

# BISON FILE & SERVE QUICK GUIDE FOR REQUESTING TO JOIN AN EXISTING CASE



This Quick Guide outlines how users can request to join an existing case pending with the Office of Hearings and Appeals via Bison File & Serve.

For in-depth information on using Bison File and Serve, please review the [User Guides](#).

Please consult the [Standing Orders on Electronic Transmission](#) for additional guidance, including unit-specific requirements for joining pending cases.

DOI's Office of Hearings and Appeals (OHA) has deployed **Bison File & Serve (BFS)**, an online eFiling system for case adjudication, for five OHA units:

**Departmental Cases Hearings Division (DCHD)**

**Office of the Director (DIR)**

**Interior Board of Indian Appeals (IBIA)**

**Interior Board of Land Appeals (IBLA)**

**White Earth Reservation Land Settlement Act Hearings Division (WELSA)**

Please visit <https://www.doi.gov/oha/bfs> for information on BFS registration and login.

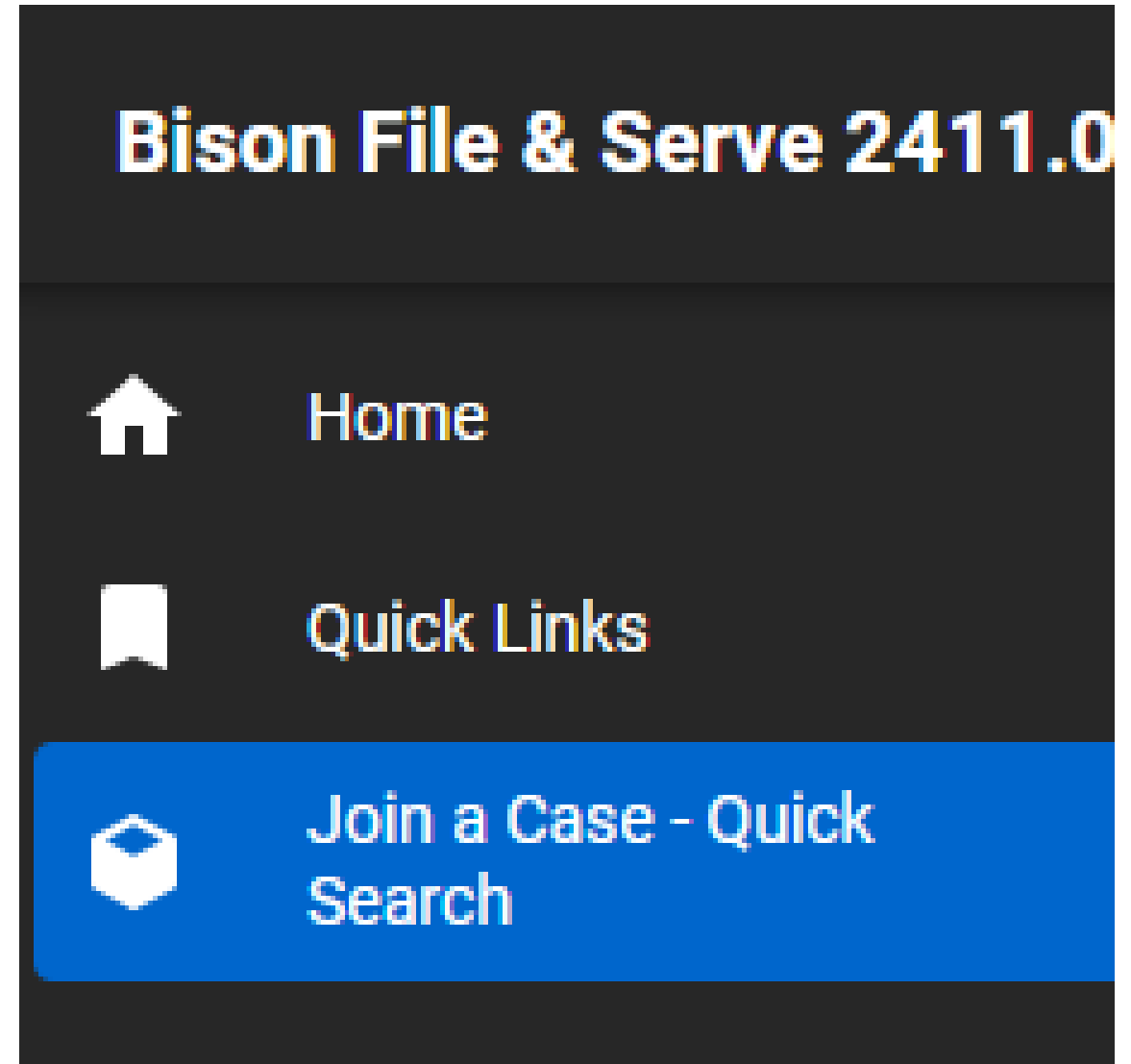
**All users must register to access the system.**

