

DISCOVERY COURT FILINGS GUIDE

Civil Electronic Filing System UPDATE - March 15, 2021

Office of Judicial Records DISCOVERY COURT PROGRAM (215)686-4246

Overview:

Pursuant to the <u>Notice to Bar – Protocol for Discovery Motions Filed On/After March 15, 2021</u>, the Civil Electronic Filing System (EFS) has been updated to accommodate the filings related to the Protocol.

This is a guide to the EFS screens and filing options as they will appear effective March 15, 2021.

Main Menu

- To submit a filing, click the filing area link labeled *Discovery Court Filings*.
 - All filings related to the new protocols must be filed in this area.
 - Filing options include *Discovery Motions, Responses* and *Certifications*.

The Philadelphia Courts Electronic Filing System

Welcome!	Electronic Filing History						
Steven Wulko							
Username:swulko	E-File #	Court	Туре	Case ID	Status	Created	Ref. No.
Update Information	<u>2102999156</u>	СР	DISC	150102222	Pending, 02/16/21	02/16/21	
	2102999155	СР	DISC	140200048	Pending Approval, 02/12/21	02/12/21	
Wew Case	<u>2102999154</u>	СР	DISC	140200048	Pending, 02/12/21	02/12/21	
Existing Case	<u>2102999153</u>	СР	DISC	140200048	Pending, 02/12/21	02/12/21	
Discovery	2102999142	СР	MOTN	210505179	Draft 🗈	02/04/21	
Court Filings	<u>2102999141</u>	СР	DISC	210505179	Filed, 02/08/21	02/04/21	
Reponses and Certification)	<u>2102999140</u>	СР	DISC	210505179	Draft 🗈	02/04/21	
Motions	<u>2102999139</u>	СР	DISC	210505179	Pending, 02/04/21	02/04/21	
Motions	2102999138	СР	DISC	210505179	Pending, 02/04/21	02/04/21	
My Civil	2102999137	СР	DISC	210505182	Pending, 02/04/21	02/04/21	
Court Cases	2102999136	СР	DISC	210505182	Filed, 02/04/21	02/04/21	
	<u>2102999135</u>	СР	DISC	210505182	Filed, 02/04/21	02/04/21	
	2102999133	СР	DISC	210505182	Filed, 02/03/21	02/03/21	
e Subpoena	<u>2101999131</u>	СР	DISC	210505179	Filed, 01/29/21	01/29/21	
(CP Civil)	<u>2101999130</u>	СР	DISC	150102222	Filed, 01/29/21	01/29/21	
<u> CP Civil Help</u>	2101999129	СР	DISC	140200048	Filed, 01/29/21	01/29/21	
Urphans' Help	<u>2101999128</u>	СР	DISC	210505184	Filed, 01/29/21	01/29/21	

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- After clicking the *Discovery Court Filings* link, select *Trial Division-Civil*.
- Then, on page 1, enter your case ID (case number).
- Confirm the case information and then select the appropriate *Filing Category* :
 - o ANSWERS/RESPONSES/REPLIES TO DISCOVERY MOTION
 - o CERTIFICATION REGARDING DISCOVERY MOTION
 - DISCOVERY MOTIONS
 - WITHDRAW DISCOVERY MOTION

March 08, 2021 03:53pm			You are in Page 1 2 3 4 5 6 7 🕏
Welcome! Steven Wulko	Case Information	For subsequent pleadings/filings only. The case entered here must match an exist I.D. to proceed with your filing. If you do not know the Case I.D., click on "Search I search of your existing cases.	ting case previously commenced. Enter the Case My Cases*. This will allow you to conduct a
Username: swulko	Civil Court Cas	e Number	
Update Information Main Menu CP Civil Help	(Must be 9 dig	its, e.g. 080102225)	Search My Cases Search Dockets
EFile #: 2103999165 Case ID: 210505180 Status: Draft	[*] Filing Categor [*] Filing Type	y Select from list ANSWERS/RESPONSES/REPLIES TO DISCOVERY MOTION CERTIFICATION REGARDING DISCOVERY MOTION DISCOVERY MOTIONS WITHDRAW DISCOVERY MOTION	
Started: 03/08/21 Court: CP	This Discovery Mot	tion may be rejected if it is submitted beyond the assigned Discovery Deadline or w	ithin 45 days of the Arbitration Date.
* Required Field.	-		
User Accepts/Agrees to <u>Rules/Agreement</u> .	Continue >>		

