



**First Judicial District of Pennsylvania
Procurement Unit
368 City Hall
Philadelphia, Pennsylvania 19107
(215) 683-7940
(215) 683-7942 Fax
<https://www.courts.phila.gov/>**

December 18, 2023

Dear Prospective Vendor:

You are invited to submit a proposal for the Case Management System User Interface Design, Application Logic, and Database Enhancement Services, in accordance with the First Judicial District of Pennsylvania's ("FJD's") enclosed Request for Proposal ("RFP").

All proposals must be submitted to Case Management System User Interface Design, Application Logic, and Database Enhancement Services RFP, *First Judicial District of Pennsylvania, Procurement Unit, 368 City Hall, Philadelphia, Pennsylvania 19107.*

Proposals must be received in a sealed envelope at the above address no later than 3:00 P.M., Friday, March 8, 2024. Late proposals will not be considered regardless of the reason.

All questions should be directed, in writing, no later than 3:00 P.M., Friday, February 2, 2024, to Shanda L. Holloway, Procurement Unit, First Judicial District of Pennsylvania, 368 City Hall, Philadelphia, PA 19107, via email to Procurement_CityHall@courts.phila.gov. All vendors will be provided with answers to questions asked by any one vendor.

Vendors who have already timely requested invitation by *December 1, 2023*, must participate in pre-bid meetings in which the FJD will demonstrate the current environment as a supplement to this document. Pre-bid meetings will occur on *Wednesday January 17, 2024* and *Thursday, January 18, 2024.*

Proposal evaluation and vendor selection will be completed as soon as possible. All bidders will be notified.

Sincerely,

DocuSigned by:
Handwritten signature of Stephanie Rigterink in black ink.
295CB487093D404...

Stephanie Rigterink, Esquire
Deputy Court Administrator, Procurement

First Judicial District of Pennsylvania

Request for Proposal
For
Case Management System User Interface Design,
Application Logic, and Database Enhancement
Services

Procurement Unit

October 31, 2023

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1. Background

The First Judicial District of Pennsylvania (“FJD”) is the centralized court system for the County of Philadelphia. Additional information about the court’s organization is available at <https://courts.phila.gov/about/> and at the Administrative Office of Pennsylvania Court’s (“AOPC’s”) website at <https://www.pacourts.us/courts>. The FJD issues this Request for Proposal (“RFP”) to

- seek a vendor to provide labor, materials, equipment, services, and perform operations required for:
- a) The design and deployment of an updated and enhanced user interface which follows application logic of existing FJD business tasks within an FJD customized database application system currently in use by the Court of Common Pleas.
 - b) Said design and deployment along with data and document migration from a third-party system in use by both Municipal Court and the Civil Mental Health Program to the said FJD customized database application system for the FJD to consolidate systems.

2. Scope of Task

The vendor shall recommend industry standard technology and solutions, in compliance with the City of Philadelphia’s Office of Innovation and Technology (“OIT”) built CityNet network requirements (e.g., BeyondTrust Privileged Remote Access), so to provide the FJD with an enhanced and modernized user interface, underlying application logic, and Oracle reports, including developing new functionality that will then require vendor to conduct database modification, for an FJD customized application system currently in use. Further, vendor shall migrate data and documents from a third-party system in use by Municipal Court and the Civil Mental Health Program into said system, with additional customization of said user interface, underlying application logic, Oracle reports, and database modification as appropriate, for the FJD to consolidate systems. Design is to deliver a seamless experience for end users to accomplish tasks easily and with minimal effort, while also providing an upgrade path as technologies advance, for the following participating Court units:

- Court of Common Pleas – Trial Division, Civil – all units, including the Office of Judicial Records and the Civil Mental Health Program.
- Court of Common Pleas – Family Division – Domestic Relations.
- Court of Common Pleas – Orphans’ Division.
- Municipal Court – Civil Division.

Deviation from the below scope is permissible, where recommended as a better solution by the vendor, but reasoning for deviating must be specified within vendor’s proposal.

a) Court of Common Pleas System Overview

- i) Case Management System (“CMS”)
 - (1) Currently not web-based, so is inaccessible outside of the FJD’s network.
 - (2) The CMS is a collection of screens, each designed to carry out a set of functions.
 - (a) Many screens are utilized by multiple user groups while some screens have functions designed solely for one department’s users’ roles.
 - (b) Most screens have “links” to other screens within the CMS to quickly jump around and carry out related functions.
 - (c) Many screens are merely designed to allow a user to retrieve information or look at case documents.
 - (d) Many others allow users to perform case updates including, but not limited to, making docket entries, scheduling events, raising case security levels, adding parties, disposing of cases, or retrieving information.
 - (e) Screens and even some specific functions within them have levels of accessibility driven by the user’s profile.

