

THE PENNSYLVANIA UNIFIED JUDICIAL SYSTEM
WEB PORTAL



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

The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL

Home Login eServices Docket Sheets Calendars eCommerce Help

Pennsylvania Judiciary Web Portal

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

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.

Opening the PACFile Dashboard

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:

Find a Case

* Docket No:

[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

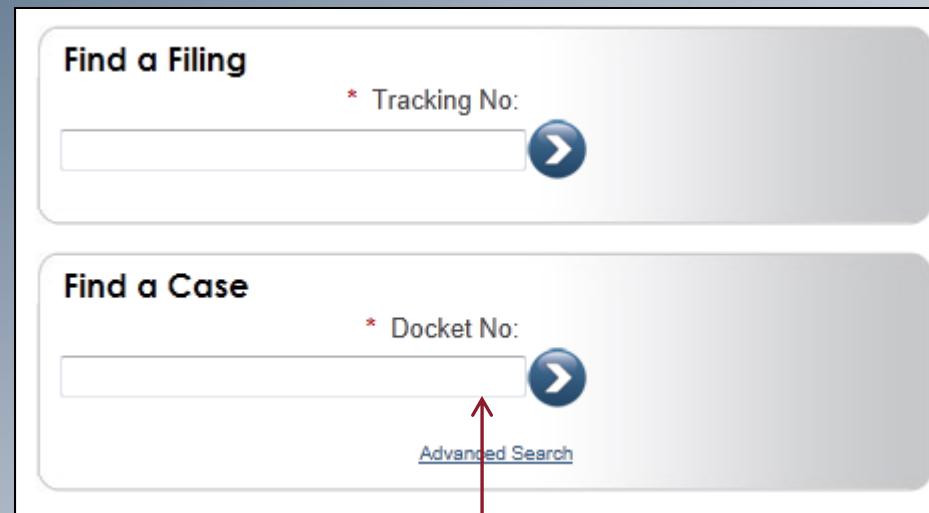
- Court Filings
- My Cases

To open the PACFile Dashboard, click on eCommerce and select PACFile.

Navigation Bar: Home | Login | eServices | Docket Sheets | Calendars | eCommerce | ePay | ePay Bail | PACFile | Attorney Annual Registration

Page Footer: Contact Us | Privacy Policy | Terms & Conditions

Finding a Case



Find a Filing
* Tracking No:

Find a Case
* Docket No:

[Advanced Search](#)

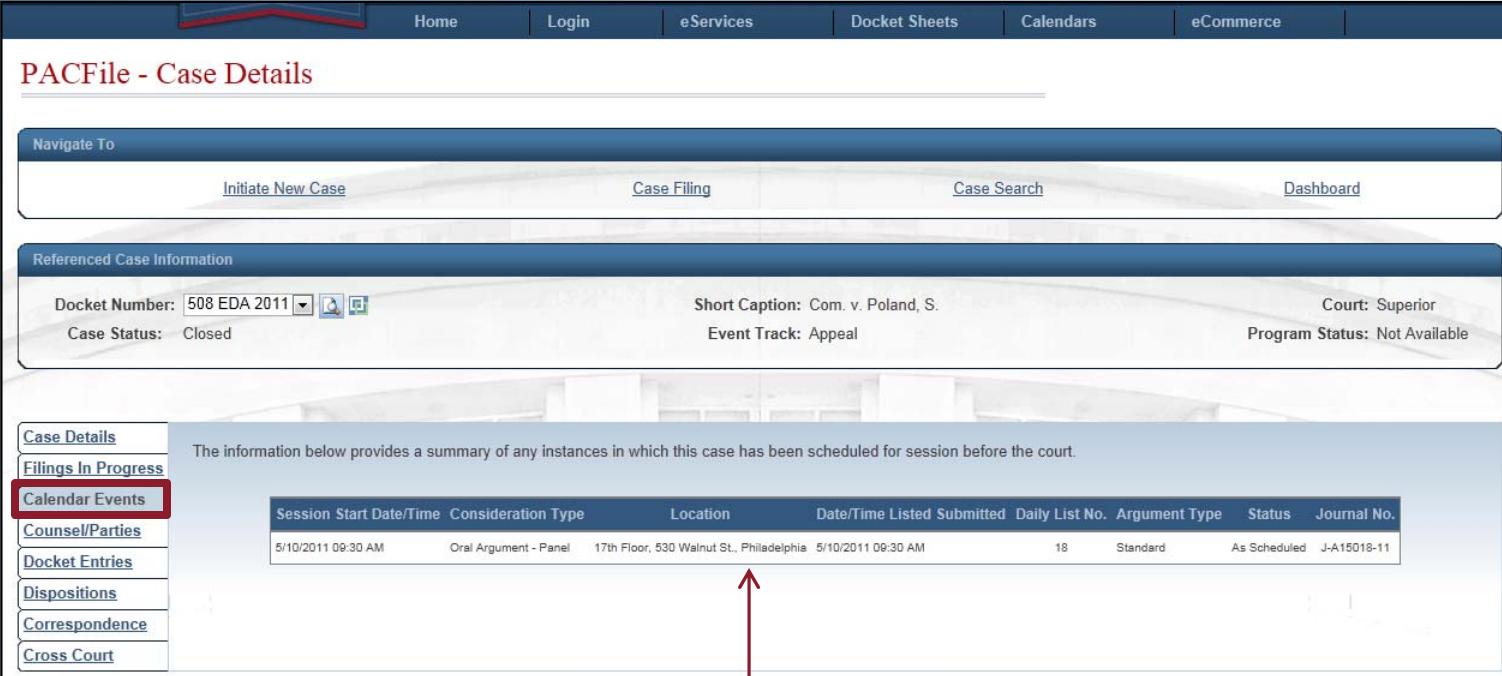
Search for a case to view Case Details, Calendar Events, Counsel/Party information, Docket Entries, and view Case Documents (if you are an attorney of record on the case).

Viewing Case Details – Docket Sheets

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

The screenshot shows the PACFile Case Details page. At the top, there is a navigation bar with links for Home, Login, eServices, Docket Sheets, Calendars, and eCommerce. Below the navigation bar is a header section titled "PACFile - Case Details". The header includes a "Navigate To" dropdown with options like "Initiate New Case", "Case Filing", "Case Search", and "Dashboard". A red arrow points from the text "Click on this icon to view the Docket Sheet for the referenced case." to a small blue square icon with a white "D" inside, located in the "Referenced Case Information" section. This section displays the Docket Number (508 EDA 2011), Case Status (Closed), Short Caption (Com. v. Poland, S.), Event Track (Appeal), Court (Superior), and Program Status (Not Available). The main content area on the right contains a sidebar with links for Case Details, Filings In Progress, Calendar Events, Counsel/Parties, Docket Entries, Dispositions, Correspondence, and Cross Court. To the right of the sidebar, detailed case information is listed, including the 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), and Disposition Date (7/29/2011).

