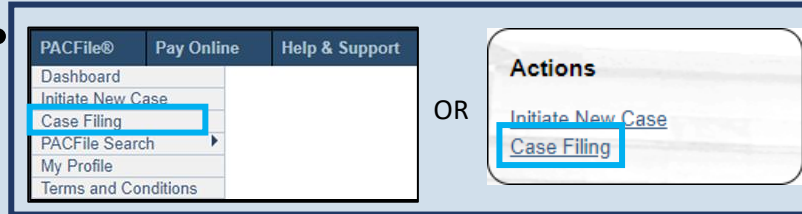


How to File an Amicus Brief on an Existing Case

PACFile®

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

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.

The screenshot shows the 'PACFile® - Case eFiling' page with a proxy selection screen. It contains two radio buttons: 'I am filing as myself.' and 'I am filing on behalf of someone else.' The second option is selected. Below it is a dropdown menu with 'Joseph, Blake' selected. A 'Submit' button is at the bottom.

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

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.


The screenshot shows the 'PACFile® - Case eFiling' page with the 'Select Cases' section. It has three dropdown menus: 'Case Source' (Pennsylvania Court), 'Search Type' (Docket Number), and 'Docket Number' (752 CD 2023). There is a 'Build Docket Number' checkbox and 'Search' and 'Clear' buttons at the bottom.

4. Click SEARCH

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

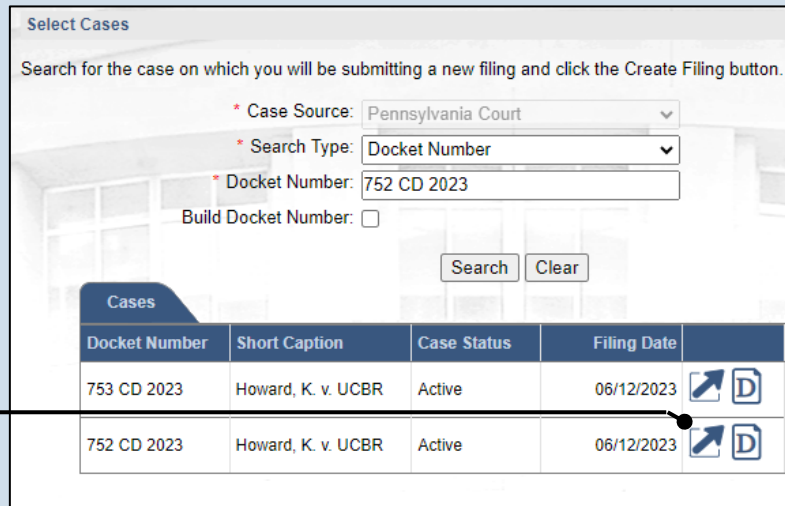
How to File an Amicus Brief on an Existing Case

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.



Select Cases

Search for the case on which you will be submitting a new filing and click the Create Filing button.





* Case Source: Pennsylvania Court

* Search Type: Docket Number

* Docket Number: 752 CD 2023

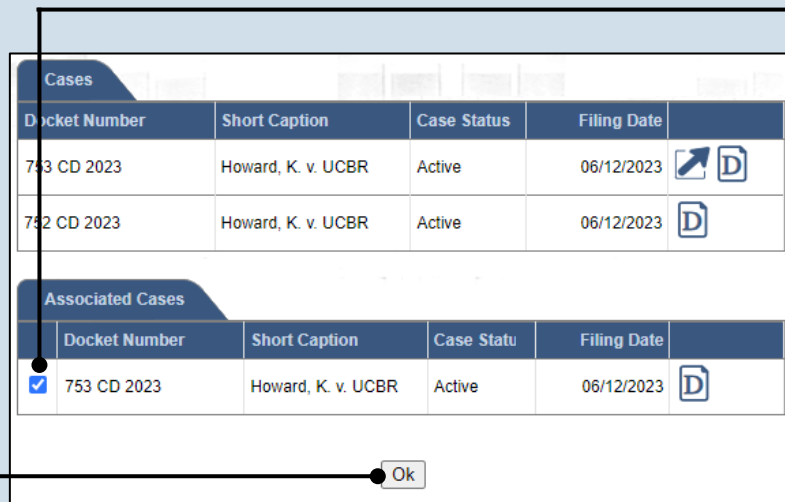
Build Docket Number:

Search Clear




Docket Number	Short Caption	Case Status	Filing Date	
753 CD 2023	Howard, K. v. UCBR	Active	06/12/2023	 
752 CD 2023	Howard, K. v. UCBR	Active	06/12/2023	 

6. Specify any associated cases


When there are other cases associated 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	
753 CD 2023	Howard, K. v. UCBR	Active	06/12/2023	 
752 CD 2023	Howard, K. v. UCBR	Active	06/12/2023	

Associated Cases

	Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/>	753 CD 2023	Howard, K. v. UCBR	Active	06/12/2023	

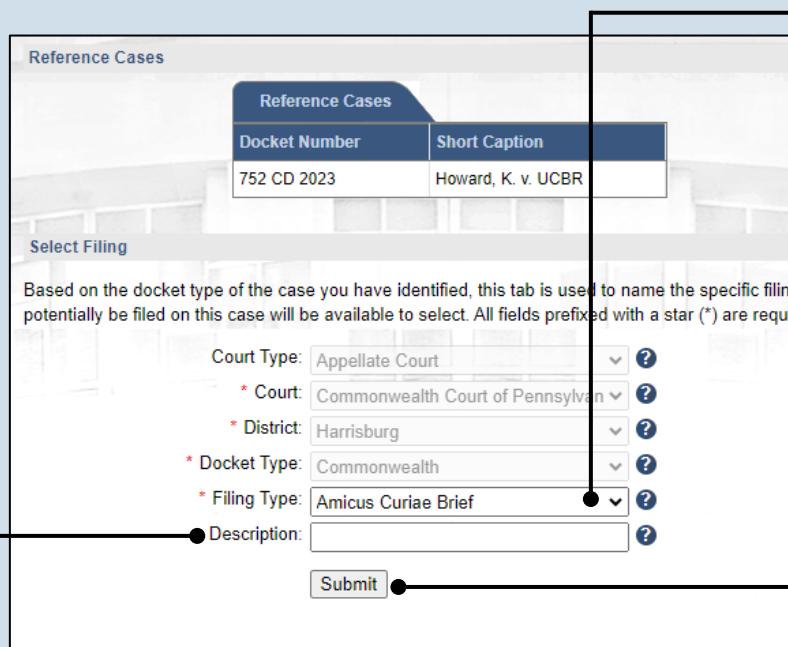
Ok

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 filing office will never see this information.



Reference Cases

Docket Number	Short Caption
752 CD 2023	Howard, K. v. UCBR

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: Commonwealth Court of Pennsylvania

* District: Harrisburg

* Docket Type: Commonwealth

* Filing Type: Amicus Curiae Brief

Description:

Submit

8. Select a filing type

Click on the **Filing Type** dropdown and choose 'Amicus Curiae Brief'.

10. Click SUBMIT

How to File an Amicus Brief on an Existing Case

11. Create the amicus participant

In the Participants tab, click the Add Participant icon.

13. Enter the participant name

If creating a 'Person' participant, enter their name in the **First Name** and **Last Name** fields.

If creating an 'Organization' participant, enter the name in the **Name** field.

Tip These fields are free form so there are no restrictions on the type of information that can be recorded (i.e. numbers, letters, symbols, etc.).

15. Click SAVE

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

Participant	Docket Number	Pro Se	Role	Filer	
Unemployment Compensation Board of Review	752 CD 2023	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	
Howard, Kendall	752 CD 2023	<input checked="" type="checkbox"/>	Petitioner	<input type="checkbox"/>	

12. Determine the participant category

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

Participant Category: Organization

Name: Quo Vadimus Corporation

Address Line 1: 14500 West High Street

City: Harrisburg

State: Pennsylvania

Zip Code: 17113

Country: [Dropdown]

Save


14. Enter the address of the participant


Participant	Docket Number	Pro Se	Role	Filer	
Unemployment Compensation Board of Review	752 CD 2023	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	
Quo Vadimus Corporation	752 CD 2023	<input type="checkbox"/>	Amicus Curiae	<input type="checkbox"/>	
Howard, Kendall	752 CD 2023	<input checked="" type="checkbox"/>	Petitioner	<input type="checkbox"/>	

