

# FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

## COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY



### CIVIL ELECTRONIC FILING SYSTEM

### USER MANUAL

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# 1. INTRODUCTION

This User Manual provides instructions for using the First Judicial District Electronic Filing System (EFS) to file pleadings, legal papers, and documents with the Prothonotary of the Court of Common Pleas of Philadelphia County, to view documents filed beginning in August 2008, and thereafter, in connection with all Court of Common Pleas Civil cases in the system in which you are a party or represent a party, as well as view docket reports. There are three basic requirements to access the EFS: Internet access (cable or dsl recommended over dial-up), any popular browser (MS Internet Explorer, Netscape Navigator, Mozilla Firefox, et al.), **and** Adobe Acrobat or similar program necessary to convert, save and view the electronic pleading from its word processing format (i.e. Word or WordPerfect) to a Portable Document Format (pdf).

**1.1. First Judicial District EFS System Capabilities** – The EFS can be accessed through the First Judicial District of Pennsylvania’s (FJD) website as follows:

**1.1.1.** Access the FJD Web Page at <http://courts.phila.gov> . Click the “On-Line Services” link, and select FJD Electronic Filing System (Orphans’ and Civil) from the drop down list. The FJD **User Log On** screen will display.

**1.1.2.** To view or download the most recent version of the Civil EFS **User Manual**, click that link at the bottom of the User Log On screen.

**1.1.3.** To **Apply for a User Name**, password and PIN which is needed to log on to electronically file pleadings, other legal papers, and documents in all Court of Common Pleas Civil cases, click that link at the bottom of the User Log On screen.

**1.1.4.** If you **Forgot your Password** or User Name, click that link at the bottom of the User Log On screen. You will need to enter your PIN. Your User Name, Password and PIN will be emailed to your registered email address. If you do not remember your PIN, send an email to [efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov) requesting the desired information.

**1.1.5.** To view the **Electronic Filing Tutorial**, which provides a brief overview of the Electronic Filing System, click that link at the bottom of the User Log On screen.

**1.1.6.** The state and local rules of civil procedure which implement electronic filing are also available from links on the User Log On screen. The rules are also attached to this **User Manual as Appendix 1**.

## 1.2. System Requirements

### 1.2.1. Hardware

- 1.2.1.1. Personal computer running a standard operating system such as Microsoft Windows or Macintosh
- 1.2.1.2. Sufficient memory and storage capacity to handle large files
- 1.2.1.3. Internet transmission device such as a cable, dsl lines, or 56k modem. Cable or dsl lines are preferred over modem or dial-up access
- 1.2.1.4. Scanner to convert paper exhibits to digital format for electronic filing to the court *(Use a scanner ONLY if you **cannot** electronically prepare your documents or if your document or exhibit exists only in a hard copy format)*

### 1.2.2. Software

- 1.2.2.1. An internet service provider (ISP) such as Comcast, Verizon, AOL, Netscape, Netzero, MSN, etc.
- 1.2.2.2. A web browser such as Internet Explorer v6.0, Netscape v4.0, Firefox v1.0 or Opera v7, or newest version.
- 1.2.2.3. Software to convert documents from word processing such as Word or WordPerfect to Portable Document Format (pdf). Two of the products available *(not endorsed by this court)* are Adobe Acrobat Standard or Professional 5.0 or higher (<http://www.adobe.com/products/acrobatstd/main.html> ), and PDF995 *(a free download with advertising requirements or without advertising for a nominal fee)* (<http://www.pdf995.com/> ). See Section 1.4 below for further information.

### 1.2.3. User Registration

- 1.2.3.1. Access to the FJD E-Filing system requires a User Name, Password and PIN which are issued by the First Judicial District. See Section 2.2.1 below.

## 1.3. Setting up Portable Document Format (pdf) Software

**1.3.1.** Pa.R.C.P 205.4 requires that legal papers be filed in pdf format. The EFS application does not permit the attachment or submission of documents which are NOT in pdf format. Nonetheless, please view the pdf formatted document before it is efiled to ensure that it appears in its entirety and in the proper form. The file name should not contain any symbols or special characters other than a period.

## 1.4. Saving or Converting Electronic Documents to PDF Format

**1.4.1.** You must save the electronic document to a pdf format before submitting the document to the Clerk's office through the **EFS**. Documents created in some applications, like WordPerfect 9 (and newer versions) can be saved in a pdf format directly from those applications. If you have any questions concerning an application's ability to save a document in a pdf format, contact the software manufacturer.

It may be necessary to convert documents created in other applications, such as Word documents. The conversion process requires Adobe Acrobat full or professional versions, PDF995 or similar applications.

**PLEASE NOTE: DO NOT CREATE A PDF VERSION BY PRINTING THE DOCUMENT AND SCANNING IT.** The electronic document will become much larger and will lose some of the functionality needed to properly process it in the EFS.

### 1.4.1.1. From Word Perfect Version 9

1.4.1.1.1. Open the document in WPD 9.

1.4.1.1.2. From the menu bar, click on **File** and from the drop-down menu select **Publish to PDF**.

1.4.1.1.3. Save the files as a pdf file, giving it a .pdf extension.

1.4.1.1.4. The file is now in Adobe PDF format under the newly designated name. The original document remains in WP9 format with its original file name.

### 1.4.1.2. From PDF995

1.4.1.2.1. **PDF995** installs a printer option in your Print Dialogue Box called "**PDF995**." To create a PDF document from any word processing application, click the *Print* button and choose the **PDF995** printer from the Printer Dialog box (unclick the "Print to File" box if it is checked).

1.4.1.2.2. You will be prompted to name (or rename) the file. Please note the location of the file on your computer or network.

1.4.1.2.3. PDF995 will be automatically launched (pdfEdit995 may be used to configure this option). *As the vendor informs the User, the free version of PDF995 will display sponsor page(s) which you need to click each time you create a file using PDF995. If you would prefer not to see sponsor pages, you may [download](#) a license key for \$9.95.*

### 1.4.1.3. Using Adobe Acrobat

1.4.1.3.1. Adobe Acrobat Standard and Professional versions install a menu line “**Adobe PDF**” on your Word application as well as a printer option in your Print Dialogue Box, also called “**Adobe PDF**”. The Word document can be saved in a pdf format by clicking the *Adobe PDF* Menu line and clicking the “*Convert to Adobe PDF*” option. For other software applications, follow the instructions below.

1.4.1.3.1.1. From any program displaying your attachment or exhibit, click on “**File**” from the menu line of your application.

1.4.1.3.1.2. Click on “**Print**”.

1.4.1.3.1.3. From the Print Dialogue Box, select “**Adobe PDF**” from the printer name field.

1.4.1.3.1.4. Click on the “**Print**” button.

1.4.1.3.1.5. You will need to name your file and select a location to save your file and click on the “**Save**” button. Your file will be converted to PDF format and saved. The original document remains in the original applications’ format with its original file name.

## 2. THE FJD CIVIL ELECTRONIC FILING SYSTEM

### 2.1. First Judicial District's Homepage

– At your computer go to your internet browser available through your Internet Service Provider (ISP). In the



address window at the top of the screen, type in <http://courts.phila.gov> to access the First Judicial District's Website.

### 2.2. FJD Civil Electronic Filing System – On the FJD Home page, *click* on the **On-Line Services** menu, under **Electronic Filing Systems**, click the **Civil, Criminal & Orphans E-Filing (EFS)** link on the drop down menu.

#### 2.2.1. User Log On screen - clicking on the E-Filing link takes you to the FJD EFS User Log On screen.



2.2.1.1. Fill in your Username, Password and Pin and click on the Enter button, or

2.2.1.2. **User Name Application Process.** If this is the first time using the EFS, you need to apply for a Username, Password and PIN. Click on the link **To Apply for User Name.** (See *Image Above*).

2.2.1.3. The first “**Create Username**” screen will ask if you are an attorney licensed to practice in Pennsylvania or a “pro se” individual representing self. Click the appropriate circle to proceed.

2.2.1.3.1. If you are an attorney licensed to practice in Pennsylvania, you will be brought to a screen which requires you to enter your “**PA Attorney Number**” (*Do not include leading zeros*), and your “**Date of Birth**”. If you are a pro se individual representing self, you will be brought to a screen which requires you to enter pertinent information to create a user profile.



Create New User Name

Choose one:



I am an attorney licensed to practice in Pennsylvania.



I am not an attorney. I represent myself in the litigation for which I am requesting a User Name and Password ("PRO SE").



Create New User Name

For security purposes, we need to verify your identification. Please enter the following information.

PA Attorney Number  Leading zeros will be truncated.  
Date of Birth  Day  Month  Year

2.2.1.3.2. If you receive the message “The attorney number and **date of birth did not match our records!**” (See *Image below*) click the link to update your Attorney information.



**Create New User Name**

The attorney number and date of birth did not match our records!

Click the [back](#) button to try again.

To update your Attorney information, [click here](#)

- 2.2.1.3.3. Your email application (i.e. Outlook, hotmail etc.) will open and an email will be pre-addressed to [efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov). Provide the requested information: Name, Attorney ID, Date of Birth, Address, Email Address, Telephone Number and Fax Number. Click **Send**.
- 2.2.1.3.4. Upon receipt of the email, the Office of Judicial Records will update the database and you will be sent an email advising you to return to the **Apply for User Name** screen and continue the User Name application process.
- 2.2.1.3.5. The main “**Create New User Name**” screen requires you to complete all pertinent information and then click the “Submit” button. You will receive electronic confirmation that your request was received and your User Name, Password and PIN will be sent to the email address you provided. (See Full Image on Next Page)



Create New User Name

Please enter all information, then click on "Submit". Your user name, pin number, password and ProSe number (if not an attorney) will be emailed to the email address you entered.

\*Last Name

\*First Name

Middle Initial

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

\*Date of Birth

\*Street Address

\*City

\*State

Zip Code

\*Phone Number   Ext

Fax Number

\*Re-enter Email Address

Additional Email Address 1

Additional Email Address 2

\* Required Fields

I verify that the statements made herein are true and correct, and that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

By clicking "Submit" I request that you issue a username and password which I will use to access the Civil Court Electronic Filing System and agree to comply with all applicable rules.

2.2.1.5. **Spam Filters.** The Password issuance process is fully automated, and upon submission, the following screen will be displayed advising the User that an email will be sent immediately to the registered email address.

Create New User Name

Your request was submitted successfully!

An email containing the username and password was sent to [debbie.dailey@courts.phila.gov](mailto:debbie.dailey@courts.phila.gov)

**IMPORTANT NOTICE!**

Spam Filters. The Password issuance process is fully automated, and an email is generated within minutes of your request for a User Name. This email contains the User Name, Password and PIN. However, we have received numerous calls and emails from Users who have not received their User Name, Password and PIN. Should you not receive an email with your user name information within **30 minutes** of your submission request, the most likely culprit is a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be in your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. Should you be unable to retrieve this email [contact efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov).

**Users who have not received their User Name, Password and PIN. Should**

you not receive an email with your user name information *within 30 minutes* of your submission request, the most likely culprit is a Spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be sent to your “Trash” or similar email folder. Ask your ISP or network administrator to review your spam filters. Should you be unable to retrieve this email contact [efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov).

- 2.2.1.6. The **User Log On** screen also includes a link you can click for assistance if you forgot your Password.
- 2.2.1.7. Once you log on to the EFS, the main menu, or **Electronic Filing History Screen**, will display (See Image below). This screen will display an inventory of all your drafts and electronic filing submissions. You will utilize this screen to keep track of your electronic filings. The “**Welcome**” box will display the username of the party logged into the EFS. (If you are a legal assistant submitting a filing on behalf of an attorney, you should confirm that you are logged in under the correct attorney). In the Welcome box you will also be able to update your profile (contact information) by clicking the “**Update Information**” link. The “Update Information” link is available on every screen in the EFS. The EFS is fully integrated with the FJD’s Civil Case Management System. Therefore, you do not need to notify the court if your contact information changes. When you update your contact information (profile) in the EFS, it is automatically updated in the Case Management System.

The Philadelphia Courts  
Electronic Filing System

July 21, 2008 04:08pm

Welcome!  
Deborah Dailey  
Username: ddailey  
[Update Information](#)

[New Case](#)  
[Existing Case](#)  
[Discovery](#)  
[Hearing](#)  
[Motions](#)

[My Cases](#)  
[Help](#)  
[Log Off](#)

E-Filing Summary  
Pending Approval: 17  
Pending Payment: 45  
Rejected: 6  
Accepted: 69  
Draft: 116

User Accepts/Agrees to  
[Rules/Assessment](#)

CONTACT US

VeriSign Secured

E-File #	Court	Type	Case ID	Status	Created	Ref. No.
<a href="#">08070</a>	CP	DISC	070800223	Pending Approval	01/10/08	
<a href="#">08062</a>	CP	DISC	070600109	Pending Approval	01/10/08	
<a href="#">0804517</a>	CP	COMM	--	Pending Payment, 07/21/08	07/21/08	
<a href="#">0804502</a>	CP	COMM	--	Rejected, 07/21/08	07/21/08	BAI44436
<a href="#">0804475</a>	CP	MOTN	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804474</a>	CP	DISC	080600162	Draft	07/18/08	
<a href="#">0804472</a>	CP	MOTN	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804469</a>	CP	SUBC	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804468</a>	CP	DISC	080500367	Draft	07/18/08	
<a href="#">0804463</a>	CP	COMM	080600164	Filed, 07/18/08	07/18/08	AABCD4323415678743488888888
<a href="#">0804429</a>	CP	COMM	--	Pending Approval, 07/17/08	07/17/08	
<a href="#">0804426</a>	CP	COMM	--	Draft	07/17/08	
<a href="#">0804425</a>	CP	COMM	--	Draft	07/17/08	
<a href="#">0804377</a>	CP	COMM	--	Draft	07/16/08	
<a href="#">0804374</a>	CP	COMM	--	Draft	07/16/08	
<a href="#">0804353</a>	CP	MOTN	080500453	Pending Approval, 07/15/08	07/15/08	
<a href="#">0804352</a>	CP	COMM	--	Draft	07/15/08	
<a href="#">0804241</a>	CP	SUBC	080500453	Pending Approval, 07/10/08	07/10/08	
<a href="#">0804240</a>	CP	SUBC	080500364	Pending Approval, 07/10/08	07/10/08	
<a href="#">0804239</a>	CP	SUBC	080500357	Pending Approval, 07/10/08	07/10/08	

Displayed: 1 to 20 [Next](#) [Last](#)>>

- 2.2.1.8. Below the Welcome box there are various links. The first four links represent the four sections, or departments, of the Prothonotary/Civil Trial Division where you may **submit a filing**. The four links are described below:
- 2.2.1.8.1. **New Case:** Click this link to submit all first filings or civil commencements, including Complaints, Writs of Summons, Petition Actions, and Appeals. You **do not** need to attach a Civil Cover Sheet to this submission as the system will automatically generate a cover sheet, which will contain all the required court stamps and case I.D.
  - 2.2.1.8.2. **Existing Case:** Click this link to submit all second or subsequent pleadings and filings, including Answers to Complaints, Replies, Preliminary Objections, etc.
  - 2.2.1.8.3. **Discovery Hearing Request:** Click this link to submit a Discovery Hearing Request. You do not need to attach a hearing request form to this online submission. You must attach the discovery motion to this filing.
  - 2.2.1.8.4. **Motions:** Click this link to submit all filings pertaining to the Office of Civil Administration, including motions, petitions, answers to motions/petitions, post trial motions and subsequent filings thereto, briefs and memoranda of law, answers to preliminary objections, withdrawals of motions and preliminary objections, affidavits of compliance of a minors' compromise or wrongful death order, etc.
- 2.2.1.9. **Electronic Filing History Information.** The columns displayed under the Electronic Filing History are broken down as follows:
- 2.2.1.9.1. **E-File Number:** The E-File number is a number that is automatically assigned to each filing that is initiated in the EFS. This number is unique to each filing and is required when communicating with the court about your filing and when making payments at the courthouse for your electronic filing.
  - 2.2.1.9.2. **Court:** This column displays the division of the court in which you have submitted a filing, "OC" represents Orphans' Court, and "CP" represents Civil.
  - 2.2.1.9.3. **Type:** This column provides an abbreviation of the type of filing that was submitted, i.e., "DISC" represents a Discovery Hearing Request; "COMM" represents a Civil Commencement or New Case; "MOTN" represents a Motion filing; and, "SUBC" represents a Subsequent or Existing Case filing.
  - 2.2.1.9.4. **Status:** There are five statuses that may be associated with an electronic filing. Each status is described below:

- 2.2.1.9.4.1. **Filings that are “Drafts”** – when the filing of a pleading and/or legal document is started, it is immediately in draft status. A pleading may be started at one time and completed at a later time as the system will maintain the filing until the user is ready to continue with the filing. These items are not part of any official file and are only viewable by you – and should be deleted if you do not plan to efile them. To delete, click the following Document Icon:



- 2.2.1.9.4.2. **Filings that are “Pending Approval”** – the status of a pleading and/or legal document that was submitted to the court **with** payment and is now awaiting review by the Clerk.
- 2.2.1.9.4.3. **Filings that are “Pending Payment”** – the status of a pleading and/or legal document that was submitted to the court **without** payment and will be reviewed only upon receipt of payment.
- 2.2.1.9.4.4. **Filings that are “Rejected”** – the status of a pleading and/or legal document that was submitted to the court and thereafter rejected for a specified reason. A subsequent email is sent to the filer stating the reason for the rejection. These submissions may be “corrected” and re-submitted. (See *Section 2.3.14 below*).
- 2.2.1.9.4.5. **Filings that are “Filed”** – the status of a pleading and/or legal document that was submitted to the court, reviewed, and accepted for filing by the Clerk. Upon acceptance, the filing becomes a part of the court’s case management system.

