

# Person-to-Person Proxy Notification Types



## ➤ Using this Guide

These definitions apply to individuals who are assigning their notification proxy rights to another person. When a proxy is granted access to a notification type, they receive a duplicate copy of any of the corresponding notifications sent to you.

### eService

**eService** - Notifications regarding the receipt of electronic service on a case where you are identified as a service recipient.

### Notice of Court

**Case Initiation** – (Common Pleas cases) A courtesy copy of an eService notification related to a new case filing that has been docketed by the court on one of your cases. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients. These notifications are not available for the Juvenile docket.

(Appellate Court Cases)  
Notifications regarding any new cases that were paper-filed with the court where you are listed as a case participant and the court has made the document available electronically. This is not considered a form of eService.

**Court Filing** – (Common Pleas cases) A courtesy copy of an eService notification related to a document that has been filed by the court on one of your cases. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases)  
eService-related notifications regarding the court orders that are issued on your cases when you are acting in a third or non-party role (ex. Amicus, Intervenor).

**Filing Accepted** – Notifications from the court confirming that a PACFiling submitted on your behalf, by you or a proxy, has been accepted and docketed.

**Filing Accepted, Payment Changed** - Notifications signifying that a PACFiling submitted by you, or your proxy, was accepted, but the filing name was incorrect. The court corrected the filing name and it resulted in a lower fee amount. Payment is accepted for the lower amount and no additional action is required.

**Filing Submitted** – Notifications from the court confirming that a PACFiling submitted on your behalf, by you or a proxy, has been received.

**Non-Party Filing** – (Common Pleas cases) A courtesy copy of an eService notification related to a filing on one of your existing cases, which has been submitted by a filer that cannot be systematically determined. These notifications are very rare. These are limited to specific recipient groups, which vary by docket type, that are considered

interested parties but are not designated as service recipients.

(Appellate Court cases)  
Notifications from the court confirming that a paper filing has been submitted on one of your active cases by someone in a third or non-party role (ex. Amicus). This is not considered a form of eService.

**Party Filing** – (Common Pleas cases) A courtesy copy of an eService notification related to a filing on one of your existing cases that has been submitted by another case participant or the attorney of a case participant. These are limited to specific recipient groups, which vary by docket type, that are considered interested parties but are not designated as service recipients.

(Appellate Court cases)  
Notifications from the court confirming that a paper filing has been submitted on one of your active cases by another participant. This is not considered a form of eService.

### Correspondence

**Correspondence** – (Appellate Courts only) Notifications signifying any formal communications from the court, other than orders, that have been sent to you on any of your applicable cases.

## User Action Required

### Calendar Access Request

**Approved** – These notifications are not applicable to person-to-person proxy relationships.

### Calendar Access Request

**Denied** – These notifications are not applicable to person-to-person proxy relationships.

### Calendar Access Request

**Pending** – These notifications are not applicable to person-to-person proxy relationships.

### Calendar Access Request

**Revoked** – These notifications are not applicable to person-to-person proxy relationships.

### Case Filing Requested

– Notifications that signify an instance in which a court is requesting a document from you. These notifications only apply to docketing statement recipients on Superior Court cases and to court users who receive case record requests from an Appellate court.

### Filing Accepted, Docket Type

**Changed** – Notifications informing you that the court has docketed your PACFiling on a docket type other than one you specified. This change may require some corrective action.

### Filing Accepted, Payment Due

– Notifications signifying that a PACFiling submitted by you, or your proxy, was accepted, but one of the following occurred: (a) the filing name selected was incorrect and the court-corrected name carries a higher fee or (b) the filing has a variable fee that could only be determined by the court upon submission. In either case, no payment was taken when the filing was

accepted so it must be submitted for the outstanding fee.

### Filing Accepted, Payment

**Failed** – Notifications signifying that a PACFiling submitted by you, or your proxy, was accepted, but the credit card payment failed. This could have been caused by entering incorrect billing information, using an invalid card, or having insufficient credit based on the card's established limits. Payment must be resubmitted for the outstanding fee.

### Filing Approval Request

**Cancelled** - These notifications are not applicable to person-to-person proxy relationships.

### Filing Not Submitted

– Notifications reminding you that 24 hours have elapsed since a PACFiling was created on your behalf that remains unsubmitted.

### Filing Payment Failure

– Notifications where the PACFile submission process could not be completed because there was a problem during checkout.

### Filing Ready for Review

– These notifications are not applicable to person-to-person proxy relationships.

### Filing Ready for Submission

– These notifications are not applicable to person-to-person proxy relationships.

### Filing Rejected

– Notifications indicating that the court has refused to accept a filing submitted on your behalf due to some significant defect.

### Filing Returned for Correction

– These notifications are not applicable to person-to-person proxy relationships.

## Saved Filing Removal Notice -

Notifications that indicate you have a saved filing that has not been updated in the last 60 days and it will be deleted if not updated within the next 30 days.

## Proxy Requests

**Proxy Request** – Notifications representing requests from other individuals to act on your behalf in PACFile. The proxy must also have the 'Administer Proxies' privilege as part of their relationship to you.

### Proxy Request Accepted

– These notifications are not applicable to person-to-person proxy relationships.

### Proxy Request Rejected

– These notifications are not applicable to person-to-person proxy relationships.

## Administrative

### Case Access Code Changed

– Notifications informing you that the court has changed the access code used by some participants to access case information in PACFile. This change might be necessary if a code ever becomes compromised.

### Case User Access Changed

– Notifications informing you that the court has somehow changed your ability to utilize PACFile for one or more cases in that court. This could pertain to restrictions for eFiling on a case.

### System Maintenance

– Notifications from the AOPC that indicate the UJS Web Portal and/or PACFile will be offline at some future period.