

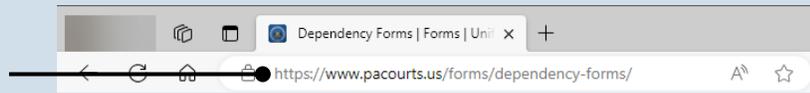
# How to Initiate a Dependency Case with a Petition or Application

# PACFile®

## 1. Locate the petition or application form

Open a new web browser page and enter the following address:

[www.pacourts.us/forms/dependency-forms/](https://www.pacourts.us/forms/dependency-forms/)



## 2. Choose a format for the petition or application

Blank forms are available in PDF and Microsoft Word formats (see pictures). You can use either format, but the petition/application must be uploaded to PACFile as a PDF. See the Tips below before deciding.

**Tip** There are distinct advantages to using each format. Refer to the PACFile Help System, using the *Help* link on any PACFile screen, for more information.

**Tip** A Microsoft Word document can be saved as a PDF. A step-by-step guide for that process can be found in the PACFile Help System by clicking the Common Pleas tab and then the *Step-by-Step Guides* link.

## 3. Complete and save the petition or application for the specified child

Complete the form and save the document to any location on your computer, shared drive, or portable storage device (ex. memory stick).

## 4. Complete additional petitions or applications

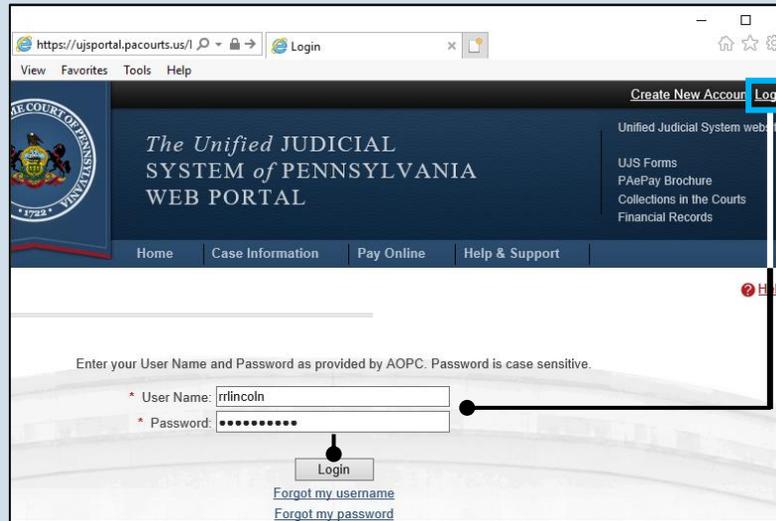
If the child has siblings that require a separate petition/application, repeat Steps 2 - 3 as needed.

# How to Initiate a Dependency Case with a Petition or Application

## 5. Navigate to the UJS Web Portal

Open a new web browser page and enter the following address:

<https://ujportal.pacourts.us>

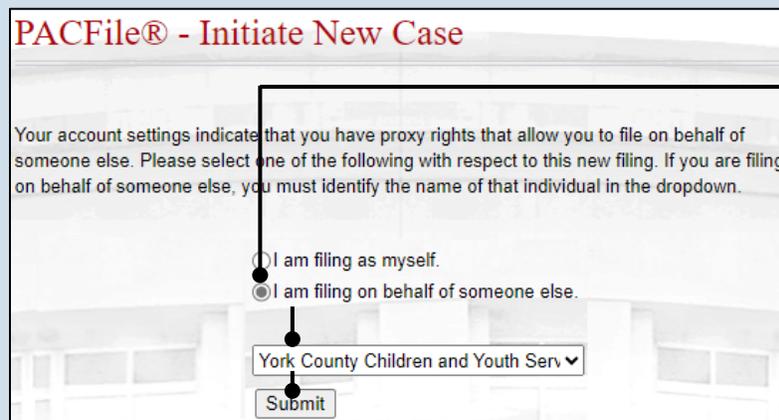
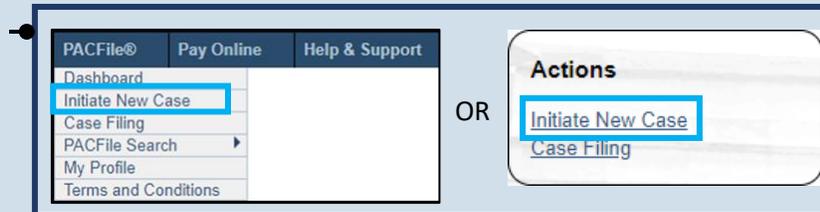


## 6. Login to the UJS Web Portal

Click the Login link, enter your UJS Web Portal user name and password, and click LOGIN.

