How to Initiate a Dependency Case with a Petition or Application

PACFile®

1. Locate the petition or application form

Open a new web browser page and enter the following address: *www.pacourts.us/forms dependency-forms/*.

Dependency Forms | Forms | Uni ✕

https://www.pacourts.us/forms/dependency-forms/

Dependency Forms

PDF Forms

- Application for Emergency Protective Custody with Cover Page
- Dependency Petition
- Petition/Application Cover Page - Dependency/Shelter Care/Emergency Custody
- Shelter Care Application
- Notice of Orphans Court Appeal Decision
- Notice of Orphans Court Petition Filing
- Notice of Orphans Court Order
- Notice of Orphans Court Appeal Filing
- Motion for Resumption of Jurisdiction

Word Forms - Fillable

- Order of Adjudication - Child Dependent
- Aggravated Circumstances Order
- Application for Emergency Protective Custody
- Application for Emergency Protective Custody with Cover Page
- Dependency Petition
- Dependency Petition with Cover Page
- Dispositional Order
- Order Regarding Modification of Child's Placement

2. Choose a format for the petition or application

Blank forms are available in PDF and Microsoft Word formats (see pictures). You can use either format, but the petition/application must be uploaded to PACFile as a PDF. See the Tips below before deciding.

Tip There are distinct advantages to using each format. Refer to the PACFile Help System, using the *Help* link on any PACFile screen, for more information.

Tip A Microsoft Word document can be saved as a PDF. A step-by-step guide for that process can be found in the PACFile Help System by clicking the Common Pleas tab and then the *Step-by-Step Guides* link.

3. Complete and save the petition or application for the specified child

Complete the form and save the document to any location on your computer, shared drive, or portable storage device (ex. memory stick).

DEPENDENCY PETITION

In the Interest Of:
_____, a Minor

To the Honorable Judge of said Court:

The petitioner respectfully represents that the above mentioned child is a DEPENDENT CHILD, as defined by The Juvenile Act at 42 Pa.C.S.§ 6302. It is within the jurisdiction of the Court and in the best interests of said child and the public that this proceeding be brought before the Court for the following reasons:

The child:

☐ 1) is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his/her physical, mental, or emotional health, or morals; a determination that there is a lack of proper parental care or control may be based upon evidence of conduct by the parent, guardian or

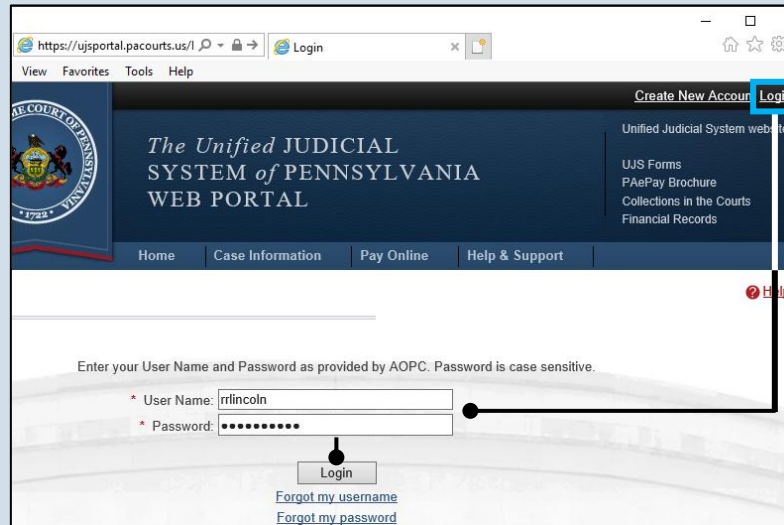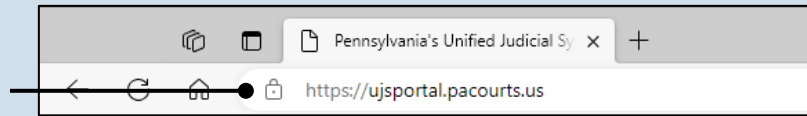### 4. Complete additional petitions or applications

If the child has siblings that require a separate petition/application, repeat Steps 2 - 3 as needed.

