



DISCOVERY COURT FILINGS GUIDE

Civil Electronic Filing System UPDATE - March 15, 2021

OFFICE OF JUDICIAL RECORDS
DISCOVERY COURT PROGRAM
(215)686-4246

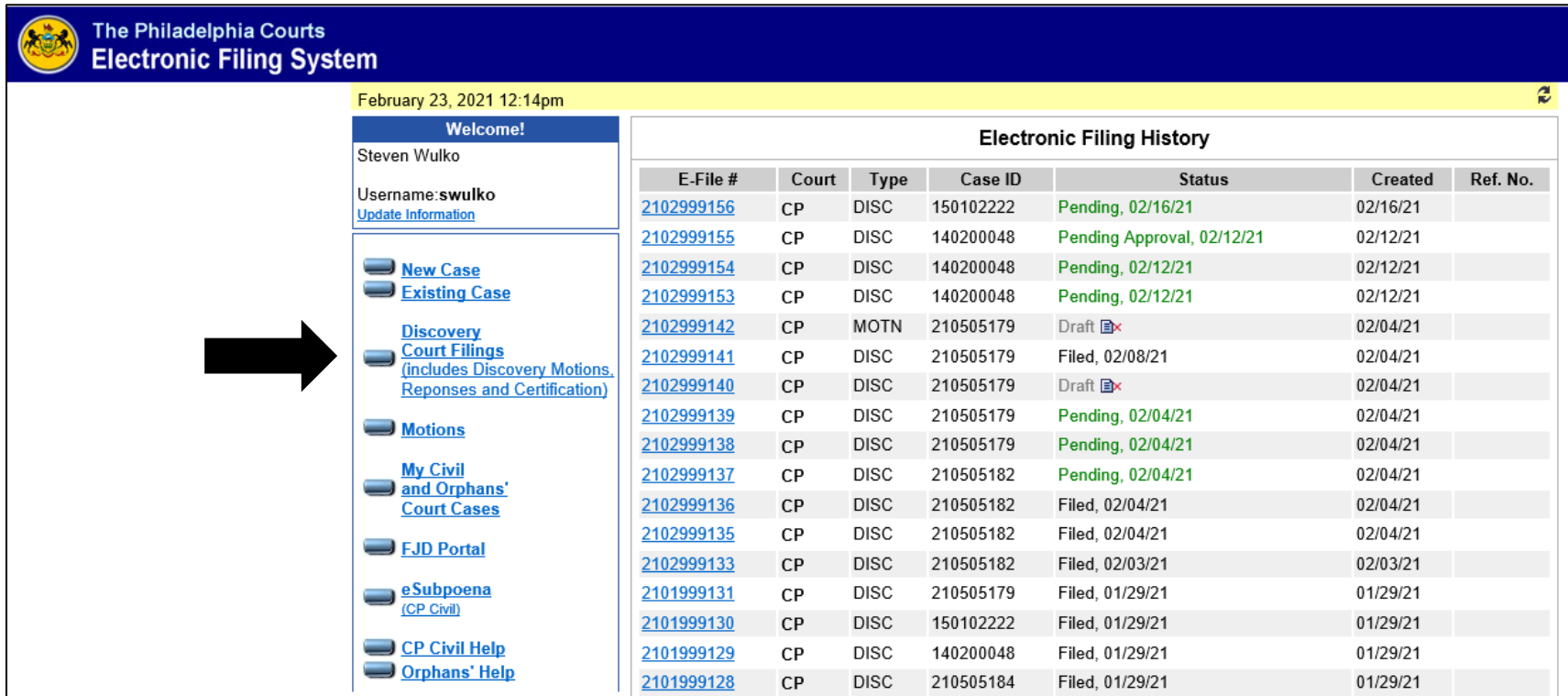
Overview:

Pursuant to the [Notice to Bar – Protocol for Discovery Motions Filed On/After March 15, 2021](#), 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