## 7. Open the case initiation wizard

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



## 8. Select your proxy status

Select the **I am filing on behalf of someone else** radio button, choose the appropriate filing authority from the dropdown, and click **SUBMIT**. The Select Filing screen displays.

# How to Initiate a Dependency Case with a Petition or Application

## 9. Select a Court Name

Click the **Court Type** dropdown and select 'Court of Common Pleas'.

## 11. Verify the Docket Type

In the **Docket Type** field, select 'Dependency' or verify that it defaults automatically.

## 13. Verify the Filing Type

In the **Filing Type** field verify or select the document that is initiating the case.

## 15. Build from an existing sibling case?

If creating a case for a child who has a sibling with an existing dependency or juvenile case, continue to Step 16.

If creating a case for a child with no siblings, or none with an existing case, select 'No' and proceed to Step 23.

**Tip** When applicable, the information on a sibling case can be used to build the new dependency case.

The screenshot shows the 'PACFile® - Initiate New Case' form. The 'Select Filing' section contains the following fields: 'Court Type' (dropdown menu with 'Court of Common Pleas' selected), '\* County' (dropdown menu with 'York' selected), '\* Docket Type' (dropdown menu with 'Dependency' selected), '\* Case Category' (dropdown menu with 'Dependency - Abuse/Neglect' selected), '\* Filing Type' (dropdown menu with 'Dependency Petition' selected), and a 'Description' text field. A 'Submit' button is located at the bottom of the form. Black lines with dots connect the form fields to the corresponding numbered instructions on the page.

**10. Select a County**  
Click on the **County** dropdown and select the county court in which the dependency case is being filed.

**12. Verify the Case Category**  
In the **Case Category** field, select 'Abuse/Neglect' or 'Status Offense'.

**14. Click SUBMIT**

The screenshot shows the 'PACFile® - Initiate New Case' form at a different step. It contains the question: '\* Do you want to select a Case:'. Below the question are two radio buttons: 'Yes' (which is selected) and 'No'. A 'Submit' button is located below the radio buttons. A black line with a dot connects the 'Yes' radio button to the corresponding instruction on the right.

**16. Select 'Yes' and click SUBMIT**

# How to Initiate a Dependency Case with a Petition or Application

## 17. Identify the sibling case number

Click in the **Docket Number** field and enter the docket number of the sibling's case.

**Tip:** If you do not have the exact formatting of the docket number, select the **Build Docket Number** checkbox to use selectable fields to assist in entering the number.

**PACFile® - Initiate New Case**

Select Cases

Use the Select Cases button if the child's case can be created from an existing case. This only applies if the existing case is associated to a sibling. Use the Add Child button when the child has no known siblings with an existing case.

Case Source: Pennsylvania Court

Search Type: Docket Number

Docket Number: CP-67-DP-0000218-2023

Build Docket Number:

Search Clear

Docket Number	Short Caption	Case Status	Filing Date	
CP-67-DP-0000218-2023	In the Interest of: Tombesi, Gina, a Minor	Active	10/26/2023	

18. Click SEARCH

## 19. Select the case

Within the search results, click the Select Case icon appearing next to the sibling's case.

If this action does not identify any associated cases, proceed to Step 22.

If PACFile identifies associated cases, continue to Step 20.

Docket Number	Short Caption	Case Status	Filing Date	
CP-67-DP-0000218-2023	In the Interest of: Tombesi, Gina, a Minor	Active	10/26/2023	
<input checked="" type="checkbox"/> CP-67-DP-0000219-2023	In the Interest of: Tombesi, Garrett, a Minor	Active	10/26/2023	

Ok

## 20. Specify any associated cases

When there are other sibling cases associated with the one you identified in Step 17, they will appear in the Associated Cases grid. Select the checkbox for each case to which the new dependency filing applies.