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- After selecting the appropriate *Filing Category*, select the specific *Filing Type* from the subsequent dynamic drop-down list.
 - DISCOVERY MOTIONS
 - Category contains unique Filing Types including typical Motion/Petition types
 - ANSWERS/RESPONSES/REPLIES TO DISCOVERY MOTION
 - ANSWER/RESPONSE IN OPPOSITION OF MOTION/PETITION
 - BRIEF IN SUPPORT/OPPOSITION OF MOTION/PETITION
 - PRAECIPE TO SUPPLEMENT/ATTACH
 - REPLY IN SUPPORT/OPPOSITION TO MOTION/PETITION
 - Filing Category DISCOVERY MOTIONS [^]Filing Type Motion For More Specific Answers To Interrogatories Motion For More Specific Answers To Request For Production Motion For Pre-Complaint Discovery Discovery D Motion For Protection Order This Discovery I or within 4 Motion For Sanctions Motion To Compel Answers And Production Of Documents Check the bd Motion To Compel Answers To Interrogatories ntion 🗌 Motion To Compel Deposition Motion To Compel Independent Medical Examination Continue Motion To Compel Inspection Motion To Compel Request For Admissions Motion To Compel Request For Production Motion To Overrule Objections Motion To Quash Subpoena Other Petition For Issuance Letters Rogatory Petition For Issuance Of Subpoena
- Points to consider when selecting Filing Types:
 - If filing a *Discovery Motion* and the motion type is not listed, select *Other* and you will be prompted to insert a short description of the nature of motion.
 - If filing a *Discovery Motion* that needs emergency attention, click the box that is displayed. Discovery Court staff will review and take appropriate action and communicate next steps to the movant.

- CERTIFICATION REGARDING DISCOVERY MOTION
 - MOTION IS CONTESTED
 - MOTION IS SUBMITTED BY AGREEMENT
 - MOTION IS UNCONTESTED
 - MOTION IS WITHDRAWN
- PRAECIPE TO WITHDRAW MOTION
 - WITHDRAW DISCOVERY MOTION



• Once you have selected the type, continue to page 2 where you will indicate for whom the filing is being submitted. If the filing party is not listed, you may enter their information in the fields below the listed parties.

March 02, 2021 04:12pm	You are in Page 1 2 3 4 5 0	ZI 🕯
Welcome! Steven Wulko Username:swulko Update Information	Parties Select the party you are filing for: K L J (Petitioner) P L O (Respondent)	
Main Menu CP Civil Help Log Off EFile #: 2103999163 Case ID: 210505178 Status: Draft Started: 03/02/21 Court: CP	If filing party(s) is not party to action: Please enter information of filing party(s) below. (click add after each entry) If party is an individual then enter name below. *Last Name First Name Middle Suffix ² *if party is a company. (Maximum of 60 characters, abbreviate if necessary)	
User Accepts/Agrees to <u>Rules/Agreemen</u>	Add Reset ² Suffix Name (Example: Jr, Sr, MD, III, PhD e	tc.)
	Delete To remove a party, scroll through the list then click on the na and hit the "Delete" but	me on.

- If any *Filing Types* in any of the *Filing Categories* labeled ANSWERS/RESPONSES/REPLIES TO DISCOVERY MOTION, CERTIFICATION REGARDING DISCOVERY MOTION, or WITHDRAW DISCOVERY MOTION are selected, you will be presented with a list of all "open" *Discovery Motions* related to the case.
- You may select only one motion to which your filing will be associated.
- If there are several open motions, each must be certified, answered, or withdrawn separately with unique filings. You may not file one responsive filing to several open motions.
- If the motion is not found in the list, you may enter the control number in the appropriate field at the bottom of the list.
- All filings are subject to review by Discovery Court staff and may be rejected if not in compliance with the adopted filing protocols.
- Selecting the correct motion on the list is extremely important. Pay close attention when making a selection.

February 25, 2021 03:16pm	You are in Page 1 2 3 4 5 6 7 🞜
Welcome!	Please select Motions/Petitions and Preliminary Objections subject to attached answer, brief, memorandum or reply:
Steven Wulko	\odot 69-21020669 DISCOVERY MOTION FILED
Username:swulko	69-21020669 MOTION FOR PRE-COMPLAINT DISCOVERY. CERTIFICATION DUE DATE: 02/18/2021. RESPONSE DATE IF CERTIFIED CONTESTED: 02/25/2021. (FILED ON BEHALF OF LLLL JKJKJ)
Update Information	O 67-21020667 DISCOVERY MOTION FILED
	67-21020667 MOTION FOR MORE SPECIFIC ANSWERS TO INTERROGATORIES. CERTIFICATION DUE DATE: 02/11/2021. RESPONSE DATE IF CERTIFIED CONTESTED: 02/18/2021. (FILED ON BEHALF OF LLLL JKJKJ)
Main Menu	O 66-21020666 DISCOVERY MOTION FILED
UP CIVIL Help	66-21020666 MOTION FOR SANCTIONS. CERTIFICATION DATE DUE DATE: 02/11/2021. RESPONSE DATE IF CERTIFIED CONTESTED: 02/18/2021. (FILED ON BEHALF OF LLLL JKJKJ)
💭 Log Off	64-21020664 DISCOVERY MOTION FILED 64-21020664 MOTION FOR MORE SPECIFIC ANSWERS TO INTERROGATORIES. CERTIFICATION DATE DUE DATE: 02/10/2021. RESPONSE DATE IF CERTIFIED CONTESTED: 02/17/2021. (FILED ON BEHALF OF LLLL JKJKJ)
FFile #: 2102999160	\odot 63-21020663 DISCOVERY MOTION FILED
Case ID: 210505182	63-21020663 MOTION FOR MORE SPECIFIC ANSWERS TO REQUEST FOR PRODUCTION. CERTIFICATION DATE DUE DATE: 02/10/2021. RESPONSE DATE IF CERTIFIED CONTESTED: 02/17/2021. (FILED ON BEHALF OF BRIAN J)
Status: Draft Started: 02/25/21	O 59-21010659 DISCOVERY MOTION FILED
Court: CP	59-21010659 XSXSXSXS. CERTIFICATION DATE DUE DATE: 02/05/2021. RESPONSE DATE IF CERTIFIED CONTESTED: 02/12/2021. (FILED ON BEHALF OF LLLL JKJKJ)
* Required Field.	If the control number is not listed, enter it here:
Liser Appents/Agrees to Pules/Agreement	(e.g. 08010012 enter all 8 numbers including zeros)
Oser Addepts/Agrees to <u>Rates/Agreement</u>	
CONTACT US	(Maximum of 30 characters)
SCURED BY	Personal Reference No.
	<< Back Continue >>

