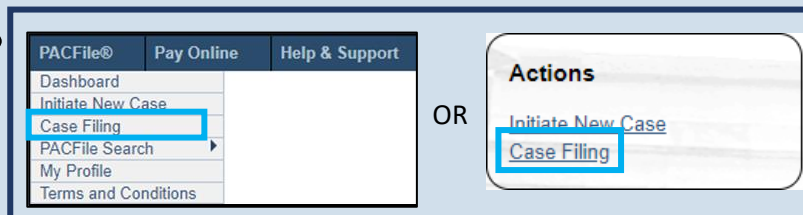


How to File an Appearance on an Existing Case

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. It contains a message: 'Your account settings indicate that you have proxy rights that allow you to file on behalf of someone else. If you are filing on behalf of someone else, you must identify the name of that individual.' Below this are two radio button options: 'I am filing as myself.' and 'I am filing on behalf of someone else.' The second option is selected. Below the options 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 features three dropdown menus: '* Case Source:' set to 'Pennsylvania Court', '* Search Type:' set to 'Docket Number', and '* Docket Number:' set to '752 CD 2023'. There is a checkbox for 'Build Docket Number:' which is unchecked. At the bottom are 'Search' and 'Clear' buttons.

4. Click SEARCH

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

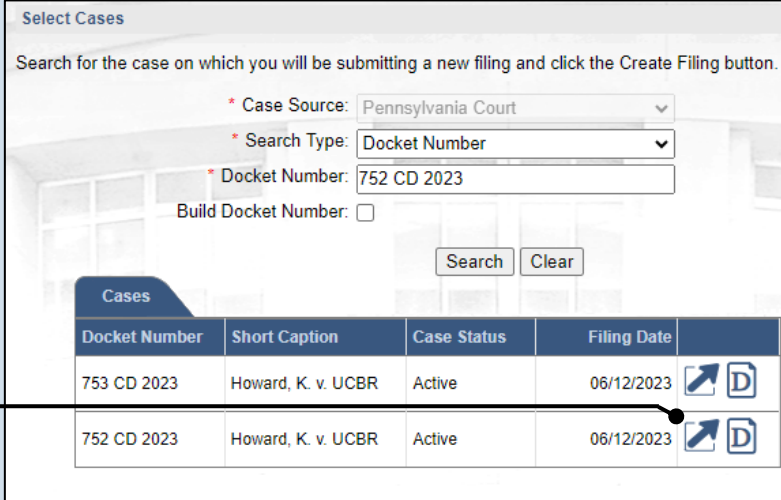
How to File an Appearance on an Existing Case





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.

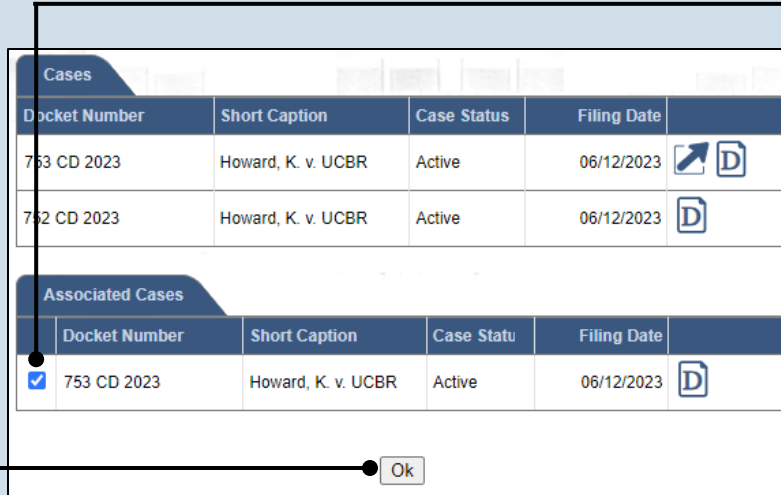
If PACFile identifies associated cases, continue to Step 6.







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.