Please consult the [User Guides](#) before contacting the [Helpdesk](#). OHA personnel cannot assist in BFS user issues; all technical questions or concerns must be directed to the [Helpdesk](#).

## Requesting to join an existing case

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- With certain unit-specific exceptions, registered users of Bison File & Serve (BFS) can join existing cases to file documents with OHA, serve documents on other interested parties, and receive service of documents and notice of orders and decisions issued by OHA through BFS.
- To begin, log in to BFS and click on “Join a Case – Quick Search” in the menu to the left of the screen.



To search for a case:

1. Select the OHA unit; AND
2. Complete at least one additional search field.

Tip: Enter all the information available to you about the case you are searching for. You may enter a full or partial docket number and/or case name. If entering a submission date range, the date range may be as broad or as narrow as you like.

[Home](#) / [Join a Case - Quick Search](#)

**Join a Case - Quick Search**

**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.

Please note: Any link selected will open in a new tab.


Unit: \*

— And at least one of the following: —


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)

Search

Reset

Click on the hyperlinked docket number of the case you wish to join to open the join request form

Home / Join a Case - Quick Search

## Join a Case - Quick Search

**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.

Please note: Any link selected will open in a new tab.

Unit: \*

Interior Board of Indian Appeals

— And at least one of the following: —

Docket Number:

2025

Case Name:

Submission Date [begin date]:

(mm/dd/yyyy)

Submission Date [end date]:

(mm/dd/yyyy)

Date of Underlying Decision:

(mm/dd/yyyy)

Search

Reset

Show 10 entries

Docket Number	Parent Docket Number	Child Docket Number	Case Name	Received Date	Date of Underlying Decision	Case Subject
<a href="#">IBIA-2025-0001</a>			TEST3	05/23/25 9:52:00 AM		ISDA (25 CFR PT 900)

## Case



TEST1111

Unit: IBLA

Docket Number: IBLA-2025-0127

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.

Step 1: Click on the eFiler Acknowledgment checkbox to indicate that you have read and understood the policies and procedures and agree to abide by them.

Step 2:

- Review the case information to verify that you located the case that you want to join.

Step 3:

- Select a Proposed Party Type from the dropdown list. Your Proposed Party Type identifies your interest in the case (i.e., Representative, Party in Interest, Proposed Intervenor, Proposed Amicus Curiae, etc.)

- Note for IBLA cases: If you are joining a case in which you are already participating, then you can select your existing Party Type. If your Party Type is not included in the dropdown list, then select “Other.”

Step 2: Case Information

Case Name

Chevron U.S.A. Inc. and Chevron U.S.A. Holdings Inc.

Received Date

09/25/2023 09:00 AM

Docket Number

IBLA-2023-0217

Date of Underlying Decision

07/28/2023

Step 3: Party Type Selection

Proposed Party Type \*

Step 4: Document Upload

Upload New Document

Case Documents

Cancel

Request to Join

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## Step 4: Upload a document to support your request to join the case, if applicable

**Step 4: Document Upload**

Please Submit a Document to Support This Request.

Upload New Document

Case Documents \*

Document Type \*

Docket Action

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.

File \*

No File Selected

Date-stamped File

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

Part Number of Document

Action Type \*

Save

Some Proposed Party Types require that a document be uploaded to support your request to join the case (e.g., a Proposed Intervenor must upload a Motion to Intervene in the case). If the Proposed Party Type you selected requires documentary support, a red asterisk will appear next to the Case Documents field.

Click on "Upload New Document," fill in the required fields, and click "Save" to add your document to your request to join the case.

