

How to Request Approval for a Filing

1. Review the payment and submission page

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

3. Choose the verification action

Click on the **Action** dropdown and select 'Request For Approval'.

5. Click SUBMIT

This initiates the selected verification action.

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and e 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 Un documents differently than non-confidential information and documents.

* Certify:

Choose an action below.

* Action: Request For Approval

* Recipient(s): Walker, Michael

Notes:

Package Information						
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)
<input type="checkbox"/>		Ancillary	*Brief	26 EAP 2023		Walker, Nina Walker, Harrison

* indicates primary filing

Submit

2. 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>

4. Identify an approver

In the **Recipient(s)** field, select one or more of the individuals listed who have the authority to approve the filing.

Tip This action indicates your request for approval and forwards the filing to the authorized individual(s).