

PACFILE REFERENCE

GUIDES



UJS WEB PORTAL

ATTORNEYS

EDITION

VERSION 20.1

<https://ujportal.pacourts.us>

INTRODUCTION

This is a collection of step-by-step documents, referred to as reference guides, which are intended to provide assistance with some of PACFile's more common processes.

Each guide is targeted to a particular task and includes both mandatory and optional steps to try and assist you with a wide-range of PACFile functions. On occasion, you may need to decide what steps apply to you based on the task you are attempting to complete. Furthermore, please note that the pictures appearing in these guides are for reference purposes only and the information displayed is not likely to match what you will see or enter on your screen.

Within this document, each reference guide is grouped by topic. For example, any guides related to 'Proxying' are contained within a single section. Depending on the overall task you are attempting to accomplish, you may need to utilize multiple guides from one or more of these sections.

When you have completed a reference guide you will see the word 'END' in the bottom left corner of the last page.

Depending on the business practices of your county, it's possible that you may not use all the reference guides available in this book.

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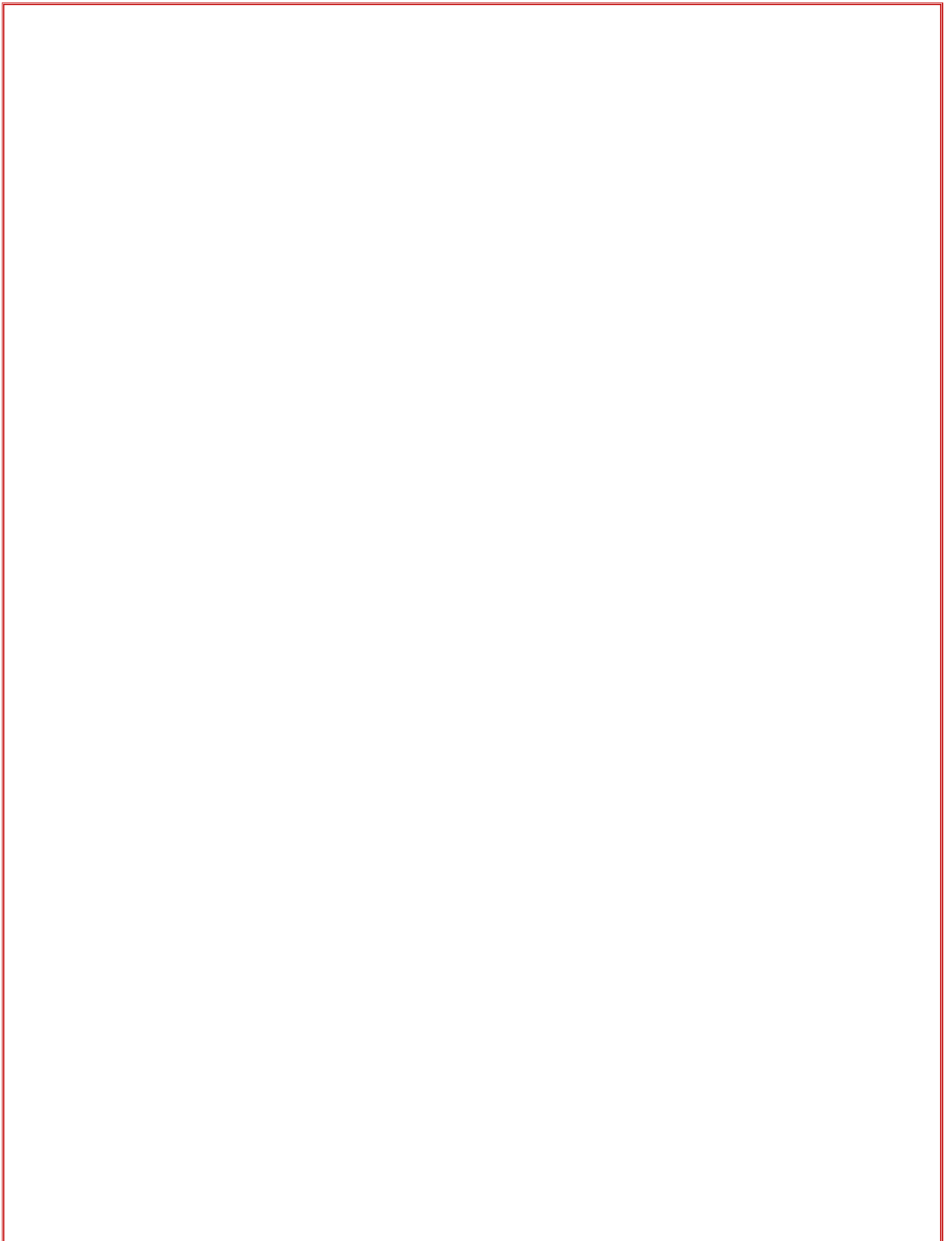
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CREATING FILINGS

How to File on an Existing Case (Juvenile, Dependency, Other)

*Includes the following cases types: Juvenile, Dependency, Act 53 – Involuntary Commitments, Adoptions, and Mental Health Commitments

1. Open the Case Filing Wizard

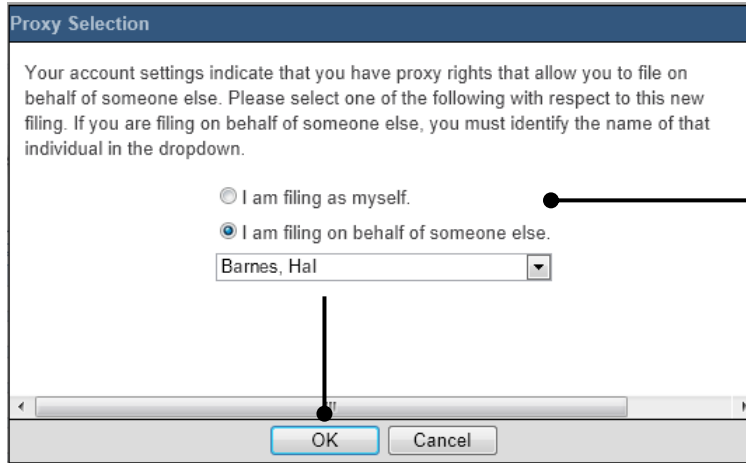
Click on the *Case Filing* link appearing in the Actions section of your dashboard.



2. Select your Proxy Status

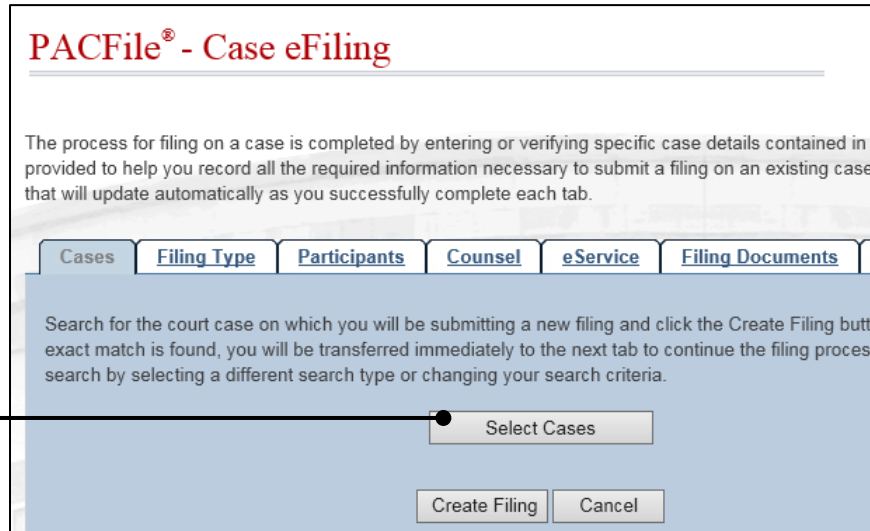
If you have the proxy rights to file on behalf of another individual or organization, you will see the Proxy Selection screen. Choose between the two options and click OK.

If you have no proxy rights, you will not see this screen. Proceed to Step 3.



3. Open the case search

In the Cases tab, click the SELECT CASES button.

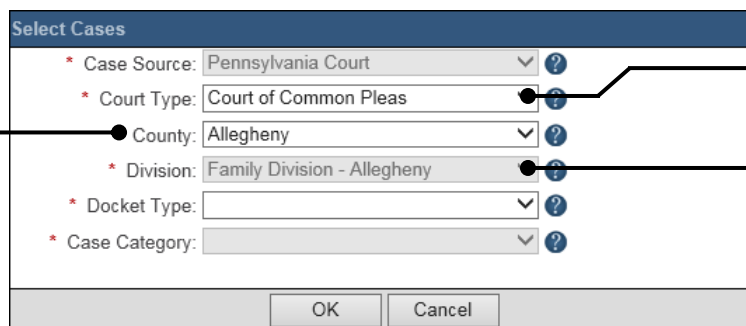


4. Choose the Court Type

In the Select Cases popup, click on the **Court Type** dropdown and select 'Court of Common Pleas'.

5. Choose the court of record

Click on the **County** dropdown and select the county in which you are filing.




6. Choose the Division

Click on the **Division** field dropdown and select the correct option or verify that it defaulted correctly.

How to File on an Existing Case (Juvenile, Dependency, Other)

7. Identify the Docket Type

Tip If you don't know the docket type of the case you are filing on, click on the Learn More  icon to the right of this dropdown.

9. Enter the Case Number

Click in the **Docket No.** fields and enter the unique number and year of the Common Pleas Court case on which you will be filing.

Tip You can only enter one docket number at a time

11. Select the case

Within the search results, click the *Select* link appearing next to the appropriate case.

If this action does not identify any associated cases, proceed to Step 13.

If PACFile identifies associated cases, proceed to Step 12

13. Click OK

8. Identify the Case Category

If this field does not default automatically, click on the dropdown and select the appropriate option.

10. Click SEARCH

12. Specify any Associated Cases

When there are other cases associated with the one you identified in Step 11, they will appear below. Select the checkbox for each case to which the new filing applies.

Docket Number	Short Caption	Case Status	Filing Date
Select CP-02-JV-0033363-2014	In the Interest of: Moulton, Sam, a Minor	Active/ Adj. Delinquent	11/2/2014

Docket Number	Short Caption	Case Status	Filing Date
<input checked="" type="checkbox"/> Select CP-02-DP-0003020-2013	In the Interest of: Bardo, Steve, a Minor	Active/ Adj. Dependent	3/23/2013

[Select All](#) [Deselect All](#)

How to File on an Existing Case (Juvenile, Dependency, Other)

14. Create the Filing

In the Cases tab, click the CREATE FILING button.

Docket Number	Short Caption
CP-02-JV-0033383-2014	In the Interest of: Moulton, Sam, a Minor

15. Select a Filing Type

In the Filing Type tab, click on the **Filing Type** dropdown and select the type of document you are filing.

16. (Optional) Enter a Description

Enter any word or phrase that will help identify your new case more conveniently through your PACFile dashboard.

Tip Anything you enter here is only visible to you. The court never sees this information.

* Filing Type: Motion for Continuance

Description: []

17. Click NEXT

How to File on an Existing Case (Juvenile, Dependency, Other)

18. Bypass the Participant tab

In the Participant tab, click NEXT.

Participant	Docket Number	Pro Se	Role	Filer	
Commonwealth of Pennsylvania	CP-02-JV-0033363-2014	<input type="checkbox"/>	Prosecution	<input type="checkbox"/>	Edit Remove
Moulton, Sam	CP-02-JV-0033363-2014	<input type="checkbox"/>	Juvenile	<input checked="" type="checkbox"/>	Edit Remove
Bowen, Michael	CP-02-JV-0033363-2014	<input type="checkbox"/>	Affiant	<input type="checkbox"/>	Edit Remove
Moulton, Kelsey	CP-02-JV-0033363-2014	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Edit Remove

19. Bypass the Counsel tab

In the Counsel tab, click NEXT.

Counsel	Docket Number	Representing	
Allegheny County District Attorney's Office	CP-02-JV-0033363-2014	Commonwealth of Pennsylvania	Edit Remove
Allegheny County Public Defender's Office	CP-02-JV-0033363-2014	Moulton, Sam	Edit Remove

20. Identify eService recipients

In the eService tab, select any of the eligible recipients that should receive electronic service upon submission of the filing.

Tip Some of the eligible recipients may be defaulted to receive eService automatically, but this can be changed at your discretion.

Attorneys	Others
Name	Name
<input checked="" type="checkbox"/> Allegheny County District Attorney's Office	<input type="checkbox"/> Allegheny County Juvenile Probation
	<input type="checkbox"/> Family Division - Allegheny

21. Click NEXT

How to File on an Existing Case (Juvenile, Dependency, Other)

22. Generate the Proof of Service

Before proceeding in the PACFile wizard, you must create your proof of service document. This task needs to be completed outside of PACFile in a program of your choosing.

Be sure to include any individuals notified via eService and to save this document as a PDF.

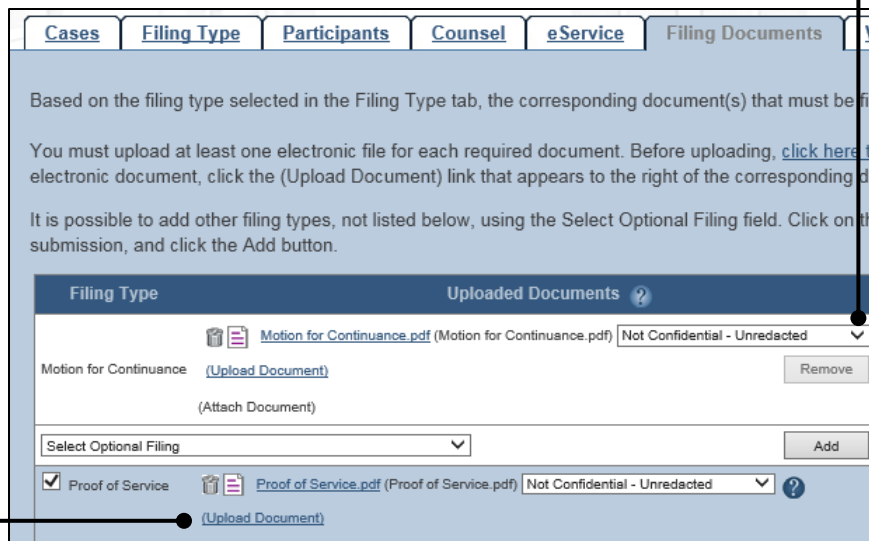
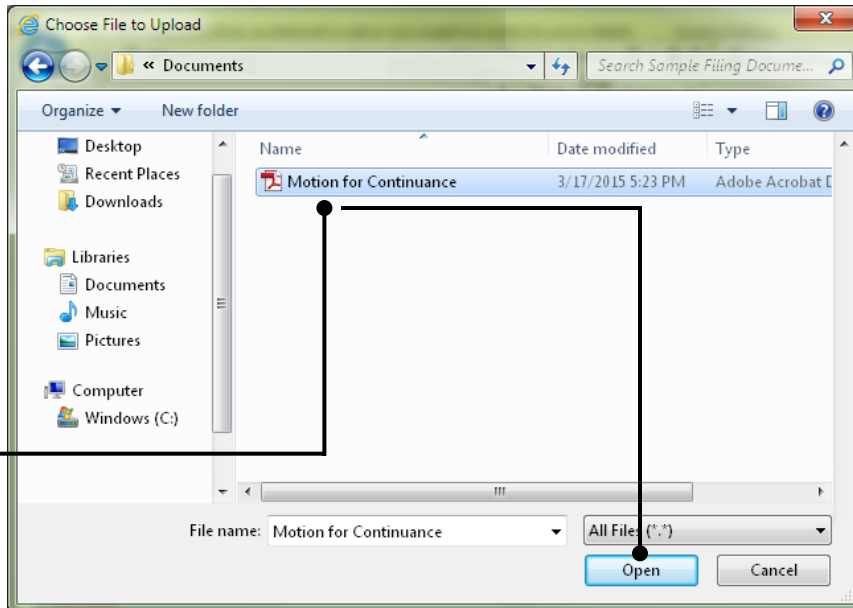
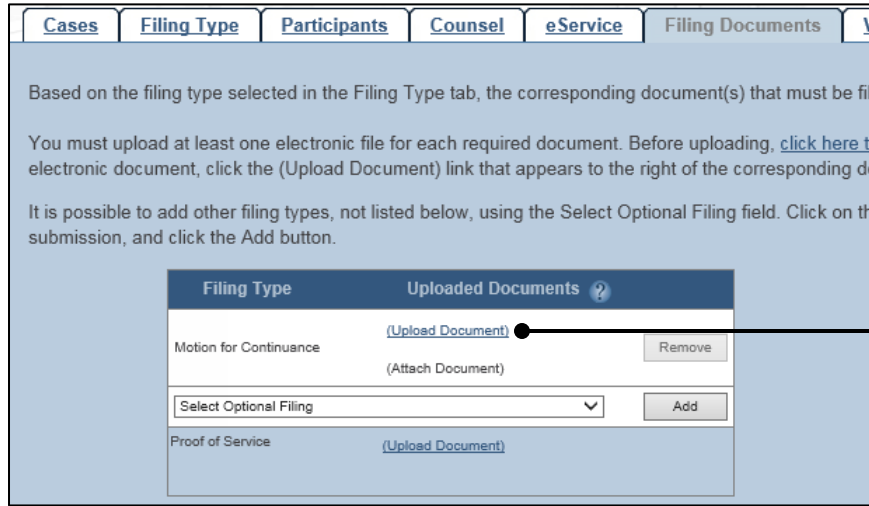
Tip Click the SAVE button in the wizard. If you logout of PACFile before continuing this process, your filing can be found under the Filings in Progress section of your Dashboard.

