

First Judicial District of Pennsylvania eCommerce Online Document Purchase Feature

Overview

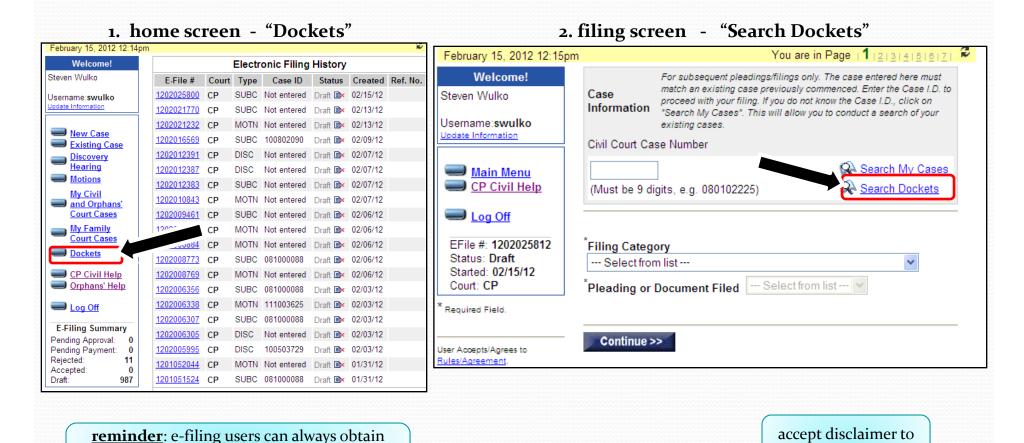
The First Judicial District (FJD) has implemented a new web feature which allows the public to electronically preview and purchase documents related to Common Pleas Court – Civil actions through the web. The following are a few points to understand about the application:

- The current electronic search capabilities available to the public and Civil Electronic Filing System users
 remain in place. The functions of those search applications have been expanded to incorporate document
 preview and purchase abilities.
- The search options accessed through the FJD's web-site and the Civil Electronic Filing System include:
 - o Search civil dockets by individual or other entity name
 - o Search for civil judgments against an individual or other entity name
 - o Display a civil docket report
 - Search civil court listings and review dockets of cases displayed
- In all search instances, once the docket is displayed, users may preview and purchase any related documents that are available electronically.
 - Note: Civil documents that are available electronically are all documents not sealed to the public that have been filed any time after May of 2008.
- No account needs to be established in order to preview and/or purchase documents. Simply enter an email address to which the documents should be delivered, enter credit card information for payment and document delivery is instantaneous.
 - Note: Civil Electronic Filing System users may log in order to expedite the process. Documents will be delivered to all e-mail addresses associated with the profile.
- Documents may be purchased at a cost of \$.25 per page. A \$5.00 convenience fee will be assessed for each transaction in order to complete the purchase on-line. Documents from multiple case dockets may be purchased during one transaction by updating the virtual shopping cart.
 - Note: Documents may be purchased at the Office of Judicial Records in Room 264 City Hall at a cost of \$.25 per page as well.
- Support will be provided during normal business hours by the Office of Judicial Records. Support can be contacted by email at EFSupport@courts.phila.gov or by phone at (215) 686-2530.

The following pages are a detailed illustration of the new features.

Access Points: E-Filing System (EFS)

The document purchase feature can be accessed from within the EFS in one of two ways.



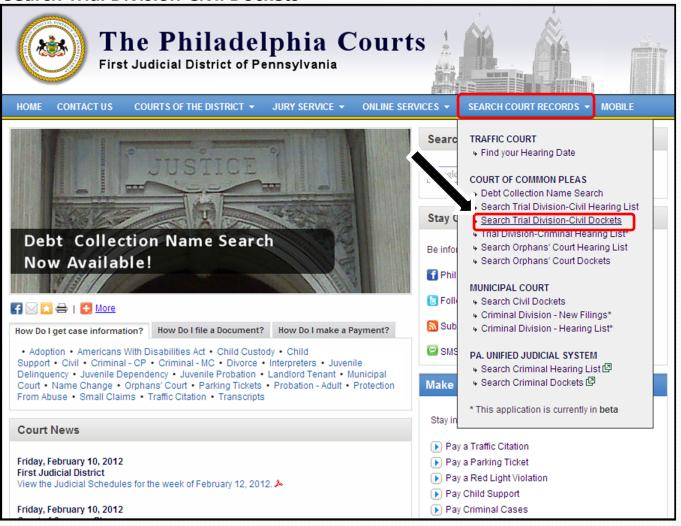
continue

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free documents in *their cases* by accessing the **My Cases** section of the EFS site.

