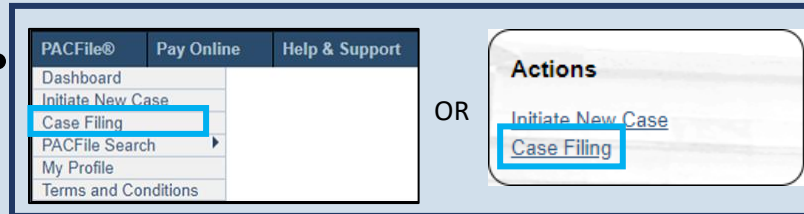


How to File on an Existing Supreme Court Case

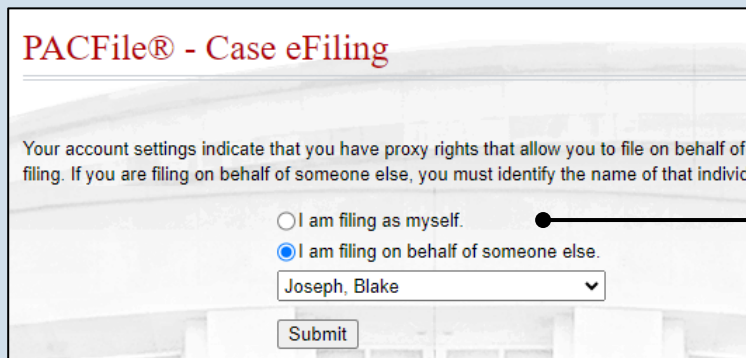
1. Open the case filing wizard

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



2. Select your proxy status

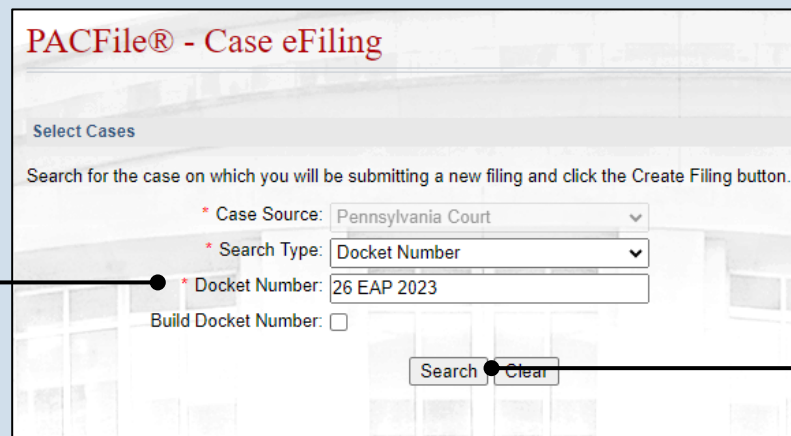
If you have the proxy rights to file on behalf of someone else, you will see the proxy selection screen. Choose between the two options and click **SUBMIT**.



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 of the Supreme Court case on which you will be filing.



4. Click SEARCH

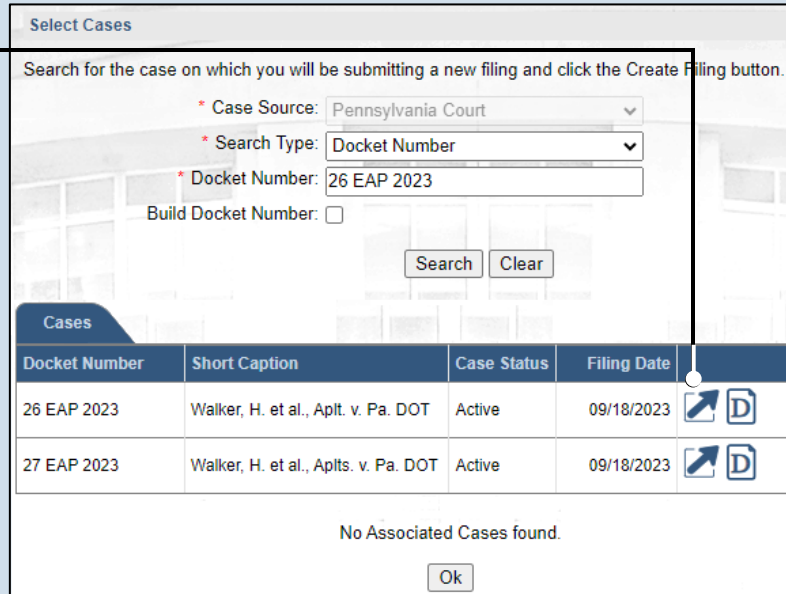
How to File on an Existing Supreme Court Case

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.



