# Philadelphia Municipal Court CLAIMS System

Training Manual

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## System Requirements

- Windows XP, Windows Vista, Windows 7, MAC OS X
- Internet Explorer 7 +, Mozilla Firefox, Google Chrome, Safari—Browser must have JavaScript enabled
- Adobe Acrobat v9 or later
- Recommended screen resolution 1024 x 768 or higher
- Any standard printer supported by browser
- Scanner—must produce PDF files

## **Getting Started**

To set up an account, email a request to <u>erin.ferry@courts.phila.gov</u> or <u>theresa.cannon@courts.phila.gov</u>. The request should include:

- 1. Your name
- 2. Your PA bar number (Attorneys Only)
- 3. Your organization name, address and telephone number
- 4. The email address(es) to be associated with the account

After receiving a username and a temporary password, log onto our website to activate your account and change the temporary password. The web address for **CLAIMS** is <u>http://fjdclaims.phila.gov</u>.

THE PHILADELPHIA	Courts First Judicial District of Pennsylvania	ł
Philadelphia Municipa	l Court	Monday, October 1, 2012
PHILADELPHIA MUNICIPAL COURT E	LECTRONIC FILING SYSTEM	
	A PUBLIC LOGIN	
Username jfiler	Attorneys and members of the public can view case dockets onli	ne with Public Access Search, part of the
Password Login	CLAIMS system. The CLAIMS system's Public Access Search application allows a user to se name, or defendant name.	arch for cases by case number, plaintiff
Secure Login	Enter the username and temporary password to log into	Login As Public User
	CLAIMS.	

Change Password
You must change your password; either it has been reset or this is the first time you are logging on.
Please change your password. You must enter your new password twice to be sure it has been entered correctly. Password Rules Are:
IS case sensitive: ('joe' is not the same as 'Joe' or 'JOE').     may NOT be password:     may NOT be the same as your user name.     may NOT contain spaces or tabs.     must be at least 6 digits long.     must be less than 21 digits long.     must be less than 21 digits long.     should be a combination of numbers and letters.
New Password
Repeat New Password Update Password Change the password using the guidelines provided.

THE PHILADELPHIA COUR	rts First Judicial District of Penns'	YLVANIA
HOME HEARING LIST	Case Search Logout	Q
PHILADELPHIA MUNICIPAL COURT		Monday, October 1, 2012   Joe Filer
CMS (Case Management System)	Case Initiation	Private Attorney / Non-Attorney
Search	Quick Plaintiff List	Initiate New Case
		Initiate New Petition
Schedule	Reports	Initiate New Writ
Schedule Private or Non-Attorney Filer Hearings	Billing Report	Initiate New Relistment
		Initiate New Additional Claim
Service Packs	Miscellaneous	Initiate Continuance
Attorney Service Packs Pending Printing	User Preferences	Initiate Judgment By Agreement
Attorney Service Packs Pending Philding Attorney Service Pack Printed Report	File Return of Service	Amend Initial Complaint and/or Judgment Requested
Actomey Service Pack Princed Report	File Notice of Intent to Defend	Private Attorney Entry of Appearance
	Saved Mass Actions	Review Pending Submission to Court
	Enter Satisfaction, SDE, WWP - Single Case	Review Deficiency Returned Items
	Enter Satisfaction, SDE, WWP - Bulk	Review Submitted and Pending Court Approval
	Enter Garnishee Satisfaction (private attorney or non-	Review Approved Pending Adjudication
	attorney filer)	Review Adjudicated
	Attorney Repair PDFs	
	Accounter Action of Action	Hearings
		Read Only Hearing List

The **Home** page is divided into eight sections. The **Home** page can be customized by moving the sections to a different location on the page. Hold the right mouse button over the blue heading of the section to be relocated and drag it to a new area on the page.

The Philadelphia Courts First Judicial Dist	rict of Pennsylvania	
HOME HEARING LIST CASE SEARCH LOGOUT		9
PHILADELPHIA MUNICIPAL COURT		Thursday, October 4, 2012   JOE FILER
CMS (Case Management System) Search Quick I	Case Initiation Partif List	Private Attorney / Non-Attorney Initiate New Case Initiate New Pettion
Schedule	Reports	Initiate New Writ
Schedule Private or Non-Attorney Filer Hearings	Biling Report	Initiate New Relistment Initiate New Additional Claim
		Initiate Continuance
Service Packs	Miscellaneous	Initiate Judgment By Agreement
Attorney Service Packs Pending Printing Attorney Service Pack Printed Report	User Preferences	Amend Initial Complaint and/or Judgment Requested
Acome y derrice i der i mited repore	File Return of Service File Notice of Intent to Defend	Private Attorney Entry of Appearance
	Saved Mass Actions	Review Pending Submission to Court Review Deficiency Returned Items
	Enter Satisfaction, SDE, WWP - Single Case	Review Submitted and Pending Court Approval
	Enter Satisfaction, SDE, WWP - Bulk	Review Approved Pending Adjudication
	Enter Garnishee Satisfaction (private attorney or non-attorney filer)	Review Adjudicated
	Attorney Repair PDFs	
		Hearings
		Read Only Hearing List

# **Case Initiation**

Quick Plaintiff List

The **Quick Plaintiff List** allows the User to enter the information for plaintiff(s) and save it to the **Quick Plaintiff List** screen. The information will remain stored on this screen and can be added to new claims with a few mouse clicks. It is a convenient way to store information that is used often.

To begin, go to the **Case Initiation** section of the **Home** page and click on the **Quick Plaintiff List**.

Quick Plaintiff List	
Add New Plaintiff to Quick List You have no quick plaintiffs listed. Cancel	

Plaintiff Information		
Name	Joe Filer	
AKA/DBA		
Plaintiff Address		Only the text fields with <b>bold</b> lettering are
Street 1	22 MAIN STREET	required for Pro-se filers. However, an
Street 2		attorney is required to enter his or her
City/ State/ Zip Code	Philadelphia PA 19111	PA Bar number to become attorney of
Email	× 🗈	record for the plaintiff. If you are a Pro
Plaintiff Attorney	Link of Malues	
(6 Digit Code)	List of Values	Se filer, make sure to add your email

Enter the information and click **Save**. All Quick Plaintiffs appear on the screen in alphabetical order.

Quick Plaintiff List			
Add New Plaintiff to Quick List			
A - M	N - Z		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			
Cancel			

## **Private Attorney/Non-Attorney**

- Initiate New Case
- Initiate New Petition
- Initiate New Writ
- Initiate New Relistment
- Initiate New Additional Claim
- Initiate Continuance
- Initiate Judgment By Agreement
- Amend Initial Complaint and/or Judgment Requested

- Private Attorney Entry of Appearance (Attorneys only)
- Review Pending Submission to Court
- Review Deficiency Returned Items
- Review Submitted and Pending Court Approval
- Review Approved and Pending Adjudication
- Review Adjudicated

#### Initiate New Case-SMALL CLAIMS

The first step to file a Small Claims case is to click on the <u>Initiate New Case</u> link on the Home page. The <u>Select Case Type</u> screen will open. There are four different types of Small Claims case types (each with a separate description). Click the radio button for the appropriate case type and click the Next button.

Case	Case Initiation: Select Case Type				
Case T	Case Type				
LT					
0	Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.				
SC/LT					
0	Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.				
SC/MV					
0	If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.				
SC/CP					
0	If your case involves a consumer purchase, commercial paper, or loans, select this option.				
SC					
۲	Other. Choose this if none of the above applies.				
Next	Cancel				

The next screen is the **Case Initiation** screen. At the top of the screen in the **Case Details** there is **Case ID** number. Each case receives its own ID number. It will stay with the case even after a claim number has been assigned and can always be used for search purposes. Also in **Case Details**, is the case type, docket type and the status; which at this point is pending.

(	Case Initiatio	n: Statement of Claims		
	Case Details			
	Case ID:	2395177	Docket Type:	Initial Complaint - Statement of Claims
	Case Type:	SC	Status:	Pending

The first step when filing a claim is to add the plaintiff(s) and defendant(s). Several parties can be added to each case. There are a few options from which to choose including adding a quick plaintiff.

Defendant(s)
Add <u>Individual</u> / <u>Organization</u> to new address <u>Alternate Service Address</u>

The first option is to add an individual plaintiff. To do this, choose the Individual link under the **Plaintiff(s)** section and insert text into the text boxes.

Plaintiff Information		
First Name	Joe	
Middle Name		
Last Name	Filer	
Suffix		
AKA/DBA		Only the text fields with <b>bold</b> lettering are
AttorneyID	List of Values	required for Pro-se filers. However, an
Email	× =	attorney is required to enter his or her
Plaintiff Address		PA Bar number to become attorney of record for the plaintiff. Add your email
Street 1	22 MAIN STREET	address in the text box provided.
Street 2		
City/ State/ Zip Code	Philadelphia PA 19111	
Plaintiff is a Minor		

Once the plaintiff has been added, click the **Save** button. More plaintiffs can be added at either the same address or a different address.

o Record has been successfully saved.				
Parties	Plaintiff(s)	Defendant(s)		
loe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address Add Individual / Organization to new address Add from quick plaintif list.	Once the first plaintiff has	Add Individual / Organization to new address Alternate Service Address		
	been added, additional links will appear to add more plaintiffs.			

If the plaintiff is an organization, click the **Organization** link in the Plaintiff(s) section.

Add Organizational Plaintiff			
Plaintiff Information Name AKA/DBA Attorney/D Email Plaintiff Address Street 1 Street 2 City/ State/ Zip Code Save Cancel	Joseph Filer & Associates, P.C. By: Joseph Filer, President List of Values X 22 MAIN STREET PHILADELIPHIA PA 19111	A Pro-Se filer cannot file on behalf of an organization such as a corporation, LLC, limited partnership, general partnership, or unincorporated association unless documentation such as Articles of Incorporation, Certificate of Membership, Minutes or <b>IRS</b> return can be provided showing the filer as a principal in the organization and must indicate his title in the caption. If a Pro-Se filer cannot provide such documentation, an <b>Appointment of Authorized</b> <b>Representative</b> form may be used. Refer to page ## for further information.	

To add an individual defendant, click on the Add Individual link.

Defendant Information		
First Name	Fred	Only the text fields with <b>bold</b> lettering are
Middle Name		required. Do not add an Attorney ID numb
Last Name	Smith	for the defendant.
Suffix		
AKA/DBA		
AttorneyID	List of V: Note: Private attorneys cannot speci appearance filed as an exhibit.	alues fy opposing counsel unless they supply an entry of
s defendant in military service?	🔿 Yes 💿 No	If the defendant is in the military service,
Defendant is a Minor?		click Yes.
inked to defendant.	✓	
		ig service for a single defendant, enter the two , but link one of the defendants to other to ensure
Defendant Address		Add the defendant's address and choose
Street 1	44 ELM STREET	the service type for this case. Service
Street 2		options are determined by the defendant's
City/ State/ Zip Code	Philadelphia PA 1	9122 location. Refer to the Rules, Procedures
Service Type for this address?		and Forms folder on your flash drive for
Spouse of Defendant Listed Above		more information.
Does the defendant listed above have If so, please enter the spouse's name		to you would also like to name as a defendant?
First Name		
Middle Name		If the claim is against a married couple, add
_ast Name		the spouse in this area. Once the
Suffix		information is complete, click the Save

To add an organization as a defendant, choose the **Organization** link.

Add Organizational Defend	Add Organizational Defendant				
Defendant Information					
Name	AAA Appliances, Inc.				
AKA/DBA		Only the text fields with <b>bold</b> lettering are			
AttorneyID	List of Values				
	Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.	required. Do not add an Attorney ID			
Linked to defendant	•	number for the defendant.			
	To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.				
Defendant Address					
Street 1	88 Pine Street				
Street 2					
City/ State/ Zip Code	Philadelphia PA 19122				
Service Type for this address?	<b>•</b>				
Save Cancel					

Once the information is saved, it appears in the **Parties** section of the **Case Initiation** page. The plaintiff and/or defendant can be edited at any time prior to the submission of the claim, by clicking on the hyperlinks for the names and addresses.

o Record has been successfully saved.	
Parties	
Plaintiff(s)	Defendant(s)
202 Filer 22 MAIN STREET PHILADELPHIA, PA 19111	Fred Smith 44 ELH STREET PILLADELPHIA, PA 19122
Add <u>Individual/Qroanization</u> to this address	Add Individual/Organization to this address A defendant can be docketed under one
Add Individual / <u>Organization</u> to new address Add from <u>autick plaintiff list</u>	Add Individual / Organization to new address Alternate Service Address
	that, click the <u>Alternative Ser</u> <u>Address</u> link.

A defendant can also be docketed under more than one address and served at more than one address.

Add Individual Defendant	
Defendant Information	
First Name Middle Name Last Name Suffix	Fred Smith
AKADBA AttorneyID Is defendant in military service? Defendant is a Minor? Linked to defendant	List of Values         Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.         Yes ® No         Yes ® No         Fred Smith, 44 ELM STREET, PHILADELPHIA, PA ▼         To track multiple addresses requiring service for a single defendant, enter the two addresses as exparate defendants, but link con other to ensure
Defendant Address	adoresses as separate orientiaritis, but mix one or une orientiaritis to other to ensure accurate statistics.
Street 1 Street 2 City/ State/ Zip Code	666 PARK AVENUE PHILADELPHIA PA 19155
Service Type for this address?	•

The next section is the **Details** section. This area is for the summary of the complaint.

Details			
Description of Claim	cription of Claim Plaintiff states he performed contracted work for the defendant. The total contract price of \$5000.00. Defendant gave plaintiff an initial deposit of \$5000.00 but has failed to make any further payments. Therefore, plaintiff demands judgment of \$4,500.00 plus courts costs.		
Note: A Claim Fact Shee	is fequired (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.		
he text box holds an	unlimited amount of characters.		
The summary of the c	omplaint can be completed in		
another program (Wo	d, for example) and the		
nformation can be co	ied and pasted into the text		
οα			

After adding the summary, hit the **Save** button at the bottom of the page. This will ensure that your claim is saved in the event of an unexpected log out from the system or if another area (the plaintiff or defendant, for example) requires editing. **CLAIMS** will automatically end a session after 45 minutes of inactivity for security purposes.

Claim Amounts: Principal Interest	4500.00 <b>–</b>	When populating the amount claimed only         the Principal amount is bolded and,         therefore, required. Court costs will be         added by the judge if you win the case.
Attorney Fees Other Fees	0.00	If your case requires either an Affidavit of Physician or an
Plaintiff has requested <u>Affidavit of Physician</u> Plaintiff has requested <u>Affidavit of Repairman</u> Include Notice of Intent to Defend Statute Expiring		Affidavit of Repairman, click the appropriate box and one will be generated for you. If you wish to include a Notice to Defend, click the box and one will be generated with the service pack. A self-addressed stamped envelope is required.
Court Clerk Comment Comments for court clerk (optional). These comm	ents will not appear on the	locket or any forms.
Save Next Cancel		This box is to be used to communicate information to the court clerk who will be reviewing your claim. These comments <b>DO NOT</b> appear on the docket once the claim has been approved.

Once you have completed the **Case Initiation** page. It will look like this:

Case Initiatio	n: Statement	of Claims				
Case Details						
Case ID:	2395177			Docket Type:	Initial Complaint - Statement of Claims	
Case Type:	SC			Status:	Pending	
o Record has I	been successfully	saved.				
Parties						
		Plaintiff(s)			Defendant(s)	
<u>Joe Filer</u> 22 MAIN STREE Philadelphia, PA Add <u>Individual/(</u>		is address		<u>Fred Smith</u> <u>44 ELM STREET</u> Philadelphia, PA Add <u>Individual</u> /C	19122 Organization to this address	
Add <u>Individual</u> / Add from <u>quick</u>	Organization to r plaintiff list.	new address		Add <u>Individual</u> / <u>Alternate Service</u>	<u>Organization</u> to new address e Address	
Details						
		of \$5000.00. De any further paym	fendant gave pla ents. Therefore	intiff an initia , plaintiff dema	ir the defendant. The total cont il deposit of \$500.00 but has fai inds judgment of \$4,500.00 plus of jury or Property Damage in excess of \$2,000.	led to make
Claim Amount Principal Interest Attorney Fees Other Fees Plaintiff has read	s: uested <u>Affidavit c</u>	0. 0.	500.00 00 00 00	indica claim 5:00	statute is expiring, check the lating that. Clerks will only revie s between the hours of 9:00 a pm Monday through Friday. If the is expiring the day you subn	ew m to your
Plaintiff has req	uested <u>Affidavit o</u> of Intent to Defend	of Repairman		case,	case, contact the First Filing Unit at 215.686.2901 upon submission.	
Statute Expiring						
Court Clerk Co Comments for c		al). These comments w	ill not appear on the d	ocket or any forms.		
Save Next	Cancel		which will bo	oth save the info	bry, click the <b>Next</b> button; cormation and navigate to the co save the information and	Delete

To continue on with the claim, click the **Next** button which will open the **Verificatio**n page.

Initial Claim - Verification	A pro-se filer filing on behalf of himself should populate the first radio button.				
Case Details					
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims				
Case Type: SC	Status: Pending				
Verification					
correct to the best of my knowledge, infor	I am a plaintiff in this statement of claims action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.				
I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this statement of claims action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth are 8.5 § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.					
Back Save Next Cancel					

Initial Cla	im - Verification		
Case Det Case ID: Case Typ Verificati	2395180 e: SC on I am a glartoff in this statement of claims ac market subject to the penalities set forth in 18 I am an attorney for the plaintiff(s), the plain information and belief. I understand that this	representative in the Other Persons	Initial Complaint - Statement of Claims Pending true and correct to the best of my knowledge, information and belief. I understand that this verification is action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, persons listed below and that the facts set forth are true and correct to the best of my knowledge, of unsworn falsifications to authorities. If I am an authorized representative or have a power of ev form.
Back	Other Persons:		A

After that verification has been completed, click the **Next** button to navigate to the next screen.

The next screen to open is the **Docket Entries** screen. The purpose of this screen is to preview your claim, and to add exhibits and other documents to your claim. Exhibits must be added in compliance with Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.

NON-CONFIDENTIAL EXHIBIT

Add Exhibit				
Case Details				
Case ID:	2501118		Docket Type:	Initial Complaint - Statement of Claims
Case Type:	sc		Status:	Pending
Case Caption:	First Plaintiff v. Test Defendant			Enter a description for the symbilit
				Enter a description for the exhibit
Exhibit Details				and select the Document Type.
Please enter a description:		Non-Confidential Exhibit		and select the bocument type.
Document Type:		Select		
ADA Request		Confidential Contains Confidential Information		
ADA Request Description		Non-Confidential		
Exhibit Submission Metho	ud.			
	30			
۲				Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)
Case Records Public Acce	ess Policy of the Unified Judicial System of Pennsylva	nia		
Save				

Add Exhibit						
Case Details						
Case ID:	2501118			Docket Type:	Initial Complaint - Statement of Claims	
Case Type:	sc			Status:	Pending	
Case Caption:	First Plaintiff v. Test Defendant					
Exhibit Details						
Please enter a description:	Please enter a description:			Upload the No	Upload the Non-Confidential Exhibit and	
Document Type:	Document Type:		$\checkmark$	click Save.		
ADA Request				onon caro.		
ADA Request Description						
Exhibit Submission Metho	d					
Opload Document (Adobe)	PDF, TIFF, Microsoft Word, WordPerfect)					
Non-Confidential Docun	nent		Browse			
Case Records Public Acces	Case Records Public Access Policy of the Unified Judicial System of Pennsylvania					
Save						

Add Exhibit				
Case Details				
Case ID:	2501118		Docket Type:	Initial Complaint - Statement of Claims
Case Type:	sc		Status:	Pending
Case Caption:	First Plaintiff v. Test Defendant			
(5.133.6.1.3)				
Exhibit Details				
Please enter a description:		Confidential Exhibit		Enter a description for the exhibit and
Document Type:		Select Confidential		select the Document Type.
ADA Request		Contains Confidential Information		Select the Document Type.
ADA Request Description		Non-Confidential		
Exhibit Submission Metho	d			
•	-			Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)
O Case Records Public Acce	ss Policy of the Unified Judicial System of Pennsylva	nia		
Save				

Add Exhibit			
Case Details			
Case ID: 2501118		Docket Type:	Initial Complaint - Statement of Claims
Case Type: SC		Status:	Pending
Case Caption: First Plaintiff v. Test Defendant			
Exhibit Details			
Please enter a description:	Confidential Exhibit		
Document Type:	Confidential	ument Form.	
ADA Request		-	
ADA Request Description			Upload the Confidential Exhibit. Upload a
Exhibit Submission Method			
Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)			Confidential Document Form or choose
			the option to generate it.
Confidential Document	Browse		the option to generate it.
Confidential Document Form			
Upload	Browse		
Generate			
Case Records Public Access Policy of the Unified Judicial System of Pennsylva	ania		
Save Cancel			

Add Exhibit					
Case Details					
Case ID:	2501118			Docket Type:	Initial Complaint - Statement of Claims
Case Type:	sc			Status:	Pending
Case Caption:	First Plaintiff v. Test Defendant				
Exhibit Details					
Please enter a description:		Confidential Exhibit			
Document Type:		Confidential	A Requires completed Confidential D	ocument Form.	
ADA Request					
ADA Request Description					
Exhibit Submission Method	d				
Upload Document (Adobe F	PDF, TIFF, Microsoft Word, WordPerfect)				
Confidential Document		В	Browse		If Generate is selected, a Confidential
Confidential Document For	m				Document Form will appear below.
O Upload					
<ul> <li>Generate</li> </ul>					Upload the Confidential Document and
_					complete the generated Confidential
					Document Form. Click Save.

Generate Confidential Document Form	
Check All That Apply	
Document Type	Paragraph, page, etc. where the confidential document is referenced in the filing.
Financial Source Documents	
Tax Returns and Schedules	0
UV-2 forms and schedules including 1099 forms or similar documents	0
UWage stubs, earning statements, or other similar documents	0
Credit card statements	0
Financial institution statements	0
Check registers	0
Checks or equivalent	0
Loan application documents	0
Minors' educational records	0
Medical/Psychological records	0
Children and Youth Services' records	0
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	0
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	0
Agreements between the parties as used in 23 Pa.C.S. 3105	0
O Case Records Public Access Policy of the Unified Judicial System of Pennsylvania	
Save	

Add Exhibit		EXHIBIT CONTAINING	CONFID	DENTI	AL INFORMATION		
Case Details							
Case ID:	2501118		Docket Type:	Ini	nitial Complaint - Statement of Claims		
Case Type:	sc		Status:	Pe	ending		
Case Caption:	First Plaintiff v. Test Defendant						
Exhibit Details							
Please enter a description:		Exhibit With Confidential Information		_			
Document Type:		Select Confidential			a description for the exhib	it and	
ADA Request		Contains Confidential Information		select	t the Document Type.		
ADA Request Description		Non-Confidential		301001	t the Document Type.		

Add Exhibit						
Case Details						
Case ID:	2501118		Docket T	pe:	Initial Complaint - Statement of Claims	
Case Type:	sc		Status:		Pending	
Case Caption:	First Plaintiff v. Test Defendant					
Exhibit Details						
Please enter a description:		Exhibit With Confidential Information				
Document Type:		Contains Confidential Information	A Requires completed Confidential Document Form.)			
ADA Request					ad the Redacted Document and the Un-redacted	
ADA Request Description						
Exhibit Submission Metho	4			Docu	ument. Upload a Confidential Document Form or	5
	u PDF, TIFF, Microsoft Word, WordPerfect)				bse the option to generate it.	
Redacted Document		Browse				
Unredacted Document		Browse				
Confidential Document For		Diowse	5			
<ul> <li>Upload</li> </ul>		Brows				
Generate		Diowa				
Generate						
O Case Records Public Acces	ss Policy of the Unified Judicial System of Pennsylvan	a				
Save Cancel						

Add Exhibit				
Case Details				
Case ID:	2501118	Dock	et Type:	Initial Complaint - Statement of Claims
Case Type:	sc	Statu	15:	Pending
Case Caption:	First Plaintiff v. Test Defendant			
Exhibit Details				
Please enter a description	on:	Exhibit With Confidential Information		
Document Type:		Contains Confidential Information 💌 🕢 Requires completed Confidential Document F	form.	
ADA Request				If Congrete is calented a Confidential Decument
ADA Request Description	n			If Generate is selected, a Confidential Document
Exhibit Submission Me	athod			Form will appear below. Upload the Redacted
Outpload Document (Action of the second s	dobe PDF, TIFF, Microsoft Word, WordPerfect)			
Redacted Documen	t	Browse		Document and Un-redacted Document. Complete
Unredacted Docum	ent	Browse		the generated Confidential Document Form. Click
Confidential Documer	nt Form			-
				Save.

