

# BISON FILE & SERVE QUICK GUIDE FOR FILING A NEW CASE OR APPEAL



This Quick Guide outlines how users can file a new case or appeal 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.

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)**

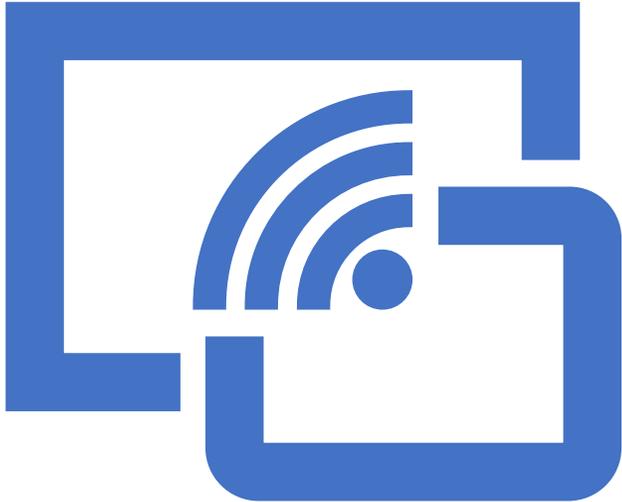
**White Earth Reservation Land Settlement Act Hearings Division (WELSA)**

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

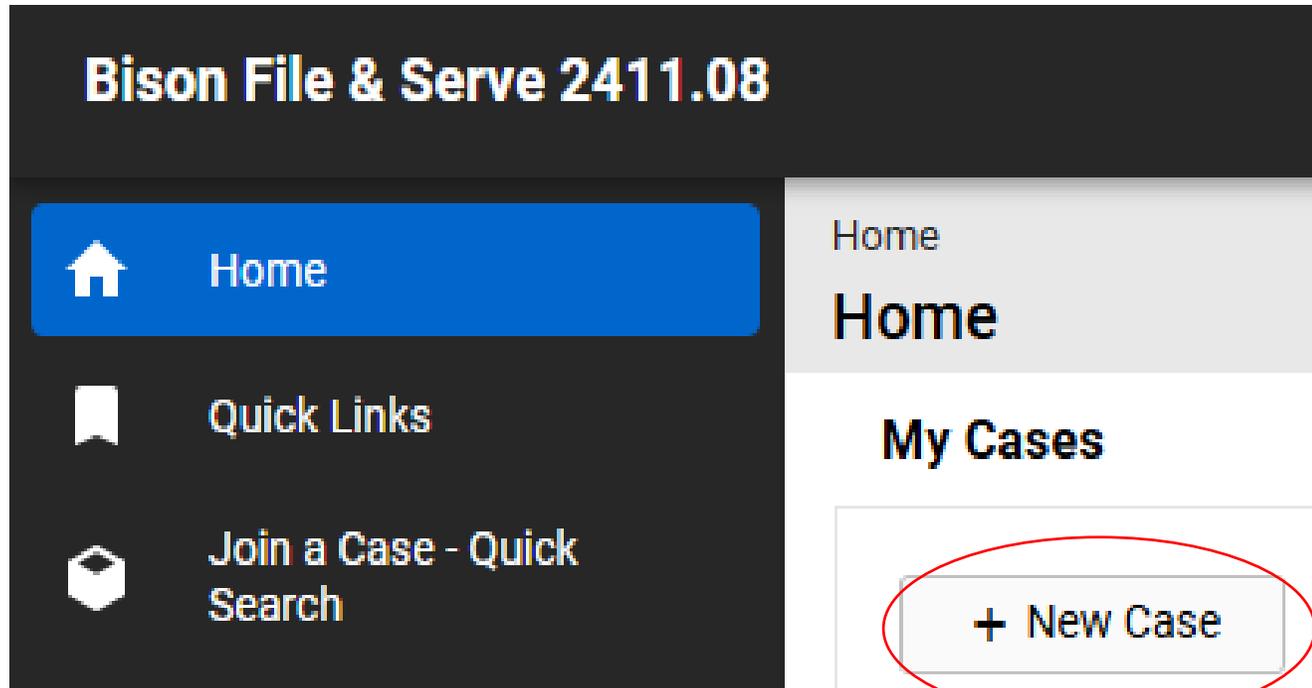
# Filing a New Case with OHA



**Note for those practicing before DCHD and IBLA:** A person or entity may file an appeal with IBLA using BFS at the same time as filing it with the bureau or office issuing the order or decision being appealed.