21. Click OK

## 23. Does a child need to be added?

If a child needs to be added, click the Add Child icon and continue to Step 24. If not, proceed to Step 26.

Reference Cases

Docket Number	Short Caption
CP-67-DP-0000218-2023	In the Interest of: Tombesi, Gina, a Minor
CP-67-DP-0000219-2023	In the Interest of: Tombesi, Garrett, a Minor

Children for New Cases

* Last Name	* First Name	Date Of Birth	
Tombesi	Gregory	01/01/2006	

Submit

## 22. Review children

Review the names in the Children for New Cases section. A new dependency case will be created for each name appearing in this grid. If a child appears inappropriately, click the Delete icon in the row that corresponds to their name.

# How to Initiate a Dependency Case with a Petition or Application

## 24. Identify the child

A blank row appears in the Children for New Cases grid. Enter the child's first name and last name. The date of birth can be entered if known.

* Last Name	* First Name	Date Of Birth	
Tombesi	Gabby	01/01/2015	
Tombesi	Gregory	01/01/2006	

Submit

## 26. Click SUBMIT

## 25. Does another child need to be added?

If a dependency case(s) needs to be created for any other sibling(s), repeat Steps 23 - 24.

**Tip** If there are three or more children, and a parent or legal guardian applies to more than one, but not all children, it is recommended that you complete the wizard for the children in common first and then repeat the process for the remaining children.

Participant	Filer	
Tombesi, Gina	<input type="checkbox"/>	
Tombesi, Garrett	<input type="checkbox"/>	
Tombesi, Gabby	<input type="checkbox"/>	
York County Children and Youth Services Agency	<input checked="" type="checkbox"/>	
York County Children and Youth Services Agency	<input checked="" type="checkbox"/>	

## 27. Edit the child participant

In the Participants tab, click the View/Edit icon for the child that corresponds to the new dependency case. If cases are being created for multiple children, select one.

**Tip** The appropriate county agency appears on the case automatically.

## 28. Edit the child's profile

In the Contact Information tab of the Add/Edit Participant popup screen, enter the address of the child, if known, and any other applicable details.

Participant Category: Person

\* First Name: Gabby

Middle Name:

\* Last Name: Tombesi

Generation:

Phone Number 1: ( ) - -

Phone Number 1 Ext:

Phone Number 2: ( ) - -

Phone Number 2 Ext:

Fax Number: ( ) - -

Email Address:

\* Role: Child

Address Type: Home

Address Line 1: 123 Main Street

# How to Initiate a Dependency Case with a Petition or Application

## 29. Record the child's demographic details

Click the Demographic Information tab and record additional details, if known.

**Tip** If available, recording the gender, race, and ethnicity is recommended. This information automatically populates on the Dependency cover page, which is created later in this process.

The screenshot shows the 'Add/Edit Participant' form with the 'Demographic Information' tab selected. The form contains the following fields: Date Of Birth (01/01/2015), Place Of Birth (dropdown), Gender (Female), Race (White), Ethnicity (Non Hispanic), Tribal Affiliation (dropdown), Hair Color (dropdown), Eye Color (dropdown), Skin Tone (dropdown), Height(feet) (text input), Height(inches) (text input), and Weight(lbs) (text input). A 'Save' button is located at the bottom right of the form.

30. Click SAVE

## 31. Edit any other child records

Repeat Steps 27 - 30, as needed, for any other participants in the role of 'Child'.

The screenshot shows the 'Participants' tab with a table of case participants. The table has columns for Participant, Docket Number, Pro Se, Role, and Filter. The 'Role' column for 'Tombesi, Alex' is highlighted in blue. A 'View/Edit' icon is highlighted in the 'Filter' column for the same participant.

