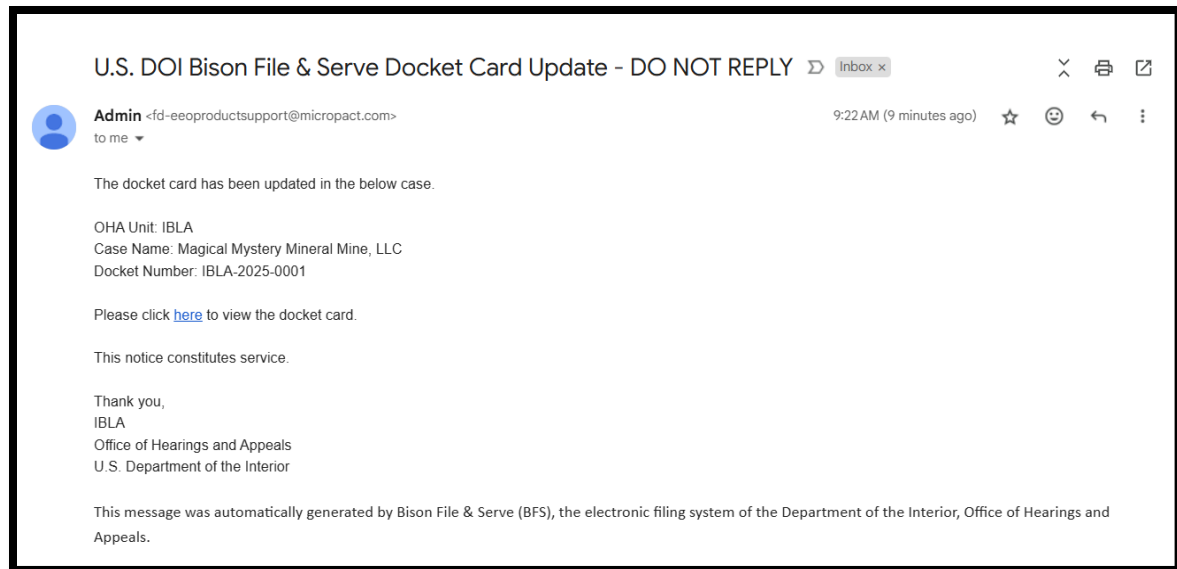


You may continue to file documents after submission from your Case Information Page by clicking the acknowledgement button in Step 1, and then uploading new documents in Step 5. You must click the submit button each time you wish to submit a document.

If your join request is accepted, the case will appear in the “My Cases” queue accessible from your home screen. Clicking on the case will grant you access to limited case information and the case docket card.

For additional details, see the sections below on **My Cases Queue for DOI Users Initiating or Joining a Case** directly below and [Docket Card](#). Once joined to the case, you will also receive service of documents filed and issued in the case. You will receive an email notification alerting you that documents have been added to the docket card. This email notification constitutes service for all system users.





## My Cases Queue for DOI Users Initiating or Joining a Case

Once your case-initiating documents have been submitted or you have been joined to an existing case, the case will be added to your “My Cases” queue and the case information shown in the columns will update as OHA processes the case.

Bison File & Serve 2411.08

SOLEFILER (OHA eFiler)

Home

Home

My Cases

+ New Case Show 10 entries Search:

Unit	Docket Number	Case Name	Received Date	Case Subject	Parent Docket Number	Status
IBLA	IBLA-2025-0001	Magical Mystery Mineral Mine, LLC	01/21/2025 05:50 PM	MINING		Open
IBLA	IBLA-2025-0002	British Petroleum, LLC	01/21/2025 06:41 PM	ROYALTIES		Open
IBLA	IBLA-2025-0004	ExxonMobil	01/21/2025 07:27 PM	ROYALTIES	IBLA-2025-0002	Open

Your “My Cases” queue has seven columns to help you identify your case:

**Unit:** The OHA unit that is reviewing the case.

**Docket Number:** The unique number the relevant OHA unit assigns to the case.

**Case Name:** The name the relevant OHA unit assigned to the case.

**Received Date:** The date and time that the case-initiating documents were submitted to OHA.

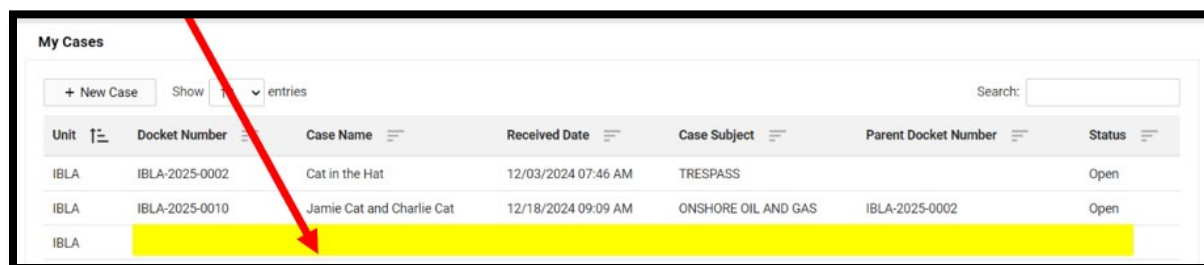
**Case Subject:** A case subject category the relevant OHA unit assigned to identify the type of issues in the case.

**Parent Docket Number:** The docket number of the “parent case,” or the “lead case” in a consolidated grouping, i.e., cases being treated as a single case for administrative reasons, will display here if one has been assigned.

**Status:** Whether the case is currently open, suspended, or closed. If you submitted the case, or have been joined to the case, you may file documents regardless of the case status.

### Draft Cases in My Cases Queue

Clicking “Save” at any point in the submission process will save the entries you have made and allow you to return to the case information page later. You can find all saved draft cases (and submitted cases) listed in the My Cases queue on your home screen. Saved draft cases will appear as blank lines on the My Cases queue, but clicking on the lines will open the cases. This is because certain case information does not populate in the queue until the case is submitted to OHA.



Unit	Docket Number	Case Name	Received Date	Case Subject	Parent Docket Number	Status
IBLA	IBLA-2025-0002	Cat in the Hat	12/03/2024 07:46 AM	TRESPASS		Open
IBLA	IBLA-2025-0010	Jamie Cat and Charlie Cat	12/18/2024 09:09 AM	ONSHORE OIL AND GAS	IBLA-2025-0002	Open
IBLA						

**IMPORTANT:** You cannot delete cases from your “My Cases” queue, even if they remain in draft form.

### Opening or Accessing a Case from the My Cases Queue

To open a case, click on the case in the “My Cases” queue. If you initiated the case but OHA has not yet reviewed it, opening the case will take you to the case information screen, which will display a copy of the case initiation form and a list of the original documents that you submitted to OHA. If you forgot to include a document with your submission, you can eFile additional

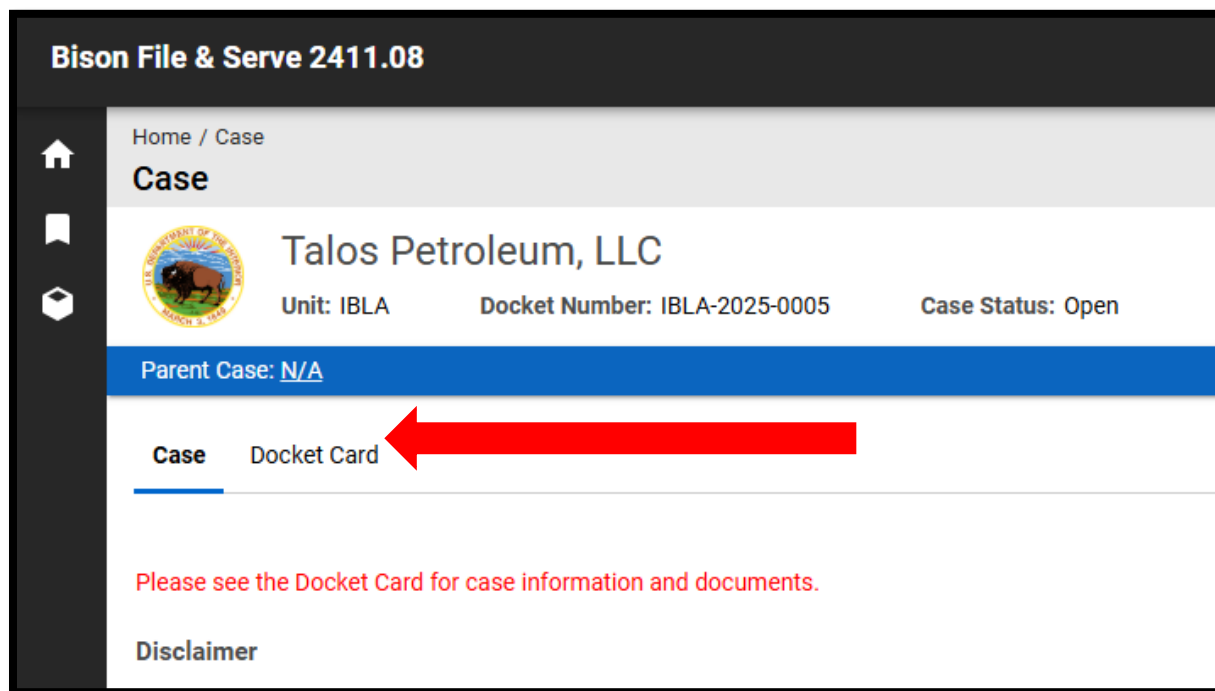
documents in the same case while OHA reviews your submission, but you cannot delete any documents that you already eFiled.

After OHA has reviewed and accepted a case, opening the case will take you to a modified case information screen where you can eFile documents. You will also have access to the docket card, where you can review and download documents filed or orders issued in the case.

## Docket Card

Any documents filed or issued in your case will be instantly viewable on the Docket Card. The Docket Card becomes visible once OHA has completed initial processing of the case and it lists all documents and actions of record in a case, including, but not limited to, filings by the parties and orders and decisions issued by the OHA unit.


To view the Docket Card, find your case on your home screen in your “My Cases” queue. Click on the case, which will take you to the Case Information page. The Docket Card tab is in the top left under the banner at the top.



The Docket Card listing view consists of individual entries for each action of record in the case. From the listing view, you will see additional information about each action, such as the action date, the action type (e.g., the type of document filed), and who took the action (e.g., the party or the OHA unit). Apart from the Document Number column, all other columns may be sorted in ascending or descending order.



Home / Case / Docket Card Listing Assignment: OHA eFiler

**Docket Card Listing**

 **Big Oil, LLC**  
Unit: IBLA    Docket Number: IBLA-2025-0133    Case Status: Open

Parent Case: N/A

Case    **Docket Card**

Action Date	Action By	Action	Action SubType	Action SubSubType	Filed Via	Action Description	Document Number
02/19/2025 05:23 AM	Appellant Rep	Notice of Appeal			BFS		• 001 - Notice of Appeal
02/20/2025 10:17 AM	Appellant Rep	Request to Limit Disclosure of Confidential Information			BFS		• 002 - Request to Limit Disclosure of Confidential Information
02/20/2025 10:17 AM	Appellant Rep	Request to Limit Disclosure of Confidential Information	Confidential Document		BFS		• 003 - Request to Limit Disclosure of Confidential Information
02/20/2025 10:17 AM	Appellant Rep	Statement of Reasons			BFS		• 004.1 - Statement of Reasons
02/20/2025 10:17 AM	Appellant Rep	Statement of Reasons			BFS		• 004.2 - Statement of Reasons

If the Document Number column is populated in the listing view, it means that there is a document attached to that docket card entry. To view the document, click on the docket card entry. Next to the “Document Number” field you will find a hyperlink to download the document. If the document is privileged or confidential, and you are the party who filed the document, you will be able to view it. Otherwise, the document will not be available to view. Documents filed via BFS will include a system-generated time stamp.

