

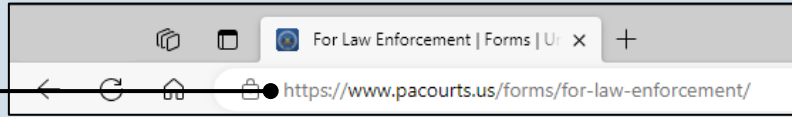
# How to File a Written Allegation of Delinquency



## 1. Locate the Affidavit of Probable Cause form

Open a new web browser page or tab and enter the following address:

[www.pacourts.us/forms/for-law-enforcement/](https://www.pacourts.us/forms/for-law-enforcement/)



## For Law Enforcement

The following forms are available for law enforcement.

### Police Criminal Complaint

Please [log in](#) and enter your username and password. Please direct any questions to [ccform@pacourts.us](mailto:ccform@pacourts.us).

### Search Warrants for Criminal Justice Agencies with an ORI

Please [log in](#) and enter your username and password. Please direct any questions to [ccform@pacourts.us](mailto:ccform@pacourts.us).

### Written Allegation

J232A - Written Allegation - Single Summary of Offenses	J232A - Written Allegation - Single Summary of Offenses
J232A - Extra Offenses Addendum	J232A - Extra Offenses Addendum
J232B - Written Allegation - Multiples Summaries Of The Offenses	J232B - Extra Offenses Addendum
J232A - Affidavit of Probable Cause	J232 - Probable Cause Addendum
J232A - Written Allegation Affidavit of Probable Cause	J232A - Written Allegation Affidavit of Probable Cause - Continuation Page
J232 - Conspirator Data Sheet Addendum	J232 - Conspirator Data Sheet Addendum

## 3. Complete and save the affidavit

Complete the affidavit form and save the document to any location on your computer, shared drive, or movable storage device (ex. memory stick).

**Tip** When using the PDF format: If the text of the affidavit exceeds the available space on the J232A – Written Allegation Affidavit of Probable Cause form (one page), save the document. Use form J232A – Written Allegation of Probable Cause – Continuation Page, as needed, for all subsequent pages.

WRITTEN ALLEGATION			
Docket Number:	Date Filed:	OTNLiveScan Number	Allegation Number
Juvenile Name:	First	Middle	Last
<b>AFFIDAVIT of PROBABLE CAUSE</b>			
Enter the text of the affidavit here...			
I verify that the facts set forth in this affidavit are true and correct to the best of my knowledge or information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S § 4904) relating to unsworn falsification to authorities.			
Affiant Name	Affiant Signature	Date	

\*Microsoft Word version is pictured above.

## 2. Choose a format for the affidavit

Blank affidavit forms are available in PDF and Microsoft Word formats (see picture). You can use either format, but the affidavit must be uploaded to PACFile as a PDF. See the Tips below before deciding.

**Tip** There are distinct advantages to using each format. Refer to the PACFile Help System, using the *Help* link on any PACFile screen, for more information.

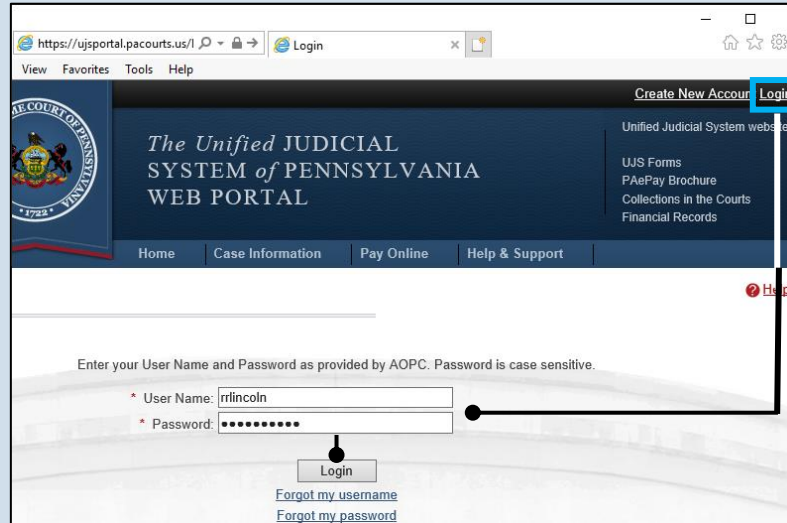
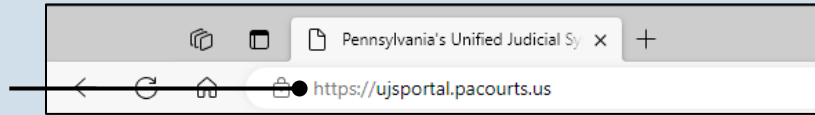
**Tip** A Microsoft Word document can be saved as a PDF. A step-by-step guide for that process can be found in the PACFile Help System by clicking the Step-by-Step Guides link, which appears in box on the help system home page.

