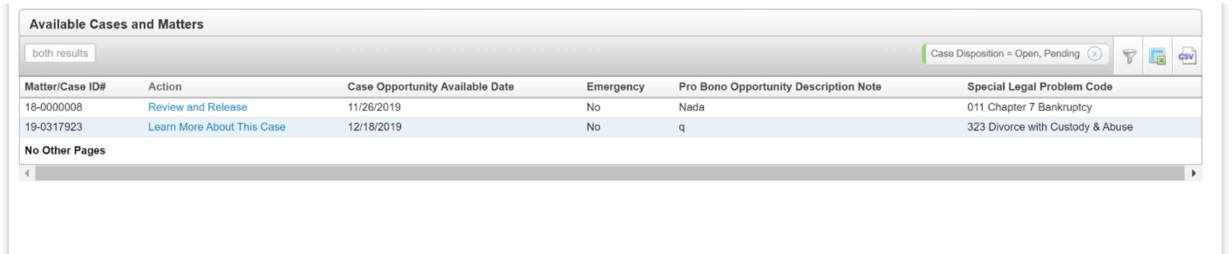
Welcome to the Portal. This is your home page. On this page, you are able to explore pro bono opportunities currently on the waiting list, as well as access pro bono cases that have been assigned to you.

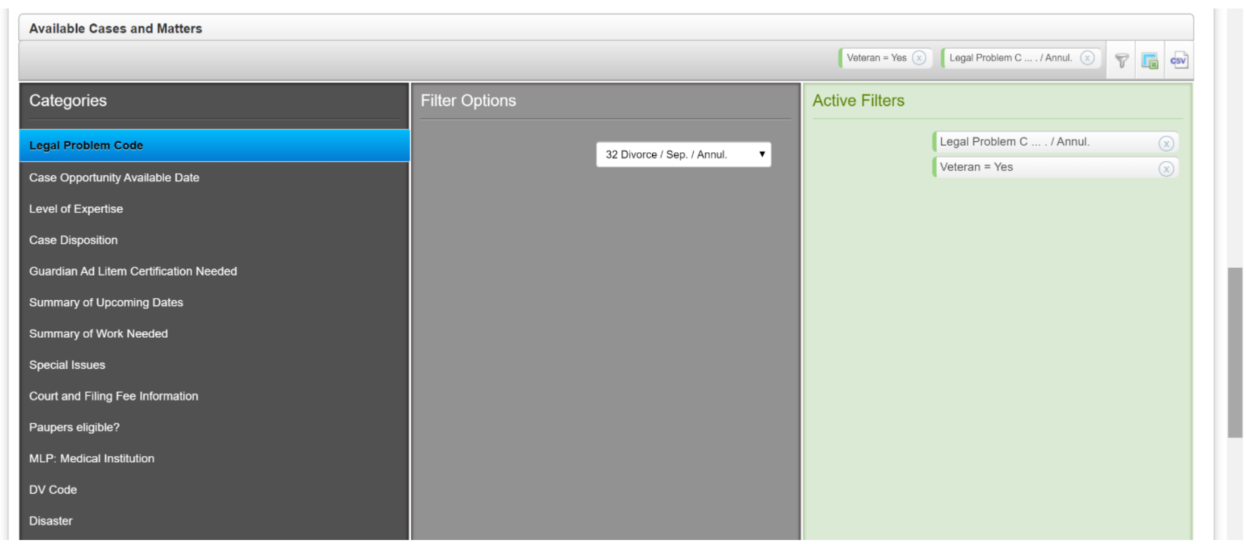
Ready to take on a new pro bono case? Here is a quick overview on how.

1. Scroll down until you see the “Available Cases and Matters” section.



2. There is a filtering option that can be found to the top right of the box and it looks like 

   You will then be prompted with several filtering options. Select as many as you would like, and then click “filter” at the bottom of the green box.