Documents

Document Type \*


Docket Action

The maximum file size for uploads is 30 MB. Documents that exceed 30 MB must be uploaded in parts.

File names may not exceed 60 characters per upload. Zip files are not accepted. **The acceptable file formats are .pdf, .doc, or .jpeg.**

**Warning:** If you would like to submit a privileged or confidential document, please ensure you select the appropriate document type from the drop-down list. Documents that are not uploaded under the privileged or confidential document types will be immediately viewable by other parties to the case upon submission.

File \*

 Notice of Appeal.pdf

Date-stamped File

If this document is split into multiple parts, select the part number below.

Part Number of Document

Action Type \*

Notice of Appeal

**IMPORTANT:** The documents listed on the Docket Card will no longer be available 6 months after the case is closed.

## eFiling Additional Documents

To file additional documents in a case that you have initiated or joined, click on the case in your “My Cases” queue.

Every time you submit new documents you must read the BFS policies and procedures. This step contains important information such as the responsibilities of eFilers and the deadlines for when documents are considered timely filed.

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Filers may submit documents electronically to the Office of Hearings and Appeals (OHA) through Bison File & Serve as authorized by the OHA Standing Orders on Electronic Transmission available on the OHA website. Electronic filing of a document does not relieve the filer of the obligation to serve that document on interested parties to a case that have not consented to electronic service through the Bison File & Serve system. Please ensure that any notices of appeal uploaded into this system are filed or served, as applicable, with the office of the official that issued the decision being appealed.

OHA uses Bison File & Serve to receive official filings electronically in lieu of paper filings. Sending a document directly to an OHA unit via e-mail, rather than through Bison File & Serve, does not constitute electronic filing unless otherwise specified by that unit.

Documents filed electronically must be transmitted by 11:59 pm Eastern Time (DIR, IBLA, IBIA), by 11:59 pm Central Time (WELSA), or by 11:59 pm Mountain Time (DCHD) on the day the document is required to be filed with the applicable OHA unit to be considered timely filed.

At all times, any person filing electronically assumes the risk of all errors not solely attributable to a malfunction of Bison File & Serve that may result in the inability to complete an electronic transmission. If the filer experiences problems with Bison File & Serve, please contact the system administrator at [BFSHelpdesk@oha.doi.gov](mailto:BFSHelpdesk@oha.doi.gov). The filer should provide supporting evidence of the problem, such as a copy of an error message or screen print of an error page. OHA will verify reported outages of Bison File & Serve.

Check the box acknowledging that you have read through and understood the policies and procedures and that you agree to abide by them.

Acknowledgement

☐ I acknowledge that I have read and understood the above policies and procedures in their entirety and agree to abide by them.

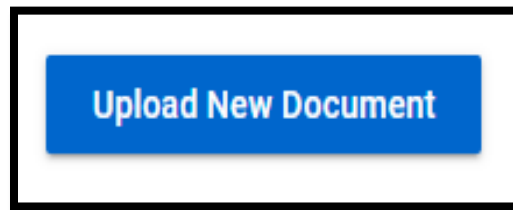
## Step 2: Case Information

This section contains relevant case information such as the underlying decision number/ID, the date of the underlying decision, the applicable bureau/office that issued the underlying decision, and the case subject. Review the **Case Information** section to ensure that you are uploading documents to the correct case.

### Step 3: Document Upload

At the document upload step, you may upload any document that is relevant to your case. You may upload as many documents as needed.

To begin your document upload, click the “Upload New Document” button. A new window will open within the current page. From there, follow the steps provided above under Step 5 of Case Initiation.



After case initiation, the maximum file size for individual documents is 75 MB instead of 30 MB.

**IMPORTANT:** The documents listed on the docket card will no longer be available 6 months after the case is closed.

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## **Guidelines for eFiling Administrative and Probate Records with OHA**

To eFile an administrative or probate record with OHA through BFS, the DOI user should follow the same steps previously explained for eFiling documents in an existing case. In addition, the following guidelines constitute best practices for eFiling administrative and probate records to prevent inadvertent disclosures of privileged or confidential information, make the eFiling process more efficient, and result in a more user-friendly record for review by OHA and the parties to the case.

- ❖ Administrative and probate records should be uploaded as combined portable format documents (PDF) documents. Individual documents can only be eFiled one at a time, so combining the record into as few PDF documents as possible (within the file size limitations of the system) will result in less effort on the part of the bureau or office, and fewer entries on the docket card.
- ❖ If the administrative or probate record contains non-PDF documents, those documents should be converted and added to the combined PDF document prior to eFiling.
- ❖ The record must be Bates stamped in accordance with the Standing Order on Electronic Transmission. In addition, the record should be organized in a way that allows OHA to easily identify and locate individual documents within the record. This may be done by using bookmarks, divider sheets, or another similar organizational method.
- ❖ If the administrative or probate record exceeds 30 MB at case initiation, or 75 MB for an existing case, the record must be eFiled in parts.
- ❖ The filename for each PDF document should contain the part number of the record, if applicable. Document filenames are visible on the docket card of the case.
- ❖ If the administrative record contains privileged documents, those documents must be uploaded separately to ensure that they are protected from inadvertent disclosure. You may combine all privileged documents into a single PDF. Please consult Appendix 3 for detailed instructions on eFiling privileged documents.
- ❖ If the administrative record contains confidential documents that should be protected from public disclosure, those documents must be uploaded separately to ensure that they are protected from inadvertent disclosure. You may combine all confidential documents into a single PDF. Please consult Appendix 3 for detailed instructions on eFiling confidential documents.
- ❖ If a probate record is submitted through BFS, the entire record must be uploaded using the option for eFiling privileged documents to ensure that the record is protected from inadvertent disclosure. This option does not require the submission of a separate request

for limiting disclosure. Only OHA will be able to review the probate record through BFS. Any party desiring to view or obtain copies of documents in the record must make arrangements with the submitting office.

- ❖ Make sure to include a table of contents and any required certification with the administrative or probate record, preferably included in the combined PDF of the record to reduce file uploads and entries on the docket card.

**Please review the BFS User Guide for eFiling Confidential or Privileged Material for unit specific information regarding how to eFile protected information.**



## Appendix 1: Docket Action Types by OHA Unit

Each OHA unit has its own Action Type options. Click on the OHA unit below to view them.



Departmental Cases  
Hearings Division  
(DCHD)



Office of the Director  
(DIR)



Interior Board of Indian  
Appeals (IBIA)



Interior Board of Land  
Appeals (IBLA)



White Earth Land  
Settlement Act  
Hearings Division  
(WELSA)

## DCHD Docket Action Types by Case Phase

### Case Initiation Action Types

The document Action Types available to non-DOI users requesting to initiate a case with DCHD are:

- **Application/Petition for Review**
- **Notice of Appeal**
- **Notice of Intent to Hold Hearing**
- **Request for Hearing**

After you have uploaded your primary case-initiating document, you may upload additional supporting document(s) by selecting one or more appropriate Action Sub-Types, listed below.

**I MPORTANT:** When initiating a case with DCHD as a non-DOI user, you may not upload confidential or privileged documents through BFS. Documents that are uploaded will be immediately available and viewable by other parties to the case upon submission.

- *Application for Temporary Relief.* A request for a short-term order from an administrative law judge to address urgent issues while a case is pending. Typically filed in enforcement actions taken under the Surface Mining Control and Reclamation Act, 43 C.F.R. §§ 4.1260-4.1267.
- *Certificate of Service.* A list of the names and addresses of all the parties served with the case-initiating document and its attachments. If you have incorporated your Certificate of Service into your case-initiating document, you do not need to upload it as a separate document.
- *Motion.* A request for a ruling, order, or judgment regarding a matter in the case. The following motion-specific action sub-types are available for selection:
  - Consolidate: a document asking DCHD to consolidate two or more proceedings when they involve common factual or legal issues.
  - Extension of Time: a written request to extend a case-related deadline.
  - Other: any motion that is not one of the other listed types of motions.
- *Notice of Entry of Appearance.* A written notification that a party is being represented along with the representative's contact information.

- *Other.* Documents directly related to a case-initiating document, such as exhibits, supporting documents, or postmarked envelopes.
- *Petition for Stay.* A document containing reasons why the decision or order being appealed should not be enforced or implemented while the appeal before DCHD is pending. If you have incorporated your Petition for Stay in your case-initiating document, you do not need to upload it as a separate document.
- *Proof of Service.* Proof that a legal document was delivered from one party to another.
- *Statement of Reasons.* A document that contains all arguments in support of the case. If you have incorporated your Statement of Reasons in your case-initiating document, you do not need to upload it as a separate document.
- *Statement of Standing.* A statement of facts showing that the person or entity seeking to initiating an appeal is a party to the case who is adversely affected by the decision or order being appealed, meeting the standard requirements set forth in 43 C.F.R. Part 4.
- *Underlying Bureau/Office Decision, Notice, Order, or Penalty Assessment.* The decision, notice, order, or penalty assessment issued by a DOI Bureau or Office that you are appealing. **Note:** If available to you and not already incorporated in the case-initiating document, please separately upload a copy of the DOI bureau or office decision, notice, order, or penalty assessment that is the subject of your request to initiating a case before DCHD.
  - Proof of Receipt: evidence of the date a party received the underlying DOI bureau or office decision, notice, order, or penalty assessment that is the subject of the Application/Petition for Review.
- **Transmittal of Notice of Appeal, Complaint, or Request for Hearing (DOI Users Only).** Do NOT select this option unless you are a DOI user.

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## Action Types in an Open or Suspended Case

Once DCHD accepts your case and assigns it a docket number, you can upload additional documents using the Action Types, Action Sub-Types, and Action Sub-Sub-Types listed below.

