



# PACFILE BULLETIN

Unified Judicial System Web Portal

Bulletin # 4-12

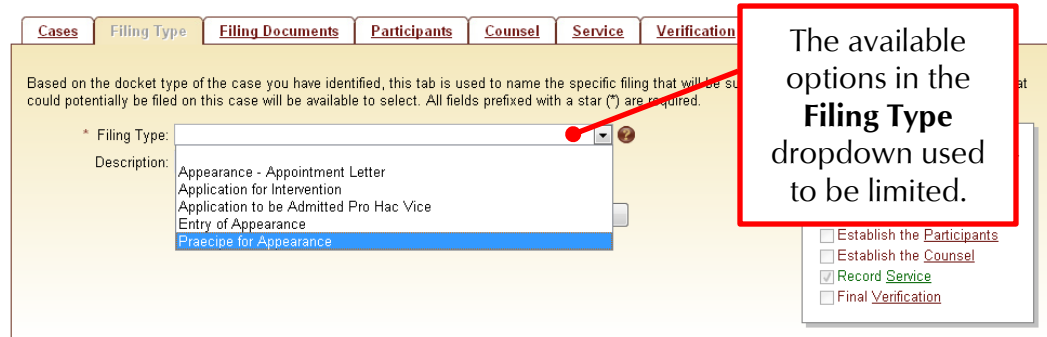
November 8, 2012

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

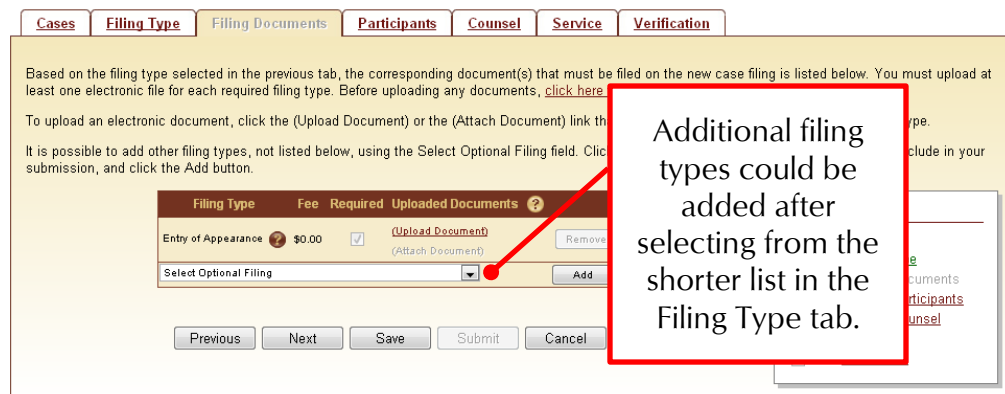
## Filing Praecipes of Appearance & Related Documents

A procedural change has been implemented in PACFile which may affect some of the steps that need to be completed when you are filing a Praecipie for Appearance or an Entry of Appearance.

Previously, when an attorney (or their proxy) attempted to file electronically on a case in which they were not participating, the filing types available to select in the Filing Type tab of the wizard were limited to documents that represented a request to join the case.



After selecting the appropriate filing type and proceeding to the Filing Documents tab, it was possible to add other filing types to your submission through the **Select Optional Filing** dropdown.



In this original process, requiring the selection of specific filing types in the Filing Type tab, like a Praecipie of Appearance, made it the primary filing on the submission. This should not have been the case in all instances. The



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concept of a primary filing is a part of the PACFile process that is administratively important to the Supreme Court filing office. When other documents were previously filed simultaneously with an Entry or Praecipe of Appearance, like a No Answer Letter, the Entry/Praecipe should have been secondary to the other document. The former PACFile process, however, made this impossible to change. The Supreme Court filing office, therefore, requested a modification to PACFile to adjust the filing process so that the primary filing can be identified appropriately based on the situation.

