

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PHILADELPHIA COUNTY
COURT OF COMMON PLEAS**

Civil Mental Health Electronic Filing Program

Pilot Program Training

July 2001

Prepared By: Verilaw Technologies, Inc.

With the Assistance of:

Dominic J. Rossi, Esq.

Bonnie O'Kane

Ruth A. Bell

*Deputy Court Administrator, Legal Services
Project Leader*

Deputy Prothonotary

Office of the President Judge

First Judicial District of Pennsylvania
Office of the Court Administrator



JOSEPH J. DIPRIMIO, ESQUIRE
COURT ADMINISTRATOR
FIRST JUDICIAL DISTRICT

DOMINIC J. ROSSI, ESQUIRE
DEPUTY COURT ADMINISTRATOR
FOR LEGAL SERVICES
371 CITY HALL
PHILADELPHIA, PA 19107
215-686-3745 FAX: 215-686-3782
E-MAIL:
DOMINIC.ROSSI@COURTS.PHILA.GOV
WEBSITE: HTTP://COURTS.PHILA.GOV

July, 2001

TO: CIVIL MENTAL HEALTH PROGRAM STAKEHOLDERS:

Welcome to the First Judicial District of Pennsylvania Civil Mental Health Program Electronic Filing System **Pilot Program**.

Under the leadership of President Judge Frederica A. Massiah-Jackson, and, with the support of District Court Administrator Joseph J. DiPrimio, Esquire and Philadelphia Prothonotary Joseph H. Evers, the Court of Common Pleas has unveiled an Electronic-Filing Project for Civil Mental Health Petitions. The undertaking was initially conceived during the term of former President Judge Alex Bonavitacola.

As you know, Philadelphia County Civil Mental Health hearings are conducted by Mental Health Review Officers appointed by the President Judge. In calendar year 2000, a total of 4,166 Mental Health Applications or Petitions were filed. Of those, 3,242 were Applications under §303 of the Mental Health Procedures Act of 1976, as amended. These Applications must be filed and heard within 120 hours of patients' initial periods of involuntary commitment. Importantly, hearings must be held by Mental Health Review Officers within 24 hours of the filing of the Applications. Therefore, within hours: 1) applications must undergo Prothonotary review and satisfy conditions for official filing; 2) hearings must be scheduled at one of five hearing sites; and 3) hearings must be conducted.

This important initiative is designed to improve the orderly filing, scheduling and hearing of Civil Mental Health Applications and Petitions utilizing a recent procedural rule adopted by the Supreme Court of Pennsylvania authorizing electronic filing of pleadings.

The current **Pilot Program** represents the beginning of **County-wide** electronic filing of Mental Health Applications and Petitions. A **Pilot Program** was conducted from May 21, 2001 to June 15, 2001 with the Eastern Pennsylvania Psychiatric Institute (EPPI) and the medical facilities reporting to EPPI. We learned much from that experience, and improved the system as a result.

The current **Pilot Program**, for all participating Philadelphia hospitals, commences in July, 2001 and continues until August, 2001. During this time period, however, all filing hospitals **must** continue to file the Petitions in the Prothonotary's office and serve them as before, in addition to

doing so electronically. Service of the *electronic* Petitions will be accomplished electronically. All parties will be able to electronically retrieve e-filed pleadings. During the proceedings, Mental Health Review Officers will have access to the electronic documents, hold the hearings, and immediately issue electronic orders, which will then be filed and served on all interested parties.

We need your full cooperation and assistance during this **Pilot Phase**. Report all difficulties you may encounter to our Vendor, *Verilaw Technologies, Inc.*, by using the “**Feedback**” link available on the system (see top of the main screen). Should you encounter problems in **filing** a Petition, contact the Verilaw Help Desk at: (610) 296-9117. During the **Pilot Program**, the Verilaw Help Desk will be available from 9 A.M. to 5 P.M. thereafter, the Verilaw Help Desk will be available 24 hours a day - seven days a week.

We expect that on August 27, 2001, the Electronic Filing Program will be implemented throughout Philadelphia County on a permanent basis. Thereafter, the filing of Petitions in the Prothonotary’s office will be discouraged. Should you wish to file an Application or Petition in the Prothonotary’s office, you will be charged the filing fee which has been previously waived for Mental Health Petitions (\$ 203.50 for the filing of the first Mental Health Application or Petition and \$102.00 for subsequent Applications or Petitions) together with an Electronic Filing Fee (currently \$5.00). After August 27, 2001, The Prothonotary’s office will not accept any pleading for filing in their office without the required fees.

Should you have any questions or comments during the **Pilot Phase**, or thereafter, please do not hesitate from contacting me, at (215) 686-3745.

Thank you for your cooperation and support.

DOMINIC J. ROSSI, ESQUIRE
Deputy Court Administrator, Legal Services
Project Leader
dominic.rossi@courts.phila.gov

IMPORTANT NOTICE TO PETITIONERS

Electronic vs. Hard Copy Applications and Petitions

Please note that Pa. R.Civ.P. 205.4, and President Judge Administrative Order No. 2001-01, copies of which are attached to these materials, specifically authorize electronic filing of Applications and Petitions pursuant to the Mental Health Procedures Act (under Sections 303, 304, 305 and 306) without requiring traditional “signatures.” Accordingly, electronic Applications and Petitions generated through the Mental Health Program’s Electronic Filing System do not contain “signature(s)” of the filing Petitioners, but rather the applicable name(s).

The above Rule and Administrative order, however, require the filing hospitals (or petitioners) to maintain “the original” hard copies of the Applications or Petitions which *do* contain the signatures of the Petitioner(s), examining physicians, and others. **Thus, filing hospitals must maintain within their records (or charts) Applications or Petitions upon which signatures have been executed.** The signed Application or Petition must be made available for inspection as provided in Rule 205.4.

Accordingly, Applications or Petitions must be filed electronically through the Court’s Electronic Filing System. Once Applications or Petitions are accepted by the Prothonotary’s office, copies should be printed for signature by the appropriate individuals. These documents will be maintained as the “original” hard copies of the Applications or Petitions with (original) signatures.

Questions concerning the requirements for maintaining original hard copies of the 303, 304, 305 and 306 Applications or Petitions with signatures, should be addressed to Mary Anne Jordan or Melissa Rosenthal at (215)546-0300.

Thank you.

Introduction

Welcome to the First Judicial District of Pennsylvania's Civil Mental Health Program's Electronic Filing System.

The System provides a unique web-based environment that automates the preparation, filing and service of Civil Commitment Applications and Petitions, as well as the process of reviewing Petitions and issuing Orders.

The Training Materials offer a thorough overview of the System's features, and detail the process of preparing, submitting, serving, reviewing, and deciding Petitions. It includes step-by-step instructions, along with examples of the System's most important screens. These Materials are not a comprehensive users' manual for the CMHP System. Instead, users of the System should rely on this information as a **supplement** to the hands-on System training they will receive by the First Judicial District.

Users may not rely on these Materials for substantive information about Court rules, requirements, policies, or procedures. Please contact, as appropriate, your hospital administrator, the Office of Mental Health, the City Solicitor's Office, The Defender of Philadelphia, or the Prothonotary's Office for such information.

User Classes	The System provides different functionality for distinct classes of users: counsel for the petitioners and respondents/patients; Petitioners and Facilities; Review Officers; and Court Personnel.
Petitioners Facilities	The Petitioner-Medical Facility user class are able to access the system to generate and edit petitions on-line for electronic filing. They also can search and access case information and documents residing on the System utilizing the Case Search functionality (Name Search, and Case I.D. Search). This functionality is shared by all users.
Court Users	Prothonotary Clerks use the System to review Petitions that have been filed, and to officially accept or reject them for filing. Supervisory Court Users also can generate reports and have general administrative control over the Electronic Filing System.
Solicitors Defenders	The attorneys for the parties, the Assistant City Solicitors, and attorneys employed by the Defenders' Association of Philadelphia have <i>read-only</i> access to the system, with the exception of the ability to file petitions for review of the MHROs commitments or orders. Solicitors and Defenders will receive notification of the filing of petitions via e-mail.



**Review
Officers**

Review Officers may use the System to review Petitions that have been filed with the Court, and, most importantly, to issue Orders from the hearing sites.

Access and Login

Accessing the System

Users may access the FJD’s CMHP System by clicking on the link to the CMHP System that appears on the Main Page of FJD’s website:

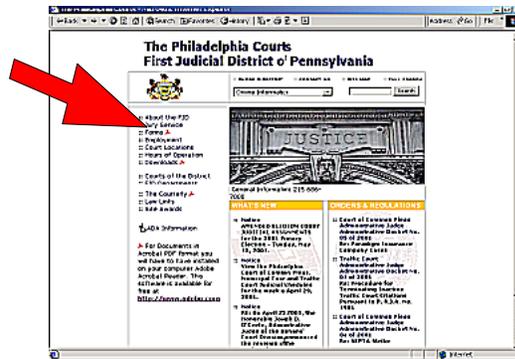


Figure 1

<http://courts.phila.gov>, shown to the left. The Username will be provided by the Court (generally the username formula is as follows: “**firstname_lastname**”), and the Password will likewise be provided by the Court. Until further notice, a test site has been created for user training. The URL is: <https://philamh.demo.verilaw.com>.

