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.

**To view cases assigned to you**

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#.

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 as 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.