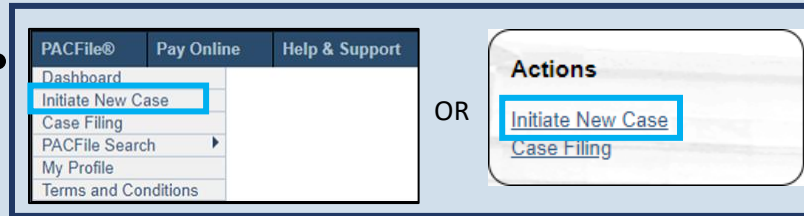


How to File a New Miscellaneous Case in the Superior Court

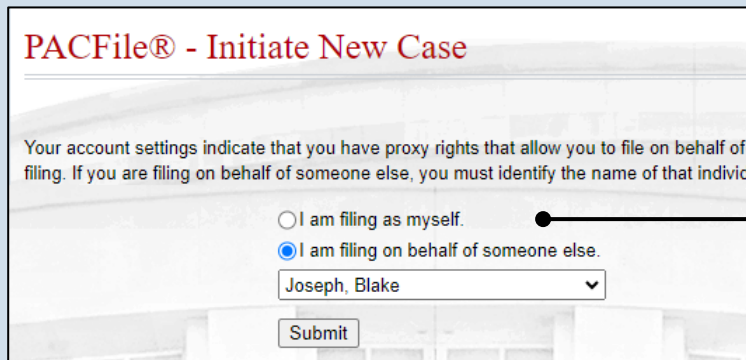
1. Open the case initiation wizard

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



3. Select a court type

In the Select Filing screen, click the **Court Type** dropdown and select 'Appellate Court'.



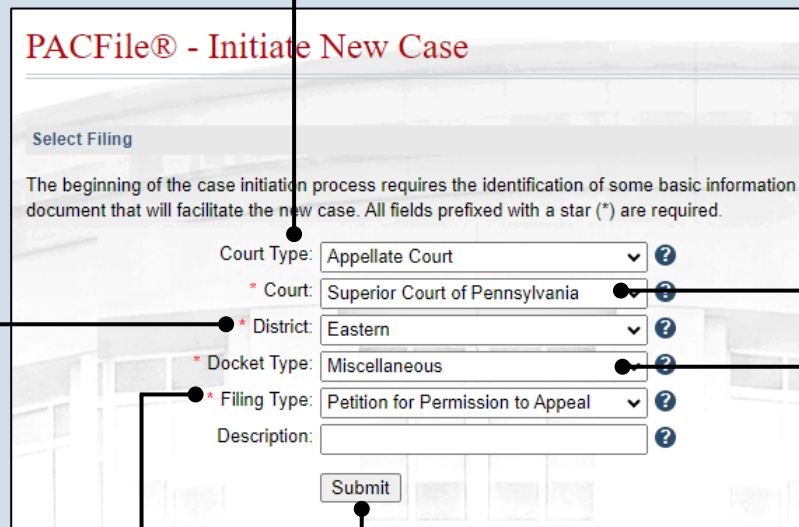
2. Select your proxy status

If you have the proxy rights to file on behalf of someone else, you will see the proxy selection screen. Choose between the two options and click **SUBMIT**.

If you have no proxy rights, you will not see this screen. Continue to Step 3.

5. Select a district

Click the **District** dropdown and select the filing office region in which the case will be filed.



4. Select a court name

Click the **Court** dropdown and select 'Superior Court of Pennsylvania'.

6. Select the docket type

Click the **Docket Type** dropdown and select 'Miscellaneous'.

Tip Click on the Learn More icon (?) next to this field to determine the correct district.

7. Select a filing type

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

8. Click SUBMIT

How to File a New Miscellaneous Case in the Superior Court

9. Select a case source

In the Select Cases screen, click the **Case Source** dropdown and select one of the following:

If the case originated in the Court of Common Pleas Criminal, Juvenile, or Family Division (not Family Court), select 'Pennsylvania Court', and proceed to Step 16.

If the case originated in the Court of Common Pleas Family Court or Civil Division, select 'External', and continue to Step 10.

For all other situations, select 'None', and proceed to Step 20.

