Dashboard Quick Sheet

PACFile®

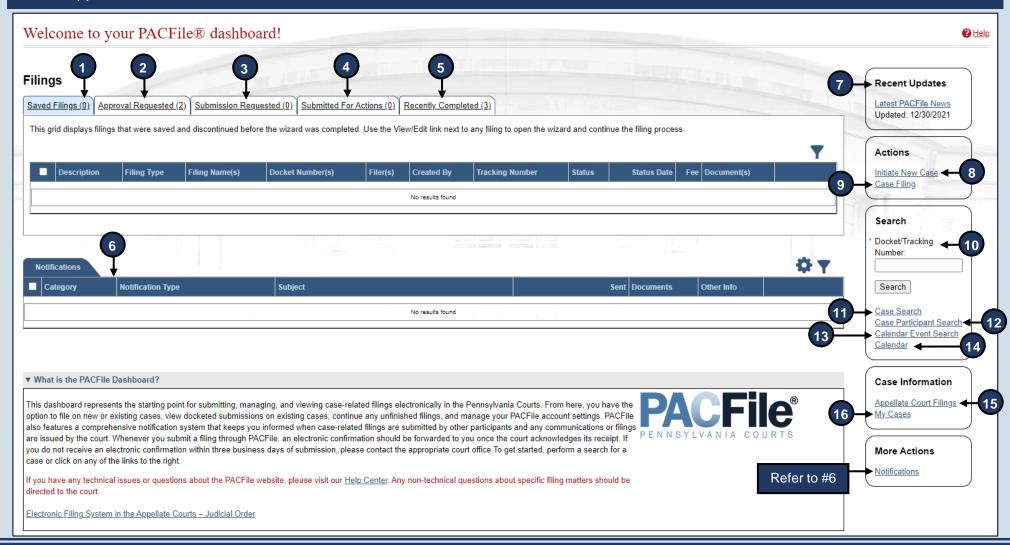## ➤ Using this Guide

Match any number below to the same number on the next page to learn more about the corresponding Dashboard feature. Some features are not applicable to all PACFile users.

Welcome to your PACFile® dashboard!

❓Help

Filings

| 1 | 2 | 3 | 4 | 5 |

Saved Filings (0)   Approval Requested (2)   Submission Requested (0)   Submitted For Actions (0)   Recently Completed (3)

This grid displays filings that were saved and discontinued before the wizard was completed. Use the View/Edit link next to any filing to open the wizard and continue the filing process.

☐	Description	Filing Type	Filing Name(s)	Docket Number(s)	Filer(s)	Created By	Tracking Number	Status	Status Date	Fee	Document(s)	
					No results found							

Notifications   ⚙ ▼

☐	Category	Notification Type	Subject			Sent	Documents	Other Info	
				No results found					

▼ What is the PACFile Dashboard?

This dashboard represents the starting point for submitting, managing, and viewing case-related filings electronically in the Pennsylvania Courts. From here, you have the option to file on new or existing cases, view docketed submissions on existing cases, continue any unfinished filings, and manage your PACFile account settings. PACFile also features a comprehensive notification system that keeps you informed when case-related filings are submitted by other participants and any communications or filings are issued by the court. Whenever you submit a filing through PACFile, an electronic confirmation should be forwarded to you once the court acknowledges its receipt. If you do not receive an electronic confirmation within three business days of submission, please contact the appropriate court office.To get started, perform a search for a case or click on any of the links to the right.

If you have any technical issues or questions about the PACFile website, please visit our Help Center. Any non-technical questions about specific filing matters should be directed to the court.

Electronic Filing System in the Appellate Courts – Judicial Order

PACFile®
PENNSYLVANIA COURTS

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7   **Recent Updates**

Latest PACFile News
Updated: 12/30/2021

Actions

Initiate New Case   **8**
9   Case Filing

Search

* Docket/Tracking Number: **10**

[Search]

11   Case Search
Case Participant Search   **12**
13   Calendar Event Search
Calendar   **14**

Case Information

Appellate Court Filings   **15**
16   My Cases

More Actions

Refer to #6   Notifications

1. **Saved Filings** – Lists any unsubmitted filings saved by you or your proxy.

2. **Approval Requested** – Lists any unsubmitted filings that have been sent to a supervisory authority for approval.

3. **Submission Requested** – Lists any saved filings that have been approved by a supervisory authority and are awaiting submission to the court.

4. **Submitted for Actions** – Lists any saved filings that have been shared between organizations for review. Not applicable to most individuals.

5. **Recently Completed** – Lists all filings that you, or your proxy, have submitted in the last 15 days.

6. **Notifications** – Communications regarding your cases, eFilings, or PACFile profile, which are separated into the following categories:

   Electronic Service – Lists all notifications for the cases in which you, or the individuals you are proxying for, are participating based on the eFilings submitted by other PACFile-registered attorneys, pro se litigants, or other individuals.

   Notice of Court – View notifications regarding the submission status of your eFilings, instances where you are a courtesy copy recipient of eService (Common Pleas cases only), and filings that have been submitted on your cases outside of PACFile by other attorneys, pro se litigants, or other eligible individuals (Appellate only).

   Correspondence – View electronic copies of the letters and other communications that an Appellate Court has sent to you regarding your cases. This does not include court orders.

   User Action Required – View any notifications related to filings transmitted through your approval process hierarchy, instances where the court has found a significant defect with a submitted filing, errors relating to the fee payment process, or court responses to calendar access requests.

   Proxy Requests – Authorize and grant permissions to individuals who have requested the right to act as your proxy.

   Administrative – View notifications that define any situation where your ability to access and submit filings electronically has been affected.

7. **Recent Updates** – View the latest PACFile-related news from the Administrative Office of Pennsylvania Courts (AOPC). This information is made available through the PACFile Help System.

8. **Initiate New Case** – Launch the wizard to initiate a new case filing.

9. **Case Filing** – Launch the wizard to create a filing on an existing case.

10. **Docket/Tracking Number** – Search for a case by docket number and view the corresponding case details. Alternatively, search for a PACFiling based on the unique tracking number it is assigned after it was saved or submitted to the court. More information is available when you, or the individuals you are proxying for, are participating on the case.

11. **Case Search** – Provides the option to search for a case by its docket number, filed date, or by a specific agency, attorney, or participant listed on the case.

12. **Case Participant Search** – Search for all cases associated to a specific case participant on which you, or the individuals you are proxying for, are participating.

13. **Calendar Event Search** – Search for court calendar events associated to cases on which you, or the individuals you are proxying for, are participating (ex. hearings, arraignments, sessions, etc.).

14. **Calendar** – View the full case calendar for a specific court or courtroom. Requests to access a calendar are only granted at the discretion of the court.

15. **Appellate Court Filings** – View any court filing from the past 30 days on any appellate court cases (Supreme, Superior, or Commonwealth) where you, or the individuals you are proxying for, are participating.

16. **My Cases** – View a list of cases on which you are actively participating.