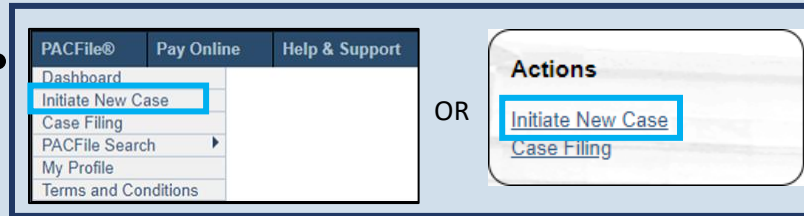


# How to Initiate a New Commonwealth Court Case - Agency

## 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

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.

The screenshot shows the 'PACFile® - Initiate New Case' page. It contains a text block explaining proxy rights, two radio button options: 'I am filing as myself.' and 'I am filing on behalf of someone else.' (which is selected), a dropdown menu showing 'Joseph, Blake', and a 'Submit' button.

If you have no proxy rights, you will not see this screen. Continue to Step 3.

## 3. Select a court type

In the Select Filing screen, click the **Court Type** dropdown and select 'Appellate Court'.

The screenshot shows the 'PACFile® - Initiate New Case' 'Select Filing' screen. It includes a heading, a paragraph of instructions, and several dropdown menus: 'Court Type' (selected: Appellate Court), '\* Court' (selected: Commonwealth Court of Pennsylvania), '\* District' (selected: Harrisburg), '\* Docket Type' (selected: Miscellaneous), and 'Filing Type' (selected: Petition for Enforcement). There is also a 'Description' text field and a 'Submit' button. Question mark icons are next to the dropdown menus.

## 4. Select a court name

Click the **Court** dropdown and select 'Commonwealth Court of Pennsylvania'.

## 5. Select a district

Click on the **District** dropdown and select 'Harrisburg'.

## 6. Select a docket type

## 7. Select a filing type

Click on the **Filing Type** dropdown and select the type of document you are filing.

## 8. Click SUBMIT

# How to Initiate a New Commonwealth Court Case - Agency

## 9. Select a case source

In the Select Cases screen, click on the **Case Source** dropdown and select 'Agency'.

## 11. Enter the case number

Click in the **Case Number** field and enter the unique number assigned to the case by the agency.

**Tip:** This field is free form so there are no restrictions on the type of information that can be recorded (i.e. numbers, letters, symbols, etc.).

The screenshot shows the 'Select Cases' form with the following fields and annotations:

- Case Source:** A dropdown menu with 'Agency' selected. A line points from this field to step 9.
- Agency:** A dropdown menu with 'Department of Environmental Protec' selected. A line points from this field to step 10.
- Case Number:** A text input field containing 'Enf. ID No. 928987'. A line points from this field to step 11.
- Ok:** A button at the bottom of the form. A line points from this button to step 12.

## 10. Select an agency

Click on the **Agency** dropdown and select the agency from which you are filing.

## 12. Click OK

## 13. Create the agency participant

In the Participants tab, click Add Participant icon.

The screenshot shows the 'Participants' tab with the following elements and annotations:

- Participants tab:** The active tab in the top navigation bar.
- Show information for:** A dropdown menu with 'Enf. ID No. 928987' selected. A line points from this field to step 13.
- Add Participant icon:** A blue plus sign icon with a person silhouette. A line points from this icon to step 13.
- Table:** A table with columns: Participant, Docket Number, Pro Se, Role, Filer. The table is currently empty, showing 'No results found'.

# How to Initiate a New Commonwealth Court Case - Agency

## 14. Change the participant category

In the Add/Edit Participant popup screen, click on the **Participant Category** dropdown and select 'Organization'.

The screenshot shows the 'Add/Edit Participant' popup with the 'Identifying Information' tab selected. The 'Participant Category' dropdown is set to 'Organization'. The 'Name' field contains 'Dept. of Environmental Protection'. The address fields are filled with '230 Chestnut Street', 'Meadville', 'Pennsylvania', and '16335'. A 'Save' button is at the bottom.

## 16. Enter the address of the agency

## 18. Create the opposing participant record

Complete Step 13 to start this process and then continue to Step 19.

## 20. Enter the opposing participant's information

Complete the fields denoted with a red asterisk (\*). Any other fields can also be completed if the information is available.

The screenshot shows the 'Add/Edit Participant' popup with the 'Identifying Information' tab selected. The 'Participant Category' dropdown is set to 'Person'. The 'First Name' field contains 'Robert' and the 'Last Name' field contains 'Lincoln'. The address fields are filled with '5095 Ritter Road', 'Mechanicsburg', 'Pennsylvania', and '17055'. A 'Save' button is at the bottom.

## 15. Enter the agency name

Click in the **Name** field and enter the name of the agency initiating the new case.

**Tip** This field is free form so there are no restrictions on the type of information that can be recorded (i.e. numbers, letters, symbols, etc.).

## 17. Click SAVE

If a popup appears indicating that your changes have been saved, click the OK button.

## 19. Choose the participant category

In the Add/Edit Participants popup screen, click on the **Participant Category** dropdown and determine whether you are creating a 'Person' or 'Organization'.

