



## INSTRUCTIONS TO SUBMIT A FILING BY MAIL

To submit your filings by mail, please mail your request to:

Office of Judicial Records  
Civil Filing Center  
City Hall, Room 284  
Broad and Market Streets  
Philadelphia, PA 19107

The following items must accompany your request:

- The document you are requesting to file.
- A check or money order made out to the Office of Judicial Records. The total filing fee plus \$1 per page is required. Some documents do not have a filing fee, the \$1 per page is still required.

If the filing is accepted, you will receive your filed copy back in the self-address stamped envelope you provided.

If the filing is rejected, you will receive the document back and a letter explaining why the filing cannot be accepted.

Questions concerning this process can be directed to the Office of Judicial Records, Civil Filing Center at 215-686-4252 or [OJRCivil@courts.phila.gov](mailto:OJRCivil@courts.phila.gov).