



PACFILE BULLETIN

Unified Judicial System Web Portal

Bulletin # 2-12

September 18,
2012

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

Enhancements to the Filing Wizards

Three system enhancements have been added to the wizards you use to create new filings in PACFile. These changes are designed to improve existing processes while only having a minor impact on the steps that you complete to submit filings.

Attach Documents from corresponding Appellate Court cases

The (*Attach Document*) link has been added to the Filing Documents grid and provides an alternative method for adding specific electronic documents to a new filing. Based on the case that you enter to build a filing, this link allows you to identify and attach any electronic documents available for the case from its Superior, Commonwealth, or Supreme Court history. For example, the use of this function would be applicable when you need to attach a reproduced record, which was previously filed on the corresponding intermediate appellate court case, to a new Supreme Court filing. When these types of documents are available in a case's Appellate Court history, this new function eliminates the need for you to recreate it in an electronic format prior to starting the PACFile process.

The screenshot shows the 'Filing Package' interface. At the top, it displays 'Tracking No.: Unassigned', 'Filing Type: Petition for Allowance of Appeal', 'Description: None entered', and 'Total Fees Due: \$73.50'. Below this is the 'Referenced Case Information' section, showing 'Docket Number: 4198 WDA 2009', 'Short Caption: Ball, B. v. Ball, J.', 'Case Status: Closed', 'Event Track: Appeal', and 'Court: Superior'. The 'Filing Documents' tab is selected and highlighted in red. Below the tabs, there is instructional text about uploading documents. A table lists filing types with their fees and requirements. The 'Attach Document' links for 'Petition for Allowance of Appeal' and 'Reproduced Record' are highlighted in red. A 'To Do List' on the right includes 'Select Filing Type', 'Select Cases', 'Upload Filing Documents', 'Establish the Participants', 'Establish the Counsel', and 'Final Verification'. Navigation buttons at the bottom include 'Previous', 'Next', 'Save', 'Submit', and 'Cancel'.

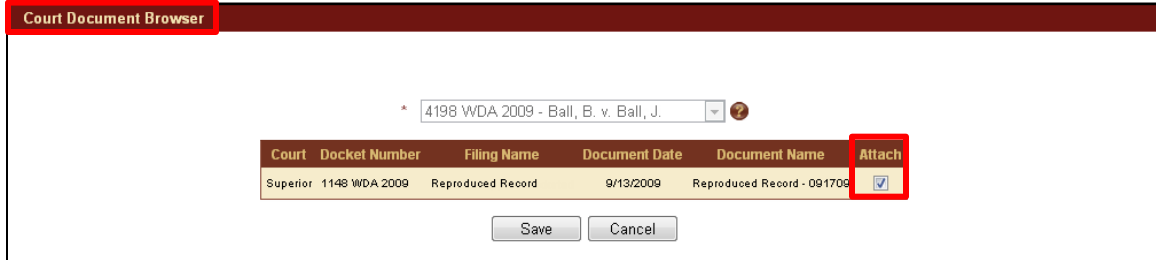
| Filing Type | Fee | Require | Uploaded Documents | Remove |
|----------------------------------|---------|-------------------------------------|--|--------|
| Petition for Allowance of Appeal | \$73.50 | <input checked="" type="checkbox"/> | (Upload Document) (Attach Document) | Remove |
| Reproduced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

Clicking any instance of this link opens the Court Document Browser screen. The name of each available document displays in this screen, as well as the name of the docket entry filing (**Filing Name** column), and court to which it is



September 18, 2012

associated. Select the **Attach** checkbox for one or more documents and click the SAVE button to attach those documents to the corresponding filing type.