## 21. Click SAVE

If a popup appears indicating that your changes have been saved, click the OK button.

# How to Initiate a New Commonwealth Court Case - Agency

## 22. Add other participants

Repeat Steps 18-21, as needed, to add any other opposing participants to the case.

Participant	Docket Number	Pro Se	Role	Filer	
Lincoln, Robert	Enf. ID No. 928987	<input type="checkbox"/>		<input type="checkbox"/>	
Dept. of Environmental Protection	Enf. ID No. 928987	<input type="checkbox"/>		<input type="checkbox"/>	

23. Click NEXT

## 24. Initiate the process to add an attorney

If you want to add yourself to the case, click the Add Self icon and continue to Step 25.

If you want to add another attorney to the case, click the Add Counsel icon and proceed to Step 27.

Counsel	Docket Number	Representing
No results found		

25. Select your name

Click the radio button appearing to the left of your name.

## 26. Click SELECT

Proceed to Step 30.

Counsel	PA Bar Number	Law Firm
<input checked="" type="radio"/> Joseph, Blake	900020	

27. Perform a search

In the Add/Edit Counsel popup, click on the **Search Type** dropdown and determine how you want to find the attorney that needs to be added to the case. Based on this selection, enter the appropriate number or name in the field below and click SEARCH.

## 28. Identify the attorney

Based on your search results, identify the attorney you want to add to the case by clicking the radio button that appears to the left of their name.

Counsel	PA Bar Number	Law Firm
<input checked="" type="radio"/> Joseph, Blake	900020	

29. Click SELECT

# How to Initiate a New Commonwealth Court Case - Agency

### 30. Verify the contact information

The contact information that appears is based on what is on file with the Pennsylvania Disciplinary Board. Review and update the information for this case as needed.

**Add/Edit Counsel**

**Contact Information** | Representing

Participant Category: Person

\* First Name: Blake

Middle Name:

\* Last Name: Joseph

Generation:

Address Line 1: 900020 Mailing Street

Address Line 2:

Address Line 3:

City: Harrisburg

State: Pennsylvania

Zip Code: 17101

International Region:

Postal Code:

Country:

Save

### 32. Click SAVE

If a popup appears indicating that your changes have been saved, click the OK button.

**Add/Edit Counsel**

Contact Information | **Representing**

Representing:  Dept. of Environmental Protection (Enf. ID No. 928987, )  
 Lincoln, Robert (Enf. ID No. 928987, )

Save

### 31. Identify the case participant

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

**Participants** | Counsel | Filing Documents | Service | Verification

Identify the attorneys for the new Commonwealth Court case. If the case is being appealed from a previous case, the case may be listed below. Confirm this information is accurate. All attorneys that do not appear automatically are added to the case.

Show information for: Enf. ID No. 928987

Counsel	Docket Number	Representing	
Chapman, Michelle	Enf. ID No. 928987	Dept. of Environmental Protection	
Joseph, Blake	Enf. ID No. 928987	Lincoln, Robert	

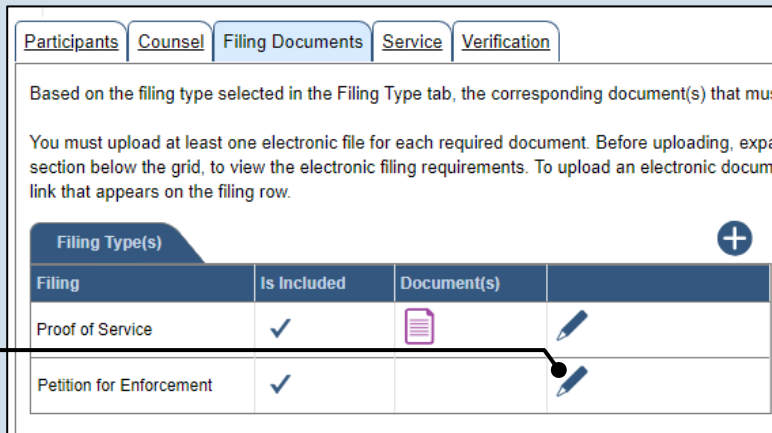
Previous | Next | **Save**

### 33. Click NEXT

# How to Initiate a New Commonwealth Court Case - Agency

## 34. Open the Document Management screen

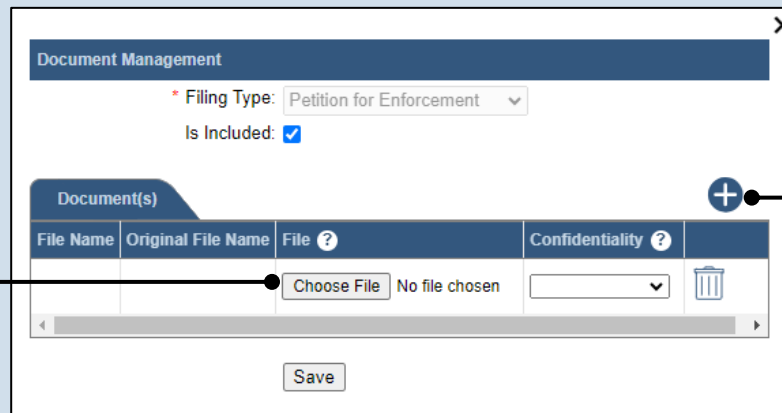
In the Filing Documents tab, click on the Manage Documents icon appearing to the right of the filing type.



