



## 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](mailto: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"

February 15, 2012 12:14pm

Welcome!  
Steven Wulko  
Username: swulko  
[Update Information](#)

- New Case
- Existing Case
- Discovery
- Hearing
- Motions
- My Civil and Orphans' Court Cases
- My Family Court Cases
- Dockets**
- CP Civil Help
- Orphans' Help
- Log Off

E-Filing Summary  
Pending Approval: 0  
Pending Payment: 0  
Rejected: 11  
Accepted: 0  
Draft: 987

E-File #	Court	Type	Case ID	Status	Created	Ref. No.
<a href="#">1202025800</a>	CP	SUBC	Not entered	Draft	02/15/12	
<a href="#">1202021770</a>	CP	SUBC	Not entered	Draft	02/13/12	
<a href="#">1202021232</a>	CP	MOTN	Not entered	Draft	02/13/12	
<a href="#">1202016569</a>	CP	SUBC	100802090	Draft	02/09/12	
<a href="#">1202012391</a>	CP	DISC	Not entered	Draft	02/07/12	
<a href="#">1202012387</a>	CP	DISC	Not entered	Draft	02/07/12	
<a href="#">1202012383</a>	CP	SUBC	Not entered	Draft	02/07/12	
<a href="#">1202010843</a>	CP	MOTN	Not entered	Draft	02/07/12	
<a href="#">1202009461</a>	CP	SUBC	Not entered	Draft	02/06/12	
<a href="#">1202008884</a>	CP	MOTN	Not entered	Draft	02/06/12	
<a href="#">1202008773</a>	CP	SUBC	081000088	Draft	02/06/12	
<a href="#">1202008769</a>	CP	MOTN	Not entered	Draft	02/06/12	
<a href="#">1202006356</a>	CP	SUBC	081000088	Draft	02/03/12	
<a href="#">1202006338</a>	CP	MOTN	111003625	Draft	02/03/12	
<a href="#">1202006307</a>	CP	SUBC	081000088	Draft	02/03/12	
<a href="#">1202006305</a>	CP	DISC	Not entered	Draft	02/03/12	
<a href="#">1202005995</a>	CP	DISC	100503729	Draft	02/03/12	
<a href="#">1201052044</a>	CP	MOTN	Not entered	Draft	01/31/12	
<a href="#">1201051524</a>	CP	SUBC	081000088	Draft	01/31/12	

February 15, 2012 12:15pm You are on Page 1

Welcome!  
Steven Wulko  
Username: swulko  
[Update Information](#)

- Main Menu
- CP Civil Help
- Log Off

EFile #: 1202025812  
Status: Draft  
Started: 02/15/12  
Court: CP

\* Required Field.

User Accepts/Agrees to [Rules/Agreement](#).

Case Information  
*For subsequent pleadings/filings only. The case entered here must match an existing case previously commenced. Enter the Case I.D. to proceed with your filing. If you do not know the Case I.D., click on "Search My Cases". This will allow you to conduct a search of your existing cases.*

Civil Court Case Number  
  
(Must be 9 digits, e.g. 080102225)

[Search My Cases](#)  
[Search Dockets](#)

\* Filing Category  
--- Select from list ---

\* Pleading or Document Filed  
--- Select from list ---

Continue >>

**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”

The Philadelphia Courts  
First Judicial District of Pennsylvania

HOME CONTACT US COURTS OF THE DISTRICT JURY SERVICE ONLINE SERVICES **SEARCH COURT RECORDS** MOBILE

Debt Collection Name Search  
Now Available!

How Do I get case information? How Do I file a Document? How Do I make a Payment?

- Adoption
- Americans With Disabilities Act
- Child Custody
- Child Support
- Civil
- Criminal - CP
- Criminal - MC
- Divorce
- Interpreters
- Juvenile Delinquency
- Juvenile Dependency
- Juvenile Probation
- Landlord Tenant
- Municipal Court
- Name Change
- Orphans' Court
- Parking Tickets
- Probation - Adult
- Protection From Abuse
- Small Claims
- Traffic Citation
- Transcripts

Court News

Friday, February 10, 2012  
First Judicial District  
View the Judicial Schedules for the week of February 12, 2012.

