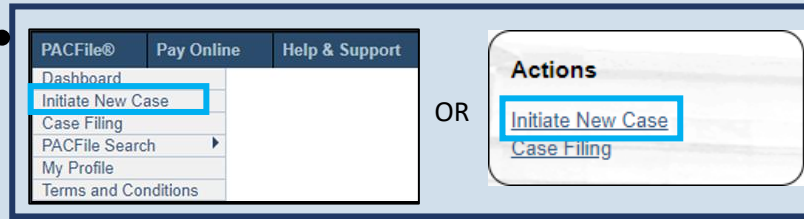


How to Create a New Adoptions case from an existing Dependency case

1. Open the case initiation wizard

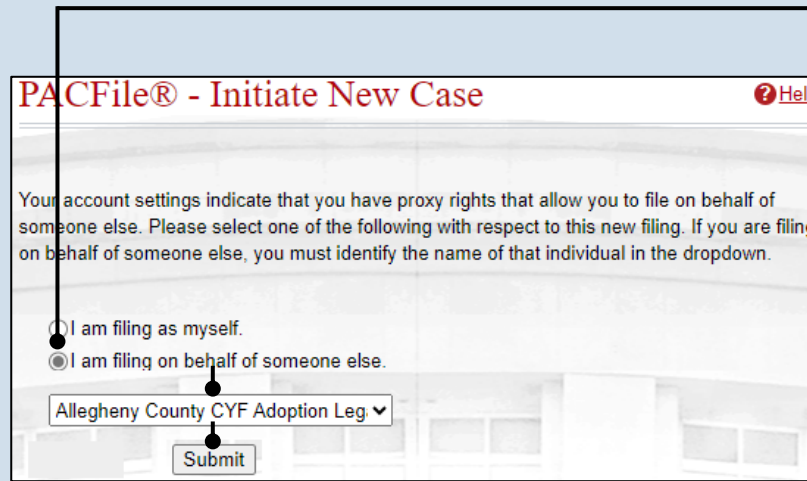
Click on the 'Initiate New Case' option in the PACFile menu or the *Initiate New Case* link on your Dashboard.



2. Select your proxy status

Select the **I am filing on behalf of someone else** radio button, choose the appropriate filing authority from the dropdown, and click **SUBMIT**. The Select Filing screen displays.

Tip Adoption cases must be filed on behalf of the appropriate organization, not an attorney.



3. Select a Court Type

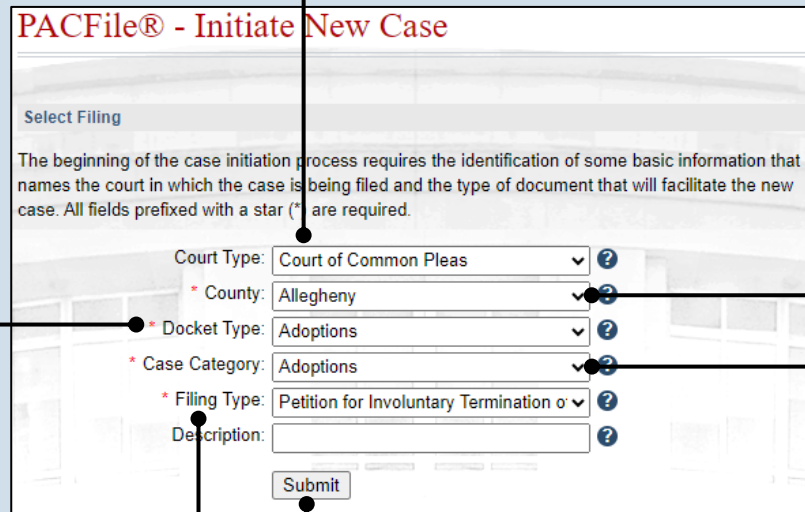
Click the **Court Type** dropdown and select 'Court of Common Pleas'.

5. Verify the Docket Type

Verify that the **Docket Type** field defaults to 'Adoptions' or select it from the dropdown.

7. Select a Filing Type

Click on the **Filing Type** dropdown and select the appropriate petition that is initiating the case.



4. Select a County

Click on the **County** dropdown and select the county court in which the case is being initiated.

6. Verify the Case Category

Verify that the **Case Category** field defaults to 'Adoptions' or select it from the dropdown.

8. Click SUBMIT

How to Create a New Adoptions case from an existing Dependency Case

9. Verify the Case Source

In the Select Cases screen, verify that the **Case Source** is 'Pennsylvania Court'.

11. Enter the Dependency docket number

Click in the **Docket Number** field and enter the unique number of the Dependency case.

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.

13. Click the Select Case icon

If this action does not identify any associated cases proceed to Step 16.

Tip If you need to verify the correct case before selecting it, click the Docket Sheet icon.