Viewing Case Details – Calendar Events

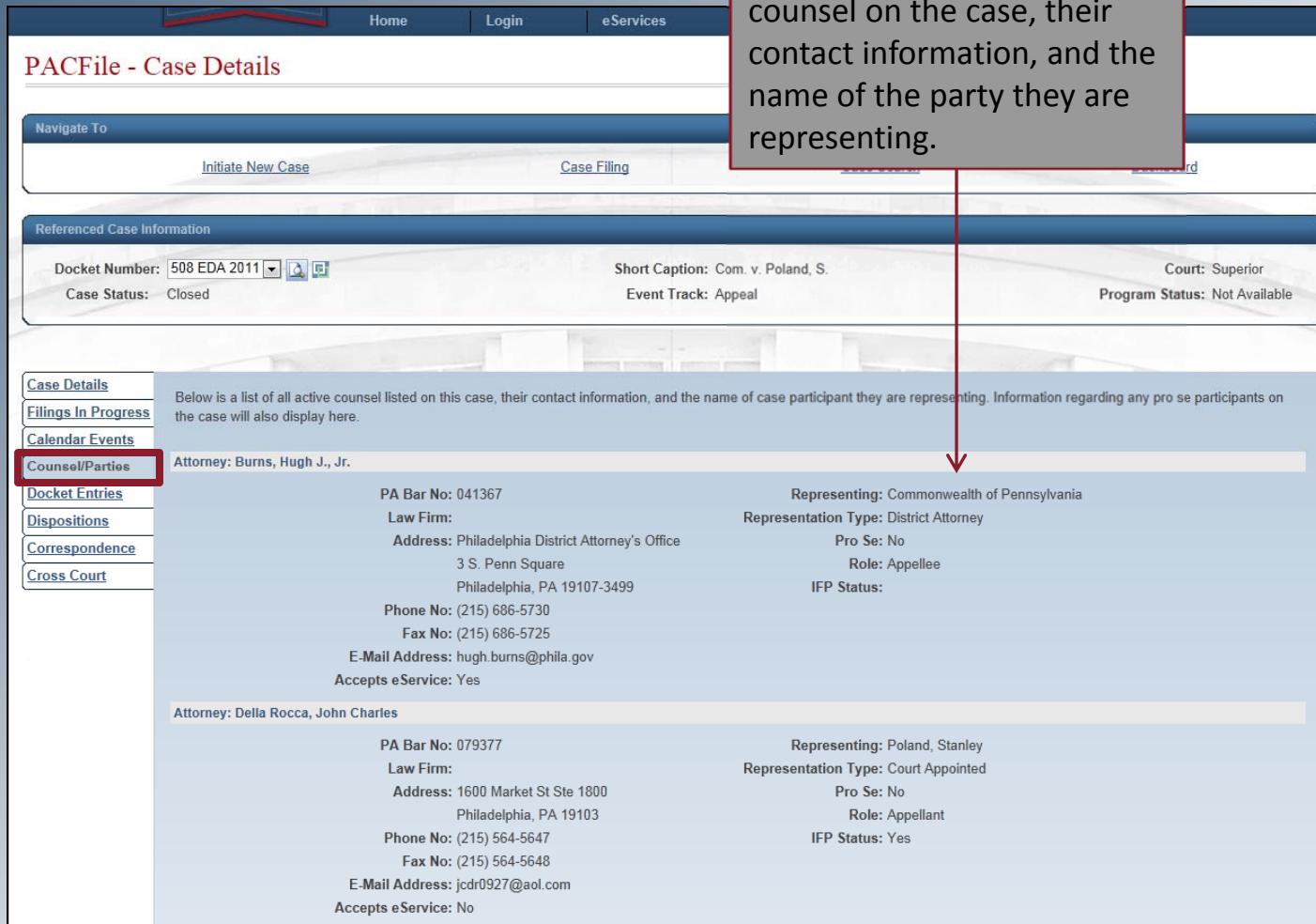


The screenshot shows the PACFile Case Details page. The top navigation bar includes links for Home, Login, eServices, Docket Sheets, Calendars, and eCommerce. Below the navigation is a sub-header 'PACFile - Case Details'. A 'Navigate To' section contains links for Initiate New Case, Case Filing, Case Search, and Dashboard. The main content area is titled 'Referenced Case Information' and displays the Docket Number (508 EDA 2011), Case Status (Closed), Short Caption (Com. v. Poland, S.), Event Track (Appeal), Court (Superior), and Program Status (Not Available). On the left, a sidebar menu lists Case Details, Filings In Progress, **Calendar Events** (which is highlighted with a red box), Counsel/Parties, Docket Entries, Dispositions, Correspondence, and Cross Court. The main content area contains a table showing session details:

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



The screenshot shows the PACFile Case Details page. At the top, there are links for Home, Login, and eServices. Below that is a header bar with 'PACFile - Case Details' and buttons for 'Initiate New Case' and 'Case Filing'. The main content area is titled 'Referenced Case Information' and shows details for a case with Docket Number 508 EDA 2011, Case Status Closed, Short Caption Com. v. Poland, S., Event Track Appeal, Court Superior, and Program Status Not Available. On the left, a sidebar menu lists Case Details, Filings In Progress, Calendar Events, Counsel/Parties (which is highlighted with a red box), Docket Entries, Dispositions, Correspondence, and Cross Court. The main content area displays two attorney entries. The first attorney, Burns, Hugh J., Jr., is listed as representing the Commonwealth of Pennsylvania, being a District Attorney, and is Pro Se. The second attorney, Della Rocca, John Charles, is listed as representing Poland, Stanley, being a Court Appointed attorney, and is Pro Se. Both attorneys are listed as Appellees and have IFP Status Yes. Both accept eService. The text in the sidebar states: 'Provides a list of all active counsel on the case, their contact information, and the name of the party they are representing.'