2.2.1.9.5. **Created:** This indicates the date a filing was initially created, not the date of submission.

2.2.1.9.6. **Personal Reference Number:** This represents the personal case number or client/matter number utilized by the law firm or filing party.

From the **Electronic Filing History** screen you can click on the E-File number and, except for any matter in *Draft* status, you may view the documents that were submitted and/or download and print the documents that were accepted for filing.

## 2.3. How to E-File a *NEW CASE*

**2.3.1. New Case.** To commence an action in the Court of Common Pleas, Trial Division-Civil (i.e., Complaint, Writ of Summons, Petition, or Appeal), you must click the “**New Case**” option in the Welcome box located on the left of the **Electronic Filing History** screen. (See image below)

July 22, 2008 09:02am

**Welcome!**

Deborah Dailey  
 Username: **ddailey**  
[Update Information](#)

[New Case](#)  
[Existing Case](#)  
[Discovery](#)  
[Hearing](#)  
[Motions](#)

[My Cases](#)  
[Help](#)  
[Log Off](#)

**E-Filing Summary**  
 Pending Approval: 17  
 Pending Payment: 45  
 Rejected: 7  
 Accepted: 69  
 Draft: 116

User Accepts/Agrees to [Rules/Agreement](#)

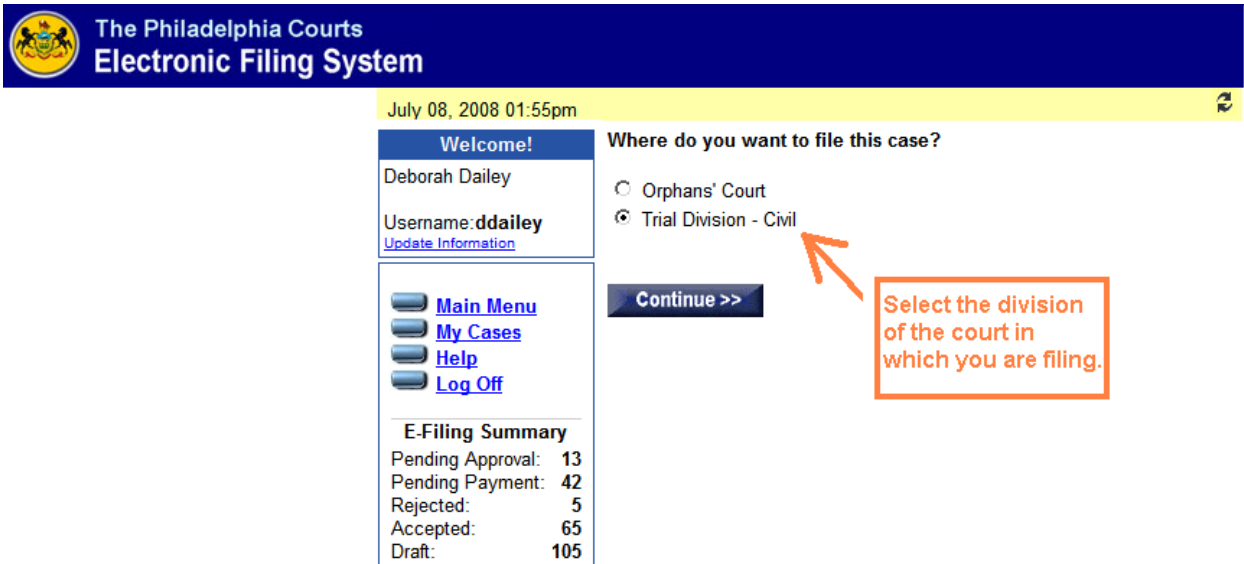
[CONTACT US](#)

**Electronic Filing History**

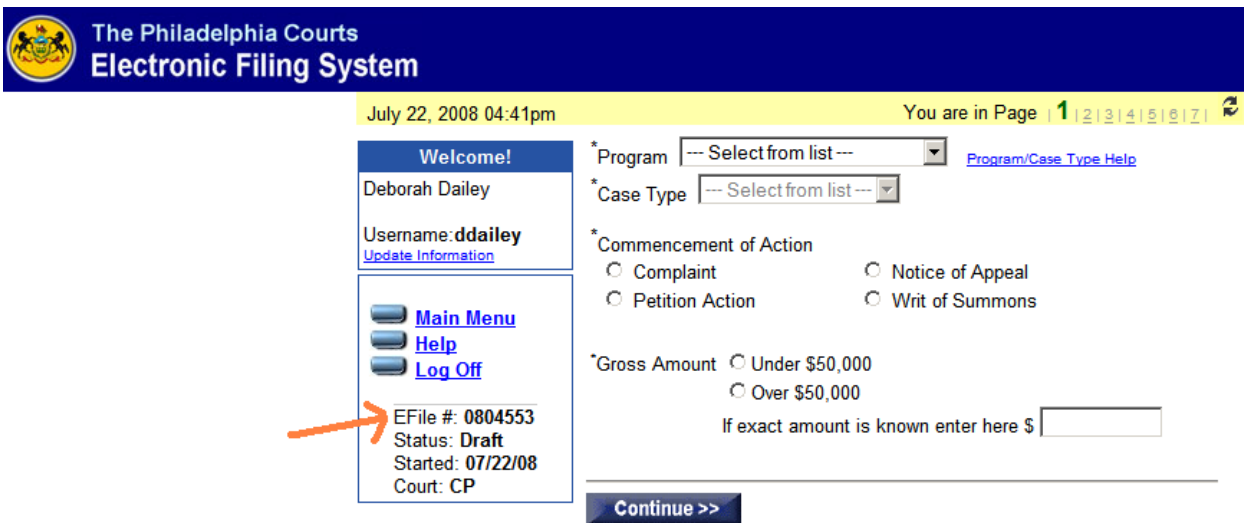
E-File #	Court	Type	Case ID	Status	Created	Ref. No.
<a href="#">08070</a>	CP	DISC	070800223	Pending Approval,	01/10/08	
<a href="#">08062</a>	CP	DISC	070600109	Pending Approval,	01/10/08	
<a href="#">0804528</a>	CP	COMM	--	Rejected, 07/21/08	07/21/08	
<a href="#">0804517</a>	CP	COMM	--	Pending Payment, 07/21/08	07/21/08	
<a href="#">0804502</a>	CP	COMM	--	Pending Approval, 07/21/08	07/21/08	BAI44436
<a href="#">0804475</a>	CP	MOTN	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804474</a>	CP	DISC	080600162	Draft	07/18/08	
<a href="#">0804472</a>	CP	MOTN	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804469</a>	CP	SUBC	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804468</a>	CP	DISC	080500367	Draft	07/18/08	
<a href="#">0804463</a>	CP	COMM	080600164	Filed, 07/18/08	07/18/08	AABCD4323415678743488888888
<a href="#">0804429</a>	CP	COMM	--	Rejected, 07/17/08	07/17/08	
<a href="#">0804426</a>	CP	COMM	--	Draft	07/17/08	
<a href="#">0804425</a>	CP	COMM	--	Draft	07/17/08	
<a href="#">0804377</a>	CP	COMM	--	Draft	07/16/08	
<a href="#">0804374</a>	CP	COMM	--	Draft	07/16/08	
<a href="#">0804353</a>	CP	MOTN	080500453	Pending Approval, 07/15/08	07/15/08	
<a href="#">0804352</a>	CP	COMM	--	Draft	07/15/08	
<a href="#">0804241</a>	CP	SUBC	080500453	Pending Approval, 07/10/08	07/10/08	
<a href="#">0804240</a>	CP	SUBC	080500364	Pending Approval, 07/10/08	07/10/08	

Displayed: 1 to 20 [Next](#) [Last](#)>>

**2.3.1.1** Upon Clicking the **New Case** option, a screen will display where you will select the **division of the court** in which you are commencing your action. Click on the **Trial Division – Civil** button and then click **Continue**. An **E-File number** will automatically generate and will be associated with this filing throughout the life of the case. E-File numbers are unique to each filing submitted in the EFS and will be necessary for communication with the court and for tracking your electronic filing.

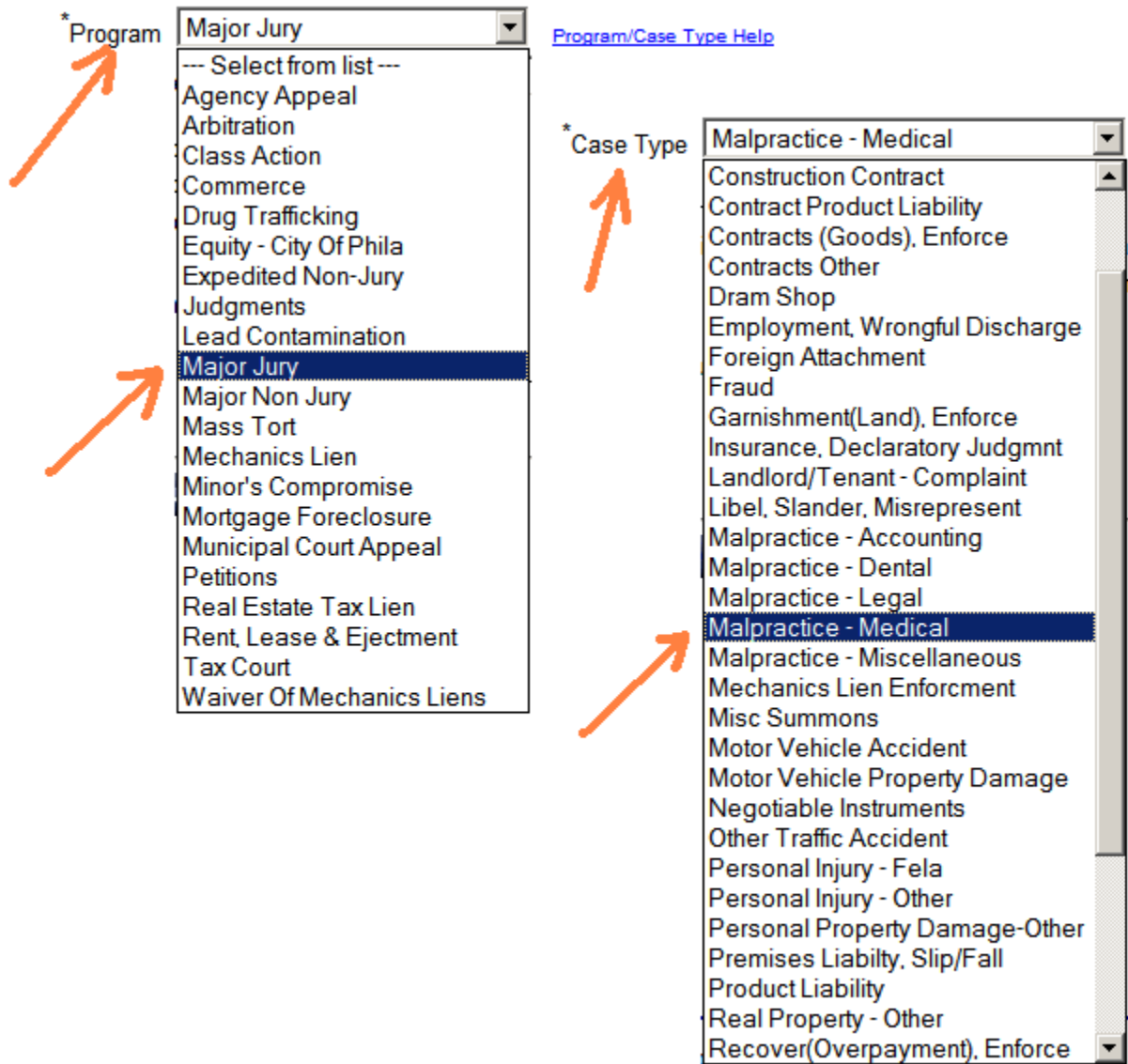


**2.3.2. Entry of Case Information.** The EFS has been programmed to create the **Civil Cover Sheet** automatically based on information entered by the user on the case initiation screens. Please **do not** include a Civil Cover Sheet with your filing. The EFS will automatically generate a Civil Cover Sheet and all appropriate stamps will be applied by the system.



**2.3.3. Program Types and Case Types.** Based on specific criteria relating to a case, actions are commenced in accordance with local practice and procedure. Clicking on the Program pull-down menu will reveal the various programs or court types wherein an action may be commenced, i.e., Arbitration, Commerce, Major Jury, etc. (See image below) A **“Program/Case Type Help”** link is available on this screen. Click the link to display a matrix of all programs and associated case types. A complete list of pull-down menus is included in this manual as Appendix 2.





**2.3.4. Additional Case Information.** The screens have been designed to minimize user error by requiring the filing party to complete each section based on information previously supplied. For example, only those case types which can be filed under a Major Jury action will be available for selection in the Case Type menu. Likewise, a Major Jury action may only be commenced by Complaint or Writ of Summons. Therefore, only those options will be enabled for selection. Again, Major Jury cases must have a gross amount at issue of at least \$50,000, so that option will automatically be filled in by the system. However, the filing party has the ability to enter the exact dollar amount, or sum certain, if it is known at the time of filing. (See Image below). After making all necessary selections, click **Continue**.



Welcome!  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

[Main Menu](#)  
[Help](#)  
[Log Off](#)

EFile #: 0804553  
Status: Draft  
Started: 07/22/08  
Court: CP

\*Program: Major Jury [Program/Case Type Help](#)  
\*Case Type: Malpractice - Medical

\*Commencement of Action  
 Complaint  
 Notice of Appeal  
 Petition Action  
 Writ of Summons

\*Gross Amount  
 Under \$50,000  
 Over \$50,000  
 If exact amount is known enter here \$

[Continue >>](#)

Select the type of pleading.

You will notice that some fields become inactive based on the Program and Case Type selected.

If exact amount or sum certain is known, insert it here.

