



Bulletin # 2-13

December 31,
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Questions? Contact
the Help Desk at
(717)-795-2097

Preliminary Enhancements for Commonwealth Court Expansion

In early 2014, PACFile will be expanded so it will be possible to submit filings on Commonwealth Court cases. Prior to this introduction, several new enhancements are now available in PACFile to prepare for this expansion and to improve on some existing features.

The items listed below summarize these new features and a more detailed overview of each appears in the sections that follow:

- ◆ **Addition of the Manage Notification Settings option to the Dashboard.**
- ◆ **Redefinition of proxy security rights.**
- ◆ **Reordering of the filing wizard tabs.**
- ◆ **Expanded options for identifying lower tribunal cases in the filing wizards.**

Addition of the Manage Notification Settings option to the Dashboard

The PACFile Dashboard provides access to various notification categories that announce actions related to your PACFilings, proxies, or filings by others on your cases. Regardless of the type of notification, any time an action is completed that triggers a notification, it automatically appears through your Dashboard and a corresponding e-mail is sent to the address associated to your Web Portal account.

While your Dashboard is intended to ensure that all your notifications are available to view through PACFile, a new screen has been added that allows each person to control the frequency of the corresponding e-mails received from these notifications.

The Manage Notification Settings option on your Dashboard provides the ability to regulate your e-mail notifications. Within this screen, each of the possible notification types is listed. Aside each notification type is a dropdown that allows you to specify one of four possible frequency settings:

- ◆ **Immediately** – Any notification type set to this frequency ensures that an e-mail is sent to you at the time the corresponding action occurs and when the accompanying notification appears on your Dashboard.



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- ◆ **Daily** – Notification types set to this frequency trigger a single daily e-mail, sent on weekdays at 8am, which contains the details of all applicable notices that were generated since the previous weekday morning.
- ◆ **Weekly** – Notification types set to this frequency trigger a single weekly e-mail, sent on Mondays at 8am, which contains all applicable notices that were generated over the previous week.
- ◆ **Never** – No e-mail notification is ever sent on the corresponding notification type.

The e-mail frequency settings can be customized for each notification type.

eService Received	
Notification Type	E-Mail Delivery Frequency
eService	Immediately

Notice of Court	
Notification Type	E-Mail Delivery Frequency
Court Filing	Immediately
Case Initiation	Daily (Weekdays, 8:00AM)
Party Filing	Weekly (Mondays, 8:00AM)
Non-Party Filing	Immediately
Filing Submitted	Immediately
Filing Accepted	Immediately

Correspondence	
Notification Type	E-Mail Delivery Frequency
Correspondence	Immediately

User Action Required	
Notification Type	E-Mail Delivery Frequency
Filing Rejected	Immediately
Filing Payment Failure	Immediately
Filing Accepted, Docket Type Changed	Immediately
Case Filing Requested	Immediately

Proxy Requests	
Notification Type	E-Mail Delivery Frequency
Proxy Request	Immediately
Proxy Request Accepted	Immediately
Proxy Request Rejected	Immediately

Administrative	
Notification Type	E-Mail Delivery Frequency
Case Access Code Changed	Immediately
Case User Access Changed	Immediately
System Maintenance	Immediately

Save Close

One exception to these customization options is eService notifications. These notifications are set to a frequency of 'Immediately' and this cannot be changed.

Each person, regardless of their proxy relationships, can set their own notification settings without affecting those received by anyone else.



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Redefinition of proxy security rights

When proxy relationships are created through PACFile, it represents the delegation of privileges from one PACFile user to another. Prior to today, these designations were assigned based on one of four predefined roles, ranging from full-access rights to increasingly limited rights. The rights that made up these roles could only be assigned collectively and contained no further options for customization.