Participant	Docket Number	Pro Se	Role	Filter
Tombesi, Roberta	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Biological Mother	<input type="checkbox"/> [View/Edit]
York County Children and Youth Services Agency	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Children and Youth Services	<input checked="" type="checkbox"/> [View/Edit]
Tombesi, Alex	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Father	<input type="checkbox"/> [View/Edit]
Tombesi, Gabby	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Sibling	<input type="checkbox"/> [View/Edit]
Tombesi, Garrett	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Child	<input type="checkbox"/> [View/Edit] [Delete]
Tombesi, Gina	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Sibling	<input type="checkbox"/> [View/Edit]
Tombesi, Gregory	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Sibling	<input type="checkbox"/> [View/Edit]
Tombesi, Roberta	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Biological Mother	<input type="checkbox"/> [View/Edit]

## 32. Review and edit other default participants

In the Participants tab, if any other participant defaulted on the case automatically, excluding the county agency, click the corresponding View/Edit icon and use Steps 27 - 30 as a guide to verify/update the record.

## 33. Additional participants needed?

If a participant needs to be added to the case, continue to Step 34.

If no additional participants need to be added, proceed to Step 43.

**Tip** If a participant appears multiple times, like a parent, it is only necessary to verify/update one instance of that participant.

# How to Initiate a Dependency Case with a Petition or Application

### 34. Does the participant apply to multiple cases?

If creating multiple cases at once, click on the **Show information for** dropdown and decide whether the new participant applies to all children or a single child.

Participants | Counsel | eService | Filing Documents | Verification

Identify the case participants for the new dependency case. Some participants may be listed below automatically. Confirm this information is accurate. All participants that do not appear automatically must be created using the ADD button.

Show information for: ALL

Participant	Docket Number	Pro Se	Role	Filter	
Tombesi, Roberta	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Biological Mother	<input type="checkbox"/>	
York County Children and Youth Services Agency	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Children and Youth Services	<input checked="" type="checkbox"/>	
Tombesi, Alex	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Father	<input type="checkbox"/>	
Tombesi, Gabby	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Sibling	<input type="checkbox"/>	
Tombesi, Garrett	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Child	<input type="checkbox"/>	
Tombesi, Gina	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Sibling	<input type="checkbox"/>	
Tombesi, Gregory	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Sibling	<input type="checkbox"/>	
Tombesi, Roberta	Tombesi, Garrett - 1/1/2006	<input type="checkbox"/>	Biological Mother	<input type="checkbox"/>	

### 35. Click the Add Participant icon

### 36. Enter the participant name

In the Contact Information tab of the Add/Edit Participant popup screen, enter the name of the participant in the **First Name** and **Last Name** fields.

Add/Edit Participant

Contact Information | Demographic Information | Identifying Information | Represented By

Participant Category: Person

\* First Name: Lillieth

Middle Name:

\* Last Name: Lopicollo

Generation:

Phone Number 1: (484) 123-4567

Phone Number 1 Ext:

Phone Number 2: ( ) - -

Phone Number 2 Ext:

Fax Number: ( ) - -

Email Address: ELLILO@gmail.com

\* Role: Aunt

Address Type: Home

Address Line 1: 876 Main Street

Address Line 2: Apt. 3a

Address Line 3:

City: Hazelton

State: Pennsylvania

Zip Code: 18202

International Region:

Postal Code:

Country:

Save

### 37. Add the participant role

Click on the **Role** dropdown and select the appropriate option.

### 38. Enter the address of the participant (if known)

# How to Initiate a Dependency Case with a Petition or Application

39. Click the Demographic Information tab

40. Enter any information about the participant

**Tip** None, some, or all of the fields in this tab can be completed based on the information available.

41. Click SAVE

42. Create additional participant records

Repeat steps 34 - 41, as needed, for any other individuals who need to be added to the case.

**Tip** Be sure to specify the appropriate role for each individual.

43. Click NEXT

Tombesi, Garrett	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Sibling	<input type="checkbox"/>	
Tombesi, Gabby	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Child	<input type="checkbox"/>	
Tombesi, Alex	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Father	<input type="checkbox"/>	
Lopicollo, Lillieth	Tombesi, Gabby - 1/1/2015	<input type="checkbox"/>	Aunt	<input type="checkbox"/>	

Next Save

45. Initiate the process to add an attorney  
In the Counsel tab, click the Add Counsel icon.

Participants Counsel eService Filing Documents Verification

If participant representation is known, attorneys may be identified using the Add Counsel button. If representation is unknown, the identification of counsel is not required.

