



Bulletin # 2-14

April 8, 2014

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

### Filing Wizard: Service Tab Enhancements

When a document is being prepared for electronic submission to the court, the Service tab is used to record the means in which the document was formally delivered to the other attorneys and pro se litigants on the case.

After evaluating user feedback on the use of the Service tab, this function has been redesigned so the identification of document service can be completed more efficiently. These changes focus on the part of the process that previously required the filer to enter service for each attorney individually.

The redevelopment of this tab is steered by two important enhancements:

- ◆ **Narrowed requirement for the identification of service.**
- ◆ **Ability to add service for multiple recipients simultaneously (in batch).**

A handful of secondary changes have also been made within the Service tab and are described herein.

#### Narrowed Requirement for the Identification of Service

The successful completion of the Service tab previously required the submitter to record how document service was fulfilled for each of the other attorneys or pro se litigants on the filing. This requirement occasionally forced submitters to perform repetitive data entry in situations where two or more attorneys represent the same participant.

As a result, a change is now in effect that narrows the requirement for the identification of service to the following: All pro se litigants and at least one attorney for each represented participant. Consequently, if a case participant has multiple attorneys, it is not necessary to record a service method for them all.

Serve To	Has eService	Represents
Rohr, Albert	<input type="checkbox"/>	Pennsylvania Public Utility Commission
Savage, Jack	<input type="checkbox"/>	Pennsylvania Public Utility Commission

When a participant is represented by multiple attorneys, the method of service only needs to be recorded for one.

If it is desirable to record the service method for all the attorneys representing a case participant, there is no systematic limitation that prevents this action.



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This narrowed service requirement is also partly responsible for the revised configuration of the Service tab. Instead of listing service fulfillment by attorney, this tab now reflects this information by case participant. In the new Participants grid (pictured below), when the service requirement has been satisfied for a given participant, the **Has Service** checkbox is selected automatically. The Service tab is now considered complete once the **Has Service** checkbox is selected for all of the case participants displayed.

Cases Filing Type **Participants** Counsel Filing Documents Service Verification

Document service in PACFile records the details regarding the formal delivery of the document(s) uploaded in the Filing Doc counsel and pro se participants. Service may also be required to other interested parties based on the unique circumstances participant, attorney, or agency appearing below.

Any participant, attorney, or agency who is a registered PACFile user will automatically show 'eService' as a method of deliv website upon the completion of the filing process. If any of these service recipients were served by other means, these meth

Show service information for: 326 CD 2014 ?

Participants					
	Participant	Docket No.	Role	Type	Has Service
<a href="#">Select</a>	Pennsylvania Public Utility Commission	326 CD 2014	Respondent	Service	<input type="checkbox"/>
<a href="#">Select</a>	Department of Transportation	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Lackawanna County	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Thomas, Reginald	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Farver Township	326 CD 2014	Possible Intervenor	Courtesy Copy	<input type="checkbox"/>

Add Service View Draft Proof Of Service

It is possible that the **Has Service** checkbox could be pre-selected upon entering the Service tab. This occurs when a pro se litigant, or at least one attorney for a given participant, is PACFile registered and is designated to receive an eService notification after the filing is submitted.

Ability to add service for multiple recipients simultaneously (in batch)

The process for recording service has been enhanced into a batch utility that offers the ability to enter service details more efficiently.

All service is now initiated through the ADD SERVICE button. This button opens the Add Service popup screen (see next page) which displays a listing of the attorneys and pro se litigants on the case. In addition to being able to record service for a single



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recipient, when service for two or more recipients was fulfilled by similar means, this screen provides the ability to record the information for each simultaneously.

Add Service

Based on the selected method of service, any available contact information recorded for this individual on the case being filed on will automatically appear below. The Appellate Courts are not responsible for any inaccuracies or recent changes to this information. This information is provided as a convenience and should be verified or updated before you proceed.