**After logging in to BFS, click on + New Case from the eFiler home screen.**

**There is a five-step process for filing a new case.**



**NOTE:** Following these steps will result in the submission of a new case . Do not follow these steps to file a document in an existing case. Instead, file a document in an existing case by first requesting to join the case.

# Step 1: Click the Acknowledgement checkbox and click “Save.”

**Bison File & Serve 2411.08**

Home / New Case

## Case

### Step 1

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.

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

**Save**

**Step 2: Select the OHA unit where you want to file your case and indicate whether you are a DOI employee. You may also select the bureau or office that is relevant to your case.**

Step 2: Case Information ^

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Where Do You Want to File the Case? \*

Which Bureau or Office is Relevant to the Case? [?]

Link [Click here for a list of bureau/office acronym definitions](#)

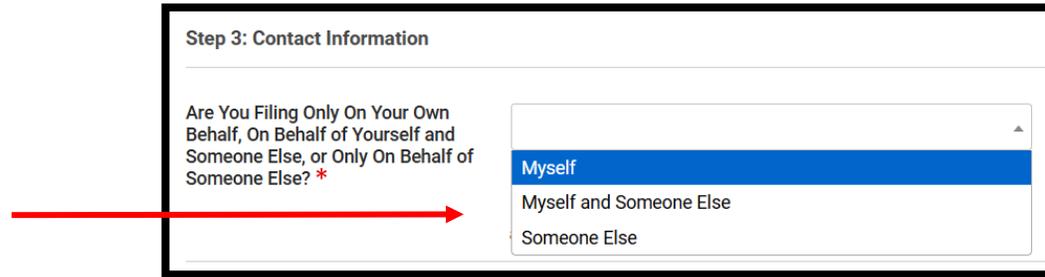
Are You a Department of the Interior Employee? \*  Yes  No ← **Click "Yes" if you are a DOI Employee. Otherwise, select "No."**

**Save to Continue**

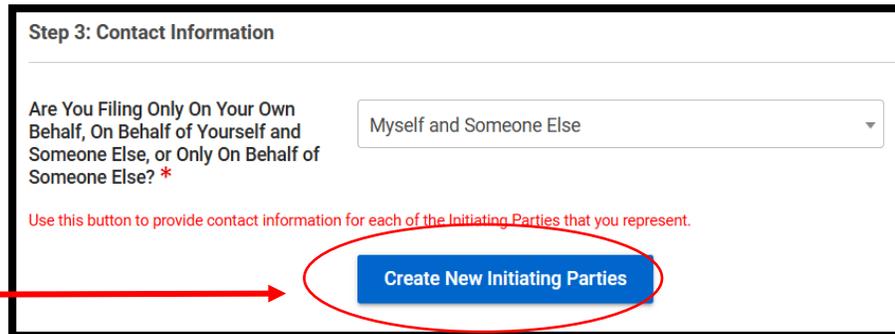
## Step 3: Fill in the relevant contact information.

Select whether you are filing on your own behalf (i.e., you are an appellant or initiating party), on behalf of yourself and someone else (i.e., you are an appellant or initiating party and a representative), or only on behalf of someone else (i.e., you are only a representative of the appellant or initiating party).

