

THE PENNSYLVANIA UNIFIED JUDICIAL SYSTEM
WEB PORTAL



PACFile is available on the UJS Portal (<http://ujportal.pacourts.us>)

The screenshot shows the homepage of the Pennsylvania Judiciary Web Portal. At the top, there is a header with the Seal of the Supreme Court of Pennsylvania on the left, the text "The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL" in the center, and links to "Unified Judicial System website", "UJS Forms", "ePay Brochure", and "Collections in the Courts" on the right. Below the header is a navigation bar with links: Home, Login, eServices, Docket Sheets, Calendars, and eCommerce. The main content area has a title "Pennsylvania Judiciary Web Portal" with a "Help" link. A welcome message states: "Welcome to the redesigned Pennsylvania Judiciary Web Portal. The look of this website has been refreshed to complement the new look of the Judiciary's 'information' website. That website can be accessed by clicking the Unified Judicial System Website link on the top right hand side of this page. The content and navigation on the web portal remain unchanged." A paragraph follows: "The Pennsylvania Judiciary Web Portal provides the public with access to various aspects of court information, including appellate courts, common pleas courts and magisterial district court docket sheets; common pleas courts and magisterial district court calendars; state and local rules of court; and ePay. In addition to the public information available on this site, specialized eServices are available to users with a secure login. These include secure docket sheets for the three levels of court; secure court calendars for common pleas courts and magisterial district courts; statewide warrants; and attorney registration. Approval for certain secure services must be granted by a county clerk of court or district court administrator." Below this text are six service tiles: 1. ATTORNEY SERVICES (PACFile, Attorney Registration, DA Link), 2. ePAY (Securely pay fines, costs and restitution online; Securely pay bail online), 3. DOCKET SHEETS (Appellate Courts, Common Pleas Courts, Magisterial District Courts, Philadelphia Municipal Courts), 4. COURT CALENDARS (Common Pleas Courts Calendar Schedule, Magisterial District Courts Calendar Schedule, County Court Calendars), 5. LAW ENFORCEMENT (Statewide warrants, Disposition lookup), and 6. ADDITIONAL eSERVICES (Financial Records, Rules of Court, Judicial Assignments). At the bottom, there is a footer with links: Contact Us, Privacy Policy, and Terms & Conditions.

The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL

Unified Judicial System website
UJS Forms
ePay Brochure
Collections in the Courts

Home Login eServices Docket Sheets Calendars eCommerce

Pennsylvania Judiciary Web Portal [Help](#)

Welcome to the redesigned Pennsylvania Judiciary Web Portal. The look of this website has been refreshed to complement the new look of the Judiciary's "information" website. That website can be accessed by clicking the Unified Judicial System Website link on the top right hand side of this page. The content and navigation on the web portal remain unchanged.

The Pennsylvania Judiciary Web Portal provides the public with access to various aspects of court information, including appellate courts, common pleas courts and magisterial district court docket sheets; common pleas courts and magisterial district court calendars; state and local rules of court; and ePay. In addition to the public information available on this site, specialized eServices are available to users with a secure login. These include secure docket sheets for the three levels of court; secure court calendars for common pleas courts and magisterial district courts; statewide warrants; and attorney registration. Approval for certain secure services must be granted by a county clerk of court or district court administrator.

ATTORNEY SERVICES
PACFile
Attorney Registration
DA Link →

ePAY
Securely pay fines, costs
and restitution online
Securely pay bail online →

DOCKET SHEETS
Appellate Courts
Common Pleas Courts
Magisterial District Courts
Philadelphia Municipal Courts →

COURT CALENDARS
Common Pleas Courts Calendar Schedule
Magisterial District Courts Calendar Schedule
County Court Calendars →

LAW ENFORCEMENT
Statewide warrants
Disposition lookup →

ADDITIONAL eSERVICES
Financial Records
Rules of Court
Judicial Assignments →

[Contact Us](#) [Privacy Policy](#) [Terms & Conditions](#)

Enter Your Information

Home Login eServices Docket Sheets Calendars eCommerce

Account Login [Help](#)

Enter your Username, Password and PIN as provided by AOPC. Username and Password are case sensitive.

* Username:

* Password:

* PIN:

Login

[Forgot my password](#)

[Forgot my PIN](#)

[Create a new user account](#)

Enter your Username, Password and PIN and click the Login button.

OR

If you don't have a UJS Portal Account, click the link to Create a New User Account.

If you have any technical issues or questions about the PACFile website, please contact the PACMS Help Desk at 717-795-2097 or pacmshelpdesk@paccourts.us. Any non-technical questions about specific filing matters should be directed to the court.

Opening the PACFile Dashboard

The screenshot shows the PACFile dashboard interface. At the top is a navigation bar with links: Home, Login, eServices, Docket Sheets, Calendars, eCommerce, and a dropdown menu. The dropdown menu is open, showing options: ePay, ePay Bail, PACFile (highlighted with a red arrow), and Attorney Annual Registration. A red callout box on the right contains the text: "To open the PACFile Dashboard, click on eCommerce and select PACFile." The main content area is titled "Welcome to your PACFile dashboard!" and contains several sections: "Recent Updates" with a link to "PACFile Bulletins & Release Notes 11/8/2012"; "What is the PACFile Dashboard?" with a detailed description of the dashboard's purpose and contact information for technical issues; "Actions" with links for "Initiate New Case" and "Case Filing"; "My Profile" with links for "Account Information", "My Proxy", "Attorneys I Can Proxy For", "Sponsored Pro Hac Vice", and "Manage Case Access Codes"; "Find a Filing" with a search field for "Tracking No."; "Find a Case" with a search field for "Docket No." and an "Advanced Search" link; "Notifications" with links for "eService Received (23)", "Notice of Court (34)", "Correspondence", "User Action Required (2)", "Proxy Requests", and "Administrative"; "Filings" with links for "Filings In Progress (1)" and "Recently Submitted Filings (2)"; and "Case Information" with links for "Court Filings" and "My Cases". At the bottom of the dashboard are links for "Contact Us", "Privacy Policy", and "Terms & Conditions".

Home Login eServices Docket Sheets Calendars eCommerce

ePay
ePay Bail
PACFile
Attorney Annual Registration

Welcome to your PACFile dashboard!

Recent Updates
[PACFile Bulletins & Release Notes 11/8/2012](#)

What is the PACFile Dashboard?

This dashboard represents the starting point for submitting, managing, and viewing case-related filings electronically in the Pennsylvania Appellate Courts. From here, you have the option to file on new or existing cases, view docketed submissions on existing cases, continue any unfinished filings, and manage your PACFile account settings. PACFile also features a comprehensive notification system that keeps you informed when case-related filings are submitted by other participants and any communications or filings are issued by the court. Whenever you submit a filing through PACFile, an electronic confirmation should be forwarded to you once the Prothonotary's office acknowledges its receipt. If you do not receive an electronic confirmation within three business days of submission, please contact the appropriate filing office. To get started, perform a search for a case or click on any of the links to the right.

If you have any technical issues or questions about the PACFile website, please contact the PACMS Help Desk at 717-795-2097 or pacmshelpdesk@pacourts.us. Any non-technical questions about specific filing matters should be directed to the court.

[Electronic Filing System in the Appellate Courts, No. 389 Judicial Administration Docket](#)

Actions

- [Initiate New Case](#)
- [Case Filing](#)

My Profile

- [Account Information](#)
- [My Proxy](#)
- [Attorneys I Can Proxy For](#)
- [Sponsored Pro Hac Vice](#)
- [Manage Case Access Codes](#)

Find a Filing

* Tracking No: [Go](#)

Find a Case

* Docket No: [Go](#)

[Advanced Search](#)

Notifications

- [eService Received \(23\)](#)
- [Notice of Court \(34\)](#)
- [Correspondence](#)
- [User Action Required \(2\)](#)
- [Proxy Requests](#)
- [Administrative](#)

Filings

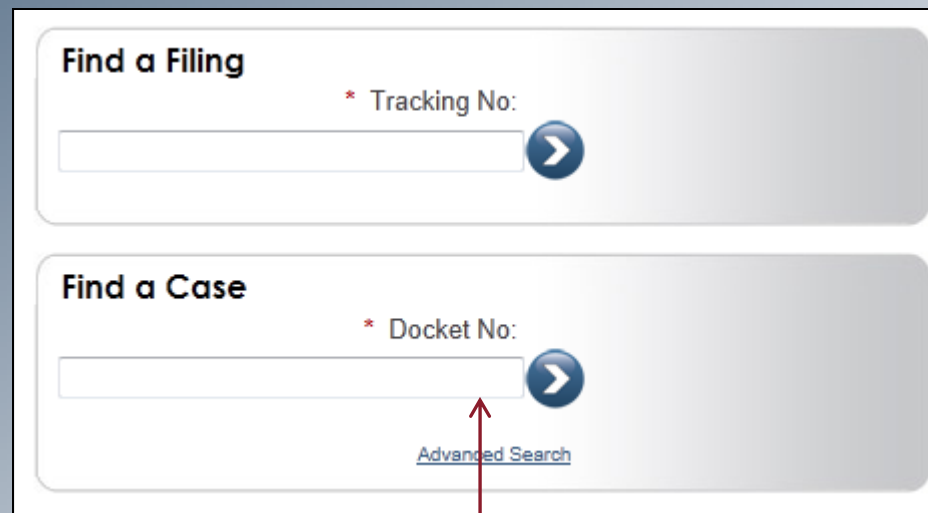
- [Filings In Progress \(1\)](#)
- [Recently Submitted Filings \(2\)](#)

