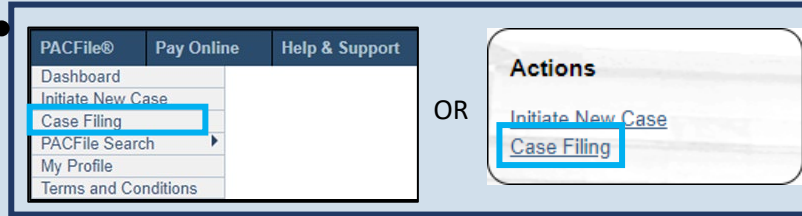


# How to File on an Existing Case (Juvenile, Dependency, Other)

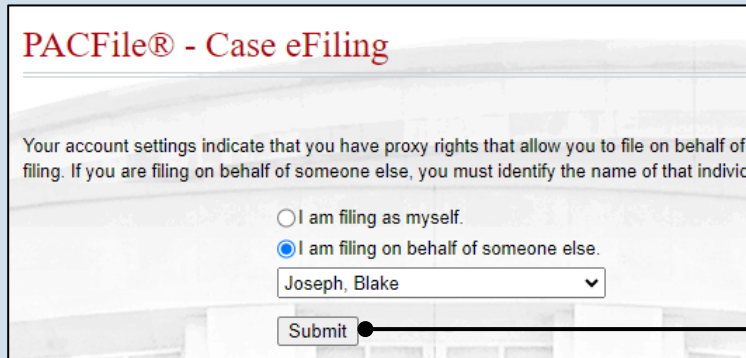
## 1. Open the case filing wizard

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



## 3. Identify the case number for the filing

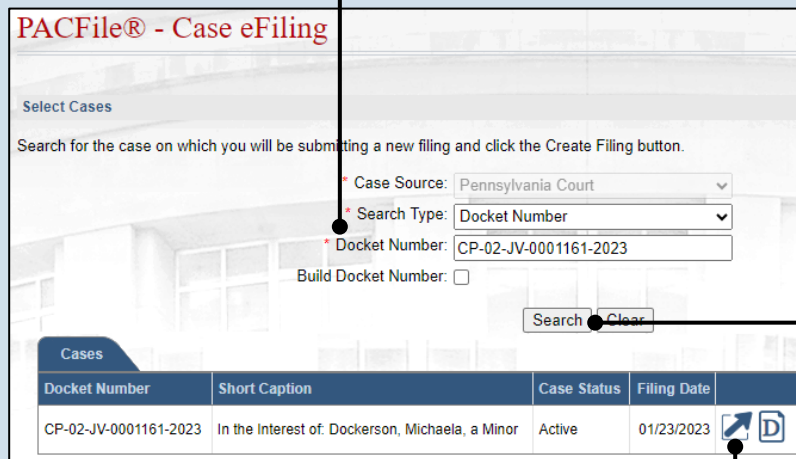
In the Select Cases screen, click in the **Docket Number** field and enter the docket number of case on which you are filing.



## 2. Select your proxy status

If you have the proxy rights to file on behalf of someone else, you will see the proxy selection screen. Choose between the two options and click SUBMIT.

**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.



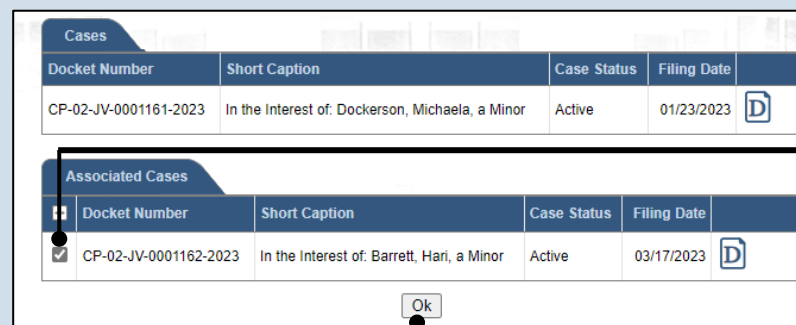
If you have no proxy rights, you will not see this screen. Continue to Step 3.

## 5. Select the case

Within the search results, click the Select Case icon appearing in the grid.

If this action does not identify any associated cases, proceed to Step 8.

If PACFile identifies associated cases, continue to Step 6.



## 4. Click SEARCH

## 6. Specify any associated cases

When there are other cases associated with the one you identified in Step 5, they will appear below. Select the checkbox for each case to which the new filing applies.

## 7. Click OK

# How to File on an Existing Case (Juvenile, Dependency, Other)

## 8. Select a filing type

In the Select Filing screen, click the **Filing Type** dropdown, select the type of document you are filing.

Select Filing

Based on the docket type of the case you have identified, this tab is used to name the specific filing that will be submitted on the case. Only the documents that can potentially be filed on this case will be available to select. All fields prefixed with a star (\*) are required.

Court Type: Court of Common Pleas

County: York

\* Docket Type: Criminal

\* Case Category: Court Case

\* Filing Type: Motion for Continuance

Description:

Submit

## 10. Click SUBMIT

## 9. (Optional) Enter a description

Enter any word or phrase that will help identify your new case more conveniently through your PACFile dashboard.

