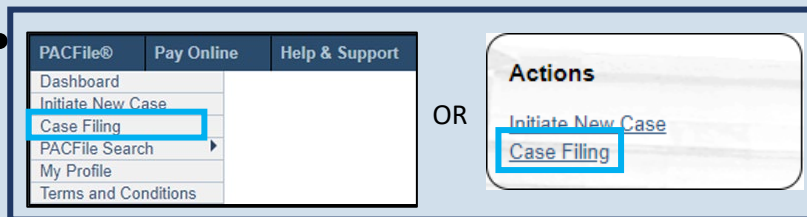# How to File on an Existing Case (Criminal)
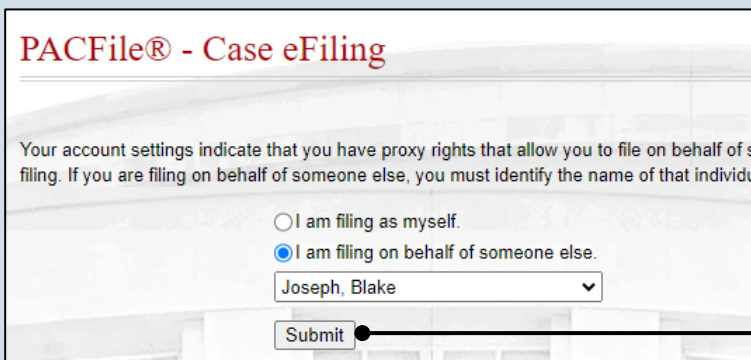
PACFile®

1. Open the case filing wizard
Click on the 'Case Filing' option in the PACFile menu or the *Case Filing* link on your Dashboard.

PACFile®	Pay Online	Help & Support
Dashboard		
Initiate New Case		
Case Filing		
PACFile Search ▸		
My Profile		
Terms and Conditions		

OR

Actions
Initiate New Case
Case Filing

PACFile® - Case eFiling

Your account settings indicate that you have proxy rights that allow you to file on behalf of s filing. If you are filing on behalf of someone else, you must identify the name of that individu

○ I am filing as myself.
● I am filing on behalf of someone else.

Joseph, Blake ▾

Submit

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.
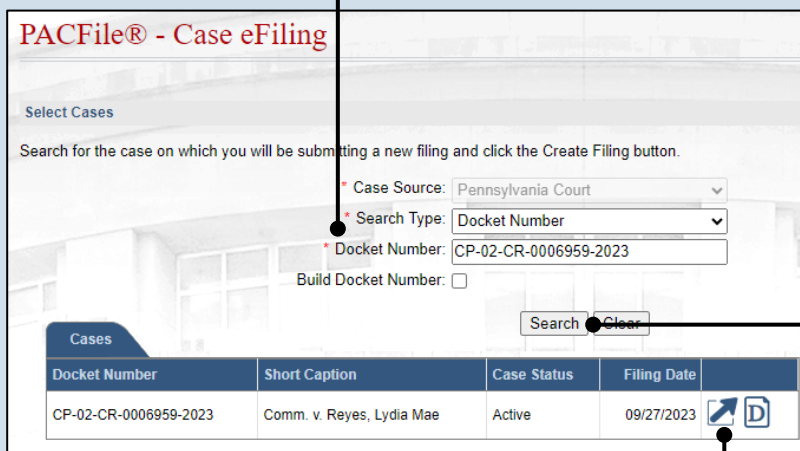
3. Identify the case number for the filing
Click in the **Docket Number** field and enter the docket number of the case on which you are filing.

