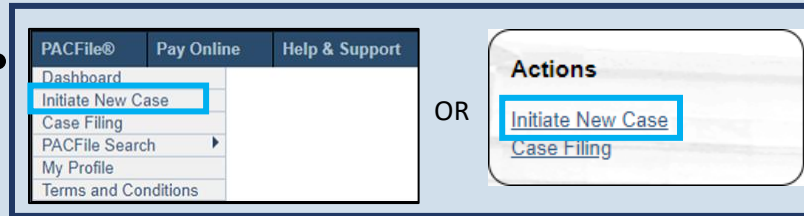


How to File a Petition for Allowance of Appeal in the Supreme Court

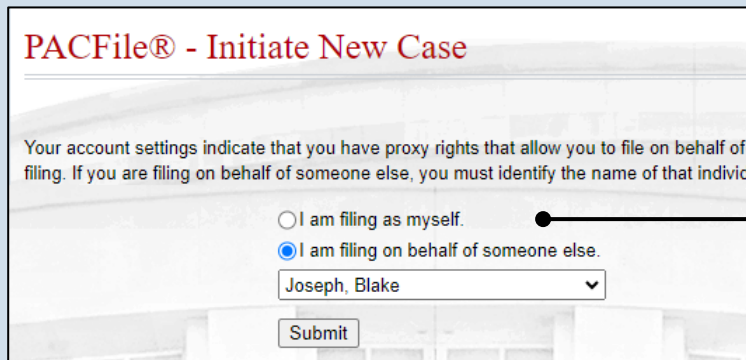
1. Open the case initiation wizard

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



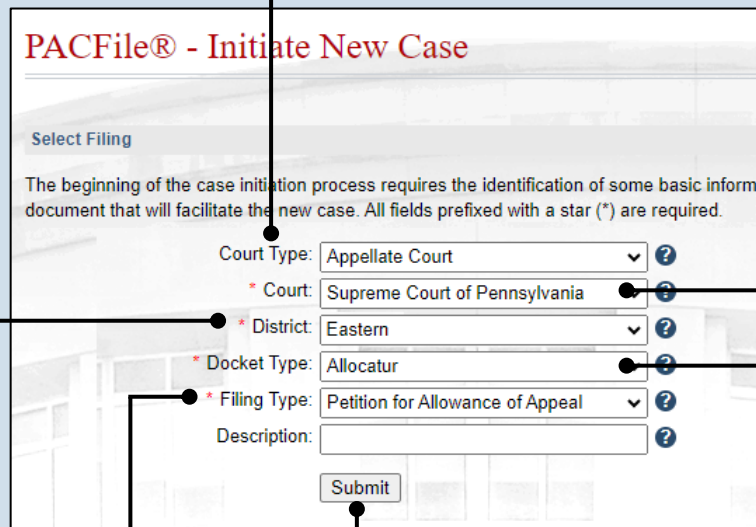
2. Select your proxy status

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.



3. Select a court type

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



4. Select a court name

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

5. Select a district

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

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

6. Select a docket type

Click on the **Docket Type** dropdown and select 'Allocatur'.

7. Select a filing type

Click on the **Filing Type** dropdown and select 'Petition for Allowance of Appeal'.

8. Click SUBMIT

How to File a Petition for Allowance of Appeal in the Supreme Court

9. Enter the case number on appeal

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

Select Cases

Complete a search for the intermediate appellate court (Superior or Commonwealth) case that is be

* Case Source: Pennsylvania Court

* Search Type: Docket Number

Docket Number: 450 EDA 2023

Build Docket Number:

Search Clear

Docket Number	Short Caption	Case Status	Filing Date	
450 EDA 2023	Kohler, A. v. Wallace, A.	Closed	02/28/2023	
453 EDA 2023	Kohler, A. v. Wallace, A.	Closed	02/28/2023	

10. Click SEARCH

11. Select the case
Within the search results, click the Select Case icon .

If this action does not identify any associated cases, proceed to Step 14.

If PACFile identifies associated cases, continue to Step 12.

Docket Number	Short Caption	Case Status	Filing Date	
450 EDA 2023	Kohler, A. v. Wallace, A.	Closed	02/28/2023	
453 EDA 2023	Kohler, A. v. Wallace, A.	Closed	02/28/2023	

Associated Cases

	Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/>	453 EDA 2023	Kohler, A. v. Wallace, A.	Closed	02/28/2023	

Ok

13. Click OK

12. Specify any associated cases

If there were other intermediate appellate court cases decided with the same court order as the case identified in Step 9, these additional cases will appear. Select the checkbox for each case that should be included in the appeal.

