

**PACFile<sup>®</sup>**

Reference Guides

Attorney  
Edition

<https://ujportal.pacourts.us>

Version 23.1



## 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 use 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.

## Table of Contents

### **Creating Filings**

How to File on an Existing Court Case (Juvenile, Dependency, Other) .....	3
How to File on an Existing Court Case (Criminal) .....	10
How to File an Entry of Appearance .....	17

### **Working with Saved Filings**

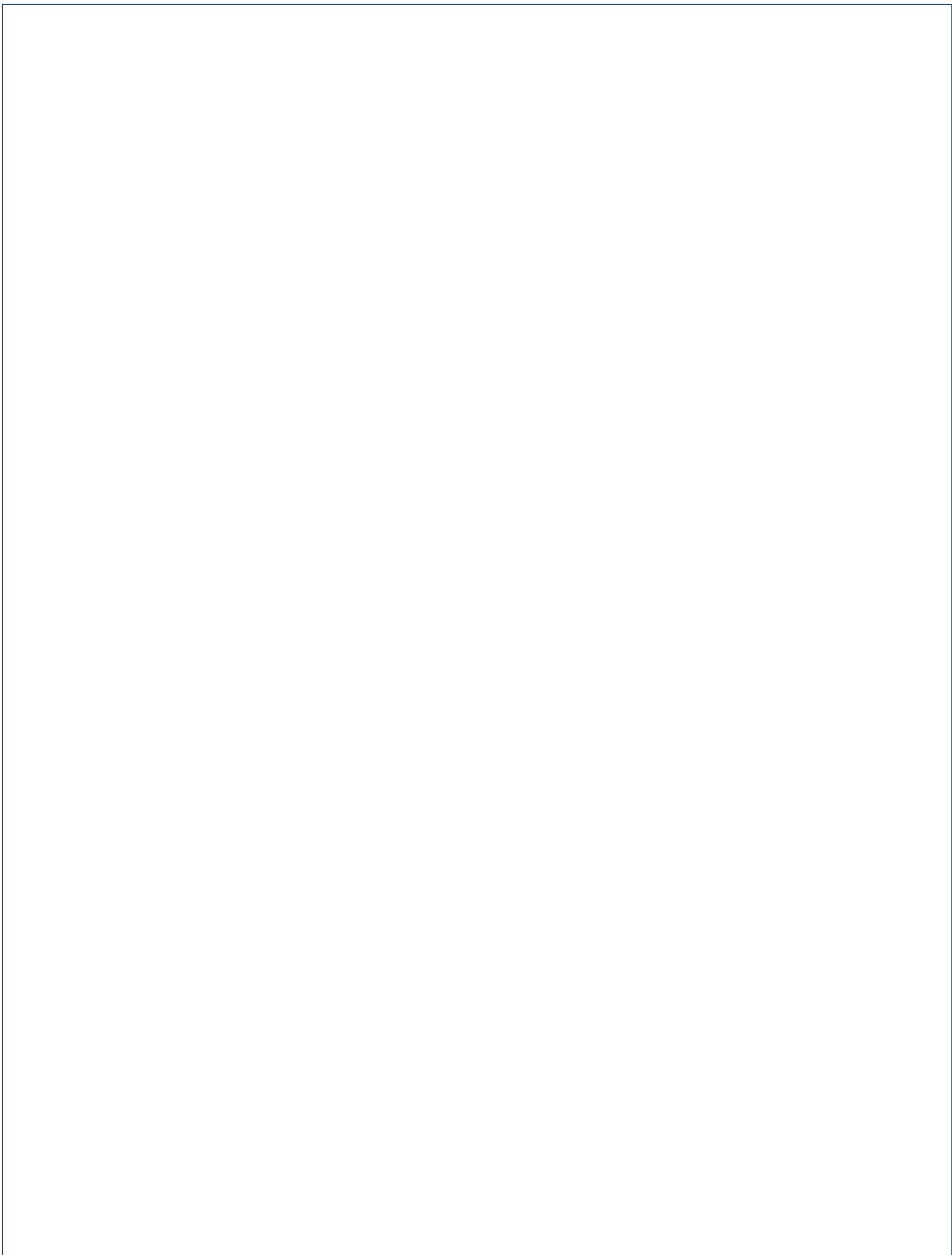
How to Continue Saved Filings .....	27
How to Submit a Filing that has no Fee .....	30
How to Submit a Filing with a Fee and make a Payment .....	31
How to Approve, Submit, or Return a Filing .....	34
How to Correct and/or Submit an Approved Filing .....	37

### **Proxying**

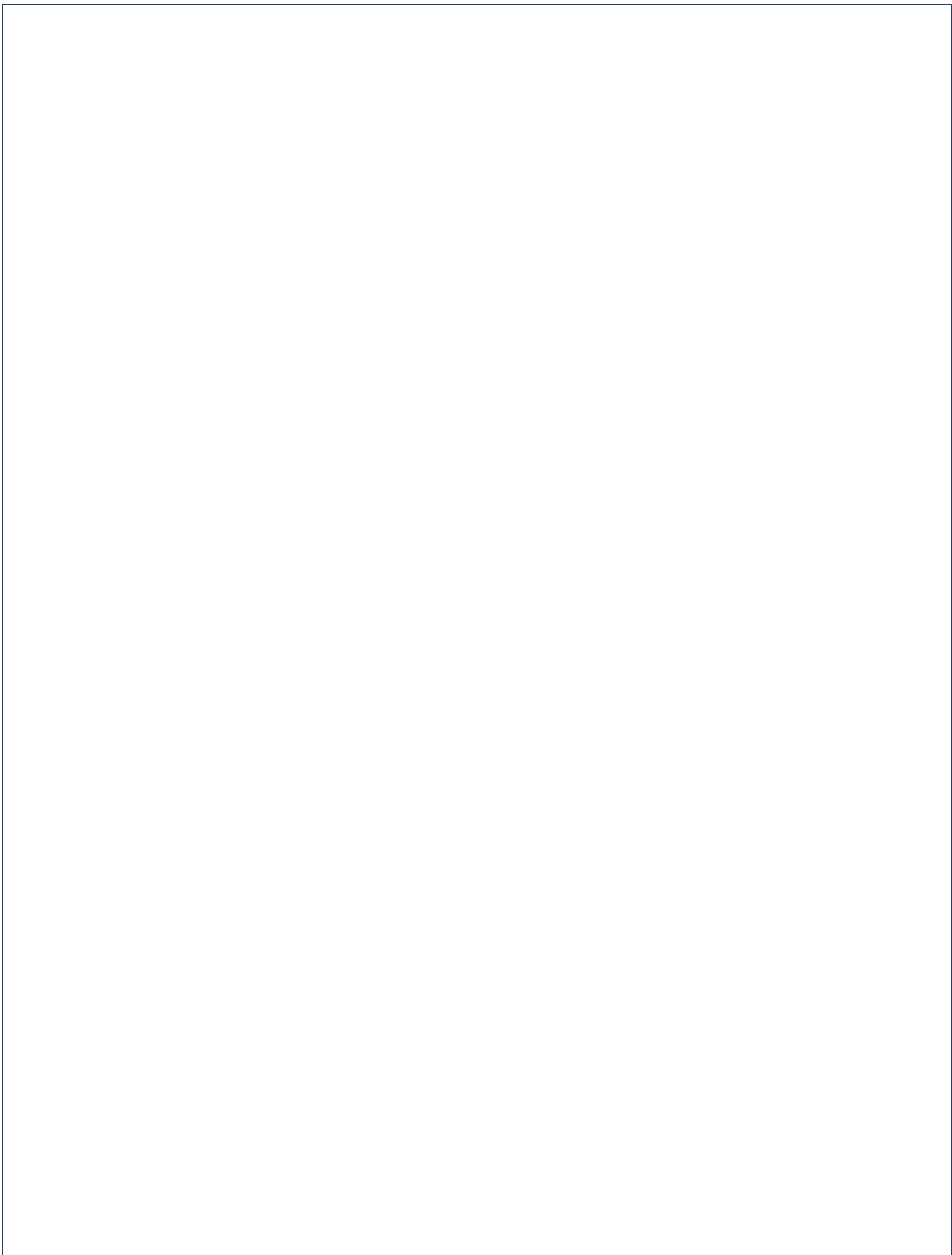
How to Request Proxy Rights .....	41
How to Assign Proxy Rights from a Request .....	43
How to Assign Proxy Rights without a Request .....	46
Person-to-Person Notification Types .....	49

### **Miscellaneous**

The PACFile Dashboard Quick Sheet.....	53
Search for a case and view the Docket Entries.....	55
View Documents from eService .....	57
Subscribe to Case Notifications .....	59
How to Create a UJS Web Portal Account.....	60



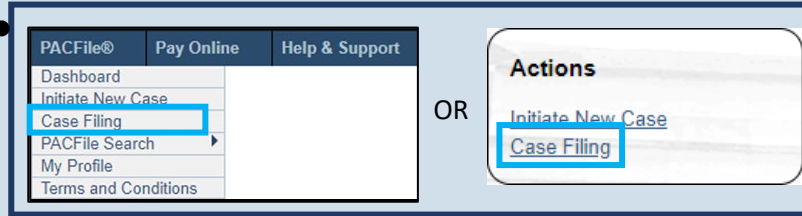
# Creating Filings



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

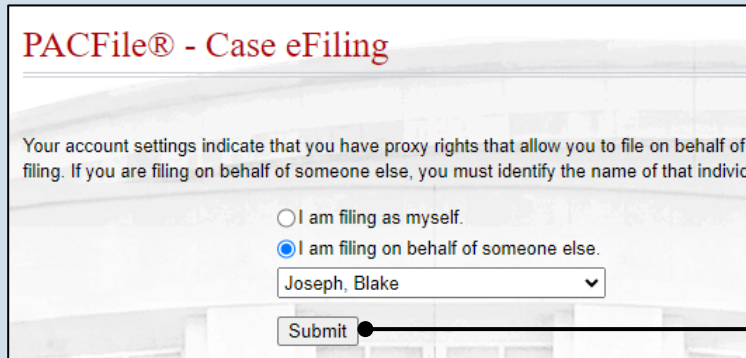
## 1. Open the case filing wizard

Click on the 'Case Filing' option in the PACFile menu or the *Case Filing* link on your Dashboard.



## 3. Identify the case number for the filing

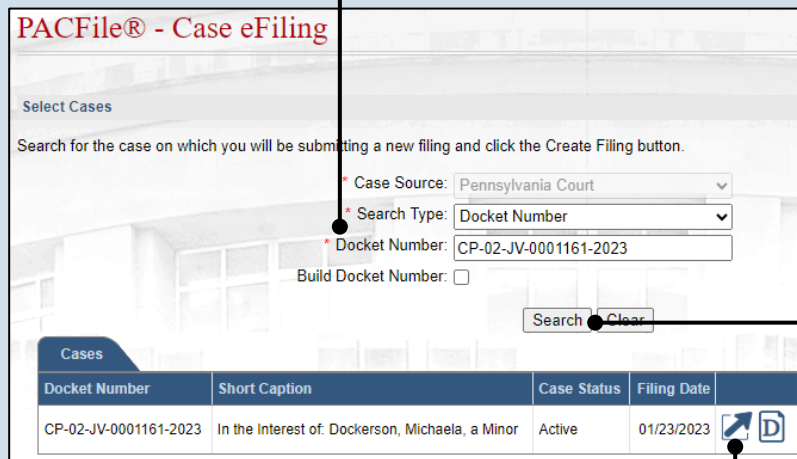
In the Select Cases screen, click in the **Docket Number** field and enter the docket number of case on which you are filing.



## 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 SUBMIT.

**Tip** If you do not have the exact formatting of the docket number, select the **Build Docket Number** checkbox to use selectable fields to assist in entering the number.



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

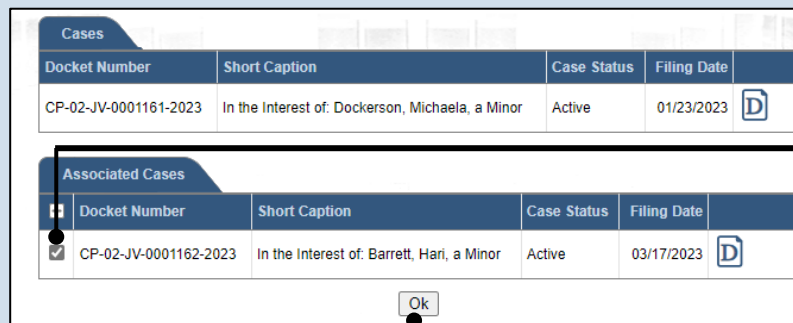
## 5. Select the case

Within the search results, click the Select Case icon appearing in the grid.

## 4. Click SEARCH

If this action does not identify any associated cases, proceed to Step 8.

If PACFile identifies associated cases, continue to Step 6.



## 6. Specify any associated cases

When there are other cases associated with the one you identified in Step 5, they will appear below. Select the checkbox for each case to which the new filing applies.

## 7. Click OK

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

## 8. Select a filing type

In the Select Filing screen, click the **Filing Type** dropdown, select the type of document you are filing.

Select Filing

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

Court Type: Court of Common Pleas

County: York

\* Docket Type: Criminal

\* Case Category: Court Case

\* Filing Type: Motion for Continuance

Description:

Submit

## 10. Click SUBMIT

## 9. (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 will only be visible to you. The filing office will never see this information.

Participants Counsel eService Filing Documents

The participants on this Common Pleas Court case are listed below. All other participants must be recorded using the ADD button.

Show information for: ALL

Participant	Docket Number	Filer
Stintson, Darius L.	CP-02-JV-0001	<input type="checkbox"/> [edit]
Little, Dawid	CP-02-JV-0001	<input type="checkbox"/> [edit]
Dockerson, Michaela	CP-02-JV-0001	<input checked="" type="checkbox"/> [edit]

Next Save Verify

**11. Bypass the Participants tab**  
In the Participant tab, click NEXT.

## 12. Bypass the Counsel tab

In the Counsel tab, click NEXT.

