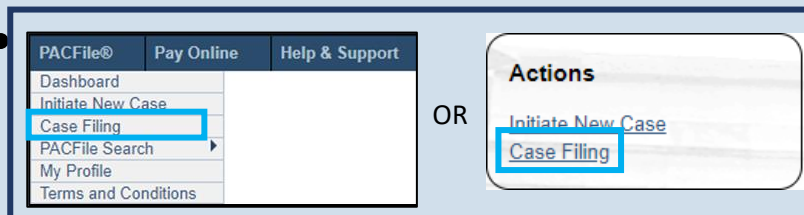


How to File an Appearance on an Existing Case

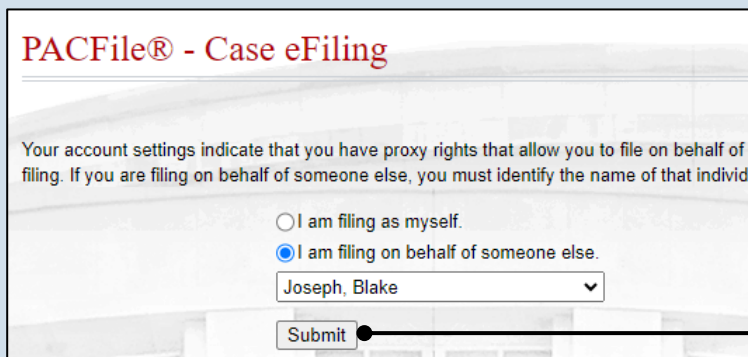
1. Open the case filing wizard

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



3. Identify the case number for the filing

In the Select Cases screen, click in the **Docket Number** field and enter the docket number of case on which you are filing.

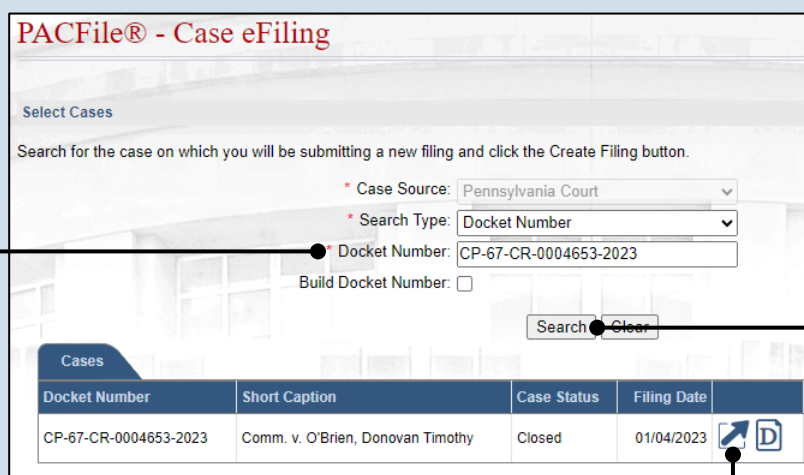


2. Select your proxy status

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**.

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

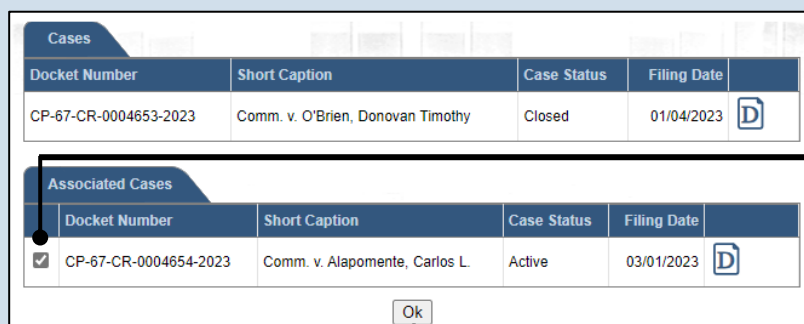
Tip: If you do not have the exact formatting of the docket number, select the **Build Docket Number** checkbox to use selectable fields to assist in entering the number.



4. Click SEARCH

5. Select the case

Within the search results, click the **Select Case** icon appearing in the grid.



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.

If this action does not identify any associated cases, proceed to Step 8.

If PACFile identifies associated cases, continue to Step 6.

7. Click OK

Ok

How to File an Appearance on an Existing Case

8. Select the Filing Type

In the Select Filing screen, click the **Filing Type** dropdown and select 'Entry of Appearance'.

Select Filing

Based on the docket type of the case you have identified, this tab is used to name the specific filing that will be submitted on the case. Only the documents that can potentially be filed on this case will be available to select. All fields prefixed with a star (*) are required.

Court Type: Court of Common Pleas

County: York

* Docket Type: Criminal

* Case Category: Court Case

* Filing Type: **Entry of Appearance**

Description:

Submit

10. Click SUBMIT

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.

