How to Submit a Filing that has no Fee

PACFile[®]

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

3. Select the verification action Click on Action dropdown and select 'Submit to Court'.

If the filing requires approval prior to submission, refer to the How to Request Approval for a Filing reference guide.

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2. Certify the filing Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

You can locate the Public Access Policy at the following web address:

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

4. Click SUBMIT This action submits your filing to the court and initiates eService for those who are eligible.