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	

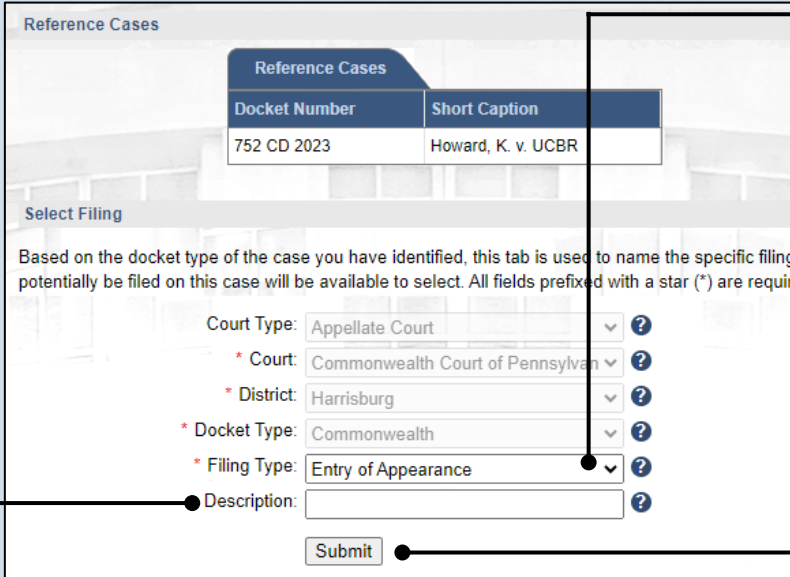
Docket Number	Short Caption	Case Status	Filing Date		
<input checked="" type="checkbox"/>	753 CD 2023	Howard, K. v. UCBR	Active	06/12/2023	

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.



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: Entry of Appearance

Description:

8. Select a filing type

Click on the **Filing Type** dropdown and choose the appropriate option:

Supreme Court
'Praecipe of Appearance'

Superior & Commonwealth Court
'Entry of Appearance'

10. Click SUBMIT

How to File an Appearance on an Existing Case

11. Bypass the Participants tab

In the Participants tab, click the NEXT.

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. 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 13.

If you want to add another attorney to the case, click the Add Counsel icon and proceed to Step 15.

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

13. 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	

14. Click SELECT

Proceed to Step 18.

How to File an Appearance on an Existing Case

15. 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.

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

16. 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.

17. Click SELECT

19. 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.

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

18. 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.

Representing: Unemployment Compensation Board of Review (752 CD 2023, Respondent)
 Howard, Kendall (752 CD 2023, Petitioner)

20. Click SAVE

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

How to File an Appearance on an Existing Case

21. Click NEXT

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

22. Open the Document Management screen

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

23. Initiate the process to upload the document

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

Filing	Is Included	Document(s)
Proof of Service	✓	
Entry of Appearance	✓	

24. Click CHOOSE FILE

25. 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.

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

File name: Entry of Appearance.pdf

Open

How to File an Appearance on an Existing Case

26. 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:

Is Included:

File Name	Original File Name	File ?	Confidentiality ?
		<input type="button" value="Choose File"/> Entry of Appearance.pdf	<input type="text" value="Not Confidential"/>

27. Click SAVE

28. (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	Is Included	Document(s)
Proof of Service	<input checked="" type="checkbox"/>	
Entry of Appearance	<input checked="" type="checkbox"/>	

Document Management

* Filing Type:

Is Included:

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

29. 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.

30. 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 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 in 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

Use Steps 23-27 as a guide to upload the electronic document.

31. Click NEXT

How to File an Appearance on an Existing Case

32. 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 ?	
Howard, Kendall	752 CD 2023	Petitioner	Service	<input type="checkbox"/>	

34. 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.

<input checked="" type="checkbox"/>	Serve To	Represents	Address Type	Address Line	City	State	Zip Code
<input checked="" type="checkbox"/>	Howard, Kendall	Howard, Kendall, 752 CD 2023, Petitioner	Home	10 Main St	York	Pennsylv.	17055

36. 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.

33. 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.

35. 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).

37. Click SUBMIT

How to File an Appearance on an Existing Case

38. Record additional service

Repeat Steps 32-37 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 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 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
Howard, Kendall	752 CD 2023	Petitioner	Service	<input checked="" type="checkbox"/>

Previous Next **Save**

39. Click NEXT

40. 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 are in 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 saved filings are available on the Filings in Progress tab on your dashboard.

IFP Status	Filer(s)	Role	Counsel
	Unemployment Compensation Board of Review	Respondent	Chapman, Michelle

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
752 CD 2023	Howard, K. v. UCBR	Entry of Appearance			\$0.00
					\$0.00

Previous Save **Verify**

41. 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.