- **Answer.** A document responding to the allegations and arguments set forth in a filing initiating a case, such as a complaint or a petition.
- **Application.** A written request for action or relief. The following Action Sub-Types are available for selection:
  - *Certify Order for Interlocutory Appeal.* A request to file an appeal of an administrative law judge's ruling before the case is fully resolved.
  - *Subpoena.* A request for an administrative law judge to issue a subpoena, i.e., a document ordering a person to do something such as appear at a hearing and give testimony or produce specific documents.
  - *Temporary Relief.* A request for a short-term order from an administrative law judge to address urgent issues while a case is pending. Typically filed in enforcement actions taken under the Surface Mining Control and Reclamation Act. 43 C.F.R. §§ 4.1260 - 4.1267.
- **Bureau/Office Decision Record.** The administrative record supporting the underlying decision being appealed.
  - *Privileged Document Filed Under Seal.* Privileged administrative record documents may be filed by a DOI user under seal by uploading the documents here. The documents will not be viewable by other parties and will not be reviewed by OHA without notice to the parties. The certification of the record and the table of contents should indicate that the record contains privileged documents.
- **Certificate of Service.** A list of the names and addresses of all the parties served with a filing and its attachments. If you have incorporated your Certificate of Service in your filing, you do not need to upload it as a separate document.
- **Exhibit List.** A document that lists all the things a party plans to show as evidence at a hearing.
- **Miscellaneous.** Use this Action type for any filing not covered by one of the other Action Types.
- **Motion.** A request for a ruling, order, or judgment. For any motion relating to a Summary Judgment, please use the separate Summary Judgment Action Type. You may upload other

documents in support of your Motion by selecting the appropriate **Supporting Documents** Action Type. The following **Motion** Action Sub-Types and Sub-Sub-Types are available for selection:

- *Additional Briefing*. A written request to submit briefing beyond what the administrative law judge permitted.
- *ADR Referral*. A written request to refer the case to Alternative Dispute Resolution.
- *Amicus Curiae*. A written request to file documents in a case to provide information without becoming a party.
- *Compel*. A written request for an administrative law judge to require a party to comply with a discovery request.
- *Consolidate*. A written request to consolidate at least two or more cases that involve common factual or legal issues into one proceeding.
- *Discovery*. A written request for a ruling or order relating to a request for discovery, i.e., the prehearing process that allows a party to obtain relevant facts and information from another party during a proceeding.
- *Dismiss*. A written document confirming the party's request to be dismissed from a proceeding or a joint request on behalf of all parties to the proceeding for a dismissal (e.g., a joint motion to dismiss based on settlement).
- *Extension of Time*. A written request to extend a filing deadline.
- *In Limine*. A written request for a ruling on the admissibility of specific evidence, testimony, or arguments at hearing.
- *Intervene*. A written request to join an existing proceeding as a party.
- *Limit Disclosure of Confidential Information*. A written request to limit disclosure of confidential information pursuant to 43 C.F.R. § 4.31. Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by OHA except as provided under 43 C.F.R. § 4.31. DO NOT include confidential information in the request for limiting disclosure. The request will be viewable by other parties. After you have uploaded your Motion to Limit Disclosure, you may upload confidential documents selecting the Confidential Document action sub-type.

- Confidential Document: a document containing information that is the subject of a written request for limiting disclosure. Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by DCHD except as provided under 43 C.F.R. § 4.31. NOTE: Confidential documents must be accompanied by a Motion to Limit Disclosure.
- *Modify a Deadline*. A procedural request to modify a filing deadline.
- *Other*. Any motion that is not one of the other listed types of motions.
- *Overlength Brief*. A written request to file a brief that exceeds that page limit set by an administrative law judge.
- *Postpone Hearing*. A written request to postpone a scheduled hearing.
- *Postpone Prehearing Conference*. A written request to postpone a scheduled prehearing conference.
- *Protective Order*. A written request to protect privileged information from disclosure. **DO NOT** include privileged information in the request for protective order. The request will be viewable by other parties. After you have uploaded your Motion for Protective Order, you may upload privileged documents selecting the Privileged Document Filed Under Seal action sub-type.
- Privileged Document Filed Under Seal: Privileged documents may be filed by a DOI user under seal by uploading the documents here. The documents will not be available or viewable by other parties and will not be reviewed by OHA without notice to the parties. The certification of the record and the table of contents should indicate that the record contains privileged documents.
- *Remand*. A request to return the case to the bureau/office that issued the underlying decision for further action.
- *Reschedule an Action*. A written request for the administrative law judge to reschedule an action in the proceeding.
- *Schedule Hearing*. A written request for the administrative law judge to schedule a hearing in a proceeding.
- *Schedule Prehearing Conference*. A written request for the administrative law judge to schedule a prehearing conference in a proceeding.

- *Sever Consolidation*. A written request to separate a case that has been consolidated with one or more cases.
- *Stay Proceedings*. A written request to suspend the proceeding and all associated case deadlines while, for example, the parties engage in settlement discussions. This is a separate request from a Petition for Stay, which pertains to the underlying decision being appealed.
- *Vacate*. A written request to vacate a decision or order.
- *Withdraw from Proceeding*. A written request by an initiating party to voluntarily withdraw from a case. Such a request must be accompanied by a motion to dismiss.
- *Withdraw as Counsel*. A written request by an attorney to withdraw as the legal representative of a party to the proceeding.
- **Notice**. A formal written legal communication. The following Action Sub-Types are available for selection.
  - *Change of Address*. Written notice of any change to a party's mailing address.
  - *Entry of Appearance*. A written notification that a party is being represented along with the representative's contact information.
  - *Other*. Any notice that does not fit the description of the other listed types of notices.
  - *Substitution of Counsel*. A written notification that a party's legal representative is changing to a different representative, along with the contact information for the new attorney.
- **Petition for Stay**. A document containing reasons why the decision or order being appealed should not be enforced or implemented while the appeal before DCHD is pending. If you have incorporated your Petition for Stay in your case-initiating document, you do not need to upload it as a separate document.
- **Post-Hearing Brief**. A written statement fully presenting the party's arguments and evidence, submitted after the conclusion of a hearing. The submission of a post-hearing brief, and any responses, is subject to the permission of the administrative law judge. The available Action Sub-Types for filing a Post-Hearing Brief can be found in the list provided in Appendix 2.
- **Proof of Service**. Proof that a legal document was delivered from one party to another.

- **Reply in Support of Motion.** A written brief in support of a party's motion and responding to the arguments contained in an opposing party's response brief, if permitted to be filed by the administrative law judge.
- **Response to ALJ Order.** A written response to an order issued by an administrative law judge.
  - *Order to Show Cause.* An order by an administrative law judge requiring a party to justify or explain why the judge should or should not take a specified action.
  - *Order-Other.* A response to any other administrative law judge order.
- **Response to Application.** A document that explains why you disagree with an application and what you want the judge to do instead. You can include evidence and arguments to support your position. The available Action Sub-Types for filing a Response to Application can be found in the DCHD Action Types by Case Phase Table provided in Appendix 2.
- **Response to Motion.** A document that explains why you disagree with a motion and what you want the judge to do instead. You can include evidence and arguments to support your position. The available Action Sub-Types for filing a Response to Motion can be found in the DCHD Action Types by Case Phase Table provided in Appendix 2.
- **Response to Petition for Stay.** A document that explains why you disagree with a Petition for Stay. You can include evidence and arguments to support your position.
- **Status Report.** A written report by which the party or parties to a proceeding inform the judge about the status of the case. Usually submitted in response to an order of the administrative law judge.
- **Stipulations of Fact.** An agreement between the parties to accept the truth of a specific fact. Once a stipulation is accepted, the fact is no longer in dispute and does not need to be proven with evidence.
- **Summary Judgment.** A method for resolving proceedings in which there is no genuine dispute as to any material fact and that involve a request for a decision as a matter of law without a hearing. The available Action Sub-Types for Summary Judgment filings can be found in the DCHD Action Types by Case Phase Table provided in Appendix 2.
- **Supporting Documents.** Documentary materials supporting a motion or other pleading. The following Action Sub-types are available for selection:
  - *Affidavits.* A written statement of facts signed in the presence of a notary public.



- *Attachments*. Documents that support the arguments and statements of fact in a legal filing.
- *Declarations*. A written statement of facts in which the author swears under penalty of perjury that the contents are true.
- *Exhibits*. A document formally introduced as evidence to support a legal claim or argument within a legal filing.
- *Other Materials*. Any other written materials supporting a legal filing.
- *Privileged Document*. Privileged documents may be filed under seal by uploading the documents with this action sub-type. Documents uploaded under this sub-type will not be viewable by other parties.
- **Surreply Brief**. An additional reply to a motion filed after the motion has already been fully briefed, if permitted to be filed by the administrative law judge.
- **Witness List**. A list of person(s) who a party plans to call to testify at a hearing.

### Action Types in a Closed Case

You may file the following Action Types in a case DCHD has closed:

- **Motion**. A written request asking an administrative law judge to take a specific action in a closed case, such as issuing an order correcting non-substantive errors in a final decision.
- **Notice of Appeal of ALJ Order/Decision**. A document stating your intent to appeal an order or decision issued by an administrative law judge.
- **Post-Decision Filing (Other)**. Any filing in a closed case that does not fit within one of the other available options.
- **Petition for Attorney's Fees**. A written request by a prevailing party to a proceeding for an award of attorney fees under the Equal Access to Justice Act.
- **Petition for Reconsideration**. A written request asking an administrative law judge to reconsider their dispositive order or decision (i.e., a decision that finally resolves a proceeding).

## DIR Docket Action Types by Case Phase

### Case Initiation Action Types

The Action Types available for eFilers when transmitting or initiating a case with DIR:

- **Notice of Appeal.** After you have uploaded your Notice of Appeal, you may upload other documents in support of your Notice of Appeal by selecting the appropriate document sub-type. Please note, a Petition for Reconsideration should be filed in the original, closed case rather than as a new case.
  - **Certificate of Service.** A Certificate of Service is a list of names and address of all the parties served with the Notice of Appeal and its attachments. If you have incorporated your Certificate of Service in your Notice of Appeal, you do not need to upload it as a separate document.
  - **Other.** These are documents directly related to a Notice of Appeal, such as exhibits, supporting documents, or post-marked envelopes.
  - **Underlying Bureau/Office Decision or Order.** The decision issued by an office or bureau of the Department of the Interior that is the subject of your request for a decision by OHA.
- **Petition for Director's Review.** A party may request that the Director review or take jurisdiction of a decision by the IBIA, IBLA, or an Ad Hoc Board of Appeals.
  - **Other.** These are documents directly related to a Petition for Director's Review, such as exhibits, supporting documents, or post-marked envelopes.
  - **Underlying OHA Board Decision.** The decision issued by the IBIA, IBLA, or Ad Hoc Board of Appeals that is the subject of your Petition for Director's Review.
- **Request for Appointment of Presiding Official (NIGC).** The National Indian Gaming Commission may request that the Director appoint a Presiding Official.
  - **Other.** These are documents directly related to a Request for Appointment of Presiding Official, such as exhibits, supporting documents, or post-marked envelopes.
  - **Underlying NIGC Determination.** The determination issued by the NIGC that is the subject of the Appeal that is being referred to OHA for appointment of a Presiding Official.

- **Underlying Notice of Appeal.** The Notice of Appeal that was filed with the NIGC and that is being referred to OHA for appointment of a Presiding Official.
- **Request for Hearing.** After you have uploaded your Request for Hearing, you may upload other documents in support of your Request for Hearing by selecting the appropriate document sub-type. Please note, a Petition for Reconsideration should be filed in the original, closed case rather than as a new case.
  - **Certificate of Service.** A Certificate of Service is a list of the names and address of all the parties served with the Hearing Request and its attachments. If you have incorporated your Certificate of Service in your Hearing Request, you do not need to upload it as a separate document.
  - **Other.** These are documents directly related to a Request for Hearing, such as exhibits, supporting documents, or postmarked envelopes.
  - **Underlying Bureau/Office Decision or Order.** The decision issued by an office or bureau of the Department of the Interior that is the subject of your request for a decision by OHA.
- **Request to Limit Disclosure of Confidential Information.** You may file a Request to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31. Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by OHA except as provided under § 4.31. **IMPORTANT: DO NOT** include confidential information in the request for limiting disclosure. The request will be viewable by other parties. After you have uploaded your Request to Limit Disclosure, you may upload Confidential Documents selecting the "Confidential Document" sub-type.
  - **Confidential Document.** Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by the Unit except as provided under 43 C.F.R. § 4.31. Confidential documents must be accompanied by a Request to Limit Disclosure.
- **Transmittal of Administrative Report, Appeal, or Request for Hearing (DOI Users ONLY).** Do not select this option if you are not a Department of Interior user.