**2.3.4. Inserting Parties in the case.** On page 2 (See Images below) you will begin entering the parties involved in the action. Notice the note under “Parties” at the top of the screen which informs the filer that he or she is automatically entered as a party to the action and they may proceed by entering all others parties. The “Party Type” pull-down menu will display only those party types relevant to a particular action. After selecting a party type and entering the name and address in the proper fields, you must click the “Add” button in order to add that party to the case. You can continue adding parties until all parties have been entered on the case. Please **do not** use the word “the” before any party name. Additionally, **do not** use any punctuation when entering parties, i.e., comma, apostrophe, period, etc. The only acceptable punctuation marks are hyphens (-) and ampersands (&). Please note the following additional guidelines for inserting party names and addresses:

All words are to be typed out in full; not abbreviated unless it is one of the following standard abbreviations:

CO	-	COMPANY
CORP	-	CORPORATION
INC	-	INCORPORATED
LP	-	LIMITED PARTNERSHIP
NA	-	NATIONAL ASSOCIATION
PHILA	-	PHILADELPHIA
PA	-	PENNSYLVANIA
AVE	-	AVENUE
ST	-	STREET
DR	-	DRIVE
BLVD	-	BOULEVARD
LN	-	LANE
CR	-	CIRCLE

**2.3.5. Entity I.D.** The Entity I.D. field is limited to plaintiffs. Entity I.D.s were established for parties who frequently initiate actions in the Court of Common Pleas of Philadelphia. The filer may find the Entity I.D. functionality to be a useful time-saving tool. Upon entry of the I.D. number, the name and address of the predefined Entity will automatically populate the required fields. If the filer is unsure of the I.D. number, they can search for the number by clicking the “**Entity List**” link. The Entity I.D. option is only valid for plaintiff parties. This option is not available when entering a defendant. (See Image below).

**2.3.6. Alternative Name.** If a party has an alternative name (a/k/a or d/b/a, etc.), click “**Yes**” next to the question, “**Is there an alternative name/AKA-D/B/A, etc.**” You will then be able to list any and all of the alternative names associated with the party. You should only add the alternative name. **Do not** insert the prefix A/K/A or D/B/A, etc. The Case Management System will automatically default the prefix to A/K/A. Furthermore, do not use the word “*the*” before any company name. After entering all parties, click “**Add**” in order to add them to the case.

The Philadelphia Courts  
Electronic Filing System

October 22, 2008 05:27pm You are in Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Welcome!**  
Deborah Dailey  
Username: ddailey2  
[Update Information](#)

[Main Menu](#)  
[Help](#)  
[Log Off](#)

EFile #: 0835624  
Status: Draft  
Started: 10/22/08  
Court: CP

**Parties**  
Filing attorney will be automatically added as a party, please continue adding other parties.

\*Party Type: Defendant

If party is an individual then enter name below.

\*Last Name First Name Middle Suffix<sup>2</sup>

\*if party is a company.  
(Maximum of 80 characters, abbreviate if necessary)  
PENNSYLVANIA STATE HOSPITAL NORTH

\* Required Field. Is there an Alternative Name/AKA/DBA, etc. ?  Yes  No

A.K.A. Last Name	First Name	Middle

If not an individual, enter A.K.A. Entity Name

Pennsylvania Health System

Pennsylvania State Hospital North, Inc.

\*Street Address \*City \*State Zip Code

Country: United States of America

**Only add the alternative name. Do not insert the prefix A/K/A or D/B/A, etc. Do not use the word "the" before any company or corporate name.**

**Welcome!**  
 Deborah Dailey  
 Username: **ddailey2**  
[Update Information](#)

[Main Menu](#)  
[Help](#)  
[Log Off](#)

EFile #: **0843316**  
 Status: **Draft**  
 Started: **11/06/08**  
 Court: **CP**

\* Required Field.

User Accepts/Agrees to  
[Rules/Agreement.](#)

CONTACT US



### Parties

Filing attorney will be automatically added as a party, please continue adding other parties.

\*Party Type

\*Entity ID

**I**   [Entity List](#)

If party is an individual then enter name below.

\*Last Name  First Name  Middle  Suffix<sup>2</sup>

\*if party is a company.

(Maximum of 80 characters, abbreviate if necessary)

Is there an Alternative Name/AKA./DBA, etc. ?  Yes  No

\*Street Address

\*City

\*State

Country

<sup>2</sup>Suffix Name (Example: Jr, Sr, MD, III, PhD etc.)

James R. Smith (Plaintiff)  
 1818 Main Street, Philadelphia, Pa 19102, United States of America

George Bryant (Defendant)  
 2516 E. Dauphin Street, Philadelphia, Pa 19125, United States of Ame

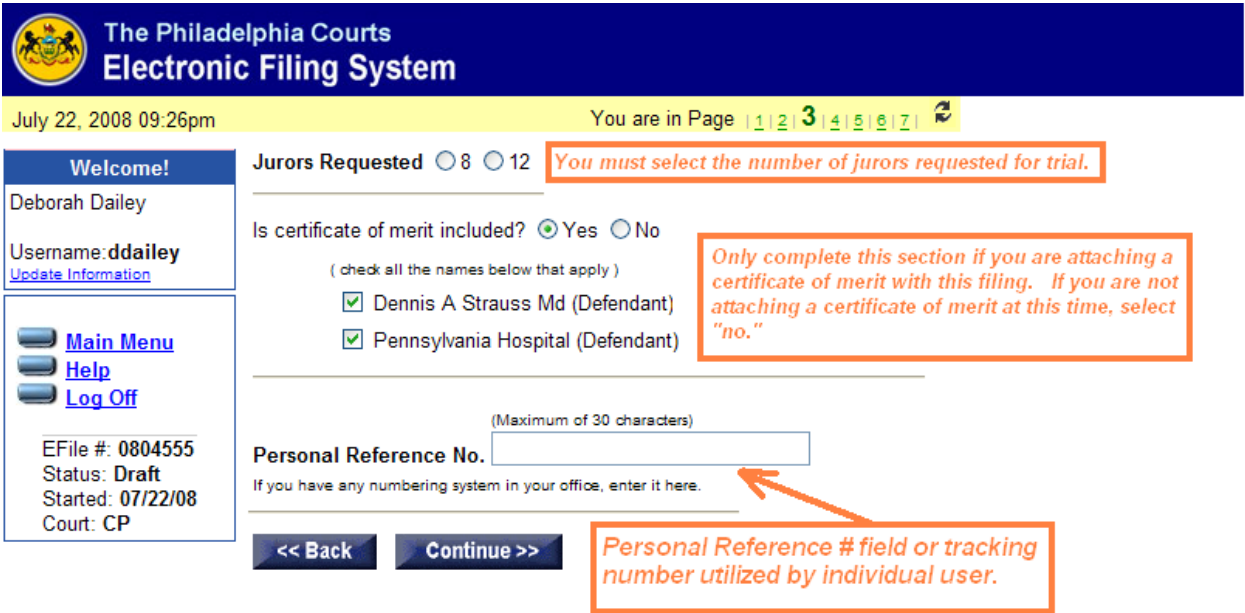
To remove a party, scroll through the list then click on the name and hit the "Delete" button.

**2.3.7.** After entering each party and clicking the **"Add"** button, the parties will display in the **"Number of Parties entered" box**. (See Image above) If a party was entered in error, click on the name of the party as it appears in this box, and then click the **"Delete"** button. The party will be deleted and you may continue adding parties. After entering all parties on the case, click **Continue**.

**2.3.8.** Page 3 of the EFS was specifically designed to act interchangeably with information provided on page 1. For example, professional malpractice cases require a certificate of merit. Therefore, the filing party is asked to advise whether or not they are submitting a certificate of merit at the time of filing the initial complaint and for which defendant the certificate is being

filed. Likewise, in a Major Jury case, the filing party is required to select the number of jurors being requested.

**2.3.9. Personal Reference Number.** The **Personal Reference Number** field is provided solely for the convenience of the user. This number represents the tracking and/or identification number utilized by the individual attorney’s office or law firm and has no impact on the court’s EFS or Case Management System. The Personal Reference Number is a very valuable tool for accounting purposes within the individual law firms as this is the information that will be passed through to certain participating credit card companies. (See Image below)



**2.3.10. Entry of Appearance.** On page 4 the filing attorney has the ability to select which party or parties he or she is representing in this action. The screen also displays the filing party’s contact information. Verify the information is accurate and make any necessary changes by clicking the “**Update Information**” button. (See Image below) If all information is correct, click “Continue.”



Welcome!

Deborah Dailey

Username: **ddailey**  
[Update Information](#)

[Main Menu](#)  
[Help](#)  
[Log Off](#)

EFile #: 0804555  
Status: **Draft**  
Started: 07/22/08  
Court: CP

**\* TO THE PROTHONOTARY:**

Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant:  
( check all the names below that apply )

Joan M Davis (Plaintiff)

---

DEFENDANT(s)

Dennis A Strauss Md (Defendant)

Pennsylvania Hospital (Defendant)<sup>1</sup>

<sup>1</sup>Not individual entities

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

Name of Filing Attorney or Party	DEBORAH DAILEY
Address	395 CITY HALL PHILADELPHIA PA 19107
Phone Number	215-686-3723
Fax Number	215-683-6984
Supreme Court Identification No.	99938
E-Mail Address	debbie.dailey@courts.phila.gov
Alternate E-Mail Address	noemail@courts.phila.gov
Alternate E-Mail Address	
<a href="#">Update Information</a>	

<< Back
Continue >>

**2.3.11. Attaching a Document.** On the “File Attachment” screen, the filing party will begin attaching the appropriate documents for submission to the court. All documents must be in *pdf (portable document format)* format and the **document size** is limited to 3 megabytes (3mb). It is the filing party’s responsibility to split any document larger than 3mb prior to submission. To attach documents for submission to the court, click the **“Browse”** button. This will allow the filing party to access their files on their local drive. After locating the appropriate document for attachment, the user will highlight that document and click “Open.” This will return the user to the **EFS File Attachment screen** where the file name and location will appear in the field to the left of the Browse button. In order to complete the attachment process, the user must click the **“Add File Now”** button located below the Browse field. The attachment will display under the “Current File Attachments” section. (See Image below) After attaching all required documents, click **Continue**.



**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

[Main Menu](#)  
 [Help](#)  
 [Log Off](#)

EFile #: 0804553  
Status: Draft  
Started: 07/22/08  
Court: CP

**\*File Attachment**

Please limit the maximum file size for each document to 3Mb

Choose a file to attach: (must be a PDF file)

Click to browse your local drive and search for your document.

Add file to the list:

[Click here to estimate the file download time](#)

Click "Add file Now" to complete the attachment process.

Current File Attachments:

	File Name	Size
<input type="checkbox"/>	<a href="#">BAXTER COMPLAINT.pdf</a>	8,771 bytes
<input type="checkbox"/>	<a href="#">BAXTER NOTICE TO DEFEND.pdf</a>	7,820 bytes
<input type="checkbox"/>	<a href="#">BAXTER EXHIBIT A.pdf</a>	7,545 bytes
<input type="checkbox"/>	<a href="#">Certificate of Merit.pdf</a>	7,553 bytes
<input type="checkbox"/>	<a href="#">Verification of Plaintiff.pdf</a>	24,560 bytes

Click to delete a document attached in error.

To delete an attachment, check the file you want deleted then click on the delete icon.

A file format created by Adobe®

**NOTE: YOU MUST ATTACH A NOTICE TO DEFEND DOCUMENT TO THIS PLEADING!**

THE SYSTEM WILL AUTOMATICALLY GENERATE A CIVIL COVER SHEET. DO NOT ATTACH A CIVIL COVER SHEET.

Depending on the type of action filed, this screen will alert you to remember specific information.

**2.3.12. Payment of Filing Fees.** At the top of the "Payment" screen you will notice that the system has been keeping track of the requisite filing fees, which are consistent with the Prothonotary Fee Bill. There are three payment options available at commencement.


**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

 [Main Menu](#)  
 [Help](#)  
 [Log Off](#)

EFile #: 0804555  
Status: Draft  
Started: 07/22/08  
Court: CP


Total fee for this filing: \$ 514.70

**Credit Card Payment**

 Please note that the payment will be processed through a secure site

**Walk-in and pay over the counter**

Payment must be made at the following address:



Office of the Prothonotary  
Finance Unit  
Room 282 City Hall  
Philadelphia, PA 19107

**IMPORTANT NOTICE!**  
You have selected the option to walk in and pay over the counter. Your filing will not be accepted by the Court until the proper fee is paid. Failure to pay the requisite filing fee within five (5) business days, will result in the return of your electronic filing and all attachments. Furthermore, your pleading or legal document will be deemed "Filed" on the date of payment at the Court.  
[For instructions on how to get there, click here](#)

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

[<< Back](#)   [Continue >>](#)

**2.3.13. Credit Card Payment.** The preferred method of payment is by Credit Card. The Court will accept four major credit cards: Visa, Mastercard, American Express, and Discover. The Court will be using *VeriSign* to handle the credit **card verification process** through a secured site. It should be noted that the Court will **not** retain any of the cardholder's credit card information in the system. The user will be required to re-enter their credit card information with each new filing.

**2.3.14. Walk in and Pay Over the Counter.** The next method of payment is to "Walk in and Pay Over the Counter." This means that you may submit your filing to the court, but the filing will not be reviewed by the court until the requisite filing fees have been paid within five (5) business days of submission. Failure to make payment within the specific period of time will result in rejection of the pleading and/or legal document.

**2.3.15. In Forma Pauperis.** The last method of payment is by *In Forma Pauperis* (IFP) or without payment of costs. There are two methods to proceed IFP. An attorney representing a party *Pro Bono* and without legal fees, may select the option to proceed *In Forma Pauperis*. Upon making this selection, the system will automatically generate a "Praecipe to Proceed *In Forma Pauperis*" pursuant to the Rules of Civil Procedure. The attorney will then be able to proceed with the filing of the pleading and/or legal document (and subsequent filings) without payment of court







costs. Upon acceptance of the pleading and/or legal document by the Clerk, an automatic docket entry will be entered in the court's Case Management System along with a copy of the Praecipe for review. If a party is proceeding pro se and without legal representation, and they wish to proceed with the action IFP, upon making the selection to proceed IFP, the system will automatically generate a Petition to Proceed In Forma Pauperis after the pro se filing party has completed a questionnaire. When complete, the Petition will be attached to the filing, forwarded electronically to the Motions Program and subsequently assigned to the Administrative Judge for review and disposition. The pro se filing party may proceed with their filing which will be subject to the disposition of the Petition to Proceed *In Forma Pauperis*. After selecting the payment option, click "**Continue.**"

**2.3.16. Final Review Screen.** All of the information entered on the E-Filing screens is captured and displayed on the final review form. The Final Review screen provides an opportunity to review and confirm the information pertaining to your filing, including the file attachments. If paying by credit card, you will enter your credit card information on this screen. All credit card information will be processed through a secure site. For security purposes, no credit card information is stored on the system. You will be required to enter your credit card information with each new filing. Prior to submitting the pleading and/or legal document for filing, you must check the box at the bottom of the screen to acknowledge that all information supplied is true and correct, then click "**Submit.**" (See Image below).

<b>Welcome!</b> Deborah Dailey Username: <b>ddailey</b> <a href="#">Update Information</a>	<b>Final Review</b> All entries provided here are not considered final until the review process has been completed. Read all necessary names, parties and other information for accuracy and click on Submit.
<a href="#">Main Menu</a> <a href="#">Help</a> <a href="#">Log Off</a> EFile #: 0804555 Status: Draft Started: 07/22/08 Court: CP	<input type="button" value="Refresh this page"/> <small>If you went back and made changes, it is important that you refresh this page.</small>
<b>E-Filing # 0804555</b> <span style="float: right;"><b>SUMMARY</b></span> Generated: 07/23/2008 10:00am	
PLAINTIFF'S NAME: <b>JOAN M DAVIS</b>	DEFENDANT'S NAME: <b>DENNIS A STRAUSS MD</b>
PLAINTIFF'S ADDRESS: <b>1445 WALNUT STREET,          PHILADELPHIA PA 19106</b>	DEFENDANT'S ADDRESS: <b>901 SPRUCE STREET,          PHILADELPHIA PA 19106</b>
PLAINTIFF'S NAME: 	DEFENDANT'S NAME: <b>PENNSYLVANIA HOSPITAL<sup>1</sup></b>
PLAINTIFF'S ADDRESS: 	DEFENDANT'S ADDRESS: <b>901 SPRUCE STREET,          PHILADELPHIA PA 19106</b>
NAME OF FILING ATTORNEY OR PARTY: <b>DEBORAH DAILEY</b>	ADDRESS: <b>395 CITY HALL          PHILADELPHIA PA 19107</b>
PHONE NUMBER: <b>215-686-3723</b>	FAX NUMBER: <b>215-683-6984</b>
SUPREME COURT ID. NO.: <b>99938</b>	E-MAIL ADDRESS: <b>debbie.dailey@courts.phila.gov          noemail@courts.phila.gov</b>
ADDITIONAL PARTIES: <a href="#">none entered</a>	
<b>Court Use Only Information</b>	
CROSS REFERENCE: <b>DAV4343455</b>	JURORS REQUESTED: <b>12</b>
IS CERTIFICATE OF MERIT INCLUDED? <b>YES</b> <b>DENNIS A STRAUSS MD (DEFENDANT)</b> <b>PENNSYLVANIA HOSPITAL (DEFENDANT)</b>	

**Payment Information**

**AMOUNT: \$ 514.70 USD**  
(All fields must be entered)

Credit Card Type:    

Visa   
 MasterCard   
 Discover   
 American Express

Name on Card:

Address:

City:

State:  ▼

Zip Code:

Card Number:

Expiration Date:  ▼  ▼

Security Code:

The Security Code is located on the back of your credit card, usually on the strip where you signed your name. It is a 3 or 4 digit number at the end of the credit card number or listed alone.