15. Click OK

PACFile® - Initiate New Case

Select Cases

Identify, if possible, a Common Pleas Court case that can be used to establish the basic participant information for the new Adoptions case.

* Case Source: Pennsylvania Court

* Search Type: Docket Number

Docket Number: CP-02-DP-0000443-2023

Build Docket Number:

County: [Dropdown]

Search Clear

Docket Number	Short Caption	Case Status	Filing Date	
CP-02-DP-0000443-2023	In the Interest of: Kralik, Zendaya, a Minor	Active	09/01/2023	[Docket Sheet Icon]

10. Select the Search Type

When known, searching by docket number is the most efficient method.

12. Click SEARCH

The Cases grid displays with the search results.

Tip If your case is not found, repeat Steps 10 - 11 or try a different search type

14. Specify any associated cases

If there are other cases associated to the case identified in Step 11, these additional cases will appear. Select the checkbox for each case that applies to the document(s) being submitted.

Tip A separate adoption case will be created for each Dependency case selected.

Tip If separate petitions are going to be filed for any of the other Dependency cases listed, proceed only with the case identified in Step 11.

Cases

Docket Number	Short Caption	Case Status	Filing Date	
CP-02-DP-0000443-2023	In the Interest of: Kralik, Zendaya, a Minor	Active	09/01/2023	[Docket Sheet Icon]

Associated Cases

<input type="checkbox"/>	Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/>	CP-02-DP-0000444-2023	In the Interest of: Kralik, Isaiah, a Minor	Active	09/01/2023	[Docket Sheet Icon]

Ok

How to Create a New Adoptions case from an existing Dependency Case

21. Verify the contact information

Review and update the details for this case on the Contact Information tab as needed.

Add Self

Contact Information Representing

Participant Category: Organization

* Name: Allegheny County CYF Adoption Legal U

Store/Branch:

Location:

PA Bar Number:

Phone Number 1: (412) 555-2012

Phone Number 1 Ext:

Phone Number 2: () - -

Phone Number 2 Ext:

Fax Number: () - -

Email Address:

Address Type: Primary

Address Line 1: 445 Fort Pit Blvd

Address Line 2:

Address Line 3:

City: Pittsburgh

State: Pennsylvania

Zip Code: 15219

International Region:

Postal Code:

Country:

Save

22. Identify the case participant

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

Add Self

Contact Information Representing

Representing:

- Office of Children, Youth and Families (CP-02-DP-0000443-2023, Children and Youth Services)
- Hloznik, Stephen R. (CP-02-DP-0000443-2023, Step Father)
- Kralik, Brandy Marie (CP-02-DP-0000443-2023, Biological Mother)
- Kralik, Zendaya (CP-02-DP-0000443-2023, Child)
- Kralik, Brandy Marie (CP-02-DP-0000444-2023, Biological Mother)
- Hloznik, Stephen R. (CP-02-DP-0000444-2023, Biological Father)
- Kralik, Isaiah (CP-02-DP-0000444-2023, Child)
- Office of Children, Youth and Families (CP-02-DP-0000444-2023, Children and Youth Services)

Save

23. Click SAVE

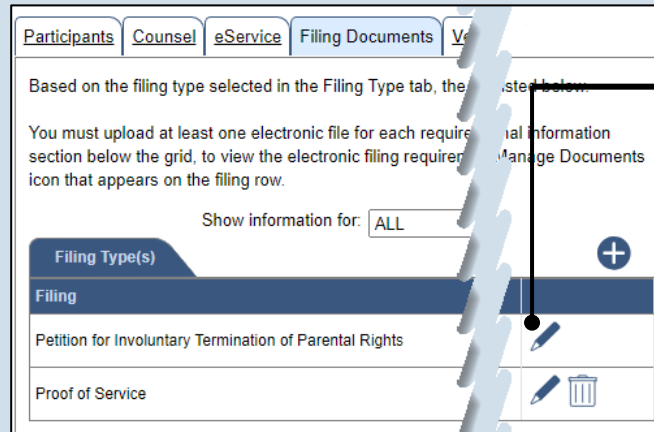
How to Create a New Adoptions case from an existing Dependency Case

28. 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.



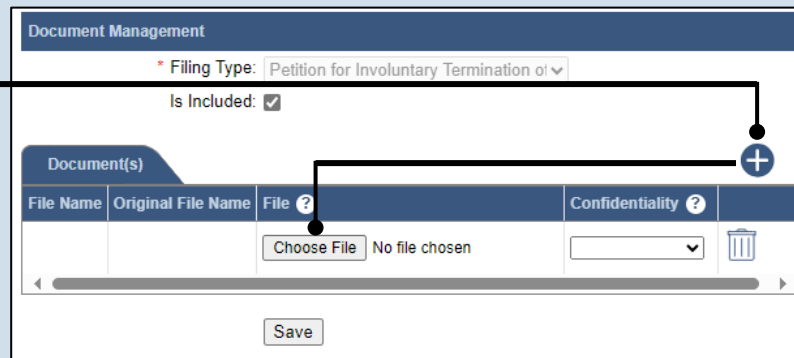
29. Initiate the process to upload the petition

In the Filing Documents tab, click the Manage Documents icon in the grid for the petition..

