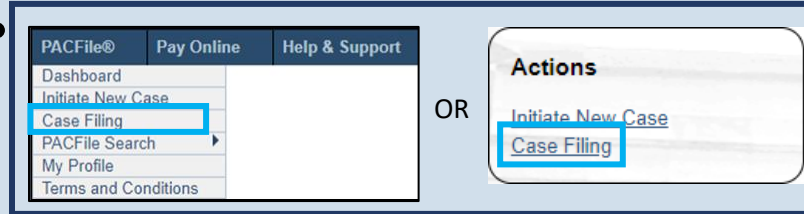


How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

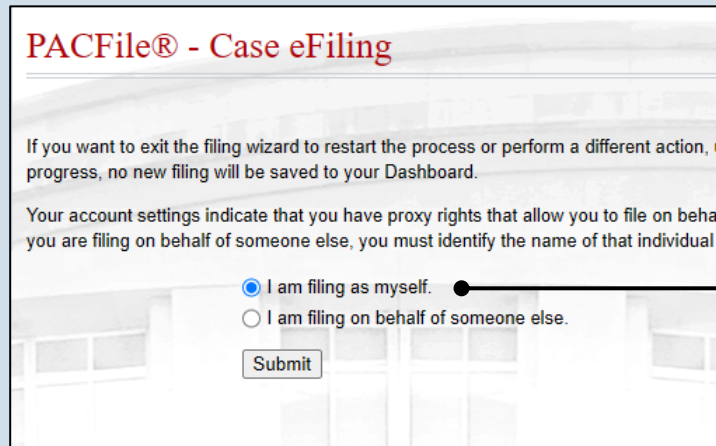
PACFile®

1. Open the case filing wizard

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



Tip As a prerequisite to filing your docketing statement, you must add the court-provided case access code through the My Profile screen.



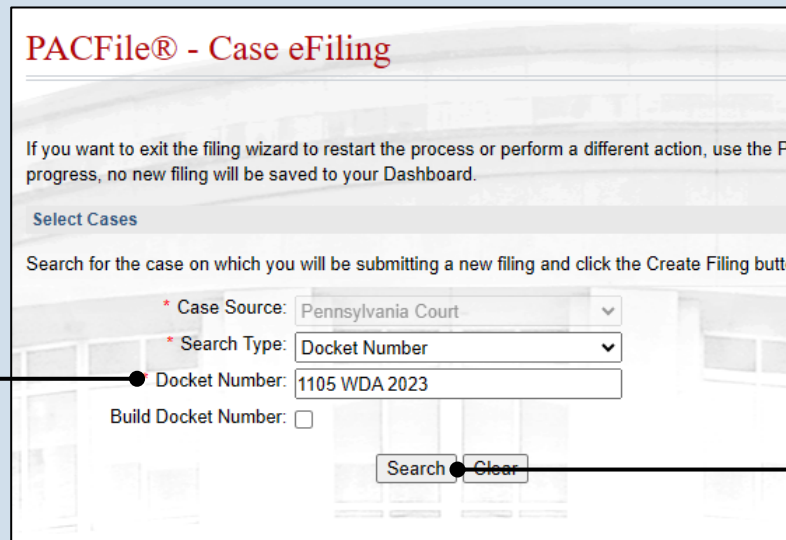
2. Select your proxy status

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.

3. Enter the case number

In the Select Cases screen, click in the **Docket Number** field and enter the unique number of the Superior Court case on which you will be filing.




Tip You can only enter one docket number in this field at a time.

4. Click SEARCH





How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers


5. Select the case

Within the search results, click the Select Case icon .

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

If PACFile identifies associated cases, continue to Step 6.

Docket Number	Short Caption	Case Status	Filing Date	
1105 WDA 2023	Com. v. Rolland, M.	Active	09/22/2023	 
1106 WDA 2023	Com. v. Rolland, M.	Active	09/22/2023	 

<input checked="" type="checkbox"/>	Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/>	1106 WDA 2023	Com. v. Rolland, M.	Active	09/22/2023	

Ok

7. Click OK

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.

How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

8. Select a filing type

In the Select Filings section, click on the **Filing Type** dropdown and select the type of docketing statement you are filing.

