First Judicial District of Pennsylvania
eCommerce Online Document Purchase Feature

Overview

The First Judicial District (FJD) has implemented a new web feature which allows the public to electronically preview and purchase documents related to Common Pleas Court – Civil actions through the web. The following are a few points to understand about the application:

- The current electronic search capabilities available to the public and Civil Electronic Filing System users remain in place. The functions of those search applications have been expanded to incorporate document preview and purchase abilities.

- The search options accessed through the FJD's web-site and the Civil Electronic Filing System include:
  - Search civil dockets by individual or other entity name
  - Search for civil judgments against an individual or other entity name
  - Display a civil docket report
  - Search civil court listings and review dockets of cases displayed

- In all search instances, once the docket is displayed, users may preview and purchase any related documents that are available electronically.
  Note: Civil documents that are available electronically are all documents not sealed to the public that have been filed any time after May of 2008.

- No account needs to be established in order to preview and/or purchase documents. Simply enter an e-mail address to which the documents should be delivered, enter credit card information for payment and document delivery is instantaneous.
  Note: Civil Electronic Filing System users may log in order to expedite the process. Documents will be delivered to all e-mail addresses associated with the profile.

- Documents may be purchased at a cost of $.10 per page. A $5.00 convenience fee will be assessed for each transaction in order to complete the purchase on-line. Documents from multiple case dockets may be purchased during one transaction by updating the virtual shopping cart.
  Note: In lieu of paying the convenience fee, documents may be purchased at the Prothonotary's Office in Room 264 City Hall at a cost of $.50 per page.

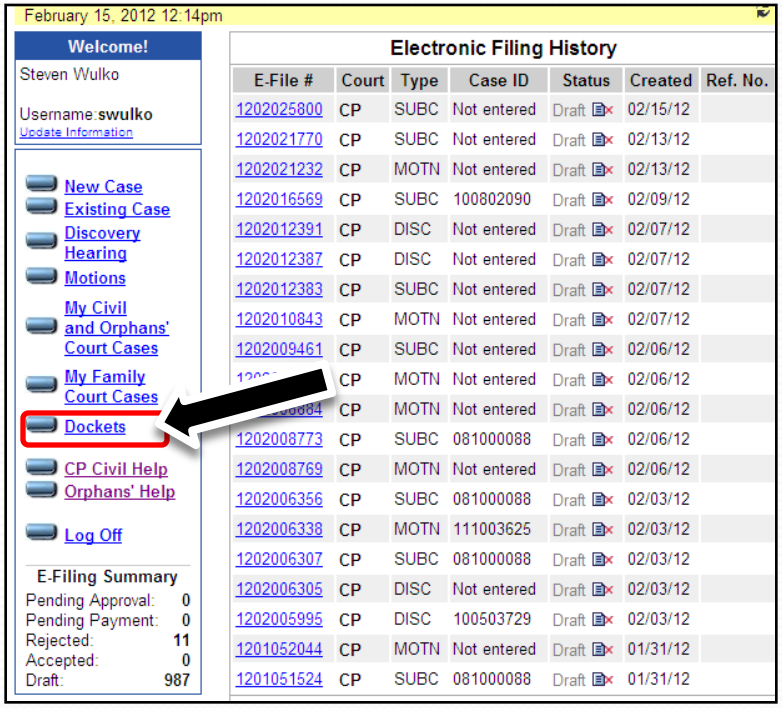
- Support will be provided during normal business hours by the Office of the Prothonotary. Support can be contacted by email at eCommDoc@courts.phila.gov or by phone at (215) 686-2618.

The following pages are a detailed illustration of the new features.

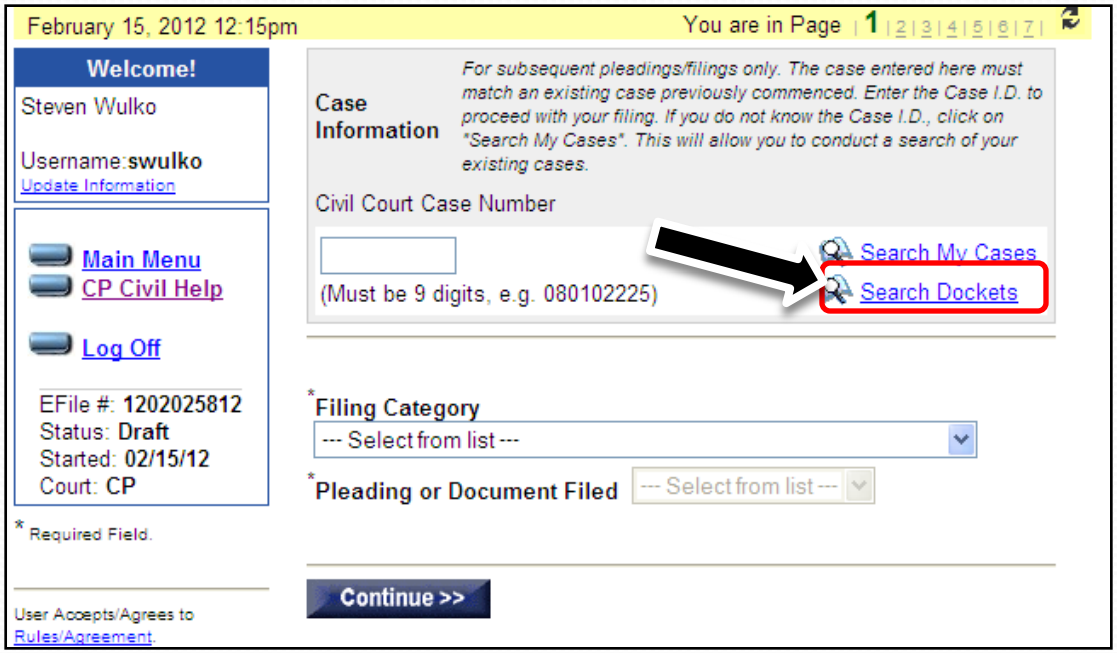
Access Points: E-Filing System (EFS)

