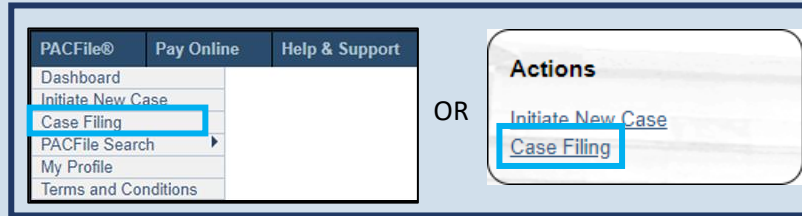


# How to File a Delinquency Petition

## 1. Open the case initiation wizard

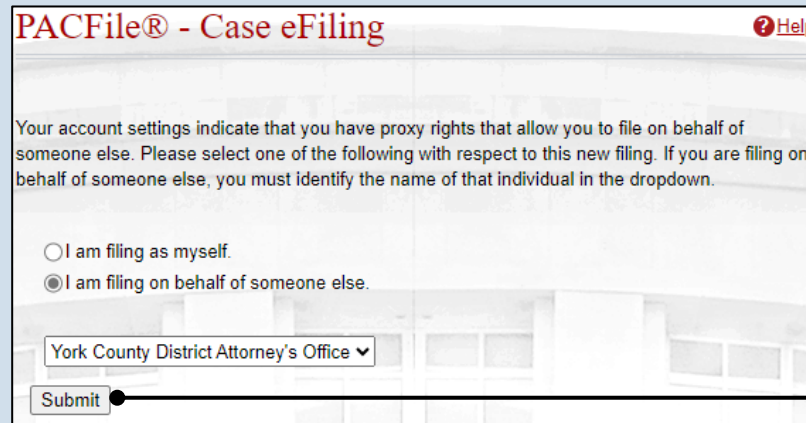
Click on the 'Case Filing' option in the PACFile menu or the *Case Filing* link on your Dashboard.



## 3. Identify the case number for the filing

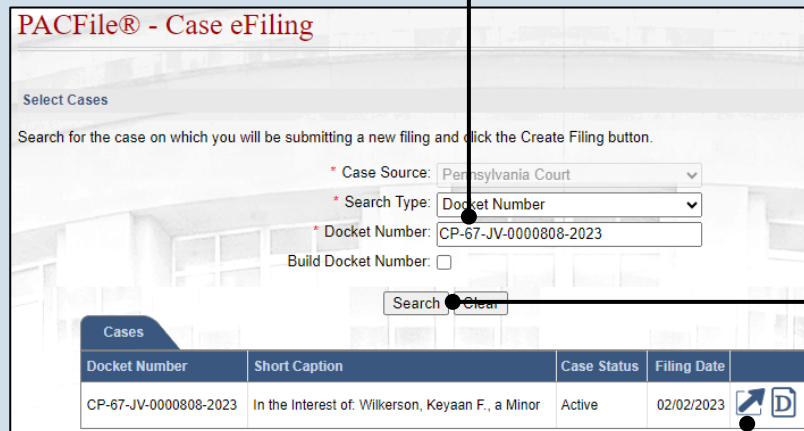
On the Select Cases screen click in the **Docket Number** field and enter the docket number of case on which you are filing.

**Tip** If you do not have the exact formatting of the docket number, select the **Build Docket Number** checkbox to use selectable fields to assist in entering the number.



**2. Select your proxy status**  
Select the **I am filing on behalf of someone else** radio button, choose the appropriate filing authority from the dropdown, and click **SUBMIT**. The Select Filing screen displays.

**Tip** Some individuals can only file a delinquency petition when filing on behalf of the DA's or juvenile probation office.



**4. Click SEARCH**

## 5. Select the case

Within the search results, click the **Select Case** icon appearing in the grid.

# How to File a Delinquency Petition

## 6. Verify or enter the Filing Type

In the **Filing Type** dropdown, select 'Petition Alleging Delinquency' or verify that it automatically appears.

**Tip:** The appropriate action varies by county.

## 8. Click SUBMIT

Select Filing

Based on the docket type of the case you have identified, this tab is used to name the specific filing that will be potentially be filed on this case will be available to select. All fields prefixed with a star (\*) are required.

\* Court Type: Court of Common Pleas

County: York

\* Docket Type: Juvenile

\* Case Category: Delinquency/Certified

\* Filing Type: Petition Alleging Delinquency

Description:

Submit

## 7. (Optional) Enter a description

Enter any word or phrase that will help identify your new case more conveniently through your PACFile dashboard.

**Tip:** Anything you enter here will only be visible to you. The filing office will never see this information.

## 10. Create the participant

Click the Add Participant icon above the grid. The Add/Edit Participant popup displays.

Participants Counsel Offenses eService Filing Documents

The participants on this Common Pleas Court case are listed below. All other participants must be recorded using the ADD button.