Show information for: ALL

Counsel	Docket	
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Gabby - 1/1/2006	Child Services
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Gabby - 1/1/2006	Child Services
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Gabby - 1/1/2015	Child Services

Previous Next Save

44. Does an attorney need to be added?

If an attorney needs to be added, continue to Step 45. If no attorneys need to be added, proceed to Step 53.

**Tip** This step applies whether one or multiple cases are being created.

# How to Initiate a Dependency Case with a Petition or Application

## 46. Perform a search

In the Add/Edit Counsel popup screen, click on the **Search Type** dropdown and determine how you want to find the attorney that needs to be added to the case. Based on this selection, enter the appropriate number or name in the field below and click the SEARCH button.

Counsel	PA Bar Number	Law Firm
<input type="radio"/> James, Ryan Harrison	313049	
<input type="radio"/> James, Shelley Renee	087717	
<input checked="" type="radio"/> James, Sherman	900013	
<input type="radio"/> Jameson, William B.	058949	

## 47. Identify the attorney

Based on your search results, identify the attorney you want to add to the case by clicking the radio button that appears next to their name.

## 48. Click SELECT

Participant Category: Person

\* First Name: Sherman

Middle Name:

\* Last Name: James

Generation:

PA Bar Number: 900013

Phone Number 1: (717) 123-4567

Phone Number 1 Ext: 6543

Phone Number 2: ( ) - -

Phone Number 2 Ext:

Fax Number: ( ) - -

Email Address: 900013@test.ars

Address Type: Mailing

Address Line 1: 123 Main Street

Address Line 2:

Address Line 3:

City: Camp Hill

State: Pennsylvania

Zip Code: 17111

International Region:

Postal Code:

Country:

Save

## 49. Verify the contact details

The information that appears on the Contact Information tab is based on what is on file with the Pennsylvania Disciplinary Board.

# How to Initiate a Dependency Case with a Petition or Application

## 50. Identify the case participant

Click on the Representing tab and select the checkbox for the appropriate participant.

**Add/Edit Counsel**

Contact Information Representing

Representing:

- Tombesi, Garrett (Tombesi, Gregory - 1/1/2006, Sibling)
- Tombesi, Alex (Tombesi, Gregory - 1/1/2006, Father)
- Tombesi, Roberta (Tombesi, Gregory - 1/1/2006, Biological Mother)
- Tombesi, Gina (Tombesi, Gregory - 1/1/2006, Sibling)
- Tombesi, Gregory (Tombesi, Gregory - 1/1/2006, Child)
- York County Children and Youth Services Agency (Tombesi, Gregory - 1/1/2006, Youth Services)
- Tombesi, Gabby (Tombesi, Gregory - 1/1/2006, Sibling)
- Lopicollo, Lillieth (Tombesi, Gregory - 1/1/2006, Aunt)
- Tombesi, Gina (Tombesi, Garrett - 1/1/2006, Sibling)
- Tombesi, Roberta (Tombesi, Garrett - 1/1/2006, Biological Mother)
- Tombesi, Alex (Tombesi, Garrett - 1/1/2006, Father)
- Tombesi, Garrett (Tombesi, Garrett - 1/1/2006, Child)
- Tombesi, Gregory (Tombesi, Garrett - 1/1/2006, Sibling)
- Tombesi, Gabby (Tombesi, Garrett - 1/1/2006, Sibling)
- York County Children and Youth Services Agency (Tombesi, Garrett - 1/1/2006, Youth Services)
- Lopicollo, Lillieth (Tombesi, Garrett - 1/1/2006, Aunt)
- Tombesi, Roberta (Tombesi, Gabby - 1/1/2015, Biological Mother)
- Tombesi, Garrett (Tombesi, Gabby - 1/1/2015, Sibling)
- Tombesi, Gregory (Tombesi, Gabby - 1/1/2015, Sibling)
- Tombesi, Alex (Tombesi, Gabby - 1/1/2015, Father)
- Tombesi, Gina (Tombesi, Gabby - 1/1/2015, Sibling)
- Tombesi, Gabby (Tombesi, Gabby - 1/1/2015, Child)
- York County Children and Youth Services Agency (Tombesi, Gabby - 1/1/2015, Youth Services)
- Lopicollo, Lillieth (Tombesi, Gabby - 1/1/2015, Aunt)

Save

51. Click SAVE

## 52. Add other attorneys

Repeat Steps 45 - 51, as needed, to add any other attorneys to the filing.

