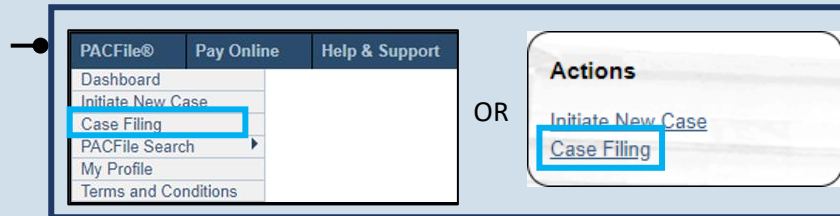


How to File Lower Tribunal Record Documents on an Appellate Court case

1. Open the case filing wizard

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



3. Enter the case number

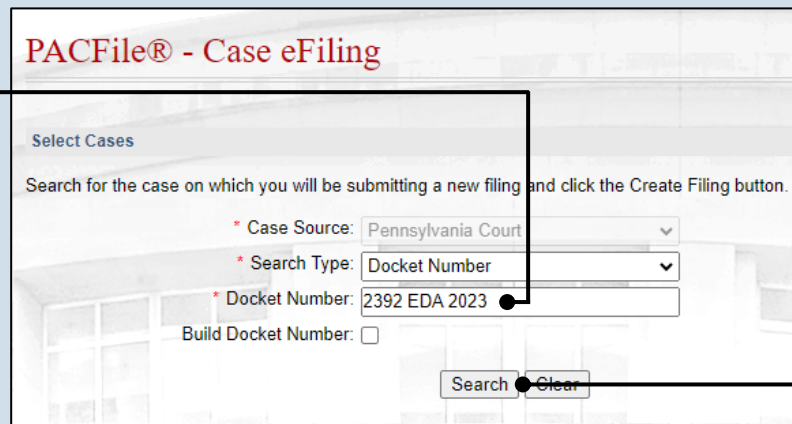
In the Select Cases screen, click in the **Docket Number** field and enter the unique number of the Appellate Court case on which you will be filing.

Tip You can only enter one docket number in this field at a time.




2. Select your proxy status

In the Proxy Selection screen, select the **I am filing on behalf of someone else** radio button, choose your court from the dropdown, and click **SUBMIT**.



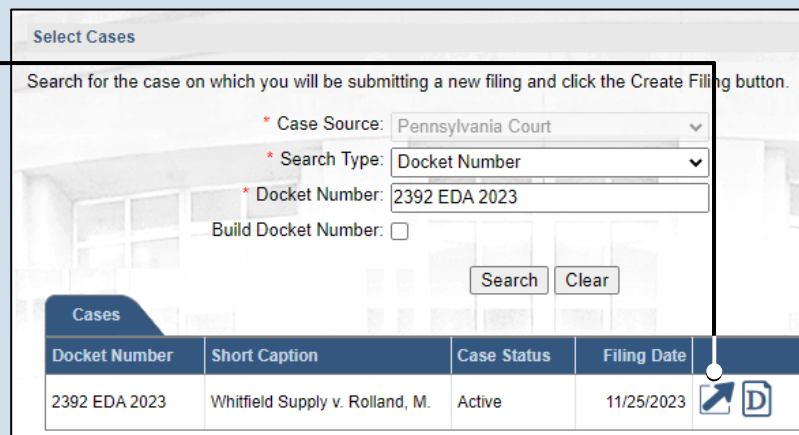
4. Click SEARCH

5. Select the case

Within the search results, click the **Select Case** icon .

If this action does not identify any associated cases, proceed to Step 8.

If PACFile identifies associated cases, continue to Step 6.



How to File Lower Tribunal Record Documents on an Appellate Court case

6. Specify any associated cases

When there are other cases consolidated with the one you identified in Step 5, they will appear below. Select the checkbox for each case to which the new filing applies.

Cases				
Docket Number	Short Caption	Case Status	Filing Date	
2392 EDA 2023	Whitfield Supply v. Rolland, M.	Active	11/25/2023	
2393 EDA 2023	Whitfield Supply v. Rolland, M.	Active	11/25/2023	

Associated Cases				
Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/> 2393 EDA 2023	Whitfield Supply v. Rolland, M.	Active	11/25/2023	

Ok

7. Click OK

8. Select a filing type

Click on the **Filing Type** dropdown and select the type of document you are filing.