Show information for: CP-67-JV-0000808

Participant	Docket Number	Filer
York County Juvenile Probation	CP-67-JV-0000808-2023	<input type="checkbox"/>
Wilkerson, Marie	CP-67-JV-0000808-2023	<input type="checkbox"/>
Wilkerson, Keyaan F.	CP-67-JV-0000808-2023	<input type="checkbox"/>
Moyer, Chad R.	CP-67-JV-0000808-2023	<input type="checkbox"/>
Commonwealth of Pennsylvania	CP-67-JV-0000808-2023	<input checked="" type="checkbox"/>

New

## 9. Review the participants

In the Participant tab, verify that the list of participants is correct.

If this list is correct, proceed to Step 19.

If the list is incomplete, continue to the next step to add a participant.

# How to File a Delinquency Petition

## 11. Enter the participant's name

In the Contact Information tab, enter the name of the participant in the **First Name** and **Last Name** fields.

**Tip:** The middle name can be entered, if known, but it is not required.

## 13. Enter the address of the juvenile (if known)

**Add/Edit Participant**

Contact Information Demographic Information Identifying Information Represented By

Participant Category: Person

\* First Name: Randall

Middle Name:

\* Last Name: Martin

Generation:

Phone Number 1: ( ) - -

Phone Number 1 Ext:

Phone Number 2: ( ) - -

Phone Number 2 Ext:

Fax Number: ( ) - -

Email Address:

\* Role: Crime Victim

Address Type: Home

Address Line 1: 5095 Ritter Road

Address Line 2:

Address Line 3:

City: York

State: Pennsylvania

Zip Code: 18102

International Region:

Postal Code:

Country:

Save

## 12. Add the participant Role

Click on the **Role** dropdown and select the appropriate option.

## 14. (Optional) Enter demographic information

Click on the Demographic Information tab and enter any applicable details based on the role of the individual on the case.

**Add/Edit Participant**

Contact Information Demographic Information Identifying Information Represented By

Date Of Birth: mm/dd/yyyy

Place Of Birth:

Gender:

Race:

Ethnicity:

Tribal Affiliation:

Hair Color:

Eye Color:

Skin Tone:

Height(feet):

Height(inches):

Weight(lbs):

Save

# How to File a Delinquency Petition

## 15. (Optional) Review identifying information

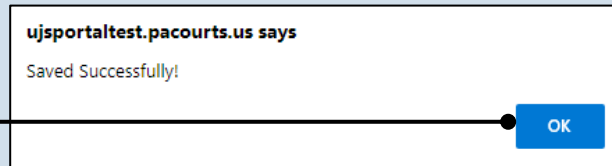
Click on the Identifying Information tab and enter any applicable details based on the role of the individual on the case.

The screenshot shows the 'Add/Edit Participant' form with the 'Identifying Information' tab selected. The form contains the following fields: SID, SSN, FBI Number, Fingerprint Classification, Drivers License State (set to Pennsylvania), Drivers License Number, and Drivers License Expiration (mm/dd/yyyy). A 'Save' button is located at the bottom of the form.

16. Click SAVE

## 17. On the confirmation message, click OK

The participant record is added to the grid.



## 18. Create additional participant records

Repeat steps 10-17, as needed, for any other individuals who need to be added to the case (i.e. victims, co-offenders, parents, etc.).

**Tip** Be sure to specify the appropriate role for each individual.

## 19. Click NEXT

The screenshot shows the 'Participants' tab in the PACFile interface. It displays a list of participants for a case with docket number CP-67-JV-0000808-2023. The list includes York County Juvenile Probation, Wilkerson, Marie, Wilkerson, Keyaan F., Moyer, Chad R., Martin, Randall, and Commonwealth of Pennsylvania. A 'Next' button is highlighted at the bottom of the screen.

Participant	Docket Number	Filer
York County Juvenile Probation	CP-67-JV-0000808-2023	<input type="checkbox"/>
Wilkerson, Marie	CP-67-JV-0000808-2023	<input type="checkbox"/>
Wilkerson, Keyaan F.	CP-67-JV-0000808-2023	<input type="checkbox"/>
Moyer, Chad R.	CP-67-JV-0000808-2023	<input type="checkbox"/>
Martin, Randall	CP-67-JV-0000808-2023	<input type="checkbox"/>
Commonwealth of Pennsylvania	CP-67-JV-0000808-2023	<input checked="" type="checkbox"/>

# How to File a Delinquency Petition

## 20. Bypass the Counsel tab

In the Counsel tab, click NEXT.

The attorneys on this Common Pleas Court case must be recorded using the ADD button. All other attorneys must be recorded using the ADD button.

Show information for: [dropdown]

Counsel	Representing	
York County District Attorney's Office	Commonwealth of Pennsylvania	[edit icon]
Vorhees, Dave	Wilkerson, Keyaan P	[edit icon]

Previous Next Save

## 22. Determine editing process

If an offense needs to be withdrawn, continue to Step 23.

If an offense needs to be replaced, proceed to Step 25.

For all other scenarios, proceed to Step 36.