## 35. Initiate the process to upload the document

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

## 36. Click CHOOSE FILE



## 37. Upload the electronic version of the filing

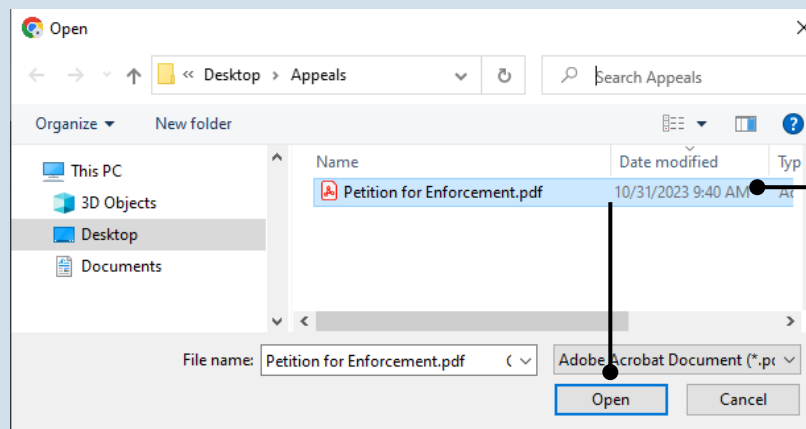
In the popup screen that appears, locate the electronic version of the filing on your computer or movable storage device (ex. memory stick). Select the file and click OPEN.

## 38. 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>.



## 39. Click SAVE



# How to Initiate a New Commonwealth Court Case - Agency

## 40. (Optional) Add another filing type & document

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

Participants Counsel **Filing Documents** Service Verification

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 the section below the grid, to view the electronic filing requirements. To upload an electronic document, click the link that appears on the filing row.

Filing Type(s)

Filing	Is Included	Document(s)	
Proof of Service	<input checked="" type="checkbox"/>		
Petition for Enforcement	<input checked="" type="checkbox"/>		

## 41. 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.

Document Management

\* Filing Type:

Is Included:

Document(s)

File Name	Original File Name	File ?	Confidentiality ?
No results found			

Save

## 42. Acknowledge the disclaimer

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

Disclaimer: I certify that this filing complies with the Case Records Public Access Policy of the Unified Judicial System of 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. 1910.27(c), and agreements between parties as used in the case and cannot otherwise be identified, driver license numbers, state identification numbers, date of birth (except when the minor is charged as a defendant in a criminal matter), or any abuse victim 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.

Furthermore, I understand that the attachments, except for a Confidential Information Form, shall not contain social security numbers, financial account numbers (except for the last four digits when an active file number is used), driver license numbers, state identification numbers, date of birth (except when the minor is charged as a defendant in a criminal matter), or any abuse victim 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**

Use Steps 35-39 as a guide to upload the electronic document.

## 43. Click NEXT

# How to Initiate a New Commonwealth Court Case - Agency

## 44. Initiate the process to add service

In the Service tab, click the appropriate icon above the grid to identify service for one or more participants by the method used.

**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 ?
Lincoln, Robert	Enf. ID No. 928987	Respondent	Service	<input type="checkbox"/>
Department of Environmental Protection			Service	<input checked="" type="checkbox"/>

## 46. 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	Email Address	Details
<input checked="" type="checkbox"/> Chapman, Michelle	Lincoln, Robert, Enf. ID No. 928987,	900021@test.ars	
<input type="checkbox"/> Department of Environmental Protection	Department of Environmental Protection		<input checked="" type="checkbox"/>

## 48. 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.

## 45. 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.

## 47. 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).

## 49. Click SUBMIT



# How to Initiate a New Commonwealth Court Case - Agency

## 50. Record additional service

Repeat Steps 44-49 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 the Filing Documents tab. Use the Add Service button to record the manner of service for the attorneys method of service must be recorded for all pro se litigants and at least one attorney for each represent

Any participant, attorney, or agency who is a registered PACFile user will automatically be assigned a s they will automatically be served through this website upon the completion of the filing process. Additio individuals as needed.

Show Information for Docket Number:  ?

Participant	Docket No.	Role	Type ?	Has Required Service ?
Lincoln, Robert	Enf. ID No. 928987	Respondent	Service	<input checked="" type="checkbox"/>
Department of Environmental Protection			Service	<input checked="" type="checkbox"/>

Previous Next **Save**

51. Click NEXT

## 52. 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 D 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 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
	Dept. of Environmental Protection	Petitioner	Joseph, Blake

**Referenced Cases and Current Filings In Progress**

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
Enf. ID No. 928987	Dept. of Environmental Protection, Petitioner v. Lincoln, Robert	Petition for Enforcement			\$70.25
					\$70.25

Previous Save **Verify**

## 53. 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.