Tip The processes for filing a Trial Court Record and a Supplemental Record are the same, but be sure to select the appropriate filing type depending on the circumstance.

Select Filing

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

* Court Type: Appellate Court

* Court: Superior Court of Pennsylvania

* District: Eastern

* Docket Type: Appeal

* Filing Type: Trial Court Record

Description:

Submit

9. (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 receiving court will never see this information.

10. Click SUBMIT

If you selected 'Trial Court Record' or 'Supplemental Record' as the filing type, continue to Step 11.

For any other filing type, proceed to Step 19.

Tip Confidential documents need to be uploaded separately from the filing type selected in Step 8. This also applies to exhibits unless 'Exhibits' is the selected filing type. The succeeding steps will show you how this works.

Filing Documents Verification

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 section below the grid, to view the electronic filing requirements. To upload an electronic document, click the document 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 include in your submission and to upload the electronic document.

Show information for: 2392 EDA 2023

Filing Type(s)	Is Included	Document(s)	
Trial Court Record	<input checked="" type="checkbox"/>		
Exhibits	<input type="checkbox"/>		
Trial Court Opinion	<input type="checkbox"/>		
Trial Court Record - Sensitive Documents	<input type="checkbox"/>		

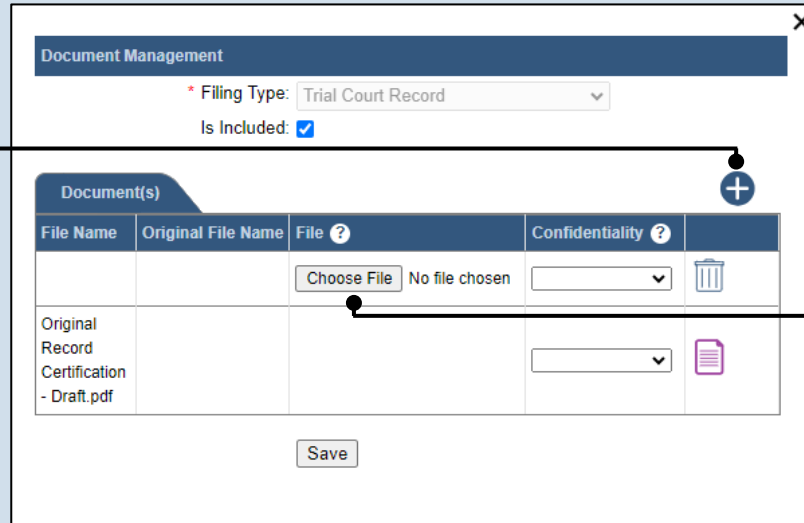
11. Open the Document Management screen

In the Filing Documents tab, click on the Manage Documents icon appearing to the right of the primary filing type.

How to File Lower Tribunal Record Documents on an Appellate Court case

12. Initiate the process to upload the document

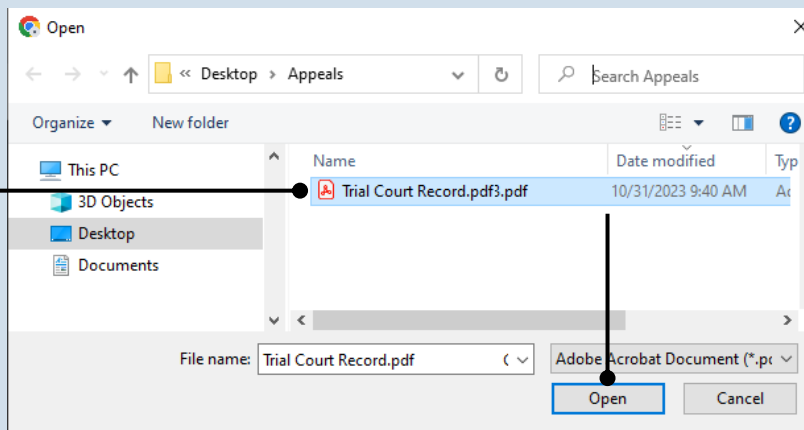
In the Document Management screen, click the Add Document icon.