Case Information

- [Court Filings](#)
- [My Cases](#)


[Contact Us](#) [Privacy Policy](#) [Terms & Conditions](#)

Finding a Case




Find a Filing

* Tracking No:



Find a Case

* Docket No:

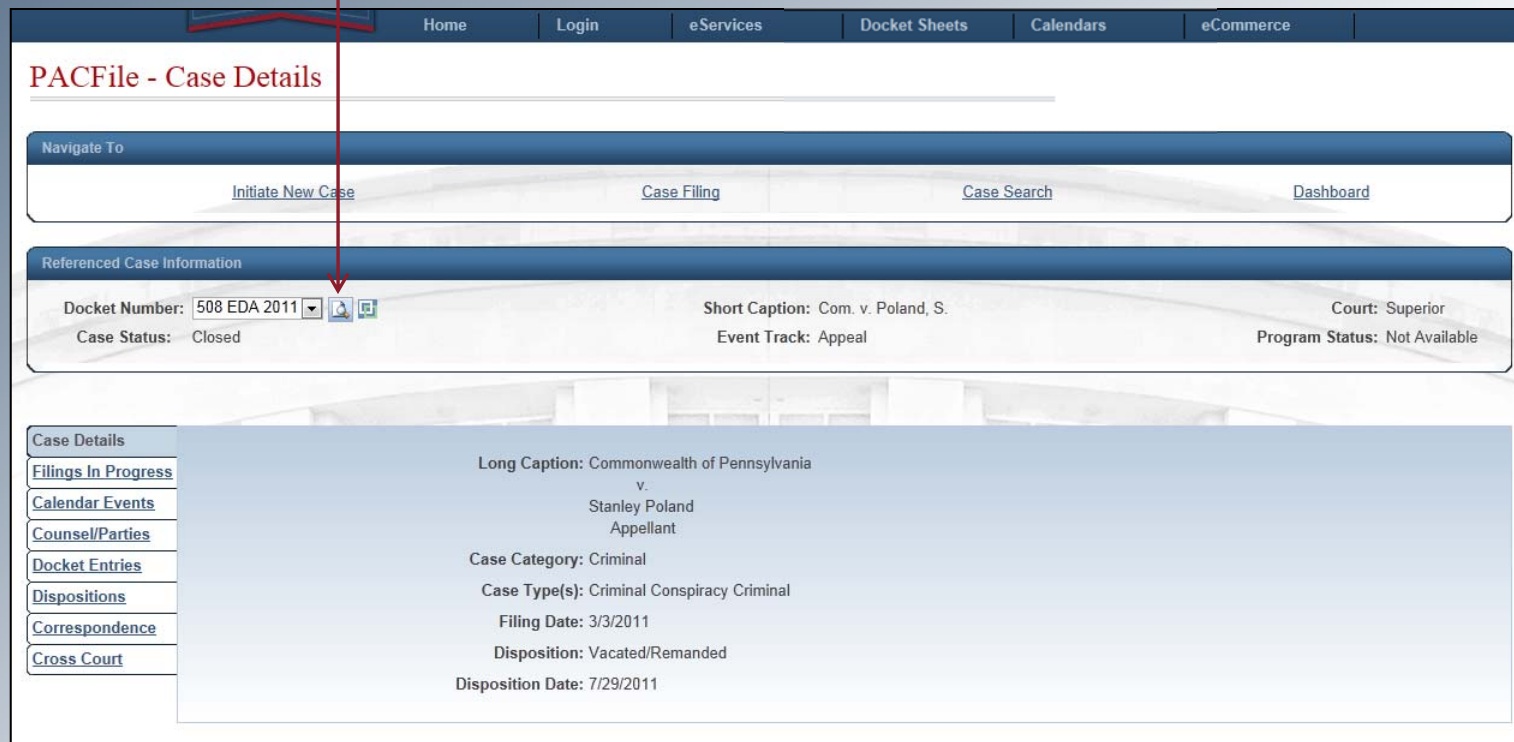


[Advanced Search](#)

Search for a case to view Case Details, Calendar Events, Counsel/Party information, Docket Entries, and view Case Documents (if you are an attorney of record on the case).

Viewing Case Details – Docket Sheets

Click on this icon to view the Docket Sheet for the referenced case.




PACFile - Case Details

Navigate To

[Initiate New Case](#) [Case Filing](#) [Case Search](#) [Dashboard](#)

Referenced Case Information

Docket Number: 508 EDA 2011  

Case Status: Closed

Short Caption: Com. v. Poland, S.

Event Track: Appeal

Court: Superior

Program Status: Not Available

Case Details

[Filings In Progress](#)

[Calendar Events](#)

[Counsel/Parties](#)

[Docket Entries](#)

[Dispositions](#)

[Correspondence](#)

[Cross Court](#)

Long Caption: Commonwealth of Pennsylvania
v.
Stanley Poland
Appellant

Case Category: Criminal

Case Type(s): Criminal Conspiracy Criminal

Filing Date: 3/3/2011

Disposition: Vacated/Remanded

Disposition Date: 7/29/2011

Viewing Case Details – Calendar Events

[Home](#)
[Login](#)
[eServices](#)
[Docket Sheets](#)
[Calendars](#)
[eCommerce](#)

PACFile - Case Details

[Navigate To](#)
[Initiate New Case](#)
[Case Filing](#)
[Case Search](#)
[Dashboard](#)

Referenced Case Information

Docket Number: 508 EDA 2011
Short Caption: Com. v. Poland, S.
Court: Superior

Case Status: Closed
Event Track: Appeal
Program Status: Not Available

[Case Details](#)
[Filings In Progress](#)
[Calendar Events](#)
[Counsel/Parties](#)
[Docket Entries](#)
[Dispositions](#)
[Correspondence](#)
[Cross Court](#)

The information below provides a summary of any instances in which this case has been scheduled for session before the court.

Session Start Date/Time	Consideration Type	Location	Date/Time Listed Submitted	Daily List No.	Argument Type	Status	Journal No.
5/10/2011 09:30 AM	Oral Argument - Panel	17th Floor, 530 Walnut St., Philadelphia	5/10/2011 09:30 AM	18	Standard	As Scheduled	J-A15018-11

Shows session information for the referenced case.

Viewing Cases Details – Counsel/Parties

[Home](#)
[Login](#)
[eServices](#)

PACFile - Case Details

[Navigate To](#)

[Initiate New Case](#)
[Case Filing](#)

Referenced Case Information

Docket Number: 508 EDA 2011	Short Caption: Com. v. Poland, S.	Court: Superior
Case Status: Closed	Event Track: Appeal	Program Status: Not Available

[Case Details](#)
[Filings In Progress](#)
[Calendar Events](#)
[Counsel/Parties](#)
[Docket Entries](#)
[Dispositions](#)
[Correspondence](#)
[Cross Court](#)

Below is a list of all active counsel listed on this case, their contact information, and the name of case participant they are representing. Information regarding any pro se participants on the case will also display here.

Attorney: Burns, Hugh J., Jr. PA Bar No: 041367 Law Firm: Address: Philadelphia District Attorney's Office 3 S. Penn Square Philadelphia, PA 19107-3499 Phone No: (215) 686-5730 Fax No: (215) 686-5725 E-Mail Address: hugh.burns@phila.gov Accepts eService: Yes	Representing: Commonwealth of Pennsylvania Representation Type: District Attorney Pro Se: No Role: Appellee IFP Status:
Attorney: Della Rocca, John Charles PA Bar No: 079377 Law Firm: Address: 1600 Market St Ste 1800 Philadelphia, PA 19103 Phone No: (215) 564-5647 Fax No: (215) 564-5648 E-Mail Address: jcdr0927@aol.com Accepts eService: No	Representing: Poland, Stanley Representation Type: Court Appointed Pro Se: No Role: Appellant IFP Status: Yes

Provides a list of all active counsel on the case, their contact information, and the name of the party they are representing.

