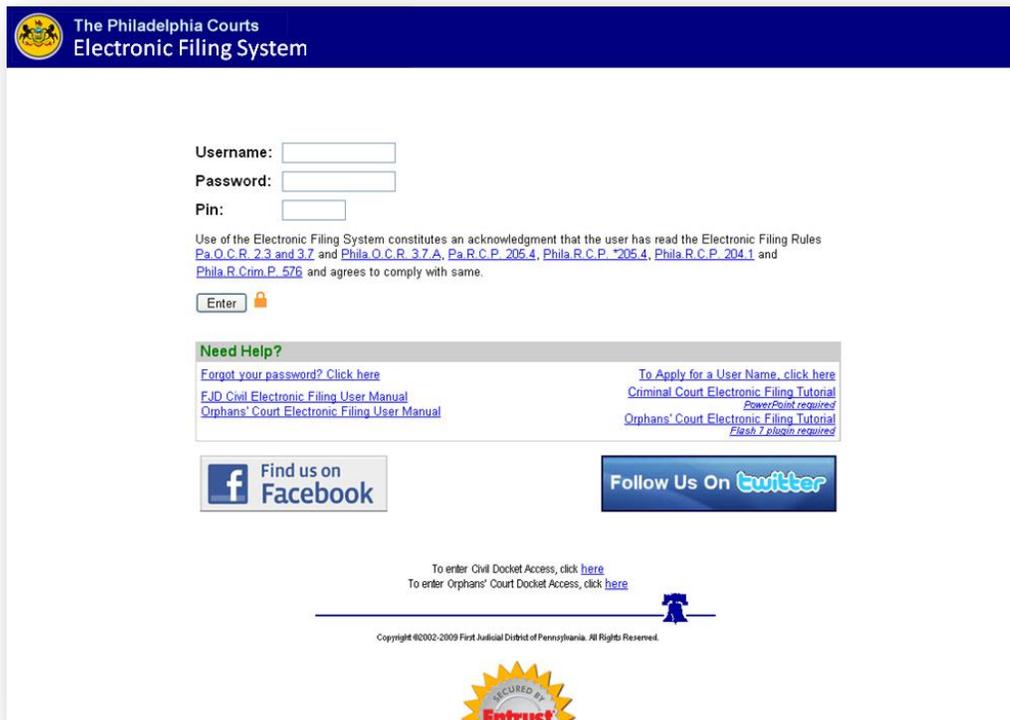


CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

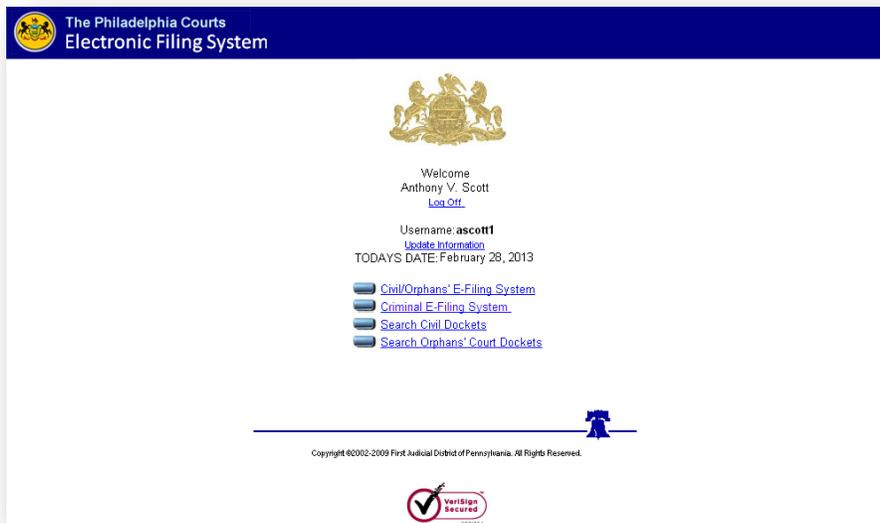


1. To access the Criminal E-filing site, please go to <http://courts.phila.gov>, click on the Online Services Tab, and select the CIVIL, CRIMINAL, & ORPHAN'S E-FILING link.

