

# How to Correct and/or Submit an Approved Filing

## 1. Access the filing

In the Notification section of your Dashboard, locate the 'Filing Returned for Correction' or 'Filing Ready for Submission' notification and click the View Package icon.

| Category             | Notification Type              | Subject   | Other Info |
|----------------------|--------------------------------|---|------------|
| User Action Required | Filing Returned for Correction | "Application for Relief" filing WSPRED200001783 returned for correction for case "Kohler, A. v. Wallace, A." (450 EDA 2023) | ✓          |

**Tip** If comments were included by the person who sent the filing to you, this can be determined by the presence of the Comment icon ✓. Click the View Notification icon to read the comments. The same comments also appear in the corresponding e-mail notification.

| Tracking Number |  | Filing Type            |  |
|-----------------|--|------------------------|--|
| WSPRED200001783 |  | Application for Relief |  |

| Referenced Case Information |                           |              |             |             |
|-----------------------------|---------------------------|--------------|-------------|-------------|
| Docket Number               | Short Caption             | County/Court | Case Status | Event Track |
| 450 EDA 2023                | Kohler, A. v. Wallace, A. | Superior     | Closed      | Appeal      |

Participants | Counsel | Filing Documents | Service | Verification

The participants on this Superior Court case(s) are listed below. Confirm that this information is accurate and be recorded using the ADD button.

Show information for: 450 EDA 2023

| Participant      | Docket Number | Pro Se                   | Role      | Filer                               |  |
|------------------|---------------|--------------------------|-----------|-------------------------------------|--|
| Kohler, Angelina | 450 EDA 2023  | <input type="checkbox"/> | Appellant | <input type="checkbox"/>            |  |
| Global Inc.      | 450 EDA 2023  | <input type="checkbox"/> | Appellee  | <input checked="" type="checkbox"/> |  |

Next Save **Verify**

## 3. Click the VERIFY button

## 2. (Optional) Update the filing

If the filing needs to be corrected, navigate through each of the wizard tabs and make the appropriate updates based on the comments from the approving authority.

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

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## 4. Certify the filing

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>

## 6. Identify an approver

In the **Recipients** field, select one or more of the individuals who have the authority to approve the filing.

**Tip:** To select multiple recipients, press and hold the **[Ctrl]** key while clicking on each name.

**Tip:** This action indicates your request for approval and forwards the filing to the authorized individual(s).

**PACFile® - Payment and Submission**

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and 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 information and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: **Request For Approval**

\* Recipient(s):

| Invoice                  | Description | Filing Type | Filing Name(s)          | Docket Number(s) | Document(s) | Filer(s)    | Cre |
|--------------------------|-------------|-------------|-------------------------|------------------|-------------|-------------|-----|
| <input type="checkbox"/> |             | Ancillary   | *Application for Relief | 450 EDA 2023     |             | Global Inc. | Ch  |

## 5. Choose an action

In the Payment and Submission screen, select one of the following verification actions and proceed to the corresponding step:

- 'Request For Approval' – Select if the filing was returned for correction and needs to be approved. Continue to Step 6.
- 'Submit to Court' – Select if the filing is ready to be submitted to the court. Proceed to Step 7.

**Public Access Policy Certification**

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

\* Certify:

Choose an action below.

\* Action: **Request For Submission**

\* Recipient(s): Lincoln, Robert R 2nd  
Walker, Michael

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

Notes:

| Invoice                  | Description | Filing Type | Filing Name(s)          | Docket Number(s) | Document(s) | Filer(s)    | Cr |
|--------------------------|-------------|-------------|-------------------------|------------------|-------------|-------------|----|
| <input type="checkbox"/> |             | Ancillary   | *Application for Relief | 450 EDA 2023     |             | Global Inc. | Ch |

# How to Correct and/or Submit an Approved Filing

## 7. Click SUBMIT



This initiates the selected action.

**Tip** If you are submitting the filing, and it carries a fee, proceed 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.

When you select an action other than 'Submit to Court', this optional field can be used to communicate. Any 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)    | Cn       |
|--------------------------|-------------|-------------|-------------------------|------------------|--|-------------|----------|
| <input type="checkbox"/> |             | Ancillary   | *Application for Relief | 450 EDA 2023     |   | Global Inc. | Ch<br>Mi |

\* indicates primary filing