



PACFILE BULLETIN

Unified Judicial System Web Portal

Bulletin # 1-16

August 22, 2016

Appellate Help:
(717)-795-2097

Common Pleas Help:
1-877-227-2672

Streamlining the Payment Process

The UJS Web Portal has partnered with USBank to simplify the payment portion of the PACFile process. When a filing carries a fee, the entire checkout process has been trimmed to a single form, replacing the more complex multi-page process. In a related change, the point at which credit cards are charged for filing fees has also been modified.

Checking out in the Payment & Submission screen

At the conclusion of the PACFile filing wizard, all filers are required to click the VERIFY button to affirm that their filing is ready for submission. Clicking this button displays a popup screen, titled Payment and Submission (see picture below), which displays a short summary of the filing that has been prepared. When a filing carries a fee, the filer's billing information is now collected below this summary. Some of these billing details, including name, address, and e-mail address, will default automatically based on the information associated to the submitter's Web Portal account. These defaults are provided as a convenience and should be updated based on the payment method.

Payment and Submission

Choose an action below.

* Verification Action:

| Description | Filing Type | Filing Name(s) | Docket Number(s) | Document(s) | Filer(s) | Created By | Tracking Number | Status | Fee |
|----------------------------|-------------------|------------------------------------|------------------|--|-----------------|-------------------|-----------------|---------------|-------------------|
| None entered | Initiating Filing | * Petition for Allowance of Appeal | 3846 EDA 2015 | Petition for Allowance of Appeal Proof of Service - Draft | Lincoln, Robert | Lincoln, Robert R | WSUPED0003447 | Not Submitted | \$85.50 |
| * indicates primary filing | | | | | | | | | Subtotal: \$85.50 |

Enter your billing information. For your convenience, some details have been copied from your UJS Web Portal account. Please review and update this information based on the credit card being used for payment.

Total Invoiced: \$0.00
Total Due Today: \$85.50

Any changes you make will only apply to this filing.

Payment

Amount Due: \$85.50
Convenience Fee: \$2.75
Total Amount Due: \$88.25

Payer

* First Name:
* Last Name:
Address Type: United States Other
* Billing Address Line 1:
Billing Address Line 2:
* City:
* State:
* Zip Code:
* Phone Number:
* EMail Address:

Payment Method

* Payment Method:
* Credit Card Type:
* Card Number:
* Expiration: /
* Card Security Code:

OK Cancel



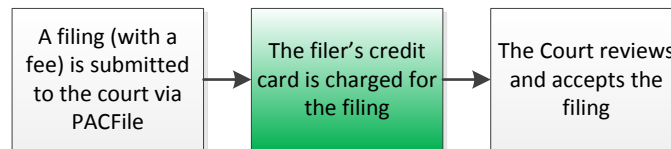
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When entering or confirming these details, the first and last name should reflect the name that appears on the credit card being used for payment, the billing address should reflect the one associated with the credit card, and the e-mail address should specify where the payment confirmation should be sent once the credit card has been charged.

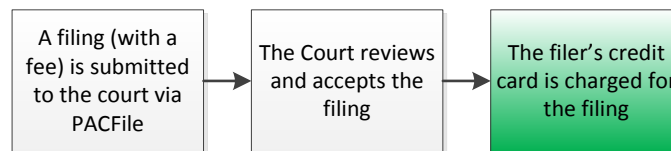
Credit Card Charges

When a filing is submitted and sent to the court for acceptance, the filer’s credit card is no longer charged immediately. Following the practice of many online retailers, which only charge credit cards when an order has shipped, a credit card is now only charged for a filing fee when the court has accepted the submission.

Previous Filing & Payment Process:



New Filing & Payment Process:



Payment Issues & Cautionary Notifications

If there is ever a problem with a filing, no money changes hands. There are three possible situations where a problem could occur and the filer will receive one of the following User Action Required dashboard notifications and, perhaps, a corresponding e-mail:

- ◆ **Filing Rejected** – Sent when the court did not accept the filing or payment. Within the User Action Required notification sent to the filer, the court identifies the problem and any terms for resubmission.
- ◆ **Filing Accepted, Payment Failed** – Sent when the court accepted the filing, but the credit card payment failed. This could be caused by incorrect billing information, an invalid card, credit limit issues, etc.
- ◆ **Filing Accepted, Payment Due** – Sent when the court accepts a filing, but the filing name selected in PACFile was incorrect. Upon review, the court adjusted



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the filing name, but the correction resulted in a higher filing fee. For example, this could occur in the Superior Court if an attorney filed a second request for an extension of time to file a brief when it was actually the third request.

PACFile - User Action Required

Navigate To: [Initiate New Case](#) [Case Filing](#)

User Action Required notifications represent instances where the court, or another PACFile-registered user, has completed an action that requires you to click the View link to see more details regarding the required action.

By default, you will always see all of your unread notifications, but you can use the Filter button to narrow your results. Filtered by: Unread Only

| Message | Notification Type | Lead Case Caption | Filing Name | Received Date | Filed Date | Filing Type |
|--|---------------------------------|-------------------|--|---------------|------------|--|
| <input type="checkbox"/> View Filing WCP0151J90003590 accepted, payment due | Filing Accepted, Payment Due | | Motion to Intervene | 8/15/2016 | 8/15/2016 | Motion to Intervene |
| <input type="checkbox"/> View Filing WCMWHB90003588 rejected | Filing Rejected | | Application for Reconsideration/Reargument | 8/15/2016 | | Application for Reconsideration/Reargument |
| <input type="checkbox"/> View Filing WSPRED90003568 accepted, payment failed | Filing Accepted, Payment Failed | | Application for Clarification | 8/15/2016 | 8/15/2016 | Application for Clarification |

In the 'Payment Failed' and 'Payment Due' situations, since no payment was taken, but is nevertheless required, filers are responsible for resubmitting their payment information. If received, the Dashboard notification will lead you through PACFile to resubmit payment via the checkout process. No changes are necessary to the filing.

Alternatively, if the filing name selected in PACFile is ever incorrect and the adjusted filing name carries a fee that is less than the filer's original authorized amount, no additional action is required. The lesser amount is charged to the credit card (if greater than zero) and the filer receives an informational notification through the Notice of Court option on the Dashboard.

The Remainder of the Filing Process

The changes described in this bulletin are limited to the payment portion of the PACFile process. The remainder of the filing process has not been changed.