

How to Submit a Filing that has no Fee



1. 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'.

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

The screenshot shows the 'PACFile® - Payment and Submission' page. It includes instructions for submission, a public access policy certification section with a checked 'Certify' box, an 'Action' dropdown menu set to 'Submit to Court', a 'Notes' text area, and a 'Package Information' table. A 'Submit' button is located at the bottom right. Black lines with dots connect the numbered steps to their corresponding elements on the page.

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

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. Click SUBMIT

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