Beginning today, when an attorney (or their proxy) attempts to file on a case in which they are not currently participating, the PACFile process allows all filing types to be selected in the Filing Type tab of the wizard. This makes it possible to select documents other than an Entry or Praecipe of Appearance and identify them as the primary filing.

The screenshot shows the 'Filing Type' tab of the PACFile wizard. The 'Filing Type' dropdown menu is open, displaying a list of filing options. A red box highlights the list, and a red arrow points to it from a text box. The text box contains the following text: "The list of options available in the Filing Type tab has been increased when a Praecipe of Appearance (or similar document) needs to be filed." The list of options includes: Amended Certificate of Service, Answer, Answer to Petition for Allowance of Appeal, Appearance - Appointment Letter, Application for Appointment of Counsel, Application for Intervention, Application for Reconsideration, Application For Reduced Number of Copies, Application for Relief, Application for Stay, Application to Amend, Application to be Admitted Pro Hac Vice, Application to File Supplement to Petition for Allowance of Appeal, Application to Proceed In Forma Pauperis, Application to Withdraw As Counsel, Certificate of Service, Counsel's Verified Statement of Indigency, Entry of Appearance, No Answer Letter, No Answer Letter to Petition for Allowance of Appeal, Praecipe for Appearance, Praecipe for Withdrawal of Appearance, Reproduced Record, and Verified Statement in Support of Continuation of IFP Status.

For example, if an attorney is filing a Praecipe of Appearance and a No Answer Letter to a Petition for Allowance of Appeal, the No Answer Letter should be selected in the Filing Type tab. This makes that filing type primary.

The screenshot shows the 'Filing Type' tab of the PACFile wizard. The 'Filing Type' dropdown menu is now closed, and 'No Answer Letter to Petition for Allowance of Appeal' is selected. A red box highlights the selected option, and a red arrow points to it from a text box. The text box contains the following text: "If another document is being filed simultaneously with a Praecipe of Appearance (or similar document) that other document should be selected here." The 'Description' field is empty. At the bottom of the form, there are buttons for 'Previous', 'Next', 'Save', 'Submit', and 'Cancel'.



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After making this selection and proceeding to the Filing Documents tab, the No Answer Letter filing type will appear. It will then be necessary to select the Praecipe of Appearance from the **Select Optional Filing** dropdown and click the ADD button. Your To Do List will remain incomplete, and you will not be able to submit your filing, without adding one of the filing types requesting permission to join the case. Once this filing type is added and the corresponding document is uploaded, the remainder of the filing process can be completed normally.

Based on the filing type selected in the previous tab, the corresponding document(s) that must be filed on the new case filing is listed below. You must upload at least one electronic file for each required filing type. Before uploading any documents, click [here](#).

To upload an electronic document, click the (Upload Document) or the (Attach Document) button.

It is possible to add other filing types, not listed below, using the Select Optional Filing dropdown, and click the Add button.

Filing Type	Fee	Required	Uploaded Document
No Answer Letter to Petition for Allowance of Appeal	\$0.00	<input type="checkbox"/>	<a href="#">No Answer to Petition for Allowance of Appeal</a> (Upload Document) (Attach Document)

Select Optional Filing  
Select Optional Filing  
Appearance - Appointment Letter  
Application to be Admitted Pro Hac Vice  
Entry of Appearance  
Praecipe for Appearance

Save Submit Cancel

Final verification

The Praecipe of Appearance (or similar document) must be selected in the **Select Optional Filing** dropdown and added manually.

In the situation in which a Praecipe of Appearance or a similar document is the only document being filed on a case, it is the primary filing, and should be selected in the Filing Type tab. No additional filing types should be added through the Filing Documents tab and the remainder of the wizard can be completed normally.

For case initiating filings, the process remains unchanged. When an attorney (or their proxy) attempts to initiate an appeal on a case where they did not participate, the filing type selected in the Filing Type tab should always be the case initiating document. In the Filing Documents tab, the filing type that requests permission to join the case must be added through the **Select Optional Filing** dropdown.