# How to File a Written Allegation of Delinquency

## 4. Login to the UJS Web Portal

Open a new web browser page and enter the following address:

<https://ujportal.pacourts.us>

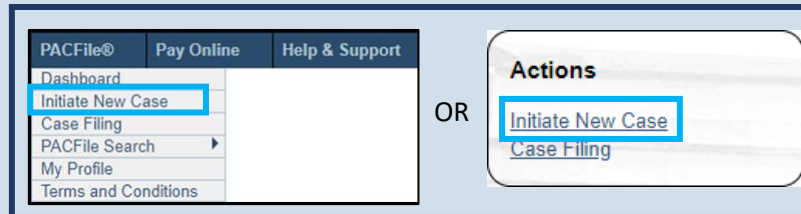


## 5. Login to the UJS Web Portal

Click the Login link, enter your UJS Web Portal user name and password, and click LOGIN.

## 6. 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.

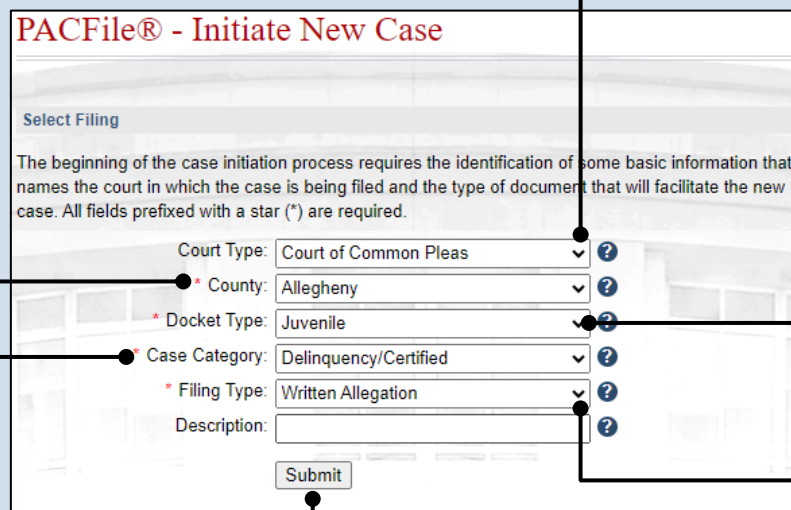


## 7. Select a Court Type

Click the **Court Type** dropdown and select 'Court of Common Pleas'.

## 8. Select a County

Click on the **County** dropdown and select the county court in which the allegation is being filed.



## 9. Verify the Docket Type

In the **Docket Type** field, select 'Juvenile' or verify that it defaults automatically.

## 10. Verify the Case Category

Confirm that the **Case Category** field defaults to 'Delinquency/Certified'.

## 11. Verify the Filing Type

Confirm that the **Filing Type** field defaults to 'Written Allegation'.

## 12. Click SUBMIT

# How to File a Written Allegation of Delinquency

## 13. Verify the Case Source

In the Select Cases screen, confirm that **Case Source** dropdown defaults to 'Agency'.

PACFile® - Initiate New Case

Select Cases

Identify the arresting agency responsible for initiating the allegation.