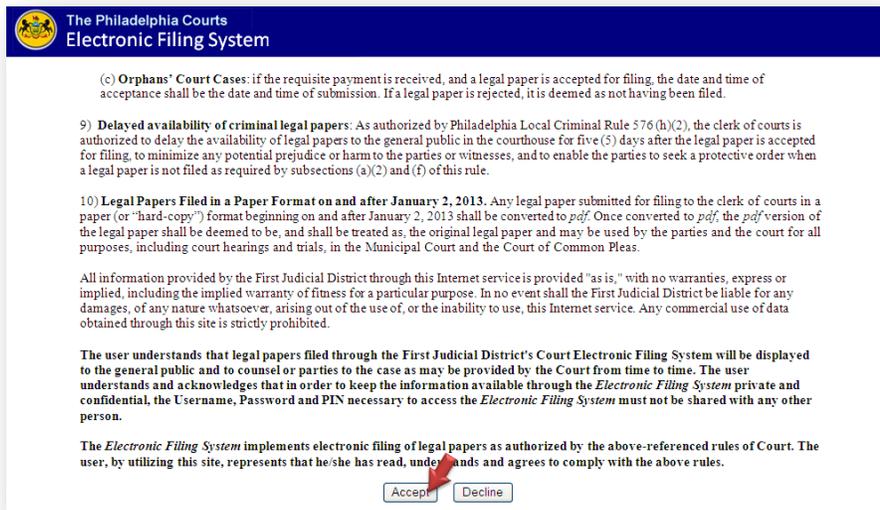


Let us begin by logging into the Criminal Electronic Filing System, or Criminal EFS for short. Once you have created a username, password, and pin number, you will enter them in the respective fields. When ready, click enter to proceed.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

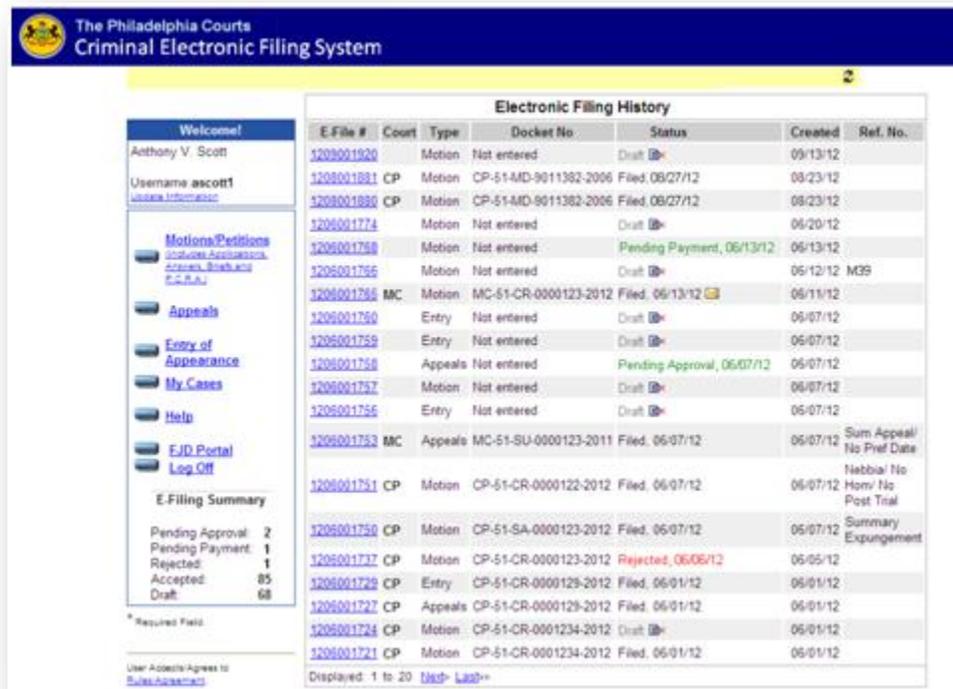


Once logged into Criminal EFS, you will arrive at the FJD portal screen. This screen allows you access to the civil e-filing system as well as the criminal system with the same login information. Please click the Criminal E-Filing System link to continue.