The User Name for the test site is the same as the User Name for the live system; however, the password is “**Password.**” All users are strongly urged to use the test site as much as possible to learn the nuances of the Electronic Filing System’s functionality.

Logging In to the System

The CMHP System will ask your computer to authenticate your identity, through the use of the Digital Certificate that has been installed on your computer. You will see the following dialog box:

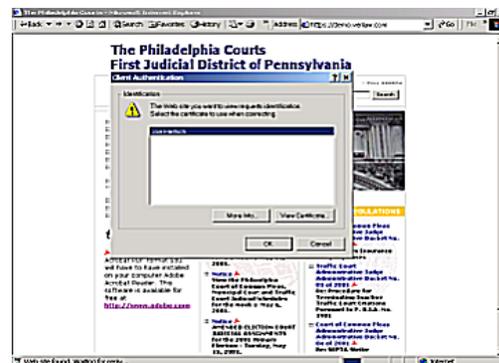


Figure 2

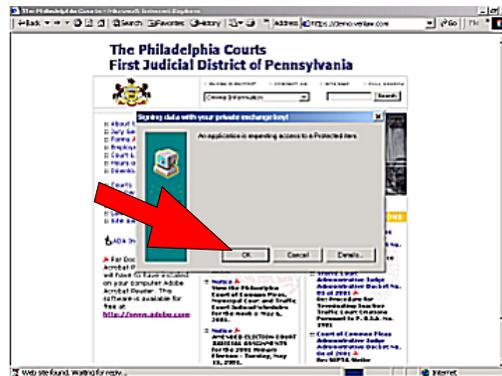


Figure 3

Verify that an authorized name appears in the dialog box, and click OK. Your web browser will ask you to acknowledge that an application is requesting access to a Protected item, as shown in Figure 3. By clicking OK, you will authorize your computer to pass the Digital Certificate which will authenticate you to the CMHP System.

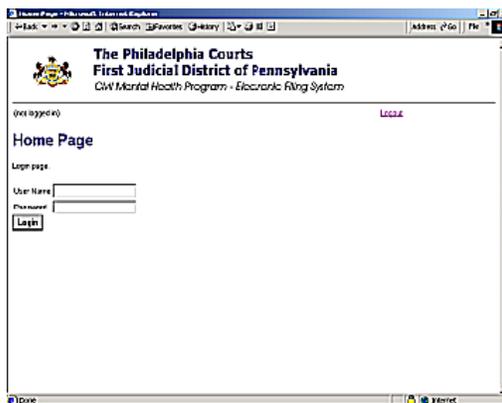


Figure 4

Once you have accessed the Home Page, you must enter the username and password you were provided, and click the “Login” button. The System will identify you, your function, display the petitions stored on your Home Page, if any. (See Figure 4.), and provide all of the necessary functionality for your role, based upon your username and password.

Changing Your Password

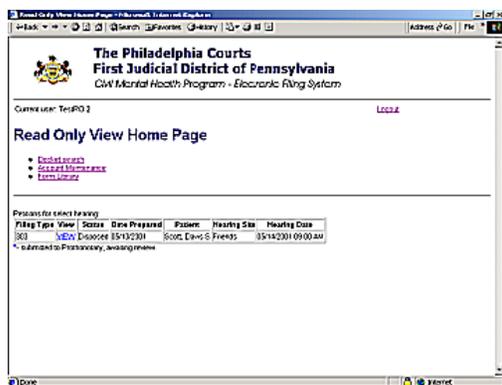


Figure 5

You may change your password by clicking on the “Account Maintenance” link that appears on your Home Page. Follow the instructions and insert the new password where indicated. Once you submit the changes, the System will report whether the changes were accepted. **Do not share your password with any fellow employee since the System tracks your use.**

Logging Out of the System

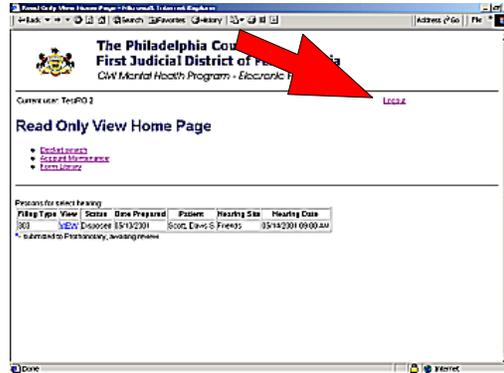


Figure 6

You may leave the System at any time by clicking on the “Logout” link that appears at the upper right of each screen.

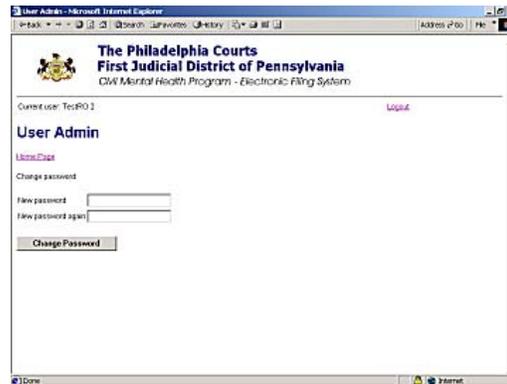


Figure 7

Once your browser displays a message confirming that you have logged out of the CMHP System, you may close your browser and terminate your Internet session, if you wish.

Solicitor and Defender Read Only Functions

Read Only Home Page

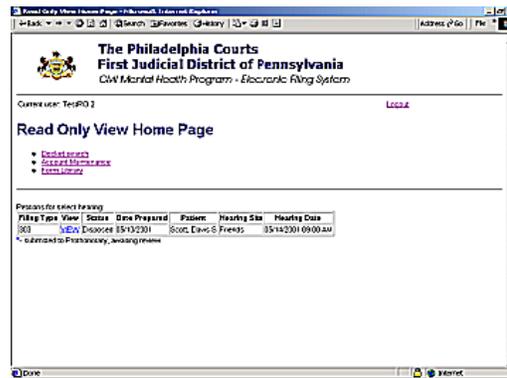


Figure 8

Once you have logged into the CMHP System, you will see a Home Page that is specific to your particular user class. Users from the City Solicitor's Office and the Defender's Association will see the System's "Home Page," shown in Figure 8. Please note that the available functionality may be changed as necessary.

Searching and Retrieving Case Information

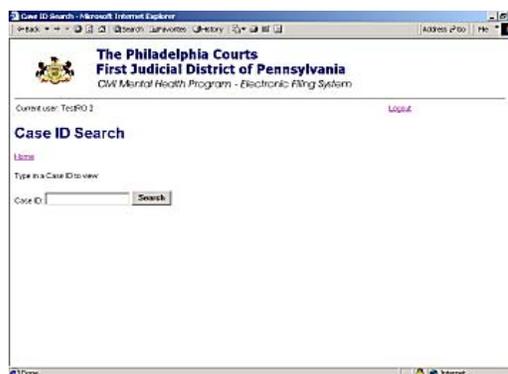


Figure 9

You may use the CMHP System to search and retrieve case information and documents relating to active CMHP Petitions. By clicking on the Case search link, you can access the System's Name and Docket search features.

To access a particular case, simply enter either a Case ID number or the last name in the appropriate field, and click on the "Search" button.

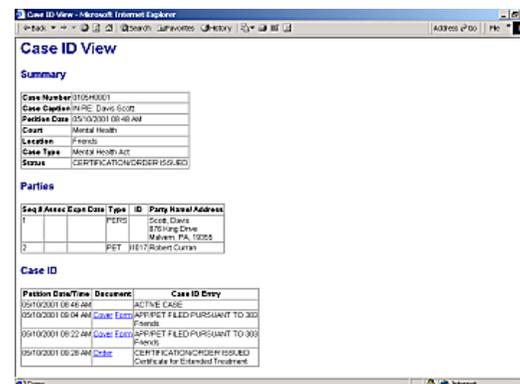


Figure 10

The System will display the "hits" or case(s) you requested. Upon selection of the case sought, you will see comprehensive case information in three categories: Summary; Parties; and Documents. To access any of the documents relating to a particular case, simply click on the appropriate link from the Case ID View page.

Petitioner Functions

Navigation

The CMHP System features navigation tools that appear at the top of each data-entry page for all Petition types. Each page shows the User; Petition Type; and Patient Name for the current Petition.