**Tip:** If an offense needs to be added, this will be completed later in Step 42.

The offenses recorded on this Common Pleas Court case are information is accurate and update any offenses as needed using the available Edit buttons. New offenses must be recorded using the ADD button.

Arresting Agency: Springettsbury

Show Information for Docket Number: CP-67-JV-000

Seq. No	Lead	Statute	Statute Description	Date	Status	
1	<input checked="" type="checkbox"/>	18 § 3921 §§ A	Theft By Unlaw Taking	2022	Unedited	[edit icon] [refresh icon] [delete icon]
2	<input type="checkbox"/>	18 § 3921 §§ A	Theft By Unlaw Taking	2022	Unedited	[edit icon] [refresh icon] [delete icon]
3	<input type="checkbox"/>	18 § 3304 §§ A4	Criminal Mischief	2022	Unedited	[edit icon] [refresh icon] [delete icon]
4	<input type="checkbox"/>	75 § 1543 §§ A	Driv While Oper Priv S	2022	Unedited	[edit icon] [refresh icon] [delete icon]
5	<input type="checkbox"/>	75 § 3714 §§ A	Careless Driving	2022	Unedited	[edit icon] [refresh icon] [delete icon]

Previous Next Save


## 21. Initiate offense review process

Click the Edit/View Offense icon associated with the first offense listed in the grid.


**Tip:** All offenses with a status of 'Unedited' must be reviewed before the filing is completed. Whether actual changes are made or not, the steps that follow ensure all offenses are reviewed.

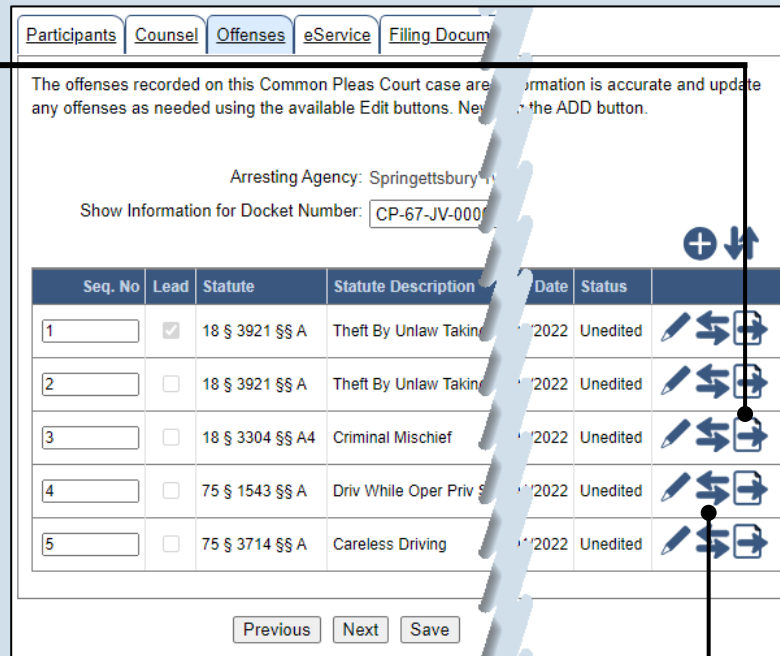
# How to File a Delinquency Petition

## 23. Withdraw the offense

Click the Withdraw Offense  icon.

**Tip** The offense remains visible on the Offenses tab in a status of 'Withdrawn'. If the offense was withdrawn in error, click the
















Reinstate Offense  icon associated to the offense.



The offenses recorded on this Common Pleas Court case are for information is accurate and update any offenses as needed using the available Edit buttons. New offenses can be added using the ADD button.

Arresting Agency: Springettsbury Township

Show Information for Docket Number: CP-67-JV-000

Seq. No	Lead	Statute	Statute Description	Date	Status	
1	<input checked="" type="checkbox"/>	18 § 3921 §§ A	Theft By Unlaw Taking	11/01/2022	Unedited	  
2	<input type="checkbox"/>	18 § 3921 §§ A	Theft By Unlaw Taking	11/01/2022	Unedited	  
3	<input type="checkbox"/>	18 § 3304 §§ A4	Criminal Mischief	11/01/2022	Unedited	  
4	<input type="checkbox"/>	75 § 1543 §§ A	Driv While Oper Priv S	11/01/2022	Unedited	  
5	<input type="checkbox"/>	75 § 3714 §§ A	Careless Driving	11/01/2022	Unedited	  