Participants Counsel eService Filing Documents

The participants on this Common Pleas Court case are listed below. All other participants must be recorded using the ADD button.

Show information for: ALL

| Participant | Docket Number | Filer | |
|-----------------------------|------------------|-------------------------------------|--|
| York County Adult Probation | CP-67-CR-0004653 | <input type="checkbox"/> | |
| O'Brien, Donovan Timothy | CP-67-CR-0004653 | <input checked="" type="checkbox"/> | |
| Johnson, Matthew J. | CP-67-CR-0004653 | <input type="checkbox"/> | |

Next Save

11. Bypass the Participants tab

In the Participant tab, click NEXT.

Tip The names of case participants will be redacted using initials on juvenile and other secure case types. Protected participants (ex. crime victims, witnesses, etc.) are redacted on all case types.

12. Initiate the process to add yourself as an attorney

In the Counsel tab, click the Add Self icon above the grid. The Add Self popup displays.

Tip If you are an attorney, the Add Self function will add you as an attorney. If you are filing on behalf of an attorney, the Add Self function adds that attorney.

Participants Counsel eService Filing Documents

The attorneys on this Common Pleas Court case are listed below. All other attorneys must be recorded using the ADD button.

Show information for: ALL

| Counsel | Representing | |
|--|------------------------------|--|
| Parker, Sarah | Alapomente, Carlos L. | |
| York County District Attorney's Office | Commonwealth of Pennsylvania | |
| York County District Attorney's Office | Commonwealth of Pennsylvania | |

How to File an Appearance on an Existing Case

13. Select the attorney record

In the Add Self popup screen, select the radio button next to the attorney's name.

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

Select

14. Click SELECT

15. 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.

Participant Category: Person

* First Name: Sherman

Middle Name:

* Last Name: James

Generation:

PA Bar Number: 900013

Phone Number 1: (412) 593-5555

Phone Number 1 Ext:

Phone Number 2: () - -

Phone Number 2 Ext:

Fax Number: () - -

Email Address: 900013@test.ars

Address Type: Work

Address Line 1: Grant, Wallace & Rosencranz LLC

17. Click SAVE

Representing:

- Bell, Lauren (CP-67-CR-0004654-2023, Witness for Commonwealth)
- Alapomente, Carlos L. (CP-67-CR-0004654-2023, Defendant)
- Aikey, Brian (CP-67-CR-0004654-2023, Affiant)
- Commonwealth of Pennsylvania (CP-67-CR-0004654-2023, Prosecution)
- Johnson, Matthew J. (CP-67-CR-0004653-2023, Affiant)
- O'Brien, Donovan Timothy (CP-67-CR-0004653-2023, Defendant)
- York County Adult Probation (CP-67-CR-0004653-2023, Probation/Parole Department)
- Commonwealth of Pennsylvania (CP-67-CR-0004653-2023, Prosecution)

Save

16. Identify the case participants

Click on the Representing tab and select the checkbox for the participant(s) the new attorney is representing on the case.

18. On the confirmation message, click OK

ujsportaltest.pacourts.us says

Saved Successfully!

OK

The attorney record is added to the grid in the Counsel tab.

How to File an Appearance on an Existing Case

19. Click NEXT

The attorneys on this Common Pleas Case information is accurate. All other attorneys must be recorded using the ADD button.

Show information

| Counsel | | |
|--|---------------------------|--|
| Parker, Sarah | York County, Pennsylvania | |
| James, Sherman | York County, Pennsylvania | |
| York County District Attorney's Office | York County, Pennsylvania | |
| James, Sherman | York County, Pennsylvania | |
| York County District Attorney's Office | York County, Pennsylvania | |

Previous Next Save

20. Identify eService recipients

In the eService tab, select any of the eligible recipients that should receive electronic service upon submission of the filing.

Tip Some of the eligible recipients may be defaulted to receive eService automatically, but this can be changed at your discretion.

Select any of the eligible recipients that should receive electronic service upon submission of this filing. Some of the eligible recipients may be defaulted to receive eService automatically, but this setting can be changed at your discretion. If you elect to use eService for any recipient, be sure to update your proof of service document accordingly.