13. Click CHOOSE FILE

14. Upload the electronic version of the filing

In the popup screen that appears, locate the electronic version of the filing on your computer or movable storage device (ex. memory stick). Select the file and click OPEN.

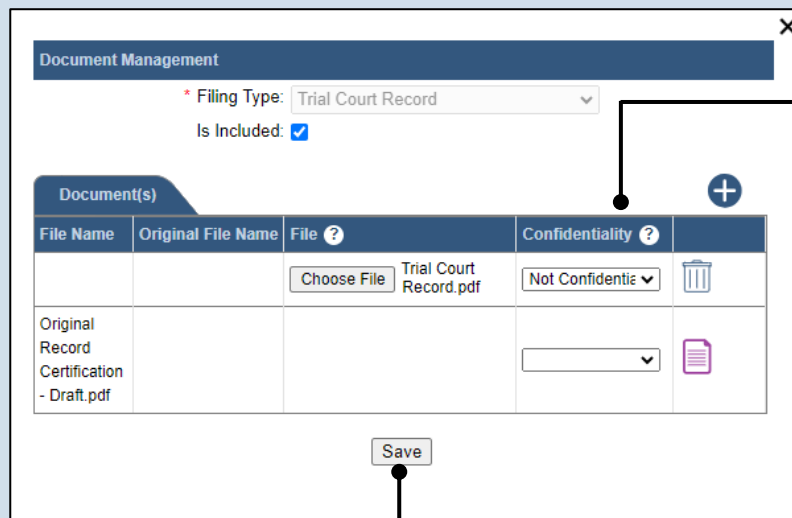


15. Select a confidentiality

Click on the dropdown and choose the appropriate confidentiality for the document.

16. (Optional) Upload additional documents

If there are additional documents that need to be associated to the primary filing type (i.e. it is a large document that was separated into smaller files), repeat Steps 12-15 as necessary.



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>.

