

## **Pre-Assignment Review (“PAR”)**

Beginning on **Tuesday, September 3, 2019**, the Office of Special Masters will initiate a Pre-Assignment Review (“PAR”) process for all newly filed 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 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 an assignment of the case.

In order 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. Beginning on **Wednesday, January 1, 2020**, completion of the PAR process will require the filing of the PAR Questionnaire Form (to be signed by petitioner). Also beginning on **Wednesday, January 1, 2020**, completion of the PAR process will generally require the filing of certified medical records.