Previous Next Save

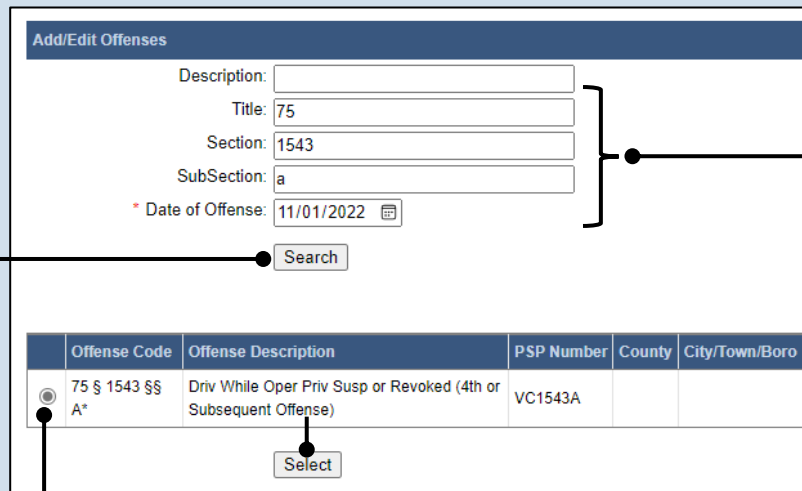
## 24. Additional offenses?

If other offenses exist in an 'Unedited' status, return to Step 21.

If there are no offenses in an 'Unedited' status, continue to Step 42.

## 25. Initiate the process to replace the offense

Click the Replace Offense  icon. The Add/Edit Offenses popup screen displays.




Add/Edit Offenses

Description:

Title: 75

Section: 1543

SubSection: a

\* Date of Offense: 11/01/2022 

Offense Code	Offense Description	PSP Number	County	City/Town/Boro
<input checked="" type="radio"/> 75 § 1543 §§ A*	Driv While Oper Priv Susp or Revoked (4th or Subsequent Offense)	VC1543A		

## 27. Click SEARCH

## 26. Identify the statute

Use the fields to enter the **Title, Section, Subsection, and Date of Offense.**

**Tip** The **Description** field can be used along with, or separately from, the statute fields. If used, you must enter a word or phrase that is in the offense description (i.e. theft, movable, etc.).

## 28. Select the offense

Select the radio button for the offense, then click the SELECT button.

# How to File a Delinquency Petition

## 29. Choose the Grade

Click on the **Grade** dropdown and select the appropriate offense grade.

**Tip** For some offenses, this field defaults automatically and cannot be changed.

## 31. (Optional) Record PennDOT details

When known, this information is recorded under the Incident Information section.

## 33. (Optional) Specify the victim of the offense

If there is a participant on the case with a role of 'Victim', they appear in the Case/Offense Victims grid. If one or more of these individuals is a victim of this offense, select the checkbox next to their name.

**Add/Edit Offenses**

Statute Code: 75 § 1543 §§ A\*  
Statute Description: Driv While Oper Priv Susp or Revoked (4

**Offense Information**

\* Sequence Number #: 5  
Is Lead Offense:   
Inchgate:   
\* Grade: M1  
\* County: York  
\* City Town Boro: Springettsbury Township  
\* Offense Date: 11/01/2022  
Offense Time: --:--:--  
Place Of Offense:   
Drug Type:   
Drug Amount:   
Drug Value:   
Blood Alcohol Content:   
Victims Over 60:   
Number Of Offenses To Create: 1  
NCIC Offense Code:   
UCR/NIBRS Code: 90Z  
\* Charging Language: Driving with suspended operator privileges, 4th offense

**Incident Information**

Accident Report Number:   
Route:   
Allowed MPH:   
Speeding MPH:

**Offense Incident Conditions**

	Incident Condition
<input type="checkbox"/>	Emergency Response Area
<input type="checkbox"/>	Hazardous Material Involved
<input type="checkbox"/>	Interstate
<input type="checkbox"/>	Safety Zone
<input checked="" type="checkbox"/>	Work Zone

**Case/Offense Victims**

	Victim Name
<input type="checkbox"/>	Martin, Randall

Submit

## 30. Review the offense information

Verify the remaining details in the Offense Information section. Update or add any details as necessary.

**Tip** The **Charging Language** field may default automatically based on the corresponding statute. It can be updated or, if blank, left empty.

## 32. (Optional) Record offense incident conditions

Select any checkboxes for applicable incident conditions.

**Tip** Incident conditions only display in this grid for specific offenses.

## 34. Click SUBMIT

**Tip** Both the original and replacement offense will appear on the Offenses tab. The original offense will have a status of 'Replaced'.

# How to File a Delinquency Petition

## 35. Additional offenses exist?

If other offenses exist in an 'Unedited' status, return to Step 21.

If there are no offenses in an 'Unedited' status, proceed to Step 42.

## 37. (Optional) Review PennDOT details

When known, this information is recorded under the Incident Information section.

## 39. (Optional) Specify the victim of the offense

If there is a participant on the case with a role of 'Victim', they appear in the Case/Offense Victims grid. If one or more of these individuals is a victim of this offense, select the checkbox next to their name.

