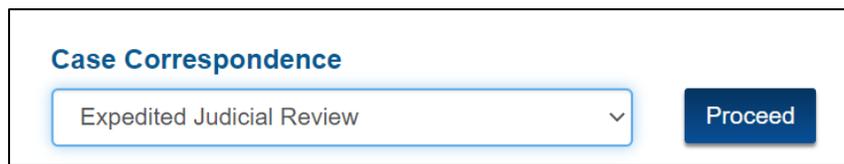


Consolidated Expedited Judicial Review (“EJR”) Case Action

The Consolidated EJR Case Action is to be used when requesting an EJR for the same reason or justification across more than one case. The Representative Organization must be the same across all of the cases associated with the Consolidated EJR Case Action request. You may submit up to 100 group cases in a Consolidated EJR Case Action, but the inclusion of individual cases is not available at this time.

Select EJR Case Action

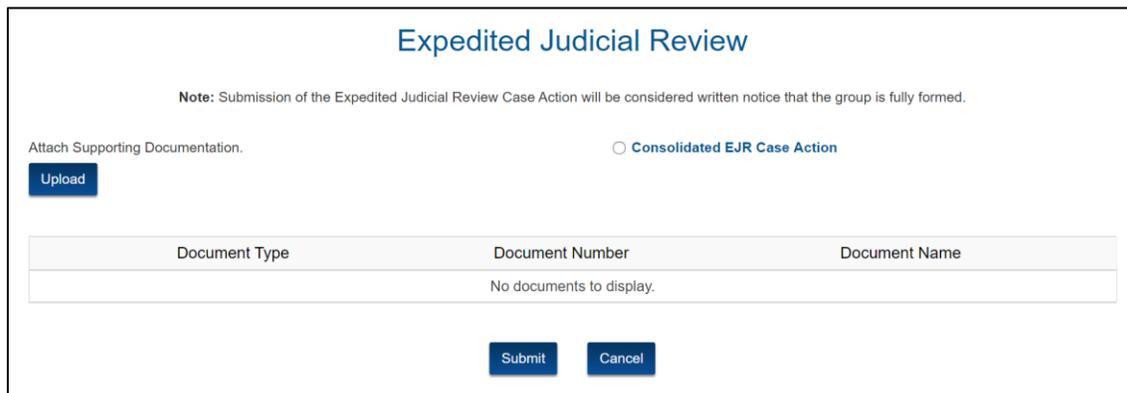
1. Select the Expedited Judicial Review option from the Case Correspondence drop-down menu and select the **Proceed** button to navigate to the associated correspondence page.



The screenshot shows a form titled "Case Correspondence". It features a drop-down menu with "Expedited Judicial Review" selected and a blue "Proceed" button to its right.

Figure 1: Case Action Page – Case Correspondence Drop-Down Menu

2. On the Expedited Judicial Review page, there is an option to select a **Consolidated EJR Case Action** radio button.
 - a. Leave blank to proceed with a standard, single case EJR request.



The screenshot shows the "Expedited Judicial Review" page. It includes a note: "Submission of the Expedited Judicial Review Case Action will be considered written notice that the group is fully formed." Below the note, there is a section for "Attach Supporting Documentation" with an "Upload" button. To the right, the "Consolidated EJR Case Action" radio button is selected. Below this is a table with columns for "Document Type", "Document Number", and "Document Name", which currently displays "No documents to display." At the bottom, there are "Submit" and "Cancel" buttons.

Figure 2: Expedited Judicial Review Page with Consolidated EJR Case Action Button

- b. Select the button to consolidate multiple group cases for purposes of the EJR request. The case number from which you launch the Consolidated EJR Case Action is considered the Lead case and will be the first case listed in the Case Details section.

Expedited Judicial Review

Note: Submission of the Expedited Judicial Review Case Action will be considered written notice that the group is fully formed.

Attach Supporting Documentation. Consolidated EJR Case Action

Document Type	Document Number	Document Name
No documents to display.		

Case Details

Group Case Number

Note: Only group cases that are open and are represented by your organization may be selected for this functionality.

Action	Case Number	Case Name	MAC Name/Code	Group Fully Formed?
	20-0147GC	Test Parent CY 2019 TEST17 CIRP Group	JJ MAC ACC17 (TESTJJ MC17)	Yes

1
1-1 of 1 Records

Figure 3: Consolidated EJR Case Action Page

Document Upload

1. Select the **Upload** button to attach supporting documentation for requesting an EJR. A Narrative is required, but you can also upload additional documentation. Repeat as needed.

Expedited Judicial Review

Note: Submission of the Expedited Judicial Review Case Action will be considered written notice that the group is fully formed.

Attach Supporting Documentation. Consolidated EJR Case Action

Document Type	Document Number	Document Name
No documents to display.		

Figure 4: Consolidated EJR Case Action – Upload Document Section

Expedited Judicial Review

Note: Submission of the Expedited Judicial Review Case Action will be considered written notice that the group is fully formed.

Attach Supporting Documentation. Consolidated EJR Case Action

Document Type	Document Number	Document Name
Exhibit	P-1	Exhibit.docx
Narrative P-1		Narrative.docx
List of Exhibits		List of Exhibits.docx

Figure 5: Consolidated EJR Case Action – Supporting Document Table

Case Details

1. The Case Details table initially displays the Lead Case.

Expedited Judicial Review

Note: Submission of the Expedited Judicial Review Case Action will be considered written notice that the group is fully formed.

Attach Supporting Documentation. Consolidated EJR Case Action

Document Type	Document Number	Document Name
No documents to display.		

Case Details

Group Case Number

Enter Group Case Number

Note: Only group cases that are open and are represented by your organization may be selected for this functionality.

Action	Case Number	Case Name	MAC Name/Code	Group Fully Formed?
	20-0147GC	Test Parent CY 2019 TEST17 CIRP Group	JJ MAC ACC17 (TESTJJ MC17)	Yes

1
1-1 of 1 Records

Figure 6: Consolidated EJR Case Action with Case Details Section

2. Enter the next group case number in the **Group Case Number** box and select the **Add Case** button. The case will now display in the table. Repeat as needed.

Note: Only group cases that are open and are represented by your organization may be selected for this functionality.

Case Details

Group Case Number **Add Case**

20-0150GC Note: Only group cases that are open and are represented by your organization may be selected for this functionality.

Action	Case Number	Case Name	MAC Name/Code	Group Fully Formed?
	20-0147GC	Test Parent CY 2019 TEST17 CIRP Group	JJ MAC ACC17 (TESTJJ MC17)	Yes
Remove	20-0143GC	Test Parent CY 2019 TEST19 CIRP Group	JJ MAC ACC19 (TESTJJ MC19)	Yes
Remove	20-0142GC	Test Parent CY 2019 TEST20 CIRP Group	JJ MAC ACC20 (TESTJJ MC20)	Yes
Remove	20-0148GC	Test Parent CY 2019 TEST16 CIRP Group	JJ MAC ACC16 (TESTJJ MC16)	Yes

1
1-4 of 4 Records

Submit **Cancel**

Figure 7: List of Cases in Consolidated EJR Case Action

3. Select the **Remove** button next to any of the listed cases to remove a particular case from the consolidation list prior to submission.

Submission

1. Once all the supporting documentation has been uploaded and all cases have been added, select the **Submit** button to submit the consolidated EJR request to the PRRB. This submission will be reflected in all listed cases.
2. If you do not wish to submit the Case Action, select the **Cancel** button.