24. Upload the electronic version of the filing

In the popup screen that appears, locate the electronic version of the filing on your computer or movable storage device (ex. memory stick). Select the file and click OPEN.

26. Upload the Proof of Service

Click on the *(Upload Document)* link to the right of the Proof of Service filing type and use Steps 24-25 as a guide to upload the document.



23. Initiate the process to upload the document

In the Filing Documents tab, click on the *(Upload Document)* link that appears to the right of the primary filing type.

25. (Optional) Select a confidentiality

Click on the dropdown and choose the appropriate confidentiality for the document.

Tip This selection is required based on the court's Public Access Policy. You can view the policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

How to File on an Existing Case (Juvenile, Dependency, Other)

27. (Optional) Add another Filing Type & Document

If there are additional documents to file now, click on the **Select Optional Filing** dropdown, choose the appropriate filing type, and then click ADD.

Use Steps 23-25 as a guide to upload the electronic document.

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be filed are listed below.

You must upload at least one electronic file for each required document. Before uploading, [click here to upload an electronic document](#), click the (Upload Document) link that appears to the right of the corresponding document.

It is possible to add other filing types, not listed below, using the Select Optional Filing field. Click on the Select Optional Filing field, click on the appropriate filing type, and click the Add button.

Filing Type	Uploaded Documents
Motion for Continuance	Motion for Continuance.pdf (Motion for Continuance.pdf) Not Confidential - Unredacted (Upload Document) Remove
	(Attach Document)
	Select Optional Filing Add
<input checked="" type="checkbox"/> Proof of Service	Proof of Service.pdf (Proof of Service.pdf) Not Confidential - Unredacted (Upload Document) ?

Previous Next Save Verify Cancel

28. Click NEXT

29. Verify Filing Details

In the Verification tab, review the filing information that you have recorded for accuracy. If anything is incorrect, click on the appropriate tab and make the necessary changes.

A summary of your filing appears below. Verify that all the information displayed is accurate and that your To Do List is accurate. If anything is incorrect, click on the appropriate tab and make the necessary changes.

When you are ready to start the submission process, click the Verify button. If you do not want to submit your filing at this time, click the Save button. Saved filings are available through the Filings in Progress link on your dashboard.

Filers			
IFP Status	Filer(s)	Role	Counsel
	Moulton, Sam	Juvenile	Unassigned

Current Filings In Progress			
Filing Name	Document Name	Upload Date/Time	Filing Fee
Motion for Continuance	Motion for Continuance	3/30/2015 8:32 AM	\$0.00
	Proof of Service	3/30/2015 8:32 AM	
			Total: \$0.00

Referenced Cases				
Docket Number	Short Caption	Case Status	Lead	Sealed
CP-02-JV-0033363-2014	In the Interest of: Moulton, Sam, a Minor	Active/Adj. Delinquent	CP-02-JV-0033363-2014	

Summary Page

Previous Next Save Verify Cancel

30. Decide to File Now or File Later

30. Decide to File Now or File Later

You must choose from one of two options to determine how to proceed:

Option 1: If you want to submit this filing now, click the VERIFY button, and proceed to Step 31.

Option 2: If you don't want to submit this filing now, click the SAVE button and then return to your dashboard. THIS PROCESS IS COMPLETE.

How to File on an Existing Case (Juvenile, Dependency, Other)

31. Review the Submitted Filings

Verify that the correct filing information appears on the Payment and Submission page.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Num
None entered	Ancillary Filing	* Motion for Continuance	CP-02-JV-0033363-2014	Motion for Continuance Proof of Service	Moulton, Sam	UAT, publicdef	WCP0502J90003

33. Choose a Verification Action

Select one of the following verification actions and proceed to the corresponding step:

- 'Request Approval' – Select if the filing requires supervisory approval prior to submission. Proceed to Step 34.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 35.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Num
None entered	Ancillary Filing	* Motion for Continuance	CP-02-JV-0033363-2014	Motion for Continuance Proof of Service	Moulton, Sam	UAT, publicdef	WCP0502J90003

35. Complete the Filing

If this filing has no fee, click the OK button to complete this process.

If the filing carries a fee, proceed to Step 36.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Num
None entered	Ancillary Filing	* Motion for Continuance	CP-02-JV-0033363-2014	Motion for Continuance Proof of Service	Moulton, Sam	UAT, publicdef	WCP0502J90003

* indicates primary filing

Total Invoiced: \$0.00
Total Due Today: \$0.00

OK Cancel

32. Certify the filing
Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:
<http://www.pacourts.us/public-records/public-records-forms>

34. Identify an Approver

Select the checkbox(es) for one or more of the individuals who have the authority to approve the filing. Proceed to Step 35.

Tip This action indicates your request for approval and forwards the filing to the authorized individual(s).

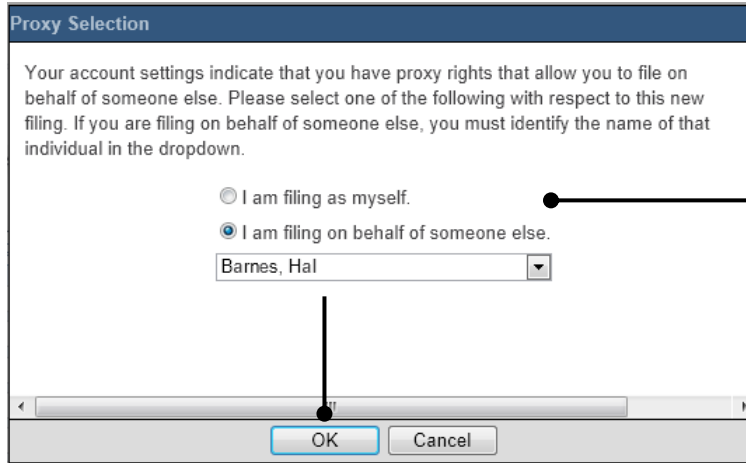
36. Paying the Filing Fee

Refer to the *How to Submit a Filing with a Fee and Make a Payment* reference guide. Start with Step 3.

How to File on an Existing Case (Criminal)

1. Open the Case Filing Wizard

Click on the *Case Filing* link appearing in the Actions section of your dashboard.



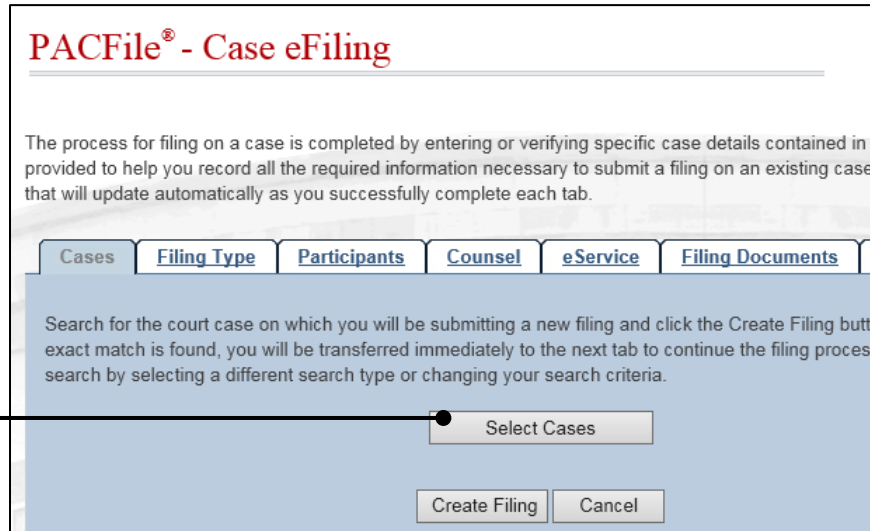
2. Select your Proxy Status

If you have the proxy rights to file on behalf of another individual or organization, you will see the Proxy Selection screen. Choose between the two options and click OK.

If you have no proxy rights, you will not see this screen. Proceed to Step 3.

3. Open the case search

In the Cases tab, click the SELECT CASES button.

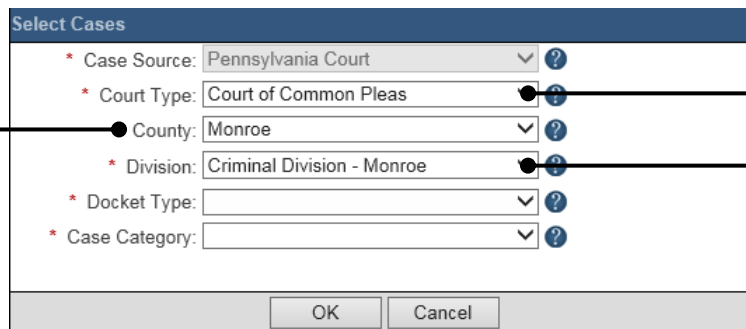


4. Choose the Court Type

In the Select Cases popup, click on the **Court Type** dropdown and select 'Court of Common Pleas'.

5. Choose the court of record

Click on the **County** dropdown and select the county in which you are filing.



6. Choose the Division

Click on the **Division** field dropdown and select the 'Criminal' option.

How to File on an Existing Case (Criminal)

7. Verify the Docket Type

Confirm that the **Docket Type** field defaults to 'Criminal'.

9. Enter the Case Number

Click in the **Docket No.** fields and enter the unique number and year of the Common Pleas Court case on which you will be filing.

Tip You can only enter one docket number at a time

11. Select the case

Within the search results, click the *Select* link appearing next to the appropriate case.

If this action does not identify any associated cases, proceed to Step 13.

If PACFile identifies associated cases, proceed to Step 12

13. Click OK

8. Identify the Case Category

Click on the **Case Category** dropdown and select 'Court Case' or 'M3 Disposed by Lower Court'.

10. Click SEARCH

12. Specify any Associated Cases

When there are other cases associated with the one you identified in Step 11, they will appear below. Select the checkbox for each case to which the new filing applies.

Docket Number	Short Caption	Case Status	Filing Date
CP-45-CR-0001160-2016	Comm. v. Mahew, Tim M	Active	5/11/2016

Docket Number	Short Caption	Case Status	Filing Date
CP-45-CR-0001160-2016	Comm. v. Mahew, Tim M	Active	5/2/2016

PACFile has found additional cases that are consolidated with the case that you identified above. Select the checkbox appearing to the left of these docket numbers if you want to include them in your filing. NOTE: Briefs cannot be filed on multiple cases at the same time. If a brief must be filed on multiple cases, a separate filing must be created and submitted for each case.

Once you have identified all the appropriate cases, click the Create Filing button to continue.

Associated Cases			
Docket Number	Short Caption	Case Status	Filing Date
<input checked="" type="checkbox"/> CP-45-CR-0001161-2016	Comm. v. Bardo, Steve	Active	5/2/2016

How to File on an Existing Case (Criminal)

14. Create the Filing

In the Cases tab, click the CREATE FILING button.

Docket Number	Short Caption
CP-45-CR-0001180-2016	Comm. v. Mahew, Tim M

15. Select a Filing Type

In the Filing Type tab, click on the **Filing Type** dropdown and select the type of document you are filing.

16. (Optional) Enter a Description

Enter any word or phrase that will help identify your new case more conveniently through your PACFile dashboard.

Tip Anything you enter here is only visible to you. The court never sees this information.

* Filing Type: Motion for Continuance

Description: []

17. Click NEXT

How to File on an Existing Case (Criminal)

18. Bypass the Participant tab

In the Participant tab, click NEXT.

The participants on this Common Pleas Court case are listed below. Confirm that this information is accurate. ADD button.

Show participant information for: CP-45-CR-0001160-2016 ?

Participant	Docket Number	Pro Se	Role	Filer
Commonwealth of Pennsylvania	CP-45-CR-0001160-2016	<input type="checkbox"/>	Prosecution	<input type="checkbox"/>
Mahew, Tim M.	CP-45-CR-0001160-2016	<input type="checkbox"/>	Defendant	<input checked="" type="checkbox"/>
Smith, Paul	CP-45-CR-0001160-2016	<input type="checkbox"/>	Affiant	<input type="checkbox"/>

Buttons: Previous, Next, Save, Verify, Cancel

19. Bypass the Counsel tab

In the Counsel tab, click NEXT.

The attorneys on this Common Pleas Court case are listed below. Confirm that this information is accurate. ADD button.

Show counsel information for: CP-45-CR-0001160-2016 ?

Counsel	Docket Number	Representing
Cole, Terri	CP-45-CR-0001160-2016	Commonwealth of Pennsylvania
Barker, Kate	CP-45-CR-0001160-2016	Mahew, Tim M.

Buttons: Previous, Next, Save, Verify, Cancel

20. Identify eService recipients

In the eService tab, select any of the eligible recipients that should receive electronic service upon submission of the filing.

Tip Some of the eligible recipients may be defaulted to receive eService automatically, but this can be changed at your discretion.

Select any of the eligible recipients that should receive electronic service upon submission of this filing. Some eService automatically, but this setting can be changed at your discretion. If you elect to use eService for any document accordingly.

There are no attorneys that accept eService.

Others
Name
<input type="checkbox"/> Monroe County District Attorney's Office

Buttons: Previous, Next, Save, Verify, Cancel

21. Click NEXT

How to File on an Existing Case (Criminal)

22. Generate the Proof of Service

Before proceeding in the PACFile wizard, you must create your proof of service document. This task needs to be completed outside of PACFile in a program of your choosing.

Be sure to include any individuals notified via eService and to save this document as a PDF.

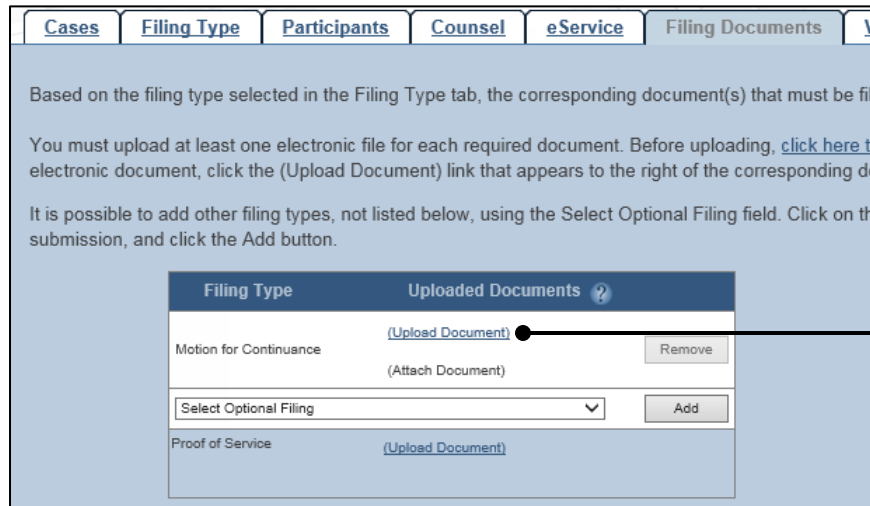
Tip Click the SAVE button in the wizard. If you logout of PACFile before continuing this process, your filing can be found under the Filings in Progress section of your Dashboard.

24. Upload the electronic version of the filing

In the popup screen that appears, locate the electronic version of the filing on your computer or movable storage device (ex. memory stick). Select the file and click OPEN.

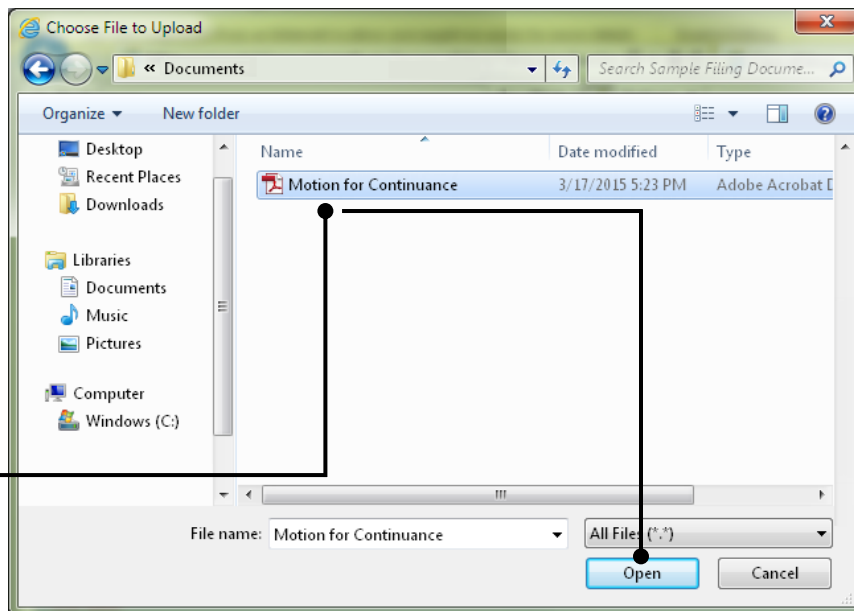
26. Upload the Proof of Service

Click on the *(Upload Document)* link to the right of the Proof of Service filing type and use Steps 24-25 as a guide to upload the document.