Friday, February 10, 2012

TRAFFIC COURT  
Find your Hearing Date

COURT OF COMMON PLEAS  
Debt Collection Name Search  
Search Trial Division-Civil Hearing List  
**Search Trial Division-Civil Dockets**  
Trial Division-Criminal Hearing List  
Search Orphans' Court Hearing List  
Search Orphans' Court Dockets

MUNICIPAL COURT  
Search Civil Dockets  
Criminal Division - New Filings\*  
Criminal Division - Hearing List\*

PA. UNIFIED JUDICIAL SYSTEM  
Search Criminal Hearing List  
Search Criminal Dockets

\* This application is currently in beta

Pay a Traffic Citation  
Pay a Parking Ticket  
Pay a Red Light Violation  
Pay Child Support  
Pay Criminal Cases

Site:  
[philacourts.us](http://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

The Philadelphia Courts  
Civil Docket Access

No Items in Cart | LOGIN

A \$5 Convenience fee will be added to the transaction at checkout.

Home

First Judicial District, Pennsylvania  
Trial Division - Civil

Pamela Pryor Dembe, President Judge  
John W. Herron, Administrative Judge  
Allan L. Tereshko, Supervising Judge  
Joseph H. Evers, Prothonotary

- Search by person name or company name
- Search for judgments against a person or a company
- Display Civil Docket Report

[Help for First Time Users](#)

Not for official use.

- Additions**
- my cart
  - account login
  - convenience fee notice

- Search by:**
- party name
  - judgments
  - case number

## name search screen

The Philadelphia Courts  
Civil Docket Access

Person/Company Name Search

No Items in Cart | LOGIN

A \$5 Convenience fee will be added to the transaction at checkout.

Home

Check for Phonetic Search:

Last Name or Company Name:

First Name (optional):

Middle Name (optional):

Beginning Case Filing Date:  (DD-MON-YYYY)

Ending Case Filing Date:

**Pass Code**  
Enter exactly as it appears on the right.  
To get a new code click [here](#).

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

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

# Select Documents from Docket Report

search results screen

The Philadelphia Courts  
Civil Docket Access

No Items in Cart | LOGIN

Person/Company Name Search Results

A \$5 Convenience fee will be added to the transaction at checkout.

Home | New Search

Phonetic Search: off Last Name: kutcher

Name/Company	Address	Party Type	Filing Date
KUTCHER, ASHTON P	200 BEVERLY HILLS LA CA Case ID: <a href="#">080600244</a> COMMONWEALTH OF PA DEPARTMENT OF TRANSPORTATION VS	APP	10-SEP-2007
KUTCHER, ASTON	2 GUESS ST. PHILA. CA 22222 Case ID: <a href="#">080600021</a> KUTCHER VS MAC	APEP	02-JUL-2008

online docket report

Records Found: 2

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

10-SEP-2007 11:20 AM	NOTICE OF STATUTORY APPEAL	PROSE, MISTER L	31-JUL-2008 02:17 PM
<b>Documents:</b>	<a href="#">Click link(s) to preview/purchase the documents</a> <a href="#">STAPP_3.pdf</a>		Click HERE to purchase all documents related to this one docket entry
<b>Docket Entry:</b>	APPEALS FROM THE ADJUDICATION OF THE COMMONWEALTH OF PA DEPARTMENT OF TRANSPORTATION ON AUGUST 8, 2007		
10-SEP-2007 11:20 AM	CASE MANAGEMENT ORDER ISSUED	PROSE, MISTER L	31-JUL-2008 02:17 PM
<b>Documents:</b>	<a href="#">Click link(s) to preview/purchase the documents</a> <a href="#">PennDOT_CMOIS_4.pdf</a>		Click HERE to purchase all documents related to this one docket entry
<b>Docket Entry:</b>	none.		
31-JUL-2008 02:17 PM	LISTED FOR TRIAL		
<b>Docket Entry:</b>	SCHEDULED FOR TRIAL ON AUGUST 27, 2008, AT 10:00 AM AT THE CRIMINAL JUSTICE CENTER, CJC - C		
13-FEB-2012 02:56 PM	JUDGMENT-AWARD OF ARBITRATORS	KUTCHER, ASHTON P	