\* Case Source: Agency

\* Agency: Minersville Police Dept

Ok

## 15. Click OK

### 14. Verify or select an agency

Verify that the **Agency** field defaults correctly or click on the dropdown and select the arresting agency from which you are filing.

Participants Counsel Offenses Filing Documents

This tab is used to identify the case participants for the case. They may be listed below automatically. Confirm this information is accurate. All participants and the Juvenile Offender, need to be created using the ADD button.

Show information for: New Case

Participant	Docket	Filer	
Yarmush, Beau J.		<input checked="" type="checkbox"/>	
Commonwealth of Pennsylvania		<input type="checkbox"/>	

### 16. Create the juvenile participant

In the Participants tab, click the Add Participant icon. The Add/Edit Participant popup displays.

# How to File a Written Allegation of Delinquency

## 17. Enter the participant's name

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

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

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

**Add/Edit Participant**

Contact Information Demographic Information Identifying Information Represented By

Participant Category: Person

\* First Name: Julius

Middle Name:

\* Last Name: Carey

Generation:

Phone Number 1: ( ) - -

Phone Number 1 Ext:

Phone Number 2: ( ) - -

Phone Number 2 Ext:

Fax Number: ( ) - -

Email Address:

\* Role: Juvenile

Address Type: Home

Address Line 1: 123 Main Street

Address Line 2:

Address Line 3:

City: Hazelton

State: Pennsylvania

Zip Code: 18202

International Region:

Postal Code:

Country:

Save

**18. Add the participant role**  
Click on the **Role** dropdown and select 'Juvenile'.

## 21. Enter any information about the juvenile

**Tip:** None, some, or all of the fields in this tab can be completed based on the information available. Some of the information entered automatically appears on the allegation created in Step 55.

**Add/Edit Participant**

Contact Information Demographic Information Identifying Information Represented By

Date Of Birth: 01/01/2013

Place Of Birth: Pennsylvania

Gender: Male

Race: White

Ethnicity: Non Hispanic

Tribal Affiliation:

Hair Color: Black

Eye Color: Hazel

Skin Tone: Medium

Height(feet): 5

Height(inches): 8

Weight(lbs): 87

Save

**20. Click the Demographic Information tab**

# How to File a Written Allegation of Delinquency

22. Click the Identifying Information tab

Identifying Information fields:

- SID: \_\_\_\_\_
- SSN: \_\_\_\_\_
- FBI Number: \_\_\_\_\_
- Fingerprint Classification: Fingerprinted
- Drivers License State: \_\_\_\_\_
- Drivers License Number: \_\_\_\_\_
- Drivers License Expiration: mm/dd/yyyy

23. Enter any information about the juvenile

24. Click SAVE

**Tip** None, some, or all of the fields in this tab can be completed based on the information available. Some of the information entered automatically appears on the allegation created in Step 55.

ujsportaltest.pacourts.us says  
Saved Successfully!  
OK

25. On the confirmation message, click OK

26. Create additional participant records

Repeat steps 16-25, 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.

Participants tab description: This tab is used to identify the case participants for the case. They may be listed below automatically. Confirm this information is accurate. All victims and the Juvenile Offender, need to be created using the ADD button.

Participant	Docker	Filer
Yarmush, Beau J.		<input checked="" type="checkbox"/>
Commonwealth of Pennsylvania		<input type="checkbox"/>
Carey, Julius		<input type="checkbox"/>

Next Save

The participant record is added to the grid.

27. Click NEXT

# How to File a Written Allegation of Delinquency

## 28. Attorney information available?

If the attorney for any participant is known, continue to the next step. If no attorneys are known, proceed to Step 37.

Participants Counsel Offenses Filing Documents

If participant representation is known, attorneys may be added to the case. If representation is unknown, the identification of counsel is required.

Show information for:

Counsel	Docket Number

## 29. Initiate the process to add an attorney

In the Counsel tab, click the Add Counsel icon above the grid.