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: 26 EAP 2023

Build Docket Number:

Search Clear

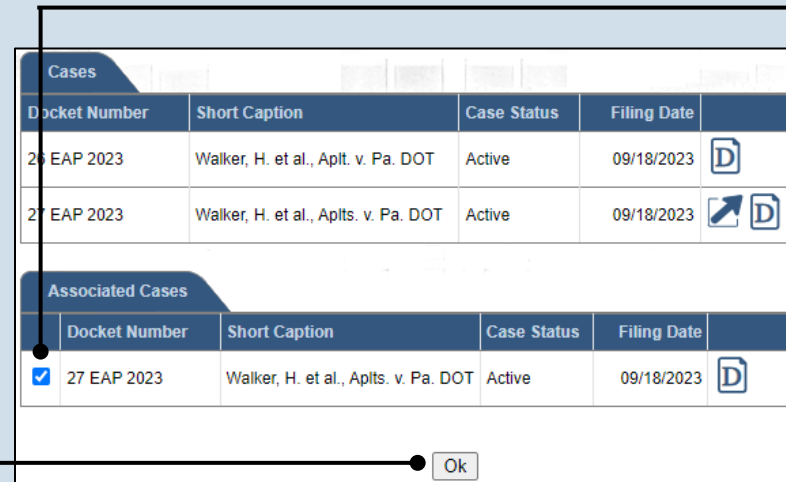
Docket Number	Short Caption	Case Status	Filing Date	
26 EAP 2023	Walker, H. et al., Aplt. v. Pa. DOT	Active	09/18/2023	 
27 EAP 2023	Walker, H. et al., Aplt. v. Pa. DOT	Active	09/18/2023	 

No Associated Cases found.




Ok

6. Specify any associated cases


When there are other cases consolidated with the one you identified in Step 5, meaning that they will be jointly decided by the court, they will appear below. Select the checkbox for each case to which the new filing applies.



Cases

Docket Number	Short Caption	Case Status	Filing Date	
26 EAP 2023	Walker, H. et al., Aplt. v. Pa. DOT	Active	09/18/2023	
27 EAP 2023	Walker, H. et al., Aplt. v. Pa. DOT	Active	09/18/2023	 

Associated Cases

Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/> 27 EAP 2023	Walker, H. et al., Aplt. v. Pa. DOT	Active	09/18/2023	

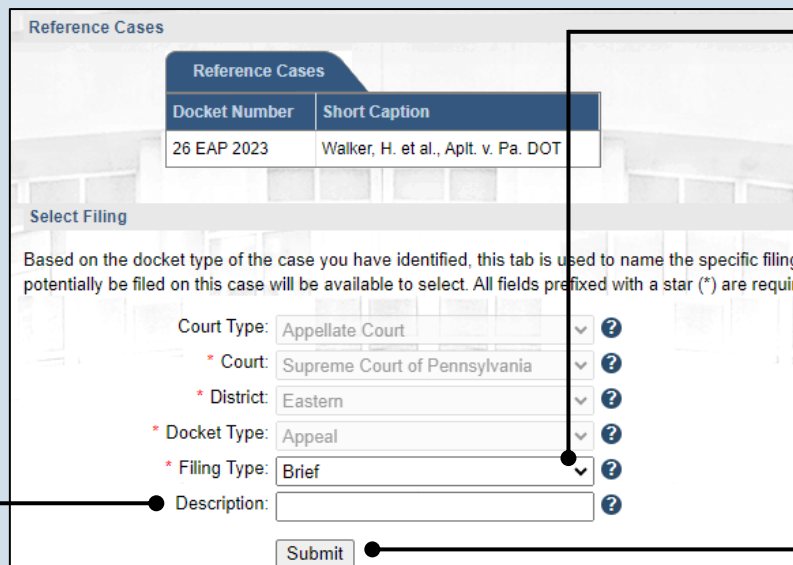
Ok

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.



