



## **First Judicial District of Pennsylvania**



## eSubpoena System User Guide

## FJD eSubpoena System Guide - Trial Division - Civil Access Portals

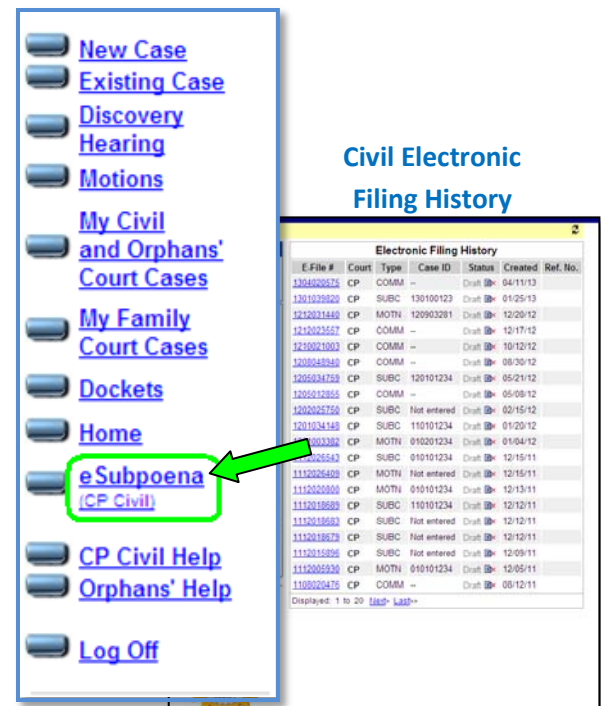
The **eSubpoena** system is accessible through the First Judicial District homepage at [courts.phila.gov](http://courts.phila.gov) or from within the Common Pleas Civil e-filing account. Both access points are shown below.

### Access from FJD Homepage



### Access from Civil eFiling Account

The eSubpoena link is available when logged into the Court of Common Pleas Civil Electronic Filing System.

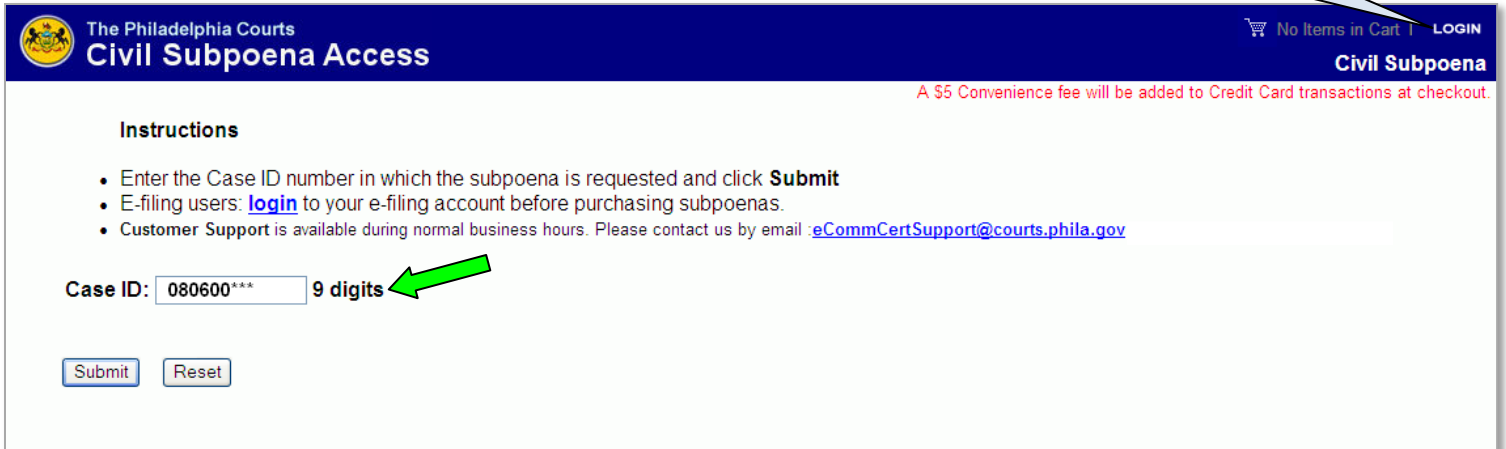


## FJD eSubpoena System Guide - Trial Division - Civil Requesting a Subpoena - Payment

### Home Screen

- A party to a case may request the Prothonotary to issue a subpoena by entering the applicable Case ID and clicking the **Submit** button.
- eFiling users are urged to login before ordering. This will expedite the ordering process.