Participants Counsel eService

The attorneys on this Common Pleas Court case are listed below. All other attorneys must be recorded using the ADD button.

Show information for: ALL

Counsel	Representing	Filer
James, Sherman	Dockerson, Michaela	<input type="checkbox"/> [edit]
Allegheny County District Attorney's Office	Commonwealth of Pennsylvania	<input type="checkbox"/> [edit]
Parker, Sarah	Barrett, Hari	<input type="checkbox"/> [edit]
James, Sherman	Barrett, Hari	<input type="checkbox"/> [edit]
Allegheny County District Attorney's Office	Commonwealth of Pennsylvania	<input type="checkbox"/> [edit]

Previous Next Save Verify



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

## 13. 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.

## 15. 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 log out of PACFile before continuing this process, your filing can be found under the Saved Filings tab of your Dashboard.

14. Click NEXT

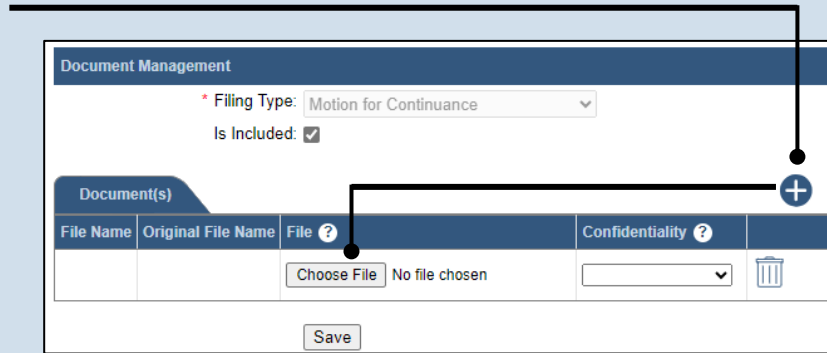
16. Initiate the process to upload the filing document

In the Filing Documents tab, click the Manage Documents icon in the grid for the primary filing type.

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

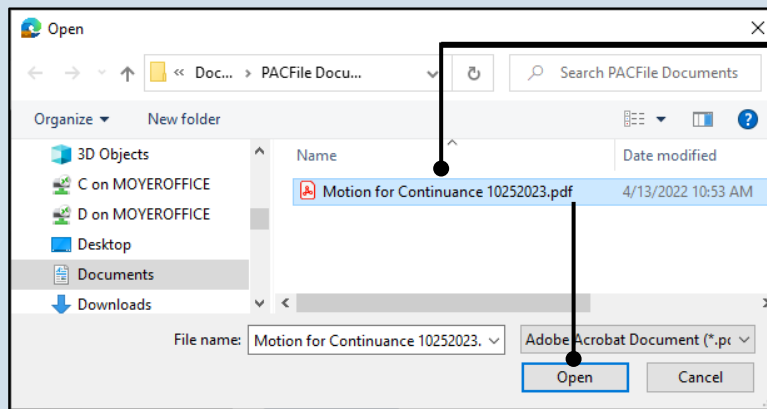
## 17. Initiate the search for your document

In the Document Management popup screen, click the Add Document icon, then click CHOOSE FILE.



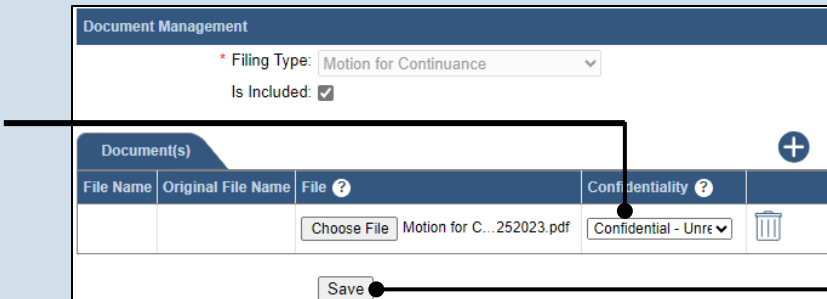
## 18. Upload the electronic version of the filing

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.



## 19. Select a confidentiality

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



## 20. Click SAVE

**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)

## 21. Upload the proof of service

In the Filing Documents tab, click the Manage Documents icon in the grid for the Proof of Service filing type and use Steps 17 - 20 a guide to upload the document.

Participants Counsel eService Filing Documents Verification

Based on the filing type selected in the Filing Type tab, the corresponding documents are listed below.

You must upload at least one electronic file for each required document. Before uploading, click the Manage Documents icon that appears on the filing row.

It is possible to add other filing types that are not listed below. Select a filing type you want to include in your submission and to upload the electronic document.

Filing Type(s)	+	
Filing	Is Included	
Motion for Continuance	✓	
Proof of Service	✓	

## 22. (Optional) Add another filing type & document

If there are additional documents to file now, click the Add Optional Filing icon to access the Document Management popup (not shown here). Choose the appropriate filing type, then use Steps 17 - 20 as a guide to upload the electronic document for the optional filing.

Participants Counsel eService Filing Documents Verification

Based on the filing type selected in the Filing Type tab, the corresponding documents are listed below.

You must upload at least one electronic file for each required document. Before uploading, click the Manage Documents icon that appears on the filing row.

Filing Type(s)	+	
Filing	Is Included	Document
Motion for Continuance	✓	
Proof of Service	✓	

Disclaimer: I certify that this filing complies with the Case Records Public Access Act of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational records, Children and Youth Services' records, marital property inventory and pre-trial statements, and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties must all be filed under the Confidential Document Form cover sheet. See Section 8.0 of the Rules of the Unified Judicial System of Pennsylvania.

Furthermore, I understand that the attachments, except for a Confidential Information Form, must not include the following: social security numbers, financial account numbers (except for the last four digits of the subject of the case and cannot otherwise be identified), driver license numbers, state identification numbers, and dates of birth (except when the minor is charged as a defendant in a criminal matter), contact information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 8.0 of the Rules of the Unified Judicial System of Pennsylvania.

I acknowledge the foregoing Disclaimer

[View Additional Info](#)

Previous Next Save

## 23. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

## 24. Click NEXT

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

## 25. 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.

Participants Counsel eService **Filing Documents** Verification

A summary of your filing appears below. Verify that all the information displayed is complete. If anything is incorrect or 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 want to save the filing for later, click the Save button and exit the wizard. All of your saved filings are available on the Submission page.

IFP Status	Filer(s)	Role
	Barrett, Hari	Juvenile
	Dockerson, Michaela	Juvenile

Docket Number	Short Caption	Filing Name	Viewable To	Document(s)	Filing Fee
CP-02-JV-0001161-2023	In the Interest of: Dockerson, Michaela, a Minor	Motion for Continuance			\$0.00
CP-02-JV-0001162-2023	In the Interest of: Barrett, Hari, a Minor	Motion for Continuance			\$0.00
					\$0.00

Previous Save Verify

## 26. 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 continue to Step 27.

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.

## 27. Review the Payment and Submission page

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

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your action or select the 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 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

Action:

Notes:

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Continuance	CP-02-JV-0001161-2023 CP-02-JV-0001162-2023		Dockerson, Michaela Barrett, Hari	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

Submit

## 29. Choose an action

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

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 30.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 31.

## 28. 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 on an Existing Case (Juvenile, Dependency, Other)

### 30. Identify an approver

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

**Tip** To select multiple recipients, press and hold the [Ctrl] key while clicking on each name.

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

Choose an action below.

\* Action: Request For Approval

\* Recipient(s): Crohn, Steve

Notes:

**Package Information**

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Continuance	CP-02-JV-0001161-2023 CP-02-JV-0001162-2023		Dockerson, Michaela Barrett, Hari	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

Submit

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your or the 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 Case Records Public Access Policy of the Unified Judicial System of Pa confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Submit to Court

Notes:

**Package Information**

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Continuance	CP-02-JV-0001161-2023 CP-02-JV-0001162-2023		Dockerson, Michaela Barrett, Hari	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

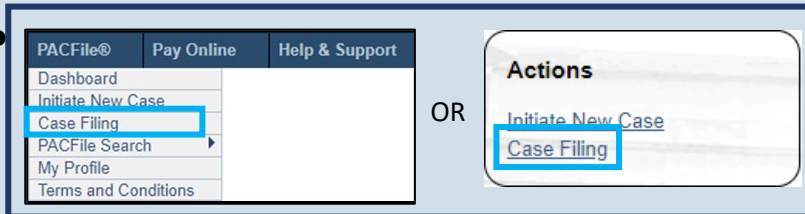
Submit

**31. Click SUBMIT**  
This initiates the selected action.

# How to File on an Existing Case (Criminal)

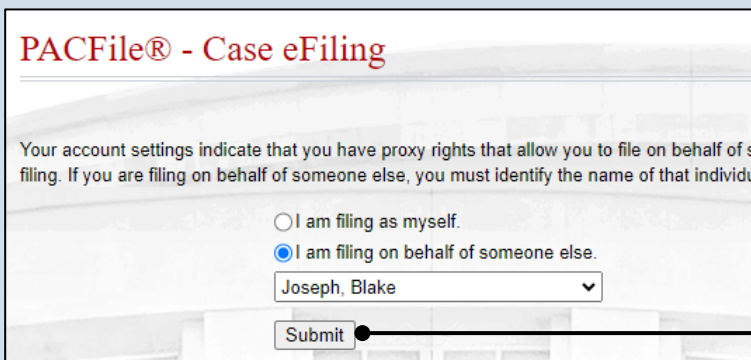
## 1. Open the case filing wizard

Click on the 'Case Filing' option in the PACFile menu or the *Case Filing* link on your Dashboard.



## 3. Identify the case number for the filing

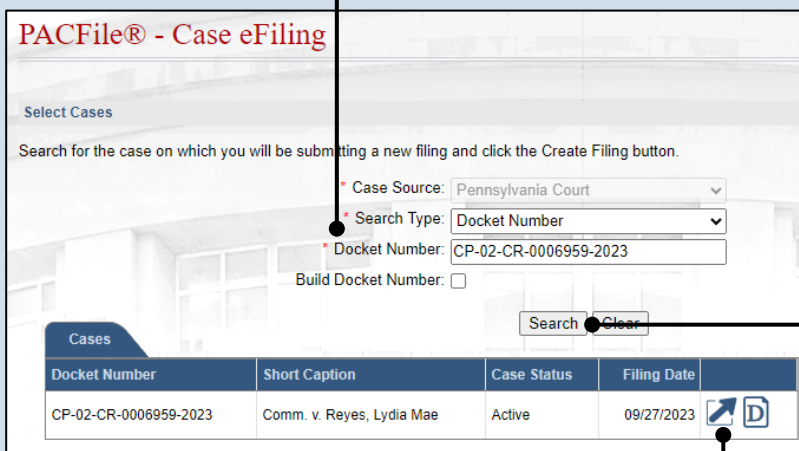
Click in the **Docket Number** field and enter the docket number of the case on which you are filing.



## 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 SUBMIT.

**Tip** If you do not have the exact formatting of the docket number, select the **Build Docket Number** checkbox to use selectable fields to assist in entering the number.



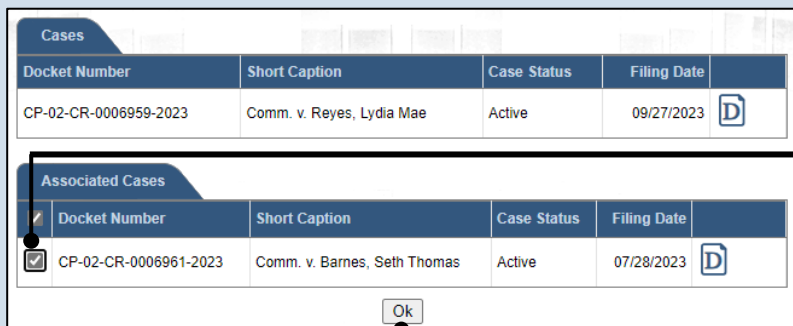
If you have no proxy rights, you will not see this screen. Continue to Step 3.

## 5. Select the case

Within the search results, click the Select Case icon appearing in the grid.

If this action does not identify any associated cases, proceed to Step 8.

If PACFile identifies associated cases, proceed to Step 6.



## 4. Click SEARCH

## 6. Specify any associated cases

When there are other cases associated with the one you identified in Step 5, they will appear below. Select the checkbox for each case to which the new filing applies.

## 7. Click OK

# How to File on an Existing Case (Criminal)

## 8. Select a filing type

In the **Filing Type** dropdown, select the type of document you are filing.

Select Filing

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

Court Type: Court of Common Pleas

County: Allegheny

\* Docket Type: Criminal

\* Case Category: Court Case

\* Filing Type: Motion for Continuance

Description:

Submit

## 10. Click SUBMIT

## 9. (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 will only be visible to you. The filing office will never see this information.

Participants Counsel eService Filing Documents

The participants on this Common Pleas Court case are must be recorded using the ADD button.

Show information

Participant	Docket N	Filer
Reyes, Martha Nancy	CP-02-CF	<input type="checkbox"/>
Reyes, Lydia Mae	CP-02-CF	<input type="checkbox"/>
Commonwealth of Pennsylvania	CP-02-CF	<input checked="" type="checkbox"/>

Next Save

## 11. Bypass the Participants tab

In the Participant tab, click NEXT.

## 12. Bypass the Counsel tab

In the Counsel tab, click NEXT.

Participants Counsel eService Filing Documents

The attorneys on this Common Pleas case. All other attorneys must be recorded using the ADD button.