Access Point: F.J.D. Website

"Search Trial Division-Civil Dockets"



Site: www.courts.phila.gov

Hearing List

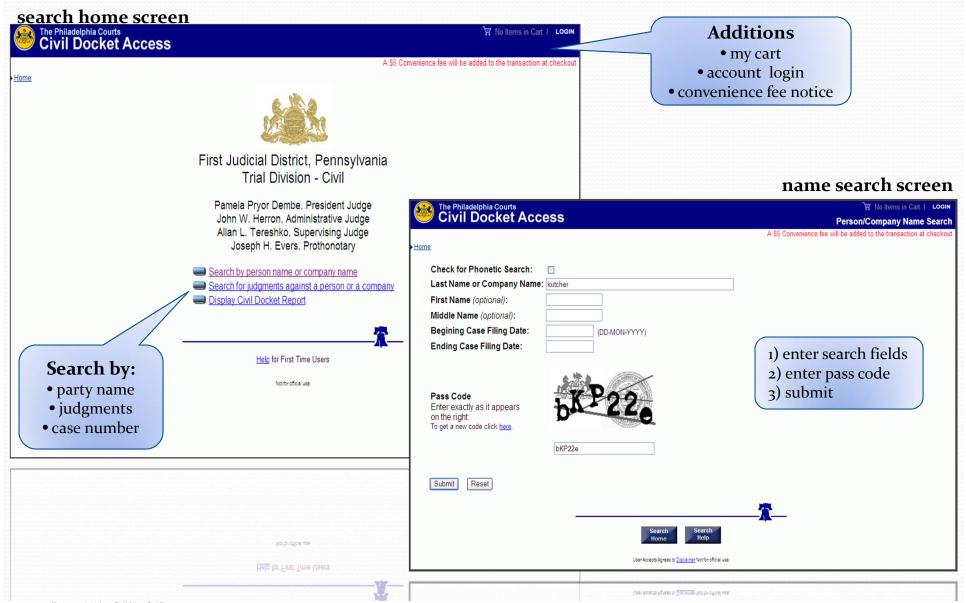
dockets reports
accessed through the
Trial Division - Civil
Hearing List page will
provide the same
option to purchase
documents shown in
the following pages

