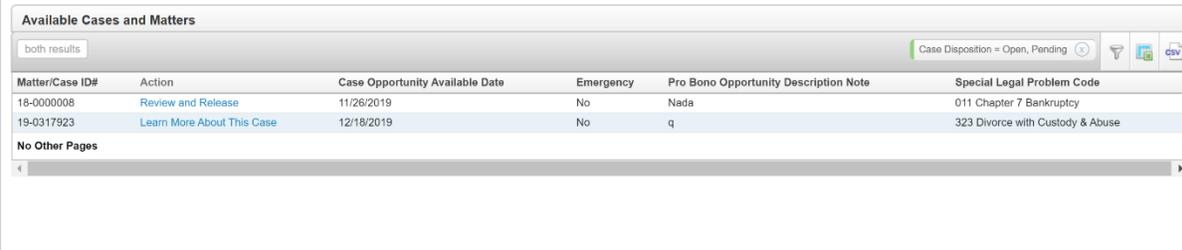


Welcome to the Portal. This is your home page. On this page, you are able to explore pro bono opportunities currently on the waiting list, as well as access pro bono cases that have been assigned to you.

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.

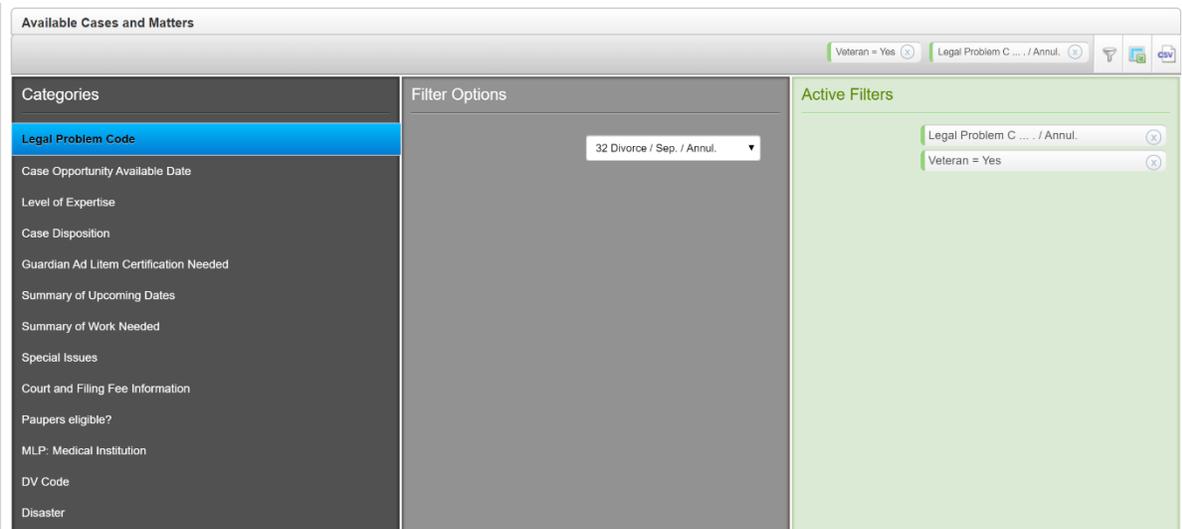


The screenshot shows a table titled "Available Cases and Matters" with the following data:

Matter/Case ID#	Action	Case Opportunity Available Date	Emergency	Pro Bono Opportunity Description Note	Special Legal Problem Code
18-0000008	Review and Release	11/26/2019	No	Nada	011 Chapter 7 Bankruptcy
19-0317923	Learn More About This Case	12/18/2019	No	q	323 Divorce with Custody & Abuse

Below the table, it says "No Other Pages". To the right of the table, there is a filter icon (a funnel) and a "Case Disposition = Open, Pending" dropdown menu.

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.



The screenshot shows the "Available Cases and Matters" page with the filter panel open. The filter panel is divided into three sections:

- Categories:** A list of filter categories including "Legal Problem Code", "Case Opportunity Available Date", "Level of Expertise", "Case Disposition", "Guardian Ad Litem Certification Needed", "Summary of Upcoming Dates", "Summary of Work Needed", "Special Issues", "Court and Filing Fee Information", "Paupers eligible?", "MLP: Medical Institution", "DV Code", and "Disaster".
- Filter Options:** A section where a dropdown menu is set to "32 Divorce / Sep. / Annul.".
- Active Filters:** A green box showing the active filters: "Legal Problem C... / Annul." and "Veteran = Yes".

