CVLS Legal Server Tutorial

To login to CVLS’s case management system Legal Server (LS) open your internet browser and navigate to https://cvls.legalserver.org.

Enter your username and password. Then click Login.

You will be prompted to change your password. Enter and Confirm Password and then click Continue.
Click on Home to go to your home page. (Don’t worry about the Permission Denied tab).

On your home page you will see a variety of important items and options. We’ll walk through 3 of them in this tutorial.

Let’s start with A. Preferences. Click Preferences.
Click Edit Contact Information on the right hand side of the screen.

Then update your contact information.

When you're done, click Continue at the bottom of the page.
Your newly entered Contact Information will appear on the screen. Check your info again, and then click Home at the very top of the page.

B. Current Assignments. Under this tab you can see any current and open cases you have with CVLS.

Click on the Matter/Case ID# to go to the case page.
1. The ^ tab will always return you to the basic case info.

2. These tabs will provide additional information.

3. Click here to see Adverse Parties information.

4. Here you’ll see specifics about the court case.

5. Here you’ll see any case notes that have been added.

6. Click here to add Case Notes of your own.

7. This is the Documents section. You can upload documents here. Click and drag a document or PDF and release the mouse over the folder which will be highlighted and then the document will be attached to the LS record.

7a. This is where you will find documents that LS can generate. CVLS uses this for form letters sent to multiple clients. Depending on the case type, you might use a document in this folder.

7b. This is where you will find documents that LS can generate. CVLS uses this for form letters sent to multiple clients. Depending on the case type, you might use a document in this folder.
It is possible to e-mail a LS record. You might want to forward an e-mail you receive from a client, or attach an e-mail you send. You can do that with any legal server record simply by addressing the e-mail to [the legal server case number]@cvls.legalserver.org.

To attach an e-mail to the legal server record for this test case, I addressed the e-mail to 11-0125408@cvls.legalserver.org. That number can be found at the top of the basic case info page.

The e-mail will appear like the one in the box above. The image attached is my e-mail signature.
3. Pro Bono Opportunities.

This is where you can “shop” for cases.

Click on Learn More About This Case to see basic contact information for Client and Adverse Parties.

Real names and addresses will be present this is just a test case.
Once you have performed a conflict check. Click Confirmation. And more information will be revealed.

If you’re interested in the case, click on the drop down menu and select Interested.

Enter any notes or comments you want to e-mail to the attorney in charge of placing the case and click continue. You’re interest will be e-mailed and the attorney or staff member in charge of placing the case will be in touch with you soon.