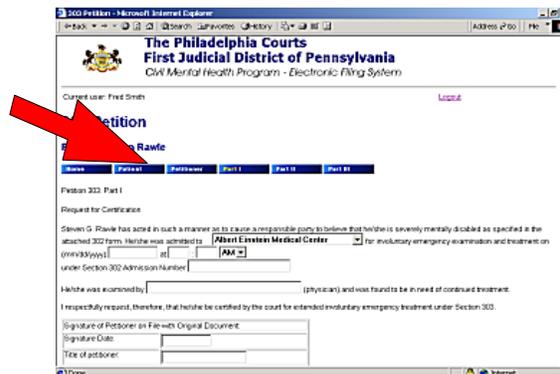


Figure 14

At any time, you may move from one part of a Petition form to another, by clicking on the buttons that appear in the navigation bar at the top of the data-entry fields of each page. The System automatically highlights the button corresponding to the current page. For example, in Figure 14, the “Part One” button is highlighted, indicating that the current screen is displaying the data-entry page for Part One of the Petition.

Preparing a New Petition



Figure 15

Petitioners/Hospitals may perform a variety of functions online, pursuant to their User Rights, including preparing Petitions; reviewing Hearing Calendars; generating lists and retrieving Forms from the System’s Forms Library. (See Figure 15.)

To prepare a new Petition, simply click on the link marked “Prepare new petition”, which appears on the Facility Home Page. Doing so will bring you to the “New Petition” page, shown in Figure 16. From this page, you can begin preparing a new Petition by clicking on the desired Petition type.

**Data
Entry**

For each Petition type, the CMHP System contains a series of data-entry screens that replicate the original paper-based process of completing Petitions under the MHPA.

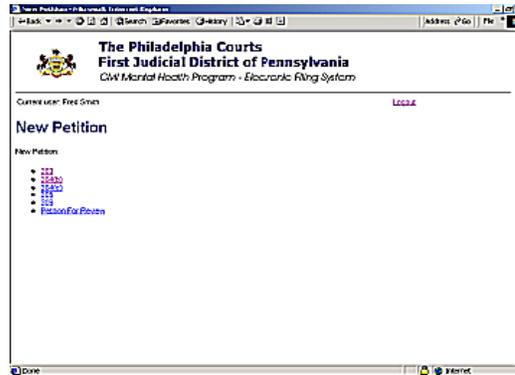


Figure 16

For example, in order to prepare a new 303 Petition, simply click on the link marked “303” from the “New Petition” page. You will see a series of data-entry pages that replicate the original paper-based 303 forms.

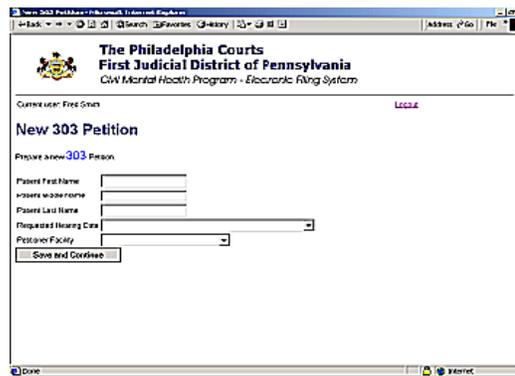


Figure 17

Figure 17 illustrates the first data-entry page for a 303 Petition. To begin preparing a new 303 Petition, simply enter the appropriate data in the fields that appear on the screen.

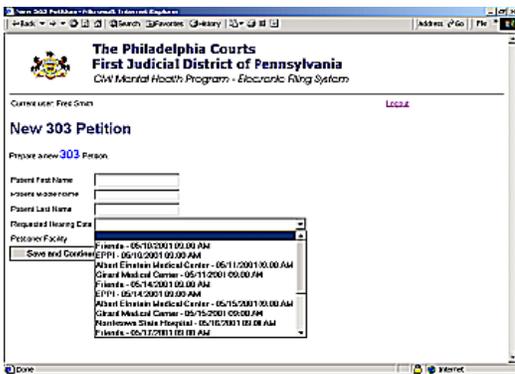


Figure 18

The field marked “Requested Hearing Date” features a drop-down list of available hearing dates and facilities. Please note that the Petitioning Hospitals must schedule their cases at the previously designated hearing site, on the assigned day(s). To make your selection, scroll through the list and click on the down-arrow to the right of the “Requested Hearing Date” data-entry field. (See Figure 18).

Facilities as well.

The System features a similar drop-down list for **Petitioner**

You can proceed to the next data-entry page by clicking on the “Save and Continue” button.

Patient

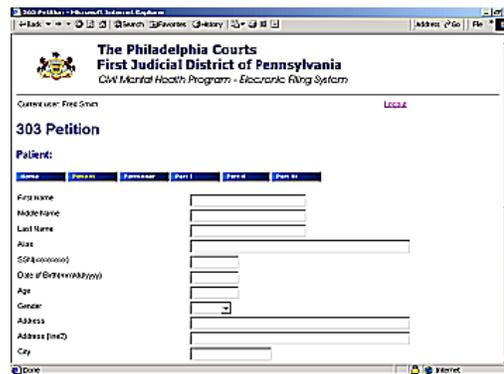


Figure 19

The System will then display a data-entry screen for Patient information, as shown in Figure 19. You may enter free text in some fields. Others feature drop-down lists. For example, you may enter any appropriate alphanumeric text in the fields for the Patient’s first, middle, and last names.

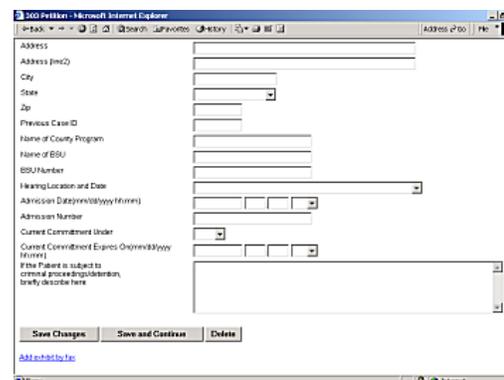


Figure 20

Similarly, the last field on the Patient information page will accept text to describe any criminal proceedings or detentions to which the Patient may be subject.

The System provides fixed choices for fields like “Gender”, “State”, and “Hearing Location and Date.”

You can move among fields by using the “Tab” key, or by scrolling down the page using the scroll bar located at the right of the screen.

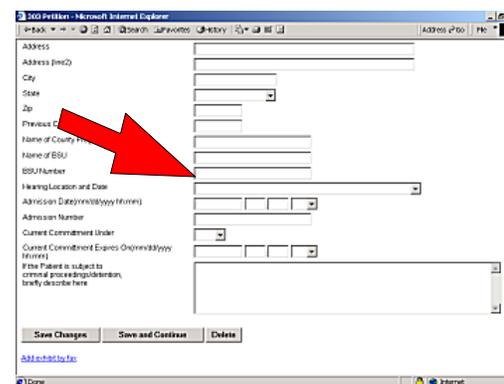


Figure 21

The System restricts data formats for some fields. The required data formats for any restricted fields are shown in parenthesis following the field labels. For example, the System requires that dates be entered in the mm/dd/yyyy format. (See Figure 21.)

Exhibits

You may submit exhibits to the Court along with a Petition using the System's automated fax processing feature. The System automatically generates a fax cover sheet that you must use to fax your exhibit to the System.

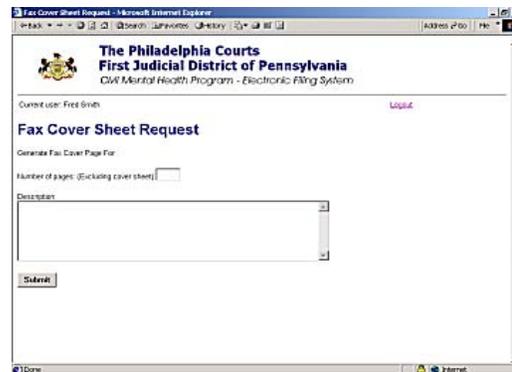


Figure 22

document(s) in the appropriate fields.

To submit an exhibit via fax, simply click on the link marked "Add exhibit by fax", which appears at the bottom of the Patient information page.

The System will then display the Fax Cover Sheet Request page, as shown in Figure 22. You must enter a page count for your exhibit, along with a brief description identifying the

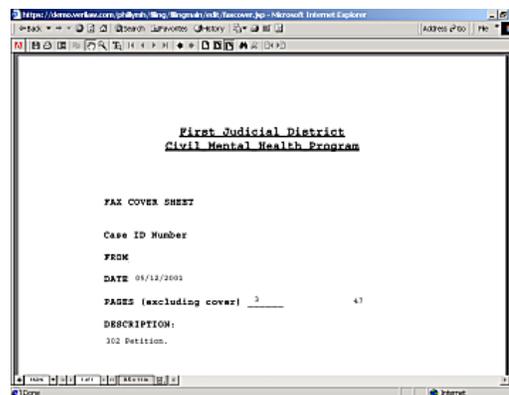


Figure 23

will automatically convert the file and include your exhibit(s) with your Petition in the appropriate case record.