*I have read the information supplied above and verify that subject to penalties relating to unsworn falsification to authorities, the above information is true and correct.*

Check to acknowledge

<< Back
Submit

### 2.3.16

**Notice of Receipt of E-Filing.** Once the filing has been sent to the court, a confirmation page will display containing details relating to the filing. You will also be able to view the preliminary civil cover sheet by clicking on the appropriate link at the top of the screen. You will be able to track the status of your filing from the Electronic Filing History Screen (or main menu). If you have additional filings you want to submit, click on the link to go back to the main menu.



July 23, 2008 04:54pm



Welcome!

Deborah Dailey

Username: **ddailey**

[Update Information](#)

[Main Menu](#)

[Help](#)

[Log Off](#)

EFile #: **0804553**

Status: **Pending**

Started: **07/22/08**

Court: **CP**

[View Preliminary Cover Sheet](#)

**IMPORTANT NOTICE**

The legal paper you electronically presented for filing has been received by the Prothonotary of Philadelphia County. The following information will assist you in tracking the status of the pleading:

Caption: **BROWN VS JOHNSON**

Date Presented to Prothonotary for Filing  
and Date Deemed Filed: **July 23, 2008 04:54 PM**

Type of Pleading/Legal Paper: **COMPLAINT**

E-File No.: **0804553**

Confirmation No.: **4ACE7335D**

Personal Reference No.: **N/A**

Filing Fee: **\$503.70**

The requisite filing fees will only be charged to your credit card upon acceptance of your legal paper by the Prothonotary. No charge will be posted to your credit card if your legal paper is rejected.

Please be advised that the above legal paper will not be deemed to have been "filed" until it has been reviewed and accepted by the Prothonotary. You will be notified by email when your legal paper has been approved or rejected by the Prothonotary. If you do not receive an approval or rejection email within two (2) business days you may contact the Prothonotary's Office at (215) 686-6671 to determine the status of your electronic filing.

At any time, you may check the status of your electronic filing by logging in to the Electronic Filing Web Site at <http://courts.phila.gov> using the Court-issued User Name and Password.

**2.3.17 Preliminary Civil Cover Sheet.** The EFS has been programmed to replicate the Civil Cover Sheet (See Image below) currently required with each new pleading. The form is completed based on information supplied throughout the E-Filing process. You can view the preliminary cover sheet by clicking on the link located on the confirmation page. As you will note, the E-File tracking number appears in the upper right-hand corner of the preliminary cover sheet. The E-File number is the number to be used in any communication to the court regarding your E-Filing submission. If payment is to be made at the courthouse, you **must** bring this number with you as you will need to refer to it when paying the cashier. If paying by check or money order, you must write the E-File number on the check or money order.

Court of Common Pleas of Philadelphia County  
Trial Division

**Civil Cover Sheet**

		For Prothonotary Use Only (Docket Number)	
		<i>Preliminary Civil Cover Sheet only with the E-Filing number displayed.</i>	
E-Filing Number: 0804555			
PLAINTIFF'S NAME JOAN M. DAVIS	DEFENDANT'S NAME DENNIS A. STRAUSS MD		
PLAINTIFF'S ADDRESS 1445 WALNUT STREET PHILADELPHIA PA 19106	DEFENDANT'S ADDRESS 901 SPRUCE STREET PHILADELPHIA PA 19106		
PLAINTIFF'S NAME	DEFENDANT'S NAME PENNSYLVANIA HOSPITAL		
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS 901 SPRUCE STREET PHILADELPHIA PA 19106		
PLAINTIFF'S NAME	DEFENDANT'S NAME	SAMPLE CIVIL COVER SHEET - THIS IS NOT A REAL CASE	
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS		

**2.3.18 E-Mail Notification of E-Filing.** After submission of your e-filing, you should immediately receive an email notification advising that your legal paper electronically presented for filing has been received by the Prothonotary of Philadelphia County. The e-mail contains pertinent information that will assist you in tracking the status of the pleading. Likewise, upon review of your e-filing by the Clerk, you will receive an E-Mail notification advising that your filing was either accepted or rejected. The e-mail will contain critical details relating to your filing, including the assigned Case I.D. number, the Filing Date and Time, and a link to the time-stamped, electronically filed document(s). (See Image on next page)

Dear Deborah Dailey,

The legal paper you electronically presented for filing has been reviewed by the Prothonotary of Philadelphia County and is deemed filed as noted below.

Caption:

JOHNSON VS BROWN ETAL

Case Number: 080902030

Date Reviewed and Accepted:

November 25, 2008 04:02 pm EDT/DST

Date Presented to the Prothonotary for Filing  
and Date Deemed Filed:

November 25, 2008 01:02 pm EDT/DST

Type of Pleading/Legal Paper:

REPLY TO NEW MATTER

E-File No.: 0854497

Confirmation No.: 4ACDDOF37

Personal Reference No.: RNM of defs.

Filing Fee: \$ 0.00

To retrieve the legal paper filed and any related notice, order or legal paper, log in to the Electronic Filing Web Site at <http://courts.phila.gov> using the Court-issued User Name and Password. You may also go directly to the legal paper/document by copying and pasting the following web address(es) into your browser or by clicking the link(s) below to view the related document(s). Each link represents a separate document filed in connection with this matter. Utilizing the link(s) below will only take you to the actual document. You will not be logged into the court's electronic filing system.

Click to link directly to the electronic document.

Johnson Reply to New Matter.pdf  
[https://fjdefile.phila.gov/efsfjd/zk\\_ealib.open\\_doc?h=y75oezWgrH3FE2Jk](https://fjdefile.phila.gov/efsfjd/zk_ealib.open_doc?h=y75oezWgrH3FE2Jk)

## 2.4. How to E-File in an *EXISTING* CASE:

**2.4.1. Existing Case.** If a Civil Case I.D. has already been assigned to an action, and you are submitting a second filing or subsequent pleading or legal document, you must click the “**Existing Case**” option on the Electronic Filing History screen. All filings that are filed in the Second Filing Unit of the Prothonotary are filed electronically under Existing Case in the EFS. (See Image below)



July 23, 2008 09:53pm



Welcome!  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

- [New Case](#)
- [Existing Case](#)
- [Discovery Hearing](#)
- [Motions](#)
- [My Cases](#)
- [Help](#)
- [Log Off](#)

**E-Filing Summary**  
Pending Approval: 36  
Pending Payment: 28  
Rejected: 7  
Accepted: 73  
Draft: 117



Electronic Filing History						
E-File #	Court	Type	Case ID	Status	Created	Ref. No.
<a href="#">08070</a>	CP	DISC	070800223	Pending Approval,	01/10/08	
<a href="#">08062</a>	CP	DISC	070600109	Pending Approval,	01/10/08	
<a href="#">0804559</a>	CP	SUBC	Not entered	Draft	07/23/08	
<a href="#">0804558</a>	CP	SUBC	080600163	Filed, 07/23/08	07/23/08	
<a href="#">0804556</a>	CP	SUBC	080600164	Filed, 07/23/08	07/23/08	
<a href="#">0804555</a>	CP	COMM	--	Pending Approval, 07/23/08	07/22/08	DAV4343455
<a href="#">0804553</a>	CP	COMM	--	Pending Approval, 07/23/08	07/22/08	
<a href="#">0804541</a>	CP	MOTN	080600164	Pending Payment, 07/22/08	07/22/08	
<a href="#">0804532</a>	CP	MOTN	080500367	Filed, 07/22/08	07/22/08	
<a href="#">0804528</a>	CP	COMM	--	Rejected, 07/21/08	07/21/08	
<a href="#">0804517</a>	CP	COMM	--	Pending Payment, 07/21/08	07/21/08	
<a href="#">0804502</a>	CP	COMM	--	Pending Approval, 07/21/08	07/21/08	BAI44436
<a href="#">0804475</a>	CP	MOTN	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804474</a>	CP	DISC	080600162	Draft	07/18/08	
<a href="#">0804472</a>	CP	MOTN	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804469</a>	CP	SUBC	080600162	Filed, 07/18/08	07/18/08	
<a href="#">0804468</a>	CP	DISC	080500367	Draft	07/18/08	

**2.4.2. Searching for an Existing Case.** There are several ways you can search for an existing case. If you know the Case I.D., enter the nine digit number in the "Civil Court Case Number" field. If you do not know the Case I.D., and you are a party to the case, you can search for the case by clicking on "Search My Cases." This will display an inventory of all cases in which you appear as a party. If you are not a party to the case, click on "Search Dockets" to search for a case by name. (See Image below). On the next several screens you will see how to search on the My Cases screen and the Search Dockets screen.

The Philadelphia Courts  
Electronic Filing System

July 23, 2008 10:05pm You are in Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Welcome!  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

- [Main Menu](#)
- [Help](#)
- [Log Off](#)

EFile #: 0804577  
Status: Draft  
Started: 07/23/08  
Court: CP

**Case Information**  
*For subsequent pleadings/filings only. The case entered here must match an existing case previously commenced. Enter the Case I.D. to proceed with your filing. If you do not know the Case I.D., click on "Search My Cases". This will allow you to conduct a search of your existing cases.*

Civil Court Case Number  
  
(Must be 9 digits, e.g. 080102225)

[Search My Cases](#)  
 [Search Dockets](#)

\* Filing Category   
\* Pleading or Document Filed

**Continue >>**



2.4.2.1. **My Cases Screen.** The “My Cases” screen is a list of cases in which you appear as a party, including all cases filed prior to the commencement of electronic filing. The “My Cases” screen is a very valuable screen which you will utilize for many functions, including searching and managing your inventory, filing, and viewing documents. The capabilities of this screen are detailed below:

2.4.2.1.1. **Searching and Sorting Cases.** The cases on this screen are automatically listed in Descending Order by Case I.D. For Civil cases, you can filter the list by Caption or Court only. **Filtering** by “Caption” will bring back only those cases with the caption identified in the search area. **Filtering** by “Court” will display only Orphans’ Court cases or Trial Division cases. (Note: The “Case I.D. filter is only available in Orphans’ Court). The “**Re-Sort**” field is another way of sorting cases in your inventory. By clicking on the drop-down button, you can select the method by which you want to sort, i.e., “Case I.D. Ascending, Caption Ascending or Descending, etc. (See Image below)

The Philadelphia Courts  
Electronic Filing System

November 25, 2008 04:48pm

Welcome!  
Deborah Dailey  
Username: ddailey

Main Menu  
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\* Required Field.

User Accepts/Agrees to Rules/Agreement.

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**My Cases**

**FILTER**

Caption   
Case ID   
example for OC: 200800123DE  
example for CP: 080100123  
Court -- All --  
Status -- All --  
Submit

**RE - SORT**

Case ID Descending  
Case ID Ascending  
Case ID Descending  
Caption Ascending  
Caption Descending  
Case Type Ascending  
Case Type Descending  
Case Status Ascending  
Case Status Descending

Case ID	Caption	Case Status
<a href="#">081002451</a>	Woodall Vs Fox Etal	Waiting To List Case Mgmt Conf
	Case Type: Motor Vehicle Accident	
	<a href="#">Submit a Motion</a> <a href="#">Submit a Filing</a> <a href="#">Discovery Hearing Request</a>	
<a href="#">081002450</a>	Farrell Vs Santiago Etal	Waiting To List Status Conf
	Case Type: Motor Vehicle Accident	
	<a href="#">Submit a Motion</a> <a href="#">Submit a Filing</a> <a href="#">Discovery Hearing Request</a>	
<a href="#">081001953</a>	D'Aurizio Vs Furey	Praec/Settle Discontinue End
	Case Type: Motor Vehicle Accident	
	<a href="#">Submit a Motion</a> <a href="#">Submit a Filing</a> <a href="#">Discovery Hearing Request</a>	

Click link to view the docket and electronic documents.

Click the links to file in the Motions Program, to submit a filing in Existing Case, or to submit a Discovery Hearing Request.

2.4.2.1.2 **Viewing Civil Dockets and Documents:** By clicking on the case I.D., you will be directed to the Civil Docket for that case. From the Civil Docket you will be able to view the electronic documents available for that case by clicking on the document link located in the related docket entry.

30-MAY-2008 03:24 PM	CIVJ - COMMENCEMENT CIVIL ACTION JURY
<b>Documents:</b>	<a href="#">Final_Cover_CIVJ_2.pdf</a>
<b>Docket Entry:</b>	<i>none.</i>
30-MAY-2008 03:24 PM	CMPLT - COMPLAINT FILED NOTICE GIVEN
<b>Documents:</b>	<a href="#">CMPLT_3.pdf</a>
<b>Docket Entry:</b>	COMPLAINT WITH NOTICE TO DEFEND WITHIN TWENTY
30-MAY-2008 03:24 PM	SSCG2 - SHERIFF'S SURCHARGE 2 DEFTS
<b>Docket Entry:</b>	<i>none.</i>
30-MAY-2008 03:24 PM	JURYT - JURY TRIAL PERFECTED
<b>Docket Entry:</b>	12 JURORS REQUESTED.
30-MAY-2008 03:24 PM	CLWCM - WAITING TO LIST CASE MGMT CONF
<b>Docket Entry:</b>	<i>none.</i>

2.4.2.1.3 **Filing a Document from the “My Cases” Screen.** There are three filing links available on the “My Cases” screen. By clicking one of the links, you will be able to “Submit a Motion” (*all filings for the Motions Program*), “Submit a Filing” (*second or subsequent filing*), or “Submit a Discovery Hearing Request.” After clicking on the appropriate filing link, you will be directed to the appropriate series of e-filing screens in order to submit the selected filing. (See Image below)



<a href="#">080600162</a>	City Of Philadelphia Vs Dixon	Active Case (LC/E5)
	<a href="#">▶ Submit a Motion</a>	<a href="#">▶ Submit a Filing</a>
	<a href="#">▶ Discovery Hearing Request</a>	
<a href="#">080600162</a>	City Of Philadelphia Vs Dixon	Active Case (LC/E5)
	<a href="#">▶ Submit a Motion</a>	<a href="#">▶ Submit a Filing</a>
	<a href="#">▶ Discovery Hearing Request</a>	
<a href="#">080500453</a>	Stone Vs Douglas	Active Case (PT/8P)
	<a href="#">▶ Submit a Motion</a>	<a href="#">▶ Submit a Filing</a>
	<a href="#">▶ Discovery Hearing Request</a>	

Click the links to submit a Motion, Subsequent Filing, or a Discovery Hearing Request.

2.4.2.2. **Searching for a Case using “Search Dockets.”** By clicking on the “Search Dockets” button on page 1 of the “Existing Case” e-filing screen, you will be able to conduct a search for the case by name. (See Image below) Enter the last name or company name and/or the first name (all other information is optional), then click **Submit**.