eFiler Login



The screenshot shows the 'Civil Subpoena Access' page. At the top, there is a blue header with the Philadelphia Courts logo and the text 'Civil Subpoena Access'. To the right of the header, there is a shopping cart icon with 'No Items in Cart' and a 'LOGIN' button. Below the header, there is a red banner that reads 'A \$5 Convenience fee will be added to Credit Card transactions at checkout.' The main content area has a section titled 'Instructions' with three bullet points: 'Enter the Case ID number in which the subpoena is requested and click **Submit**', 'E-filing users: [login](#) to your e-filing account before purchasing subpoenas.', and 'Customer Support is available during normal business hours. Please contact us by email: [eCommCertSupport@courts.phila.gov](mailto:eCommCertSupport@courts.phila.gov)'. Below the instructions, there is a 'Case ID' field with the value '080600\*\*\*' and a label '9 digits' with a green arrow pointing to it. At the bottom, there are 'Submit' and 'Reset' buttons.

### Subpoena Type

- Identify which type of subpoena is requested:
  - Subpoena to Attend and Testify (see Pa.R.C.P. No. 234.1 *et seq.*) or
  - Subpoena to Produce Document and Things (see Pa.R.C.P. No. 4009.1 *et seq.*)



The screenshot shows the 'Case Description' screen. At the top, there is a blue header with the Philadelphia Courts logo and the text 'Civil Subpoena Access'. Below the header, there is a section titled 'Instructions' with one bullet point: 'Verify case caption and select a subpoena type.' To the right of the instructions, there is a 'Return to Case ID Screen' button. Below the instructions, there is a 'Case Description' section with two fields: 'Case ID:' with the value '08060000 \*\*' and 'Case Caption:' with the value 'DOE vs. DOE'. Below the case description, there is a 'Subpoena Type (select one)' section with two radio button options: 'Subpoena to Attend and Testify' (selected) and 'Subpoena to Produce Documents or Things for Discovery'. A green arrow points to the 'Subpoena to Attend and Testify' option.

## FJD eSubpoena System Guide - Trial Division - Civil Requesting Subpoenas (continued)



### Subpoena Form

- Complete all applicable fields in the Subpoena form
  - Note: requesting attorney/party contact information fields are mandatory
- **Save and Continue** to complete Subpoena  
or **Return to Previous Screen** to cancel request

**Subpoena to Attend and Testify**

**Instructions**

- Click the **Save and Continue** button after all the fields have been applied.

Return to Previous Screen

Save and Continue

**Case ID:** 080600075

**Case Caption:** DIROSA VS SMITH

**To:** (Select recipient from case parties or type recipient name in non party field )

Case Parties

or

Other Party

**1. YOU ARE ORDERED BY THE COURT TO COME TO**

(Address)

PHILADELPHIA, PENNSYLVANIA

On:

At:   ☒ AM ☐ PM

**TO TESTIFY ON BEHALF OF** (Select recipient from case parties or type recipient name in non party field)

Case Parties

or

Other Party

**2. AND BRING WITH YOU THE FOLLOWING**

**This subpoena was issued at the request of the following person:**

Name:

Address:

Phone No:

Calendar - Windows Int...

April 2013

<< < Today > >>

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				


User Accepts/Agrees to [Disclaimer](#) Not for official use.

## FJD eSubpoena System Guide - Trial Division - Civil Requesting Subpoenas (continued)

### Return to Home Screen

- The first Subpoena has been placed in the cart.
- Repeat process to place additional subpoenas in the cart or checkout.
- Screen Features:
  - Overview of all subpoenas in cart
  - Preview each document
  - Modify subpoenas in cart

[My Cart](#)

 Items in Cart: 1 Total: \$ 7.70 | [CHECKOUT](#) | [LOGIN](#)

**Civil Subpoena**

A \$5 Convenience fee will be added to Credit Card transactions at checkout.

### Instructions

- Enter the Case ID number in which the subpoena is requested and click **Submit**
- E-filing users: [login](#) to your e-filing account before purchasing subpoenas.
- Customer Support is available during normal business hours. Please contact us by email : [eCommCertSupport@courts.phila.gov](mailto:eCommCertSupport@courts.phila.gov)

Case ID:  9 digits

[Checkout](#)

[Submit](#)

[Reset](#)

### Case Number Subpoena Type Recipient

080600\*\*\*

Attend

John Doe

[Delete](#)

[Preview](#)

[Modify](#)



[Subpoena  
Preview](#)

## FJD eSubpoena System Guide - Trial Divison - Civil

### Completing the Request - Checkout

#### My Subpoena Cart

- Selecting **Checkout** on any screen will lead to My Subpoena Cart
- Screen features:
  - Preview Subpoena(s)
  - Remove unwanted subpoenas by checking box and updating cart
  - Return to home screen and *Order More Subpoenas*
- Click **Start Checkout** to continue