Viewing Case Details – Docket Entries

PACFile - Case Details

Home Login eServices Docket Sheets

Navigate To: [Initiate New Case](#) [Case Filing](#) [Case Search](#)

Referenced Case Information

Docket Number: 508 EDA 2011 Short Caption: Com. v. Poland, S. Court: Superior
Case Status: Closed Event Track: Appeal Program Status: Not Available

Case Details
[Filings In Progress](#)
[Calendar Events](#)
[Counsel/Parties](#)
[Docket Entries](#)
[Dispositions](#)
[Correspondence](#)
[Cross Court](#)

A list of all docket entries recorded on this case can be viewed below. These entries are listed in ascending order by date (oldest to newest). The first 25 docket entries recorded on the case, or all the docket entries on the case if less than 25, will appear on this screen by default. When there are more than 25 docket entries on a case, these additional entries can be viewed on subsequent pages by using the navigation options at the bottom of the list. If you are an attorney or pro se litigant on the case, their proxy, or have otherwise access to the case, an electronic copy of any documents associated to these entries can be viewed in a PDF format by clicking the appropriate link under the Document Name(s).

The Filter button can be used to limit the list of docket entries that appear by filed date, those filed by a specific participant, or by the name of a specific docket entry.

Filtered By: All [Filter](#)

Filed Date/Time	Filing Type	Docket Entry	Participant Type	Filer(s)	Comments	Document Name(s)
3/3/2011 11:00 AM	Case Initiation	Notice of Appeal IFP Docketed	Appellant	Poland, Stanley	View	Notice of Appeal IFP Docketed
3/3/2011 11:11 AM	Case Filing	Docketing Statement Exited (Criminal)		Bramblett, Karen Reid		Docketing Statement Exited (Criminal)
3/13/2011 02:46 PM	Case Filing	Trial Court Opinion Received		Philadelphia County Court of Common Pleas		Trial Court Opinion Received
3/14/2011 04:45 PM	Case Filing	Entry of Appearance - District Attorney	Appellee	Burns, Hugh J., Jr.		
3/14/2011 04:46 PM	Case Filing	Other		Eastern District Filing Office	View	
3/16/2011 02:05 PM	Case Filing	Docketing Statement Received	Appellant	Poland, Stanley		
4/4/2011 09:28 AM	Case Filing	Order		Per Curiam	View	
4/28/2011 10:09 AM	Case Filing	Acknowledgement of Argument Notice	Appellee	Burns, Hugh J., Jr.		
5/9/2011 04:08 PM	Case Filing	Acknowledgement of Argument Notice	Appellant	Della Rocca, John Charles		
7/29/2011 10:35 AM	Case Filing	Vacated/Remanded		Strassburger, Gene	View	
1/18/2012 03:28 PM	Case Filing	Order Denying Petition for Allowance of Appeal to PA Supreme Court		Supreme Court of Pennsylvania		

View the docket entries on the referenced case, along with any documents in text searchable PDF format. These documents can be opened and viewed or saved.

Links to the PDF documents.

Viewing Case Details - Dispositions

Home Login eServices Docket Sheet

PACFile - Case Details

Navigate To

[Initiate New Case](#) [Case Filing](#)

Referenced Case Information

Docket Number: 508 EDA 2011 Short Caption: Com. v. Poland, S. Court: Superior
Case Status: Closed Event Track: Appeal Program Status: Not Available

Case Details
[Filings In Progress](#)
[Calendar Events](#)
[Counsel/Parties](#)
[Docket Entries](#)
[Dispositions](#)
[Correspondence](#)
[Cross Court](#)

The grids below display a dispositional history of this case based on its progression through the Pennsylvania judicial system.

The Appellate Court Dispositions grid displays a summary of dispositions related to this case at the Supreme, Superior, or Commonwealth Court. If applicable, click the Show link to view more information about the court's majority and minority decisions.

The Lower Court Dispositions grid displays any decisions related to this case at the Common Pleas, Magisterial District, Municipal, or Traffic Courts. If applicable, click the Show link to view the dispositional details associated to each of the individual offenses recorded on the case.

Note: A complete dispositional history may not be available for older cases.

Appellate Court Dispositions

Court	Docket Number	Disposition Date	Disposition Type	Disposition	Journal Number	Listed/Submitted Date	Disposition Exit Date	Final Disposition	Document Name(s)
Superior	508 EDA 2011	7/29/2011 10:35 AM	Decided	Vacated/Remanded	J-A15018-11	5/10/2011	7/29/2011	<input checked="" type="checkbox"/>	

Dispositional Filings: [Show...](#) (1)

Lower Court Dispositions

Court	Docket Number	Disposition Date	Dispositional Event	Disposition	Judge Assigned	Disposing Authority	Disposition Exit Date	Final Disposition	Death Penalty
CP-01-51-Crim	CP-51-CR-0011233-2008	9/5/2008	Preliminary Hearing	Lower Court Proceeding (generic)	Schulman, Susan I.	Cosgrove, Francis P.		<input type="checkbox"/>	<input type="checkbox"/>

Offense Dispositions: [Show...](#) (8)

CP-01-51-Crim CP-51-CR-0011233-2008 9/24/2008 Information Filed Proceed to Court Schulman, Susan I. Abraham, Lynne

Offense Dispositions: [Show...](#) (8)

Viewing Case Details – Cross Court

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[Login](#)
[eServices](#)
[Docket Sheets](#)
[Calendars](#)
[eCommerce](#)

PACFile - Case Details

[Navigate To](#)

[Initiate New Case](#)
[Case Filing](#)
[Dashboard](#)

Referenced Case Information

Docket Number: 508 EDA 2011
Case Status: Closed
Short Caption:
Event Track: Appeal
Court: Superior
Program Status: Not Available

[Case Details](#)
[Filings In Progress](#)
[Calendar Events](#)
[Counsel/Parties](#)
[Docket Entries](#)
[Dispositions](#)
[Correspondence](#)
[Cross Court](#)

	Docket Number	Short Caption	Filing Date	Court	Case Status
View	9 EAL 2013	Com. v. Poland, S.	4/19/2013	Supreme	Active
View	2 EAL 2013	Com. v. Poland, S.	2/25/2013	Supreme	Active
View	508 EDA 2011	Com. v. Poland, S.	3/3/2011	Superior	Closed
View	CP-51-CR-0011233-2008	Comm. v. Poland, Stanley	9/9/2008	Philadelphia	Closed
View	MC-51-CR-0016994-2008	Comm. v. Poland, Stanley	4/3/2008	Philadelphia	Closed

Click [View](#) to switch to viewing the Case Details for another case related to your referenced case.

Or click on the icon to view the Docket Sheet for the related cases.

Initiate a New Case – Filing Type

Actions

-  [Initiate New Case](#)
-  [Case Filing](#)

The items on the “To Do List” correspond to the tabs in the wizard. Each To Do List item turns green when it has been completed.

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 below. Within each tab, instructions are provided to help you record all the required information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update automatically as you successfully complete each tab.

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

- * Court Type:
- * Court Name:
- * Docket Type:
- * Filing Type:
- * District:
- Description:

Create Case

‘LEARN MORE’
Help Text.

Based on the Court Type selected, specify the name of the court in which you are initiating a new case.

To Do List

- ☐ [Select Filing Type](#)
- ☐ [Select Cases](#)
- ☐ [Upload Filing Documents](#)
- ☐ [Establish the Participants](#)
- ☐ [Establish the Counsel](#)
- ☐ [Final Verification](#)

Required fields are noted with a star (*).

Click the Create Case button when you are ready to move forward with the new case you wish to initiate.

Initiate New Case – Select your Case(s)

Home
Login
eServices
Docket Sheets
Calendars
eCommerce

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 below. Within each tab, instructions are provided to help you record all the required information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update automatically as you successfully complete each tab.

Filing Package

Tracking No: Unassigned
Filing Type: Petition for Allowance of Appeal
Description: None entered
Total Fees Due: \$0.00

Filing Type
Cases
Filing Documents
Participants
Counsel
Verification

* Search Type: Docket Number

* Superior/Commonwealth Docket No: 508 EDA 2011
(Example: 225 EDA 2011)

Docket Number
Short Caption
Case Status
Filing Date

Select
508 EDA 2011
Com. v. Poland, S.
Closed
3/3/2011

PACFile has found additional cases that are consolidated with the case that you identified above. Select the checkbox appearing to the left of these docket numbers if you want to include them in the Supreme Court appeal. Once you have identified all the appropriate cases, click the Next button to continue.

Associated Cases

Docket Number
Short Caption
Case Status
Filing Date

☐
584 EDA 2010
Com. v. Poland, S.
Closed
3/5/2010

Previous
Next
Save
Submit
Cancel

To Do List

☒ [Select Filing Type](#)
☐ [Select Cases](#)
☐ [Upload Filing Documents](#)
☐ [Establish the Participants](#)
☐ [Establish the Counsel](#)
☐ [Final Verification](#)

Search for the case being appealed to Supreme Court

Click the Next button when you are ready to move to the next tab in the wizard.