Participants Counsel eService Filing Documents Verification

If participant representation is known, attorneys may be identified and associated with the case. If representation is unknown, the identification of counsel is not required.

Show information for: ALL

Counsel	Docket Number	
James, Sherman	Tombesi, Gregory	
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Gregory - Youth Services Agency	
James, Sherman	Tombesi, Gabby	
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Gabby - Youth Services Agency	
James, Sherman	Tombesi, Gabby	
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Gabby - Youth Services Agency	

Previous Next Save

53. Click NEXT

# How to Initiate a Dependency Case with a Petition or Application

## 54. Identify eService recipients

In the eService tab, select the checkboxes for any eligible recipients that should receive electronic service upon submission of the filing.

**Tip** Some of the eligible recipients may be selected to receive eService automatically, but this can be changed at your discretion.

Case Participants
Name
No results found

Attorneys
Name
<input checked="" type="checkbox"/> York County Office of Children, Youth

Others
Name
<input checked="" type="checkbox"/> York County Juvenile Probation
<input type="checkbox"/> Juvenile Division - York

55. Click NEXT

## 56. Generate the Proof(s) of Service

Before proceeding in the PACFile wizard, you must create your proof of service document(s). This task needs to be completed outside of PACFile in a program of your choosing. Be sure to include any individuals notified via eService and save this document as a PDF.

**Tip** If filing multiple petitions, create separate proof of service documents for each.

**Tip** Click the SAVE button in the wizard. If you logout of PACFile before continuing this process, your filing can be found under the Saved Filings tab on your Dashboard.

Filing Type(s)	Is Included	Document(s)
Dependency Petition	<input checked="" type="checkbox"/>	
Proof of Service	<input checked="" type="checkbox"/>	

57. Identify a child  
In the Filing Documents tab, select or verify the option in the **Show filing information for** dropdown. Based on your selection, any documents created or uploaded apply to the selected child or to all children.

**Tip** When cases are being created for multiple children, it may be necessary to select each child individually through this dropdown so any unique documents are only associated with the appropriate child.

# How to Initiate a Dependency Case with a Petition or Application

## 58. Initiate the process to complete the cover page

Click on the Dependency Cover Page icon in the grid. The Fillable Forms popup screen displays.

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that you must upload are listed below.

You must upload at least one electronic file for each required document. Before uploading, click on the link in the section below the grid, to view the electronic filing requirements. To upload an electronic document, click on the document icon that appears on the filing row.

It is possible to add other filing types that are not listed below. Click the Add Optional Filing Type button to add a filing type to include in your submission and to upload the electronic document.

Show information for:

Filing Type(s)	Is Included	Document(s)
Dependency Petition	✓	
Proof of Service	✓	

## 60. Preview the cover page

Click VIEW DRAFT any time to generate the PDF of the cover page.

**Tip:** When finished with the preview, close the PDF. If needed, make changes to the Fillable Form popup screen, or click OK to return to filing and make additional changes to any tab. Return to the Fillable Form screen and click VIEW DRAFT again to review the changes.

Fillable Form

Docket Number:

FID:

**CASE INFORMATION**

Type of Dependency: The child named above comes within the jurisdiction of the court as defined by The Juvenile Act at 42 Pa.C.S. §6302.

Abuse and/or Neglect

- (1) is without proper care or control
- (2) has been placed for care or adoption in violation of law
- (3) has been abandoned
- (4) is without a parent, guardian, or legal custodian
- (10) is born to a parent whose parental rights with regard to another child have been involuntarily terminated

Abuse

- The petition alleges that the above named child is a victim of child abuse as defined at 23 Pa.C.S. §6303

Status Offense

- (5) while subject to compulsory school attendance is habitually and without justification truant from school
- (6) has committed a specific act or acts of habitual disobedience
- (7) is under the age of ten years and has committed a delinquent act
- (8) has been formerly adjudicated dependent, and is under the jurisdiction of the court
- (9) has been referred pursuant to section 6323 (relating to informal adjustment), and who commits an act which is defined as ungovernable in paragraph (6)