Case Participants

| Name |
|---|
| <input checked="" type="checkbox"/> York County Adult Probation |

Attorneys

| Name |
|--|
| <input type="checkbox"/> Parker, Sarah |
| <input checked="" type="checkbox"/> York County District Attorney's Office |
| <input type="checkbox"/> James, Sherman |

Previous Next Save

21. Click NEXT

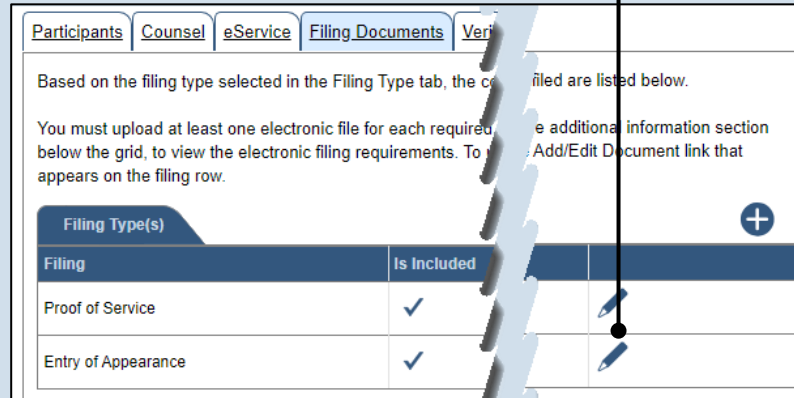
How to File an Appearance on an Existing Case

22. Generate the proof of service

Before proceeding in the PACFile wizard, you must create your proof of service document. This task needs to be completed outside of PACFile in a program of your choosing.

Be sure to include any individuals notified via eService and to save this document as a PDF.

Tip Click the SAVE button in the wizard. If you logout of PACFile before continuing this process, your filing can be found under the Saved Filings tab on your Dashboard.

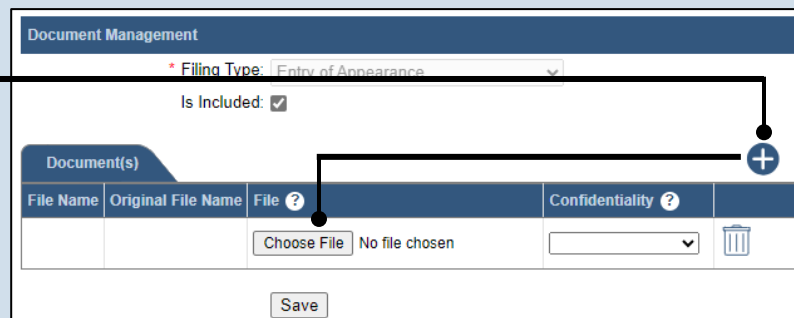


23. Initiate the process to upload the entry of appearance document

In the Filing Documents tab, click the Manage Documents icon in the grid for the Entry of Appearance.

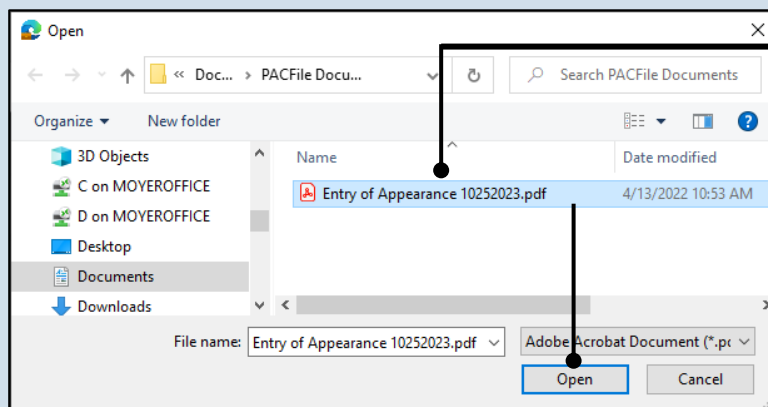
24. Initiate the search for your document

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



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.

Document Management

* Filing Type: Entry of Appearance

Is Included:

| File Name | Original File Name | File ? | Confidentiality ? | |
|-----------|--------------------|-------------|---------------------------|---------------------|
| | | Choose File | Entry of App...252023.pdf | Confidential - Unre |

Save

27. 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>

28. Upload the proof of service

In the Filing Documents tab, click the Manage Documents icon in the grid for the Proof of Service filing type and use Steps 24 - 27 as a guide to upload the document.

Participants Counsel eService Filing Documents Verification

Based on the filing type selected in the Filing Type tab, the corresponding documents to be filed are listed below.

You must upload at least one electronic file for each required document. Before clicking the Add/Edit Document link that appears on the filing row.

| Filing | Is Included | |
|---------------------|-------------------------------------|--|
| Proof of Service | <input checked="" type="checkbox"/> | |
| Entry of Appearance | <input checked="" type="checkbox"/> | |

Participants Counsel eService Filing Documents Verification

Based on the filing type selected in the Filing Type tab, the corresponding documents to be filed are listed below.