Initiate New Case – Filing Documents

PACFile - Initiate New Case

The process for initiating a new case is completed by entering or verifying specific case details contained in each information necessary to initiate a case. A To Do List will display throughout the case initiation process that will up

Home
Login
eServices
Docket Sheets
Calendars
eCommerce

PACFile - Initiate New Case

The process for initiating a new case is completed by entering or verifying specific case details contained in each information necessary to initiate a case. A To Do List will display throughout the case initiation process that will up

Filing Package

Tracking No: Unassigned Filing Type: Petition for Allowance of Appeal

Referenced Case Information

Docket Number: 508 EDA 2011 Short Caption: Com. v. Poland, S. Court: Superior
Case Status: Closed Event Track: Appeal Program Status: Not Available

Filing Type
Cases
Filing Documents
Participants
Counsel
Verification

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

Previous
Next
Save
Serve
Cancel

To Do List

☒ Select Filing Type
☒ Select Cases
☐ Upload Filing Documents
☐ Establish the Participants
☐ Establish the Counsel
☐ Final Verification

To upload an electronic document, click the *(Upload Document)* link or the *(Attach Document)* link that appears to the right of the corresponding filing type. Your electronic files, such as PDFs or Word Documents, must not exceed 15 MB each.

Select Optional Filings, such as an Entry of Appearance or a Verified Statement in Support of Continuation of IFP Status

UJS Web Portal

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Initiate New Case - Participants

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[Login](#)
[eServices](#)
[Docket Sheets](#)
[Calendars](#)
[eCommerce](#)

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 below. Within each tab, instructions are provided to help you record all the required information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update automatically as you successfully complete each tab.

Filing Package

Tracking No: Unassigned

Filing Type: Petition for Allowance of Appeal

Description:

Referenced Case Information

Docket Number: 508 EDA 2011

Short Caption: Com. v. Poland, S.

Case Status: Closed

Event Track: Appeal

[Filing Type](#)
[Cases](#)
[Filing Documents](#)
[Participants](#)
[Counsel](#)
[Service](#)
[Verification](#)

Show participant information for: All Cases

Participant	Docket Number	Pro Se	Role	Filed		
Commonwealth of Pennsylvania	508 EDA 2011	<input type="checkbox"/>	Petitioner	<input checked="" type="checkbox"/>	Edit	Remove
Commonwealth of Pennsylvania	584 EDA 2010	<input type="checkbox"/>	Petitioner	<input checked="" type="checkbox"/>	Edit	Remove
Poland, Stanley	508 EDA 2011	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	Edit	Remove
Poland, Stanley	584 EDA 2010	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	Edit	Remove
					Add	

Previous

Next

Save

Serve

Cancel

You can add additional participants, as well as view/update contact information such as addresses and phone numbers.

To Do List

- ☒ [Select Filing Type](#)
- ☒ [Select Cases](#)
- ☒ [Upload Filing Documents](#)
- ☐ [Establish the Participants](#)
- ☐ [Establish the Counsel](#)
- ☐ [Record Service](#)
- ☐ [Final Verification](#)

UJS Web Portal

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Initiate New Case - Counsel

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 below. Within each tab, instructions and information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update automatically as you successfully complete each step.

Filing Package

Tracking No: Unassigned Filing Type: Petition for Allowance of Appeal Description: None entered

Referenced Case Information

Docket Number: 508 EDA 2011 Short Caption: Com. v. Poland, S.
Case Status: Closed Event Track: Appeal

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

Show counsel information for: All Cases

Counsel	Docket Number	Representing	Edit	Remove
Burns, Hugh J., Jr.	508 EDA 2011	Commonwealth of Pennsylvania	Edit	Remove
Burns, Hugh J., Jr.	584 EDA 2010	Commonwealth of Pennsylvania	Edit	Remove
Della Rocca, John Charles	508 EDA 2011	Poland, Stanley	Edit	Remove
Della Rocca, John Charles	584 EDA 2010	Poland, Stanley	Edit	Remove
Gale, Christine	508 EDA 2011	Commonwealth of Pennsylvania	Edit	Remove
Gale, Christine	584 EDA 2010	Commonwealth of Pennsylvania	Edit	Remove
Petruzzi, Lisa M.	508 EDA 2011	Poland, Stanley	Edit	Remove
Petruzzi, Lisa M.	584 EDA 2010	Poland, Stanley	Edit	Remove
Add				

Previous Next Save Serve Cancel

You can add additional attorneys when a corresponding filing type (such as Entry of Appearance) has been added through the Filing Documents tab.

To Do List

- ☒ Select Filing Type
- ☒ Select Cases
- ☒ Upload Filing Documents
- ☒ Establish the Participants
- ☐ Establish the Counsel
- ☐ Record Service
- ☐ Final Verification

Add/Edit Counsel

Add/Edit Counsel

Search Type:

Bar Number:

Counsel	Bar Number	Law Firm
Select Gale, Christine	034256	Frank, Gale, Bails, Murcko & Pocrass, P.C.

Add/Edit Counsel

Contact Information **Representing**

First Name: Address Type:

Middle Name:

Last Name: Line 1:

Generation:

Line 2:

Line 3:

PA Bar Number: City:

Phone 1: ext:

Phone 2: ext:

Fax Number:

Email Address:

Add/Edit Counsel

Contact Information **Representing**

☒ Commonwealth of Pennsylvania (508 EDA 2011)

☒ Commonwealth of Pennsylvania (584 EDA 2010)

☐ Poland, Stanley (508 EDA 2011)

☐ Poland, Stanley (584 EDA 2010)

Search for the attorney and click *Select*. View/edit their contact information, who they are representing, and click OK.

Initiate New Case – Service

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 below. Within each tab, information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update automatically as you save.

Filing Package

Tracking No: Unassigned Filing Type: Petition for Allowance of Appeal Description:

Referenced Case Information

Docket Number: 508 EDA 2011 Short Caption: Com. v. Poland, S. Court: Superior
Case Status: Closed Event Track: Appeal Program Status: Not Available

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

Superior/Commonwealth Docket No: 508 EDA 2011 - Com. v. Poland, S.
Superior/Commonwealth Docket No: 584 EDA 2010 - Com. v. Poland, S.

Della Rocca, John Charles representing:

- Poland, Stanley
- Poland, Stanley

Service Type **Service Date**

Superior/Commonwealth Docket No: 508 EDA 2011 - Com. v. Poland, S.
Superior/Commonwealth Docket No: 584 EDA 2010 - Com. v. Poland, S.

Petruzzi, Lisa M. representing:

- Poland, Stanley
- Poland, Stanley

Service Type **Service Date**

eService

Add/Edit Service

Based on the selected method of service, any available contact information recorded for this individual on the case being appealed 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.

Name: Della Rocca, John Charles
* Type: First Class Mail
* Service Date: 05/15/2013

* Address Type: Business
* Address Line 1: 1600 Market St Ste 1800
Address Line 2:
Address Line 3:

* City: Philadelphia
* State: Pennsylvania
* Zip Code: 19103 -

To Do List

- ☒ Select Filing Type
- ☒ Select Cases
- ☒ Upload Filing Documents

Service details can be added by clicking the Add button and recording the corresponding method of delivery. This tab builds and creates your Proof of Service for you, which is automatically attached to your filing and is available for you to print.

Initiate New Case - Verification

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 below. Information necessary to initiate a case. A To Do List will display throughout the case initiation process that will update automatically.

Filing Package

Tracking No: Unassigned Filing Type: Petition for Allowance of Appeal Docket No: 508 EDA 2011

Referenced Case Information

Docket Number: 508 EDA 2011 Short Caption: Com. v. Poland, S. Court: Superior
 Case Status: Closed Event Track: Appeal Program Status: Not Available

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

Filers

IFP Status	Filer(s)	Role	Counsel
	Commonwealth of Pennsylvania	Petitioner	Gale, Christine
No	Commonwealth of Pennsylvania	Petitioner	Gale, Christine

Current Filings In Progress

Filing Name	Required	Document Name	Upload Date/Time	Filing Fee
Petition for Allowance of Appeal	<input checked="" type="checkbox"/>	PAA to Upload for PACFile - Copy.PDF	5/15/2013 12:23 PM	\$73.50
Reproduced Record	<input type="checkbox"/>	RR to Upload for PACFile.PDF	5/15/2013 12:23 PM	\$0.00
				Total: \$147.00

Referenced Cases

Docket Number	Short Caption	Case Status	Lead	Sealed
508 EDA 2011	Com. v. Poland, S.	Closed	584 EDA 2010	
584 EDA 2010	Com. v. Poland, S.	Closed	584 EDA 2010	

☒ I recognize that clicking the Serve button will complete electronic service for all PACFile registered attorneys and pro se litigants on the case.

To Do List

- ☒ Select Filing Type
- ☒ Select Cases
- ☒ Upload Filing Documents
- ☒ Establish the Participants
- ☒ Establish the Counsel
- ☒ Record Service
- ☒ Final Verification

Summary Page

Once you are satisfied with the filing, select the checkbox and click the Serve button to perform electronic service. When service is completed, all attorneys and pro se litigants on the case who are registered to receive service through PACFile will be notified.

