

How to Continue Saved Filings

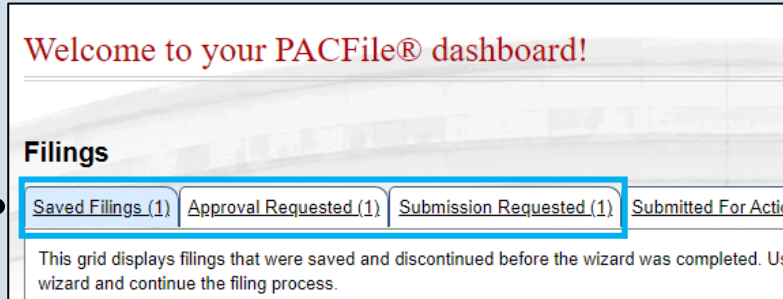
1. Continue, approve, or submit a filing?

In the Filings section of your Dashboard, separate tabs appear when unsubmitted filings exist in one of three possible statuses (see descriptions at right).

To continue a filing in the Saved Filings tab, complete Step 2 only.

To approve a filing in the Approval Requested tab, complete Step 3 only.

To complete the submission process on one or more of the filings in the Ready for Submission tab, proceed to Step 4.



Saved Filings tab – Displays all unsubmitted filings that were saved and closed by you, a fellow proxy, or the person you are proxying for, prior to completing the Payment and Submission screen.

Approval Requested tab – Displays any unsubmitted filings that were routed to a supervisory authority for review and approval prior to submission. The filings appearing in this grid are viewable by the person/organization identified as the official filer and their proxies.

Submission Requested tab – Displays any unsubmitted filings that were approved by a supervisor and returned to the submitter for final submission to the court. The filings appearing in this grid are viewable by the person/organization identified as the official filer and their proxies.

2. Open the saved filing

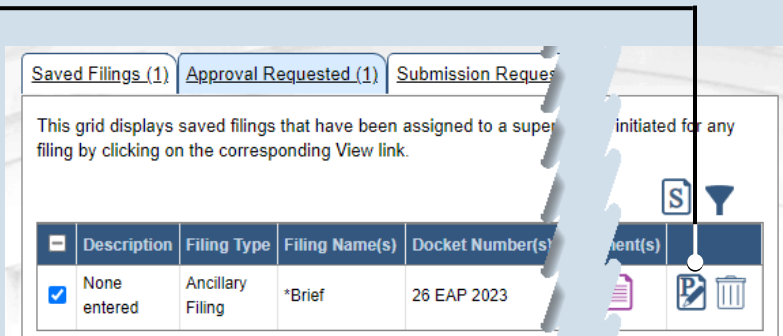
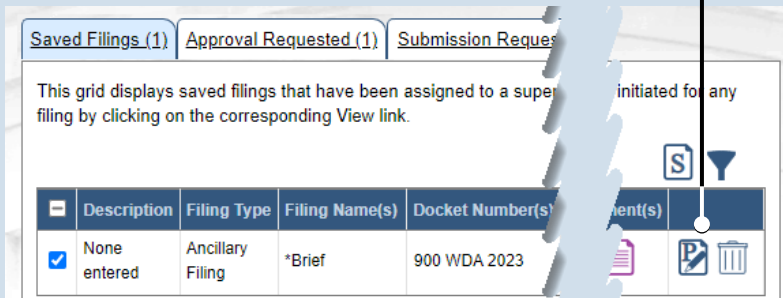
Identify the filing that you want to complete and click on the corresponding View/Edit icon.

Tip The filing opens in the PACFile wizard. For more detailed steps on working with the wizard, use the appropriate reference guide on creating a new case or an existing case filing.

3. Open the approval requested filing

Identify the filing that you want to approve and click on the corresponding View/Edit icon.

Tip The filing opens in the PACFile wizard. Refer to the *How to Approve a Filing* reference guide for help on completing that process. Begin with Step 3.



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4. Identify the approved filings

Identify the approved filing that you want to submit to the court by clicking the corresponding View/Edit icon.