23. Initiate the process to upload the document

In the Filing Documents tab, click on the *(Upload Document)* link that appears to the right of the primary filing type.

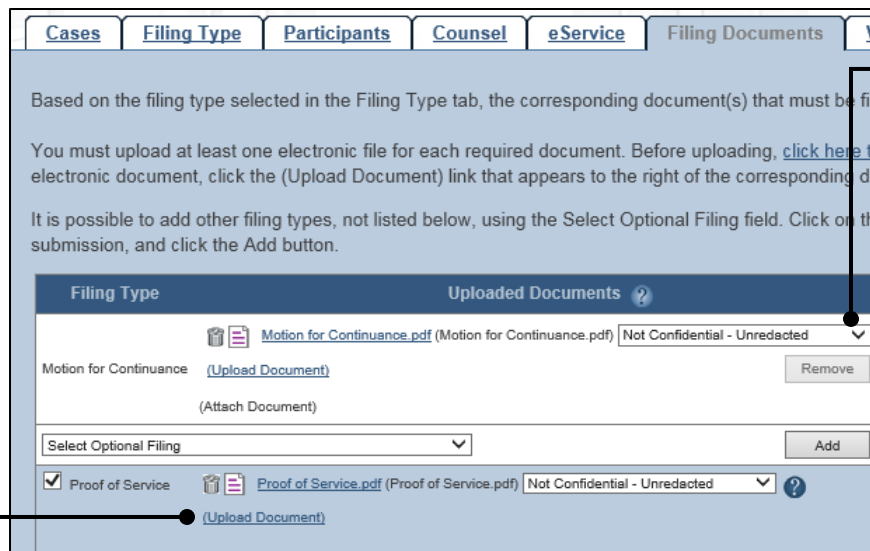


25. Select a confidentiality

Click on the dropdown and choose the appropriate confidentiality for the document.

Tip This selection is required based on the court's Public Access Policy. You can view the policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>



How to File on an Existing Case (Criminal)

27. (Optional) Add another Filing Type & Document

If there are additional documents to file now, click on the **Select Optional Filing** dropdown, choose the appropriate filing type, and then click ADD.

Use Steps 23-25 as a guide to upload the electronic document.

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be filed are listed below.

You must upload at least one electronic file for each required document. Before uploading, [click here to upload an electronic document](#), click the (Upload Document) link that appears to the right of the corresponding document.

It is possible to add other filing types, not listed below, using the Select Optional Filing field. Click on this field, select a filing type, and click the Add button.

Filing Type	Uploaded Documents
Motion for Continuance	<input type="checkbox"/> Motion for Continuance.pdf (Motion for Continuance.pdf) Not Confidential - Unredacted
	(Upload Document) <input type="button" value="Remove"/>
	(Attach Document)
Select Optional Filing	<input type="button" value="Add"/>
<input checked="" type="checkbox"/> Proof of Service	<input checked="" type="checkbox"/> Proof of Service.pdf (Proof of Service.pdf) Not Confidential - Unredacted
	(Upload Document) <input type="button" value="Remove"/>

28. Click NEXT

29. Verify Filing Details

In the Verification tab, review the filing information that you have recorded for accuracy. If anything is incorrect, click on the appropriate tab and make the necessary changes.

A summary of your filing appears below. Verify that all the information displayed is accurate and that your To Do List is complete. If any information is incomplete, return to the appropriate tab and make the necessary changes.

When you are ready to start the submission process, click the Verify button. If you do not want to submit your filing now, click the Save button. All of your saved filings are available through the Filings in Progress link on your dashboard.

IFP Status	Filer(s)	Role	Counsel
	Mahew, Tim M.	Defendant	Barker, Kate

Referenced Cases and Current Filings In Progress

CP-45-CR-0001160-2016 - Comm. v. Mahew, Tim M

Filing Name	Viewable To	Document Name	Upload Date/Time	Filing Fee
Motion for Continuance		Motion for Continuance	6/8/2016 1:41 PM	Fee Waived
		Proof of Service	6/8/2016 1:42 PM	
				Total: \$0.00

30. Decide to File Now or File Later

You must choose from one of two options to determine how to proceed:

Option 1: If you want to submit this filing now, click the VERIFY button, and proceed to Step 31.

Option 2: If you don't want to submit this filing now, click the SAVE button and then return to your dashboard. THIS PROCESS IS COMPLETE.

How to File on an Existing Case (Criminal)

31. Review the Submitted Filings

Verify that the correct filing information appears on the Payment and Submission page.

33. Choose a Verification Action

Select one of the following verification actions and proceed to the corresponding step:

- 'Request Approval' – Select if the filing requires supervisory approval prior to submission. Proceed to Step 34.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 35.

35. Complete the Filing

If this filing has no fee, click the OK button to complete this process.

If the filing carries a fee, proceed to Step 36.

32. Certify the filing
Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:
<http://www.pacourts.us/public-records/public-records-forms>

34. Identify an Approver

Select the checkbox(es) for one or more of the individuals who have the authority to approve the filing. Proceed to Step 35.

Tip This action indicates your request for approval and forwards the filing to the authorized individual(s).

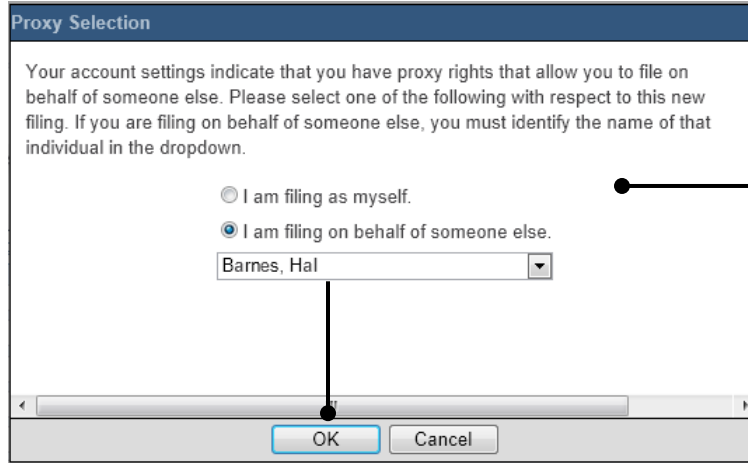
36. Paying the Filing Fee

Refer to the *How to Submit a Filing with a Fee and Make a Payment* reference guide. Start with Step 3.

How to File an Appearance on an Existing Case

1. Open the Case Filing Wizard

Click on the *Case Filing* link appearing in the Actions section of your dashboard.



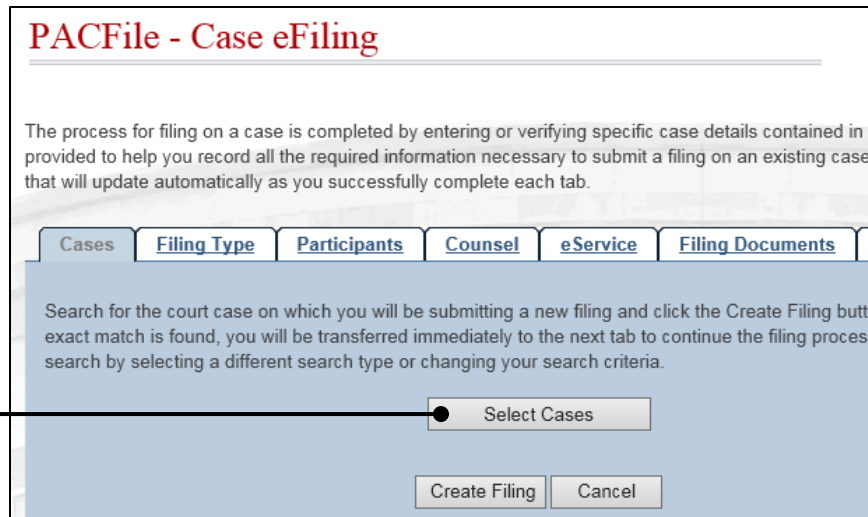
2. Select your Proxy Status

If you have the proxy rights to file on behalf of someone else, you will see the Proxy Selection screen. Choose between the two options and click OK.

If you have no proxy rights, you will not see this screen. Proceed to Step 3.

3. Open the case search

In the Cases tab, click the SELECT CASES button.

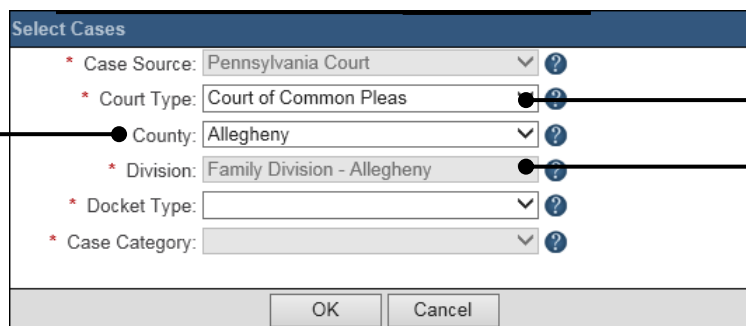


4. Choose the Court Type

In the Select Cases popup, click on the **Court Type** dropdown and select 'Court of Common Pleas'.

5. Choose the court of record

Click on the **County** dropdown and select the county in which you are filing.



6. Verify the Division

Verify that the **Division** field defaults correctly.

How to File an Appearance on an Existing Case

7. Identify the Docket Type

Tip If you don't know the docket type of the case you are filing on, click on the Learn More icon to the right of this dropdown.

9. Enter the Case Number

Click in the **Docket No.** fields and enter the unique number and year of the Common Pleas Court case on which you will be filing.

Tip You can only enter one docket number at a time.

11. Select the case

Within the search results, click the *Select* link appearing next to the appropriate case.

If this action does not identify any associated cases, proceed to Step 13.

If PACFile identifies associated cases, proceed to Step 12.

13. Click OK

8. Identify the Case Category

If this field does not default automatically, click on the dropdown and select the appropriate option.

10. Click SEARCH

12. Specify any Associated Cases

When there are other cases associated with the one you identified in Step 11, they will appear below. Select the checkbox for each case to which the new filing applies.

Select Cases

* Case Source: Pennsylvania Court

* Court Type: Court of Common Pleas

* County: Allegheny

* Division: Family Division - Allegheny

Docket Type: Juvenile

* Case Category: Delinquency/Certified

* Search Type: Docket Number

Docket No: CP-02-JV-0033359-2014
(Example: 225 EDA 2011)

Search Clear

Docket Number	Short Caption	Case Status	Filing Date
Select CP-02-JV-0033359-2014	Restricted Case Caption	Active	11/2/2014

OK Cancel

Select Cases

* Docket No: CP-02-DP-0003003-2013
(Example: 225 EDA 2011)

Search Clear

Docket Number	Short Caption	Case Status	Filing Date
Select CP-02-DP-0003003-2013	Restricted Case Caption	Active/ Adj. Delinquent	

PACFile has found additional cases that are consolidated with the case that you identified above. Select the checkbox appearing to the left of these docket numbers if you want to include them in your filing. NOTE: Briefs cannot be filed on multiple cases at the same time. If a brief must be filed on multiple cases, a separate filing must be created and submitted for each case.

Once you have identified all the appropriate cases, click the Create Filing button to continue.

Associated Cases			
Docket Number	Short Caption	Case Status	Filing Date
<input checked="" type="checkbox"/> CP-02-DP-0003020-2013	Restricted Case Caption	Active/ Adj. Delinquent	

Select All Deselect All

OK Cancel

How to File an Appearance on an Existing Case

14. Create the Filing

In the Cases tab, click the CREATE FILING button.

Search for the court case on which you will be submitting a new filing and click the Create Filing button. If an exact match is found, you will be transferred immediately to the next tab to continue the filing process. If no exact match is found, you can continue your search by selecting a different search type or changing your search criteria.

Reference Cases	
Docket Number	Short Caption
CP-02-JV-0033359-2014	Restricted Case Caption

Select Cases

Create Filing Cancel

16. (Optional) Enter a Description

Enter any word or phrase that will help identify your new case more conveniently through your PACFile dashboard.

Based on the docket type of the case you have identified, this tab is used to name the specific filing that will be available to select. All fields prefixed with a star (*) are required.

* Filing Type: Praecipe for Entry of Appearance

Description:

Previous Next Save Verify Cancel

15. Verify the Filing Type

In the Filing Type tab, the **Filing Type** dropdown should default to 'Praecipe for Entry of Appearance'.

Tip Anything you enter here will only be visible to you. The filing office will never see this information.

18. Bypass the Participant tab

In the Participant tab, click NEXT.

The participants on this Common Pleas Court case are listed below. Confirm that this information is accurate.

Show participant information for: CP-02-JV-0033359-2014

Participant	Docket Number	Pro Se	Role	Filer		
C o P	CP-02-JV-0033359-2014	<input type="checkbox"/>	Prosecution	<input type="checkbox"/>	Edit	Remove
R, P	CP-02-JV-0033359-2014	<input type="checkbox"/>	Juvenile	<input type="checkbox"/>	Edit	Remove
R, C	CP-02-JV-0033359-2014	<input type="checkbox"/>	Biological Father	<input type="checkbox"/>	Edit	Remove
R, J	CP-02-JV-0033359-2014	<input type="checkbox"/>	Biological Mother	<input type="checkbox"/>	Edit	Remove
S, L	CP-02-JV-0033359-2014	<input type="checkbox"/>	Petitioner	<input type="checkbox"/>	Edit	Remove
S, L	CP-02-JV-0033359-2014	<input type="checkbox"/>	Probation Officer	<input type="checkbox"/>	Edit	Remove

Add

Previous Next Save Verify Cancel

17. Click NEXT

Tip The names of all case participants will be redacted.

How to File an Appearance on an Existing Case

19. Initiate the process to add an Attorney

In the Counsel tab, click the ADD button appearing at the bottom of the Counsel grid.

Counsel	Docket Number	Representing

Search Type: Myself

Search Clear

OK Cancel

20. Perform a Search
In the Add/Edit Counsel popup, click on the **Search Type** dropdown and determine how you want to find the attorney that needs to be added to the case. If another field appears below the dropdown, enter the appropriate number or name and click SEARCH.

21. Identify the Attorney

Based on your search results, identify the attorney you want to add to the case by clicking the *Select* link that appears next to their name.

Counsel	Bar Number	Law Firm
Select Nichols, Asher	888784	

Tip If you are an attorney, the 'Myself' search type searches for your name. If you are filing on behalf of an attorney, 'Myself' searches for that attorney.

Clear Selection

Contact Information

* First Name: Asher Address Type: [dropdown]
Middle Name: Bosley Line 1: Grant, Wallace & Rosecrans Llc
* Last Name: Nichols Line 2: 100 Willow St
Generation: [dropdown] Line 3: PO Box 7898
PA Bar Number: 311784 City: Pittsburgh
Phone 1: (412) 593-5555 ext: [] State: Pennsylvania
Phone 2: () - - - - ext: [] Zip Code: 15208 - []
Fax Number: () - - - -
Email Address: []

OK Cancel

22. Verify the Contact Information

The contact information that appears is based on what is on file with the Pennsylvania Disciplinary Board. Review and update the information for this case as needed.

How to File an Appearance on an Existing Case

23. Identify the Case Participant

Click on the Representing tab and select the checkbox for the participant(s) the new attorney is representing on the case.

Clear Selection

Contact Information Representing

- C o P (CP-02-JV-0033359-2014)
- R, P (CP-02-JV-0033359-2014)
- R, C (CP-02-JV-0033359-2014)
- R, J (CP-02-JV-0033359-2014)
- S, L (CP-02-JV-0033359-2014)
- S, L (CP-02-JV-0033359-2014)

OK Cancel

24. Click OK

25. Click NEXT

Cases Filing Type Participants Counsel eService Filing Documents Verifi

The attorneys on this Common Pleas Court case are listed below. Confirm that this information is accurate.

Show counsel information for: CP-02-JV-0033359-2014

Counsel	Docket Number	Representing
Nichols, Asher	CP-02-JV-0033359-2014	R, P

Previous Next Save Verify Cancel

27. Click NEXT

Cases Filing Type Participants Counsel eService Filing Documents Verification

The people and organizations below are registered to receive eService through PACFile. Select those to whom you want to send eService when it is submitted.

Case Participants	Attorneys	Others
Name	Name	Name
<input checked="" type="checkbox"/> S, L	<input checked="" type="checkbox"/> Allegheny County District Attorney's Office	<input type="checkbox"/> Allegheny County Juvenile Probation
		<input type="checkbox"/> Family Division - Allegheny

Previous Next Save Verify Cancel

26. Identify eService recipients

In the eService tab, select any of the eligible recipients that should receive electronic service upon submission of the filing.