Reference Cases

Docket Number	Short Caption
26 EAP 2023	Walker, H. et al., Aplt. v. Pa. DOT

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: Supreme Court of Pennsylvania

* District: Eastern

* Docket Type: Appeal

* Filing Type: Brief

Description:

Submit

8. Select a filing type

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

10. Click SUBMIT

How to File on an Existing Supreme Court Case

11. Bypass the Participants tab

In the Participants tab, click NEXT.

Tip Amicus briefs are an exception. When filing this document, click the ADD button and add the participant's name in the Add/Edit Participants popup screen.

The participants on this Supreme Court case(s) are listed below. You may click the Edit button that appears next to each participant to view, and potentially change, their contact information (i.e. address and phone number) to add new participants to the case.

Show information for: 26 EAP 2023

Participant	Docket Number	Pro Se	Role	Filer	
Walker, Nina	26 EAP 2023	<input type="checkbox"/>	Appellant	<input checked="" type="checkbox"/>	
Walker, Harrison	26 EAP 2023	<input type="checkbox"/>	Appellant	<input checked="" type="checkbox"/>	
Department of Transportation	26 EAP 2023	<input type="checkbox"/>	Appellee	<input type="checkbox"/>	

Next Save

The attorneys on this Supreme Court case(s) are listed below. You may click the Edit button that appears next to each attorney to view, and potentially change, their contact information (i.e. address and phone number). An option to add additional attorneys when a corresponding filing type has been added through the Filing Documents tab that appears on this case (ex. Entry of Appearance).

Show information for: 26 EAP 2023

Counsel	Docket Number	Representing	
Chapman, Michelle	26 EAP 2023	Department of Transportation	
Joseph, Blake	26 EAP 2023	Walker, Nina	
Joseph, Blake	26 EAP 2023	Walker, Harrison	

Previous Next Save

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

13. Open the Document Management screen

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

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"/>		
Brief	<input checked="" type="checkbox"/>		

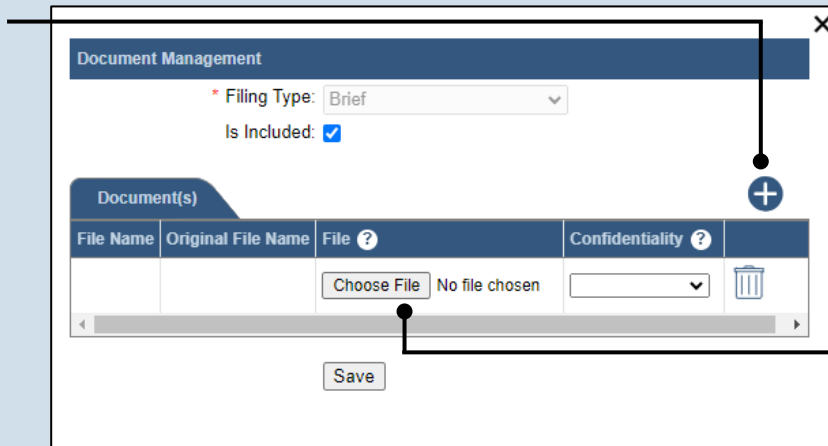
Next Save

Tip If you are filing an attorney's entry of appearance, refer to the *How to File an Appearance on an Existing Case* reference guide.