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#.

My Current Pro Bono Cases

MY ASSIGNMENTS RECENTLY ACCESSED PENDING ASSIGNMENTS

all 8 results Case / Matter D...n, Pending Search Name

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.



Test Probono Logout

Home Clinics

Home » Cases » [19-0317954] » ProBono Restricted Access Profile Actions Views

View Resources

Add Case Note

Add New Document

Add New Pro Bono Time

Add Task

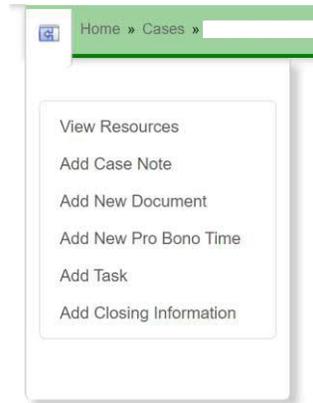
Add Closing Information

Case Alerts [Edit]

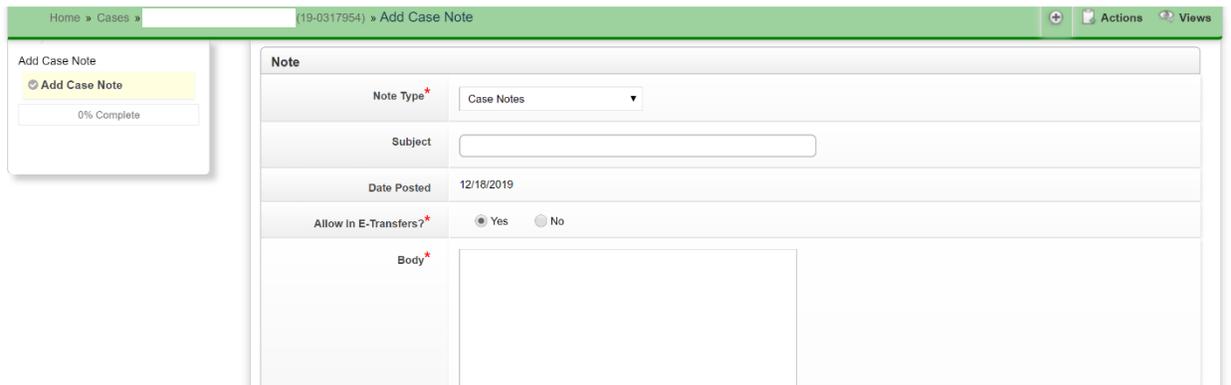
Pro Bono Opportunity Description Note	Short Description
Pro Bono Opportunity Summary	Statement of Facts
Summary of Upcoming Dates	Upcoming Date
Summary of Work Needed	Work Needed
Special Issues	Special Issues
Court and Filing Fee Information	Fee Info