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

Case Details

Initiate New Case Case Filing

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

Counsel/Parties

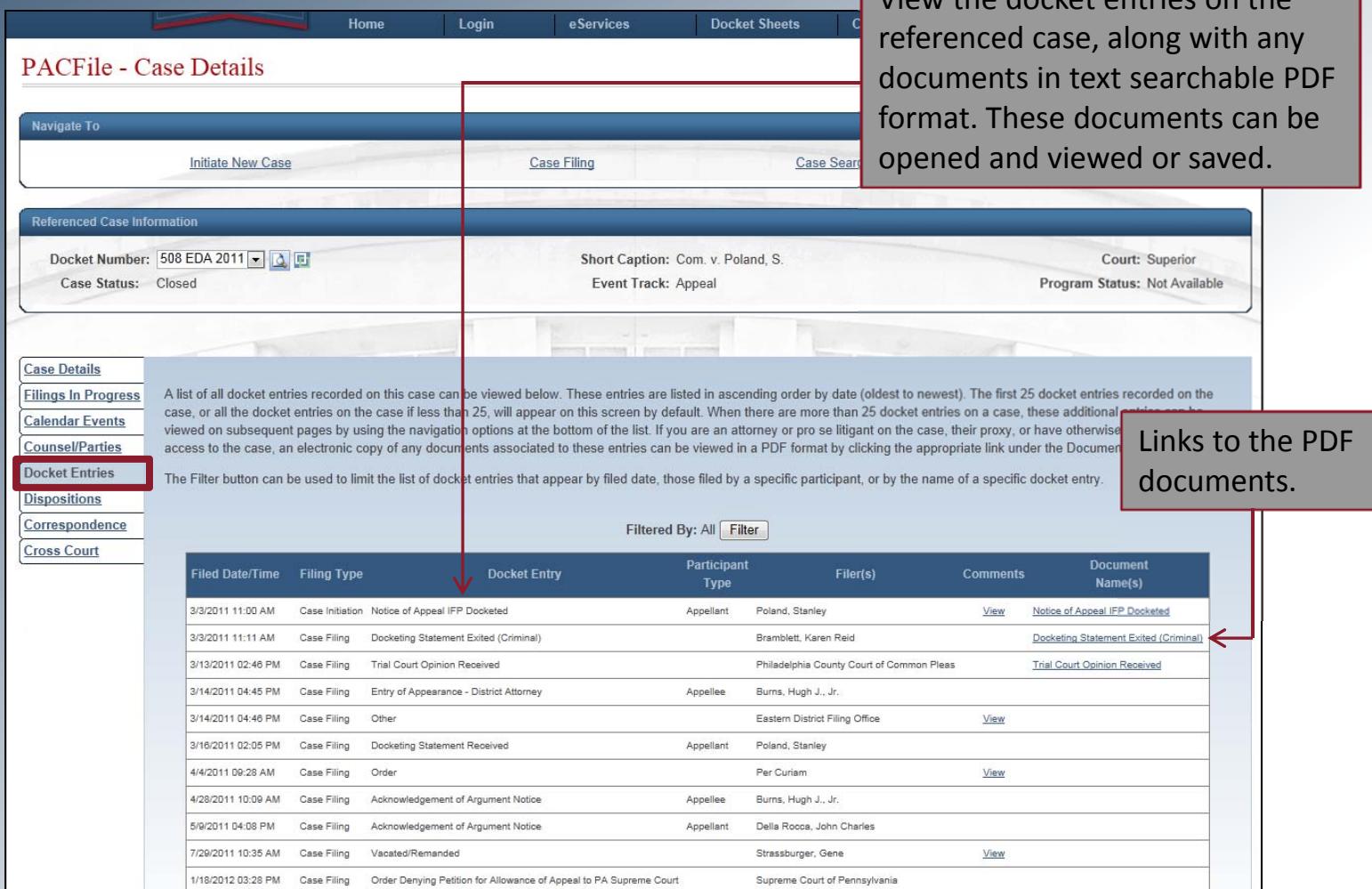
Attorney: Burns, Hugh J., Jr.

PA Bar No: 041367 Representing: Commonwealth of Pennsylvania
Law Firm: Philadelphia District Attorney's Office Representation Type: District Attorney
Address: 3 S. Penn Square Pro Se: No
Philadelphia, PA 19107-3499 Role: Appellee
Phone No: (215) 686-5730 IFP Status: Yes
Fax No: (215) 686-5725
E-Mail Address: hugh.burns@phila.gov

Attorney: Della Rocca, John Charles

PA Bar No: 079377 Representing: Poland, Stanley
Law Firm: Philadelphia, PA 19103 Representation Type: Court Appointed
Address: 1600 Market St Ste 1800 Pro Se: No
Phone No: (215) 564-5647 Role: Appellant
Fax No: (215) 564-5648 IFP Status: Yes
E-Mail Address: jcdr0927@aol.com
Accepts eService: No

Viewing Case Details – Docket Entries



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.

Case Details

Docket Entries

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			

Viewing Case Details - Dispositions

The Appellate Court Dispositions grid displays a summary of dispositions related to this case at the Supreme, Superior, or Commonwealth Court.

The Lower Court Dispositions grid displays any decisions related to this case at the Common Pleas, Magisterial District, Municipal, or Traffic Courts.

Case Details

Filings In Progress

Calendar Events

Counsel/Parties

Docket Entries

Dispositions (highlighted)

Correspondence

Cross Court

Appellate Court Dispositions

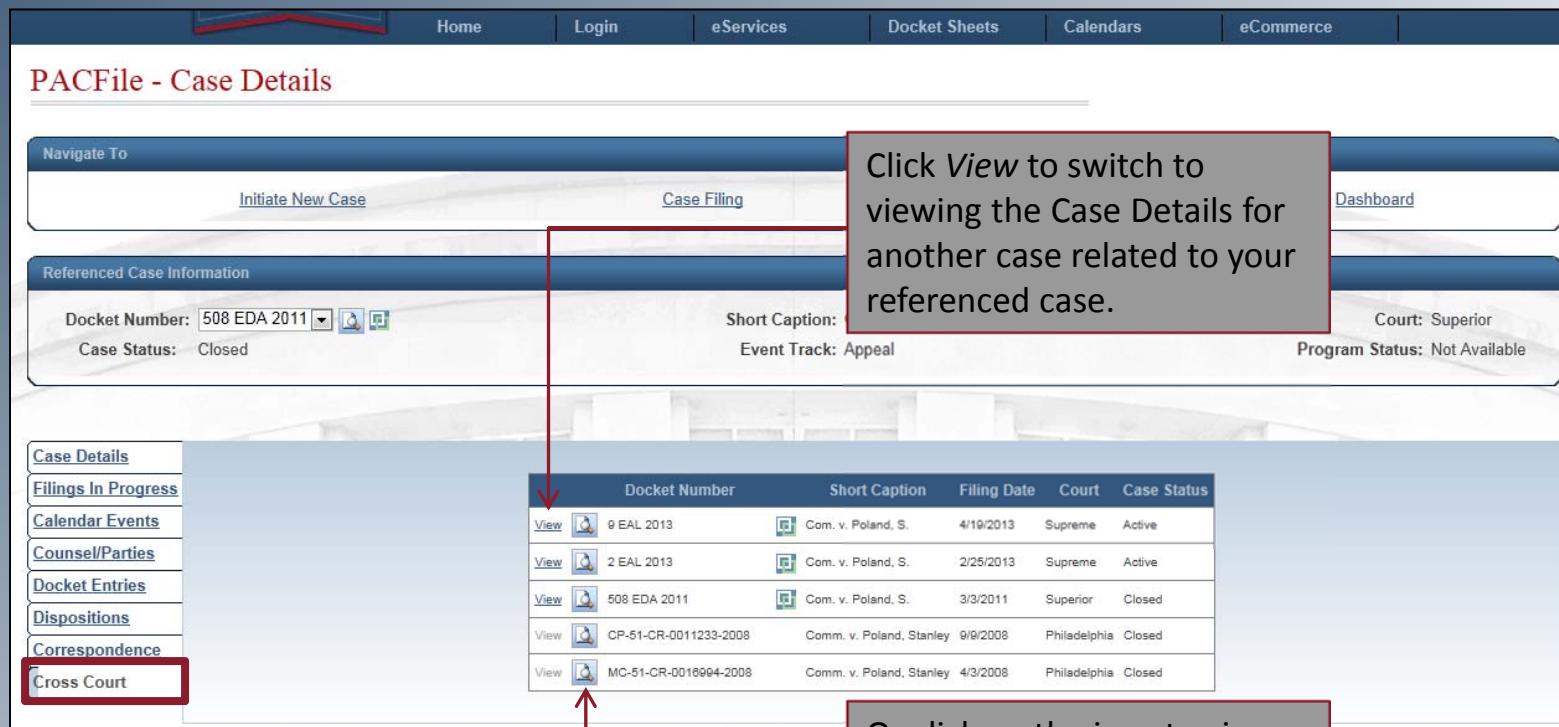
Court	Docket Number	Disposition Date	Disposition Type	Disposition	Journal Number	Listed/Submitted Date	Disposition Exit Date	Final Disposition	Document Name(s)
Superior	508 EDA 2011	7/29/2011 10:35 AM	Decided	Vacated/Remanded	J-A15018-11	5/10/2011	7/29/2011	<input checked="" type="checkbox"/>	