Protective Custody

Child is in Protective Custody (removed from the  home) and under supervision of the county agency:

**CHILD'S PARENTS AND/OR OTHER LEGAL GUARDIAN OR CUSTODIAN**

- Mother's whereabouts unknown
- Father's whereabouts unknown

Guardian's Relationship:

- Guardian's whereabouts unknown
- Closest Relative - If whereabouts unknown for Parents and Guardian

## 59. Complete the information for the cover page

**Tip:** Additional fields display when some fields are completed. Record all available information.

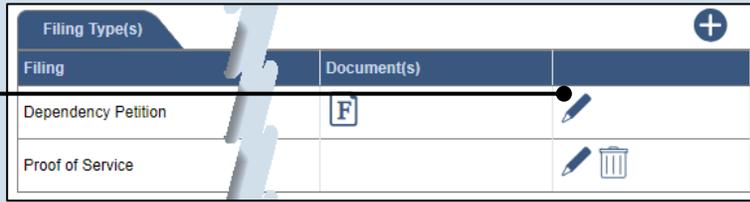
## 61. Click OK

**Tip:** The Dependency Cover Page icon in the grid updates and displays a pencil to indicate you have accessed the Fillable Form screen.

# How to Initiate a Dependency Case with a Petition or Application

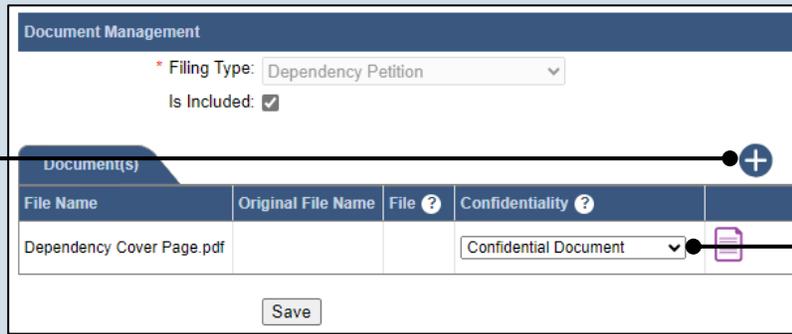
## 62. Access the Document Management screen

In the Filing Documents tab, click the Manage Document icon in the grid for the Dependency Petition.



## 64. Initiate the process to upload the petition or application

Click the Add Document icon above the grid. A new, blank row displays in the grid.



## 63. (Optional) Select a confidentiality

In the Document Management popup screen, click on the dropdown and choose the appropriate confidentiality for the document.

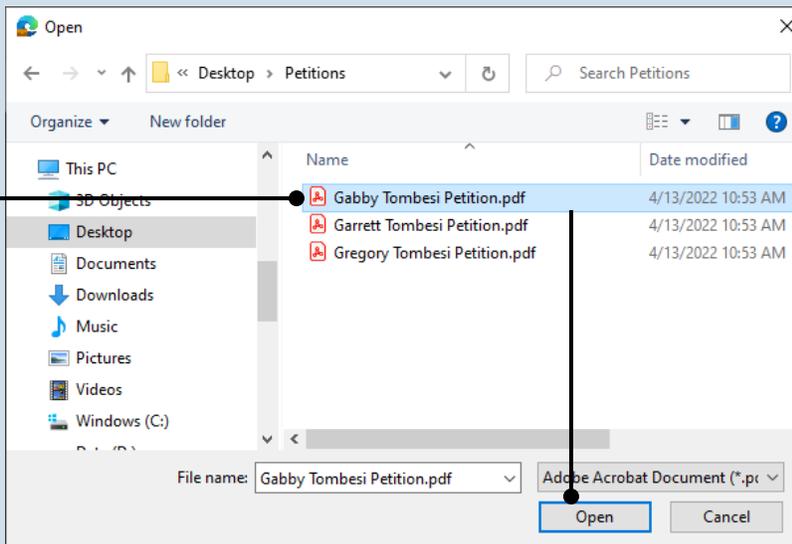
## 66. Upload the electronic version of the filing

In the popup screen that appears, locate the electronic version of the petition/application that you saved in Step **Error! Reference source not found.** Select the file and click OPEN.