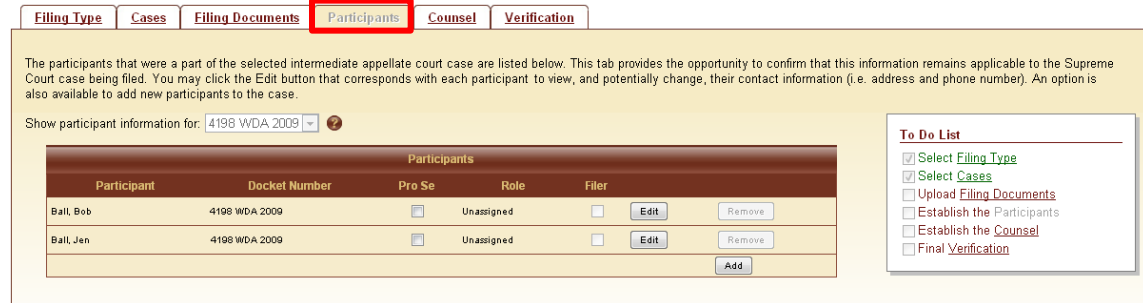
This link will not appear when the case being appealed or filed on has no electronic documents available in its Appellate Court history. Given the limited scenarios in which this function can rightfully be used, the availability of the (*Attach Document*) link will ultimately be narrowed systematically to a specific group of filing types.

Prior to initiating a new filing, you can see if a document is available to attach by searching for the appropriate Appellate Court case through your Dashboard. After completing your search, click on the Docket Entries option on the Case Details screen and look under the **Document Name(s)** column for the appropriate docket entry (ex. Reproduced Record Filed).

Separation of the Counsel/Participants tab

Previously appearing together on a single tab within the filing wizards, participant and counsel information has now been separated into two tabs. This change is designed to improve PACFile system performance by allowing information to be loaded on your screen more quickly. There is no change, however, to the way participant and counsel information is maintained. You can continue to add and edit this information as you are accustomed.

Participants tab





September 18, 2012

Counsel tab

Filing Type | **Cases** | **Filing Documents** | **Participants** | **Counsel** | **Verification**

The attorneys that were a part of the selected intermediate appellate court case are listed below. This tab provides the opportunity to confirm that this information remains applicable to the Supreme Court case being filed. You may click the Edit button that corresponds with each attorney to view, and potentially change, their contact information (i.e. address and phone number). An option is also available to add new attorneys when a filing type has been added through the Filing Documents tab that represents a request to join the case (ex. Entry of Appearance).

Show counsel information for: 4198 WDA 2009

| Counsel | Docket Number | Representing | | |
|---------------------|---------------|--------------|------|--------|
| Wall, Chris | 4198 WDA 2009 | Bail, Bob | Edit | Remove |
| Metz, Lisa G. | 4198 WDA 2009 | Bail, Jen | Edit | Remove |
| Add | | | | |

To Do List

- Select Filing Type
- Select Cases
- Upload Filing Documents
- Establish the Participants
- Establish the Counsel
- Final Verification

Verification of Filing Office District

When initiating a new Supreme Court case, you will now see a warning message (pictured below) if the case entered in the Cases tab is inconsistent with the filing office district you selected in the Filing Type tab.

Invalid District

The district that has been selected (**Middle**) is invalid for the selected case. In order to proceed, the district must be changed to **Western**. To continue with the corrected district, click OK. To abandon the filing wizard, click Cancel.

Cases appealed to the Supreme Court are filed in one of three filing office districts based on the county in which they originated. As a submitter, selecting the correct district helps the filing office process new case filings more efficiently. If you ever see this warning message, you can click OK and PACFile will automatically update the district to the appropriate option. Clicking CANCEL, conversely, will abandon the filing wizard and return you to your Dashboard.

If you want more information about which district to select for a filing, click on the Learn More icon that appears to the right of the District field in the Filing Type tab.

Filing Package

Tracking No: Unassigned | Filing Type: Petition for Allow

Filing Type | Cases | Filing Documents | Participants | Counsel

The beginning of the case initiation process requires the identification of some basic case. All fields prefixed with a star (*) are required.

* Court Type: Appellate

* Court Name: Supreme

* Docket Type: Allocatur

* Filing Type: Petition for Allowance of Appeal

* District: Middle

Description:

[Create Case](#)

The filing office location that will process the appeal based on the trial court county in which the case originated or the docket type of the new Supreme Court case.

Select EAST if the case originated in Philadelphia County. EAST will also be the only selection for all Capital cases, regardless of the county of origin.

Select MIDDLE if the case originated in one of the following counties: Adams, Berks, Bradford, Bucks, Carbon, Centre, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Fulton, Franklin, Huntingdon, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York.

Total Fees Due: \$0.00

document that will facilitate the new

Filing Type

Cases

- Upload Filing Documents
- Establish the Participants
- Establish the Counsel
- Final Verification