5. Navigate to the UJS Web Portal

Open a new web browser page and enter the following address: *https://ujsportal.pacourts.us.*
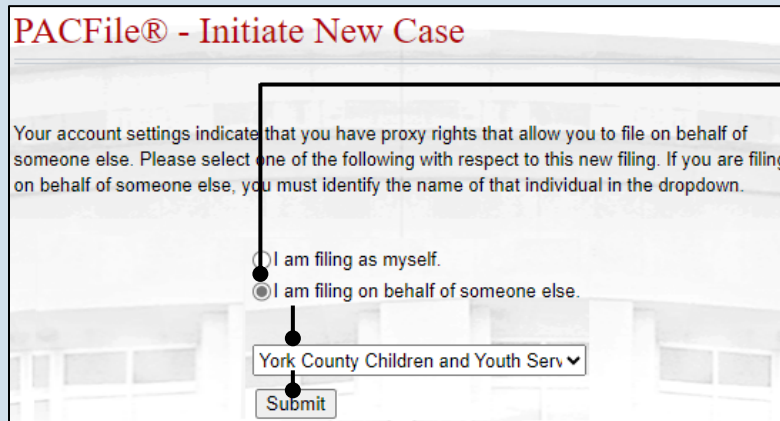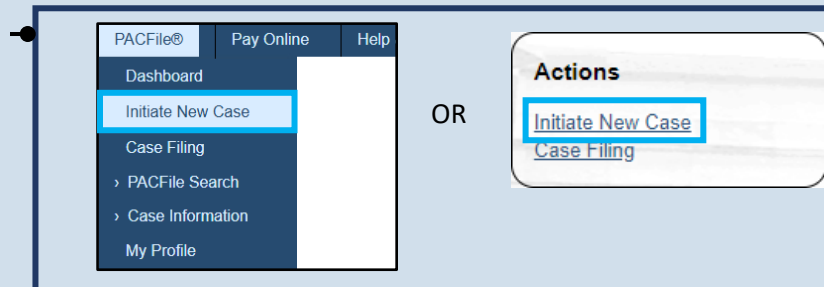
6. Login to the UJS Web Portal

Click the Login link, enter your UJS Web Portal user name and password, and click LOGIN.

7. Open the case initiation wizard

Click on the 'Initiate New Case' option in the PACFile menu <u>or</u> the *Initiate New Case* link on your Dashboard.

OR

8. Select your proxy status

Select the **I am filing on behalf of someone else** radio button, choose the appropriate filing authority from the dropdown, and click SUBMIT. The Select Filing screen displays.

9. Select a Court Name
Click the **Court Type** dropdown and select 'Court of Common Pleas'.

11. Verify the Docket Type
In the **Docket Type** field, select 'Dependency' or verify that it defaults automatically.

13. Verify the Filing Type
In the **Filing Type** field verify or select the document that is initiating the case.

PACFile® - Initiate New Case

Select Filing

The beginning of the case initiation process requires the identification of some basic information that names the court in which the case is being filed and the type of document that will facilitate the new case. All fields prefixed with a star (*) are required.

Court Type: Court of Common Pleas
* County: York
* Docket Type: Dependency
* Case Category: Dependency - Abuse/Neglect
* Filing Type: Dependency Petition
Description:

Submit

10. Select a County
Click on the **County** dropdown and select the county court in which the dependency case is being filed.

12. Verify the Case Category
In the **Case Category** field, select 'Abuse/Neglect' or 'Status Offense'.

14. Click SUBMIT

15. Build from an existing sibling case?
If creating a case for a child who has a sibling with an existing dependency or juvenile case, continue to Step 16.

If creating a case for a child with no siblings, or none with an existing case, select 'No' and proceed to Step 23.

Tip When applicable, the information on a sibling case can be used to build the new dependency case.

PACFile® - Initiate New Case

Click Yes if the child's case can be created from an existing case. This only applies if the existing case is associated to a sibling. Click No if the child has no known siblings with an existing case.

* Do you want to select a Case: ● Yes
○ No

Submit

16. Select 'Yes' and click SUBMIT

17. Identify the sibling case number
Click in the **Docket Number** field and enter the docket number of the sibling's case.

Tip If you do not have the exact formatting of the docket number, select the **Build Docket Number** checkbox to use selectable fields to assist in entering the number.

PACFile® - Initiate New Case

Select Cases

Use the Select Cases button if the child's case can be created from an existing case. This only applies if the existing case is associated to a sibling. Use the Add Child button when the child has no known siblings with an existing case.