Counsel	Representing
James, Sherman	Dockerson, Michaela
Allegheny County District Attorney's Office	Commonwealth of Pennsylvania
James, Sherman	Barrett, Hari
Allegheny County District Attorney's Office	Commonwealth of Pennsylvania

Previous Next Save

### 13. 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.

### 15. 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 Saved Filings tab on your Dashboard.

14. Click NEXT

Filing	Is Included
Motion for Continuance	✓
Proof of Service	✓

16. Initiate the process to upload the filing document

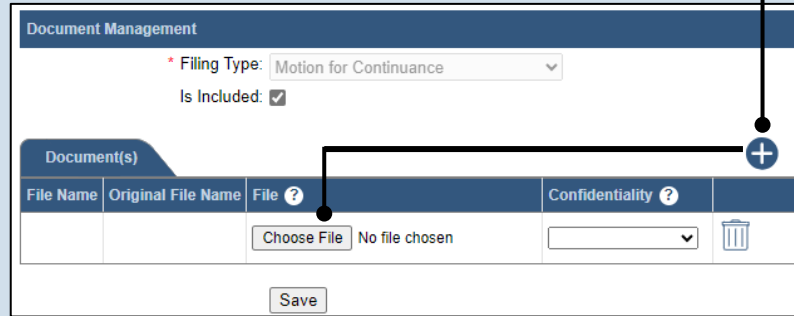
In the Filing Documents tab, click the Manage Documents icon in the grid for the primary filing type.



# How to File on an Existing Case (Criminal)

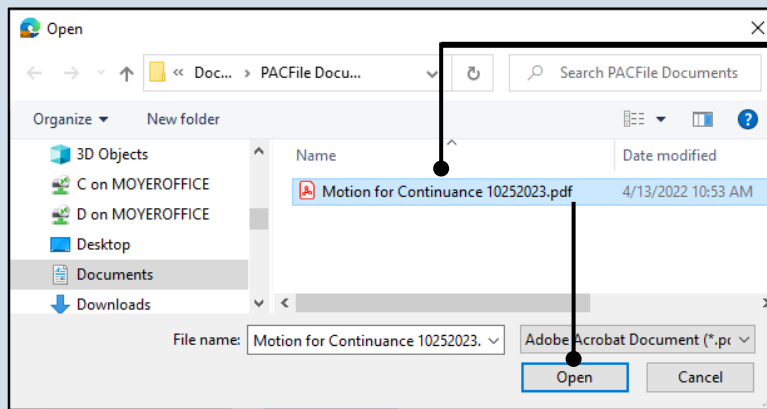
## 17. Initiate the search for your document

In the Document Management popup screen, click the Add Document icon and then click CHOOSE FILE.



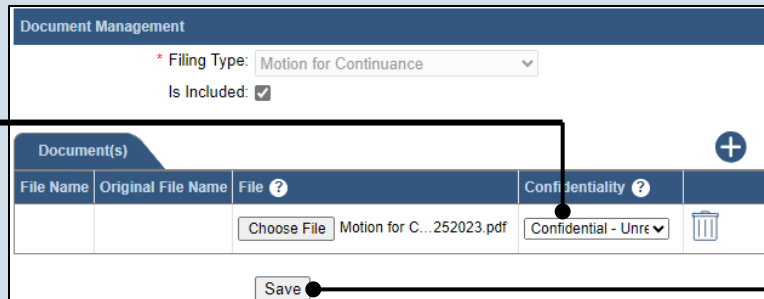
## 18. Upload the electronic version of the filing

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.



## 19. Select a confidentiality

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



## 20. Click SAVE

**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>

## 21. Upload the proof of service

In the Filing Documents tab, click the Manage Documents icon in the grid for the Proof of Service filing type and use Steps 17 - 20 as a guide to upload the document.

Filing Type(s)	Is Included	Docu
Motion for Continuance	✓	
Proof of Service	✓	

## 22. (Optional) Add another filing type & document

If there are additional documents to file now, click the Add Optional Filing icon to access the Document Management popup (not shown here). Choose the appropriate filing type, then use Steps 17-20 as a guide to upload the electronic document for the optional filing.

## 23. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

Disclaimer: I certify that this filing complies with the Case Records Public Access Act of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational records, Children and Youth Services' records, marital property inventory and pre-trial statements, and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties must all be filed under the Confidential Document Form cover sheet. See Section 8.0 of the Rules of Criminal Procedure.

Furthermore, I understand that the attachments, except for a Confidential Information Form, must include the following: social security numbers, financial account numbers (except for the last four digits of the subject of the case and cannot otherwise be identified), driver license numbers, state identification numbers, and dates of birth (except when the minor is charged as a defendant in a criminal matter), except for the victim's name. See Section 1931(a) of the Rules of Criminal Procedure.

I acknowledge the foregoing Disclaimer

[View Additional Info](#)

## 24. Click NEXT

# How to File on an Existing Case (Criminal)

## 25. 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.

Participants Counsel eService Filing Documents Verification

A summary of your filing appears below. Verify that all the information displayed is complete. If anything is incorrect or incomplete, return to the appropriate tab and make the necessary changes.

When you are ready to start the submission process, click the Verify button. At this time, click the Save button and exit the wizard. All of your saved filings are available on your dashboard.

IFP Status	Filer(s)	Role
	Barnes, Seth Thomas	Defendant
	Reyes, Lydia Mae	Defendant

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document(s)	Filing Fee
CP-02-CR-0006959-2023	Comm. v. Reyes, Lydia Mae	Motion for Continuance			\$0.00
CP-02-CR-0006961-2023	Comm. v. Barnes, Seth Thomas	Motion for Continuance			\$0.00
					\$0.00

Previous Save Verify

## 26. 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 continue to Step 27.

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.

## 27. Review the Payment and Submission page

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

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your acknowledgment of the 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 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

Action:

Notes:

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Continuance	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Sherman L	WCP1967C200000

\* Indicates primary filing

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

Submit

## 28. 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>

## 29. Choose an action

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

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 30.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 31.

# How to File on an Existing Case (Criminal)

## 30. Identify an approver

Select the one or more of the individuals who have the authority to approve the filing.

**Tip:** To select multiple recipients, press and hold the [Ctrl] key while clicking on each name.

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

Choose an action below.

\* Action: Request For Approval

\* Recipient(s): Crohn, Steve

Notes:

Package Information								
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Continuance	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

Submit

## PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your or the 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 Case Records Public Access Policy of the Unified Judicial System of Pa confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Submit to Court

Notes:

Choose an action below.

\* Action: Submit to Court

Notes:

Package Information								
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Continuance	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

Submit

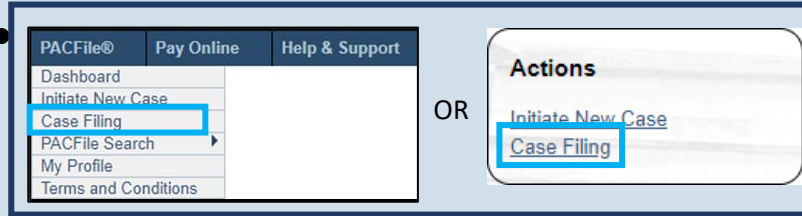
## 31. Click SUBMIT

This initiates the selected action.

# How to File an Appearance on an Existing Case

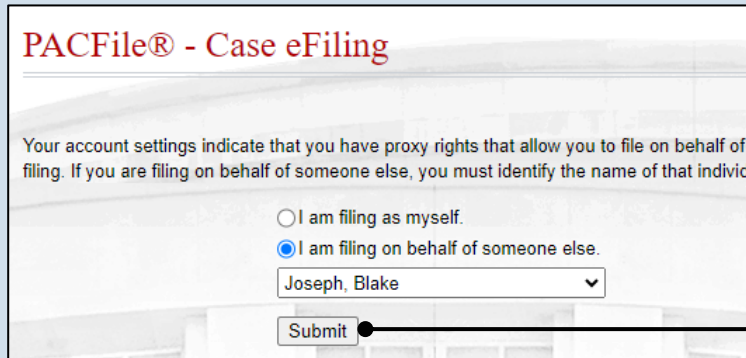
## 1. Open the case filing wizard

Click on the 'Case Filing' option in the PACFile menu or the Case Filing link on your Dashboard.



## 3. Identify the case number for the filing

In the Select Cases screen, click in the Docket Number field and enter the docket number of case on which you are filing.

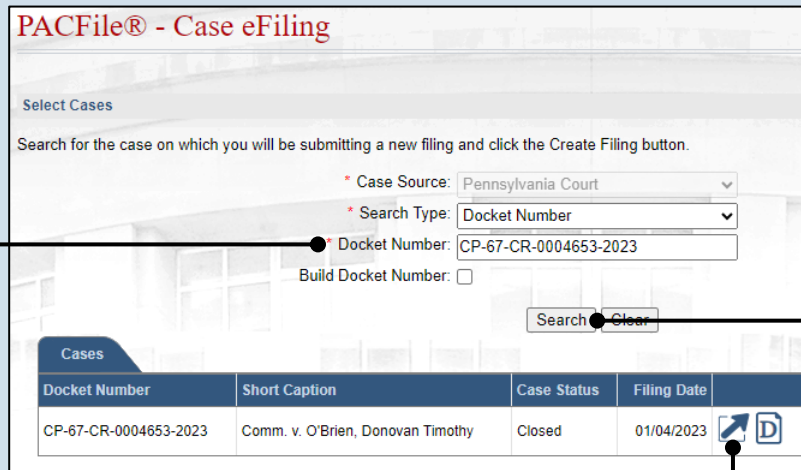


## 2. Select your proxy status

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 SUBMIT.

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

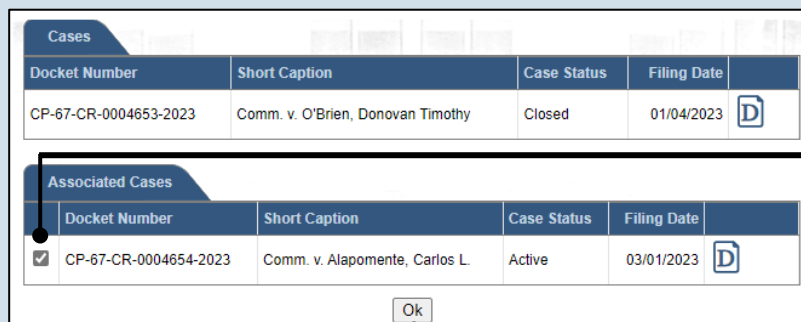
**Tip:** If you do not have the exact formatting of the docket number, select the **Build Docket Number** checkbox to use selectable fields to assist in entering the number.



## 4. Click SEARCH

## 5. Select the case

Within the search results, click the Select Case icon appearing in the grid.



## 6. Specify any associated cases

When there are other cases associated with the one you identified in Step 5, they will appear below. Select the checkbox for each case to which the new filing applies.

If this action does not identify any associated cases, proceed to Step 8.

If PACFile identifies associated cases, continue to Step 6.

## 7. Click OK

# How to File an Appearance on an Existing Case

## 8. Select the Filing Type

In the Select Filing screen, click the **Filing Type** dropdown and select 'Entry of Appearance'.

Select Filing

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

Court Type: Court of Common Pleas

County: York

\* Docket Type: Criminal

\* Case Category: Court Case

\* Filing Type: Entry of Appearance

Description:

Submit

## 10. Click SUBMIT

## 9. (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 will only be visible to you. The filing office will never see this information.

Participants Counsel eService Filing Documents

The participants on this Common Pleas Court case are listed below. All other participants must be recorded using the ADD button.

Show information for: ALL

Participant	Docket Number	Filer	
York County Adult Probation	CP-67-CR-0004653	<input type="checkbox"/>	
O'Brien, Donovan Timothy	CP-67-CR-0004653	<input checked="" type="checkbox"/>	
Johnson, Matthew J.	CP-67-CR-0004653	<input type="checkbox"/>	

Next Save

**11. Bypass the Participants tab**  
In the Participant tab, click NEXT.

**Tip** The names of case participants will be redacted using initials on juvenile and other secure case types. Protected participants (ex. crime victims, witnesses, etc.) are redacted on all case types.

## 12. Initiate the process to add yourself as an attorney

In the Counsel tab, click the Add Self icon above the grid. The Add Self popup displays.

Participants Counsel eService Filing Documents

The attorneys on this Common Pleas Court case are listed below. All other attorneys must be recorded using the ADD button.

Show information for: ALL

Counsel	Representing	
Parker, Sarah	Alapomente, Carlos L.	
York County District Attorney's Office	Commonwealth of Pennsylvania	
York County District Attorney's Office	Commonwealth of Pennsylvania	

**Tip** If you are an attorney, the Add Self function will add you as an attorney. If you are filing on behalf of an attorney, the Add Self function adds that attorney.

# How to File an Appearance on an Existing Case

## 13. Select the attorney record

In the Add Self popup screen, select the radio button next to the attorney's name.

Counsel	PA Bar Number	Law Firm
<input checked="" type="radio"/> James, Sherman	900013	

Select

14. Click SELECT

## 15. 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.

Participant Category: Person

\* First Name: Sherman

Middle Name:

\* Last Name: James

Generation:

PA Bar Number: 900013

Phone Number 1: (412) 593-5555

Phone Number 1 Ext:

Phone Number 2: ( ) - -

Phone Number 2 Ext:

Fax Number: ( ) - -

Email Address: 900013@test.ars

Address Type: Work

Address Line 1: Grant, Wallace & Rosencranz LLC

17. Click SAVE

Representing:

- Bell, Lauren (CP-67-CR-0004654-2023, Witness for Commonwealth)
- Alapomente, Carlos L. (CP-67-CR-0004654-2023, Defendant)
- Aikey, Brian (CP-67-CR-0004654-2023, Affiant)
- Commonwealth of Pennsylvania (CP-67-CR-0004654-2023, Prosecution)
- Johnson, Matthew J. (CP-67-CR-0004653-2023, Affiant)
- O'Brien, Donovan Timothy (CP-67-CR-0004653-2023, Defendant)
- York County Adult Probation (CP-67-CR-0004653-2023, Probation/Parole Department)
- Commonwealth of Pennsylvania (CP-67-CR-0004653-2023, Prosecution)

Save

## 16. Identify the case participants

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

## 18. On the confirmation message, click OK

The attorney record is added to the grid in the Counsel tab.

ujsportaltest.pacourts.us says

Saved Successfully!

OK

# How to File an Appearance on an Existing Case

## 19. Click NEXT

The attorneys on this Common Pleas Case Confirmation is accurate. All other attorneys must be recorded using the ADD button.

