

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

No. 6 of 2026

President Judge General Court Regulation

In re: Adoption of Philadelphia Civil Rules *204.1, *204.2, *205.4, *205.4.1 and *205.4.2

ORDER

AND NOW, this 17th day of September, 2026, the Board of Judges of Philadelphia County having voted at the Board of Judges' meeting held on September 16, 2026, to adopt Phila. Civ. R. *204.1, *204.2, *205.4, *205.4.1 and *205.4.2 as attached to this Order, and as required by Pa.R.J.A. 103, the Supreme Court Civil Procedural Rules Committee has reviewed the attached local rules, has determined that Phila. Civ. R. Phila. Civ. R. *204.1, *204.2, *205.4, *205.4.1 and *205.4.2 are not inconsistent with applicable statewide rules and has authorized their promulgation.

NOW, therefore, it is hereby ORDERED and DECREED ***Philadelphia Civil Rules *204.1, *204.2, *205.4, *205.4.1 and *205.4.2*** are adopted, as attached, effective thirty days after publication in the *Pennsylvania Bulletin*.

As required by Pa.R.J.A. 103(d), the local rule which follows this Order was submitted to the Supreme Court of Pennsylvania Civil Procedural Rules Committee for review, and written notification has been received from the Rules Committee certifying that the local rule is not inconsistent with any general rule of the Supreme Court. This Order and the attached local rule shall be filed with the Office of Judicial Records (formerly the *Prothonotary, Clerk of Courts and Clerk of Quarter Sessions*) in a docket maintained for Administrative Orders issued by the First Judicial District of Pennsylvania. As required by Pa.R.J.A. 103(d)(5)(ii), two certified copies of this Administrative Order and the attached local rule, as well as one copy of the Administrative Order and local rule shall be distributed for publication in the *Pennsylvania Bulletin*. As required by Pa.R.J.A. 103(d)(6) one certified copy of this Administrative Order and local rule shall be filed with the Administrative Office of Pennsylvania Courts, shall be published on the website of the First Judicial District at <http://courts.phila.gov>, and shall be incorporated in the compiled set of local rules no later than 30 days following publication in the *Pennsylvania Bulletin*. Copies of the Administrative Order and local rules shall also be published in *The Legal Intelligencer* and will be submitted to *American Lawyer Media*, *Jenkins Memorial Law Library*, and the Law Library for the First Judicial District.

BY THE COURT:

/s/ Nina Wright Padilla

NINA WRIGHT PADILLA
President Judge, Court of Common Pleas
Philadelphia County

Rule *204.1 Pleadings and Other Legal Papers. Format.

(a) In order to accommodate the filing of documents in an electronic format as authorized by Philadelphia Civil Rule *205.4, all “legal papers,” as defined by Pa.R.Civ.P. 205.4(a)(2), must conform to the following requirements:

- (1) All files ~~must be no larger than 5MB each.~~ **will be subject to a size limitation. The size limitation may be updated from time to time and will be clearly indicated on the file upload screen of the electronic filing system.** If an electronic file exceeds this limit, then it must be split into multiple files;
- (2) All PDF pages must be 8 and 1/2 inches in size exactly. Other file sizes may be incompatible with electronic filing;
- (3) No security, passwords, or other restrictions may be placed on electronic files. If an electronic file contains passwords or other security devices, it will be rejected; and
- (4) After an electronic file is created, it must not be modified in any way. If an electronic filing is modified, it may be incompatible with the electronic filing system and will be rejected.

(b) In order to accommodate the scanning of legal papers presented in a hard-copy format and saving in an electronic format as provided by Philadelphia Civil Rule *205.4(b)(1), in addition to the requirements of Pa.R.Civ.P. 204.1, all hard-copy “legal papers” must conform to the following requirements:

- (1) all legal papers must be printed on only one side of the paper;
- (2) all orders must contain a 3-inch space from the top of the page for all electronic court stampings, filing notices, etc.;
- (3) legal papers must not be stapled or permanently bound, but must be secured by binder clips or other fasteners which do not punctuate or otherwise interfere with scanning;
- (4) bar codes on any page of the legal paper interfere with scanning and must therefore be crossed out or otherwise redacted; and
- (5) to avoid scanning errors, Exhibit separator pages must be used instead of Exhibit tabs.