## Action Types in an Open Case

- **Administrative Report & Recommendation.** This Action Type applies only to Waiver Requests and Waiver Appeals. This document is a report and recommendation regarding resolution of the employee's request for a waiver. The document is prepared and typically filed by the Interior Business Center or the employing Bureau or Office.
- **Agency Record.** The administrative record on which the appealed-from decision or order was based. The administrative record will be viewable upon submission by all registered BFS users who are parties to the proceeding. Privileged Documents and Confidential Documents may be uploaded separately.
- **Answer Brief.** A document responding to the allegations and arguments set forth in a filing initiating a case, such as a complaint or a petition.
- **Entry of Appearance of Representative.** A written notification that a party is being represented and the representative's contact information.
- **Filing - Miscellaneous (e.g., exhibits to brief).** Any filing that is not one of the other listed types of filings.
- **Motion – Miscellaneous.** Any motion that is not one of the other listed types of motions.
- **Motion for Extension of Time.** A written request to extend a filing deadline.
- **Motion for Stay.** A Motion for Stay is a document containing reasons why the decision or order being appealed should not be enforced or implemented while the appeal is pending.
- **Opening Brief.** A written statement fully presenting the appellant's allegations of error in the appealed-from decision or order. This is the first brief filed in accordance with an order setting briefing schedule.
- **Proof of Service separately filed.** A written statement submitted as evidence of service of a document on interested parties.
- **Reply to Answer Brief.** A brief by the case-initiating party responding to the arguments contained in an opposing party's answer brief.
- **Request to Limit Disclosure of Confidential Information.** You may file a Request to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31. Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by OHA except as provided under § 4.31. DO NOT include confidential information in the request for limiting disclosure. The request will be viewable by other parties. After you have uploaded your Request to Limit Disclosure, you may upload Confidential Documents selecting the "Confidential Document" sub-type.
  - **Confidential Document.** Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by the Unit except as provided under 43 C.F.R. § 4.31. Confidential documents must be accompanied by a Request to Limit Disclosure.

- **Response to Order.** A written response submitted in response to an Order issued by an Ad Hoc Board of Appeals or Hearing Official.
- **Status Report.** A written response to an order for a status report.
- **Supplemental Documents/Information (Waivers).** This is any supplemental documentation that is requested by an Ad Hoc Board of Appeals in a Waiver Request or Waiver Appeal.

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### Action Types in a Closed Case

- **Court-Ordered Remand.** Order issued by a Federal court directing reopening of a case by an Ad Hoc Board of Appeals or Hearing Official.
- **Other Post-Decision Filing.** Any filing in a closed case that does not fit within one of the other available options.
- **Petition for Reconsideration.** A written request asking an Ad Hoc Board of Appeals or Hearing Official to reconsider their dispositive order or decision (i.e., a decision that finally resolves a proceeding).

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## IBIA Docket Action Types by Case Phase

### Case Initiation Action Types

The Action Types available for IBIA cases when uploading a document are:

- **Notice of Appeal.** When you upload your Notice of Appeal, you may upload other documents in support of your Notice of Appeal by selecting the appropriate document sub-type, including Certificate of Service, Other, or Underlying Bureau/Office Decision or Order. Please note: a Petition for Reconsideration, Court-Ordered Remand, Objection to ALJ Recommended Decision (ISDA), or Other Post-Decision Filing should be filed in the original, closed case rather than as a Notice of Appeal in a new case.
  - **Certificate of Service.** A Certificate of Service includes a list of the names and addresses of all the parties who were served with a copy of the Notice of Appeal and its attachments. You are encouraged to incorporate your Certificate of Service in your Notice of Appeal so that you do not need to upload it as a separate document.
  - **Other.** These are documents directly related to a Notice of Appeal, such as exhibits, other supporting documents, motions, etc. You may incorporate such filings in your Notice of Appeal and do not need to upload them separately.
  - **Underlying Bureau/Office Decision or Order.** If available to you and not incorporated in the Notice of Appeal, please upload a copy of the decision(s) or order(s) issued by a bureau or office of DOI that is the subject of the Notice of Appeal.
- **Request to Limit Disclosure of Confidential Information.** You may file a Request to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31. Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by the IBIA except as provided under § 4.31. **IMPORTANT: DO NOT** include confidential information in the request for limiting disclosure. The request will be viewable by other parties. After you have uploaded your Request to Limit Disclosure, you may upload Confidential Documents selecting the "Confidential Document" sub-type.
  - **Confidential Document.** Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by the IBIA except as provided under 43 C.F.R. § 4.31. Confidential documents must be accompanied by a Request to Limit Disclosure.

- **Transmittal of Appeal or Referral (DOI User).** Do not select this option if you are not a Department of the Interior user.

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## Action Types in an Open or Suspended Case

- **Agency Record.** This is the administrative or probate record on which the appealed-from decision or order was based. Unless filed under the options for uploading privileged or confidential documents, the administrative or probate record will be viewable upon submission by all registered BFS users who are joined to the case. If an administrative record contains privileged or confidential documents, those documents must be uploaded separately from the rest of the administrative record to ensure that they are protected from inadvertent disclosure. If a probate record is submitted through BFS, the entire record must be uploaded using the option for eFiling privileged documents to ensure that the record is protected from inadvertent disclosure.
  - **Privileged Document Filed Under Seal.** Administrative record documents filed under this option will not be viewable by other parties and will not be reviewed by the IBIA without notice to the parties. The certification of the administrative record and the table of contents should indicate that the record contains privileged documents. Probate records filed under this option will only be viewable through BFS by the IBIA, and the IBIA may review probate records without prior notice to the parties. Any party desiring to view or obtain copies of documents in the probate record must make arrangements with the submitting bureau or office.
  - **Request to Limit Disclosure.** Confidential documents that are the subject of a written Request to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31 will not be viewable by other parties or reviewed by the IBIA except as provided under § 4.31. **IMPORTANT: DO NOT** include confidential information in the request for limiting disclosure. The request will be viewable by other parties. After you have uploaded your Request to Limit Disclosure, you may upload confidential documents selecting the Confidential Document action sub-type.
    - **Confidential Document.** Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by the IBIA except as provided under 43 C.F.R. § 4.31. **NOTE:** Confidential documents must be accompanied by a Request to Limit Disclosure.
- **Answer Brief.** A brief by an opposing party responding to the appellant's notice of appeal and opening brief or statement.
- **Entry of Appearance of Representative.** A written notification that a party is being represented and the representative's contact information.

- **Filing - Miscellaneous (e.g., exhibits to brief).** Any filing that is not one of the other listed types of filings.
- **Motion – Miscellaneous.** Any motion that is not one of the other listed types of motions.
- **Motion for Extension of Time.** A written request to extend a filing deadline.
- **Opening Brief.** A written statement fully presenting the appellant’s allegations of error in the appealed-from decision or order. This is the first brief filed in accordance with an order setting briefing schedule.
- **Proof of Service separately filed.** A written statement submitted as evidence of service of a document on interested parties.
- **Reply to Answer Brief.** A brief by the appellant responding to the arguments contained in an opposing party’s answer brief.
- **Request to Limit Disclosure of Confidential Information.** You may file a Request to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31. Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by the IBIA except as provided under § 4.31. **IMPORTANT: DO NOT** include confidential information in the request for limiting disclosure. The request will be viewable by other parties. After you have uploaded your Request to Limit Disclosure, you may upload confidential documents selecting the Confidential Document action sub-type.
  - **Confidential Document.** Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by the IBIA except as provided under 43 C.F.R. § 4.31. **NOTE:** Confidential documents must be accompanied by a Request to Limit Disclosure.
- **Response to Board Order.** A written response to an order to complete service, show cause, or provide information.
- **Status Report.** A written response to an order for a status report.

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### Action Types in a Closed Cases

- **Court-Ordered Remand.** Order issued by a Federal court remanding the matter to the Department.
- **Objection to ALJ Recommended Decision (ISDA).** Objection to the recommended decision of an Administrative Law Judge in a case brought under the Indian Self-Determination and Education Assistance Act.
- **Other Post-Decision Filing.** Any filing in a closed case that does not fit within one of the other available options.
- **Petition for Reconsideration.** A petition filed under 43 C.F.R. § 4.315.

## IBLA Docket Action Types by Case Phase

### Case Initiation Action Types

The document types available for IBLA cases when initiating a case are displayed alphabetically, as follows:

- **Certificate of Service.** A Certificate of Service is a document listing the names and addresses of all the parties served with the document being filed. You are encouraged to include your Certificate of Service in your filing so that you do not need to upload it as a separate document.
- **Motion.** Only four motion types are permitted to be filed at the case initiation stage. Do not file exhibits or attachments to a Motion as a separate filing. Any exhibits or attachments to a Motion should be included in the Motion document, and filed in parts, if necessary. If you select **Motion**, the following motions are available from the Action Sub-Type list:
  - **Alternative Dispute Resolution.** IBLA encourages the use of alternative dispute resolution (ADR) processes to assist with settlement discussions if the parties decide it would be helpful. The use of an ADR process is entirely voluntary and will only be used if all parties agree to participate. A motion may request that the Board assist with ADR in a new appeal or that the Board suspend the new appeal while you pursue ADR through another process.
  - **Extension of Time.** A Motion for an Extension of Time is a written request to extend the filing deadline of any document.
  - If you select Extension of Time, the following extension types are available from the Action Sub-Sub-Type list:
    - **Other.** Use this Action Sub-Type if you are requesting an extension of time to file any document other than a Statement of Reasons.
    - **Statement of Reasons.** Select this option if you are asking the Board for an extension of time to file a statement of reasons in support of the case.
  - **Fact-finding Hearing.** Use this Action Sub-Type if you are requesting that the Board conduct or order a fact-finding hearing.
  - **Other.** Use this Action Type if no other available Action Type describes what you are filing.

- **Notice of Appeal.** A Notice of Appeal is a document stating your intent to appeal a bureau or office order or decision.

If the applicable regulations require you to file a Statement of Standing and a Statement of Timeliness along with your Notice of Appeal, then please file those documents under the Notice of Appeal Action Type and select the appropriate Action Sub-Type. Any other exhibit or attachment to the Notice of Appeal should be included in the Notice of Appeal document, and filed in parts, if necessary.

- **Other.** Use this Action Type only if no other available Action Type describes what you are filing.
- **Statement of Standing.** A Statement of Standing is a statement of facts showing that the person or entity seeking to appeal is a party to the case who is adversely affected by the decision or order being appealed, meeting the standing requirements set forth in 43 C.F.R. Part 4.
- **Statement of Timeliness.** A Statement of Timeliness is a statement, and any corroborating documentation, that demonstrates the appeal is timely. If a Statement of Timeliness is required, it must include the date when you received notice of the decision or order and the date you filed the appeal.
- **Underlying Bureau/Office Decision or Order.** Please upload a copy of the decision or order issued by the DOI Bureau or Office that you are appealing. NOTE: Each decision requires its own appeal, even if they are related or arise from the same facts. You may separately request that the Board consolidate multiple appeals but you must file an appeal for each decision received.

**IMPORTANT:** Any other document filed at the same time as the Notice of Appeal, e.g., a Petition for a Stay or a Motion, must be separately filed by selecting the appropriate document Action Type and Sub-Type, if relevant, and uploading the document that best matches the Action Type you selected.

- **Notice of Appearance.** Any party's representative can file a Notice of Appearance, which notifies the IBLA and all other parties that the representative wishes to appear in the appeal. When opening a new case, this filing is only necessary if other parties to the appeal are not BFS users.
- **Other.** Use this Action Type if no other available Action Type describes what you are filing.
- **Petition for Stay.** A Petition for Stay is a document containing reasons why the decision or order being appealed should not be enforced or implemented while the appeal is pending.