The document purchase feature can be accessed from within the EFS in one of two ways.

1. home screen - "Dockets"



2. filing screen - "Search Dockets"



reminder: e-filing users can always obtain free documents in *their cases* by accessing the **My Cases** section of the EFS site.

accept disclaimer to **continue**

Access Point: F.J.D. Website

"Search Trial Division-Civil Dockets"

Site:
philacourts.us

Hearing List

dockets reports accessed through the **Trial Division – Civil Hearing List** page will provide the same option to purchase documents shown in the following pages

Case Search Options

search home screen

Additions
- my cart
- account login
- convenience fee notice

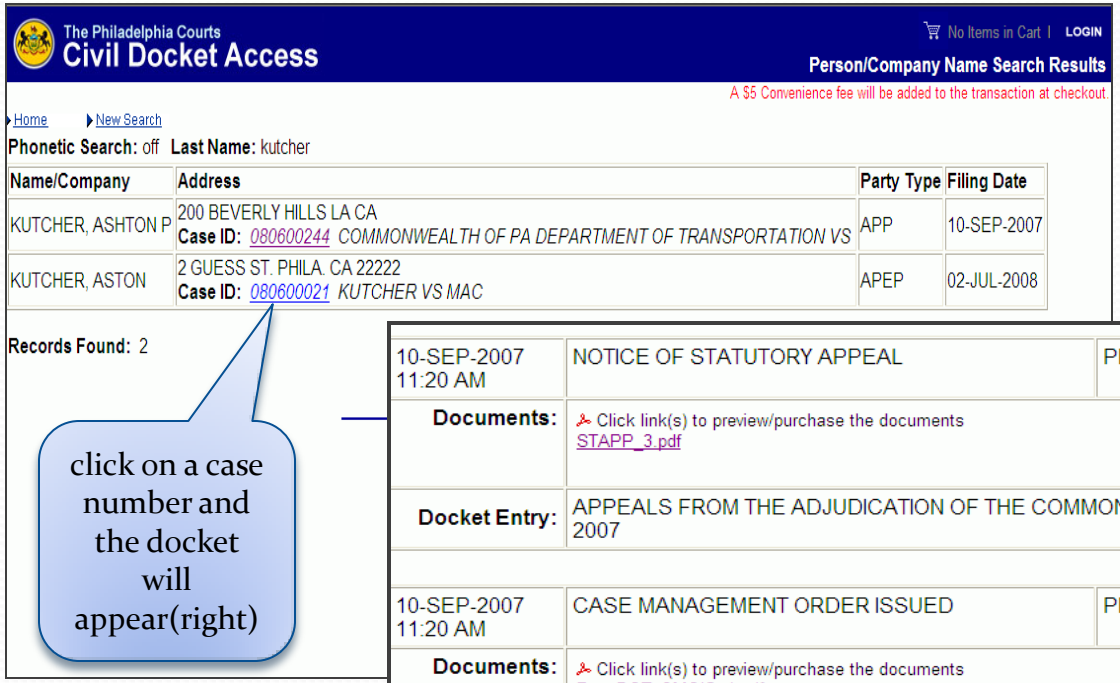
Search by:
- party name
- judgments
- case number