Tip When court fees are applicable, a charge will be assessed for each case that is appealed.

How to File a Petition for Allowance of Appeal in the Supreme Court

14. Review the participants

In the Participants tab, all the participants that were part of the intermediate appellate court case appear.

If you are filing as a pro se participant, select the **Pro Se** and **Filer** checkboxes next to your name.

Participant	Docket Number	Pro Se	Role	Filer	
Kohler, Angelina	453 EDA 2023	<input type="checkbox"/>	Petitioner	<input checked="" type="checkbox"/>	
Kohler, Angelina	450 EDA 2023	<input type="checkbox"/>	Petitioner	<input checked="" type="checkbox"/>	
Global Inc.	453 EDA 2023	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	
Global Inc.	450 EDA 2023	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	

15. Click NEXT

16. Review the attorneys

In the Counsel tab, all the attorneys that were part of the intermediate appellate court case appear. Review the list of attorneys and then complete one of the following:

If an attorney needs to be added to the case for the petitioner, continue to Step 17.

If no attorneys need to be added to the case, proceed to Step 26.

Tip If an attorney is added, a filing regarding their permission to appear will need to be uploaded in the Filing Documents tab. Be sure to complete Step 38 to add a 'Praecipe of Appearance'.

Counsel	Docket Number	Representing	
Joseph, Blake	453 EDA 2023	Kohler, Angelina	
Chapman, Michelle	453 EDA 2023	Global Inc.	
Joseph, Blake	450 EDA 2023	Kohler, Angelina	
Chapman, Michelle	450 EDA 2023	Global Inc.	

17. 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 18.

If you want to add another attorney to the case, click the Add Counsel icon and proceed to Step 20.

How to File a Petition for Allowance of Appeal in the Supreme Court

18. Select your name

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

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

Select

19. Click **SELECT**
Proceed to Step 23.

20. 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**.

* Search Type: PA Bar Number

* PA Bar Number: 900020

Search

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

Select

21. 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.

22. Click **SELECT**

How to File a Petition for Allowance of Appeal in the Supreme Court

23. 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.

24. 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.

25. Click SAVE

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

Counsel	Docket Number	Representing	
Joseph, Blake	453 EDA 2023	Kohler, Angelina	
Chapman, Michelle	453 EDA 2023	Global Inc.	
Joseph, Blake	450 EDA 2023	Kohler, Angelina	
Chapman, Michelle	450 EDA 2023	Global Inc.	