How to File on an Existing Supreme Court Case

14. Initiate the process to upload the document

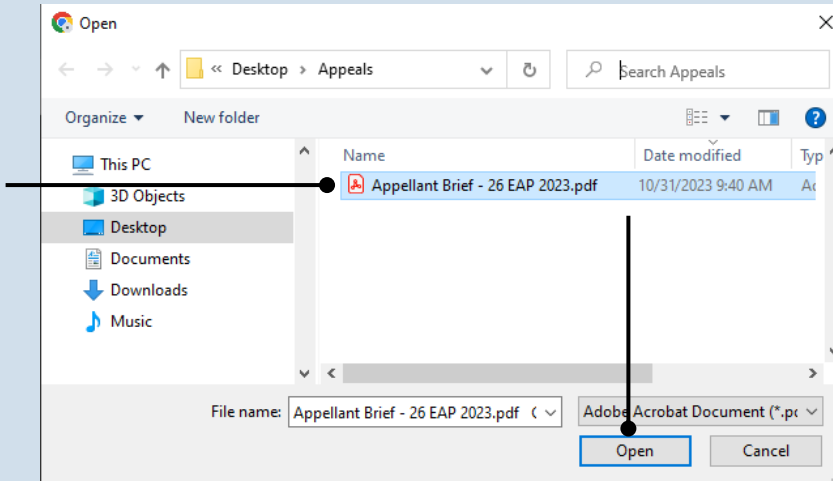
In the Document Management screen, click the Add Document icon.



15. Click CHOOSE FILE

16. Upload the electronic version of the filing

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



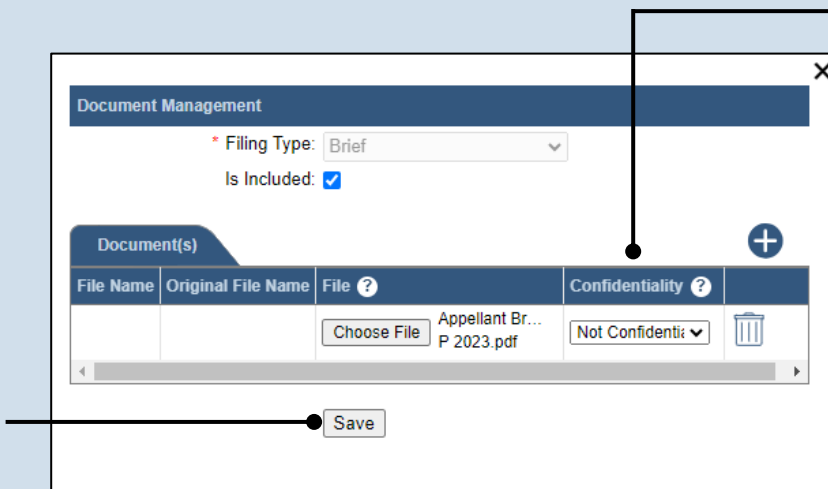
17. Select a confidentiality

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>

18. Click SAVE



How to File on an Existing Supreme Court Case

19. (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)	Is Included	Document(s)
Proof of Service	<input checked="" type="checkbox"/>	
Brief	<input checked="" type="checkbox"/>	

20. 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:

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

Save

Use Steps 14-18 as a guide to upload the electronic document.

21. 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, 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 required), driver license numbers, state identification numbers, 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

22. Click NEXT

How to File on an Existing Supreme Court Case

23. 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	
Department of Transportation	26 EAP 2023	Litigating	Service	<input type="checkbox"/>	

25. 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	Department of Transportation, 26 EAP 2023	900021@test.ars

27. 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.

24. 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.

26. 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).

28. Click SUBMIT

How to File on an Existing Supreme Court Case

29. Record additional service

Repeat Steps 23-28 until the **Has Required Service** checkbox is selected for each participant.

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 and pro se participants associated to this filing. A method of service must be recorded for all pro se litigating attorney 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. Service methods can be recorded for these individuals as needed.

Show Information for Docket Number: ALL

Participant	Docket No.	Role	Type	Has Required Service
Department of Transportation	26 EAP 2023	Litigating	Service	<input checked="" type="checkbox"/>

Previous | Next | **Save**

30. Click NEXT

31. 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 | Filing Documents | Service | **Verification**

A summary of your filing appears below. Verify that all the information displayed is accurate and that you have recorded everything 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 this filing now, click the Save button and exit the wizard. All of your saved filings are available on the Saved Filings tab.

Filers

IFP Status	Filer(s)	Role	Counsel
	Walker, Harrison	Appellant	Joseph, Blake
	Walker, Nina	Appellant	Joseph, Blake

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Is Sealed	Filing Fee
26 EAP 2023	Walker, H. et al., Apt. v. Pa. DOT	Brief				\$0.00
						\$0.00

Previous | Save | **Verify**

32. 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.