* Case Source: Pennsylvania Court
* Search Type: Docket Number
* Docket Number: CP-67-DP-0000218-2023
Build Docket Number: ☐

Search Clear

Cases

Docket Number	Short Caption	Case Status	Filing Date	
CP-67-DP-0000218-2023	In the Interest of: Tombesi, Gina, a Minor	Active	10/26/2023	↗ Ⅾ

18. Click SEARCH

19. Select the case
Within the search results, click the Select Case icon appearing next to the sibling's case.

If this action does not identify any associated cases, proceed to Step 22.

If PACFile identifies associated cases, continue to Step 20.

Cases

Docket Number	Short Caption	Case Status	Filing Date	
CP-67-DP-0000218-2023	In the Interest of: Tombesi, Gina, a Minor	Active	10/26/2023	Ⅾ

Associated Cases

	Docket Number	Short Caption	Case Status	Filing Date	
☑	CP-67-DP-0000219-2023	In the Interest of: Tombesi, Garrett, a Minor	Active	10/26/2023	Ⅾ

Ok

20. Specify any associated cases
When there are other sibling cases associated with the one you identified in Step 17, they will appear in the Associated Cases grid. Select the checkbox for each case to which the new dependency filing applies.

21. Click OK

23. Does a child need to be added?
If a child needs to be added, click the Add Child icon and continue to Step 24. If not, proceed to Step 26.

Reference Cases

Reference Cases

Docket Number	Short Caption
CP-67-DP-0000218-2023	In the Interest of: Tombesi, Gina, a Minor
CP-67-DP-0000219-2023	In the Interest of: Tombesi, Garrett, a Minor

Children for New Cases

⊕

Children for New Cases

* Last Name	* First Name	Date Of Birth	
Tombesi	Gregory	01/01/2006	🗑

Submit

22. Review children
Review the names in the Children for New Cases section. A new dependency case will be created for each name appearing in this grid. If a child appears inappropriately, click the Delete icon 🗑 in the row that corresponds to their name.

24. Identify the child

A blank row appears in the Children for New Cases grid. Enter the child's first name and last name. The date of birth can be entered if known.

Children for New Cases

* Last Name	* First Name	Date Of Birth	
Tombesi	Gabby	01/01/2015	🗑
Tombesi	Gregory	01/01/2006	🗑

Submit

26. Click SUBMIT

25. Does another child need to be added?

If a dependency case(s) needs to be created for any other sibling(s), repeat Steps 23 - 24.

Tip If there are three or more children, and a parent or legal guardian applies to more than one, but not all children, it is recommended that you complete the wizard for the children in common first and then repeat the process for the remaining children.

Participants | Counsel | eService

Identify the case participants for [...] be listed below automatically. Confirm this information is accurate. All partic[...]ed using the ADD button.

Show inf[...]

Participant		Filer	
Tombesi, Gabby		☐	✏ SC 🗑
Tombesi, Garrett		☐	✏
Tombesi, Gina		☐	✏
York County Children and Youth Services Agency	and Youth Services	☑	✏

27. Edit the child participant

In the Participants tab, click the View/Edit icon for the child that corresponds to the new dependency case. If cases are being created for multiple children, select one.

Tip The appropriate county agency appears on the case automatically.

Add/Edit Participant

Contact Information | Demographic Information | Identifying Information | Represented By

Participant Category: Person
* First Name: Gabby
Middle Name:
* Last Name: Tombesi
Generation:
Phone Number 1: (   )   -
Phone Number 1 Ext:
Phone Number 2: (   )   -
Phone Number 2 Ext:
Fax Number: (   )   -
Email Address:
* Role: Child
Address Type: Home
Address Line 1: 123 Main Street

28. Edit the child's profile

In the Contact Information tab of the Add/Edit Participant popup screen, enter the address of the child, if known, and any other applicable details.

29. Record the child's demographic details

Click the Demographic Information tab and record additional details, if known.

Tip If available, recording the gender, race, and ethnicity is recommended. This information automatically populates on the Dependency cover page, which is created later in this process.

Add/Edit Participant

| Contact Information | Demographic Information | Identifying Information | Represented By |

Date Of Birth: 01/01/2015
Place Of Birth:
Gender: Female
Race: White
Ethnicity: Non Hispanic
Tribal Affiliation:
Hair Color:
Eye Color:
Skin Tone:
Height(feet):
Height(inches):
Weight(lbs):

Save

30. Click SAVE

31. Does the child have Autism?

If so, continue to Step 32. If not, proceed to Step 35.

| Participants | Counsel | eService |

Identify the case participants for the case listed below automatically. Confirm this information is accurate. All participants listed using the ADD button.

