
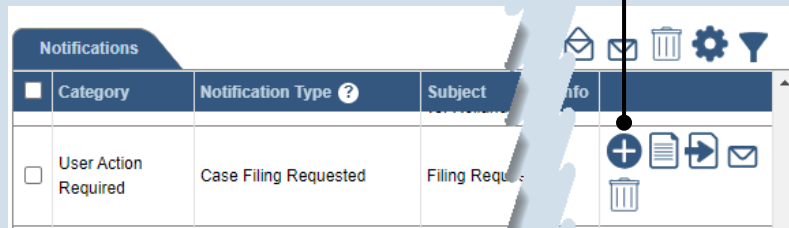


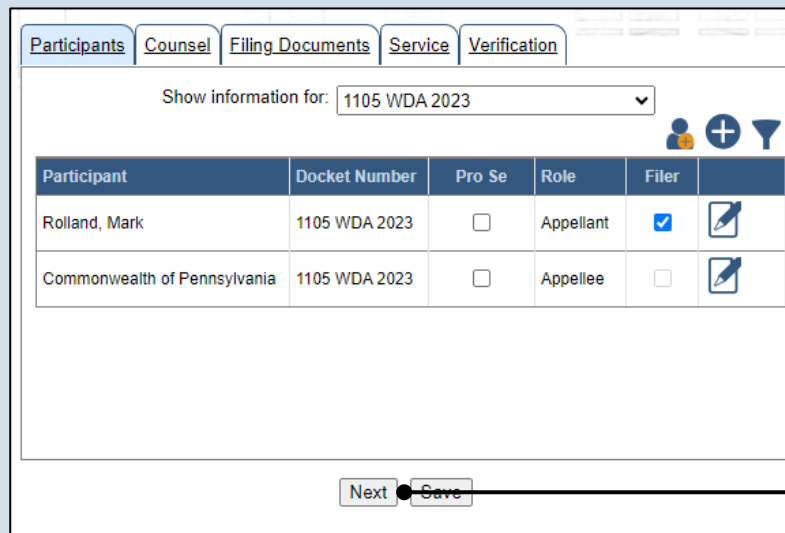
# How to File a Docketing Statement (Civil, Criminal, or Domestic Relations)

## 1. Open the case filing wizard through your notification

In the Notifications section of your Dashboard, locate the appropriate 'Case Filing Requested' notification, based on the docket number and case caption, and click the Create Filing icon .



Notifications			
<input type="checkbox"/>	Category	Notification Type ?	Subject
<input type="checkbox"/>	User Action Required	Case Filing Requested	Filing Requested



Participants | Counsel | Filing Documents | Service | Verification

Show information for: 1105 WDA 2023

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

Next | Save

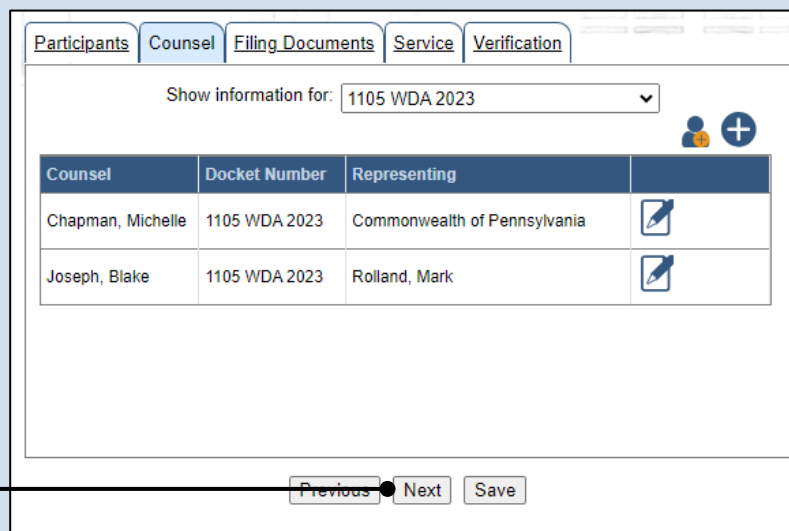
## 2. Bypass the Participants tab

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

**Tip** The Select Filing and Select Cases screens do not appear in this version of the wizard because the corresponding information is already known.

