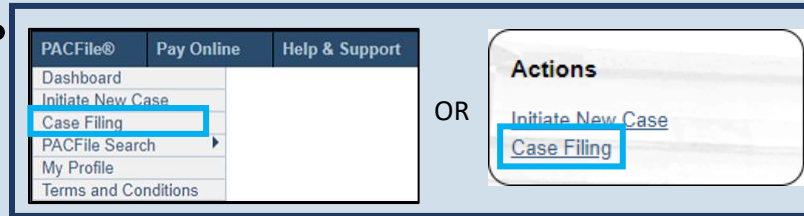


How to File on an Existing Superior Court Case

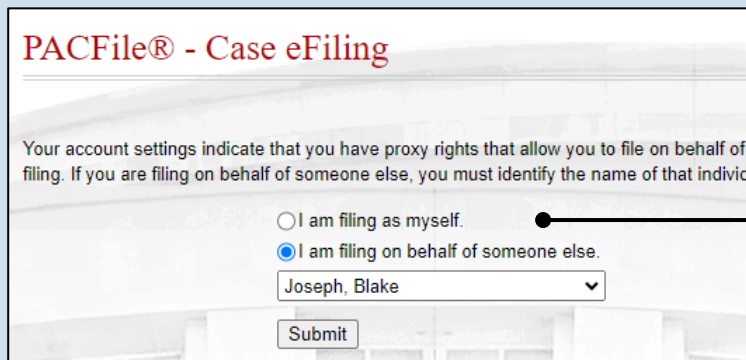
1. Open the case filing wizard

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



2. Select your proxy status

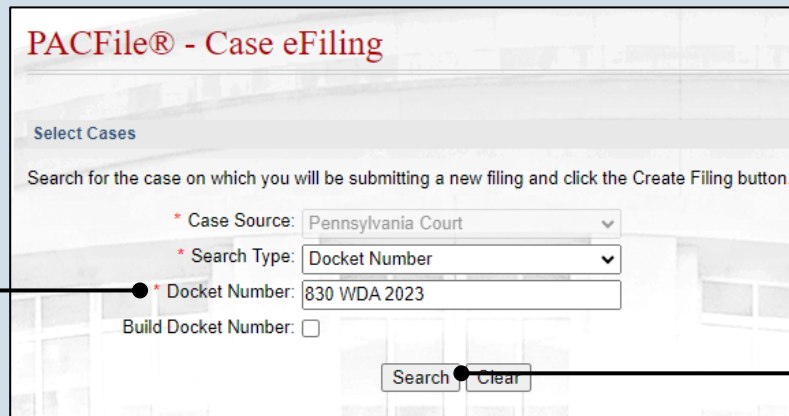
If you have the proxy rights to file on behalf of someone else, you will see the proxy selection screen. Choose between the two options and click SUBMIT.



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

3. Enter the case number

In the Select Cases screen, click in the **Docket Number** field and enter the unique number of the Superior 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.

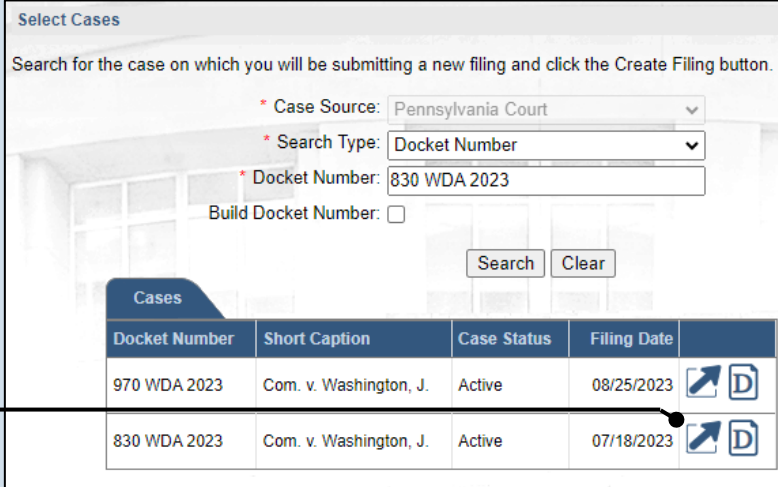
How to File on an Existing Superior Court Case





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.

