

# View Document Service



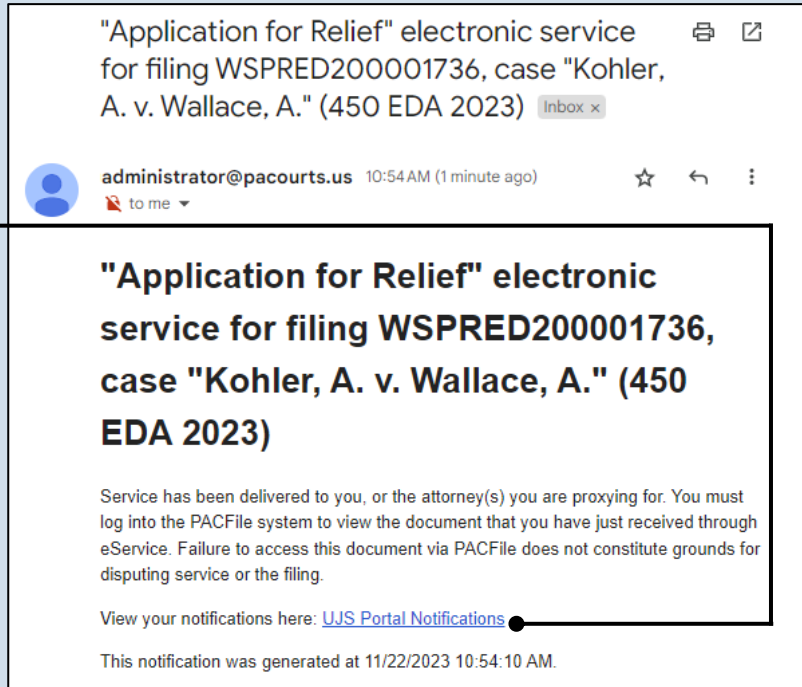
## ➤ Note:

This process begins with the expectation that you are logged into the e-mail account where you are designated to receive eService and that you have opened an e-mail from PACFile regarding electronic service.

### 1. Access PACFile through the e-mail notification


Click on the link within the notification.

**Tip** This picture displays an eService message opened through a Gmail account. E-mails regarding eService will provide the same information regardless of your chosen e-mail provider, but it may not look exactly like the image at right.



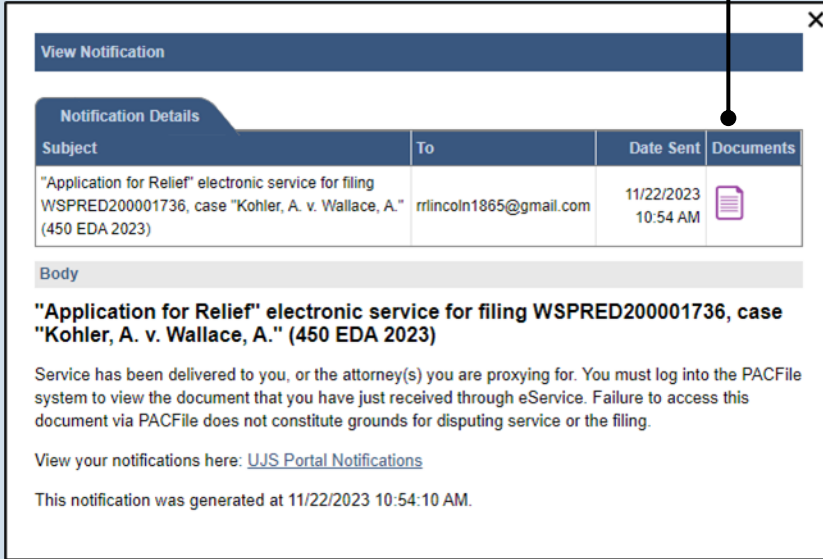
**2. Log in to the UJS Web Portal**  
In the Account Login screen, enter your username and password and click the LOGIN button to access PACFile.

### 3. Open the eService documents


In the View Notification screen, click on any of the available Document icon(s)  associated to the notification.

**Tip** Hover your mouse pointer over an icon to view the corresponding document's name.

**Tip** All documents will open within a separate window.



The screenshot shows a 'View Notification' window with a close button (X) in the top right corner. Below the title bar is a 'Notification Details' section containing a table with the following data:

Subject	To	Date Sent	Documents
"Application for Relief" electronic service for filing WSPRED200001736, case "Kohler, A. v. Wallace, A." (450 EDA 2023)	rrlincoln1865@gmail.com	11/22/2023 10:54 AM	

Below the table is a 'Body' section containing the following text:

**"Application for Relief" electronic service for filing WSPRED200001736, case "Kohler, A. v. Wallace, A." (450 EDA 2023)**

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.

View your notifications here: [UJS Portal Notifications](#)

This notification was generated at 11/22/2023 10:54:10 AM.