### Add/Edit Offenses

Statute Code: 75 § 3714 §§ A  
Statute Description: Careless Driving

#### Offense Information

\* Sequence Number #: 5  
Is Lead Offense:   
Inchoate:   
\* Grade: S  
\* County: York  
\* City Town Boro: Springettsbury Township  
\* Offense Date: 11/01/2022  
Offense Time: 05:30:00 PM  
Place Of Offense:   
Drug Type:   
Drug Amount:   
Drug Value:   
Blood Alcohol Content:   
Victims Over 60:   
Number Of Offenses To Create: 1  
NCIC Offense Code:   
UCR/NIBRS Code: 90Z  
\* Charging Language: Driver recklessly crossed the center lane and swerved into the shoulder numerous times while attempting to exercise the stop.

#### Incident Information

Accident Report Number:   
Route:   
Allowed MPH:   
Speeding MPH:

#### Offense Incident Conditions

	Incident Condition
<input type="checkbox"/>	Emergency Response Area
<input type="checkbox"/>	Hazardous Material Involved
<input type="checkbox"/>	Interstate
<input type="checkbox"/>	Safety Zone
<input checked="" type="checkbox"/>	Work Zone

#### Case/Offense Victims

	Victim Name
<input type="checkbox"/>	Martin, Randall

Submit

## 36. Review the offense information

Verify the remaining details in the Offense Information section. Update or add any details as necessary.

**Tip** The **Charging Language** field may default automatically based on the corresponding statute. It can be updated or, if blank, left empty.

## 38. (Optional) Review offense incident conditions

Select any checkboxes for applicable incident conditions.

**Tip** Incident conditions only display in this grid for specific offenses.

## 40. Click SUBMIT



# How to File a Delinquency Petition

## 41. Additional offenses?

If other offenses exist in an 'Unedited' status, return to Step 21.

If there are no offenses in an 'Unedited' status, proceed to Step 42.

Seq. No	Lead	Statute	Statute Description	Status
1	<input checked="" type="checkbox"/>	18 § 3921 §§ A	Theft By Unlaw Te	Unedited

## 42. (Optional) Missing an offense?

In the Offenses tab, if an offense is missing, click the Add Offense icon and proceed to the next step.

If the list of offenses is complete, proceed to Step 56.

## 43. Identify the statute

Use the fields to enter the **Title**, **Section**, **Subsection**, and **Date of Offense**.

**Tip:** The **Description** field can be used along with, or separately from, the statute fields. If used, you must enter a word or phrase that is in the offense description (i.e. theft, movable, etc.).

Offense Code	Offense Description	PSP Number	County	City/Town/Boro
<input checked="" type="radio"/> 18 § 3304 §§ A5	Criminal Mischief - Damage Property	CC3304A5		
<input type="radio"/> 18 § 3304 §§ A5	Criminal Mischief - Damage Property		Lehigh	Hanover Township

**Tip:** Offenses must be added one at a time.

## 44. Click SEARCH

## 45. Select the offense

Select the radio button for the offense.

## 46. Click SELECT

# How to File a Delinquency Petition

## 47. Lead offense?

Select the **Is Lead Offense** checkbox if it applies to the new offense.

## 49. Specify the location of the offense

Click on the **City Town Boro** dropdown and select the locality where the offense occurred.

## 51. Record PennDOT details

When known, this information is recorded under the Incident Information section.

## 53. (Optional) Specify the victim of the offense

If there is a participant on the case with a role of 'Victim', they appear in the Case/Offense Victims grid. If one or more of these individuals is a victim of this offense, select the checkbox next to their name.

The screenshot shows the 'Add/Edit Offenses' form with the following fields and sections:

- Statute Code:** 18 § 3304 §§ A5
- Statute Description:** Criminal Mischief - Damage Property
- Offense Information Section:**
  - \* Sequence Number #:** [input field]
  - Is Lead Offense:**
  - Inchoate:** [dropdown menu]
  - \* Grade:** M2
  - \* County:** York
  - \* City Town Boro:** Springettsbury Township
  - \* Offense Date:** 11/01/2022
  - Offense Time:** [time picker]
  - Place Of Offense:** [input field]
  - Drug Type:** [dropdown menu]
  - Drug Amount:** [input field]
  - Drug Value:** [input field]
  - Blood Alcohol Content:** [input field]
  - Victims Over 60:** [input field]
  - \* Number Of Offenses To Create:** 1
  - NCIC Offense Code:** [dropdown menu]
  - UCR/NIBRS Code:** 290
  - \* Charging Language:** Intentionally damaged real or personal property of another
- Incident Information Section:**
  - Accident Report Number:** [input field]
  - Route:** [input field]
  - Allowed MPH:** [input field]
  - Speeding MPH:** [input field]
- Offense Incident Conditions Section:**
  - Incident Condition:** [table with 'No results found' message]
- Case/Offense Victims Section:**
  - Victim Name:** [table with one row:  Martin, Randall]
- Submit** button

## 48. Choose the Grade

Click on the **Grade** dropdown and select the appropriate offense grade.

**Tip** For some offenses, this field defaults automatically and cannot be changed.

## 50. Enter any other information

**Tip** No other information is required, but other details (i.e. inchoate, victims over 60, number of offenses) can be entered as it applies.