## 30. Perform a search

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

Add/Edit Counsel

Search Type: PA Bar Number

\* PA Bar Number: 900013

Search

Counsel	PA Bar Number	Law Firm
<input checked="" type="radio"/> James, Sherman	900013	

Select

## 31. 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, then click SELECT.

## 32. Verify the contact information

The contact information that appears is based on what is on file with the Pennsylvania Disciplinary Board.

Add/Edit Counsel

Contact Information Representing

Participant Category: Person

\* First Name: Sherman

Middle Name:

\* Last Name: James

Generation:

PA Bar Number: 900013

Phone Number 1: (717) 987-6543

Phone Number 1 Ext: 1234

Phone Number 2: ( ) - -

Phone Number 2 Ext:

Fax Number: ( ) - -

Email Address: jsherman@law.net

Address Type: Work

Address Line 1: 123 Main Street

Address Line 2: Suite 6a



# How to File a Written Allegation of Delinquency

### 33. Identify the case participant

Click on the Representing tab and select the checkbox for the appropriate participant.

**Add/Edit Counsel**

Contact Information **Representing**

Representing:  Commonwealth of Pennsylvania (Prosecution)  
 Carey, Julius (Juvenile)

Save

34. Click SAVE

### 35. On the confirmation message, click OK

The counsel record is added to the grid.

ujportaltest.pacourts.us says  
Saved Successfully!

OK

### 36. Additional counsel?

Repeat steps 29-35, as needed, for any other attorneys that need to be added to the case.

### 37. Click NEXT

Participants **Counsel** Offenses Verification

If participant representation is not associated to this filing using the ADD button. If representation is unknown, select 'None'.

Show Information for Docket Number: [Dropdown]

Counsel	Representing	
James, Sherman	Carey, Julius	[Edit] [Delete]

Previous **Next** Save

### 38. Add an offense

In the Offenses tab, click the Add Offense icon.

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

Participants Counsel **Offenses** eService Filings

Use the Add button to specify the offenses that the filer must be identified. If multiple offenses need to be added, each must be identified.

Show Information for Docket Number: [Text]

Seq. No	Lead	Statute	Status

+ ↕

# How to File a Written Allegation of Delinquency

## 39. Identify the statute

In the Add/Edit Offenses popup screen, use the three statute fields to enter the **Title**, **Section**, and **Subsection** for the 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 appears in the offense description (i.e. theft, movable, etc.).

The screenshot shows the 'Add/Edit Offenses' form with the following fields filled in: Description (empty), Title: 18, Section: 3921, SubSection: A, and Date of Offense: 06/17/2023. A 'Search' button is located below the fields.

40. Enter the offense date

## 41. Click SEARCH

The screenshot shows the search results table with the following data:

Offense Code	Offense Code	Offense Code	Offense Code	Offense Code
<input checked="" type="radio"/>	18 § 3921 §§ A	Theft By Unlaw Taking-Movable Prop	CC3921A	

A 'Select' button is located below the table.

42. Identify the offense

Select the offense you want to add to the case by clicking the corresponding radio button, then click SELECT.



# How to File a Written Allegation of Delinquency

## 43. Lead offense?

Under the Offense Information section of the Add/Edit Offense popup screen, select the **Is Lead Offense** checkbox if it applies to the new offense.

## 45. Specify the location of the offense

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

**Tip** The **County** field defaults automatically based on the selection made in Step 8.

**Add/Edit Offenses**

Statute Code: 18 §§ 3921 §§ A  
Statute Description: Theft By Unlaw Taking-Movable Prop

**Offense Information**

\* Sequence Number #: 1  
● **Is Lead Offense:**   
Inchoate:   
\* Grade: F2 ●  
\* County: Allegheny  
● City Town Boro: Monroeville Boro  
\* Offense Date: 06/17/2023  
Offense Time:   
Place Of Offense: 321 Main Street  
Drug Type:   
Drug Amount:   
Drug Value: ●  
Blood Alcohol Content:   
Victims Over 60: 0  
\* Number Of Offenses To Create: 1

## 44. Choose the grade

Click on the **Grade** dropdown and select the appropriate option based on the severity of the offense.