Each time that you log into Criminal EFS, you will be presented with the disclaimer screen. To proceed to the main menu, please click the accept button. Clicking decline will log you out.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION



E-File #	Court	Type	Docket No.	Status	Created	Ref. No.
1205001920		Motion		Draft	09/13/12	
1205001891	CP	Motion	CP-51-MD-9011382-2006	Filed, 08/27/12	08/23/12	
1205001890	CP	Motion	CP-51-MD-9011382-2006	Filed, 08/27/12	08/23/12	
1205001774		Motion		Draft	06/20/12	
1205001768		Motion		Pending Payment, 06/13/12	06/13/12	
1205001766		Motion		Draft	06/12/12	M39
1205001766	MC	Motion	MC-51-CR-0000123-2012	Filed, 06/13/12	06/11/12	
1205001760		Entry		Draft	06/07/12	
1205001759		Entry		Draft	06/07/12	
1205001758		Appeals		Pending Approval, 06/07/12	06/07/12	
1205001757		Motion		Draft	06/07/12	
1205001756		Entry		Draft	06/07/12	
1205001753	MC	Appeals	MC-51-SU-0000123-2011	Filed, 06/07/12	06/07/12	Sum Appeal/ No Pref Date
1205001751	CP	Motion	CP-51-CR-0000122-2012	Filed, 06/07/12	06/07/12	Nebbia/ No Hon/ No Post Trial
1205001750	CP	Motion	CP-51-SA-0000123-2012	Filed, 06/07/12	06/07/12	Summary Expungement
1205001737	CP	Motion	CP-51-CR-0000123-2012	Rejected, 06/06/12	06/05/12	
1205001729	CP	Entry	CP-51-CR-0000129-2012	Filed, 06/01/12	06/01/12	
1205001727	CP	Appeals	CP-51-CR-0000129-2012	Filed, 06/01/12	06/01/12	
1205001724	CP	Motion	CP-51-CR-0001234-2012	Draft	06/01/12	
1205001721	CP	Motion	CP-51-CR-0001234-2012	Filed, 06/01/12	06/01/12	

The main menu of the criminal e-filing screen is your personal navigation tool for creating, maintaining, and referencing all of your electronic filings. Let's take a moment to explore all of the resources this screen provides. Please direct your attention to the left side-bar menu.

- By clicking on the **Motions/Petitions** link, you can file motions, petitions, applications, answers, briefs, and PCRA matters. To proceed with filing screens for this section, click here at anytime.
- To file an **Appeal** or an **Entry of Appearance**, click on the corresponding link. Appearance entries never require a payment.
- The **My Cases** feature is only available to Attorneys (the Private Bar, Defender Association of Philadelphia, and District Attorney). It allows you to access an inventory of your cases and any document electronically filed based on a criteria search, such as Participant Name.
- Should you find yourself in need of technical assistance, please click on the **Help** link. This will refer you to the Criminal EFS User Guide.
- If you wish to return to the **FJD Portal**, please click the **FJD Portal** link.
- To exit the entire E-Filing site, click the **Log Off** link. This will close your session.

We will now take a look at the **Electronic Filing History** area.

- The **E-Filing Number** is a system-specific number that is uniquely generated for each filing created.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

- In the **Court** column, seeing the letters CP designates a Common Pleas Court case; seeing the letters MC designates a Municipal Court case.
- To see what kind of filing was done on a case, look in the column labeled **Type**. This column indicates one of the three main filing categories.
- Under **Docket Number**, you will see the actual case number.
- **Status** tells you at what stage the filing is currently related to the e-filing submission.
 - Drafts are filings that were created but have not yet been submitted to the court. Further processing will be required by you, the user, to complete the filing. Remember, Criminal EFS saves your place on all created filings. Simply return to the draft that you did not complete and select the screen number that you were last on.
 - A filing that is Pending Payment was submitted to the court and is awaiting payment before it can be processed further. In this instance, the filer has chosen to walk into the courthouse and pay in person rather than online. The filing will not leave this status until payment has been made. The filing date of the submission will be recorded as the date of payment.
 - An approved filing will be marked with Filed. Seeing an envelope icon indicates to the user that there is a message attached to this filing from the court staff. By clicking the E-filing link, you can read the message.
 - A filing that is Pending Approval was submitted to the court and is awaiting acceptance or rejection.
 - A rejected filing will be marked Rejected in bright red text. By clicking the E-Filing link, you can access the reason for rejection. If payment is not received within 5 business days, after selecting the pay at the counter payment option, the filing will be rejected.
- The **Created** column provides the date that the filing was created by the user. This is not an acceptance or rejection date.
- The **Reference Number** column displays anything entered by the user in the personal reference number field on screen three of any filing submission.

