



Bulletin # 1-14

January 6,  
2014

Questions? Contact  
the Help Desk at  
(717)-795-2097

### Commonwealth Court Expansion

In the ongoing effort to make eFiling a reality throughout the Pennsylvania Courts, PACFile has now been expanded to accept filings on cases heard in the Commonwealth Court.

For those who are already using PACFile, filings in the Commonwealth Court are created and managed using the same methods that are currently available for the Supreme Court. The options available in the PACFile filing wizards, such as the available docket and filing types, have been customized for the Commonwealth Court, but the overall process otherwise remains the same.

For anyone who is new to PACFile because of this expansion, the introduction of the Commonwealth Court offers an alternative means of filing on new and existing cases. This paperless system is a 24 hour, 7 day-a-week service that can be used to submit documents directly to the filing office, perform document service, pay filing fees, and view documents submitted on your cases by opposing counsel and the court. Onscreen instructions are provided throughout the existing screens to assist you with the various filing processes.

PACFile is available to all members of the Pennsylvania Bar who register for a UJS Web Portal account. This application is also available to non-attorneys, including pro se litigants, who have registered on the Web Portal. Pro Se litigants, however, are required to use a unique access code to file on any of their existing cases within PACFile. Moving forward, the code for each case will be provided by the court shortly following case initiation and it must be entered through the Manage Case Access Codes option on the PACFile Dashboard.

In addition to this court expansion, the following enhancement has been implemented exclusively for the Commonwealth Court:

#### Introduction of Fillable Forms

Available only in certain scenarios, and designed specifically for pro se filers, a new fillable form option is available when filing a Petition for Review in the Commonwealth Court. In the Filing Documents tab of the filing wizard, the **Fill out an online PDF** dropdown can be used to generate a standardized PDF document that is formatted appropriately for Petitions for Review. These documents take much of the guesswork out of the court's document submission requirements and are partially completed by PACFile based on the relevant case information that has been entered through the filing wizard. PACFile cannot fill out these documents in full, however, so it is important



January 6,  
2014

to review these documents and enter any missing information before saving and attaching the document to the filing. The filer's electronic signature is also applied to the form automatically so there is no need to complete this, or any other step in this process, outside of PACFile.

**PACFile - Initiate New Case**

The process for initiating a new case is completed by entering or verifying specific case details contained in each of the tabs below. With the required information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update automatically.

**Filing Package**

Tracking No: Unassigned      Filing Type: Petition for Review      Description: N

**Filing Type**   **Cases**   **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 complete the document before uploading any documents. [Click here to view the electronic filing requirements.](#)

It is possible to add other filing types, not listed below, using the Select Optional Filing field. Click on this dropdown, select the filing type, and click the Add button.

Filing Type	Fee	Uploaded Documents
Petition for Review	Fee Waived	<a href="#">(Upload Document)</a> (Attach Document) Fill out an online PDF

Select Optional Filing      Add

Verify      Cancel

When available, this dropdown provides the option to complete a fillable PDF form specific to Petitions for Review.

If you are using Chrome or Fire Fox for your web browser you may, depending on your personal settings, experience an issue with these fillable PDF forms. These browsers typically use a PDF viewer that is incompatible with these forms. The following provides tips for disabling these PDF viewers so you can use this PACFile feature:

For Chrome users, refer to the following for more information and be sure to click the plus sign (+) next to *See additional tips for viewing your PDF document.*

<https://support.google.com/chrome/answer/1060734>

For Fire Fox users, refer to the following for more information:

<https://support.mozilla.org/en-US/kb/disable-built-pdf-viewer-and-use-another-viewer>