Generate Confidential Document Form	
Check All That Apply	
Document Type	Paragraph, page, etc. where the confidential document is referenced in the filing.
Financial Source Documents	
Tax Returns and Schedules	C C
W-2 forms and schedules including 1099 forms or similar documents	0
Wage stubs, earning statements, or other similar documents	0
Credit card statements	0
Financial institution statements	0
Check registers	0
Checks or equivalent	0
Loan application documents	0
Minors' educational records	G
Medical/Psychological records	0
Children and Youth Services' records	C)
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	0
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	0
Agreements between the parties as used in 23 Pa.C.S. 3105	0
Case Records Public Access Policy of the Unified Judicial System of Pennsylvania	
Save Cancel	

Initial Claim - Case F	Initial Claim - Case Records Public Access Policy of the Unified Judicial System of Pennsylvania Compliance							
Case Details								
Case ID:	2501118		Docket Type:	Initial Complaint - Statement of Claims				
Case Type:	SC		Status:	Pending				
Certification I certify that this filing	Certification V I certify that this filing compiles with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.							
Back Save Next	Back Save Next Cance Once all exhibits are added, click the box indicating compliance with the Case Records Public Access							
	Policy.							

The next page to open is the **Submit to Court** page. On this page, a hearing date can be selected, credit card information is entered and the claim can be submitted to Municipal Court for review.

Initial Claim - Submit to Court						
Case Details						
Case ID: 2395177		Docket Type:	Initial Complaint - Statement o	of Claims		
Case Type: SC		Status:	Pending			
		Statusi	renaing			
In addition to submitting this case below, pr	ivate attorneys can also <u>Schedul</u>	e Bulk Hearings or <u>Creat</u>	e Another Case and bulk schedul	e later.		
Hearing Details						
Pick A Hearing: 11/15/2012 09:15 A	(M (30) 🚩					
Fee Details						
Court Cost:	4	44.00				
State Fee:	:	10.00				
Automation Fee:		5.50				
Convenience Fee:		5.00				
C & E Process Service Fee:		0.00				
PWS Service Fee:	:	27.00				
Constable Service Fee:		0.00				
Third Party Service Fee:		If this is the o	nly case that you will	be filing, click on the drop		
JCS St. Add. Fee:		down menu to select a hearing date. If several cases are				
JCS St. Add. Surcharge:	:	being filed an	d the same hearing d	ate for all is desired, use		
Credit Card Details			nother Case link to c			
Credit Card Number: 411111111111				click the Schedule Bulk		
Expiration: 01 / 15 (MM/YY				e cases together. This is		
Security Number: 123, Help			-	your cases will have the		
Billing Information		same hearing	date, time and COU	RTROOM.		
Use the address below:	Enter a new O					
	Name on Card:			(First, Middle, Last)		
JOE FILER 22 MAIN STREET	Street 1					
PHILADELPHIA, PA 19111	Street 2					
,	City/State/Zip Code					
Attorney Comments						
N/A						
Back Submit To Court						

Once the claim has been submitted for review, an invoice can be viewed and printed.

Case Details	ssion Results				
Case ID:	2395177	Docket Type:	Initial Complaint - Statement of Claims		
Case Type:	sc	Status:	Pending Clerk Review		
Court Review The Initial Complaint - Statement of Claims has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.					
Review Invoices					

Invoice Summary				
Invoice Number	976722			
nvoice Status	Pending			
Case Number	Number			
Case ID	2395177			
Docket Entry ID	16347182			
Description	Initial Com	plaint - Statement of Claims		
Docket Entry Status	Pending CI	erk Review		
Submission Date	10/01/2012	12:26 PM		
Transaction Date				
Payment Method	Credit Card			
Filing Party	JOE FILER			
Туре	CHARGE			
/endor comments Approved				
Vendor confirmation number V18F3B		924		
Description		Tota	I	
Convenience Fee			5.00	
Automation Fee			5.50	
JCS St. Add. Surcharge			11.25	
Combined PWS service fee			27.00	
JCS St. Add. Fee			2.25	
State Filing Fee			10.00	
Court Cost including additional defendant fee if applicabl	e		44.00	
Total			105.00	
Parties				
Plaintiffs		Defendants		
Joe Filer		Fred Smith		
22 MAIN STREET Philadelphia, PA 19111		44 ELM STREET Philadelphia, PA 19122		
i maaoipina, i i i o i i i	i i i			

The court will review the claim normally within 24 to 48 hours. Your credit card will not be charged until your claim is approved. If the claim has an expiring statute, please contact the First Filing Unit at 215-686-2901/7988 immediately after submission. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the case has been reviewed. Make sure to add this email address to your address book.

#### Initiate New Case-LANDLORD-TENANT

The first step to file a Landlord-Tenant case is to click on the <u>Initiate New Case</u> link on the Home page. The <u>Select Case Type</u> screen will open. The LT radio button should be used for claims seeking possession of a property or seeking a money judgment after a tenant has left a rental property. The LT/Section 8 radio button should be used when filing an eviction against Section 8 voucher holders.

Case Initiat	ion: Select Case Type
Case Type	
LT	
0	Choose this option (), as part of this case, you are seeking to exict someone from a property you can. Select this option if AVY part of your case involves eviction of flaman(s) from your property or you are a landord seeking rent used after vacating, and the second
LT/Section 8	
0	Choose this option if, as part of this case, you are seeling to evict a Section 8 voucher holders from a property you own. Select this option if AVY part of your case involves eviction of fenant(s), who participate in the section 8 program, from your property or you are a landord seeling rent owed after vacating from lenants who participate in the section 8 program.
SC/LT	
0	Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landorditenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to exist a lanant.
SC/MV	
0	If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.
SC/CP	
0	If your case twolves a consumer purchase, commercial paper, or loans, select this option.
SC/CC	
0	If your case thickness consumer credit card debt, select this option.
SC	
0	Offer: Choose this if none of the above applies.
Next Cance	

The next screen is the **Case Initiation** screen. At the top of the screen in the **Case Details** there is a **Case ID** number. Each case receives its own ID number. It will stay with the case even after a claim number has been assigned and can always be used for search purposes. Also in **Case Details**, is the case type, docket type and the status; which at this point is pending.

Case Details			
Case ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Complaint
Case Type:	LT	Status:	Pending

The first step when filing a claim is to add the plaintiff(s) and defendant(s). Several parties can be added to each case. There are a few options from which to choose including adding a quick plaintiff. The plaintiff in a Landlord-Tenant complaint should be the owner of the property.

Parties	
Plaintiff(s)	Defendant(s)
Add <u>Individual / Organization</u> to new address Add from <u>quick plaintiff list.</u>	Add <u>Individual</u> / <u>Organization</u> to new address <u>Alternate Service Address</u>

The first option is to add an individual plaintiff. To do this, choose the **Individual** link under the **Plaintiff(s)** section and insert text into the text boxes.

Add Individual Plaintiff Plaintiff Information		
First Name Middle Name Last Name Suffix AkA/DBA Attorney/D Email	Joe Filer ListofValues	Only the text fields with <b>bold</b> lettering are required for Pro-se filers. <b>However, an</b> <b>attorney is required to enter his or her</b> <b>PA Bar number to become attorney of</b>
Plaintiff Address Street 1 Street 2 City/ State/ Zip Code Plaintiff is a Minor	22 Main Street Philadelphia PA 19111	record for the plaintiff. Add your email address in the text box provided.
To your knowledge, is this party a senior citizen (defined as over 60)?	© Yes ∰ito	

Once the plaintiff has been added, click the **Save** button. More plaintiffs can be added at either the same address or a different address.

• Record has been successfully saved.		
Parties	Plaintiff(s)	Defendant(s)
loe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address		
Add Individual / Organization to new address Add from guick plaintiff list.	Once the first plaintiff has	Add Individual / Qrcanization to new address Alternate Service Address
	been added, additional links will appear to add more	
	plaintiffs.	

If the plaintiff is an organization, click the **Organization** link in the Plaintiff(s) section.

Add Organizatior	al Plaintiff	
Plaintiff Information		
Plaintff Information Name AKA/DBA AttorneyID Email Plaintiff Address Street 1 Street 2 City/ State/ Zip Code Save Cancel	Joseph Filer & Associates, P.C. By-Joseph Filer, President Listof Values 22 MAIN STREET PHILADELPHIA PA 19111	A Pro-Se filer cannot file on behalf of an organization such as a corporation, LLC, limited partnership, general partnership, or unincorporated association unless documentation such as Articles of Incorporation, Certificate of Membership, Minutes or <b>IRS</b> return can be provided showing the filer as a principal in the organization and must indicate his title in the caption. If a Pro-Se filer cannot provide such documentation, an <b>Appointment of Authorized</b> <b>Representative</b> form may be used. Refer to page ## for further information.

	To add an individua	l defendant,	click on the	Add Individual	link.
--	---------------------	--------------	--------------	----------------	-------

Defendant Information				
First Name	Fred			
liddle Name				
ast Name	Smith			
Suffix		Only	the text fields with <b>bold</b> lettering are	1
AKA/DBA	AND ALL OTHER OCCUPANTS	requir	red. Do not add an Attorney ID number	r 📘
AttorneyID	List of Values		e defendant.	
	Note: Private attorneys cannot specify op appearance filed as an exhibit.			
s defendant in military service?	⊖Yes ⊙No			
Defendant is a Minor?	◯Yes ⊙No			
To your knowledge, is this party	Yes  No			
a senior citizen (defined as over 60)?				
a senior citizen (defined as over 60)? .inked to defendant		f the defende		
	addresses as separate defendants. accurate statistics.	click Yes. If the	nt is in the military service, he defendant is a minor, click	
	addresses as separate defendants. accurate statistics.	click Yes. If the		
inked to defendant	addresses as separate defendants. accurate statistics.	click Yes. If the	he defendant is a minor, click	_
Linked to defendant Defendant Address	addresses as separate defendants accurate statistics.	click Yes. If the	he defendant is a minor, click fendant is over 60, click Yes.	
Linked to defendant Defendant Address Street 1	addresses as separate defendants accurate statistics.	click Yes. If th	he defendant is a minor, click	1005
Linked to defendant Defendant Address Street 1 Street 2	addresses as separate defendants accurate statistics.	click Yes. If th	he defendant is a minor, click fendant is over 60, click Yes.	
Linked to defendant Defendant Address Street 1 Street 2 City/ State/ Zip Code	addresses as separate defendants accurate statistics.	click Yes. If th	he defendant is a minor, click fendant is over 60, click Yes. Add the defendant's address and ch	се
Linked to defendant Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above	addresses as separate defendants accurate statistics.	click Yes. If the de	Add the defendant's address and ch the service type for this case. Servic options are determined by the defen location. Refer to <b>the Rules, Proce</b>	ce Idan Idan
Linked to defendant Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant Listed above have a	addresses as separate defendants accurate statistics.	click Yes. If the de	Add the defendant's address and ch the service type for this case. Servic options are determined by the defen location. Refer to <b>the Rules, Proce</b> and Forms folder on your flash drive	ce Idan Idan
Linked to defendant Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant Listed Above Does the defendant Listed above have a f so, please enter the spouse's name b lirst Name	addresses as separate defendants accurate statistics.	click Yes. If the de	Add the defendant's address and ch the service type for this case. Servic options are determined by the defen location. Refer to <b>the Rules, Proce</b>	ce Idan Idan
Inked to defendant Infeed and Address Street 1 Street 2 Street 2 S	addresses as separate defendants accurate statistics.	click Yes. If the de	Add the defendant's address and ch the service type for this case. Servic options are determined by the defen location. Refer to <b>the Rules, Proce</b> and Forms folder on your flash drive	ce Idan Idan
Inked to defendant Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a f so, please enter the spouse's name b list Name Middle Name .ast Name	addresses as separate defendants accurate statistics.	click Yes. If the de	Add the defendant is a minor, click Add the defendant's address and ch the service type for this case. Servic options are determined by the defen location. Refer to <b>the Rules, Proce</b> <b>and Forms</b> folder on your flash drive more information.	ce Idan Idan
Linked to defendant Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a f so, please enter the spouse's name b	addresses as separate defendants accurate statistics.	click Yes. If the de	Add the defendant's address and ch the service type for this case. Servic options are determined by the defen location. Refer to <b>the Rules, Proce</b> and Forms folder on your flash drive	ce Idan Idan

To add an organization as a defendant, click the add Organization link.

Add Organizational Defen	dant	
Defendant Information		
Name	AAA Appliances, Inc.	
AKA/DBA		
AttorneyID	List of Values	Only the text fields with <b>bold</b> lettering are
	Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.	required. Do not add an Attorney ID number
Linked to defendant	To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.	for the defendant.
Defendant Address		
Street 1	88 Pine Street	
Street 2		
City/ State/ Zip Code	Philadelphia PA 19122	
Service Type for this address?	✓	
Save Cancel		

Once the information is saved, it appears in the **Parties** section of the **Case Initiation** page. The plaintiff and/or defendant can be edited at any time prior to the submission of the claim, by clicking on the hyperlinks for the names and addresses.

Plaintiff(s)	Defendant(s)	L
<u>Joe Filer</u> <u>22 MAIN STREET</u> Philadelphia, PA 19111 Add <u>Individual/Organization</u> to this address	Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS <u>123 Elm Street</u> Philadelphia, PA 19122 Add <u>Individual/Organization</u> to this address	
Add <u>Individual / Organization</u> to new address Add from <u>quick plaintiff list</u>	Add Individual / <u>Organization</u> to new address Alternate Service Address	L
	A defendant can be docketed under one address and served at another. To do that, click the <u>Alternative Service</u> <u>Address</u> link.	

A defendant can also be docketed under more than one address and served at more than one address. However, only the rental property can be posted.

Add Individual Defendant	
Defendant Information First Name	Fred
Middle Name Last Name Suffix AKA/DBA AttorneyID	Smith When adding another address for an existing defendant, use the Linked to defendant, use the Linked to defendant drop down menu to link the
Is defendant in military service? Defendant is a Minor? To your knowledge, is this party a senior citizen (defined as over 60)?	Note: Private address calling's general of the second seco
Linked to defendant	Fred Smith, 55 Tree Street, Philadelphia, PA
Defendant Address	
Street 1 Street 2 City/ State/ Zip Code Service Type for this address?	Philadelphia     PA     19111

The next section is the **Details** section. This area is for the summary of the complaint.

			Details				
	Section I						
		Written Ogral					
			Street 1				
	For a term of:						
Auge of the set of the			City/ State/ Zip Code				
Image: Description of the second	Purpose of lease:		NOTE: Only the first 59 characters of the address will appear on the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N. for North.				
Image: Interface the state and the state of the state and the state is and the s	Section II						
<pre> last with water is a last water is a las</pre>	Plaintiff states that he/she/it is in compliance with Section 9-3902 of th	e Philadelphia Code by having a valid Rental License at the time of filing	this complaint.				
<pre>state is the state is the</pre>	The Effective Date of the license is and its Expirate	on Date is					
<pre>state is the state is the</pre>	Plaintiff states that he/she/it had or has a Rental License for each mor	th for which he/shelt is seeking unpaid rent in paragraph IX and that a copy	of each applicable Rental License is attached.				
<form></form>							
<form></form>							
<pre>Close carbing unit is is carbing to the source of a model of</pre>							
	Plaintiff states that he/he/it is not required to have a Rental License because he/she/it is not operating a multicle-family dwelling, rooming house, dormitory or hotel, or offering for rent a one-family dwelling, two family dwelling or a rooming unit, but is operating a limited lobging activity as defined by Section 14-604(13) of the Philadelpha						
<pre>lc default de fault de fa</pre>	Section III						
Output: Description:	O Plaintiff states that he/she/it is in compliance with Section 9-3903 of th	e Philadelphia Code as a result of having provided the tenant with a Certifi	cate of Rental Suitability and a copy of the City of Philadelphia Partners for Good Housing Handbook prior to the first month for which heisheft is seeking unpaid rent in paragraph IX				
District   Distr	the Certificate of Rental Suitability that was provided was issued by the C	Department no more than sixty days prior to the inception of the tenancy	A copy of any Certificate of Rental Suitability provided to the tenant is attached.				
Child be based by Operative in the control to be based by Operative in the							
Concerned to be based to prove the based to prove the based at a carditate of the based to prove the based t							
<pre>kink // Part function is advected property.</pre>							
<pre>kink // Part function is advected property.</pre>	O Plaintiff states that he/she/it was not required to provide the tenant wi	th a Certificate of Rental Suitability and a copy of the City of Philadelphia F	Partners for Good Housing Handbook because the lease at issue predates September of 2011, a rental license is not required or the tenant is a member of the owner's family.				
<pre>rend to the taske propert</pre>	Section IV						
A case backers dear of "RE ero" has a dear dear of the the top dear dear dear dear dear dear dear dear							
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E. To bases a which here is Observed 21, 2012 to be present. O pro to December 21, 2012 If the defendant has vacated the property, indicate the date possession is surrendered. If the defendant has vacated the property, indicate the date possession is being sought for breach, a description of the breach will be required. If damages are being sought, a description of the damages will be required. If damages are being sought, a description of the damages will be required. If damages are being sought, a description of the damages will be required.			Jice Voucher Program; and				
cent N If the defendant has vacated the property, indicate the date possession in the property, indicate the date possession is being sought for breach, a description of the breach will be required. If damages are being sought, a description of the damages will be required.							
construint	E. The lease is effective from: O December 21, 2012 to the present. O p	nor to December 21, 2012.					
construint			If the defendant has vegeted the				
I are well with a low the net provided the defendant with a value certification prepared by a certified lead inporter stating that the property is there is a the two lead is the value of the concept and information of the property and information prepared by the Department along that the property at lease is in violation of one y more more more more more more more more			IT the defendant has vacaled the				
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Part data base has haven a subject premises is 0 for 0 with the latentian data property at latence is a value is in value is i			was surrendered.				
Predef dates had healthed is usease of very open roles used by the Department allegers that heapted is takes a in violation of the Philadeptia Cole     Predef dates had healthed is usease of very open roles used by the Department allegers that heapted is takes a in violation of the Philadeptia Cole     Predef dates had healthed is usease of very open roles used by the Department allegers that heapted is takes a in violation of the Philadeptia Cole     Predef dates that healthed is usease of very open roles used by the Department allegers that heapted is takes a in violation of the Philadeptia Cole     Predef dates that notice to scatce the subject premises pro-     Predef dates that notice to scatce the subject premises pro-     Predef dates that notice to scatce the subject premises pro-     Predef dates that notice to scatce the states of the property and related process on of the property and related process on of the property and related process to regard to scatce the related term to the scatce.      Predef dates that notice to scatce the term eases of the nonperty of the optices to regard to scatce the related term to regers of the property and related process to regard to scatce the related term to regers of the property of the notice to scatce the term eases of the nonperty of the optices to regard to scatce the related term to regers of the property of the notice to scatce the term eases of the nonperty of the optices to regard to related term to regers of the property of the notice to scatce the term eases of the nonperty of the nonetable is used to the terms of terms of the terms of terms							
Next At tables had headed is availed or or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadepina Cale A copy of the notice is attached Nory of the notice is attached<							
Construction is adapted premises by: In and the property and refuses to scalable the registro possession of the property and refuses to scalable the registro possession of the property and refuses to scalable the registro possession of the property and refuses to scalable the registro possession of the property and refuses to scalable the registro possession of the property and refuses to scalable the registro possession of the property and refuses to scalable the registro possession of the property and refuses to registro posses or partition posses oregistric p							
Accept of the notice is vacable the subject previews by:		a of the organization arreging that the property at issue is in Violation of any pr	Works of the Construction				
In order to a required under the terms of the same. If the definition of the property and whates to surrender possession of the property and the property or: The definition of the property and indust to under the lease, for	Section VII						
Set with a model is in possession of the property and mides to burned ar possession of the property. Set with the definition transformed possession of the property or: Set with a model of a more tay and mides to be property. Set with a model of a more tay and mides to be property. Set with a model of a more tay and mides to be property. Set with a model of a more tay and mides to be property. Set with a model of a more tay and mides to be property. Set with a model of a more tay and mides to be property. Set with a model of a more tay and mides to be promoted or a more tay amount feenced below based on the totoward. Set with a model of a more tay and mides to be promoted or a more tay amount feenced below based on the totoward. Set with a model of a more tay and mides to be promoted or a more tay amount feenced below based on the totoward. Set with the set of a more tay and mides to be promoted or a more tay amount feenced below based on the totoward. Set with the set of a more tay and mides to be promoted or a more tay amount feenced below based on the totoward. Set with the set of a more tay and mides to be promoted or a more tay amount feenced below based on the totoward. Set with the set of the totoward. Set of the promoted or a more tay amount feenced below based on the totoward. Set of the promoted or a more tay and mides to be totoward. Set of the promoted or a more tay and the totoward. Set of the promoted or a more tay and the totoward. Set of the promoted or a more tay and the totoward. Set of the promoted or a more tay and the totoward. Set of the promoted or a more tay and the totoward. Set of the promoted or	Plaintiff states that notice to vacate the subject premises by:	was given to the defendant of	D A copy of the notice is attached.				
The defendant is in possession of the property and relaxes to summoder possession of the property and     the property and relaxes to summoder possession of the property and     the property and     the property and relaxes to summoder possession of the property and     the property and relaxes to summoder possession of the property and     the property and relaxes to the property and relaxes to the the property and relaxes to the property and relaxes to the the property and relaxes to the the totexery.     The according of the lease ofter than norpayment of rel.     The property and relaxes to the the property and relaxes to the property and relaxes to the property and relaxes to the the property and relaxes to the the property and relaxes to the the totexery.     The property and relaxes to the the property and relaxes to the the property and relaxes to the property and relaxes to the totexery.     The according of the lease ofter than norpayment of relaxes to the totexery to the date of the hearing on the merits in the matter.	O No notice is required under the terms of the lease.						
The definition the unreaded possession of the property or:	Section VIII						
Select the reasons for eviction. If Partial demands a judgment that provides the plantified the right to use land process to regarin consession of the property and/or a monetaxy amount tempode below based on the following. A Comparison of the tess. for morets, too more and exciting (news). Select the reasons for eviction. If possession is being sought for breach, a description of the breach will be required. If damages are being sought, a description of the damages will be required. Plus ongoing ent in the amount of \$ 000 non the date of the learning on the merits in this natter.	O The defendant is in possession of the property and refuses to surrender po	ossession of the property.					
All dopparter to all optications is being sought for breach, a description of the breach will be required. If damages are being sought, a description of the damages will be required.	O The defendant surrendered possession of the property on:		Colort the response for eviction of				
Plantif demands a judgment that    opowdes the plantif with the right to use lawlu process to regain possession of the property and or    a monetary amount itemade below based on the totown: A    opogramment of months, torm    months,    (year), to and including    (months,    (year), to and including    (year), to and	Section IX		Select the reasons for eviction. If				
A Comparent of anorate be under the sease, for		en lauful average la manie engennien of the presents and/ 🖂t					
A Comparent of anorate be under the sease, for			amount remities below based on the following: possession is being sought for breach,				
L ⊂ benden to be premises or partitive period a property. E ⊂ cheve: E cheve: Etem X Plus orgoing ref in the amount of \$		rom (month), (year), to and including	(month), (year).				
L ⊂ benden to be premises or partitive period a property. E ⊂ cheve: E cheve: Etem X Plus orgoing ref in the amount of \$		4	a description of the breach will be				
cline x sought, a description of the damages will be required will be required							
ction X sought, a description of the damages			required. If damages are being				
Plus orgoing ent in the amount of s 0.000 from the date of the time of this company to the date of the hearing on the merits in this matter.							
Plus orgoing ent in the amount of s 0.000 from the date of the time of this comparent to the date of the hearing on the ments in this matter.	assurvit A		aculate a description of the demograp				
will be required			sought, a description of the damages				
ning varry: viesse specity below your name, aboress, attorney identification number (if applicable), telephone number and email address.		of this complaint to the date of the hearing on the merits in this matter.					
	Plus ongoing rent in the amount of \$ 0.00 from the date of the filing						
	Plus ongoing rent in the amount of \$ 0.00 from the date of the filing						

sion of the property and/or 🗹 a monetary amount itemized below based on the fo If with the right to use lawful process to regain p nent of amounts due under the lease, for months, from (month), (year), to and including (month), (year). The amount of unpaid rest below and late lies alleged due. The first item issied is intended as an example. "Past balance due" is unacceptable.
Nonth Year Rent Late Fee
Jan. 2016 8500 850 (example) Summarize the amounts alleged due below Rent Late Fees Gas Electric Water / S If a monetary judgment is sought, a text box will open for a detailed accounting of all sums due.