Docket Number	Short Caption
1105 WDA 2023	Com. v. Rolland, M.

Select Filing

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

* Court Type: Appellate Court

* Court: Superior Court of Pennsylvania

* District: Western

* Docket Type: Appeal

* Filing Type: Docketing Statement (Criminal)

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 | Filing Documents | Service | Verification

The participants on this Superior Court case(s) are listed below. Confirm that this information is accurately recorded using the ADD button.

Show information for: 1105 WDA 2023

Participant	Docket Number	Pro Se	Role	Filer
Commonwealth of Pennsylvania	1105 WDA 2023	<input type="checkbox"/>	Appellee	<input type="checkbox"/>
Rolland, Mark	1105 WDA 2023	<input checked="" type="checkbox"/>	Appellant	<input checked="" type="checkbox"/>

Next Save

11. Bypass the Participants tab

In the Participants tab of the case filing wizard, click NEXT.

12. Bypass the Counsel tab

In the Counsel tab, click NEXT.

Participants | Counsel | Filing Documents | Service | Verification

The attorneys on this Superior Court case(s) are listed below. Confirm that this information is accurately recorded using the ADD button.

Show information for: 1105 WDA 2023

Counsel	Docket Number	Representing
Chapman, Michelle	1105 WDA 2023	Commonwealth of Pennsylvania

Previous Next Save

How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

13. Determine how to upload the docketing statement

If you completed the docketing statement outside of PACFile and want to upload a scanned copy, continue to Step 14.

If you want to complete the docketing statement electronically through PACFile, proceed to Step 20.

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be uploaded are listed below.

You must upload at least one electronic file for each required document. Before uploading, expand below the grid, to view the electronic filing requirements. To upload an electronic document, click the Manage Documents icon appearing on the filing row.

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

Filing	Is Included	Document(s)	
Docketing Statement (Criminal)	✓		
Notice of Appeal	✓		
Order from which appeal is taken	✓		
Proof of Service	✓		

14. Open the Document Management screen

In the Filing Documents tab, click on the Manage Documents icon appearing to the right of the filing type.

15. Initiate the process to upload the document

In the Document Management screen, click the Add Document icon.

Document Management

* Filing Type: Docketing Statement (Criminal)

Is Included:

File Name	Original File Name	File ?	Confidentiality ?
		Choose File No file chosen	

Save

16. Click CHOOSE FILE

17. 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.

Open

<< Desktop > Appeals

Search Appeals

Organize New folder

Name	Date modified	Typ
Docketing Statement (Criminal).pdf	10/31/2023 9:40 AM	Ac

File name: Docketing Statement (Criminal).pdf

Adobe Acrobat Document (*.pdf)

Open Cancel

How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

18. 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>.

The screenshot shows a 'Document Management' window. At the top, there is a 'Filing Type' dropdown menu set to 'Docketing Statement (Criminal)' and a checked 'Is Included' checkbox. Below this is a table with columns: 'File Name', 'Original File Name', 'File ?', and 'Confidentiality ?'. A row is visible with 'Docketing S... riminal).pdf' in the 'File Name' column and 'Not Confidential - Unredacted' in the 'Confidentiality ?' column. A 'Save' button is located at the bottom of the window.

19. Click SAVE
Proceed to Step 26.

20. Open the Fillable Form screen

In the Filing Documents tab, click on the Docketing Statement icon.

The screenshot shows the 'Filing Documents' tab in the application. It contains a text block explaining that users must upload at least one electronic file for each required document and provides instructions on how to view requirements and add optional filing types. Below the text is a table with columns: 'Filing', 'Is Included', and 'Document(s)'. Two rows are visible: 'Docketing Statement (Criminal)' and 'Notice of Appeal', both with 'Is Included' checked and a document icon in the 'Document(s)' column.