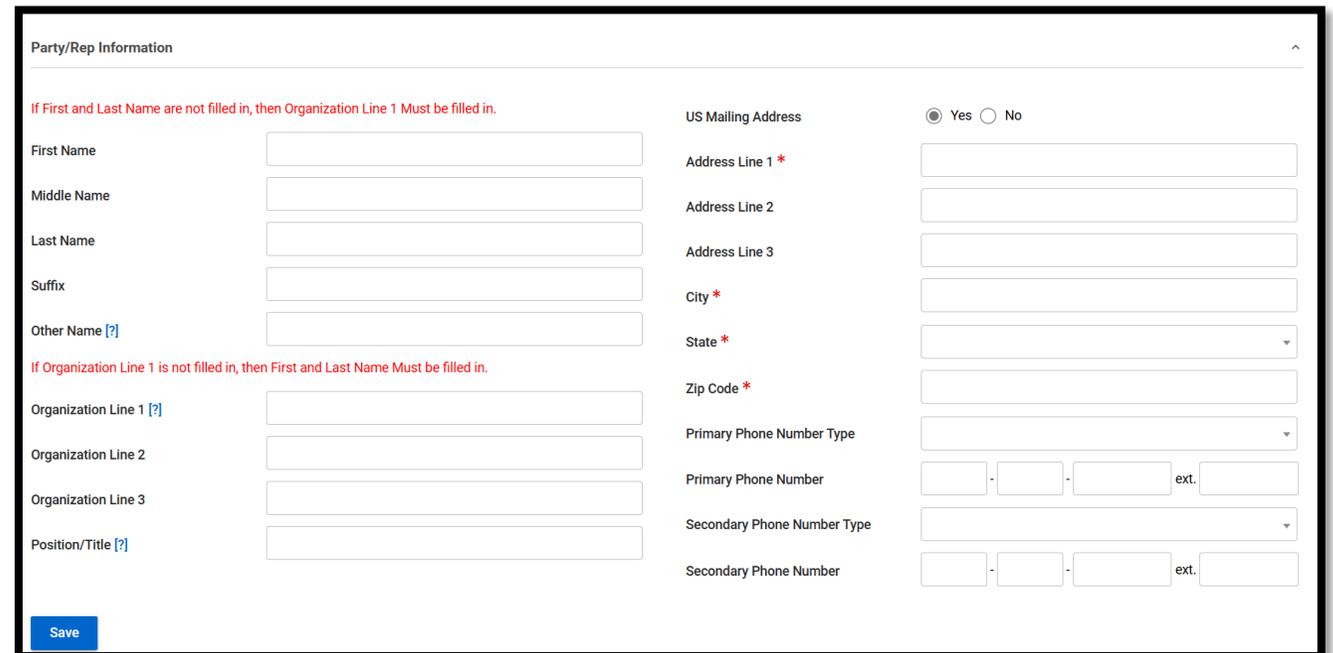
If you are filing on behalf of someone else, you must click the "Create New Initiating Parties" button to add contact information *for the parties that you represent*. Do not fill out your own contact information. Your contact information will be automatically added to the case from your user registration information regardless of whether you are filing on your own behalf or on behalf of someone else.



A screenshot of a web form titled "Step 3: Contact Information". It features a dropdown menu with the question "Are You Filing Only On Your Own Behalf, On Behalf of Yourself and Someone Else, or Only On Behalf of Someone Else? \*". The dropdown is open, showing three options: "Myself" (highlighted in blue), "Myself and Someone Else", and "Someone Else". A red arrow points from the left towards the dropdown menu.



A screenshot of the "Step 3: Contact Information" form. The dropdown menu is set to "Myself and Someone Else". Below the dropdown, there is a red instruction: "Use this button to provide contact information for each of the Initiating Parties that you represent." A blue button labeled "Create New Initiating Parties" is circled in red, with a red arrow pointing to it from the left.