Satilities Information Parently Tas requested <u>Affisient of Pacetiman Comments</u> for court clerin (optional). These comments will not appear on the doclast or any forms.		
Surv Herr Cancel	If the complaint is satisfactory, click the <b>Next</b> button; which will both save the information and navigate to the next step in the process. To save the information and complete the filing process at a later time, click the <b>Save</b> button. The claim will be in the <b>Review Pending</b> <b>Submission to Court</b> queue.	Deter

To continue on with the claim, click the **Next** button which will open the **Verificatio**n page.

verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained suffic knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the	Case Details					
<ul> <li>Verification         <ul> <li>I am a plaintiff in this landlord tenant action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, will concerns the making of unsworn falsifications to authorities.</li> <li>I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained suffic knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the</li> </ul> </li> </ul>	Case ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Complaint		
<ul> <li>I am a plaintiff in this landlord tenant action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, we concerns the making of unsworn falsifications to authorities.</li> <li>I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained suffic knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the sufficient of the persons listed below and that the facts set forth are true and correct to the sufficient of the persons listed below and that the facts set forth are true and correct to the sufficient of the persons listed below and that the facts set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth are true and correct to the sufficient set forth set for</li></ul>	Case Type:	LT	Status:	Pending		
<ul> <li>to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, we concerns the making of unsworn falsifications to authorities.</li> <li>I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained suffice knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the set.</li> </ul>	Verification					
verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained suffic knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the	to the	best of my knowledge, information and belief. I understand that this				
	<ul> <li>concerns the making of unsworn falsifications to authorities.</li> <li>I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. I here verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed</li> </ul>					

Initial	Claim -	Verification			
Case	Details				
Case	ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Co	mplaint
Case	Туре:	LT	Status:	Pending	
Verifi	cation				
0	to the b	plaintiff in this landlord tenant action. I hereby verify that est of my knowledge, information and belief. I understan s the making of unsworn falsifications to authorities.			
•	verify tl knowled my kno making	attorney for the plaintiff(s), the plaintiff's authorized rep nat I am authorized to make this verification; that I have the information and belief from communications with the wledge, information and belief. I understand that this ver of unsworn falsifications to authorities. If I am an author authorized representative for	sufficient knowledge, informa plaintiff or the persons listed ification is made subject to th prized representative or h	ation and belief to take this verification of below and that the facts set forth are tr e penalties set forth in 18 Pa. C.S. § 49 have a power of attorney, I have at	or have gained sufficient ue and correct to the best of 04, which concerns the
	Other P Joe F	ersons: iler, Authorized Representative	authorized represer second radio button	attorney filers filing as an tative, should populate the . Type the name of the tative in the Other Persons	
Back	Save	Next Cancel			

The next screen to open is the **Docket Entries** screen. The purpose of this screen is to preview your claim, and to add exhibits and other documents to your claim.

Initial Claim - Docket Entries					
Case Details					
Case ID: 2395178		Docket Type: I	nitial Complaint - Landlord Ten	ant Complaint	
Case Type: LT		Status:	Pending		
Case Parties					
Plaintiff Information	Defendant Information			Defendant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL 123 Elm Street Philadelphia, PA 19122	OTHER OCCUPANTS		the complaint and go becessary.	ack an
Docket Preview				/	
Description	Results/Comments	Filing Party	Docketed Under	Edit Preview	
Landlord Tenant Complaint		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit <u>Preview</u>	
ADA Notice		JOE FILER	Fred Smith (D1)	Preview	
Plaintiff Instructions LT		JOE FILER	Fred Smith (D1)	Preview	
LT Instructions all parties		JOE FILER	Fred Smith (D1)	Preview	
Non-Military Affidavit		JOE FILER	Fred Smith (D1)	Preview	
Legal Information		JOE FILER	Fred Smith (D1)	Preview	
		То	add an exhibit click	on the Scan/Upload li	
Add Docket Entries				regarding the uploading	
Add Exhibit	Scan/Upload		bits, refer to pages 1		, 01
Add Affidavit 109	Generate Scan/Upload	- Ovum	site, forer to pagee i	. 20.	
Add Claim Fact Sheet	Generate				
Add IFP					
Joe Filer	Generate Scan/Upload				
Add PAS for					
PAS Mail: Fred Smith	Generate Scan/Upload				
PAS PO Box: Fred Smith	Generate Scan/Upload				
Back Next Cancel		of alternative petition, or an filed, click on	nt must be served m service requiring the Informa Pauperis p the appropriate links pload the documents	filing of a betition must be to either	

The next page to open is the **Submit to Court** page. On this page, a hearing date can be selected, credit card information is entered and the claim can be submitted to Municipal Court for review.

Case Details					
Case ID: 2395178	8		Docket Type:	Initial Complaint - Landlord Tenant Complaint	
Case Type: LT			Status:	Pending	
In addition to submittin	g this case below, privat	te attorneys can also <u>Schedule Bulk</u>	Hearings or Creat	e Another Case and bulk schedule later.	
Hearing Details					
Pick A Hearing:	10/25/2012 08:45 AM (	50) 💌			
Fee Details					
Court Cost:		22.00			
State Fee:		10.00	If this is	the only case that you will be filing, o	click on the dr
Automation Fee:		5.50		enu to select a hearing date. If seve	
Convenience Fee:		5.00		ed and the same hearing date for all	
C & E Process Service Fe	e:	0.00		ate Another Case link to create the	
PWS Service Fee:		27.00		cases have been created, click the	
Constable Service Fee:		0.00	Hearing	s link to schedule all of the cases to	gether.
		0.00			
Third Party Service Fee:					
JCS St. Add. Fee:		2.25			
JCS St. Add. Surcharge:		11.25			
Credit Card Details					
Credit Card Number:	4111111111111111				
Expiration:	01 /13 (мм/үү)				
Security Number:	123 <u>Help</u>				
Billing Information			То с	chedule this single case, enter the	
Use the address below:	۲	Enter a new O address:		it card information and click the	
		Name on Card:		mit To Court button.	lle, Last)
JOE FILER 22 MAIN STREET		Street 1			
PHILADELPHIA, PA 191	11	Street 2			
THEADEET HIA, TA TOT		City/State/Zip Code			
Attorney Comments					

Once the claim has been submitted for review, an invoice can be viewed and printed.

Case Details			
Case ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Complaint
Case Type:	LT	Status:	Pending Clerk Review
Court Revie	W		
The Initial Co	ew Implaint - Landlord Tenant Complaint has been successfully submitted to t s been authorized for the amount to be charged to you.	) the court, and is r	now waiting court review.

Philadelphia Municipa	l Court - Case I	Management System		
nvoice Report				
Invoice Summary				
Invoice Number	976723			
Invoice Status	Pending			
Case Number				
Case ID	2395178			
Docket Entry ID	16347184			
Description		aint - Landlord Tenant Complaint		
Docket Entry Status	Pending Cler			
Submission Date	10/02/2012 1			
Transaction Date				
Payment Method	Credit Card			
Filing Party	JOE FILER			
Туре	CHARGE			
Vendor comments	Approved			
Vendor confirmation number	V18F3B7C77	87		
Description			Total	
Convenience Fee			5.00	
Automation Fee			5.50	
JCS St. Add. Surcharge			11.25	
Combined PWS service fee			27.00	
JCS St. Add. Fee			2.25	
State Filing Fee			10.00	
Court Cost including additional defendant fee i	f applicable		22.00	
Total			83.00	
Parties				
Plaintiffs		Defendants		
Joe Filer		Fred Smith		
Joe Filer 22 MAIN STREET		Fred Smith 123 Elm Street		
Philadelphia, PA 19111		Philadelphia, PA 19122		
age generated on 10/02/2012 11:58 AM from I	http://claims.staging.courtapps.	.com.		
Close] [Print]				

The court will review the claim normally within 24 to 48 hours. Your credit card will not be charged until your claim is approved. Email notification from <a href="mailto:mcclaims@courts.phila.gov">mcclaims@courts.phila.gov</a> will be sent once the claim has been reviewed. Make sure to add this email address to your address book.

### **Initiate New Petition**

To file a petition, click the **Initiate New Petition** link on the Home page.

Petition - Select Case Number	
Enter Case Number	
Next Cancel	Enter the claim number. Attorneys must represent the party who will be the filer of the petition. If necessary, go to the Home page and click on the <u>Private Attorney Entry of Appearance</u> link to add yourself as attorney of record for the proper party. Click the <b>Next</b> button.

on Type	►
t Car Petition to Open Judgment for Plaintiff by Default Breach of Agreement Affidavit Generic Petition Motion to Compel Order to Vacate Petition to Amend the Caption	
Petition to Assess Damages Against a Garnishee Petition to Break & Enter Petition to Extend the 180 Day Rule Petition to Intervene and Open Judgment Petition to List the Case for a Hearing on its Merits and to Vacate the Settle, Discontinue and Petition to List the Case for a Hearing on the Merits and to Vacate the Order to Satisfy Petition to Open Judgment for Defendant by Default Petition to Restore Possession Petition to Restore Possession Petition to Satisfy	Choose the type of petition from the drop down menu. A <b>Generic Petition</b> should be used for any petition <b>NOT</b> found on the drop down menu.

Petition - Select Parties			
Case Details			
Case <u>SC-12-10-02-3000</u> Number:	Do	cket Type:	Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC	St	atus:	Pending
Case Instance 1 (Complaint)			
Involved Filer Plaintiff	Addr	ess	
☑ ③ Joe Filer		IN STREET elphia, PA 191	111
Involved Filer Defendant	# Addr	ess	Status
Fred Smith		M STREET elphia, PA 191	Ready for trial
Next Cancel		in the p	which parties are to be involved petition and which party is the the petition. Click the <b>Next</b>

Case Details							
Case Number:	SC-12-10-02-3000			Docket Type:	Petition - Petition	to Open Judgment for Plaintiff by Default	
Case Type:	SC			Status:	Pending		
Plaintiff(s)		Defenda	int(s)				Defendant Status
Case Instance 1 (Comp	plaint)						
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			Fred Smith 44 ELM STREET Philadelphia, PA 1 Service Type:	9122			Ready for trial
Please select service ty	ype.		P	hiladelphia Writ Service	Alberta Consider)		
Next Delete Cancel				rivate Service	Alternate Service)		

Most petitions require service of
process. Click on the drop down menu
to choose the service type.

Case Details			
Case Number: Case Type:	<u>SC-12-10-02-3000</u> SC		A pro-se filer filing on behalf of himself should populate the first radio button.
best of			and that the facts set forth above are true and correct to the the penalties set forth in 18 Pa. C.S. § 4904, which concerns
that I a knowle my kno	am authorized to make this verification; that I h sdge, information and belief from communicatic owledge, information and belief. I understand t g of unsworn falsifications to authorities. <b>If I a</b>	nave sufficient knowledge, information and be ons with the plaintiff or the persons listed belo hat this verification is made subject to the per	torney for the plaintiff(s) in this petition action. I hereby verify elief to take this verification or have gained sufficient w and that the facts set forth are true and correct to the best of nalties set forth in 18 Pa. C.S. § 4904, which concerns the a power of attorney, I have attached a completed

Petition - V	rification		
Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Petition - Petition to Open Judgment for Defendant by Default
Case Type:	sc	Status:	Pending
Verification			
best	a plaintiff in this petition action. I hereby verify that I am authorized of my knowledge, information and belief. I understand that this verific aking of unsworn falsifications to authorities.		
that I know my k maki	an attorney for the plaintiff(s), the plaintiff's authorized representativ am authorized to make this verification; that I have sufficient knowle and the sufficient sufficient from communications with the plaintiff of nowledge, information and belief. I understand that this verification is go funsworn falsifications to authorities. If I am an authorized re delphia Municipal Court authorized representative form or a	edge, information a r the persons listed made subject to th <b>presentative or</b>	Ind belief to take this verification or have gained sufficient d below and that the facts set forth are true and correct to the best of he penalties set forth in 18 Pa. C.S. § 4904, which concerns the have a power of attorney, I have attached a completed
Othe Back Save	Persons:	auth sec auth box	orneys and non- attorney filers filing as an norized representative, should populate the ond radio button. Type the name of the norized representative in the Other Persons text AN AUTHORIZED REPRESENTATIVE CAN LY FILE A PETITION TO OPEN JUDGMENT.

Here is an example of a **Petition to Open Judgment for Defendant by Default**. Each petition will have text boxes specific to that petition. It is not necessary to create a petition as a separate document.

Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Doc	<b>:ket Type:</b> Petition - Petition to Open Judgment for Defendant by Default
Case Type:	SC	Stat	tus: Pending
Petition to O	pen Judgment for Defendant by D	efault	
by default on 10/	eld in Municipal Court on 10/09/2012 📰 09/2012 📰 iled to appear at the hearing for reasons that	•	Enter in the date of the hearing and the date of the judgment. There is a link to the docket at the top of the page which will provide that information if unknown.
I was stuck	in traffic and was unable to get	there in time. 🔥	
	as good reason to proceed in that nt has not paid the balance due.	× ×	In the first text box, explain the reason for missing the hearing. In the second text box, explain the reason to proceed. The third text box is for comments to the court clerk and will not be seen by the judge reviewing the petition.
Comments for co forms.	ourt clerk (optional). These comments will not ap	oppear on the docket or any	
Is emergency	Cancel	petition should or emergency such scheduled or a lo	In emergency, check the box to indicate that. A nly be marked as an emergency if there is a true as a frozen bank account, a lockout has been ockout has already happened in Landlord-Tenant the <b>Next</b> button to continue with the filing.

Petition - Doo	cket Entries								
Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket Type	e: Petition - Petitio	on to Open Judgment for I	Defendant	by Default
Case Type:	SC				Status:	Pending			
Case Parties									
Plaintiff Infor	mation		Defenda	nt Informatio	n The	notition con	he providured on	d adita	J :4
Joe Filer 22 MAIN STREE Philadelphia, PA			44	ed Smith ELM STREET iladelphia, PA 1	nec	essary.	be previewed and		
Docket Previe	W					_			
Description				Results/Co	mments	Filing Party	Docketed Under	Edit	Preview
Petition to Open	Judgment for Defendan	t by Default				JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket Er	ıtries								
Add Exhibit		Sc	an/Upload	◀	If there a	are exhibits th	hat should be revi	iewed b	y the
Add Affidavit 10	9	<u>Generate</u> <u>Sc</u>	an/Upload			•	nerits of the petities screen. Click of		
Add IFP							d link. For detaile		
Joe Filer		Generate Sc	an/Upload						
Add PAS for					•	g the upload	ing of exhibits, re	ier to p	ages 17-
PAS Mail: F	red Smith	<u>Generate</u> <u>Sc</u>	an/Upload		20.				
PAS PO Bo	x: Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload						
Add Payment So	hedule	<u>Generate</u> <u>Sc</u>	an/Upload						
Back Next	Cancel								

Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket Type:	Petition - Petitio	n to Open Judgment for D	efendant	by Default
Case Type:	SC				Status:	Pending			
Case Parties									
Plaintiff Infor	mation		Defenda	int Informati	on		Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA			44	ed Smith ELM STREET iladelphia, PA	19122		Ready for trial		
Docket Previe	w								
Description				Results/Co	omments	Filing Party	Docketed Under	Edit	Preview
Petition to Open	Judgment for Defendan	t by Default				JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Exhibit				TRAFFIC RE	PORT	JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket En	tries								
Add Exhibit		Sc	an/Upload						
Add Affidavit 109	9	<u>Generate</u> <u>Sc</u>	an/Upload						
Add IFP				Once	the exhibit I	has been up	loaded, it will app	ear on	the
Joe Filer		<u>Generate</u> Sc	an/Upload				n be previewed a		
Add PAS for							ton to continue.		
PAS Mail: F	red Smith	<u>Generate</u> <u>Sc</u>	an/Upload						
PAS PO Box	k: Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload						
	hedule	Generate Sc							

Petition - Submit to Court		
Case Details Case SC-12-10-02-3000 Number:		Docket Type: Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC		Status: Pending
Fee Details		
Court Cost:	11.00	
State Fee:	0.00	On the <b>Submit to Court</b> page, notice all fees are listed.
Automation Fee:	2.20	Initially, only the petition filing fees will be charged once the
Convenience Fee:	5.00	petition is approved for review by a judge. The service fee
C & E Process Service Fee:	0.00	will only be charged if the Rule is granted and a hearing date is assigned.
PWS Service Fee:	27.00	lo dobighod.
Constable Service Fee:	0.00	
Third Party Service Fee:	0.00	
Record Retention Fee:	1.10	Enter the credit card information and click the Submit to
Credit Card Details		Court button.
Credit Card Number:		
Expiration: (MM/YY)		
Security Number: Help		
Billing Information		
Use the address below:	Enter a new O address:	
	Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET	Street 1	
PHILADELPHIA, PA 19111	Street 2	
	City/State/Zip Code	
Attorney Comments		
N/A		
Back Submit To Court		

Case Details							
Case Number:	<u>SC-12-10-02-3000</u>	Docket Ty	e: Petition - Petition to Open Judgment for Defendant by Default				
Case Type:	SC	Status:	Pending Clerk Review				
		ant by Default has been successfully submitted t charged to you.	the court, and is now waiting court review.				
The Petition	- Petition to Open Judgment for Defen as been authorized for the amount to b	charged to you.					
The Petition - Your card ha	- Petition to Open Judgment for Defen as been authorized for the amount to b	The Court Submission	n Results page with indicate that the				
The Petition - Your card ha	- Petition to Open Judgment for Defen as been authorized for the amount to b	The <b>Court Submissio</b> petition is awaiting rev					
Invoice Summary	076707						
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nvoice Number nvoice Status	976737 Pending						
Case Number	SC-12-10-02-3000						
Case ID	2395177						
Docket Entry ID	16347731						
Description		Open Judgment for Defendant by Default					
Docket Entry Status	Pending Clerk Review						
Submission Date	10/19/2012 12:05 PM						
Fransaction Date							
Payment Method	Credit Card						
Filing Party	JOE FILER						
ype	CHARGE						
/endor comments	Approved						
endor confirmation number	V18F3C1C8DC7						
			<b>T</b> . ( )				
escription			Total	07.00			
ombined PWS service fee				27.00 27.00			
7.01			I	27.00			
arties							
laintiffs		Defendants					
oe Filer		Fred Smith					
2 MAIN STREET		44 ELM STREET					
illadelphia, PA 19111 roice Summary	07770						
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The court will review the petition normally within 24 to 48 hours. Your credit card will not be charged until your petition is approved. Email notification from <a href="mailto:mcclaims@courts.phila.gov">mcclaims@courts.phila.gov</a> will be sent once the petition has been reviewed. Make sure to add this email address to your address book.

# **Initiate New Writ**

To begin filing a writ, click on the <u>Initiate New Writ</u> link on the Home Page and enter the claim number.

Writ - Select Case Number	Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home	
Enter Case Number sc1210023000	page and click on the Private Attorney Entry of Appearance	
Next Cancel	link to add yourself as attorney of record for the proper party.	

New Writ - Sele	ect Type	
Select Type of Wri	Alias Writ Execution Possession Praecipe of Notice of Intent to Attach Wages Praecipe To Enter Judgment Against the Garnishee Writ of Revival	Choose the type of writ from the drop down menu. A Writ of Possession, Alias Writ of Possession and Praecipe of Notice of Intent to Attach Wages are to be used for Landlord-Tenant complaints. A Writ of Revival should be used to revive a judgment that is at least five years old.

#### Writ of Execution

Case Details							
Case Number:	<u>SC-12-10-02-3000</u>		Docket	Type: Writ - Execution			
Case Type:	SC		Status:			be involved in the v . Click the <b>Next</b> bu	
Case Instance	e 1 (Complaint)						
Involved File	er Plaintiff		Address				
<b>v</b> (	) Joe Filer		22 MAIN ST Philadelphia				
Involved File	er Defendant	#	Address		Status		
<b></b> C	) Fred Smith	1	44 ELM STR Philadelphia		Ready for tr	ial	
Involved	Garnishee		Address		Status	Related Party	
		Add Individual / (	Organizationa	Garnishee			
Next Cancel				e is to be added, cli rganizational Garr			

Add Garnishee	×		
Individual 🔿 Org	anization/Company 💿	Select Related Pa	ty: Fred Smith (D1) 💌
Name Email	PNC BANK	AKA/DBA	
Street 1 Street 2 City/State/Zip Code	1234 MARKET STREET PHILADELPHIA	PA 19107	Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click <b>Submit</b> .
			Submit

Case Details		
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Writ - Execution
Case Type:	sc	Status: Pending
Writ Of Exec	ution	
Service		
Service Type	Sheriff 💌	
Amounts Real Debt	5000	Only the Sheriff serves Writs of Execution.
Credit	500	Populate the text boxes on the Writ of
Interest from	10/25/2012	Execution page.
Interest	· · · (1000)	
Costs Paid Prothonotary		
Sheriff (optional)		
To satisfy the judg Enter Defendant(:	gment, interest and cost against the defendant(s): s) names	
Fred Smith	-,	
		V
nterest therein: Enter Defendant(		sell defendant's(s')
44 Elm Stree Phila., PA		
		~
Specifically Desc	ribe Property	
all persona	l property	
		~
Comments for co	urt clerk (optional). These comments will not appear	r on the docket or any
orms.		-
Neut	Carrow	V
Next Delete	Cancel	The comment section is for the court clerk
		only. The comments will not appear on the
		docket. Once this page is completed, click the <b>Next</b> button.

Writ - Verification		A pro-se filer sho radio button.					
Case I	Details						
Case Numb	er:	<u>SC-12-10-02-3000</u>		Docket Type:	Writ - Execution		
Case	Type:	sc	-	Status:	Pending		
Vorifi	cation						
۲	<ul> <li>Verification</li> <li>a maplaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.</li> </ul>						
I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.							
Back	Save	Next Cancel					

Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Writ - Execution	
ase Type:	SC	Status:	Pending	
erification				
best of		understand that this verification is made su	ion and that the facts set forth above are true and correct to bject to the penalties set forth in 18 Pa. C.S. § 4904, which	the
that I is knowledge to the store of concernance of the store of the st	am authorized to make this verification; th dge, information and belief from commun my knowledge, information and belief. I ns the making of unsworn falsifications to	's authorized representative or have a powe nat I have sufficient knowledge, information nications with the plaintiff or the persons list understand that this verification is made su	er of attorney for the plaintiff(s) in this writ action. I hereby vi and belief to take this verification or have gained sufficient ed below and that the facts set forth are true and correct to t bject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attache pleted power of attorney form.	he .
that I a knowle best of concer comp	am authorized to make this verification; th dge, information and belief from commun my knowledge, information and belief. I ns the making of unsworn falsifications to	's authorized representative or have a powe nat I have sufficient knowledge, information ications with the plaintiff or the persons list understand that this verification is made su authorities. <b>If I am an authorized repre</b>	and belief to take this verification or have gained sufficient ed below and that the facts set forth are true and correct to t bject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney. I have attache	he

Click the **Next** button to proceed to the **Docket Entries** screen.

Case Details							
Case Number:	<u>SC-12-10-02-3000</u>		Docket 1	ype: Writ -	- Execution		
Case Type:	SC		Status:	Pendi	ing		
Case Parties							
Plaintiff Infor	mation	Defendant / Garnis	hee Information		Defend	ant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA		1 Fred Smith 44 ELM STREE Philadelphia, P			Ready fo		
		PNC BANK <b>(G</b> 1234 MARKET	STREET	The w neces	rit can be previewec sary.	l and ec	lited if
		PHILADELPHIA	A, PA 19107				
Docket Previe	w						
Description		Results/Comments	Filing P	arty	Docketed Under	Edit	Preview
Cover Page Exe	cution		JOE FILE	R	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Praecipe Executi	ion		JOE FILE	R	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		<u>Preview</u>
Interrogatories 1	To Garnishee		JOE FILE	R	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Writ Of Executio	n Notice		JOE FILE	R	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	/	Preview
Execution			JOE FILE	R	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	<u>Preview</u>
					/		
Add Docket En	itries						
Add Exhibit <u>Scan/Upload</u> Back Next Cancel		generated. It a	also pose	n added, Interrogato sible to add addition hibit <u>Scan/Upload</u>	al exhib	its by	
					the uploading of exhi		

Writ - Docket Entries							
Case Details							
Case Number:	<u>SC-12-10-02-3000</u>			Docket Type:	Writ - Execution		
Case Type:	sc			Status:	Pending		
Case Parties							
Plaintiff Information		Defendant / Garnishee Inform	ation			Defendant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 ELM STREET Philadelphia, PA 15 PNC BANK ( <i>Garnit</i> 1234 MARKET STR PHILADELPHIA, PA	shee) EET			Ready for trial	
Docket Preview							
Description		Results/Comments		Filing Party	Docketed Under	Edit	Preview
Cover Page Execution				Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Praecipe Execution				Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Interrogatories To Garnishee				Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Writ Of Execution Notice				Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Execution				Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Exhibit		SHERIFF'S FORMS		Joe Filer	Fred Smith (D1)	Edit	Preview
Add Docket Entries		Size: 1.83 MB			been uploaded, it		
Add Docket Entries		Scan/Upload	Docket E	ntries scre	en. It can be previ	ewed and edite	ed if
Back Next Cancel					Next button to con		

Case Details				
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Writ - Execution
Case Type:	sc		Status:	Pending
Fee Details				
Court Cost:		0.00		
State Fee:		0.00		
Automation Fee:		0.00		
Convenience Fee:	:	0.00		
C & E Process Se	rvice Fee:	0.00		
PWS Service Fee:		0.00		
Constable Service	e Fee:	0.00		
Third Party Servio	ce Fee:	0.00		
Attorney Comm	ents.		-	
N/A				
Back Submit	To Court		Click the Su	rge a fee for the filing of the Writ of Ibmit To Court button to send it to

The court will review the writ normally within 24 to 48 hours. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

#### Writ of Possession



New Writ - Select Type	
Select Type of Writ:	
Next Cancel Alias Writ Execution Possession Praecipe of Notice of Intent to Attach Wages	
Praecipe To Enter Judgment Against the Garnishee Writ of Revival	Writs of Possession and Alias Writs of Possession are used to have a tenant removed from a property after a
	Judgment of Possession has been awarded. Choose the
	Possession option for the first writ which is the Writ of
	Possession. Choose the <b>Alias Writ of Possession</b> when filing the second writ to proceed with the lockout.