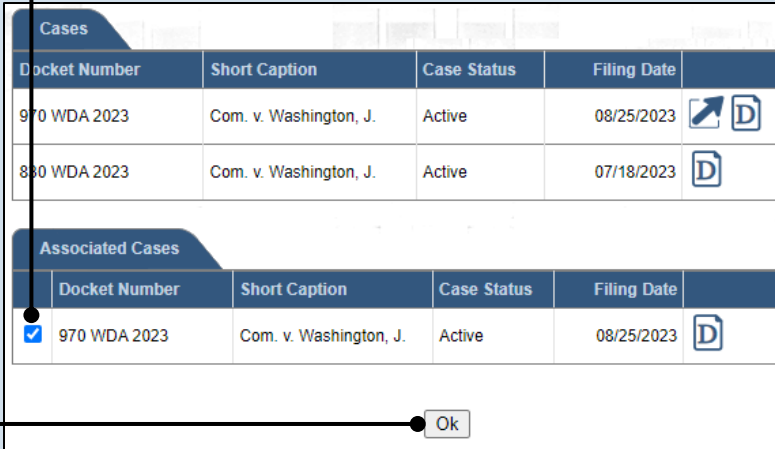
If PACFile identifies associated cases, continue to Step 6.







Docket Number	Short Caption	Case Status	Filing Date	
970 WDA 2023	Com. v. Washington, J.	Active	08/25/2023	 
830 WDA 2023	Com. v. Washington, J.	Active	07/18/2023	 

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	
970 WDA 2023	Com. v. Washington, J.	Active	08/25/2023	 
830 WDA 2023	Com. v. Washington, J.	Active	07/18/2023	

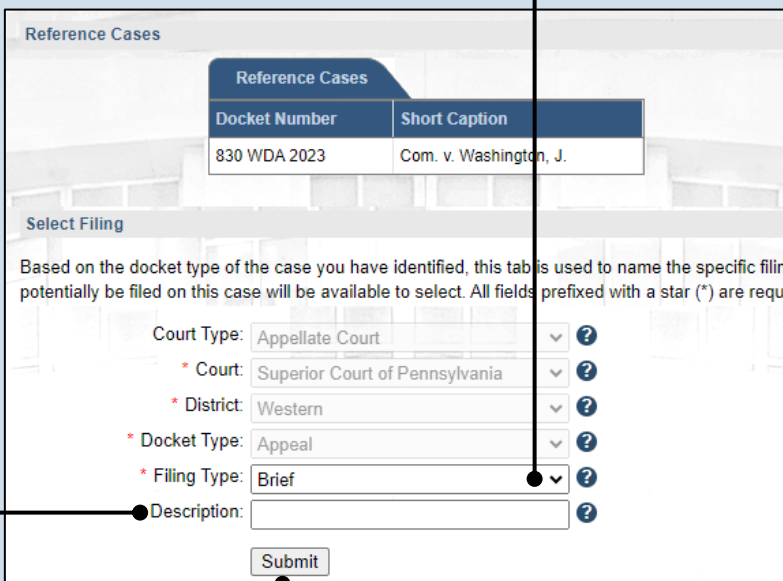
	Docket Number	Short Caption	Case Status	Filing Date	
<input checked="" type="checkbox"/>	970 WDA 2023	Com. v. Washington, J.	Active	08/25/2023	

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
830 WDA 2023	Com. v. Washington, J.


Select Filing


Based on the docket type of the case you have identified, this table 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: Western 

* Docket Type: Appeal 

* Filing Type: Brief 

Description: 

8. Select a filing type

In the Select Filings section, click on the **Filing Type** dropdown and select the type of document you are filing.

Tip This reference guide does not show all the applicable steps for docketing statement filings. For more information on these filings, refer to the *How to File a Docketing Statement* reference guide.

10. Click SUBMIT

How to File on an Existing Superior Court Case

11. Bypass the Participants tab

In the Participants tab, click NEXT.

Participant	Docket Number	Pro Se	Role	Filer
Washington, Jacob	830 WDA 2023	<input type="checkbox"/>	Appellant	<input checked="" type="checkbox"/>
Commonwealth of Pennsylvania	830 WDA 2023	<input type="checkbox"/>	Appellee	<input type="checkbox"/>

12. Review the attorneys

In the Counsel tab, all the attorneys that are a part of the Superior Court case appear. Review the list of attorneys and then complete one of the following:

If an attorney needs to be added to the case, continue to Step 13.