When you click the "Submit" button on the Fax Cover Sheet Request page, the System will automatically generate a cover sheet. (See Figure 23.) You must print the cover sheet, place it on top of your exhibit(s), and fax the cover sheet and exhibit(s) to the telephone number shown on the cover sheet. When the CMHP System receives your fax, it

Petitioner

When you have finished entering data on the Patient information page, you can proceed to the next data-entry page by clicking on the “Save and Continue” button at the bottom of the page. Or, you may click on the “Save Changes” button at any time in order to save the data that you have entered on a particular page without then proceeding automatically to the next page. **It is strongly recommended that the user periodically save the information, since the System has an automatic “time-out” feature (the system logs out if inactive for a predetermined period of time). Any information not saved before the system times out will be lost.**

After clicking on the “Save Changes” button, your browser will continue to display the same page, allowing you to continue entering or editing data in any of the fields on that page.

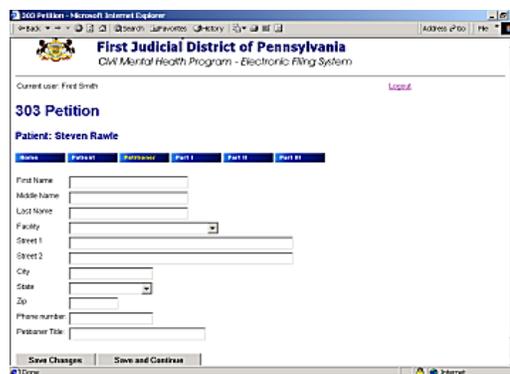


Figure 24

Once you click on the “Save and Continue” button from the Patient information page, the System will display the Petitioner information page. (See Figure 24. Notice that the “Petitioner” button is highlighted in the navigation bar.)

On the Petitioner information page, you may enter data identifying the Petitioner to be associated with the current Petition. When you have finished entering data on the Petitioner information page, you may proceed to the next data-entry screen by clicking on the “Save and Continue” button, or by using the navigation bar at the top of the page.

Part I

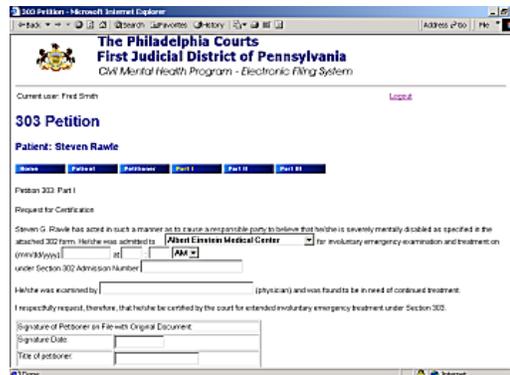


Figure 25

After you have completed the Petitioner information page, the System will display the data-entry page for Part I of the current Petition. Figure 25 shows an example of Part I of a 303 Petition.

Once you have finished entering data on the Part I page, you may proceed to the Part II data-entry page by clicking on

Part II

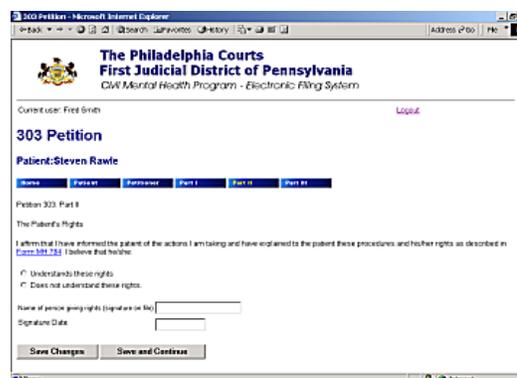


Figure 26

Figure 26 shows the data-entry page for Part II of a 303 Petition. The Notice of Intent to File a Petition for Extended Involuntary Treatment and Explanation of Rights is included as part of the Petition. (See Figure 27.)

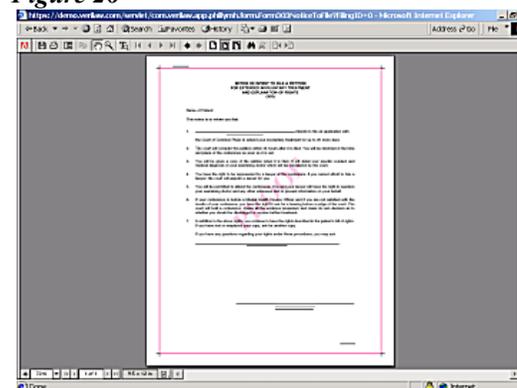


Figure 27

Once you have finished entering data for Part II, you may proceed to the Part III page, if appropriate, by clicking on the “Save and Continue” button at the bottom of the Part II screen, or by clicking on the Part III button in navigation bar at the top of the screen.

Part III

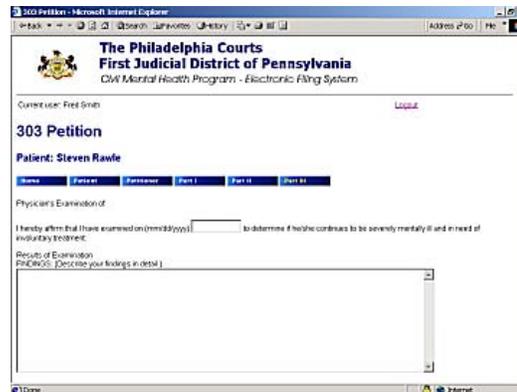


Figure 28

The CMHP System’s Part III Page provides fields for the entry of text describing the findings from a physician’s examination, as well as the recommended treatment. You may enter an unlimited amount of text in these fields.

Submission to Court

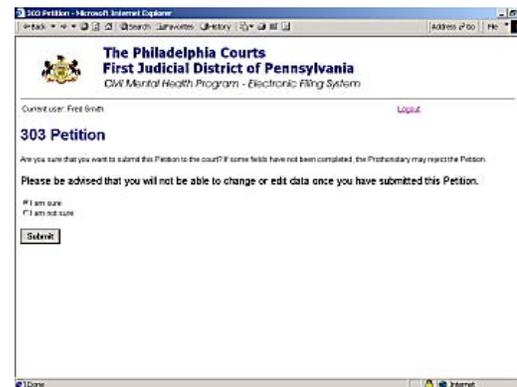


Figure 29

Once you have completed Part III of a Petition, you may click on the button marked “Save Changes and File with the Court.” The System will then provide you with one last opportunity to return to any of the data-entry pages to enter more information or edit existing information before you submit the final Petition to the Court.

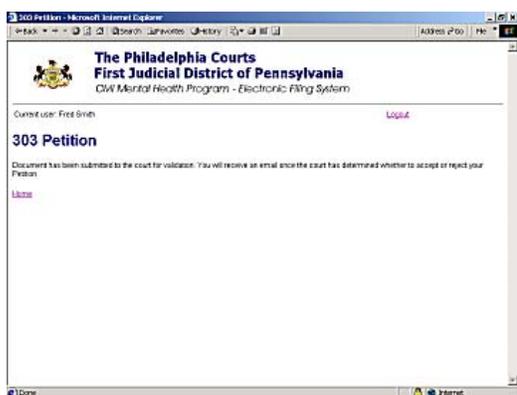


Figure 30

After you indicate that you are finished entering data and click on the “Submit” button, the System confirms that it has submitted the Petition to the Prothonotary for review. (See Figure 30.)

You will automatically receive notification via email once a the Petition is officially “filed” - or accepted by the Prothonotary.

If the Prothonotary clerk rejects your Petition, you will receive an email message notifying you of the reason(s) for the rejection.

Pending Petitions

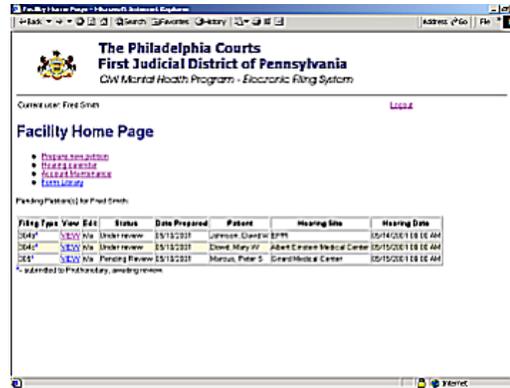


Figure 31

The Facility Home Page provides a list of pending Petitions that have been prepared by the current User. The list of Petitions includes incomplete Petitions as well as Petitions that have been submitted to the Court. You may edit any Petition in “Data Entry” status by clicking on the “EDIT” link associated with that Petition. Doing so will return the first data-entry page for that Petition. From there, you may add new data or change existing data on any data-entry page. You may navigate among the various data-entry pages by clicking the “Save and Continue” button, or by using the navigation bar at the top of each page.