Any exhibits or attachments to the Petition for a Stay should be included in the Petition for a Stay document, and filed in parts, if necessary. For more information, please see 43 C.F.R. § 4.21(a).

- **Privileged Document(s) Filed Under Seal.** Privileged documents may be filed under seal by uploading the documents with this Action Sub-Type. Documents uploaded under this option will not be viewable by other parties.
- **Request to Limit Disclosure of Confidential Information.** A Request to Limit Disclosure of Confidential Information filed pursuant to 43 C.F.R. § 4.31 must be filed here. **IMPORTANT: DO NOT** include confidential information you do not want other parties to see in a Request to Limit Disclosure of Confidential Information. The Request will be viewable by other parties to the appeal. Instead, any document(s) containing information that is protected by law from mandatory public disclosure requirements can be filed with IBLA by selecting the Confidential Document(s) action Sub-Type under Request to Limit Disclosure of Confidential Information and uploading the material there.
  - **Confidential Document(s).** Confidential documents must be accompanied by a Request to Limit Disclosure of Confidential Information. Other parties to this appeal will not be able to view any Confidential Document(s) uploaded under this Action Sub-Type unless or until IBLA orders otherwise.
- **Transmittal of Notice of Appeal or Submission of Administrative Record (DOI Users ONLY).** Do not select this option if you are not a Department of Interior user.
- **Underlying Bureau/Office Decision or Order.** Please upload a copy of the decision or order issued by the DOI Bureau or Office that you are appealing. NOTE: Each decision requires its own appeal.

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## Action Types in an Open or Suspended Case

Once IBLA accepts your case and gives it a docket number, you can upload additional documents in your case that correspond to the Action Types, Action Sub-Types, and Sub-Sub-Types listed below.

- **Administrative Record** is the record that bureaus and offices submit to the Board and should include the documents the deciding officer directly or indirectly considered in reaching the order or decision being appealed. The record will be viewable upon submission by all registered BFS users who are parties to the appeal. Privileged Documents and Confidential Documents must be uploaded separately. The record should be indexed and electronically searchable.
  - **Transmittal Memorandum** may be filed concurrently with the record, and should include sender and recipient information, date, docket number, case name, and a brief description of what is being transmitted. A transmittal memorandum should never include a motion or request.
  - **Privileged Document Filed Under Seal.** Privileged documents may be filed under seal by uploading the documents with this Action Sub-Type. Documents uploaded under this option will not be viewable by other parties.
  - A **Request to Limit Disclosure of Confidential Information** filed pursuant to 43 C.F.R. § 4.31 must be filed here. DO NOT include confidential information you do not want other parties to see in a Request to Limit Disclosure of Confidential Information. The Request will be viewable by other parties to the appeal. Instead, any document(s) containing information that is protected by law from mandatory public disclosure requirements can be filed with IBLA by selecting the Confidential Document(s) Action Sub-Type under Request to Limit Disclosure of Confidential Information and uploading the material there.
    - **Confidential Document(s).** Confidential documents must be accompanied by a Request to Limit Disclosure of Confidential Information. Other parties to this appeal will not be able to view any Confidential Document(s) uploaded under this Action Sub-Type unless or until the Board orders otherwise.
- **Answer.** The bureau or office that issued the decision being appeals and any intervenors in the case may file an answer to an appellant's statement of reasons for appeal.
- **Certificate of Service.** A Certificate of Service is a document listing the names and addresses of all the parties served with the document being filed. You are encouraged to

include your Certificate of Service in your filing so that you do not need to upload it as a separate document.

- **Motion.** Any motion filed with the Board must state with particularity the relief sought and include the reasons it should be granted. Unless otherwise specified by regulation, the moving party must first confer with all other known parties to the appeal to determine whether they will agree to all or part of the relief sought in the motion before filing the motion with the Board.
  - **Amicus Curiae.** This motion type should be used when a person or entity wishes to file a brief to help the Board resolve the issues on appeal.
  - **Consolidation.** Use this motion type when asking the Board to combine two or more pending cases because they involve common factual or legal issues.
  - **Dismissal.** Use this motion type only if the motion to dismiss is contested. Otherwise, use the '**Stipulated Dismissal**' option.
  - **Set Aside and Remand.** Use this motion type when you are a bureau or office asking the Board to set aside the decision on appeal and remand to the bureau or office for further action.
  - **Extension of Time.** File this request when you need more time to file a document.
    - **Answer.** Select this option if you need more time to file an answer.
    - **Modification of Existing Briefing Schedule.** Select this option if you need to modify an order setting filing deadlines in an appeal.
    - **Other.** Use this option if no other available Action Sub-Sub-Type describes what you are filing.
    - **Reply.** Select this option if you need more time to file a reply.
    - **Response to Board Order.** Select this option if you need more time to file a response to a Board order.
    - **Response to Motion.** Select this option if you need more time to file a response to a motion.
    - **Response to Stay Petition.** Select this option if you need more time to file a response to a stay petition.



- **Statement of Reasons.** Select this option if you need more time to file a response to a statement of reasons.
- **Fact-finding Hearing.** Use this Action Sub-Type if you are requesting that the Board conduct or order a fact-finding hearing.
- **Intervention.** Use this Action Sub-Type when you request to join an existing appeal as a party.
- **Leave to File.** Use this Action Sub-Type when seeking Board permission to deviate from an established rule or procedure.
- **Other.** Use this Action Sub-Type if no other available Action Sub-Type describes the type of motion you are filing.
- **Reconsideration of Interim Order.** Use this Action Sub-Type if you are requesting the Board to alter or amend a non-final order.
- **Stipulated Dismissal.** Use this Action Sub-Type when asking the Board to dismiss an appeal based on a written agreement between all parties.
- **Suspension.** Use this Action Sub-Type when asking the Board to stop the proceedings and toll filing deadlines.
- **Withdrawal of Counsel.** Use this Action Sub-Type when asking the Board to relieve movant from representing a client in a pending appeal.
- **Privileged Document Filed Under Seal.** Privileged documents may be filed under seal by uploading the documents with this Action Sub-Type. Documents uploaded under this option will not be viewable by other parties.
- **A Request to Limit Disclosure of Confidential Information** filed pursuant to 43 C.F.R. § 4.31 must be filed here. DO NOT include confidential information you do not want other parties to see in a Request to Limit Disclosure of Confidential Information. The Request will be viewable by other parties to the appeal. Instead, any document(s) containing information that is protected by law from mandatory public disclosure requirements can be filed with IBLA by selecting the Confidential Document(s) action Sub-Type under Request to Limit Disclosure of Confidential Information and uploading the material there.
  - **Confidential Document(s).** Confidential documents must be accompanied by a Request to Limit Disclosure of Confidential Information. Other parties to this appeal will not be able to view any Confidential Document(s) uploaded under this Action Sub-Type unless or until the Board orders otherwise.

- **Notice of Appearance.** Any party's representative can file a Notice of Appearance, which notifies the Board and all other parties that the representative wishes to appear in the appeal.
- **Notice of Supplemental Authority.** Use this Action Type when filing a document that informs the Board of new authorities that are relevant to a pending appeal.
- **Other.** Use this Action Type if no other available Action Type describes what you are filing.
- **Reply to Answer.** Use this Action Type when filing a reply.
- **Reply to Response to Motion.** Use this Action Type when filing a reply to a response to a motion.
- **Response to Board Order.** Use this Action Type when filing a document that responds to a Board order, i.e., Order for Supplemental Briefing or Order to Show Cause.
- **Response to Motion.** Use this Action Type when filing a document that responds to a motion.
- **Statement of Reasons.** A Statement of Reasons is a document containing the reasons for the appeal. Any exhibits or attachments to the Statement of Reasons should be included in the Statement of Reasons document, and filed in parts, if necessary. Use this Action Type when filing reasons for your appeal.
- **Status Report.** Use this Action Type when filing a document updating the Board on the status of an appeal.
- **Sur-Reply to Reply.** A Sur-Reply is a document filed by parties responding to the arguments contained in a Reply. Any exhibits or attachments to the Sur-Reply should be included in the Sur-Reply document, and filed in parts, if necessary. Use this Action Type when filing a document when filing a sur-reply to a reply.

### **Action Types in a Closed Case**

The following documents must be filed in the original, closed appeal by joining the case via BFS (if not already a participant) and then filing one of the following documents.

- Court-Ordered Remand
- Petition for Reconsideration of the Board's Final Order/Decision
- Petition for Attorneys' Fees
- Other Post-Decision Filing
- Petition to Stay the Effect of the Board's Final Order/Decision

## WELSA Docket Action Types by Case Phase

### Case Initiation Action Types

- **Commencement Materials.** Documents provided by the Bureau of Indian Affairs to officially commence the WELSA Heirship Determination process for a specified individual. DO NOT select this option unless you work for the WELSA Project office.

### Action Types in an Open or Suspended Case

Once your case is assigned a docket number, you can upload additional documents using the Action Types, Action Sub-Types, and Action Sub-Sub-Types listed below.

- **Certificate**
  - *Posting.* A signed certificate stating the date and place a notice of preliminary decision was posted. Do NOT select this option unless you work for the WELSA Project office.
  - *Transmission.* A document signed by the WELSA Project Director stating when the notice of preliminary decision was transmitted for posting, and to which locations it will be posted. Do NOT select this option unless you work for the WELSA Project office.
- **Filing of Additional Information.** Additional documentary evidence in support of an heirship determination.
- **Miscellaneous.** Any document that does not fit within one of the other action types.
- **Objection in Response to Preliminary Order.** A document explaining why you disagree with the individuals named as heirs of the Decedent or other findings of fact or law in the preliminary decision.
- **Petition for Reconsideration.** A written request that the presiding officer reconsider the final decision.
- **Request**
  - *Hearing.* A written request to schedule a hearing to resolve disputed factual issues.
  - *Extension of Time.* A written request to extend a case-related deadline.

- *Other.* Any request that does not fit within one of the other available options.
- **Response**
  - *Interrogatories.* A written answer to questions asked during legal discovery, i.e., the formal process by which parties to a case exchange information.
  - *Order to Produce.* A written response to an order requiring the production of documents.
  - *Order to Show Cause.* A written response to an order requiring a party to justify or explain why the judge should or should not take a specified action.
  - *Other.* Any response that does not fit within one of the other available options.
  - *Notice of Petition for Reconsideration.* A written response to a request that the judge reconsider the final decision.
  - *Request for Additional Information.* A written response to the presiding officer's request for additional information.
- **Supporting Documents.** Documentary materials supporting a motion or other pleading. The following supporting documents sub-types are available for selection.
  - *Affidavits.* A written statement of facts signed in the presence of a notary public.
  - *Attachments.* Documents that support the arguments and statements of fact in a legal filing.
  - *Declarations.* A written statement of facts in which the declarant swears under penalty of perjury that the contents are true.
  - *Exhibits.* A document formally introduced as evidence to support a legal claim or argument within a legal filing.
  - *Other Materials.* Any other written materials supporting a legal filing.

### **Action Types in a Closed Case**

You may file the following Action Types and Action Sub-Types once a case has closed.

