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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: SCS Appeals Now Using Filevine Case Management System

The State Civil Service Appeals Division has migrated to Filevine, a cloud-based paperless case management system. Parties to an appeal may access the file electronically, view and download documents and upload documents to the case file using the Filevine System.

Before parties can begin using Filevine, access must be set up by contacting the [Appeals Division](#) to request guest access. Next, parties must first respond to Filevine's emailed invitation to join Filevine as a user by clicking on the link in the invite and creating a User ID and password. Detailed instructions for how to use and upload documents in Filevine can be found [here](#).

The Appeals Division will maintain the DSCS.Appeals@la.gov email box and will continue to accept filings through that avenue.

Please share this General Circular with any agency attorneys whose duties involve representing the agency on civil service matters.

If you have any questions about the Filevine System or have difficulty in accessing Filevine, please contact Marty Mansfield by emailing DSCS.Appeals@la.gov or calling (225) 342-8070.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director