

New Volunteer Attorney Panel System

Introduction

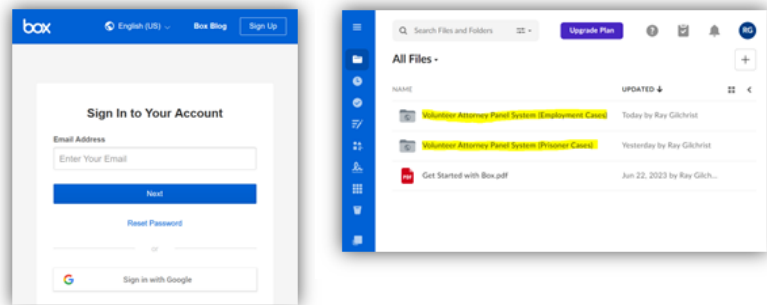
The Administrative Office recently published new IT security directives governing court websites. The current Volunteer Attorney Panel (VAP) application, which resides on the court's website, must be decommissioned and replaced with a new system.

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

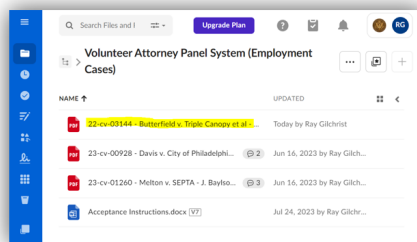


Reviewing and Accepting a Case

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