We will now demonstrate a filing. Please click on the **Motions/Petitions** link to file an expungement.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The screenshot shows the Philadelphia Courts Criminal Electronic Filing System interface. At the top, it says "The Philadelphia Courts Criminal Electronic Filing System" and "You are in Page 1". On the left, a "Welcome!" box identifies the user as Anthony V. Scott with username ascott1 and provides links for "Main Menu" and "Help". Below this, it shows "EFile #: 1209001965", "Status: Draft", and "Court: CR". The main area is titled "Case Information" and includes a note: "For submission of filings in existing case only. The case number entered here must match an existing case previously created. Enter the Case number to proceed with your filing. If you do not know the Case number, click on 'UJS Portal'. This will allow you to conduct a search of existing cases." Below this, it says "Phila. Criminal Court Case Number" and has a form with dropdowns for "CP" and "CR", followed by two empty input boxes. To the right of these boxes is a "Search My Cases" link and a note: "Search for the case number at the UJS Portal website". Below the search area are two dropdown menus: "Motion/Petition/Application Category" and "Document Filed", both set to "Select from list". A "Continue >>" button is at the bottom of the form. At the bottom of the page, there is a "CONTACT US" link, an "EnTrust" logo, and a copyright notice: "Copyright © 2012 The Justice Center of Pennsylvania. All Rights Reserved."

Screen 1 requires you to select the court, CP or MC, and the docket type, Criminal, Miscellaneous, Summary, or Summary Appeal. If you do not know the docket number, you may search for it using the link provided for the UJS Portal website. Enter the docket number and either click the Tab button on your keyboard or click anywhere on the screen. Criminal EFS will now search for any related cases. If you have entered the wrong docket number, now is the time to correct it. If you intended to file on a related case and not the one you entered, click on that docket number. If you feel that there is a system error with regard to the information you are or are not seeing, please call the helpdesk.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The Philadelphia Courts Criminal Electronic Filing System

You are in Page 1

Welcome!
Anthony V. Scott
Username: avscott
EFile #: 1209001965
Status: Draft
Court: CR

Case Information
For submission of filings in existing case only. The case number entered here must match an existing case previously created. Enter the Case number to proceed with your filing. If you do not know the Case number, click on "US Portal". This will allow you to conduct a search of existing cases.

Phila. Criminal Court Case Number
CP - 51 - CR - 128 - 2012

Search My Cases
Search for the case number at the US Portal website

Caption: Comm. V. Madson, Richard
Defendant's Full Name: Madson, Richard
Affiliated case(s): MC-51-CR-0049473-2011 MC-51-CR-0049474-2011 (If filing is intended for this case click on the link)

Affiliated cases: apply only to the defendant's cases. This feature is intended to avoid the submission of filings in an unintended case number. Click on the affiliated number to submit a filing in that case.

Required Field

Motions/Petition/Application Category: --- Select from list ---
Document Filed: --- Select from list ---
Answers/Drafts
Motions/Petitions/Appeals/Objections

User Account Agreement: [Subscribed](#)

Contact Us

EnTrust

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Next, make the appropriate selection from the Category drop down list.

Case Information
For submission of filings in existing case only. The case number entered here must match an existing case previously created. Enter the Case number to proceed with your filing. If you do not know the Case number, click on "US Portal". This will allow you to conduct a search of existing cases.

Phila. Criminal Court Case Number
--- Select from list ---
Bail Assignment
Commonwealth Motion to Proceed with Daisy Kates Hearing/Violation of Probation
Motion and Demand for Speedy Trial
Motion for Allotment of Funds
Motion for Appointment of Counsel
Motion for Appointment of Expert Witness
Motion for Appointment of Private Investigator
Motion for Continuance
Motion for Counsel Fees
Motion for Credit for Time Served
Motion for DNA Testing
Motion for Discharge from Electronic Monitoring Program
Motion for Discovery
Motion for Early Release on Parole
Motion for Early Termination of Probation
Motion for Expungement
Motion for Extension of Rule 1013
Motion for Extension of Rule 600

Continue >>

Now choose the appropriate filing type from the Document Filed drop down list. Once all selections have been made, click the Continue button.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The Philadelphia Courts
Criminal Electronic Filing System

You are in Page 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 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

Welcome!
Anthony V. Scott
Username: ascott1
[View Profile](#)

[Main Menu](#)
[Help](#)

CP-51-CR-0000129-2012
EFile #: 1209001965
Status: Draft
Court: CR

* Required Field

User Accepts/Agrees to [Subscriptions](#)

CONTACT US



Parties

Select the party you are filing for:

Madden, Richard (Defendant)
Alias: Madden, Robert
Madden, Rob B.
Stark, Richard
Stark, Robert

Commonwealth Of Pennsylvania (Prosecution)

If filing party or alias is not listed:
Please enter information of filing party(s) below.
(click add after each entry)

Last Name	First Name	Middle	Suffix ²
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Parties entered: 0

To remove a party, scroll through the list then click on the name and hit the "Delete" button.