Show information

Counsel		
Parker, Sarah	York County, Pennsylvania	
James, Sherman	York County, Pennsylvania	
York County District Attorney's Office	York County, Pennsylvania	
James, Sherman	York County, Pennsylvania	
York County District Attorney's Office	York County, Pennsylvania	

Previous Next Save

## 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.

## 21. Click NEXT

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

**Case Participants**

Name
<input checked="" type="checkbox"/> York County Adult Probation

**Attorneys**

Name
<input type="checkbox"/> Parker, Sarah
<input checked="" type="checkbox"/> York County District Attorney's Office
<input type="checkbox"/> James, Sherman

Previous Next Save



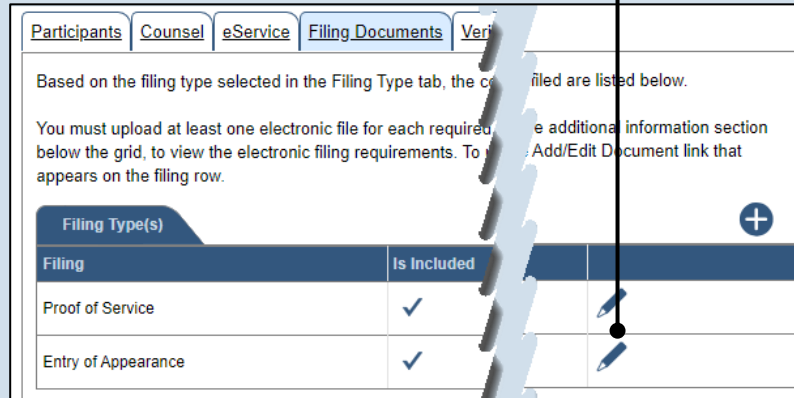
# How to File an Appearance on an Existing Case

## 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 Saved Filings tab on your Dashboard.

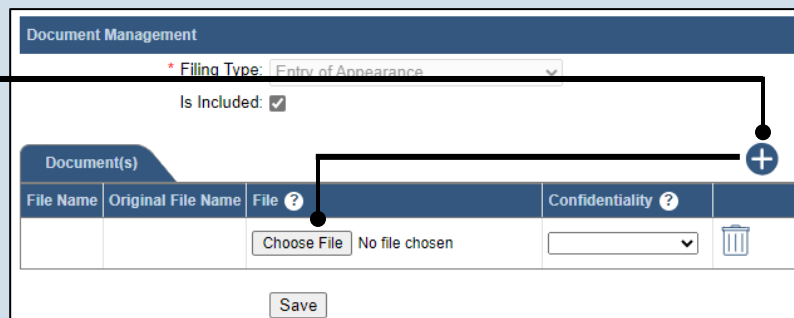


## 23. Initiate the process to upload the entry of appearance document

In the Filing Documents tab, click the Manage Documents icon in the grid for the Entry of Appearance.

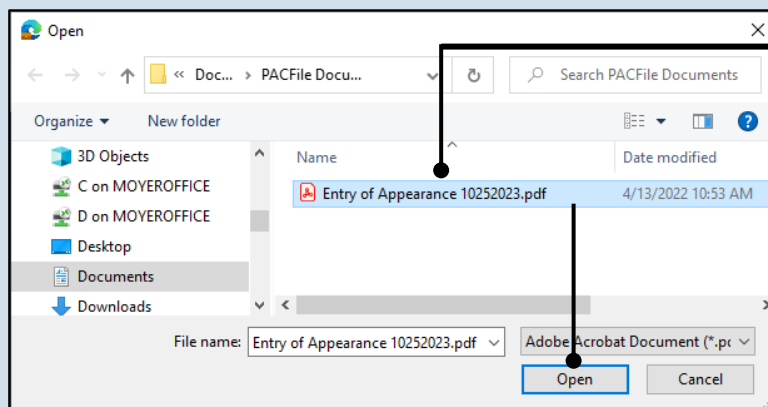
## 24. Initiate the search for your document

In the Document Management popup screen, click the Add Document icon, then click CHOOSE FILE.



## 25. 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.



# How to File an Appearance on an Existing Case

## 26. Select a confidentiality

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

File Name	Original File Name	File	Confidentiality	
		Choose File	Entry of App...252023.pdf	Confidential - Unre

27. Click SAVE

**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>

## 28. Upload the proof of service

In the Filing Documents tab, click the Manage Documents icon in the grid for the Proof of Service filing type and use Steps 24 - 27 as a guide to upload the document.

Filing	Is Included	
Proof of Service	✓	
Entry of Appearance	✓	

Disclaimer: I certify that this filing complies with the Case Records Public Access Policy of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational records, Children and Youth Services' records, marital property inventory and pre-trial statements, and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties must all be filed under the Confidential Document Form cover sheet. See Section 8.0 of the

Furthermore, I understand that the attachments, except for a Confidential Information, the following: social security numbers, financial account numbers (except for the last four digits of the subject of the case and cannot otherwise be identified), driver license numbers, state identification numbers and dates of birth (except when the minor is charged as a defendant in a criminal matter), contact information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 8.0 of the

\* I acknowledge the foregoing Disclaimer

▶ View Additional Info

29. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

30. Click NEXT

# How to File an Appearance on an Existing Case

## 31. 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.

Participants | Counsel | eService | **Filing Documents** | Verification

A summary of your filing appears below. Verify that all the information displayed is complete. If anything is incorrect or incomplete, return to the appropriate tab and make the necessary changes.

When you are ready to start the submission process, click the Verify button at this time, click the Save button and exit the wizard. All of your saved filings are available on your dashboard.

Filers	
IFP Status	Filer(s)
	Alapomente, Carlos L.
	O'Brien, Donovan Timothy

Referenced Cases and Current Filings In Progress					
Docket Number	Short Caption	Filing Name	Viewable To	Document(s)	Filing Fee
CP-67-CR-0004654-2023	Comm. v. Alapomente, Carlos L.	Entry of Appearance			\$0.00
CP-67-CR-0004653-2023	Comm. v. O'Brien, Donovan Timothy	Entry of Appearance			\$0.00
					\$0.00

Previous Save Verify

## 32. 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 continue to Step 33.

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.

## 33. Review the Payment and Submission page

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

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your acknowledgment of the 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 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

Action:

Notes:

Package Information								
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Entry of Appearance	CP-67-CR-0004654-2023 CP-67-CR-0004653-2023		Alapomente, Carlos L. O'Brien, Donovan Timothy	James, Sherman L.	WCP1967C200000

\* indicates primary filing

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

Submit

## 34. 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>

## 35. Choose an action

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

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 36.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 37.

# How to File an Appearance on an Existing Case

## 36. Identify an approver

In the Recipient(s) field, select one or more of the individuals who have the authority to approve the filing.

**Tip** To select multiple recipients, press and hold the [Ctrl] key while clicking on each name.

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

Choose an action below.

\* Action: Request For Approval

\* Recipient(s): Crohn, Steve

Notes:

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Entry of Appearance	CP-67-CR-0004654-2023 CP-67-CR-0004653-2023		Alapomente, Carlos L. O'Brien, Donovan Donovan Timothy	James, Sherman L	WCP1967C200004

\* indicates primary filing

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

Submit

## PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your or the 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 Case Records Public Access Policy of the Unified Judicial System of Pa confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Submit to Court

Notes:

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Entry of Appearance	CP-67-CR-0004654-2023 CP-67-CR-0004653-2023		Alapomente, Carlos L. O'Brien, Donovan Donovan Timothy	James, Sherman L	WCP1967C200004

\* indicates primary filing

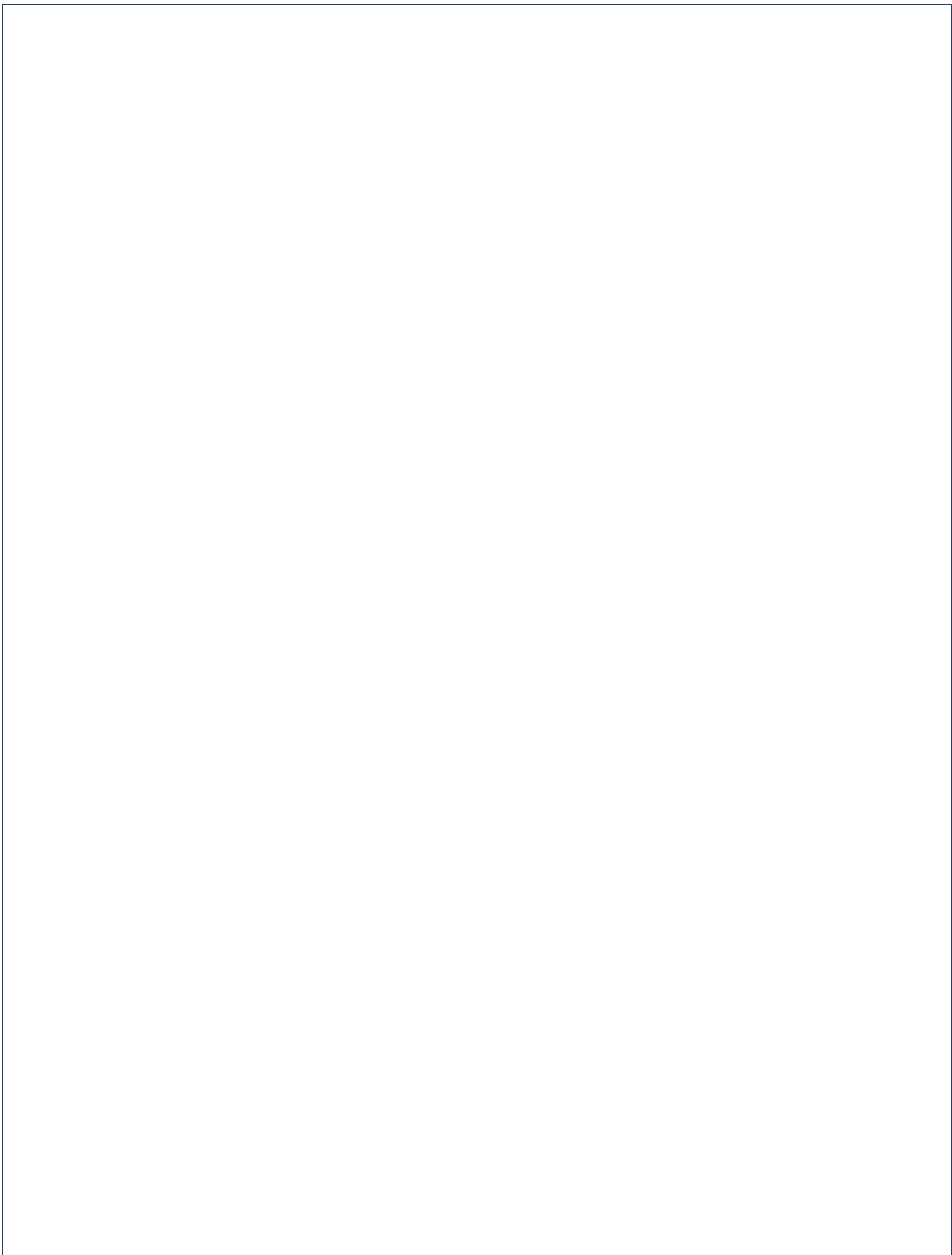
Total Invoiced: \$0  
Total Due Today: \$0

Submit

## 37. Click SUBMIT

This initiates the selected action.

# Working with Saved Filings



# How to Continue Saved Filings

## 1. Continue, approve, or submit a filing?

On your dashboard, separate grids appear when unsubmitted filings exist in one of three possible statuses (see descriptions at right).

To continue a filing in the Saved Filings tab, complete Step 2 only.

To approve a filing in the Approval Requested tab, complete Step 3 only.

To complete the submission process on one or more of the filings in the Submission Requested tab, proceed to Step 4.

Filings				
Saved Filings (7)		Approval Requested (4)		Submission Requested (1)
This grid displays filings that were saved and discontinued before the wizard				
<input type="checkbox"/>	Description	Filing Type	Filing Name(s)	Docket Num
<input type="checkbox"/>	None entered	Ancillary Filing	*Motion for Finding of Aggravated	CP-67-DP-

**Saved Filings tab** – 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 tab** – 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 tab** – 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. Open the saved filing

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

**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.

Filings							
Saved Filings (7)		Approval Requested (4)		Submission Requested (1)			
This grid displays filings that were saved and discontinued before the wizard the filing process.							
<input type="checkbox"/>	Description	Filing Type	Filing Name(s)	Docket Num	Date	Fee	Document(s)
<input type="checkbox"/>	None entered	Ancillary Filing	*Motion for Modification of Bail	CP-02-CR-0006959-2023	/2023		
<input type="checkbox"/>	None entered	Initiating Filing	*Petition for Allowance of Appeal	100 WDA 2023	/2023		
<input type="checkbox"/>	None entered	Initiating Filing	*Petition for Allowance of Appeal	1410 EDA 2023	/2023		

# How to Continue Saved Filings

### 3. Open the approval requested filing

Identify the filing that you want to approve and click on the corresponding View/Edit icon.

**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.

**Filings**

Saved Filings (7) | **Approval Requested (4)** | Submission Requested (1)

This grid displays saved filings that have been assigned to a supervisory administrator for any filing by clicking on the corresponding View link.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Filing Date	Fee	Document(s)	View/Edit	Delete
None entered	Ancillary Filing	*Application for Relief	2378 EDA 2022	10/2023				
None entered	Ancillary Filing	*Entry of Appearance	1214 EDA 2018	10/2023				
None entered	Ancillary Filing	*Entry of Appearance	1752 EDA 2022	10/2023				

### 4. Identify the approved filings

Identify the approved filing that you want to submit to the court by clicking the corresponding View/Edit icon.

**Filings**

Saved Filings (7) | Approval Requested (4) | **Submission Requested (1)**

This grid displays saved filings that have been approved by a supervisory administrator for any filing by clicking on the corresponding View link.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Filing Date	Fee	Document(s)	View/Edit	Delete
None entered	Initiating Filing	*Dependency Petition Motion for Finding of Aggravated Circumstances	CP-67-DP-0000218-2023					

### 5. Verify the filing

In the Verification tab of the PACFile wizard, click the VERIFY button.