[Return to E-Filing](#)

**Check for Phonetic Search:**

**Last Name or Company Name:**

**First Name (optional):**

**Middle Name (optional):**

**Beginning Case Filing Date (optional):**  (DD-MON-YYYY)

**Ending Case Filing Date (optional):**  (DD-MON-YYYY)

2.4.2.3. **Filing Category.** After locating the case, you will now continue submitting your filing. On page 1, click on the drop-down button to select the “**Filing Category**,” i.e., Answers, Replies, Discontinuances, Certificates of Merit, etc. These are broad categories for various types of documents. After selecting a category, you will find a list of available pleadings or documents for that category by clicking on the drop-down button under the

“Pleading or Document Filed” field where you can make the appropriate selection. (See Images below)

\* Filing Category --- Select from list ---

\* Pleading or Document Filed --- Select from list ---

- ANSWERS
- APPEAL FROM AWARD OF ARBITRATORS
- BILL OF COST
- BRIEFS/RECORDS FOR STATUTORY APPEALS
- CERTIFICATES OF MERIT
- COMPLAINTS
- DISCONTINUANCES
- ENTRIES/WITHDRAWALS OF APPEARANCE
- INDEXING/RELEASING LIS PENDENS
- JUDGMENT SATISFACTIONS/LIEN RELEASES
- JUDGMENTS
- MISCELLANEOUS FILINGS
- OBJECTIONS AND PRE-REQ. TO SUBPOENA
- PRAECIPES TO ISSUE A RULE
- PRE-TRIAL SUBMISSIONS
- PRELIMINARY OBJECTIONS
- REINSTATE/REISSUE
- REPLIES
- SERVICE AFFIDAVITS
- STIPULATIONS
- STRIKE/VACATE JUDGMENT
- WRITS

Continue >>

\* Filing Category ANSWERS

\* Pleading or Document Filed --- Select from list ---

- Select from list ---
- Amended Answer
- Answer To Complaint
- Answer To Counterclaim
- Answer To Interrogatories In Attachment
- Answer To Writ Of Revival

Continue >>

2.4.2.3.1. After making the appropriate selections, and depending on the filing and pleading categories selected, you may be required to answer additional questions. For example, if you are filing an Answer to a Complaint, you will need to identify the type of Complaint, such as *Plaintiff's Complaint*, *Joinder Complaint*, *Amended Complaint*, etc. (See Image below) Notes have also been applied to this page to direct you to a specific category. After making all appropriate selections on this screen, click Continue.



# The Philadelphia Courts Electronic Filing System

December 11, 2008 10:47am

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## Welcome!

Deborah Dailey

Username: **ddailey2**

[Update Information](#)

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EFile #: **0864652**

Case ID: **080102225**

Status: **Draft**

Started: **12/11/08**

Court: **CP**

\* Required Field.

User Accepts/Agrees to  
[Rules/Agreement](#).

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## Case Information

*For subsequent pleadings/filings only. The case entered here must match an existing case previously commenced. Enter the Case I.D. to proceed with your filing. If you do not know the Case I.D., click on "Search My Cases". This will allow you to conduct a search of your existing cases.*

Civil Court Case Number

[Search My Cases](#)

(Must be 9 digits, e.g. 080102225)

[Search Dockets](#)

**Caption:** In Re: Phila Parking Authority Etal

**Date Filed:** January 18, 2008

**Program:** Petitions

**Case Type:** Miscellaneous Petition

\* Filing Category

\* Pleading or Document Filed

### PLEASE NOTE:

IF YOU ARE ATTEMPTING TO FILE AN ANSWER/REPLY TO NEW MATTER AND/OR CROSSCLAIM, PLEASE SELECT FROM THE ABOVE FILING CATEGORIES THE OPTION "REPLIES" AND SUBMIT YOUR FILING UNDER THAT CATEGORY AND APPROPRIATE DOCUMENT FILING TYPE.



# The Philadelphia Courts Electronic Filing System

December 11, 2008 10:47am

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## Welcome!

Deborah Dailey

Username: **ddailey2**

[Update Information](#)

[Main Menu](#)

[Help](#)

[Log Off](#)

EFile #: **0864652**

Case ID: **080102225**

Status: **Draft**

Started: **12/11/08**

Court: **CP**

\* Required Field.

User Accepts/Agrees to  
[Rules/Agreement](#).

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## Case Information

*For subsequent pleadings/filings only. The case entered here must match an existing case previously commenced. Enter the Case I.D. to proceed with your filing. If you do not know the Case I.D., click on "Search My Cases". This will allow you to conduct a search of your existing cases.*

Civil Court Case Number

[Search My Cases](#)

(Must be 9 digits, e.g. 080102225)

[Search Dockets](#)

**Caption:** In Re: Phila Parking Authority Etal

**Date Filed:** January 18, 2008

**Program:** Petitions

**Case Type:** Miscellaneous Petition

\* Filing Category

\* Pleading or Document Filed

### PLEASE NOTE:

IF YOU ARE ATTEMPTING TO FILE AN ANSWER/REPLY TO NEW MATTER AND/OR CROSSCLAIM, PLEASE SELECT FROM THE ABOVE FILING CATEGORIES THE OPTION "REPLIES" AND SUBMIT YOUR FILING UNDER THAT CATEGORY AND APPROPRIATE DOCUMENT FILING TYPE.

### Type of Complaint

- Plaintiff's Complaint
- Joinder Complaint
- Amended Complaint
- Amended Joinder Complaint

2.4.2.3.2. **Selecting the Filing Party.** On screen 2, you will select the name of the party or parties for whom you are submitting the filing. (See Image below) After selecting all appropriate parties, click **Continue**.

2.4.2.3.3. Screen 3 (See Image below) has been designed to work interchangeably with information provided on pages 1 and 2. Depending on the type of filing, questions will display which are consistent with the filing category and pleading and/or legal document type. For example, if you selected Answer to the Plaintiff's Complaint, you will need to advise the court if the Answer contains New Matter, a Counterclaim, or a Crossclaim.

2.4.2.3.4. **Jury Demand.** The system is asking if you are demanding a jury trial at this time. If you answer yes, you must perfect the jury demand at this time as well. You will automatically be

assessed the jury fee and the docket will reflect this jury perfection at the time of review and acceptance by the Clerk.

**2.4.2.3.5. Personal Reference No.** Please refer to Section 2.3.8. above.

**2.4.2.3.6. Entry of Appearance and Defendant's First Filing.** On screen 4, you will need to advise the court if this is the first filing in connection with this matter that is being submitted on behalf of the party. If you answered yes, then you must select the party for whom an entry of appearance is being submitted. If you have previously entered your appearance on behalf of the party or parties, you **do not** need to do so again.

**2.4.2.3.7. Verify Contact Information.** On this screen you will, again, be able to verify your profile. If all information is correct, click **Continue**. If you need to update any of your information, click **“Update Information.”**

The Philadelphia Courts  
Electronic Filing System

July 24, 2008 05:21pm You are in Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Welcome!  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

[Main Menu](#)  
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EFile #: 0804596  
Case ID: 080500453  
Status: **Draft**  
Started: 07/24/08  
Court: CP

Is this the first filing\* in this matter on behalf of any of the below selected parties?  
\*First filing is defined as the initial pleading filed in connection to the within matter.  
 Yes  No  
Michael Douglas (Respondent)

Select parties for whom you wish to file an Entry of Appearance\*.  
\*NOTE: If you have previously entered your appearance on behalf of any of the below parties, you do not need to do so again.  
( check all the names below that apply )  
 Michael Douglas (Respondent)

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

Name of Filing Attorney or Party	DEBORAH DAILEY
Address	395 CITY HALL PHILADELPHIA PA 19107
Phone Number	215-686-3723
Fax Number	215-683-6984
Supreme Court Identification No.	99938
E-Mail Address	debbie.dailey@courts.phila.gov
Alternate E-Mail Address	noemail@courts.phila.gov
Alternate E-Mail Address	

[Update Information](#)

<< Back    Continue >>

**2.4.2.3.7. Attaching a Document.** Refer to Section 2.3.10. above for instructions on how to attach a document.



**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

[Main Menu](#)  
 [Help](#)  
 [Log Off](#)

---

EFile #: 0804596  
Case ID: 080500453  
Status: Draft  
Started: 07/24/08  
Court: CP

### \*File Attachment

Please limit the maximum file size for each document to 3Mb

Choose a file to attach: (must be a PDF file)

Add file to the list:

 [Click here to estimate the file download time](#)

Current File Attachments:

	File Name	Size
<input type="checkbox"/>	<a href="#">Davis Answer to Complaint of Bruno.pdf</a>	8,224 bytes

To delete an attachment, check the file you want deleted then click on the delete icon.

A file format created by Adobe®

**2.4.2.3.8. Payment of Filing Fees.** You will note that the payment screen now contains the option **“In Forma Pauperis Pending or Previously Granted.”** (See Image on next page) This option is available when filing any type of subsequent pleading or legal document where a fee is required, including motions, discovery hearing requests, and pleadings. This option is only available if a Petition to Proceed *In Forma Pauperis* (IFP) has been filed in the case and is pending a decision by the court, if an order has previously been entered in this case which allows the party to proceed IFP, or an attorney has filed a Praecipe to Proceed IFP in the case. For all other payment options, refer to Sections 2.3.11. through 2.3.14. above. After selecting the appropriate payment option, click **Continue**.



<b>Welcome!</b>	Total fee for this filing: <b>\$ 356.80</b>
Deborah Dailey	<input type="radio"/> <b>Credit Card Payment</b>
Username: <b>ddailey</b> <a href="#">Update Information</a>	<input type="radio"/> <b>Walk-in and pay over the counter</b>
<a href="#">Main Menu</a>	<input type="radio"/> <b>Are you filing In Forma Pauperis and without payment of filing fees?</b>
<a href="#">Help</a>	<input type="radio"/> <b>In Forma Pauperis Pending or Previously Granted</b>
<a href="#">Log Off</a>	
EFile #: <b>0804596</b>	
Case ID: <b>080500453</b>	
Status: <b>Draft</b>	
Started: <b>07/24/08</b>	
Court: <b>CP</b>	

**2.4.2.3.9. Final Review/Summary Screen.** The Final Review or Summary Screen will display all the information you entered on the previous six screens. (See Image on next page) If you elected to pay by credit card, you must enter the credit card information at this time. Refer to Section 2.3.15. above for more details on the final review screen. When you are finished with the review screen, click **Continue**. All information will be sent to the court for processing. Upon receipt by the court, you will be notified by e-mail that your filing has been received for review by the clerk. You can track the status of your filing from the Electronic Filing History screen.

**2.4.2.3.10. E-Mail Notification of E-Filing Other than Original Process.** After submission to the court of an electronic filing, the filer will receive an e-mail notification indicating that the filing has been received by the court and is subject to review. Upon acceptance by the court of an E-Filing other than original process, an e-mail notification will be sent to all parties in the case who are registered users of the EFS. The filer will receive an e-mail notification advising that the filing has been accepted for filing and will provide pertinent information pertaining to the filing, as well as an indication of who was served by the EFS and who was not able to be served by the EFS due to lack of an e-mail address.



**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

[Main Menu](#)  
 [Help](#)  
 [Log Off](#)

---

EFile #: **0804596**  
Case ID: **080500453**  
Status: **Draft**  
Started: **07/24/08**  
Court: **CP**

\* Required Field.

User Accepts/Agrees to  
[Rules/Agreement](#).

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**Final Review**

All entries provided here are not considered final until the review process has been completed. Read all necessary names, parties and other information for accuracy and click on Submit.

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

**E-Filing # 0804596**

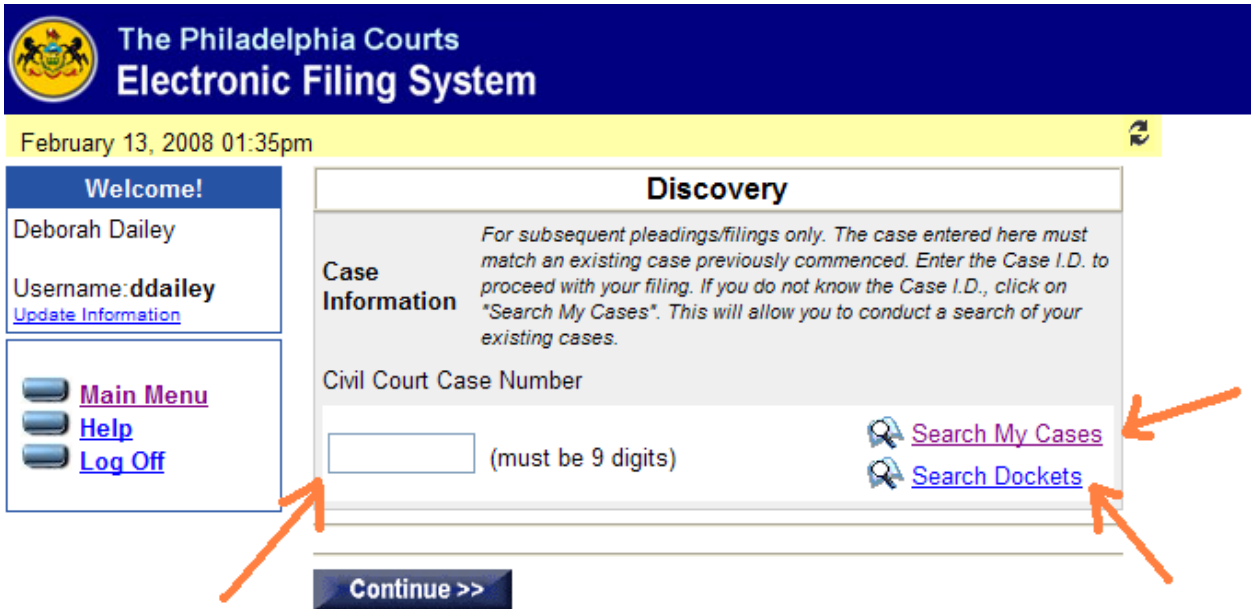
**SUMMARY**

Generated: 07/31/2008 08:51am

CASE ID NUMBER: <b>080500453</b>	FILING CATEGORY: <b>ANSWERS</b>
CAPTION: <b>STONE VS DOUGLAS</b>	
PROGRAM: <b>PETITIONS</b>	
CASE TYPE: <b>APPT ARB/COMPEL ARBITRATION</b>	
PLEADING/DOCUMENT FILED: <b>ANSWER TO COMPLAINT</b>	
FILING SUBMITTED IN BEHALF OF: <b>MICHAEL DOUGLAS (RESPONDENT)</b> <b>Defendants First Filing ( \$131.40 is added )</b>	
TO THE PROTHONOTARY: Kindly enter my appearance on behalf of: <a href="#">none entered</a>	
NAME OF FILING ATTORNEY OR PARTY: <b>DEBORAH DAILEY</b>	ADDRESS: <b>395 CITY HALL</b> <b>PHILADELPHIA PA 19107</b>
PHONE NUMBER:	FAX NUMBER:

- 2.5 How to file a *Discovery Hearing Request*.** After logging in to the EFS, you will be directed to the **Electronic Filing History** screen. From the E-Filing History Screen, you will be able to submit a Discovery Hearing Request by way of the “**My Cases**” screen (See 2.4.2.1. above), the “**Existing Case**” screen (See 2.4.2. above), or by clicking on the “**Discovery Hearing**” button.





2.5.1 Clicking the “**Discovery Hearing**” button will display the search screen. (See Image above) If you know the case I.D. of the matter in which you are filing, you may enter it in the “Civil Court Case Number” field, and click **Continue**. You will be directed to the first page of the **Discovery Hearing Request** form.

2.5.2 If you do not know the case I.D., you may search for the matter by clicking on the “**Search My Cases**” button and scrolling through your inventory of cases, or the “**Search Dockets**” button and conducting a name search. Once you have identified the case from either one of these screens, you will click on the “**Discovery Hearing Request**” link. You will then be directed to the first page of the **Discovery Hearing Request** form.



2.5.3 **Discovery Hearing Request form.** On page 1 of the Discovery form you will begin the process by clicking on the drop-down button next to the “**Type of Discovery Motion**” field. (See Images below) Click on the type

of motion being filed. If you cannot find a motion type for your case, you may click “**Other**” and this will open a free form field where you may enter the specific motion type.

The Philadelphia Courts  
Electronic Filing System

August 02, 2008 08:17:17 PM You are in Page 1 | 2 | 3 | 4 | 5

Welcome!  
Deborah Dailey  
Username: ddailey  
[Update Information](#)

[Main Menu](#)  
[Help](#)  
[Log Off](#)

EFile #: 0804734  
Case ID: 080500364  
Status: Draft  
Started: 08/02/08  
Court: CP

\* Required Field.