<< Back Continue >>

Screen 2 provides you with a list of parties or aliases attached to the case in which you are filing. If you do not see the name you need, you can manually enter the correct name below and click the Add button. Please note that adding a name in this way will not alter anything in the Criminal Case Management System. Please click Continue to go to screen 3.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The Philadelphia Courts
Criminal Electronic Filing System

You are in Page 1 2 3 4 5 6 7 8

Welcome!
Anthony V. Scott
Username: ascott1
[View Profile](#)

[Main Menu](#)
[Help](#)

CP-51-CR-000129-2012
EFile # 1209001965
Status: Draft
Court: CR

* Required Fields

User Accepts Agree to [Sub-System](#)

CONTACT US


Scheduling

Select one of the scheduling options below (one option must be selected).

Note:

- Cannot be within 3 weeks of filing date
- Must be a Monday - Friday date
- If no valid dates are provided the court will determine the hearing date.

Preferred dates:

1 Format: sM0000000

2 Format: sM0000000

3 Format: sM0000000

OR

No specific hearing date preferred
The court will determine the date of the hearing.

OR

Pre-approved Date Assigned by Judge
Please note that this option should only be used when a judge staff has pre-approved a scheduling date. If a scheduling notice has been issued please upload it with your filing.

Date: Format: sM0000000

Location:

Time: : :

(Maximum of 30 characters)

Personal Reference No.

If you have any numbering system in your office, enter it here.

Because some filings are heard on the case's next hearing date, Screen 3 will not always display scheduling options. Our selection of Motion for Expungement in this demo, however, requires a specific listing. For this particular filing, the date must be a weekday not within 3 weeks of today's date. You have the option to enter up to 3 preferred dates by manually typing them or using the calendar. If the preferred dates conflict with the judicial calendar, or do not comply with the rules, your filing will be given another date by the court staff. A date may be changed with the approval of a Judge.

You may also select the *no specific hearing date preferred* option. Or, if a judge has provided you with a specific date for the filing to be heard, enter the date in the pre-approved field. This option should only be utilized in the special instance a date has been given by a judge prior to filing. If using a personal reference number, this would be the time to enter it. Please click *continue* to move forward.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The Philadelphia Courts
Criminal Electronic Filing System

You are in Page 1 2 3 4 5 6 7 8

Welcome!
Anthony V. Scott
Username: ascottf
[View Information](#)

[Main Menu](#)
[Help](#)

CP-51-CR-0000129-2012
EFile # 1209001965
Status: Draft
Court: CR

Electronic Notice will be sent to email address listed below.
To update any information, [click here](#).

Name of Filing Attorney or Party	ANTHONY V SCOTT
Address	1301 FILBERT ST. PHILADELPHIA PA 19107
Phone Number	(215) 5857995
Fax Number	not provided
Supreme Court Identification No.	not provided
E-Mail Address	anthony.scott@courts.phila.gov
Alternate E-Mail Address	rob.caraan@courts.phila.gov
Alternate E-Mail Address	

* Required Field

User Accepts/Agrees to [Terms of Service](#)

[CONTACT US](#)



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Screen 4 asks you to confirm that your contact information is correct. If you notice any errors, please click the Update Information button. Otherwise, click Continue.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The Philadelphia Courts
Criminal Electronic Filing System

You are in Page 1 2 3 4 5 6

Welcome!
Anthony V. Scott
Username: ascott
usca@informatic

Main Menu
Help

CP-51-CR-0000125-2012
EFile #: 1209001965
Status: Draft
Court: CR

* Required Field

User Assent/Agree to Submit/Attach

CONTACT US

TRUSTED BY Entrust

FORM
If you have not prepared a legal document you may complete the form attached [here](#) and upload it for filing.

File Attachment
Please limit the maximum file size for each document to 5MB and do not use these characters in the file name: ? * + [] - : ;

Choose a file to attach: (must be a .PDF file)

Add file to the list:

[Click here to estimate the file download time](#)

Current File Attachments:

ID	File Name	Size

To delete an attachment, check the file you want deleted then click on the delete icon.

Check this box if a Confidential Information Form pursuant to Phila. Crim. Rule 513 (b)(1) is being submitted with this filing. Please note that the filing and confidential form must be uploaded as separate PDF documents in their respective file upload areas on this screen.