Tip Some of the eligible recipients may be defaulted to receive eService automatically, but this can be changed at your discretion.

How to File an Appearance on an Existing Case

28. Generate the Proof of Service

Before proceeding in the PACFile wizard, you must create your proof of service document. This task needs to be completed outside of PACFile in a program of your choosing.

Be sure to include any individuals notified via eService and to save this document as a PDF.

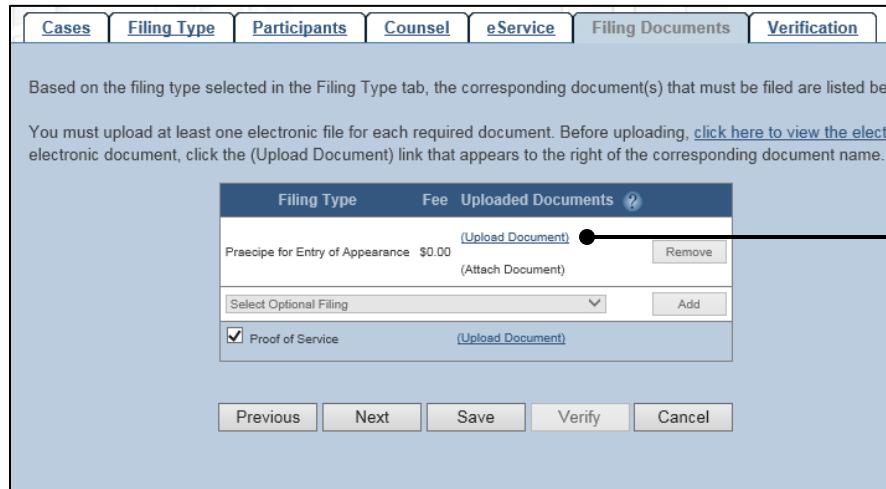
Tip Click the SAVE button in the wizard. If you logout of PACFile before continuing this process, your filing can be found under the Filings in Progress section of your Dashboard.

30. Upload the electronic version of the filing

In the popup screen that appears, locate the electronic version of the filing on your computer or movable storage device (ex. memory stick). Select the file and click OPEN.

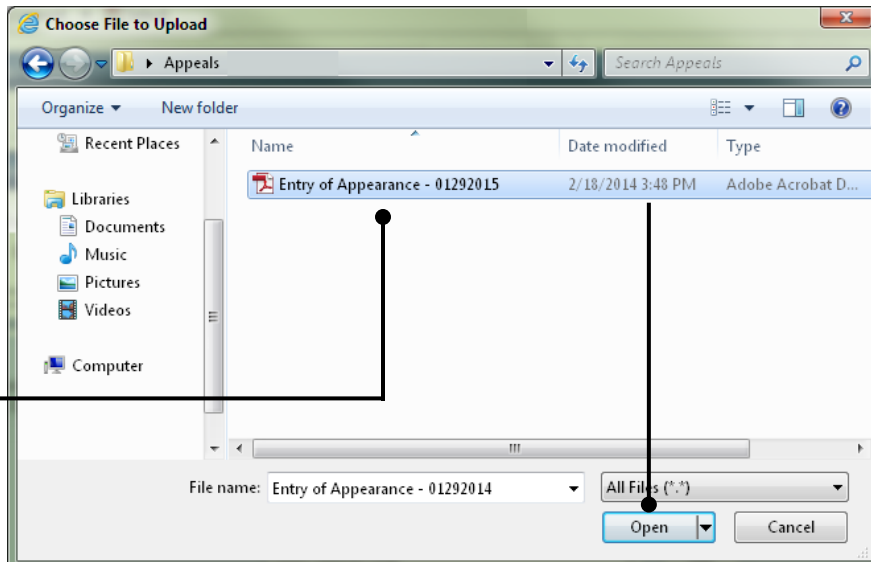
32. Upload the Proof of Service

Click on the *(Upload Document)* link to the right of the Proof of Service filing type and use Steps 30-31 as a guide to upload the document.



29. Initiate the process to upload the Entry of Appearance document

In the Filing Documents tab, click on the *(Upload Document)* link that appears to the right of the selected filing type.

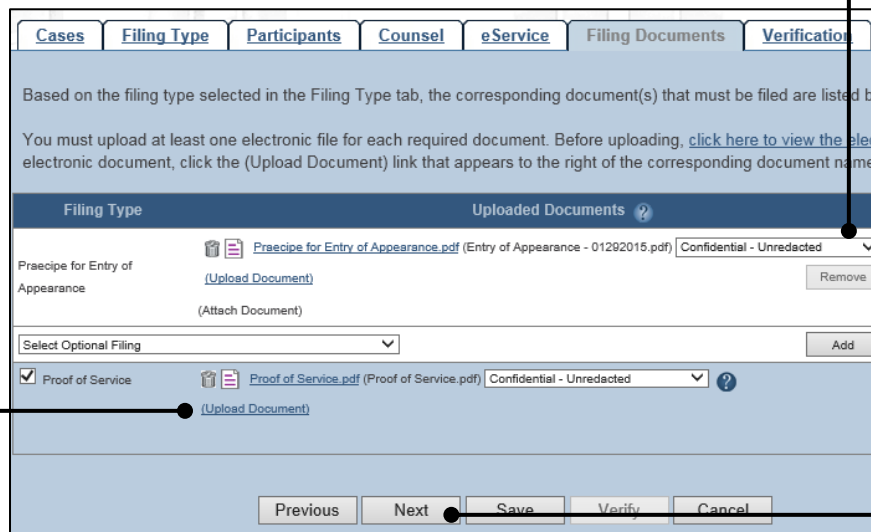


31. Select a confidentiality

Click on the dropdown and choose the appropriate confidentiality for the document.

Tip This selection is required based on the court's Public Access Policy. You can view the policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>



33. Click NEXT

How to File an Appearance on an Existing Case

34. Verify Filing Details

In the Verification tab, review the filing information that you have recorded for accuracy. If anything is incorrect, click on the appropriate tab and make the necessary changes.

35. Decide to File Now or File Later

You must choose from one of two options to determine how to proceed:

Option 1: If you want to submit this filing now, click the VERIFY button, and proceed to Step 36.

Option 2: If you don't want to submit this filing now, click the SAVE button and then return to your dashboard. THIS PROCESS IS COMPLETE.

36. Review the Payment and Submission Page

Verify that the correct filing information appears on the Payment and Submission page.

38. Choose a Verification Action

Select one of the following verification actions and proceed to the corresponding step:

- 'Request Approval' – Select if the filing requires supervisory approval prior to submission. Proceed to Step 39.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 40.

37. Certify the filing
Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

How to File an Appearance on an Existing Case

39. Identify an Approver

Select the checkbox(es) for one or more of the individuals who have the authority to approve the filing. Proceed to Step 40.

Tip This action indicates your request for approval and forwards the filing to the authorized individual(s).

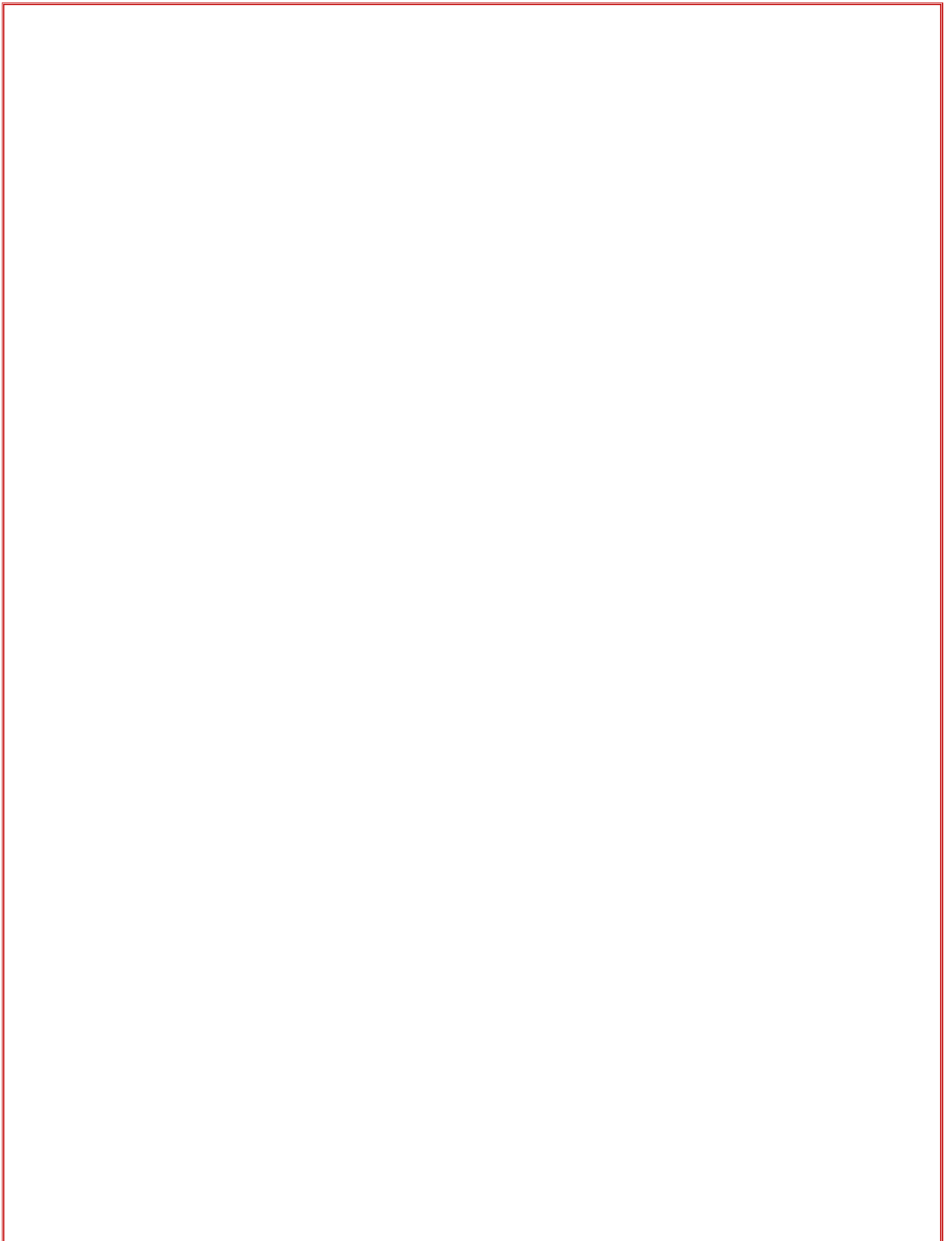
The screenshot shows the 'Payment and Submission' screen. The 'Public Access Policy Certification' section has a checked box for 'I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania Courts that require filing confidential information and documents differently than non-confidential information and documents'. Under 'Choose an action below.', 'Prepare Filing' has 'Request Approval' selected. 'Route/Submit Filing' has 'Submit to Court' selected. The 'Recipients' section shows 'Crohn, Steve' selected. A table at the bottom lists filing details.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Create
None entered	Ancillary Filing	* Praecipe for Entry of Appearance	CP-02-JV-0033359-2014	Praecipe for Entry of Appearance	R, P	Nicho
* indicates primary filing						

The screenshot shows the 'Payment and Submission' screen. The 'Public Access Policy Certification' section has a checked box for 'I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania Courts that require filing confidential information and documents differently than non-confidential information and documents'. Under 'Choose an action below.', 'Route/Submit Filing' has 'Submit to Court' selected. The 'Recipients' section is empty. A table at the bottom lists filing details.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Create
None entered	Ancillary Filing	* Praecipe for Entry of Appearance	CP-02-JV-0033359-2014	Praecipe for Entry of Appearance	R, P	Nicho
* indicates primary filing						

40. Click OK
This initiates the selected verification action.

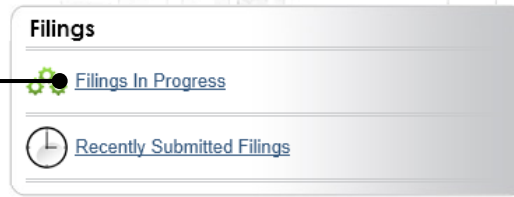


WORKING WITH SAVED FILINGS

How to Continue Saved Filings

1. Open Filings in Progress

Click the *Filings in Progress* link under the Filings section on your dashboard.



- **Saved Filings grid** – Displays all unsubmitted filings that were saved and closed by you, a fellow proxy, or the person you are proxying for, prior to completing the Payment and Submission screen. The Payment and Submission screen appears after clicking the VERIFY button in the wizard.
- **Approval Requested grid** – Displays any unsubmitted filings that were routed to a supervisory authority for review and approval prior to submission. The filings appearing in this grid are viewable by the person/organization identified as the official filer and their proxies.
- **Submission Requested** – Displays any unsubmitted filings that were approved by a supervisor and sent to someone else in the proxy relationship for final submission to the court. The filings appearing in this grid are viewable by the person/organization identified as the official filer and their proxies.

2. Continue, Approve, or Submit a filing?

In the Filings in Progress screen, separate grids appear when unsubmitted filings exist in one of three possible statuses (see box at left).

To continue a filing in the Saved Filings grid, complete Step 3 only.

To approve a filing in the Approval Requested grid, complete Step 4 only.

To complete the submission process on one or more of the filings in the Ready for Submission grid, proceed to Step 5.

3. Open the Saved Filing

Identify the filing that you want to complete and click on the corresponding *View/Edit* link.

Tip The filing opens in the PACFile wizard. For more detailed steps on working with the wizard, use the appropriate reference guide on creating a new case or an existing case filing. These reference guides appear in the Creating Filings section of this book.

PACFile - Filings In Progress

Navigate To: [Initiate New Case](#) | [Case Filing](#) | [Case](#)

The grids below display the unsubmitted filings, separated by category, which have been started and saved by either you or your proxy.

This grid displays filings that were saved and discontinued before the wizard was completed. Use the View/Edit link next to a filing to continue the filing.

Saved Filings						
	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)
<input checked="" type="checkbox"/> View/Edit	None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0092353-2014		Allegheny County Juvenile Probation
<input type="checkbox"/> View/Edit	None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0092396-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation
<input type="checkbox"/> View/Edit	None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0092424-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation

[Summary Report](#)

This grid displays saved filings where the wizard was completed and approval has been requested.

Approval Requested						
	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)
<input type="checkbox"/> View	None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0092311-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation

4. Open the Approval Requested Filing

Identify the filing that you want to approve and click on the corresponding *View* link.

Tip The filing opens in the PACFile wizard. Refer to the *How to Approve a Filing* reference guide for help on completing that process. Begin with Step 4.

How to Continue Saved Filings

5. Identify the Approved Filings

Identify the approved filing that you want to submit to the court by clicking the corresponding View link.

This grid displays saved filings where the package was completed and approved and submission has been requested.

Submission Requested						
Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	
View	None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0092219-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation

Summary Report

7. Certify the filing

Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

9. Click OK

This initiates the selected verification action.

Cases | **Filing Type** | Participants | Counsel | Offenses | Filing Documents | Search

Search for the court case on which you will be submitting a new filing and click the Create Filing button. If transferred immediately to the next tab to continue the filing process. If no cases display following a search criteria.

Reference Cases

Docket Number	Short Caption
CP-02-JV-0002359-2014	In the Interest of: Test, John Q. a Minor

Select Cases

Previous | Next | Save | **Verify** | Cancel

6. Verify the Filing
In the PACFile wizard, click the VERIFY button.

Tip Clicking VERIFY confirms that you want to initiate the submission process.

8. Select the Verification Action

In the Payment and Submission screen, click on the 'Submit to Court' radio button.

Tip If the filing carries a fee, refer to the *How to Submit a Filing with a Fee and Make a Payment* reference guide for the remainder of this process. Begin with Step 3.

Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your approval or request routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania Courts that require filing confidential information and documents differently than non-confidential information and documents.

Choose an action below.

Prepare Filing: Request Approval Request Submission

Route/Submit Filing: Submit to Court

Notes:

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created
None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0002359-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation	Nichols, As

* Indicates primary filing

Total Invoiced:
Total Due Today:

OK | Cancel

How to Submit a Filing that has no Fee

1. Review the Submitted Filings

Verify that the correct filing information appears on the Payment and Submission page.

3. Select the Verification Action

Click on the 'Submit to Court' radio button.

Tip If the filing requires approval prior to submission, refer to the *How to Request Approval for a Filing* reference guide.

Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your authentication or provide appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Public Access Policy of the *Unified Judicial System of Pennsylvania: Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Choose an action below.

Prepare Filing: Request Approval Request Submission

Route/Submit Filing: Submit to Court

Notes:

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Cr
* Petition for Allowance of Appeal		Reproduced Record	4148 WDA 2009	Petition for Allowance of Appeal		
None entered	Initiating	Verified Statement in Support of	4559 WDA 2009	Reproduced Record		
	Filing	Continuation of IFP Status	4569 WDA 2010	Verified Statement in Support of Continuation of IFP Status	Fang, Aaron B	

* indicates primary filing

Total Invoiced:
Total Due Today:

OK Cancel

2. Certify the filing

Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

4. Click OK

This action submits your filing to the court and initiates eService for those who are eligible.

