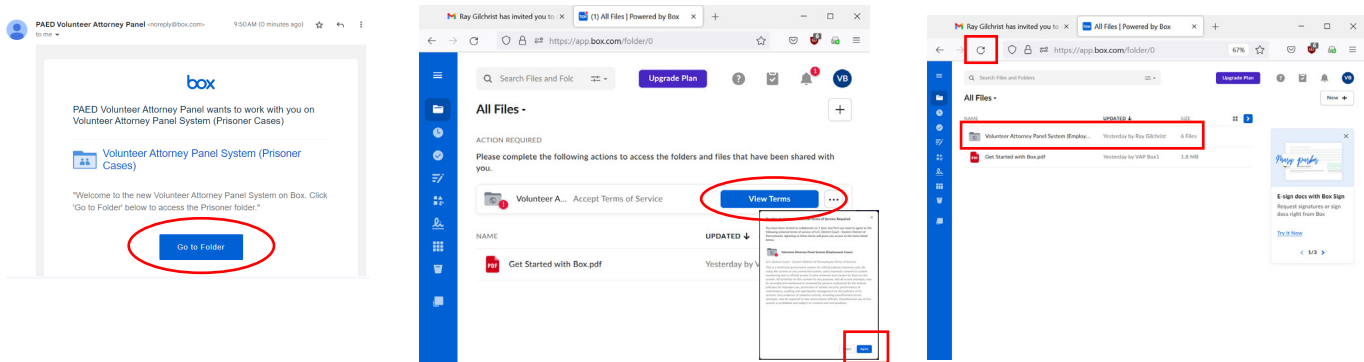




# UNITED STATES DISTRICT COURT Eastern District of Pennsylvania

## Gaining Access to the Volunteer Attorney Panel Folders in Box

- \* Send an email to [Panel\\_Admin@paed.uscourts.gov](mailto: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)



**HELP:** If your Folders do not appear after accepting the invite and refreshing your browser, please contact [Panel\\_Admin@paed.uscourts.gov](mailto:Panel_Admin@paed.uscourts.gov)

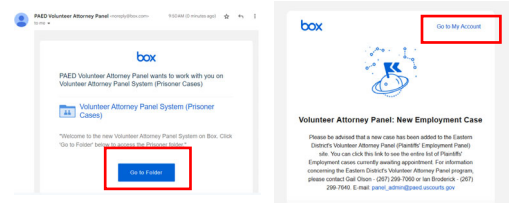
## Viewing and Accepting Cases in Box

- 1 You can get to your Folder(s) at any time to view all of the active cases by any of these three ways:

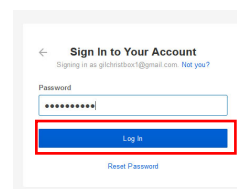
- You can use the links to the Panels located on the court's website <https://www.paed.uscourts.gov/volunteer-attorney-panels>