Friday, February 10, 2012

Pay Criminal Cases

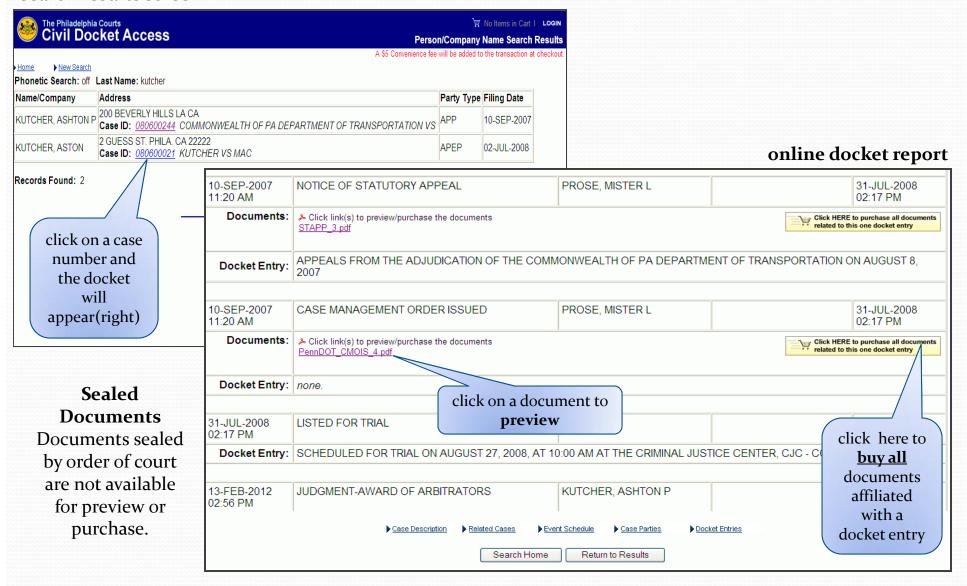
Pay Child Support

Case Search Options

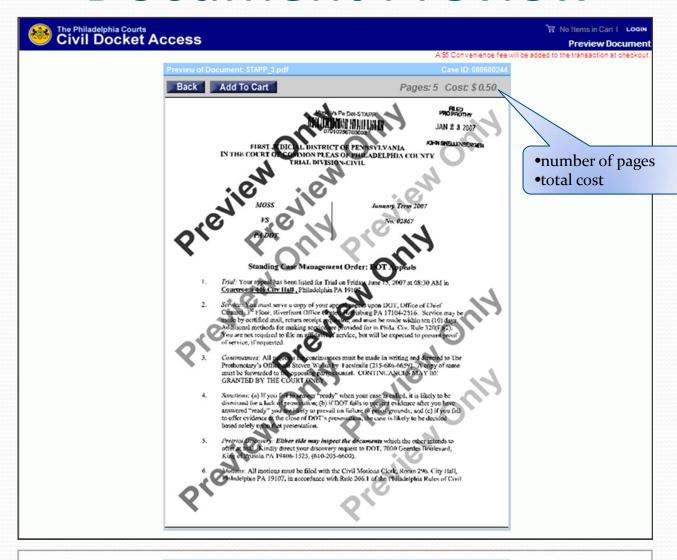


Select Documents from Docket Report

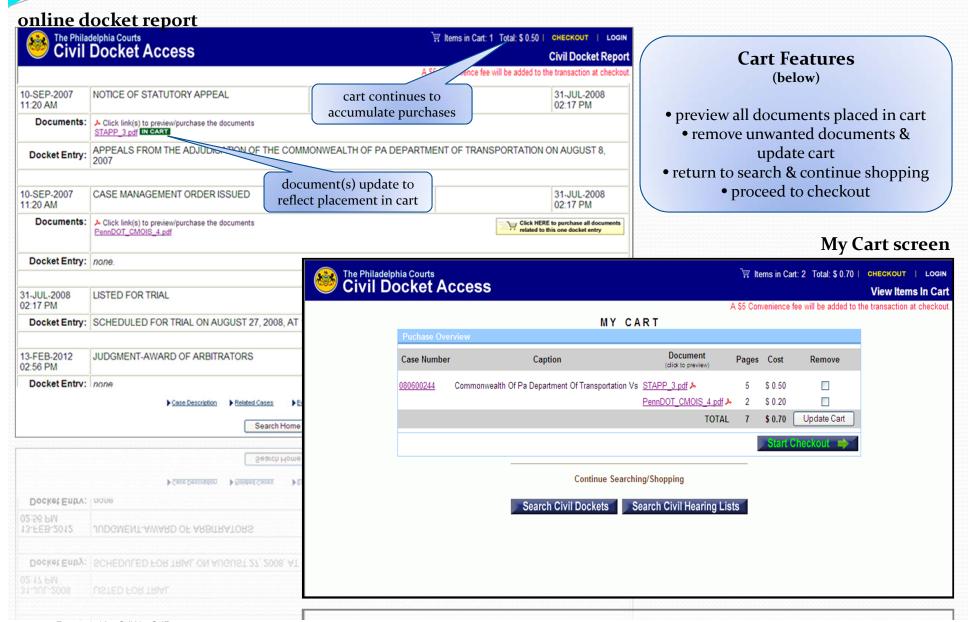
search results screen



Document Preview



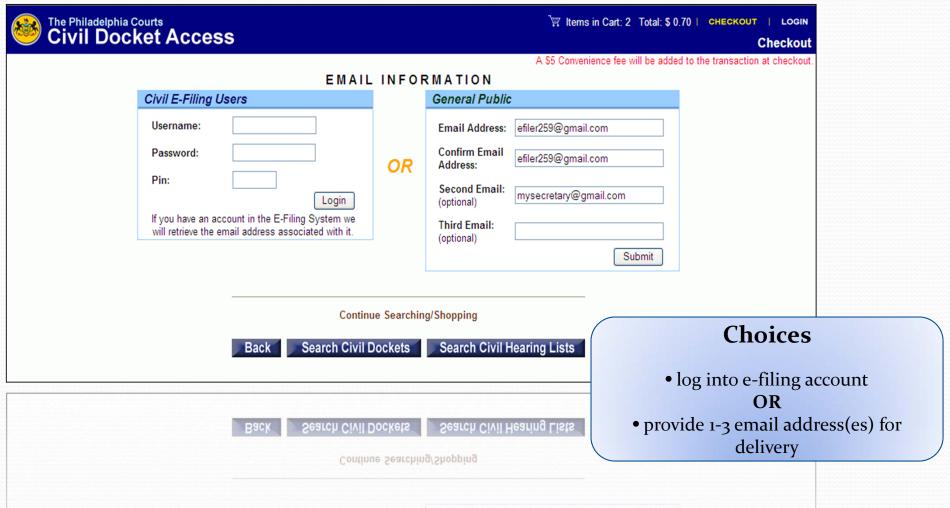
View & Manage Cart



Email Options

EFS Users: users who enter from EFS site will bypass the email address screen.