name search screen

1) enter search fields
2) enter pass code
3) submit

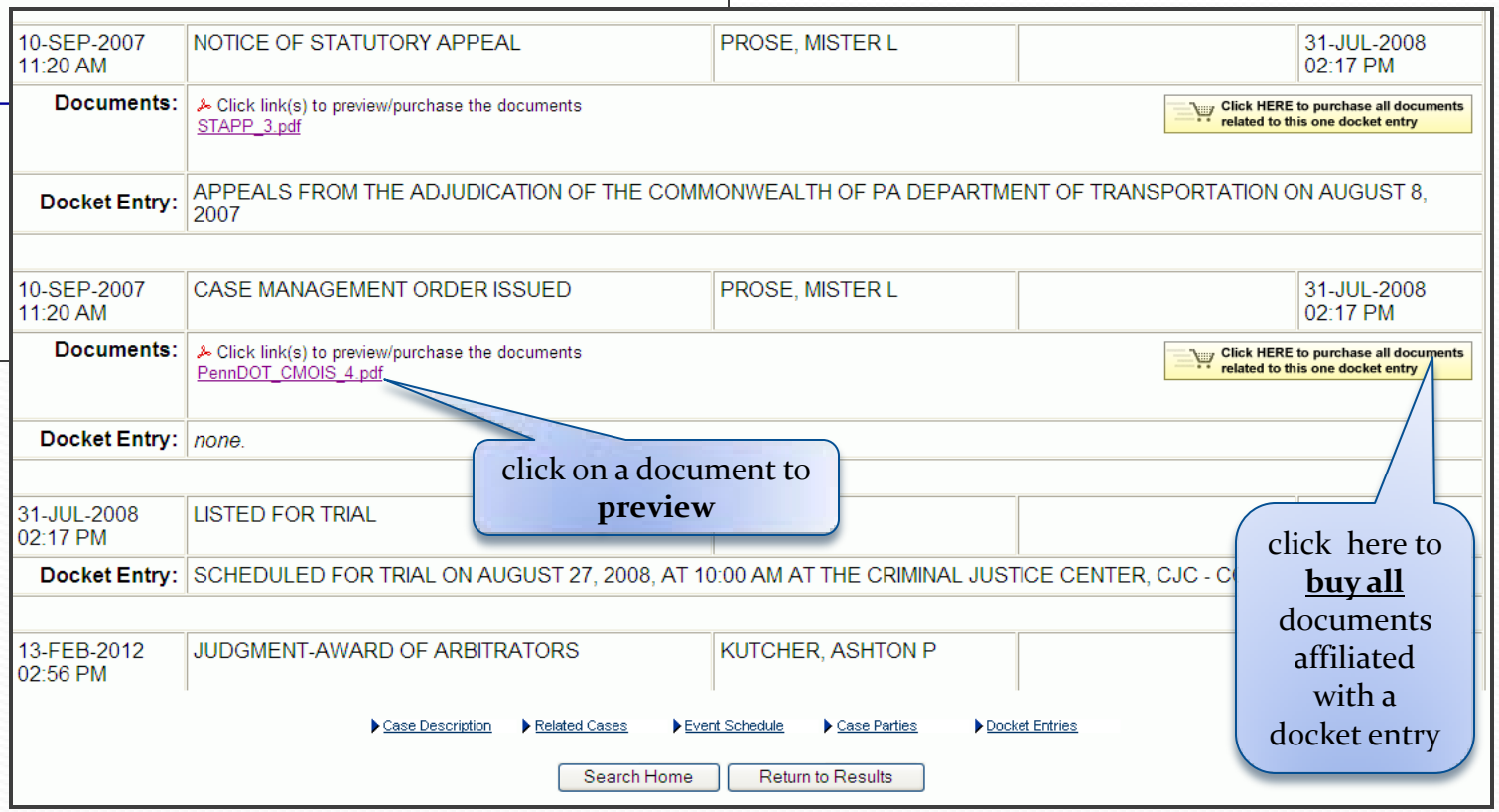
Select Documents from Docket Report

search results screen



click on a case number and the docket will appear(right)