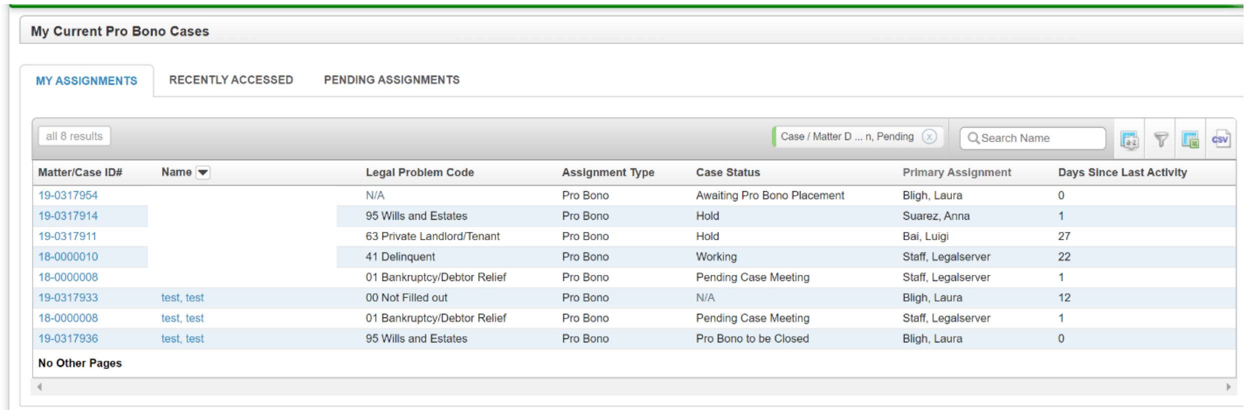


3. If you see a case that you’re interested in, then in the “action” column, select “learn more about this case.” You will be directed to a page that includes the necessary information to run a conflicts check. When you’ve confirmed that there is no conflict, check the box to read the case summary and assign it to yourself to accept the case.

Have an active pro bono case? Here is a quick overview on how to access and make updates to the case.

<u>To view cases assigned to you</u>

Click the "My Assignments" tab. This will allow you to see all of the cases that are currently assigned to you. If you just need the client's contact information, select the client's name. (Note that anything in blue is a clickable link). To make updates, view relevant case documents, and add time you should click the Matter/Case ID#.


My Current Pro Bono Cases

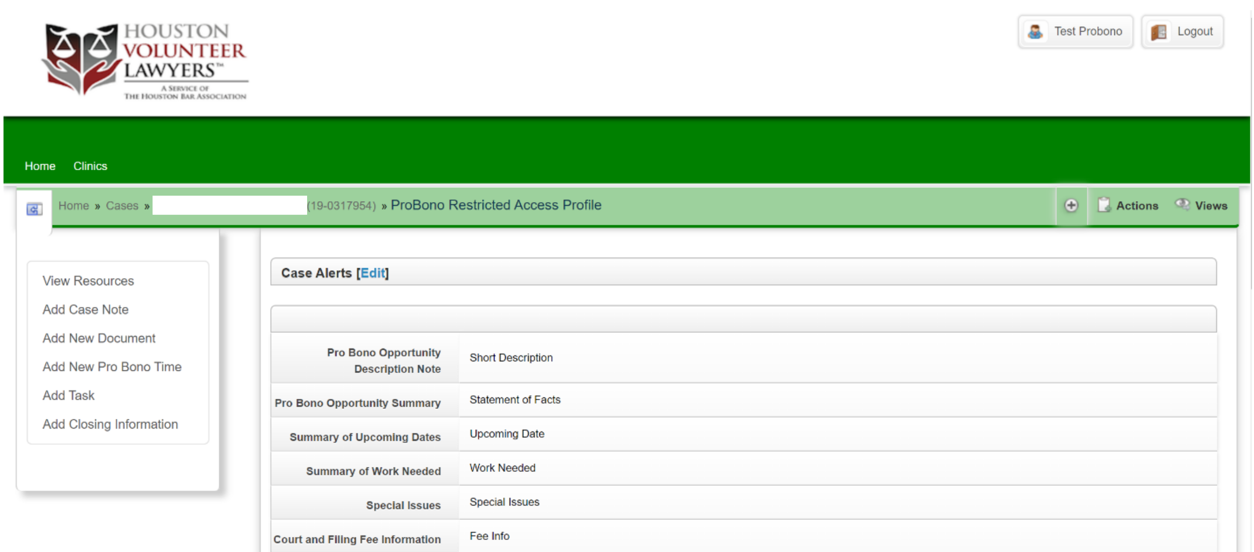
MY ASSIGNMENTS | RECENTLY ACCESSED | PENDING ASSIGNMENTS