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

## 46. 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.

## 47. Record PennDOT details

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

**Incident Information**

Accident Report Number:   
● Route: 78  
Allowed MPH: 55  
Speeding MPH: 72

**Offense Incident Conditions**

Incident Condition
<input type="checkbox"/> Emergency Response Area
<input type="checkbox"/> Hazardous Material Involved
<input checked="" type="checkbox"/> Interstate ●
<input type="checkbox"/> Safety Zone
<input checked="" type="checkbox"/> Work Zone
<input type="checkbox"/> Death to Any Person
<input type="checkbox"/> Death to Emergency Responder
<input type="checkbox"/> Serious Injury to Any Person
<input type="checkbox"/> Serious Injury to Emergency Responder

● **Submit**

## 48. Record offense incident conditions

Select any checkboxes for applicable incident conditions.

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

## 49. Click SUBMIT

# How to File a Written Allegation of Delinquency

## 50. Add other offenses

Repeat Steps 38-49, as needed, to add any other offenses that apply to the allegation.

**Tip** Only one offense can be designated as the lead offense (Step 43).



## 52. Click NEXT

Participants Counsel **Offenses** Filing Documents Verification

Use the Add button to specify the offenses that the juvenile is alleged to have committed. A lead offense must be identified. If multiple offenses need to be added, each must be added separately.

Arresting Agency: Minersville Police Dept

Show Information for Docket Number:

Seq. No	Lead	Statute	Statute Description	Grade	Offense Date	Status	
1	<input checked="" type="checkbox"/>	18 § 3921 §§ A	Theft By Unlaw Taking-Movable Prop	F2	06/17/2023	New to Allegation	 

If OTN is entered, please enter allegation or incident number

Offense Tracking Number:

Allegation Number:

Incident Number:

## 51. (Optional) Enter an OTN

In the Offenses tab, click in the **Offense Tracking Number** field and enter the number associated to the case/participant. Then enter either the **Allegation Number** or **Incident Number** and click VALIDATE OTN.

**Tip** If entered, PACFile verifies that the OTN is valid based on the corresponding information on file. As part of this, the participant name and date of birth on file must match the details in the Participants tab. If a mismatch is found, you must update the juvenile's details in the Participants tab to validate the OTN.


Participants Counsel Offenses **Filing Documents** Verification

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

You must upload at least one electronic file for each required document. Before uploading, click on the document icon in the section below the grid, to view the electronic filing requirements. To upload an electronic document, click on 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 Types button to include in your submission and to upload the electronic document.

Show information for:

Filing Type(s)	Is Included	Document(s)
Written Allegation	✓	
Affidavit of Probable Cause	✓	

## 53. Initiate the process to complete the allegation

In the Filing Documents tab, click on the Written Allegation icon. The Fillable Form popup screen displays.

# How to File a Written Allegation of Delinquency

## 54. Complete the information for the allegation

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

**Fillable Form**

**Juvenile Identification Information**

Docket Number:

Request Lab Services:

Additional Date of Birth:

AKA Juvenile First Name:

AKA Juvenile Middle Name:

AKA Juvenile Last Name:

AKA Juvenile Suffix:

DNA Collected:

MNU Number:

Juvenile Fingerprinted:

Juvenile Photographed:

**Parents / Guardian Information**

Mother's Whereabouts:

Father's Whereabouts:


Guardian's Whereabouts:

**Final Information**

I ask that a warrant of arrest be issued for the above name Juvenile. (An affidavit of probable cause must be completed, sworn to before the issuing authority, and attached.)

I ask that the Juvenile be brought before the Court to answer the charges I have made.




## 56. Click OK

**Tip** The Written Allegation icon  in the grid updates and displays a pencil to indicate you have accessed the Fillable Form screen.

## 55. Preview the allegation

Click VIEW DRAFT any time to generate a PDF preview of the allegation.

**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 filing and make additional changes to any tab. Return to the Fillable Form screen and click VIEW DRAFT again to review the changes.