## 3. Bypass the Counsel tab

In the Counsel tab, click NEXT.



Participants | Counsel | Filing Documents | Service | Verification

Show information for: 1105 WDA 2023

Counsel	Docket Number	Representing
Chapman, Michelle	1105 WDA 2023	Commonwealth of Pennsylvania
Joseph, Blake	1105 WDA 2023	Rolland, Mark

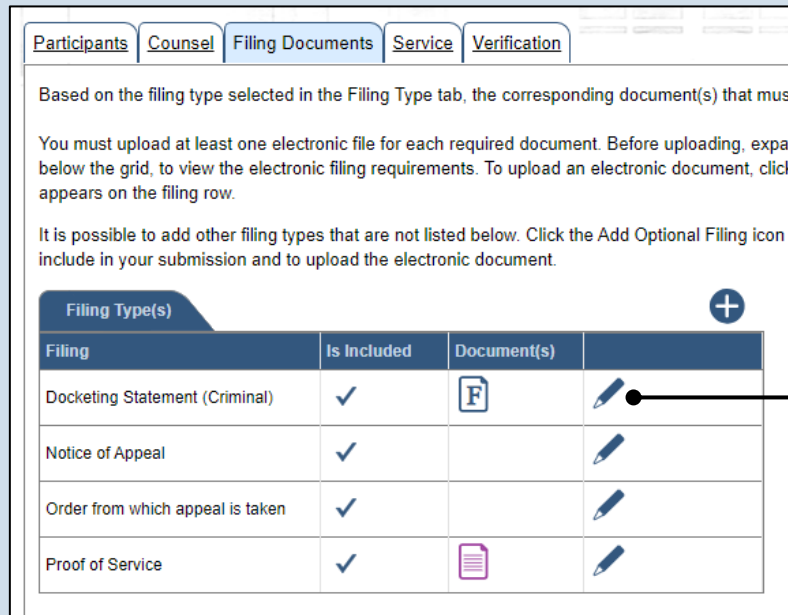
Previous | Next | Save

# How to File a Docketing Statement (Civil, Criminal, or Domestic Relations)

## 4. 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 5.

If you want to complete the docketing statement electronically through PACFile, proceed to Step 11.