February 23, 2021 12:14pm

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

- [New Case](#)
- [Existing Case](#)
- [Discovery Court Filings](#)
(includes [Discovery Motions](#),
[Responses](#) and [Certification](#))
- [Motions](#)
- [My Civil and Orphans' Court Cases](#)
- [FJD Portal](#)
- [eSubpoena](#)
(CP Civil)
- [CP Civil Help](#)
- [Orphans' Help](#)

E-File #	Court	Type	Case ID	Status	Created	Ref. No.
2102999156	CP	DISC	150102222	Pending, 02/16/21	02/16/21	
2102999155	CP	DISC	140200048	Pending Approval, 02/12/21	02/12/21	
2102999154	CP	DISC	140200048	Pending, 02/12/21	02/12/21	
2102999153	CP	DISC	140200048	Pending, 02/12/21	02/12/21	
2102999142	CP	MOTN	210505179	Draft	02/04/21	
2102999141	CP	DISC	210505179	Filed, 02/08/21	02/04/21	
2102999140	CP	DISC	210505179	Draft	02/04/21	
2102999139	CP	DISC	210505179	Pending, 02/04/21	02/04/21	
2102999138	CP	DISC	210505179	Pending, 02/04/21	02/04/21	
2102999137	CP	DISC	210505182	Pending, 02/04/21	02/04/21	
2102999136	CP	DISC	210505182	Filed, 02/04/21	02/04/21	
2102999135	CP	DISC	210505182	Filed, 02/04/21	02/04/21	
2102999133	CP	DISC	210505182	Filed, 02/03/21	02/03/21	
2101999131	CP	DISC	210505179	Filed, 01/29/21	01/29/21	
2101999130	CP	DISC	150102222	Filed, 01/29/21	01/29/21	
2101999129	CP	DISC	140200048	Filed, 01/29/21	01/29/21	
2101999128	CP	DISC	210505184	Filed, 01/29/21	01/29/21	

PAGE 1

- 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** :
 - ANSWERS/RESPONSES/REPLIES TO DISCOVERY MOTION
 - 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 | 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 |

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EFile #: **2103999165**
Case ID: **210505180**
Status: **Draft**
Started: **03/08/21**
Court: **CP**

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**
ANSWERS/RESPONSES/REPLIES TO DISCOVERY MOTION
CERTIFICATION REGARDING DISCOVERY MOTION
DISCOVERY MOTIONS
WITHDRAW DISCOVERY MOTION

***Filing Type**

Discovery Deadline
This Discovery Motion may be rejected if it is submitted beyond the assigned Discovery Deadline or within 45 days of the Arbitration Date.

* Required Field.

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PAGE 1 continued

- 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
 - 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

- 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.

- 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.

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EFile #: 2103999163
Case ID: 210505178
Status: Draft
Started: 03/02/21
Court: CP

* Required Field.
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Parties
Select the party you are filing for:

K L J (Petitioner)
 P L O (Respondent)

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If party is a company.
(Maximum of 60 characters, abbreviate if necessary)

² Suffix Name (Example: Jr, Sr, MD, III, PhD etc.)

-- Number of Parties entered: 0 --

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

- 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.

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EFile #: **2102999160**
Case ID: **210505182**
Status: **Draft**
Started: **02/25/21**
Court: CP

* Required Field.

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Please select Motions/Petitions and Preliminary Objections subject to attached answer, brief, memorandum or reply:

- 69-21020669 DISCOVERY MOTION FILED
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)
- 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)
- 66-21020666 DISCOVERY MOTION FILED
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)
- 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)
- 63-21020663 DISCOVERY MOTION FILED
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)
- 59-21010659 DISCOVERY MOTION FILED
59-21010659 XSXSXSXS. CERTIFICATION DATE DUE DATE: 02/05/2021. RESPONSE DATE IF CERTIFIED CONTESTED: 02/12/2021. (FILED ON BEHALF OF LLLL JKJKJ)
- If the control number is not listed, enter it here:
(e.g. 08010012 enter all 8 numbers including zeros)

Personal Reference No. (Maximum of 30 characters)
If you have any numbering system in your office, enter it here.