## 52. (Optional) Record offense incident conditions

Select any checkboxes for applicable incident conditions.

**Tip** Incident conditions only display in this grid for specific offenses.

## 54. Click SUBMIT

# How to File a Delinquency Petition

## 55. Add other offenses

Repeat Steps 42-54, as needed, to add any other offenses that apply to the allegation.

**Tip** Only one offense can be designated as the lead offense (Step 47).

The offenses recorded on this Common Pleas Case are accurate and update any offenses as needed using the available Edit buttons. New offenses may be added.

Show Information ⓘ

Seq. No.	Lead	Statute	Grade	Offense Date	Status	
1	<input checked="" type="checkbox"/>	18 § 3921 §§ A	M1	11/01/2022	Unedited	
2	<input type="checkbox"/>	18 § 3921 §§ A	M1	11/01/2022	Unedited	
3	<input type="checkbox"/>	75 § 1543 §§ A*	M1	11/01/2022	Replacement	
5	<input type="checkbox"/>	75 § 3714 §§ A	S	11/01/2022	Added to Petition	
4	<input type="checkbox"/>	18 § 3304 §§ A5	M2	11/01/2022	New to Petition	
99999	<input type="checkbox"/>	18 § 3304 §§ A4	M2	11/01/2022	Withdrawn	
99999	<input type="checkbox"/>	75 § 1543 §§ A	M3	11/01/2022	Replaced	

Previous Next Save

57. Click NEXT

## 56. (Optional) Resequence offenses

If, as a result of the editing process, the offenses are now out of order, enter the appropriate numbers in the Seq. No. column to renumber them appropriately, and click the Resequence Offenses icon above the grid.

59. Click NEXT

Select any of the eligible recipients that should receive electronic service upon submission of this filing. Recipients that are selected will receive eService automatically, but this setting can be changed at your discretion. If you elect to use eService, you must file a service document accordingly.

Case Participants

Name
<input checked="" type="checkbox"/> York County Juvenile Probation

Attorneys

Name
No results found

Others

Name
<input type="checkbox"/> Juvenile Division - York

Previous Next Save

## 58. Identify eService recipients

In the eService tab, select the checkboxes for any eligible recipients that should receive electronic service upon submission of the filing.

**Tip** Some of the eligible recipients may be selected to receive eService automatically, but this can be changed at your discretion.

# How to File a Delinquency Petition

## 60. Initiate the process to complete the petition

In the Filing Documents tab, click on the Petition Alleging Delinquency icon. The Fillable Forms popup screen displays.

Participants Counsel Offense Filing Documents Verification

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

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

It is possible to add other filing types not listed below. Click the Add Optional Filing icon in the filing type you want to include in your submission and then upload an electronic document.

Show information: CP-67-JV-0000808-2023

Filing Type(s)	Is Included	Document(s)
Petition Alleging Delinquency	✓	
Proof of Service	✓	

## 62. Preview the petition

Click VIEW DRAFT any time to generate the PDF of the petition.

**Tip:** When finished with the preview, close the PDF. If needed, make changes to the Fillable Form popup screen, or click OK to return to the filing and make additional changes to any tab. Return to the Fillable Form screen and click VIEW DRAFT again to review the changes.

**Fillable Form**

**In the Interest of**  
Description of the Juvenile (if name, DOB and address unknown):

**Case Information**

**Fingerprinting and Photographing**  
Has the Juvenile been fingerprinted: Yes  
Has the Juvenile been photographed: No

**Criminal Laboratory Services**  
Criminal laboratory services have been requested in this case: No

**Limited Public Information**  
Is this case eligible for limited public information pursuant to 42 Pa. C.S. §6307(b)(1)(ii): No

**Custody and Whereabouts of the Juvenile**  
Was the Juvenile taken into custody: No

**Petitioner Signature**  
Petitioner Signature: /s/ Barrios, Marisol

Ok View Draft

## 61. Complete the information for the petition

**Tip:** Additional fields display when some fields are completed. Record all available information.

## 64. Access the Document Management screen

In the Filing Documents tab, click the Manage Document icon in the grid for the Petition Alleging Delinquency.

Filing Type(s)

Filing	Is Included	Document(s)
Petition Alleging Delinquency	✓	
Proof of Service	✓	

## 63. Click OK

**Tip:** The Petition Alleging Delinquency icon in the grid updates and displays a pencil to indicate you have accessed the Fillable Form screen.

