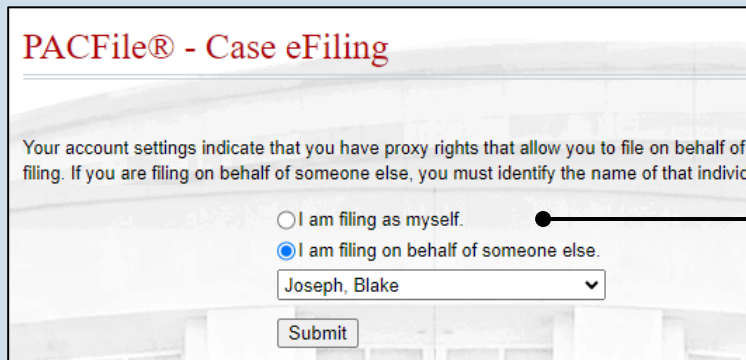
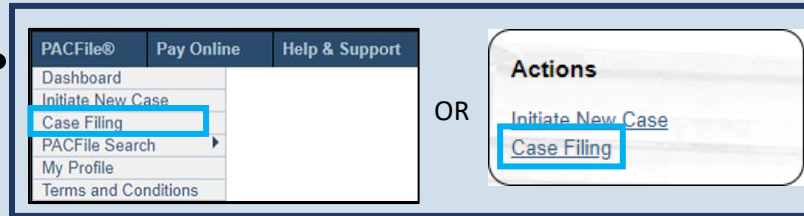


# How to File on an Existing Commonwealth Court Case

## 1. Open the case filing wizard

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



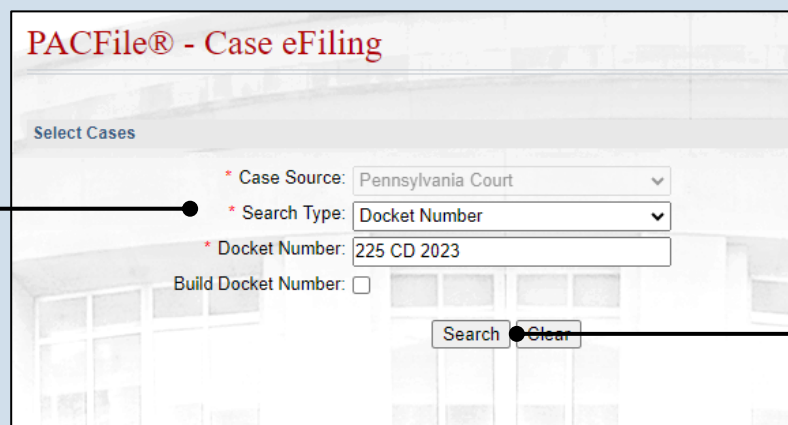
## 2. Select your proxy status

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

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 and year of the Commonwealth 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 on an Existing Commonwealth Court Case

## 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	
226 CD 2023	Blighton, M. v. UCBR	Active	03/08/2023	
225 CD 2023	Blighton, M. v. UCBR	Active	03/08/2023	

## 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.

Docket Number	Short Caption	Case Status	Filing Date	
226 CD 2023	Blighton, M. v. UCBR	Active	03/08/2023	
225 CD 2023	Blighton, M. v. UCBR	Active	03/08/2023	

	Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/>	226 CD 2023	Blighton, M. v. UCBR	Active	03/08/2023	

## 7. Click OK

## 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.

Docket Number	Short Caption
225 CD 2023	Blighton, M. v. UCBR

Select Filing

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

Court Type: Appellate Court

\* Court: Commonwealth Court of Pennsylvania

\* District: Harrisburg

\* Docket Type: Commonwealth

\* Filing Type: Brief

Description:

## 8. Select a filing type

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

## 10. Click SUBMIT

# How to File on an Existing Commonwealth Court Case

## 11. Bypass the Participant tab

In the Participants tab, click NEXT.

Participant	Docket Number	Pro Se	Role	Filer
Unemployment Compensation Board of Review	225 CD 2023	<input type="checkbox"/>	Respondent	<input type="checkbox"/>
Blighton, Morris	225 CD 2023	<input type="checkbox"/>	Petitioner	<input type="checkbox"/>

## 12. Review the attorneys

In the Counsel tab, review the list of attorneys and then complete one of the following:

If an attorney needs to be added to the case, continue to Step 13.

If no attorneys need to be added to the case, proceed to Step 22.

**Tip:** If a new attorney is added, a filing for an entry of appearance must also be added in the Filing Documents tab. This can be completed in Step 29.

## 13. 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 14.

If you want to add another attorney to the case, click the Add Counsel icon and proceed to Step 16.

Counsel	Docket Number	Representing
Chapman, Michelle	225 CD 2023	Unemployment Compensation Board of Review
Walker, Michael	225 CD 2023	Unemployment Compensation Board of Review
Joseph, Blake	225 CD 2023	Blighton, Morris

## 15. Click SELECT

Proceed to Step 19.