User Accepts/Agrees to [Rules/Agreement](#).

CONTACT US

### Discovery

Type of Discovery Motion --- Select from list ---

Program Type ARBITRATION

Arbitration Date 23-JAN-2009 eg: 23-JUN-2007

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

Personal Reference Number

Check the box to the right if the Discovery Request requires emergency attention  [View Discovery Schedule](#)

Court Term and Number 080500364  
Caption HENRY VS CALHOUN

*Immediately upon receipt of the argument date and time, the Discovery Motion(s) must be served upon all counsel and unrepresented parties.*

[Continue >>](#)

### Discovery

Type of Discovery Motion --- Select from list ---

Program Type

Arbitration Date

Personal Reference Number

Check the box to the right if the Discovery Request requires emergency attention

- Select from list ---
- Motion to Compel Request for Production
- Motion to Compel Request for Admissions
- Motion to Compel Deposition
- Motion to Compel Independent Medical Examination
- Motion to Compel Inspection
- Motion to Overrule Objections
- Motion to Quash Subpoena
- Motion to Compel Answers to Interrogatories
- Motion to Compel Answers and Production of Documents
- Motion for Protective Order
- Motion for More Specific Answers to Interrogatories
- Motion for More Specific Answers to Request for Production
- Petition for Issuance of Subpoena
- Petition for Issuance Letters Rogatory
- Motion for Sanctions
- Other

2.5.3.1 **Program Type.** You will note that the program type is automatically inserted by the system. The EFS will automatically insert the **Arbitration Hearing Date** for Arbitration cases or the **Discovery Deadline** date for all other cases, where applicable. In all other cases, the User will be able to insert any applicable discovery deadline, if known. Filing parties

are reminded that the Discovery Hearing Request may be rejected if it is being filed within 45 days of the Arbitration hearing or if the request is being filed beyond the discovery deadline.

**2.5.3.2 Emergency Discovery Hearing Request.** If you are submitting an emergency discovery hearing request, you must click the check box to the right of this option. If you need to view the discovery court schedule, click the “**View Discovery Schedule**” link. Filing parties are reminded that all emergency motions must be submitted before 12:00 noon on the business day immediately preceding the designated hearing day for the specific civil program. The Discovery Hearing Request may be rejected for failure to timely file the emergency motion.

After making all appropriate selections, click **Continue**.

**2.5.3.3 Select the Filing Party.** On page 2 of the Discovery screens you will select the filing party or parties. If the filing party is not a party to the case or is not found on the screen, you may enter the information of the filing party in the indicated field and then click “Add Filer.” (See Image below) After making the appropriate selection(s), click **Continue**.

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Electronic Filing System

August 02, 2008 08:51:45 PM; You are in Page 1 | 2 | 3 | 4 | 5

Welcome!  
Deborah Dailey  
Username: ddailey  
[Update Information](#)

[Main Menu](#)  
[Help](#)  
[Log Off](#)

EFile #: 0804734  
Case ID: 080500364  
Status: Draft  
Started: 08/02/08  
Court: CP

\* Required Field.

User Accepts/Agrees to [Rules/Agreement](#).

[CONTACT US](#)

VeriSign Secured

**Discovery**

**Parties**  
Select the Party you are filing for:

JOHN HENRY (PLAINTIFF)  
 JOHN CALHOUN (DEFENDANT)

If filing party(s) not found above, please enter information of filing party(s) below:

if party is an individual please enter name below  
Last name\* First Name Middle Suffix

if party is a company\*  
(Maximum of 60 characters abbreviate if necessary)

To delete an attachment, check the file you want deleted then click on the delete icon.

<< Back Continue >>

**2.5.3.4 File Attachment.** Refer to Section 2.3.10 above for instructions on how to attach a document. The filing party is required to attach the motion at the time of submitting the Discovery

Hearing Request. Additionally, the filing party is required to bring a copy of the motion to the courtroom on the day of the hearing. After attaching the appropriate document, click **Continue**.

2.5.3.5 **Payment of Filing Fees.** For information and instructions on payment options, please refer to Section 2.4.2.3.7 above. After making the appropriate payment selection, click **Continue**.

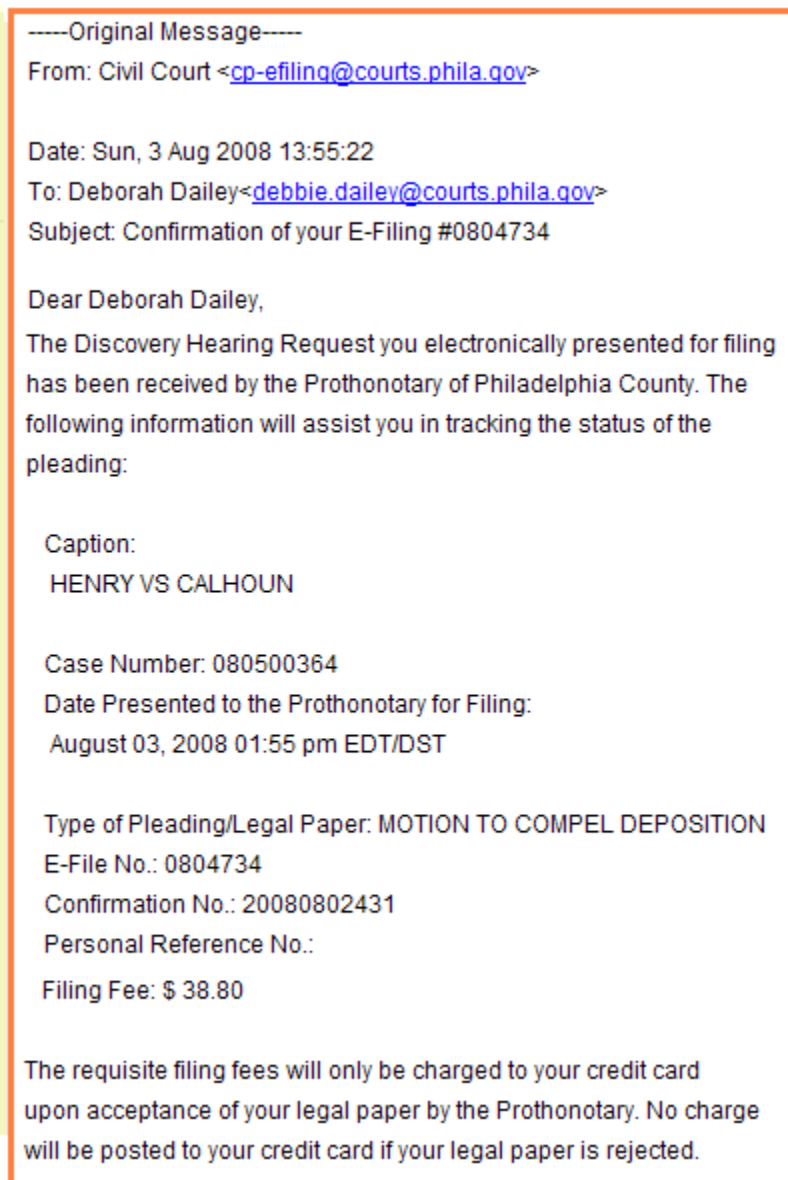
2.5.3.6 **Final Review/Summary Screen.** The Final Review or Summary Screen will display a summary of all the information entered on the first four screens of the Discovery Hearing Request process. The filing party should review all the information is correct, including the User profile. If you elected to pay by credit card, you will enter the credit card information on this screen. When complete, click **Submit**, to submit your filing to the court for processing.

2.5.3.7 **Confirmation of Receipt of Filing.** After submitting the Discovery Hearing Request to the court, and upon receipt by the court of the filing, a confirmation screen will immediately display. (See Image below)

The screenshot shows the Philadelphia Courts Electronic Filing System interface. At the top, there is a blue header with the court logo and the text "The Philadelphia Courts Electronic Filing System". Below the header is a yellow bar displaying the date and time "03-Aug-2008 01:55:37 PM". On the left side, there is a navigation menu with links for "Main Menu", "Help", and "Log Off". Below the menu, the user's filing information is displayed: "EFile #: 0804734", "Case ID: 080500364", "Status: Pending", "Approval Started:", and "Court: CP". A note indicates "\* Required Field." Below this, there is a link for "User Accepts/Agrees to Rules/Agreement." and a "CONTACT US" button. At the bottom left, there is a VeriSign Secured logo. The main content area is a light blue box with the word "CONFIRMATION" in large, bold letters. It contains the following information: "Case ID # 080500364", "E-Filing # 0804734", "Confirmation # 20080802431", "Generated: 03-Aug-2008 01:34:45 PM", "CAPTION: HENRY VS CALHOUN", and "MOTION TYPE: Motion to Compel Deposition". At the bottom of the confirmation box, it states "The Discovery Hearing Request and Attachment have been submitted for review."

2.5.3.8 **E-Mail Notification of E-Filing.** An e-mail notification will immediately be sent to the filing party confirming receipt of the Discovery Hearing Request. The e-mail will contain information that will assist you in tracking the status of the filing. The filing

party should retain this information for their records. (See Image below)



- 2.5.3.9 Review of E-Filing by Clerk.** Upon review of the Discovery Hearing Request, the clerk will immediately schedule a **Discovery Hearing** consistent with the Discovery Court matrix. Thereafter, an email will be generated and sent to all counsel and unrepresented parties with a registered email address in the case advising that a legal paper has been filed and is available for retrieval on the court's website. The email will provide pertinent information, including the date, time, and place of the hearing. The email will contain the name of any party who was not served by the EFS. It is the filing party's responsibility to serve a copy of the discovery motion, along with

the date and time of the scheduled discovery hearing on all parties who were not served by the EFS. (See Images below)

From: Civil Court [cp-efiling@courts.phila.gov]  
To: Dailey, Debbie  
Cc:  
Subject: Acceptance of your E-Filing #0802605

Sent: Sun 8/3/2008 2:33 PM

Dear Deborah Dailey,

The Discovery Hearing Request you electronically presented for filing has been reviewed by the Prothonotary of Philadelphia County and is deemed filed as noted below. To retrieve the legal paper filed and any related notice, order or legal paper, log in to the Electronic Filing Web Site at <http://courts.phila.gov> using the Court-issued User Name and Password. The following information is provided for your records. The following information is provided for your records:

Caption:

HENRY VS CALHOUN

Case Number: 080500364

Date Reviewed and Accepted:

August 3, 2008 02:32 pm EDT/DST

Date Presented to the Prothonotary for Filing  
and Date Deemed Filed:

June 12, 2008 10:43 pm EDT/DST

Type of Pleading/Legal Paper: MOTION TO COMPEL REQUEST FOR PRODUCTION

E-File No.: 0802605

Confirmation No.: 20080600684

Personal Reference No.:

Filing Fee: \$ 38.80

The Discovery Hearing has been scheduled for  
September 4, 2008 at 09:00 am  
City Hall Courtroom 285

As authorized by Pa.R.C.P. No. 205.4(g)(2)(ii), an email message is being sent to the parties or counsel listed below informing them that the above legal paper has been filed and is available together with any related notice, order or legal paper for review and retrieval on the system's website:

JOHN CALHOUN (DEFENDANT)  
- NOT SENT NO EMAIL ON FILE

The above listed counsel and unrepresented parties, where indicated, are deemed to have been served with the above legal paper and any related notice, order or legal paper. The filing party shall serve the legal paper on all other parties as required by Pa.R.C.P.No.440 et seq., and other applicable rules of court.

You are reminded that Pa.R.C.P. No. 205.4 requires that a hard copy of the legal paper you have filed electronically be signed and, as applicable, verified concurrently with the electronic filing of the legal paper, and shall be maintained by you for two (2) years after the later of: (i) the disposition of the case; (ii) the entry of an order resolving the issue raised by the legal paper; or (iii) the disposition by an appellate court of the issue raised by the legal paper.

**2.6 How to E-File a Motion.** After logging in to the EFS, you will be directed to the **Electronic Filing History** screen. From the E-Filing History Screen, you will be able to submit a Motion by way of the **“My Cases”** screen (See 2.4.2.1. above), the **“Existing Case”** screen (See 2.4.2. above), or by clicking on the **“Motions”** button.

2.6.1. Clicking the **“Motions”** button will display the search screen. (See Image below) If you know the case I.D. of the matter in which you are filing, you may enter it in the **“Civil Court Case Number”** field. This will display the full caption of the case below the case I.D. field. If you do not know the case I.D., you can search for the case by clicking on the **“Search My Cases”** button or the **“Search Dockets”** button, and then clicking the appropriate link to submit a motion.

 **The Philadelphia Courts  
Electronic Filing System**

August 03, 2008 03:53pm You are in Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 

**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

 [Main Menu](#)  
 [Help](#)  
 [Log Off](#)

EFile #: **0804800**  
Status: **Draft**  
Started: **08/03/08**  
Court: **CP**

**Case Information**  
*For subsequent pleadings/filings only. The case entered here must match an existing case previously commenced. Enter the Case I.D. to proceed with your filing. If you do not know the Case I.D., click on "Search My Cases". This will allow you to conduct a search of your existing cases.*


Civil Court Case Number  
  
(Must be 9 digits, e.g. 080102225)  [Search My Cases](#)  
 [Search Dockets](#)


\* **Motion Category**  
--- Select from list --- 

\* **Pleading or Document Filed**  --- Select from list --- 




**Continue >>**

- 2.6.2 On the above screen, enter the case I.D. in the **Civil Court Case Number** field, then hit enter on your keyboard. This will display the caption of the case below the case I.D. field, along with the program and case type and date the action was commenced. (See Image below)

 **The Philadelphia Courts  
Electronic Filing System**



August 03, 2008 08:27pm You are in Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 

**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)


 [Main Menu](#)  
 [Help](#)  
 [Log Off](#)

EFile #: **0804810**  
Case ID: **080600215**  
Status: **Draft**  
Started: **08/03/08**  
Court: **CP**

**Case Information**  
*For subsequent pleadings/filings only. The case entered here must match an existing case previously commenced. Enter the Case I.D. to proceed with your filing. If you do not know the Case I.D., click on "Search My Cases". This will allow you to conduct a search of your existing cases.*

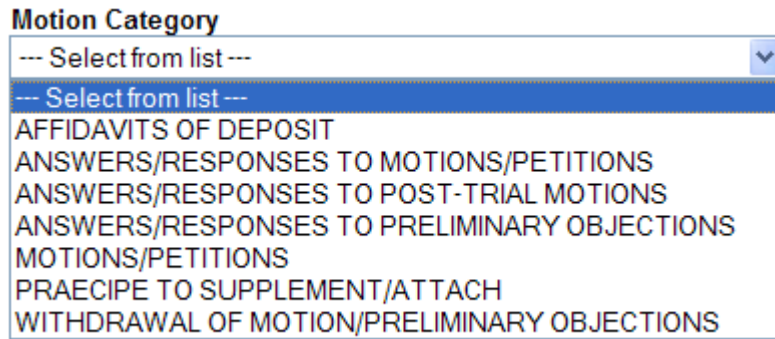
Civil Court Case Number  
  
(Must be 9 digits, e.g. 080102225)  [Search My Cases](#)  
 [Search Dockets](#)

**Caption:** Davis Vs Pennsylvania Hospital Etal  
**Date Filed:** July 23, 2008  
**Program:** Major Jury  
**Case Type:** Malpractice - Medical

\* **Motion Category**  
--- Select from list ---   
--- Select from list ---  
AFFIDAVITS OF DEPOSIT  
ANSWERS/RESPONSES TO MOTIONS/PETITIONS  
ANSWERS/RESPONSES TO POST-TRIAL MOTIONS  
ANSWERS/RESPONSES TO PRELIMINARY OBJECTIONS  
MOTIONS/PETITIONS  
PRAECIPE TO SUPPLEMENT/ATTACH  
WITHDRAWAL OF MOTION/PRELIMINARY OBJECTIONS



2.6.3 **Motion Category.** Click on the drop-down menu under “Motion Category” for a list of available filings for the Civil Motions Program. The filings include Affidavits of Deposit for Minor’s Compromise and Wrongful Death actions, Answers/Responses to Motions and Petitions, Answers/Responses to Post-Trial Motions, Answers/Responses to Preliminary Objections, Motions and Petitions, Praecipes to Supplement and/or Attach, and Withdrawals of Motions/Preliminary Objections. (See Image below) Click on the type of filing.