The screenshot shows the 'Fillable Form' screen. It contains several sections with input fields and date pickers:

- B. Timeliness of Appeal** (answer ONLY those which apply to the present appeal and fill in the date):
 - 1. Notice of appeal filed date: mm/dd/yyyy
- 2. Type of Order being appealed
- a. Judgment of Sentence/Juvenile Disposition**
 - Judgment of sentence/Juvenile Disposition order date: mm/dd/yyyy
 - IF post-sentence motions were filed date: mm/dd/yyyy
 - Post-sentence motions were decided date: mm/dd/yyyy
 - The judgement of sentence was imposed following?:
- b. Post Conviction Relief Act (PCRA)**
 - Post Conviction Relief Act petition decided on: mm/dd/yyyy
- 4. IF you are incarcerated and pro se, does the application of the prisoner mailbox rule make this appeal timely? If yes, explain why and attach any supporting evidence.:
- HAVE YOU ATTACHED**
 - Order from which appeal is taken?:
 - Notice of appeal?:

21. Complete the form

22. Click OK

This action saves your changes.

Ok View Draft

How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

23. Open the Document Management screen

In the Filing Documents tab, click on the Manage Documents icon appearing to the right of the Docketing Statement filing type.

Participants Counsel Filing Documents Service Verification

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be included in your submission are listed below.

You must upload at least one electronic file for each required document. Before uploading, expand below the grid, to view the electronic filing requirements. To upload an electronic document, click on the document 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 include in your submission and to upload the electronic document.

Filing Type(s)	Is Included	Document(s)	
Docketing Statement (Criminal)	✓	F	
Notice of Appeal	✓		
Order from which appeal is taken	✓		
Proof of Service	✓		

24. Select a confidentiality

In the Document Management screen, 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>

25. Click SAVE

Document Management

* Filing Type: Docketing Statement (Criminal)

Is Included:

Document(s)	File Name	Original File Name	File ?	Confidentiality ?	
	Criminal Docketing Statement.pdf			Not Confidential - Unredact	

Save

26. Review supplementary documents

All these documents are conditionally required by the court. Use Steps 14-19 as a guide to upload these documents.

When a document has been associated to all filing types, proceed to Step 30. If you have a compelling reason to omit one of these documents, continue to Step 27.

Tip If a supplementary document is unavailable, you may opt to add a document that explains these circumstances to the court.

27. Open the Document Management screen

Click on the Manage Documents icon for the filing type that will be omitted.

Participants Counsel Filing Documents Service Verification

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be included in your submission are listed below.

You must upload at least one electronic file for each required document. Before uploading, expand below the grid, to view the electronic filing requirements. To upload an electronic document, click on the document 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 include in your submission and to upload the electronic document.

Filing Type(s)	Is Included	Document(s)	
Docketing Statement (Criminal)	✓	F	
Notice of Appeal	✓		
Order from which appeal is taken	✓		
Proof of Service	✓		

How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

28. Omit the filing type

In the Document Management screen, deselect the **Is Included** checkbox.

The screenshot shows the 'Document Management' window. At the top, there is a dropdown menu for 'Filing Type' set to 'Notice of Appeal'. Below it is a checkbox labeled 'Is Included' which is currently unchecked. A table below shows 'Document(s)' with columns for 'File Name', 'Original File Name', 'File', and 'Confidentiality'. The table is empty with the text 'No results found' below it. A 'Save' button is at the bottom right.

29. Click **SAVE**

30. (Optional) Add another filing type & document

If there are additional documents to file now, click the Add Optional Filing icon.

The screenshot shows the 'Filing Documents' tab. It contains instructions: '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 below the grid, to view the electronic filing requirements. To upload an electronic document, click the Add Optional Filing 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 include in your submission and to upload the electronic document.' Below the text is a table with columns 'Filing', 'Is Included', and 'Document(s)'. The first row is 'Docketing Statement (Criminal)' with a checkmark in 'Is Included' and a document icon in 'Document(s)'. A plus icon in a circle is to the right of the table.

The screenshot shows the 'Document Management' window. The 'Filing Type' dropdown is empty. The 'Is Included' checkbox is now checked. The 'Document(s)' table is still empty with 'No results found' below it. The 'Save' button is at the bottom.

31. Identify the filing type and upload the document

In the Document Management screen, select the appropriate option from the **Filing Type** dropdown and select the **Is Included** checkbox.

32. Acknowledge the disclaimer

On the Filing Documents tab, read the disclaimer and then select the checkbox to signify your acknowledgement.

The screenshot shows a disclaimer text area. Below the text is a checkbox labeled '* I acknowledge the foregoing Disclaimer' which is checked. There is a 'View Additional Info' link below it. At the bottom are 'Previous', 'Next', and 'Save' buttons.