How to Submit a Filing with a Fee and Make a Payment

1. Review the Submitted Filings

After clicking the VERIFY button, the corresponding filing will appear in the Payment and Submission page. Verify that the correct filing appears.

3. Select the Verification Action

Click on the 'Submit to Court' radio button.

Tip If the filing requires approval prior to submission, refer to the *How to Request Approval for a Filing* reference guide.

5. Enter/Update the Billing Address

In the **Billing Address, City, State, and Zip Code** fields, enter the address associated to the credit card being used for payment.

7. Enter/Update the Email Address

All correspondence regarding the submission of the filing, including payment confirmation, will be sent to the e-mail address provided.

The screenshot shows the 'Payment and Submission' page. It includes a table of filings, a 'Payment' section with a total amount due of \$93.00, and a 'Payer' section with fields for cardholder name, address, phone number, and email address. A 'Payment Method' dropdown is set to 'Credit/Debit Card'. Callouts from the text blocks point to the 'Route/Submit Filing' section, the 'Billing Address' fields, the 'Email Address' field, and the 'Payment Method' dropdown.

2. Certify the filing

Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

4. Enter/Update the Cardholder's Name

In the **Cardholder's First Name** and **Cardholder's Last Name** fields, enter the name that appears on the credit card being used for payment.

Tip Any information appearing in the Payer section by default is based on the details you provided when you signed up for a UJS Web Portal account.

6. Enter/Update the Phone Number

How to Submit a Filing with a Fee and Make a Payment

8. Choose a Payment Method

Click on the **Payment Method** dropdown and select 'Credit/Debit Card'.

10. Enter your Credit Card Number

Click in the **Card Number** field and enter the 16 digit number appearing on the front of your card. Do not enter any spaces between the numbers.

12. Enter the three digit credit card code

In the **Card Security Code** field, enter the following based on the credit card type:

Visa, MasterCard or Discover – The three digit number on the back of the card next to the signature line.

American Express – The four digit number that is printed (not embossed) on the front right of the card.

14. Process complete!

When you see this screen, your filing has been submitted. The credit card is not charged until the filing is accepted by the court.

The screenshot shows a payment form with the following fields and values:

- Payment**: Amount Due: \$85.50, Convenience Fee: \$2.75, Total Amount Due: \$88.25
- Payer**:
 - * Cardholder's First Name: Robert
 - * Cardholder's Last Name: Lincoln
 - Address Type: United States Other
 - * Billing Address Line 1: 1050 West Lafayette
 - Billing Address Line 2: (empty)
 - * City: Mechanicsburg
 - * State: Pennsylvania
 - * Zip Code: 17055
 - * Phone Number: 717-555-1174
 - * EMail Address: robert_lincoln1@yahoo.com
- Payment Method**:
 - * Payment Method: Credit/Debit Card
 - * Credit Card Type: Visa
 - Card Number: 4111 1111 1111 1111
 - * Expiration: 10 / 2017
 - Card Security Code: 111

Buttons: OK, Cancel

9. Specify the Credit Card Type

Filing fees can be paid using a Visa, MasterCard, Discover, or American Express.

11. Enter the Expiration Date

Use the **Expiration Date** dropdowns to select the month and year the card will expire.

13. Click OK

Tip eService is performed immediately.

The screenshot shows the PACFile - Pennsylvania's Unified Judicial System web portal. The header includes the logo and navigation links: Home, Login, eServices, Docket Sheets, Calendars, eCommerce. The main content area displays a table of submitted filings:

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Submit Date	Tracking
<input type="checkbox"/>	View	None entered	Initiating Filing	* Petition for Allowance of Appeal	3846 EDA 2015	Petition for Allowance of Appeal	Lincoln, Robert	8/18/2016	WSUPE

* indicates primary filing

Amount Due: \$85.50

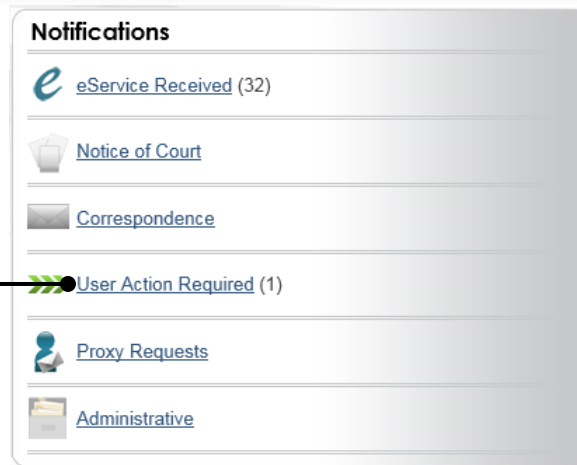
Close

How to Approve, Submit, or Return a Filing

1. Open the User Action Required screen

Click on the *User Action Required* link appearing in the Notifications section of your dashboard.

Tip: Ignore this step and skip to Step 3 if you opened PACFile through the link in a 'Filing Ready for Review' email notification.



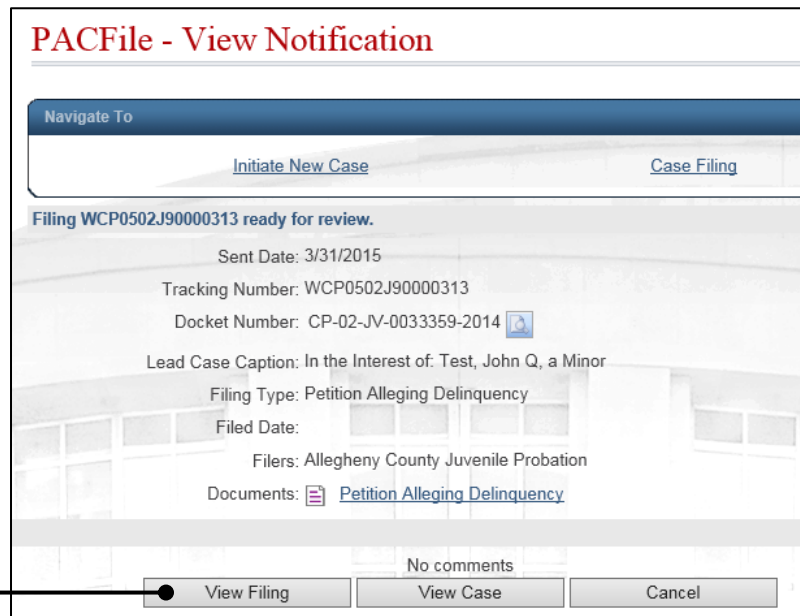
PACFile - User Action Required



2. Open the Case Filing Requested notification

In the User Action Required screen, locate the appropriate 'Filing Ready for Review' notification, and click the View link.

PACFile - View Notification



3. Open the Filing

In the View Notification screen, click the VIEW FILING button.

How to Approve, Submit, or Return a Filing

4. Review the Filing

Review the filing by browsing through each of the wizard tabs and making any necessary changes.

Tip Alternatively, if changes are required, the filing can also be returned to the creator for revision using the 'Return for Correction' process (Step 6).

Seq. No	Lead	Statute	Statute Description	Grade	Status
1	<input checked="" type="checkbox"/>	18 § 2702 §§ A1	Aggravated Assault	F1	Added to Petition

5. Verify the Filing

Click the VERIFY button. Complete this action regardless of your intent to approve, submit, or return for correction.

6. Certify the filing

Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By
None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0033359-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation	Ranch, Anne

Total Invoiced: \$0.
Total Due Today: \$0.

7. Select a Verification Action

In the Payment and Submission screen, select one of the following verification actions and proceed to the corresponding step:

- 'Request Submission' – Step 8
- 'Return for Correction' – Step 9
- 'Submit to Court' – Step 11

Tip Depending on your proxy rights, you may not be able to use all of these options.

How to Approve, Submit, or Return a Filing

8. Identify a Submitter

Select the checkbox(es) for one or more of the individuals who have the authority to submit the filing to the court. Proceed to Step 11.

Tip This action indicates your approval and forwards the filing to the specified individual(s) for final submission.

The screenshot shows the 'Payment and Submission' interface. Under 'Choose an action below.', the 'Prepare Filing' section has 'Request Submission' selected. The 'Route/Submit Filing' section has 'Submit to Court' selected. In the 'Recipients' section, a dropdown menu is set to 'Select All/Deselect All', and the checkbox for 'Crohn, Steve' is checked. The 'Notes' field is empty. Below is a table with one row of filing information.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By
None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0033359-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation	Ranch, Anne

Total Invoiced: \$0.
Total Due Today: \$0.

9. Select a Recipient

Select the checkbox that appears next to the individual that created the filing.

10. Enter Notes

In the **Notes** field, explain why the filing needs to be corrected and cannot be approved. Proceed to Step 11.

Tip These notes are transmitted to the selected recipient.

The screenshot shows the 'Payment and Submission' interface. Under 'Choose an action below.', the 'Prepare Filing' section has 'Request Correction' selected. The 'Route/Submit Filing' section has 'Submit to Court' selected. In the 'Recipients' section, a dropdown menu is set to 'Select All/Deselect All', and the checkbox for 'Ranch, Anne' is checked. The 'Notes' field contains the text: 'This filing contains several errors that need to be corrected. Please refer to the list below:'. Below is a table with one row of filing information.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By
None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0033359-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation	Ranch, Anne

Total Invoiced: \$0.
Total Due Today: \$0.

How to Approve, Submit, or Return a Filing

11. Click OK

The filing is sent to the appropriate PACFile user or the court depending on the selected verification action.

Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your authority or provide appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Public Access Policy of the *Unified Judicial System of Pennsylvania: Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Choose an action below.

Prepare Filing: Request Correction Request Submission

Route/Submit Filing: Submit to Court

Notes:

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By
None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0033350-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation	Ranch, Anne

* indicates primary filing

Total Invoiced: \$0.
Total Due Today: \$0.

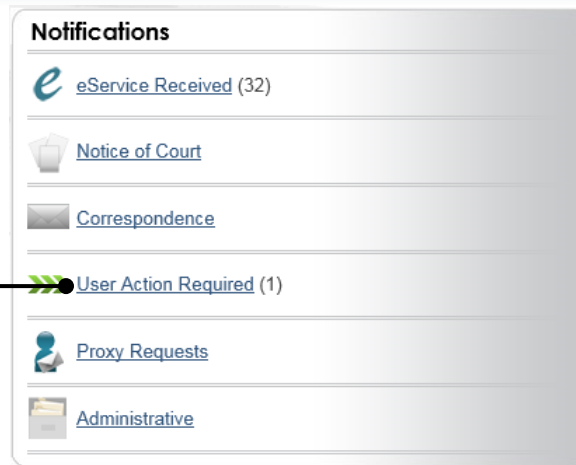
OK Cancel

How to Correct and/or Submit an Approved Filing

1. Open the User Action Required screen

Click on the *User Action Required* link appearing in the Notifications section of your dashboard.

Tip Ignore this step and skip to Step 3 if you opened PACFile through the link in a 'Filing Ready for Correction' or a 'Filing Ready for Submission' email notification.



PACFile - User Action Required

Navigate To

[Initiate New Case](#) [Case Filing](#)

User Action Required notifications represent instances where a problem has been found with a filing created by you or more about the problem and the necessary corrective measures.

By default, you will always see all of your unread notifications, but you can use the Filter button

Filtered by: Unread Only [Filter](#)

Message	Notification Type	Lead Case Caption	Filing Name	Received Date	Filed Date	Filing Type
<input type="checkbox"/> View Filing WCP0502J90000313 ready for submission.	Filing Ready for Submission	In the Interest of: Test, John Q, a Minor	Petition Alleging Delinquency	3/31/2015		Petition Alleging Delinquency

2. Open the Case Filing Requested notification

In the User Action Required screen, locate the appropriate 'Filing Ready for Correction' or 'Filing Ready for Submission' notification, and click the *View* link.

PACFile - View Notification

Navigate To

[Initiate New Case](#) [Case Filing](#)

Filing WCP0502J90000313 ready for submission.

Sent Date: 3/31/2015

Tracking Number: WCP0502J90000313

Docket Number: CP-02-JV-0033359-2014

Lead Case Caption: In the Interest of: Test, John Q, a Minor

Filing Type: Petition Alleging Delinquency

Filed Date:

Filers: Allegheny County Juvenile Probation

Documents: [Petition Alleging Delinquency](#)

No comments

[View Filing](#) [View Case](#) [Cancel](#)

3. Open the Filing

In the View Notification screen, click the *VIEW FILING* button.

Tip On 'Filing Ready for Correction' notifications, comments may appear from the approver, just above the *VIEW CASE* button, that specifies the changes that need to be made to the filing.

How to Correct and/or Submit an Approved Filing

4. (Optional) Update the Filing

If the filing needs to be corrected, navigate through each of the wizard tabs and make the appropriate updates based on the comments from the approving authority.

Tip For more detailed steps on working with the wizard, use the appropriate reference guide on creating a new case or an existing case filing. These reference guides appear in the Creating Filings section of this book.

Cases | **Filing Type** | Participants | Counsel | Offenses | Filing Documents | Se

Search for the court case on which you will be submitting a new filing and click the Create Filing button. If transferred immediately to the next tab to continue the filing process. If no cases display following a search criteria.

Reference Cases	
Docket Number	Short Caption
CP-02-JV-0033350-2014	In the Interest of: Test, John Q, a Minor

Select Cases

Previous Next Save Verify Cancel

5. Verify the Filing
Click the VERIFY button.

6. Certify the filing

Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your authority or provide appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Courts that require filing confidential information and documents differently than non-confidential information and documents.

Choose an action below.

Prepare Filing: Request Approval Request Submission

Route/Submit Filing: Submit to Court

Notes:

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By
None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0033350-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation	Ranch, Anne

* indicates primary filing

Total Invoiced: \$0.
Total Due Today: \$0.

7. Select a Verification Action

In the Payment and Submission screen, select a verification action and proceed to the corresponding step:

- 'Request Approval' – Select if the filing was returned for correction and needs to be approved. Proceed to Step 8.
- 'Submit to Court' – Select if the filing is ready to be submitted. Proceed to Step 9.

How to Correct and/or Submit an Approved Filing

8. Identify an approver

Select the checkbox(es) for one or more of the individuals who have the authority to approve the filing. Proceed to Step 9.

Tip This action indicates your request for approval and forwards the filing to the authorized individual(s).

Tip If you are submitting the filing, and it carries a fee, proceed to the *How to Submit a Filing with a Fee and Make a Payment* reference guide for the remainder of this process. Begin with Step 3.

The screenshot shows the 'Payment and Submission' form. Under 'Prepare Filing', the 'Request Approval' radio button is selected. Under 'Route/Submit Filing', the 'Submit to Court' radio button is unselected. In the 'Recipients' section, the 'Select All/Deselect All' button is highlighted, and the checkbox for 'Crohn, Steve' is checked. A text box for 'Notes' is empty. Below the form is a table with the following data:

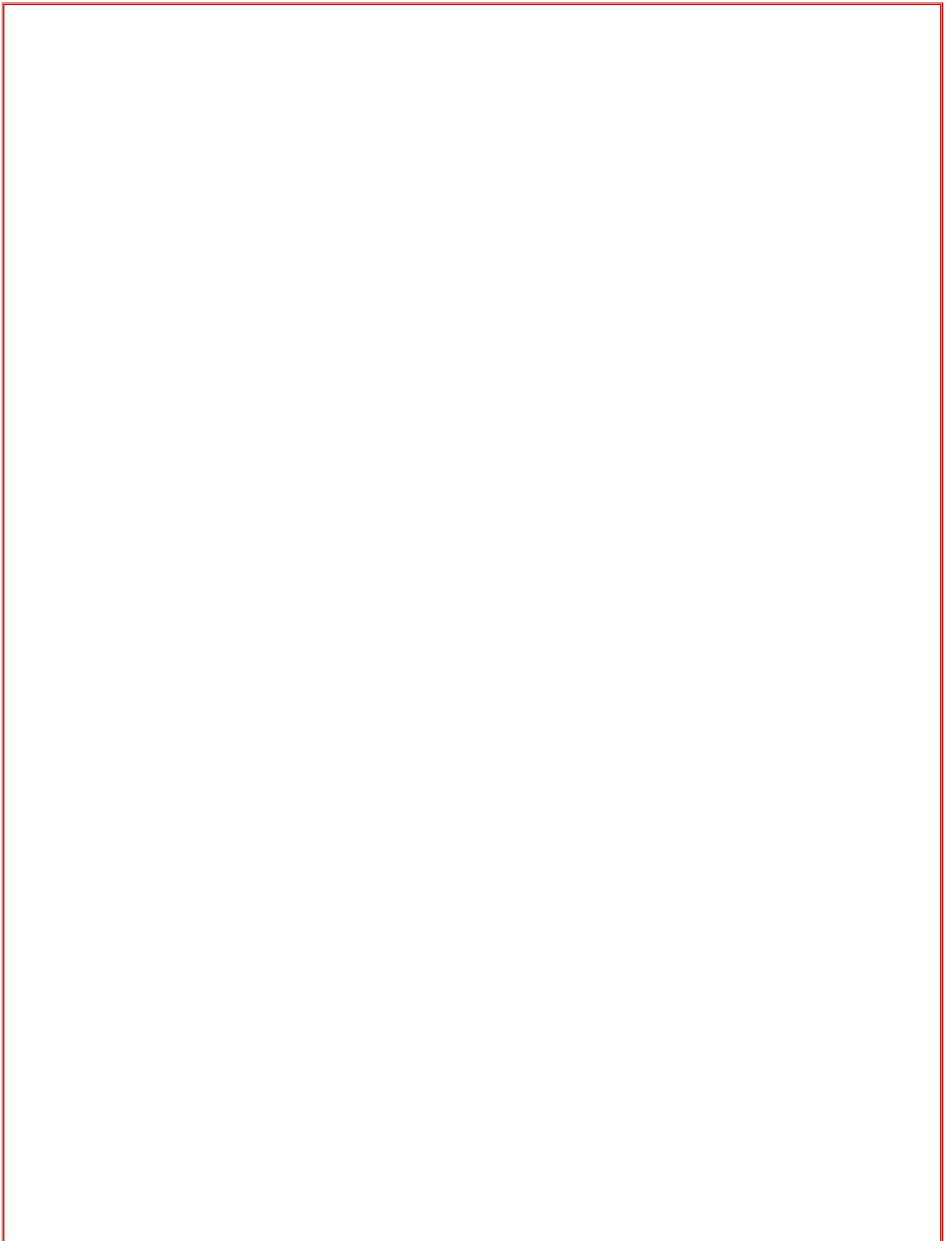
Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By
None entered	Ancillary Filing	* Petition Alleging Delinquency	CP-02-JV-0033359-2014	Petition Alleging Delinquency	Allegheny County Juvenile Probation	Ranch, Anne

At the bottom right of the form, it says 'Total Invoiced: \$0' and 'Total Due Today: \$0'. At the bottom are 'OK' and 'Cancel' buttons.