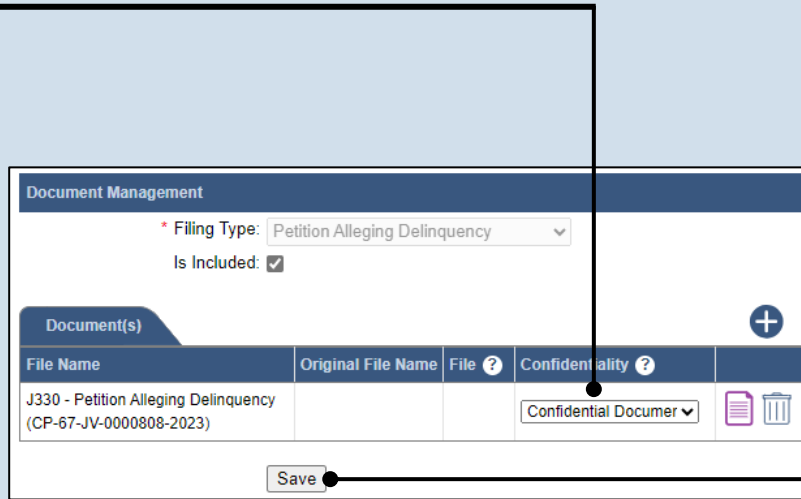
# How to File a Delinquency Petition

## 65. Select a confidentiality

In the Document Management popup screen, click on the dropdown and choose the appropriate confidentiality for the document.

**Tip** This selection is required based on the court's Public Access Policy. You can view the policy at the following web address:

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



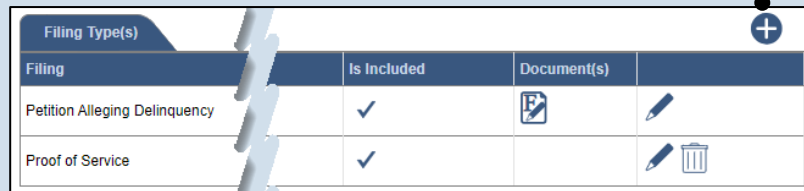
66. Click SAVE

## 67. Generate the Proof of Service

Before proceeding in the PACFile wizard, you must create your proof of service document. This task needs to be completed outside of PACFile in a program of your choosing.

Be sure to include any individuals notified via eService and save the document as a PDF.

**Tip** Click the SAVE button in the wizard. If you logout of PACFile before continuing this process, your filing can be found under the Saved Filings tab on your Dashboard.



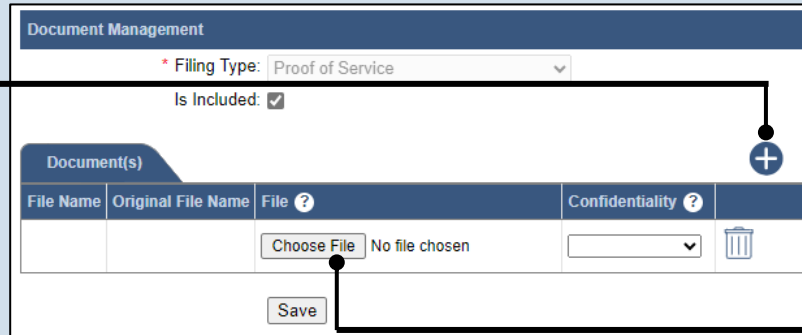
68. Initiate the process to upload the Proof of Service

In the Filing Documents tab, click the Manage Document icon in the grid for the Proof of Service.

# How to File a Delinquency Petition

## 69. Initiate the process to select the Proof of Service

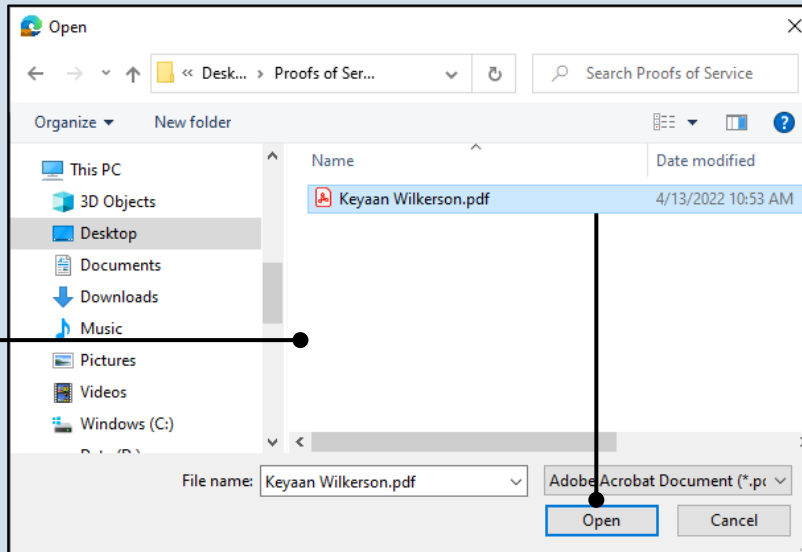
In the Document Management popup screen, click the Add Document icon above the grid. A new, blank row displays in the grid.