Show info

Participant	Filer
Tombesi, Gabby	☐

32. Click the Special Considerations icon

33. Record the Autism/ASD diagnosis

Select whether the participant has been diagnosed or if the autism is self-reported.

Add/Edit Participant Special Considerations

Editing Information for: Tombesi, Gabby

Person Diagnosed with Autism/ASD:

Diagnosed
Self-Reported

Save

34. Click SAVE

35. Edit any other child records
Repeat Steps 27 -34, as needed, for any other participants in the role of 'Child'.

37. Additional participants needed?
If a participant needs to be added to the case, continue to Step 38.

If no additional participants need to be added, proceed to Step 47.

36. Review and edit other default participants
In the Participants tab, if any other participant defaulted on the case automatically, excluding the county agency, click the corresponding View/Edit icon and use Steps 27 - 34 as a guide to verify/update the record.

Tip If a participant appears multiple times, like a parent, it is only necessary to verify/update one instance of that participant.

39. Click the Add Participant icon

38. Does the participant apply to multiple cases?
If creating multiple cases at once, click on the **Show information for** dropdown and decide whether the new participant applies to all children or a single child.

40. Enter the participant name
In the Contact Information tab of the Add/Edit Participant popup screen , enter the name of the participant in the **First Name** and **Last Name** fields.

42. Enter the address of the participant (if known)

Add/Edit Participant

Contact Information | Demographic Information | Identifying Information | Represented By

Participant Category: Person
* First Name: Lillieth
Middle Name:
* Last Name: Lopicollo
Generation:
Phone Number 1: (484) 123-4567
Phone Number 1 Ext:
Phone Number 2: (___) ___-____
Phone Number 2 Ext:
Fax Number: (___) ___-____
Email Address: ElliLo@gmail.com
* Role: Aunt
Address Type: Home
Address Line 1: 876 Main Street
Address Line 2: Apt. 3a
Address Line 3:
City: Hazelton
State: Pennsylvania
Zip Code: 18202
International Region:
Postal Code:
Country:

Save

41. Add the participant role
Click on the **Role** dropdown and select the appropriate option.

43. Click the Demographic Information tab

44. Enter any information about the participant

Tip None, some, or all of the fields in this tab can be completed based on the information available.

Add/Edit Participant

Contact Information | Demographic Information | Identifying Information | Represented By

Date Of Birth: 04/01/1949
Place Of Birth:
Gender:
Race:
Ethnicity:
Tribal Affiliation:
Hair Color:
Eye Color:
Skin Tone:
Height(feet):
Height(inches):
Weight(lbs):

Save

45. Click SAVE

46. Create additional participant records

Repeat steps 38 - 45, as needed, for any other individuals who need to be added to the case.

Tip Be sure to specify the appropriate role for each individual.

Tombesi, Gina	Tombesi, Gabby - 1/1/2015	☐	Sibling	☐	🖊
Tombesi, Gregory	Tombesi, Gabby - 1/1/2015	☐	Sibling	☐	🖊
Tombesi, Roberta	Tombesi, Gabby - 1/1/2015	☐	Biological Mother	☐	🖊 SC 🗑

Next   Save

47. Click NEXT

48. Does an attorney need to be added?

If an attorney needs to be added, continue to Step 49. If no attorneys need to be added, proceed to Step 57.

Tip This step applies whether one or multiple cases are being created.

Participants | Counsel | eService | Filing Documents | Verific...

If participant representation is known, attorneys may be identifie... button. If representation is unknown, the identification of counsel is not required.

Show information for: ALL

Counsel	Docket...		
York County Office of Children, Youth and Families Solicitor's Office	Tombesi... n Services 1/1/200	🖊 🗑
York County Office of Children, Youth and Families Solicitor's Office	Tombesi... n Services 1/1/200	🖊 🗑
York County Office of Children, Youth and Families Solicitor's Office	Tombesi... n Services 1/1/2015	🖊 🗑

Previous   Next   Save

49. Initiate the process to add an attorney

In the Counsel tab, click the Add Counsel icon.

50. Perform a search

In the Add/Edit Counsel popup screen, click on the **Search Type** dropdown and determine how you want to find the attorney that needs to be added to the case. Based on this selection, enter the appropriate number or name in the field below and click the SEARCH button.