online docket report

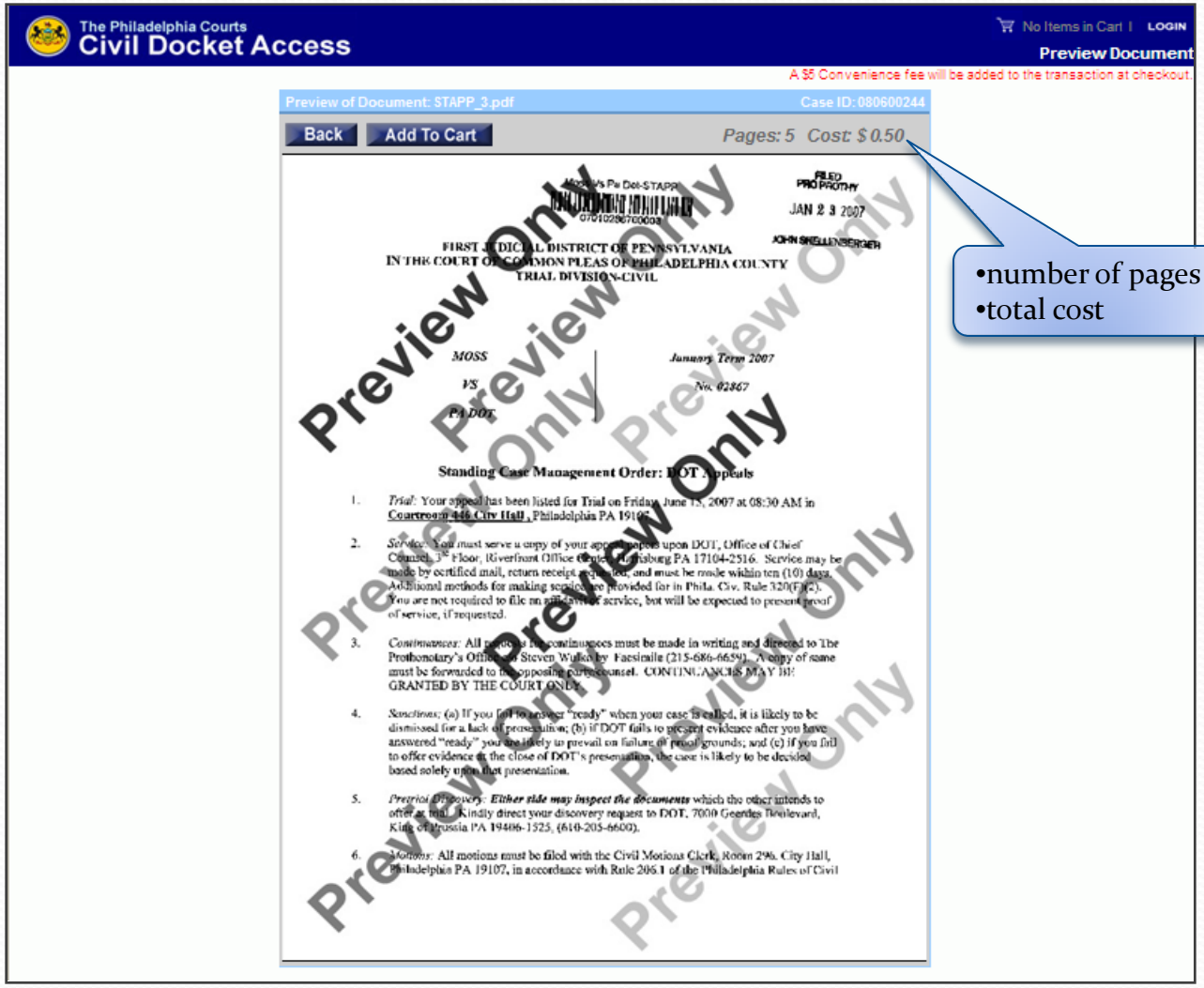


click on a document to **preview**

click here to **buy all** documents affiliated with a docket entry

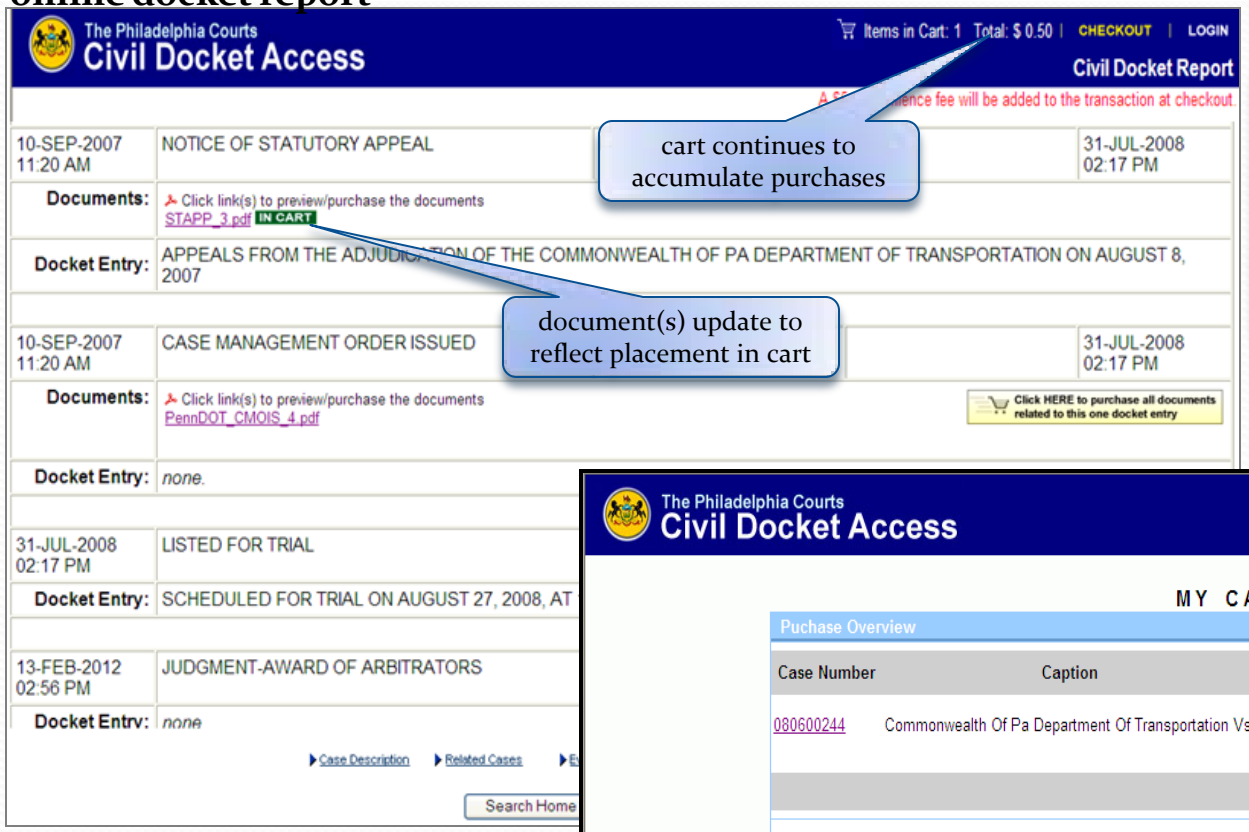
Sealed Documents
Documents sealed by order of court are not available for preview or purchase.