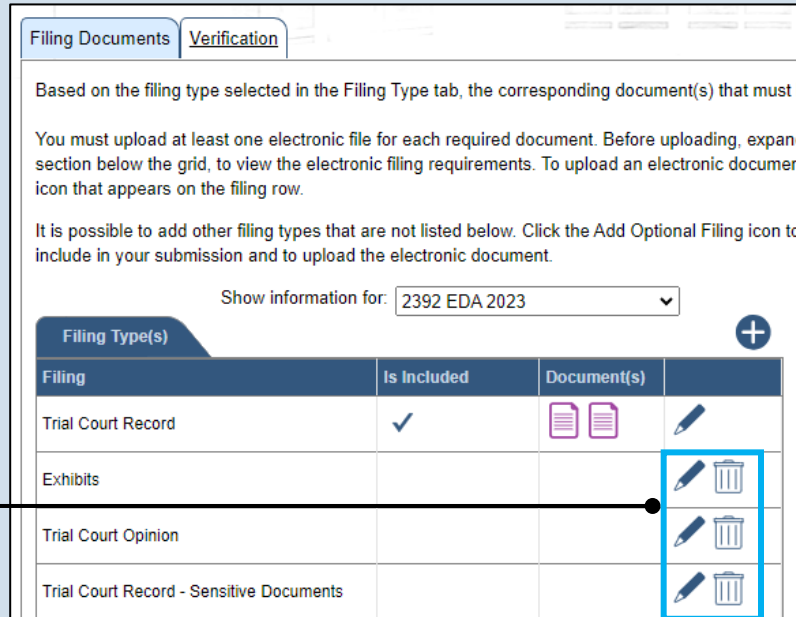
17. Click SAVE

How to File Lower Tribunal Record Documents on an Appellate Court case

18. Manage the other filing types

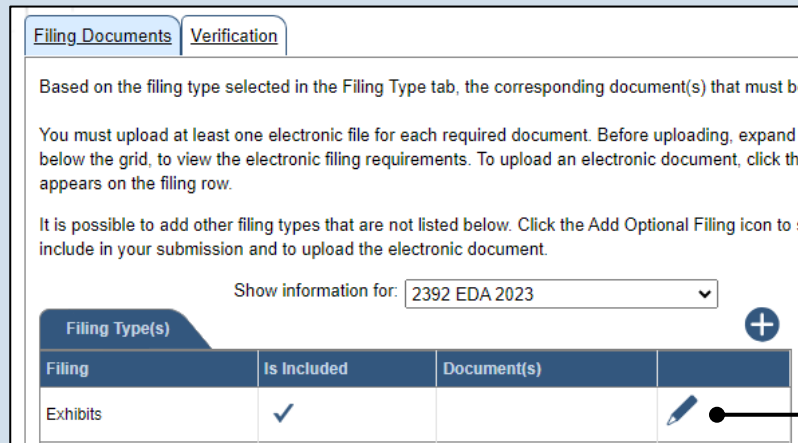
Complete one of the following for each of the remaining filing types that display:

- a. If you need to upload a document to a filing type, use Steps 11-15 as a guide.
- b. If you are not uploading a document to a filing type, click the corresponding Delete icon .




After addressing all filing types, proceed to Step 26.

Tip: If a record contains a Confidential Information Form or an unredacted document that was filed with a redacted version, the confidential document must be uploaded separately to the Trial Court Record – Sensitive Documents filing type.

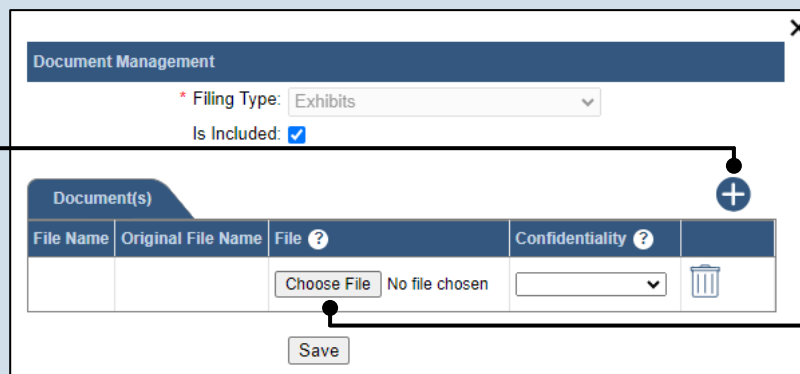


19. Open the Document Management screen

In the Filing Documents tab, click on the Manage Documents icon  appearing to the right of the filing type.

20. Initiate the process to upload the document

In the Document Management screen, click the Add Document icon.