2.6.4. **Pleading or Document Filed.** The Pleading or Document Filed field will display the available filing types for the selected category. See the image below for a list of available filings for each category. After making the appropriate selections, click **Continue**.

\* Motion Category  
AFFIDAVITS OF DEPOSIT

\* Pleading or Document Filed  
--- Select from list ---  
--- Select from list ---  
Affidavit Of Deposit In Re: Minor's Compromise  
Affidavit Of Deposit In Re: Wrongful Death Settlement

\* Motion Category  
ANSWERS/RESPONSES TO MOTIONS/PETITIONS

\* Pleading or Document Filed  
--- Select from list ---  
--- Select from list ---  
Answer/Response In Opposition To Motion/Petition  
Brief In Support/Opposition Of Motion/Petition  
Joinder To Motion/Petition  
Memorandum In Support/Opposition To Motion/Petition  
Reply In Support/Opposition To Motion/Petition

\* Motion Category  
ANSWERS/RESPONSES TO POST-TRIAL MOTIONS

\* Pleading or Document Filed  
--- Select from list ---  
--- Select from list ---  
Answer/Response In Opposition To Post-Trial Motion  
Brief In Support/Opposition Of Post-Trial Motion  
Joinder To Post-Trial Motion  
Memorandum In Support/Opposition To Post-Trial Motion  
Reply In Support/Opposition To Post-Trial Motion

\* Motion Category  
ANSWERS/RESPONSES TO PRELIMINARY OBJECTIONS

\* Pleading or Document Filed  
--- Select from list ---  
--- Select from list ---  
Answer/Response In Opposition To Preliminary Objections  
Brief In Support/Opposition Of Preliminary Objections  
Joinder To Preliminary Objections  
Memorandum In Support/Opposition To Preliminary Objections  
Reply In Support/Opposition To Preliminary Objections

\* Motion Category  
MOTIONS/PETITIONS

\* Pleading or Document Filed  
--- Select from list ---  
*The Motions/Petitions List is too long to display. Click on the drop-down button for a detailed list. Scroll through the list for the desired motion/petition.*

\* Motion Category  
PRAECIPE TO SUPPLEMENT/ATTACH

\* Pleading or Document Filed Praecipe To Supplement/Attach

\* Motion Category  
WITHDRAWAL OF MOTION/PRELIMINARY OBJECTIONS

\* Pleading or Document Filed  
--- Select from list ---  
--- Select from list ---  
Withdrawal Of Motion/Petition  
Withdrawal Of Preliminary Objections

2.6.5. **Selecting the Filing Party.** On page 2 of the motions process you will select the name of the party or parties submitting the filing. Check the box next to the name of the party or parties and then click **Continue**. If the filing party is not a party to the action, you may enter the information of the filing party in the indicated field and then click “**Add.**” (See Image below) After you have made all appropriate selections, click **Continue**.

August 04, 2008 07:18am You are in Page | 1 | **2** | 3 | 4 | 5 | 6 | 7 | 8

**Welcome!**

Deborah Dailey

Username: **ddailey**  
[Update Information](#)

[Main Menu](#)  
 [Help](#)  
 [Log Off](#)

EFile #: **0804824**  
Case ID: **080600215**  
Status: **Draft**  
Started: **08/04/08**  
Court: **CP**

**Parties**

Select the party you are filing for:

Joan M Davis (Plaintiff)

Dennis A Strauss (Defendant)

Pennsylvania Hospital (Defendant)<sup>1</sup> <sup>1</sup>Not individual entities

---

**If filing party(s) is not party to action:**  
Please enter information of filing party(s) below.  
(click add after each entry)

If party is an individual then enter name below.

*Last Name	First Name	Middle	Suffix <sup>2</sup>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

If party is a company.  
(Maximum of 80 characters, abbreviate if necessary)


<sup>2</sup>Suffix Name (Example: Jr, Sr, MD, III, PhD etc.)

-- Number of Parties entered: 0 --


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

---




2.6.6. **Motion/Petition Cover Sheet.** The filing party is no longer required to attach a Motion/Petition Cover Sheet to motions and petitions. Based on answers entered on page 3 of the motions process, a cover sheet will be automatically generated by the system. (See Image below) The EFS will automatically generate a Control Number for all motions filings, with the exception of answers and responses, affidavits of deposit, praecipes, and withdrawals. After responding to each question, click **Continue**.



The Philadelphia Courts  
Electronic Filing System

August 04, 2008 07:27am You are in Page | 1 | 2 | **3** | 4 | 5 | 6 | 7 | 

**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

 [Main Menu](#)  
 [Help](#)  
 [Log Off](#)

EFile #: 0804824  
Case ID: 080600215  
Status: Draft  
Started: 08/04/08  
Court: CP

Has another petition/motion been decided in this case?  Yes  No

Is another petition/motion pending?  Yes  No

If the answer to either question is yes, you must identify the judge(s):  
Fox

What is the applicable Petition/Motion deadline? 12/15/2008

Has the deadline been previously extended by the Court?  Yes  No

(Maximum of 30 characters)  
Personal Reference No.

If you have any numbering system in your office, enter it here.

[<< Back](#) [Continue >>](#)

- 2.6.7. **Update Information Screen.** An email will be generated to the filing party advising that the e filing was received by the court. You should take the time to review and update any information, including email addresses. If all information is correct, click **Continue**.



The Philadelphia Courts  
Electronic Filing System

July 31, 2008 11:31pm You are in Page | 1 | 2 | 3 | **4** | 5 | 6 | 7 | 

**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)

 [Main Menu](#)  
 [Help](#)  
 [Log Off](#)

EFile #: 0804716  
Case ID: 080600225  
Status: Draft  
Started: 07/31/08  
Court: CP

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

Name of Filing Attorney or Party	DEBORAH DAILEY
Address	395 CITY HALL PHILADELPHIA PA 19107
Phone Number	215-686-3723
Fax Number	215-683-6984
Supreme Court Identification No.	99938
E-Mail Address	debbie.dailey@courts.phila.gov
Alternate E-Mail Address	noemail@courts.phila.gov
Alternate E-Mail Address	

[Update Information](#)

[<< Back](#) [Continue >>](#)

- 2.6.8 **Attaching a Document.** Refer to Section 2.3.10 above for instructions on how to attach a document. The filing party is reminded that the motion package must be in compliance with Phila. R. Civ. P. \*206.1 and \*208.3. Failure to include the required legal papers may result in the rejection of

your filing or dismissal by the court. Until such time as the court deems otherwise, the filing party is required to attach all documents and exhibits to the motion and/or petition pursuant to Phila. R. Civ. P. \*208.3(b)(2)(E). After attaching the appropriate document, click **Continue**.

**Welcome!**  
Deborah Dailey  
Username: **ddailey**  
[Update Information](#)


[Main Menu](#)  
[Help](#)  
[Log Off](#)

EFile #: 0804810  
Case ID: 080600215  
Status: Draft  
Started: 08/03/08  
Court: CP

\* Required Field.

[User Accepts/Agrees to Rules/Agreement](#)

**CONTACT US**



**\*File Attachment**  
Please limit the maximum file size for each document to 3Mb


Choose a file to attach: (must be a PDF file)


Add file to the list:

 [Click here to estimate the file download time](#)

Current File Attachments:

	File Name	Size
		

To delete an attachment, check the file you want deleted then click on the delete icon.

 A file format created by Adobe®

**Pursuant to Phila.Civ.R. \*206.1 and \*208.3, the following components are required:**

- Petition/Motion signed/verified by moving party
- Proposed Order, which shall contain no reference to the attorney proposing same (Phila Civ.R. \*208.3(b)(3)(ii))
- Proposed Rule (if appropriate)
- Memorandum of Law as provided in Phila.Civ.R.\*208.2 (c) and \*210 (if appropriate)

2.6.9 **Payment of Filing Fees.** For information and instructions on payment options, please refer to Section 2.4.2.3.7 above. After making the appropriate payment selection, click **Continue**.

2.6.10 **Final Review/Summary Screen.** The Final Review or Summary Screen will display a summary of all the information entered on the first six screens of the Motions process. The filing party should review that all the information is correct, including the user profile. If you elected to pay by credit card, you will enter the credit card information on this screen. When complete, click **Submit**, to submit your filing to the court for processing.

2.6.11 **Confirmation Screen.** After submitting your motion filing to the court for review, you will immediately receive a confirmation screen that will contain information relating to your filing. (See Image below).



# The Philadelphia Courts Electronic Filing System

September 11, 2008 09:34pm



## Welcome!

Deborah Dailey

Username: **ddailey**

[Update Information](#)

- [Main Menu](#)
- [Help](#)
- [Log Off](#)

EFile #: **0804989**  
 Case ID: **080600254**  
 Status: **Pending**  
 Started: **09/11/08**  
 Court: **CP**

\* Required Field.

User Accepts/Agrees to  
[Rules/Agreement](#)

CONTACT US



## IMPORTANT NOTICE

The legal paper you electronically presented for filing has been received by the Prothonotary of Philadelphia County. The following information will assist you in tracking the status of the pleading:

Caption: **CALLOWAY ETAL VS PENNSYLVANIA STATE HOSPITAL NORTH**

Date Presented to Prothonotary for Filing: **September 11, 2008 09:34 PM**

Type of Pleading/Legal Paper: **MOTION FOR JUDGMENT NON PROS**

E-File No.: **0804989**

Confirmation No.: **4ACEA419C**

Personal Reference No.: **N/A**

Filing Fee: **\$38.80**

You have selected to pay in person. THE TOTAL FEE DUE IS: \$38.80. You must bring this Notice with you. If paying by check, you MUST write the above E-File Number on your check. The payment options available at the Court are cash, credit card, money order, and business check made payable to the Prothonotary. No personal checks will be accepted. Our office is located at:

The Prothonotary of Philadelphia County  
Finance Unit  
Room 282, City Hall  
Philadelphia, PA 19107

2.6.12. **Electronic Notification of E-Filing.** You will also receive an e-mail from the court advising that the legal document electronically submitted has been received by the Prothonotary of Philadelphia County. (See Image below) The information contained in this e-mail will assist you in tracking the status of your filing. It is recommended that you retain this information for your records.

From: Civil Court [cp-e filing@courts.phila.gov]  
To: Dailey, Debbie  
Cc:  
Subject: Confirmation of your E-Filing #0804989

Sent: Thu 9/11/2008 9:33 PM

Dear Deborah Dailey,

The legal paper you electronically presented for filing has been received by the Prothonotary of Philadelphia County. The following information will assist you in tracking the status of the pleading:

Caption:  
CALLOWAY ETAL VS PENNSYLVANIA STATE HOSPITAL NORTH

Case Number: 080600254  
Date Presented to the Prothonotary for Filing:  
September 11, 2008 09:34 pm EDT/DST

Type of Pleading/Legal Paper:  
MOTION FOR JUDGMENT NON PROS

E-File No.: 0804989  
Confirmation No.: 4ACEA419C  
Personal Reference No.:

You have selected to pay in person. THE TOTAL FEE IS: \$ 38.80.

You must bring this Notice with you. If paying by check, you MUST write the above E-File Number on your check. The payment options available at the Court are cash, credit card, money order, and business check made payable to the Prothonotary. No personal checks will be accepted.

Our office is located at:  
The Prothonotary of Philadelphia County  
Finance Unit

**2.6.13. Acceptance of E-Filing.** Upon review and acceptance of your motion filing, you will be notified by e-mail that your filing has been accepted by the court. The e-mail notification will contain important information pertaining to your filing including, but not limited to, the Control Number, Response Date, E-File Number, and Filing Fees Paid. The e-mail will also contain the names of all parties and will indicate whether or not they were served by the system. Pursuant to the rules of civil procedure, the filing party is responsible for service upon all parties who were unable to be served by the system.

**2.6.14. Rejection of E-Filing.** If rejected, the e-mail from the Clerk will indicate the reason(s) for the rejection. ***You do not need to re-create the filing process to re-submit a rejected pleading.***

**Welcome!**

Deborah Dailey

Username: **ddailey**[Update Information](#) [Main Menu](#) [Help](#) [Log Off](#)

EFile #: **0804935**  
 Case ID: **080600215**  
 Status: **Rejected**  
 Started: **08/26/08**  
 Court: **CP**  
 Fee: **\$ 0.00**

\* Required Field.

User Accepts/Agrees to  
[Rules/Agreement.](#)

 **CONTACT US****Rejected**

**Your legal paper or pleading is rejected because of the following reasons:**

- 1. Completed Petition/Motion Cover Sheet as Provided in Phila. Civ. R. \*205.2(b)(2)
- 2. Petition/Motion signed/verified by moving party.
- 3. Proposed Order, which shall contain no reference to the attorney proposing same (Phila.Civ. R. \*208.3(b)(3)(ii) .
- 4. Proposed Rule (if appropriate).
- 5. Memorandum of Law as provided in Phila. Civ. R. \*208.2 (c) and \*210.
- 6. Checklist for Minors' Compromise or Wrongful Death/Survival Actions;
- 7. Petition/Motion Cover Sheet containing the Motion Control Number of the Corresponding Motion/Petition;
- 8. Proposed Order, which shall contain no reference to the attorney proposing same (Phila.Civ.R. \*208(b)(3)(ii));
- 9. Memorandum of Law;
- 10. Other

**Documents**[Crawley Petition to Compel Medical Exam.pdf](#)

&lt;&lt; Back

Continue &gt;&gt;



Login to the EFS and click on the E-File Number of the rejected filing. This will display the Rejected screen which will contain the reason(s) for the rejection. Click the “**Continue**” button at the bottom of the rejection page and then make the appropriate changes and resubmit the filing.

**If you have any questions regarding the above materials or encounter any problems or issues you wish to bring to our attention, please email us at:**

[efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov)

*Written by Deborah E. Dailey  
 Deputy Prothonotary, CCP Phila.*

## Appendix 1

### Pa.R.C.P. No. 205.4. Electronic Filing and Service of Legal Papers

(a)(1) A court by local rule may permit or require electronic filing of legal papers with the prothonotary and shall specify the actions and proceedings and the legal papers subject to the rule.

*NOTE: This rule does not require the implementation of electronic filing by a local court.*

*If a court determines that legal papers may be filed electronically with the prothonotary, Rule 239.9(a) requires the court to promulgate Local Rule 205.4 which shall describe the electronic filing system program and set forth the practice and procedure for the matters required by this rule.*

*If a court provides that electronic filing is mandatory, it must also provide the necessary technical assistance to those parties who lack the capability to file legal papers electronically.*

(2) As used in this rule, the following words shall have the following meanings:

"electronic filing," the electronic transmission of legal papers by means other than facsimile transmission,

"filing party," an attorney, party or other person who files a legal paper by means of electronic filing, and

"legal paper," a pleading or other paper filed in an action, including exhibits and attachments.

(b)(1) Legal papers shall be presented for filing in portable document format ("pdf") or any other electronic format, if any, that the court by local rule designates. A paper presented for filing in a format other than portable document format shall be converted to portable document format and maintained by the prothonotary in that format.

*NOTE: Rule 239.9(b)(2) requires that subdivision (b)(1) of Local Rule 205.4 specify the electronic format for presenting legal papers for filing.*

(2) A legal paper filed electronically shall be deemed the original document.

(3) The electronic filing of a legal paper constitutes a certification



- (i) by the filing party that a hard copy of the legal paper was properly signed and, where applicable, verified, and
- (ii) as provided by Rule 1023.1(c) governing the signature to a legal paper, the violation of which shall be subject to the sanction provision of Rule 1023.1(d).

- (4) The filing party shall maintain the signed hard copy of the document filed for two years after the later of
- (i) the disposition of the case;
  - (ii) the entry of an order resolving the issue raised by the legal paper; or
  - (iii) the disposition by an appellate court of the issue raised by the legal paper.