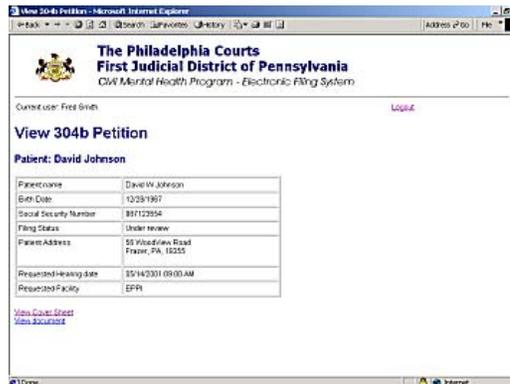


Figure 32

You may view any Petition that has been emailed to the Court by clicking on the associated “VIEW” link. The System will display a case information page that includes important data associated with the Petition, along with links to the documents filed with the Court. By clicking on the links, you can view and/or print the documents.

Review Officer Functions

Viewing Hearing Lists

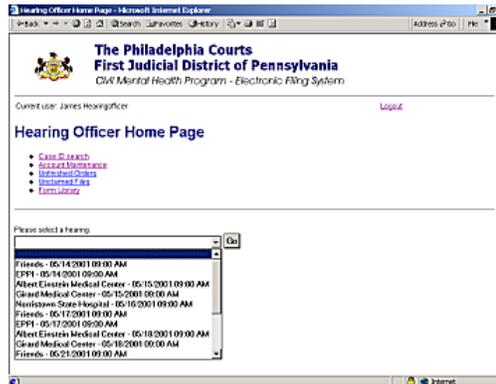


Figure 33

When a Mental Health Review Officer enters the CMHP System using his or her unique username and password, the Review Officer will first see the MHRO Home Page. The MHRO Home Page features a drop-down list of hearing dates and sites. By clicking on the down-arrow and scrolling through the hearing schedule, you may select the particular hearing date and location to view the cases scheduled for that date and location.



Figure 34

From the list of Petitions scheduled for a particular hearing location and time, the MHRO can go directly to any Petition by clicking on the “View” link associated with that Petition.

Viewing a Petition

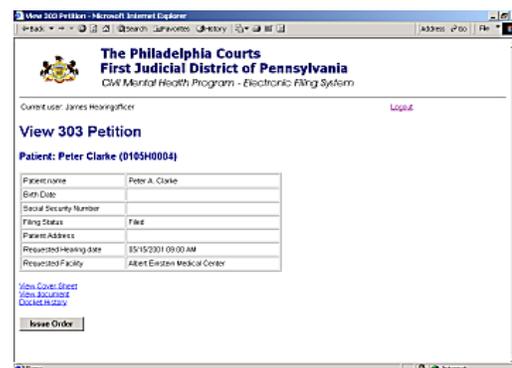
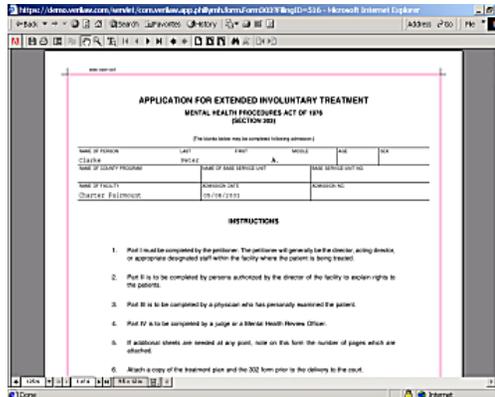


Figure 35

The System’s View Petition page provides a concise summary of important information contained in each Petition. The page also includes links to the Cover Sheet, Petition, Orders and Docket History for each case.



APPLICATION FOR EXTENDED INVOLUNTARY TREATMENT
MENTAL HEALTH PROCEDURES ACT OF 1976
(SECTION 303)

(This form must be completed in every instance.)

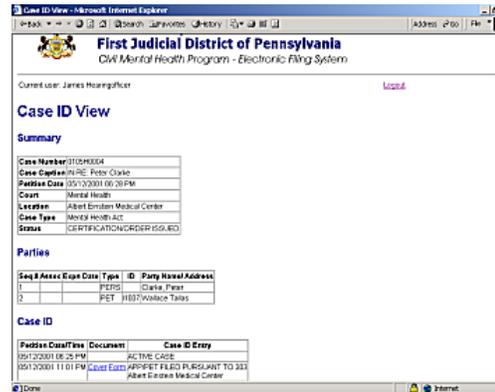
NAME OF PATIENT	LAST	FIRST	MIDDLE	SEX	DOB
Clarke		Peter A.		M	
NAME OF COUNTY PROGRAM	POSTAL	NAME OF STATE SERVICE UNIT	NAME SERVICE UNIT		
NAME OF FACILITY	ADDRESS 1011	ADDRESS 1012	ADDRESS 1013		
Shelburne Fairmount	19-104 1/2 RD				

INSTRUCTIONS

1. Part I must be completed by the petitioner. The petitioner will generally be the director, acting director, or appropriate designated staff within the facility where the patient is being treated.
2. Part II is to be completed by persons authorized by the director of the facility to explain rights to the patient.
3. Part III is to be completed by a physician who has personally examined the patient.
4. Part IV is to be completed by a judge or a Mental Health Review Officer.
5. If additional sheets are needed at any point, note on this form the number of pages which are attached.
6. Attach a copy of the treatment plan and the 302 form prior to the delivery to the court.

Figure 36

Clicking on the links to the Cover Sheet and the Petition will display those documents on your screen. For example, Figure 36 shows the 303 Petition for Peter Clarke. As with all documents residing on the CMHP System, you can save or print each Cover Sheet and Petition.



First Judicial District of Pennsylvania
Civil Mental Health Program - Electronic Filing System

Current user: James Hoangofficer [Logout](#)

Case ID View

Summary

Case Number	0105H0004
Case Caption	IN RE: Peter Clarke
Patient Case	101-12001 00 20 P#1
Court	Mental Health
Location	Albert Einstein Medical Center
Case Type	Mental Health Act
Status	CERTIFICATION/DRS/ISSUED

Parties

Seq #	Access	Exam Date	Type	ID	Party Name	Address
1			PEPS		Clarke, Peter	
2			PET		H037/Walace Talas	

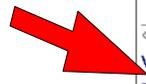
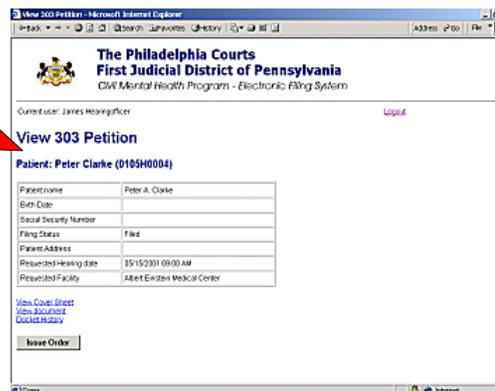
Case ID

Package Description	Document	Case ID Entry
101-12001 00 20 P#1	ACTIVE CASE	
101-12001 11 01 P#1	Cover Sheet	APP/PET FILED PULGIANZ TO 303
		Albert Einstein Medical Center

Figure 37

If you click on the Docket History link, the System will display the Case ID View for the selected case. This page provides comprehensive case information in three categories: Summary; Parties; and Documents. To access any of the documents relating to a particular case, simply click on the appropriate link from the Case ID View page.

Entering an Order

The Philadelphia Courts
First Judicial District of Pennsylvania
Civil Mental Health Program - Electronic Filing System

Current user: James Hoangofficer [Logout](#)

View 303 Petition

Patient: Peter Clarke (0105H0004)

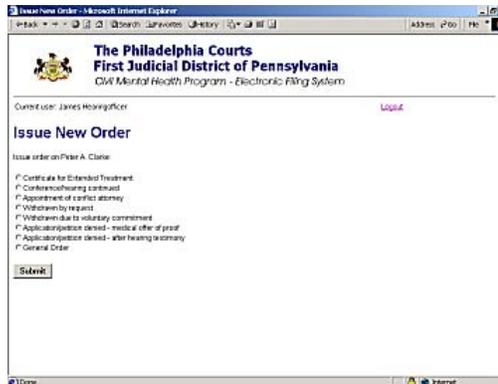
Patient Name	Peter A. Clarke
Birth Date	
Social Security Number	
Filing Status	Filed
Patient Address	
Requested Hearing Date	10/15/2001 09:00 AM
Requested Facility	Albert Einstein Medical Center

[View Cover Sheet](#)
[View Documents](#)
[Docket History](#)

Figure 38

You may view a list of available Orders by clicking on the "Issue Order" button from the Petition page.

Once you click on the "Issue Order" button, the System will display the Issue New Order page, as shown in Figure 39.



The Issue Order page shows a list of available Orders for the Petition you have selected. You may enter an Order by clicking in the radio button next to that Order, and then clicking on the “Submit” button.

