

Organizational Proxy Notification Types



► Using this Guide

These definitions apply to organizational Access Management Users (AMUs) who are assigning notification proxy rights to another individual in the organization. When a proxy is granted access to a notification type, they receive a copy of any notifications created for the organization.

eService

eService - Notifications regarding the receipt of electronic service on a case where the organization is identified as a service recipient.

Notice of Court

Court Filing – (Common Pleas cases) A courtesy copy of an eService notification related to a document that has been filed by the court on one of your organization's cases. These are limited to specific organizations, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases) eService-related notifications regarding the court orders that are issued on cases where your organization is acting in a third or non-party role (ex. Amicus, Intervenor).

Case Initiation – (Common Pleas cases) A courtesy copy of an eService notification related to a new case filing that has been docketed by the court on one of your organization's cases. These are limited to specific organizations, which vary by docket type, that are considered interested parties but are not designated as service recipients. These notifications are not available for the Juvenile docket.

(Appellate Court Cases)
Notifications regarding any new

cases that were paper-filed with the court where your organization is listed as a case participant and the court has made the document available electronically. This is not considered a form of eService.

Party Filing – (Common Pleas cases) A courtesy copy of an eService notification related to a filing on one of your organization's existing cases that has been submitted by another case participant or the attorney of a case participant. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases)
Notifications from the court confirming that a paper filing has been submitted on one of your organization's active cases by another participant. This is not considered a form of eService.

Non-Party Filing – (Common Pleas cases) A courtesy copy of an eService notification related to a filing on one your organization's existing cases, which has been submitted by a filer that cannot be determined

systematically. These notifications are very rare. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases)
Notifications from the court confirming that a paper filing has been submitted on one of your active cases by someone in a third or non-party role (ex. Amicus). This is not considered a form of eService.

Filing Submitted – Notifications from the court confirming that a PACFiling submitted on behalf of your organization has been received.

Filing Accepted – Notifications from the court confirming that a PACFiling submitted on behalf of your organization has been accepted and docketed.

Filing Accepted, Payment Changed – Notifications signifying that a PACFiling submitted on behalf of the organization was accepted, but the filing name was incorrect. The court corrected the filing name and it resulted in a lower fee amount. Payment is accepted for the lower amount and no additional action is required.

Correspondence

Correspondence – (Appellate Courts only) Notifications signifying any formal communications from the court, other than orders, that have been sent to the attorneys and other applicable participants on your organization's cases.

User Action Required

Case Filing Requested – Notifications that signify an instance in which a court is requesting a document. These notifications only apply to docketing statement recipients on Superior Court cases and to court users who receive case record requests from an Appellate court.

Filing Approval Request Cancelled – Notifications sent to the members of organization "A" when a filing, previously created by organization "B" and forwarded to "A" for approval, has been retracted by "B" due to the discovery of an error. These notifications only apply to Common Pleas Court cases and the counties that have adopted this approval structure for one or more filing types.

Filing Ready for Review – These notifications are not applicable to organizations.

Filing Ready for Submission – These notifications are not applicable to organizations.

Filing Returned for Correction – These notifications are not applicable to organizations.

Filing Not Submitted – These notifications are not applicable to organizations.

Filing Accepted, Docket Type Changed – Notifications informing you that the court has docketed your PACFiling on a docket type other than one you specified. This change may require you to take some corrective action.

Filing Accepted, Payment Failed – Notifications signifying that a PACFiling submitted on behalf of the organization was accepted,

but the credit card payment failed. This could have been caused by entering incorrect billing information, using an invalid card, or having insufficient credit based on the card's established limits. Payment must be resubmitted for the outstanding fee.

Filing Accepted, Payment Due – Notifications signifying that a PACFiling submitted on behalf of the organization was accepted, but one of the following occurred: (a) the filing name selected was incorrect and the court-corrected name carries a higher fee amount or (b) the filing has a variable fee that could only be determined by the court upon submission. In either case, no payment was taken when the filing was accepted so it must be submitted for the outstanding fee.

Filing Rejected – Notifications indicating that the court has refused to accept one of your PACFilings due to some significant defect.

Calendar Access Request Approved – These notifications are not applicable to organizations.

Calendar Access Request Denied – These notifications are not applicable to organizations.

Calendar Access Request Pending – These notifications are not applicable to organizations.

Calendar Access Request Revoked – These notifications are not applicable to organizations.

Original Record Requested – Notifications informing staff at a lower tribunal that, based on a new case filing in an Appellate Court, a request has been made for an original record.

Proxy Requests

Proxy Request – Notifications representing requests from other individuals to act on behalf of the organization within PACFile. The proxy must also have the 'Administer Proxies' privilege as part of its relationship to the organization.

Proxy Request Accepted – These notifications are not applicable to organizations.

Proxy Request Rejected – These notifications are not applicable to organizations.

Administrative

Case Access Code Changed – Notifications informing the organization that the court has changed the access code used by some participants to access case information in PACFile. This change might be necessary if a code ever becomes compromised.

Case User Access Changed – Notifications informing you that the court has somehow changed your organization's ability to utilize PACFile for one or more cases in that court. This could pertain to restrictions for eFiling on a case.

System Maintenance – Notifications from the AOPC that indicate the UJS Web Portal and/or PACFile will be offline at some future period.