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

Participants | Counsel | eService | Filing Documents | **Verification**

A summary of your filing appears below. Verify that all the information displayed is correct or 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 are not ready, click the Save button and exit the wizard. All of your saved filings are available in the Filings page.

Filers		
IFP Status	Filer(s)	Role
	Barnes, Seth Thomas	Defendant
	Reyes, Lydia Mae	Defendant

Referenced Cases and Current Filings In Progress				
Docket Number	Short Caption	Filing Name	Viewable To	Document(s)
CP-02-CR-0006959-2023	Comm. v. Reyes, Lydia Mae	Motion for Modification of Bail		
CP-02-CR-0006961-2023	Comm. v. Barnes, Seth Thomas	Motion for Modification of Bail		

Previous | Save | **Verify**



## 6. Certify the filing

In the Payment and Submission screen, 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>

## 8. Click SUBMIT

This initiates the selected verification action.

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your aut the 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 Case Records Public Access Policy of the Unified Judicial System of Pen confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: **Submit to Court**

Notes:

Package Information								
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Modification of Bail	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Sherman L	WCP0502C200000560

\* indicates primary filing

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

**Submit**

## 7. Select the verification action

Select 'Submit to Court' from the **Action** dropdown.

**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 5.

# 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 **Action** dropdown and select 'Submit to Court'.

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

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and 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 Case Records Public Access Policy of the U documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action:

Notes:

Package Information						
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)
<input type="checkbox"/>		Ancillary	*Brief	26 EAP 2023	 	Walker, Nina Walker, Harrison

\* indicates primary filing

## 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 SUBMIT

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 filing

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

## 3. Select an action

Click on **Action** dropdown and select 'Submit to Court'.

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

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select to submit the filing or complete the appropriate routing information.

Any applicable eService is performed immediately following:

**Public Access Policy Certification**

I certify that this filing complies with the provisions of the California Rules of Court that require filing confidential information and documents differently than non-confidential information.

\* Certify:

Choose an action below.

\* Action: **Submit to Court**

Notes:

Package Information					
Invoice	Description	Filing Type	Filing Name(s)	Docket #	Fee
<input type="checkbox"/>		Initiating	*Petition for Allowance of Appeal	453 EDA 450 EDA	\$180.50
<b>Subtotal:</b>					<b>\$180.50</b>

\* indicates primary filing

Total Invoiced: \$0.00  
Total Due Today: \$180.50

**Submit**

## 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 SUBMIT

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

## 5. Review the billing information

The Checkout screen automatically displays the information of the person completing the filing.

If the billing information is correct, proceed to Step 10.

If the billing information is not correct, complete Steps 6-9 as needed.

## 7. Update the billing address

In the **Address Line 1**, **Address Line 2**, **City**, **State**, and **Zip Code** fields, enter the address associated to the credit card being used for payment.

## 9. Update the email address

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

## 11. Click CONTINUE

Reference Number	Description	Current Balance
WSPRED20000620	Kohler, A. v. Wallace, A.	\$90.00
	Subtotal	\$90.00
	Service Fee (2.75%)	\$2.25
	Grand Total	\$92.25

Please enter payer name and billing information based on the card being used for payment.

\* First Name:

\* Last Name:

The address information provided should reflect the billing address of the credit or debit card you are using for payment.

\* Address Location:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Phone Number:

\* Email Address:

**Terms and Conditions**

Customer is solely responsible for ensuring that the terms and conditions it provides to its customers are clear, understandable, and comply with all applicable laws, rules, and regulations, as provided in the U.S. Bank e-Check Payment Terms and Conditions.

**Please review the Terms and Conditions below and click the "I Agree" checkbox to agree to the terms and conditions.**

Please be aware that the Unified Judicial System (UJS) does not issue returns/refunds for filings submitted through the UJS Portal are final and cannot be cancelled after submission. By clicking [Pay] you are agreeing to the terms and conditions of the service and processing fees delineated. If you are unsure of the amount of payment, please contact the court/agency first. Each court/agency reserves the right to refuse payment, please contact the court/agency first. Each court/agency reserves the right to refuse payment, please contact the court/agency first. Each court/agency reserves the right to refuse payment, please contact the court/agency first.

I HAVE READ AND UNDERSTAND THE FOREGOING AGREEMENT AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS.

\* I agree to the Terms and Conditions

## 6. Update the cardholder's name

In the Checkout screen, use the **First Name** and **Last Name** fields to enter the name that appears on the credit card being used for payment.

## 8. Update the phone number

## 10. Read and agree to the terms and conditions

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

## 12. Enter the credit card number

In the payment popup, enter the 16-digit number appearing on the front of your card. Do not enter any spaces between the numbers.

## 14. Enter the Expiration Date

Enter the month and year the card will expire in an MM/YY format.

## 16. Click ADD

**Tip** eService for any applicable participants or attorneys is performed immediately.

The screenshot shows the AOPC payment form. Callouts indicate:
 

- Step 12: The 16-digit credit card number field.
- Step 13: The CVV code field.
- Step 14: The expiration date field (02/25).
- Step 16: The orange 'ADD' button at the bottom.

## 13. Enter the card's CVV code

Enter your CVV code 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.

## 15. Verify the name and address information

**PACFile® - Receipt**

Submitted Filings

The filing(s) listed below has been submitted to the court.

After closing this screen, the details of this filing(s) are accessible on the Recently Completed filing

Package Information							
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Cr
<input type="checkbox"/>		Initiating	*Petition for Allowance of Appeal	453 EDA 2023 450 EDA 2023		Kohler, Angelina	Jos
<input type="checkbox"/>							Bl

## 17. Process complete!

If you see the Submitted Filings screen, your payment was successful. Your credit card is not charged, however, until the filing is accepted by the court.

# How to Approve, Submit, or Return a Filing

## 1. Access filings needing approval

Click on the Approval Requested tab on your dashboard and locate the case that needs approval.

	Description	Filing Type	Filing Name(s)	Document(s)	Date	Fee	Document(s)	
<input type="checkbox"/>	None entered	Initiating Filing	*Dependency Petition	Ba...	4/2023	\$0.00		
<input type="checkbox"/>	None entered	Ancillary Filing	*Motion for Continuance	CP-...	5/2023	\$0.00		
<input type="checkbox"/>	None entered	Ancillary Filing	*Entry of Appearance	CP-...	6/2023	\$0.00		

2. Open the filing  
Click the View/Edit icon in the grid for the filing that needs to be approved. The Case eFiling page opens

## 3. 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).

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, expand the additional section below the grid, to view the electronic filing requirements. To upload an electronic document, click the Upload icon that appears on the filing row.

It is possible to add other filing types that are not listed below. Click the Add Optional Filing icon to select a filing type to include in your submission and to upload the electronic document.

Show information for: ALL

Filing	Is Included	Document(s)
Motion for Extension of Time	✓	
Proof of Service	✓	

Disclaimer: I certify that this filing complies with the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational records, medical/psychological and Youth Services' records, marital property inventory and pre-trial statement provided in Pa.R.C.P. 1920.33, expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties as used in 23 Pa.C.S. filed under the Confidential Document Form cover sheet. See Section 8.0 of the Policy for more information.

Furthermore, I understand that the attachments, except for a Confidential Information Form, shall not contain a social security numbers, financial account numbers (except for the last four digits when an active financial account of the case and cannot otherwise be identified), driver license numbers, state identification numbers, minor's name at birth (except when the minor is charged as a defendant in a criminal matter), or any abuse victim address and phone number as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 7.0 of the Policy for more information.

I acknowledge the foregoing Disclaimer

[View Additional Info](#)

Previous Next Save **Verify**

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

## 5. Certify the filing

In the Payment and Submission screen, 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>

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge the 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 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: [Dropdown menu]

\* Recipient(s): [Dropdown menu with options: Returned For Correction, Request For Submission, Submit to Court]

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information. Any text you enter will not be submitted to or seen by the court.

Notes: [Text area]

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created	Fee
---------	-------------	-------------	----------------	------------------	-------------	----------	---------	-----

## 6. Choose an action

Select one of the following options from the **Action** field and proceed to the corresponding step:

- 'Request for Submission' – Step 7.
- 'Return for Correction' – Step 8.
- 'Submit to Court' – Step 10.

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

## 7. Identify a submitter

In the **Recipient(s)** field, select one or more of the individuals listed who have the authority to submit the filing to the court. Proceed to Step 10.

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

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge the 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 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Request For Submission

\* Recipient(s): Crafting, Johnnn

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information. Any text you enter will not be submitted to or seen by the court.

Notes: [Text area]

# How to Approve, Submit, or Return a Filing

## 8. Select a recipient

In the **Recipient(s)** field, select the individual that created the filing.

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your authority or the 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 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania: confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Returned For Correction

\* Recipient(s): Sherman, James

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information to the designated recipient. The text you enter will not be submitted to or seen by the court.

Notes: The filing contains several errors that need to be corrected. Please refer to the list below:  
1. The guardian's name is misspelled for the cover page.

## 9. Enter notes

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

**Tip** These notes are transmitted to the selected recipient.

## 10. Click SUBMIT

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

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your authority or the 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 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania: confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Submit to Court

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information to the designated recipient. The text you enter will not be submitted to or seen by the court.

Notes:

Package Information									
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number	Status
<input type="checkbox"/>		Ancillary	*Motion for Extension of Time	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Sherman L	WCP0502C20000	Not Submitted

\* indicates primary filing

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

**Submit**



# How to Correct and/or Submit an Approved Filing

## 1. Access the filing

In the Notification section of your Dashboard, locate the 'Filing Returned for Correction' or 'Filing Ready for Submission' notification and click the View icon.

Notifications			
Category ?	Notification Type	Subject	Info
<input type="checkbox"/>	User Action Required	Filing Returned for Correction	"Motion for Extension of Time" returned for correction (CP-02-CR-0006959-2023)

**Tip** If comments were included by the person who sent the filing to you, this can be determined by the presence of the Comment icon ✓. Click the View Notification icon

to read the comments. The same comments also appear in the corresponding e-mail notification.

Participants	Counsel	Service	Filing Documents	Verification		
A summary of your filing appears below. Verify that all the information displayed is complete. If anything is incorrect or incomplete, return to the appropriate tab and make the necessary corrections.						
When you are ready to start the submission process, click the Verify button. If you are not ready at this time, click the Save button and exit the wizard. All of your saved filings are available on your dashboard.						
Filers						
IFP Status	Filer(s)	Role				
	Barnes, Seth Thomas	Defendant				
	Reyes, Lydia Mae	Defendant				
Referenced Cases and Current Filings In Progress						
Docket Number	Short Caption	Filing Name	Viewable To	Document	Filed	Filing Fee
CP-02-CR-0006959-2023	Comm. v. Reyes, Lydia Mae	Motion for Extension of Time				\$0.00
CP-02-CR-0006961-2023	Comm. v. Barnes, Seth Thomas	Motion for Extension of Time				\$0.00
						\$0.00

Previous Save **Verify**

## 3. Click the VERIFY button

## 2. (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.

# How to Correct and/or Submit an Approved Filing

## 4. 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>

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action for filing or complete the 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 Case Records Public Access Policy of the court. I require filing confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Request For Approval

\* Recipient(s):

- Request For Approval
- Submit to Court

When you select an action other than 'Submit to Court', this optional field can be used to communicate the content of the filing. Any text you enter will not be submitted to or seen by the court.

Notes:

## 5. Choose an action

Select one of the following verification options from the **Action** field and proceed to the corresponding step:

- 'Request for Approval' – Select if the filing was returned for correction and needs to be approved. Continue to Step 6.
- 'Submit to Court' – Select if the filing is ready to be submitted. Proceed to Step 7.

## 6. Identify an approver

In the **Recipients** field, select one or more individuals who have the authority to approve the filing.

**Tip:** To select multiple recipients, press and hold the [Ctrl] key while clicking on each name.

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

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action for filing or complete the 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 Case Records Public Access Policy of the court. I require filing confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: Request For Approval

\* Recipient(s): Crafting, John Walker, Michael

**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 5.

Invoice	Description	Filing Type	Filing Name(s)	Docket Number	Status	Fee
<input type="checkbox"/>		Ancillary	*Motion for Extension of Time	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023	Not Submitted	\$0.00
Subtotal:						\$0.00