If no attorneys need to be added to the case, proceed to Step 22.

Tip If a new attorney is added, a filing for an entry of appearance must also be added in the Filing Documents tab. This can be completed in Step 29.

13. Initiate the process to add an attorney

If you want to add yourself to the case, click the Add Self icon and continue to Step 14.

If you want to add another attorney to the case, click the Add Counsel icon and proceed to Step 16.

Counsel	Docket Number	Representing
Chapman, Michelle	830 WDA 2023	Commonwealth of Pennsylvania
Joseph, Blake	830 WDA 2023	Washington, Jacob

14. Select your name

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

15. Click SELECT

Proceed to Step 19.

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

How to File on an Existing Superior Court Case

16. 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	

17. 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.

18. Click SELECT

Participant Category: Person

* First Name: Blake

Middle Name:

* Last Name: Joseph

Generation: 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:

Save

19. 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.

20. 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.

Representing: Commonwealth of Pennsylvania (830 WDA 2023, Appellee)

Washington, Jacob (830 WDA 2023, Appellant)

Save

21. Click SAVE

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

How to File on an Existing Superior Court Case

22. Click NEXT

The attorneys on this Superior Court case(s) are listed below. Confirm that this information is accurate by recording using the ADD button.

Show information for: 830 WDA 2023

Counsel	Docket Number	Representing	
Chapman, Michelle	830 WDA 2023	Commonwealth of Pennsylvania	
Joseph, Blake	830 WDA 2023	Washington, Jacob	

Previous Next Save

24. Initiate the process to upload the document

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

Based on the filing type selected in the Filing Type tab, the corresponding document(s) that must be uploaded 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 Manage Documents icon that appears on the filing row.

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

23. Open the Document Management screen

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

26. 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.

Document Management

* Filing Type: Brief

Is Included:

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

25. Click CHOOSE FILE

Open

Desktop > Appeals

Appellant Brief.pdf

File name: Appellant Brief.pdf

Open Cancel

How to File on an Existing Superior Court Case

27. 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: Brief

Is Included:

File Name	Original File Name	File ?	Confidentiality ?
		Choose File Appellant Br... .pdf	Not Confidential

Save

28. Click SAVE

29. (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"/>	
Brief	<input checked="" type="checkbox"/>	

Document Management

* Filing Type: Brief

Is Included:

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

Save

30. 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.

31. 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 proceedings 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 financial account number 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

[View Additional Info](#)

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Use Steps 24-28 as a guide to upload the electronic document.

32. Click NEXT

How to File on an Existing Superior Court Case

33. 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
Commonwealth of Pennsylvania	830 WDA 2023	Litigating	Service	<input type="checkbox"/>

34. 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. 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.

Serve To	Represents	Email Address	Details
<input checked="" type="checkbox"/>	Chapman, Michelle	Commonwealth of Pennsylvania, 830 WDA	900021@test.ars

36. 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).

37. 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.

Tip To select all recipients simultaneously, click the checkbox at the top of the column (to the left of the **Serve To** column name).

38. Click SUBMIT

How to File on an Existing Superior Court Case

39. Record additional service

Repeat Steps 33-38 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 the manner of service. Use the Add Service button to record the manner of service for the attorneys and be recorded for all pro se litigants and at least one attorney for each represented participant.

Any participant, attorney, or agency who is a registered PACFile user will automatically be assigned to be served through this website upon the completion of the filing process. Additional information regarding service is available in the Service tab.

Show Information for Docket Number: 830 WDA 2023

Participant	Docket No.	Role	Type	Has Required Service
Commonwealth of Pennsylvania	830 WDA 2023	Litigating	Service	<input checked="" type="checkbox"/>

Previous Next Save

40. Click NEXT

41. 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 Filing Documents Service Verification

A summary of your filing appears below. Verify that all the information displayed is accurate and then 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 this filing now, click the Save button. All of your saved filings are available on the Saved Filings tab on your dashboard.

Filers

IFP Status	Filer(s)	Role	Counsel
Pending	Washington, Jacob	Appellant	Joseph, Blake

Referenced Cases and Current Filings In Progress

Docket Number	Short Caption	Filing Name	Viewable To	Document Name	Filing Fee
830 WDA 2023	Com. v. Washington, J.	Brief			\$0.00
					\$0.00

Previous Save Verify

42. 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.