**Tip** Anything you enter here will only be visible to you. The filing office will never see this information.

Participants Counsel eService Filing Documents

The participants on this Common Pleas Court case are listed here. All other participants must be recorded using the ADD button.

Show information for: ALL

Participant	Docket Number	Filer
Stintson, Darius L.	CP-02-JV-0001	<input type="checkbox"/>
Little, Dawid	CP-02-JV-0001	<input type="checkbox"/>
Dockerson, Michaela	CP-02-JV-0001	<input checked="" type="checkbox"/>

Next Save Verify

## 11. Bypass the Participants tab

In the Participant tab, click NEXT.

## 12. Bypass the Counsel tab

In the Counsel tab, click NEXT.

Participants Counsel eService

The attorneys on this Common Pleas Court case are listed here. All other attorneys must be recorded using the ADD button.

Show information for: ALL

Counsel	Representing	Filer
James, Sherman	Dockerson, Michaela	<input type="checkbox"/>
Allegheny County District Attorney's Office	Commonwealth of Pennsylvania	<input type="checkbox"/>
Parker, Sarah	Barrett, Hari	<input type="checkbox"/>
James, Sherman	Barrett, Hari	<input type="checkbox"/>
Allegheny County District Attorney's Office	Commonwealth of Pennsylvania	<input type="checkbox"/>

Previous Next Save Verify

# How to File on an Existing Case (Juvenile, Dependency, Other)

## 13. Identify eService recipients

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

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

## 15. Generate the proof of service

Before proceeding in the PACFile wizard, you must create your proof of service document. 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 to save this document as a PDF.

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

Select any of the eligible recipients that should receive electronic service upon submission of this filing. Some of the eligible recipients may be defaulted to receive eService automatically, but this setting can be changed at your discretion. If you elect to use eService for any recipient, be sure to update your proof of service document accordingly.

Case Participants	
	Name
	No results found

Attorneys	
	Name
<input checked="" type="checkbox"/>	James, Sherman
<input type="checkbox"/>	Parker, Sarah
<input checked="" type="checkbox"/>	Allegheny County District Attorney's Office, Ju...

Others	
	Name
<input checked="" type="checkbox"/>	Family Division - Allegheny
<input type="checkbox"/>	Adoption Legal Services Project
<input type="checkbox"/>	Allegheny County Solicitor's Office
<input type="checkbox"/>	Office of Children, Youth and Families
<input checked="" type="checkbox"/>	Allegheny County Juvenile Probation
<input type="checkbox"/>	Allegheny County CYF Adoption Legal Unit

Previous Next Save

14. Click NEXT

Based on the filing type selected in the Filing Type tab, the documents to be filed are listed below.

You must upload at least one electronic file for each required filing. For the additional information section below the grid, to view the electronic filing requirements, click the Add/Edit Document link that appears on the filing row.

Filing Type(s)		
Filing	Is Included	
Motion for Continuance	✓	
Proof of Service	✓	

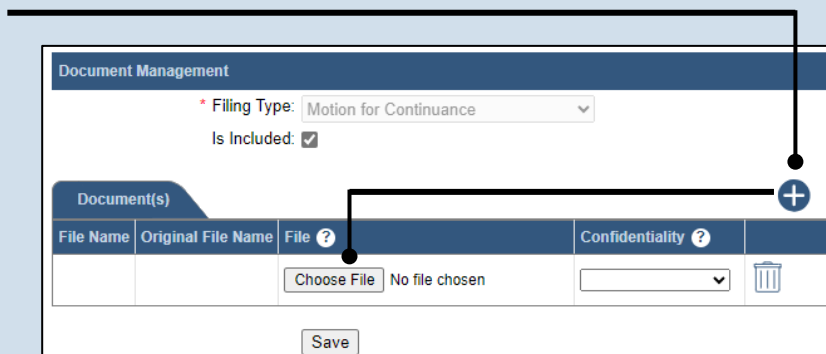
16. Initiate the process to upload the filing document

In the Filing Documents tab, click the Manage Documents icon in the grid for the primary filing type.

# How to File on an Existing Case (Juvenile, Dependency, Other)

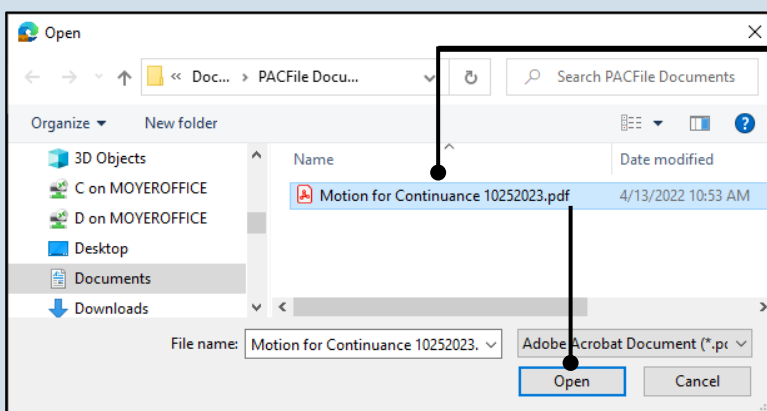
## 17. Initiate the search for your document

In the Document Management popup screen, click the Add Document icon, then click CHOOSE FILE.