The PACFile Summary Report

PACFile Summary Report

REPORT DATE: 5/15/2013

SUBMISSION STATUS: Not Submitted

FILING PACKAGE

Tracking Number:

Description:

Filing Type: Initiating

Total Fees Due:

PRE-SUBMISSION STATUS

- ☒ Select Filing Type
- ☒ Select Cases
- ☒ Upload Filing Documents
- ☒ Establish the Participants
- ☒ Establish the Counsel
- ☒ Record Service
- ☒ Final Verification

REFERENCED COURT CASES

Docket Number: 508 EDA 2011

Case Status: Closed

Docket Number: 584 EDA 2010 (Lead)

Case Status: Closed

Case Caption: Com. v. Poland, S.

Event Track: Appeal

Case Caption: Com. v. Poland, S.

Event Track: Appeal

Program Status:

Program Status:

FILERS

Filer Name:

Role:

IFP Status:

Counsel:

CURRENT FILINGS IN PROGRESS

Filing Name: Petition for Allowance of Appeal

Document Name: PAA to Upload for PACFile - Copy.PDF

Required: Yes

Upload Date/Time: 5/15/2013 12:23PM

Filing Fee: \$73.50

Filing Name: Reproduced Record

Document Name: RR to Upload for PACFile.PDF

Required: No

Upload Date/Time: 5/15/2013 12:23PM

Filing Fee: \$0.00

PACFile – Process Submission

Home Login eServices Docket Sheets Calendars eCommerce

PACFile - Process Submission

The filing(s) for which you have just completed electronic service is now ready for submission. Select the checkbox below to acknowledge your authority to file and then click the Submit button. If any part of a filing carries a fee that requires immediate payment, you will proceed to the checkout process where payment must be completed before the filing is submitted to the court. Any filing(s) where the fee will be invoiced, or no fee exists, is submitted directly to the court after clicking the Submit button.

If this filing required document service, the proof of service is automatically included in your submission and you have the option to print a copy for your records. The Summary Page is also available to generate a summary of the filing for your records.

If you elect to close this screen before completing it, your filing(s) will remain unsubmitted, but the electronic service that has already been performed will remain unaffected.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number	Status	Fee
None entered	Initiating Filing	* Petition for Allowance of Appeal	508 EDA 2011	PAA to Upload for PACFile - Copy	Commonwealth of Pennsylvania	Gale, Christine	WSUPED00000980	Served	\$147.00
		Reproduced Record	584 EDA 2010	Proof of Service					
				RR to Upload for PACFile					
* indicates primary filing									Subtotal: \$147.00

☒ By checking this box I acknowledge that I have the authority to file the selected document(s) with the Court.

Summary Report Submit Close

The filing(s) for which you have just completed electronic service is now ready for submission. Select the checkbox to acknowledge your authority to file and then click the Submit button.

If any part of a filing carries a fee that requires immediate payment, you will proceed to the checkout process where payment must be completed before the filing is submitted to the court. Any filing(s) where the fee will be invoiced, or no fee exists, is submitted directly to the court after clicking the Submit button.

If this filing required document service, the proof of service is automatically included in your submission and you have the option to print a copy for your records. The Summary Page is also available to generate a summary of the filing for your records.

Proof of Service

IN THE SUPREME COURT OF PENNSYLVANIA

Commonwealth of Pennsylvania : 508 ED A2011
v. : 584 ED A2010
Stanley Poland :
Appellant :

PROOF OF SERVICE

I hereby certify that this 15th day of April, 2013, I have served the attached document(s) to the persons on the date(s)
and in the manner(s) stated below, which service satisfies the requirements of Pa.R.A.P. 121:

Served: Della Rocca, John Charles
Service Method: First Class Mail
Service Date: 4/15/2013
Address: 1600 Market St Ste 1800
Philadelphia, PA 19103
Phone: 215-684-6647
Representing: Respondent Poland, Stanley
Respondent Poland, Stanley

Served: Petruzzi, Lisa M.
Service Method: eService
Email: christyhull@yahoo.com
Service Date: 4/15/2013
Address: 5035 Ritter Road
Mechanicsburg, PA 17055
Phone: 717-79-52000
Representing: Respondent Poland, Stanley
Respondent Poland, Stanley

/s/ Christine Gale

(Signature of Person Serving)


Person Serving: Gale, Christine
Attorney Registration No: 034266
Law Firm: Frank, Gale, Bails, Murdoch & Poorass, P.C.
Address: Frank Gales Bails ET AL
707 Grant St Fl 33
Pittsburgh, PA 15219
Representing: Petitioner Commonwealth of Pennsylvania
Petitioner Commonwealth of Pennsylvania

PACFile 1001

Page 1 of 2

Print Date: 4/15/2013 3:45 pm

U.S. Bank Payment Process – Page 1



*The Unified JUDICIAL
SYSTEM of PENNSYLVANIA*
ONLINE PAYMENTS

[PRIVACY](#) [CUSTOMER SERVICE](#) [HELP](#) [EXIT](#)

Make a Payment - Pennsylvania Count Filing(s) [TEST]

PAYMENT INFORMATION

Payment Amount: **\$147.00**


Payment Method: **Credit/ATM/Debit**

Payment Date: **May-15-2013**

This payment may be assessed a convenience fee. The fee amount will display on the verification screen. You will have the opportunity to cancel this payment before the fee is charged.

[Continue](#) [Cancel](#)

powered by



[Browser Requirements](#)

U.S. Bank Payment Process – Page 2



*The Unified JUDICIAL
SYSTEM of PENNSYLVANIA*
ONLINE PAYMENTS

PRIVACY | CUSTOMER SERVICE | HELP | EXIT

Make a Payment - Pennsylvania Count Filing(s) [TEST]

***Required Field**

ACCOUNT INFORMATION

☐ Use ATM Card

ATM Card Number:*

Use Credit/Debit Card

Credit/Debit Card Type:*

Credit/Debit Card Number:*

Expiration Date:* /

☒ Process this credit card as an ATM debit card if eligible

BILLING ADDRESS

Street Address 1:*

Street Address 2:

City/Town:*

State/Province/Region:*

Zip/Postal Code:*

Country:*

powered by 

[Browser Requirements](#)

U.S. Bank Payment Process – Page 3

The screenshot shows the 'Contact Information' form within the PACFile system. At the top left is the seal of the Supreme Court of Pennsylvania. The header text reads 'The Unified JUDICIAL SYSTEM of PENNSYLVANIA ONLINE PAYMENTS'. Navigation links for 'PRIVACY', 'CUSTOMER SERVICE', 'HELP', and 'EXIT' are present. The form section is titled 'Contact Information' and includes a '*Required Field' indicator. The 'CONTACT INFORMATION' section contains fields for First Name (*Christine), Last Name (*Gale), Company Name, Phone Number (*7177952000), and E-mail Address (*pacfiletesting@yahoo.com). A message states: 'You must select your billing address as your contact address or enter a new contact address.' Below this, there are two radio button options: 'Use my Billing Address as my Contact Address' (selected) and 'Use the address entered below as my contact address'. The selected option shows the billing address: '5035 Ritter Road, Mechanicsburg, Pennsylvania 17055, UNITED STATES'. The second option has fields for Street Address 1 (*5035 Ritter Road), Street Address 2, City/Town (*Mechanicsburg), State/Province/Region (*PA), Zip/Postal Code (*17055), and Country (*US). 'Continue' and 'Cancel' buttons are at the bottom of the form. The footer includes 'powered by usbank.' and a link to 'Browser Requirements'.

 *The Unified JUDICIAL SYSTEM of PENNSYLVANIA*
ONLINE PAYMENTS

PRIVACY CUSTOMER SERVICE HELP EXIT

Contact Information

*Required Field

CONTACT INFORMATION

First Name:* Christine
Last Name:* Gale
Company Name:
Phone Number:* 7177952000
E-mail Address:* pacfiletesting@yahoo.com

You must select your billing address as your contact address or enter a new contact address.

☒ Use my Billing Address as my Contact Address
5035 Ritter Road
Mechanicsburg, Pennsylvania 17055
UNITED STATES


☐ Use the address entered below as my contact address

Street Address 1:* 5035 Ritter Road
Street Address 2:
City/Town:* Mechanicsburg
State/Province/Region:* PA
Zip/Postal Code:* 17055
Country:* US

Continue Cancel

powered by 

[Browser Requirements](#)



*The Unified JUDICIAL
SYSTEM of PENNSYLVANIA*
ONLINE PAYMENTS

PRIVACYCUSTOMER SERVICEHELPEXIT

Verify Payment - Pennsylvania Court Filing(s)

Please review the information below and select Confirm to process your payment. If you need to make any changes to your payment, select Cancel to return to the previous screen.

