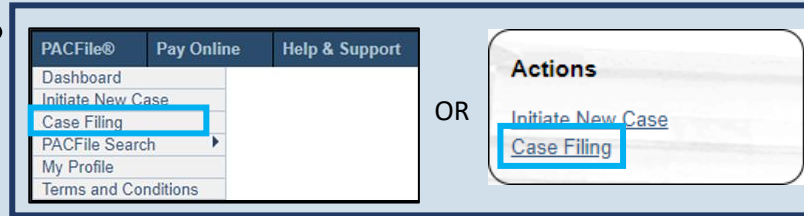


How to File a Trial Court Transcript on an Appellate Court case

1. Open the case filing wizard

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



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**.

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.




4. Click SEARCH

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

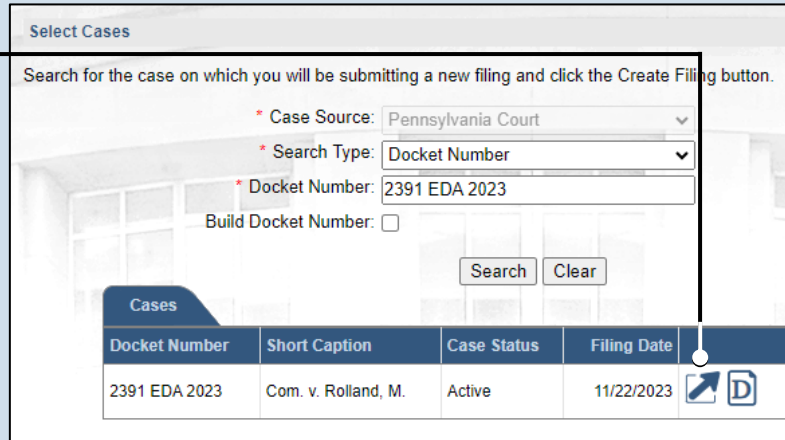
How to File a Trial Court Transcript on an Appellate Court case



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.

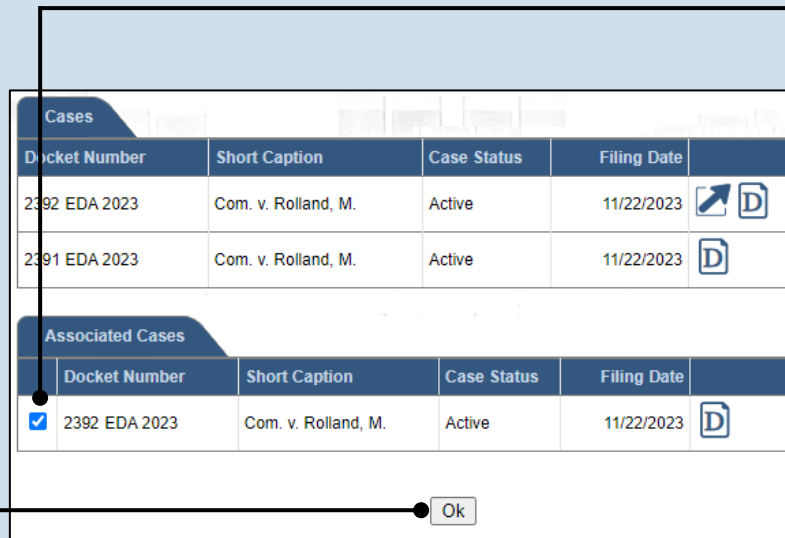
If PACFile identifies associated cases, continue to Step 6.