Explanatory Note: The source of this rule is Administrative Docket No. 01-2008, issued by Administrative Judge D. Webster Keogh on July 16, 2008. Adopted by the Board of Judges on November 20, 2008: effective on January 5, 2009. Amended May 15, 2014, effective July 6, 2014.

Rule *204.2 Philadelphia Domestic Relations Pleadings and Other Legal Papers. Format.

(a) In order to accommodate the filing of documents in an electronic format of Philadelphia Domestic Relations Matters as authorized by Philadelphia Civil Rule *205.4.1., all “legal papers,” as defined by Pa.R.Civ.P. 205.4.1(a)(2), must conform to the following requirements:

- (1) All files must be no larger than 50MB each. If an electronic file exceeds this limit, then it must be split into multiple files;
- (2) All PDF pages must be 8 and 1/2 inches in size exactly. Other file sizes may be incompatible with electronic filing;
- (3) No security, passwords, or other restrictions may be placed on electronic files. If an electronic file contains passwords or other security devices, it will be rejected; and
- (4) After an electronic file is created, it must not be modified in any way. If an electronic filing is modified, it may be incompatible with the electronic filing system and will be rejected.

(b) In order to accommodate the scanning of legal papers presented in a hard-copy format and saving in an electronic format, in addition to the requirements of Pa.R.Civ.P. 204.1., all hard-copy “legal papers” must conform to the following requirements:

- (1) all orders must contain a 3-inch space from the top of the page for all electronic court stampings, filing notices, etc.;
- (2) legal papers must not be stapled or permanently bound, but must be secured by binder clips or other fasteners which do not punctuate or otherwise interfere with scanning
- (3) bar codes on any page of the legal paper interfere with scanning and must therefore be crossed out or otherwise redacted; and
- (4) to avoid scanning errors, Exhibit separator pages must be used instead of Exhibit tabs.

*Explanatory Note: Domestic Relations Rule *205.4.1.(b) applies to all legal papers filed in Philadelphia Family Court.*

Rule *205.4 Electronic Filing of Legal Papers Filed in the Civil Trial Division.

(a) Commencing at 9:00 AM 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 Office of Judicial Records 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 *205.2.

Explanatory Note: The term “legal paper” as defined in Pa.R.C.P. No. 205.4(a)(2) encompasses all pleadings and other papers filed with the Office of Judicial Records – even if the legal papers are not adversarial in nature and do not require the non-filing party or parties to respond (such as Notice of Tax Liens).

(b)(1) Authorized Electronic Format of Legal Papers Electronically Filed. All legal papers shall be filed in a portable document format (“pdf”). **Additionally, all proposed orders submitted**

with pleadings, motions, and stipulations requiring judicial approval shall also be filed in a Microsoft Word document format. As authorized by Pa.R.C.P. No. 205.4 (b)(1), in the event any legal paper or exhibit is submitted to the Office of Judicial Records in a hard-copy format, the Office of Judicial Records shall convert and maintain such legal paper or exhibit to a portable document format, and the Office of Judicial Records 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 Office of Judicial Records 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 Office of Judicial Records 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 Office of Judicial Records shall collect an electronic filing fee for each legal paper or exhibit filed as established by the Office of Judicial Records with the approval of the President Judge of the Court of Common Pleas. In addition to such electronic filing fee, commencing on January 5, 2009, the Office of Judicial Records 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 Office of Judicial Records to a portable document format. All fees collected pursuant to this rule shall be set aside by the Office of Judicial Records 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 issued 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 Office of Judicial Records 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 Office of Judicial Records shall provide the filing party with e-mail 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 Office of Judicial Records 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 Office of Judicial Records 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 Office of Judicial Records discretion, may authorize the

filer to submit the required filing fees within a stated time period after which the Office of Judicial Records may refuse the legal paper for filing if payment is not received.