all 8 results

Matter/Case ID#	Name	Legal Problem Code	Assignment Type	Case Status	Primary Assignment	Days Since Last Activity
19-0317954		N/A	Pro Bono	Awaiting Pro Bono Placement	Bligh, Laura	0
19-0317914		95 Wills and Estates	Pro Bono	Hold	Suarez, Anna	1
19-0317911		63 Private Landlord/Tenant	Pro Bono	Hold	Bai, Luigi	27
18-0000010		41 Delinquent	Pro Bono	Working	Staff, Legalserver	22
18-0000008		01 Bankruptcy/Debtor Relief	Pro Bono	Pending Case Meeting	Staff, Legalserver	1
19-0317933	test, test	00 Not Filled out	Pro Bono	N/A	Bligh, Laura	12
18-0000008	test, test	01 Bankruptcy/Debtor Relief	Pro Bono	Pending Case Meeting	Staff, Legalserver	1
19-0317936	test, test	95 Wills and Estates	Pro Bono	Pro Bono to be Closed	Bligh, Laura	0

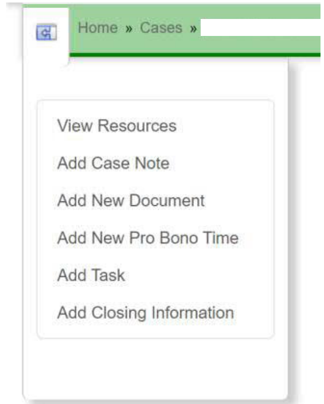
No Other Pages

When you select the Matter/Case ID#, you will be taken to the case profile. The case profile includes the case facts, pending court dates, a summary of work needed, special issues to note, and court filing fee information.

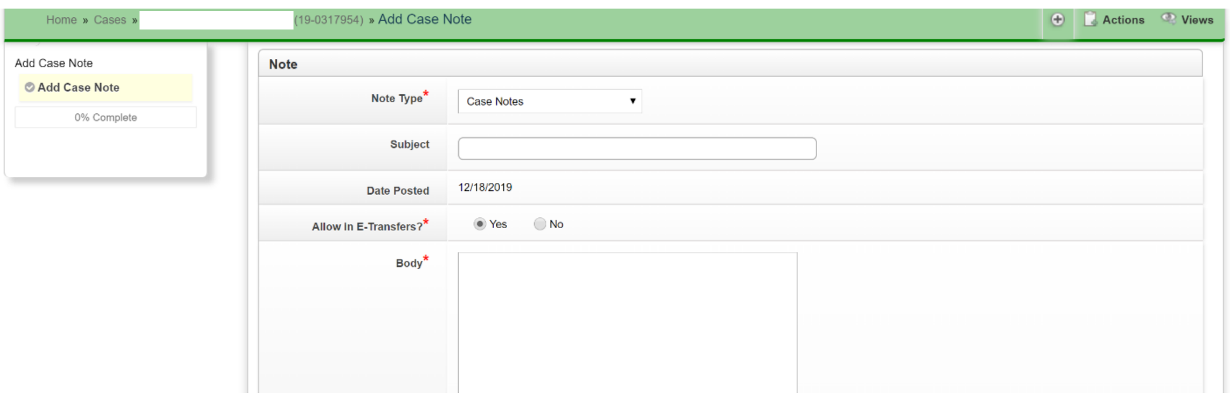


Add a Case Note

On the left side of the case profile page, there is a panel with various links. Select "Add Case Note."