Document Preview



View & Manage Cart

online docket report



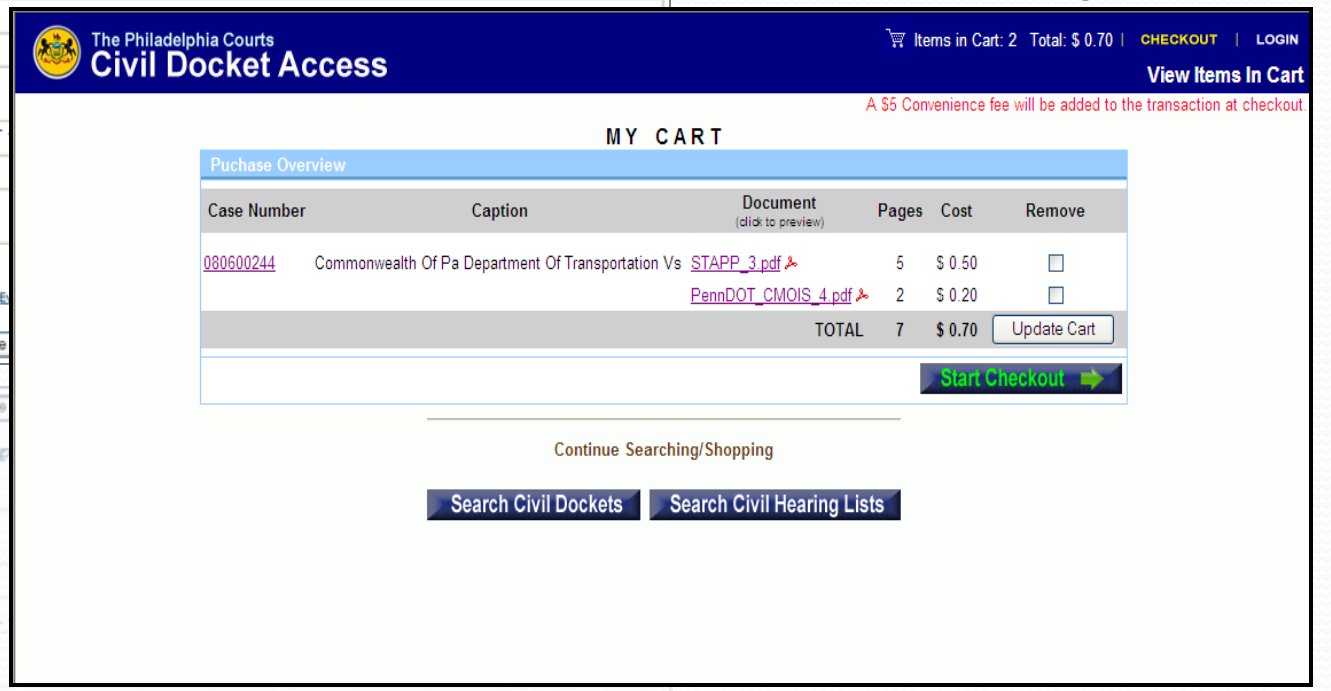
cart continues to accumulate purchases

document(s) update to reflect placement in cart

Cart Features
(below)

- preview all documents placed in cart
- remove unwanted documents & update cart
- return to search & continue shopping
- proceed to checkout