Beginning today, a change has been made to proxy security that eliminates the predefined security roles and allows the individual security rights for each proxy to be assigned on an ad hoc basis. Any combination of the following security rights can now be granted to any current or potential proxy:

- ◆ **Administer Proxies** – Empowers a proxy to accept or reject any future requests by individuals asking to proxy on your behalf. Once designated, any of the other privileges can be assigned by this individual to any future proxies. The authority to grant this right, however, is reserved solely to the individual whose rights are being delegated.
- ◆ **View Notifications** – Authorizes a proxy to receive all the same notifications that are sent to you through your Dashboard.
- ◆ **Create Initiating** – Grants the authority to create a new case filing on your behalf. This does not include the authority to submit the filing.
- ◆ **Create Ancillary** – Grants the authority to create filings for existing cases on your behalf. This does not include the authority to submit the filing.
- ◆ **Submit Filings** – Grants the authority to submit and pay for any filing created on your behalf. This does not include the authority to create a filing.

The screenshot shows the 'The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL'. The navigation bar includes links for Home, Login, eServices, Docket Sheets, Calendars, and eCommerce. A red box highlights the 'PACFile - Proxy Requests' link. Below the navigation bar, there are buttons for 'Initiate New Case', 'Case Filing', 'Case Search', and 'Dashboard'. A text block explains that notifications are used to maintain permissions for individuals who have requested the right to act as a proxy. Below this, a table titled 'Proxy Requests' is shown with columns for Notification Type, Name, City, PA Bar Number, Date, and five checkboxes: Administer Proxies, View Notifications, Create Initiating, Create Ancillary, and Submit Filings. The 'Administer Proxies' checkbox is highlighted with a red box. The table also includes 'Accept' and 'Reject' buttons for each request.

Notification Type	Name	City	PA Bar Number	Date	Administer Proxies	View Notifications	Create Initiating	Create Ancillary	Submit Filings	Accept	Reject
Proxy Request	Lincoln, Robert R	Mechanicsburg, PA		12/20/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Accept	Reject

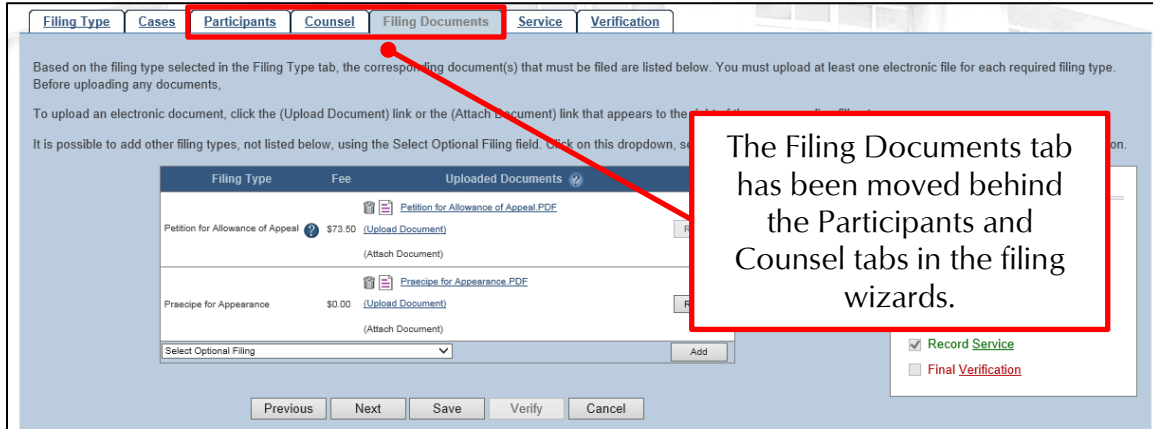
The rights of any person who was designated as a proxy under one of the old security roles will have their rights updated automatically based on how their role translates to the new security settings.



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Reordering of the filing wizard tabs

The Filing Documents tab, which previously displayed as the third tab in the filing wizards, now appears fifth after the Participants and Counsel tab. This change has been made largely in preparation for Commonwealth Court filings and a need to establish the case participants and attorneys prior to adding the document that will be filed with the court.



Expanded options for identifying lower tribunal cases in the filing wizards

The Cases tab in the Case Initiating filing wizard now includes expanded options for identifying the lower tribunal information on new PACFilings. Primarily, this expansion makes it possible to identify the source of the lower tribunal case as a Pennsylvania Court, a state agency, or to specify no lower tribunal when the action originates in the Commonwealth Court. The selection of the **Case Source** then tailors the options for subsequent selections so you can provide the most complete information possible regarding the case being appealed or filed.

