

Pre-Assignment Review (“PAR”)

On September 3, 2019, the Office of Special Masters initiated a Pre- Assignment Review (“PAR”) process for all newly filed, non-pro se petitions. The objective of PAR is to more efficiently process petitions by ensuring that cases will not be assigned to a special master or the Special Processing Unit until the record is deemed substantially complete and ready for medical review by respondent.

All non-pro se petitions will initially be assigned to the Chief Special Master’s docket. A review of the case filings will be completed by the Office of Special Masters to determine if the record is substantially complete as required by Section 11(c) of the Vaccine Act. The initial PAR review will result in either an Activation Order if the medical records and other evidence are substantially complete or a PAR Scheduling Order setting forth the filings required to complete the PAR process if the medical records are not substantially complete. Follow-up scheduling orders will be issued as necessary until substantial completeness of the record is achieved. If at the end of 30 days of the filing of the Statement of Completion no Activation Order or PAR Scheduling Order has been issued, petitioner may move for reassignment of the case.

To expedite the processing of a petition through PAR, petitioners are strongly encouraged to file a complete set of certified medical records, including a Statement of Completion, as soon as possible after the petition is filed. To complete the PAR process, petitioners must file a completed PAR Questionnaire as an exhibit, utilizing a Notice of Filing, and selecting the CM/ECF event entitled “PAR Questionnaire.” The PAR questionnaire can be found on the court’s website at <http://www.uscfc.uscourts.gov/vaccine-sample-filings>.