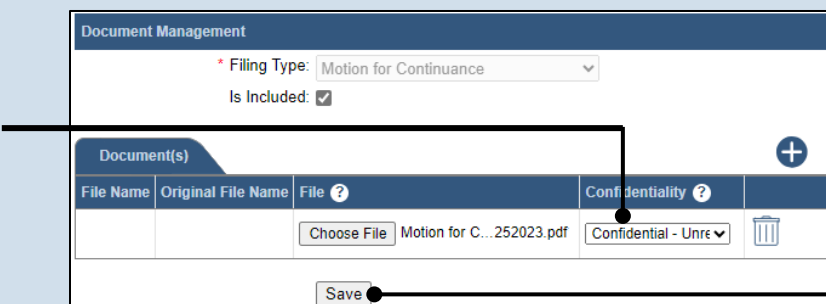
## 18. Upload the electronic version of the filing

In the popup screen that appears, locate the electronic version of the filing on your computer or movable storage device (ex. memory stick). Select the file and click OPEN.



## 19. Select a confidentiality

Click on the dropdown and choose the appropriate confidentiality for the document.



## 20. Click SAVE



**Tip** This selection is required based on the court's Public Access Policy. You can view the policy at the following web address:

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

# How to File on an Existing Case (Juvenile, Dependency, Other)

## 21. Upload the proof of service

In the Filing Documents tab, click the Manage Documents icon in the grid for the Proof of Service filing type and use Steps 17 - 20 a guide to upload the document.

Filing	Is Included	
Motion for Continuance	✓	
Proof of Service	✓	 

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

If there are additional documents to file now, click the Add Optional Filing icon to access the Document Management popup (not shown here). Choose the appropriate filing type, then use Steps 17 - 20 as a guide to upload the electronic document for the optional filing.

Disclaimer: I certify that this filing complies with the Case Records Public Access Act of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational records, Children and Youth Services' records, marital property inventory and pre-trial statements, and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties must all be filed under the Confidential Document Form cover sheet. See Section 8.0 of the

Furthermore, I understand that the attachments, except for a Confidential Information, the following: social security numbers, financial account numbers (except for the last four digits of the subject of the case and cannot otherwise be identified), driver license numbers, state identification numbers and dates of birth (except when the minor is charged as a defendant in a criminal matter), contact information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 8.0 of the

I acknowledge the foregoing Disclaimer

[View Additional Info](#)

## 23. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

## 24. Click NEXT

# How to File on an Existing Case (Juvenile, Dependency, Other)

## 25. 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.

Participants Counsel eService **Filing Documents** Verification

A summary of your filing appears below. Verify that all the information displayed is complete. If anything is incorrect or incomplete, return to the appropriate tab and make the necessary changes.

When you are ready to start the submission process, click the Verify button. If you want to save the filing, click the Save button and exit the wizard. All of your saved filings are available on the Submission page.

IFP Status	Filer(s)	Role
	Barrett, Hari	Juvenile
	Dockerson, Michaela	Juvenile

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document(s)	Filing Fee
CP-02-JV-0001161-2023	In the Interest of: Dockerson, Michaela, a Minor	Motion for Continuance			\$0.00
CP-02-JV-0001162-2023	In the Interest of: Barrett, Hari, a Minor	Motion for Continuance			\$0.00
					\$0.00

Previous Save Verify

## 26. Decide to file now or file later

You must choose from one of two options to determine how to proceed:

Option 1: If you want to submit this filing now, click the VERIFY button, and continue to Step 27.

Option 2: If you don't want to submit this filing now, click the SAVE button and then return to your dashboard. THIS PROCESS IS COMPLETE.

## 27. Review the Payment and Submission page

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

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your action or select 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 Pennsylvania. This filing contains confidential information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

Action:

Notes:

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Motion for Continuance	CP-02-JV-0001161-2023 CP-02-JV-0001162-2023		Dockerson, Michaela Barrett, Hari	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

Submit

## 29. Choose an action

Select one of the following actions and proceed to the corresponding step:

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 30.
- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 31.

## 28. 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>



# How to File on an Existing Case (Juvenile, Dependency, Other)

## 30. Identify an approver

Select the checkbox(es) for one or more of the 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).

Choose an action below.

\* Action: Request For Approval

\* Recipient(s): Crohn, Steve

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 Continuance	CP-02-JV-0001161-2023 CP-02-JV-0001162-2023		Dockerson, Michaela Barrett, Hari	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

Submit

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your at 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 Pa 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 Continuance	CP-02-JV-0001161-2023 CP-02-JV-0001162-2023		Dockerson, Michaela Barrett, Hari	James, Sherman L	WCP1967C200000

\* indicates primary filing

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

Submit

**31. Click SUBMIT**  
This initiates the selected action.