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		<input type="checkbox"/>	<input type="checkbox"/>
Offense Dispositions: Show... (8)									

Viewing Case Details – Cross Court



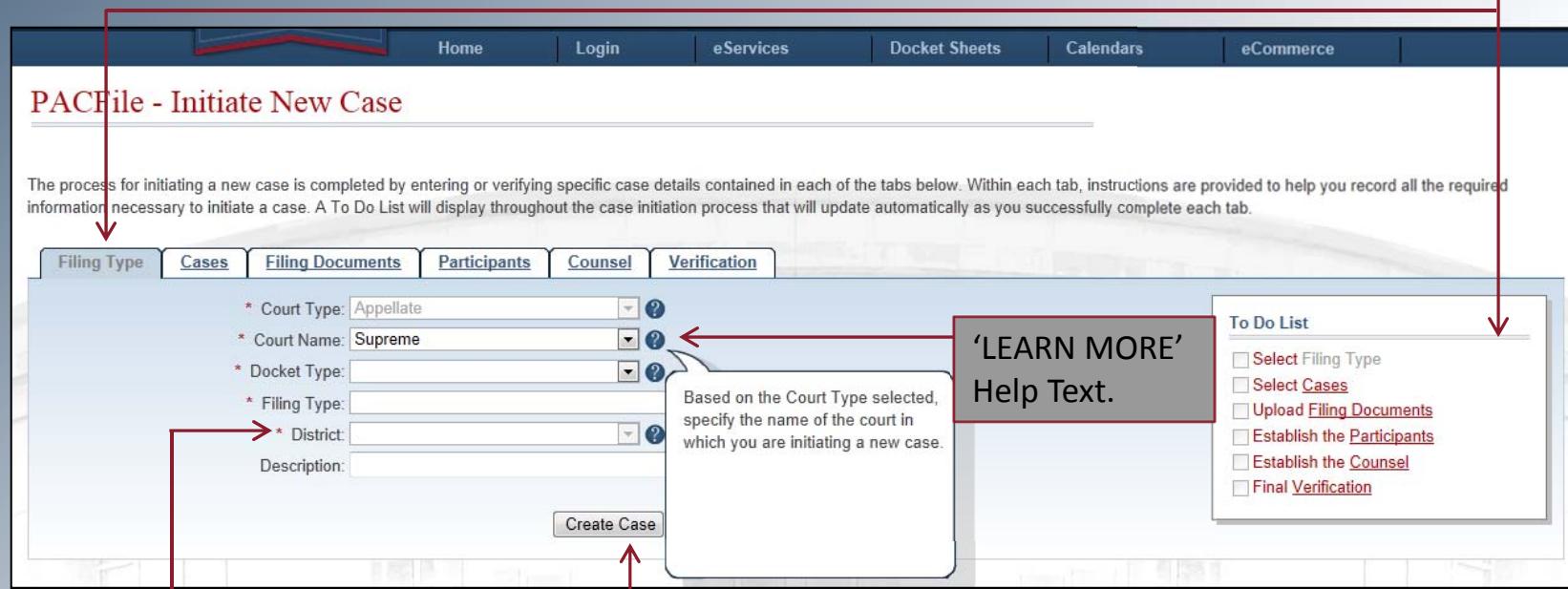
The screenshot shows the PACFile Case Details page. On the left, a sidebar menu lists: Case Details, Filings In Progress, Calendar Events, Counsel/Parties, Docket Entries, Dispositions, Correspondence, and Cross Court (which is highlighted with a red box). The main content area displays Referenced Case Information (Docket Number: 508 EDA 2011, Case Status: Closed) and Case Filing (Short Caption: , Event Track: Appeal). A red box highlights the 'View' link next to the docket number in the Docket Sheet table. A callout box with a red border and arrow points to this link with the text: 'Click View to switch to viewing the Case Details for another case related to your referenced case.' Another red box highlights the small icon next to the docket number in the table. A callout box with a red border and arrow points to this icon with the text: 'Or click on the icon to view the Docket Sheet for the related cases.'

	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

Initiate a New Case – Filing Type



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.



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: Appellate
* Court Name: Supreme
* Docket Type:
* Filing Type:
* District:
Description:

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

‘LEARN MORE’
Help Text.

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)

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)

Associated Cases

Docket Number	Short Caption	Case Status	Filing Date
584 EDA 2010	Com. v. Poland, S.	Closed	3/5/2010

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.

Next

Initiate New Case – Filing Documents

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

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.
Case Status: Closed Event Track: Appeal Court: Superior
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

Previous Next Save Serve Cancel

To Do List

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

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

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.

Initiate New Case - Participants

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

Participants

Participant	Docket Number	Pro Se	Role	Filer	Edit	Remove
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

To Do List

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

Buttons

Previous Next Save Serve Cancel

Text Box (Right Side):

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

Initiate New Case - Counsel

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

Counsel

Show counsel information for: All Cases

Counsel	Docket Number	Representing	Actions
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
Petrucci, Lisa M.	508 EDA 2011	Poland, Stanley	Edit Remove
Petrucci, Lisa M.	584 EDA 2010	Poland, Stanley	Edit Remove

To Do List

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

Buttons: 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.

Add/Edit Counsel

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

1. **Select** the attorney from the search results table.

2. **View/edit** their contact information in the **Contact Information** tab.

3. **Representing** the attorney in the **Representing** tab.

4. Click **OK** to confirm the representation.

Initiate New Case – Service

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

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**

Add

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

Petrucci, Lisa M. representing:

- Poland, Stanley
- Poland, Stanley

Service Type **Service Date**

eService **Edit** **Remove**

Add

To Do List

Select Filing Type
 Select Cases
 Upload Filing Documents

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

OK Cancel

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

The process for initiating a new case is completed by entering or verifying specific case details contained in each of the tabs below. 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.