Add/Edit Counsel

* Search Type: Last Name
* Last Name: James

Search

Counsel	PA Bar Number	Law Firm
James, Ryan		
○ James, Ryan Harrison	313049	
○ James, Shelley Renee	087717	
◉ James, Sherman	900013	
○ Jameson, William B.	058949	

Select

51. Identify the attorney

Based on your search results, identify the attorney you want to add to the case by clicking the radio button that appears next to their name.

52. Click SELECT

Add/Edit Counsel

Contact Information | **Representing**

Participant Category: Person
* First Name: Sherman
Middle Name:
* Last Name: James
Generation:
PA Bar Number: 900013
Phone Number 1: (717) 123-4567
Phone Number 1 Ext: 6543
Phone Number 2: (___) ___-____
Phone Number 2 Ext:
Fax Number: (___) ___-____
Email Address: 900013@test.ars
Address Type: Mailing
Address Line 1: 123 Main Street
Address Line 2:
Address Line 3:
City: Camp Hill
State: Pennsylvania
Zip Code: 17111
International Region:
Postal Code:
Country:

Save

53. Verify the contact details

The information that appears on the Contact Information tab is based on what is on file with the Pennsylvania Disciplinary Board.

54. Identify the case participant
Click on the Representing tab and select the checkbox for the appropriate participant.

Add/Edit Counsel

Contact Information | Representing

Representing:
- ☐ Tombesi, Garrett (Tombesi, Gregory - 1/1/2006, Sibling)
- ☐ Tombesi, Alex (Tombesi, Gregory - 1/1/2006, Father)
- ☑ Tombesi, Roberta (Tombesi, Gregory - 1/1/2006, Biological Mother)
- ☐ Tombesi, Gina (Tombesi, Gregory - 1/1/2006, Sibling)
- ☐ Tombesi, Gregory (Tombesi, Gregory - 1/1/2006, Child)
- ☐ York County Children and Youth Services Agency (Tombesi, Gregory - uth Services)
- ☐ Tombesi, Gabby (Tombesi, Gregory - 1/1/2006, Sibling)
- ☐ Lopicollo, Lillieth (Tombesi, Gregory - 1/1/2006, Aunt)
- ☐ Tombesi, Gina (Tombesi, Garrett - 1/1/2006, Sibling)
- ☑ Tombesi, Roberta (Tombesi, Garrett - 1/1/2006, Biological Mother)
- ☐ Tombesi, Alex (Tombesi, Garrett - 1/1/2006, Father)
- ☐ Tombesi, Garrett (Tombesi, Garrett - 1/1/2006, Child)
- ☐ Tombesi, Gregory (Tombesi, Garrett - 1/1/2006, Sibling)
- ☐ Tombesi, Gabby (Tombesi, Garrett - 1/1/2006, Sibling)
- ☐ York County Children and Youth Services Agency (Tombesi, Garrett - . Services)
- ☐ Lopicollo, Lillieth (Tombesi, Garrett - 1/1/2006, Aunt)
- ☑ Tombesi, Roberta (Tombesi, Gabby - 1/1/2015, Biological Mother)
- ☐ Tombesi, Garrett (Tombesi, Gabby - 1/1/2015, Sibling)
- ☐ Tombesi, Gregory (Tombesi, Gabby - 1/1/2015, Sibling)
- ☐ Tombesi, Alex (Tombesi, Gabby - 1/1/2015, Father)
- ☐ Tombesi, Gina (Tombesi, Gabby - 1/1/2015, Sibling)
- ☐ Tombesi, Gabby (Tombesi, Gabby - 1/1/2015, Child)
- ☐ York County Children and Youth Services Agency (Tombesi, Gabby - 1/ Services)
- ☐ Lopicollo, Lillieth (Tombesi, Gabby - 1/1/2015, Aunt)

Save

55. Click SAVE

56. Add other attorneys
Repeat Steps 49 - 55, as needed, to add any other attorneys to the filing.

Participants | Counsel | eService | Filing Documents | Verification

If participant representation is known, attorneys may be identified and associat ion is unknown, the identification of counsel is not required.

Show information for: ALL

Counsel	Docket Num		
James, Sherman	Tombesi, Gr	✎	🗑
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Gr ces Agency	✎	🗑
James, Sherman	Tombesi, Ga	✎	🗑
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Ga ces Agency	✎	🗑
James, Sherman	Tombesi, Ga	✎	🗑
York County Office of Children, Youth and Families Solicitor's Office	Tombesi, Ga ces Agency	✎	🗑

Previous | Next | Save

57. Click NEXT

58. Identify eService recipients

In the eService tab, select the checkboxes for any eligible recipients that should receive electronic service upon submission of the filing.