\* indicates primary filing

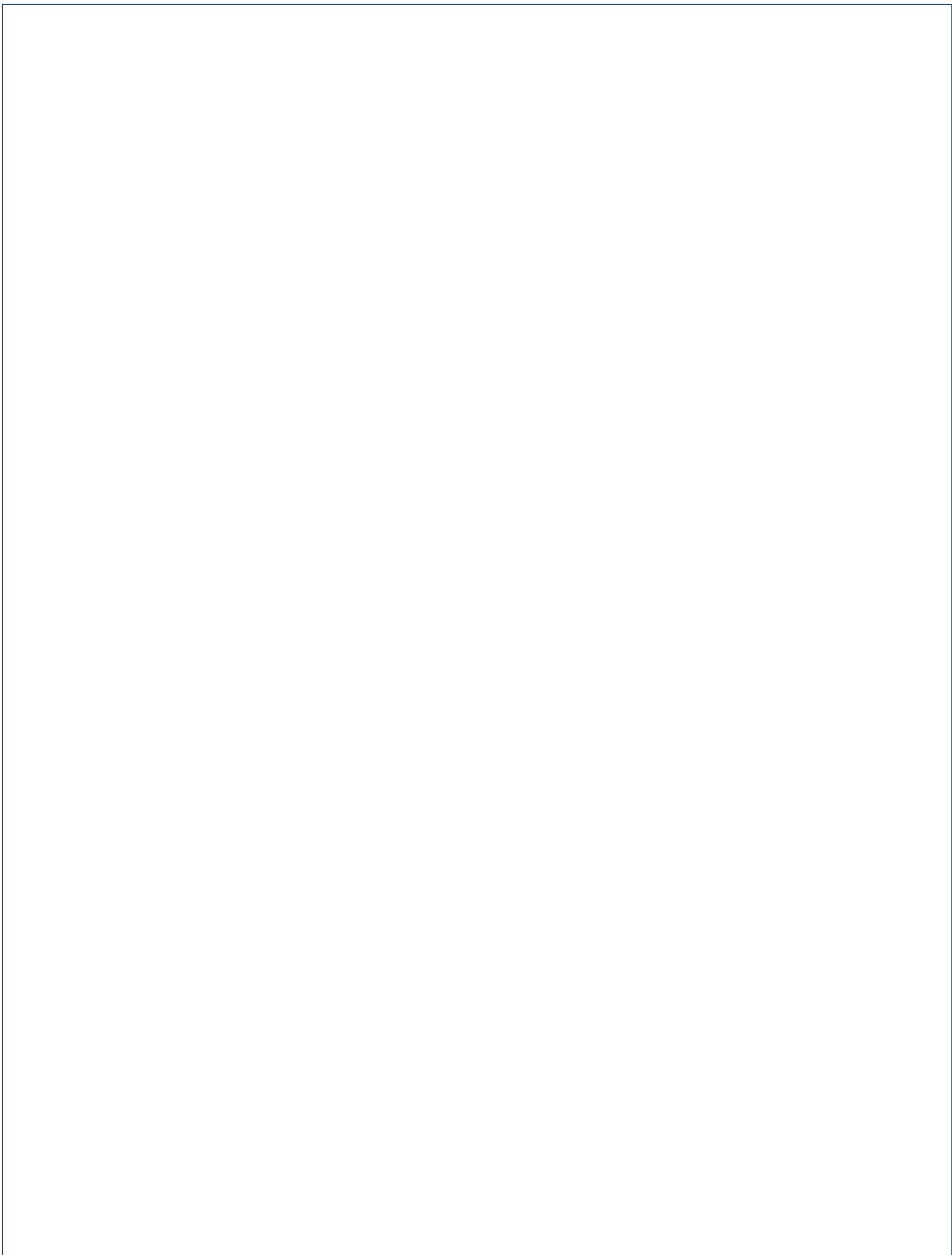
Amount: \$0.00  
Today: \$0.00

Submit

## 7. Click SUBMIT

This initiates the selected verification action.

Proxying



# How to Request Proxy Rights

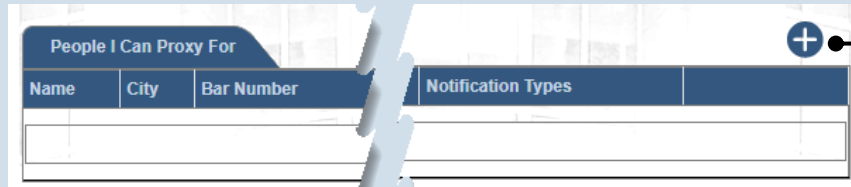
## 1. Open the My Profile screen

Click on the PACFile menu and select the 'My Profile' option.



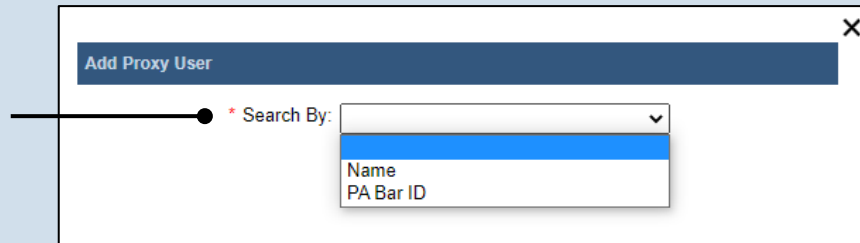
## 2. Click the Add New Record icon

In the My Profile screen, this button appears above the People I Can Proxy For grid.



## 3. Select a Search Type

In the Add Proxy User 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 that have a registered PACFile account.

## 5. Click SEARCH

### Searching By Name

A screenshot of the 'Add Proxy User' form with the following search criteria:

- \* Search By: Name
- \* Last Name: Joseph
- \* First Name: Blake
- \* City: Harrisburg
- \* State: Pennsylvania

A 'Search' button is located at the bottom of the form.

### Searching By Bar Number

A screenshot of the 'Add Proxy User' form with the following search criteria:

- \* Search By: PA Bar ID
- \* PA Bar Number: 900020

A 'Search' button is located at the bottom of the form.

## 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.

## 6. Confirm the individual

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

Account Name	User Name	Email Address	Location	PA Bar Number
<input checked="" type="checkbox"/> bljoseph	Joseph, Blake	900020@test.ars	Harrisburg, PA	900020

## 7. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

**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

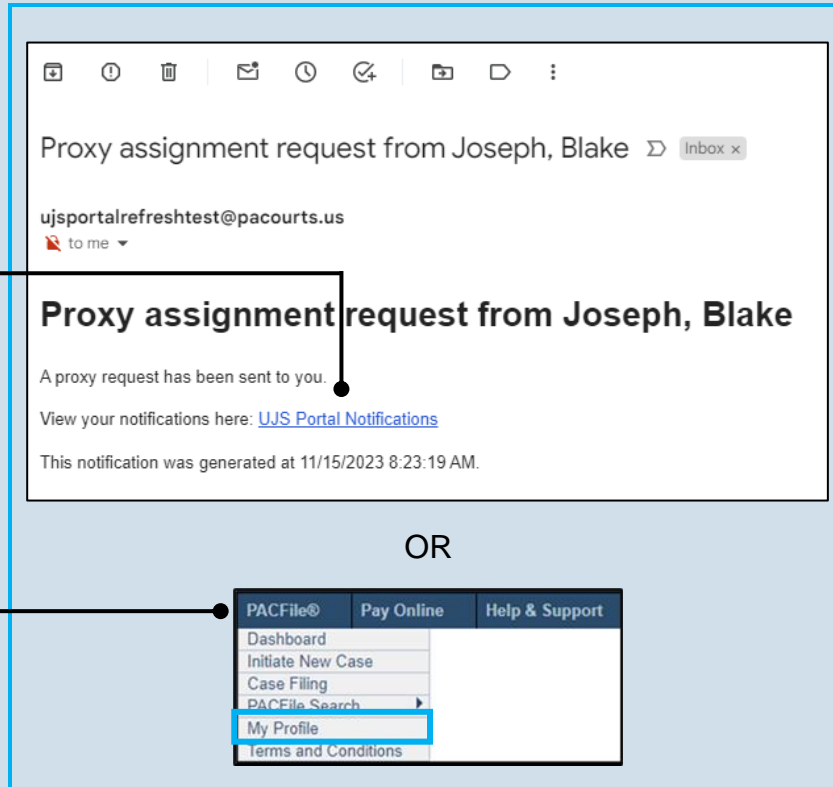
## 1. Open the My Profile screen

Complete one of the following to open the My Profile screen:

- a. If you receive an e-mail notification regarding a proxy request, click on the link within the e-mail and log into PACFile.

OR

- b. If you are logged into PACFile, hover your mouse pointer over the PACFile menu and click on 'My Profile.'



## 2. Assign proxy permissions

In the My Proxies grid of the My Profile screen, locate the individual and click the Approve user's request icon.

## 3. Access proxy permissions

Click the Edit User Proxy Rights icon.



# How to Assign Proxy Rights from a Request

## 4. Assign proxy permissions

In the User Proxy Rights screen, select the checkbox for each proxy right you want to assign to the selected individual.

**Tip** Each of the proxy rights available are defined on the next page.

**Tip** To select all notifications, click the checkbox at the top of the column (to the left of the **Proxy Right Category** column name).

<input type="checkbox"/>	Proxy Right Category	Proxy Right Name
<input type="checkbox"/>	Organization Management	Access Management User
<input checked="" type="checkbox"/>	PACFile Management	Create Initiating Filings
<input checked="" type="checkbox"/>	PACFile Management	Create Ancillary Filings
<input checked="" type="checkbox"/>	PACFile Management	Approve Filings
<input checked="" type="checkbox"/>	PACFile Management	Submit Filings

Submit

## 5. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

## 6. Access proxy notifications

In the My Profile screen, locate the same individual in the My Proxies grid and click the Edit User Notifications icon.

Name	City	Notification Types
Joseph, Blake	Harrisburg, PA	

## 8. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

<input checked="" type="checkbox"/>	Proxy Notification Category	Proxy Notification Name
<input checked="" type="checkbox"/>	eService Received	eService
<input checked="" type="checkbox"/>	Notice of Court	Court Filing
<input checked="" type="checkbox"/>	Notice of Court	Case Initiation
<input checked="" type="checkbox"/>	Notice of Court	Party Filing
<input checked="" type="checkbox"/>	Notice of Court	Non-Party Filing
<input checked="" type="checkbox"/>	Notice of Court	Filing Submitted
<input checked="" type="checkbox"/>	Notice of Court	Filing Accepted
<input checked="" type="checkbox"/>	Notice of Court	Filing Accepted, Payment Changed
<input checked="" type="checkbox"/>	Notice of Court	Filing Rejected
<input checked="" type="checkbox"/>	Notice of Court	Filing Returned for Correction
<input checked="" type="checkbox"/>	Correspondence	Correspondence
<input checked="" type="checkbox"/>	User Action Required	Case Filing Requested

Submit

## 7. Assign proxy notifications

In the User Notifications screen, select the checkbox for each notification type you want the selected individual to receive.

**Tip** Each of the notification types are defined in the *Person-to-Person Proxy Notification Types* reference guide.

**Tip** To select all notifications, click the checkbox at the top of the column (to the left of the **Proxy Notification Category** column name).



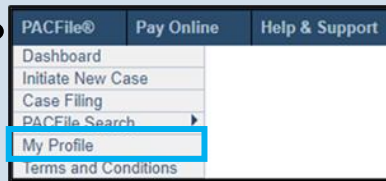
## ➤ Proxy Right Definitions

- **Access Management User** – 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.
- **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.

# How to Assign Proxy Rights without a Request

## 1. Open the My Profile screen

Click on the PACFile menu and select the 'My Profile' option.



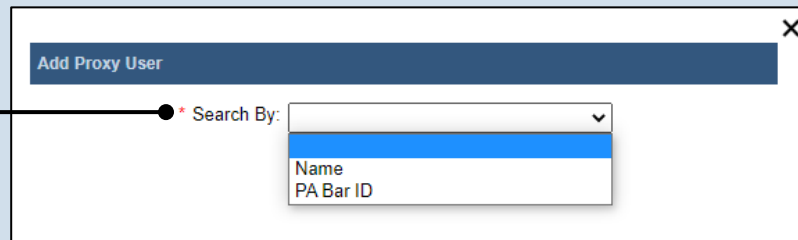
## 2. Click the Add New Record icon

In the My Profile screen, this icon appears above the My Proxies grid.



## 3. Select a search type

In the Add Proxy User screen, you have two ways to search for the prospective proxy. Click on the **Search By** 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.

## 5. Click SEARCH

The image shows two screenshots of the 'Add Proxy User' form, both enclosed in a blue-bordered box. The top screenshot is titled 'Searching By Name' and shows the following fields: '\* Search By:' (dropdown set to 'Name'), '\* Last Name:' (text field with 'Joseph'), '\* First Name:' (text field with 'Blake'), '\* City:' (text field with 'Harrisburg'), and '\* State:' (dropdown set to 'Pennsylvania'). Below these fields is a 'Search' button. The bottom screenshot is titled 'Searching By Bar Number' and shows the following fields: '\* Search By:' (dropdown set to 'PA Bar ID') and '\* PA Bar Number:' (text field with '900020'). Below these fields is a 'Search' button. A black circle and line point to the 'Search' button in the bottom screenshot.

## 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 one where the proxy works.

# 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.

Name	Email Address	Address	City	Bar Number
<input checked="" type="checkbox"/> Joseph, Blake	900020@test.ars	900020 Mailing Street	Harrisburg, PA	900020

## 7. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

## 8. Access proxy permissions

In the My Profile screen, locate the individual in the My Proxies grid and click the Edit User Proxy Rights icon.

Name	City	Notification Types
Joseph, Blake	Harrisburg, PA	

## 9. Assign proxy permissions

In the User Proxy Rights screen, select the checkbox for each proxy right you want to assign to the selected individual.

Proxy Right Category	Proxy Right Name
<input type="checkbox"/> Organization Management	Access Management User
<input checked="" type="checkbox"/> PACFile Management	Create Initiating Filings
<input checked="" type="checkbox"/> PACFile Management	Create Ancillary Filings
<input checked="" type="checkbox"/> PACFile Management	Approve Filings
<input checked="" type="checkbox"/> PACFile Management	Submit Filings

## 10. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

**Tip** Each of the proxy rights available are defined on the bottom of the next page.

# How to Assign Proxy Rights without a Request

## 11. Access proxy notifications

In the My Profile screen, locate the same individual in the My Proxies grid and click the Edit User Notifications icon.

Name	City	Notification Types
Joseph, Blake	Harrisburg, PA	

<input checked="" type="checkbox"/>	Proxy Notification Category	Proxy Notification Name
<input checked="" type="checkbox"/>	eService Received	eService
<input checked="" type="checkbox"/>	Notice of Court	Court Filing
<input checked="" type="checkbox"/>	Notice of Court	Case Initiation
<input checked="" type="checkbox"/>	Notice of Court	Party Filing
<input checked="" type="checkbox"/>	Notice of Court	Non-Party Filing
<input checked="" type="checkbox"/>	Notice of Court	Filing Submitted
<input checked="" type="checkbox"/>	Notice of Court	Filing Accepted
<input checked="" type="checkbox"/>	Notice of Court	Filing Accepted, Payment Changed
<input checked="" type="checkbox"/>	Notice of Court	Filing Rejected
<input checked="" type="checkbox"/>	Notice of Court	Filing Returned for Correction
<input checked="" type="checkbox"/>	Correspondence	Correspondence
<input checked="" type="checkbox"/>	User Action Required	Case Filing Requested

## 12. Assign proxy notifications

In the User Notifications screen, select the checkbox for each notification type you want the selected individual to receive.