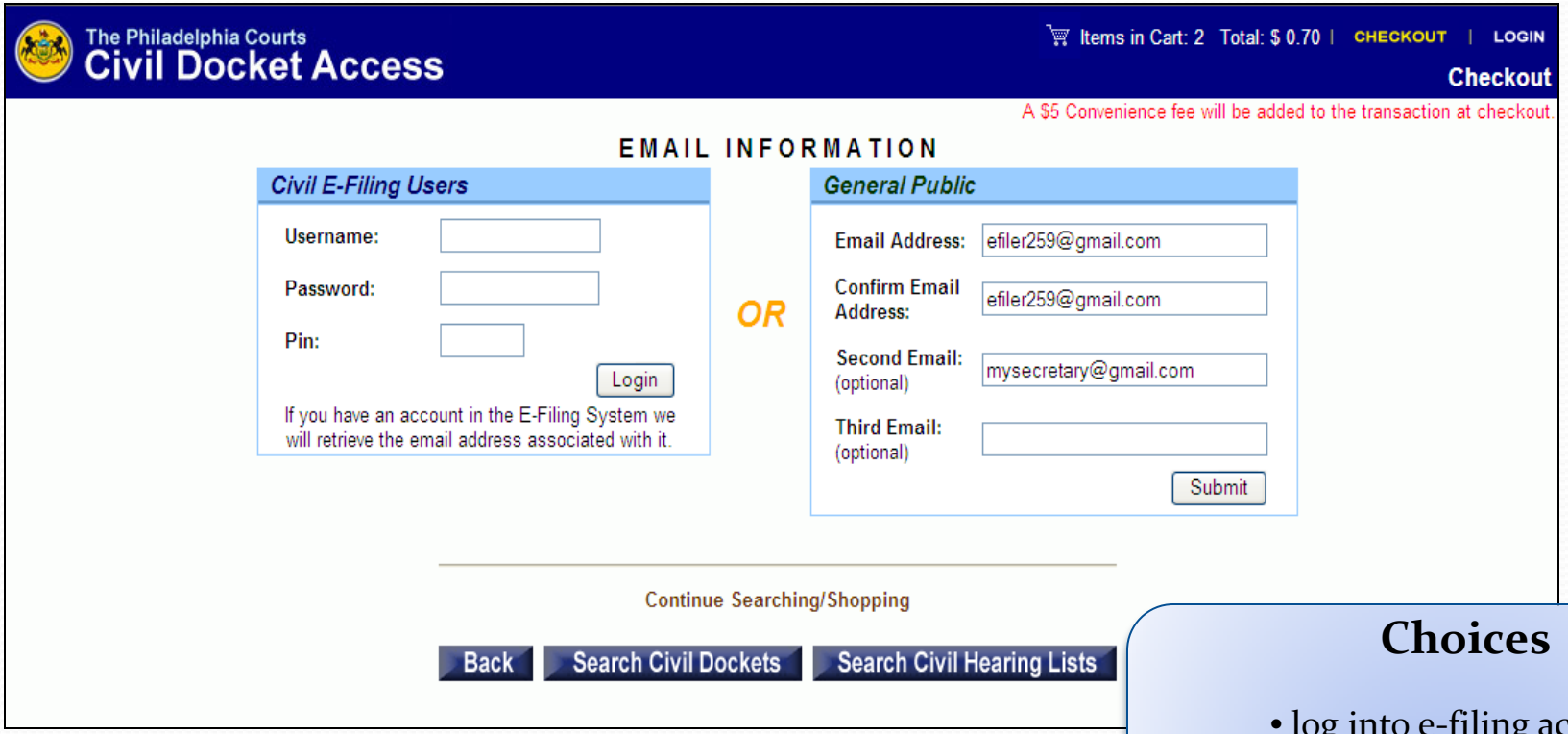
My Cart screen



Email Options

EFS Users: users who enter from EFS site will bypass the email address screen.