Tip Some of the eligible recipients may be selected to receive eService automatically, but this can be changed at your discretion.

| Participants | Counsel | eService | Filing Documents | Verification |

Select any of the eligible recipients that should receive electronic service upon submission of this filing. Som recipients may be defaulted to receive eService automatically, but this setting can be changed at your discre eService for any recipient, be sure to update your proof of service document accordingly.

Case Participants

Name
No results found

Attorneys

	Name
☑	York County Office of Children, Yout

Others

	Name
☑	York County Juvenile Probation
☐	Juvenile Division - York

59. Click NEXT

Previous | Next | Save

60. Generate the Proof(s) of Service

Before proceeding in the PACFile wizard, you must create your proof of service document(s). This task needs to be completed outside of PACFile in a program of your choosing. Be sure to include any individuals notified via eService and save this document as a PDF.

Tip If filing multiple petitions, create separate proof of service documents for each.

Tip Click the SAVE button in the wizard. If you logout of PACFile before continuing this process, your filing can be found under the Saved Filings tab on your Dashboard.

| Participants | Counsel | eService | Filing Documents | Verification |

Based on the filing type selected in the Filing Type tab, the corresponding document(s) t   below.

You must upload at least one electronic file for each required document. Before uploadin   ormation section below the grid, to view the electronic filing requirements. To upload an electroni   ge Documents icon that appears on the filing row.

It is possible to add other filing types that are not listed below. Click the Add Optional Fi   e you want to include in your submission and to upload the electronic document.

Show information for: Tombesi, Gabby - 1/1/2015 ⌄

Filing Type(s)

Filing	Is Included	Document(s)
Dependency Petition	✓	F
Proof of Service	✓	

61. Identify a child

In the Filing Documents tab, select or verify the option in the **Show filing information for** dropdown. Based on your selection, any documents created or uploaded apply to the selected child or to all children.

Tip When cases are being created for multiple children, it may be necessary to select each child individually through this dropdown so any unique documents are only associated with the appropriate child.

62. Initiate the process to complete the cover page

Click on the Dependency Cover Page icon in the grid. The Fillable Forms popup screen displays.

| Participants | Counsel | eService | Filing Documents | Verification |

Based on the filing type selected in the Filing Type tab, the corresponding document(s) th

You must upload at least one electronic file for each required document. Before uploading section below the grid, to view the electronic filing requirements. To upload an electronic icon that appears on the filing row.

It is possible to add other filing types that are not listed below. Click the Add Optional Filin include in your submission and to upload the electronic document.

Show information for: Tombesi, Gabby - 1/1/2015

Filing Type(s)

Filing	Is Included	Document(s)
Dependency Petition	✓	F
Proof of Service	✓	

Fillable Form

Docket Number: [   ]
FID: [   ]

CASE INFORMATION

Type of Dependency: The child named above comes within the jurisdiction of the court as defined by The Juvenile Act at 42 Pa.C.S.§6302.

Abuse and/or Neglect

- ☑ (1) is without proper care or control
- ☐ (2) has been placed for care or adoption in violation of law
- ☐ (3) has been abandoned
- ☐ (4) is without a parent, guardian, or legal custodian
- ☐ (10) is born to a parent whose parental rights with regard to another child have been involuntarily terminated

Abuse

- ☐ The petition alleges that the above named child is a victim of child abuse as defined at 23 Pa.C.S. §6303

Status Offense

- ☐ (5) while subject to compulsory school attendance is habitually and without justification truant from school
- ☐ (6) has committed a specific act or acts of habitual disobedience
- ☐ (7) is under the age of ten years and has committed a delinquent act
- ☐ (8) has been formerly adjudicated dependent, and is under the jurisdiction of the court
- ☐ (9) has been referred pursuant to section 6323 (relating to informal adjustment), and who commits an act which is defined as ungovernable in paragraph (6)

Protective Custody

Child is in Protective Custody (removed from the home) and under supervision of the county agency: [   ]

CHILD'S PARENTS AND/OR OTHER LEGAL GUARDIAN OR CUSTODIAN

- ☑ Mother's whereabouts unknown
- ☐ Father's whereabouts unknown

Guardian's Relationship: [   ]