Case Details	i					
Case Number:	<u>LT-12-10-02-3001</u>			Docket Type:	Writ - Possession	
Case Type:	LT			Status:	Pending	
Case Instanc	ce 1 (Complaint)					
Involved Fi	iler Plaintiff			Address		
	<ul> <li>Joe Filer</li> </ul>			22 MAIN STREET Philadelphia, PA 193	111	
nvolved Fi	iler Defendant		#	Address		Status
	Fred Smith AKA/DBA: AND ALL OTHE	R OCCUPANTS	1	123 Elm Street Philadelphia, PA 193	122	Disposed
Next Cance	el				ved in the writ and whee <b>Next</b> button.	nich

Case Details		
Case Number:	LT-12-10-02-3001	Docket Type: Writ - Possession
Case Type:	LT	Status: Pending
Writ Of Poss	session	The first step is to choose the Service Type from the drop down menu. The choices are LT Officer and The Sheriff.
Service Type Amounts		
Real Debt	LT Officer Sheriff	

Case Details								
Case Number:	LT-12-11-08-3001		Docket Type:	Writ - Possession				
Case Type:	LT		Status:	Pending				
Writ Of Poss	ession							
Service Service Type Amounts Real Debt Credit	LT Officer V	Officer is cho	osen, 95.00 shou	rmation in the text boxes. If LT uld be entered into the Sheriff te	xt			
Interest from	10/25/2012			Enter a total of 130.00 when sion. The Prothonotary cost is				
Interest Costs Paid			sts paid to file the	•				
Prothonotary	100.00							
	Sheriff (optional) 95.00							
	gment of possession in the above mai e following described property to:	tter you are directed to del	iver					
Joe Filer								
	ot and costs against:							
Fred Smith			<					
	o levy upon any property and sell his/h	er/their interest therein of:						
44 Elm Stree	≥t							
Comments for co	ourt clerk (optional). These comments	will not appear on the doc		x if the judgment of possession v of rent only and does not involve				
by Agreement. Once the form is completed, click the Next button.								
If the full amount eviction shall not which must be fil	button.      Display message: Notice to the Tenant: Judgment was entered for non-payment of rent. If the full amount of the judgment plus court costs is paid on or prior to the eviction date, eviction shall not proceed. The landlord should provide you with a signed "Order to Satisfy" which must be filed in Room 1000, 1339 Chestnut Street, Philadelphia, PA 19107. If you are unable to obtain an "Order to Satisfy" call 215-686-7957/7989 for further information.							
Next Delete	Cancel							

Writ - Veri	fication						
Case Deta	ils						
Case Number:	LT-12-10-02-3001	A pro-se filer should populate the first radio button.					
Case Type	:: ЦТ						
Verificatio	n						
ofr		to make this verification and that the facts set forth above are true and correct to the bes ation is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the	t				
I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.							
Back Sa	we Next Cancel						

Case Details			
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Possession
Case Type:	LT	Status:	Pending
/erification			
best of		erstand that this verification is made sub	on and that the facts set forth above are true and correct to the pject to the penalties set forth in 18 Pa. C.S. § 4904, which
	in attorney for the plaintiff(s), the plaintiff's aut	therized representative or have a news	
knowle best of concer	edge, information and belief from communication were knowledge, information and belief. I under	have sufficient knowledge, information ons with the plaintiff or the persons liste arstand that this verification is made sub porities. <b>If I am an authorized repre</b>	and belief to take this verification or have gained sufficient id below and that the facts set forth are true and correct to the ject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attached a
knowle best of concer comp	edge, information and belief from communication may knowledge, information and belief. I under ans the making of unsworn falsifications to author	have sufficient knowledge, information ons with the plaintiff or the persons liste arstand that this verification is made sub porities. <b>If I am an authorized repre</b>	and belief to take this verification or have gained sufficient id below and that the facts set forth are true and correct to the ject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attached a

Click the **Next** button to proceed to the **Docket Entries** screen.

Sal.	Номе	HEARING LIST	Case Search	Logout					
	PHILADELPH	IIA MUNICIPAL COUR	т			Tuesday, N	ovember (	6, 2012	JOE FI
/rit - Dockel	t Entries								
Case Details									
Case Number:	LT-12-10-02-3	001		Docket T	ype: Writ - Possess	ion			
Case Type:	LT			Status:	Pending				
ase Parties									
Plaintiff Info	rmation	Defenda	nt Information				ا م م م	lite el if	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		123	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUP 123 Elm Street Philadelphia, PA 19122		The writ can be previewed and edited if necessary.				
ocket Previe	ew	Pecults/	Comments	Filing Party	Docketer	linder	Edit	Previe	ew
Cover Page Pos	ssession	Results	connents	JOE FILER	Fred Smit Joe Filer (	n (D1)	Luit	Previe	
raecipe Posses	ssion			JOE FILER	Fred Smit Joe Filer (			<u>Previe</u>	w
ossession				JOE FILER	Fred Smit Joe Filer (	1 C C C C C C C C C C C C C C C C C C C	<u>Edit</u>	Previe	w
dd Docket Ei	ntries		Core (University						
uu EXHIDIL			Scan/Upload						
		Generate		Add addition	al exhibits by c	licking on the		vhihit	
dd PAS			· · · ·						

Writ - Submit	to Court			
Case Details				
Case Number:	LT-12-10-02-3001		Docket Type:	Writ - Possession
Case Type:	LT		Status:	Pending
Fee Details				
Court Cost:		4.40		
State Fee:		0.00		
Automation Fee:		2.20		
Convenience Fee	:	5.00		
C & E Process Service Fee: 0.00			Enter the	credit card information for the Writ of Possession.
PWS Service Fee	:	0.00	The Cou	rt does not charge for the Alias Writ of Possession.
Constable Service Fee: 0.00			Click the	Submit To Court button to send it to the Court for
Third Party Servi	ce Fee:	0.00	review.	
Credit Card De				
Credit Card Nu				
Expiration: Security Number	/ (MM/YY)			
Billing Informa				
Use the address below:	۲	Enter a new O address:		
		Name on Card:		(First, Middle, Last)
22 MAIN STREE		Street 1		
PHILADELPHIA	, PA 19111	Street 2		
		City/State/Zip Code		
Attorney Comn	nents			
N/A				
Back Submi	t To Court			



Philadelphia Municipal Court - Case Management System							
Invoice Report							
Invoice	ummary						
Invoice Number	976738						
Invoice Status	Pending						
Case Number	LT-12-10-02-3001						
Case ID	2395178						
Docket Entry ID		16348166					
Description		Writ - Possession					
Docket Entry Status	Pending Clerk Review						
Submission Date	11/06/2012 3:33 PM	11/06/2012 3:33 PM					
Transaction Date							
Payment Method	Credit Card						
Filing Party	JOE FILER						
Туре	CHARGE						
Vendor comments	Approved	Approved V18F3CCBFFCD					
Vendor confirmation number							
Description	Description						
Convenience Fee	Total 5.00						
Automation Fee		2.20					
Court Cost including additional defendant fee if applicable			4.40				
Total			11.60				
Par							
	Defendants						
Joe Filer 22 MAIN STREET	Fred Smith STREET 123 EIm Street						
Philadelphia, PA 19111	Philadelphia, PA 19122						
Page generated on 11/07/2012 06:02 PM from http://claims.staging.courtapps.com.							
[Close] [Print]							

The court will review the complaint normally within 24 to 48 hours. Your credit card will not be charged until your writ is approved. Email notification from <a href="mailto:mcclaims@courts.phila.gov">mcclaims@courts.phila.gov</a> will be sent once the Writ of Possession has been reviewed. Make sure to add this email address to your address book.

#### Praecipe of Notice of Intent to Attach Wages



New Writ - Sel	ect Type
Select Type of Writ	
Next Cancel	Alias Writ Execution Praecipe of Notice of Intent to Attach Wages Praecipe To Enter Judgment Qainst the Garnishee Writ of Revival Choose the Praecipe from the drop down menu.

Writ - Select	Parties								
Case Details									
Case Number:	<u>LT-</u> 3	12-10-02-3001			Docket Type:	Wri	- Praecipe of Notice of Intent to Attach Wages		
Case Type:	LT				Status:	Pen	ding		
Case Instance	e 1 (Complain	t)							
Involved		Filer	Plaintiff				Address		
	Joe Filer						22 MAIN STREET Philadelphia, PA 19111		
Involved		Filer	Defendant			#	Address	Status	
	Fred Smith AKA/DBA: Af	ND ALL OTHER OCCUPANTS				1	123 Elm Street Philadelphia, PA 19122	Disposed	
Involved			Garnishee				Address	Status	Related Party
	JOE'S CRAB	SHACK					7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)
				Add Individual /	Organizational Garnishee				
Next Cancel				f	•				
_						-			
				To add the Garnishe Individual/Organiza					

Add Garnishee			×
Individual 🔵 Orga	nization/Company )	Select	Related Party: Fred Smith (D1)
Name Email	JOE'S CRAB SHACK	AKA/DBA	
Street 1 Street 2	7777 FISHING LANE		Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click Submit.
City/State/Zip Code	PHILADELPHIA	PA 1912	22

Case Type:     LT     Status:     Pending       Case Instance 1 (Complaint)										
Case Instance 1 (Complaint)         Involved       Filer       Plaintiff       22 MAIK STREET         Involved       Filer       Defendant       2         Involved       I       12 JB m Street       Plaintiff         Involved       Involved       I       12 JB m Street       Plaintiff         Involved       Involved       Internet Status       Status       Relates         Involved       Internet Status       Internet Status       Status       Relates         Involved       Internet Status       Internet Status       Pred Sm         Involved       Select       Which parties are to be involved in the writ and which party is the Filer of the writ. Click the Next button.       Number         Writ - Praceipe For Notice Of Intent To Attach Varges       Ease Number:       Introduce of Intent to Attach Wages - Certification         I. JOE FILER, hereby certify that:       Internet of the judgment-oreditor is       Joe Filer										
Involved       Filer       Plaintiff       Address       22 MAIN STREET         20 be Filer       27 Main STREET       27 Main STREET       27 Main STREET         11       12 122 Bit Street       27 Main STREET       Disposed         11       12 122 Bit Street       Disposed       11       12 122 Bit Street       Disposed         11       10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         12       10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         10       10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         10 ES CRAB SHACK       Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the Next button.       Fred Sn         Writ - Praecipe For Notice Of Intent To Attach Wages         Case Evaluation         Case Evaluation         Vrit - Praecipe of Notice of Intent to Attach Wages         Case Type:       Urit - Praecipe of Notice of Intent to Attach Wages         Case Evaluation         Vrit - Praecipe of Notice of Intent to Attach Wages <td co<="" td=""><td></td></td>	<td></td>									
Involved       Filer       Plaintiff       Address       22 MAIN STREET         20 be Filer       27 Main STREET       27 Main STREET       27 Main STREET         11       12 122 Bit Street       27 Main STREET       Disposed         11       12 122 Bit Street       Disposed       11       12 122 Bit Street       Disposed         11       10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         12       10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         10       10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         10 ES CRAB SHACK       Gamishee       Add ress       Status       Relates         10 ES CRAB SHACK       Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the Next button.       Fred Sn         Writ - Praecipe For Notice Of Intent To Attach Wages         Case Evaluation         Case Evaluation         Vrit - Praecipe of Notice of Intent to Attach Wages         Case Type:       Urit - Praecipe of Notice of Intent to Attach Wages         Case Evaluation         Vrit - Praecipe of Notice of Intent to Attach Wages <td co<="" td=""><td></td></td>	<td></td>									
Involved       File       Defendant       #       Address       Status         Involved       File       Defendant       #       Address       Status         Involved       File       Defendant       #       Address       Status         Involved       File       Defendant       #       Address       Status       Dispored         Involved       Garnishee       Address       Status       Relater         Involved       Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the Next button.       FileSelex       FileS										
Involved       File       Defendant       #       Address       Status         Involved       Fred Smith Address       Status       Disposed       Disposed         Involved       Gamishee       Address       Status       Related         Involved       Gamishee       Mithick particles are to be involved in the writ and which party is the Filer of the writ. Click the Next button.       Related         Writ - Pracipe For Notice Of Intent To Attach Wages       Case Details       Case Pues       Related         Case Pues       Li       Bocket Type:       Writ - Pracipe of Notice of Intent to Attach Wages       Related         Praceipe For Notice Of Intent To Attach Wages - Certification       Li       East Type:       Pending       Preceipe For Notice of Intent to Attach Wages       Related         Log FileR, hereby certify that:       I.       The name of the judgment-creditor is       Joe Filer       So Filer										
Image: Pred Smith and ALL OTHER OCCUPANTS       Disposed         Involved       Gamistice       Address       Status       Relates         Image: Pred Smith and ALL OTHER OCCUPANTS       Disposed       Pred Smith and Minichalle and Minichale and Minichalle and Minichale and Minichale and Minic										
Involved       Gamisbee       Indexest       Probability       Status       Relates         Imported in the control of the state       Imported in the state </td <td></td>										
Image: Contract of Contrect of Contract of Contract of Contract of Cont	d Party									
	mith (D1)									
party is the Filer of the writ. Click the Next button.       Writ - Praecipe For Notice Of Intent To Attach Varges       Case Number:     Notice Of Intent To Attach Varges       Case Number:     Docket Type:     Writ - Praecipe of Notice of Intent to Attach Wages       Case Type:     t     Docket Type:     Writ - Praecipe of Notice of Intent to Attach Wages       Case Type:     t     Status:     Pending       Praecipe Carlier, Norteicy carlify tabil:     .     to Filer       1.     The name of the judgment-creditor is     Joe Filer										
party is the Filer of the writ. Click the Next button.       Writ - Pracipe Or Intent To Attach Vages       Case Public       Case Number:       1     1:12:10:-02:3001       Docket Type:       Writ - Pracipe of Notice of Intent to Attach Wages       Case Type:       It     Status:       Pracedecolspan="2">Case Type:       It     Status:       Pracedecolspan="2">Case Type:       It       Status:       Pracedecolspan="2">Case Type:       It       It       Status:       Pracedecolspan="2">Case Type:       It										
Writ - Praecipe For Nutice Of Intent To Attach Vrayes       Case Dealits       Case Number:     LT       Docket Type:     Writ - Praecipe of Notice of Intent to Attach Wages       Case Type:     LT     Status:       Praecipe For Notice of Intent To Attach Wages - Certification       L, DG FLIES, hereby certify that:       1. The name of the judgment-creditor is     Joe Filer										
Nrit - Praecipe For Nutice Of Intent To Attach Vragues       Case Details       Case Number:     L'12 10-02-3001       Docket Type:     Writ - Praecipe of Notice of Intent to Attach Wages       Case Yape:     L'12 10-02-3001       To Attach Wages - Certification       L, De FUEL, Protect To Attach Wages - Certification       1, De FUEL, Protect wordtly tabi:     .       1. The name of the judgment-creditor is     Joe Filer										
Case Details       Case Details       Case Number:     In 12:10-002:3001       Docket Type:     Docket Type:       It     Tensore   Particular To Attach Wages - Certification       It, JOE FLIEB, hereby certify that:       1.     The name of the judgment-creditor is   Joe Filer										
Case Number:         1:12:10:00:2001         Docket Type:         Docket Type:         Writ - Praceige of Notice of Intent to Attach Wages           Case Type:         L         Status:         Pending										
Case Number:         1:12:10:00:2001         Docket Type:         Docket Type:         Writ - Praceige of Notice of Intent to Attach Wages           Case Type:         L         Status:         Pending										
Case Type:     LT     Status:     Pending										
Praecipe For Notice Of Intent To Attach Wages - Certification I, JOE FILER, hereby certify that: 1. The name of the judgment-creditor is Joe Filer										
I, JOE FILER, hereby certify that: 1. The name of the judgment-creditor is Joe Filer										
1. The name of the judgment-creditor is Joe Filer										
2 The address of the judgment-staditor is 22 MAIN CTREET Dividelabia PA 10111										
3. The name of the judgment-debtor is     Fred Smith     The name of the employer garnishee is     JOE'S CRAB SHACK										
The name of the employer garnishee is JOE'S CRAB SHACK     The judgment arises out of a residential lease for the premises located at the     123 Elm Street, Philadelphia, PA 19122										
5. The glogment arises out or a residential lease for the premises located at the 1.25 Em Street, Philadelphia, PA 19122 following address:										
6. (a) The amount of the judgment is 1183.00										
(b) A security deposit is being held by the judgment creditor-landlord in the amount of 450.00										
This security deposit [ has been applied / ) has not been applied ] to the payment of rent due on the same premises for which the judgment has been entered. (Any security deposit that has not already been applied to rent will be deducted by the judgments and Petitions Unit from the amount of the judgment in determining the amount to be attached.)										
(Any security deposit that has not already been applied to rent will be deducted by the Judgments and Petitions Unit from the amount of the judgment in determining the amount to be attached.)										
(c) The amount that has been paid toward satisfaction of the judgment 0.00 (Do not include the security deposit)										
<ol> <li>This Practipe is filed within five years of the date of the original judgment upon which execution is sought.</li> </ol>										
<ol> <li>Ins tracepts in led winin the years of the order of the order up of the order of th</li></ol>										
The goognetic was encrean in an action connected in the removement of the cont.     The storage residential lease.										
Comments for court clerk (optional). These comments will not appear on the docket or any forms.										
Fill out the #C on the form Enter comments for the										
Fill out the #o on the form. Enter comments for the o	Fill out the <b>#6</b> on the form. Enter comments for the court									
Next Careed Deero clerk if desired and click the Next button.										

Writ - Select Serv	ісе Туре			
Case Details				
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wages	
Case Type:	LT	Status:	Pending	
Plaintiff(s)		Defendant(s) / Garnishee(s)		Defendant Status
Case Instance 1 (Co	mplaint)			
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		DOES CRAB SHACK 7777 FISHING LANE PHILLADELPHIL, PA 19122 Pred Smith, JAX/DBA. AND ALL OTHER O 123 SHin Street Phildelphic, PA 19122 Service Type: C & E Process Service		
Please select service Next Delete Cano		Philadelphin Writ Service Other (requires Petition 1 Private Service	e or Alternate Service)	
			ose the service type for endant and click the <b>Ne</b>	



Case Details				
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wages	
Case Type:	LT	Status:	Pending	
Verification				
	plaintiff in this writ action. I hereby verify that I am authorized to make this verification an es set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to a		to the best of my knowledge, information and belief. I understand that this verification	n is made subject to the
take ti that the	n attorney for the plaintiff(a), the plaintiff a suthorized representative or have a power of at is verification or have gained sufficient knowledge, information and belief from communica- its verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concer (ghhia Municipal Court authorized representative form or a completed power of at Persons)	ns with the plaintiff or the persons listed below and the making of unsworn falsifications to authorities	d that the facts set forth are true and correct to the best of my knowledge, informatio	n and belief. I understand
take ti that the	is verification or have gained sufficient knowledge, information and belief from communical is verification is made subject to the panalities set forth in 18 Pa. C.S. § 940, which concer Elphia Municipal Court authorized representative form or a completed power of at Persons	ns with the plantiff of the persons listed below an the making of unevorn falsifications to authonties <b>rney form.</b>	d that the facts set forth are true and correct to the best of my knowledge, informatio	n and belief. I understand
take ti that ti Pimer Other	is verification or have gained sufficient knowledge, information and belief from communical is verification is made subject to the penalities set forth in 18 Pa. C.S. § 940, which concer Lephia Municipal Court authorized representative form or a completed power of at Persons	ns with the plaintif of the persons listed below an is making of unsworm falsifications to authorities may form. Attorneys should pu AN AUTHORIZED	d that the facts set forth are true and correct to the best of my knowledge, informatio i. If I am an authorized representative or have a power of attorney. I have at	n and belief. I understand

Writ - Docket Entries								
Case Details								
Case Number:	LT-12-10-02-3001			Docket Type:	Writ - Praecipe of I	Notice of Intent to Attach Wages		
Case Type:	LT		5	Status:	Pending			
Case Parties								
Plaintiff Information		Defendant / Garnishee Information				Defe	endant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		<ol> <li>Fred Smith, AKA/DBA: AND ALL OTHER O 123 Elm Street Philadelphia, PA 19122</li> </ol>	DCCUPANTS			Disp		
		JOE'S CRAB SHACK <b>(Garnishee)</b> 7777 FISHING LANE PHILADELPHIA, PA 19122				ce of Intent can be necessary. Click th		
Docket Preview				1			1	
Description			Results/Comments		Filing Party	Docketed Under	Edit	Preview
Praecipe of Notice of Intent t	to Attach Wages				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Praecipe of Notice of Intent t	to Attach Wages Certification				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)	Edit	Preview
Claim for Exemption from Wa	age Attachment				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Poverty Income Guidelines					JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach Wa	ages				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach Wa	ages - Legal Information				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Back Next Cancel								

Writ - Submit to Court						
Case Details						
Case Number:	LT-12-10-02-3001			Docket Ty	pe:	Writ - Praecipe of Notice of Intent to Attach Wages
Case Type:	LT			Status:		Pending
Fee Details			11.00			
Court Cost:						
State Fee:			0.00			
Automation Fee:			2.20			
Convenience Fee:			5.00			
C & E Process Service Fee:			0.00			
PWS Service Fee:			27.00			
Constable Service Fee:			0.00	l n		
Third Party Service Fee:			0.00		Enter	the credit card information for the Notice of
Record Retention Fee:			1.10			to Attach Wages. Click the <b>Submit To Court</b>
Credit Card Details						
Credit Card Number:		4			buttor	n to send it to the Court for review.
Expiration:	/ (MM/YY)			- 1		
Security Number:	Help					
Billing Information						
Use the address below:	۲	Enter a new address:	0			
JOE FILER 22 MAIN STREET		Name on Card: Street 1			(First, N	(idelle, Last)
PHILADELPHIA, PA 19111		Street 2 City/State/Zip Code				
Attorney Comments						
N/A						
Back Submit To Court						

Co	urt Submission Res	ults		
Ca	se Details			
Ca	se Number:	LT-12-10-02-3001	Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wages
Ca	se Type:	LT	Status:	Pending Clerk Review
	Court Review The Writ - Praecipe of Notic Your card has been authori Review Invoices	ce of Intent to Atlach Wages has been successfully submitted to the court, and is now waiting court review. ced for the amount to be charged to you.		
_				

The **Court Submission Results** page will indicate that the Notice is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Manageme	ent System			
	-			
Invoice Report				
		Summary		
	976741			
	Pending LT-12-10-02-3001			
	2395178			
	16348176			
	Writ - Praecipe of Notice of Ir	ntent to Attach Wages		
	Pending Clerk Review	nen to Audur Wayes		
	11/07/2012 5:52 PM			
Transaction Date	110112012 0.0211			
	Credit Card			
	JOE FILER			
	CHARGE			
	Approved			
Vendor confirmation number	V78F3B9D50DF			
	Description		Total	
Convenience Fee			5.00	
Automation Fee			2.20	
Combined PWS service fee			27.00	
Record Retention Fee Court Cost including additional defendant fee if applicable			1.10	
Court Cost including additional defendant fee if applicable	Total		46.30	
	lotal		46.30	
	Pa	arties		
Plaintiffs		Defendants		
Joe Filer		Fred Smith		
22 MAIN STREET Philadelphia, PA 19111		123 Elm Street		
Prinadelprina, PA 19111		Philadelphia, PA 19122		
Page generated on 11/07/2012 05:56 PM from http://claims.staging.courtapps.com.				
[Close] [Print]				

The court will review the complaint normally within 24 to 48 hours. Your credit card will not be charged until your Notice of Intent to Attach Wages is approved. Email notification from <a href="mailto:mcclaims@courts.phila.gov">mcclaims@courts.phila.gov</a> will be sent once the Notice of Intent to Attach Wages has been reviewed. Make sure to add this email address to your address book.

## Praecipe to Enter Judgment Against a Garnishee

The Philadelphia Courts First Judicial D	Istrict of Pennsylvania		
HOME HEARING LIST CASE SEARCH LOGOUT			9
Philadelphia Municipal Court	Wednesday, Nove	mber 7, 2012	JOE FILER
Writ - Select Case Number Enter Case Number SC(1210023000 × Next Cancel	Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the <b>Private Attorney Entry of Appearance</b> link to add yourself as attorney of record for the proper party.		