(5) If a legal paper is refused for filing, the Office of Judicial Records 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 Office of Judicial Records are required to maintain a hard copy of any legal paper or exhibit, notice, or order filed or maintained electronically under this rule.

(7) If a legal paper is electronically filed, the Civil Electronic Filing System will automatically serve all persons who have previously submitted electronic filings in the same case, pursuant to Philadelphia Civil Rule *205.4 and Pa.R.C.P. No. 205.4(g), but the filing party must serve all others as required by rules of court. All legal papers filed in a hard-copy format must be served by the filing party as required by rules of court.

***Note:** This rule is adopted as required by Pa.R.C.P. No. 239.9. Adopted November 15, 2007, effective January 7, 2008; amended December 1, 2008, effective January 5, 2009. Amended XXXX, effective XXXX. 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.*

Rule *205.4.1 Electronic Filing of Legal Papers in the Family Division.

(a)(1) Authorization of Electronic Filing. Commencing at 8:00 A.M. on November 2, 2026, parties may electronically file all Divorce and Annulment “legal papers,” as defined by Pa.R.Civ.P. 205.4(a)(2), with the Clerk of Family Court through the Philadelphia Courts Electronic Filing System (“Electronic Filing System”), as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Philadelphia Civil Rule *205.4.1.

***Note:** the Electronic Filing System utilized by Philadelphia Family Court for divorce and annulment filings is the same Electronic Filing System utilized by the Civil Trial, Municipal Civil Trial, and Orphans’ Divisions. See Philadelphia Civil Rule *205.4.*

***Note:** Complaints for Annulment/Divorce and Counterclaims that contain a count for custody will be accepted for electronic filing. See Pa.R.Civ.P. 1920.32(a).*

***Note:** a divorce complaint cannot include claims for child support, spousal support, and alimony pendente lite. Instead, claims for child support, spousal support, and alimony pendente lite must be raised in the domestic relations section by filing a complaint pursuant to Pa.R.Civ.P. 1910.4. Pa.R.Civ.P. 1920.31(a)(2). Complaints for child support, spousal support, and alimony pendente lite may be filed with the domestic relations section either in-person or electronically. See Philadelphia Civil Rule *205.4.2.*

(a)(2) Agreements to Seal the Record. In the context of this rule, any legal paper filed contemporaneously with a Motion and Agreement to Seal the Record may not be filed electronically. All such legal papers must be submitted for filing to the Clerk of Court in hard-copy format.

Explanatory Note: Redacted versions of all Family Court Divorce and Annulment dockets are accessible to the public electronically unless the matter is sealed by court order. The docket of all Divorce/Annulment cases, whether filed electronically or in-person, will therefore be available to the public immediately upon the Clerk of Court's acceptance of a Complaint in Divorce or Annulment. Until such time as necessary protocols are adopted to permit the electronic filing of these excluded legal papers, legal papers submitted contemporaneously with a Motion and Stipulation to Seal the Record must be filed in paper format so as to limit potential harm to any party and to protect the confidentiality of information as provided by law.

(b)(1) Authorized Electronic Format of Legal Papers Electronically Filed. All legal papers specified above shall be filed in a *portable document format* (“pdf”). As authorized by Pa.R.Civ.P. 205.4(b)(1), in the event any legal paper specified above is submitted to the Clerk of Family Court in a hard-copy format, the Clerk of Family Court shall convert, receive, and maintain such legal paper or exhibit to a *portable document format*, and the Clerk of Family Court shall return the hard-copy legal paper or exhibit to the filing party for retention as required by Pa.R.Civ.P. 205.4(b)(5).

Note: Philadelphia Civil Rule 204.2 sets forth the formatting requirements of all legal papers, whether filed electronically or submitted to the Clerk of Family Court in hard-copy, in order to accommodate the filing/conversion of documents into an electronic format.