A screenshot of the "Party/Rep Information" form. It contains two columns of input fields. The left column includes: First Name, Middle Name, Last Name, Suffix, Other Name [?], Organization Line 1 [?], Organization Line 2, Organization Line 3, and Position/Title [?]. The right column includes: US Mailing Address (with Yes/No radio buttons), Address Line 1 \*, Address Line 2, Address Line 3, City \*, State \*, Zip Code \*, Primary Phone Number Type, Primary Phone Number (with extension), Secondary Phone Number Type, and Secondary Phone Number (with extension). A red instruction at the top reads: "If First and Last Name are not filled in, then Organization Line 1 Must be filled in." and another at the bottom reads: "If Organization Line 1 is not filled in, then First and Last Name Must be filled in." A blue "Save" button is at the bottom left.

## Step 4: Select the DOI bureaus and offices to be notified of your new case.

Bureaus and offices selected at this step will receive an email notification that your case has been filed with OHA. Any documents submitted with your new case will be attached to the email notification, which will constitute service of those documents on the selected bureaus and offices.

Check the boxes next to the DOI bureaus and offices that you want to receive service. The service list is tiered, starting with the highest level offices and filtering down to the agency and field offices.

Once you have selected the bureaus and offices that you want to serve, click "Update Service List."

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: BUREAU OF LAND MANAGEMENT (BLM)

Bureau/Office Service Parties

- (BLM) - Alaska
- (BLM) - Arizona
- (BLM) - California

Bureau/Office Service Parties Sub-list

- (BLM) - (Alaska) - Alaska State Office
- (BLM) - (Alaska) - Anchorage District Office
- (BLM) - (Alaska) - Anchorage Field Office

Update Service List

# Step 5: Upload the documents that you want to submit to OHA.

## Step 5: Document Upload



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 \*

Date-stamped File

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

Part Number of Document

Action Type \*



1. Click "Upload New Document."
2. Select a file to upload to your case. File names cannot exceed 60 characters.
3. Documents that exceed 30 MB must be split into parts. If you are splitting a document into multiple parts, you may assign a consecutive number to each part. If you are not splitting a document into multiple parts, do not assign a part number.
4. Select an Action Type and Sub-Type, if applicable. The Action Type options vary by OHA unit. A list of the available Action Types is included in Appendix 1 and 2 of the User Guides, <https://www.doi.gov/oha/bfs/support>.
5. Click "Save" to add your document to the submission.

**IMPORTANT:** Selecting the proper Action Type is essential to protect privileged and confidential information from being improperly disclosed to OHA and/or parties to the case. For detailed guidance on filing privileged and confidential information, see the BFS eFiling Confidential or Privileged Documents User Guide.

