

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 email address to which the documents should be delivered, enter credit card information for payment and document delivery is instantaneous.

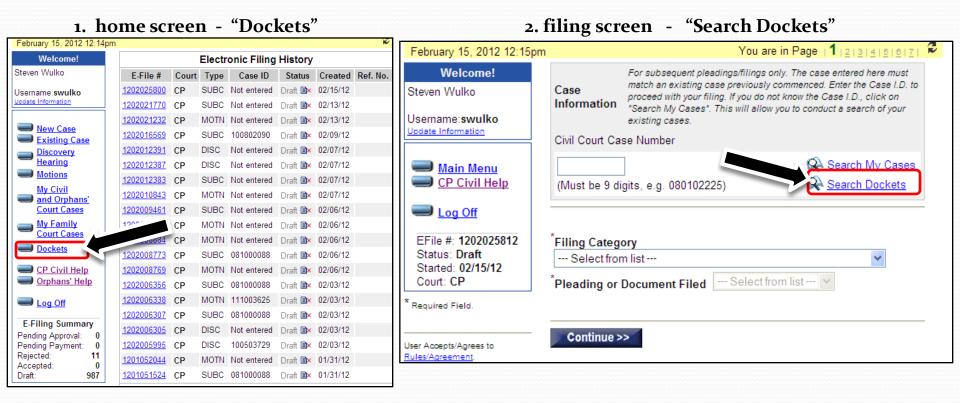
Note: Civil Electronic Filing System users may log in order to expedite the process. Documents will be delivered to all e-mail addresses associated with the profile.

- 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.



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



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

Pay Child Support
 Pay Criminal Cases

Case Search Options

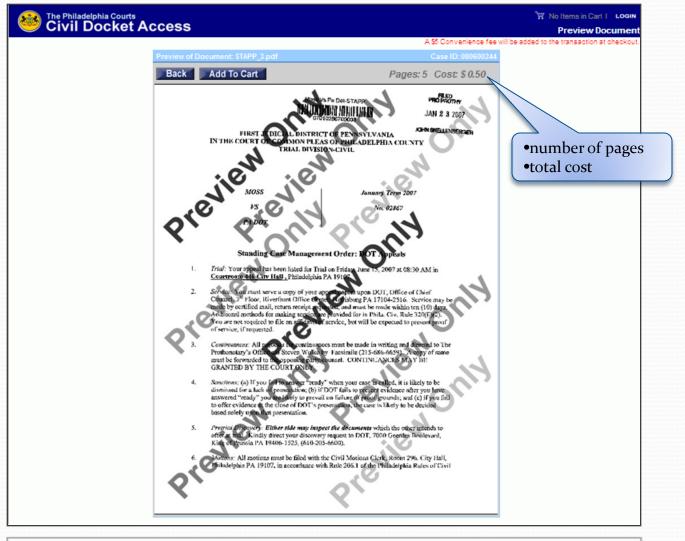


Select Documents from Docket Report

search results screen

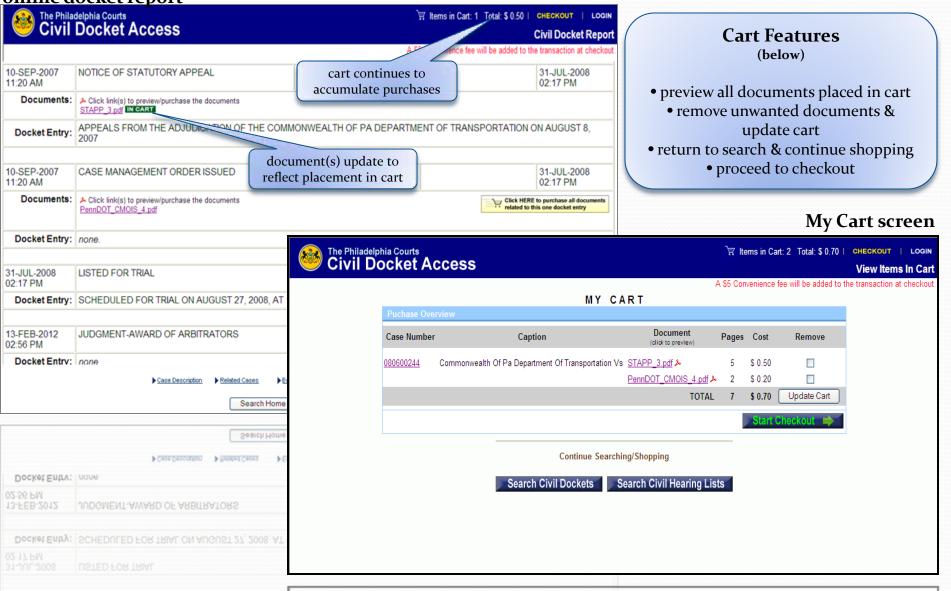
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click on a case	Documents:	Click link(s) to preview/purchase the documents							
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Document Preview