Docket Number	Short Caption	Case Status	Filing Date	
2391 EDA 2023	Com. v. Rolland, M.	Active	11/22/2023	 

6. Specify any associated cases

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



Docket Number	Short Caption	Case Status	Filing Date	
2392 EDA 2023	Com. v. Rolland, M.	Active	11/22/2023	 
2391 EDA 2023	Com. v. Rolland, M.	Active	11/22/2023	

	Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/>	2392 EDA 2023	Com. v. Rolland, M.	Active	11/22/2023	

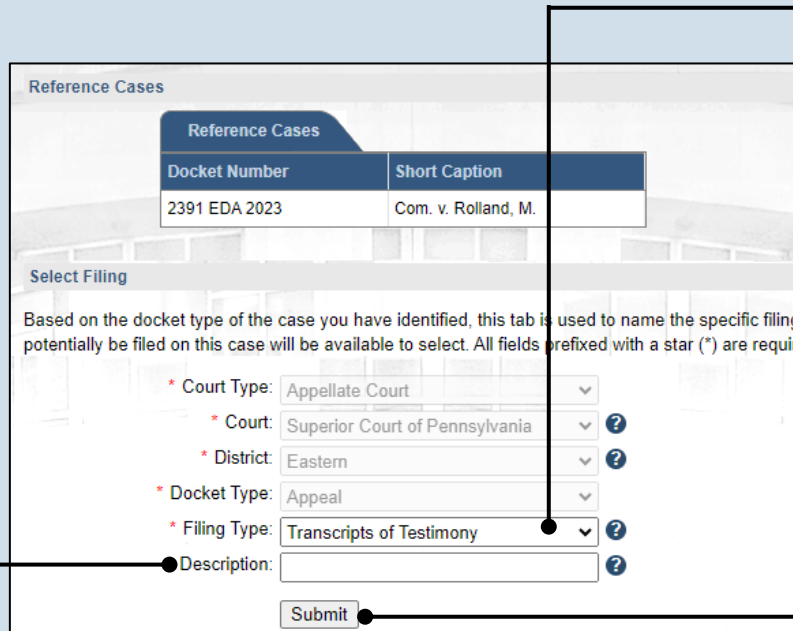
Ok

7. Click OK

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.



Docket Number	Short Caption
2391 EDA 2023	Com. v. Rolland, M.

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: Transcripts of Testimony

Description:

Submit

8. Select a filing type

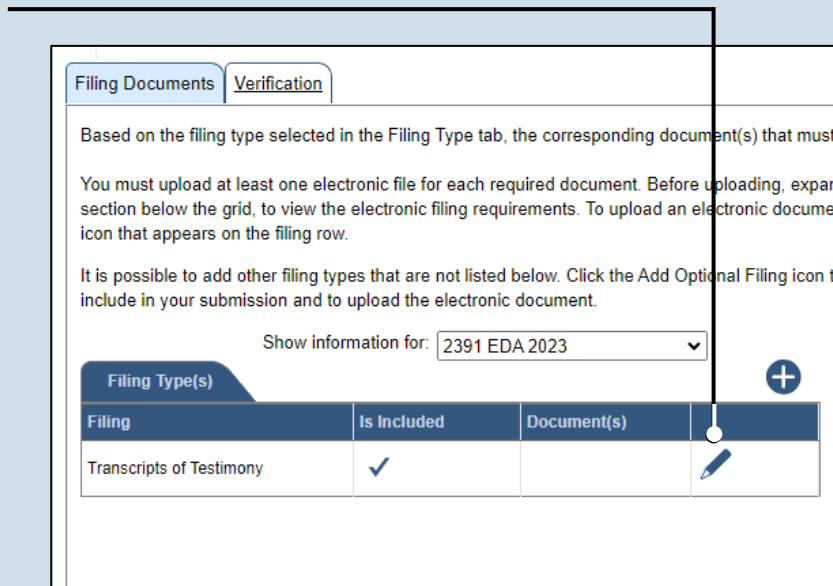
Click on the **Filing Type** dropdown and select the type of document you are filing.