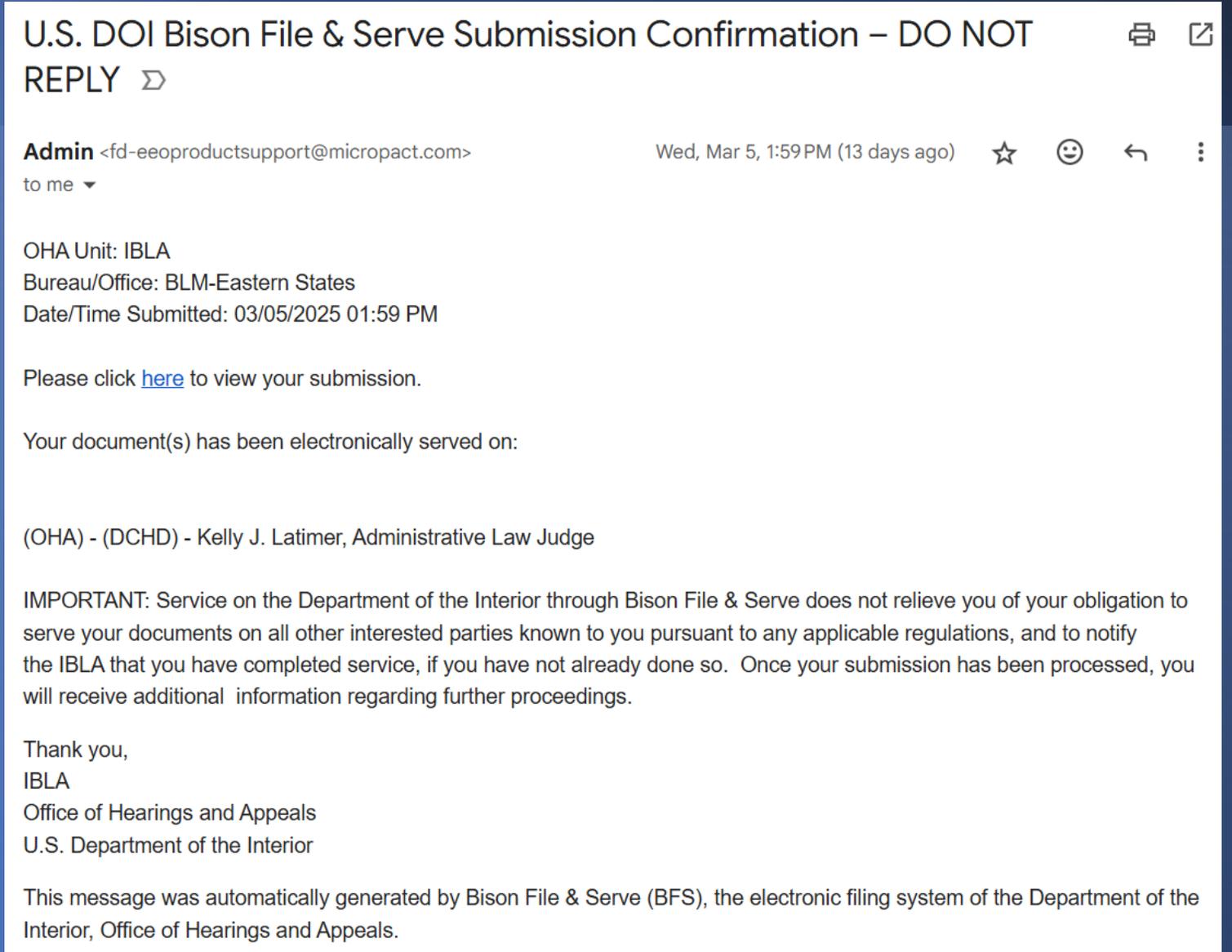
## Final Step: Submit your case.

After you are done uploading your documents, click “Submit” to file them with OHA.

A “Workflow Message” will appear at the top of the screen



A “Submission Confirmation” email will be sent to your email address if your submission is successful.

A screenshot of an email interface. The subject line is "U.S. DOI Bison File & Serve Submission Confirmation – DO NOT REPLY" with a right-pointing arrow icon. The sender is "Admin <fd-eeoproductsupport@micropact.com>" and the recipient is "to me" with a dropdown arrow. The date and time are "Wed, Mar 5, 1:59 PM (13 days ago)". There are icons for star, smiley face, reply, and a three-dot menu. The body text includes: "OHA Unit: IBLA", "Bureau/Office: BLM-Eastern States", "Date/Time Submitted: 03/05/2025 01:59 PM", "Please click [here](#) to view your submission.", "Your document(s) has been electronically served on:", "(OHA) - (DCHD) - Kelly J. Latimer, Administrative Law Judge", "IMPORTANT: Service on the Department of the Interior through Bison File & Serve does not relieve you of your obligation to serve your documents on all other interested parties known to you pursuant to any applicable regulations, and to notify the IBLA that you have completed service, if you have not already done so. Once your submission has been processed, you will receive additional information regarding further proceedings.", "Thank you,", "IBLA", "Office of Hearings and Appeals", "U.S. Department of the Interior", and "This message was automatically generated by Bison File & Serve (BFS), the electronic filing system of the Department of the Interior, Office of Hearings and Appeals."