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

The Philadelphia Courts  
Civil Docket Access

No Items in Cart | LOGIN

Preview Document

A \$5 Convenience fee will be added to the transaction at checkout.

Preview of Document: STAPP\_3.pdf Case ID: 080600244

Back Add To Cart Pages: 5 Cost: \$ 0.50

FILED  
PRO PROTHY  
JAN 23 2007  
JOHN SHELLENSBERGER

Moss vs Ph Des-STAPP  
07010206700003

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY  
TRIAL DIVISION-CIVIL

MOSS  
VS  
PH DES-STAPP

January Term 2007  
No. 02867

**Standing Case Management Order: DOT Appeals**

- Trial.** Your appeal has been listed for Trial on Friday, June 15, 2007 at 08:30 AM in Courtroom 446 City Hall, Philadelphia PA 19107.
- Service.** You must serve a copy of your appeal upon DOT, Office of Chief Counsel, 3<sup>rd</sup> Floor, Riverfront Office Center, Philadelphia PA 17104-2516. Service may be made by certified mail, return receipt requested, and must be made within ten (10) days. Additional methods for making service are provided for in Phila. Civ. Rule 320(F)(2). You are not required to file an affidavit of service, but will be expected to present proof of service, if requested.
- Continuance:** All motions for continuances must be made in writing and directed to The Prothonotary's Office of Steven Wilson by Faesimile (215-686-6659). A copy of name must be forwarded to the opposing party's counsel. CONTINUANCES MAY BE GRANTED BY THE COURT ONLY.
- Sanctions:** (a) If you fail to answer "ready" when your case is called, it is likely to be dismissed for a lack of prosecution; (b) if DOT fails to present evidence after you have answered "ready" you are likely to prevail on failure of proof grounds; and (c) if you fail to offer evidence at the close of DOT's presentation, the case is likely to be decided based solely upon that presentation.
- Pretrial Discovery.** Either side may inspect the documents which the other intends to offer at trial. Kindly direct your discovery request to DOT, 7000 Geordie Boulevard, King of Prussia PA 19406-1525, (610-205-6600).
- Motions:** All motions must be filed with the Civil Motions Clerk, Room 296, City Hall, Philadelphia PA 19107, in accordance with Rule 206.1 of the Philadelphia Rules of Civil

- number of pages
- total cost

# View & Manage Cart

## online docket report

The Philadelphia Courts  
Civil Docket Access

Items in Cart: 1 Total: \$ 0.50 | CHECKOUT | LOGIN

Civil Docket Report

A \$5 Convenience fee will be added to the transaction at checkout.

10-SEP-2007 11:20 AM	NOTICE OF STATUTORY APPEAL	31-JUL-2008 02:17 PM
<b>Documents:</b>	Click link(s) to preview/purchase the documents <a href="#">STAPP_3.pdf</a> <b>IN CART</b>	
<b>Docket Entry:</b>	APPEALS FROM THE ADJUDICATION OF THE COMMONWEALTH OF PA DEPARTMENT OF TRANSPORTATION ON AUGUST 8, 2007	
10-SEP-2007 11:20 AM	CASE MANAGEMENT ORDER ISSUED	31-JUL-2008 02:17 PM
<b>Documents:</b>	Click link(s) to preview/purchase the documents <a href="#">PennDOT_CMOIS_4.pdf</a>	Click HERE to purchase all documents related to this one docket entry
<b>Docket Entry:</b>	none.	
31-JUL-2008 02:17 PM	LISTED FOR TRIAL	
<b>Docket Entry:</b>	SCHEDULED FOR TRIAL ON AUGUST 27, 2008, AT	
13-FEB-2012 02:56 PM	JUDGMENT-AWARD OF ARBITRATORS	
<b>Docket Entry:</b>	none	

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

The Philadelphia Courts  
Civil Docket Access

Items in Cart: 2 Total: \$ 0.70 | CHECKOUT | LOGIN

View Items In Cart

A \$5 Convenience fee will be added to the transaction at checkout.

