

UNITED STATES DISTRICT COURT Eastern District of Pennsylvania

Gaining Access to the Volunteer Attorney Panel Folders in Box

Send an email to Panel_Admin@paed.uscourts.gov to request access to your folder - you'll receive an email inviting you to have access for each Panel of which you are a member - clicking the 'Go to Folder' button will prompt you for your Box credentials and then take you to agree to the terms - after agreeing, the new folder will be available to you (you may need to refresh your browser if it doesn't appear right away)

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HELP: If your Folders do not appear after accepting the invite and refreshing your browser, please contact Panel_Admin@paed.uscourts.gov

Viewing and Accepting Cases in Box

- 1 You can get to your Folder(s) at any time to view all of the active cases by any of these three ways:
 - You can use the links to the Panels located on the court's website https://www.paed.uscourts.gov/volunteer-attorney-panels



 You can use a link from any email notification regarding the Folder - you'll receive an email each time a new case is added to the Panel



 You can log directly into your Box.com account https://account.box.com/login

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When you open the Folder, you'll see all of the active cases in that Panel - clicking on a case will allow you to open or download the file or view it right there in that screen

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## &		21-cv-05166 - Cox v. UPS - J. Younge - 09.26.2023.pdf	Sep 26, 2023 by PAED Volunteer	
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0		23-cv-01606 - Fluellen v. City of Philadelphia et al - J. Baylson - 09	Sep 10, 2023 by PAED Volunteer	
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	1	23-cv-02441 - Hager v. Kijakazi - J. Diamond - 08.29.2023.pdf	Sep 6, 2023 by PAED Volunteer	
		23-cv-01842 - Harvey v. City of Philadelphia - J. Murphy - 08.24.2	Aug 25, 2023 by PAED Volunteer	Wite a comment
		23-cv-00897 - Demeo v. Waste Management of PA et al - J. Young	Aug 23, 2023 by PAED Volunteer	The second

If you wish to accept appointment to a case, you can open up the 'Activity' pane (if it's not already open) and click on 'Add Task' to assign a General Task to "PAED VAP Panel Admin" to express interest - your information will then appear in the 'Activity' pane and the court's Panel Admin will be notified

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After the acceptance request is processed, you will receive an email from Box to notify you that the Task has been completed - the Panel Admin will then email the accepting attorney and the Judge's Chambers

- for Prisoner and Social Security cases, the file will then be removed from the Folder
- for Employment cases, the file will then be temporarily put "on-hold" for a 14-day review period, and removed if ultimately accepted, or placed back on the Panel if rejected

box	VAP Box1 Today at 10:35 AM
PAED VAP Panel Admin completed a task you assigned on 23-cv-01842 - Harvey v. City of Philadelphia - J. Murphy - 08.24.2023.pdf	COMPLETED
I would like to accept this case.	PAED VAP Panel Admin Completed Today at 12:19 PM
This email was sent to the Box account associated with gickvistox1,8gmail.com You are received this email because someone completed a task you even on Box.	

- NOTE: Instructions for 'Accepting' a case will also be found in each Panel's Folder
- HELP: If you have any questions about the viewing or accepting of any cases, please contact Panel_Admin@paed.uscourts.gov