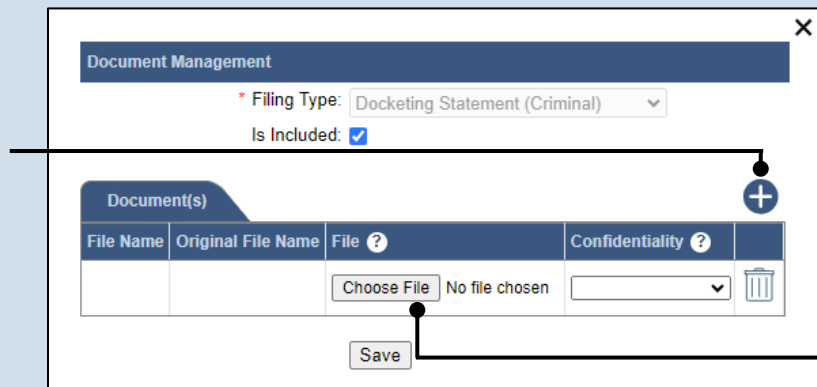


## 5. Open the Document Management screen

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

## 6. Initiate the process to upload the document

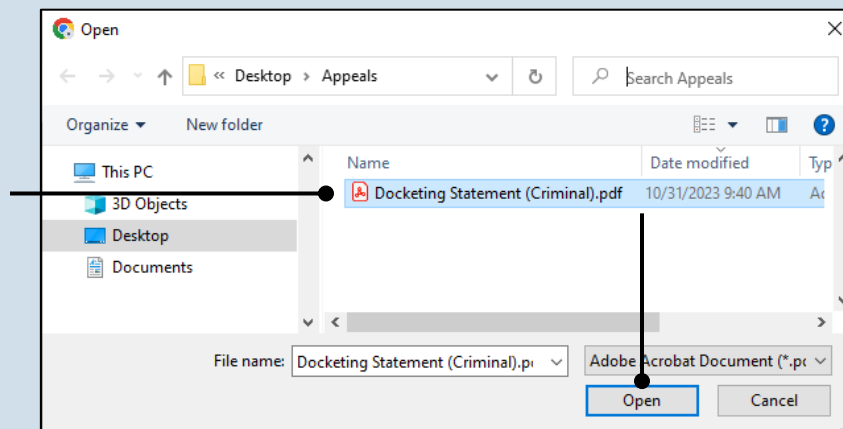
In the Document Management screen, click the Add Document icon.



## 7. Click CHOOSE FILE

## 8. 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 File a Docketing Statement (Civil, Criminal, or Domestic Relations)

## 9. 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 for 'File Name', 'Original File Name', 'File', and 'Confidentiality'. A file named 'Docketing S...riminal).pdf' is listed. The 'Confidentiality' dropdown for this file is set to 'Not Confidential - Unredacted'. A 'Save' button is located at the bottom of the window.

**10. Click SAVE**  
Proceed to Step 17.

## 11. 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 table with columns for 'Filing', 'Is Included', and 'Document(s)'. Two rows are visible: 'Docketing Statement (Criminal)' and 'Notice of Appeal', both with 'Is Included' checked. A 'Docketing Statement (Criminal)' icon is highlighted in the 'Document(s)' column. Above the table is a 'Filing Type(s)' dropdown menu and an 'Add Optional Filing' icon.

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?:

**12. Complete the form**

**13. Click OK**  
This action saves your changes.

Ok View Draft

# How to File a Docketing Statement (Civil, Criminal, or Domestic Relations)

## 14. 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)	✓		
Notice of Appeal	✓		
Order from which appeal is taken	✓		
Proof of Service	✓		

## 15. 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>

## 16. 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

## 17. Review supplementary documents

All these documents are conditionally required by the court. Use Steps 5-10 as a guide to upload these documents.

When a document has been associated to all filing types, proceed to Step 21. If you have a compelling reason to omit one of these documents, continue to Step 18.

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

## 18. 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)	✓		
Notice of Appeal	✓		
Order from which appeal is taken	✓		
Proof of Service	✓		

# How to File a Docketing Statement (Civil, Criminal, or Domestic Relations)

## 19. 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, the 'Is Included' checkbox is unchecked. A table with columns 'File Name', 'Original File Name', 'File', and 'Confidentiality' is shown with 'No results found' below it. A 'Save' button is at the bottom right.

20. Click **SAVE**

## 21. (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 about uploading documents. 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.

## 22. 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.

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

Use Steps 6-10 as a guide to upload the electronic document.

## 23. 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 block. Below it is a checkbox labeled '\* I acknowledge the foregoing Disclaimer' which is checked. There is a 'View Additional Info' link and 'Previous', 'Next', and 'Save' buttons at the bottom.

24. Click **NEXT**

# How to File a Docketing Statement (Civil, Criminal, or Domestic Relations)

## 25. 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.

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

## 26. 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.

## 27. 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.

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

## 28. 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).

## 29. 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.

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

## 30. Click SUBMIT

# How to File a Docketing Statement (Civil, Criminal, or Domestic Relations)

## 31. Record additional service

Repeat Steps 25-30 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 service participants associated to this filing. A method of service must be recorded for all mandatory participants 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

32. Click NEXT

## 33. 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

## 34. 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.