Writ - Select Parties	Select which parties are to be involve party is the Filer of the writ. Click the			
Case Details				
Case Number: <u>SC-12-10-02-3000</u>			ne Garnishee	
Case Type: SC	Status	Pending		
Case Instance 1 (Complaint)				
Involved Filer Plaintiff		Address		
Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved Filer Defende	int #	Address	Status	
Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial	
Involved Garnish	ce	Address	Status	Related Party
PNC BANK		1234 MARKET STREET PHILADELPHIA, PA 19107		Fred Smith (D1)
	Add Individual / Organization	al Garnishee		
Next Cancel				

Writ - Praecipe To	Enter Judgment Against Garnishee		
Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type:	sc	Status:	Pending
admitted in his answers to	te Garnishee, PNC BANK, for the following property of the defendant in the amount of \$ 5000 interrogatories to be in said garnishee's possession. (optional). These comments will not appear on the docket or any forms.	0	
			e amount of the judgment against the Garnishee. <b>lext</b> button.

Writ - Veri	ification				o-se filer should populate o button.	the first
Case Deta						
Case Numb	ber:	SC-12-10-02-3000		Docket Type:	Writ - Praecipe To Enter Judgment Against the Garni	shee
Case Type:		sc		Status:	Pending	
• Verificatio	I am a plain		that I am authorized to make this verification and that the far oncerns the making of unsworn falsifications to authorities.	ts set forth above are true and corr	rect to the best of my knowledge, information and belief. I un	derstand that this verification is made subject to the
0	take this ver that this ver	rification or have gained sufficient kno rification is made subject to the penalt	s authorized representative or have a power of attorney for th owledge, information and belief from communications with the ties set forth in 18 Pa. C.S. § 4904, which concerns the makin resentative form or a completed power of attorney form	plaintiff or the persons listed below g of unsworn falsifications to author	v and that the facts set forth are true and correct to the best of	of my knowledge, information and belief. I understand
Back Sav	/e Next	Cancel				

Writ - Verification				
Case Details				
Case Number:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee	
Case Type:	SC	Status:	Pending	
Verification				
	aintiff in this writ action. I hereby verify that I am authorized to make this verifica set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsification		o the best of my knowledge, information and belief. I understand that this verificat	ion is made subject to the
take this that this	verification or have gained sufficient knowledge, information and belief from com verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which <b>him Aunicipal Court authorized representative form or a completed powe</b>	munications with the plaintiff or the persons listed below and concerns the making of unsworn falsifications to authorities	verify that I am authorized to make this verification; that I have sufficient knowledge, informant that the facts action of the other action of the set of my knowledge, informant I II am an authorized representative or have a power of attorney, I have	tion and belief. I understand
Back Save Next	Caned		opulate the second radio button.	
		FILE A PRAECIPE	TO ENTER JUDGMENT RNISHEE.	
lick the	Next button.			1

Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Writ - Praecipe To En	ter Judgment Against the Garnishee		
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		Defendant / Garni	shee Information			Defendant State	us	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			nith   STREET  phia, PA 19122	Г	The Practic	Ready for trial	ed and e	dited if
		1234 M	NK <b>(Garnishee)</b> IARKET STREET SELPHIA, PA 19107			Click the <b>Next</b> but		
Docket Preview								
Description			Results/Commen	nts	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgm	nent Against the Garnishee				JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Add Docket Entries								
Add Answers to Interrog	atory	Scar	n/Upload	Uploa	d the Answers	s to Interrogatory	if they	
Back Next Cancel					•	iously uploaded b	•	
				clickin	ig on the <u>Scar</u>	<mark>n/Upload</mark> link. Fo	or	
			detailed instructions regarding the uploading			noinadina		
				uciand		s regarding the up	Journa	

Writ - Docket Entries	\$							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Writ - Praecipe To	Enter Judgment Against the Garnishee		
Case Type:	sc			Status:	Pending			
(								
Case Parties Plaintiff Information		Defendant / Garnishee I	nformation			Defendant State	15	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 EM STREE Philadelphia, I PNC BANK (G 1234 MARKET PHILADELPHI	et PA 19122 arnishee) STREET			Ready for trial		
Docket Preview								
Description			Results/Comments	F	iling Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgme	nt Against the Garnishee			J	OE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Answer to Interrogatory				1	OF FILER	Fred Smith (D1)	Delete	Preview
Once the Answer has been uploaded, it will appear on the           Docket Entries screen. It can be previewed and edited if           necessary. Click the Next button to continue.								

Writ - Submit to Cou	ırt			
Case Details				
Case Number:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee	
Case Type:	sc	Status:	Pending	
Fee Details		)		
Court Cost:	0.00			
State Fee:	0.00			
Automation Fee:	0.00			
Convenience Fee:	0.00			
C & E Process Service Fee	: 0.00			
PWS Service Fee:	0.00			
Constable Service Fee:	0.00			
Third Party Service Fee:	0.00			
Attorney Comments				
N/A				
Back Submit To Court				
		There is	s no charge for the Praecipe To Enter	
			ent Against The Garnishee at this lick the <b>Submit to Court</b> button.	

C	Court Submission Results							
	Case Details							
	Case Number:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee				
	Case Type:	SC	Status:	Pending Clerk Review				
	Court Review The Writ - Praecipe To E	inter Judgment Against the Gamishee has been successfully submitted to the court, and is now waiting court review.						

The court will review the writ normally within 24 to 48 hours. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

#### Writ of Revival

Writ - Select Case Number

Enter Case Number SC-97-12-10-0121
Next Cancel

Enter the claim number (the case must be at least 5 years old or older). Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add



Writ - Select Partie	s					
Case Details						
Case Number:	SC-97-12-10-0121		Docket 1	Гуре:	Writ - Writ of	of Revival
Case Type:	SC		Status:		Pending	
Case Instance 1 (Co	omplaint)					
Involved	Filer	Plaintiff			Address	
Joe I	Filer				22 Main Street Philadelphia, PA 19122	22
Involved	Filer	Defendant		#	Address	Status
Geor	rge Thomson			1	44 Green Street Philadelphia, PA 19111	Disposed
Involved		Terre Tenant			Address	Status Related Party
			Add Individual / Organizational T	Ferre Te	nant	
Next Cancel						Add an individual or organizational
				-		Terre Tenant if there is one.

Add Terre Tenant		×
Individual  Organization/Company		
First Name         Middle Name         Last Name         Email	AKA/DBA Suffix	
Street 1 Street 2 City/State/Zip Code	Submi	t

Writ - Select Parties       Case Details       Case Number:     SC-97-12-10-0121       Case Type:     SC	Select the parties involve Writ of Revival and the fil		Writ - Writ of Revival Pending		
Case Instance 1 (Complaint)       Involved     Filer       Involved     Filer       Involved     Filer       Defenda       Involved       Filer       Defenda       Involved       Filer       Involved       Filer       Percentaria       Involved       Filer       Involved       Terre Te	nant	Phila # Add 1 44 G	lain Street idelphia, PA 19122 ress ireen Street idelphia, PA 19111	Status Disposed Status Related Party	
Writ Of Revival         Case Details         Case Number:       SC-97-12-10-0121         Case Type:       SC         Amount Due and Unpaid       2000.00         Interest from       01/31/1998         Comments for court clerk (optional). These comments will not app         Mext       Deckte         Cameel		Docket Type: Status: the interest dat	Writ - Writ of Revival Pending		
Writ - Select Service Type       Case Details       Case Number:     SC-97-12-10-0121       Case Type:     SC       Plaintiff(s)       Case Instance 1 (Complaint)       Joe Filer       22 Main Street       Philadelphia, PA 19122       Please select service type.       Rext     Deleter       Cancel	44 Gre Philade	Docket Type: Status: en Stret en Stret elphia, pA 19111 cr Type: C & E Process Service Other (requires Petition for Philadelphia Whi Service Other (requires Petition for Phylate Service	Writ - Writ of Revival Pending	Defendant Status Disposed Service of Process is r Choose a service type	equired.
penalties set forth in 18 Pa. C.S. § 4904, which of I am an attorney for the plaintiff(s), the plaintiff take this verification or have gained sufficient kr that this verification is made subject to the pena	A pro-see filer should radio button.	set forth above are true and correct I iaintiff(s) in this writ action. I hereby an aintif or the persons listed below ya	of Revival	ke this verification; that I have sufficient knowledge, infor and correct to the best of my knowledge, information and b	mation and belief to belief. I understand
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				exhibits, refe	er to pages 17-20.	-	
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ase Number:	SC-97-12-10-0121			Docket Type:	Writ - Writ of Revival		
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Court Submission Results					
Case Details					
Case Number:	SC-97-12-10-0121	Docket	Туре:	Writ - Writ of Revival	
Case Type:	sc	Status:		Pending Clerk Review	
	val has been successfully submitted to the court, and is now waiting court review. Ithorized for the amount to be charged to you.			Court Submission Results page will indicate	
Review Invoices		that the Writ of Revival is now awaiting Court rev An invoice is available by clicking Review Invoice			

Philadelphia Municipal Court - Case Management System					
Invoice Report					
Invoice Summary					
Invoice Number	Voice Number 976743 Voice Status Pendina Voice Status				
Invoice Status					
Case Number	SC-97-12-10-0121				
Case ID	2396058				
Docket Entry ID	16348189				
Description	Writ - Writ of Revival				
Docket Entry Status	Pending Clerk Review				
Submission Date	11/07/2012 7:48 PM				
Transaction Date					
Payment Method	Credit Card JOE FILER				
Filing Party					
Туре	CHARGE				
Vendor comments	Approved				
Vendor confirmation number	V19F3CD78A46				
Description		Total			
Convenience Fee		5.00			
Automation Fee		2.20			
Combined PWS service fee		27.00			
Court Cost including additional defendant fee if applicable		6.60			
Total		40.80			
Par Plaintiffs	bes Defendants				
	George Thomson				
22 Main Street	44 Green Street				
	Philadelphia, PA 19111				
Page generated on 11/07/2012 07:47 PM from http://claims.staging.courtapps.com.					
[Close] [Print]					
Links Links					

The court will review the Writ of Revival normally within 24 to 48 hours. Your credit card will not be charged until your Writ of Revival is approved. Email notification from <a href="mailto:mcclaims@courts.phila.gov">mcclaims@courts.phila.gov</a> will be sent once the Writ of Revival has been reviewed. Make sure to add this email address to your address book.

## **Initiate New Relistment**

 Relistment - Select Case Number

 Enter Case Number sc1210023000

 Next Cancel

 Enter the claim number for the case to be relisted.

 Cases are typically relisted when service of process was not previously effective or if the case has been withdrawn without prejudice.

Case Details							
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Relistment				
Case Type:	SC	Status:	Pending				
Filing E	the second se	Results/Comments Hearing Scheduled: 11/19/2012 09:15 AM Hearing Ro Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113	Filing Party om 2 JOE FILER	Docketed Under Fred Smith (D1) Joe Filer (P)	View View		
Please select relistment method: <ul> <li>Relist at new address</li> <li>Relist at same address</li> </ul>							
Back Next Cancel First choose the case that instance that should be relisted. It is possible to see more than just the original							
Back Next		filing on this screen. Then choose whether the relistment is to be done at the original address or a new address.					

## Relistment at a New Address

Relistment - Select Part	ies		
Case Details			
Case <u>SC-12-10-0</u> Number:	<u>2-3000</u>	Docket Type: Relistment - Complaint	
Case Type: SC		Status: Pending	
Case Instance 1 (Complai	nt)		
Involved Filer Plaintiff		Address	
<ul> <li>Joe Filer</li> </ul>		22 MAIN STREET Philadelphia, PA 19111	
Involved Filer Defendar	nt #	Address	Status
Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial
Next Cancel			

	Parties at New Address		
Case Details			
Case <u>SC-12</u> Number:	2-10-02-3000	Docket Type:	Relistment - Complaint
Case Type: SC		Status:	Pending
Address			
Street 1	88 MAIN STREET		
Street 2			
City/ State/ Zip Code	PHILADELPHIA PA 19111		
Service	E	Enter the new ac	dress and choose service of process
Service Type:	▼		
Special Instru C & E Prod Include any st Philadelph Private Se Other (req	hia Writ Service server.		

Relistment - Select P	arties			
Case Details				
Case <u>SC-12-1</u> Number:	0-02-3000	Docket Type:	Relistment - Complaint	
Case Type: SC		Status:	Pending	
Defendant(s)				
Case Instance1 (Comp	laint claim)			
1 Fred Smith Address: 88 MAIN STRE	ет		Ready for trial	
The relistment can be edited before continuing the filing process. Click the <b>Next</b> button to move to the				
Edit relistment at new addres	next pag	e		
Next Delete Cancel				

Relist	tment - Verification					
Case Case Numb		A pro-se filer should choose this radio button.				
Case	Type: SC	Status: Pending				
Verifi ③	<ul> <li>Verification</li> <li>I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.</li> </ul>					
0	I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.					
Back	Back Save Next Cancel					

Relistment	- Verification					
Case Detail	5					
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Relistment - Complaint			
Case Type:	SC	Status:	Pending			
Verification						
the t		erstand that this verification is made	erification and that the facts set forth above are true and correct to subject to the penalties set forth in 18 Pa. C.S. § 4904, which			
verif knov best conc	y that I am authorized to make this verification; the ledge, information and belief from communications of my knowledge, information and belief. I underst	at I have sufficient knowledge, inform with the plaintiff or the persons liste and that this verification is made sub ties. <b>If I am an authorized repre</b>	r of attorney for the plaintiff(s) in this relistment action. I hereby nation and belief to take this verification or have gained sufficient ad below and that the facts set forth are true and correct to the oject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attached a pleted power of attorney form.			
Othe	Other Persons: Attorneys should populate the second radio button. AN AUTHORIZED REPRESENTATIVE CAN FILE A RELISTMENT ONLY IF A JUDGMENT HAS NOT BE ENTERED.					

Relistment - I	Docket Entries								
Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket 1	ype: Relis	tment - Complaint		
Case Type:	SC				Status:	Pend	ling		
Case Parties									
Plaintiff Infor	mation		Defendant In	formatior	n i		Defendant	Status	
Joe Filer 22 MAIN STREE Philadelphia, PA			1 Fred Smi 44 ELM S Philadelp		9122	The re	listment can be pro	eviewed o	r edited.
Docket Previe	ew							•	
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Add Exhibit		Scan	/Upload						
Add Affidavit 10	9	Generate Scan	/Upload				Petition for Alterna		
Add IFP				$\sim$			new service addre	-	
Joe F	Filer	Generate Scan	/Upload				eris petition. To a dd Exhibit <u>Scan/l</u>		
Back Next	Cancel				detai	ed instru	to pages 17-20.		

Case Details         Case Number: S: S: 12: 10: 02: 3000         Docket Type: Relistment - Complaint:         Case Parties         Planifit Tindormation       Defendant Status         Defender Tipe: The Statu	Relistment - Docket	Entries				
Case Type:     SC     Status:     Pendiff       Case Parties     Defendant Information     Defendant Status       Des Filer     1     Ared smith Feed smith Hiddelphia, PA 1911     Ready for trial       Description     Results/Comments     Filing Party     Decketed Under     Edit       Description     Results/Comments     Filing Party     Decketed Under     Edit       Preview     Relation of the Status     Doe Filer     Preview       Exhibit     Addbional Documents     JOE FILER     Fred smith (D1) Des Filer (P)     Edit       Add Adfidavit 109 Add Affidavit 109 Add IPP De Filer     Generate     Scant/Usload       Med Affidavit 109 Add PAFiler     Generate     Scant/Usload       Nonce     the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.	Case Details					
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Plaintif Information       Defendant Information       Defendant Status         Joe Filer       1       Fred Smith       Ready for trial         22 MAIN STREET       Philddelphia, PA 1911       Ready for trial         Description       Results/Comments       Filing Party       Docketed Under       Edit       Preview         Description       Results/Comments       Filing Party       Docketed Under       Edit       Preview         Relatment at new address       JOE FILER       Fred Smith (D1)       Edit       Preview         Exhibit       Additional Documents       JOE FILER       Fred Smith (D1)       Edit       Preview         Add Docket Entries       Add Arfidavit 109       Generate       Scant/Unload       Scant/Unload       Oncce the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.         Joe Filer       Generate       Scant/Unload       Continue.       Continue.	Conce Deutline					
Madelphis, PA 19111     Ad ELM STREET Philadelphis, PA 19122       Description     Results/Comments     Filing Party     Docketed Under       Editorent at new address     JOE FILER     Fred Smith (D1) Joe Filer (P)     Edit     Preview       Additional Documents     JOE FILER     Fred Smith (D1) Joe Filer (P)     Edit     Preview       Add PAS     Additional Documents     JOE FILER     Fred Smith (D1) Joe Filer (P)     Edit     Preview       Add PAS     Scanc/Luterad     Once the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.     Once the Next button to			Defendant Information		Defendant Stal	tus
Description     Results/Comments     Filing Party     Docketed Under     Edit     Preview       Relistment at new address     DG FILER     Fred Smith (D1) Der Filer (P)     Edit     Preview       Exhibit     Additional Documents     DG FILER     Fred Smith (D1) Der Filer (P)     Edit     Preview       Add Dacket Entries     Add Exhibit     Scan/Unload     Scan/Unload     Once the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.	22 MAIN STREET		44 ELM STREET		Ready for trial	
Relatment at new address     JOE FILER     Fred Smith (01) Joe Filer (P)     Edd     Preview       Exhibit     Additional Documents     JOE FILER     Fred Smith (01) Joe Filer (P)     Edd     Preview       Add Docket Entries Add PAS     Generate Scan/Usload     Scan/Usload     Once the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.	Docket Preview					
Add Docket Entries     Once the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.	Description	Resul	ts/Comments	Filing Party	Docketed Under	Edit Preview
Add Docket Entries       Add PAS       Add PAS       Add Exhibit       Add Affidavit 109       Add IFP       Joe Filer       Joe Filer   Once the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.	Relistment at new addres	5		JOE FILER		Edit Preview
Add PAS     Generate       Add PAS     Scan/Uzload       Add Exhibit     Scan/Uzload       Add Affidavit 109     Generate       Add IFP     Joe Filer       Joe Filer     Generate	Exhibit	Additio	onal Documents	JOE FILER		Edit Preview
Add Exhibit     Scant/Unlead       Add Affidavit 109     Generate Scant/Unlead       Add Affidavit 109     Generate Scant/Unlead       Joe Filer     Scant/Unlead    Once the exhibit has been uploaded, it can be previewed or edited. Click the Next button to continue.	Add Docket Entries					
Add Affidavit 109     Generate Scan/Upload     previewed or edited. Click the Next button to continue.	Add PAS		Generate			
Add IFP Joe Filer <u>Generate Scan/Upload</u> COntinue.	Add Exhibit		Scan/Upload	Once the	e exhibit has been upl	oaded, it can be
Add IFP Joe Filer <u>Generate Scan/Upload</u> COntinue.	Add Affidavit 109		Generate Scan/Upload	previewe	d or edited. Click the	Next button to
	Add IFP					
Book Next Cancel	Jo	e Filer	Generate Scan/Upload	continue	•	
	Back Next Cancel					

Caco Datalla							
Case Details Case	<u>SC-12-10-02-3000</u>		Docket Type: Relistment - Complaint				
Number:							
Case Type:	SC		Status: Pending				
	omitting this case below, private dule on a Thursday af		nents or Create Another Relistment and bulk schedule later. Comments:				
TEASE SCILE	aute on a findfoday af		If several relistments are being filed and the same hearing date for all is desired, use the <u>Create Another Relistment</u> link to create the next one. Once all cases have been				
ee Details			created, click the Schedule Bulk Relistments link to				
ourt Cost:		11.00	request that all relistments be schedule together. This is				
tate Fee:		0.00	ONLY way to ensure that all of your relistments will have				
utomation Fee	3:	2.20	same hearing date, time and COURTROOM.				
onvenience Fe	ee:	5.00					
& E Process S	Service Fee:	0.00					
WS Service Fe	ee:	27.00					
onstable Serv	rice Fee:	0.00	If this is the only relistment being filed, use the				
hird Party Ser		0.00	optional text box to request a hearing day, or time,				
ecord Retentio		1.10	enter your credit card information and click the				
			Submit To Court button.				
redit Card D							
redit Card Ni	umber:						
xpiration:	/ (MM/Y	0					
ecurity Num							
illing Inform se the address		Enter a new					
elow:	° ()	address:					
JOE FILE	R	Name on Card:	(First, Middle, Last)				
22 MAIN STR		Street 1					
PHILADELPH	IIA, PA 19111	Street 2					
		City/State/Zip Code					
Back Subn	nit To Court						
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ourt Submi	ission Results						
ase Details							
Case	<u>SC-12-10-02-3000</u>		Docket Type: Relistment - Complaint				
Number:							
Case Type:	SC		Status: Pending Clerk Review				
		essfully submitted to the court, and is now v int to be charged to you.	waiting court review.				
		The Court C	ubmission Bosults page will indicate				
Deviou	unicon:	I The Court S	ubmission Results page will indicate				
Review Inv	voices		mont is now awaiting raviow by the				
Review Inv	voices	that the relist	tment is now awaiting review by the				
Review Inv	roices	that the relist Court. A Re	tment is now awaiting review by the view Invoices link is available to print a nvoice if desired.				

Invoice Number	Invoice Summary		
	976744		
Invoice Status	Pending		
Case Number	SC-12-10-02-3000		
Case ID	2395177		
Docket Entry ID	16348191		
Description	Relistment - Complaint		
Docket Entry Status	Pending Clerk Review		
Submission Date	11/07/2012 8:47 PM		
Transaction Date			
Payment Method	Credit Card		
Filing Party	JOE FILER		
Туре	CHARGE		
Vendor comments	Approved		
Vendor confirmation number	V18F3CD7E5AE		
	cription	Total	
Convenience Fee		5.00	
Automation Fee Combined PWS service fee		2.20	
Combined PWS service ree Record Retention Fee		27.00	
Record Retention Fee Court Cost including additional defendant fee if applicable		1.10	
	fotal	46.30	
	ota	40.3	
	Parties		
Plaintiffs	Defendants		
Joe Filer	Fred Smith		
22 MAIN STREET	44 ELM STREET	44 ELM STREET	
Philadelphia, PA 19111	Philadelphia, PA 19122		
age generated on 11/07/2012 08:45 PM from http://claims.staging.courtapps.com.			

The court will review the Relistment normally within 24 to 48 hours. Your credit card will not be charged until your Relistment is approved. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

## **Relistment at Same Address**

ase umber:	<u>SC-</u>	12-10-02-3000		Docket Type:	Relistment			
ase Type:	SC			Status:	Pending			
Filing		Description	Results/Comments			Filing Party	Docketed Under	
		· · ·	ot considered electronically filed for thes Results/Comments	e purposes.		Filing Party	Docketed Under	Vie
) 10/02/2	012	Statement of Claims	Hearing Scheduled: 11/19/2012 09 Fee: \$105.00 Amount at Issue: \$4,500.00	9:15 AM Hearing R	oom 2	JOE FILER	Fred Smith (D1) Joe Filer <mark>(</mark> P)	Viev

Relistment - S	Select Parties				
Case Details					
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type: Relistment - Complaint		
Case Type:	SC		Status: Pending		
Case Instance	1 (Complaint)				
Involved File	er Plaintiff		Address		
<b>v</b> 0	Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved File	er Defendant	#	Address	Status	
	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial	
Next Cancel		Choose the parties to be involved in the relistment and the filer. Attorneys must represent the party who is the filer. Go to the Home page and choose the <u>Private Attorney Entry of Appearance</u> link to add an attorney of record.			

Case Details	
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending
Defendant(s) Case Instance1 (Complaint claim) 1 Fred Smith Address: 44 ELM STREET Philadelphia, PA 19122	Choose the radio button based on whether service was good on the original filing or not. If service was good, the relistment can be served via regular mail. If service was not good, verification from the United States Postal Service is required to perform service via certified and regular mail. If the
Relist at same address	the link to ss.

			Click t	he <b>Save</b> button to ue.	
Relistment -	Relist Parties at Existing Address				
Case Details					
Case Number:	<u>SC-12-10-02-3000</u>	ocket	Type:	Relistment - Complaint	
Case Type:	sc s	tatus:		Pending	
Other Service Type: Special Instruction	ourt clerk (optional). These comments will not appear on the docket or an	ny form	S.		