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

(i) Website. Legal papers filed electronically shall be filed through the Electronic Filing System, which shall be accessible through the website of the First Judicial System of Pennsylvania, <https://www.courts.phila.gov>, or at such other website as may be designated from time to time.

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

Note: counsel who have an existing EFS User Name, Password, and PIN do not need to apply for and receive a new account to utilize the Electronic Filing System for Family Court electronic filings.

(d) Payment of Filing Fees.

(1) The Office of Judicial Records will accept for payment of all applicable filing fees as follows:

(i) electronically: with the following credit or debit cards at the time the legal paper is electronically filed through the Electronic Filing System: American Express, Discovery, MasterCard, and Visa;

(ii) by mail: certified check, cashier's check, and money order;

(iii) in-person: cash, certified check, cashier's check, money order, and the following credit or debit cards: American Express, Discovery, MasterCard, and Visa.

Note: checks and money orders must be made to the Office of Judicial Records (“OJR”).

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

(3) The Office of Judicial Records shall not require the payment of a filing fee by any party who has been granted a waiver or is represented by an attorney who is providing free legal service to the party and has filed the Praecipe required by Pa.R.Civ.P. 240(d) and Pa.R.J.A. 1990.

(4) **Electronic Filing Fees and Costs.** The Office of Judicial Records shall collect an electronic filing fee for each legal paper filed as established by the Office of Judicial Records with the approval of the President Judge of the Court of Common Pleas. All fees collected pursuant to this rule shall be set aside by the Office of Judicial Records 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.Civ.P. 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.Civ.P. 205.4 constitutes the party's signature on electronic documents as provided by Pa.R.Civ.P. 1023.1 and, if the filing party is an attorney, constitutes a certification of authorization to file it as provided in Pa.R.Civ.P. 205.1. Additionally, the following provisions apply:

(i) **Filing Party.** The legal paper must include a signature block, the name of the filer under whose User Name, Password, and PIN the legal paper is submitted, 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.Civ.P. 1024, 1930.1(b), and any other applicable Rule of Civil Procedure, 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, legal papers often 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 Clerk of Family Court 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 Clerk of Family Court 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 fee, the legal paper shall be deemed to have been accepted for filing as of the date payment is received. The Clerk of Family Court is authorized to refuse for filing a legal paper submitted without the requisite payment. If the pleading or legal paper is accepted for filing and original process is not required, it will be electronically served as authorized by Pa.R.Civ.P. 205.4(g)(1)(ii) and service shall be effectuated as provided in Pa.R.Civ.P. 205.4(g)(2)(ii). If service of the pleading or legal paper must be made by original process, the pleading or legal paper will not be electronically served, as provided by Pa.R.Civ.P. 205.4(g)(1)(ii).

Note: As required by Pa.R.Civ.P. 204.5(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 Clerk of Family Court may refuse for filing any legal paper submitted without the required filing fees as provided by 42 Pa.C.S.A. § 1725(c)(2)(xix) or, at the Clerk of Family Court’s discretion, may authorize the filer to submit the required fees within a stated time period after which the Clerk of Family Court may refuse the legal paper for filing if payment is not received.

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

(6) As permitted by Rule 205.4(f)(2), the Clerk of Family Court shall maintain a hard copy of any legal paper or exhibit, notice, or order filed or maintained electronically under this rule.

Note: The Clerk of Court maintains a copy of the electronically filed legal paper. The electronic filer maintains the original, signed hard copy pursuant to Pa.R.Civ.P. 205.4(b)(4)-205.4(b)(5).

(7) If a legal paper is electronically filed and original process is not required, the Electronic Filing System will automatically serve all persons who have previously submitted electronic filings in the same case, pursuant to Philadelphia Civil Rule

205.4.1 and Pa.R.Civ.P. 205.4(g), but the filing party must serve all others as required by rules of court. All legal papers filed in a hard-copy format must be served by the filing party as required by rules of court.