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** **Service** **Verification**

Filers

IFP Status	Filer(s)	Role	Counsel
No	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

Previous Next Save Serve Cancel

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 <input checked="" type="checkbox"/> Select Filing Type <input checked="" type="checkbox"/> Select Cases <input checked="" type="checkbox"/> Upload Filing Documents <input checked="" type="checkbox"/> Establish the Participants <input checked="" type="checkbox"/> Establish the Counsel <input checked="" type="checkbox"/> Record Service <input checked="" type="checkbox"/> 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 Program Status: Case Caption: Com. v. Poland, S. Event Track: Appeal 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 1010		Page 1 of 1
		Printed: 5/15/2013 2:42 pm

PACFile – 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	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	WSUPED00000080	Served	\$147.00	
* 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.

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, PA19103
Phone: 215-564-5647
Representing: Respondent Poland, Stanley
Respondent Poland, Stanley

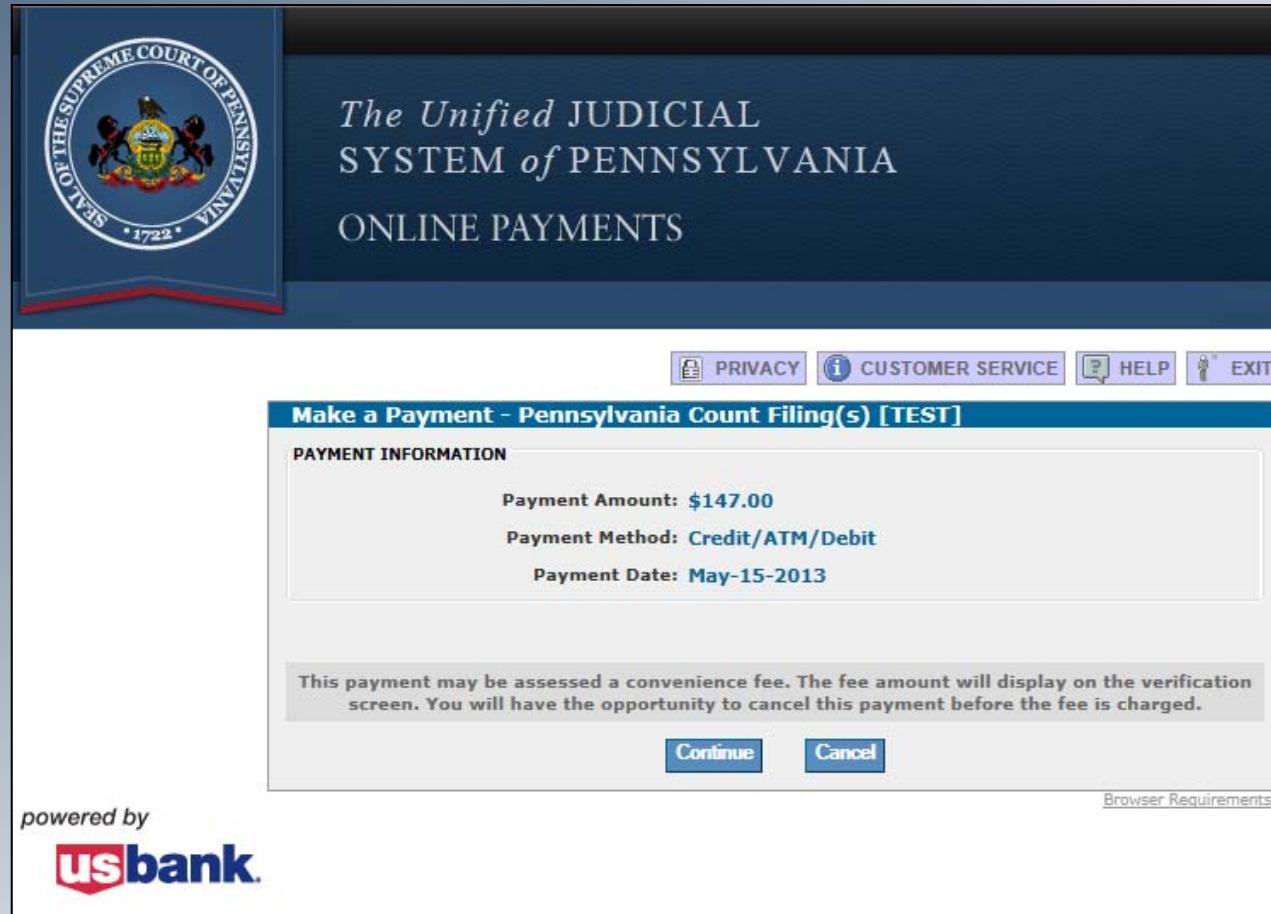
Served: Petruzi, Lisa M.
Service Method: eService
Email: christyhull@yahoo.com
Service Date: 4/15/2013
Address: 5036 Ritter Road
Mechanicsburg, PA17055
Phone: 717-795-2000
Representing: Respondent Poland, Stanley
Respondent Poland, Stanley

/s/ Christine Gale
(Signature of Person Serving)

Person Serving: Gale, Christine
Attorney Registration No: 034256
Law Firm: Frank, Gale, Bails, Murko & Poorass, P.C.
Address: Frank Gales Bails ET AL
707 Grant St Fl 33
Pittsburgh, PA15219
Representing: Petitioner Commonwealth of Pennsylvania
Petitioner Commonwealth of Pennsylvania

PACFile 1001 Page 1 of 2 Print Date: 4/15/2013 3:46 pm

U.S. Bank Payment Process – Page 1



The image is a screenshot of a web browser displaying the Unified Judicial System of Pennsylvania Online Payments website. The page features a dark blue header with the text "The Unified JUDICIAL SYSTEM of PENNSYLVANIA" and "ONLINE PAYMENTS". To the left of the header is the official seal of the Supreme Court of Pennsylvania. Below the header is a navigation bar with links for "PRIVACY", "CUSTOMER SERVICE", "HELP", and "EXIT". The main content area is titled "Make a Payment - Pennsylvania Count Filing(s) [TEST]". It displays payment information: "Payment Amount: \$147.00", "Payment Method: Credit/ATM/Debit", and "Payment Date: May-15-2013". A note below states: "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." At the bottom of the page, there are "Continue" and "Cancel" buttons, and a link to "Browser Requirements". The page is powered by U.S. Bank, as indicated by the logo at the bottom left.