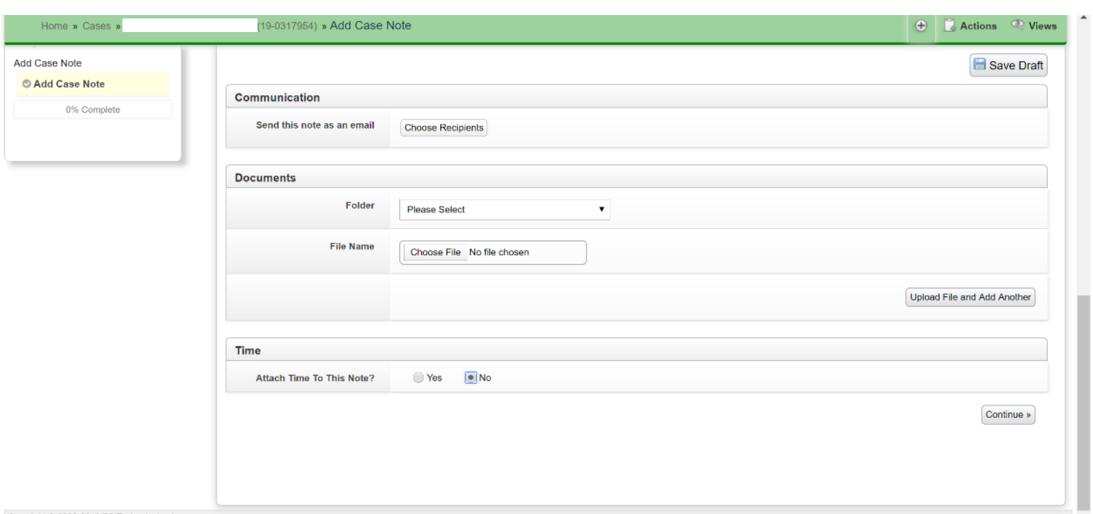


You will then be prompted to create your case note. Don't worry about the E-Transfers question.



Scroll down and you will see options to email the case note, upload a document, and the option to attach time to the case note.

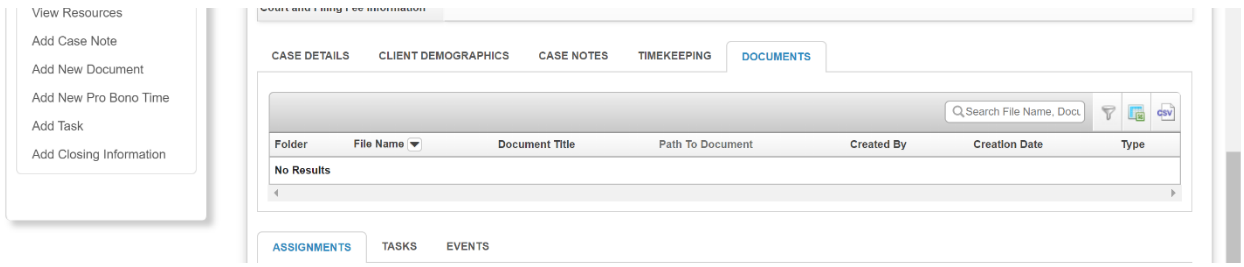
If you scroll down, you'll be able to see relevant case documents, as well as any case notes and timekeeping you've added. Each tab is clickable.



Add a New Document

On the left side of the case profile page, there is a panel with various links. Select "Add New Document." Fill out the form completely, upload the document, and press continue. Need to upload more than one document? Not a problem, just click "Upload and Add Another."

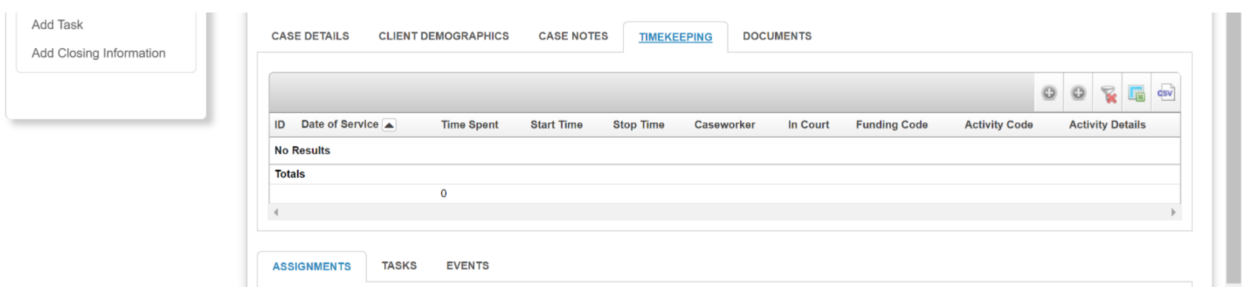
To view the documents you've uploaded, go back to the case profile page, scroll down, and select the "documents" tab.



Add Time Spent on Case

On the left side of the case profile page, there is a panel with various links. Select "Add New Pro Bono Time." Fill out the time slip completely, and then click "save".

To review your time spent on a case, go back to the case profile page, scroll down, and select the "timekeeping" tab.



Closing a Pro Bono Case

On the left side of the case profile page, there is a panel with various links. Select "Add Closing Information." The next screen will prompt you to fill out a final disposition. Please be a thorough as possible when filling out the form. When finished, hit continue at the bottom of the page. HVL's pro bono team will be notified that you have closed the case.