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.
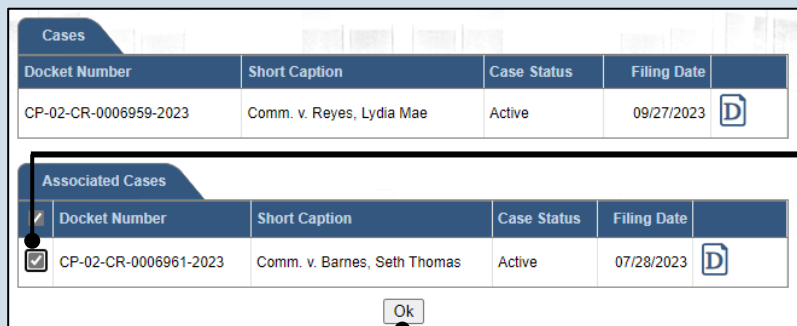
PACFile® - Case eFiling

Select Cases

Search for the case on which you will be submitting a new filing and click the Create Filing button.

* Case Source: Pennsylvania Court ▾
* Search Type: Docket Number ▾
* Docket Number: CP-02-CR-0006959-2023
Build Docket Number: ☐

Search Clear

4. Click SEARCH

Cases

Docket Number	Short Caption	Case Status	Filing Date	
CP-02-CR-0006959-2023	Comm. v. Reyes, Lydia Mae	Active	09/27/2023	↗ D

5. Select the case
Within the search results, click the Select Case icon appearing in the grid.

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

If PACFile identifies associated cases, proceed to Step 6.

Cases

Docket Number	Short Caption	Case Status	Filing Date	
CP-02-CR-0006959-2023	Comm. v. Reyes, Lydia Mae	Active	09/27/2023	D

Associated Cases

☑	Docket Number	Short Caption	Case Status	Filing Date	
☑	CP-02-CR-0006961-2023	Comm. v. Barnes, Seth Thomas	Active	07/28/2023	D

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.

7. Click OK

PACFile®

8. Select a filing type
In the **Filing Type** dropdown, select the type of document you are filing.

Select Filing

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

Court Type:	Court of Common Pleas
County:	Allegheny
* Docket Type:	Criminal
* Case Category:	Court Case
* Filing Type:	Motion for Continuance
Description:	

10. Click SUBMIT

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 | eService | Filing Documents

The participants on this Common Pleas Court case are ... must be recorded using the ADD button.

Show information

Participant	Docket N...	Filer	
Reyes, Martha Nancy	CP-02-CP	☐	✎
Reyes, Lydia Mae	CP-02-CP	☐	✎
Commonwealth of Pennsylvania	CP-02-CP	☑	✎

Next   Save

11. Bypass the Participants tab
In the Participant tab, click NEXT.

12. Bypass the Counsel tab
In the Counsel tab, click NEXT.

Participants | Counsel | eService | F...

The attorneys on this Common Pleas ... ate. All other attorneys must be recorded using the ADD button.

Counsel	Representing	
James, Sherman	Dockerson, Michaela	✎
Allegheny County District Attorney's O...	Commonwealth of Pennsylvania	✎
James, Sherman	Barrett, Hari	✎
Allegheny County District Attorney's O...	Commonwealth of Pennsylvania	✎

Previous   Next   Save

13. Identify eService recipients

In the eService tab, select any of the eligible recipients that should receive electronic service upon submission of the filing.

Tip Some of the eligible recipients may be defaulted to receive eService automatically, but this can be changed at your discretion.

15. 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 logout of PACFile before continuing this process, your filing can be found under the Saved Filings tab on your Dashboard.

| Participants | Counsel | eService | Filing Documents | Verification |

Select any of the eligible recipients that should receive electronic service upon submission of this filing. Some of the eligible recipients may be defaulted to receive eService automatically, but this setting can be changed at your discretion. If you elect to use eService for any recipient, be sure to update your proof of service document accordingly.

Case Participants

Name
No results found

Attorneys

	Name
☑	Allegheny County District Attorney's
☐	James, Sherman

Others

	Name
☑	Criminal Division - Allegheny

[Previous] [Next] [Save]

14. Click NEXT

| Participants | Counsel | eService | Filing Documents | Ve |

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

You must upload at least one electronic file for each require... he additional information section below the grid, to view the electronic filing requirem... , click the Add/Edit Document link that appears on the filing row.