9. Click OK

This initiates the selected verification action.

The screenshot shows the 'Payment and Submission' form. Under 'Prepare Filing', the 'Request Approval' radio button is unselected and 'Request Submission' is selected. Under 'Route/Submit Filing', the 'Submit to Court' radio button is selected. The 'Recipients' section is not visible. The 'Notes' text box is empty. The table below the form is identical to the one in the previous screenshot. At the bottom, the 'OK' button is highlighted with a black dot.

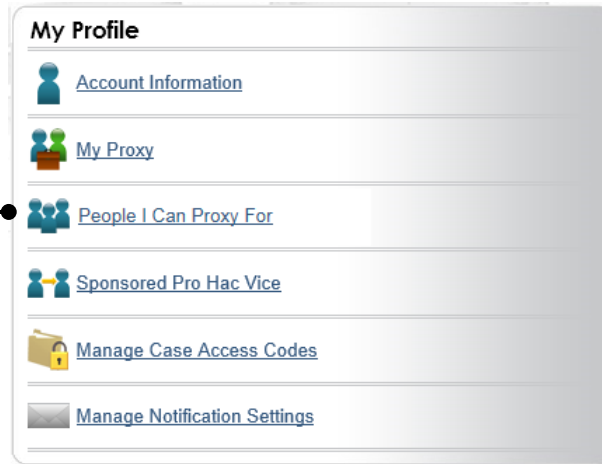


PROXYING

How to Request Proxy Rights

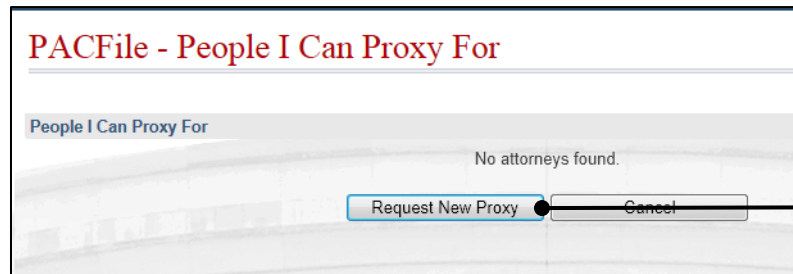
1. Open the Request screen

Click on the *People I Can Proxy For* link under the My Profile section on your dashboard.



2. Click REQUEST NEW PROXY

This button appears in the People I Can Proxy For screen.

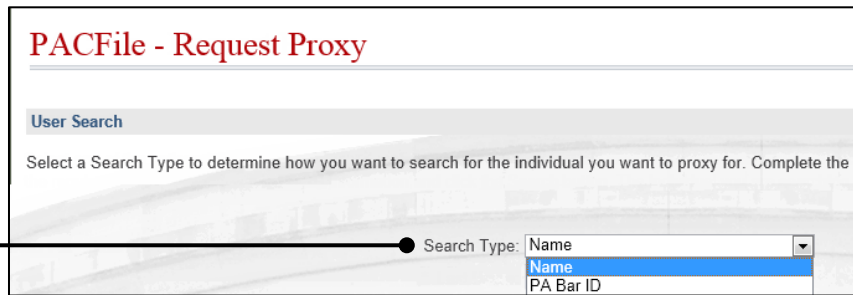


3. Select a Search Type

In the User Search screen, you have two ways to search for the individual for whom you are requesting proxy rights. Click on the **Search Type** dropdown and select 'Name' or 'PA Bar ID'.

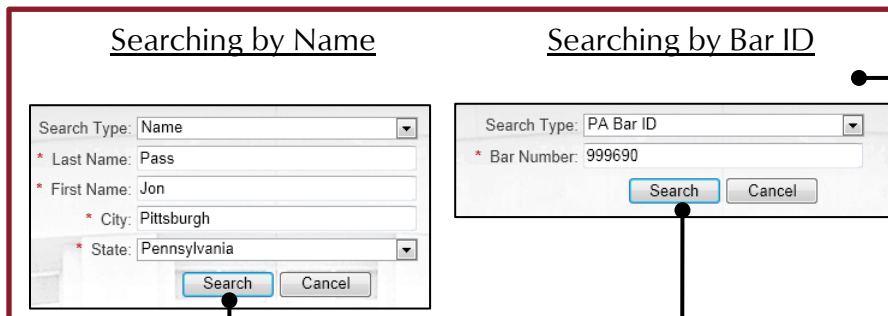
Tip You can use the 'Name' option to search for any attorney or non-attorney. The 'PA Bar ID' search only applies to attorneys and is only useful when you know their bar number.

Tip You can only search for individuals who have a registered PACFile account.



4. Enter your search criteria

Depending on the selected search type, enter the required information related to the individual for whom you are requesting proxy rights.



5. Click SEARCH

How to Request Proxy Rights

6. Confirm the Individual

When your search results are displayed, locate the appropriate individual and select the checkbox next to their name.

PACFile - Request Proxy

User Search

Select a Search Type to determine how you want to search for the individual you want to proxy for. Complete the required fields and

Search Type:

* Last Name:

* First Name:

* City:

* State:

When your search produces results, select the checkbox for the appropriate individual and click the Add Selected Users button. This has been made.

Name	Address	City	Bar No.
<input checked="" type="checkbox"/> Pass, Jon	100 Grant Street	Pittsburgh, PA	000000

7. Click ADD SELECTED USERS

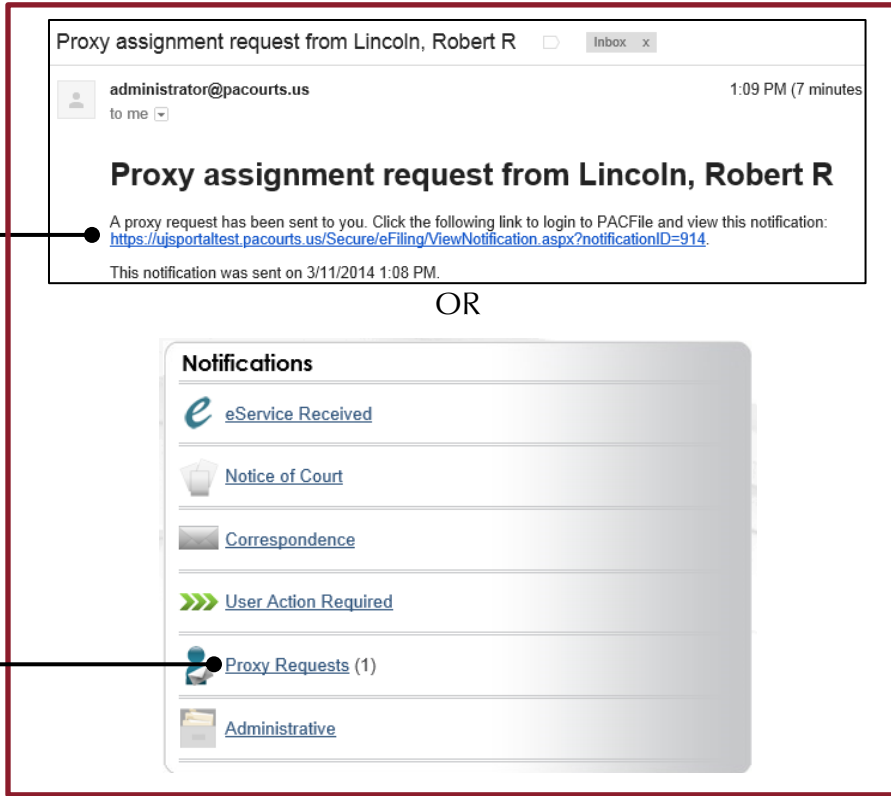
Tip A PACFile notification will now be sent to the individual you identified. They must approve your request and assign you specific permissions before you can begin to act as their proxy.

How to Assign Proxy Rights from a Request

1. Open the My Proxy screen

Complete one of the following to open the Proxy Requests screen:

- If you receive an e-mail notification regarding a proxy request, click on the link within the e-mail and log into PACFile.
- OR
- If you are logged into PACFile, click on the *Proxy Requests* link under the Notifications section on your dashboard.



2. Assign Proxy Permissions

In the Proxy Requests screen, locate the individual in the grid and select the permissions you want to give to the prospective proxy.

Tip Each of the six proxy privileges are defined below.

3. Click ACCEPT

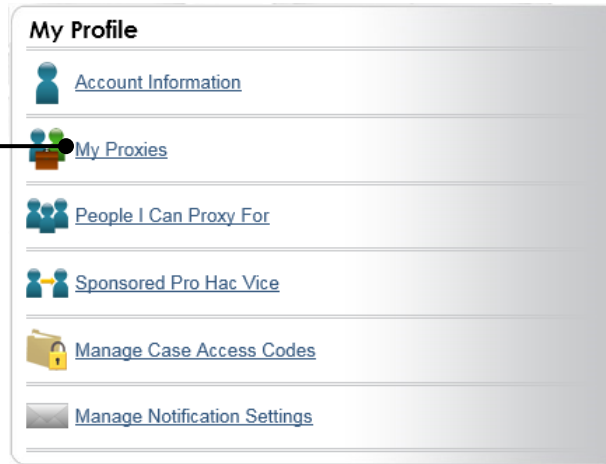


- Administer Proxies** – Provides the authority to administer the privileges of your other proxies. Anyone assigned this privilege does not have the authority to grant it to anyone else.
- View Notifications** – Authorizes the proxy to receive all or some of the same dashboard notifications that are sent to you. See the *Person-to-Person Notification Types* reference guide for an overview of the available notification types that can be delegated.
- Create Initiating** – Provides the authority to create a new case filing on your behalf. This does not grant the right to approve or submit these filings.
- Create Ancillary** – Provides the authority to create filings for an existing case on your behalf. This does not grant the right to approve or submit these filings.
- Approve Filings** – Delegates supervisory authority to approve filings created on your behalf. The use of the approval process is optional. If not using the approval process, this privilege should be assigned to anyone who also has the Submit Filings privilege.
- Submit Filings** – Provides the authority to submit and, when necessary, pay for a filing. This includes any filings created by you or your other proxies. This does not grant the right to create or approve filings on new or existing cases.

How to Assign Proxy Rights without a Request

1. Open the My Proxy screen

Click on the *My Proxy* link under the My Profile section on your dashboard.



2. Click ADD PROXY

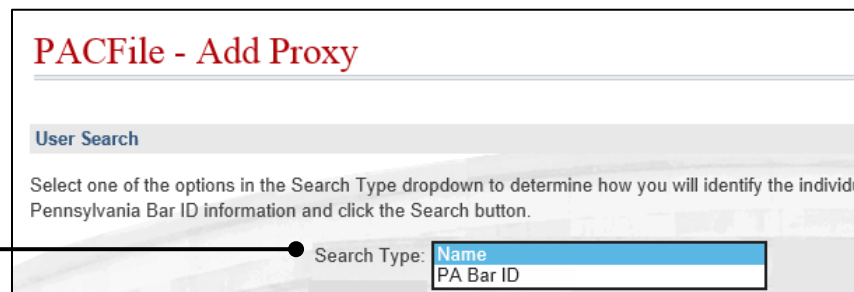
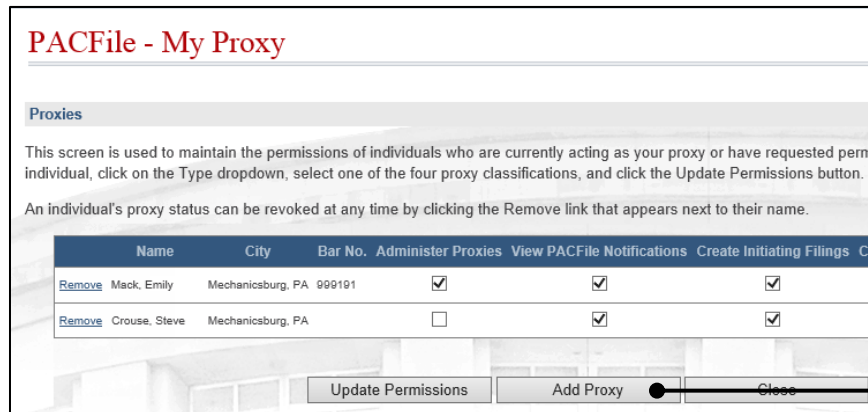
This button appears in the My Proxy screen.

3. Select a Search Type

In the Add Proxy screen, you have two ways to search for the prospective proxy. Click on the **Search Type** dropdown and select 'Name' or 'PA Bar ID'.

Tip You can use the 'Name' option to search for any attorney or non-attorney. The 'PA Bar ID' search only applies to attorneys and is only useful when you know their bar number.

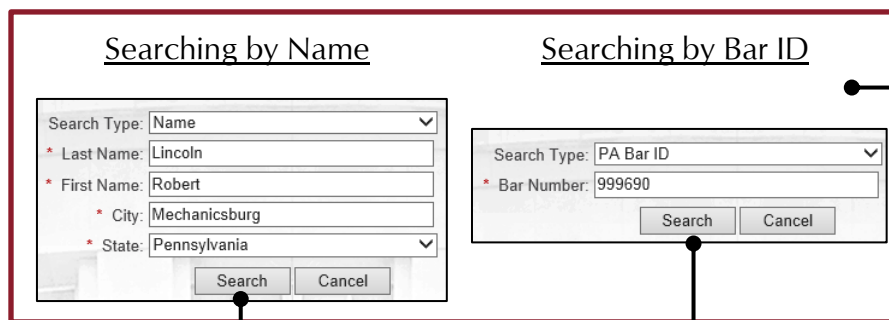
Tip You can only search for individuals who have a registered PACFile account.



4. Enter your search criteria

Depending on the selected search type, enter the required information related to the prospective proxy.

Tip If asked to enter a **City**, enter the city where the proxy works.



5. Click SEARCH

How to Assign Proxy Rights without a Request

6. Confirm the Individual

When your search results are displayed, locate the appropriate individual and select the checkbox next to their name.

Search Type: Name

* Last Name: Lincoln

* First Name: Robert

* City: Mechanicsburg

* State: Pennsylvania

Search Cancel

select the checkbox next to their name, and click the Add Selected Users button.

Name	Address	City	Bar No.
<input checked="" type="checkbox"/> Lincoln, Robert R	1050 West Lafayette	Mechanicsburg, PA	

Select All Deselect All

Add Selected Users

7. Click ADD SELECTED USERS

8. Assign Proxy Permissions

In the My Proxy screen, locate the individual in the grid and select the appropriate permissions you want to give to that proxy.

Tip Each of the six proxy privileges are defined below.

9. Click UPDATE PERMISSIONS

PACFile - My Proxy

Proxies

This screen is used to maintain the permissions of individuals who are currently acting as your proxy or have requested permission to act in that capacity. To assign proxy permissions to a specific individual, click on the Type dropdown, select one of the four proxy classifications, and click the Update Permissions button.

An individual's proxy status can be revoked at any time by clicking the Remove link that appears next to their name.