Tip Any documents uploaded to this tab apply to all the cases identified in the Referenced Case Information tab.

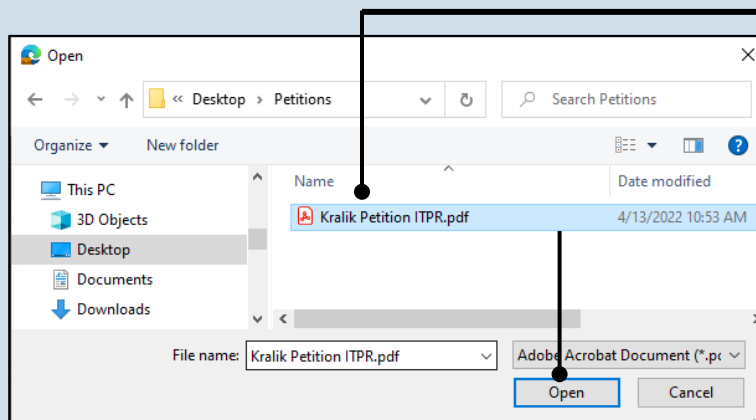
30. Initiate the search for your document

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



31. 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 Create a New Adoptions case from an existing Dependency Case

32. Select a confidentiality

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

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>

Document Management

* Filing Type: Petition for Involuntary Termination of
Is Included:

File Name	Original File Name	File ?	Confidentiality ?
		Choose File Kralik Petition ITPR.pdf	Confidential Do

Save

33. Click SAVE

34. 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 30 - 33 as a guide to upload the document.

Participants Counsel eService Filing Documents Ver

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

You must upload at least one electronic file for each required additional information section below the grid, to view the electronic filing requirements. Use the Manage Documents icon that appears on the filing row.

Show information for: ALL

Filing Type(s)
Filing
Petition for Involuntary Termination of Parental Rights
Proof of Service

Show information for: ALL

Filing Type(s)	Is Included
Petition for Involuntary Termination of Parental Rights	<input checked="" type="checkbox"/>
Proof of Service	<input checked="" type="checkbox"/>

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 statement prepared 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 P

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 and dates of birth (except when the minor is charged as a defendant in a criminal matter), or any court information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 7.0 of the P

* I acknowledge the foregoing Disclaimer

View Additional Info

Previous Next Save

35. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

36. Click NEXT

How to Create a New Adoptions case from an existing Dependency Case

37. 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.

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 are not ready to start the submission process 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
	Office of Children, Youth and Families	Children and Youth Services, Legal Unit
	Office of Children, Youth and Families	Children and Youth Services, Legal Unit

Docket Number	Short Caption	Filing Name	Viewable To	Document(s)	Filing Fee
CP-02-DP-0000443-2023	In the Interest of: Kralik, Zendaya, a Minor	Petition for Involuntary Termination of Parental Rights			\$0.00
CP-02-DP-0000444-2023	In the Interest of: Kralik, Isalah, a Minor	Petition for Involuntary Termination of Parental Rights			\$0.00
					\$0.00

Buttons: Previous, Save, Verify

38. 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 39.

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.

39. 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 and 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:

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

Notes:

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number	Status
<input type="checkbox"/>		Initiating	*Petition for Involuntary Termination of Parental Rights	CP-02-DP-0000443-2023 CP-02-DP-0000444-2023		Office of Children, Youth and Families	Allegheny County CYF Adoption Legal Unit	WCP0502J20000	Not Submitted

* indicates primary filing

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

Submit

41. 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 42.

- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 43.

40. 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 Create a New Adoptions case from an existing Dependency Case

42. 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
Bonney, Paul Robert

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information to 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	Sta	
<input type="checkbox"/>		Initiating	*Petition for Involuntary Termination of Parental Rights	CP-02-DP-0000443-2023 CP-02-DP-0000444-2023		Office of Children, Youth and Families	Allegheny County CYF Adoption Legal Unit	WCP0502J20000	Not Sut	

* 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 au 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 Per 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 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	Sta	
<input type="checkbox"/>		Initiating	*Petition for Involuntary Termination of Parental Rights	CP-02-DP-0000443-2023 CP-02-DP-0000444-2023		Office of Children, Youth and Families	Allegheny County CYF Adoption Legal Unit	WCP0502J20000	Not Sut	

* indicates primary filing

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

Submit

43. Click SUBMIT

This initiates the selected action.