



## **Instructions for Creating an Account on the Electronic Filing System (EFS)**

### **Trial Division - Civil**

- Visit <https://fjdefile.phila.gov/>
- Under “Needs Help,” select “To Apply for a User Name, click here.”
  - ❖ **Attorneys who are admitted to practice in Pennsylvania** may need to contact e-filing support prior to sign-up. Email your name, attorney identification number, firm address, phone number, and birth date to [OJRCivil@courts.phila.gov](mailto:OJRCivil@courts.phila.gov).
  - ❖ **If you are not an attorney**, select option:
    - “I am not an attorney. I represent myself in the litigation for which I am requesting a User Name and Password (“PRO SE”).”
- Next, you will be prompted to complete the “Create New User Name” form.
- Fill out the form and press submit.
- After you press submit, your user name, password and pin will be e-mailed to all email addresses entered in the form.
- In addition, please access the “FJD Civil Electronic Filing User Manual” under the “Needs Help” option on the EFS homepage. The user manual is a useful resource for navigating the EFS.

Questions concerning this process can be directed to the Office of Judicial Records, Civil Filing Center at 215-686-6652 or [OJRCivil@courts.phila.gov](mailto:OJRCivil@courts.phila.gov).