(5) Any other party at any time may serve upon the filing party a notice to produce for inspection the signed hard copy within fourteen days of the service of the notice. The court upon motion may grant appropriate sanctions for failure to produce the signed hard copy pursuant to the notice.

(c)(1) The prothonotary when authorized to accept filings by electronic transmission shall provide electronic access at all times.

(2) The prothonotary may designate a website for the electronic filing of legal papers. Access to the website shall be available by the attorney identification number issued by the Court Administrator of Pennsylvania. The court by local rule shall designate the manner of access to the website for a filing party who is not an attorney.

*NOTE: Rule 239.9(b)(3) requires that subdivision (c)(2) of Local Rule 205.4 specify the manner of access to the website by a filing party who is not an attorney.*

(3) The time and date of filing submission and receipt of the legal paper to be filed electronically shall be that registered by the electronic filing system. The prothonotary shall provide, through the electronic filing system's website, an acknowledgement that the legal paper has been received, including the date and time of receipt, in a form which can be printed for retention by the filing party.

(d) (1) A filing party shall pay the cost of the electronic filing of a legal paper by approved credit or debit card, or by advance deposit of sufficient funds with the prothonotary if the court by local rule so provides.

(2) A filing party who presents the legal paper for electronic filing in person at the office of the prothonotary shall pay the cost by a method prescribed by paragraph (1) or by check or cash.

(3) If a court has designated a third party to operate the electronic filing system, the filing party shall pay the cost of the electronic filing to the prothonotary or to the third party operator in the manner provided by local rule.

*NOTE: Rule 239.9(b)(4) requires that subdivision (d)(1) of Local Rule 205.4 list the credit*

*and debit cards approved by the court or the prothonotary, and state whether the filing fee may be paid by depositing, in advance, sufficient funds with the prothonotary.*

*Rule 239.9(b)(5) provides for subdivision (d)(3) of Local Rule 205.4 to govern the payment of the filing fee to a third party operator, if any.*

(e)(1) A filing party shall be responsible for any delay, disruption, interruption of the electronic signals and legibility of the document electronically filed, except when caused by the failure of the electronic filing system's website.

**NOTE:** *The filing party accepts the risk that a document filed by means of electronic filing may not be properly or timely filed with the prothonotary.*

(2) No pleading or other legal paper that complies with the Pennsylvania Rules of Civil Procedure shall be refused for filing by the prothonotary or the electronic filing system based upon a requirement of a local rule or local administrative procedure or practice pertaining to the electronic filing of legal papers.

**NOTE:** *See also Rule 205.2 governing filing legal papers with the prothonotary.*

(3) If a pleading or other legal paper is not accepted upon presentation for filing or is refused for filing by the electronic filing system, the prothonotary or the electronic filing system, as may be appropriate, shall immediately notify the party presenting the legal paper for filing of the date of presentation, the fact that the document was not accepted or refused for filing by the system, and the reason therefor.

(4)(i) The court upon motion shall resolve any dispute arising under paragraphs (1) and (2) of this subdivision.

(ii) If a party makes a good faith effort to electronically file a legal paper but it is not received, accepted or filed by the electronic filing system, the court may order that the paper be accepted and filed *nunc pro tunc* upon a showing that reasonable efforts were made to timely present and file the paper.

(f) When electronic filing is permitted as set forth in subdivision (a)(1), the court by local rule shall provide for

(1) a filing status message to the filing party,

(2) the maintenance by the prothonotary of an electronic file only, or of such electronic and such hard copy files as set forth in the rule,

**NOTE:** *A hard copy file is not required by this rule. If the local rule requires a hard copy file,*

*the requirement may extend to all cases or only to certain specified cases. For example, the court may require hard copy files for cases listed for trial or scheduled for argument while maintaining only electronic files for all other cases.*

(3) additional procedures, if necessary, to ensure the security of the web site and the electronic files,

(4) procedures for the payment of prothonotary's fees and costs, and

(5) such other procedures and matters necessary to the operation of a system of electronic filing.

**NOTE:** *Rule 239.9(b)(6) provides that subdivision (f) of Local Rule 205.4 must set forth the practice and procedure with respect to the matters required by subdivision (f) of this rule.*

(g)(1) Copies of all legal papers other than original process filed in an action or served upon any party to an action may be served

(i) as provided by Rule 440 or

(ii) by electronic transmission, other than facsimile transmission, if the parties agree thereto or an electronic mail address is included on an appearance or prior legal paper filed with the court in the action. A paper served electronically is subject to the certifications set forth in subdivision (b)(3).

(2) Service by electronic transmission is complete when a legal paper is sent

(i) to the recipient's electronic mail address, or

(ii) to an electronic filing system website and an e-mail message is sent to the recipient by the electronic filing system that the legal paper has been filed and is available for review on the system's website.

**NOTE:** *Upon the electronic filing of a legal paper other than original process, the electronic filing system may automatically send notice of the filing to all parties who have agreed to service by electronic transmission or whose email address is included on an appearance or prior legal paper filed in connection with the action. If the electronic filing system sends notice of such filing, the party filing the legal paper only need serve those parties who are not served by the electronic filing system.*

*An electronic mail address set forth on letterhead is not a sufficient basis under this rule to permit electronic service of legal papers.*

*See Rule 236(d) providing for the prothonotary to give notice of orders and judgments, and also other matters, by facsimile transmission or other electronic means.*

*See Rule 440(d) governing service of legal papers other than original process by facsimile transmission.*

**PHILADELPHIA COUNTY  
COURT OF COMMON PLEAS  
CIVIL DIVISION RULES**

**Rule \* 205.4. ELECTRONIC FILING OF LEGAL PAPERS FILED IN THE CIVIL TRIAL DIVISION.**

**(a) (1) - Authorization for Electronic Filing.**

(i) Commencing on a specific date as established by the Administrative Judge of the Trial Division by the issuance of an Administrative Order, parties may electronically file all legal papers and exhibits with the Prothonotary.

(ii) Commencing on a specific date as established by the Administrative Judge of the Trial Division by the issuance of an Administrative Order, parties shall electronically file all legal papers and exhibits with the Prothonotary.

*Note: Electronic Filing will be implemented in 2008; however, the exact date is not known at this time. The Administrative Judge of the Trial Division will announce the implementation dates of discretionary and mandatory electronic filing by order issued as required by Pa.R.C.P. No. 239.*

**(b) (1) Authorized Electronic Format of Legal Papers Electronically Filed.** All legal papers shall be filed in a *portable document format* (“pdf”). As authorized by Pa.R.C.P. No. 205.4(b)(1), in the event any legal paper or exhibit is submitted to the Prothonotary in a hard-copy format, the Prothonotary shall convert, receive and maintain such legal paper or exhibit to a *portable document format*, and the Prothonotary shall return the hard-copy legal paper or exhibit to the filing party for retention as required by Pa.R.C.P. No. 205.4(b)(5).

**(c) (2) Website. Access to the Website.**

**(i) Website.** All legal papers shall be filed electronically through the Civil Trial Division’s Electronic Filing System (“Electronic Filing System”) which shall be accessible through the website of the First Judicial District of Pennsylvania, <http://courts.phila.gov>, or at such other website as may be designated from time to time.

**(ii) Access to the Website.** To obtain access to the Electronic Filing System, counsel and any unrepresented party must apply for and receive a User Name, Password, and Personal Identification Number (“PIN”).

**(d) Payment of Filing Fees.**

(1) The Prothonotary will accept for payment of all filing fees cash, checks and the following credit and debit cards: American Express, Discover, MasterCard, and Visa.

(2) The Prothonotary will not accept advance deposit on account of future filing fees due to the difficulty in monitoring and accounting for such advance deposits.

(3) **Electronic Filing Fees and Costs.** As authorized by Act 81 of 2006, the Prothonotary shall collect an electronic filing fee for each legal paper or exhibit filed as established by the Prothonotary with the approval of the President Judge of the Court of Common Pleas. In addition to such electronic filing fee, commencing on date provided in subsection (a)(1)(ii), the Prothonotary is authorized to charge the sum of \$1.00 per page for each page of a legal paper or exhibit which is filed in a hard copy format and which must be converted by the Prothonotary to a *portable document format*. All fees collected pursuant to this rule shall be set aside by the Prothonotary and remitted monthly to the First Judicial District's Procurement Unit. All such fees and costs collected will be used for the implementation and maintenance of the electronic filing system and additional development, enhancements and training.

(f) **Local Procedures.** As authorized by Pa.R.C.P. No. 205.4 (f), the following administrative procedures are adopted:

(1) Signatures on Pleadings, Verifications, Documents and Other Legal Papers. The electronic filing of legal papers utilizing the User Name, Password and PIN issued as provided by this rule and Pa.R.C.P. No. 205.4 constitutes the party's signature on electronic documents as provided by Pa.R.C.P. No. 1023.1 and, if the filing party is an attorney, constitutes a certification of authorization to file it as provided in Pa.R.C.P. No. 205.1. Additionally, the following provisions apply:

(i) Filing Party. The legal paper must include a signature block, and the name of the filer under whose User Name, Password and PIN the legal paper is submitted must be preceded by a "/s/" and typed in the space where the signature would otherwise appear.

(ii) Client Verifications and Documents executed by Clients or other persons. The Verification required by Pa.R.C.P. Nos. 206.1 and 1024 and the signature page(s) of any document or legal paper executed by any party other than the filing party must be scanned and attached to the electronic filing in a *portable document format* at the time the legal paper is submitted.

(iii) Documents requiring signatures of more than one party must be scanned and attached to the electronic filing in a *portable document format* at the time the legal paper is submitted.

*Note: This subsection is designed to address issues which may arise regarding signatures on legal papers and documents. A filer's use of the User Name, Password and PIN issued through the EFS is the filer's "electronic signature." However, often, legal papers require that verifications be executed by non-filers and deficiencies in content and execution could be subject to preliminary objections. Moreover, many legal papers or documents require multiple signatures. In order to avoid prejudicial delay, this section requires that the filing party scan such legal papers, documents or signature pages and attach them to the electronic filing at the time of submission.*

(2) Upon receipt of the legal paper, the Prothonotary shall provide the filing party with an acknowledgment, which includes the date and time the legal paper was received by the Electronic Filing System.

(3) After review of the legal paper, the Prothonotary shall provide the filing party with email notification, or notification on the Electronic Filing System, that the legal paper has been accepted for filing (“filed”) or not accepted or refused for filing.

(4) If a legal paper is accepted, it shall be deemed to have been filed as of the date and time it was received by the Electronic Filing System; provided, however, that if a legal paper is submitted without the requisite filing fee, the legal paper shall be deemed to have been accepted for filing as of the date payment was received. The Prothonotary is authorized to refuse for filing a legal paper submitted without the requisite payment. If the pleading or legal paper is accepted for filing, it will be electronically served as authorized by Pa.R.C.P. No. 205.4(g)(1)(ii) and service shall be effectuated as provided in Pa.R.C.P. No. 205.4(g)(2)(ii).

*Note: As required by Pa.R.C.P. No. 205.4(c)(1), access to the Electronic Filing System shall be available at all times, except for required maintenance. However, legal papers can only be reviewed during normal court hours. Therefore, parties are cautioned to file required legal papers in advance of any filing deadline to enable timely correction and re-submission in the event a legal paper is not accepted or is refused for filing. The Prothonotary may refuse for filing any legal paper submitted without the required filing fees as provided by 42 Pa.C.S. § 1725(c)(2)(xix), or, at the Prothonotary’s discretion, may authorize the filer to submit the required filing fees within a stated time period after which the Prothonotary may refuse the legal paper for filing if payment is not received.*

(5) If a legal paper is refused for filing, the Prothonotary shall specify the reason. Subject to the provisions of subsection Rule 205.4 (e)(1)(i), a legal paper refused for filing shall be deemed as not having been filed.

(6) Neither the Court nor the Prothonotary are required to maintain a hard copy of any legal paper or exhibit, notice, or order filed or maintained electronically under this rule.

*Note: This rule is adopted as required by Pa.R.C.P. No. 239.9.*

*The provisions which govern the Electronic Filing of Mental Health Applications and Petitions are set forth in Philadelphia Civil Rule 7109.1, which was adopted on November 16, 2001 and which became effective on January 1, 2002.*

**Adopted by the Board of Judges on November 15, 2007; effective January 7, 2008.**

FIRST JUDICIAL DISTRICT OF PHILADELPHIA  
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY  
TRIAL DIVISION

ADMINISTRATIVE DOCKET No. 01-2008

**In Re: Order Implementing Electronic Filing as provided in Philadelphia Civil Rule \*205.4**

**ORDER**

AND NOW, this        day of July, 2008, as authorized by Philadelphia Civil Rule \*205.4 (a)(1), it is hereby ORDERED, ADJUDGED and DECREED that:

(a) **Discretionary Electronic Filing.** Commencing on August 4, 2008, parties may electronically file all “legal papers,” as defined in Pa.R.C.P. No. 205.4 (a)(2), with the Prothonotary through the Civil Trial Division’s Electronic Filing System as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Philadelphia Civil Rule \*205.4. *[Except for original process, service of legal papers electronically filed shall be accomplished by the Civil Electronic Filing System on all parties who have been issued a User Name as provided in Philadelphia Civil Rule \*205.4 and have thus agreed to service by electronic transmission as authorized by Pa.R.C.P. No. 205.4 (g); whereas, all legal papers filed in a hard-copy format which are converted to an electronic format by the Prothonotary must be served by the filing party as required by rules of court].*

(b) **Mandatory Electronic Filing.** Commencing on January 5, 2009, parties shall electronically file all “legal papers,” as defined in Pa.R.C.P. No. 205.4 (a)(2), with the Prothonotary through the Civil Trial Division’s Electronic Filing System as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Philadelphia Civil Rule \*205.4. *[Except for original process, service of legal papers electronically filed shall be accomplished by the Civil Electronic Filing System on all parties who have been issued a User Name as provided in Philadelphia Civil Rule \*205.4 and have thus agreed to service by electronic transmission as authorized by Pa.R.C.P. No. 205.4 (g); whereas, all legal papers filed in a hard-copy format which are converted to an electronic format by the Prothonotary must be served by the filing party as required by rules of court]*

IT IS FURTHER ORDERED, ADJUDGED and DECREED that:

(1) In order to accommodate the scanning of legal papers presented in hard-copy format and saving in an electronic format as authorized by Philadelphia Civil Rule \*205.4, in addition to the requirements of Pa.R.C.P. No. 204.1, all hard-copy “legal papers” must conform to the following requirements:

(a) all legal papers must be printed on only one side of the paper;

(b) all orders must contain a 3-inch space from the top of the page for all electronic court stampings, filing notices, etc.;



(c) legal papers must not be stapled or permanently bound, but must be secured by binder clips or other fasteners which do not puncture or otherwise interfere with scanning;

(d) bar codes on any page of the legal paper interfere with scanning and must therefore be crossed out or otherwise redacted; and

(e) to avoid scanning errors Exhibit separator pages must be used instead of Exhibit tabs.

(2) Until January 5, 2009, Discovery Hearing Requests may be filed or faxed as provided in Philadelphia Civil Rule \*208.3(a)(4), or may be filed through the Civil Trial Division's Electronic Filing System. [??? *Service language*]

This Administrative Order is promulgated as authorized by Pa.R.C.P. 205.4 and Philadelphia Civil Rule No. \*205.4, and in accordance with Pa.R.C.P. No. 239 and the April 11, 1986 Order of the Supreme Court of Pennsylvania, Eastern District, No. 55 Judicial Administration. This Administrative Order shall become effective on August 4, 2008. The original Administrative Order shall also be filed with the Prothonotary in a Docket maintained for Administrative Orders issued by the Administrative Judge of the Trial Division, Court of Common Pleas of Philadelphia County, and shall be published on the Pennsylvania Judiciary's Web Application Portal: <http://ujportal.pacourts.us/Rules/RulesSelection.aspx>. Copies of the Administrative Order shall be submitted to the Administrative Office of Pennsylvania Courts, the Civil Procedural Rules Committee, American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and shall be posted on the website of the First Judicial District of Pennsylvania: <http://courts.phila.gov/regs>.

BY THE COURT:

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HONORABLE D. WEBSTER KEOGH,  
Administrative Judge, Trial Division  
Court of Common Pleas