Figure 39

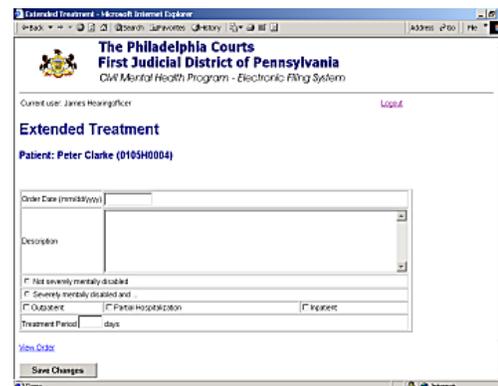
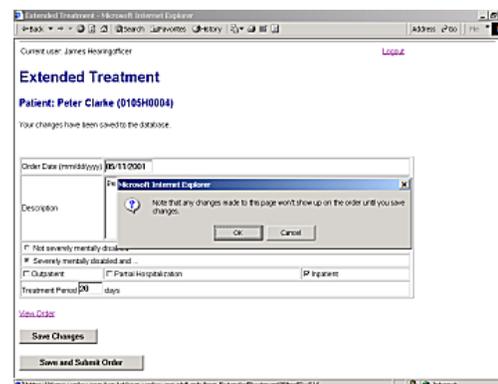


Figure 40 shows the data-entry screen for an Order for Extended Treatment. Each of the Order screens has several data-entry fields that you may complete before issuing the Order. After entering data, you may click on the “View Order” link to view the Order before submitting the Order to the Court.

Figure 40



The System will warn you that the data you have entered on the Order screen will not appear on the Order form unless you have saved the data. To do so, simply click the “Save Changes” button to save the data before leaving the Order screen.

Figure 41

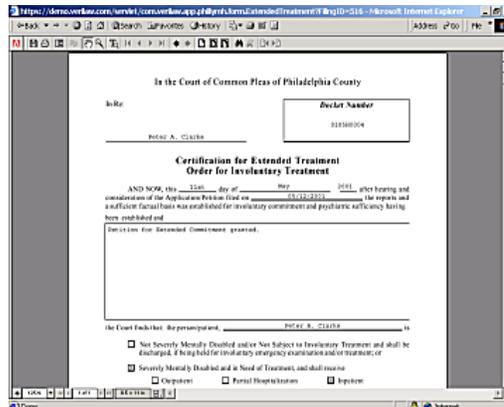


Figure 42

Once you save your changes, then click the “View Order” link, the System will display a draft of the finished Order which will include the data you have entered.

After you review the draft Order, you may return to the prior data-entry screen by clicking on the “Back” button in your browser.

You may change any data appearing in the data-entry page, and toggle back to view a draft Order by saving your changes, and then clicking on the “View Order” link. You may submit the finished Order to the Court by clicking on the button marked “Save and Submit Order.”

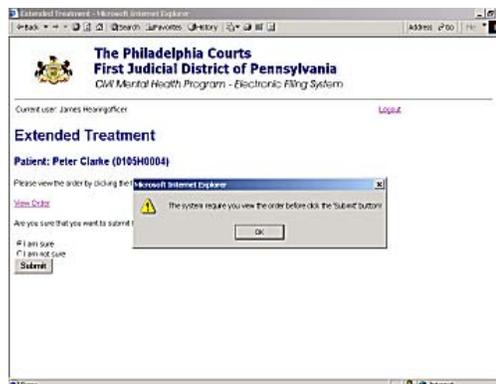


Figure 43

At that point, the System requires that you review the Order a final time before the System will submit the Order to the Court. You must acknowledge this requirement by clicking on the button marked “OK” that appears in the warning dialog box, shown in Exhibit 43.

Then, you must review the final Order, by clicking on the “View Order” link. You may also return to the data-entry screen in order to edit any of the data you have entered there.

Once you are satisfied with the Order, you may submit it to the Court by clicking in the radio button marked “Issue Certification/Order.”

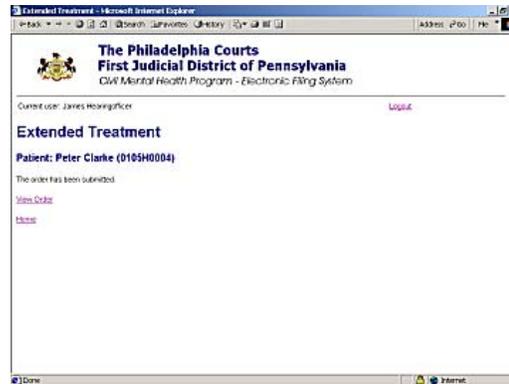


Figure 44 shows the screen that will follow to confirm your submission. You may click on the “View Order” link to view the final Order as it was submitted to the Court. You may also return to the Hearing Officer Home Page, by clicking on the “Home” link.

Figure 44

First Judicial District of Pennsylvania
Court of Common Pleas of Philadelphia County
Civil Mental Health Program
Electronic Filing Program

Hardware and Software Requirements
for
Hearing Sites & Hospital Facilities Filing Mental Health Applications and Petitions

HARDWARE

Personal Computers: Each user who will access the Mental Health Electronic Filing System will do so through a personal computer connected to the Internet. We recommends that the users maintain IBM compatible personal computers (PC)running Windows NT or Windows 2000 operating system. These PCs are typically configured with 500 Mhz (or faster) processor, 128 MB RAM, and an SVGA 17" Monitor. The monitor should support 800X600 resolution, although, 1024X768 is preferred.

Printer: A laserjet or deskjet printer is required at the hearing sites.

SOFTWARE

Web Browser: Internet Explorer Version 5.5 or Netscape Navigator Version 4.7 is highly recommended. Cookies and JavaScript must be enabled on the browser.

Adobe Reader, latest version, for viewing only, is **required.** (May be downloaded free of charge from "http://www.adobe.com").

Exhibit transmissions will be posted via HTTP or HTTPS standards

NETWORK

Connection to the internet is required via your facility's network or a through a direct connection. It is recommended that a dsl or cable is used. Modem access should be sufficient although slower.

EMAIL ADDRESS

An email address to be used only for purposes of receiving Mental Health filing notices. We suggest that the email be in the following format: "[name or initials of the facility].court@[domain name]."

OTHER

Additional software will be added to the users' desktops, at no cost to the user, to insure the security of the data as it is exchanged from the facility to the Court.

If you have any questions, please contact Dominic J. Rossi, Esquire,
Deputy Court Administrator, Legal Services, at dominic.rossi@courts.phila.gov
(Phone #(215)686-3745)

Installing Client Side Certificates

Summary

This document describes how to install client side certificates on your machine.

Steps for Netscape

You must be supplied with a reference number and an authorization code.

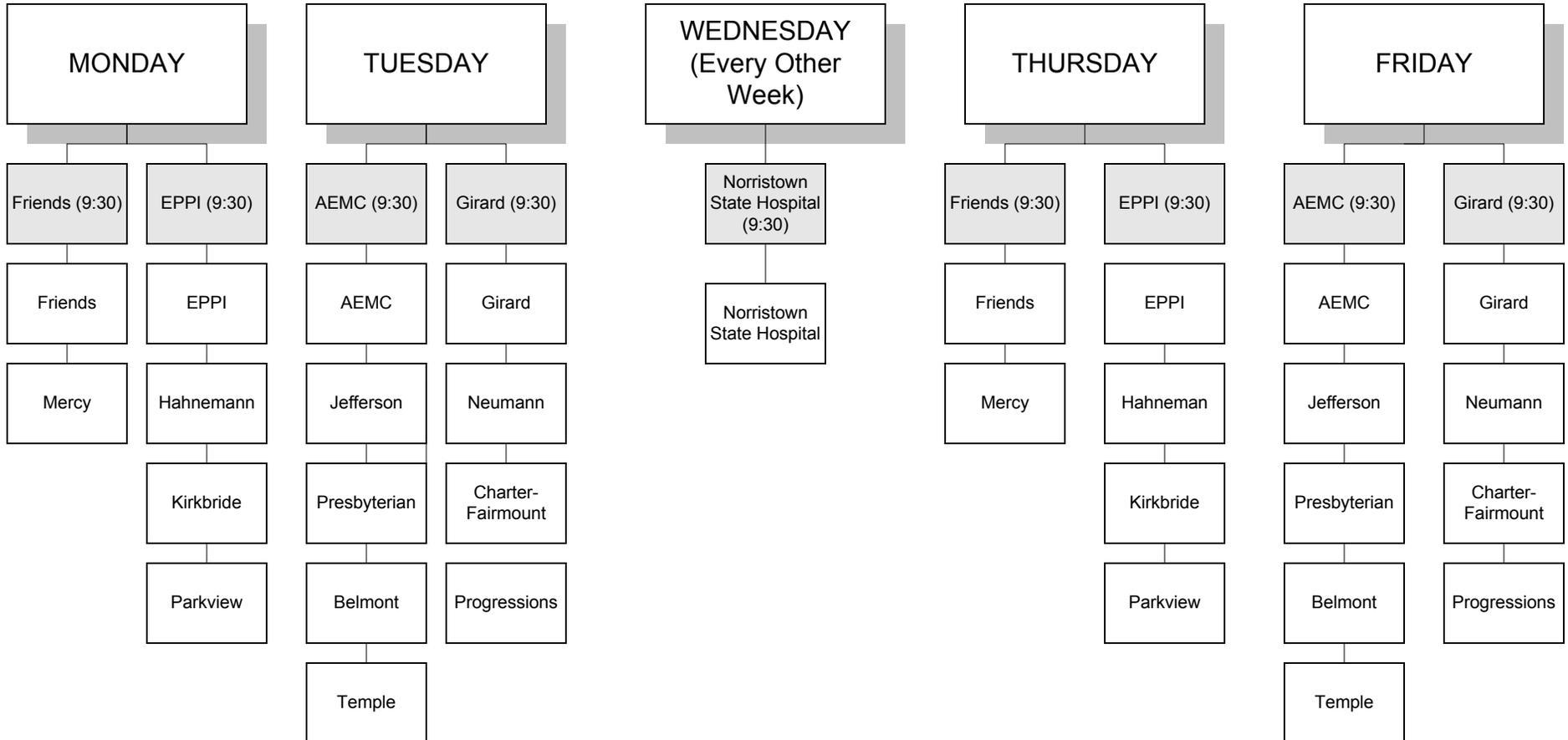
1. Go to <https://cert.verilaw.com/cda-cgi/clientcgi.exe?action=userCerts>
2. Click on the "Web Browser Users" button
3. Click on "Retrieve a user certificate for your web browser"
4. Select a key length of 1024 (high grade)
5. You should then be in a screen called "Generate a private key". Hit OK
6. The first time you do this in Netscape, you will be prompted to create a Communicator Password. Don't lose this password.
7. You'll then be in the "New Certificate Authority" screen. Hit Next three times.
8. When asked, choose "Accept this certificate authority for certifying network sites". The other checkboxes should be turned off.
9. When asked "Warn me before ..." leave that checkbox turned off.
10. When asked for a name for certificate authority, supply "Verilaw CA".
11. At this point you should be able to use Netscape to view the site that requires client side certificates.