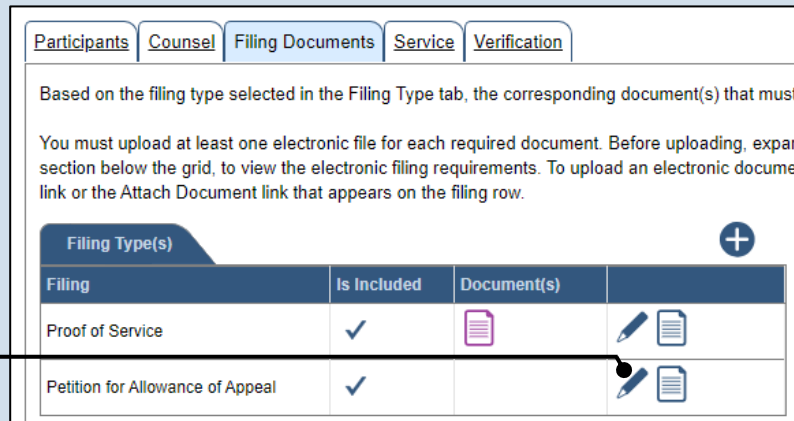
Previous Next **Save**

26. Click NEXT

How to File a Petition for Allowance of Appeal in the Supreme Court

27. Open the Document Management screen

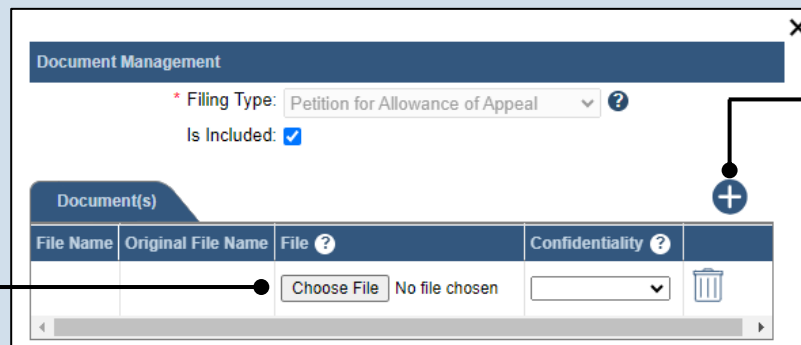
In the Filing Documents tab, click on the Manage Documents icon appearing to the right of the Petition for Allowance of Appeal filing type.



28. Initiate the process to upload the PAA

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

29. Click CHOOSE FILE

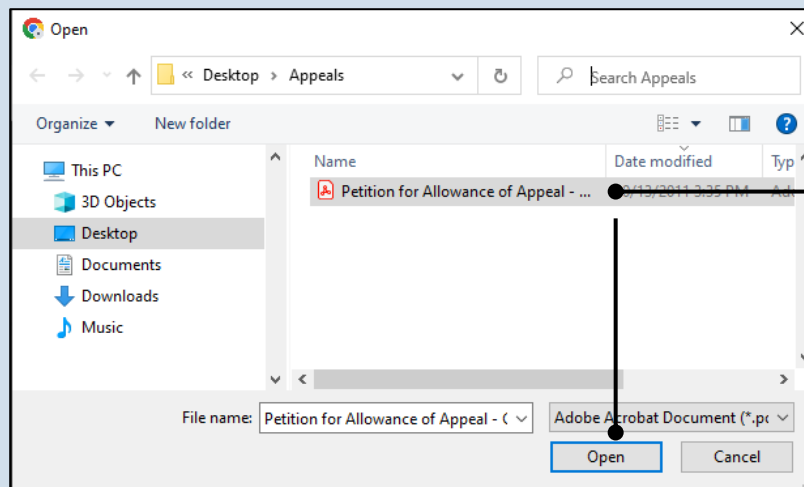


30. Upload the electronic version of the PAA

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

31. Select a confidentiality

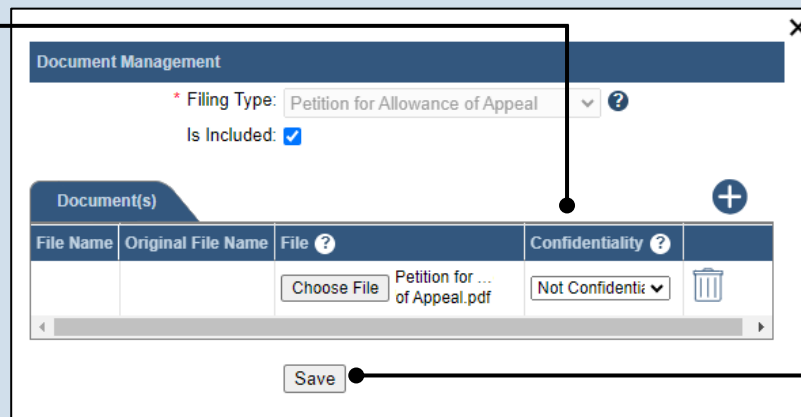
Click on the dropdown and choose the appropriate confidentiality for the document.



Tip It is recommended that you file the PAA as a single document that includes any applicable lower court opinions and orders. If the PAA is split into multiple files, repeat Steps 28-31 for each additional file that needs to be uploaded.

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>.



Tip The document will automatically be renamed to match the name of the filing type.

32. Click SAVE

How to File a Petition for Allowance of Appeal in the Supreme Court

33. Do you need to add a reproduced record?

Based on the filing types displayed, if you are not prompted to add a reproduced record, proceed to Step 38.

If you are prompted to add the reproduced record, perform one of the following:

- If the Attach Documents icon appears to the right of the Reproduced Record filing type, click the icon and continue to Step 34.

OR

- If the Attach Documents icon does not appear, proceed to Step 37.

Participants Counsel **Filing Documents** Service Verification

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

You must upload at least one electronic file for each required document. Before uploading, expand below the grid, to view the electronic filing requirements. To upload an electronic document, click the Attach Document link that appears on the filing row.