Use Steps 15-19 as a guide to upload the electronic document.

33. Click **NEXT**

How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

34. Initiate the process to add service

In the Service tab, click the Add Participant Service icon.

Tip If the **Has Required Service** checkbox is selected for a recipient, it means they will receive eService once the filing is submitted. If these individuals were served by other means, however, these can also be recorded.

Participants Counsel Filing Documents Service Verification

Based on the requirement in Pa.R.A.P 121, document service in PACFile records the details regarding document(s) uploaded in the Filing Documents tab. Use the Add Service button to record the manner of service for all pro se participants associated to this filing. A method of service must be recorded for all pro se litigants and each represented participant.

Any participant, attorney, or agency who is a registered PACFile user will automatically be assigned eService, which signifies that they will automatically be served through this website upon the completion of the filing. Other methods can be recorded for these individuals as needed.

Show Information for Docket Number: 1105 WDA 2023

Participant	Docket No.	Role	Type ?	Has Required Service ?
Commonwealth of Pennsylvania	1105 WDA 2023	Appellee	Service	<input type="checkbox"/>

Previous Next Save

36. Enter a service date

Enter the date service was performed for one or more of the available recipients.

Tip This date automatically defaults to the current date.

Add/View Service(s)

* Service Type: First Class Mail

* Service Date: 11/13/2023

<input checked="" type="checkbox"/>	Serve To	Represents	Location	Address Type	Address Line 1	City	Post
<input checked="" type="checkbox"/>	Chapman, Michelle	Commonwealth of Pennsylvania, 1105 WDA 2023, Appellee	United States	Business	900021 Mailing		

Submit

38. Review the service destinations

For each of the identified recipients, review the service information and confirm that it matches the location where service was performed. If not, update this information appropriately.

35. Identify the service type

In the Add/View Service(s) popup screen, click on the **Service Type** dropdown and specify a method used to serve one or more of the recipients displayed.

37. Identify the service recipients

Based on the service type and date entered, select the checkbox that appears to the left of the applicable recipient(s).

Tip To select all recipients simultaneously, click the checkbox at the top of the column (to the left of the **Serve To** column name).

39. Click SUBMIT

How to File a Docketing Statement (Civil, Criminal, or Domestic Relations) - Pro Se Filers

40. Record additional service

Repeat Steps 34-39 until the **Has Required Service** checkbox is selected for each participant.

Based on the requirement in Pa.R.A.P 121, document service in PACFile records the details regarding document(s) uploaded in the Filing Documents tab. Use the Add Service button to record the mandatory pro se participants associated to this filing. A method of service must be recorded for all pro se litigants, each represented participant.

Any participant, attorney, or agency who is a registered PACFile user will automatically be assigned a service method, which signifies that they will automatically be served through this website upon the completion of the filing. Additional service methods can be recorded for these individuals as needed.

Show Information for Docket Number: 1105 WDA 2023

Participant	Docket No.	Role	Type ?	Has Required Service ?	
Commonwealth of Pennsylvania	1105 WDA 2023	Appellee	Service	<input checked="" type="checkbox"/>	

Previous Next Save

41. Click NEXT

42. 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 accurate and that your To Do list is empty. 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 do not want to submit your filing, click the Save button and exit the wizard. All of your saved filings are available on the Saved Filings tab on your dashboard.

Filers

IFP Status	Filer(s)	Role	Counsel
	Roland, Mark	Appellant	Joseph, Blake

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Document Name	Upload Date/Time	Filing Fee
1105 WDA 2023	Com. vs. Roland, M.	Docketing Statement (Criminal)		11/16/2023 08:46 AM 11/16/2023 08:47 AM 11/16/2023 08:46 AM	\$0.00
					\$0.00

Previous Save Verify

43. Decide to file now or later

You must choose from one of two options to determine how to proceed:

Option 1: If you want to submit this filing and make any associated payment now, click the VERIFY button, and consult the appropriate reference guide on *How to Submit a Filing*.

Option 2: If you don't want to submit this filing now, click the SAVE button and return to your dashboard.

When you are ready to submit this filing, consult the *How to Continue Saved Filings* reference guide.