Filing	Is Included	Document(s)	
Written Allegation	✓		
Affidavit of Probable Cause	✓		

## 57. Access the Document Management screen

In the Filing Documents tab, click the Manage Document icon in the grid for the Written Allegation.

# How to File a Written Allegation of Delinquency

## 58. Select a confidentiality

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

File Name	Original File Name	File ?	Confidentiality ?	
J232A - Written Allegation.pdf			Confidential Document	

Save

59. Click SAVE

**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>

## 60. Initiate the process to upload the affidavit

In the Filing Documents tab, click the Manage Document icon in the grid for the Affidavit of Probable Cause.

Filing	Is Included	Document(s)	
Written Allegation	✓		
Affidavit of Probable Cause	✓		

62. Click CHOOSE FILE

File Name	Original File Name	File ?	Confidentiality ?	
		Choose File No file chosen		

Save

61. Initiate the process to select the affidavit

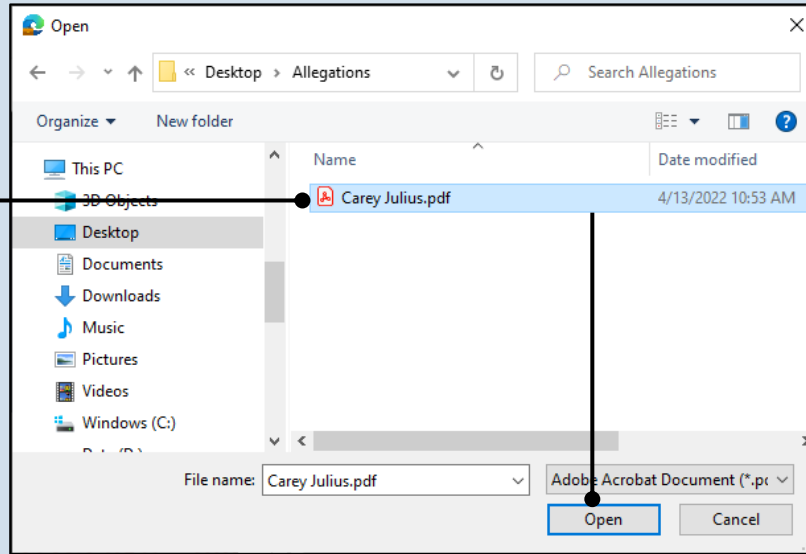
In the Document Management popup screen, click the Add Document icon above the grid. A new, blank row displays in the grid.

# How to File a Written Allegation of Delinquency

## 63. Upload the electronic version of the filing

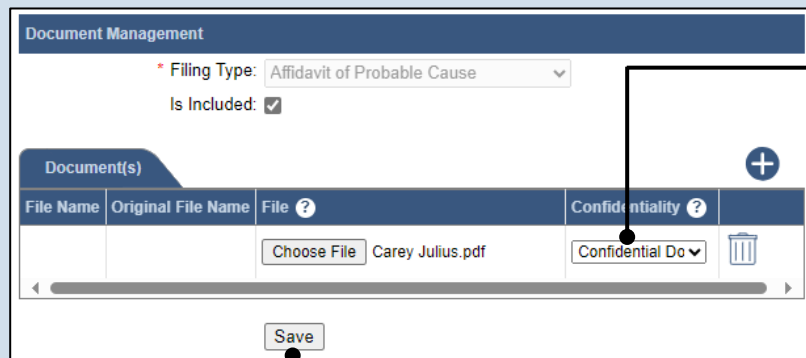
In the popup screen that appears, locate the electronic version of the petition/application that you saved in Step 3. Select the file and click OPEN.

**Tip:** This document must correspond to the child(ren) selected in the Show filing information for dropdown.



## 65. (Optional) Add another document

If you used the PDF format for the affidavit and you have additional documents to attach, repeat Steps 61-64 as needed.



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

**66. Click SAVE**

# How to File a Written Allegation of Delinquency

## 67. 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>

Participants | Counsel | Offenses | **Filing Documents** | Verification

Based on the filing type selected in the Filing Type tab, the corresponding requirements are listed below.