The screenshot shows the 'Select Cases' form with the following fields: 'Case Source' (Pennsylvania Court), 'Search Type' (Docket Number), 'Docket Number' (empty), and 'Build Docket Number' (checkbox). There are 'Search' and 'Clear' buttons at the bottom.

11. Select a division

Click on the **Division** dropdown and select the Common Pleas court division that handled the case.

Tip The information for Steps 11-12 can be found on the Common Pleas court order that is being appealed.

The screenshot shows the 'Select Cases' form with the following fields: 'Case Source' (External), 'Court Type' (Court of Common Pleas), 'County' (Philadelphia), 'Division' (Civil Division - Philadelphia), and 'Docket Number' (9999 of 2021). There is an 'Ok' button at the bottom.

10. Select the County

Click on the **County** dropdown and select the Pennsylvania county where the case originated.

12. Enter the case number on appeal

Click in the **Docket Number** field and enter the unique number of the case on appeal.

13. Click OK

How to File a New Miscellaneous Case in the Superior Court

14. Identify the Common Pleas judge

In the External Cases screen, click on the **Judge** dropdown and select the Common Pleas judge that issued the order on appeal.

Tip: A judge may default automatically. This default can be verified for accuracy or changed if needed. Do not assume the default judge is the correct one.

Lower Tribunal	Case Number	Judge
Civil Division - Philadelphia	9999 of 2021	Judge Means

Submit

15. Click **SUBMIT**
Proceed to Step 21.

16. Enter the case number on appeal

Click in the **Docket Number** field and enter the unique number of the Common Pleas case on appeal.

Select Cases

If this filing is an appeal from any Common Pleas Court case, use the Select Cases button to search for the case.

For all other cases, use the Select Cases button and select 'None' as the Case Source.

* Case Source: Pennsylvania Court

* Search Type: Docket Number

* Docket Number: CP-51-CR-0009325-2021


Build Docket Number:

Search Clear

17. Click **SEARCH**

How to File a New Miscellaneous Case in the Superior Court

18. Select the case

Within the search results, click the Select Case icon .



Select Cases

If this filing is an appeal from any Common Pleas Court case, use the Select Cases button to search for the case.

For all other cases, use the Select Cases button and select 'None' as the Case Source.

* Case Source: Pennsylvania Court
* Search Type: Docket Number
* Docket Number: CP-51-CR-0009325-2021
Build Docket Number:

Search Clear

Docket Number	Short Caption	Case Status	Filing Date	
CP-51-CR-0009325-2021	Comm. v. Arnold, Brenda	Closed	11/10/2021	 

Reference Cases

Docket Number	Short Caption	Judge
CP-51-CR-0009325-2021	Comm. v. Arnold, Brenda	Judge Clark Joseph

Submit

19. Click **SUBMIT**
Proceed to Step 21.

20. Click **OK**

Select Cases

If this filing is an appeal from any Common Pleas Court case, use the Select Cases button to search for the case.

For all other cases, use the Select Cases button and select 'None' as the Case Source.

* Case Source: None
You will be building a case from scratch.

Ok

How to File a New Miscellaneous Case in the Superior Court

21. Review the participants

In the Participants tab, if the list of participants appears automatically, review them for accuracy and proceed to Step 28.

If no participants default, continue to Step 22.

Participant	Docket Number	Pro Se	Role	Filer	
Commonwealth of Pennsylvania	CP-51-CR-0009325-2021	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	
Arnold, Brenda	CP-51-CR-0009325-2021	<input type="checkbox"/>	Petitioner	<input type="checkbox"/>	

22. Initiate the process to add the participant

Click the Add Participant icon.

23. Select a participant category

In the Add/Edit Participant popup screen, click on the **Participant Category** dropdown and choose the appropriate option for the participant initiating the appeal.

Participant Category: Person

* First Name: Robert

Middle Name:

* Last Name: Lincoln

Generation:

Address Type: Mailing

Address Line 1: 5095 Ritter Road

Address Line 2:

Address Line 3:

City: Mechanicsburg

State: Pennsylvania

Zip Code: 17055

International Region:

Postal Code:

Country:

Save

24. Enter the name of the participant

Click in the **First Name** and **Last Name** fields (if creating a 'Person') or the **Name** field (if creating an 'Organization') and enter the name of the participant initiating the new case.

Tip: There are no restrictions on the type of information that can be recorded (i.e. numbers, letters, symbols, etc.).

