



Bulletin # 3-12

October 10, 2012

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

New Docket Type available & the use of the Attach Document link

Addition of a New Docket Type

Miscellaneous cases can now be initiated through PACFile. The Miscellaneous docket can be utilized to file case initiating applications and petitions, other than petitions for allowance of appeal, that deal with matters that fall outside the Supreme Court's other docket types. These include petitions pertaining to the court's original jurisdiction (ex. Writs of Mandamus and Habeas Corpus).

This docket type is available to select in the Filing Type tab when you access the filing wizard through the *Initiate New Case* link on your dashboard. The process of completing the wizard for Miscellaneous filings is similar to the processes already in place for Allocatur. Onscreen instructions are also available to assist you with completing the wizard for each of these filing types.

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 b information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update autom

The beginning of the case initiation process requires the identification of some basic information that names the court in whi case. All fields prefixed with a star (*) are required.

* Court Type: Appellate

* Court Name: Supreme

* Docket Type:

* Filing Type: Allocatur

* District: Miscellaneous

Description:

Create Case

This new docket type is available only to PACFile-registered attorneys and their proxies.



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Adjustments to the Attach Document link

Bulletin 02-12, published on September 18th, provided an overview of the new *Attach Document* link that was added to the Filing Documents tab of the filing wizards.

Based on the case you use to build a filing, this link allows you to identify and attach any electronic documents available for the case from its Superior, Commonwealth, or Supreme Court history. This function is designed to eliminate the need to recreate an electronic version of a document for a Supreme Court filing that was previously submitted on another Appellate Court case.

Beginning today, and as indicated in the previous Bulletin, given the limited scenarios in which this function can rightfully be used, the availability of the (*Attach Document*) link has been systematically narrowed to a specific group of filing types. You will see one of three behaviors with respect to this link whenever you create a new filing:

- ◆ **The link is available to use on a filing type** – When the link is active it means that documents are eligible to be attached to the filing type from the case’s Appellate history and that at least one electronic document is available to select from the case history. The availability of this link, however, does not guarantee that the appropriate document is available to select.
- ◆ **The link is inactive for all filing types displayed** – When this link is inactive for all filing types it either means that the filing types are ineligible for document attachment or that no electronic documents from the case’s Appellate history are available to select.
- ◆ **The link is inactive for some of the filing types displayed** – When this link is inactive for some of the filing types listed, but available for others, those filing types where the link is inactive are ineligible for document attachment.

The screenshot shows a web interface with several tabs: Filing Type, Cases, Filing Documents, Participants, Counsel, and Verification. The 'Filing Documents' tab is active. Below the tabs, there is instructional text about uploading documents and a table of filing types. The table has columns for Filing Type, Fee, Required, and Uploaded Documents. The 'Entry of Appearance' row is highlighted, and its 'Attach Document' link is circled in red. A red box with an arrow points to this link from a text box that reads: 'Example: The Attach Document link is inactive.'

Filing Type	Fee	Required	Uploaded Documents ?
Petition for Allowance of Appeal ?	\$73.50	<input checked="" type="checkbox"/>	(Upload Document) (Attach Document)
Entry of Appearance ?	\$0.00	<input checked="" type="checkbox"/>	(Upload Document) (Attach Document)
Reproduced Record ?	\$0.00	<input checked="" type="checkbox"/>	(Upload Document) (Attach Document)

Select Optional Filing [Dropdown] [Add]

[Previous] [Next] [Save] [Submit] [Cancel]