U.S. Bank Payment Process – Page 2

The Unified JUDICIAL SYSTEM of PENNSYLVANIA
ONLINE PAYMENTS

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

*Required Field

ACCOUNT INFORMATION

Use ATM Card

ATM Card Number:*

Use Credit/Debit Card

Credit/Debit Card Type:*

Visa MasterCard Discover American Express

Credit/Debit Card Number:*

4111111111111111

Expiration Date:*

09 / 2019

Process this credit card as an ATM debit card if eligible

BILLING 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 **usbank**

Browser Requirements

U.S. Bank Payment Process – Page 3



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 **usbank**

[Browser Requirements](#)

U.S. Bank Payment Process – Page 4



The Unified JUDICIAL SYSTEM of PENNSYLVANIA
ONLINE PAYMENTS

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

Verify Payment - Pennsylvania Count 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 **165** 

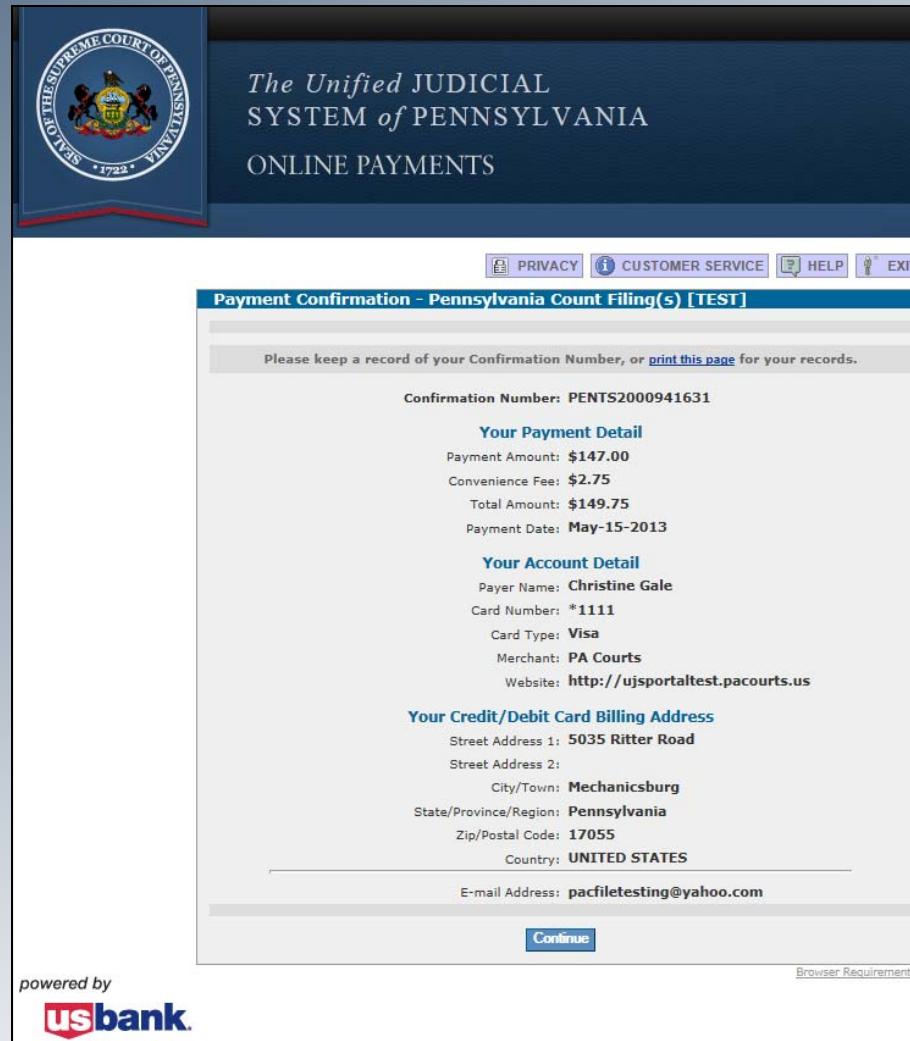
A convenience fee will be charged to this transaction. This fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

Confirm **Cancel**

Browser Requirements

powered by
usbank

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://ujsportaltest.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
usbank

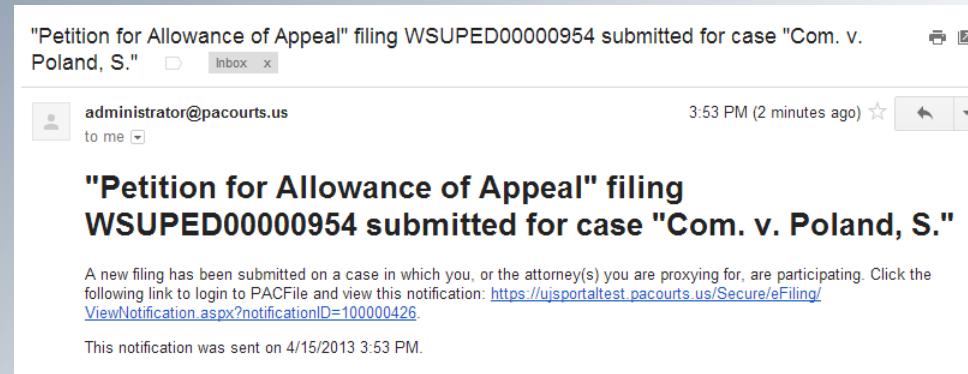
PACFile Dashboard – Recently Submitted Filings



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

A screenshot of the 'Recently Submitted Filings' page. The page has a header with 'PACFile - Recently Submitted Filings' and a 'Navigate To' menu with links for 'Initiate New Case', 'Case Filing', 'Case Search', and 'Dashboard'. Below the header, a message states: 'The list below displays all of the filings that have been submitted in the past 30 days by either you or your proxy.' A table then lists the recent filings. The table has columns for Description, Filing Type, Filing Name(s), Docket Number(s), Document(s), Filer(s), Created By, Submit Date, Tracking Number, Status, and Fee. One entry is shown: 'Petition for Allowance of Appeal' (Reproduced Record) filed on 5/15/2013 by Gale, Christine, tracking number WSUPED00000980, status Submitted, fee \$147.00.

E-mail Notification

A screenshot of an email notification. The subject line is "'Petition for Allowance of Appeal' filing WSUPED00000954 submitted for case 'Com. v. Poland, S.'". The email is from 'administrator@pacourts.us' to 'me'. The body of the email contains the following text:

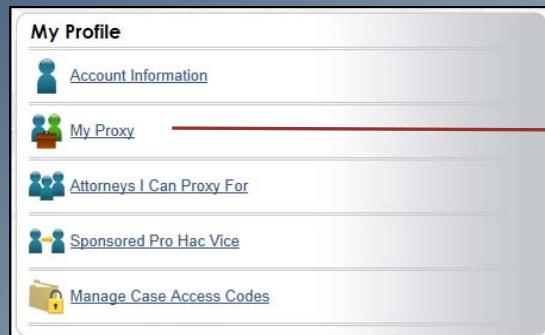
**"Petition for Allowance of Appeal" filing
WSUPED00000954 submitted for case "Com. v. Poland, S."**

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



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.

A screenshot of the 'PACFile - My Proxy' page. The page title is 'PACFile - My Proxy'. The main content area is titled 'Proxies' and contains a table of proxy information. A dropdown menu is open over a 'Type' field, showing options: Full Proxy, Limited Proxy, Payment/Submission Proxy, and Notification Only Proxy. The 'Update Permissions' button is visible at the bottom of the dropdown.

Name	City	Bar No.	Type
Perer, Alan	Mechanicsburg, PA	023803	Full Proxy
Beatty, Vicki	Mechanicsburg, PA	039522	Full 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



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.