Relistment - Select Parties	A pro-se filer should choose this radio button.
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending
Defendant(s)	
Case Instance1 (Complaint claim)	
1 Fred Smith	Ready for trial
Address:	
44 ELM STREET Philadelphia, PA 19122 Edit relistment at same address	The relistment can be edited by clicking on the <u>Edit</u> <u>relistment</u> at same address link before continuing with the fling. Click the Next button to move forward.
Next Delete Cancel	

Relistment - Verification								
Case	Details	Details						
Case Num	-	<u>SC-12-10-02-3000</u>	Docket Type:	Relistment - Complaint				
Case	Type:	SC	Status:	Pending				
Verif	ication							
۲	I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.							
0	I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.							
Back Save Next Cancel								

Relistment - Docket Entries						
Case Details       Case     SC-12-10-02-3000       Number:     Case Type:	Attorneys should populate th AN AUTHORIZED REPRES A RELISTMENT ONLY IF A NOT BEEN ENTERED.	SENT/	TIVE CAN	FILE		
Case Parties Plaintiff Information Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Defendant Information 1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 The relisment can be previewed and edited, necessary.			dited, if		
Docket Preview Description Relistment at existing address	Results/Comments		<b>ig Party</b> FILER	Docketed Under Fred Smith (D1) Joe Filer (P)	ENit Edit	Preview Preview
Add Docket Entries Add PAS Add Exhibit	Generate Scan/Upload			as the verification f		
Add Affidavit 109 Add IFP Joe Filer Back Next Cancel	Generate Scan/Upload	Ser requ an e link	vice can be uires it) or a exhibit, choo For detaile	Service) or a Petitio added (if the new in Informa Pauperis ose the <b>Add Exhib</b> ed instructions rega chibits, refer to pag	service a petition. it <u>Scan/L</u> rding the	ddress To add Jpload

Relistment - Docket	Entries							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Relistment - Complaint			
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		Defendar	t Information		Defendant Stat	us		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	Fred Smith 44 ELM STREET Philadelphia, PA 19122		Ready for trial			
Docket Preview								
Description	Result	ts/Comments		Filing Party	Docketed Under	Edit Preview		
Relistment at new addres	5			JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview		
Exhibit	Additio	onal Documents		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview		
Add Docket Entries								
Add PAS Add Exhibit		Generate Scan/Upl	and		exhibit has been uplo			
Add Affidavit 109		Generate Scan/Upl	bad	previewed	l or edited. Click the N	Next Dullon to		
Add IFP				continue.				
Jo	Joe Filer <u>Generate</u> <u>Scan/Upload</u>		bad					
Back Next Cancel								

Case Details Case Number:							
and ber	<u>SC-12-10-02-3000</u>		Docket Type: Relistment - Complaint				
Case Type:	SC		Status: Pending				
			ments or Create Another Relistment and bulk schedule later. Comments:				
Fee Details	ULE ON A WEDNESDAY M	11.00	If several relistments are being filed and the same hear date for all is desired, use the <u>Create Another Relistme</u> link to create the next one. Once all cases have been created, click the <u>Schedule Bulk Relistments</u> link to request that all relistments be schedule together. This is				
State Fee:		0.00	request that all relistments be schedule together. This is ONLY way to ensure that all of your relistments will have				
			same hearing date, time and COURTROOM.				
Automation Fee:		2.20					
Convenience Fe		5.00					
C & E Process S		0.00					
PWS Service Fe		0.00					
Constable Servi		0.00					
Third Party Serv		0.00	If this is the only relistment being filed, use the				
Record Retentio	n Fee:	1.10	optional text box to request a hearing day, or time,				
Credit Card D	etails		enter your credit card information and click the				
Credit Card Nu	umber:		Submit To Court button.				
Expiration:	/ (MM/Y)	り					
Security Numb							
Billing Informa Use the address		Enter a new					
below:	•	address:					
JOE FILE		Name on Card: Street 1	(First, Middle, Last)				
22 MAIN STRE	EET	Street 2					
PHILADELPHI	A, PA 19111	City/State/Zip Code					
	nit To Court ssion Results						
Case Details Case	SC-12-10-02-3000		Docket Type: Relistment - Complaint				
Number:	<u></u>						
Case Type:	SC		Status: Pending Clerk Review				
		essfully submitted to the court, and is now v unt to be charged to you.	waiting court review.				
Daviauslaus	Dices	The Court	Submission Results page will indicate				
Review Invo		The court	austinosion results page will indicate				
Philadelphia Municipal Court - Case Management System							
---------------------------------------------------------------------------------	-----------------------------	---------------------------------------					
Finadelpina municipal Court - Case management System							
Invoice Report							
Invoice Sumber	ummary 976740						
Invoice Status	Pending						
Case Number	SC-12-10-02-3000						
Case ID	2395177						
Docket Entry ID	16348168						
Description	Relistment - Complaint						
Docket Entry Status	Pending Clerk Review						
Submission Date	11/06/2012 4:13 PM						
Transaction Date							
Payment Method	Credit Card						
Filing Party	JOE FILER						
Туре	CHARGE						
Vendor comments	Approved						
Vendor confirmation number	V79F3B92CA41						
Description		Total					
Convenience Fee	5.00						
Automation Fee		2.20					
Record Retention Fee		1.10					
Court Cost including additional defendant fee if applicable		11.00					
Total		19.30					
		· · · · · · · · · · · · · · · · · · ·					
Part							
	Defendants						
Joe Filer I 22 MAIN STREET	Fred Smith 44 ELM STREET						
Philadelphia, PA 19111	Philadelphia, PA 19122						
Page generated on 11/07/2012 09:23 PM from http://claims.staging.courtapps.com.							
[Close] [Print]							

The court will review the Relistment normally within 24 to 48 hours. Your credit card will not be charged until your Relistment is approved. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

## **Initiate New Additional Claim**

Additional Claims are Counter-Claims, Co-Defendants, Additional Defendants, and Cross-Claims. The only additional claims that are able to add a **NEW** party to a case are Co-Defendants and Additional Defendants.

A **Co-Defendant** is filed when the **PLAINTIFF** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

An **Additional Defendant** is filed when the **DEFENDANT** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

A **Counter-Claim** is filed when the **DEFENDANT** is seeking a money judgment from the plaintiff named in a pre-existing case. A new party may not be added with this filing. Exhibits or a Rule 109 Affidavit are required for this filing. In addition, a Landlord-Tenant filing seeking possession of a property cannot be filed as a Counter-Claim. It should be a new filing.

A **Cross-Claim** is filed when an already named **DEFENDANT** is files against another already named defendant. A new party may not be added with this filing.

All additional claims **MUST** be filed at least ten (10) days prior to the hearing date.

Claim - Select Case Number		
Enter Case Number sc1210023000		
Next Cancel	Enter the claim and click the <b>Next</b> button.	
		•



### **Co-Defendant**

Case Initia	ation: Statement of Claims		
Case Deta	ils		
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Claim - Co-Defendant
Case Type	:: SC	Status:	Pending
Parties			
	Plaintiff(s)		Defendant(s)
Add existing	p <u>plaintiff</u> as plaintiff	Add <u>Individual</u> / <u>Alternate Servio</u>	/ <u>Organization</u> to new address ce Address
	Add the existing plaintiff as the plaintiff in the co-defendant filing.		Add the co-defendant

## To add the plaintiff:

### To add the co-defendant:

Add Individual Defendant		
Defendant Information		
First Name	Frieda	
Middle Name		
Last Name	Smith	
Suffix		
AKA/DBA		
AttorneyID	List of Values	
	Note: Private attorneys cannot specify opposing counsel ( appearance filed as an exhibit.	inless they supply an entry of
Is defendant in military service?	○ Yes	Add an individual as co-defendant by
Defendant is a Minor?	○Yes ⊙No	typing the name and address. If the
Linked to defendant	~	spouse of the co-defendant is being
	To track multiple addresses requiring service for a single	named as well, add that information at
	addresses as separate defendants, but link one of the d accurate statistics.	the bottom. Click the <b>Save</b> button.
Defendant Address		
Street 1	88 MAIN STREET	
Street 2		
City/ State/ Zip Code	PHILADELPHIA PA 19122	
Spouse of Defendant Listed Above		
Does the defendant listed above have a If so, please enter the spouse's name b	spouse living at the same address who you would also like below:	to name as a defendant?
First Name		
Middle Name		
Last Name		
Suffix		
Is defendant in military service?	◯Yes ⊙No	
Save Cancel		

	Plaintiff(s)	Defendant(s)	
22 MAIN STREET <u>88</u> Philadelphia, PA 19111 PH		<u>Frieda Smith</u> <u>88 MAIN STREET</u> PHILADELPHIA, PA 19122 Add <u>Individual/Organization</u> to this address	
Add existing <u>plaintiff</u> as plain	tiff	Add <u>Individual / Organization</u> to new address <u>Alternate Service Address</u>	
Details			
Description of Claim	PLAINTIFF STATES CO-DEFENDANT IS	ALSO RESPONSIBLE FOR THE AMOUNT DUE.	
a summary to explain			

Principal	4500.00	Only the <b>Principal</b> amount is required
Interest	0.00	and should be the same amount as the
Attorney Fees	0.00	original judgment requested. If a
Other Fees	0.00	higher judgment is requested,
Plaintiff has requested Affidavit of Physician		additional exhibits may have to be
Plaintiff has requested Affidavit of Repairman		added. Click the <b>Next</b> button.
Include Notice of Intent to Defend		
Statute Expiring		
Court Clerk Comment Comments for court clerk (optional). These comm	ents will not appear on the docket .	or any forms.
		2.0

Click the **Next** button to move to the next screen.

Claim - Select Service	Туре			
Case Details				
Case <u>SC-12-10-0</u> Number:	<u>12-3000</u>	Docket Type:	Claim - Co-Defendant	
Case Type: SC		Status:	Pending	
Plaintiff(s)	Defend	lant(s)		Defendant Status
Case Instance 2 (Co-Defe	ndant)			
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	8	rieda Smith 8 MAIN STREET HILADELPHIA, PA 19122		Pending
	s	ervice Type:	×	
Please select service type	2.		cess Service	
Back Next Cancel	Choose the service type for the	Other (reg	hia Writ Service uires Petition for Alternate Service) ervice	
	Co-Defendant.			

Claim	- Verifi	cation	
Case	Details		
Case Numb	er:	<u>SC-12-10-02-3000</u>	A pro-se filer should populate this
Case	Type:	sc	radio button.
Verifi	cation		
•	best of		ereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the d belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns authorities.
0	that I a knowler my kno making	m authorized to make this veri dge, information and belief fror wledge, information and belief, of unsworn falsifications to aut	e plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify fication; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient n communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the horities. If I am an authorized representative or have a power of attorney, I have attached a completed porzed representative form or a completed power of attorney form.
Back	Save	Next Cancel	

Claim - Verifi	cation			
Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Claim - Co-Defendant	
Case Type:	SC	Status:	Pending	
Verification				
best of		y that I am authorized to make this verifica nderstand that this verification is made sub authorities.		
that I a knowle best of concerr	m authorized to make this verification; that dge, information and belief from communi- my knowledge, information and belief. I u as the making of unsworn falsifications to a	authorized representative or have a power at I have sufficient knowledge, information cations with the plaintiff or the persons liste inderstand that this verification is made sub subnorities. If I am an authorized representative form or a complete horized representative form or a complete	and belief to take this verification or d below and that the facts set forth a ject to the penalties set forth in 18 P sentative or have a power of atto	have gained sufficient ire true and correct to the a. C.S. § 4904, which
Other P Back Save	ersons: Next Cancel	Attorneys and non- attorned as an authorized represent populate the second radio the name of the authorize	itative, should button. Type	×
		<ul> <li>representative in the Othe text box.</li> </ul>	reisons	

Case Details							
Case Number:	<u>SC-12-10-02-3000</u>			Docket Ty	e: Claim - Co-Defendant		
Case Type:	SC			Status:	Pending		
Case Parties							
Plaintiff Infor	mation	D	efendant Informat	ion	Defenda	nt Status	
Joe Filer 22 MAIN STREE Philadelphia, PA		2	Frieda Smith 88 MAIN STREE PHILADELPHIA,		The Co-Defendant can previewed or edited if r		
Docket Previe	2W						
Description		Results/Com	nents	Filing Party	Docketed Under	Edit	Preview
Co-Defendant				JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	<u>Preview</u>
ADA Notice				JOE FILER	Frieda Smith (D2)		Preview
Plaintiff Instruct	ions SC			JOE FILER	Frieda Smith (D2)		Preview
SC What To Do				JOE FILER	Frieda Smith (D2)		Preview
Non-Military Affi	davit			JOE FILER	Frieda Smith (D2)		Preview
	9	Scan Generate Scan Generate Scan Generate Scan Generate Scan	/Upload	Add Ext necessa uploaded automati and any instruction	ibits can be added by cl <b>ibits <u>Scan/Upload</u></b> link ry to add any exhibits pr d. The Co-Defendant w cally receive the original original exhibits. For de ns regarding the upload refer to pages 17-20.	. It is not reviously ill I complaint etailed	ne

Case Details						
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Claim - Co-Defendant		
Case Type:	SC		Status:	Pending		
Case Parties						
Plaintiff Info	rmation	Defendant	Information	Defendar	nt Status	
Joe Filer 22 MAIN STREE Philadelphia, PA		88 M	a Smith AIN STREET ADELPHIA, PA 19122	Pending		
Docket Previ	ew					
Description		Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant			JOE FILER	Frieda Smith (D2) Joe Filer (P)	<u>Edit</u>	Preview
Exhibit		ADDITIONAL EXHIBIT	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice			JOE FILER	Frieda Smith (D2)	T	Preview
Plaintiff Instruc	tions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do	)		JOE FILER	Frieda Smith (D2)	/	Preview
Non-Military Aff	fidavit		JOE FILER	Frieda Smith (D2)		Preview
Add Docket E	ntries				/	
Add Exhibit	intries	Scan/Upload			/	
Add Affidavit 10	09	Generate Scan/Upload	Once the exhibit h	nas been uploaded, it	can be pre	eviewed and
Add Claim Fact	Sheet	Generate		ry. Click the Next butt		
Add IFP			Submit To Court	t page.		
Joe Filer		Generate Scan/Upload				
Add PAS for						
	Frieda Smith	Generate Scan/Upload				
PAS PO Bo	ox: Frieda Smith	Generate Scan/Upload				

Claim - Submit to Court				1
Case Details				
Case <u>SC-12-10-02-3000</u> Number:		Docket Type:	Claim - Co-Defendant	
Case Type: SC		Status:	Pending	
Hearing Details				
Hearing date/time: 11/19/2012 09:15 AM Hearing Room: 2				
Non-Standard Hearing Room				
( <u>Note</u> : This item must be scheduled at the same case initiation.)	time/location as the hearing for			
Fee Details				
Court Cost:	5.50	The Co-	Defendant will be scheduled for the same date	and time
State Fee:	0.00	as the o	riginal claim. Enter the credit card information	and click
Automation Fee:	2.20	the Sub	mit To Court button.	
Convenience Fee:	5.00			T
C & E Process Service Fee:	0.00			
PWS Service Fee:	27.00			
Constable Service Fee:	0.00			
Third Party Service Fee:	0.00			
JCS St. Add. Fee:	2.25			
JCS St. Add. Surcharge:	11.25			
Credit Card Details				
Credit Card Number: Expiration:				
Expiration: / (MM/YY) Security Number: Help				
Billing Information				
Use the address below:	Enter a new O address:			
	Name on Card:		(First, Middle, Last)	
JOE FILER 22 MAIN STREET	Street 1			
PHILADELPHIA, PA 19111	Street 2			
	City/State/Zip Code			
Attorney Comments				
N/A				
Back Submit To Court				
Court Submission Results				
Case Details				
Case <u>SC-12-10-02-3000</u> Number:		Docket Type	: Claim - Co-Defendant	
Case Type: SC		Status:	Pending Clerk Review	
Court Review				
The Claim - Co-Defendant has been successful Your card has been authorized for the amount to				L
			The Court Submission Results page will indic	
Review Invoices			hat the Co-Defendant is now awaiting Court re	
		/	An invoice is available by clicking Review Invoi	ces.

### Philadelphia Municipal Court - Case Management System

### Invoice Report

Invoice Summary			
Invoice Number	97675	3	
Invoice Status	Pendir	g	
Case Number	SC-12	10-02-3000	
Case ID	23951	77	
Docket Entry ID	16348	169	
Description	Claim	- Co-Defendant	
Docket Entry Status	Pendir	g Clerk Review	
Submission Date	11/08/2	2012 4:10 PM	
Transaction Date			
Payment Method	Credit	Card	
Filing Party	JOE FI	LER	
Туре	CHAR	GE	
Vendor comments	Approv	ed	
Vendor confirmation number	V78F3	BA66E29	
Description			Total
Convenience Fee			5.00
Automation Fee			2.20
JCS St. Add. Surcharge			11.25
Combined PWS service fee			27.00
JCS St. Add. Fee			2.25
Court Cost including additional defendant fee if applicable			5.50
Total			53.20
Parties			
Plaintiffs	Defendants		
Joe Filer	Frieda Smith		
22 MAIN STREET Philadelphia, PA 19111	88 MAIN STREET PHILADELPHIA, PA 19122		
Finadelphia, FA 19111		122	
Page generated on 11/08/2012 04:04 PM from http://claims	s.staging.courtapps.com.		
	· ·		
Close] [Print]			

The court will review the Co-Defendant immediately to make sure that is timely filed. Your credit card will not be charged until your submission is approved. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the Co-Defendant has been reviewed. Make sure to add this email address to your address book.

## **Counter-Claim**

Claim - Select Case Number			
Enter Case Number SC1211083000 Enter the claim and click the Next button.			
New Additional Claim - Select Type			
Select Type of Additional Claim: Counter Claim	aim.		
Case Туре			
LT			
Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.			
SC/LT			
Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent or damages. DO NOT choose this option if you are seeking to evict a tenant.	wed after vacating or		
SC/MV			
If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.			
SC/CP			
If your case involves a consumer purchase, commercial paper, or loans, select this option.			
SC			
Other. Choose this if none of the above applies.			
Next         Cancel			
Note: On the next page, enter the party(ies) filing the additional claim as the Plaintiff(s).			

Case Initia	tion: Statement of Claims				
Case Detail	5				
Case <u>SC-12-11-08-3000</u> Number:		Docket Type:	Claim - Counter Claim		
Case Type:	Case Type: SC		Status:	Pending	
Parties					
	Plaintiff(s)		Defendant(s)		
Add existing	defendant as plaintiff		Add existing <u>plai</u> <u>Alternate Service</u>	ntiff as defendant e Address	
	Add the existing defendant as the plaintiff in the counter-claim.			Add the existing plaintiff as the defendant in the counter-claim.	

To add the existing defendant as the plaintiff:

Case       SC-12-11-08-3000       Docket Type:       Claim - Counter Cla         Number:       Case Type:       SC       Populate the radio button to add the defendant as the plaintiff. If there is more than one defendant involved, each one will	Add Existing	) Party	
defendant as the plaintiff. If there is more than one defendant involved, each one will need to be added separately.	Case	<u>SC-12-11-08-3000</u>	Docket Type: Claim - Counter Cl
JOE FILER     22 MAIN STREET	Case Type:		defendant as the plaintiff. If there is more
	<ul> <li>JOE FILE</li> <li>22 MAIN S</li> </ul>	R STREET	need to be added separately.

Add Existing Party	
Case Details	
Case <u>SC-12-11-08-3000</u> Number:	Docket Type: Claim - Counter Claim
Case Type: SC	Status: Pending
Add existing plaintiff as a defendant.	Populate the radio button to add the plaintiff as the defendant. If there is more
Complaint claim	than one plaintiff involved, each one will
FRED SMITH     44 ELM STREET     PHILADELPHIA, PA 19122	need to be added separately. Click the <b>Save</b> button.
Save Cancel	

Case Initiatio	on: Statement of Claims	
Case Details		
Case Number:	<u>SC-12-11-08-3000</u>	Docket Type: Claim - Counter Claim
Case Type:	sc	Status: Pending
Parties		
	Plaintiff(s)	Defendant(s)
<u>JOE FILER</u> 22 MAIN STREE PHILADELPHIA, Add <u>Individual/</u>		F <u>RED SMITH</u> 44 <u>ELM STREET</u> PHILADELPHIA, PA 19122 Add <u>Individual/Organization</u> to this address
Add existing <u>de</u>	f <u>endant</u> as plaintiff	Add existing <u>plaintiff</u> as defendant <u>Alternate Service Address</u>

Once all the parties are added, the caption will look like this.

After the parties are added, enter the description of the Counter-Claim.

Details		
Description of Claim	PLAINTIFF STATES DEFENDANT DID NOT DO HIS WORK PROPERLY AND CAUSED FURTHER DAMAGE TO PLAINTIFF'S PROPERTY IN THE AMOUNT OF \$8000.00.	<
		~
Note: A Claim Fact Sheet is r	equired (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.	

### Enter the amount of the Counter-Claim.

rincipal	8000	
nterest	0.00	Only the Principal amount is required. If your case
ttorney Fees	0.00	requires either an Affidavit of Physician or an Affidavit
ther Fees	0.00	of Repairman, click the appropriate box and one will be
aintiff has requested Affidavit of Physician		generated for you. If you wish to include a Notice to
aintiff has requested Affidavit of Repairman		<b>Defend</b> , click the box and one will be generated with the
nclude Notice of Intent to Defend		service pack. A self-addressed stamped envelope is
tatute Expiring		required. Click the <b>Next</b> button to continue.
ourt Clerk Comment omments for court clerk (optional). These comm	ents will not annear on th	a dorket or any forms

Claim - Selec	t Service Type		
Case Details			
Case Number:	<u>SC-12-11-08-3000</u>	Docket Type: Claim - Counter Claim	
Case Type:	SC	Status: Pending	
Plaintiff(s)		Defendant(s)	Defendant Status
Case Instance	3 (Counter Claim)		
JOE FILER 22 MAIN STREE PHILADELPHIA,		3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending
		Service Type:	~
Please select :	service type.	C & E Process Service Philadelphia Writ Service	
Back Next	Cancel	Other (requires Petition for Alternate Servic Private Service	e)
	Choose the service type for	the Counter-Claim.	

Claim - Ve	erification	
Case Deta	ils	
Case Number: Case Type Verificatio		A pro-se filer should populate this radio button.
be		hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the ind belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns to authorities.
tha kno my ma	t I am authorized to make this ve owledge, information and belief fr knowledge, information and belie king of unsworn falsifications to a	the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify wrification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient om communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of f. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the uthorities. If I am an authorized representative or have a power of attorney, I have attached a completed horized representative form or a completed power of attorney form.
Back Sa	ive Next Cancel	

Case Details			
Case g Number:	<u>SC-12-11-08-3000</u>	Docket Type:	e: Claim - Counter Claim
Case Type:	SC	Status:	Pending
Verification			
best of m		derstand that this verification is made sul	fication and that the facts set forth above are true and correct to the subject to the penalties set forth in 18 Pa. C.S. § 4904, which
that I am knowledge best of in concerns	authorized to make this verification; t a, information and belief from commu y knowledge, information and belief. I the making of unsworn falsifications to	I have sufficient knowledge, information ations with the plaintiff or the persons list derstand that this verification is made sul	wer of attorney for the plaintiff(s) in this claim action. I hereby verify on and belief to take this verification or have gained sufficient sted below and that the facts set forth are true and correct to the subject to the penalties set forth in 18 Pa. C.S. § 4904, which resentative or have a power of attorney, I have attached a pompleted power of attorney form.
Other Personal Save	A a a p t t t t re	rneys and non- attorney file an authorized representative ulate the second radio butto name of the authorized resentative in the Other Per-	ve, should ton. Type

Click the Next button.