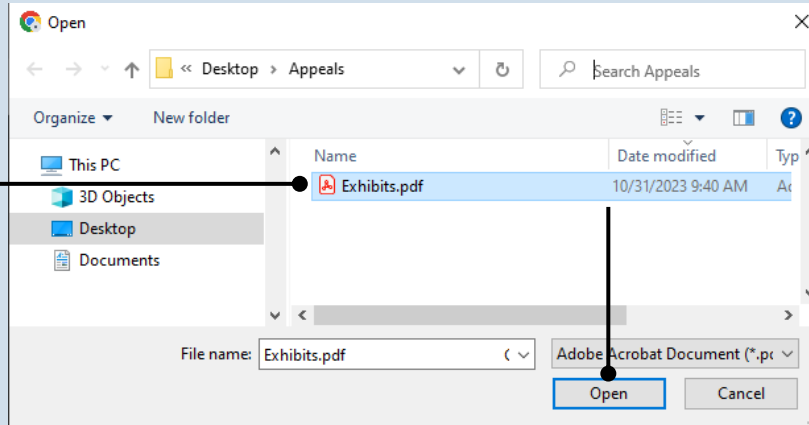


21. Click CHOOSE FILE

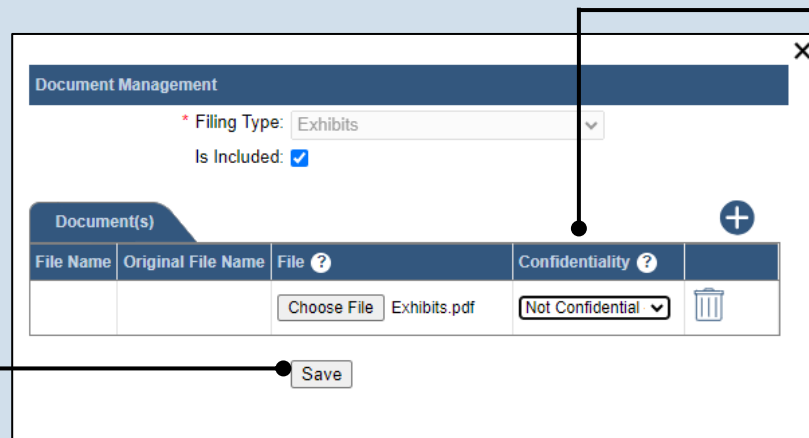
How to File Lower Tribunal Record Documents on an Appellate Court case

22. Upload the electronic version of the filing

In the popup screen that appears, locate the electronic version of the filing on your computer or movable storage device (ex. memory stick). Select the file and click OPEN.



24. Click SAVE



23. Select a confidentiality

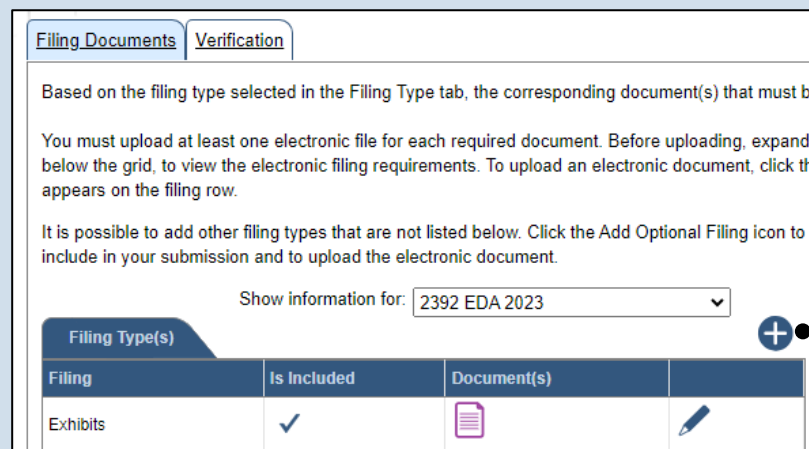
Click on the dropdown and choose the appropriate confidentiality for the document.

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>

25. (Optional) Add another filing type & document

If there are additional documents to file now, click on the Add Optional Filing icon, choose the appropriate filing type, and then click the Add Document icon.



Use Steps 22-24 as a guide to upload the electronic document.

How to File Lower Tribunal Record Documents on an Appellate Court case

26. Acknowledge the disclaimer

On the Filing Documents tab, read the disclaimer and then select the checkbox to signify your acknowledgement.

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. 1910.27(c), and agreements between parties as used in 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 social security numbers, financial account numbers (except for the last four digits when an active filer is the case and cannot otherwise be identified), driver license numbers, state identification numbers, birth dates (except when the minor is charged as a defendant in a criminal matter), or any abuse victim 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**

27. Click NEXT

28. 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.

Filing Documents Verification

A summary of your filing appears below. Verify that all the information displayed is accurate and that you have not entered anything that is incorrect or incomplete. If you find 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 want to submit this filing, click the Save button and exit the wizard. All of your saved filings are available on the Saved Filings tab on your dashboard.

Filers

IFP Status	Filer(s)	Role	Counsel
No results found			

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
2392 EDA 2023	Whitfield Supply v. Rolland, M.	Trial Court Record			\$0.00
2392 EDA 2023	Whitfield Supply v. Rolland, M.	Exhibits			\$0.00
2392 EDA 2023	Whitfield Supply v. Rolland, M.	Trial Court Opinion			\$0.00
					\$0.00

Previous Save **Verify**

29. Decide to file now or 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 refer to the *How to Submit a Filing that has no fee* reference guide.

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.