- **Filing of Additional Information.** Additional documentary evidence in support of an heirship determination.
- **Petition for Reopening.** A written request to reopen a closed case to correct an error of fact or law in the final decision.
- **Request**
  - *Correction Order.* A written request that the presiding officer issue an order correcting non-substantive errors in an order or decision.
  - *Extension of Time.* A written request to extend a case-related deadline.
  - *Other.* Any request that does not fit within one of the other available options.
- **Response**
  - *Notice of Petition for Reopening.* A written response to a notice of a request to reopen a closed case to correct an error of fact or law in the final decision.
  - *Notice of Judge-Initiated Reopening.* A written response to a presiding officer's reopening of a case on their own initiative to correct an error of fact or law in the final decision.
  - *Order to Show Cause.* A written response to an order requiring a party to justify or explain why the judge should or should not take a specified action.
  - *Other.* Any response that does not fit within one of the other available options.

## Appendix 2: Tables Illustrating Docket Action Types by OHA Unit

Click on the OHA unit below to view the associated table.



Departmental Cases  
Hearings Division  
(DCHD)



Office of the Director  
(DIR)



Interior Board of Indian  
Appeals (IBIA)



Interior Board of Land  
Appeals (IBLA)



White Earth Land  
Settlement Act  
Hearings Division  
(WELSA)

## DCHD Docket Action Types by Case Phase

### Case Initiation Action Types

Action Type	Action Sub-Type	Action Sub-Sub Type
Application/Petition for Review	Application for Temporary Relief	
	Certificate of Service	
	Motion	
		Consolidate
		Extension of Time
		Other
	Notice of Entry of Appearance	
	Other (e.g., exhibits, affidavits, supporting documents, post-marked envelopes, etc.)	
	Petition for Stay	
	Statement of Reasons	
Notice of Appeal	Statement of Standing	
	Underlying Bureau/Office Decision Notice, Order, or Penalty Assessment	Proof of Receipt
	Certificate of Service	
	Motion	Consolidate
		Extension of Time
		Other
	Notice of Entry of Appearance	
	Other (e.g., exhibits, affidavits, supporting documents, post-marked envelopes, etc.)	
	Petition for Stay	
	Statement of Reasons	
Notice of Intent to Hold Hearing	Statement of Standing	
	Underlying Bureau/Office Decision Notice, Order, or Penalty Assessment	Proof of Receipt
	Other (e.g., exhibits, affidavits, supporting documents, post-marked envelopes, etc.)	
Request for Hearing	Proof of Service	
	Certificate of Service	
	Motion	Consolidate



		Extension of Time
		Other
	Notice of Entry of Appearance	
	Other (e.g., exhibits, affidavits, supporting documents, post-marked envelopes, etc.)	
	Petition for Stay	
	Statement of Reasons	
Transmittal of Notice of Appeal, Complaint, or Request for Hearing (DOI Users ONLY)	Statement of Standing	Proof of Receipt
	Answer	
	Bureau/Office Decision Record, Full or Partial	
	Certificate of Service	
	Notice of Entry of Appearance	
	Other (e.g., exhibits, affidavits, supporting documents, post-marked envelopes, etc.)	
	Privileged Document Filed Under Seal	
	Underlying Bureau/Office Decision, Order, or Notice	Proof of Service

## Action Types in an Open or Suspended Case

Action Type	Action Sub-Type	Action Sub-Sub Type
Answer		
Application	Certify Order for Interlocutory Appeal	
	Subpoena	
	Temporary Relief	
Bureau/Office Decision Record		
	Privileged Document Filed Under Seal	
Certificate of Service		
Exhibit List		
Miscellaneous		
Motion	Additional Briefing	
	ADR Referral	
	Amicus Curiae	
	Compel	
	Consolidate	
	Discovery	
	Dismiss	
	Extension of Time	
	In Limine	
	Intervene	
	Limit Disclosure of Confidential Info.	
	Modify a Deadline	
	Other	Confidential Document
	Overlength Brief	
	Postpone Hearing	
	Postpone Prehearing Conference	
	Protective Order	
		Privileged Document Filed Under Seal
	Remand	
	Reschedule an Action	
	Schedule Hearing	
	Schedule Prehearing Conference	
	Sever Consolidation	
	Stay Proceedings	
	Vacate	

	Withdraw from Proceeding	
	Withdraw as Counsel	
Notice	Change of Address	
	Entry of Appearance	
	Other	
	Substitution of Counsel	
Petition for Stay		
Post-Hearing Brief	Opening Brief	
	Other Brief	
	Reply Brief	
	Response Brief	
	Surreply Brief	
Proof of Service		
Reply in Support of Motion		
Response to ALJ Order	Order to Show Cause	
	Order-Other	
Response to Application	Certify Order for Interlocutory Appeal	
	Subpoena	
	Temporary Relief	
Response to Motion	Additional Briefing	
	ADR Referral	
	Amicus Curiae	
	Compel	
	Consolidate	
	Discovery	
	Dismiss	
	Extension of Time	
	In Limine	
	Intervene	
	Limit Disclosure of Confidential Info.	
	Modify a Deadline	
	Other	
	Overlength Brief	
	Postpone Hearing	
	Postpone Prehearing Conference	
	Protective Order	
	Remand	
	Reschedule an Action	
	Schedule Hearing	

	Schedule Prehearing Conference	
	Sever Consolidation	
	Stay Proceedings	
	Vacate	
	Withdraw from Proceeding	
	Withdraw as Counsel	
Response to Petition for Stay		
Status Report		
Stipulations of Fact		
Summary Judgment		
	Cross-Motion	
	Cross-Motion and Response to Motion	
	Motion	
	Reply in Support of Cross-Motion	
	Reply in Support of Motion	
	Response to Cross-Motion	
	Response to Cross-Motion and Reply in Support of Motion	
	Response to Motion	
	Surreply	
	Affidavits	
	Attachments	
	Declarations	
	Exhibits	
	Other Materials	
	Privileged Document	
Surreply Brief		
Witness List		

### Action Types in a Closed Case

Action Type
Board-Ordered Remand
Motion
Notice of Appeal of ALJ Order/Decision
Post-Decision Filing (Other)
Petition for Attorneys Fees
Petition for Reconsideration

## DIR Docket Action Types by Case Phase

### Case Initiation Action Types

Action Type	Action Sub-Type
Notice of Appeal	
	Underlying Bureau/Office Decision or Order
	Certificate of Service
	Other (e.g., exhibits, motion, etc.)
Petition for Director's Review	
	Underlying OHA Board Decision
	Other (e.g., exhibits, motion, etc.)
Transmittal of Administrative Report, Appeal, or Request for Hearing (DOI Users ONLY)	
	Underlying Bureau/Office Decision or Order
	Other
	Privileged Document Filed Under Seal
Request for Appointment of Presiding Official (NIGC)	
	Underlying Notice of Appeal
	Underlying NIGC Determination
	Other
Request for Hearing	
	Underlying Bureau/Office Decision or Order
	Certificate of Service
	Other (e.g., exhibits, motion, etc.)
Request to Limit Disclosure of Confidential Information	
	Confidential Document

## Action Types in an Open or Suspended Case

Action Type	Action Sub-Type
Administrative Report & Recommendation	
Agency Record	
Answer Brief	
Entry of Appearance of Representative	
Filing - Miscellaneous (e.g., exhibits to brief)	
Motion - Miscellaneous	
Motion for Extension of Time	
Motion for Stay	
Opening Brief	
Proof of Service separately filed	
Reply to Answer Brief	
Request to Limit Disclosure of Confidential Information	
	Confidential Document
Response to Order	
Status Report	
Supplemental Documents/Information (Waivers)	

### Action Types in a Closed Case

Action Type
Board-Ordered Remand
Motion
Notice of Appeal of ALJ Order/Decision
Post-Decision Filing (Other)
Petition for Attorneys Fees
Petition for Reconsideration



## IBIA Docket Action Types by Case Phase

### Case Initiation Action Types

Action Type	Action Sub-Type
Notice of Appeal	
	Underlying Bureau/Office Decision or Order
	Certificate of Service
	Other (e.g., exhibits, motion, etc.)
Transmittal of Appeal or Referral (DOI User)	
	Underlying Bureau/Office Decision or Order
	Other (e.g., Osage administrative record, etc.)
	Privileged Document Filed Under Seal
Request to Limit Disclosure of Confidential Information	
	Confidential Document

## Action Types in an Open or Suspended Case

Action Type	Action Sub-Type	Action Sub-Sub-Type
Agency Record		
	Privileged Document Filed Under Seal	
	Request to Limit Disclosure	
		Confidential Document
Answer Brief		
Entry of Appearance of Representative		
Filing - Miscellaneous (e.g., exhibits to brief)		
Motion - Miscellaneous		
Motion for Extension of Time		
Opening Brief		
Proof of Service separately filed		
Reply to Answer Brief		
Request to Limit Disclosure of Confidential Information	Confidential Document	
Response to Board Order		
Status Report		

### Action Types in a Closed Case

Action Type
Court-Ordered Remand
Objection to ALJ Recommended Decision (ISDA)
Other Post-Decision Filing
Petition for Reconsideration

## IBLA Docket Action Types by Case Phase

### Case Initiation Action Types

Action Type	Action Sub-Type	Action Sub-Sub-Type
Notice of Appeal		
	Other	
	Statement of Standing	
	Statement of Timeliness	
Petition for a Stay		
Notice of Appearance		
Request to Limit Disclosure of Confidential Information		
Confidential Document(s)		
Motion	Alternative Dispute Resolution	
	Extension of Time	
	Extension of Time	Statement of Reasons
	Fact-finding Hearing	
	Other	
Certificate of Service		
Privileged Document(s) Filed Under Seal		
Other		
Underlying Bureau/Office Decision or Order		
Transmittal of Notice of Appeal or Submission of Administrative Record (DOI Users ONLY)		
	Notice of Appeal	
	Underlying Bureau/Office Decision or Order	
	Administrative Record	
		Transmittal Memorandum / Certificate of Service
		Privileged Document(s) Filed Under Seal

	Request to Limit Disclosure of Confidential Information	
		Confidential Document
	Petition for a Stay	
	Other	

## Action Types in an Open or Suspended Case

Action Type	Action Sub-Type	Action Sub-Sub-Type
Administrative Record		Confidential Document
	Transmittal Memorandum	
	Privileged Document Filed Under Seal	
	Request to Limit Disclosure of Confidential Information	
Answer		
Certificate of Service		
Motion	Amicus Curiae	
	Consolidation	
	Dismissal	
	Set Aside and Remand	
	Extension of Time	Answer
		Modification of Existing Briefing Schedule
		Other
		Reply
		Response to Board Order
		Response to Motion
		Response to Stay Petition
		Statement of Reasons
	Fact-finding Hearing	
	Intervention	
	Leave to File	
	Other	
	Reconsideration of Interim Order	
	Stipulated Dismissal	
	Suspension	
	Withdrawal of Counsel	
Privileged Document Filed Under Seal		
Request to Limit Disclosure of Confidential Information		
	Confidential Document	
Notice of Appearance		
Notice of Supplemental Authority		

Other		
Petition for a Stay		
Reply to Answer		
Reply to Response to Motion		
Response to Board Order		
Response to Motion		
Response to Petition for Stay		
Statement of Reasons		
Status Report		
Sur-Reply to Reply		
Underlying Bureau/Office Decision or Order		

### Action Types in a Closed Case

Action Type
Court-Ordered Remand
Petition for Reconsideration of the Board's Final Order/Decision
Petition for Attorneys' Fees
Other Post-Decision Filing
Petition to Stay the Effect of the Board's Final Order/Decision



## WELSA Docket Action Types by Case Phase

### Case Initiation Action Types

WELSA only has one Action Type for initiating a case: Commencement Materials.