25. (Optional) Enter the address of the participant

26. Click SAVE

If a popup appears indicating that your changes have been saved, click the OK button.

How to File a New Miscellaneous Case in the Superior Court

27. Create additional participant records

Use Steps 22-26 as a guide to add more participants.

The participants on this Commonwealth Court case(s) are listed below. Confirm that this information is correct. If you need to add or change participants, click the ADD button.

Show information for: CP-51-CR-0009325-2021

Participant	Docket Number	Pro Se	Role	Filer
Commonwealth of Pennsylvania	CP-51-CR-0009325-2021	<input type="checkbox"/>	Respondent	<input type="checkbox"/>
Arnold, Brenda	CP-51-CR-0009325-2021	<input type="checkbox"/>	Petitioner	<input type="checkbox"/>

Next Save

28. Click NEXT

29. Review the attorneys

In the Counsel tab, review the available attorneys for accuracy.

If you or the person you are proxying for does not appear by name, continue to Step 30.

If all attorney information is correct, proceed to Step 39.

If participant representation is known, attorneys may be identified and associated to this filing using the ADD button. If representation is unknown, the identification of counsel is not required.

Show information for: CP-51-CR-0009325-2021

Counsel	Docket Number	Representing
Joseph, Blake	CP-51-CR-0009325-2021	Arnold, Brenda
Philadelphia County District Attorney's Office	CP-51-CR-0009325-2021	Commonwealth of Pennsylvania

Previous Next Save

30. Initiate the process to add an attorney

If you want to add yourself to the case, click the Add Self icon and continue to Step 31.

If you want to add another attorney to the case, click the Add Counsel icon and proceed to Step 33.

31. Select your name

Click the radio button appearing to the left of your name.

Add Self

Counsel	PA Bar Number	Law Firm
<input checked="" type="radio"/> Joseph, Blake	900020	

Select

32. Click SELECT
Proceed to Step 36.

How to File a New Miscellaneous Case in the Superior Court

33. Perform a search

In the Add/Edit Counsel popup, click on the **Search Type** dropdown and determine how you want to find the attorney that needs to be added to the case. In the field below the dropdown, enter the appropriate number or name and click SEARCH.

Counsel	PA Bar Number	Law Firm
<input checked="" type="radio"/> Joseph, Blake	900020	

34. Identify the attorney

Based on your search results, identify the attorney you want to add to the case by clicking the radio button that appears to the left of their name.

35. Click SELECT

Participant Category: Person

* First Name: Blake

Middle Name:

* Last Name: Joseph

Generation: 1

Address Line 1: 900020 Mailing Street

Address Line 2:

Address Line 3:

City: Harrisburg

State: Pennsylvania

Zip Code: 17101

International Region:

Postal Code:

Country:

36. Verify the contact information

The contact information that appears is based on what is on file with the Pennsylvania Disciplinary Board. Review and update the information for this case as needed.

37. Identify the case participant

Click on the Representing tab and select the checkbox for the participant(s) the new attorney is representing on the case.

Representing: Arnold, Brenda (CP-51-CR-0009325-2021,)

Commonwealth of Pennsylvania (CP-51-CR-0009325-2021,)

38. Click SAVE

If a popup appears indicating that your changes have been saved, click the OK button.

How to File a New Miscellaneous Case in the Superior Court

39. Click NEXT

Participants Counsel **Filing Documents** Service Verification

If participant representation is known, attorneys may be identified and associated to this filing using representation is unknown, the identification of counsel is not required.

Show information for: CP-51-CR-0009325-2021

Counsel	Docket Number	Representing	
Joseph, Blake	CP-51-CR-0009325-2021	Arnold, Brenda	
Philadelphia County District Attorney's Office	CP-51-CR-0009325-2021	Commonwealth of Pennsylvania	

Previous **Next** Save

Participants Counsel **Filing Documents** Service Verification

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

You must upload at least one electronic file for each required document. Before uploading, expand the document to view the corresponding electronic filing requirements. To upload an electronic document, click the Add/Edit Document link.