Note: This rule is adopted as required by Pa.R.Civ.P. 239.9.

Rule *205.4.2. *Electronic Filing of Legal Papers Filed in the Domestic Relations Section.*

(a)(1) Authorization of Electronic Filing. Commencing at 8:00 A.M. on November 2, 2026, parties may electronically file all Child Support, Spousal Support, and Alimony *Pendente Lite* “legal papers,” as defined by Pa.R.Civ.P. 205.4(a)(2) except as provided below, with the Domestic Relations Section (“DRS”) through the File and ServeXpress Application (“FSX”) and as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Philadelphia Civil Rule *205.4.2.

Note: As provided by Pa.R.Civ.P. 1910.4(a), the DRS is the filing office for pleadings and documents for child support, spousal support, and alimony pendente lite.

Note: FSX is not the same Electronic Filing System (“EFS”) utilized by Civil Trial, Municipal Trial, Orphans’ Division, or Family Division.

(a)(2) Notices of Appeal, as defined by Pennsylvania Rule of Appellate Procedure 102, and **Motions/Petition for Discovery** pursuant to Pennsylvania Rules of Civil Procedure 4001 *et seq.*, may not be filed electronically.

(b)(1) Authorized Electronic Format of Legal Papers Electronically Filed. All legal papers shall be filed in either a *portable document format* (“pdf”) or a Microsoft Word document format.

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

(i) Website. Legal papers filed with the DRS electronically shall be filed through FSX, which shall be accessible through the website of the First Judicial System of Pennsylvania, <https://www.courts.phila.gov/>, or at such other website as may be designated from time to time.

(ii) Access to Website. To obtain access to FSX, counsel and unrepresented parties must apply for and receive a User Name and Password from FSX.

Note: Account information, including a user’s Username and Password, is maintained by File & ServeXpress. Users who require assistance with their FSX account should consult the FSX User Manual, which is available on the Domestic Relations page of the website of the First Judicial System of Pennsylvania, or at such other website as may be designated from time to time.

(d)(1) No Filing Fees. As provided by Pennsylvania Rules of Civil Procedure 1910.4(c) and 1910.4(d), the domestic relations section shall not require payment of a filing fee to

commence or modify an action and shall not impose additional fees of any kind in actions for child support, spousal support, and alimony *pendente lite*.

(f) Local Procedures. As authorized by Pa.R.Civ.P. 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 and Password issued as provided by this rule and Pa.R.Civ.P. 205.4 constitutes the party's signature on electronic documents as provided by Pa.R.Civ.P. 1023.1 and, if the filing party is an attorney, constitutes a certification of authorization to file it as provided in Pa.R.Civ.P. 205.1. Additionally, the following provisions apply:

(i) Filing Party. The legal paper must include a signature block, the name of the filer under whose User Name and Password the legal paper is submitted, 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.Civ.P. 1024, 1930.1(b), and any other applicable Rule of Civil Procedure, 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 and Password issued through FSX is the filer's "electronic signature." However, legal papers often 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 DRS shall provide the filing party with an acknowledgment, which includes the date and time the legal paper was received by FSX.

(3) After review of the legal paper, the DRS shall provide the filing party with email notification, or notification on FSX, 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 FSX.

Note: As required by Pa.R.Civ.P. 204.5(c)(1), access to FSX 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.

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

(6) As permitted by Rule 205.4(f)(2), the DRS shall maintain a hard copy of any legal paper or exhibit, notice, or order filed or maintained electronically under this rule.

Note: The DRS maintains a copy of the electronically filed legal paper. The electronic filer maintains the original, signed hard copy pursuant to Pa.R.Civ.P. 205.4(b)(4)-205.4(b)(5).

(7) No pleading or legal paper accepted for filing through FSX will be electronically served. The filing party must serve all parties as required by rules of court.

Note: This rule is adopted as required by Pa.R.Civ.P. 239.9.