Filing Type(s)

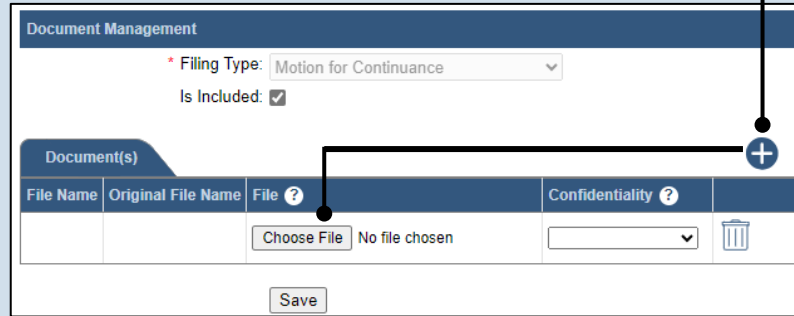| Filing	Is Included	
Motion for Continuance	✓	✏
Proof of Service	✓	✏

16. Initiate the process to upload the filing document

In the Filing Documents tab, click the Manage Documents icon in the grid for the primary filing type.

PACFile®

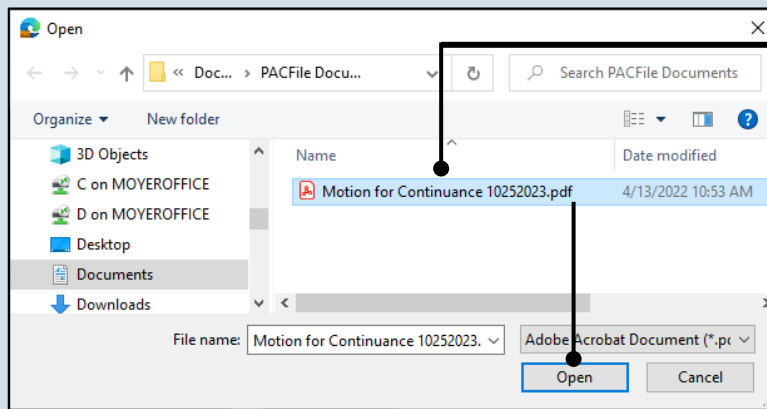**17. Initiate the search for your document**

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

**Document Management**

* Filing Type: Motion for Continuance

Is Included: ☑

Document(s)

File Name	Original File Name	File ❓	Confidentiality ❓	
		Choose File No file chosen	⬇	🗑

Save

18. 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 ✕

← → ⌄ ↑ 📁 « Doc... › PACFile Docu...   ⌄   ↻   🔍 Search PACFile Documents

Organize ▾   New folder   ▦ ▾ ▯ ❓

- 3D Objects
- C on MOYEROFFICE
- D on MOYEROFFICE
- Desktop
- Documents
- Downloads

Name	Date modified
📄 Motion for Continuance 10252023.pdf	4/13/2022 10:53 AM

File name: Motion for Continuance 10252023. ⌄   Adobe Acrobat Document (*.pc ⌄

Open   Cancel

19. Select a confidentiality

Click on the dropdown and choose the appropriate confidentiality for the document.
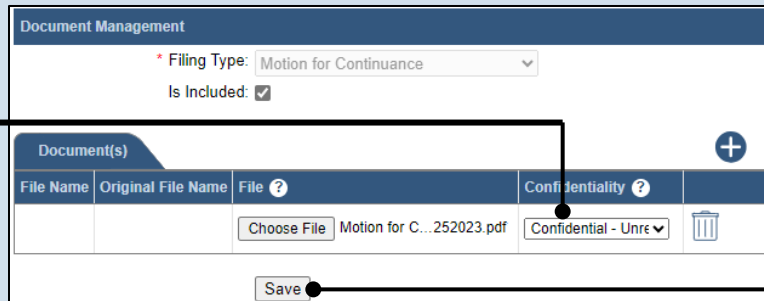
🔴 **Tip** This selection is required based on the court's Public Access Policy. You can view the policy at the following web address:

http://www.pacourts.us/public-records/public-records-forms

Document Management

* Filing Type: Motion for Continuance

Is Included: ☑

Document(s)