**Tip** Each of the notification types are defined in the *Person-to-Person Proxy Notification Types* reference guide.

**Tip** To select all notifications, click the checkbox at the top of the column (to the left of the **Proxy Notification Category** column name).

## 13. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

## ➤ Proxy Right Definitions

- **Access Management User** – 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.
- **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



## ➤ Using this Guide

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

**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.

(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.

**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).

**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.

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

**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.

**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.

### 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

### 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.

### 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 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 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 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 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 Approval Request

**Cancelled** – 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.

### Filing Payment Failure

– Notifications where the PACFile submission process could not be completed because there was a problem during checkout.

### 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.

### Filing Rejected

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

### Filing Returned for Correction

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

## Saved Filing Removal Notice -

Notifications that indicate you have a saved filing that has not been updated in the last 60 days and it will be deleted if not updated within the next 30 days.

## 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.

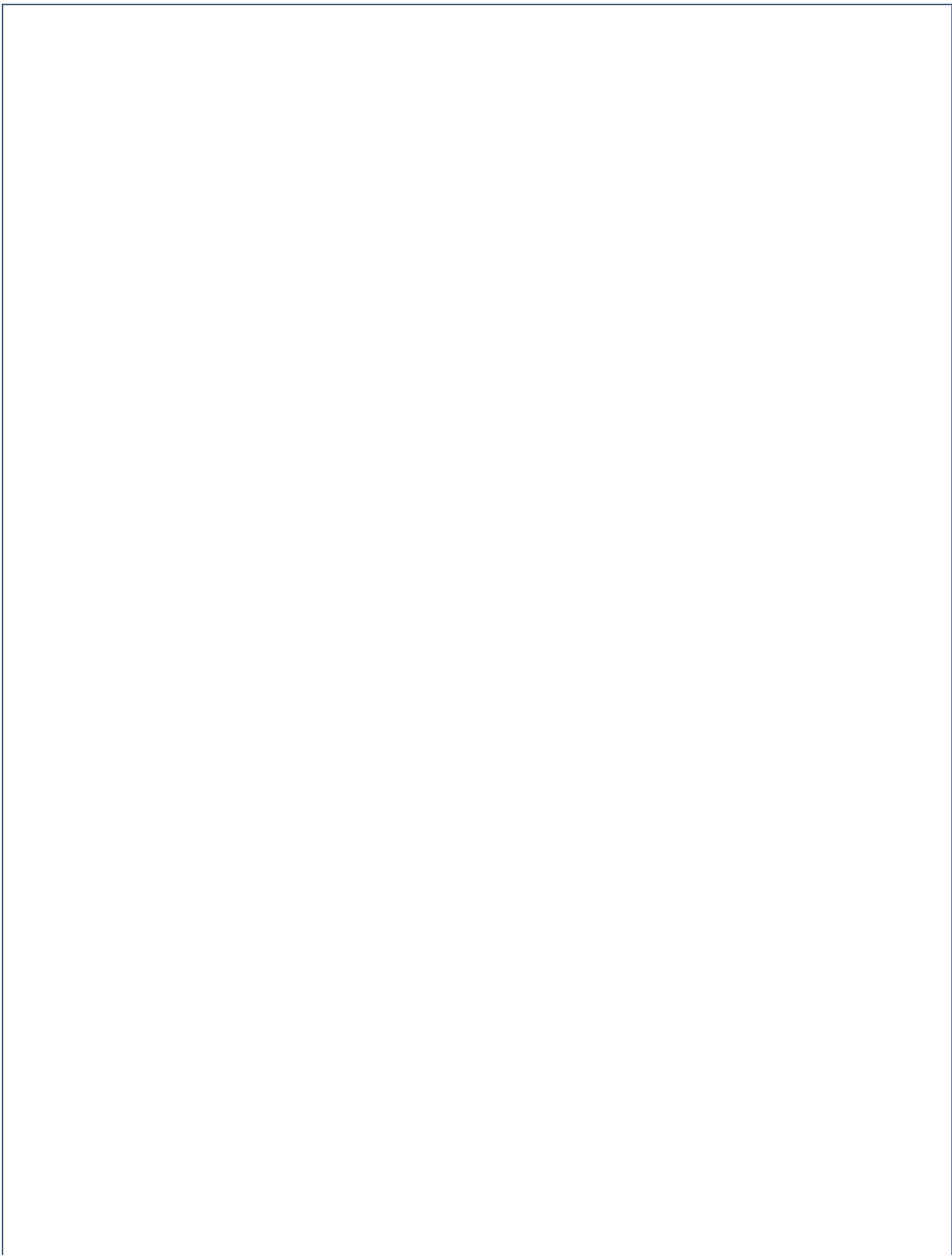
### Case User Access Changed

– 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

## ➤ Using this Guide

Match any number below to the same number on the next page to learn more about the corresponding Dashboard feature. Some features are not applicable to all PACFile users.

Welcome to your PACFile® dashboard! ? Help

**Filings**

1 **Saved Filings (0)**   2 **Approval Requested (2)**   3 **Submission Requested (0)**   4 **Submitted For Actions (0)**   5 **Recently Completed (3)**

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

Description	Filing Type	Filing Name(s)	Docket Number(s)	Filer(s)	Created By	Tracking Number	Status	Status Date	Fee	Document(s)
No results found										

**Notifications**

Category	Notification Type	Subject	Sent	Documents	Other Info
No results found					

**Recent Updates**  
Latest PACFile News  
Updated: 12/30/2021

**Actions**  
Initiate New Case Case Filing

**Search**  
\* Docket/Tracking Number:  
  
Search

**Case Information**  
Appellate Court Filings  
My Cases

**More Actions**  
Notifications

▼ 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 visit our [Help Center](#). Any non-technical questions about specific filing matters should be directed to the court.

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

**PACFile®**  
PENNSYLVANIA COURTS

Refer to #6

1. **Saved Filings** – Lists any unsubmitted filings saved by you or your proxy.
2. **Approval Requested** – Lists any unsubmitted filings that have been sent to a supervisory authority for approval.
3. **Submission Requested** – Lists any saved filings that have been approved by a supervisory authority and are awaiting submission to the court.
4. **Submitted for Actions** – Lists any saved filings that have been shared between organizations for review. Not applicable to most individuals.
5. **Recently Completed** – Lists all filings that you, or your proxy, have submitted in the last 15 days.
6. **Notifications** – Communications regarding your cases, eFilings, or PACFile profile, which are separated into the following categories:
 

**Electronic Service** – Lists all 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 individuals.

**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).

**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.

**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.

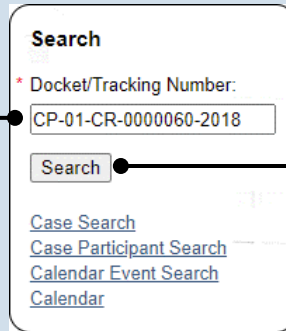
**Proxy Requests** – Authorize and grant permissions to individuals who have requested the right to act as your proxy.

**Administrative** – View notifications that define any situation where your ability to access and submit filings electronically has been affected.
7. **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.
8. **Initiate New Case** – Launch the wizard to initiate a new case filing.
9. **Case Filing** – Launch the wizard to create a filing on an existing case.
10. **Docket/Tracking Number** – Search for a case by docket number and view the corresponding case details. Alternatively, search for a PACFiling based on the unique tracking number it is assigned after it was saved or submitted to the court. More information is available when you, or the individuals you are proxying for, are participating on the case.
11. **Case Search** – Provides the option to search for a case by its docket number, filed date, or by a specific agency, attorney, or participant listed on the case.
12. **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.
13. **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.).
14. **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.
15. **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.
16. **My Cases** – View a list of cases on which you are actively participating.

# Search for a case and view the Docket Entries

## 1. Search for the case

In the Search section of your dashboard, click in the **Docket/Tracking Number** field and enter the docket number of the case you want to view.



**Search**

\* Docket/Tracking Number:  
CP-01-CR-0000060-2018

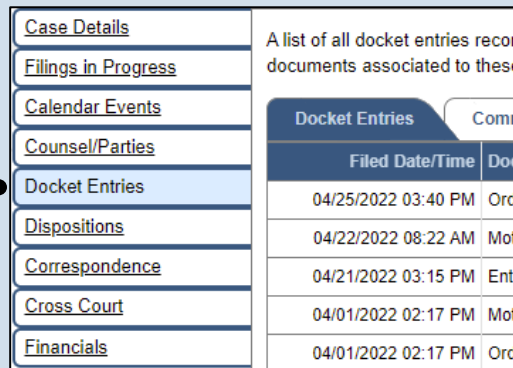
Search

[Case Search](#)  
[Case Participant Search](#)  
[Calendar Event Search](#)  
[Calendar](#)

## 2. Click the SEARCH button

## 3. Click the Docket Entries tab

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



Case Details

Fillings in Progress

Calendar Events

Counsel/Parties

**Docket Entries**

Dispositions

Correspondence

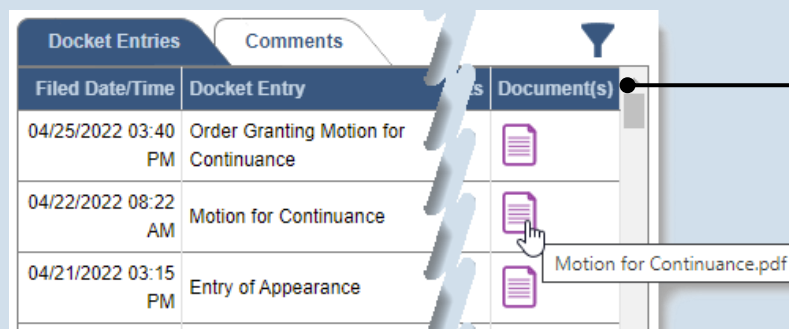
Cross Court




Financials

A list of all docket entries records and documents associated to these documents

Docket Entries		Comments
Filed Date/Time	Doc	
04/25/2022 03:40 PM	Ord	
04/22/2022 08:22 AM	Mot	
04/21/2022 03:15 PM	Entr	
04/01/2022 02:17 PM	Mot	
04/01/2022 02:17 PM	Ord	

**Tip** See the descriptions of the additional tabs on the next page.



Filed Date/Time	Docket Entry	Document(s)
04/25/2022 03:40 PM	Order Granting Motion for Continuance	
04/22/2022 08:22 AM	Motion for Continuance	
04/21/2022 03:15 PM	Entry of Appearance	

Motion for Continuance.pdf

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

**Tip** Hover over the Documents icon to display the name of the document.

➤ Other Case Details tabs

- **Filings in Progress** – View and continue any unsubmitted filings for the case that have been started and saved by either you or your proxy.
- **Calendar Events** – View a summary of the instances in which a case has been scheduled for session before the court.
- **Counsel/Parties** – View the names and contact details for the attorneys and pro se litigants listed on the case.
- **Dispositions** – View a history of all dispositional events on the case and the details of the disposition of every offence at each dispositional event.
- **Correspondence** – Provides access to the letters and other communications, excluding court orders, that the filing office has sent to the attorneys and pro se litigants on a case.
- **Cross Court** – View the list of lower court, Common Pleas, and Appellate court cases that make up the history of a case.
- **Financials** – View the list of financial penalties assessed on a case and payments applied to them.

# View Document Service

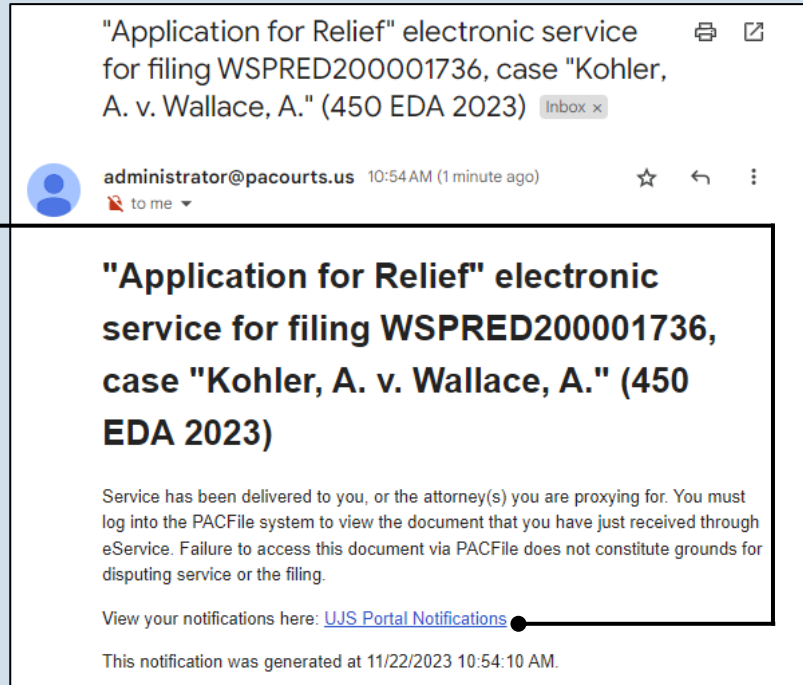
## ➤ Note:

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 image at right.



**2. Log in to the UJS Web Portal**

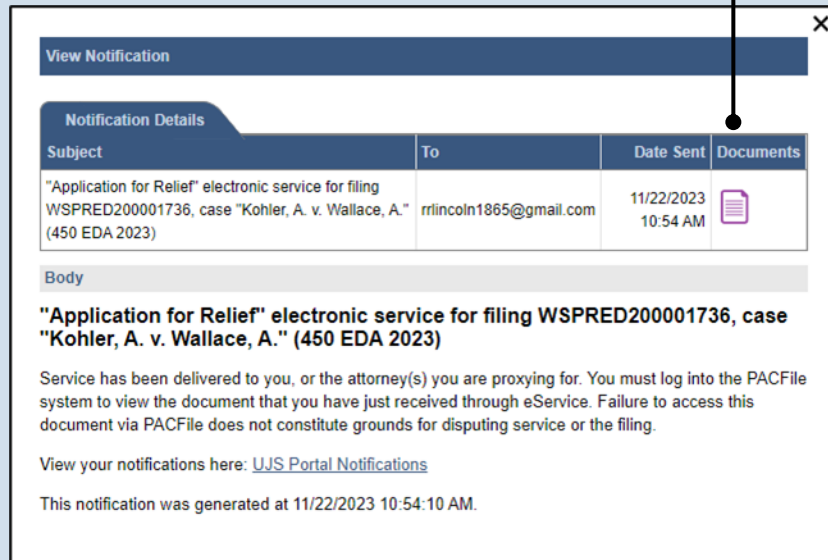
In the Account Login screen, enter your username and password and click the LOGIN button to access PACFile.