Steps for MS Internet Explorer (version 5.5)

You must be supplied with a reference number and an authorization code.

1. Go to <https://cert.verilaw.com/cda-cgi/clientcgi.exe?action=userCerts>
2. Click on "Retrieve a user certificate for your web browser"
3. Enter your reference number and authorization number
4. For Cryptographic Service Provider (CSP), select either "Microsoft Enhanced Cryptographic Provider v1.0" or "Microsoft Base Cryptographic Provider v1.0" and Click 'Submit Request'
5. Hit OK when presented with "An application is creating a Protected item"
6. When prompted "Do you want to ADD the following cert to the Root store?" Click Yes
7. At this point you should be able to use MS Internet Explorer to view the site that requires client side certificates.

**OFFICE OF MENTAL HEALTH
MENTAL HEALTH HEARING SCHEDULE**



**WEST'S PENNSYLVANIA RULES
OF COURT
PURDON'S PENNSYLVANIA
CONSOLIDATED STATUTES
ANNOTATED
PENNSYLVANIA RULES OF CIVIL
PROCEDURE
BUSINESS OF COURTS**

**Rule 205.4. Electronic Filing
and Service of Legal
Papers**

(a) 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, but not including

(1) a writ of summons or a complaint that is original process naming an original defendant or an additional defendant, unless the court by local rule provides otherwise, or

(2) a notice of appeal from an award of a board of arbitrators or a notice of appeal or other legal paper, the filing of which is prescribed by the Rules of Civil Procedure Governing Actions and Proceedings before District Justices.

(b) A party may file a legal paper with the prothonotary by

means of electronic filing if electronic filing is permitted by general rule, rule of court or special order of court. The filing shall be in the format of Adobe PDF, WordPerfect for Windows or Microsoft Word for Windows. Except as otherwise provided by law, a legal paper filed electronically shall be deemed the equivalent of the original document.

(1) The electronic filing of a legal paper constitutes

(i) a certification by the filing party that the original hard copy was properly signed and, where applicable, verified, and

(ii) a certification as provided by the signature to a legal paper under Rule 1023(b), the violation of which shall be subject to the sanction provision of Rule 1023(c).

(2)(i) The filing party shall maintain the original hard copy of the document filed.

(ii) Any other party at any time may require the filing party to file the original hard copy by filing with the prothonotary and serving upon the filing party a notice to file the original hard copy with the prothonotary within fourteen days of the filing of the notice.

***204** (c)(1) The prothonotary when authorized to accept filings by electronic transmission shall provide

electronic access at all times. The time and date of filing and receipt shall be that registered by the prothonotary's computer system.

(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 or an identification number issued by the website administrator.

(d) A filing party shall pay the cost of the electronic filing of a legal paper by depositing with the prothonotary, in advance, sufficient funds or by authorizing payment by credit or debit card.

(e)(1) A filing party shall be responsible for

(i) any delay, disruption, interruption of the electronic signals and readability of the document electronically filed, and

(ii) the maintenance of sufficient funds deposited with the prothonotary or of a credit or debit account to cover the cost of electronic filing.

(2) 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.

(f) When electronic filing is permitted as set forth in subdivision (b), 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.

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

(1) as provided by Rule 440 or

(2) 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. Service is complete when the legal paper is sent. A paper served electronically is

subject to the certifications set forth in subdivision (b)(1).

***205** Note: 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, decrees 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.

CREDIT(S)

2001 Electronic Pocket Part Update

<i>Adopted</i>	<i>June</i>	<i>14,</i>	<i>1999,</i>
<i>effective</i>	<i>July</i>	<i>1,</i>	<i>1999.</i>
<i>Amended</i>	<i>Nov.</i>	<i>28,</i>	<i>2000,</i>
<i>effective</i>	<i>Jan.</i>	<i>1,</i>	<i>2001.</i>
<i>Amended</i>	<i>June</i>	<i>8,</i>	<i>2001,</i>
<i>effective</i>	<i>July</i>	<i>1,</i>	<i>2001.</i>

HISTORICAL NOTES

EXPLANATORY COMMENT--1999

2001 Electronic Pocket Part Update

Rule 205.4 governing electronic filing and service of legal papers is a temporary rule and is intended as a further step in the process of introducing the concept of electronic documents into a system accustomed solely to paper documents. It is anticipated that changes in

the procedural rules will be needed as technology progresses and the actual experiences of those counties which utilize this rule demonstrate the need for modifications. For that reason, a termination date of December 31, 2001 has been set for this rule.

The purpose of the rule is not to provide a comprehensive manual but, rather, a framework upon which a local court can proceed with the electronic filing and service of legal documents while allowing the flexibility to adapt the process on the basis of actual experience.

The rule addresses several aspects of electronic filing. It provides definitions of key terms, contains a description of the form, content and handling of documents, and an enumeration of the responsibilities of the prothonotary and the parties. The rule concludes with the procedure for electronic service of legal papers.

Subdivision (a)(2) is the definitional provision. The subject of the rule, "electronic filing", is defined as the electronic transmission of legal papers but the term excludes facsimile transmission which is governed by Rule 205.3.

Most importantly, the term "legal paper" is defined as excluding original process unless the court by local rule provides otherwise. For the purposes of this temporary rule, the local court is in a better position to make the determination of whether to include original process based upon a knowledge of the court's technological capabilities.

Subdivision (b) is concerned with the form and content of the legal papers themselves. Three computer formats are explicitly designated for legal papers which are filed electronically. Adobe PDF was chosen because it is becoming a nationally recognized standard format and has a great deal of flexibility in terms of its ability to include other media beside the printed word. WordPerfect for Windows and Microsoft Word for Windows are included as they are the two most commonly used word-processor software packages.

***206** Regarding legal papers themselves, Rule 205.4(b)(1) provides that the electronic filing of a legal paper constitutes the same certification as a signature on a traditionally filed legal paper under Rule 1023.

Paragraph (2) completes subdivision (b) by requiring that the filing party maintain the original hard copy of the legal paper and also by providing a procedure by which any other party to the action may require the filing of the original hard copy. This is a means of ensuring the integrity of the filing system and the genuineness of the legal papers filed by the parties.

The burden of establishing the physical elements of the system is placed upon the prothonotary. Subdivision (c) requires the prothonotary to provide electronic access at all times and a means for recording the

time and date of the filing. The subdivision also permits the prothonotary to designate a website for the electronic filing of legal papers. Under Rule 205.4(f), the prothonotary is required to make available to the filing party a filing status message which would confirm that the legal paper was filed successfully. The same subdivision also permits the prothonotary to maintain either an electronic file only or both electronic and hard copy files.

In order to take advantage of the convenience which the rule will provide, a filing party will also bear important responsibilities. Subdivision (d) requires that the filing party pay the costs of electronic filing by the advance deposit of sufficient funds with the prothonotary or by the use of a credit or debit card.