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Here the filing party has the option to update their contact information.
 Note: any information that is updated here, will be updated in the *Civil Case Management System* for all cases.

March 02, 2021 04:14pm			You are in Page 112
Welcome! Steven Wulko	Electronic Notice will be sent to To update any information, click he		
Username:swulko	Name of Filing Attorney or Party	STEVEN WULKO	1
Main Menu	Address	785 CITY HALL 5678 STREET PHILADELPHIA PA 19107	
	Phone Number	(215) 6837996 111	
Log Off	Fax Number	not provided	1
	Supreme Court Identification No.	99953	
EFile #: 2103999163	E-Mail Address	steven.wulko@courts.phila.gov	
Case ID: 210505178 Status: Draft	Alternate E-Mail Address	roy.caraan@courts.phila.gov	1
Started: 03/02/21	Alternate E-Mail Address		
Court: CP Required Field.		Update Information	
Jser Accepts/Agrees to <u>Rules/Agreement</u> .	<< Back Continue >>		

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- This is page is where all documents needed to complete the filing must be uploaded
- Pay close attention to the *UJS Public Access Policy* as it relates to confidential information and confidential documents. Uploading redacted and un-redacted versions of your documents may be necessary.



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Next, the filing party is presented with payment options if applicable.
 Note: Only filings submitted in the Discovery Motions Filing Category will be assessed a filing fee. No subsequent filings related to a Discovery Motion have a filing fee.

March 02, 2021 04:19pm	You are in Page 👔 👔 👍 🛐 🐔 💈
Welcome!	Total fee for this filing: \$ 52.68
Steven Wulko Username: swulko <u>Update Information</u>	 Credit Card Payment Are you filing In Forma Pauperis and without payment of filing fees?
Main Menu <u>CP Civil Help</u>	O In Forma Pauperis Pending or Previously Granted
Log Off EFile #: 2103999163	Effective Thursday, February 19, 2018 , the Office of Judicial Records will no longer offer the payment option of "Walk-in and Pay Over the Counter." All electronic filings that require the payment of a filing fee must be paid with a credit or debit card through the Electronic Filing System.
Case ID: 210505178 Status: Draft Started: 03/02/21 Court: CP	<< Back Continue >>
Required Field.	

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- The final screen allows the filing party one last chance to check for accuracy before submitting the filing.
- Payment information when applicable must be entered on this page.

March 02, 2021 04:20pm		You are in Page 1121314151017		
Welcome! Steven Wulko	Final Review All entries provided here are not considered fit necessary names, parties and other informatic	nal until the review process has been completed. Read all in for accuracy and click on Submit.		
Username: swulko Update Information	Refresh this page	unu seferah this nane		
Main Menu CP Civil Help	E-Filing # <u>21032999163</u> Generatis: 03021231 04:30pn	SUMMARY		
Log.Off	CASE ID NUMBER: 210505178			
EFile #: 2103999163	CAPTION: IN RE: K L J			
Status: Draft Started: 03/02/21	PROGRAM: PETITIONS			
Court: CP Required Field.	CASE TYPE: CHANGE OF NAME (ADULT)	CASE TYPE: CHANGE OF NAME (ADULT)		
ser Accepts/Agrees to <u>Bules/Agreen</u>	PLEADING/DOCUMENT FILED: Discovery Hearing Request			
CONTACT US	FILING SUBMITTED ON BEHALF OF: K L J			
Entrust	NAME OF FILING ATTORNEY OR PARTY: STEVEN WULKO	ADDRESS: 785 CITY HALL 5678 STREET PHILADELPHIA PA 19107		
SSL *PERINT	PHONE NUMBER: 215 6837996	FAX NUMBER: none entered		
	SUPREME COURT ID. NO.: 99953	E-MAIL ADDRESS steven.wulko@courts.phila.gov roy.caraan@courts.phila.gov		
	NEW PARTIES ADDED: none entered			
	Сон	rt Use Only Information		
	CROSS REFERENCE: none entered	MOTION DEADLINE: N/A		
		MOTION TYPE:		