



UNITED STATES DISTRICT COURT

Eastern District of Pennsylvania

NEW SYSTEM FOR VOLUNTEER ATTORNEY PANELS

You are receiving this notification because you are the designated contact person for your firm's membership in one or more of our **Volunteer Attorney Panels**.

Starting **October 12th**, the Eastern District of Pennsylvania will be migrating to a new enhanced website with improved security features. To ensure the court's compliance with the latest security standards, we will be **migrating** the Volunteer Attorney Panel system from the **court's website**, to the **court's instance of Box.com**. You will still be able to easily review and accept cases in this new system.

In the weeks leading up to the launch date, you will receive an **email** from **Panel_Admin@paed.uscourts.gov** with additional information. This communication will include instructions on setting up a free Box.com account, as well as directions on how to review and accept cases.

Please share this notification and the instructions to follow with attorneys in your firm who access any of the Panel extranets.

New Volunteer Attorney Panel System

Introduction

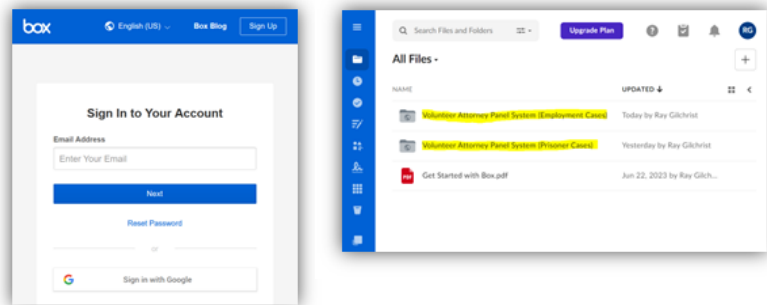
The Administrative Office recently published new IT security directives governing court websites. The current Volunteer Attorney Panel (VAP) application, which resides on the court's website, must be decommissioned and replaced with a new system.

As a result, the court will be migrating the Volunteer Attorney Panel (VAP) application over to Box.com, which is a more secure file-sharing application. Through the Box.com platform, District Court will share available cases with member attorneys where they can be easily reviewed. Instructions will be provided on how to create a free Box.com account.

OLD VAP SYSTEM



NEW VAP SYSTEM with Box.com

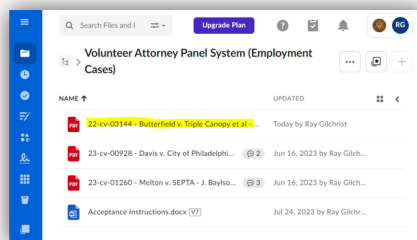


Reviewing and Accepting a Case

After signing into Box.com, available cases for the panels which you are approved to view will be listed. To accept a case, open the case PDF and from the drop-down menu in the upper right corner of the screen, click 'Add Task' and then 'General Task'. This will open a pop-up box where you will select "Panel Admin" as the assignee and enter a comment indicating you would like to accept the case (or, in employment cases, that you wish to remove the case from the panel for a 2-week waiting period).

This task will alert the Panel Admin to your comment. The Panel Admin will, as appropriate, notify the presiding Judge and the attorney who volunteered for the case, or remove the case from the list for the 2-week waiting period.

Review Cases by Opening Case PDFs



Accepting a Case