Case Details				
Case <u>SC-12-11-08-3000</u> Number:		Docket	Type: Claim - Counter Claim	
Case Type: SC		Status:	Pending	
Case Parties				
Plaintiff Information	Defendar	nt Information	TI O I OI I	ant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	44	D SMITH ELM STREET LADELPHIA, PA 19122	The Counter-Claim can edited, if necessary.	be previewed and
Docket Preview				
Description Counter Claim	Results/Comments	Filing Part	y Docketed Under FRED SMITH (D3) JOE FILER (P)	Edit Preview Edit Preview
ADA Notice		JOE FILER	FRED SMITH (D3)	Preview
Plaintiff Instructions SC		JOE FILER	FRED SMITH (D3)	Preview
SC What To Do		JOE FILER	FRED SMITH (D3)	Preview
Non-Military Affidavit		JOE FILER	FRED SMITH (D3)	Preview
Add Docket Entries Add Exhibit Add Affidavit 109 Add Claim Fact Sheet Add IFP JOE FILER Add PAS for	Scan/Upload Generate Scan/Upload Generate Generate Scan/Upload	*	All complaints are req attached. If an exhibit affidavit can be gener explain why exhibits a add an exhibit, click o link. For detailed instruuploading of exhibits,	t is unavailable, a 109 ated or uploaded to ire not attached. To in the <u>Scan/Upload</u> uctions regarding the
PAS Mail: FRED SMITH PAS PO Box: FRED SMITH	<u>Generate</u> <u>Scan/Upload</u>	N	ounter-Claim involves pers damage over \$2,000.00 a	
Back Next Cancel		Sheet is clicking served r requiring Pauper	a required. One can be ge on the link. If the defenda ny some means of alterna the filing of a petition, or <b>s</b> petition, click on the app enerate or upload the docu	nerated by nt must be tive service an <b>Informa</b> propriate links to

Claim - Docket Entries						
Case Details						
Case <u>SC-12-11-08-3000</u> Number:		D	ocket Type: Clain	n - Counter Claim		
Case Type: SC	Status: Pending					
Case Parties						
Plaintiff Information	Defenda	ant Information		Defendant S	tatus	
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	44	ED SMITH ELM STREET NILADELPHIA, PA 19	122	Pending		
Docket Preview						
Description	Results/Comments		Filing Party	Docketed Under	Edit	Preview
Counter Claim			JOE FILER	FRED SMITH (D3) JOE FILER (P)	Edit	Preview
Exhibit	ESTIMATES AND REPARI BIL	LS	JOE FILER	FRED SMITH (D3) JOE FILER (P)	<u>Edit</u>	Preview
ADA Notice			JOE FILER	FRED SMITH (D3)	7	Preview
Plaintiff Instructions SC			JOE FILER	FRED SMITH (D3)	/	Preview
SC What To Do			JOE FILER	FRED SMITH (D3)	/	Preview
Non-Military Affidavit			JOE FILER	FRED SMITH (D3)	/	Preview
					/	
Add Docket Entries				/	/	
Add Exhibit	Scan/Upload			/		
Add Affidavit 109	Generate Scan/Upload			been uploaded, it ween. It can be preview		
Add Claim Fact Sheet	Generate			Next button to contin		called li
Add IFP		necess	ary. Olick the		iuc.	
JOE FILER	<u>Generate</u> <u>Scan/Upload</u>					
Add PAS for						
PAS Mail: FRED SMITH	Generate Scan/Upload					
PAS PO Box: FRED SMITH	Generate Scan/Upload					
Back Next Cancel						

Case Details         Case Number:       SC - 12 - 11 - 08 - 3000       Docket Type:       Claim - Counter Claim         Case Type:       SC       Status:       Pending         Hearing Details       Pending       Pending	
Case Type: SC Status: Pending	
Hearing Details	
Hearing date/time: 12/24/2012 09:15 AM Hearing Room: 2 Non-Standard Hearing Room (Note: This item must be scheduled at the same time/location as the hearing for case initiation.)	
The Counter-Claim will be sched	
time as the original claim. Enter	
State Fee: 10.00 click the Submit To Court butto	on.
Automation Fee: 5.50	
Convenience Fee: 5.00	
C & E Process Service Fee: 0.00	
PWS Service Fee: 27.00	
Constable Service Fee: 0.00	
Third Party Service Fee: 0.00	
JCS St. Add. Fee: 2.25	
JCS St. Add. Surcharge: 11.25	
Credit Card Details Credit Card Number: Expiration: (MM/YY) Security Number: Help	
Security Number: Help Billing Information	
Use the address below:   Enter a new address:	
Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET Street 1	
PHILADELPHIA, PA 19111 Street 2	
City/State/Zip Code	
Attorney Comments	
N/A	
Back Submit To Court	
Court Submission Results	
Case Details	
Case     SC-12-11-08-3000     Docket Type:     Claim - Counter Claim       Number:	
Case Type: SC Status: Pending Clerk Review	
Court Review The Claim - Counter Claim has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you. The Court Submission Resul	
Review Invoices     that the Counter-Claim is now a     An invoice is available by clicki	

### Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary		
Invoice Number	976747	
Invoice Status	Pending	
Case Number		
Case ID	2396059	
Docket Entry ID	16348209	
Description	Claim - Counter Claim	
Docket Entry Status	Pending Clerk Review	
Submission Date	11/08/2012 11:17 AM	
Transaction Date		
Payment Method	Credit Card	
Filing Party	JOE FILER	
Туре	CHARGE	
Vendor comments	Approved	
Vendor confirmation number	V79F3BA49DF3	
Description		Total
Convenience Fee		5.00
Automation Fee		5.50
JCS St. Add. Surcharge		11.25
Combined PWS service fee		
JCS St. Add. Fee		2.25
State Filing Fee		10.00
Court Cost including additional defendant fee if applicable		44.00
Total		105.00
Parties		
Plaintiffs	Defendants	
JOE FILER	FRED SMITH	
22 MAIN STREET PHILADELPHIA. PA 19122	44 ELM STREET PHILADELPHIA, PA 19122	
PHILADELPHIA, PA 19122	PHILADELPHIA, PA 19122	
	1	
Page generated on 11/08/2012 11:18 AM from http://claims.staging	g.counapps.com.	

The court will review the Counter-Claim immediately to make sure that is timely filed. Your credit card will not be charged until your submission is approved. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the Counter-Claim has been reviewed. Make sure to add this email address to your address book.

# **Initiate Continuance Request**

A continuance can be granted administratively up until ten (10) days prior to the hearing. Any continuance request filed within less than ten (10) days will be marked for Judicial Review unless the request is by agreement of all parties.

Exhibit - Continuance Request - Select Case Number							
Enter Case Number sc1210023000							
Next Cancel	Enter the claim number and click the <b>Next</b> button.						
		I					

Exhibit - Con	tinuance Request - Select He	aring		
Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Docket 1	ype: Exhi	ibit - Continuance Request
Case Type:	SC	Status:	Pend	ding
Select	Hearing Details			Filing Type
۲	11/19/2012 9:15 AM 2			Initial Complaint - Statement of Claims
	Plaintiff(s): Joe Filer			
	Defendant(s): Fred Smith(RFT)			
Next Cancel		Select the hearing date a Next button.	nd click	the

Case Details		
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Exhibit - Continua	nce Request
Case Type: SC	Status: Pending	
Initial Complaint - Statement of Claims		
Involved Filer Plaintiff	Address	
☑ ③ Joe Filer	22 MAIN STREET Philadelphia, PA 19111	
Involved Filer Defendant	# Address	Status
Fred Smith	1 44 ELM STREET Philadelphia, PA 19122	Ready for trial
request and which p PARTIES WHO AR	are to be involved in the continuance arty is the Filer of the writ. ALL E MARKED READY FOR TRIAL JDED IN THE REQUEST. Click the N	

Continuance	Comments		
Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type	: Exhibit - Continuance Request
Case Type:	sc	Status:	Pending
Comments for cou	rt clerk (optional). These comments will not appea	r on the docket or any forms.	
Next Cancel			comments such as a specific hearing date or ntinuance. The Court will make every effort to your request.
Continuance	- Docket Entries		
Case Details Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Exhibit - Continuance Request
Case Type:	sc	Status:	Pending
Case Parties			
Plaintiff Infor	mation Defe	ndant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA		Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial
Docket Previe	w		
Description	Results/Comments		Filing Party Docketed Under Edit Preview
Continuance Request	Plaintiff continuance request initiated on 11/0 hearing, was scheduled in room 2 at 09:15 A		ment of Claims JOE FILER Fred Smith (D1) Joe Filer (P)
Add Docket En Add Continuance Add Exhibit	tries Request Document <u>Scan/Uploa</u> <u>Scan/Uploa</u>	An exhibit car Scan/Upload	y to upload a letter requesting the continuance. In also be added by clicking on the <b>Add Exhibit</b> link. For detailed instructions regarding the exhibits, refer to pages 17-20.
Cancel Delet	e Submit To Court		

Add Continu	ance Document			
Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Exhibit - Continuance Request	
Case Type:	sc	Status:	Pending	
Opload Doc	e submission method: ument (Adobe PDF, Microsoft Word, WordPerfect) nent (generate scan cover sheet) un Code (this option only available with vali	Browse		
Save Cancel Click on the radio button and the <b>Browse</b> button to select the continuance letter from your computer. Click the <b>Save</b> button to upload the document(s).				

Continuance - Docke	et Entries								
Case Details									
Case Number:	SC-12-10-02-3000			Docket Type:	Exhibit - Continuance Request				
Case Type:	sc			Status:	Pending				
Case Parties									
Plaintiff Information		Defendant Inform	ation			Defendant Status			
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		2 Frieda Si 88 MAIN PHILADE				Pending			
Docket Preview									
Description	Results/Comments					Filing Party	Docketed Under	Edit	Preview
Continuance Request	Plaintiff continuance request initiated on 11/08/2012 for	r Claim - Co-Defendant hear	ing, was scheduled in roo	m 2 at 09:15 AM on 11/19/2	012	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Delete	Preview
Add Docket Entries									
Add Exhibit		Scan/Upload						$\sim$	
Cencel Delete Submit To Court Cencel Delete Submit To Court After the continuance request is uploaded, it can be and edited or necessary.			an be pre	viewe	ed				

Case Details		
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Exhibit - Continuance Request
Case Type:	SC	Status: Pending Review
Court Revi The Exhibit -	iew - Continuance Request has been successfully subn	ted to the court, and is now waiting court review.

Continuance requests are reviewed several times a day to ensure that every request is handled in a timely manner. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the continuance request has been reviewed. Make sure to add this email address to your address book.

## **Initiate Judgment by Agreement**

Landlord-Tenant Judgments by Agreement can only be done on the day of the hearing. Small Claims Judgments by Agreement can be added can uploaded and approved prior to the hearing date.

### **SMALL CLAIMS JUDGMENT BY AGREEMENT**

Disposition (Judgment by Agreement) - Select Case Number		
Enter Case Number SC 1210023000 × Next Cancel	Enter the claim number and click the <b>Next</b> button.	
		1

New Disposition (Judgment by Agreement) - Select Type Select Type: Resolved by Judgment by Agreement Nemote Attorney (Monetary) Entry Method: Osan O Enter Terms of Agreement Note: Sear and on be used prof to the hearing date. Choose the type of agreement to be filed and indicate if the agreement will be scanned prior to the hearing or the terms will be entered on the day of the hearing.

Next Cancel

Resolved by Judgment by Agreement Remote Attorney (Monetary) Resolved by Judgment by Agreement Remote Attorney - Settled, Discontinued, and Ended Resolved by Judgment by Agreement Remote Attorney - Withdrawn Without Prejudice

 $\mathbf{\vee}$ 

Disposition (Judgment by Agreement) - Select Parties						
Case Details						
Case Number: <u>SC-12-10-02-3000</u>		Docket Type:	Disposition - Resolved by Judgment by Agreement Remote Atto	orney		
Case Type: SC		Status:	Pending			
Case Instance 1 (Complaint)						
Involved Filer	Plaintiff	A	ddress			
Joe Filer			2 MAIN STREET hiladelphia, PA 19111			
Involved Filer	Defendant	# A	ddress	Status		
Fred Smith			4 ELM STREET hiladelphia, PA 19122	Ready for trial		
Mext Cancel Choose the parties involved in the agreement.						

Disposition - Docket	t Entries							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Disposition - Resolved by	Judgment by Agreement Remote Attorney		
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		Defendant Info	rmation			Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			Smith M STREET delphia, PA 19122			Ready for trial		
Docket Preview								
Description			Results/Comme	ents	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment by	Agreement Remote Attorney				JOE FILER	Fred Smith (D1) Joe Filer (P)		
Add Docket Entries								
Add Resolved by Judgmen	t by Agreement Remote Attorney Document	Scan/Upload						
Cancel Delete Subm	it To Court		A scan	ned agreem	nent must b	e uploaded for		
			review.					

Add Judgment by	Agreement			
Case Details				
Case Number:	SC-12-10-02-3000	Docket Type:	Disposition - Resolved by Judgment by Agreement Remote Attorney	
Case Type:	SC	Status:	Pending	
Please select the submission method:  Upload Document (Adobe PDF, Microsoft Word, WordPerfect) C:\Users\Theresa\Docue Browse  Seve Cancel		agreement from	owse button to upload the your computer. Click the	
		Save button.		

Disposition - Dock	et Entries							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Disposition - Resolved by Ju	dgment by Agreement Remote Attorne	у	
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		Defenda	ant Information			Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	Fred Smith 44 ELM STREET Philadelphia, PA 19122			Ready for trial		
Docket Preview								
Description			Results/Commen	its	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment b	by Agreement Remote Attorney				JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Cancel Delete Sut	mit To Court	٨fte	r the eareem	ant in unlon	dad it aan be	n noviewed and	aditad	
		Alle	er the agreeme	ent is upioa	ded, it can be	e previewed and	eanea	
		or r	necessary. Cli	ck the Sub	mit to Court	button.		

Court Submission	Results				
Case Details					
Case Number:	SC-12-10-02-3000		Docket Type:	Disposition - Resolved by Judgment by Agreement Remote Attorney	
Case Type:	sc		Status:	Pending Review	
Court Review The Disposition - Re	solved by Judgment by Agreement Remote Attorney has been successfully submitted to	the court, and is now waiting co	urt review.		
				on Results page will indicate that the	

Small Claims Judgments by Agreement submitted before the hearing are reviewed several times a day to ensure that every agreement is handled in a timely manner. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the agreement has been reviewed. Make sure to add this email address to your address book.

If the agreement is broken, a **Breach of Agreement Affidavit** should be filed. The **Breach of Agreement Affidavit** can be filed by clicking on the **Initiate New Petition** link.

## Landlord-Tenant Judgment by Agreement

Disposition (Judgment by Agreement)	- Select Case Number
Enter Case Number LT1211083001	Enter the claim number and click the <b>Next</b> button.

 
 New Disposition (Judgment by Agreement) - Select Type

 Select Type:
 Resolved by Judgment by Agreement Remote Atomey - Housing (Monetary) Resolved by Judgment by Agreement Remote Atomey - Housing (Non-Monetary)

 Entry Method:
 Scan
 © Entry Firms of Agreement Rose: Scan can only be used prior to the hearing date.

Choose the type of agreement to be filed. Landlord-Tenant agreements can only be done on the day of the hearing.

Disposition (Judgment by Agreement)	- Select Parties			
Case Details				
Case <u>LT-12-11-08-3001</u> Number:		Docket Type:	Disposition - Resolved Attorney	by Judgment by Agreement Remote
Case Type: LT		Status:	Pending	
Case Instance 1 (Complaint)				
Involved Filer Plaintiff		Address		
JOE FILER		22 MAIN STREET PHILADELPHIA, PA	19122	
Involved Filer Defendant	#	Address		Status
THOMAS JOHNSON	1	44 ELM STREET PHILADELPHIA, PA	19122	Ready for trial
Next Cancel	Choose the parties i	nvolved in the	e agreement.	

Judgment By Agreement - Terms of Agreement	
Case Details	
Case <u>LT-12-11-08-3001</u> Number:	Docket Type: Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: LT	Status: Pending
JUDGMENT BY AGREEMENT (Judgments by Agreement are not appealable)	
All Parties Agree to the Following:	
Judgment for the Plaintiff in the amount of	\$ 3100.00 Plus Costs \$ 100.00
Money Judgment only	\$ 0.00 Plus Costs \$ 0.00
Money Judgment to be satisfied if Defendant vacates by	
Judgment of Possession to be satisfied if Defendant pays (a	s outlined in Other Conditions) by 12/31/2012
✓ Judgment for Possession as of	11/8/2012
Other Conditions: DEFENDANT AGREES TO MAKE PAYMENTS OF \$3100.00 12/31/2012. DEFENDANT AGREES TO KEEP THE MOD	
DEFENDANT PAYS THE ARREARS BY 12/31/2012, DEP PROPERTY.	
I. If the agreement is broken, possession may be enforced on this     (a) Non-Payment of Rent	
	Choose the reason for enforcement. Click the
(b) Termination of Term (c) Breach of the Condition of the Lease.	Submit To Court button to submit it for
If you are being sued for non-payment of rent only you cannot be e	victed as long as you pay your outstanding renta
2. Any breach of this agreement may allow the eviction to proceed	
Save Submit To Court Delete Cancel	

Any agreement submitted on the day of the hearing is reviewed immediately upon submission by a member of the Dispute Resolution Unit.

If the agreement is broken, a **Breach of Agreement Affidavit** should be filed. The **Breach of Agreement Affidavit** can be filed by clicking on the **Initiate New Petition** link.

# Amend Initial Complaint and/or Judgment Requested

An amended complaint can be filed up until ten (10) days prior to the hearing. Only the body of the complaint and judgment amount requested can be amended. The caption cannot be amended.

Amended Docket Entry - Select Case N Enter Case Number LT1211083001 Next Cancel	Number Enter the claim number and click the <b>Next</b> button.
Amendment Select Filing	
Case LT-12-11-08-3001	Docket Type: N/A

Status:

Hearing Scheduled: 11/30/2012 8:45 AM Hearing Room 3

Hearing Scheduled: 11/30/2012 08:45 AM Hearing Room 3

**Results/Comments** 

Amount at Issue: \$3,400.00 Interviewer Code: 113

Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113

Fee: \$105.00

Pending

Filing Party

JOE FILER

Select the case to be amended.

Docketed Under

JOE FILER (P) THOMAS JOHNSON (D1) View

Number: Case Type:

۲

LT

Filing Date Description

Landlord Tenant Complaint

11/08/2012

Next Cancel

se Details					
ise imber:	LT-12-11-08-3001		Docket Type: Amendm	nent - Amend Complaint	
ise Type:	LT		Status: Pending		
			Details		
tion I			Details		
	hat he/she owns the real p		Property Addresse:		
ne lease is: nd:		Written      Oral     Attached      Lost	Property Address: Street 1	44 ELM STRET	
ommencing or	n:	12/01/2011	Street 2		
or a term of:		<ul> <li>Month To Month</li> </ul>	City/ State/ Zip Code	PHILALDEPHIA PA	19122
		O A Year or More		aracters of the address will appear on	
urpose of lease	e:	<ul> <li>Other</li> <li>Residential</li> <li>Non-Residential</li> </ul>		applicable. For example, Ave for Aven	
tion II					
filing. A copy Plaintiff state	of the license is attached. I s that he/she/it is not requ	iliance with Section 102.1 of the Philadelp ired to have a housing inspection license welling, two family dwelling or a rooming	e because he/she/it is not operati		
	es that he/she/it is in comp cense is attached.	liance with Section 102.8 of the Philadelp	ohia Property Maintenance Code	by having a business privilege licens	e at the time of filing
tion IV					
Premises fit	for stated purpose. O Pre	emises unfit for stated purpose.			
Plaintiff state	es that he/she/it is unaware one or more provisions of th	e of any open notice issued by the Depart	tment of Licenses and Inspection	ns ("Department") alleging that the pro	operty at issue is in
	es that he/she/it is aware o	ne Philadelphia Code. If one or more open notices issued by the	Department alleging that the pro	operty at issue is in violation of any pr	ovision of the
tion V					
Notice to Vac	cate Premises by: 10/01/2	012 📰			
Notice was g	given on: 10/31/20	012			
		012			
) The defenda	ant is in possession of the ant surrendered possessio	property and refuses to surrender posse	ssion of the property.		
) The defenda ) The defenda : <b>tion VII</b> ] Plaintiff dem	ant surrendered possession	property and refuses to surrender posse on of the property on:		er the lease.	
) The defenda ) The defenda :tion VII ] Plaintiff dem ] Plaintiff dem The amount o	ant surrendered possession ands a judgment of posse ands a money judgment in f unpaid rent below and la	property and refuses to surrender posse on of the property on: ession.	on Payment of amounts due und	ast balance Summarize the amou	nts alleged due
) The defenda ) The defenda :tion VII ] Plaintiff dem ] Plaintiff dem The amount o	ant surrendered possessio ands a judgment of posse ands a money judgment ir if unpaid rent below and la reptable.	property and refuses to surrender posse on of the property on: ession. n the amount itemized below based on N	on Payment of amounts due und	ast balance Summarize the amou below.	
) The defenda ) The defenda tion VII ] Plaintiff dem ] Plaintiff dem The amount o due" is unacc Month	ant surrendered possession ands a judgment of posse ands a money judgment in funpaid rent below and la ceptable. Year Rent L	property and refuses to surrender posse on of the property on: ession. In the amount itemized below based on N ate fees alleged due. The first item listed	on Payment of amounts due und d is intended as an example. "Pe	ast balance Summarize the amou below.	\$ 3100.00
) The defenda ) The defenda (ion VII ] Plaintiff dem ] Plaintiff dem The amount o due" is unacc Month JUNE 2012	ant surrendered possession ands a judgment of posse ands a money judgment in funpaid rent below and la ceptable. Year Rent L	property and refuses to surrender posse on of the property on: ession. In the amount itemized below based on N ate fees alleged due. The first item listed ate Fee	on Payment of amounts due und d is intended as an example. "Pe	ast balance Summarize the amou below. Rent Late Fees	\$ 3100.00 \$ 300.00
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Amended Docket Entry - D	ocket Entries					
Case Details						
Case <u>LT-12-11-08-300</u> Number:	1		Docket Type	Amendment - Amen	d Complaint	
Case Type: LT			Status:	Pending		
Case Parties						
Plaintiff Information		Defendant Info	rmation		Defendant Status	
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122		1 THOMAS J 44 ELM ST PHILADELF			Ready for trial	
Docket Preview						
Description	Results/Comments		Filing Party	Docketed Under		Preview
Amend Complaint			JOE FILER	THOMAS JOHNSON JOE FILER (P)	(D1)	Preview
Back Next Cancel					idment is saved, edited by using	

Amended Docket E	intry - Submit to Co	ourt			
Case Details					
Case LT-12- Number:	11-08-3001		Docket Type	e: Amendment - Amend Complaint	:
Case Type: LT			Status:	Pending	
o Service has not been	made. Service charges h	ave not been added.			
Fee Details					
Court Cost:		0.0	00		
State Fee:		0.0	00 If the	e claim is amended after	the service
Automation Fee:		2.2		is printed and sent for s	
Convenience Fee:		0.0		ge for service will be ad	
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Third Party Service Fee:		0.0	00		
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Billing Information					
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<b>JOE FILER</b> 22 MAIN STREET PHILADELPHIA, PA 19	111	Name on Card: Street 1 Street 2 City/State/Zip Code			(First, Middle, Last)
Attorney Comments					
N/A					
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Case Details			
Case Number:	LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint	
Case Type:	LT	Status: Pending Clerk Review	
		sfully submitted to the court, and is now waiting court review. rged to you.	
Review Inv	voices		
		Amendment is now awaiting Court review. A Review Inv	/UIC
iladelphia l	Municipal Court - Case Managem	link is available to print a copy of the invoice if desired.	
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The court will review the Amended Complaint immediately to make sure that is timely filed. Your credit card will not be charged until your Amended Complaint is approved. Email notification from <a href="mailto:mcclaims@courts.phila.gov">mcclaims@courts.phila.gov</a> will be sent once the Amended Complaint has been reviewed. Make sure to add this email address to your address book.

# Private Attorney Entry of Appearance

An attorney must enter an appearance before filing anything on behalf of a party.