## 65. Click CHOOSE FILE

**Tip:** This document must correspond to the child(ren) selected in the Show filing information for dropdown.



# How to Initiate a Dependency Case with a Petition or Application

## 67. Select a confidentiality

In the Document Management popup screen, click on the dropdown and choose the appropriate confidentiality for the petition or application.

File Name	Original File Name	File ?	Confidentiality ?
		Choose File Gabby Tom...i Petition.pdf	
Dependency Cover Page.pdf			Confidential Dc

68. Click SAVE

## 69. (Optional) Add another filing type & document

If there are additional documents to file now, click on the Add Optional Filing icon. On the Document Management popup screen, choose the appropriate filing type, and then use Steps 64 - 68 as a guide to upload the electronic document for that filing.

Filing	Is Included
Dependency Petition	✓
Proof of Service	✓

\* I acknowledge the foregoing Disclaimer

70. Identify a child  
If creating dependency cases for multiple children, select the next child in the **Show filing information** for dropdown and repeat Steps 58-68.

You can also select 'All Cases' to apply documents to all available children.

## 71. Upload the proof of service

Click on the Mange Documents icon appearing to the right of the Proof of Service filing type in the grid and use Steps 66 - 68 as a guide to add the document.

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

## 73. Click NEXT

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

<http://www.pacourts.us/public-records/public-records-forms>

# How to Initiate a Dependency Case with a Petition or Application

## 74. 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.

When the filing is correct, click the VERIFY button.

**Tip:** Click the Summary Report icon to generate the Verification Summary Report. You can print or save the report for your records.

A summary of your filing information is displayed. All the information displayed is accurate and that your To Do List is complete. If anything is incorrect, click on the appropriate tab and make the necessary changes.

When you are ready to submit your filing, click the Verify button. If you do not want to submit your filing at this time, click the Save button and your filing will be saved. Saved filings are available on the Saved Filings tab on your dashboard.

IFP Status	Filer(s)	Role	Counsel
	York County Agency	Children and Youth Services	York County Office of Children, Youth and Families Solicitor's Office
	York County Agency	Children and Youth Services	York County Office of Children, Youth and Families Solicitor's Office
	York County Agency	Children and Youth Services	York County Office of Children, Youth and Families Solicitor's Office

Docket Number	Viewable To	Document Name	Upload Date/Time	Is Sealed	Filing Fee
Tombesi, Gregory - 1/1/2006			1/20/2023 04:59 PM 1/20/2023 04:02 PM		\$0.00
Tombesi, Garrett - 1/1/2006			1/20/2023 04:59 PM 1/20/2023 04:02 PM		\$0.00
Tombesi, Gabby - 1/1/2015			1/20/2023 04:59 PM 1/20/2023 04:02 PM		\$0.00
					\$0.00

Buttons: Previous, Save, Verify

## 75. Review the submitted filings

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

## 76. 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>

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action for your filing or complete 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 State of Pennsylvania.  Certify:

Choose an action below.

\* Action:

\* Recipient(s):

Request For Approval  
Submit to Court

When you select an action other than 'Submit to Court', this optional field can be used to communicate the intent of the filing. Any text you enter will not be submitted to or seen by the court.

Notes:

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created	Fee
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## 77. Choose an action

Select one of the following options from the **Action** field and proceed to the corresponding step:

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 78.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 79.

# How to Initiate a Dependency Case with a Petition or Application

## 78. Identify an approver

In the **Recipients** field, select one or more individuals who have the authority to approve the filing.

**Tip:** To select multiple recipients, press and hold the *[Ctrl]* key while clicking on each name.

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

**PACFile® - Payment and Submission** Help

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

\* Certify:

Choose an action below.

\* Action: Request For Approval ?

\* Recipient(s): Crafting, Johnnn

Invoice	Description	Filing Type	Filing Name(s)	Docket Number	Status	Fee
<input type="checkbox"/>		Initiating	*Dependency Petition	Tombesi, ... 1/1/2006 Tombesi, ... 1/1/2006 Tombesi, ... 1/1/2015	Not Submitted	\$0.00
<b>Subtotal:</b>						<b>\$0.00</b>

\* indicates primary filing

Amount: \$0.00

Pay: \$0.00

**Submit**

## 79. Click SUBMIT

This initiates the selected action.