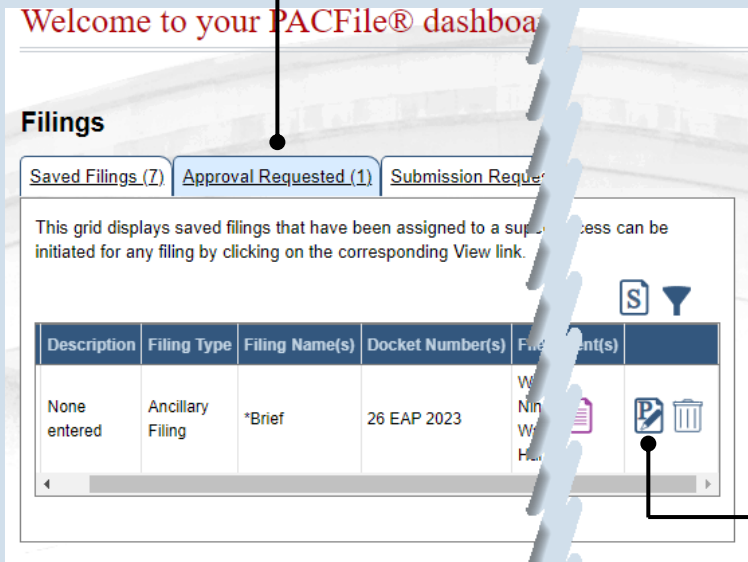


How to Approve, Submit, or Return a Filing

1. View the filings requiring your approval

On your Dashboard, click the Approval Requested tab.



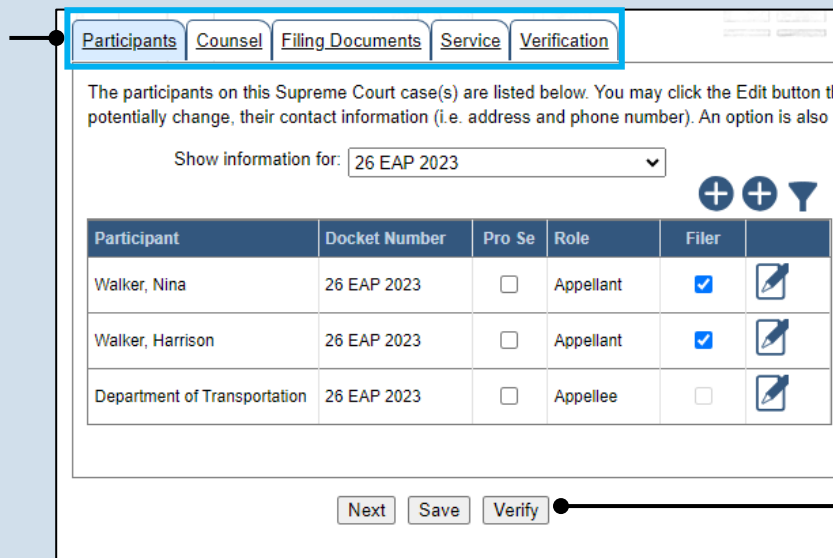
2. Identify the approved filings

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

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).



4. Verify the filing

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

How to Approve, Submit, or Return a Filing

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 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 differentlv than non-confidential information and documents.

* Certify:

Choose an action below.

* Action:

* Recipient(s):

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

6. Select an action

In the **Action** dropdown, select one of the following actions 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.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the U documents differentlv than non-confidential information and documents.

* Certify:

Choose an action below.

* Action: Request For Submission

* Recipient(s): Walker, Michael

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

How to Approve, Submit, or Return a Filing

8. Select a recipient

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

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: Returned For Correction

* Recipient(s): Lincoln, Robert R 2nd

Notes: This filing contains several errors that need to be corrected.
Please refer to the list below:
pg. 2 - spelling error in first sentence
pg. 5 - second paragraph needs to

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

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.

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.

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: Submit to Court

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

Submit