NOTE: To complete the filing process a PDF document must be uploaded.

Screen 5 requires the user to upload the PDF file relevant to the filing being processed. Some of the filings in Criminal EFS will provide you with a form that you may fill out, save to your own computer, and upload.

By clicking the Browse button, you may locate your PDF file and upload it. Be sure to save it in a folder that will be easily remembered.

Once the file is selected, click the Add File Now button. If the wrong file has been uploaded, please click the check box next to the File Name and delete it.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The Philadelphia Courts
Criminal Electronic Filing System

You are on Page 1 2 3 4 5 6 7 8

Total fee for this filing: \$ 15.00

Welcome!
Anthony V. Scott
Username: ascott1
[Update Information](#)

[Main Menu](#)
[Help](#)

CP-51-CR-0000129-2012
EFile # 1209001965
Status: Draft
Court: CR

* Required Fields

Credit Card Payment

Walk-in and pay over the counter

In Forma Pauperis Previously Certified.

Praecipe to Proceed In Forma Pauperis.

I am a court appointed attorney in this case and not required to pay any fees

<< Back Continue >>

User Accepts Agree to [Rules Agreement](#)

[CONTACT US](#)



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Screen 6 will appear differently for a number of reasons. If you have a Criminal EFS account that does not require payment – such as the Defender Association of Philadelphia’s office or District Attorney’s office – this screen will display a zero dollar amount with no further options aside from Back or Continue.

If you are typically required to pay, you will be presented with the following options:

- Credit Card Payments are processed through a secure site.
- The Walk-in and pay over the counter option requires the filer to deliver payment to the second floor motion’s counter at the Criminal Justice Center. When selected, a link will appear to provide the filer with directions – if needed.
- Selecting the In Forma Pauperis or Court Appointed Attorney payment options will waive the filing fee. The court will verify fee waiver status upon review and will accept or deny it accordingly.

For the purposes of this demo, we will select credit card payment. Please click Continue.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION

The Philadelphia Courts
Criminal Electronic Filing System

You are in Page 1 2 3 4 5 6 7 8

Welcome!
Anthony V. Scott
Username: ascott1
[Update Information](#)

Main Menu
[Help](#)

CP-51.CR.0000129-2012
EFile # 1209001965
Status: Draft
Court: CR

* Required Field

User Accepts Agree to: [Sub Agreement](#)

CONTACT US



Final Review
All entries provided here are not considered final until the review process has been completed. Read all necessary names, parties and other information for accuracy and click on Submit.

[Refresh this page](#)
If you visit back and made changes, it is important that you refresh this page.

E-Filing # 1209001965
Generated: 09/25/2012 02:50pm

SUMMARY

DOCKET NUMBER: CP-51.CR.0000129-2012	CATEGORY: Motion/Petition/Application
CAPTION: Comm. v. Madden, Richard	
DOCUMENT FILED: Motion for Expungement	
NAME OF FILING ATTORNEY OR PARTY: ANTHONY V. SCOTT	ADDRESS: 1301 FILBERT ST. PHILADELPHIA PA 19107
PHONE NUMBER: 215 5867996	FAX NUMBER: None entered
SUPREME COURT ID. NO. None entered	EMAIL ADDRESS: anthony.scott@courts.phila.gov roy.caraan@courts.phila.gov

Court Use Only Information

CROSS REFERENCE: None entered	SUGGESTED DATES: No Specific Hearing Date Preferred.
-------------------------------	---