### MY SUBPOENA

Purchase Overview					
Case Number	Caption	Document (click to preview)	Pages	Cost	Remove
0806000 **	Doe Vs. Doe	<a href="#">Subpoena To Produce</a>	1	\$ 7.70	<input type="checkbox"/>
TOTAL			1	\$ 7.70	<input type="button" value="Update Cart"/>

[Continue Searching/Shopping](#)

#### Email Information Screen

**Note:** this screen will be bypassed if previously logged into an eFiling account

- Screen options
  - Login to EFS account
  - or Public users must provide at least one email address
- Select **Login** or **Submit** to continue

### EMAIL INFORMATION

#### Civil E-Filing Users

Username:

Password:

Pin:

If you have an account in the E-Filing System we will retrieve the email address associated with it.

#### General Public

Email Address:

Confirm Email Address:

Second Email: (optional)

Third Email: (optional)

[Continue Searching/Shopping](#)

## FJD eSubpoena System Guide - Trial Divison - Civil Payment Selection

Select a form of payment (all subpoenas ordered must fall within the same payments type)

- **Credit Card** (a \$5 convenience fee will be applied to online credit card transactions)
  - Note: a single order of multiple subpoena will incur one convenience fee
- **In Forma Pauperis**
- **Walk-in & Pay**

☒ Credit Card

(A \$5.00 Convenience fee will be assessed.)

☐ In Forma Pauperis

In Forma Pauperis status has either been granted or is pending approval in all cases in which subpoenas have been ordered .

☐ Walk-in & Pay

The subpoena will not be issued by the court until the proper fee is paid in the courthouse. Failure to pay the requisite filing fees within five (5) business days, will result in the return of your electronic request for issuance of subpoena.

[Back](#) [Order More Subpoenas](#) [Continue](#)

### Payment Information Screen

- Credit Card: Enter payment information and **Finish Checkout**
  - **Cards Accepted:** Visa, MasterCard, Discover, American Express
- In forma Pauperis: Read the important message and **Finish Checkout**  
(Note: every subpoena ordered must fall under the payment option selected)
- Walk-in & Pay: Read the important message and **Finish Checkout**  
(Note: every subpoena ordered must fall under the payment option selected)

**PAYMENT INFORMATION**

**Email Information**

Email Address:  [Update](#)

**Final Checkout**

**TOTAL AMOUNT: \$ 12.70 USD**  
(All fields must be entered)

Credit Card Type:

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Name on Card:

Address:

City:

State:

Zip Code:

Card Number:

Expiration Date:

Security Code:

The Security Code is located on the back of your credit card, usually on the strip where you signed your name. It is a 3 or 4 digit number at the end of the credit card number or listed alone.

[Finish Checkout](#)

[Continue Searching/Shopping](#)

[Back](#) [Order More Subpoenas](#)

**Example:**  
Credit card payment



## FJD eSubpoena System Guide - Trial Division - Civil Submission Complete



### Confirmation Screen

The completion screen will vary based on the payment option selected.

- Credit Card:
  - The transaction is complete. Links to the document appear on screen. The Subpoena(s) may now be printed and/or saved. You are urged to save the document(s) for future use. An email containing this information and document links has also been sent to the email address provided by the user. Subpoenas are produced in a PDF format.
- In forma Pauperis:
  - An onscreen message reiterates that In Forma Pauperis fee waiver status must be verified by the court prior to issuance of the Subpoena. An email has been sent confirming that the request is pending review by the Office of the Prothonotary.
- Walk-in & Pay:
  - An onscreen message reiterates that completion of the request is dependent upon delivery of payment to the courthouse. An email containing links to the subpoena document(s) will be sent immediately upon receipt of payment. Filers must reference the order number when delivering payment. If payment is not received within five (5) business days the submission will be rejected.

**SUBMISSION COMPLETE**

[Print](#)

Your submission has been received by the Office of the Prothonotary.  
Click on the link(s) below to view the purchased document(s).  
An email containing the same will be sent to each email address provided at checkout

Recipient Address: [REDACTED]@courts.phila.gov

Order Number: 100113845

Confirmation Number: 4AFDC0899

Submission Date/Time: March 22, 2013 11:54 AM

Case Number	Caption	Document (click to view)	Pages
0806000 **	Doe Vs. Doe	<a href="#">Subpoena To Produce</a>	1
<b>TOTAL</b>			<b>1</b>