Your Payment Detail
Payment Amount: **\$147.00**
Convenience Fee: **\$2.75**
Total Amount: **\$149.75**
Payment Date: **May-15-2013**

Your Account Detail
Payer Name: **Christine Gale**
Card Number: ***1111**
Card Type: **Visa**
Expiration Date: **Sep-2019**

Your Credit/Debit Card Billing Address
Street Address 1: **5035 Ritter Road**
Street Address 2:
City/Town: **Mechanicsburg**
State/Province/Region: **Pennsylvania**
Zip/Postal Code: **17055**
Country: **UNITED STATES**

E-mail Address: **pacfiletesting@yahoo.com**

3-digit code on the signature strip of
your credit card: 165


A convenience fee will be charged to this transaction. This fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

ConfirmCancel

powered by
usbank.

Browser Requirements

U.S. Bank Payment Process – Page 5



The Unified JUDICIAL
SYSTEM of PENNSYLVANIA
ONLINE PAYMENTS

PRIVACY CUSTOMER SERVICE HELP EXIT

Payment Confirmation – Pennsylvania Court Filing(s) [TEST]

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number: PENTS2000941631

Your Payment Detail

Payment Amount: **\$147.00**
Convenience Fee: **\$2.75**
Total Amount: **\$149.75**
Payment Date: **May-15-2013**

Your Account Detail


Payer Name: **Christine Gale**
Card Number: ***1111**
Card Type: **Visa**
Merchant: **PA Courts**
Website: **<http://ujportaltest.pacourts.us>**

Your Credit/Debit Card Billing Address

Street Address 1: **5035 Ritter Road**
Street Address 2:
City/Town: **Mechanicsburg**
State/Province/Region: **Pennsylvania**
Zip/Postal Code: **17055**
Country: **UNITED STATES**

E-mail Address: **pacfiletesting@yahoo.com**

Continue

powered by 

[Browser Requirements](#)

PACFile Dashboard – Recently Submitted Filings

Filings

 [Filings In Progress \(1\)](#)

 [Recently Submitted Filings \(3\)](#)

Recently Submitted Filings displays all of the filings that have been submitted by either you or your proxy in the past 30 days.

PACFile - Recently Submitted Filings

Navigate To

Initiate New Case

Case Filing



Case Search




Dashboard


The list below displays all of the filings that have been submitted in the past 30 days by either you or your proxy.

	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Submit Date	Tracking Number	Status	Fee
 View	None entered	Initiating Filing	* Petition for Allowance of Appeal Reproduced Record	508 EDA 2011 584 EDA 2010	PAA to Upload for PACFile - Copy Proof of Service RR to Upload for PACFile	Commonwealth of Pennsylvania	Gale, Christine	5/15/2013	WSUPED00000980	Submitted	\$147.00

E-mail Notification

"Petition for Allowance of Appeal" filing WSUPED00000954 submitted for case "Com. v. Poland, S."  [Inbox](#) 

 administrator@pacourts.us 3:53 PM (2 minutes ago) ☆  

to me 

**"Petition for Allowance of Appeal" filing
WSUPED00000954 submitted for case "Com. v. Poland, S."**






A new filing has been submitted on a case in which you, or the attorney(s) you are proxying for, are participating. Click the following link to login to PACFile and view this notification: <https://ujsportaltest.pacourts.us/Secure/eFiling/ViewNotification.aspx?notificationID=100000426>.

This notification was sent on 4/15/2013 3:53 PM.

You will receive an e-mail notification following your submission. Another notification will be sent to you when the filing has been accepted by the court and a docket number has been assigned.

My Profile – My Proxy

My Profile

-  [Account Information](#)
-  [My Proxy](#)
-  [Attorneys I Can Proxy For](#)
-  [Sponsored Pro Hac Vice](#)
-  [Manage Case Access Codes](#)

This screen is used to maintain the permissions of individuals who are currently acting as your proxy or have requested permission to act in that capacity. To assign proxy permissions to a specific individual, click on the Type dropdown, select one of the four proxy classifications, and click the Update Permissions button.

PACFile - My Proxy

Proxies

This screen is used to maintain the permissions of individuals who are currently acting as your proxy or have requested permission to act in that capacity. To assign proxy permissions to a specific individual, click on the Type dropdown, select one of the four proxy classifications, and click the Update Permissions button.

An individual's proxy status can be revoked at any time by clicking the Remove link that appears next to their name.

	Name	City	Bar No.	Type
Remove	Perer, Alan	Mechanicsburg, PA	023603	Full Proxy
Remove	Beatty, Vicki	Mechanicsburg, PA	039622	Full Proxy

[Update Permissions](#) [Cancel](#)

Full Proxy
Limited Proxy
Payment/Submission Proxy
Notification Only Proxy

One of four classifications can be assigned to a proxy, which will affect what they can see and do in PACFile on your behalf:

- **Full Proxy** – These proxies can work within PACFile using the same permissions that you have. They can create, submit, and pay for filings on your behalf and they will receive the same notifications that are sent to you.
- **Limited Proxy** – These proxies can create filings on your behalf and will receive all the same notifications that are sent to you, but they cannot submit a filing or complete payment. Only you or another designated proxy will be able to complete submission and payment.
- **Payment/Submission Proxy** – These proxies can submit and pay for any filing that either you or one of your proxies has already created, but they cannot create new filings on your behalf. Only you or another designated proxy will be able to create new filings.
- **Notification Only Proxy** – These proxies will receive all the same notifications that are sent to you, but they will not have the ability to create, submit, or pay for a filing on your behalf.

My Profile – Attorneys I Can Proxy For – Request Proxy

My Profile

-  [Account Information](#)
-  [My Proxy](#)
-  [Attorneys I Can Proxy For](#)
-  [Sponsored Pro Hac Vice](#)
-  [Manage Case Access Codes](#)

Search for the registered PA attorney for which you are requesting proxy rights. When your search produces results, locate the individual for which you are requesting proxy rights, select the checkbox next to their name, and click the Add Selected Users button. This action will send a notification to the selected individual and they will need to login to PACFile and approve your request before you can act as their proxy.

Home | Login | eServices | Docket Sheets | Calendars | eCommerce

PACFile - Request Proxy

User Search

Select one of the options in the Search Type dropdown to determine how you will identify the individual for which you are requesting proxy rights. After choosing a search type, enter the required name or Pennsylvania Bar ID information and click the Search button. The individual you are searching for will only appear in the results if they are a registered PA attorney.

Search Type:

* Bar Number:

When your search produces results, locate the individual for which you are requesting proxy rights, select the checkbox next to their name, and click the Add Selected Users button. This action will send a notification to the selected individual and they will need to login to PACFile and approve your request before you can act as their proxy.

	Name	Address	City	Bar No.
<input checked="" type="checkbox"/>	Gale, Christine	5035 Ritter Road	Mechanicsburg, PA	034256

Acting as a Proxy


The screenshot shows the PACFile dashboard for a user logged in as 'alanperer'. The dashboard includes sections for Recent Updates, What is the PACFile Dashboard?, Actions (Initiate New Case, Case Filing), My Profile (Account Information, My Proxy, Attorneys I Can Proxy For, Sponsored Pro Hac Vice, Manage Case Access Codes), and Notifications (eService Received, Notice of Court, Correspondence, User Action Required). A modal titled 'Proxy Selection' is open, asking the user to select a proxy attorney. The modal text reads: 'Your account settings indicate that you have proxy rights that allow you to file on behalf of someone else. Please select one of the following with respect to this new filing. If you are filing on behalf of someone else, you must identify the name of that individual in the dropdown.' The options are 'I am filing as myself.' and 'I am filing on behalf of someone else.' The second option is selected, and a dropdown menu shows 'Petruzzi, Lisa' as the selected proxy attorney. The modal has 'OK' and 'Cancel' buttons.

When you are logged in, you can see the names of the attorneys you can Proxy For displayed on your PACFile Dashboard.

When you Initiate a new case or case filing, the Proxy Selection screen will be displayed and will ask you to indicate if you are filing as yourself or on behalf of someone else.

Actions – Case Filing

Actions

 [Initiate New Case](#)

 [Case Filing](#)

Search for the Supreme Court case on which you will be submitting a new case filing by entering your Search Type criteria and clicking the Create Filing button.

[Home](#) | [Login](#) | [eServices](#) | [Docket Sheets](#) | [Calendars](#) | [eCommerce](#)

PACFile - Case eFiling

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. Within each tab, instructions are provided to help you record all the required information necessary to submit a filing on an existing case. A To Do List will display throughout the case filing process that will update automatically as you successfully complete each tab.

[Cases](#) | [Filing Type](#) | [Filing Documents](#) | [Participants](#) | [Counsel](#) | [Service](#) | [Verification](#)

* Search Type: ?