Attorney Self Appearance Map		
Private attorneys should use this screen to appeara	nce map themselves to parties in existing cases.	
Case Number: sc1204093001 Got Cancel	Enter the claim number and click the <b>Next</b> button.	
		I

Attorney Self Appearance Map	
Current Information	
Case:	SC-12-04-09-3001 (appearance map in <u>another case)</u>
Attorney:	Bulk Attorney
Note: If an attorney is specified, service type for this address.	or this party will be calculated automatically based on the address of the attorney, regardless of service type selected for
Note: Private attorneys cannot specify opposin	g counsel unless they supply an entry of appearance filed as an exhibit.
Complaint claim Plaintiffs First Plaintiff	Defendants
213 Test St Phila, PA 19131	2345 Test St phila, pa 19148
Map to this party 🔽	Map to this party
	Map to this party box underneath the attorney represents. Click the Save

Current Information	
Case:	SC-12-04-09-3001 (appearance map in another case)
Attorney:	Bulk Attorney
Note: If an attorney is specified, se this address.	rvice type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for
Note: Private attorneys cannot spe	ify opposing counsel unless they supply an entry of appearance filed as an exhibit.
Complaint claim	
Complaint claim Plaintiffs	Defendants
	Defendants First Defendant 2345 Test St phila, pa 19148

## **Review Queues**

### **Review Pending Submission to Court**

Search By Case Number (or Cas		This queue stores all cases t but not submitted to the Cou		eated
lote: Filings not modified for moi	re than 30 days will be	purged!		
3 records found Pending Submission				Defendent(=)
3 records found Pending Submission Case Number/Case ID	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)
3 records found Pending Submission Case Number/Case ID 2395179	Case Type LT	Docket Entry Type Initial Complaint - Landlord Tenant Complaint	Joe Filer	Roger Wilco
3 records found Pending Submission Case Number/Case ID	Case Type	Docket Entry Type		

### **Review Deficiency Returned Items**

earch By Case Number (o	r CaselD):		This que	ue stores all case	es that have	been
	Go!		submitte	d to the Court but	t rejected fo	r correction.
ote: Filings not modified fo	r more thar	30 days will be purged!				
ote: Filings not modified fo records found	r more thar	a 30 days will be purged!				
-	r more thar	1 30 days will be purged!				
records found	C	30 days will be purged! Docket Entry Type	Plaintiff (s)	Defendant(s)	Last Modified By	Returned Reason

## **Review Submitted and Pending Court Approval**

earch By Case Number (or CaseID)	):	Th	is queue stores all ca	ses that have	been
Gol		su	omitted to the Court a	and waiting re-	view.
records found					
laims Returned					
ase Number / Case ID	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time
395180	SC	Initial Complaint - Statement of Claims	Joe Filer	Thomas Doe	12/24/2012 09:15 AM
396064	SC	Initial Complaint - Statement of Claims	JOE FILER	EDWARD DOE	12/24/2012 09:15 AM
T-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
T-12-10-02-3001	LT	Writ - Praecipe of Notice of Intent to Attach Wages	Joe Filer	Fred Smith	
T-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
T-12-10-02-3001	LT	Disposition - Satisfied, Both	Joe Filer	Fred Smith	
T-12-11-08-3001	LT	Disposition - Settled, Discontinued and Ended	JOE FILER	THOMAS JOHNSON	
T-12-11-08-3001	LT	Disposition - Resolved by Judgment by Agreement Remote Attorney	JOE FILER	THOMAS JOHNSON	
T-12-11-08-3001	LT	Amendment - Amend Complaint	JOE FILER	THOMAS JOHNSON	
C-12-04-09-3001	SC	Disposition - Withdrawn without Prejudice	First Plaintiff	First Defendant	
C-12-10-02-3000	SC	Disposition - Garnishee Satisfied	Joe Filer		
C-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
C-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
C-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
C-12-10-02-3000	sc	Petition - Petition to Open Judgment for Defendant by Default	Joe Filer	Fred Smith	
C-12-10-02-3000	SC	Writ - Execution	Joe Filer	Fred Smith	
C-12-10-02-3000	sc	Writ - Execution	Joe Filer	Fred Smith	
C-12-10-02-3000	SC	Writ - Praecipe To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith	
C-12-10-02-3000	sc	Writ - Praecipe To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith	
C-12-10-02-3000	SC	Disposition - Resolved by Judgment by Agreement Remote Attorney	Joe Filer	Fred Smith	
C-12-10-02-3000	sc	Claim - Co-Defendant	Joe Filer	Frieda Smith	11/19/2012 09:15 AM
C-12-11-08-3000	SC	Claim - Counter Claim	JOE FILER	FRED SMITH	12/24/2012 09:15 AM
C-97-12-10-0121	sc	Writ - Writ of Revival	Joe Filer	George Thomson	

## **Review Approved Pending Adjudication**

f preferred, please ent		ate of today and an End Date of t ange to search on.	hree months ahead.			
Search By Case Num Start Date: End Date:	ber (or CaselD): Go!	10/03/2012 01/03/2013		by the Cou	cases that har har and have a	
4 record(s) found Case Number	Case Type	Docket Entry Type		Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room
SC-12-10-02-3000	SC	Initial Complaint - Statement	of Claims	Joe Filer	Fred Smith	11/19/2012 09:15 AM 2
LT-12-10-02-3001	LT	Initial Complaint - Landlord T	enant Complaint	Joe Filer	Fred Smith	10/25/2012 08:45 AM 3
LT-12-10-03-3002	LT	Initial Complaint - Landlord T	enant Complaint	Joe Filer	Roger Wilco	10/25/2012 08:45 AM 3

## **Review Adjudicated**

Attorney - Review Adjudicate	ed			
The default date range reflects an End I If preferred, please enter another date r	Date of today with a Start Date three months pri ange to search on.	or.		
Search By Case Number (or CaseID): Start Date: End Date:	07/03/2012 III 11/1/2012 III	This queue sto hearing and ha		that have been to a osed.
Go!				
1 record(s) found				
Case Number Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room
LT-12-10-02-3001 LT	Initial Complaint - Landlord Tenant Compla	aint Joe Filer	Fred Smith	10/25/2012 08:45 AM 3

# Schedule Private Attorney or Non Attorney Filer Hearings

Schedule Private Attorney or Non Attorney Filer Hearings

# **Schedule Private Attorney or Non Attorney Filer Hearings**

#### **Hearing Type Selection**

Select the type of hearing you would like to schedule.

- <u>Statement of Claim</u>
- Motor Vehicle Statement of Claim
   Landlord Tenant Statement of Claim
- Consumer Purchase, Commercial Paper, or Loans Statement of Claim Landlord Tenant
- Relistment

Select the case type to be scheduled.

-							
2 row Clai	s foun	d					
#		Case ID	View	Case Type	Plaintiff Attorney	Plaintiff(s)	Defendant(s)
1		2395180	View	2395180	JOE FILER	Joe Filer	Thomas Doe(D1)
2		2396064	View	2396064	JOE FILER	JOE FILER	EDWARD DOE(D1)
		Select All					
	ation (	MM/YY): imber:			λ	button.	
Secu ( Digits o		t of your American Express (	or 3 digits on the back o	f your Visa or Master Card			
Secu 4 Digits o	on the front	t of your American Express o mation	or 3 digits on the back o address belov			O Enter a new address:	
Secu 4 Digits o	on the front	toryour American Express ( mation	-	v	ame (as it appears on the card): treet Address:	C Enter a new address:	

180 Statement of Claims Thomas Doe	Case Type	e ID	Defendants	
	Statement of Claims	180	Thomas Doe	
064 Statement of Claims EDWARD DOE	Statement of Claims	064	EDWARD DOE	Invoices will be available for every

# Service Packs

Attorney Service Packs Pending Printing
 Attorney Service Packs Printed Report
# Attorney Service Packs Pending Printing

A service pack will be available for any case with where private service or certified and regular mail service has been chosen.

	ck Print Queue Attorney		
Selected	☆ Case Number ♣	🚹 Defendant Number 🎝	🕆 Hearing Date 🤑
<b>V</b>	SC-12-11-08-3002	<u>1538467</u>	12/24/2012 09:15 AM
	Select All		Choose the service pack to be printed. To
Case Number:	(optional)	Go!	view the service pack, click on the Defendant ID number. Click the <b>Print</b> button to print the pack. Click the <b>Remove</b> <b>From List</b> button to remove the service pack from the queue once it has been printed.

# Attorney Service Packs Printed Report

Date Printed From: 1 Case Number:	0/08/2012	to 11/08/2012	Go! Go!			
L	OE FILER		60:			
Service Pack Pri	nted Repo	rt				
🕆 Case Number	J 🗘	🛛 Defendant Number 🤑	🚹 Hearing Date 🤑	🚹 Zip Code 🤑	🚹 Date Printed 🦊	🕆 Service Made
SC-12-11-08-3002	<u>15</u>	38467	12/24/2012 09:15 AM	19111	11/08/2012 02:35 PM	U
1 to 1 of 1 records are	e displayed.			Once the set	wice nack has hee	n printed
					vice pack has bee	
				and removed	from the Service	Pack
				Damalina Dai	nted queue, it will	ha availahla
				Penaing Pri	nieu queue, it will	
					·	
				on this queue	e to be re-printed in the original printing	f necessary.



### **Billing Report**

Ac	counting	g Report										
Enc Usi Invo Ca:	oice Status:	(or CaseID): r:	10/03/2012 m 10/31/2012 m All v All v									
	ws found. counting	Doport										
#	Invoice Number	Invoice	Date Submitted	Transaction Date	Payment Type	Filing Party		Case Number	Description	Docket Entry Status	Туре	Amount
1	<u>976725</u>	Void	10/03/2012 10:21 AM		Credit Card	Joe Filer	Theresa Cannon	2395181	Initial Complaint - Landlord Tenant Complaint	Pending	n/a	0.00
2	<u>976726</u>	Complete	10/03/2012 10:25 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3002	Initial Complaint - Landlord Tenant Complaint	Approved	CHARGE	105.00
3	<u>976727</u>	Complete	10/03/2012 10:29 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3003	Initial Complaint - Landlord Tenant Complaint	Approved	CHARGE	83.00
То	tal											188.00

The Billing Report tracks the credit card transactions. Searches can be done to show invoices that have been completed, pending and voided.



# **Read Only Hearing List**

Select Criteria Hearing Room	Room 3	~	Month Oc	tober 💌	Year 2012	*	Jump To		5 6 4E 4F 4G 8PC
Previous									Next
				Octob	er 2012				
Mond	ay	Tue	sday	Wedr	nesday		Thursday	Frie	day
	1		2		3		4	1	:
8:45	AM	8:4	5 AM	8:4	5 AM		8:45 AM	8:45	5 AM
Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84]	Rm 3 : LT	[0 of 84]
9:00	АМ	9:00	D AM	9:0	0 AM		12:45 PM	9:00	D AM
Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 45]	Rm 3 : LT	[0 of 4]
12:45	РМ	12:4	15 PM	12:4	15 PM		1:30 PM	12:4	5 PM
Rm 3 : LT	[0 of 45] 🔳	Rm 3 : LT	[0 of 45] 🔳	Rm 3 : LT	[0 of 14] 🔳	Rm 3 : L1	, SC [0 of 5]	Rm 3 : LT	[0 of 45]
1:30	РМ	1:30	0 PM				2.00 PM	1:30	D PM
Rm 3 : LT, SC	[0 of 5] 🗖	Rm 3 : LT, SC	[0 of 5]	Select the	courtroom t	o view.	Select the	Rm 3 : LT, SC	[0 of 5]
2:00	РМ	2:00	О РМ		the year.			2:00	D PM
Rm 3 : LT, SC	[0 of 4]	Rm 3 : LT, SC	[0 of 4]	button. Cli	ck the hear	ng list t	o be viewed.	Rm 3 : LT, SC	[0 of 4]

IT-12-10-02-3001         .andlord Tenant Complaint Joe Filer       PWS       Y       D1- Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS         123 Elm Street       Philadelphia, PA 19122         IT-12-10-03-3002	
andlord Tenant Complaint Los Filer PWS LL D1- Roger Wilco AKA/DBA: AND ALL OTHER OCCUPANTS	
123 Tree Street Philadelphia, PA 19111	
T-12-10-03-3003	
andlord Tenant Complaint Joe Filer PWS U D1- Thomas Taylor, AKA/DBA: AND ALL OTHER. OCCUPANTS 4 Pine Street Philadelphia, PA 19111	

The Icon Legend explains all the various icons that may appear on a hearing list.

con	Title	Description
A	As To Form	This record was flagged As To Form during initiation.
દ	ADA Request	There are exhibits on this case that have an associated ADA request.
E	Exhibit	There's an exhibit on this case that was flagged for review at the hearing.
E	Reviewed Exhibit	There's an exhibit on this case that was flagged for review and has been marked as reviewed.
2	Pending Judicial Review	This icon indicates that a continuance was filed against this case and that it was marked for Judicial Review at the time of the hearing Clicking on the icon will bring you to a screen with the continuance request.
23	Multiple Service Addresses	It looks like there are two defendants listed in this case at two different addresses, but it is actually one defendant who has received service at two different addresses.
	Must Be Tried	The previous disposition for this defendant was a continuance that was marked as "Must Be Tried"
â	Military Service	Flags defendants who are active in the military.
CMS	CMS Record	This record was initiated from the CMS as opposed to electronic filing.
хс	Cross Claim	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ $\rightarrow C$ $A \rightarrow C$ $2.$ Cross Claim $B \rightarrow C$
сс	Counter Claim	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Counter Claim $B \rightarrow A$
SO	Set-Off	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ $2.$ Set-Off $B \rightarrow A$
CD	Co-defendant	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Co-defendant $A \rightarrow C$
AD	Additional Defendant	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Additional Defendant $B \rightarrow C$
RO	Protracted	Hearing is protracted, and occupies more than one slot. Hover over the icon on the hearing list to see how may slots are occupied.
2	Edit Petition Disposition	Description.
	Electronically Filed Continuance Disposition Exists	Description.
•	Enter No Service Disposition	Enter a No Service, Dismissed Without Prejudice disposition. This just means service failed for this defendant.
2	Edit Disposition	Edit a disposition. Specifically, this means vacate an existing entry, and add a new disposition.
P	Petition Disposition Exists	A petition disposition was entered for this defendant through the CMS.
P	Electronically Filed Petition Disposition Exists	An electronically filed petition disposition exists for this defendant.
D	CMS Disposition Exists	A disposition was entered for this defendant through the CMS (that means no document is available to view).
2	Add Petition Disposition	Add a petition disposition (also known as the order) to a defendant.
•	Add Same Petition Disposition for All	Add the same petition disposition (also known as the order) to all defendants.
D/	Add Disposition	Add a disposition for a defendant.
<b>D</b>	Add Same Disposition for All	Enter the same disposition for all defendants in this case.
¢	Incomplete Case	The case number has been reserved, however the party information has not been supplied yet.
>	Express Scan Code	Shows that no Express Scan Code has been linked to this case yet. Clicking on this icon will open a popup which will allow you to line an Express Scan Code.
>	Express Scan Code	Shows that an Express Scan Code has already been linked to this case. Clicking on this icon will open a popup which will allow you t link another Express Scan Code.

# CMS (Case Management System)

Search

#### Search

	_
CMS - Search Screen	
Search tips	
• To search on case number, include the case hype (SC, LT, CE, CR, NU). Examples: LT-62/02-03/0123, SC0410320183.     • To natch people companies, supply a combination first, list, company names.     • The search will provide any matches that contain the search form within the party name. Example: John Smith, Vill match John Smith, Thomas John Smith, or John Smith Inc.     • "S" can be used as a will card whole searching for partial name. Example: John Smith will match John Smith, or John Smith, or John Smith Inc.     • "S" can be used as a will card whole searching for partial name. Example: John Smith, John Smith, or John Smith, or John Smith Inc.     • "S" can be used as a will card whole searching to partial name. Example: John Smith, so John Smith, or John Smith, or John Smith Inc.     • To rome accurate result invest when searching by plantInf or defendant, select a case hype from the dropdown.  Type: Search: Search Internet (or CaseID)     perinding     Search Internet Internet (or CaseID)     perinding	

A search can be done by using a claim number, case ID number, plaintiff name or defendant name.

CMS - Search Screen	CMS - Search Screen							
Search tips								
To search on case number, include the case type (SC, LT, CE, CR, NU). Examples: LT-42-42-43-123, SCA     To match people or companies, supply a combination fist, last, or company names.     The search will provide any matches that contain the search ferm within the party name. Example, SJohn Sm     "%" can be used as a wild card when searching to partial names. Example: %John%Smith% will match Jol     Only the first 10000 matching results will be returned.     For more accurate results when searching the partial names. Example: SJohn%Smith% will match Jol     Conty the first 10000 matching results will be returned.     For more accurate results when searching to plantiff or defendant, select a case type from the dropdown.     Type: Case Number (or Cessil))	ith will match John Smith, Thomas John Smith, or John Smith Inc.							
Case Number Plaintiffs Defendants								
<u>SC-12-10-02-3000</u>	Joe Filer Joe Filer	Fred Smith(D1) Frieda Smith(D2)						
1 to 1 of 1 records are displayed.								

#### Click on the claim number to open the docket

Case Docket View	: SC-12-10-02-3000				
Parties					
Complaint claim					
Joe Filer		Plaintiff	Fred Smith		Defendant #1
		22 MAIN STREET	Ready for trial	44 ELM ST	REET
		Philadelphia, PA 19111		Philadelph	ia, PA 19122
			PNC BANK		Garnishee RKET STREET LPHIA, PA 19107
Default View	Condensed View Reverse View				
Docket Entries					
# Filing Date	Description	Results / Comments		Parties Involved	Action
1 10/02/2012	Statement of Claims	Hearing Scheduled: 11/19/2012 09:15 AM Hearing Ro	om 2	JOE FILER	Filer
		Fee: \$105.00		Joe Filer	P
		Amount at Issue: \$4,500.00 Interviewer Code: 113		Fred Smith	D1 PWS
		Go to Hearing			
2 10/02/2012	Plaintiff Instructions SC	Plaintiff Instructions		JOE FILER	Filer
				Joe Filer	р
				Fred Smith	D1
3 10/02/2012	ADA - ADA Notice	ADA		JOE FILER	Filer
				Joe Filer	Р
				Fred Smith	D1
4 10/02/2012	SC What To Do	Instructions		JOE FILER	Filer
4 10/02/2012	Se what to be	Instructions		Joe Filer	P D
				Fred Smith	D1
5 10/02/2012	Non-Military Affidavit	Non-Military Affidavit - Fred Smith		JOE FILER Joe Filer	Filer
				Fred Smith	D1
6 10/02/2012	Exhibit	CONTRACT		JOE FILER	Filer
				Joe Filer	Р
				Fred Smith	D1
7 11/08/2012	Entry of Appearance	Attorney Bulk Attorney filed an entry of appearance fo	r Joe Filer.	Bulk Attorney	Filer
				Joe Filer	P
Print All Documents	Print Only Pertinent Documents				

# Miscellaneous

- User Preferences
- File Return of Service
- File Notice of Intent to Defend
- Saved Mass Actions
- Enter Satisfaction, SDE, WWP-Single Case
- Enter Satisfaction, SDE, WWP-Bulk
- Enter Garnishee Satisfaction (private attorney)

#### **User Preferences**

User Preferences
Change E-Mail Address Change Password User Preferences is used to change or add email addresses for an account or change a password.

Change Ema	ail Address	
Email Save Cance	jfiler@email.com I	X 🖬

Change Password
Please change your password. You must enter your new password twice to be sure it has been entered correctly. Password Rules Are:
<ul> <li>IS case sensitive: ('joe' is not the same as 'Joe' or 'JOE' ).</li> <li>may NOT be 'password'.</li> <li>may NOT be the same as your user name.</li> <li>may NOT contain spaces or tabs.</li> <li>must be at least 6 digits long.</li> <li>must be less than 21 digits long.</li> <li>should be a combination of numbers and letters.</li> </ul>
New Password Repeat New Password
Update Password

### **File Return of Service**

The <u>File Return of Service</u> queue is used to upload Affidavits of Service for private service and certified mail service. The affidavit MUST be the affidavit that is provided on the <u>Attorney Service Packs Pending Printing</u> queue. Scan the affidavit into the computer and save it as a PDF file. Browse the computer and upload the affidavit. The Defendant ID number is found next to the defendant's name on the affidavit.

ou may	wish to only upload a couple of docur	ments at a time if:			
• The	file size of the documents being uplo	oaded is large. (ie. Files > 200 KB) ow. (ie. Dial-up, Some DSL Packages)			
		ow. (ie. Dial-up, Some DSL Packages)			
ile Ret	urn of Service Case Number	Defendant ID	File (PDF only)	Service Not Made	Comments
ine 1	SC1210023000	123456	Browse		Comments
	LT1210023001	987654	Browse		
		00,001	Browse		
			Browse		
0			Browse		

#### **File Notice of Intent to Defend**

If a Notice to Defend is included with a Small Claims case and it is returned by the defendant. It is responsibility of the attorney or pro-se plaintiff to upload it onto the docket. Scan the Notice to Defend into the computer and save it as a **PDF** file. Browse the computer and upload it. The Defendant ID number is found next to the defendant's name on the Notice to Defend.

• The	ish to only upload a couple of documen ile size of the documents being uploade nternet connection being used is slow. (				
	ce of Intent to Defend	ite. Diarup, office Doc Fachages)			
(tem	Case Number	Defendant ID	File (PDF only)	Comments (to appear on docket)	
1	SC1211083004	365897	Browse		
2			Browse		
3			Browse		
4			Browse		
5			Browse		
6			Browse		
7			Browse		
в			Browse		
9			Browse		
10			Browse		

# Enter Satisfaction, SDE, WWP-Single Case

Disposition (Satisfaction, SDE, or WWP) - Select Case Number Enter Case Number SC1210023000 ×

Enter the claim and click the **Next** button.



Enter the type of disposition. A Satisfaction disposition can be done after a money judgment is entered. Settled Discontinued and Ended and Withdrawn Without Prejudice dispositions can be done before a money judgment has been entered.

Disposition (Satisfac	tion, SDE, or W	WP) - Select Parties				
Case Details						
Case Number:	SC-12-10-02-3000		Docket Type:	Dis	position - Judgment Satisfied	
Case Type:	SC		Status:	Per	iding	
Case Instance 1 (Comp	-					
Involved Joe Filer	Filer	Plaintiff		22 MAIN Philadelph	STREET via, PA 19111	
Involved	Filer	Defendant	#	Address		Status
Fred Sm	ith		1	44 ELM S Philadelph	TREET nia, PA 19122	Ready for trial
Next Cancel			Choose the parties involved and	the fi	ler.	

Disposition - Docke	et Entries						
Case Details							
Case Number:	SC-12-10-02-3000			Docket Type:	Disposition - Judgment Satisfied		
Case Type:	sc			Status:	Pending		
Case Parties							
Plaintiff Information		Defenda	ant Information		Defendant Sta	tus	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	Fred Smith 44 ELM STREET Philadelphia, PA 19122		Ready for trial		
Docket Preview							
Description		Results/Comments	Filing Pa	arty	Docketed Under	Edit	Preview
Judgment Satisfied			JOE FILE	R	Fred Smith (D1) Joe Filer (P)		Preview
Cancel Delete Subn	nt To Court				tton. The disposition s approved by a cour		

# Enter Garnishee Satisfaction (private attorney or non-attorney)

Disposition (Garnishee Satisfaction) - Select Ca Enter Case Number SC1210023000 Kext Cancel		ne claim and clic	k the <b>Next</b>	
New Disposition (Garnishee Satisfaction) - Selec Dissolved Select Type: Galating	Choose to either satisfy attachment.	y or dissolve the		
Disposition (Garnishee Satisfaction) - Select Par Case Details Case Number: <u>SC-12-10-02-3000</u> Case Type: SC	ies		Disposition - Gamishee Satisfied Pending	
Case Instance 1 (Complaint)       Involved     Filer       V     • Joe Filer       Involved     Filer       Defendant       • Fred Smith       Involved     Garnishee       V     PNC BANK	Choose the parties invol	Address 22 MAIN STREET Phildelphia, PA 1 Phildelphia, PA 1 Address 1 44 EW STREET Phildelphia, PA 1 Address 1234 MARKET ST PHILADELPHIA, P Ved and a filer.	19122 REET	Status Ready for trial Status Related Party Fred Smith (D1)
Disposition - Docket Entries Case Details Case Number: <u>SC-12-10-02-3000</u> Case Type: SC			Disposition - Garnishee Satisfied Pending	
Case Parties Plaintif Information Joe Filer 22 MAIN STREET Philodelphia, PA 19111	Defendant / Garnishee Information PRC DAWK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107			Defendant Status
Docket Preview Description Gamishee Satisfied	Results/Comments	Filing Party JOE FILER	Docketed Under PNC BANK (G) Joe Filer (P)	Preview Preview
Cancel Delete Submit To Court	Click on the <b>Submit</b> will appear on the do clerk.			<u> </u>

#### **File Bulk Return of Service**

The bar coded returns of service provided by the court can be uploaded in bulk if scanned as a **TIFF** file. The affidavits must be separated by good service and no service before being scanned and uploaded as one file for good service and one file for no service.

Bulk Return Of Serv	/ice			
File:		Browse		
Service made:	~			
Bar code text (for testing):	Yes			
Upload	No		Browse and attach the file. Use the drop down menu	
			to indicate whether service was made or not. Click the	
			upload the button.	

## **Enter Satisfaction, SDE, WWP-Bulk**

This queue is for attorney use only. It allows an attorney to satisfy, settle or withdraw several cases at one time.

Mass Satisfaction, SDE, or WWP Setup	
Select Disposition Type:	Choose the type of mass action to be performed and
O Satisfaction	click the <b>Next</b> button.
Settled, Discontinued, and Ended	
O Withdrawn Without Prejudice	

Select Cases		Provide a description of the mass action and select the
Description		criteria. The options are by hearing date, case
Description for this mass action	SATISFY JUDGMENT	number, file date, by attorney or by party name. A
By Hearing		docket comment is optional. Please Note: Unlike
Hearing date/time:		previous attorney comments, this comment section does appear on the docket once the mass action is
Hearing Room:	💌	approved by the Court. Click the <b>Next</b> button to save
Non-Standard Hearing Room		the action.
By Case Numbers		
	SC 11-10-25-4654, SC 12-01-0	03-3001, SC 12-02-08-3000
	Separate case numbers with spaces or	commas. Dashes inside case numbers are optional.
By Original File Date		
These fields are required (unless you supply a list of be 90 days or less.	of case numbers). It works best if you selec	t a narrow range of dates of when the cases were initiated. The date range must
Filed between	and and	
By Agency		
Agency		×
By Attorney		
(Current) Attorney Bar ID	054321	
By Party Name		
Party Name		
Docket Comment		
Comment to add to all resulting docket entries (optional)		
Next Cancel		

Mass Action Setup Results

Your request has been saved. It will take five to thirty minutes before your batch is available for you to complete (the cases are being loaded from the database).

Saved Mass Actions

Mas	s Actions List				once the cases h an be viewed an			piled, the	mass	action	-
Sea	rch Criteria										
Star	t Date:	11/06/2012		End Da	ite: 11/1	3/2012					Go!
Mas	s Actions										
ID	Created	Туре	Owner	Status	Description	Pending	Saved	Committed	Error	Action	Log
	11/08/2012 2:09 PM	Mass Satisfaction	Bulk Attorney	Ready For Edit	SATISFY JUDGMENT	1	0	0	0	Edit	View

lass I	ítems						
#	Case #	Туре	Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney	Hearing
1	<u>SC-12-04-09-3001</u>	1. Complaint	First Plaintiff	Bulk Attorney 054321	(DD1) - First Defendant		05/24/2012 01:15 PM 4
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	ive date	11/13/2012					
	ive date t comment	11/13/2012					