10. Click SUBMIT

How to File a Trial Court Transcript on an Appellate Court case

11. Open the Document Management screen

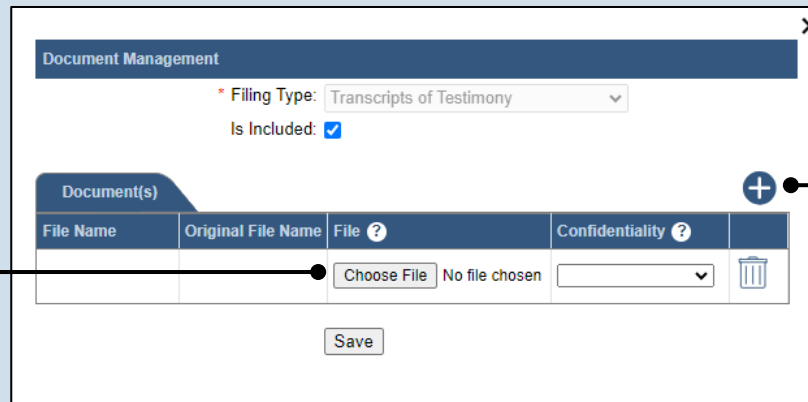
In the Filing Documents tab, click on the Manage Documents icon appearing to the right of the filing type.



12. Initiate the process to upload the document

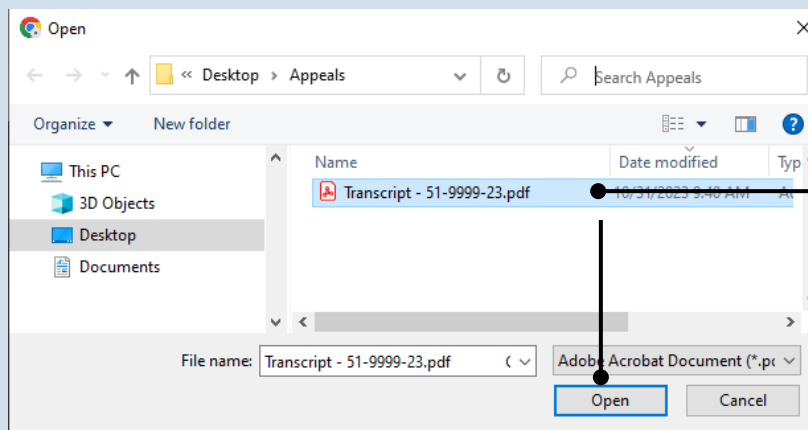
In the Document Management screen, click the Add Document icon.

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.



How to File a Trial Court Transcript on an Appellate Court case

15. 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>.

Document Management

* Filing Type: Transcripts of Testimony

Is Included:

File Name	Original File Name	File ?	Confidentiality ?	
		Choose File	Transcript - ... 9999-23.pdf	Not Confidential - <input type="button" value="v"/>

Save

16. Click SAVE

17. (Optional) Add another filing type & document

If there are additional documents to file now, other than the transcripts, click on the Add Optional Filing icon and continue to Step 18.

Filing Documents | 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 section below the grid, to view the electronic filing requirements. To upload an electronic 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: 2391 EDA 2023

Filing Type(s)	Is Included	Document(s)	
Transcripts of Testimony	<input checked="" type="checkbox"/>		

If you have no additional filing types to add, proceed to Step 21.

18. Select a filing type

In the Document Management screen, click on the **Filing Type** dropdown and select the appropriate option.

19. Select the Is Included checkbox

Document Management

* Filing Type:

Is Included:

File Name	Original File Name	File ?	Confidentiality ?	
No results found				

Save

20. Upload the document

Use Steps 12-16 as a guide to upload the electronic document.

How to File a Trial Court Transcript on an Appellate Court case

21. 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 include social security numbers, financial account numbers (except for the last four digits when an active filer in 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 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**

22. Click NEXT

23. 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 made anything 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 the filing now, click the Save button and exit the wizard. All of your saved filings are available on the Saved Filings tab on the Filing Documents page.

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
2391 EDA 2023	Com. v. Rolland, M.	Transcripts of Testimony			\$0.00
					\$0.00

Previous Save **Verify**

24. 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 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.