email information screen



Choices

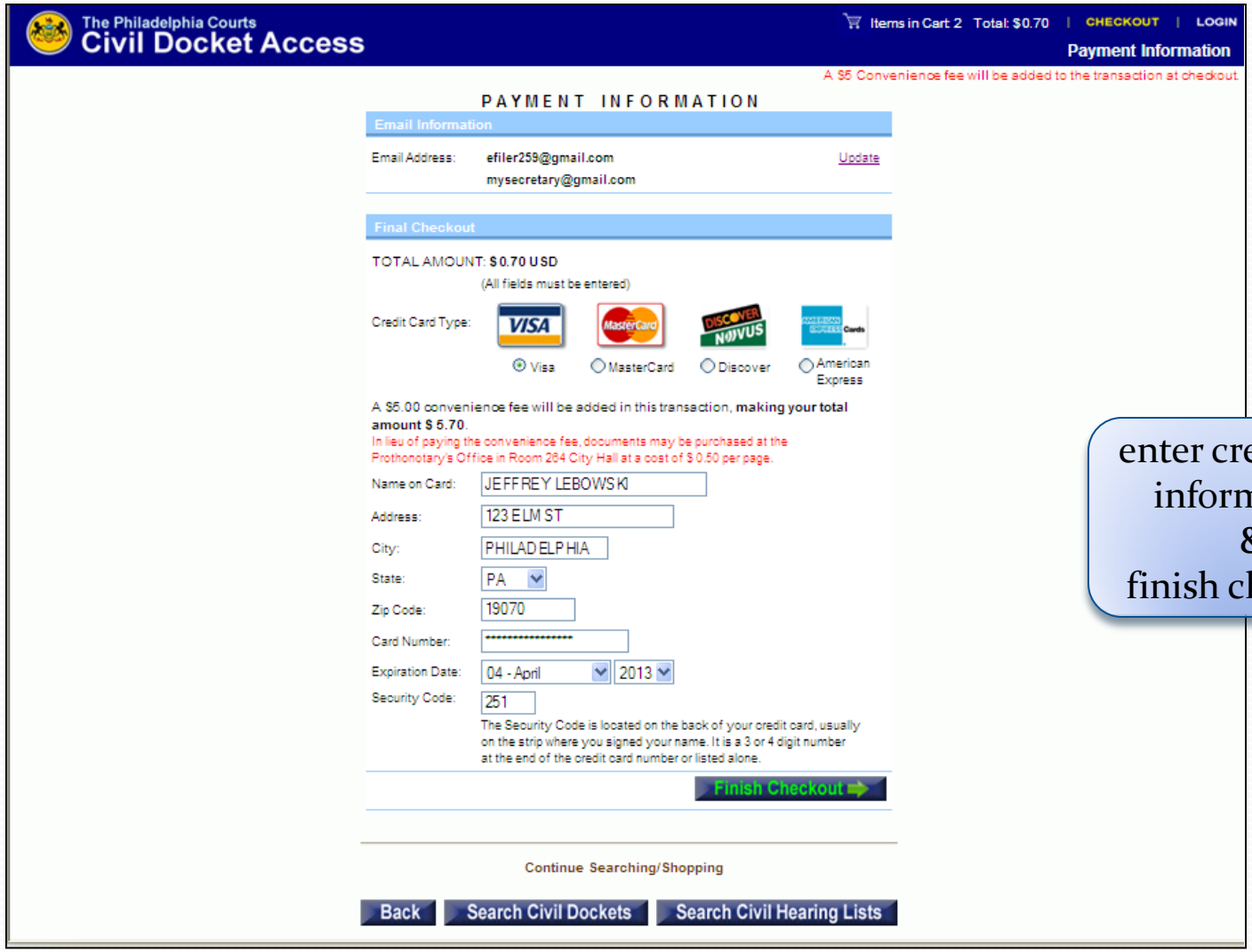
- log into e-filing account

OR

- provide 1-3 email address(es) for delivery

Checkout

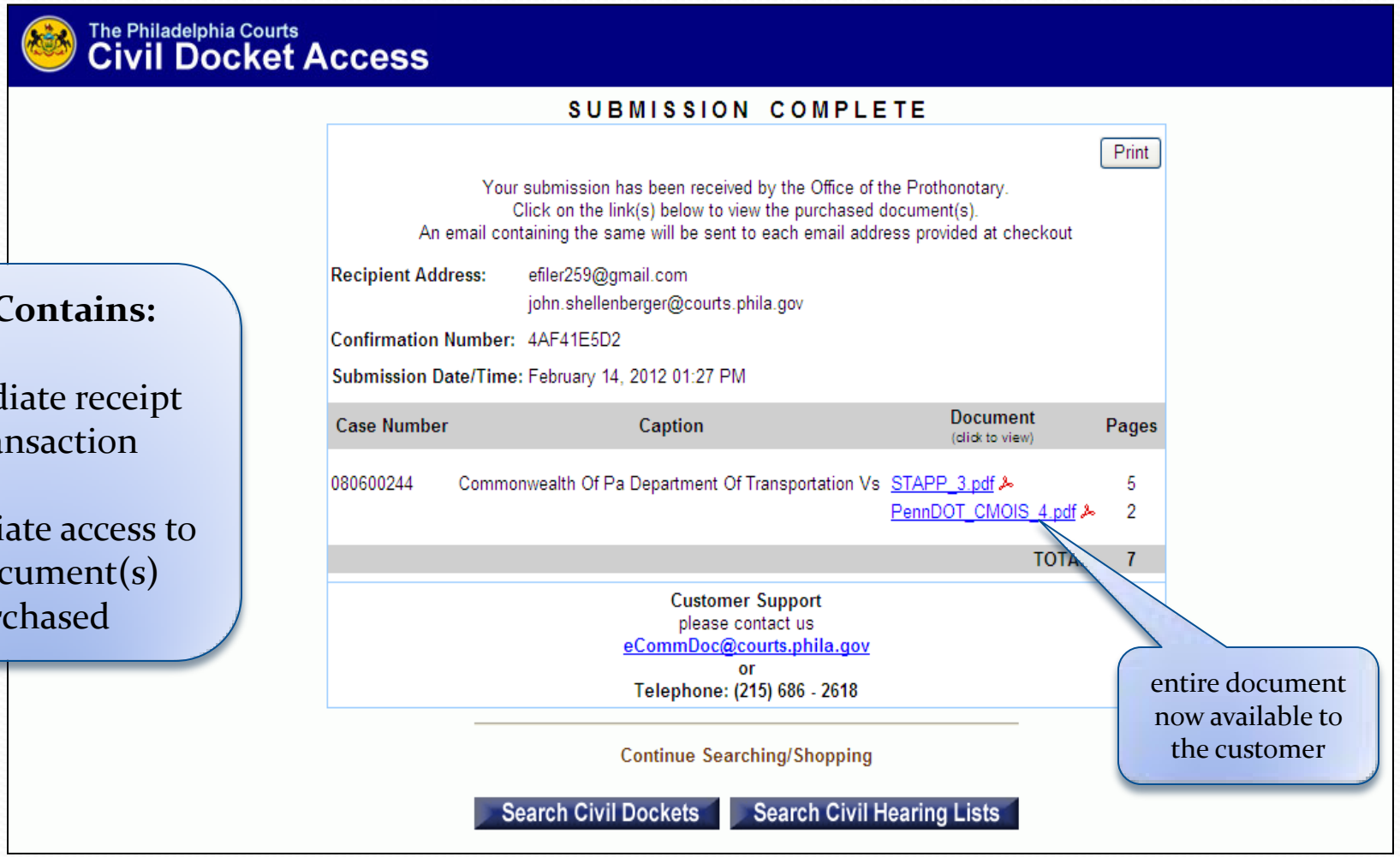
payment screen



enter credit card information & finish checkout

Transaction Complete

Submission complete screen



Page Contains:

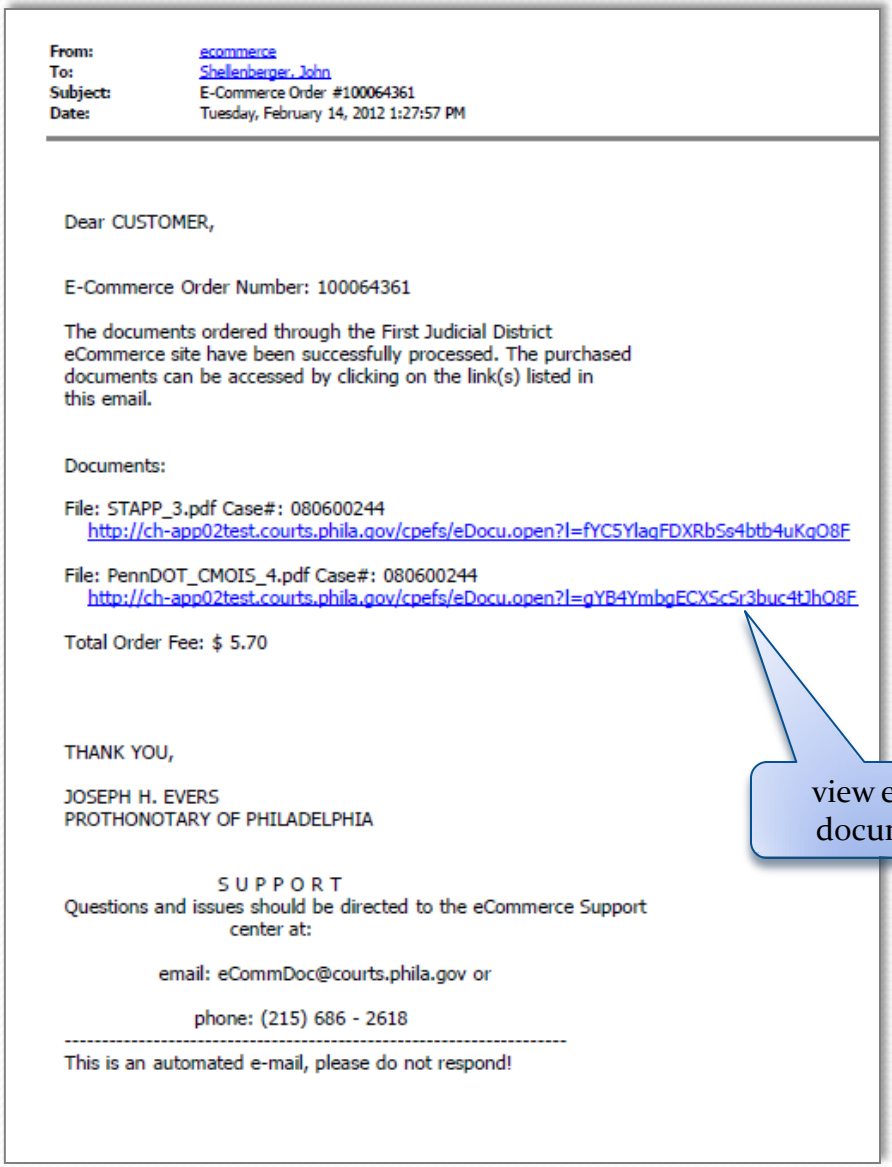
- immediate receipt of transaction
- immediate access to the document(s) purchased

entire document now available to the customer

Emailed Documents

- Document links are emailed the address(es) provided by the customer.
- There is no limit on the number of times the documents may be viewed.

example email



From: ecommerce
To: Shellenberger, John
Subject: E-Commerce Order #100064361
Date: Tuesday, February 14, 2012 1:27:57 PM

Dear CUSTOMER,

E-Commerce Order Number: 100064361

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

Documents:

File: STAPP_3.pdf Case#: 080600244
http://ch-app02test.courts.phila.gov/cpefs/eDocu.open?I=fYC5YlaqFDXRbSs4btb4uKqO8F

File: PennDOT_CMOIS_4.pdf Case#: 080600244
http://ch-app02test.courts.phila.gov/cpefs/eDocu.open?I=gYB4YmbgECXScSr3buc4tJhO8F

Total Order Fee: $ 5.70

THANK YOU,

JOSEPH H. EVERS
PROTHONOTARY OF PHILADELPHIA

S U P P O R T
Questions and issues should be directed to the eCommerce Support center at:

email: eCommDoc@courts.phila.gov or

phone: (215) 686 - 2618

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

view entire document

Customer Support

Questions and concerns related to eCommerce document purchase may be directed to the Office of the Prothonotary Scanning Unit .

Phone: (215) 686-2618
M-F, 9a-5p

Email: eCommDoc@courts.phila.gov