\* Service Type:   
\* Service Date: 04/02/2014

Serve To	Has eService	Represents	All Participants Have Service	Service Destination
<input type="checkbox"/> Rohr, Albert	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Savage, Jack	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Monk, Dina	<input type="checkbox"/>	Department of Transportation, 16 CD 2014, Intervenor	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Nichols, Danielle	<input type="checkbox"/>	Department of Transportation, 16 CD 2014, Intervenor	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Jackson, Fred	<input type="checkbox"/>	Lackawanna County, 16 CD 2014, Intervenor	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Mott, Will	<input type="checkbox"/>	Schwartz, A. Edward, 16 CD 2014, Intervenor	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Fogerty, Karen	<input checked="" type="checkbox"/>	LaPlume Township, 16 CD 2014, Possible Intervenor	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Cink, Kay	<input type="checkbox"/>	LaPlume Township, 16 CD 2014, Possible Intervenor	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

Select All Deselect All

Selecting a **Service Type** from the dropdown (i.e. First Class Mail, Commercial Carrier, E-mail, Fax, or Personal Service) automatically displays the available location information for each recipient through the **Service Destination** column (i.e. address, e-mail address, fax number). The **Service Date**, furthermore, defaults to today's date and can be changed as appropriate to match the actual date of service.

The selected service type populates any relevant information available for each potential recipient in the **Service Destination** column.

Add Service

\* Service Type:    
\* Service Date: 04/02/2014

Serve To	Has eService	Represents	All Participants Have Service	Service Destination
<input type="checkbox"/> Rohr, Albert	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input type="checkbox"/>	Rockford Center 3700 King St. P.O. Box 37265 Harrisburg, PA 171053265 <input type="button" value="Edit"/>
<input type="checkbox"/> Savage, Jack	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input type="checkbox"/>	Rockford Center 3700 King St. P.O. Box 37265 Harrisburg, PA 17105 <input type="button" value="Edit"/>
<input type="checkbox"/> Monk, Dina	<input type="checkbox"/>	Department of Transportation, 16 CD 2014, Intervenor	<input type="checkbox"/>	Ofc of Chief Counsel PO Box 9914 Harrisburg, PA 171056212 <input type="button" value="Edit"/>
<input type="checkbox"/> Nichols, Danielle	<input type="checkbox"/>	Department of Transportation, 16 CD 2014, Intervenor	<input type="checkbox"/>	Ofc of Chief Counsel PO Box 9914 Harrisburg, PA 171056212 <input type="button" value="Edit"/>
<input type="checkbox"/> Jackson, Fred	<input type="checkbox"/>	Lackawanna County, 16 CD 2014, Intervenor	<input type="checkbox"/>	Commissioner's Office 200 Adams Office Scranton, PA 18503 <input type="button" value="Edit"/>
<input type="checkbox"/> Mott, Will	<input type="checkbox"/>	Schwartz, A. Edward, 16 CD 2014, Intervenor	<input type="checkbox"/>	2701 N Hastings Rd Shackelford, PA 18423 <input type="button" value="Edit"/>
<input type="checkbox"/> Fogerty, Karen	<input checked="" type="checkbox"/>	LaPlume Township, 16 CD 2014, Possible Intervenor	<input checked="" type="checkbox"/>	1101 S Front St Ste 5100 Harrisburg, PA 171042515 <input type="button" value="Edit"/>



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Any attorney in the list whose manner of service matches the selected type and date can be identified by clicking the checkbox to the left of their name. Moreover, if the service type and date combination applies to all of the recipients displayed, the *Select All* link, appearing at the bottom of the list, can be used to select all the checkboxes at once.

\* Service Type:    
\* Service Date:

Serve To	Has eService	Represents	All Participants Have Service	Service Destination
<input checked="" type="checkbox"/> Rohr, Albert	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input type="checkbox"/>	Rockford Center 3700 King St.
<input type="checkbox"/> Savage, Jack	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Monk, Dina	<input type="checkbox"/>	Department of Transportation, 16 CD 2014, Intervenor	<input type="checkbox"/>	

All identified recipients must match the selected service type and date combination.

For each recipient selected, it important to review the **Service Destination** information and verify it corresponds to the location where the documents were actually delivered. If the information displayed is incorrect or unknown for any of the identified recipients, the EDIT button associated to each recipient can be used to update that information through the Edit Service screen (see example below).

**Edit Service**

\* Address Type:    
\* Address Line 1:   
Address Line 2:   
Address Line 3:   
\* City:   
\* State:    
\* Zip Code: -



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When all recipient information is correct for the selected service type and date, clicking the SAVE button saves your changes and updates the **Has Service** checkbox on the Service tab for the appropriate participant(s).