- ☐ Guardian's whereabouts unknown
- ☐ Closest Relative - If whereabouts unknown for Parents and Guardian

[Ok] [View Draft]

63. Complete the information for the cover page

Tip Additional fields display when some fields are completed. Record all available information.
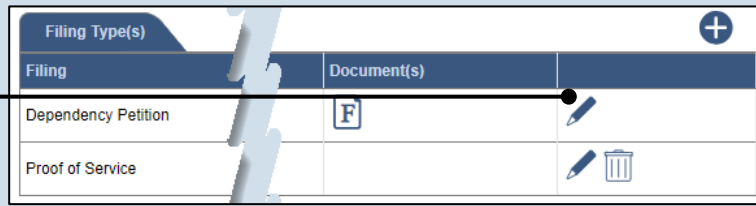
64. Preview the cover page

Click VIEW DRAFT any time to generate the PDF of the cover page.

Tip When finished with the preview, close the PDF. If needed, make changes to the Fillable Form popup screen, or click OK to return to filing and make additional changes to any tab. Return to the Fillable Form screen and click VIEW DRAFT again to review the changes.

65. Click OK

Tip The Dependency Cover Page icon F in the grid updates and displays a pencil to indicate you have accessed the Fillable Form screen.
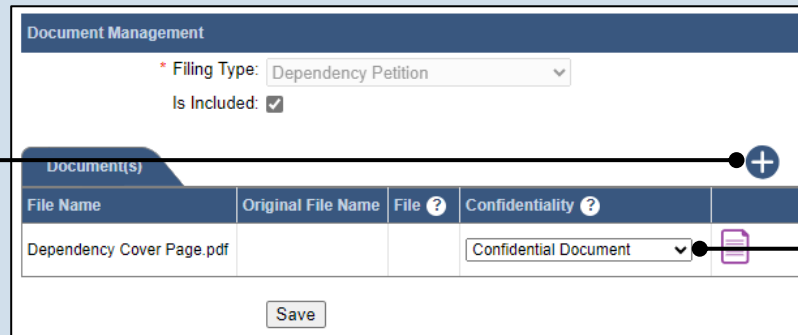
66. Access the Document Management screen
In the Filing Documents tab, click the Manage Document icon in the grid for the Dependency Petition.

Filing Type(s)		⊕
Filing	**Document(s)**	
Dependency Petition	𝔽	✏️
Proof of Service		✏️ 🗑️

Document Management

* Filing Type: Dependency Petition ⌄
Is Included: ☑

Document(s) ⊕

File Name	**Original File Name**	**File** ❓	**Confidentiality** ❓	
Dependency Cover Page.pdf			Confidential Document ⌄	📄

Save

67. (Optional) Select a confidentiality
In the Document Management popup screen, click on the dropdown and choose the appropriate confidentiality for the document.

68. Initiate the process to upload the petition or application
Click the Add Document icon above the grid. A new, blank row displays in the grid.

Document Management

* Filing Type: Dependency Petition ⌄
Is Included: ☑

Document(s) ⊕

File Name	**Original File Name**	**File** ❓	**Confidentiality** ❓	
		Choose File No file chosen	⌄	🗑️
Dependency Cover Page.pdf			Confidential Dc ⌄	📄

Save

69. Click CHOOSE FILE

70. Upload the electronic version of the filing
In the popup screen that appears, locate the electronic version of the petition/application that you saved in Step 3. Select the file and click OPEN.

Tip This document must correspond to the child(ren) selected in the Show filing information for dropdown.

Open ✕

← → ⌄ ↑ « Desktop › Petitions ⌄ ↻ 🔍 Search Petitions

Organize ▾ New folder ▤ ▾ ▯ ❓

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Windows (C:)

Name ^	Date modified
📄 Gabby Tombesi Petition.pdf	4/13/2022 10:53 AM
📄 Garrett Tombesi Petition.pdf	4/13/2022 10:53 AM
📄 Gregory Tombesi Petition.pdf	4/13/2022 10:53 AM

File name: Gabby Tombesi Petition.pdf ⌄ Adobe Acrobat Document (*.pd ⌄

Open Cancel

71. Select a confidentiality
In the Document Management popup screen, click on the dropdown and choose the appropriate confidentiality for the petition or application.