Most importantly, subdivision (e) expressly provides that a "filing party accepts the risk that a document filed by means of electronic filing may not be properly or timely filed with the prothonotary." This latter provision is based upon the concern that the immediacy of the electronic transfer of legal papers may foster increased dependency upon last-minute preparation and filing, leaving insufficient time in which to remedy either a deficiency in the legal paper being filed or the inability to effectuate the filing.

Subdivision (g) of the rule provides for electronic service of legal papers. Paragraph (2) provides that service of such papers shall

be deemed complete when sent. This provision is designed to be the electronic equivalent of the rule for service by mail as set forth in Rule 440(b) which provides that service is complete upon mailing.

Service of legal papers electronically requires the consent of the person to be served either by written agreement or an electronic mail address on a prior legal paper filed with the court. A note to the proposed rule is explicit in stating that such an electronic mail address on an attorney's letterhead is an insufficient basis for electronic service.

***207** Additionally, Rule 440 governing service of legal papers other than original process has been amended by adding a paragraph to the note following subdivision (a)(1)(i) cross-referring to the service provisions contained in new Rule 205.4(g).

2001 Electronic Pocket Part Update

2000 Amendment: The 2000 amendment, in the note under subd. (g)(2), added the second and third paragraphs.

**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA
COUNTY
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

**President Judge Administrative Order
No. 2001-01**

**In re: Electronic Filing of Legal Papers Involving Proceedings Pursuant to the
Mental Health Procedures Act. Adoption of Phila. R. Civ. P. No. 205.4**

ORDER

AND NOW, this 2nd day of January, 2001, in order to facilitate the filing of applications and petitions pursuant to the Mental Health Procedures Act of 1976, as amended, and pursuant to Phila.R.C.P.No. 7109, in light of the time requirements for the filing, scheduling, and conclusion of the hearing, and in order to fully take advantage of Pa.R.C.P.No. 205.4 which authorizes the establishment of a rule for the electronic filing and service of legal papers, IT IS HEREBY ORDERED, ADJUDGED and DECREED that the within Order adopts, on a temporary basis, Phila.R.Civ.P.No. 205.4 as follows:

(a) General Rule. (1) Except as otherwise provided by subsection (2) of this rule, parties shall file legal papers, including original process, with the Prothonotary by means of electronic filing in any **civil mental health** matter filed pursuant to the Mental Health Procedures Act of 1976, as amended, and Phila.R.Civ.P. No. 7109.

(2) Notwithstanding subsection (1), appeals to appellate courts filed from orders issued by the Court pursuant to Petitions for Review of certification orders issued by Mental Health Review Officers cannot be filed electronically, but must be filed with the Prothonotary in a hard copy format.

(3) The filing party shall maintain the original hard copy of any legal paper that is electronically filed and shall file the original with the Prothonotary if requested pursuant to Pa.R.C.P. No. 205.4(b)(2)(ii).

(4) The Prothonotary shall not maintain a hard copy file of any legal papers filed electronically pursuant to this rule.

(b) File Date. Acceptance By Prothonotary. The legal paper filed electronically shall be deemed “filed” when “verified” or “accepted” by the Prothonotary. Provided, however, that the Prothonotary may deem an Application filed or accepted pursuant to Section 303 of the Mental

Health Procedures Act to be filed on a later, specifically stated date, for purposes of scheduling a hearing on the Application. Acceptance shall occur after the Prothonotary has reviewed the pleading and determined compliance with rules of court. The Prothonotary shall provide a filing status message to the filing party setting forth the date of and time of acceptance of the filing. If the filing party does not receive a filing status message within eight (8) business hours, the legal paper is not considered filed and the filing party must again submit the pleading to the Prothonotary's office.

Note

A filing party accepts the risk that a document filed by means of electronic filing may not be properly or timely filed with the Prothonotary. See Pa.R.C.P. No. 205.4(e)(2). One of the risks is that the Prothonotary--either correctly or incorrectly--determines that the filing party has not met its obligation for payment of the necessary fees and costs.

(c) Scheduling of Hearing. Upon filing of the application or petition, a hearing shall be scheduled consistent with the dictates of the Mental Health Procedures Act.

(d) Service of Pleading and Scheduling Order. After the application or petition is verified and accepted and a hearing date scheduled, the Prothonotary shall notify all parties that the application was filed and is available, and further that a scheduling order was entered. This notification shall constitute service of the application or petition on all parties, and service of the scheduling order as required by Pa.R.C.P. No. 236.

(e) Commitment Orders. Upon conclusion of the hearing, the Mental Health Review Officer shall enter a commitment order electronically within the time be period required by the Mental Health Procedures Act and Phila.R.C.P. No. 7109, and an electronic copy of the order shall be e-mailed to all parties. Service of the electronic order shall constitute compliance with Pa.R.C.P. No. 236.

(f) Website. The Prothonotary's web site is at the following website address: <http://courts.phila.gov>, or at such other site as may from time to time be designated. The Prothonotary shall provide electronic access at all times. The time and date of the filing and receipt shall be as set forth above.

(g) Authorized Users. Access to the website shall be available to an attorney by use of a password and the attorney's Supreme Court identification number issued by the Court Administrator of Pennsylvania. Access is also available to any other user authorized by the Prothonotary or the Court.

(h) Fees. The Prothonotary shall impose an automation fee of \$5.00 per application or petition filed after the effective date of this Regulation, together with the first filing fees, unless the President Judge waives any and all portion of the filing fee and automation fee. Provided, however, that all petitions and applications not filed with the Prothonotary electronically after the implementation date of this Regulation shall be subject to both the automation fee and the first filing fee. The funds generated by the automation fee shall be set aside by the Prothonotary and remitted monthly to the First Judicial District's

Procurement Unit, and shall be used for, but not limited to, the development, training, implementation and maintenance of the electronic filing system for the Philadelphia Court of Common Pleas. The procedure for payment of the fees and costs of the Prothonotary shall be set forth on the Prothonotary's web site.

(i) Effective Date. This Regulation shall become effective thirty (30) days after publication in the *Pennsylvania Bulletin*, and shall be implemented as provided by the Prothonotary and the Coordinator of the Civil Mental Health Program. This rule shall be automatically rescinded on December 31, 2001, as required by Pa.R.C.P. No. 205.4(h), unless Pa.R.C.P. No. 205.4(h) is extended by the Supreme Court and the within local rule is extended in writing by this Court.

This Administrative Order is promulgated in accordance with Pa.R.C.P. 205.4 and shall become effective thirty (30) days after publication in the *Pennsylvania Bulletin*. The original Administrative Order shall be filed with the Prothonotary in a docket maintained for Administrative Orders issued by the President Judge of the Court of Common Pleas, and copies shall be submitted to the Administrative Office of Pennsylvania Courts, the Legislative Reference Bureau and the Supreme Court's Civil Procedural Rules Committee. Copies of the Administrative Order shall also be submitted to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Library and the Law Library for the First Judicial District.

Date: January 2, 2001

/s/ Alex BonavitaCola, P.J.
ALEX BONAVIDACOLA
PRESIDENT JUDGE
COURT OF COMMON PLEAS
OF PHILADELPHIA COUNTY

**FIRST JUDICIAL DISTRICT
MENTAL HEALTH PROGRAM
EFILING SYSTEM**

REPORT SYSTEM ISSUE FORM

THIS FORM VERSION FOR PILOT USE ONLY

Instructions: Please use this form to report any problems you encounter with the CMHP Electronic Filing System or to provide feedback to the System Administrator. **IMPORTANT:** To ensure better service, please complete as much of this form as possible. Once you have completed this form, you must save the form by clicking 'File' then 'Save As' in your browser's menu. Then, you may attach the completed form to an email addressed to 'helpdesk@Verilaw.com'.

Date of Occurrence:

Your Name:

Your Username:

Time of Occurrence:

Your Phone Number:

Facility/Organization:

Your Operating System & Version:

(Enter the operating system and version number of the personal computer that you were using. For example: Windows 2000 Version 5.0. You can determine this by clicking on the toolbar option 'Start' then choosing 'Control Panel'. From the Control Panel toolbar, click on the 'Help' option and choose the 'About Windows' option.)

Web Browser & Version:

(Enter the name and version number of the Web browser that you were using. For example: Microsoft Internet Explorer 5.00.3101.1000. You can determine your web browser version number by clicking on the 'Help' option in the toolbar at the top of the browser screen and selecting the 'About...' option.)

Page URL and/or page title:

(Enter the URL that appears in the address bar at the top of your screen. For example: <https://demo.verilaw.com/phillymh/hearingofficer/index.jsp>. You can copy this from your browser window and paste it into this form by clicking in the address bar with your left mouse button to highlight the address. Then click on your right mouse button and selecting 'Copy'. Then, place your cursor in the field above for 'URL and/or page title' and click your right mouse button and select 'Paste'.)

Error message you received:

(If you did not receive an error message, type in "none". Otherwise, describe the error message exactly as it appeared or as closely as possible.)

Has this happened before? Yes No **If yes, how often?**

Description of problem:

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