You must upload at least one electronic file for each required document. Before clicking the Add/Edit Document link that appears on the filing row.

| Filing | Is Included | Document |
|---------------------|-------------------------------------|----------|
| Proof of Service | <input checked="" type="checkbox"/> | |
| Entry of Appearance | <input checked="" type="checkbox"/> | |

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

Specifically, I understand that financial source documents, minors' educational records, Children and Youth Services' records, marital property inventory and pre-trial statements, and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements between parties must all be filed under the Confidential Document Form cover sheet. See Section 8.0 of the Case Records Public Access Policy.

Furthermore, I understand that the attachments, except for a Confidential Information Form, must not contain the following: social security numbers, financial account numbers (except for the last four digits of the subject of the case and cannot otherwise be identified), driver license numbers, state identification numbers and dates of birth (except when the minor is charged as a defendant in a criminal matter), contact information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Section 8.0 of the Case Records Public Access Policy.

* I acknowledge the foregoing Disclaimer

▶ View Additional Info

Previous Next Save

29. Acknowledge the disclaimer statement

Review the statement and acknowledge it by selecting the checkbox.

30. Click NEXT

How to File an Appearance on an Existing Case

31. 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 eService **Filing Documents** Verification

A summary of your filing appears below. Verify that all the information displayed is complete. 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 at this time, click the Save button and exit the wizard. All of your saved filings are available on your dashboard.

| Filers | |
|------------|--------------------------|
| IFP Status | Filer(s) |
| | Alapomente, Carlos L. |
| | O'Brien, Donovan Timothy |

| Referenced Cases and Current Filings In Progress | | | | | |
|--|-----------------------------------|---------------------|-------------|-------------|------------|
| Docket Number | Short Caption | Filing Name | Viewable To | Document(s) | Filing Fee |
| CP-67-CR-0004654-2023 | Comm. v. Alapomente, Carlos L. | Entry of Appearance | | | \$0.00 |
| CP-67-CR-0004653-2023 | Comm. v. O'Brien, Donovan Timothy | Entry of Appearance | | | \$0.00 |
| | | | | | \$0.00 |

Previous Save Verify

32. 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 continue to Step 33.

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.

33. Review the Payment and Submission page

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

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your action or select the appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Confidential information and documents differently than non-confidential information and documents.

* Certify:

Choose an action below.

Action:

Notes:

| Package Information | | | | | | | | |
|--------------------------|-------------|-------------|----------------------|--|-------------|---|-------------------|-----------------|
| Invoice | Description | Filing Type | Filing Name(s) | Docket Number(s) | Document(s) | Filer(s) | Created By | Tracking Number |
| <input type="checkbox"/> | | Ancillary | *Entry of Appearance | CP-67-CR-0004654-2023 CP-67-CR-0004653-2023 | | Alapomente, Carlos L. O'Brien, Donovan Timothy | James, Sherman L. | WCP1967C200000 |

* indicates primary filing

Total Invoiced: \$0
Total Due Today: \$0

Submit

34. 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>

35. Choose an action

Select one of the following actions and proceed to the corresponding step:

- 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 36.

- 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 37.

How to File an Appearance on an Existing Case

36. Identify an approver

In the Recipient(s) field, select one or more of the 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).

Choose an action below.

* Action: Request For Approval

* Recipient(s): Crohn, Steve

Notes:

Package Information

| Invoice | Description | Filing Type | Filing Name(s) | Docket Number(s) | Document(s) | Filer(s) | Created By | Tracking Number |
|--------------------------|-------------|-------------|----------------------|--|-------------|--|------------------|-----------------|
| <input type="checkbox"/> | | Ancillary | *Entry of Appearance | CP-67-CR-0004654-2023 CP-67-CR-0004653-2023 | | Alapomente, Carlos L. O'Brien, Donovan Timothy | James, Sherman L | WCP1967C200004 |

* indicates primary filing

Total Invoiced: \$0
Total Due Today: \$0

Submit

PACFile® - Payment and Submission

The filing(s) you have prepared is ready for submission. Select the appropriate verification action and either acknowledge your or the appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pa confidential information and documents differently than non-confidential information and documents.

* Certify:

Choose an action below.

* Action: Submit to Court

Notes:

Package Information

| Invoice | Description | Filing Type | Filing Name(s) | Docket Number(s) | Document(s) | Filer(s) | Created By | Tracking Number |
|--------------------------|-------------|-------------|----------------------|--|-------------|--|------------------|-----------------|
| <input type="checkbox"/> | | Ancillary | *Entry of Appearance | CP-67-CR-0004654-2023 CP-67-CR-0004653-2023 | | Alapomente, Carlos L. O'Brien, Donovan Timothy | James, Sherman L | WCP1967C200000 |

* indicates primary filing

Total Invoiced: \$0
Total Due Today: \$0

Submit

37. Click SUBMIT

This initiates the selected action.