Filing Type(s)			
Filing	Is Included	Document(s)	
Petition for Permission to Appeal	✓		
Proof of Service	✓		

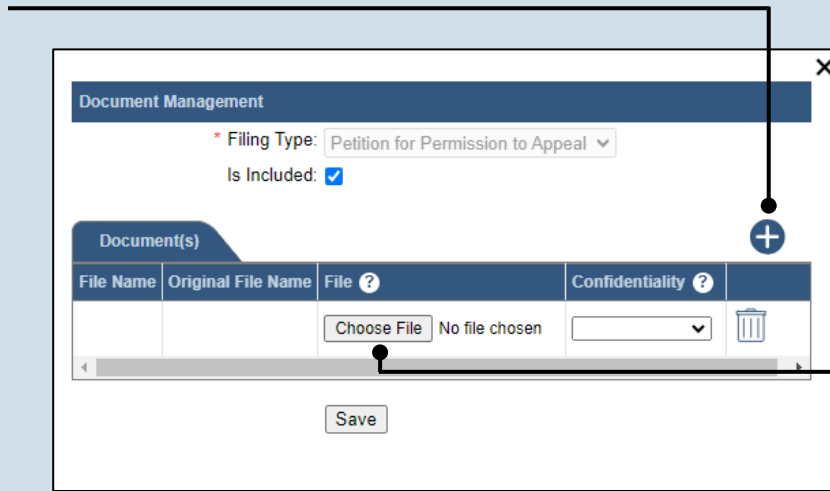
40. Open the Document Management screen

In the Filing Documents tab, click on the Manage Documents icon appearing to the right of the filing type identified in Step 7.

How to File a New Miscellaneous Case in the Superior Court

41. Initiate the process to upload the document

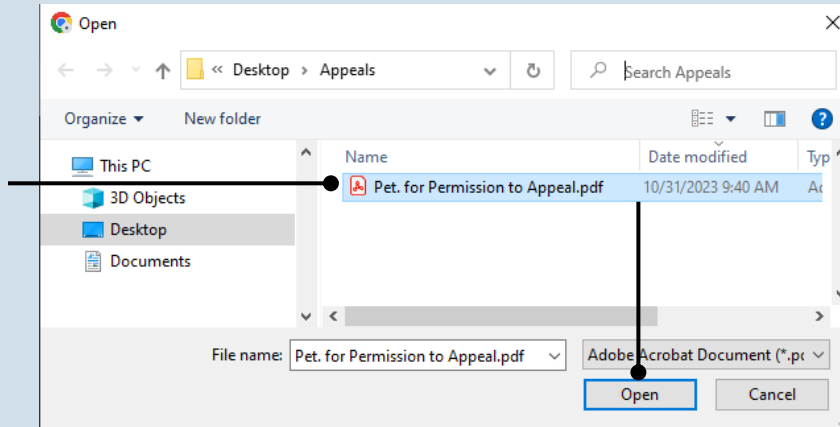
In the Document Management screen, click the Add Document icon.



42. Click CHOOSE FILE

43. 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.



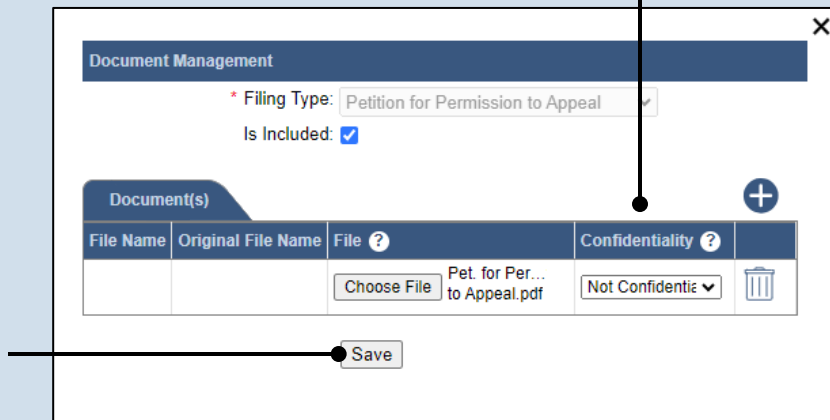
44. Select a confidentiality

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>.

45. Click SAVE



How to File a New Miscellaneous Case in the Superior Court

46. (Optional) Add another filing type & document

If there are additional documents to file now, click the Add Optional Filing icon.

Participants Counsel **Filing Documents** Service Verification

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

You must upload at least one electronic file for each required document. Before uploading, expand the Filing Type tab to view the corresponding electronic filing requirements. To upload an electronic document, click the Add/Edit Document link.

