



PACFILE RELEASE NOTES

Unified Judicial System Web Portal

Version # 10.1302

August 1, 2012

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

Notifications, Dashboard, and E-mail Enhancements

These release notes have been compiled to describe a series of systematic enhancements that have been implemented within PACFile. These enhancements are specifically designed to improve the use of the notifications you receive through your Dashboard and the corresponding alerts that are sent to you via e-mail. Please consult the table of contents below, and the pages that follow, to learn more about the newly upgraded areas within PACFile.

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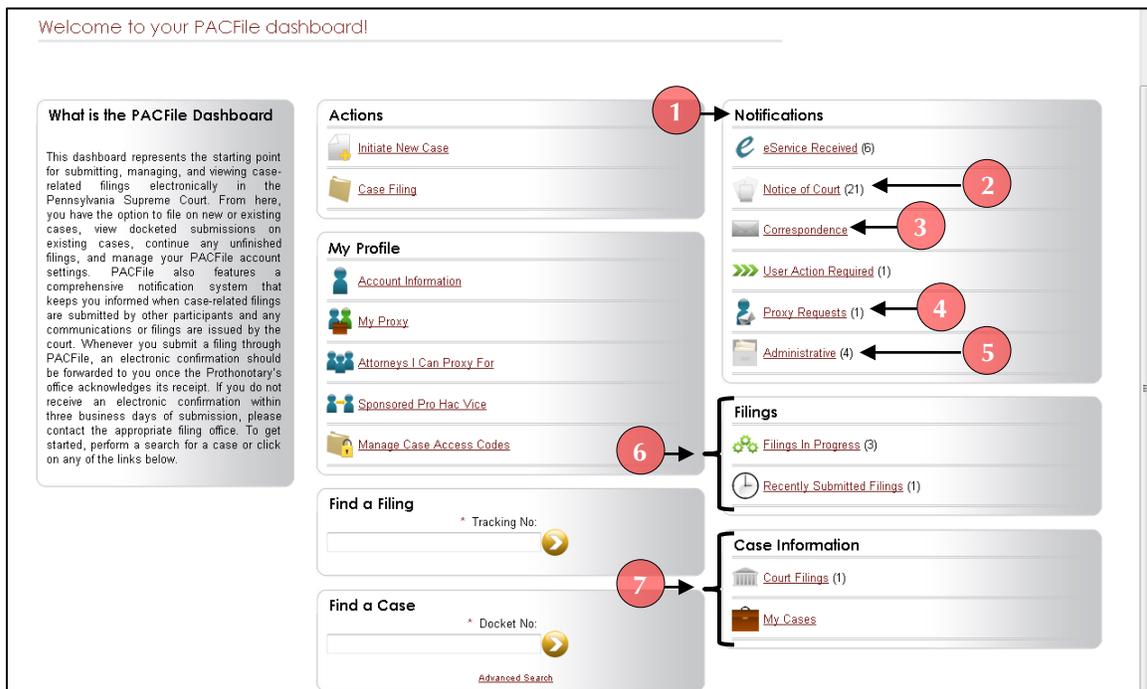
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Visual Changes to the Dashboard

1. **The section of the Dashboard that was previously called Active Items has been renamed Notifications.**
2. **The Notice of Court category has been added to the Notifications section** (see page 4 for more details about this new category).
3. **The Correspondence category has been added to the Notifications section** (see page 5 for more details about this new category).
4. **The Proxy Requests category has been added to the Notifications section** (see page 5 for more details about this new category).
5. **The Administrative category has been added to the Notifications section** (see page 6 for more details about this new category).
6. **Addition of the Filings section** – The Filings in Progress and Recently Submitted Filings notification categories have been removed from the Notifications section of the Dashboard and placed into a new section called Filings.
7. **Addition of the Case Information section** – The Court Filings and My Cases notification categories have been removed from the Notifications section of the Dashboard and placed into a new section called Case Information.
8. **The Notifications category has been removed from the Dashboard.**





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Cross-Notification Enhancements

- 9. **All Notification categories default to those that are unread** – When you access any of your notifications through your Dashboard (i.e. eService Received, Notice of Court, User Action Required, etc.), you will only see those that you have not read. Unread notifications are those where you have not yet clicked the View link that appears at the far left of the notification.