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: PA Bar ID

* Bar Number: 034256

Search Cancel

Name Address City Bar No.

<input checked="" type="checkbox"/> Gale, Christine 5035 Ritter Road Mechanicsburg, PA 034256

Select All Deselect All Add Selected Users

Acting as a Proxy

The screenshot shows the PACFile dashboard for the Unified Judicial System of Pennsylvania. At the top, the logo of the Supreme Court of Pennsylvania is displayed, along with the text "The Unified JUDICIAL SYSTEM of PENNSYLVANIA WEB PORTAL". The top right corner shows the user is logged in as "alanperer" and includes links for "Logout", "Unified Judicial System website", "UJS Forms", "ePay Brochure", and "Collections in the Courts".

The main dashboard area has a red box around the "Actions" section, which contains links for "Initiate New Case" and "Case Filing". Below this is the "My Profile" section with links for "Account Information", "My Proxy", "Attorneys I Can Proxy For", "Sponsored Pro Hac Vice", and "Manage Case Access Codes".

A red box highlights the "Attorneys I Can Proxy For" link, which is connected by a red arrow to a "Proxy Selection" modal window. The modal window has a red box around the "OK" and "Cancel" buttons. It contains the text: "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." It includes two radio buttons: "I am filing as myself." (unchecked) and "I am filing on behalf of someone else." (checked), with a dropdown menu showing "Petrucci, Lisa".

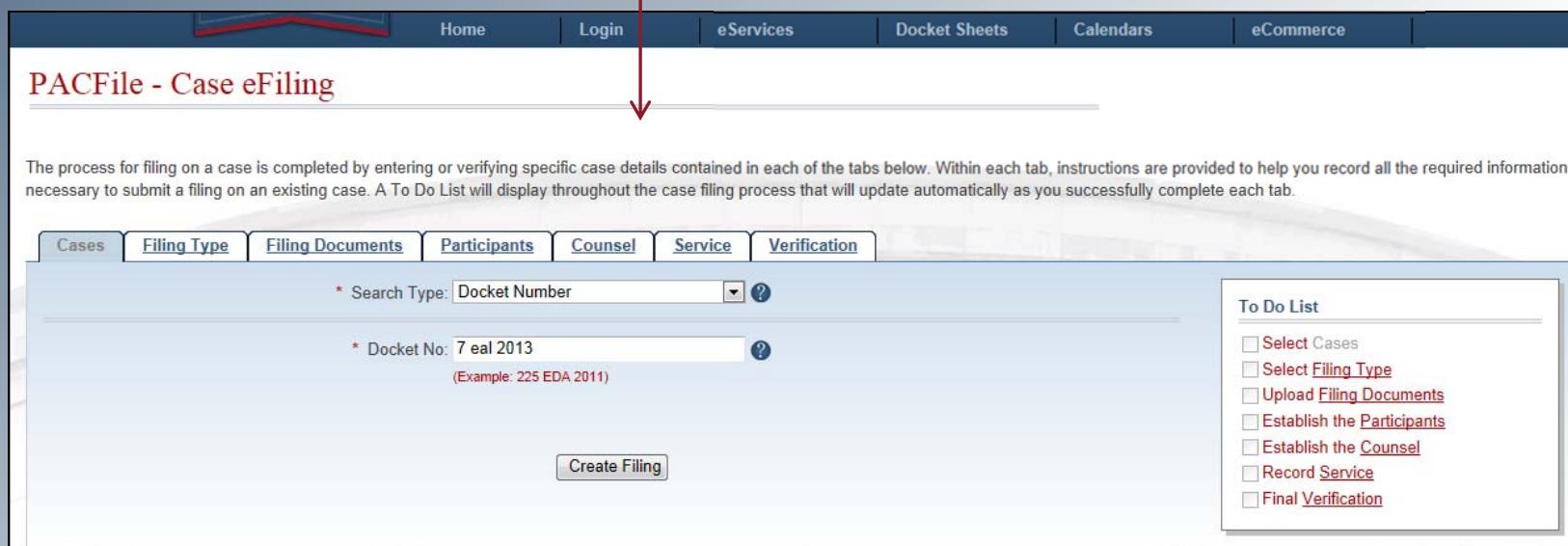
At the bottom of the dashboard, a red box contains the text: "When you Initiate a new case or case filing, the Proxy Selection screen will be displayed and will ask you to indicate if you are filing as yourself or on behalf of someone else."

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

Actions – 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.



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 Type

* Search Type: Docket Number [?](#)

* Docket No: [?](#)
(Example: 225 EDA 2011)

[Create Filing](#)