Documents

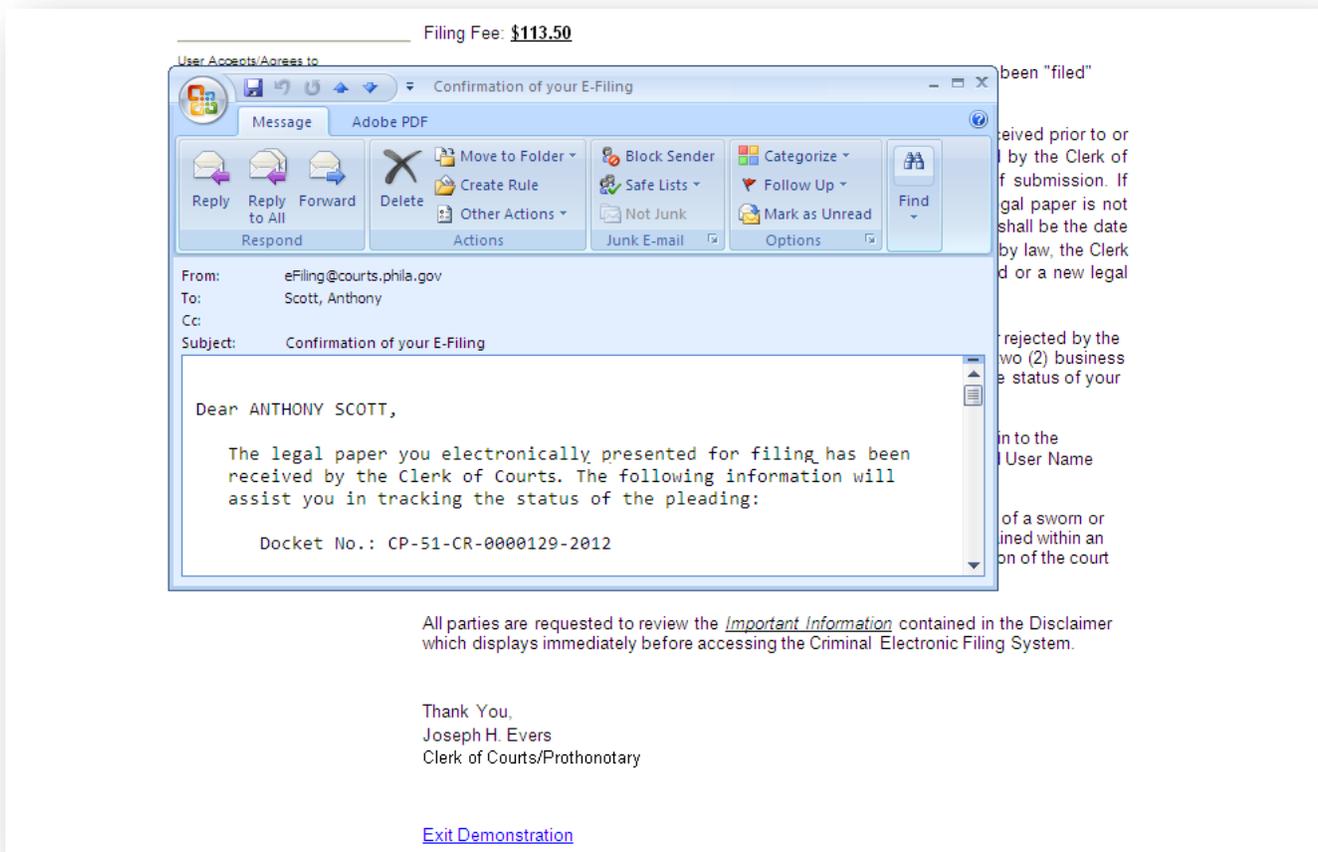
[Expungement.790.pdf](#) 235,778 bytes

Payment Information

AMOUNT: \$ 15.00 USD

Screen 7 is a final review screen. To correct any information viewed on this screen, you may click one of the numbers on the top, right-hand side of the page. If you are submitting payment via credit card, you will enter the card information on this screen. Once completed, click the check to acknowledge box and click the Submit button.

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION



Once your transaction has been submitted, a confirmation page will appear.

