Pennsylvania's Unified Judicial System Web Portal

How to Resubmit a Filing that was Returned for Corrections



This reference guide assumes you have received a notification indicating that a filing has been returned for corrections and have reviewed the comments.

1. Access the report that needs correction In the Upcoming and Overdue Reports section of your Dashboard, look for the report with a **Status** of 'Returned for Correction'. Click the Create Returned for Correction Report icon.

Upcoming and	Overdue	Reports (4)				
Quick access t	o upcom	ing inventory rep	• ports t	hat are due or	may be overdue.	₩.
Case File No.	County	Caption	eport	Status	Due	
OC-222-2022	Adams	Guardianship of Ec Incapacitated Per	ventory	Returned for Correction	10/15/2022 (11 days overdue)	Ð
<u> </u>						

3. Submit the filing

Choose from one of the following options to determine how to proceed, then click OK.

<u>Option 1</u>: To submit this filing, click the **Submit** radio button. This button is only available to those with the authority to submit reports in GTS.

<u>Option 2</u>: If you do not have authority to submit a report in GTS and it must be reviewed by someone else prior to submission, select the **Ready for Review** radio button (not pictured).

Р	ease include any comments you would like to make for this Added the missing debt amounts.	•
		•
Plea	ase attach any supporting documentation	
	Document Name File	
~	I, the guardian of the Estate, verify that the foregoing information is correct to the best of my knowled the penalties of 18 Pa.C.S. § 4904 relative to unsworn falsification to authorities.	ge, informa
~	I, the guardian of the Estate, further acknowledge that the Notice of Filing must be served within 10 of Service shall be in accordance with Pa. O.C. Rule 4.3.	days of the f
	Next Action: O Save	





2. Make the necessary corrections

The report does not display the reason it was returned for correction. Refer to the notification you received for this information.

4. Complete the payment screen Click the OK button.

If your filing required payment, you do not have to submit payment again.