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

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

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

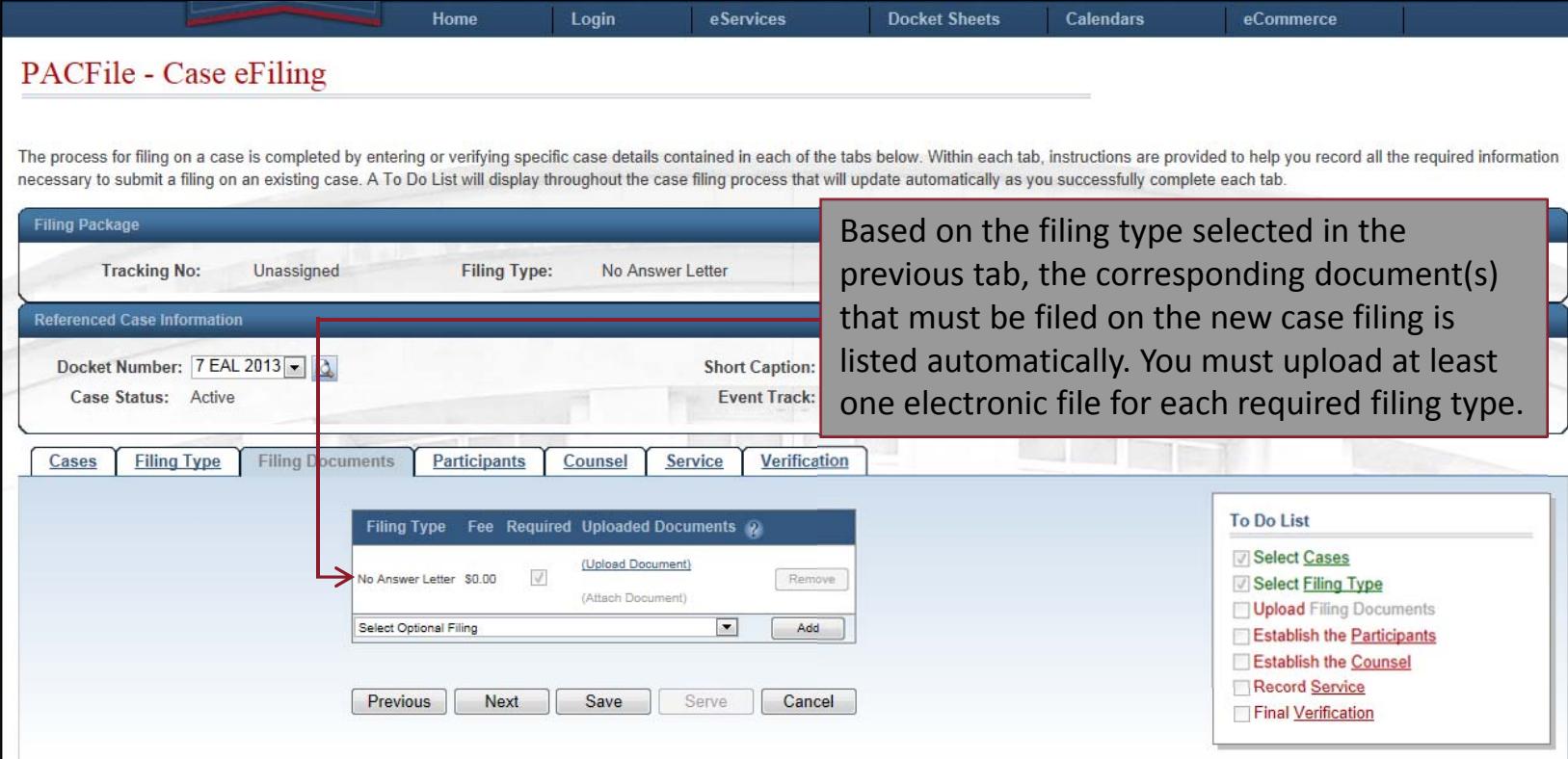
Filing Type: No Answer Letter

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



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 Short Caption:

Case Status: Active

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.

Case Filing – Counsel/Participants

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.

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 ?

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

Participants

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

Case Filing - Counsel

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 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

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
Petrucci, Lisa M.	7 EAL 2013	Washington, Damien	Edit	Remove

To Do List

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

Buttons: Previous, Next, Save, Serve, Cancel

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

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 <input type="button" value=""/>	Short Caption:	Com. v. Washington, D.	Court:	Supreme
Case Status:	Active	Event Track:	Standard PAA	Program Status:	Not Available

Service

Docket No: 7 EAL 2013 - Com. v. Washington, D.

Klein, Charles A. representing:

- Washington, Damien

Service Type Service Date

<input type="button" value="Add"/>

Docket No: 7 EAL 2013 - Com. v. Washington, D.

Petrucci, Lisa M. representing:

- Washington, Damien

Service Type Service Date

eService	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>		

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.

Previous Next Save Serve Cancel

Case Filing - Verification

The process for filing on a case is completed by entering or verifying specific case details contained in each of the tabs below. Verify that all the information displayed 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 as changes are made.

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	<input type="button" value=""/>	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

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 initiate electronic service for all PACFile registered attorneys and pro se litigants on the case.

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

 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	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									

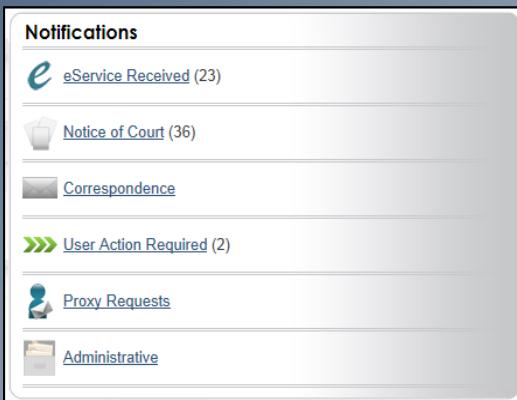
By checking this box I acknowledge that I have the authority to file the selected document(s) with the Court.

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 docketes 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 display 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.

Filings and Case Information

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:

Find a Case

* Docket No:

[Advanced Search](#)

Notifications

- [eService Received \(23\)](#)
- [Notice of Court \(36\)](#)
- [Correspondence](#)
- [User Action Required \(2\)](#)
- [Proxy Requests](#)
- [Administrative](#)

Filings

- [Filings In Progress \(1\)](#)
- [Recently Submitted Filings \(4\)](#)

Case Information

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

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.

PACFile - Filings In Progress

Navigate To

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

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 Praecipe for Appearance	Commonwealth of Pennsylvania	Gale, Christine	2/24/2013	WSUPWD00000802	Not Submitted	\$73.50 Delete

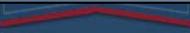
I recognize that clicking the Serve button will complete electronic service for all PACFile registered attorneys and pro se litigants on the case.

[Serve](#) [Summary Report](#)

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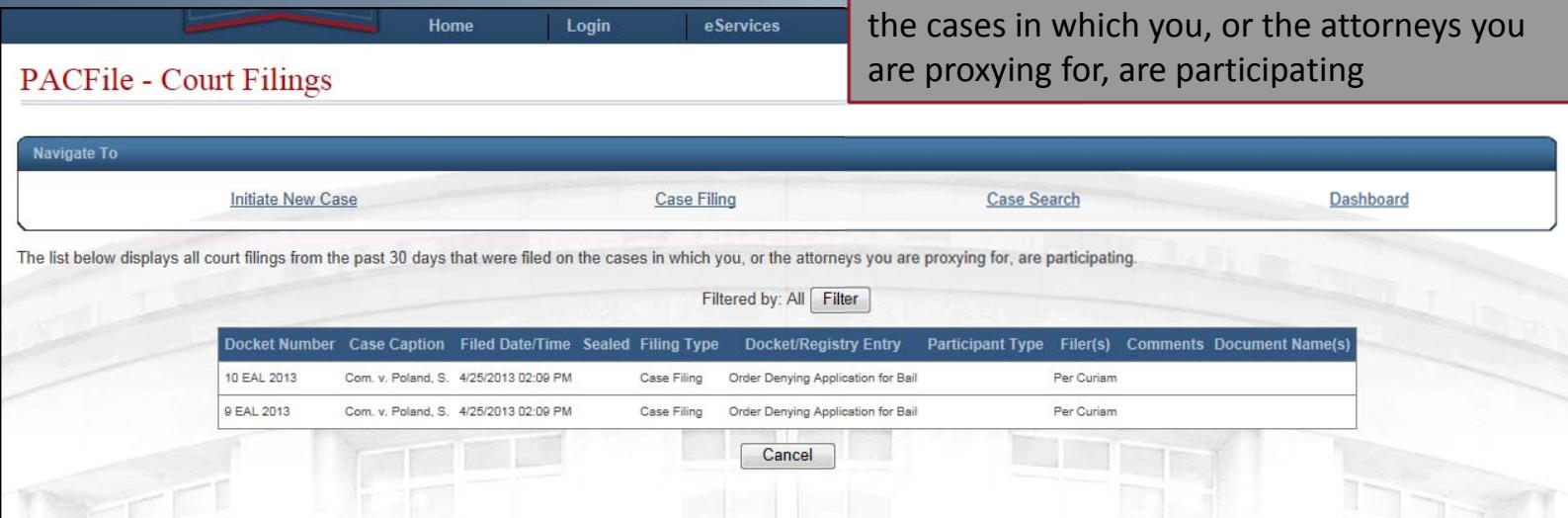
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