* Docket No: ?
(Example: 225 EDA 2011)

To Do List

- ☐ [Select Cases](#)
- ☐ [Select Filing Type](#)
- ☐ [Upload Filing Documents](#)
- ☐ [Establish the Participants](#)
- ☐ [Establish the Counsel](#)
- ☐ [Record Service](#)
- ☐ [Final Verification](#)

Case Filing – Filing Type

[Home](#)
[Login](#)
[eServices](#)
[Docket Sheets](#)
[Calendars](#)
[eCommerce](#)

PACFile - Case eFiling

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. Within each tab, instructions are provided to help you record all the required information necessary to submit a filing on an existing case. A To Do List will display throughout the case filing process that will update automatically as you successfully complete each tab.

Filing Package

Tracking No:	Unassigned	Filing Type:	No Answer Letter	Description:	None entered	Total Fees Due:	\$0.00
--------------	------------	--------------	------------------	--------------	--------------	-----------------	--------

Referenced Case Information

Docket Number:	7 EAL 2013	Short Caption:	Com. v. Washington, D.	Court:	Supreme
Case Status:	Active	Event Track:	Standard PAA	Program Status:	Not Available

[Cases](#)
[Filing Type](#)
[Filing Documents](#)
[Participants](#)
[Counsel](#)
[Service](#)
[Verification](#)

* Filing Type: No Answer Letter

Description:

[Previous](#)
[Next](#)
[Save](#)
[Serve](#)
[Cancel](#)

To Do List

- ☒ [Select Cases](#)
- ☒ [Select Filing Type](#)
- ☐ [Upload Filing Documents](#)
- ☐ [Establish the Participants](#)
- ☐ [Establish the Counsel](#)
- ☐ [Record Service](#)
- ☐ [Final Verification](#)

Based on the docket type of the case you have identified, this tab is used to name the specific filing that will be submitted on the case. Only the documents that could potentially be filed on this case will be available to select.

Case Filing – Filing Documents

[Home](#)
[Login](#)
[eServices](#)
[Docket Sheets](#)
[Calendars](#)
[eCommerce](#)

PACFile - Case eFiling

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. Within each tab, instructions are provided to help you record all the required information necessary to submit a filing on an existing case. A To Do List will display throughout the case filing process that will update automatically as you successfully complete each tab.

Filing Package

Tracking No: Unassigned
Filing Type: No Answer Letter

Referenced Case Information

Docket Number: 7 EAL 2013
Case Status: Active
Short Caption:
Event Track:

[Cases](#)
[Filing Type](#)
[Filing Documents](#)
[Participants](#)
[Counsel](#)
[Service](#)
[Verification](#)

Filing Type	Fee	Required	Uploaded Documents
No Answer Letter	\$0.00	<input checked="" type="checkbox"/>	(Upload Document) (Attach Document)
Select Optional Filing			Add

[Previous](#)
[Next](#)
[Save](#)
[Serve](#)
[Cancel](#)

To Do List

- ☒ [Select Cases](#)
- ☒ [Select Filing Type](#)
- ☐ [Upload Filing Documents](#)
- ☐ [Establish the Participants](#)
- ☐ [Establish the Counsel](#)
- ☐ [Record Service](#)
- ☐ [Final Verification](#)

Based on the filing type selected in the previous tab, the corresponding document(s) that must be filed on the new case filing is listed automatically. You must upload at least one electronic file for each required filing type.

UJS Web Portal

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Case Filing – Counsel/Participants

Home
Login
eServices
Docket Sheets
Calendars
eCommerce

PACFile - Case eFiling

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. Within each tab, information is entered or verified. A To Do List will display throughout the case filing process that will update automatically as you submit information.

Filing Package

Tracking No: Unassigned
Filing Type: No Answer Letter
Description: None

Referenced Case Information

Docket Number: 7 EAL 2013
Short Caption: Com. v. Washington, D.
Case Status: Active
Event Track: Standard PAA

Cases
Filing Type
Filing Documents
Participants
Counsel
Service
Verification

Show participant information for: 7 EAL 2013

Participants

Participant	Docket Number	Pro Se	Role	Filed	
Commonwealth of Pennsylvania	7 EAL 2013	<input type="checkbox"/>	Petitioner	<input checked="" type="checkbox"/>	Edit Remove
Washington, Damien	7 EAL 2013	<input type="checkbox"/>	Respondent	<input type="checkbox"/>	Edit Remove
					Add

Previous
Next
Save
Serve
Cancel

To Do List

- ☒ Select Cases
- ☒ Select Filing Type
- ☒ Upload Filing Documents
- ☐ Establish the Participants
- ☐ Establish the Counsel
- ☐ Record Service
- ☐ Final Verification

The participants on this Supreme Court case(s) are listed here. You can add additional participants, as well as view/update contact information such as addresses and phone numbers.

Case Filing - Counsel

Home
Login
eServices
Docket Sheets
Calendars
eCommerce

PACFile - Case eFiling

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. Within each tab, instructions are provided to help you record all the required information necessary to submit a filing on an existing case. A To Do List will display throughout the case filing process that will update automatically as you s

Filing Package

Tracking No: Unassigned
Filing Type: No Answer Letter
Description: None

Referenced Case Information

Docket Number: 7 EAL 2013
Short Caption: Com. v. Washington, D.
Case Status: Active
Event Track: Standard PAA

Cases
Filing Type
Filing Documents
Participants
Counsel
Service
Verification

Show counsel information for: 7 EAL 2013

Counsel

Counsel	Docket Number	Representing	Edit	Remove
Burns, Hugh J., Jr.	7 EAL 2013	Commonwealth of Pennsylvania	Edit	Remove
Gale, Christine	7 EAL 2013	Commonwealth of Pennsylvania	Edit	Remove
Kiefer, Catherine Banner	7 EAL 2013	Commonwealth of Pennsylvania	Edit	Remove
Klein, Charles A.	7 EAL 2013	Washington, Damien	Edit	Remove
Petruzzi, Lisa M.	7 EAL 2013	Washington, Damien	Edit	Remove
Add				

Previous

Next

Save

Serve

Cancel

To Do List

- ☒ Select Cases
- ☒ Select Filing Type
- ☒ Upload Filing Documents
- ☒ Establish the Participants
- ☐ Establish the Counsel
- ☐ Record Service
- ☐ Final Verification

The attorneys on the Supreme Court case(s) appear in this tab. You can add additional attorneys when a corresponding filing type (such as Entry of Appearance) has been added through the Filing Documents tab.

Case Filing – Service

[Home](#)
[Login](#)
[eServices](#)
[Docket Sheets](#)
[Calendars](#)
[eCommerce](#)

PACFile - Case eFiling

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. Within each tab, instructions are provided to help you record all the required information necessary to submit a filing on an existing case. A To Do List will display throughout the case filing process that will update automatically as you successfully complete each tab.

Filing Package

Tracking No:	Unassigned	Filing Type:	No Answer Letter	Description:	None entered	Total Fees Due:	\$0.00
--------------	------------	--------------	------------------	--------------	--------------	-----------------	--------

Referenced Case Information

Docket Number:	7 EAL 2013	Short Caption:	Com. v. Washington, D.	Court:	Supreme
Case Status:	Active	Event Track:	Standard PAA	Program Status:	Not Available

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[Counsel](#)
[Service](#)
[Verification](#)

Docket No: 7 EAL 2013 - Com. v. Washington, D.
Klein, Charles A. representing:

- Washington, Damien

Service Type	Service Date
	Add

Docket No: 7 EAL 2013 - Com. v. Washington, D.
Petruzzi, Lisa M. representing:

- Washington, Damien

Service Type	Service Date	
eService		Edit Remove
		Add

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[Cancel](#)

To Do List

- ☒ [Select Cases](#)
- ☒ [Select Filing Type](#)

Service details can be added by clicking the Add button and recording the corresponding method of delivery. Any participant or attorney who is a registered PACFile user will automatically show 'eService' as a method of delivery, which signifies that they will automatically be served through this website upon the submission of the new case filing.

Case Filing - Verification

PACFile - Case eFiling

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. It is necessary to submit a filing on an existing case. A To Do List will display throughout the case filing process that will update automatically.

Filing Package

Tracking No: Unassigned Filing Type: No Answer Letter Description: None entered Total Fees Due: \$0.00

Referenced Case Information

Docket Number: 7 EAL 2013 Short Caption: Com. v. Washington, D. Court: Supreme
Case Status: Active Event Track: Standard PAA Program Status: Not Available

Navigation Tabs: Cases | Filing Type | Filing Documents | Participants | Counsel | Service | Verification

Filers

IFP Status	Filer(s)	Role	Counsel
	Commonwealth of Pennsylvania	Petitioner	Gale, Christine

Current Filings In Progress

Filing Name	Required	Document Name	Upload Date/Time	Filing Fee
No Answer Letter	<input checked="" type="checkbox"/>	No Answer Letter to Upload for PACFile.PDF	5/15/2013 3:28 PM	\$0.00
				Total: \$0.00

Referenced Cases

Docket Number	Short Caption	Case Status	Lead	Sealed
7 EAL 2013	Com. v. Washington, D.	Active	7 EAL 2013	

☒ I recognize that clicking the Serve button will perform electronic service for all PACFile registered attorneys and pro se litigants on the case.