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

## 14. Select your name

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

# How to File on an Existing Commonwealth Court Case

## 16. 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. If another field appears below the dropdown, enter the appropriate number or name and click SEARCH.

The screenshot shows the 'Add/Edit Counsel' popup window. At the top, there is a search section with a dropdown menu for 'Search Type' set to 'PA Bar Number' and a text input field for 'PA Bar Number' containing '900020'. A 'Search' button is located below these fields. Below the search section is a table with three columns: 'Counsel', 'PA Bar Number', and 'Law Firm'. The table contains one row with a radio button selected next to the name 'Joseph, Blake', and the PA Bar Number '900020'. A 'Select' button is positioned below the table.

## 17. 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.

## 18. Click SELECT

The screenshot shows the 'Add/Edit Counsel' popup window with the 'Contact Information' tab selected. The 'Representing' tab is also visible. The 'Participant Category' is set to 'Person'. The 'First Name' is 'Blake', 'Middle Name' is empty, and 'Last Name' is 'Joseph'. The 'Generation' dropdown is set to '1'. The 'Address Type' is 'Business'. The 'Address Line 1' is '900020 Mailing Street'. The 'City' is 'Harrisburg', 'State' is 'Pennsylvania', and 'Zip Code' is '17101'. There are also fields for 'International Region', 'Postal Code', and 'Country'. A 'Save' button is at the bottom.

## 19. 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.

## 20. 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.

The screenshot shows the 'Add/Edit Counsel' popup window with the 'Representing' tab selected. There are two checkboxes: 'Unemployment Compensation Board of Review (225 CD 2023, Respondent)' which is unchecked, and 'Blighton, Morris (225 CD 2023, Petitioner)' which is checked. A 'Save' button is at the bottom.

## 21. Click SAVE

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

# How to File on an Existing Commonwealth Court Case

## 22. Click NEXT

Counsel	Docket Number	Representing
Chapman, Michelle	225 CD 2023	Unemployment Compensation Board of Review
Walker, Michael	225 CD 2023	Unemployment Compensation Board of Review
Joseph, Blake	225 CD 2023	Blighton, Morris

## 24. Initiate the process to upload the document

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

Filing	Is Included	Document(s)
Proof of Service	✓	
Brief	✓	

## 23. Open the Document Management screen

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

## 26. 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.

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

## 25. Click CHOOSE FILE

File name: Brief.pdf

Open Cancel

# How to File on an Existing Commonwealth Court Case

## 27. 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>.

File Name	Original File Name	File ?	Confidentiality ?
		Choose File Brief.pdf	Not Confidential

28. Click SAVE

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

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

Filing	Is Included	Document(s)
Proof of Service	✓	
Brief	✓	

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

30. 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.

## 31. 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), expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties as used in filings filed under the Confidential Document Form cover sheet. See Section 8.0 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 financial account number 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 information 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 24-28 as a guide to upload the electronic document.

32. Click NEXT



# How to File on an Existing Commonwealth Court Case

### 33. 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 ?
Unemployment Compensation Board of Review	225 CD 2023	Respondent	Service	<input type="checkbox"/>

### 34. 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.

### 35. 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.

<input checked="" type="checkbox"/>	Serve To	Represents	Email Address	Details
<input checked="" type="checkbox"/>	Chapman, Michelle	Unemployment Compensation Board of Review, 225 CD 2023, Respondent	900021@test.ars	
<input checked="" type="checkbox"/>	Walker, Michael	Unemployment Compensation Board of Review, 225 CD 2023, Respondent	900016@test.ars	

### 36. 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).

### 37. 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).

### 38. Click SUBMIT

# How to File on an Existing Commonwealth Court Case

## 39. Record additional service

Repeat Steps 33-38 until the **Has Required Service** checkbox is selected for each participant.

Participants | Counsel | Service | **Filing Documents** | 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 and pro se participants associated to this filing. A method of service must be recorded for all pro se litigants for 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: 225 CD 2023

Participant	Docket No.	Role	Type ?	Has Required Service ?	
Unemployment Compensation Board of Review	225 CD 2023	Respondent	Service	<input checked="" type="checkbox"/>	

Previous | Next | **Save**

40. Click NEXT

## 41. 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.

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

A summary of your filing appears below. Verify that all the information displayed is accurate and that 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 the filing, click the Save button and exit the wizard. All of your saved filings are available on the Filings in Progress page.

**Filers**

IFP Status	Filer(s)	Role	Counsel
Yes	Blighton, Morris	Petitioner	Joseph, Blake

**Referenced Cases and Current Filings In Progress**

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
225 CD 2023	Blighton, M. v. UCBR	Brief			\$0.00
					\$0.00

Previous | Save | **Verify**

## 42. 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.