70. Click CHOOSE FILE

## 71. Upload the electronic version of the document

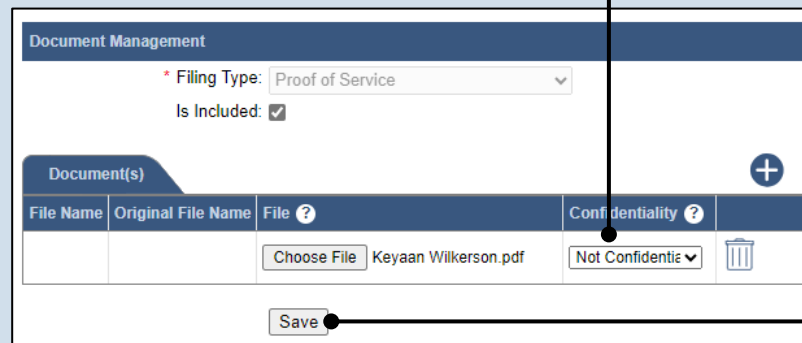
In the popup screen that appears, locate the electronic version of the proof of service that you saved in Step 67. Select the file and click OPEN.



72. Select a confidentiality  
Click on the dropdown and choose the appropriate confidentiality for the petition or application.

## 73. (Optional) Add another document

If you have additional documents to attach to this filing type, repeat Steps 69-72 as needed.



74. Click SAVE

# How to File a Delinquency Petition

## 75. (Optional) Add another filing type and document

In the Filing Documents tab, if there are additional documents to file now, click the Add Optional Filing icon to access the Document Management popup (not shown here). Choose the appropriate **Filing Type**, then use Steps 69-74 as a guide to upload the electronic document for the optional filing.

Participants Counsel Offenses eService **Filing Documents** Verification

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that you must upload are shown below.

You must upload at least one electronic file for each required document. Before uploading, click the Information icon in the Information section below the grid, to view the electronic filing requirements. To upload an electronic document, click the Add 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 access the Document Management popup. You want to include in your submission and to upload the electronic document.

Show information for: CP-67-JV-0000808-2023

Filing Type(s)	Is Included	Document
Petition Alleging Delinquency	✓	
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, records of the Department of Children and Youth Services' records, marital property inventory and pre-trial statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties as used in 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, include the following: social security numbers, financial account numbers (except for the last four digits when the account is the subject of the case and cannot otherwise be identified), driver license numbers, state identification numbers, dates of birth (except when the minor is charged as a defendant in a criminal matter), or any abuse victim information, 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

## 77. Click NEXT

## 79. Decide to file now or file later

You must choose from one of two options to determine how to proceed:

Option 1: If you want to submit this filing now, click the VERIFY button, and continue to Step 80.

Option 2: If you don't want to submit this filing now, click the SAVE button and then return to your Dashboard. THIS PROCESS IS COMPLETE.

## 76. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

## 78. Verify filing details

In the Verification tab, review the filing information that you have recorded for accuracy. If anything is incorrect, click on the appropriate tab and make the necessary changes.

Participants Counsel Offenses eService Filing Documents **Verification**

A summary of your filing appears below. Verify that all the information displayed is accurate and complete. If anything is incorrect or incomplete, return to the appropriate tab and make the necessary changes.

When you are ready to start the submission process, click the Verify button. If you do not wish to submit this time, click the Save button and exit the wizard. All of your saved filings are available on the Saved Filings page.

IFP Status	Filer(s)	Role	Court
	Commonwealth of Pennsylvania	Prosecution	York County

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
CP-67-JV-0000808-2023	In the Interest of: Wilkerson, Keyaan F., a Minor	Petition Alleging Delinquency			\$0.00
					\$0.00

Previous Save **Verify**

# How to File a Delinquency Petition

## 80. Review the Payment and Submission page

Verify that the correct filing information appears on the Payment and Submission page.

**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 complete 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 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 court. The 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)	Created By	Tracking Number
<input type="checkbox"/>		Ancillary	*Petition Alleging Delinquency	CP-67-JV-0000808-2023		Commonwealth of Pennsylvania	York County District Attorney's Office	WCP1967J20000

\* indicates primary filing

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

**Submit**

**81. 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>

## 82. Choose a verification action

Select one of the following verification actions and proceed to the corresponding step:

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 83.

- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 84.

**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 complete 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 and documents differently than non-confidential information and documents.

\* Certify:

Choose an action below.

\* Action: **Request For Approval**

\* Recipient(s): **Crafting, John**

Notes:

**83. Identify an approver**  
In the **Recipients** field, select one or more individuals who have the authority to approve the filing.

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



# How to File a Delinquency Petition

## 84. Click SUBMIT

This initiates the selected verification action.

The screenshot displays a web interface for filing a delinquency petition. A table titled 'Package Information' contains the following data:

Invoice	Description	Filing Type	Filing Name(s)	Docket Number(s)	Number	Status
<input type="checkbox"/>		Ancillary	*Petition Alleging Delinquency	CP-67 JV-000088-2023	20000	Not Submitted

Below the table, there is a 'Sub' field with a value of '\$0.00'. A horizontal scrollbar is visible below the table. A note states '\* indicates primary filing'. At the bottom, there are two input fields, both containing '\$0.00', and a 'Submit' button. A black line connects the 'Submit' button to the text '84. Click SUBMIT' on the left side of the page.