File Name	Original File Name	File ❓	Confidentiality ❓	
		Choose File Motion for C...252023.pdf	Confidential - Unre ⌄	🗑

Save

20. Click SAVE

21. 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 17 - 20 as a guide to upload the document.

| Participants | Counsel | eService | Filing Documents | Veri |

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

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

It is possible to add other filing types that are not listed belo lect a filing type you want to include in your submission and to upload the electronic docu

Filing Type(s)		
Filing	**Is Included**	
Motion for Continuance	✓	
Proof of Service	✓	

22. (Optional) Add another filing type & document

If there are additional documents to file now, click the Add Optional Filing icon to access the Document Management popup (not shown here). Choose the appropriate filing type, then use Steps 17-20 as a guide to upload the electronic document for the optional filing.

| Participants | Counsel | eService | Filing Documents | Verification |

Based on the filing type selected in the Filing Type tab, the corresponding docu elow.

You must upload at least one electronic file for each required document. Before rmation section below the grid, to view the electronic filing requirements. To upload an Document link that appears on the filing row.

Filing Type(s)		
Filing	**Is Included**	**Docu**
Motion for Continuance	✓	📄
Proof of Service	✓	📄

Disclaimer: I certify that this filing complies with the Case Records Public Acces of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational s, Children and Youth Services' records, marital property inventory and pre-trial statement and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements betwee must all be filed under the Confidential Document Form cover sheet. See Section 8.0 of th

Furthermore, I understand that the attachments, except for a Confidential Infor he following: social security numbers, financial account numbers (except for the last four di he subject of the case and cannot otherwise be identified), driver license numbers, state id and dates of birth (except when the minor is charged as a defendant in a criminal matter), c ct information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See rmation.

☑ * I acknowledge the foregoing Disclaimer

▶ View Additional Info

[Previous] [Next] [Save]

23. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

24. Click NEXT

25. 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.

27. Review the Payment and Submission page
Verify that the correct filing information appears on the Payment and Submission page.

29. 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 30.

- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 31.

| Participants | Counsel | eService | Filing Documents | Verification |

A summary of your filing appears below. Verify that all the information displ... is complete. If anything is incorrect or incomplete, return to the appropriate tab and mak...

When you are ready to start the submission process, click the Verify butt... this time, click the Save button and exit the wizard. All of your saved filings are av... board.

Filers

IFP Status	Filer(s)	R...
	Barnes, Seth Thomas	De...
	Reyes, Lydia Mae	D...

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Do...	Filing Fee
CP-02-CR-0006959-2023	Comm. v. Reyes, Lydia Mae	Motion for Continuance			$0.00
CP-02-CR-0006961-2023	Comm. v. Barnes, Seth Thomas	Motion for Continuance			$0.00
					$0.00

[Previous] [Save] [Verify]

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 Pe... confidential information and documents differently than non-confidential information and documents.

* Certify: ☑

Choose an action below.

* Action: [Submit to Court ▼]

Notes: [   ]

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
☐		Ancillary	*Motion for Continuance	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Shermen L	WCP1967C200000

◄ | |

* indicates primary filing

Total Invoiced: $0
Total Due Today: $0

[Submit]

---

26. 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 27.

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.

28. 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

30. Identify an approver

Select the 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

Notes:

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
☐		Ancillary	*Motion for Continuance	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023	📄📄	Reyes, Lydia Mae Barnes, Seth Thomas	James, Shermen L	WCP1967C200000

* 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 Pe confidential information and documents differently than non-confidential information and documents.

* Certify: ☑

Choose an action below.

* Action: Submit to Court
Notes:

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
☐		Ancillary	*Motion for Continuance	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023	📄📄	Reyes, Lydia Mae Barnes, Seth Thomas	James, Shermen L	WCP1967C200000

* indicates primary filing

Total Invoiced: $0
Total Due Today: $0

Submit

31. Click SUBMIT

This initiates the selected action.