Name	City	Bar No.	Administer Proxies	View PACFile Notifications	Create Initiating Filings	Create Ancillary Filings	Approve Filings	Submit Filings
Remove Mack, Emily	Mechanicsburg, PA	999191	<input checked="" type="checkbox"/>	Filing Not Submitted; Filing Submitted...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Remove Crouse, Steve	Mechanicsburg, PA		<input type="checkbox"/>	Filing Not Submitted; Filing Submitted...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Remove Lincoln, Robert R	Mechanicsburg, PA		<input type="checkbox"/>	Filing Not Submitted; Filing Submitted...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update Permissions Add Proxy Close

- **Administer Proxies** – Provides the authority to administer the privileges of your other proxies. Any proxy that is assigned this privilege does not have the authority to grant it to anyone else.
- **View PACFile Notifications** – Authorizes the proxy to receive all or some of the same dashboard notifications that are sent to you. See the *Person-to-Person Notification Types* reference guide for an overview of the available notification types that can be delegated.
- **Create Initiating Filings** – Provides the authority to create a new case filing on your behalf. This does not grant the right to approve or submit these filings.
- **Create Ancillary Filings** – Provides the authority to create filings for an existing case on your behalf. This does not grant the right to approve or submit these filings.
- **Approve Filings** – Delegates your supervisory authority to approve filings created on your behalf. The use of the approval process is optional. If not using the approval process, this privilege should be assigned to anyone who also has the Submit Filings privilege.
- **Submit Filings** – Provides the authority to submit and, when necessary, pay for a filing. This includes any filings created by you or your other proxies. This does not grant the right to create or approve filings on new or existing cases.

Person-to-Person Proxy Notification Types

These definitions apply to individuals who are assigning their notification proxy rights to another person. When a proxy is granted access to a notification type, they receive a duplicate copy of any of the corresponding notifications sent to you.

eService

eService - Notifications regarding the receipt of electronic service on a case where you are identified as a service recipient.

Notice of Court

Court Filing – (Common Pleas cases) A courtesy copy of an eService notification related to a document that has been filed by the court on one of your cases. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases) eService-related notifications regarding the court orders that are issued on your cases when you are acting in a third or non-party role (ex. Amicus, Intervenor).

Case Initiation – (Common Pleas cases) A courtesy copy of an eService notification related to a new case filing that has been docketed by the court on one of your cases. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients. These notifications are not available for the Juvenile docket type.

(Appellate Court Cases) Notifications regarding any new cases that were paper-filed with the court where you are listed as a case participant and the court has made the document available electronically. This is not considered a form of eService.

Party Filing – (Common Pleas cases) A courtesy copy of an eService notification related to a filing on one of your existing cases that has been submitted by another case participant or the attorney of a case participant. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases) Notifications from the court confirming that a paper filing has been submitted on one of your active cases by another participant. This is not considered a form of eService.

Non-Party Filing – (Common Pleas cases) A courtesy copy of an eService notification related to a filing on one of your existing cases, which has been submitted by a filer that cannot be systematically determined. These notifications are very rare. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases) Notifications from the court confirming that a paper filing has been submitted on one of your active cases by someone in a third or non-party role (ex. Amicus). This is not considered a form of eService.

Filing Submitted – Notifications from the court confirming that a PACFiling submitted on your behalf, by you or a proxy, has been received.

Filing Accepted – Notifications from the court confirming that a PACFiling submitted on your behalf, by you or a

proxy, has been accepted and docketed.

Filing Accepted, Payment Changed - Notifications signifying that a PACFiling submitted by you, or your proxy, was accepted, but the filing name was incorrect. The court corrected the filing name and it resulted in a lower fee amount. Payment is accepted for the lower amount and no additional action is required.

Correspondence

Correspondence – (Appellate Courts only) Notifications signifying any formal communications from the court, other than orders, that have been sent to you on any of your applicable cases.

User Action Required

Case Filing Requested – Notifications that signify an instance in which a court is requesting a document from you. These notifications only apply to docketing statement recipients on Superior Court cases and to court users who receive case record requests from an Appellate court.

Filing Approval Request Cancelled - These notifications are not applicable to person-to-person proxy relationships.

Filing Ready for Review – These notifications are not applicable to person-to-person proxy relationships.

Filing Ready for Submission – These notifications are not applicable to person-to-person proxy relationships.

Continued on next page →

Person-to-Person Proxy Notification Types

Filing Returned for Correction –

These notifications are not applicable to person-to-person proxy relationships.

Filing Not Submitted – Notifications reminding you that 24 hours have elapsed since a PACFiling was created on your behalf that remains unsubmitted to the court.

Filing Accepted, Docket Type

Changed – Notifications informing you that the court has docketed your PACFiling on a docket type other than one you specified. This change may require some corrective action.

Filing Accepted, Payment Failed –

Notifications signifying that a PACFiling submitted by you, or your proxy, was accepted, but the credit card payment failed. This could have been caused by entering incorrect billing information, using an invalid card, or having insufficient credit based on the card's established limits. Payment must be resubmitted for the outstanding fee.

Filing Accepted, Payment Due –

Notifications signifying that a PACFiling submitted by you, or your proxy, was accepted, but one of the following occurred: (a) the filing name selected was incorrect and the court-corrected name carries a higher fee amount or (b) the filing has a variable fee that could only be determined by the court upon submission. In either case, no payment was taken when the filing was accepted so it must be submitted for the outstanding fee.

Filing Rejected – Notifications indicating that the court has refused to accept a filing submitted on your behalf due to some significant defect.

Calendar Access Request Approved –

These notifications are not applicable

to person-to-person proxy relationships.

Calendar Access Request Denied –

These notifications are not applicable to person-to-person proxy relationships.

Calendar Access Request Pending –

These notifications are not applicable to person-to-person proxy relationships.

Calendar Access Request Revoked –

These notifications are not applicable to person-to-person proxy relationships.

Proxy Requests

Proxy Request – Notifications representing requests from other individuals to act on your behalf in PACFile. The proxy must also have the 'Administer Proxies' privilege as part of their relationship to you.

Proxy Request Accepted – These notifications are not applicable to person-to-person proxy relationships.

Proxy Request Rejected – These notifications are not applicable to person-to-person proxy relationships.

Administrative

Case Access Code Changed –

Notifications informing you that the court has changed the access code used by some participants to access case information in PACFile. This change might be necessary if a code ever becomes compromised.

Case User Access Changed –

Notifications informing you that the court has somehow changed your ability to utilize PACFile for one or more cases in that court. This could pertain to restrictions for eFiling on a case.

System Maintenance – Notifications from the AOPC that indicate the UJS Web Portal and/or PACFile will be offline at some future period.

MISCELLANEOUS

Dashboard Quick Sheet

Match any number below to the same number on the back of this page to learn more about the corresponding Dashboard feature. Some features are not available to all PACFile users.



Welcome to your PACFile dashboard!

[Help](#)

Proxy for: Armstrong County District Attorney's Office **22**

Recent Updates

[Latest PACFile News](#)
Updated: 9/6/2015

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What is the PACFile Dashboard?

This dashboard represents the starting point for submitting, managing, and viewing case-related filings electronically in the Pennsylvania Courts. From here, you have the option to file on new or existing cases, view docketed submissions on existing cases, continue any unfinished filings, and manage your PACFile account settings. PACFile also features a comprehensive notification system that keeps you informed when case-related filings are submitted by other participants and any communications or filings are issued by the court. Whenever you submit a filing through PACFile, an electronic confirmation should be forwarded to you once the court acknowledges its receipt. If you do not receive an electronic confirmation within three business days of submission, please contact the appropriate court office. To get started, perform a search for a case or click on any of the links to the right.

If you have any technical issues or questions about the PACFile website, please contact the PACMS Help Desk at 717-795-2097 or pacmshelpdesk@pacourts.us. For assistance with Common Pleas matters, call 1-800-227-2672 or e-mail ccpaopc@pacourts.us. Any non-technical questions about specific filing matters should be directed to the court.

[Electronic Filing System in the Appellate Courts – Judicial Order](#)

Actions

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[Case Filing](#) **2**

My Profile

[Account Information](#) **3**

[My Proxies](#) **4**

[People I Can Proxy For](#) **5**

[Sponsored Pro Hac Vice](#) **6**

[Manage Case Access Codes](#) **7**

[Manage Notification Settings](#) **8**

Find a Filing

* Tracking No:



24

Find a Case

* Docket No:



25

[Advanced Search](#)

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[Calendar Event Search](#) **20**

[Calendar](#) **21**

Dashboard Quick Sheet

1. **Initiate New Case** – Launch the wizard to initiate a new case filing.
2. **Case Filing** – Launch the wizard to create a filing on an existing case.
3. **Account Information** – View/update your UJS Web Portal account profile information, including your password.
4. **My Proxies** – View/update the permissions of the individuals serving as your proxy.
5. **People I Can Proxy For** – Make a request to proxy on behalf of another PACFile-registered user.
6. **Sponsored Pro Hac Vice** – Allows a sponsoring attorney to grant a pro hac vice attorney the authority to a file on a case.
7. **Manage Case Access Codes** – Allows pro se litigants and other case participants to enter a case-specific access code, provided by the court, which allows them to view and file on their case through PACFile.
8. **Manage Notification Settings** – Manage the frequency in which PACFile notifications are e-mailed to you.
9. **eService Received** – View all electronic service notifications for the cases in which you, or the individuals you are proxying for, are participating based on the eFilings submitted by other PACFile-registered attorneys, pro se litigants, or other eligible individuals.
10. **Notice of Court** – View notifications regarding the submission status of your eFilings, instances where you are a courtesy copy recipient of eService (Common Pleas cases only), and filings that have been submitted on your cases outside of PACFile by other attorneys, pro se litigants, or other eligible individuals (Appellate only).
11. **Correspondence** – View electronic copies of the letters and other communications that an Appellate Court has sent to you regarding your cases. This does not include court orders.
12. **User Action Required** – View any notifications related to filings transmitted through your approval process hierarchy, instances where the court has found a significant defect with a submitted filing, errors relating to the fee payment process, or court responses to calendar access requests.
13. **Proxy Requests** – Authorize and grant permissions to individuals who have requested the right to act as your proxy.
14. **Administrative** – View notifications that define any situation where your ability to access and submit filings electronically has been affected.
15. **Filings in Progress** – Continue or approve any unsubmitted filings saved by you or your proxy.
16. **Recently Completed Filings** – View a list of all filings that you, or your proxy, have submitted in the last 30 days.
17. **Appellate Court Filings** – View any court filing from the past 30 days on any appellate court cases (Supreme, Superior, or Commonwealth) where you, or the individuals you are proxying for, are participating.
18. **My Cases** – View a list of cases on which you are actively participating.
19. **Case Participant Search** – Search for all cases associated to a specific case participant on which you, or the individuals you are proxying for, are participating.
20. **Calendar Event Search** – Search for court calendar events associated to cases on which you, or the individuals you are proxying for, are participating (ex. hearings, arraignments, sessions, etc.).
21. **Calendar** – View the full case calendar for a specific court or courtroom. Requests to access a calendar are only granted at the discretion of the court.
22. **Proxy For** – Lists any individuals or organizations for whom you have been granted proxy rights.
23. **Recent Updates** – View the latest PACFile-related news from the Administrative Office of Pennsylvania Courts (AOPC). This information is made available through the PACFile Help System.
24. **Find a Filing** – Search for one of your PACFilings based on the unique tracking number it is assigned after it was saved or submitted to the court.
25. **Find a Case** – Search for a case and view the corresponding case details. More information is available when you, or the individuals you are proxying for, is participating on the case.

Search for a case and view the Docket Entries

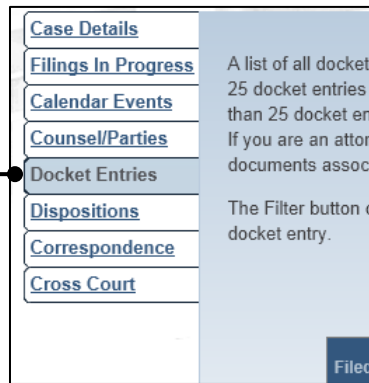
1. Search for the Case

In the Find A Case section of your dashboard, click in the **Docket No** field and enter the docket number of the case you want to view.

2. Click the ARROW button

3. Click the Docket Entries tab

Clicking on this tab in the Case Details screen displays the docket entries for the case.



Tip Some cases are considered secure and may not be returned in these searches even with the correct docket number. Your ability to locate these cases is dependent on your relationship to the case.

Tip Only 25 docket entries can be displayed at a time. If there are more than 25 docket entries on the case, use the navigation buttons at the bottom of the screen to view the additional entries.

A list of all docket entries recorded on this case can be viewed below. These entries are listed in ascending order by date (oldest to newest). The first 25 docket entries recorded on the case appear on this screen by default. When there are more than 25 docket entries on a case, these additional entries can be viewed on subsequent pages by using the navigation options at the bottom of the list. If you are an attorney or pro se litigant on the case, their proxy, or have otherwise been granted access to the case, an electronic copy of any documents associated to these entries can be viewed in a PDF format by clicking the appropriate link under the Document Name(s) column.

The Filter button can be used to limit the list of docket entries that appear by filed date, those filed by a specific participant, or by the name of a specific participant.

Filtered By: All

Filed Date/Time	Docket Entry	Viewable To	Participant Type	Filer(s)	Comments	Document Name(s)
3/19/2015 05:52 PM	Written Allegations Filed		Court of Common Pleas - Allegheny County			Written Allegation Proof of Service
3/24/2015 11:28 AM	Delinquency Petition Filed		Allegheny County Juvenile Probation			Petition Alleging Delinquency Proof of Service
3/24/2015 11:28 AM	Delinquency Petition Filed		Allegheny County Juvenile Probation			Review Hearing Report

Tip Your ability to click on any of the links under the **Document Name(s)** column is dependent on the docket type of the case, your connection to one of the case participants and, in some cases, the role of that participant on the case.

The other tabs of the Case Details screen can be used as follows:

- **Filings in Progress** – View and continue any unsubmitted filings for the case that have been started and saved by you, your proxy, the person you are proxying for, or a fellow proxy.
- **Calendar Events** – View a summary of the instances in which a case has been scheduled before the court.
- **Counsel/Parties** – View the names and contact details for the attorneys and pro se litigants listed on the case.
- **Dispositions** – View the dispositional history of a case as it has progressed through the Pennsylvania judicial system.
- **Correspondence** – Provides access to the letters and other communications, excluding court orders, which the court has sent to the attorneys and pro se litigants on a case (Appellate Court cases only).
- **Cross Court** – View the list of cases that are part of the history of the selected case.

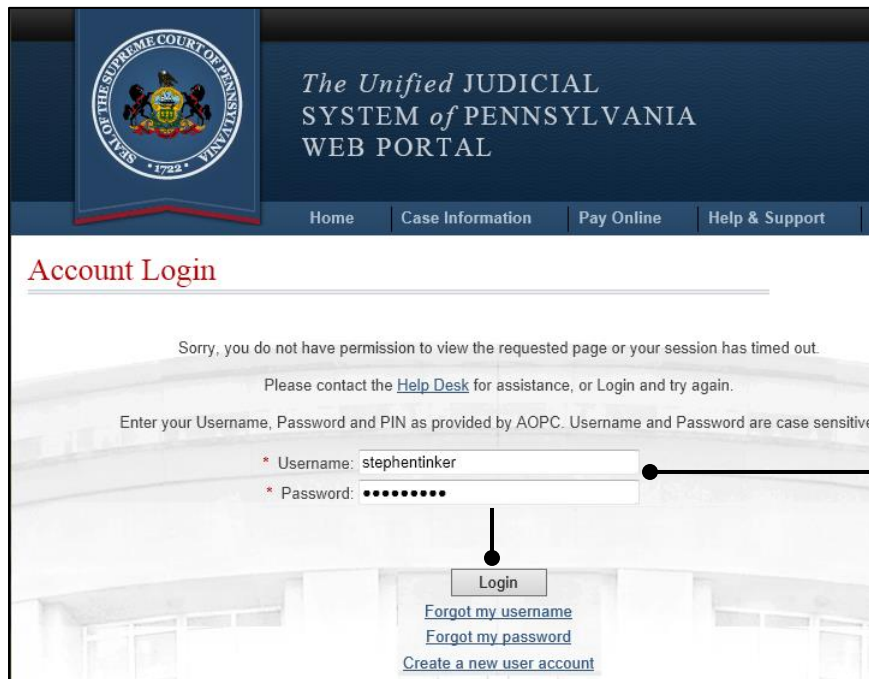
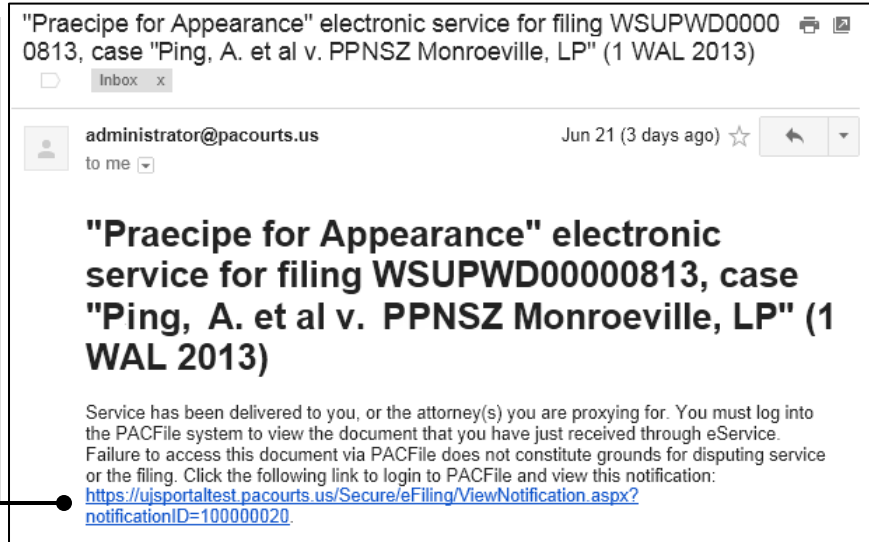
View Document Service

This process begins with the expectation that you are logged into the e-mail account where you are designated to receive eService and that you have opened an e-mail from PACFile regarding electronic service.

