

How to Approve, Submit, or Return a Filing

1. Access filings needing approval

Click on the Approval Requested tab on your dashboard and locate the case that needs approval.

	Description	Filing Type	Filing Name(s)	Document(s)	Date	Fee	Document(s)	
<input type="checkbox"/>	None entered	Initiating Filing	*Dependency Petition	Ba...	4/2023	\$0.00		
<input type="checkbox"/>	None entered	Ancillary Filing	*Motion for Continuance	CP-...	5/2023	\$0.00		
<input type="checkbox"/>	None entered	Ancillary Filing	*Entry of Appearance	CP-...	6/2023	\$0.00		

2. Open the filing
Click the View/Edit icon in the grid for the filing that needs to be approved. The Case eFiling page opens

3. Review the filing

Review the filing by browsing through each of the wizard tabs and making any necessary changes.

Tip Alternatively, if changes are required, the filing can also be returned to the creator for revision using the Return for Correction' process (Step 6).

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be filed are listed below.

You must upload at least one electronic file for each required document. Before uploading, expand the additional section below the grid, to view the electronic filing requirements. To upload an electronic document, click the Upload icon that appears on the filing row.

It is possible to add other filing types that are not listed below. Click the Add Optional Filing icon to select a filing type to include in your submission and to upload the electronic document.

Show information for: ALL

Filing Type(s)	Filing	Is Included	Document(s)
	Motion for Extension of Time	✓	
	Proof of Service	✓	

Disclaimer: I certify that this filing complies with the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational records, medical/psychological and Youth Services' records, marital property inventory and pre-trial statement provided in Pa.R.C.P. 1920.33, expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties as used in 23 Pa.C.S. filed under the Confidential Document Form cover sheet. See Section 8.0 of the Policy for more information.

Furthermore, I understand that the attachments, except for a Confidential Information Form, shall not contain a social security numbers, financial account numbers (except for the last four digits when an active financial account of the case and cannot otherwise be identified), driver license numbers, state identification numbers, minor's name at birth (except when the minor is charged as a defendant in a criminal matter), or any abuse victim address and phone number as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 7.0 of the Policy for more information.

* I acknowledge the foregoing Disclaimer

[View Additional Info](#)

Previous Next Save **Verify**

4. Verify the filing
Click the VERIFY button. Complete this action regardless of your intent to approve, submit, or return for correction.

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5. Certify the filing

In the Payment and Submission screen, select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge the appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

* Certify:

Choose an action below.

* Action: [Dropdown menu with options: Returned For Correction, Request For Submission, Submit to Court]

* Recipient(s): [Dropdown menu]

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information about the filing. Any text you enter will not be submitted to or seen by the court.

Notes: [Text area]

Package Information

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created	Fee
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6. Choose an action

Select one of the following options from the **Action** field and proceed to the corresponding step:

- 'Request for Submission' – Step 7.
- 'Return for Correction' – Step 8.
- 'Submit to Court' – Step 10.

Tip Depending on your proxy rights, you may not be able to use all of these options.

7. Identify a submitter

In the **Recipient(s)** field, select one or more of the individuals listed who have the authority to submit the filing to the court. Proceed to Step 10.

Tip This action indicates your approval and forwards the filing to the specified individual(s) for final submission.

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge the appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

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* Certify:

Choose an action below.

* Action: Request For Submission

* Recipient(s): Crafting, Johnnn

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information about the filing. Any text you enter will not be submitted to or seen by the court.

Notes: [Text area]

How to Approve, Submit, or Return a Filing

8. Select a recipient

In the **Recipient(s)** field, select the individual that created the filing.

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your authority or the appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

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* Certify:

Choose an action below.

* Action: Returned For Correction

* Recipient(s): Sherman, James

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information to the designated recipient. The text you enter will not be submitted to or seen by the court.

Notes: The filing contains several errors that need to be corrected. Please refer to the list below:
1. The guardian's name is misspelled for the cover page.

9. Enter notes

In the **Notes** field, explain why the filing needs to be corrected and cannot be approved.

Tip These notes are transmitted to the selected recipient.

10. Click SUBMIT

The filing is sent to the appropriate PACFile user or the court depending on the selected action.

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your authority or the appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

* Certify:

Choose an action below.

* Action: Submit to Court

When you select an action other than 'Submit to Court', this optional field can be used to communicate relevant information to the designated recipient. The text you enter will not be submitted to or seen by the court.

Notes:

Package Information									
Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number	Status
<input type="checkbox"/>		Ancillary	*Motion for Extension of Time	CP-02-CR-0006959-2023 CP-02-CR-0006961-2023		Reyes, Lydia Mae Barnes, Seth Thomas	James, Sherman L	WCP0502C20000	Not Submitted

* indicates primary filing

Total Invoiced: \$0.00
Total Due Today: \$0.00

Submit