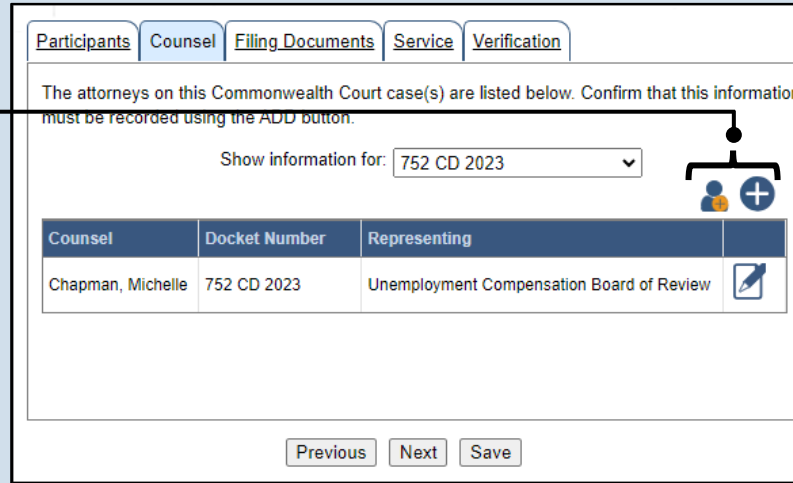
16. Click NEXT

How to File an Amicus Brief on an Existing Case

17. Initiate the process to add an attorney

In the Counsel tab, 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.



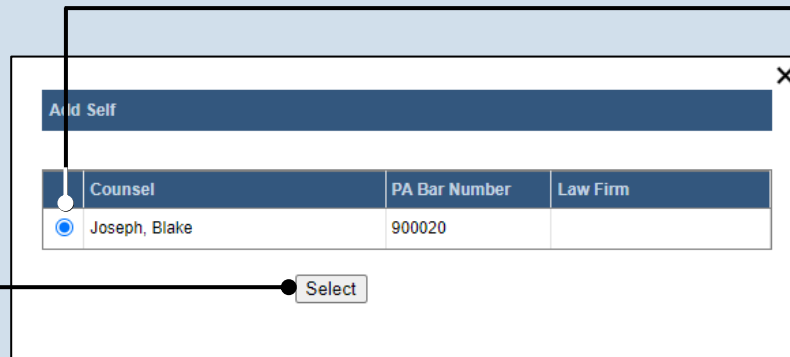
Counsel	Docket Number	Representing
Chapman, Michelle	752 CD 2023	Unemployment Compensation Board of Review

18. Select your name

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

19. Click SELECT

Proceed to Step 23.



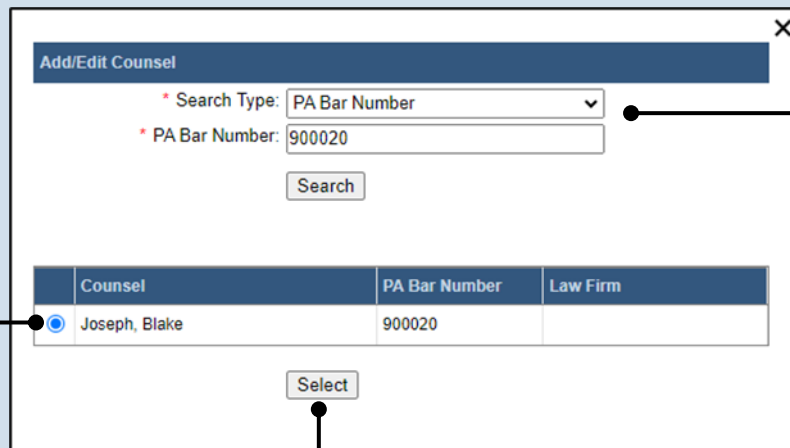
Counsel	PA Bar Number	Law Firm
<input checked="" type="radio"/> Joseph, Blake	900020	

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. If another field appears below the dropdown, enter the appropriate number or name and click SEARCH.

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.



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

22. Click SELECT

How to File an Amicus Brief on an Existing Case

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.