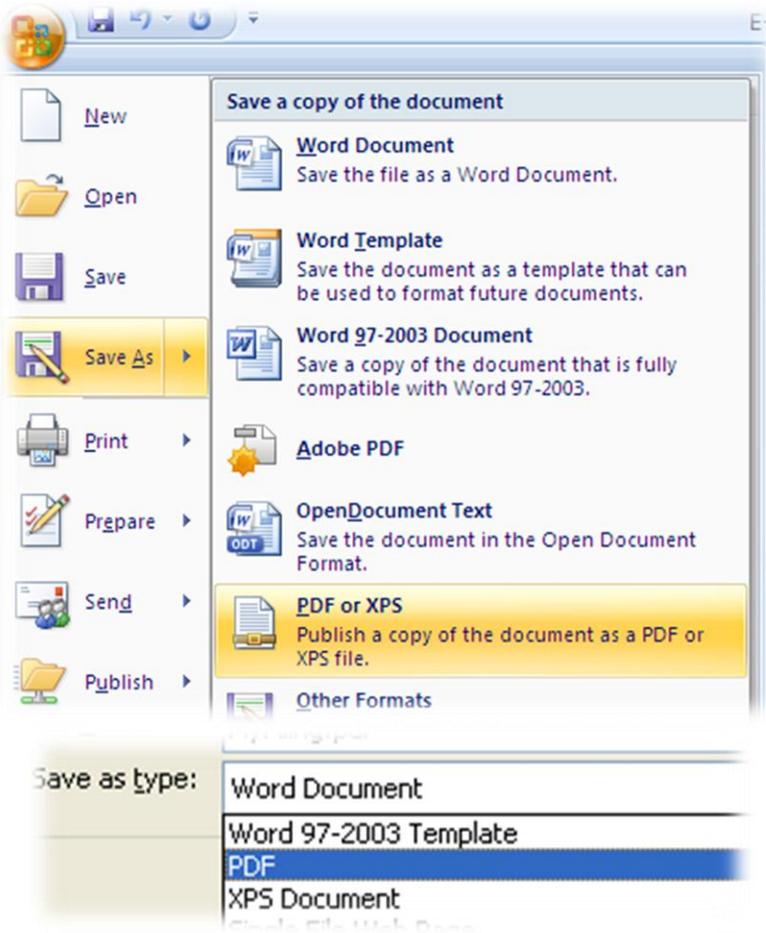
Simultaneously, an electronic confirmation email will be automatically sent to the address supplied in your contact information. After review and acceptance by the court, a subsequent email will be delivered. Please click on the go back to main menu link to access the Interactive Menu feature of this demonstration. You may then select the Log Off link to exit this application or use it to explore the other areas of Criminal EFS.

HELPFUL TIPS

CREATING A PDF FILE

PC Users (Windows / Microsoft Office)

CRIMINAL ELECTRONIC FILING SYSTEM DEMONSTRATION



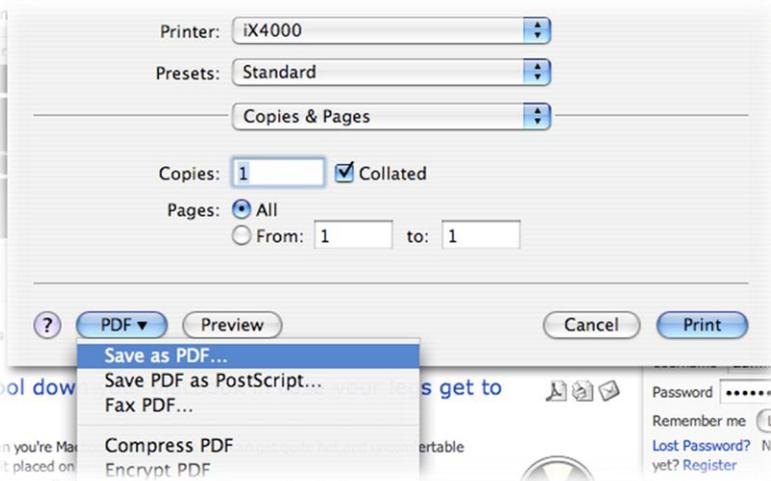
For newer versions, simply click on the circular Windows symbol located in the top left of the open word document being saved and hover over the *Save As* option.

A sub-menu will appear.

Select the option for PDF or XPS. If it is available, the option to save as Adobe PDF can also be used to achieve the same results.

For older versions, click on File, Save As, and select PDF from the *Save as type* options at the bottom.

MAC Users (OS X)



Hit [apple] [p] or select print from the file menu.

Don't hit Print when the print dialog box appears. Instead, take a look at the left bottom corner. Click on the PDF button and select *Save as PDF*.

NAVIGATION OF CRIMINAL EFS SCREENS

Screen Navigation Toolbar

You are in Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 

Criminal EFS provides a navigation tool at the top right-hand corner of each screen. A large green number will indicate to the user what page they are currently accessing. Should the computer malfunction, or the user become unable to finish a filing, Criminal EFS will automatically save the last screen accessed. The user may return to the draft from the Main Menu Electronic Filing History area at another time. This tool can also be used to return to a previous screen while processing a filing.

Screen 1 Docket Entry

For submission of filings in existing case only. The case number entered here must match an existing case previously created. Enter the Case number to proceed with your filing. If you do not know the Case number, click on "UJS Portal". This will allow you to conduct a search of existing cases.

Phila. Criminal Court Case Number

CP - 51 - CR - -

 [Search My Cases](#)
 Search for the case number at the [UJS Portal](#) website

Remember that it is necessary to either use the Tab key on your keyboard or click anywhere on the screen using the mouse in order to proceed with a filing once the docket number has been entered.

Pressing the Enter key will not work.