### MY CART

Purchase Overview						
Case Number	Caption	Document (click to preview)	Pages	Cost	Remove	
080600244	Commonwealth Of Pa Department Of Transportation Vs	<a href="#">STAPP_3.pdf</a>	5	\$ 0.50	<input type="checkbox"/>	
		<a href="#">PennDOT_CMOIS_4.pdf</a>	2	\$ 0.20	<input type="checkbox"/>	
TOTAL			7	\$ 0.70	<input type="button" value="Update Cart"/>	

Continue Searching/Shopping

# 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**

Items in Cart: 2 Total: \$ 0.70 | **CHECKOUT** | LOGIN

**Checkout**

A \$5 Convenience fee will be added to the transaction at checkout.

### 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.

**OR**

#### General Public

Email Address:

Confirm Email Address:

Second Email: (optional)

Third Email: (optional)

[Continue Searching/Shopping](#)

### Choices

- log into e-filing account

**OR**

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

The Philadelphia Courts  
**Civil Docket Access**

Items in Cart: 2 Total: \$ 0.70 | **CHECKOUT** | LOGIN

**Checkout**

A \$5 Convenience fee will be added to the transaction at checkout.

### 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.

**OR**

#### General Public

Email Address:

Confirm Email Address:

Second Email: (optional)

Third Email: (optional)

[Continue Searching/Shopping](#)



# Checkout

payment screen

The Philadelphia Courts  
**Civil Docket Access**

Items in Cart 2 Total: \$0.70 | [CHECKOUT](#) | [LOGIN](#)

**Payment Information**

A \$5 Convenience fee will be added to the transaction at checkout.





### PAYMENT INFORMATION

**Email Information**

Email Address:  [Update](#)

**Final Checkout**

TOTAL AMOUNT: \$ 0.70 USD  
(All fields must be entered)

Credit Card Type:        

A \$5.00 convenience fee will be added in this transaction, making your total amount \$ 5.70.  
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 \$ 0.50 per page.

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](#) [Search Civil Dockets](#) [Search Civil Hearing Lists](#)

enter credit card information & finish checkout

[BACK](#) [Search CIVIL Dockets](#) [Search CIVIL Hearing Lists](#)

# Transaction Complete

Submission complete screen



The Philadelphia Courts  
Civil Docket Access

## 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: efiler259@gmail.com  
john.shellenberger@courts.phila.gov

Confirmation Number: 4AF41E5D2

Submission Date/Time: February 14, 2012 01:27 PM

Case Number	Caption	Document (click to view)	Pages
080600244	Commonwealth Of Pa Department Of Transportation Vs	<a href="#">STAPP_3.pdf</a>	5
		<a href="#">PennDOT_CMOIS_4.pdf</a>	2
TOTAL			7

Customer Support  
please contact us  
[eCommDoc@courts.phila.gov](mailto:eCommDoc@courts.phila.gov)  
or  
Telephone: (215) 686 - 2618

Continue Searching/Shopping

Search Civil Dockets

Search Civil Hearing Lists

### Page Contains:

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

entire document now available to the customer

Search Civil Dockets

Search Civil Hearing Lists

# Emailed Documents

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.

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?l=fYC5YlagFDXRb5s4btb4uKqO8F>

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

S U P P O R T

Questions and issues should be directed to the eCommerce Support center at:

email: [eCommDoc@courts.phila.gov](mailto: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](mailto:eCommDoc@courts.phila.gov)