### Action Types in an Open or Suspended Case

Action Type	Action Sub-Type
Certificate	
	Posting
	Transmission
Filing of Additional Information	
Miscellaneous	
Objection in Response to Preliminary Order	
Petition for Reconsideration	
Request	Hearing
	Extension of Time
	Other
Response	Interrogatories
	Order to Produce
	Order to Show Cause
	Other
	Notice of Petition for Reconsideration
	Request for Additional Information
Supporting Documents	Affidavits
	Attachments
	Declarations
	Exhibits
	Other Materials

## Action Types in a Closed Case

Action Type	Action Sub-Type
Filing of Additional Information	
Petition for Reopening	
Request	Correction Order
	Extension of Time
	Other
Response	
	Notice of Petition for Reopening
	Notice of Judge-Initiated Reopening
	Order to Show Cause
	Other

### Appendix 3: eFiling Confidential or Privileged Material

BFS allows eFilers to submit privileged or confidential documents as part of case submission or when filing documents in an existing case. Each OHA unit has different options available for uploading privileged or confidential documents. Please ensure you select the appropriate option(s) when uploading a privileged or confidential document.

**IMPORTANT:** Do not file confidential or privileged documents unless required or unless they are relevant to the case. All BFS users should follow these instructions when they believe they are filing a confidential or privileged document in BFS.

**WARNING:** Files that are not uploaded under the correct privileged or confidential document types will be immediately viewable by other parties to the case upon filing.



Departmental Cases  
Hearings Division  
(DCHD)



Office of the Director  
(DIR)



Interior Board of Indian  
Appeals (IBIA)



Interior Board of Land  
Appeals (IBLA)



White Earth Land  
Settlement Act  
Hearings Division  
(WELSA)

## eFiling Privileged or Confidential Documents with DCHD

**Case Initiation:** Non-DOI users may not upload confidential or privileged documents through BFS when initiating a case with DCHD. Upon upload, case-initiating documents will be immediately available and viewable by DCHD and other parties who have access to the docket card via BFS.

**DOI Transmittals:** A DOI User transmitting a notice of appeal, complaint, or a request for hearing, may submit privileged documents under seal. First, go to Step 5 (Document Upload) of a new case transmission and click “Upload New Document.”

The screenshot shows a web form titled "Are You a Department of the Interior Employee? \*". It has two radio buttons: "Yes" (selected) and "No". Below this is a red instruction: "For Filer Role, select 'Initiating Party' if you are filing a notice of appeal, request for hearing, or application/petition for review on behalf of yourself or another individual or entity. Select 'DOI User (Transmittal Only)' if you are a DOI employee transmitting an appeal, complaint, or request for hearing to DCHD that was originally filed with a Bureau/Office by a non-DOI individual or entity." Below the instruction is a dropdown menu labeled "What Is Your Role in the Case? \*" with "DOI User (Transmittal Only)" selected. At the bottom, there are three expandable sections: "Step 3: Contact Information", "Step 4: Electronic Service on the Department of the Interior", and "Step 5: Document Upload". A blue button labeled "Upload New Document" is at the bottom right.

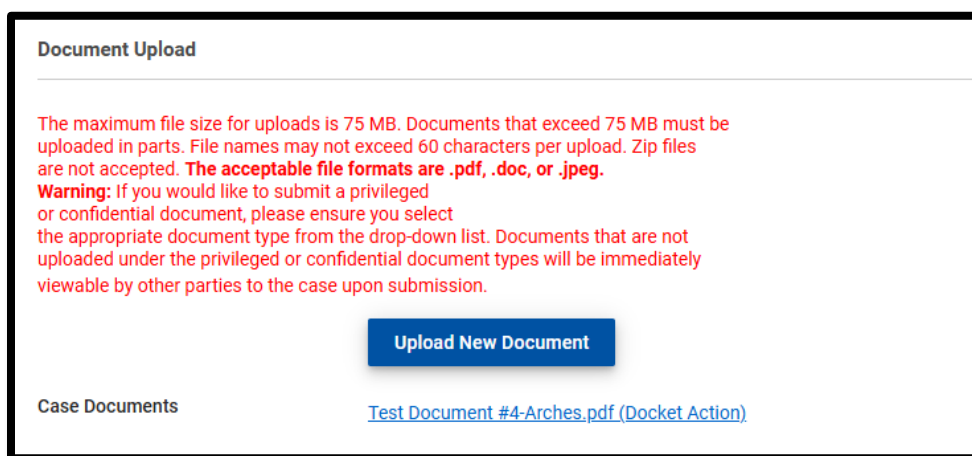
Next, select **Transmittal of Notice of Appeal, Complaint, or Request for Hearing (DOI Users ONLY)** from the Action Type drop-down list. Then, select **Privileged Document Filed Under Seal** from the Action Sub-Type drop-down list. Select the file you wish to upload and then click “Save.”

The screenshot shows a web form with a "File \*" section at the top, containing a file name "Test Document #2-Zion National ..." and a "Status: Upload complete." message. Below this is a "Date-stamped File" section with a red instruction: "If this document is split into multiple parts, select the part number below." Below the instruction is a dropdown menu labeled "Part Number of Document". Below that is an "Action Type \*" section with a dropdown menu showing "Transmittal of Notice of Appeal, Complaint, or Request for...". Below that is an "Action Sub-Type" section with a dropdown menu showing "Privileged Document Filed Under Seal". A blue button labeled "Save" is at the bottom left.

The documents will not be viewable by other parties and will not be reviewed by OHA without notice to the parties.

#### Pending cases:

- **Confidential Documents.** eFilers may submit confidential documents in cases pending before DCHD by following a two-step process.
  - *Step 1: Upload a Motion to Limit Disclosure of Confidential Information.* Confidential documents must be accompanied by a Motion to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31. To upload your request, go to the pending case's information page and click on the "Upload New Document" button. Then, select **Motion** from the Action Type drop-down list and **Limit Disclosure of Confidential Info.** from the Action Sub-Type drop-down list. Select your file and click "Save." DO NOT include confidential information in your Motion as it will be viewable by other parties.



Document Upload

The maximum file size for uploads is 75 MB. Documents that exceed 75 MB must be uploaded in parts. File names may not exceed 60 characters per upload. Zip files are not accepted. **The acceptable file formats are .pdf, .doc, or .jpeg.**

**Warning:** If you would like to submit a privileged or confidential document, please ensure you select the appropriate document type from the drop-down list. Documents that are not uploaded under the privileged or confidential document types will be immediately viewable by other parties to the case upon submission.

[Upload New Document](#)

Case Documents [Test Document #4-Arches.pdf \(Docket Action\)](#)

- *Step 2: Upload Confidential Documents.* After you have uploaded your Motion to Limit Disclosure of Confidential Information, click "Upload New Document" again. Select **Motion** from the Action Type drop-down list, **Limit Disclosure of Confidential Info.** from the Action Sub-Type drop-down list, and **Confidential Document** from the Action Sub-Sub Type drop-down list. Upload your file and click "Save."

**File \***

Test document#2-Bryce Canyon.d...

**Status:** Upload complete.

**Date-stamped File**

If this document is split into multiple parts, select the part number below.

**Part Number of Document**

**Action Type \***

Motion

**Action Sub-Type**

Limit Disclosure of Confidential Info.

**Action Sub-Sub-Type**

Confidential Document

**Save**

Once you have added all confidential documents to the Document Upload list, click “Submit.” The Motion to Limit Disclosure of Confidential Info. will immediately be added to the Docket Card of the case. The confidential document(s) will not be viewable by other parties or reviewed by DCHD except as provided under 43 C.F.R. § 4.31.

- **Privileged Documents.** eFilers may submit privileged documents in cases pending before DCHD in the following scenarios:
  - *Bureau/Office Decision Record.* When submitting the Bureau/Decision record, any documents containing privileged information should be uploaded separately from the rest of the Bureau/Office Decision record. Failure to do so may result in inadvertent disclosure of the privileged documents.

To upload privileged documents with a Bureau/Office decision record, click “Upload New Document.” Select the **Bureau/Office Decision Record** Action Type, and then select the **Privileged Document Filed Under Seal** Action Sub-Type. Select your file and click “Save.” Verify that the document has been added to the document upload list, then click “Submit.” The privileged document will not be viewable by other parties and will not be reviewed by OHA without notice to the parties. Ensure that the table of contents for the Bureau/Office Decision Record indicates that the record contains privileged documents.

File \*

Test document#2-Bryce Canyon.d...

Status: Upload complete.

Date-stamped File

If this document is split into multiple parts, select the part number below.

Part Number of Document

Action Type \*

Bureau/Office Decision Record

Action Sub-Type

Privileged Document Filed Under Seal

Save

- *Motion for Protective Order.* When submitting a Motion for Protective Order, DO NOT include documents containing privileged information in your Motion as it will be viewable by other parties. Privileged documents should instead be uploaded separately by clicking on the “Upload New Document” button and selecting the **Motion** Action Type, the **Protective Order** Action Sub-Type, and then the **Privileged Document Filed Under Seal** Action Sub-Sub Type. Select your file and click “Save.” Verify that the document has been added to the document upload list, then click “Submit.” The privileged document will not be viewable by other parties and will not be reviewed by OHA without notice to the parties.

File \*

Test document#2-Bryce Canyon.d...

Status: Upload complete.

Date-stamped File

If this document is split into multiple parts, select the part number below.

Part Number of Document

Action Type \*

Motion

Action Sub-Type

Protective Order

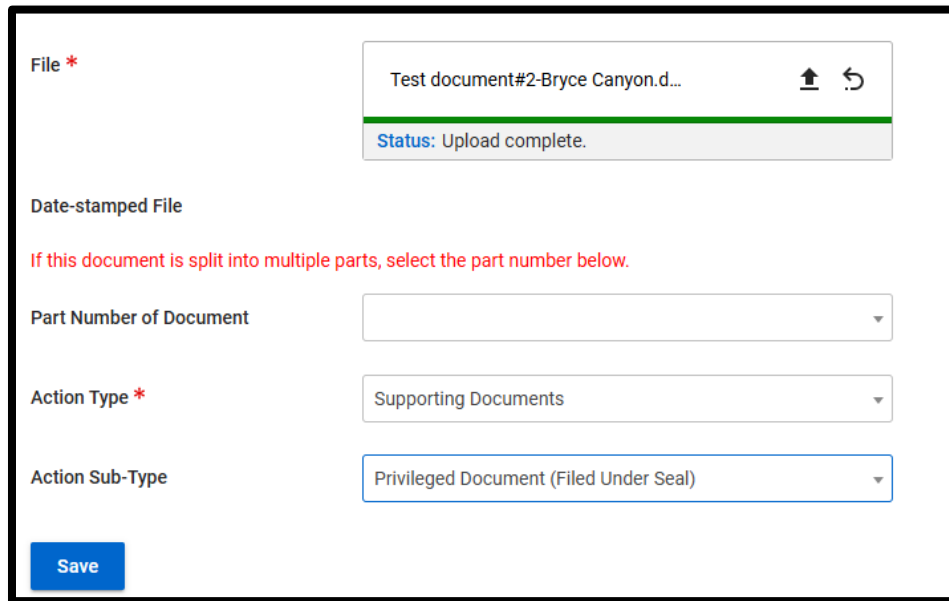
Action Sub-Sub-Type

Privileged Document Filed Under Seal

Save

- *Supporting Documents.* eFilers additionally have the option of submitting supporting documents that are privileged. An eFiler might select this option if, for instance, they are submitting privileged documents to the judge for an in-camera review.