The screenshot shows the 'Add/Edit Counsel' form with the 'Contact Information' tab selected. The form contains the following fields:

- Participant Category: Person
- * First Name: Blake
- Middle Name: (empty)
- * Last Name: Joseph
- Generation: (empty)
- Access Type: Business
- Address Line 1: 900020 Mailing Street
- Address Line 2: (empty)
- Address Line 3: (empty)
- City: Harrisburg
- State: Pennsylvania
- Zip Code: 17101
- International Region: (empty)
- Postal Code: (empty)
- Country: (empty)

A 'Save' button is located at the bottom of the form.

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.

The screenshot shows the 'Add/Edit Counsel' form with the 'Representing' tab selected. The form contains the following fields:

- Representing: Unemployment Compensation Board of Review (752 CD 2023, Respondent)
- Howard, Kendall (752 CD 2023, Petitioner)
- Quo Vadimus Corporation (752 CD 2023, Amicus Curiae)

A 'Save' button is located at the bottom of the form.

25. Click SAVE

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

The screenshot shows the 'Participants' tab in the PACFile interface. The interface displays the following information:

- Participants | Counsel | Filing Documents | Service | Verification
- The attorneys on this Commonwealth Court case(s) are listed below. Confirm that this information must be recorded using the ADD button.
- Show information for: 752 CD 2023
- Table with 3 columns: Counsel, Docket Number, Representing
- Buttons: Previous, Next, Save

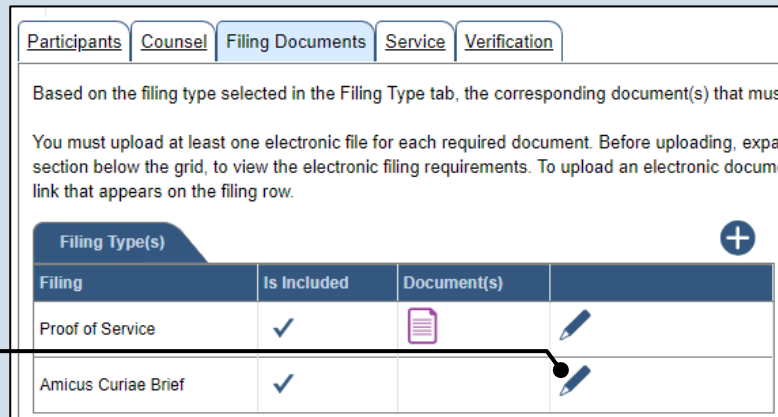
Counsel	Docket Number	Representing
Chapman, Michelle	752 CD 2023	Unemployment Compensation Board of Review
Joseph, Blake	752 CD 2023	Quo Vadimus Corporation

26. Click NEXT

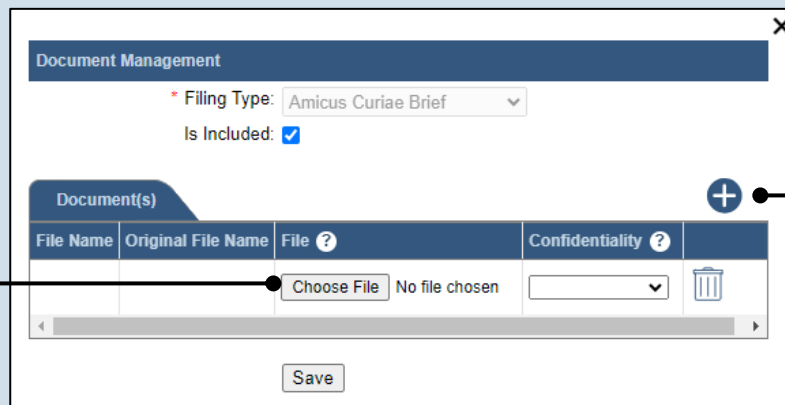
How to File an Amicus Brief on an Existing Case

27. Open the Document Management screen

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



29. Click CHOOSE FILE



28. Initiate the process to upload the document

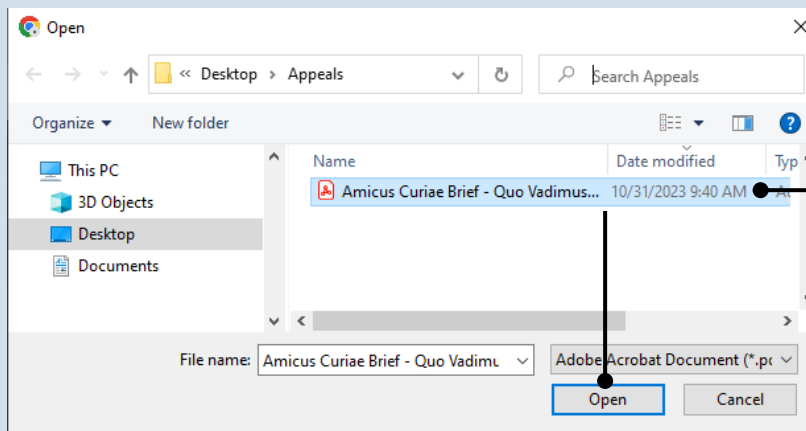
In the Document Management screen, click the Add Document icon.