Document Management

* Filing Type: Dependency Petition

Is Included: ☑

Document(s)

File Name	Original File Name	File ❓	Confidentiality ❓	
		Choose File Gabby Tom...i Petition.pdf	⌄	🗑
Dependency Cover Page.pdf			Confidential Dc ⌄	📄

Save

72. Click SAVE

73. (Optional) Add another filing type & document
If there are additional documents to file now, click on the Add Optional Filing icon. On the Document Management popup screen, choose the appropriate filing type, and then use Steps 68 - 72 as a guide to upload the electronic document for that filing.

| Participants | Counsel | eService | **Filing Documents** | Verification |

Based on the filing type selected in the Filing Type tab, the correspon... filed are listed below.

You must upload at least one electronic file for each required docume... e additional information section below the grid, to view the electronic filing requirements. To ... click the Manage Documents icon that appears on the filing row.

It is possible to add other filing types that are not listed below. Click... lect a filing type you want to include in your submission and to upload the electronic document.

Show information for: Tombesi, Gabby - 1/1/

Filing Type(s)

Filing	Is Included	
Dependency Petition	✓	✏
Proof of Service	✓	✏ 🗑

Disclaimer: I certify that this filing complies with the Case Records P... d Judicial System of Pennsylvania.

Specifically, I understand that financial source documents, minors' e... chological records, Children and Youth Services' records, marital property inventory and pre-tria... 1920-33, income and expense statement provided in Pa.R.C.P. 1910.27(c), and agreements betwe... § 3105 must all be filed under the Confidential Document Form cover sheet. See Section 8.0 of the...

Furthermore, I understand that the attachments, except for a Confid... contain any of the following: social security numbers, financial account numbers (except for the la... ancial account is the subject of the case and cannot otherwise be identified), driver license numbers... inor's names and dates of birth (except when the minor is charged as a defendant in a criminal matte... and contact information, as defined in Pa.R.C.P. 1931(a), except for the victim's name. See Sect... formation.

☑ * I acknowledge the foregoing Disclaimer

▶ View Additional Info

Previous   Next   Save

74. Identify a child
If creating dependency cases for multiple children, select the next child in the **Show filing information for** dropdown and repeat Steps 62 - 72.

You can also select 'All Cases' to apply documents to all available children.

75. Upload the proof of service
Click on the Mange Documents icon appearing to the right of the Proof of Service filing type in the grid and use Steps 70 - 72 as a guide to add the document.

76. Certify the filing
Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

http://www.pacourts.us/public-records/public-records-forms

77. Click NEXT

78. Verify filing details
In the Verification tab, review the filing information that you have recorded for accuracy. If anything is incorrect, click on the appropriate tab and make the necessary changes.

When the filing is correct, click the VERIFY button.

Tip Click the Summary Report icon to generate the Verification Summary Report. You can print or save the report for your records.

79. Review the submitted filings
Verify that the correct filing information appears on the Payment and Submission page.

80. Certify the filing
Select the checkbox that signifies that the filing complies with the provisions of the Public Access Policy.

Tip You can locate the Public Access Policy at the following web address:

http://www.pacourts.us/public-records/public-records-forms

81. Choose an action
Select one of the following options from the **Action** field and proceed to the corresponding step:

• 'Request for Approval' – Select if the filing requires supervisory approval prior to submission. Continue to Step 82.

• 'Submit to Court' – Select if the filing can be submitted without additional approval. Proceed to Step 83.

82. Identify an approver
In the **Recipients** field, select one or more individuals who have the authority to approve the filing.

Tip To select multiple recipients, press and hold the *[Ctrl]* key while clicking on each name.

Tip This action indicates your request for approval and forwards the filing to the authorized individual(s).

PACFile® - Payment and Submission   ❓Help

The filing(s) you have prepared is ready for submission. Select the appropriate verification, or complete the appropriate routing information.

Any applicable eService is performed immediately following submission to the court.

Public Access Policy Certification

I certify that this filing complies with the provisions of the Case Records Public Access Policy confidential information and documents differently than non-confidential information and do

* Certify: ☑

Choose an action below.

* Action: [Request For Approval ⌄] ❓

* Recipient(s): [Crafting, Johnnn]

Package Information						
Invoice	Description	Filing Type	Filing Name(s)	Docket Number	Status	Fee
☐		Initiating	*Dependency Petition	Tombesi, 1/1/2006 Tombesi, 1/1/2006 Tombesi, 1/1/2015	Not Submitted	$0.00

Subtotal: $0.00

* indicates primary filing

red: $0.00
ay: $0.00

[Submit]

83. Click SUBMIT
This initiates the selected action.