To upload privileged supporting documents, click “Upload New Document.” Select the **Supporting Documents** Action Type, and then select the **Privileged Document (Filed Under Seal)** Action Sub-Type. Select your file and click “Save.”



The screenshot shows a web form for uploading a document. At the top, there is a 'File \*' field containing the text 'Test document#2-Bryce Canyon.d...' with an upload icon and a refresh icon. Below this, a status bar indicates 'Status: Upload complete.' with a green progress bar. The form then has a section for 'Date-stamped File' with a red instruction: 'If this document is split into multiple parts, select the part number below.' This is followed by a 'Part Number of Document' dropdown menu. Below that is the 'Action Type \*' dropdown menu, which is set to 'Supporting Documents'. Underneath is the 'Action Sub-Type' dropdown menu, which is set to 'Privileged Document (Filed Under Seal)'. At the bottom left of the form is a blue 'Save' button.

Verify that the document has been added to the document upload list, then click “Submit.” The privileged document will not be viewable by other parties and will not be reviewed by OHA without notice to the parties.

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## eFiling Privileged or Confidential Documents with DIR

**Confidential Documents.** Submitting confidential information with DIR is a two-step process. First, at Step 5 (Document Upload) of a new case submission, click “Upload New Document” and select **Request to Limit Disclosure of Confidential Information** from the Action Type drop-down list. Then select your file and click “Save.”

A **Request to Limit Disclosure** is made pursuant to 43 C.F.R. § 4.31. DO NOT include confidential information in the request for limiting disclosure. The request will be viewable by other parties.

Second, after you have uploaded your Request to Limit Disclosure, click “Upload New Document” again, select **Request to Limit Disclosure of Confidential Information** from the Action Type drop-down list, and then select **Confidential Document** from the Action Sub-Type drop-down list. Upload your file and click “Save.”

Using the **Confidential Document** Sub-Type, you may upload confidential documents. The confidential documents will not be viewable by other parties or reviewed by OHA except as provided under 43 C.F.R. § 4.31. Confidential documents must be accompanied by a Request to Limit Disclosure.

**DOI Transmittals.** Only a DOI User transmitting the administrative record, an appeal, or a request for hearing, may submit privileged administrative record documents. At Step 5 (Document Upload) of a new case submission, click “Upload New Document” and select **Transmittal of Administrative Report, Appeal, or Request for Hearing (DOI Users ONLY)** from the Action Type drop-down list. Then, select **Privileged Document Filed Under Seal** from the Action Sub-Type drop-down list. Select the file you wish to upload and then click “Save.”

The documents will not be viewable by other parties and will not be reviewed by OHA without notice to the parties. The certification of the record and the table of contents should indicate that the record contains privileged documents.

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## eFiling Privileged or Confidential Documents with IBIA

**Confidential Documents Generally.** eFilers may submit confidential documents at case initiation and in pending cases. Submitting confidential information to IBIA is a two-step process.

- *Step 1: Upload Request to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31.* Click “Upload New Document” at Step 5 of the case initiation form, or from the case information page in pending cases, and select **Request to Limit Disclosure of Confidential Information** from the Action Type drop-down list. Then select your file and click “Save.” DO NOT include confidential information in the Request to Limit Disclosure. The request will be viewable by other parties.

Step 4: Electronic Service on the Department of the Interior

Please complete service of your case initiating documents electronically on Department of the Interior bureaus/offices by selecting the individuals or offices that you wish to serve. It is not possible to electronically serve your case initiating documents on non-Departmental persons or entities through Bison File & Serve; you must serve your case initiating documents on those persons or entities by other means, as described in the OHA Standing Order(s) on Electronic Transmission (available on the OHA website).

Bureau/Office

Step 5: Document Upload

Case Documents

- *Step 2: Upload Confidential Documents.* After you have added your Request to Limit Disclosure of Confidential Information to the Document Upload list, click “Upload New Document” again, select **Request to Limit Disclosure of Confidential Information** from the Action Type drop-down list, and then select **Confidential Document** from the Action Sub-Type drop-down list. Select your file and click “Save.”

File \*

Status: Upload complete.

Date-stamped File

If this document is split into multiple parts, select the part number below.

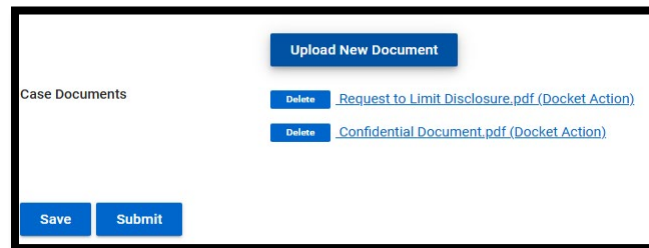
Part Number of Document

You may file a Request to Limit Disclosure of Confidential Information pursuant to 43 C.F.R. § 4.31. Confidential documents that are the subject of a written request for limiting disclosure will not be viewable by other parties or reviewed by OHA except as provided under § 4.31. DO NOT include confidential information in the request for limiting disclosure. The request will be viewable by other parties. After you have uploaded your Request to Limit Disclosure, you may upload confidential documents selecting the Confidential Document action sub-type.

Action Type \*

Action Sub-Type

Once you have added all of your confidential documents to the Document Upload list, click “Submit.” The Request to Limit Disclosure of Confidential Information will immediately be linked to the Docket Card of the case and will be viewable by the parties. If the Request to Limit Disclosure of Confidential Information is submitted at case initiation, it will also be served by e-mail on the DOI parties selected to receive service in Step 4 of case initiation. The confidential document(s) will not be viewable by other parties or reviewed by IBIA except as provided under 43 C.F.R. § 4.31.



The screenshot shows a web interface for document management. At the top right is a blue button labeled "Upload New Document". Below this, on the left, is the text "Case Documents". To the right of this text is a list of two documents. Each document entry consists of a blue "Delete" button followed by the document name and its action type in parentheses. The first document is ".Request to Limit Disclosure.pdf (Docket Action)" and the second is ".Confidential Document.pdf (Docket Action)". At the bottom left of the interface are two blue buttons: "Save" and "Submit".

**Probate Records and Privileged or Confidential Documents in an Administrative Record.** Probate records submitted through BFS must be uploaded using the Action Type “Agency Record” and Action Sub-Type “Privileged Document Filed Under Seal” to ensure that the record is protected from inadvertent disclosure. When submitting an administrative record, privileged or confidential documents must be uploaded separately from the rest of the record. Failure to do so may result in inadvertent disclosure of the privileged or confidential documents.

- *Privileged Documents.* To upload a probate record or privileged documents with an administrative record, click “Upload New Document,” select the **Agency Record** Action Type, and then select the **Privileged Document Filed Under Seal** Action Sub-Type. Select your file and click “Save.” Verify that the probate record or privileged document has been added to the Document Upload list, then click “Submit.” Probate records will only be viewable through BFS by the IBIA. Any party desiring to view or obtain copies of documents in the probate record must make arrangements with the submitting bureau or office. Privileged document(s) in an administrative record will not be viewable by other parties and will not be reviewed by IBIA without notice to the parties. Ensure that the table of contents for the administrative record indicates that the record contains privileged documents filed under seal.

The screenshot shows a web form with the following fields and values:

- Action Type \***: A dropdown menu with "Agency Record" selected.
- Action Sub-Type**: A dropdown menu that is currently empty.
- Action Sub-Sub-Type**: A dropdown menu with "Privileged Document Filed Under Seal" selected (highlighted in blue) and "Request to Limit Disclosure" as an option below it.
- Save**: A blue button at the bottom left of the form.

- **Confidential Documents.** To upload confidential documents with an administrative record, click "Upload New Document," select the **Agency Record** Action Type, and then select the **Request to Limit Disclosure** Action Sub-Type. Select your file and click "Save." DO NOT include confidential information in the Request to Limit Disclosure. The request will be immediately viewable by other parties to the case.

After you have added your Request to Limit Disclosure to the Document Upload list, click "Upload New Document" again, select the **Agency Record** Action Type, the **Request to Limit Disclosure** Action Sub-Type, and then select the **Confidential Document** Action Sub-Sub-Type. Select your file and click "Save." The confidential document(s) will not be viewable by other parties or reviewed by IBIA except as provided under 43 C.F.R. § 4.31.

**DOI Transmittals.** A DOI user transmitting or referring an appeal to IBIA would follow the same steps for uploading a **Request to Limit Disclosure of Confidential Information** and **Confidential Document** at case initiation as a non-DOI User.

The screenshot shows a web form with the following fields and values:

- File \***: A text box containing "Request to Limit Disclosure.pdf" with a green progress bar and a status message "Status: Upload complete." below it.
- Date-stamped File**: A section with a red instruction: "If this document is split into multiple parts, select the part number below."
- Part Number of Document**: A dropdown menu that is currently empty.
- Action Type \***: A dropdown menu with "Notice of Appeal" selected (highlighted in blue) and "Request to Limit Disclosure of Confidential Information" and "Transmittal of Appeal or Referral (DOI User)" as options below it.
- Save**: A blue button at the bottom left of the form.

DOI users may also transmit privileged documents at case initiation by selecting the **Transmittal of Appeal or Referral (DOI User)** Action Type, and then selecting the **Privileged Document Filed Under Seal** Action Sub-Type.

A DOI user may transmit an appeal or upload a referral of a matter by the Secretary or Assistant Secretary.

Action Type \*

Transmittal of Appeal or Referral (DOI User)

Action Sub-Type

Save

Other (e.g., Osage administrative record, etc.)

Privileged Document Filed Under Seal

Underlying Bureau/Office Decision or Order

## eFiling Privileged or Confidential Documents with IBLA

**Confidential Documents Protected from Disclosure:** Submitting confidential information to IBLA is a two-step process. First, at Step 5 (Document Upload) of a new case initiation form, or from the case information page in existing cases, click “Upload New Document” and select **Request to Limit Disclosure of Confidential Information** from the Action Type drop-down list. Then select and upload your file and click “Save.” DO NOT include confidential information in the Request because it will be viewable by other parties upon submission.

Second, after you have uploaded your Request to Limit Disclosure, click “Upload New Document” again, upload your confidential document(s), select **Request to Limit Disclosure of Confidential Information** from the Action Type drop-down list, and then select **Confidential Document** from the Action Sub-Type drop-down list. Click “Save.” Once you have separately uploaded the Request and the confidential document(s), click the Submit button.

**Warning:** If you would like to submit a privileged or confidential document, please ensure you select the appropriate document type from the drop-down list. Documents that are not uploaded under the privileged or confidential document types will be immediately viewable by other parties to the case upon submission.

File \*

Confidential Ex. 1.pdf

Status: Upload complete.

Date-stamped File

If this document is split into multiple parts, select the part number below.

Part Number of Document

Action Type \*

Request to Limit Disclosure of Confidential Information

Action Sub-Type

Confidential Document

Save

Upload New Document

Case Documents

Delete [Request to Limit Disclosure.pdf \(Docket Action\)](#)

Delete [Confidential Ex. 1.pdf \(Docket Action\)](#)

Save Submit

The confidential documents will not be viewable by other parties or reviewed by the Unit except as provided under 43 C.F.R. § 4.31. Confidential documents must be accompanied by a Request to Limit Disclosure.

### **eFiling Privileged or Confidential Documents with WELSA**

There are no specific options to submit confidential or privileged documents when filing documents in an existing case under WELSA. As a result, all documents are immediately viewable upon submission.