[Summary Page](#)

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A summary of your filing appears here. Verify that all the information displayed is accurate and that your To Do List is complete. If anything is incorrect or incomplete, return to the appropriate tab and make the necessary changes.

Once you are satisfied with the filing, select the checkbox and click the Serve button to perform electronic service. If you do not want to complete your filing at this time, click the Save button and exit the wizard. All of your saved filings are available through the Filings in Progress link on your dashboard.

Case Filing – Process Submission

PACFile - Process Submission

The filing(s) for which you have just completed electronic service is now ready for submission. Select the checkbox below to acknowledge your authority to file and then click the Submit button. If any part of a filing carries a fee that requires immediate payment, you will proceed to the checkout process where payment must be completed before the filing is submitted to the court. Any filing(s) where the fee will be invoiced, or no fee exists, is submitted directly to the court after clicking the Submit button.

If this filing required document service, the proof of service is automatically included in your submission and you have the option to print a copy for your records. The Summary Page is also available to generate a summary of the filing for your records.

If you elect to close this screen before completing it, your filing(s) will remain unsubmitted, but the electronic service that has already been performed will remain unaffected.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Tracking Number	Status	Fee
None entered	Ancillary Filing	* No Answer Letter	7 EAL 2013	No Answer Letter to Upload for PACFile Proof of Service	Commonwealth of Pennsylvania	Gale, Christine	WSUPED00000981	Served	\$0.00
* indicates primary filing									Subtotal: \$0.00

☒ By checking this box I acknowledge that I have the authority to file the selected document(s) with the Court.

[Summary Report](#)

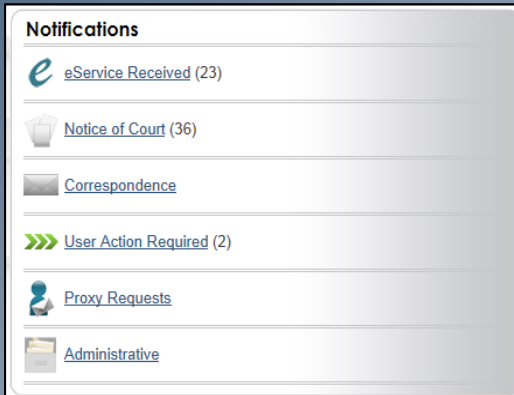
[Submit](#) [Close](#)

The filing(s) for which you have just completed electronic service is now ready for submission. Select the checkbox to acknowledge your authority to file and then click the Submit button.

If any part of a filing carries a fee that requires immediate payment, you will proceed to the checkout process where payment must be completed before the filing is submitted to the court. Any filing(s) where the fee will be invoiced, or no fee exists, is submitted directly to the court after clicking the Submit button.

If this filing required document service, the proof of service is automatically included in your submission and you have the option to print a copy for your records. The Summary Page is also available to generate a summary of the filing for your records.

Notification Types



eService Received: This notification type represents the service notices you have received regarding the filings submitted by other attorneys, pro se litigants, or the court, on cases in which you, or the attorneys you are proxying for, are participating.

Notice of Court: This notification type displays notifications regarding the submission of your electronic filings and those that have been submitted by opposing counsel outside of PACFile. Whenever you or your proxy completes a filing electronically, you will receive a notification that indicates the filing has been submitted successfully to the court. Once the filing office docketed the filing, that same notification is updated to reflect that it has been accepted. Filings submitted by opposing counsel outside of PACFile will generate a notification when they are docketed by the filing office.

Correspondence: This notification type displays a list of letters and other communications that the filing office has sent to the attorneys and pro se litigants on your cases. An electronic copy of the documents associated to each notification can be accessed by clicking the corresponding *View* link. Court orders do not appear on this list.

User Action Required: This notification type relates to filings where the court has found a significant defect or remain unsubmitted because of a failure during the payment process. For any notification that has been rejected by the filing office, click the *View* link to learn more about the problem and what must be done to correct the issue.

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Welcome to your PACFile dashboard!

Recent Updates

[PACFile Bulletins & Release Notes 11/8/2012](#)

What is the PACFile Dashboard?

This dashboard represents the starting point for submitting, managing, and viewing case-related filings electronically in the Pennsylvania Appellate Courts. From here, you have the option to file on new or existing cases, view docketed submissions on existing cases, continue any unfinished filings, and manage your PACFile account settings. PACFile also features a comprehensive notification system that keeps you informed when case-related filings are submitted by other participants and any communications or filings are issued by the court. Whenever you submit a filing through PACFile, an electronic confirmation should be forwarded to you once the Prothonotary's office acknowledges its receipt. If you do not receive an electronic confirmation within three business days of submission, please contact the appropriate filing office. To get started, perform a search for a case or click on any of the links to the right.

If you have any technical issues or questions about the PACFile website, please contact the PACMS Help Desk at 717-795-2097 or pacmshelpdesk@pacourts.us. Any non-technical questions about specific filing matters should be directed to the court.

[Electronic Filing System in the Appellate Courts, No. 389 Judicial Administration Docket](#)

Actions

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Find a Filing

* Tracking No: [➤](#)

Find a Case

* Docket No: [➤](#)

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Notifications

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[User Action Required \(2\)](#)

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Filings in Progress

The grids on the Filings in Progress screen display the unsubmitted filings, separated by category, which have been started and saved by either you or your proxy.

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PACFile - Filings In Progress

Navigate To
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The grids below display the unsubmitted filings, separated by category, which have been started and saved by either you or your proxy.

No saved filings found.

This grid displays those saved filings where the wizard has been completed but electronic service has not been performed. To perform electronic service, select the checkbox appearing next to the corresponding filings, select the checkbox below the grid regarding electronic service, and click the Serve button.

Saved Filings, Ready For Service												
	Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Save Date	Tracking Number	Status	Fee	
<input type="checkbox"/>	View/Edit	None entered	Initiating Filing	* Petition for Allowance of Appeal Entry of Appearance	801 WDA 2011	PAA Præcipe for Appearance	Commonwealth of Pennsylvania	Gale, Christine	2/24/2013	WSUPWD00000802	Not Submitted	\$73.50 Delete

☐ I recognize that clicking the Serve button will complete electronic service for all PACFile registered attorneys and pro se litigants on the case.

No served filings ready for submission found.

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The list below displays all of the filings that have been submitted in the past 30 days by either you or your proxy.

Description	Filing Type	Filing Name(s)	Docket Number(s)	Document(s)	Filer(s)	Created By	Submit Date	Tracking Number	Status	Fee	
<input type="checkbox"/> View	None entered	Initiating Filing	* Petition for Allowance of Appeal Reproduced Record	508 EDA 2011 584 EDA 2010	PAA Trial Court Opinion Received Proof of Service Reproduced Record	Commonwealth of Pennsylvania	Gale, Christine	4/19/2013	WSUPED00000965	Accepted	\$0.00
<input type="checkbox"/> View	None entered	Initiating Filing	* Petition for Allowance of Appeal Reproduced Record	508 EDA 2011 584 EDA 2010	PAA to Upload for PACFile - Copy Proof of Service RR to Upload for PACFile	Commonwealth of Pennsylvania	Gale, Christine	5/15/2013	WSUPED00000980	Submitted	\$147.00
<input type="checkbox"/> View	None entered	Ancillary Filing	* No Answer Letter	7 EAL 2013	No Answer Letter to Upload for PACFile Proof of Service	Commonwealth of Pennsylvania	Gale, Christine	5/15/2013	WSUPED00000981	Submitted	\$0.00

* indicates primary filing

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The Recently Submitted Filings screen displays all of the filings that have been submitted in the past 30 days by either you or your proxy.

Court Filings

The Court Filings screen displays all court filings from the past 30 days that were filed on the cases in which you, or the attorneys you are proxying for, are participating

PACFile - Court Filings

Navigate To

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The list below displays all court filings from the past 30 days that were filed on the cases in which you, or the attorneys you are proxying for, are participating.

Filtered by: All

Docket Number	Case Caption	Filed Date/Time	Sealed	Filing Type	Docket/Registry Entry	Participant Type	Filer(s)	Comments	Document Name(s)
10 EAL 2013	Com. v. Poland, S.	4/25/2013 02:09 PM		Case Filing	Order Denying Application for Bail		Per Curiam		
9 EAL 2013	Com. v. Poland, S.	4/25/2013 02:09 PM		Case Filing	Order Denying Application for Bail		Per Curiam		

My Cases

The My Cases screen provides the ability to view the Appellate Court cases on which you are participating. Due to the high volume of cases for some individuals, a default search automatically displays all of your open Appellate Court cases for the past year. Use the Filter button to change the parameters of this standard search and show more customized results. For any of the cases displayed, clicking the *View* link will transfer you to the Case Details screen.