Filing Type(s)	Is Included	Document(s)
Petition for Allowance of Appeal	✓	
Reproduced Record	✓	
Proof of Service	✓	

Attach Documents

This browser displays all the electronic documents available for this case, health, or Supreme Courts. After identifying one or more documents to associate to the corresponding filing type, click the Save button.

Attach	Court	Docket Number	Confidentiality ?	Document Name ?
<input checked="" type="checkbox"/>	Superior Court of Pennsylvania	450 EDA 2023	Not Confidential - Un	Reproduced Record Filed

Save

35. Select a confidentiality

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

34. Attach the reproduced record

In the Attach Documents screen, select the **Attach** checkbox that appears to the left of the reproduced record document.

Tip This action associates the electronic version of the reproduced record that was filed in the lower court.

36. Click SAVE
Proceed to Step 38.

How to File a Petition for Allowance of Appeal in the Supreme Court

37. Upload the reproduced record

Click on the Manage Documents icon appearing to the right of the Reproduced Record filing type and use Steps 28-32 as a guide to upload the document.

Tip This must be the same version of the reproduced record filed in the lower court.

Tip If the document is split into multiple files, repeat this step for each additional file that needs to be uploaded.

Participants Counsel Filing Documents Service Verification

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be included are listed below. You must upload at least one electronic file for each required document. Before uploading, expand below the grid, to view the electronic filing requirements. To upload an electronic document, click the Attach Document link that appears on the filing row.

Filing Type(s)			
Filing	Is Included	Document(s)	
Petition for Allowance of Appeal	✓		
Reproduced Record	✓		

38. (Optional) Add another filing type & document

Additional filing types regarding attorney appearances and participant indigence can also be filed at this time.

If one or more of these apply, click the Add Optional Filing icon and continue to Step 39.

If no additional filing types need to be added, proceed to Step 40.

Participants Counsel Filing Documents Service Verification

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be included are listed below. You must upload at least one electronic file for each required document. Before uploading, expand below the grid, to view the electronic filing requirements. To upload an electronic document, click the Attach Document link or the Attach Document link that appears on the filing row.

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

39. 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 28-32 as a guide to upload the electronic document.

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 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 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

40. Acknowledge the disclaimer

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

41. Click NEXT

How to File a Petition for Allowance of Appeal in the Supreme Court

42. Initiate the process to add service

In the Service tab, click the Add Participant Service icon.

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	
Global Inc.	453 EDA 2023	Litigating	Service	<input type="checkbox"/>	👤👤
Global Inc.	450 EDA 2023	Litigating	Service	<input type="checkbox"/>	👤👤
Philadelphia County Court of Common Pleas			Service	<input checked="" type="checkbox"/>	👤👤

43. 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.

44. 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.

Serve To	Represents	Email Address	Details
<input checked="" type="checkbox"/> Chapman, Michelle	Global Inc., 453 EDA 2023, Respondent Global Inc., 450 EDA 2023, Respondent	900021@test.ars	
<input type="checkbox"/> Philadelphia County Court of Common Pleas	Philadelphia County Court of Common Pleas		<input checked="" type="checkbox"/>

45. 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).

46. 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.

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

47. Click SUBMIT

How to File a Petition for Allowance of Appeal in the Supreme Court

48. Record additional service

Repeat Steps 42-47 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 document(s) uploaded in the Filing Documents tab. Use the Add Service button to record the manner of and pro se participants associated to this filing. A method of service must be recorded for all pro se litigating attorney for each represented participant.

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

Show Information for Docket Number: ALL

Participant	Docket No.	Role	Type	Has Required Service
Global Inc.	453 EDA 2023	Litigating	Service	<input checked="" type="checkbox"/>
Global Inc.	450 EDA 2023	Litigating	Service	<input checked="" type="checkbox"/>
Philadelphia County Court of Common Pleas			Service	<input checked="" type="checkbox"/>

Previous Next Save

49. Click NEXT

50. 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 have recorded all necessary information. 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 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.

Filers

IFP Status	Filer(s)	Role	Counsel
	Kohler, Angelina	Petitioner	Joseph, Blake
	Kohler, Angelina	Petitioner	Joseph, Blake

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Is Sealed	Filing Fee
453 EDA 2023	Kohler, A. v. Wallace, A.	Petition for Allowance of Appeal				\$69.00
450 EDA 2023	Kohler, A. v. Wallace, A.	Petition for Allowance of Appeal				\$69.00
						\$138.00

Previous Save Verify

51. 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.