

# How to Continue Saved Filings

## 1. Continue, approve, or submit a filing?

On your dashboard, separate grids appear when unsubmitted filings exist in one of three possible statuses (see descriptions at right).

To continue a filing in the Saved Filings tab, complete Step 2 only.

To approve a filing in the Approval Requested tab, complete Step 3 only.

To complete the submission process on one or more of the filings in the Submission Requested tab, proceed to Step 4.

Filings				
Saved Filings (7)		Approval Requested (4)		Submission Requested (1)
This grid displays filings that were saved and discontinued before the wizard				
<input type="checkbox"/>	Description	Filing Type	Filing Name(s)	Docket Num
<input type="checkbox"/>	None entered	Ancillary Filing	*Motion for Finding of Aggravated	CP-67-DP-

**Saved Filings tab** – Displays all unsubmitted filings that were saved and closed by you, a fellow proxy, or the person you are proxying for, prior to completing the Payment and Submission screen. The Payment and Submission screen appears after clicking the VERIFY button in the wizard.

**Approval Requested tab** – Displays any unsubmitted filings that were routed to a supervisory authority for review and approval prior to submission. The filings appearing in this grid are viewable by the person/organization identified as the official filer and their proxies.

**Submission Requested tab** – Displays any unsubmitted filings that were approved by a supervisor and sent to someone else in the proxy relationship for final submission to the court. The filings appearing in this grid are viewable by the person/organization identified as the official filer and their proxies.

## 2. Open the saved filing

Identify the filing that you want to complete and click on the corresponding View/Edit icon.

**Tip** The filing opens in the PACFile wizard. For more detailed steps on working with the wizard, use the appropriate reference guide on creating a new case or an existing case filing.

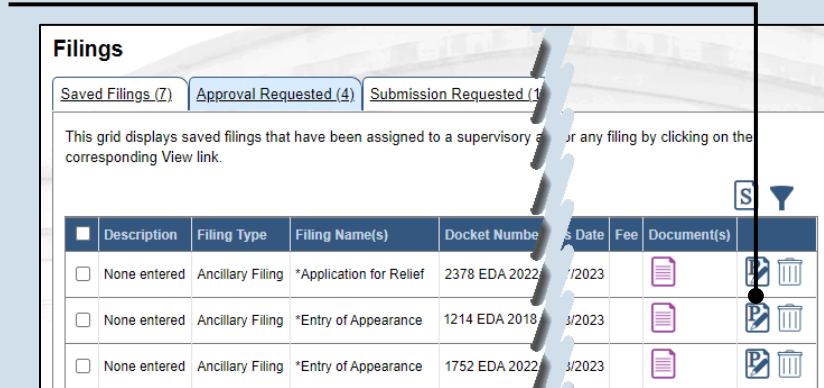
Filings							
Saved Filings (7)		Approval Requested (4)		Submission Requested (1)			
This grid displays filings that were saved and discontinued before the wizard the filing process.							
<input type="checkbox"/>	Description	Filing Type	Filing Name(s)	Docket Num	Date	Fee	Document(s)
<input type="checkbox"/>	None entered	Ancillary Filing	*Motion for Modification of Bail	CP-02-CR-0006959-2023	/2023		
<input type="checkbox"/>	None entered	Initiating Filing	*Petition for Allowance of Appeal	100 WDA 2023	/2023		
<input type="checkbox"/>	None entered	Initiating Filing	*Petition for Allowance of Appeal	1410 EDA 2023	/2023		

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### 3. Open the approval requested filing

Identify the filing that you want to approve and click on the corresponding View/Edit icon.

**Tip:** The filing opens in the PACFile wizard. Refer to the *How to Approve a Filing* reference guide for help on completing that process. Begin with Step 4.



### 4. Identify the approved filings

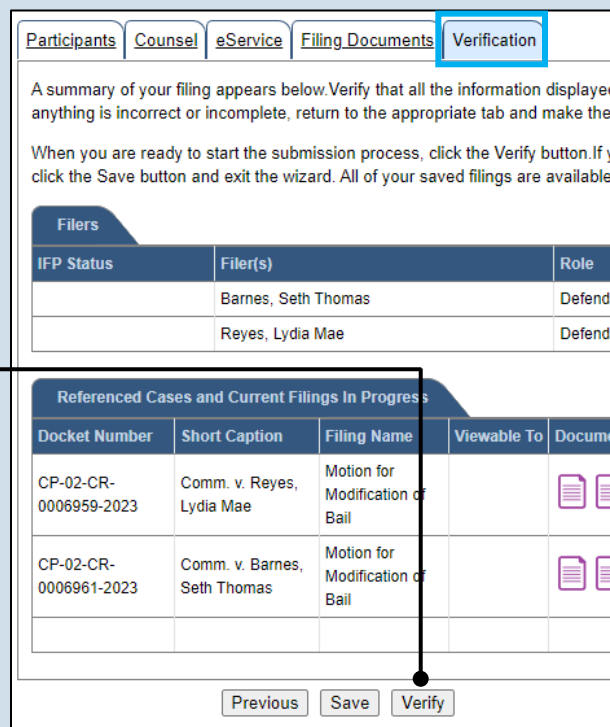
Identify the approved filing that you want to submit to the court by clicking the corresponding View/Edit icon.



### 5. Verify the filing

In the Verification tab of the PACFile wizard, click the VERIFY button.

**Tip:** Clicking VERIFY confirms that you want to initiate the submission process.



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## 6. Certify the filing

In the Payment and Submission screen, 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>

## 8. 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 either acknowledge your aut the appropriate routing 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 Unified Judicial System of Pen confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: **Submit to Court**

Notes:

Package Information								
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Modification of Bail	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Sherman L	WCP0502C200000560

\* indicates primary filing

Total Invoiced: \$0.  
Total Due Today: \$0.

**Submit**

## 7. Select the verification action

Select 'Submit to Court' from the **Action** dropdown.

**Tip** If the filing carries a fee, refer to the *How to Submit a Filing with a Fee and Make a Payment* reference guide for the remainder of this process. Begin with Step 5.