# PACFILE BULLETIN

## Unified Judicial System Web Portal

## 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.

◈ **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.



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.

## 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.
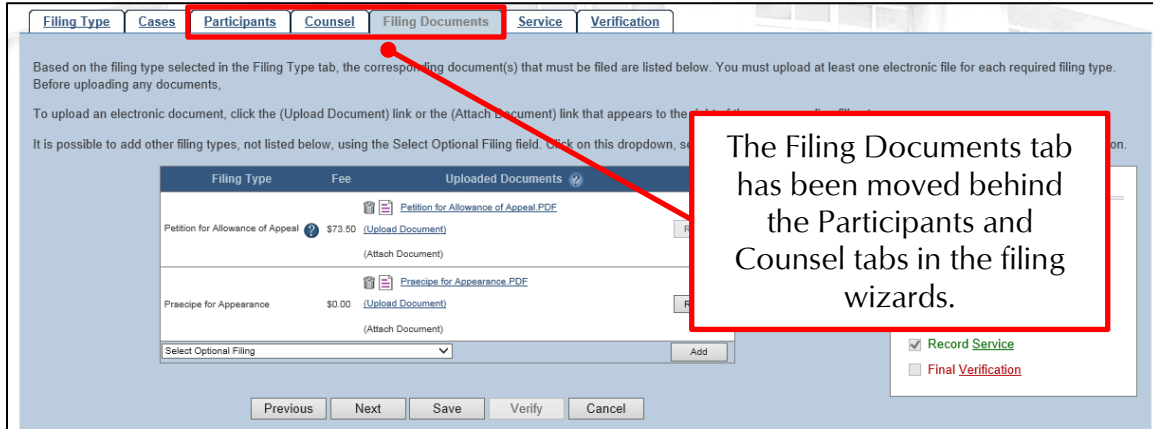


The rights of any person who was designated as a proxy under one of the old security roles will have their rights updated automatically based on how their role translates to the new security settings.

## 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.



The Filing Documents tab has been moved behind the Participants and Counsel tabs in the filing wizards.

## 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.



The selection in the **Case Source** field determines each subsequent field that appears. This method makes it easier to identify the lower tribunal case being appealed, if any.