PACFile - eService Received

Navigate To: [Case Filing](#) [Case Search](#) [Dashboard](#)

The list below re attorneys you at received regarding the filings submitted by other attorneys, pro se litigants, or the court, on cases in which you, or the By default, you tions, but you can use the Filter button to narrow this list to those with common characteristics.

Filtered by: Unread Only

Message	Lead Case Caption	Filing Name	Received Date	Filed Date	Filing Type	Tracking Number	Docket Number	Submitter	Filers	Status	Comments	Sent To
<input type="checkbox"/> View	Electronic service for case 638 EAL 2011	In the Interest of: T.D.; T.D., Pet	7/23/2012	7/23/2012	Order Denying Application for Relief		638 EAL 2011		Per Curiam			Baker, Karl

- 10. **Enhanced filtering capability for Notifications** – All notification categories available through your Dashboard now contain a FILTER button. This button opens the Filter By screen, which features options tailored to the selected notification category that are used to customize the list of notifications that display. Any filters that feature dropdown menus only allow you to select values that correspond to your notifications in the category. Changes to the filter cannot be saved for future use and will be reset to the default settings whenever you navigate away from the notification category.

Filter By

Filing Name:

Received Date: Case was transferred from 1 WT 2012

Filed Date: Case was transferred to 1 WAL 2012

Court Type:

Court:

Filing Type:

Tracking Number:

Docket Number:

Submitter:

Filer:

Status:

Sent To:

Unread Only:



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- 11. **Addition of the VIEW FILING and VIEW CASE buttons** – Whenever you click the *View* link that corresponds to any notification, it transfers you to a secondary screen that offers more detail on that notification. On this secondary screen, you will now see two new buttons that provide single-click access to the associated filing or case. Clicking the VIEW FILING button will complete one of two actions depending on the filing. If the notification relates to a filing that was submitted through PACFile, this button will open the filing in the Case Initiating or Case Filing wizard. If the notification relates to a non-PACFile filing, you are transferred to the appropriate tab of the Case Details screen. Clicking the VIEW CASE button will open the case associated to the notification through the Case Details screen.
- 12. **Reduction of the number of notifications and e-mails** –The instances in which you now receive a notification and a corresponding e-mail have been reevaluated and minimized due to the overall restructuring of the PACFile notification system.

Notice of Court Notifications

- 13. **A new notification category** – This new Dashboard option displays notifications for filings that have been submitted electronically by you or your co-counsel and those from opposing counsel that were submitted outside of PACFile:
 - ◆ **Filing Submitted & Filing Accepted** – Whenever the filing process is completed in PACFile by you or your co-counsel, you will receive a notification with a Notification Type that indicates the filing has been submitted (successfully) to the court. Once the filing office docketed the filing, the Notification Type on the original notification will be updated to signify that it has been accepted.
 - ◆ **Party Filing** – If opposing counsel submits a filing on paper, and serves you outside of PACFile, you will receive notice when it has been docketed by the filing office.

PACFile - Notice of Court

Navigate To

[Initiate New Case](#) [Case Filing](#) [Case Search](#) [Dashboard](#)

Filtered by: Unread Only

Message	Notification Type	Lead Case Caption	Filing Name	Received Date	Filed Date	Filing Type	Tracking Number	Docket Number	Submitter	Filers	Status	Comments	Sent To
<input type="checkbox"/> View Filing WSUPWDD00000026 accepted	Filing Accepted		Petition for Allowance of Appeal	7/25/2012	7/24/2012	Petition for Allowance of Appeal	WSUPWDD00000026		Triski, Stephen	Start, Robert A.	Accepted		Triski, Stephen
<input type="checkbox"/> View Filing for case 1 WAL 2012	Party Filing	Start, R. v. GGNSC -Plattsburg		7/26/2012	7/26/2012	Answer to Petition for Allowance of Appeal		1 WAL 2012	GGNSC Plattsburg GP, L.L.C.				Triski, Stephen



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Correspondence Notifications

14. **A new notification category** – This new Dashboard option, which is similar to the option in the Case Details screen, is used to categorize notifications regarding the letters and other communications that the filing office has sent to you regarding your cases. Each notification displays the name of the communication and the PDF version of the document can be found by navigating through the View link. These notifications do not include court orders or any other court filing that falls under the category of document service.