- 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.

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EFile #: 2103999163
Case ID: 210505178
Status: Draft
Started: 03/02/21
Court: CP

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

Name of Filing Attorney or Party	STEVEN WULKO
Address	785 CITY HALL 5678 STREET PHILADELPHIA PA 19107
Phone Number	(215) 6837996 111
Fax Number	not provided
Supreme Court Identification No.	99953
E-Mail Address	steven.wulko@courts.phila.gov
Alternate E-Mail Address	roy.caraan@courts.phila.gov
Alternate E-Mail Address	

* Required Field.
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<< Back Continue >>

- 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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EFile #: 2103999163
Case ID: 210505178
Status: Draft
Started: 03/02/21
Court: CP

* Required Field.
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File Attachment

***** NOTICE *****

Please review the **UJS Public Access Policy**. In accordance with the policy, please follow the instructions and answer all questions carefully.

If your filing contains **CONFIDENTIAL INFORMATION** as defined in [Section 7.0 of the UJS Public Access Policy](#), you must upload a **Redacted Version** and an **Unredacted Version** of the filing in the **REDACTED DOCUMENTS FILE UPLOAD AREA** and the **UNREDACTED DOCUMENTS FILE UPLOAD AREA** respectively after answering the questions below.

If your filing includes **CONFIDENTIAL DOCUMENTS or EXHIBITS** as defined in [Section 8.0 of the UJS Public Access Policy](#), you must upload those documents separately from all other documents in the **CONFIDENTIAL DOCUMENTS/EXHIBITS FILE UPLOAD AREA** after answering the questions below.

If your filing or any portion of your filing, is being filed **UNDER SEAL** pursuant to a docketed court order, those documents must be uploaded in the **DOCUMENTS FILED UNDER SEAL FILE UPLOAD AREA** separately from all other documents.

Please respond accordingly below:

Does your filing contain Confidential Information? Yes No
Note: If your filing contains Confidential Information, a Redacted Version and an Un-Redacted Version of your filing must be uploaded. Click [here](#) for a list of information considered confidential as defined by the UJS Public Access Policy.

Does your filing contain Confidential Documents/Exhibits? Yes No
Note: Click [here](#) for a list of documents considered confidential as defined by the UJS Public Access Policy.

Is any portion of your filing being filed UNDER SEAL pursuant to a court order? Yes No

Click to open Upload Screen, ensure the block pop-up windows option is not checked

[Upload Documents](#)

- 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.

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EFile #: 2103999163
Case ID: 210505178
Status: Draft
Started: 03/02/21
Court: CP

Total fee for this filing: \$ 52.68

Credit Card Payment

Are you filing In Forma Pauperis and without payment of filing fees?

In Forma Pauperis Pending or Previously Granted

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.

* Required Field

- 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.

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EFile #: 2103999163
Case ID: 210505178
Status: Draft
Started: 03/02/21
Court: CP

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.

If you went back and made changes, it is important that you refresh this page.

E-Filing # 2103999163		SUMMARY
Generated: 03/02/2021 04:20pm		
CASE ID NUMBER: 210505178		
CAPTION: IN RE: K L J		
PROGRAM: PETITIONS		
CASE TYPE: CHANGE OF NAME (ADULT)		
PLEADING/DOCUMENT FILED: Discovery Hearing Request		
FILING SUBMITTED ON BEHALF OF: K L J		
NAME OF FILING ATTORNEY OR PARTY: STEVEN WULKO	ADDRESS: 178 CITY HALL STREET PHILADELPHIA PA 19107	
PHONE NUMBER: 215 6837996	FAX NUMBER: none entered	
SUPREME COURT ID. NO.: 9995	E-MAIL ADDRESS: steven.wulko@courts.phila.gov roy.caraan@courts.phila.gov	
NEW PARTIES ADDED: none entered		
Court Use Only Information		
CROSS REFERENCE: none entered	MOTION DEADLINE: N/A	
MOTION TYPE:		

* Required Field

User Accepts/Agrees to [Public Access](#)