**Note for IBLA cases:** If you are already participating in the appeal, then upload a document that notifies IBLA and other parties that you have joined the case via BFS and provides parties who do not use BFS information on how to serve you.



# Step 5: Submit your request to join the case

## Step 1: Instructions

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### eFiler 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

Case Name	John Doe v. Great Plains Regional Director, Bureau of Indian Affairs
Received Date	03/07/2025 06:26 AM
Date of Underlying Decision	02/03/2025

## Step 3: Party Type Selection

Proposed Party Type \* 39 - Party in Interest Rep

## Step 4: Document Upload

Please Submit a Document to Support This Request.

[Upload New Document](#)

### Case Documents \*

[Delete](#) [TEST DOCUMENT.pdf \(Docket Action\)](#)

[Cancel](#) [Request to Join](#)

# Case



TEST1111

Unit: IBLA

Docket Number: IBLA-2025-0127

Case Status: Open

Parent Case: N/A

## Case



### Workflow Messages

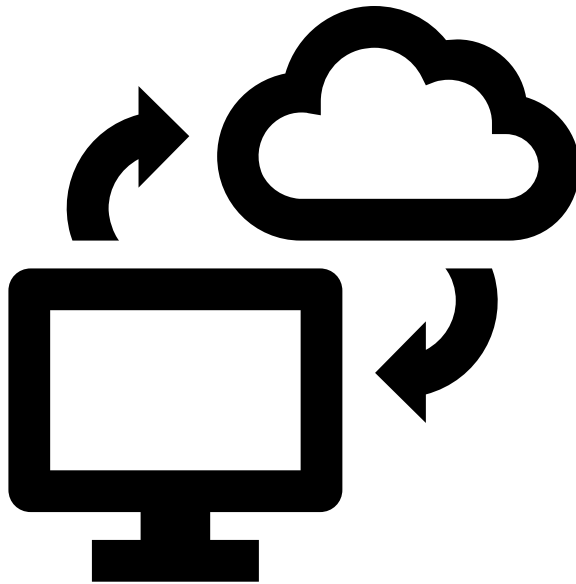
- Your filing has been successfully submitted.

Your filing has been successfully submitted.

Step 1: Instructions

Step 2: Case Information

OHA will review  
your submission  
and join you to the  
case, if  
appropriate.



NOT REPLY



Inbox x

**Admin** <fd-eeoproductsupport@micropact.c... 12:33 PM (0 minutes ago)  
to me ▾



The IBLA has received your request to join the below pending case.

OHA Unit: IBLA

Case Name: TEST1111

Docket Number: IBLA-2025-0127

Date/Time Submitted: 03/04/2025 12:33:48

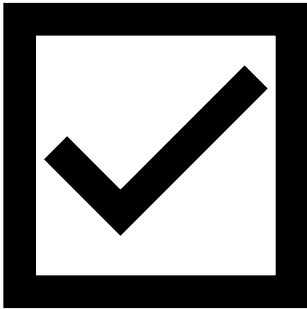
Thank you,

IBLA

Office of Hearings and Appeals

You will receive a confirmation email of your request to join.

You will receive an email notifying you if your join request was approved or denied. If your join request is approved, the case will appear in your **My Cases** list on your eFiler Home Screen. From there, you can file documents and view other documents, orders, and decisions that have been added to the case by clicking the docket number or case name.



Home						
Home						
My Cases						
<div>+ New Case</div> <div>Show 10 entries</div> <div>Search:</div>						
Unit	Docket Number	Case Name	Received Date	Case Subject	Parent Docket Number	Status
IBLA	IBLA-2025-0138	State of Utah	03/05/2025 01:59 PM	MINING		Open
IBLA			03/04/2025 10:11 AM			Not Considered
IBLA	IBLA-2017-0075	Southern Utah Wilderness Alliance, et al.	01/24/2017 09:00 AM	OTHER LANDS		Suspended
IBLA	IBLA-2025-0125	Hilcorp Alaska, LLC	02/07/2025 11:04 AM	ALASKA		Open
IBLA	IBLA-2025-0130	WildEarth Guardians	02/13/2025 02:15 PM	TIMBER		Open
IBLA	IBLA-2025-0133	Big Oil, LLC	02/19/2025 05:23 AM	ROYALTIES		Open