PACFile - Correspondence

Navigate To

[Initiate New Case](#) [Case Filing](#) [Case Search](#) [Dashboard](#)

Filtered by: Unread Only

Message	Lead Case Caption	Filing Name	Received Date	Filed Date	Filing Type	Tracking Number	Docket Number	Submitter	Filers	Status	Comments	Sent To	
<input type="checkbox"/> View	Correspondence for case 1 WAL 2012	Start, R. v. NGENC-Canonsburg	Form/Report 1026 : Allocatur Filed	7/25/2012	7/25/2012	Document Management Form Created	1 WAL 2012		Office of the Prothonotary			<input type="checkbox"/>	Triski, Stephen

Proxy Requests Notifications

15. **A new notification category** – This Dashboard option, which is very similar to the My Proxy link that also appears on your Dashboard, allows you to review and grant requests that have been made by other individuals to act as your proxy. For those making requests, notifications are also sent when your potential proxy responds. Use of either the My Proxy or the Proxy Requests option can be used to grant proxy rights, but the Proxy Requests option uses notifications to provide greater visibility to new and granted requests.

PACFile - Proxy Requests

Navigate To

[Initiate New Case](#) [Case Filing](#) [Case Search](#) [Dashboard](#)

Proxy Requests

Notification Type	Name	City	PA Bar Number	Date	Proxy Type	
Proxy Request	Gist, John	Mechanicsburg, PA	086903	7/25/2012	Full Proxy	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

User Action Required Notifications

16. **Changes to this existing category** – This Dashboard option is used to categorize case-related notifications that require you to complete an action. There have been some enhancements to the two notification types in this category:

- ♦ **Payment Failure** – For any electronic filing that carries a fee, if you prematurely exit the US Bank payment screens before submitting payment, you will be notified that the filing is incomplete and that its status in PACFile has been downgraded from ‘Submitted’ to ‘In Progress’.



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- ◆ **Rejection** – You will receive this notification if any filing has been rejected by the filing office, typically due to a significant defect. Clicking the View link on the far left of these notifications will display the reasons for the rejection.

PACFile - User Action Required

Navigate To

[Initiate New Case](#) [Case Filing](#) [Case Search](#) [Dashboard](#)

Filtered by: Unread Only

Message	Notification Type	Lead Case Caption	Filing Name	Received Date	Filed Date	Filing Type	Tracking Number	Docket Number	Submitter	Filers	Status	Comments	Sent To
<input type="checkbox"/> View Payment for filing WSUPWD000000055 was not completed	Filing Payment Failure		Cross Petition for Allowance of Appeal	7/27/2012	7/27/2012	Cross Petition for Allowance of Appeal	WSUPWD000000055		Gist, John	Ladd, John	Served		Gist, John
<input type="checkbox"/> View Filing WSUPWD000000042 rejected	Filing Rejected	Start, R. v. GGNSC Plattsburg	No Answer Letter to Petition for Allowance of Appeal	7/27/2012	7/26/2012	No Answer Letter to Petition for Allowance of Appeal	WSUPWD000000042	1 WAL 2012	Gist, John	Golden Living	Rejected		Gist, John

Administrative Notifications

17. **A new notification category** – This new Dashboard option is used to categorize notifications that refer to your ability to access and utilize PACFile. There are three types of notifications that you could potentially receive:

- ◆ **Planned System Outage** – In the uncommon instances in which the UJS Portal will be taken down for planned maintenance, you will receive a notification that provides advance warning.
- ◆ **Access Code changes** – This previously existing notification type now appears under the Administrative category of your Dashboard. Access codes are assigned to all Supreme Court cases largely for the use of pro se participants who want to file electronically. If this code is ever compromised or needs to be changed for some other reason, the code will be regenerated and delivered to all attorneys and pro se participants via this notification type.
- ◆ **Withdrawal of PACFiling privileges** – If the court, at their discretion, decides that one or multiple individuals should not be able to file electronically on a case, they have the systematic option to apply this restriction. If this occurs, a notification will be sent to any person on the corresponding case affected by this change. In most cases, however, the courts will encourage the use of electronic filing.



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E-Mail Enhancements

18. **More detailed Subject line for case-related e-mail alerts** – When the Dashboard notification you receive is related to a case, the corresponding e-mail that you also receive will now contain more information specific to the case. The subject line will now include the name of the filing in question (when applicable), the short case caption, and the docket number. This same information is also included within the body of the e-mail.

