



PACFILE BULLETIN

Unified Judicial System Web Portal

Bulletin # 1-13

July 23, 2013

Questions? Contact
the Help Desk at
(717)-795-2097

Enhancements to the Document Filing Process

The items listed below represent new features within PACFile. An overview of these enhancements appears in the sections that follow:

- ◆ **Ability to complete document eService and submission in a single step.**
- ◆ **Addition of To Do List Tips.**
- ◆ **Automatic naming standardization for all documents associated to a filing.**

Ability to complete document eService and submission in a single step

Prior to today, document eService and the submission of a filing were completed as separate steps within the filing wizard. This split action made it possible to perform eService without submitting the filing to the court and, as a result, caused some confusion over the point at which a filing was considered complete.

Beginning today, in order to eliminate the issues associated with completing these actions separately, both eService and submission to the court are now completed in a single step. With regard to the filing wizards, this procedural change has resulted in the removal of the SERVE button and service authorization checkbox from the Verification tab.

The Verification tab prior to today

The screenshot shows the 'Verification' tab in the PACFile system. It includes sections for 'Filers', 'Current Filings In Progress', and 'Referenced Cases'. A 'To Do List' is visible on the right side. At the bottom, there is a checkbox for recognizing the 'Serve' button and a 'Summary Page' button. A red box highlights the 'Serve' button and a checkbox, with a callout stating they have been removed.

IFP Status	Filer(s)	Role	Counsel
No	Wall, Jeffrey B.	Petitioner	Nichols, Asher

Filing Name	Required	Document Name	Upload Date/Time	Filing Fee
Petition for Allowance of Appeal	<input checked="" type="checkbox"/>	Petition for Allowance of Appeal.PDF	7/15/2013 11:24 AM	\$73.50
Reproduced Record	<input type="checkbox"/>	Reproduced Record.PDF	7/15/2013 11:24 AM	\$0.00
				Total: \$73.50

Docket Number	Short Caption	Case Status	Lead	Sealed
4040 WDA 2011	Wall, B. v. Wall, J.	Closed	4040 WDA 2011	

I recognize that clicking the Serve button will complete electronic service for all PACFile registered attorneys and pro se litigants on the case.

Summary Page

Previous Next Save **Serve** Cancel

The checkbox and the SERVE button have been removed.



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The functions that have been removed from Verification tab have been replaced by the VERIFY button. This new button is used to confirm that the information appearing on the tab is correct and forwards you to the Payment and Submission page for final submission. This button does not perform eService or submit the filing.

The Verification tab today

The use of the Payment and Submission page, while slightly different visually, remains unchanged. You are still required to confirm that you have authority to submit the corresponding filing, but this confirmation now also includes an acknowledgement regarding eService.



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After clicking OK, if the filing carries a fee that requires immediate payment, document eService and submission to the court are completed after the successful conclusion of the payment process. If the filing fee is being invoiced, or there is no fee, clicking OK performs immediate eService and submission to the court.

Clicking CANCEL abandons the submission process and the filing remains unsubmitted and unserved. The filing can be continued later through the Filings in Progress option on your dashboard.

Addition of To Do List Tips

The To Do List is a prominent feature of the filing wizard that is designed to let you know when the data entry requirements for each tab are complete. A prior restriction of this feature, however, was that it only showed whether tasks were complete or incomplete and offered no specifics about what needed to be done to satisfy each task.

Today, supplementary tips are now associated to the incomplete tasks in the To Do List to provide additional information about what needs to be completed. By default, the tips for each tab display when you are viewing the corresponding tab. For example, you will see the tips related to the Filing Documents tab when that tab is active in the wizard. In this scenario, tips for the Filing Documents tab might let you know that documents still need to be uploaded or an entry of appearance needs to be recorded.

The screenshot shows the 'Filing Documents' tab selected in a wizard. The main content area contains instructions and a table of filing types. The 'To Do List' on the right lists tasks: 'Select Filing Type' (checked), 'Select Cases' (checked), 'Upload Filing Documents' (unchecked), 'Establish the Participants' (checked), 'Establish the Counsel' (checked), and 'Final Verification' (unchecked). A red box highlights the 'Upload Filing Documents' task and its associated tips: 'At least one document must be uploaded or attached to each required filing type.' and 'An Entry of Appearance is required unless the filer is pro se.'

Filing Type	Fee	Required	Uploaded Documents
Petition for Allowance of Appeal	\$73.50	<input checked="" type="checkbox"/>	(Upload Document) (Attach Document)
Reproduced Record	\$0.00	<input checked="" type="checkbox"/>	(Upload Document) (Attach Document)
Select Optional Filing			Add



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Clicking a button in the To Do List with downward facing arrows (⌵) displays the incomplete tasks associated to the corresponding tab. This button disappears when the corresponding To Do List item is complete.

Automatic naming standardization for all documents associated to a filing

Previously, all documents uploaded through the filing wizards retained whatever name they were given prior to beginning the PACfile process. The lack of a naming standard meant that there was no consistency in which documents were being named and filed by attorneys and pro se litigants.

Today, all documents uploaded or attached in the Filing Documents tab are automatically renamed to match the filing type to which it is being associated. For example, when a document is associated to a Filing Type of 'Reproduced Record', that document, regardless of the name it was previously assigned, will be renamed 'Reproduced Record'. If multiple documents are associated to the same filing type, the first document added is named directly after the filing type and any subsequent documents are named after the filing type and suffixed with an incremental number (ex. Reproduced Record, Reproduced Record-1, Reproduced Record-2, etc.).

For your convenience and reference, the original name assigned to the documents you upload will be displayed alongside the new name.

The screenshot shows the 'Filing Documents' tab in the PACfile system. It includes a table with columns for 'Filing Type', 'Fee', 'Required', and 'Uploaded Documents'. The table lists 'Petition for Allowance of Appeal' and 'Reproduced Record'. Under 'Reproduced Record', three documents are listed: 'Reproduced Record.PDF', 'Reproduced Record-1.PDF', and 'Reproduced Record-2.PDF'. Red and black boxes highlight the new names and original names respectively. Callout boxes explain the naming convention.

Filing Type	Fee	Required	Uploaded Documents
Petition for Allowance of Appeal	\$73.50	<input checked="" type="checkbox"/>	(Upload Document) (Attach Document) Remove
Reproduced Record	\$0.00	<input type="checkbox"/>	Reproduced Record.PDF (Rep. Record Pt 1.pdf) Reproduced Record-1.PDF (Rep. Record Pt 2.pdf) Reproduced Record-2.PDF (Rep. Record Pt 3.pdf) Remove (Upload Document)

Select Optional Filing

Previous [] ify [] Car []

The new document name, based on the filing type.

The original name of the document that was uploaded.



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This change establishes a consistent and descriptive naming standard for all eFiled documents and serves as a benefit for the eligible attorneys and pro se litigants who are looking at these documents through PACFile.

Once submitted, the filing office has the authority to update the name of any document. If this occurs, this new name is communicated systematically to PACFile.