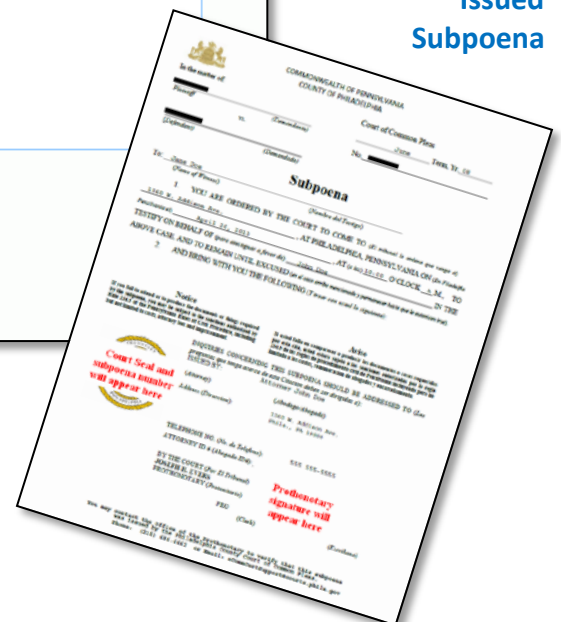
Customer Support  
During normal business hours  
please contact us  
[eCommSub@courts.phila.gov](mailto:eCommSub@courts.phila.gov)  
or  
Telephone: (215) 686 - 2618

[Continue Searching/Shopping](#)

[Order More Subpoenas](#)

Issued  
Subpoena

Example:  
online payment





# FJD eSubpoena System Guide - Trial Division - Civil

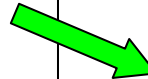
## Emails



- Online Credit Card Payment:
  - An automated email is sent to the requester containing payment information and links to all subpoenas requested.
- In forma Pauperis:
  - Two emails are sent to the requester:
    1. Confirmation of successful submission
    2. Approval, rejection or partial approval of the Subpoena request based on the confirmation of the fee waiver. Approval and partial approval emails will contain links to the subpoena(s) issued by the court
- Walk-in & Pay:
  1. Immediate confirmation of successful submission
  2. Approval or rejection of Subpoena request(s) based on delivery of payment within five (5) business days. Approval emails will contain links to Subpoena(s) issued by the court.

**\*All documents are provided as PDF\***

Document  
link(s)



From: eSubpoena  
To: [REDACTED]  
Subject: eSubpoena order #100114807  
Date: Monday, April 22, 2013 9:50:06 AM

Dear [REDACTED],

eSubpoena Order Number: 100114807

Recipient Address:  
john.shellenberger@courts.phila.gov

Confirmation Number: 4AFDD9085

Submission Date/Time: April 22, 2013 9:51 AM

The documents ordered through the First Judicial District eSubpoena site have been successfully processed. The purchased documents can be accessed by clicking on the link(s) listed in this email.

Subpoena(s):

Subpoena: 1 Doe vs Doe  
[http://ch-app02:8080/efsdev/stamppdf/SubpoenaStampsp.php?dxl=3h6zBIPMnp95AJI1n3e7ecY1&\\_xr@lsb=1&\\_jkt=A&c\\_x@v=080600022](http://ch-app02:8080/efsdev/stamppdf/SubpoenaStampsp.php?dxl=3h6zBIPMnp95AJI1n3e7ecY1&_xr@lsb=1&_jkt=A&c_x@v=080600022)

Total Order Fee: \$ 12.70

THANK YOU,

JOSEPH H. EVERS  
PROTHONOTARY OF PHILADELPHIA

### SUPPORT

Questions and issues should be directed to the eSubpoena Support center during normal business hours at:

email: eCommCertSupport@courts.phila.gov or

phone: (215) 686 - 2618

This is an automated e-mail, please do not respond!

Subpoenas are NOT recorded on the court docket and do not appear as part of the civil record. You are urged to save the subpoena(s) locally for future use. Currently the email link is the only means of ongoing subpoena retrieval.

Service of the subpoena remains the responsibility of the party. This system does not provide for service of a subpoena.

Issued  
Subpoena

Sample  
Email

## FJD eSubpoena System Guide - Trial Divison - Civil

### Important Reminders

- **Subsequent Availability of the Subpoena(s):**
  - Requested Subpoenas are NOT saved as part of the civil file. You are urged to save the subpoena(s) on your computer for future use. The email link is the only means to retrieve the Subpoena(s).
- **Service:**
  - The party must serve the subpoena as prescribed by Rule 402(a). The Subpoena(s) will **not** be served by the eSubpoena or eFiling systems.
- **Support:**
  - Email      [eCommCertSupport@courts.phila.gov](mailto:eCommCertSupport@courts.phila.gov)
  - Phone:     (215) 686-6663