PACFILE BULLETIN



Unified Judicial System Web Portal

Bulletin #3-14

June 15, 2014

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

Abbreviated Attorney Searches in Filing Wizard

A new feature has been added to PACFile that is designed to streamline the process of adding an attorney to a filing through the ADD button in the Counsel tab.



Previously, within the Add/Edit Counsel screen, an attorney had to be identified using a two-step process: (1) the selection of 'Name', 'Bar Number', or 'Law Firm' from the **Search Type** dropdown and (2) the entry of the uniquely identifying characteristic that allows PACFile to locate the appropriate attorney.

Beginning today, the **Search Type** field now contains a new option, 'Myself', which abbreviates the search process. This predefined search, which is now the default option, is executed simply by clicking the SEARCH button.



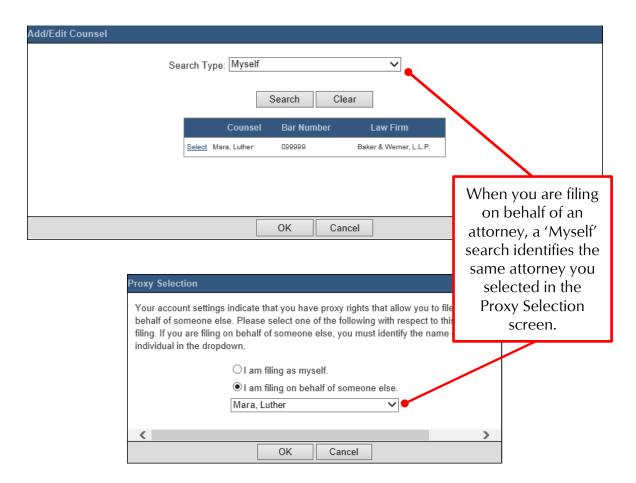
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If you are an attorney who is attempting to add your own name, which is common when filing an entry of appearance, completing this search automatically locates you by the bar number associated to your UJS Web Portal account.

If you are filing on behalf of an attorney and attempting to add that attorney to a PACFiling, the 'Myself' function works in much the same way. Clicking the SEARCH button automatically locates the attorney you are proxying for based on the individual you selected at the beginning of the filing process.



This new search option provides the quickest way to perform these types of attorney searches, but name, bar number, and law firm searches continue to remain available for use.

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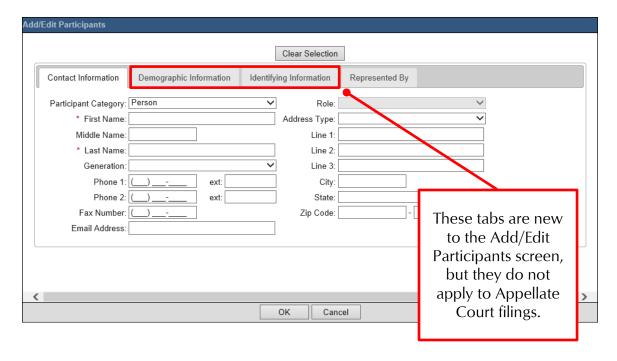


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The 'Myself' search option is also available through the Add/Edit Participants screen, which appears after clicking the ADD button in the Participants tab. There are few situations, if any, however, where the filing attorney would need to be added as a participant on an Appellate Court case. Consequently, this search has no use in these instances. When accessing this screen, it is probable that you will need to click the ADD NEW button to create a new participant record.

Add/Edit Participants				
	Search Type:	Myself	~	
	[Search CI	lear Add New	
		OK	Cancel	

When you click ADD NEW, two additional tabs are now visible. These tabs are not applicable to Appellate Court filings and can be ignored. The Contact Information and Represented By tabs, which have always been available, remain unchanged and can continue to be used normally.



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