1. Access PACFile through the E-Mail Notification

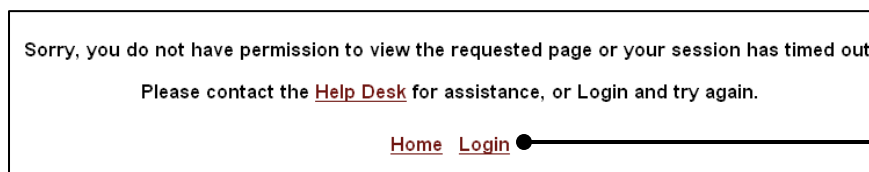
Click on the link within the notification.

Tip This picture displays an eService message opened through a Gmail account. E-mails regarding eService will provide the same information regardless of your chosen e-mail provider, but it may not look exactly like the illustration at right.



2. Login to the UJS Web Portal

In the Account Login screen, enter your user name and password and click the LOGIN button to access PACFile.



Tip If the message pictured at left appears before you see the Account Login screen, click the *Login* link.

View Document Service

3. Open the eService Documents

In the View Notifications screen, click on any of the available links appearing next to the Documents label.

Tip All documents will open within a separate window.



The screenshot displays the web portal interface for the Unified Judicial System of Pennsylvania. The header includes the state seal and the text "The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL". A navigation bar contains links for "Home", "My Services", "Case Information", "PACFile", and "Pay Online". The main content area is titled "PACFile - View Notification" and features a "Navigate To" section with links for "Initiate New Case", "Case Filing", and "Case Search". Below this, the page displays details for an electronic service for filing WSUPWD00000813, including the service date (6/21/2013), served by (Pass, John), tracking number, docket number (1 WAL 2013), lead case caption (Ping, A. et al v. PPNSZ Monroeville, LP), filing type (Praecipe for Appearance), and filed date (6/21/2013). The filers listed are PPNSC Equity Holdings LLC, PPNSC Monroeville LP, PPNSCS Holdings, LLC, and Ponder Pond N. At the bottom, there are links for "Documents: Praecipe for Appearance.PDF" and "Proof of Service.PDF".

Subscribe to Case Notifications

1. Search for the Case

In the Find A Case section of your dashboard, click in the **Docket No** field and enter the docket number of the case you want to view.

Find a Case

* Docket No: CP-02-JV-0015004-2015

Advanced Search

Tip: You can only subscribe to notifications on a case-by-case basis.

2. Click the ARROW button

Tip: Some cases are considered secure and may not be returned in these searches even with the correct docket number. Your ability to locate these cases is dependent on your (or your organization's) relationship to the case.

3. Subscribe to Notifications

On the Case Details screen, click on the **Notification Subscription for** dropdown and then click the **+** that appears next to the organization you proxy for.

Referenced Case Information

Docket Number: CP-02-JV-0015004-2015

Case Status: Closed

Docket Type: Juvenile

Short Caption: In the Interest of: Mater, Cam, a

Event Track: Standard Delinquency

Case Category: Delinquency/Certified

Notification Subscription for: No Subscriptions

Alleghey County Juvenile Probation Unit +

Case Details

Below is a list of all active counsel listed on this case, their contact information. Information regarding any pro se participants on the case will also display here.

Counsel/Parties

Attorney: Allegheny County District Attorney's Office

PA Bar No:

Law Firm: Represent

Address: Room 303 Courthouse
436 Grant Street
Pittsburgh, PA 15222-4333

Phone No:

Fax No:

Tip: Subscribing to a case means that you will receive all the dashboard and e-mail notifications that that organization is eligible to receive on the case.

How to Create Your Own UJS Web Portal Account

1. Access the UJS Web Portal

In the address bar of your internet browser, enter <https://ujportal.pacourts.us> and press the [Enter] key.



Tip Any individuals who already have a UJS Web Portal account for the use of the Attorney Registration or Secure Web Docket service can use the same account for PACFile.

2. Start the process to initiate an account

On the UJS Web Portal homepage, click on the *Create New Account* link.



3. Enter your Personal Information

In the Create New User Account screen, you must complete all fields that feature an asterisk or star (*).

Tip The **E-Mail Address** field should contain your personal or work e-mail address for the receipt of PACFile notices. The **Alternate E-Mail Address** field can be used for any other e-mail address, yours or someone else's, where you would like to have your PACFile-related e-mails forwarded.

Tip Any address you enter here will appear as your default billing address whenever you complete the PACFile payment process. You will be able to update this default address information, however, at the time of payment.

Tip Enter a unique user name that you will find easy to remember.

4. Click NEXT

How to Create Your Own UJS Web Portal Account

5. Are you an Attorney or Police Officer?

In the Role Information section, choose your next action based on the following:

If you're an attorney, click the **Attorney** checkbox and proceed to Step 6.

If you're a police officer, click the **Police Officer** checkbox and proceed to Step 7.

If you're anyone else, leave both checkboxes blank and proceed to Step 8.

Create New User Account

Role Information

Please select your role(s) below. Additional services will be available based upon your role(s). Depending upon your additional information to verify your identity. The Attorney Role is only for the use of PA Registered Attorneys.

Roles: Attorney
 Guardianship Case Participant
 Police Officer

Organization Information

Organizations: (None) ([Add Organization](#))

< Previous Next >

Create New User Account

Role Information

Please select your role(s) below. Additional services will be available based upon your role(s). Depending upon your additional information to verify your identity. The Attorney Role is only for the use of PA Registered Attorneys.

Roles: Attorney
 Guardianship Case Participant
 Police Officer

* PA Bar Number:

* Last 4 of SSN:

Organization Information

7. Enter your Personal ID Information

Enter your certification agency, officer number, and ORI in the fields provided. Proceed to Step 8.

Tip This information is necessary to verify your identity so you can file on the cases on which you are participating.

Tip For most police officers, your officer number is your PSP/MPOETC assigned ID.

Role Information

Please select your role(s) below. Additional services will be available based upon your role(s). Depending upon your additional information to verify your identity. The Attorney Role is only for the use of PA Registered Attorneys.

Roles: Attorney
 Guardianship Case Participant
 Police Officer

* Certification Agency:

* Officer Number:

* ORI:

Organization Information

Organizations: (None) ([Add Organization](#))

< Previous Next >

6. Enter your Personal ID Numbers

Enter your state bar number and the last four digits of your social security number in the fields provided. Proceed to Step 8.

Tip This information is necessary to verify your identity and to grant you, or anyone you identify as a proxy, the ability to file on the cases on which you are participating.

8. Click NEXT

How to Create Your Own UJS Web Portal Account

9. Confirm your Account Information

In the Confirm section, verify that the information you entered is correct and then enter the challenge code, exactly as it appears with any upper and lower case letters, in the field provided.

Create New User Account

Confirm

First Name: Robert
Middle Name/Initial:
Last Name: Lincoln Suffix:
Address: 1050 West Lafayette
City: Mechanicsburg
State: PA
Zip Code: 17055
Phone Number: 717-555-1574 Ext:
E-Mail Address: rlincoln@yahoo.com
Alternate E-Mail Address:
User Name: rrlincoln
Requested Role(s): (None)
Requested Organization(s): (None)

QZZ4N

Enter the code shown:
QZZ4N

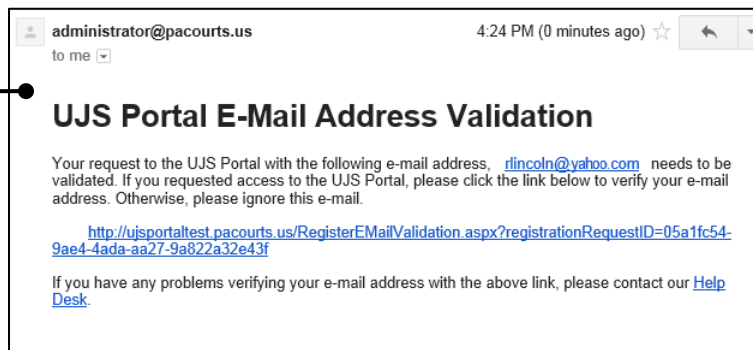
< Previous Finish

10. Click FINISH

11. Confirm your E-mail address

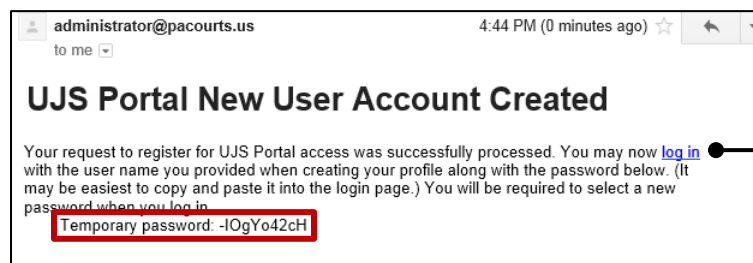
An e-mail will be sent to the address you provided. You will need to access your e-mail account and click on the link contained within this e-mail.

Tip: You do not need to complete this step for any alternate e-mail addresses that you provided.



12. View your temporary password

A second e-mail will be sent to the same e-mail address. This e-mail contains your temporary password.



Click the *log in* link.

How to Create Your Own UJS Web Portal Account

13. Login with your temporary password

A new instance of your web browser will open to the Account Login page on the UJS Web Portal. Enter your user name and temporary password.

Account Login

Enter your User Name and Password as provided by AOPC. Password is case sensitive.

The process for logging into the UJS Secure Web Portal has changed, and the PIN is no longer required to log in. Users are now required to login with their current User Name and Password.

* User Name:

* Password:

Login

[Forgot my password](#)

[Create a new user account](#)

Change Password

* Current Password:

* New Password:

Password must contain at least 3 of the 4 of the following: 1 upper case character, 1 lower case character, 1 numerical character and 1 special character, and be at least 10 characters long.

* Confirm New Password:

Please change your password to continue.

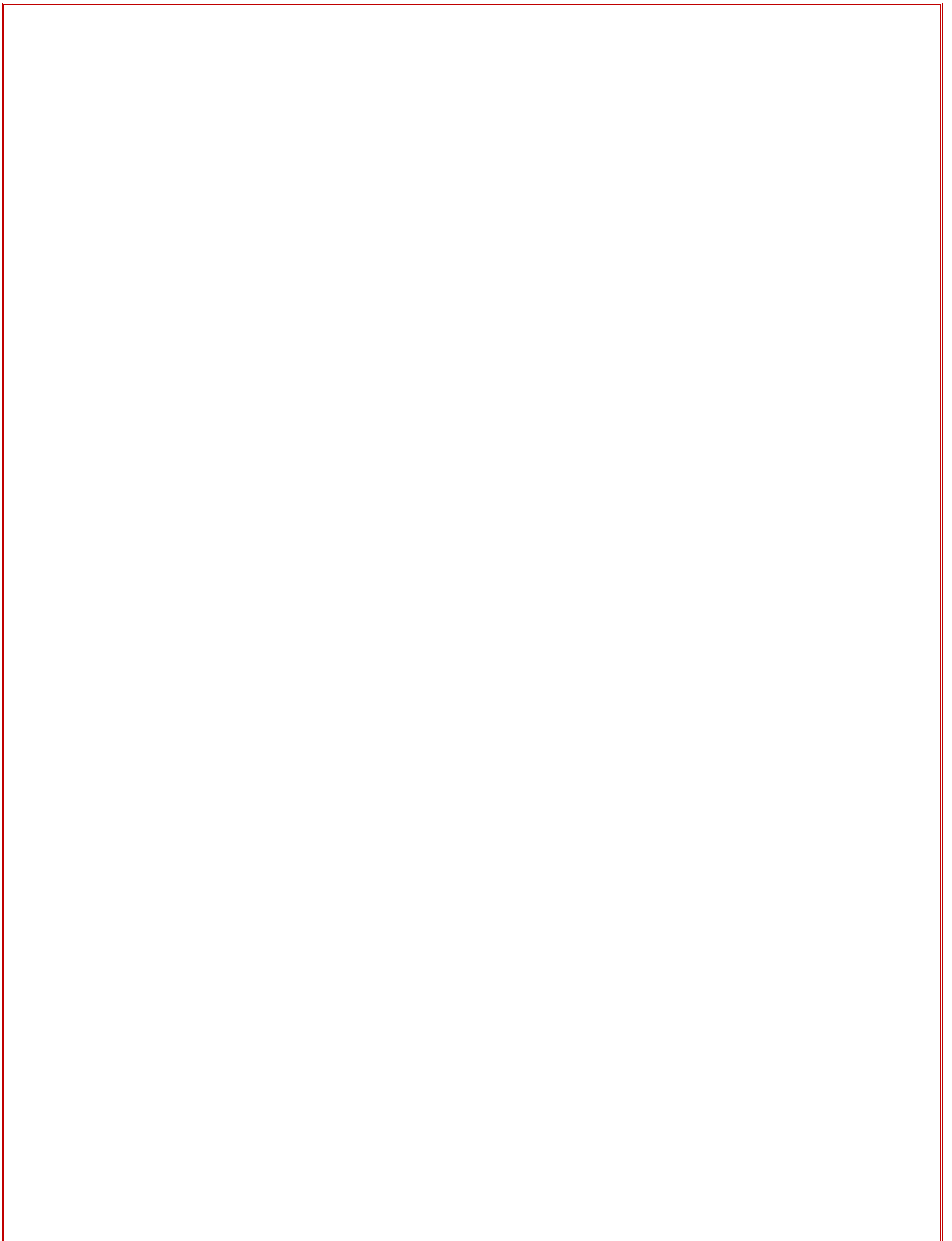
Change Password

14. Change your password

In the Manage My Account screen, enter your current (temporary) password, your new password, and click CHANGE PASSWORD.

Tip: You can choose your new password, but it must meet the requirements specified under the **New Password** field.

Tip: You will not be logged out of the Portal after changing your password.



The PACFile Help System

Your comprehensive resource for learning about eFiling in the Pennsylvania courts.

How to access the PACFile Help System

Navigate to your PACFile Dashboard and click one of the following links:

The screenshot shows the top of the PACFile dashboard. At the top left is the seal of the Unified Judicial System of Pennsylvania. The header text reads "The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL". On the right, there are links for "Unified Judicial System website", "UJS Forms", "PAePay Brochure", and "Collections in the Courts". Below the header is a navigation bar with "Home", "Login", and "eService" links. A "Help" link with a question mark icon is also visible. A callout box titled "The Help link" points to the Help icon and contains the text: "Available on every PACFile screen." Below the navigation bar, a red banner says "Welcome to your PACFile dashboard!". The main content area is divided into sections: "Actions" with a link for "Initiate New Case", "Notifications" with links for "eService Received", "Notice of Court", and "Correspondence", and "Recent Updates" with a link for "Latest PACFile News" (Updated: 11/29/2015). A second callout box titled "The Latest PACFile News link" points to the "Latest PACFile News" link and contains the text: "PACFile is expanding rapidly. Stay up-to-date on all the latest changes."

What the PACFile Help System offers...

An all-inclusive learning resource that summarizes PACFile's features, provides updates on the latest system changes, and includes instructional step-by-step guides and video tutorials.

The screenshot shows the PACFile Help System interface. At the top, there is a search bar and navigation tabs for "Supreme", "Superior", "Commonwealth", and "Common Pleas". Below the navigation is a large banner featuring a man in a light blue shirt and dark tie sitting at a desk with a laptop. The banner text reads "The PACFile Help System". On the left side of the banner, there is a vertical list of buttons: "Supreme Court", "Superior Court", "Commonwealth Court", "Court of Common Pleas", "Appellate Video Tutorials", "Common Pleas Video Tutorials", and "PACFile News". A callout box titled "Select a court to get started" points to the "Supreme Court" button and contains the text: "Explore the help resources that have been specifically designed for each court." At the bottom of the banner, there is a footer text: "Pennsylvania Courts, explore the versatility of your dashboard, watch video tutorials, and more!" and a final instruction: "Click on a court name to get started or check out the latest news."

NEED ADDITIONAL HELP?

CLICK THE *HELP* LINK ON ANY
PACFILE SCREEN

OR

GO TO THE HELP & SUPPORT
MENU AND CLICK *HELP CENTER*

AOPC