

How to Submit a Filing with a Fee and Make a Payment



1. Review the submitted filing

After clicking the VERIFY button, the corresponding filing will appear in the Payment and Submission screen. Verify that the correct filing appears.

3. Select an 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 interface. A line from step 1 points to the top of the page. A line from step 2 points to the 'Certify' checkbox. A line from step 3 points to the 'Action' dropdown menu. A line from step 4 points to the 'Submit' button.

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select to submit the filing or complete the appropriate routing information.

Any applicable eService is performed immediately following:

Public Access Policy Certification

I certify that this filing complies with the provisions of the California Rules of Court that require filing confidential information and documents differently than non-confidential information.

* Certify:

Choose an action below.

* Action: **Submit to Court**

Notes:

Package Information					
Invoice	Description	Filing Type	Filing Name(s)	Docket #	Fee
<input type="checkbox"/>		Initiating	*Petition for Allowance of Appeal	453 EDA 450 ED	\$180.50
Subtotal:					\$180.50

* indicates primary filing

Total Invoiced: \$0.00
Total Due Today: \$180.50

Submit

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

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5. Review the billing information

The Checkout screen automatically displays the information of the person completing the filing.

If the billing information is correct, proceed to Step 10.

If the billing information is not correct, complete Steps 6-9 as needed.

7. Update the billing address

In the **Address Line 1**, **Address Line 2**, **City**, **State**, and **Zip Code** fields, enter the address associated to the credit card being used for payment.

9. Update the email address

All correspondence regarding the submission of the filing, including payment confirmation, will be sent to the e-mail address provided.

11. Click CONTINUE

The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL

PAePay® Add Funding Account

Checkout

Your payment session expires in 15:00:00

Reference Number	Description	Current Balance
WSPRED20000620	Kohler, A. v. Wallace, A.	\$90.00
	Subtotal	\$90.00
	Service Fee (2.75%)	\$2.25
	Grand Total	\$92.25

Please enter payer name and billing information based on the card being used for payment.

* First Name: Robert

* Last Name: Lincoln

The address information provided should reflect the billing address of the credit or debit card you are using for payment.

* Address Location: United States

* Address Line 1: 1050 West Lafayette

Address Line 2:

* City: Mechanicsburg

* State: Pennsylvania

* Zip Code: 17055

* Phone Number: (717) 555-1574

* Email Address: robert_lincoln1@yahoo.com

Terms and Conditions

Customer is solely responsible for ensuring that the terms and conditions it provides to its customers are clear, understandable, and comply with all applicable laws, rules, and regulations, as provided in the U.S. Bank e-Check Payment Terms and Conditions.

Please review the Terms and Conditions below and click the "I Agree" checkbox to agree to the terms and conditions.

Please be aware that the Unified Judicial System (UJS) does not issue returns/refunds for filings submitted through the UJS Portal are final and cannot be cancelled after submission. By clicking [Pay] you are agreeing to the terms and conditions of the service and processing fees delineated. If you are unsure about the payment, please contact the court/agency first. Each court/agency reserves the right to refuse payment, please contact the court/agency first. Each court/agency reserves the right to refuse payment, please contact the court/agency first. Each court/agency reserves the right to refuse payment, please contact the court/agency first.

I HAVE READ AND UNDERSTAND THE FOREGOING AGREEMENT AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THE SERVICE.

* I agree to the Terms and Conditions

Continue Cancel

6. Update the cardholder's name

In the Checkout screen, use the **First Name** and **Last Name** fields to enter the name that appears on the credit card being used for payment.

8. Update the phone number

10. Read and agree to the terms and conditions

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12. Enter the credit card number

In the payment popup, enter the 16-digit number appearing on the front of your card. Do not enter any spaces between the numbers.

14. Enter the Expiration Date

Enter the month and year the card will expire in an MM/YY format.

16. Click ADD

Tip eService for any applicable participants or attorneys is performed immediately.

The screenshot shows the AOPC payment form. Callouts point to the credit card number field (step 12), the CVV code field (step 13), the expiration date field (step 14), and the ADD button (step 16). The form includes a name field with 'Robert Lincoln', a billing address section with '1050 West Lafayette', and a location section with 'Mechanicsburg, Pennsylvania, 17055'.

13. Enter the card's CVV code

Enter your CVV code based on the credit card type:

Visa, MasterCard, or Discover – The three-digit number on the back of the card next to the signature line.

American Express – The four-digit number that is printed (not embossed) on the front right of the card.

15. Verify the name and address information

The screenshot shows the PACFile Receipt screen. A callout points to the Submitted Filings section (step 17). The screen displays a table of submitted filings.

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Cr
<input type="checkbox"/>		Initiating	*Petition for Allowance of Appeal	453 EDA 2023 450 EDA 2023		Kohler, Angelina	Jos
<input type="checkbox"/>							Bl

17. Process complete!

If you see the Submitted Filings screen, your payment was successful. Your credit card is not charged, however, until the filing is accepted by the court.