Add a Case Note

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

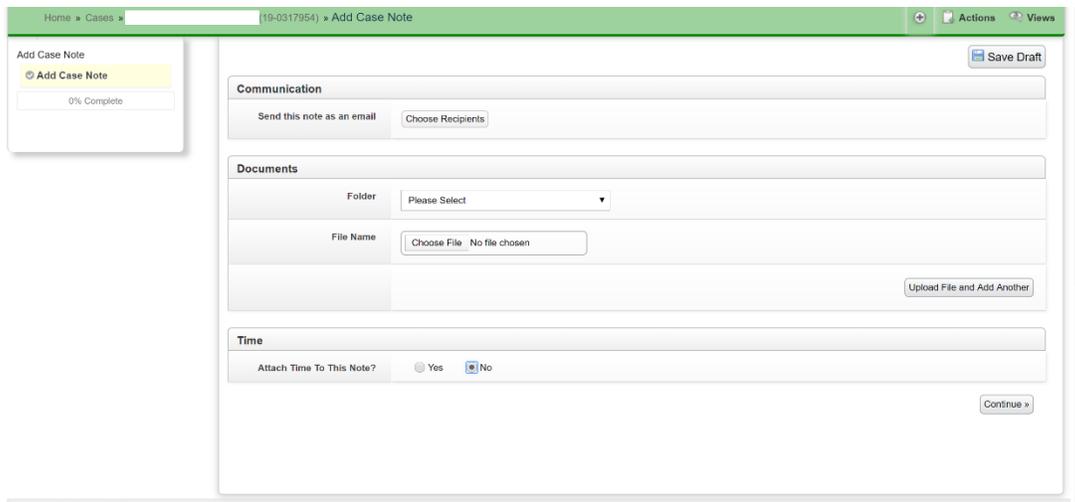


You will then be prompted to create your case note. Don't worry about the E-Transfers question.

A screenshot of the "Add Case Note" form. The form is titled "Add Case Note" and is located on the left side of the page. It has a "0% Complete" progress indicator. The main form area is titled "Note" and contains the following fields: "Note Type" (a dropdown menu set to "Case Notes"), "Subject" (a text input field), "Date Posted" (a date field set to "12/18/2019"), "Allow In E-Transfers?" (radio buttons for "Yes" and "No", with "Yes" selected), and "Body" (a large text area). The form is part of a larger interface with a green header bar and a sidebar.

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.

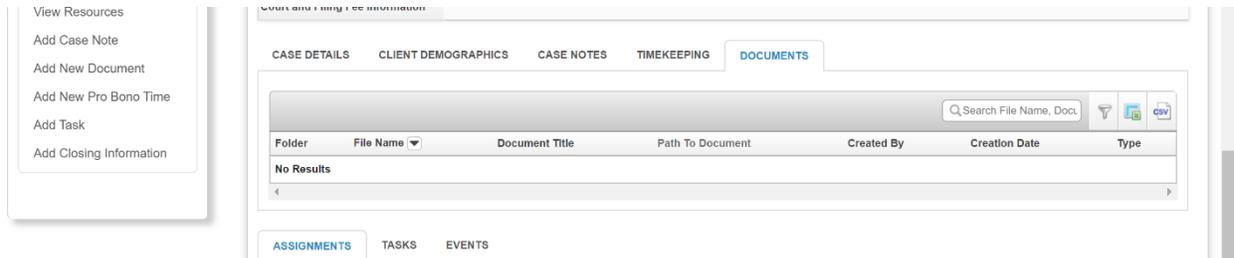
If you scroll down, you'll be able to see relevant case documents, as well as any case notes and timekeeping you've added. Each tab is clickable.

A screenshot of the "Add Case Note" form, showing the "Communication", "Documents", and "Time" sections. The "Communication" section has a "Send this note as an email" checkbox and a "Choose Recipients" button. The "Documents" section has a "Folder" dropdown menu (set to "Please Select"), a "File Name" text input field, and a "Choose File" button. The "Time" section has an "Attach Time To This Note?" checkbox (set to "No") and a "Continue" button. The form is part of a larger interface with a green header bar and a sidebar.

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.”

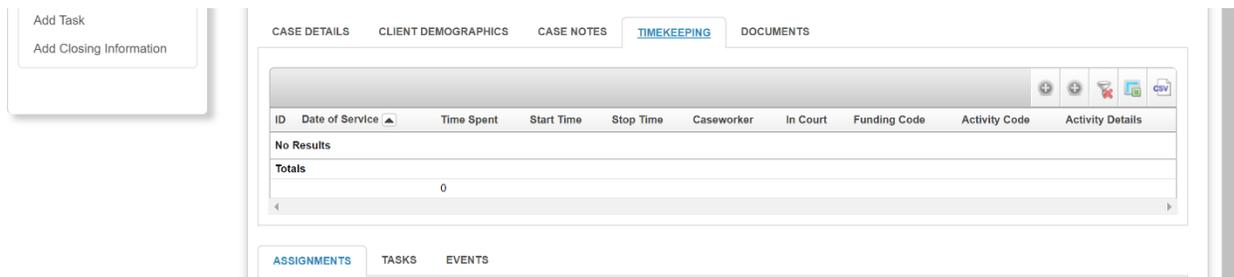
To view the documents you’ve uploaded, go back to the case profile page, scroll down, and select the “documents” tab.



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.