email information screen



Checkout

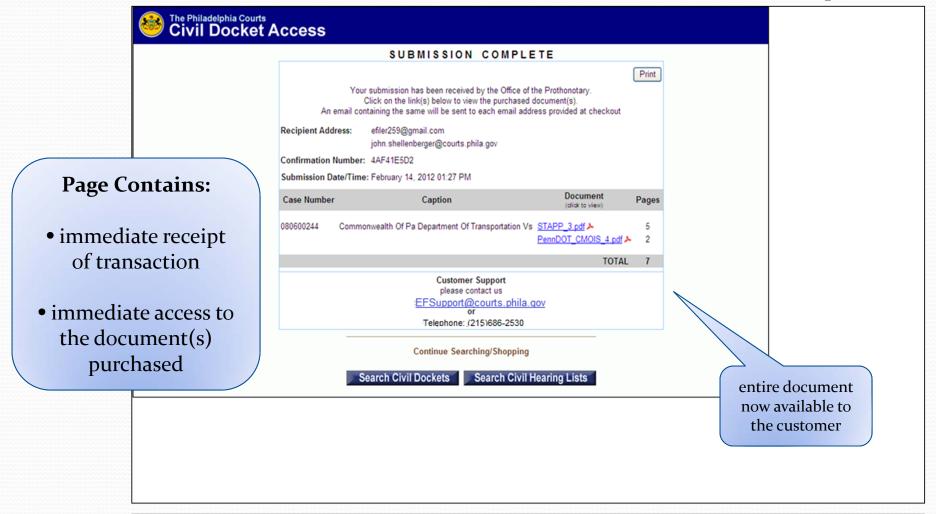
payment screen

The Philadelphia Courts Civil Docket Access		₩ Items in Cart 2 Total: \$0.70 CHECKOUT LOGIN Payment Information
	PAYMENT INFORMATION Email Information Email Address: efiler259@gmail.com mysecretary@gmail.com	A S5 Convenience fee will be added to the transaction at checkout Update
	TOTAL AMOUNT: \$0.70 USD (All fields must be entered) Credit Card Type: VISA Visa MasterCard Discover	American Express
	A \$5.00 convenience fee will be added in this transaction, making you amount \$5.70. In lieu of paying the convenience fee, documents may be purchased at the Prothonotary's Office in Room 264 City Hall at a cost of \$0.50 per page. Name on Card: JEFFREY LEBOWS KI Address: 123 ELM ST City: PHILAD ELP HIA State: PA Zip Code: 19070 Card Number: Expiration Date: 04 - April 2013 M Security Code: 251 The Security Code is located on the back of your credit can on the strip where you signed your name. It is a 3 or 4 digit n at the end of the credit card number or listed alone.	enter credit card information & finish checkout
-	Continue Searching/Shopping Back Search Civil Dockets Search Civil Hea	

Search Civil Dockets Search Civil Hearing Lists

Transaction Complete

Submission complete screen



Emailed Documents

example email

 Document links are emailed the address(es) provided by the customer.

• There is no limit on the number of times the documents may be viewed.

 From:
 ecommerce

 To:
 Shelenberger, John

 Subject:
 E-Commerce Order #100064361

 Date:
 Tuesday, February 14, 2012 1:27:57 PM

Dear CUSTOMER,

E-Commerce Order Number: 100064361

The documents ordered through the First Judicial District eCommerce site have been successfully processed. The purchased documents can be accessed by clicking on the link(s) listed in this email.

Documents:

File: STAPP_3.pdf Case#: 080600244

http://ch-app02test.courts.phila.gov/cpefs/eDocu.open?l=fYC5YlagFDXRb5s4btb4uKgO8F

File: PennDOT_CMOIS_4.pdf Case#: 080600244

http://ch-app02test.courts.phila.gov/cpefs/eDocu.open?l=gYB4YmbgECXScSr3buc4tJhO8E

Total Order Fee: \$ 5.70

THANK YOU,

JOSEPH H. EVERS PROTHONOTARY OF PHILADELPHIA

SUPPORT

Questions and issues should be directed to the Office of Judicial Records at: email: EFSupport@courts.phila.gov or

phone: (215)686-2530

This is an automated e-mail, please do not respond!

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view entire document

Customer Support

Questions and concerns related to on-line document purchase may be directed to the Office of Judicial Records.

Phone: (215)686-2530

M-F, 9:00 a.m. - 5:00 p.m.

Email: <u>EFSupport@courts.phila.gov</u>