View & Manage Cart

online docket report



Email Options

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

email information screen

The Philadelphia Courts Civil Docket Access		الtems in Cart: 2 Total: \$ 0.70 CHECKOUT LOGIN Checkout				
		A \$5 Convenience fee will be added to the transaction at checkout.				
EMAIL	INFOF	RMATION				
Civil E-Filing Users		General Public				
Username: Password: Pin: Login If you have an account in the E-Filing System we will retrieve the email address associated with it.	OR	Email Address: efiler259@gmail.com Confirm Email Address: efiler259@gmail.com Second Email: (optional) mysecretary@gmail.com Third Email: (optional)				
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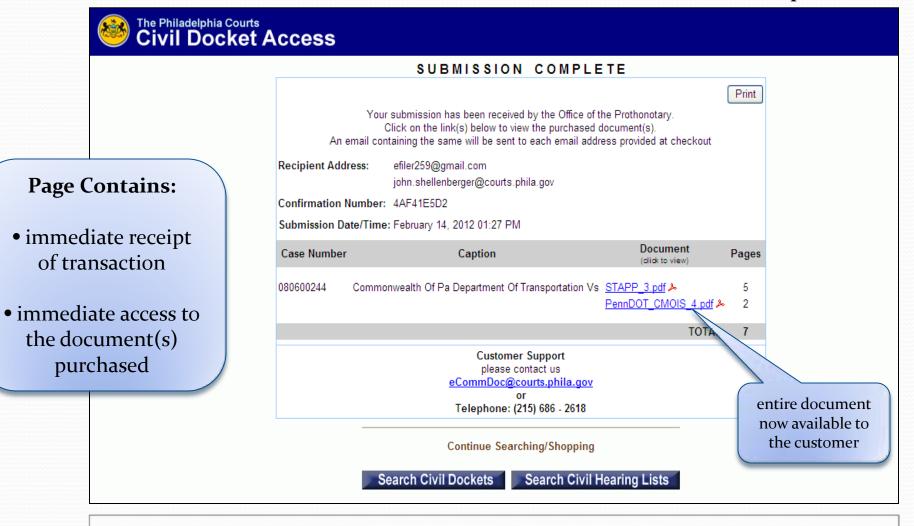
payment screen

The Philadelphia Courts		🗑 Items in Cart 2 Total: \$0.70 CHECKOUT LOGIN				
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	Credit Card Type:	American				
	A \$5.00 convenience fee will be added in this transaction, making amount \$ 5.70. In lieu of paying the convenience fee, documents may be purchased at the Prothonotary's Office in Room 284 City Hall at a cost of \$ 0.50 per page. Name on Card: JEFFREY LEBOWSKI Address: 123 ELM ST City: PHILAD ELPHIA State: PA ♥ Zip Code: 19070 Card Number: Expiration Date: 04 - April ♥ 2013 ♥ Security Code: 251 The Security Code is located on the back of your oredi on the strip where you signed your name. It is a 3 or 4 d at the end of the credit card number or listed alone.	e t card, usually	enter credit cart information & finish checkout			
	Continue Searching/Shopping					
	Back Search Civil Dockets Search Civil H	Hearing Lists				

Back Search Civil Dockets Search Civil Hearing Lists

Transaction Complete

Submission complete screen



Search Civil Dockets Sea

Search Civil Hearing Lists

Emailed Documents

From: To:

Date:

example email

 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.

E-Commerce Order #100064361 Subject: 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=fYC5YlagFDXRb5s4btb4uKg08F

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

Total Order Fee: \$ 5.70

THANK YOU,

JOSEPH H. EVERS PROTHONOTARY OF PHILADELPHIA

SUPPORT 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: <u>eCommDoc@courts.phila.gov</u>