Filing Type(s)	Is Included	Document(s)	
Petition for Permission to Appeal	✓		
Proof of Service	✓		

47. Identify the filing type and upload the document

In the Document Management screen, select the appropriate option from the **Filing Type** dropdown and select the **Is Included** checkbox.

Document Management

* Filing Type:

Is Included:

Document(s)	File Name	Original File Name	File ?	Confidentiality ?
No results found				

Save

Use Steps 41-45 as a guide to upload the electronic document.

48. 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 filings 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, date of birth (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**

49. Click NEXT

How to File a New Miscellaneous Case in the Superior Court

50. Initiate the process to add service

In the Service tab, click the appropriate icon above the grid to identify service for one or more participants by the method used.

Tip If the **Has Required Service** checkbox is selected for a recipient, it means they will receive eService once the filing is submitted. If these individuals were served by other means, however, these can also be recorded.

Participant	Docket No.	Role	Type ?	Has Required Service ?	
Commonwealth of Pennsylvania	CP-51-CR-0009325-2021	Respondent	Service	<input type="checkbox"/>	👤
Criminal Division - Philadelphia			Service	<input type="checkbox"/>	👤
Joseph, Clark			Service	<input type="checkbox"/>	👤

52. Enter a service date

Enter the date service was performed for one or more of the available recipients.

Tip This date automatically defaults to the current date.

54. Review the service destinations

For each of the identified recipients, review the service information and confirm that it matches the location where service was performed. If not, update this information appropriately.

✓	Serve To	Represents	Address Type	Address Line 1	Zip Code	Details
✓	Philadelphia County District Attorney's Office	Commonwealth of Pennsylvania, CP-51-CR-0009325-2021, Respondent	Business	3 South Penn St	19107	
✓	Criminal Division - Philadelphia	Criminal Division - Philadelphia	Business	1301 Filbert Str	19107	
✓	Joseph, Clark	Joseph, Clark	Business	1301 Filbert Str	19107	

51. Identify the service type

In the Add/View Service(s) popup screen, click on the **Service Type** dropdown and specify a method used to serve one or more of the recipients displayed.

53. Identify the service recipients

Based on the service type and date entered, select the checkbox that appears to the left of the applicable recipient(s).

Tip To select all recipients simultaneously, click the checkbox at the top of the column (to the left of the **Serve To** column name).

55. Click SUBMIT

How to File a New Miscellaneous Case in the Superior Court

56. Record additional service

Repeat Steps 50-55 until the **Has Required Service** checkbox is selected for each participant.

Based on the requirement in Pa.R.A.P 121, document service in PACFile records the details regarding the document(s) uploaded in the Filing Documents tab. Use the Add Service button to record the manner of service and pro se participants associated to this filing. A method of service must be recorded for all pro se litigants and attorney for each represented participant.

Any participant, attorney, or agency who is a registered PACFile user will automatically be assigned a service method, which signifies that they will automatically be served through this website upon the completion of the filing process. Additional service methods can be recorded for these individuals as needed.

Show Information for Docket Number: CP-51-CR-0009325-2021

Participant	Docket No.	Role	Type ?	Has Required Service ?	
Commonwealth of Pennsylvania	CP-51-CR-0009325-2021	Respondent	Service	<input checked="" type="checkbox"/>	
Criminal Division - Philadelphia			Service	<input checked="" type="checkbox"/>	
Joseph, Clark			Service	<input checked="" type="checkbox"/>	

Previous Next **Save**

57. Click **NEXT**

58. 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.

A summary of your filing appears below. Verify that all the information displayed is accurate and that you To 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 your filing now, click the Save button. All of your saved filings are available on the Saved Filings tab on your dashboard.

Filers

IFP Status	Filer(s)	Role	Counsel
	Arnold, Brenda	Defendant	Joseph, Blake

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
CP-51-CR-0009325-2021	Comm. v. Arnold, Brenda	Petition for Permission to Appeal			\$90.25
					\$90.25

Previous Save **Verify**

59. 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 and make any associated payment now, click the **VERIFY** button, and consult the appropriate reference guide on *How to Submit a Filing*.

Option 2: If you don't want to submit this filing now, click the **SAVE** button and return to your dashboard.

When you are ready to submit this filing, consult the *How to Continue Saved Filings* reference guide.