6. Certify the filing

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

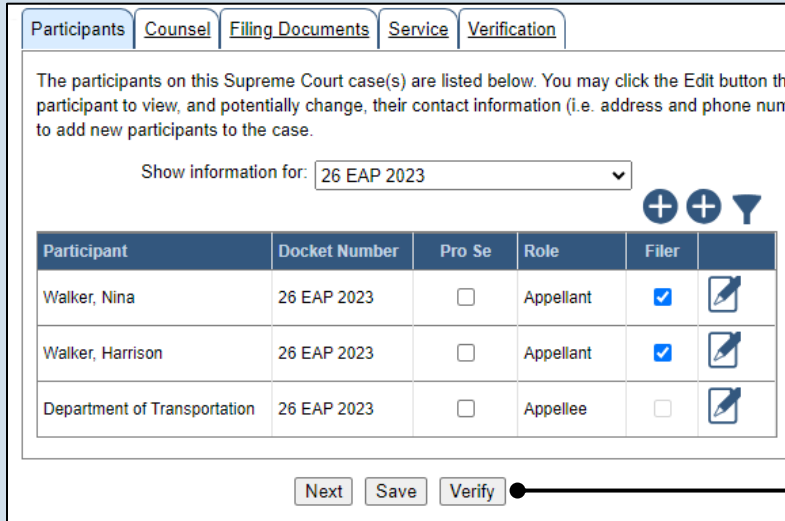
Tip You can locate the Public Access Policy at the following web address:

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

8. Click SUBMIT

This initiates the selected verification action.

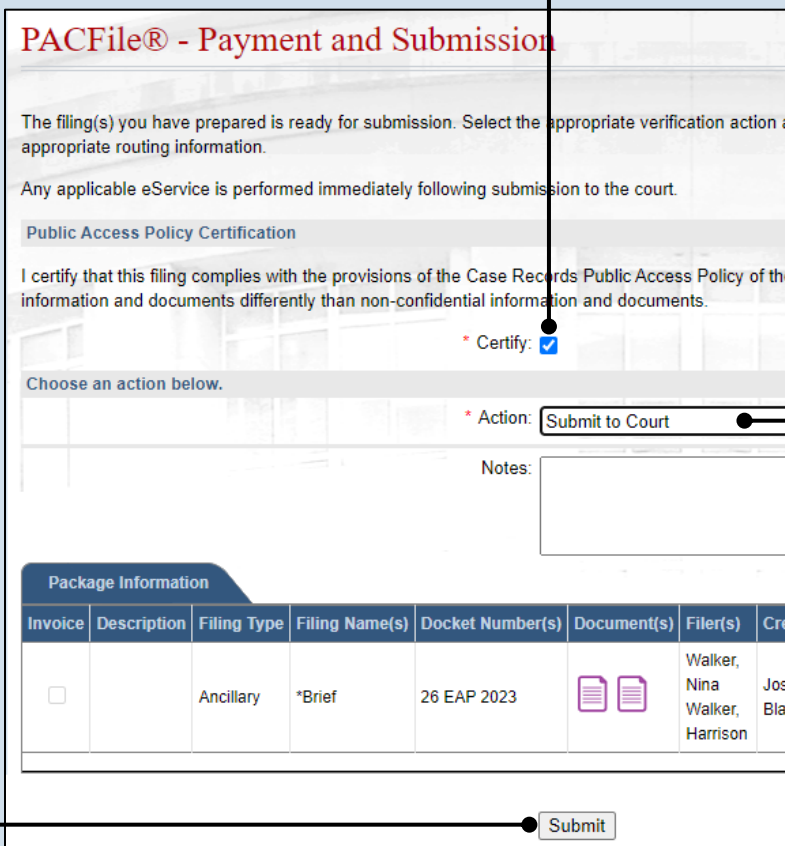
Tip If the filing carries a fee, refer to the *How to Submit a Filing with a Fee and Make a Payment* reference guide for the remainder of this process. Begin with Step 5.



5. Verify the filing

In the PACFile wizard, click the VERIFY button.

Tip Clicking VERIFY confirms that you want to initiate the submission process.



7. Select a verification action

Click on the **Action** dropdown and select 'Submit to Court'.