### 3. Open the eService documents

In the View Notification screen, click on any of the available Document icon(s)  associated to the notification.

**Tip** Hover your mouse pointer over an icon to view the corresponding document's name.

**Tip** All documents will open within a separate window.



Subject	To	Date Sent	Documents
"Application for Relief" electronic service for filing WSPRED200001736, case "Kohler, A. v. Wallace, A." (450 EDA 2023)	rrlincoln1865@gmail.com	11/22/2023 10:54 AM	

**Body**

**"Application for Relief" electronic service for filing WSPRED200001736, case "Kohler, A. v. Wallace, A." (450 EDA 2023)**

Service has been delivered to you, or the attorney(s) you are proxying for. You must log into the PACFile system to view the document that you have just received through eService. Failure to access this document via PACFile does not constitute grounds for disputing service or the filing.

View your notifications here: [UJS Portal Notifications](#)

This notification was generated at 11/22/2023 10:54:10 AM.

# Subscribe to Case Notifications

## 1. Search for the case

In the Search section of your dashboard, click in the **Docket/Tracking Number** field and enter the docket number of the case you want to view.

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

**Search**

\* Docket/Tracking Number:  
CP-67-CR-4567-2023

Search

[Case Search](#)  
[Case Participant Search](#)  
[Calendar Event Search](#)  
[Calendar](#)

## 2. Click SEARCH

**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 Subscription Notifications icon.

**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.

**PACFile® - Case Details**

Referenced Case Information

Docket Number	Short Caption	Court Office	Case Status	Event Track	Case Progress	Other Info
CP-67-CR-0004657-2023	Comm. v. Barnes, Seth T.	Criminal Division - York	Active	Standard Court Case	Awaiting P	

Case Details | Filings in Progress | Calendar Events | Counsel/Parties | Docket Entries | Dispositions

Long Caption: Commonwealth of Pennsylvania v. Seth T. Barnes  
Docket Type: Criminal  
Case Category: Court Case  
Case Initiation Type: Complaint  
Case Initiation Date: 04/26/2023

## 4. Select notification subscriptions

On the Subscription Notifications popup screen, select the checkbox or checkboxes that appear next to the organizations you proxy for that require notifications for the case.

## 5. Click SAVE

**Subscription Notifications**

Select the organizations that you would like to subscribe for.

Docket Number: CP-67-CR-0004657-2023

Organizations:  York County District Attorney's Office

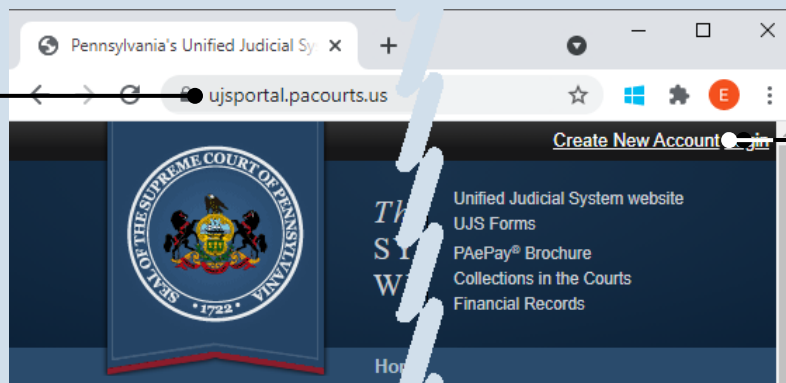
Save

# 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://ujsportal.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 account registration process

On the UJS Web Portal homepage, click the *Create New Account* link in the upper-right corner of the screen.

## 3. Choose a User Name

On the Register New Account screen, enter a username of your choosing. This must be at least three characters long.

**Tip** User names cannot be duplicated and a message will display after Step 5 if the one you chose is already in use.

**Tip** The **Email Address** field should contain your personal or work e-mail address for the receipt of PACFile notices. The **Alternate Email 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.

## 4. Enter your personal information

You must complete all fields with an asterisk (\*) or star (\*).

**Tip** Any address you enter here will appear as your default billing address when you complete the PACFile payment process. This address is also used for any PACFile-created proofs of service that list your mailing address.

**Tip** When making a payment, you will be able to substitute a different address during checkout.

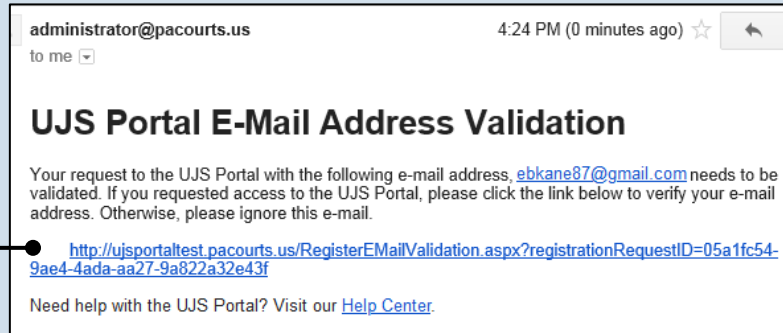
## 5. Click SUBMIT



# How to Create Your Own UJS Web Portal Account

## 6. Confirm your e-mail address

An e-mail from administrator@pacourts.us will be sent to the address you provided. You need to access your e-mail account and click on the link the e-mail contains.



**Tip** You should receive this e-mail within 15 minutes. Check your Junk or Spam folders if it does not appear within that time.

### Complete your Registration

\* Password:

Confirm Password:

Your password must be 10 characters long and contain at least three of the following: one uppercase letter, one lowercase letter, one number, one special character (ex. !@#\$%^&\*).

## 7. Create your password

On the Complete your Registration screen, enter a password and then confirm it by entering it again.

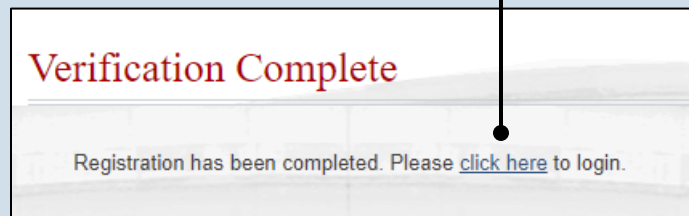
Click the SUBMIT button.

**Tip** Your password must meet the requirements specified onscreen.

## 8. Open the Login page

Your account has been created successfully.

In the Verification Complete screen, click the click here link.



## 9. Log in with your new account

In the Account Login screen, enter the user name and password you just created and click the LOGIN button.

## 10. Need to add a role?

If you are an attorney or police officer, continue to Step 11.

For everyone else, you do not need to add a role. **Congratulations!** This process is complete.

### Account Login

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

\* User Name:

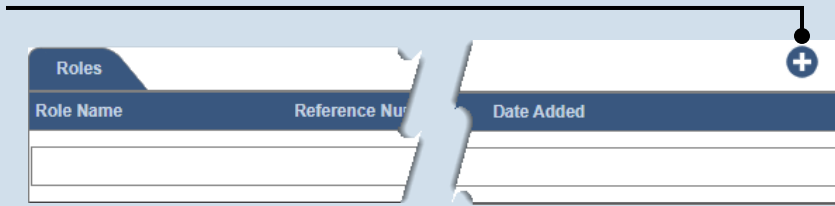
\* Password:

[Forgot my username](#)  
[Forgot my password](#)  
[Create a new user account](#)

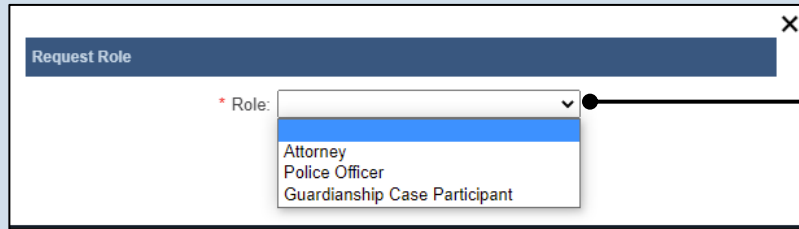
# How to Create Your Own UJS Web Portal Account

## 11. Open the Request Role screen

In the Manage Account screen, click on the Add New Record icon above the Roles grid.



**Tip** If this screen does not appear after completing Step 9, hover over the User Options Menu icon in the upper-right of the page and click 'Manage My Account'.



**12. Choose a role**  
In the Request Role popup, click on the **Role** dropdown and select your role.

If you selected 'Attorney', continue to Step 13.

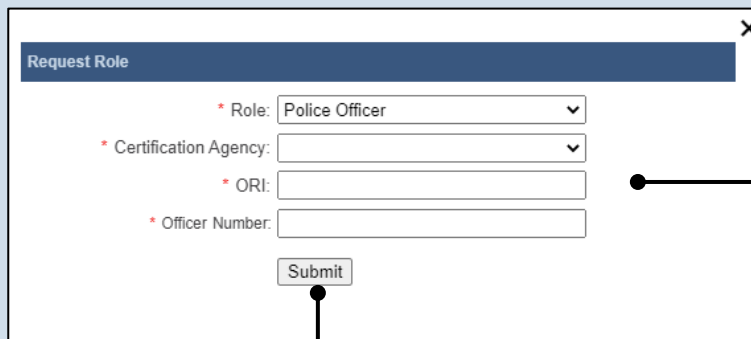
## 13. Enter your Personal ID Numbers

Enter your state bar number and the last four digits of your social security number in the fields provided. Proceed to Step 15.



If you selected 'Police Officer', proceed to Step 14.

**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.



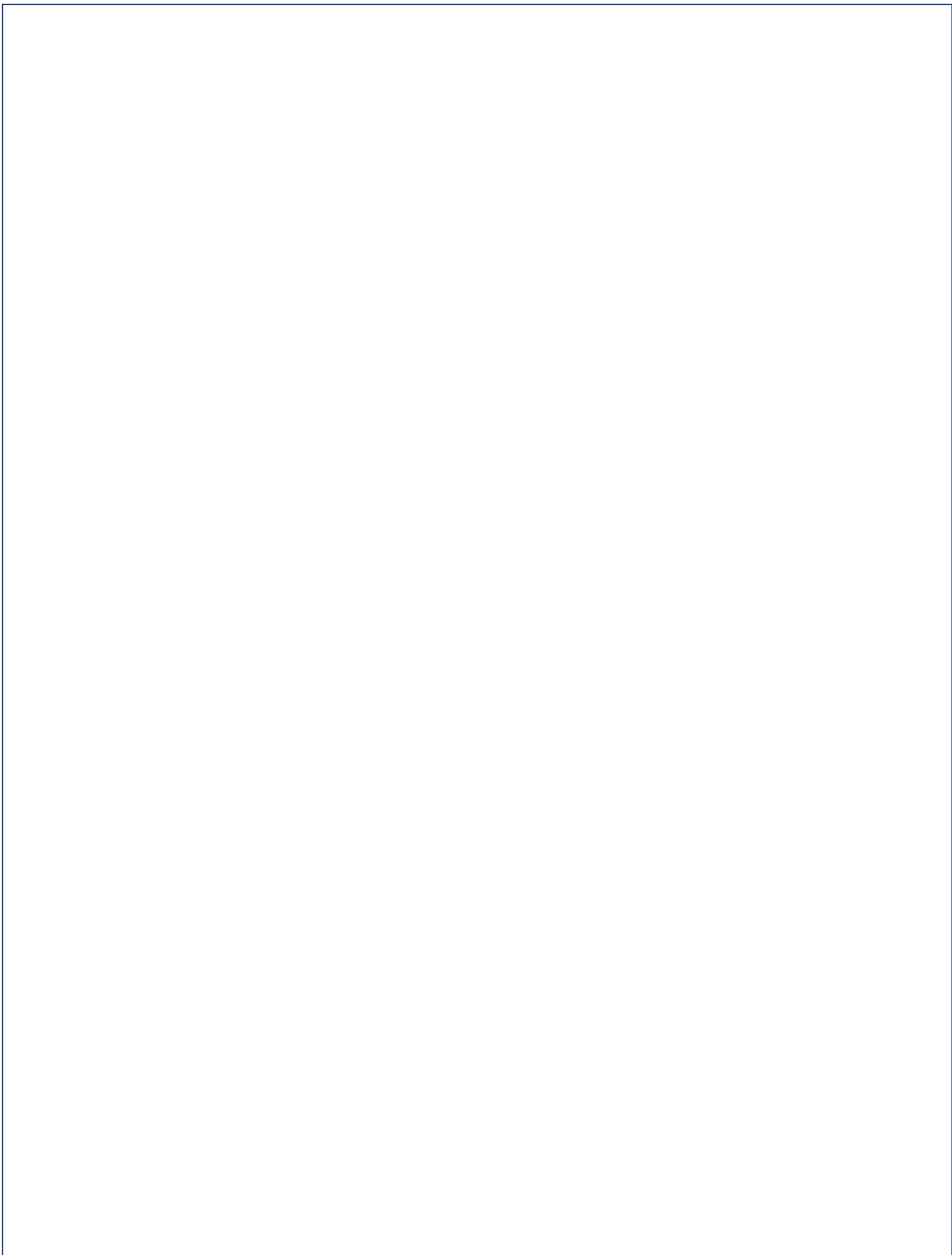
## 14. Enter your Personal ID Numbers

Enter your certification agency, ORI, and officer number in the fields provided.

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

## 15. Click SUBMIT

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



# Need Additional Help?

Click the **Help** link on any PACFile screen

or

Go to the Help & Support menu and click **Help Center**

**AOPC**