You must upload at least one electronic file for each required document type. Click the Manage Documents icon below the grid, to view the electronic filing requirements. To upload a document, click the Manage Documents icon that appears on the filing row.

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

Show information for:

Filing Type(s)	+	+
Filing	Is Included	
Written Allegation	✓	
Affidavit of Probable Cause	✓	

Disclaimer: I certify that this filing complies with the Case Records Public Access System of Pennsylvania.

Specifically, I understand that financial source documents, minors' educational records, Children and Youth Services' records, marital property inventory and pre-trial statements, income and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements under Pa.S. § 3105 must all be filed under the Confidential Document Form cover sheet. See Section 3105.

Furthermore, I understand that the attachments, except for a Confidential Document Form, contain any of the following: social security numbers, financial account numbers (except for the last four digits if the account is the subject of the case and cannot otherwise be identified), driver license numbers, street names and dates of birth (except when the minor is charged as a defendant in a criminal matter), and contact information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 1931.

\* I acknowledge the foregoing Disclaimer

[View Additional Info](#)

Previous | **Next** | Save | Verify

68. Click NEXT

## 69. 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.

When the filing is correct, click the VERIFY button.

**Tip:** Click the Summary Report icon to generate the Verification Summary Report. You can print or save the report for your records.

Participants | **Comments** | Verification

A summary of your filing is displayed below. All the information displayed is accurate and that your To Do List is complete. If anything is incorrect, click on the appropriate tab and make the necessary changes.

When you are ready to submit, click the Verify button. If you do not want to submit your filing at this time, click the Save button. Saved filings are available on the Saved Filings tab on your dashboard.

Filers	IFP Status	Role	Counsel
		Affiant	

Referenced Case	Docket Number	Name	Viewable To	Document Name	Upload Date/Time	Is Sealed	Filing Fee
					11/27/2023 11:33 AM		\$0.00
							\$0.00

Previous | Save | **Verify**



# How to File a Written Allegation of Delinquency

## 70. Review the Payment and Submission page

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

## 72. Choose an action

Select one of the following options from the **Action** dropdown and proceed to the corresponding step:

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 73.

- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 74.

The screenshot shows the 'PACFile® - Payment and Submission' page. At the top, it states: 'The filing(s) you have prepared is ready for submission. Select the appropriate verification action for filing or complete the appropriate routing information.' Below this, it says: 'Any applicable eService is performed immediately following submission to the court.' There is a 'Public Access Policy Certification' section with a checkbox for 'Certify' which is checked. The 'Choose an action below.' section has an 'Action' dropdown menu open, showing two options: 'Request For Approval' and 'Submit to Court'. Below the dropdown is a 'Recipient(s)' field. At the bottom, there is a 'Notes' text area and a 'Package Information' table with columns: Invoice, Description, Filing Type, Filing Name(s), Docket Number(s), Document(s), Filer(s), Create, and Fee.

## 71. 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>

The screenshot shows the 'PACFile® - Payment and Submission' page. The 'Action' dropdown is now set to 'Request For Approval'. The 'Recipient(s)' dropdown menu is open, showing 'Crafting, John' as the selected recipient. The 'Certify' checkbox remains checked. The rest of the page content is the same as in the previous screenshot.

## 73. Identify an Approver

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

**Tip** To select multiple recipients, press and hold the **[Ctrl]** key while clicking on each name.

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



# How to File a Written Allegation of Delinquency

## 74. Click **SUBMIT**

This initiates the selected action.

The screenshot displays a web interface for filing a written allegation. A table titled 'Package Information' contains one row with the following data:

Invoice	Description	Filing Type	Filing Name(s)	Docket Number	Status	Fees
<input type="checkbox"/>		Initiating	*Written Allegation		Not Submitted	\$0.00
<b>Subtotal:</b>						<b>\$0.00</b>

Below the table, there is a horizontal scrollbar. A callout line from the text '74. Click SUBMIT' points to a 'Submit' button located at the bottom center of the interface. To the right of the 'Submit' button, there are two input fields, both containing '\$0.00'.

\* indicates primary filing