The screenshot shows an email interface. At the top, the subject line is: **"No Answer Letter to Petition for Allowance of Appeal" electronic service for filing WSUPWD00000042, case "Start, R. v. NGNSC-Plattsburg" (1 WAL 2012)**. A callout box with a pointer indicates: "The e-mail subject line." Below the subject line, the sender is **administrator@pacourts.us** and the recipient is **to me**. The time is **11:02 AM (0 minutes ago)**. The body text starts with: **"No Answer Letter to Petition for Allowance of Appeal" electronic service for filing WSUPWD00000042, case "Start, R. v. NGNSC-Plattsburg" (1 WAL 2012)**. Below this, it says: "Service has been delivered to you, or the attorney(s) you are proxying for. You must log into the PACFile system to view the document that you have just received through eService. Failure to access this document via PACFile does not constitute grounds for disputing service or the filing. Click the following link to login to PACFile and view this notification: <https://ujportaltest.pacourts.us/Secure/eFiling/ViewNotification.aspx?notificationID=100000147>." At the bottom, it says: "This notification was sent on 7/26/2012 11:01 AM."



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Case Initiation & Case Filing Wizards – Service tab

19. **Co-Counsel will no longer require service** – When an attorney, or their proxy, is creating a filing in PACFile, it is no longer necessary or possible to record document service for any other attorney who is serving as their co-counsel.

Cases Filing Type Filing Documents Counsel/Participants Service Verification

The participants and attorneys on this Supreme Court case(s) are listed below. This tab provides the opportunity to confirm that the correct filer is identified and attorney information. You may click the Edit button that corresponds with each participant or attorney to view, and potentially change, their contact information. Buttons are also available to add new participants or attorneys when a filing type has been added through the Filing Documents tab.

Show Counsel/Party information for: 2250 EAL 2011

Participants			
Participant	Docket Number	Pro Se	Role
Ping, Carl	2250 EAL 2011	<input type="checkbox"/>	Petitioner
Commonwealth of Pennsylvania	2250 EAL 2011	<input type="checkbox"/>	Respondent

Counsel			
Counsel	Docket Number	Representing	Filer
Baker, Karl	2250 EAL 2011	Ping, Carl	<input checked="" type="checkbox"/> Edit Remove
Burns, Hugh J., Jr.	2250 EAL 2011	Commonwealth of Pennsylvania	<input type="checkbox"/> Edit Remove
Greenlee, Ellen T.	2250 EAL 2011	Ping, Carl	<input checked="" type="checkbox"/> Edit Remove
McBennett, Ellen	2250 EAL 2011	Ping, Carl	<input checked="" type="checkbox"/> Edit Remove

EXAMPLE: Karl Baker is submitting a filing on a case where Ellen Greenlee & Ellen McBennett are listed as his co-counsel.

Cases Filing Type Filing Documents Counsel/Participants Service Verification

Document service in PACFile records the details regarding the formal delivery of the document(s) uploaded in the Filing Documents tab, based on the participant and pro se participants. Service details can be added by clicking the Add button that appears next to any participant or attorney appearing below a case.

Any participant or attorney who is a registered PACFile user will automatically show 'eService' as a method of delivery, which signifies that they will receive the submission of the new case filing. If any of these individuals were served by other means, however, these methods may also be recorded.

If this filing references multiple Supreme Court cases, the counsel and pro se participants from each case are listed below. Only one participant or attorney only needs to be recorded for each case.

Docket No: 2250 EAL 2011 - Commonwealth v. Ping, C., Pet

Burns, Hugh J., Jr. representing:

- Commonwealth of Pennsylvania

Service Type	Service Date	
eService		Edit Remove
Add		

Consequently, document service only needs to be recorded for opposing counsel, Hugh Burns.

Previous Next Save Serve Submit Cancel

20. **The court can dictate notification and eService requirements by case participant or attorney** – Within PACFile, the filing office can specify unique instances in which a case participant or attorney should not receive notifications



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and does not need to be served. When this occurs, this individual will still be listed in the Counsel/Participants tab of the Case Initiating or Case Filing wizard, but it will not be necessary or possible to record document service for them in the Service tab. No notifications regarding the filing would be sent to this individual either. This circumstance, though rare, would be utilized in known instances where an individual is commonly listed on a case by the filing office but they are not actively involved in the proceedings, like the Chief Defender in the Public Defender's Office.