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.



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.

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

<u>Participants</u>	Counsel	<u>eService</u>	Filing Documents	<u>Verification</u>				
Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be filed are li								
You must upload at least one electronic file for each required document. Before uploading, expand the addition section below the grid, to view the electronic filing requirements. To upload an electronic document, click the M 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 filin include in your submission and to upload the electronic document.								
		Show inforn	nation for: ALL		~			
Filing Typ	oe(s)							
Filing				ls included	Document(s)			
Motion for E>	Motion for Extension of Time			✓		6		
Proof of Serv	rice			✓		6		
Disclaimer: I certify that this filing complies with the Case Records Fublic Access Policy of the Unified Judicial 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. filled 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 acc of the case and cannot otherwise be identified), driver license numbers, state identification numbers, minor's n birth (except when the minor is charged as a defendant in a criminal matter), or any abuse victim address and 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.

How to Approve, Submit, or Return a Filing

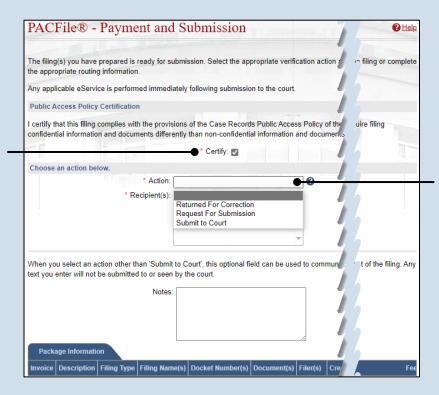


5. Certify the filing

In the Payment and Submission screen, select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

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

http://www.pacourts.us/ public-records/publicrecords-forms



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.

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.

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

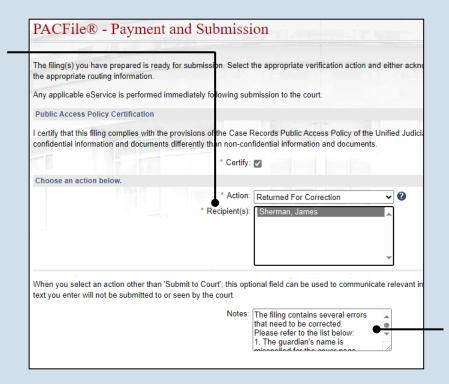
The filing(s) you have prepared is the appropriate routing information	ready for submission. Select the appropriate verification action and eith n.	er ack
Any applicable eService is perform	med immediately following submission to the court.	
Public Access Policy Certification	on	
	th the provisions of the Case Records Public Access Policy of the Unifie ments differently than non-confidential information and documents.	d Jud
	* Certify: 🗸	
Choose an action below.		
	* Action: Request For Submission	3
	Recipient(s): Crafting, Johnnn	
	_	
When you select an action other text you enter will not be submitte	than 'Submit to Court', this optional field can be used to communicate red d to or seen by the court.	evar
	Notes:	

How to Approve, Submit, or Return a Filing



8. Select a recipient

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



9. Enter notes

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

These notes are transmitted to the selected recipient.

the appropriate routing information

PACFile® - Payment and Submission

The filling(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your autho 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 Pennsyl confidential information and documents differently than non-confidential information and documents

* Certify: 🔽 Choose an action below. * Action: Submit to Court

~ @

			nan 'Submit to C d to or seen by t		fi	eld can be use	d to com	municate rele	evant information to	the desi
Pack	age Informatio	on			1					
oice/	Description	Filing Type	Filing Name(s)	Docket Number(s	8	Document(s)	Filer(s)	Created By	Tracking Number	Status
		Ancillary	*Motion for Extension of Time	CP-02-CR- 0006959-2023 CP-02-CR- 0006961-2023			Reyes, Lydia Mae Barnes, Seth Thomas	James, Shermen L	WCP0502C2000(Not Submitte
									`	
					ı					
dicate	es primary fili	ng							Total Invoiced	

10. Click SUBMIT

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