31. Select a confidentiality

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

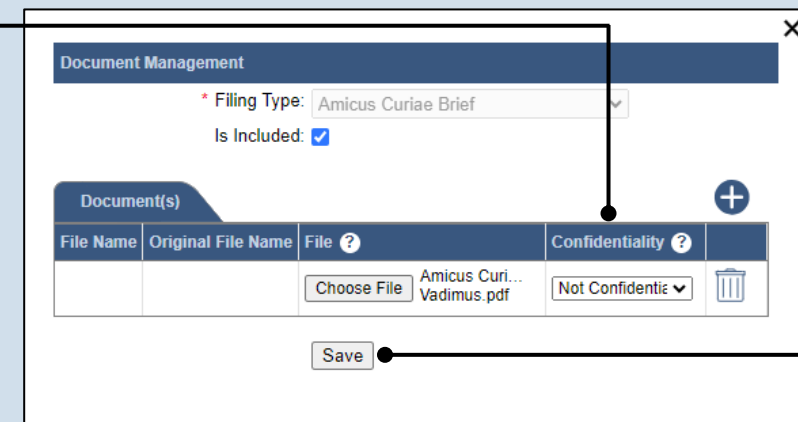
Tip: This selection is required based on the court's Public Access Policy. You can view the policy at the following web address:

<http://www.pacourts.us/public-records/public-records-forms>.



30. 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.



32. Click SAVE

How to File an Amicus Brief on an Existing Case

33. (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 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 link that appears on the filing row.

Filing Type(s)

Filing	Is Included	Document(s)	
Proof of Service	✓		
Amicus Curiae Brief	✓		

34. 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

35. 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 the case and cannot otherwise be identified, driver license numbers, state identification numbers, 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.

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 file number is required), driver license numbers, state identification numbers, 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**

36. Click NEXT

How to File an Amicus Brief on an Existing Case

37. 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	
Unemployment Compensation Board of Review	752 CD 2023	Respondent	Service	<input type="checkbox"/>	👤👤
Howard, Kendall	752 CD 2023	Petitioner	Service	<input type="checkbox"/>	👤👤

39. 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.

41. 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	Email Address	Details
<input checked="" type="checkbox"/> Chapman, Michelle	Unemployment Compensation Board of Review, 752 CD 2023, Respondent	900021@test.ars	
<input checked="" type="checkbox"/> Howard, Kendall	Howard, Kendall, 752 CD 2023, Petitioner	khow@test.ars	

38. 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.

40. 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).

42. Click SUBMIT

How to File an Amicus Brief on an Existing Case

43. Record additional service

Repeat Steps 37-42 until the **Has Required Service** checkbox is selected for each participant.

Participants | Counsel | Filing Documents | Service | Verification

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 litigant attorney for each represented participant.

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

Show Information for Docket Number: 752 CD 2023

Participant	Docket No.	Role	Type ?	Has Required Service ?	
Unemployment Compensation Board of Review	752 CD 2023	Respondent	Service	<input checked="" type="checkbox"/>	
Howard, Kendall	752 CD 2023	Petitioner	Service	<input checked="" type="checkbox"/>	

Previous Next Save

44. Click NEXT

45. 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.

Participants | Counsel | Service | Filing Documents | Verification

A summary of your filing appears below. Verify that all the information displayed is accurate and that 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, click the Save button and exit the wizard. All of your saved filings are available on the Filings in Progress page.

Filers

IFP Status	Filer(s)	Role	Counsel
	Quo Vadimus Corporation	Amicus Curiae	Joseph, Blake

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
752 CD 2023	Howard, K. v. UCBR	Amicus Curiae Brief			\$0.00
					\$0.00

Previous Save Verify

46. 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.