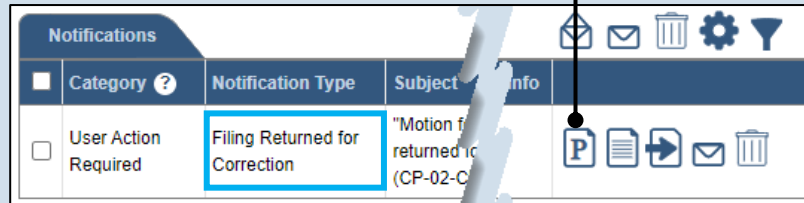









How to Correct and/or Submit an Approved Filing

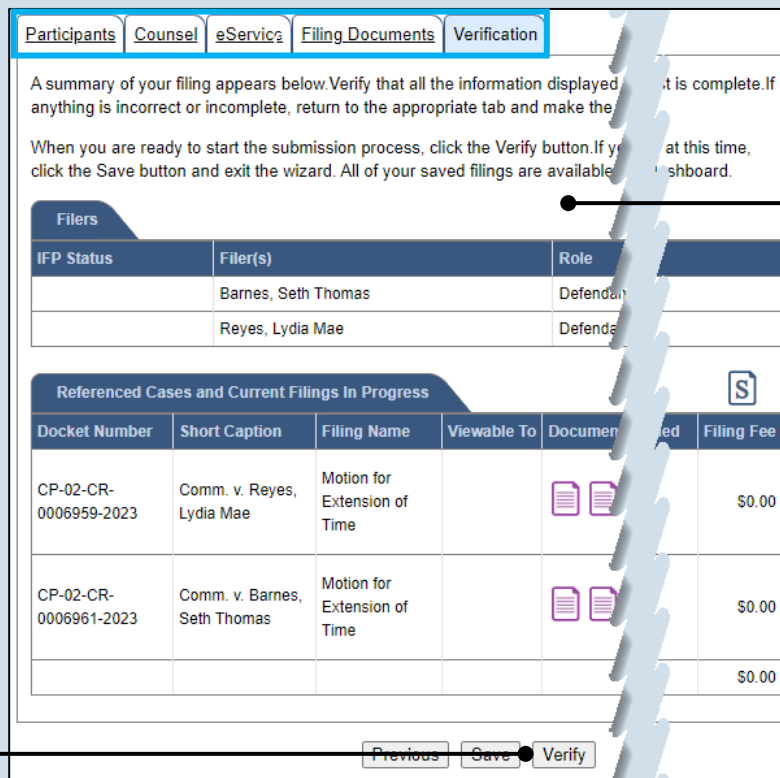
1. Access the filing

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 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 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	Documents	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 requiring 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 requiring 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.