Cases | Filing Type | Participants | Counsel | Filing Documents | Service | Verification

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Any participant, attorney, or agency who is a registered PACFile user will automatically show 'eService' as a method of delivery website upon the completion of the filing process. If any of these service recipients were served by other means, these methods

Show service information for: 326 CD 2014

Participants				
Participant	Docket No.	Role	Type	Has Service
<a href="#">Select</a> Pennsylvania Public Utility Commission	326 CD 2014	Respondent	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a> Department of Transportation	326 CD 2014	Intervenor	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a> Lackawanna County	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a> Thomas, Reginald	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a> Farver Township	326 CD 2014	Possible Intervenor	Courtesy Copy	<input type="checkbox"/>

Add Service | View Draft Proof Of Service

At this point, if service remains incomplete for one or more of the case participants, click the ADD SERVICE button again and repeat the process based on the unique service details for the corresponding attorneys and pro se litigants. The process of recording service must be completed separately for each service type and date combination until the **Has Service** checkbox is selected for all participants.

Note: When a participant is being represented by multiple attorneys and service has been recorded and saved for at least one of those attorneys, the **All Participants Have Service** checkbox in the Add Service screen may be selected for all co-counsel automatically. This is a result of the new service requirement. Therefore, it is possible that this checkbox could be selected for an attorney when no corresponding service information has been specifically entered for that individual.

Serve To	Has eService	Represents	All Participants Have Service	Service Destination
<input type="checkbox"/> Rohr, Albert	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Savage, Jack	<input type="checkbox"/>	Pennsylvania Public Utility Commission, 16 CD 2014, Respondent	<input checked="" type="checkbox"/>	

In this example, only one of the two attorneys has been served, but the service requirement has been satisfied for their shared participant.



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Service Types: Service vs. Courtesy Copy

Each case participant appearing on the Service tab is assigned a type of ‘Service’ or ‘Courtesy Copy’. These types, while not entirely new, are assigned based on the roles of the corresponding participants (Petitioner, Respondent, Amicus, etc.). These types do not significantly alter the PACfiling process, but it is important to recognize the influence they have:

- ◆ Participants are grouped by these types on the Proof of Service form that is generated by PACFile. All ‘Service’ type participants are grouped in one section and all ‘Courtesy Copy’ participants in another.
- ◆ Any ‘Courtesy Copy’ participant whose attorney is also PACFile-registered will, in this circumstance only, receive their eService notifications through the Correspondence option on their Dashboard. This is an exception to the rule that typically makes these notifications available through the Dashboard’s eService Received option.

Participants					
	Participant	Docket No.	Role	Type	Has Service
<a href="#">Select</a>	Pennsylvania Public Utility Commission	326 CD 2014	Respondent	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a>	Department of Transportation	326 CD 2014	Intervenor	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a>	Lackawanna County	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Thomas, Reginald	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Farver Township	326 CD 2014	Possible Intervenor	Courtesy Copy	<input type="checkbox"/>

Document service must be recorded for all case participants regardless of their assigned type.



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Viewing Recorded Service

In the Service tab, the details of any recorded service information for the attorneys and pro se litigants on a case can be viewed through the *Select* link that appears next to the corresponding participant's name. The attorneys for the selected participant display below the Participants grid where any recorded service can be viewed, edited, or removed.

No new service information can be entered using this approach. All service must be entered using the ADD SERVICE button.

Participants					
	Participant	Docket No.	Role	Type	Has Service
<a href="#">Select</a>	Pennsylvania Public Utility Commission	326 CD 2014	Respondent	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a>	Department of Transportation	326 CD 2014	Intervenor	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a>	Lackawanna County	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Thomas, Reginald	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Farver Township	326 CD 2014	Possible Intervenor	Courtesy Copy	<input type="checkbox"/>

Serve To

**Rohr, Albert**

Service Type	Service Date	Service Destination	
First Class Mail	3/26/2014	Rockford Center 3700 King St. P.O. Box 37265 Harrisburg, PA 171053265	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

**Savage, Jack**

Service Type	Service Date	Service Destination
No service records		



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Service & Filings with Multiple Cases

When a filing references two or more cases, the **Show service information for** dropdown on the Service tab can be used to filter the list of participants appearing in the Participants grid. The options in the dropdown give you the opportunity to see all participants across each case, which is the default, or on just one of the cases.

Participants					
	Participant	Docket No.	Role	Type	Has Service
<a href="#">Select</a>	Pennsylvania Public Utility Commission	326 CD 2014	Respondent	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a>	Department of Transportation	326 CD 2014	Intervenor	Service	<input checked="" type="checkbox"/>
<a href="#">Select</a>	Lackawanna County	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Thomas, Reginald	326 CD 2014	Intervenor	Service	<input type="checkbox"/>
<a href="#">Select</a>	Farver Township	326 CD 2014	Possible Intervenor	Courtesy Copy	<input type="checkbox"/>