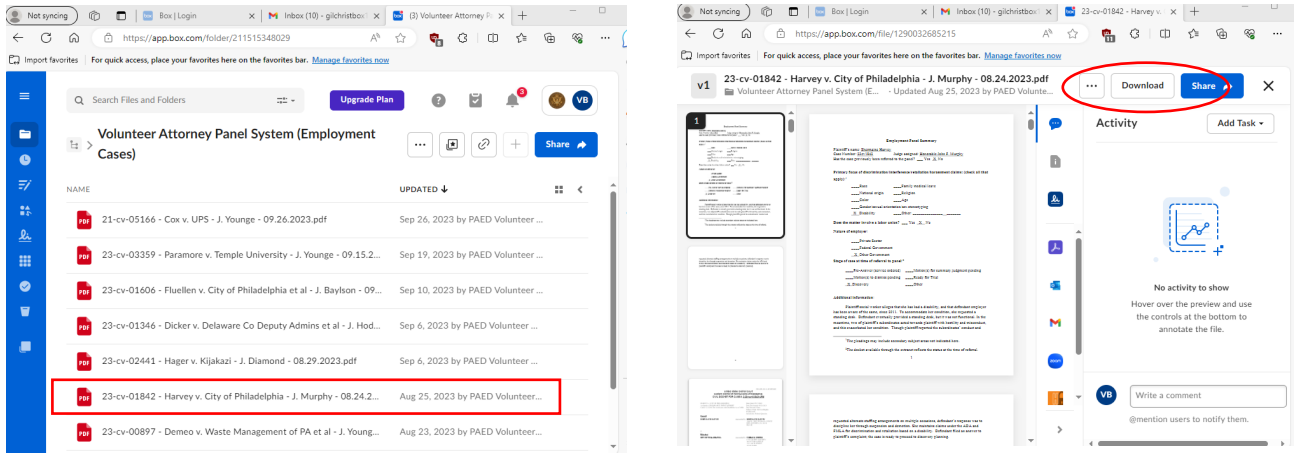
- You can use a link from any email notification regarding the Folder - you'll receive an email each time a new case is added to the Panel



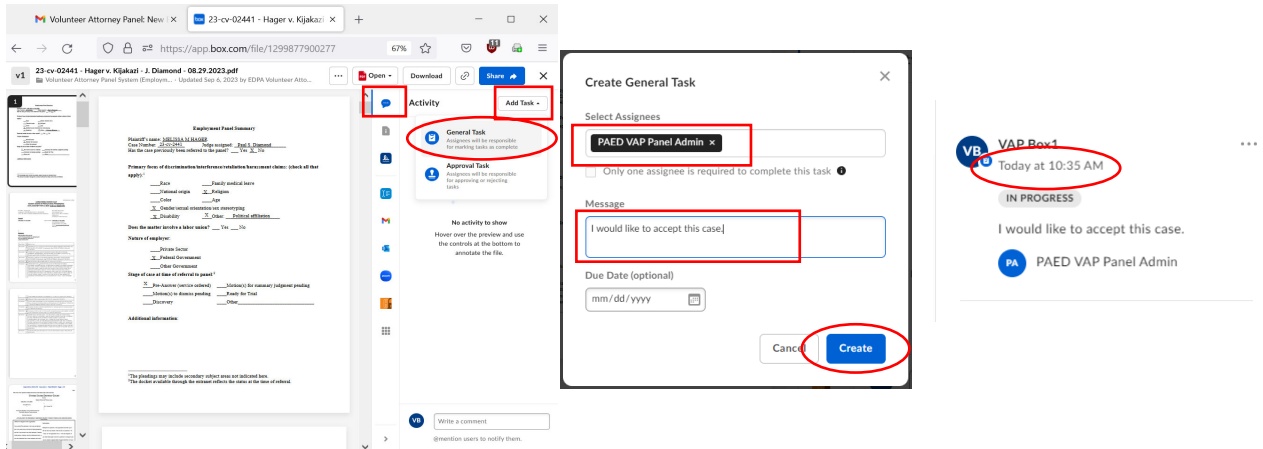
- You can log directly into your Box.com account <https://account.box.com/login>



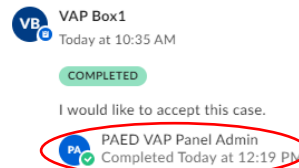
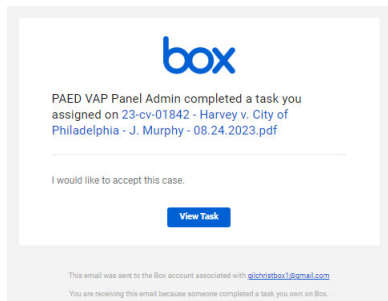
2 When you open the Folder, you'll see all of the active cases in that Panel - clicking on a case will allow you to open or download the file or view it right there in that screen



3 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



4 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



**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](mailto:Panel_Admin@paed.uscourts.gov)