



**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

NOTICE TO THE BAR

**EXPANSION OF CIVIL ELECTRONIC FILING SYSTEM
TO INCLUDE REQUIRED CONFERENCE SUBMISSIONS**

The Philadelphia Court of Common Pleas Civil Electronic Filing System, which is designed for the electronic filing of pleadings and documents with the court and for the electronic service of those pleadings, documents, court notices and orders upon counsel and self-represented parties, has been expanded to include the electronic submission of required court conference memoranda and correspondence.

Effective Monday, July 20, 2015, counsel and self-represented parties will be able to electronically file required conference submissions, including, but not limited to, Civil Case Management Conference, Settlement Conference and Pretrial Conference Memoranda, and correspondence with the Court within the existing case section of the Civil Electronic Filing System under the filing category “Conference Submissions”.

For additional information, please see Pennsylvania Rule of Civil Procedure 205.4 and Philadelphia Local Rule *205.4 which governs electronic filing in Philadelphia County.

To access the Civil Electronic Filing System please go to the court’s website at <http://courts.phila.gov>, follow the “On-Line Services” tab and then the link to the “FJD Electronic Filing System (‘Civil, Criminal and Orphans’).”

**KEVIN M. DOUGHERTY
ADMINISTRATIVE JUDGE
TRIAL DIVISION**

**ARNOLD L. NEW
SUPERVISING JUDGE
TRIAL DIVISION—CIVIL**