- (3) Functions include:
 - (a) Docketing through e-Filing acceptances with associated CMS screens and through use of desktop for in-person filings with a separate associated CMS screen.
 - (i) Docketing of notice given or of event outcomes.
 - (ii) Includes scanning of documents (e.g., judicial orders).
 - (b) Event scheduling.
 - (c) Report generation.
 - (i) Docket reports for an FJD user as well as those available to the public at a kiosk.
 - (ii) Statistical reports generated on an ad-hoc and recurring basis.
 - (d) Integrations.
- ii) Document Management System (“DMS”)
 - (1) Currently integrated within the CMS.
 - (2) Many screens allow for the generation of barcode labels containing identifying information that links the scanned document to a particular docket entry by number sequence.
 - (3) Some screens allow for the updating of security classifications of all documents associated with a case, a singular docket entry, or one singular document of many affiliated with one docket entry.
 - (4) There are different screens for retrieval of documents related to docket entries as well as those that are stored as confidential in a case and not related to official docket entries.
 - (a) Example of such documents include case management and settlement memoranda and reports for court staff and judicial eyes only.
 - (5) Documents are either stamped electronically as part of an e-Filing process or electronically stamped on demand using a tool in one of the CMS screens.
- iii) Notice Generation
 - (1) CMS has screens and functionality to provide notice to all parties via email or printing for traditional mailing when orders and similar documents are required to be sent.
 - (2) Further, the CMS leverages Microsoft Word templates and mail merge to generate some notices of court events and other court documents on demand at a user’s desktop.
 - (3) Other notices are generated programmatically via established rules engines automatically and sent in bulk without further user intervention.

b) Court of Common Pleas Technical Overview

- i) The FJD database for the current primary case management system is Oracle 12c, which is in the process of upgrading to 19c, with other data sets in SQL databases.
 - (1) There are multiple database instances (*see* topology in “Attachment A”).
 - (a) Court of Common Pleas – Trial Division, Civil – all units, including the Office of Judicial Records as well as the Orphans’ Division.
 - (b) Court of Common Pleas – Family Division – Domestic Relations.
 - (c) Release Information Network.
- ii) The FJD customized application system uses Oracle Forms 12c, with underlying application logic written in PL/SQL, Pro-C. The environment includes:
 - (1) Approximately five hundred fifty (550) active tables of which approximately one hundred fifty (150) are look up tables across separate but nearly identical databases for Common Pleas – Trial Division, Civil and Common Pleas – Orphans’ Division.
 - (2) Over five hundred (500) tables of which approximately one hundred thirty-five (135) are look up tables for Common Pleas – Family Division, Domestic Relations.

c) Municipal Court System (“CLAIMS”) and Court of Common Pleas Civil Mental Health Program System Overview

- i)** CLAIMS and the Civil Mental Health System are fully integrated web-based case management, document management, and e-Filing systems currently maintained by a third-party vendor (*see* CLAIMS User Manual in “Attachment B” and Civil Mental Health Program e-Filing User Manual in “Attachment C”).
 - (1) For the Civil Mental Health Program, there is only one path that a case can follow:
 - (a) A petition is filed by an approved filer and listed for the appropriate hearing venue and date (typically, the same or next day).
 - (i) An appropriate system user has the option to continue the case or, once heard, enter an order disposing of the case.
 - (b) Due to the confidential nature of the data, only approved users have access to file and/or view the system.

d) Upgrade Objectives

- i)** User Interface (“UI”) – the current UI has limited capabilities as compared with more modern systems and presents challenges to end users (e.g., data presented poorly, requiring a series of clunky commands to execute queries). Therefore, the FJD requests the following:
 - (1) Replicate the core functions and UI capabilities of the current CMS.
 - (2) Make the system web-based and allow for secure access via the internet outside of the network.
 - (3) Combine functions currently separated by multiple screens into more inclusive workspaces with layers of accessibility and less segregation of functions.
 - (a) For example, a user should be able to look at a calendar of events and easily access case documents and other the relevant case information without navigating through several screens.
 - (4) More dynamic drop-down menus, docketing selections, and query options with meaningful descriptions.
 - (a) The current screens use codes which are difficult for non-expert users to identify.
 - (5) Multi-selection of all search parameters and other relevant data in fields must be available.
 - (a) If a user wants to search for all open motions filed in several different case types, assigned to several different judges, the search fields should allow for multi-selection to accommodate such a search.
 - (6) Homepages configurable by the users or administrative staff with appropriate rights.
 - (a) In lieu of utilizing a screen name so to arrive at a set menu of screens geared towards different user groups based on their work duties, having homepages with panels, tabs, widgets, or some combination of all is desired for users with different needs.
 - (7) Alerts based on specific workflows (e.g., where a user is attempting to assign a petition that already has an assigned judge, the alert can inform user and request if they would like to replace those currently assigned).
- ii)** Case Management System (“CMS”) – While anticipating additional areas needing an upgrade to be identified and requested as the project progresses, the FJD desires the following:
 - (1) Enhancements so judiciary and their staff can more easily review assigned motions and collaborate. Additions including workflows to pass motion documents, notes, memorandums, and other information between the judiciary and their staff is needed.
 - (a) Ability to route information and/or documents in a specific manner based on various scenarios and to signal special attention to recipient as part of said collaboration.
 - (b) Mechanism for easily contacting all or some of the case parties via email with template messages and documents.

- (c) Judiciary having the ability to manage petition inventories with filters such as petition type and status.
 - (i) Option for the currently nightly recurring email notifications to judiciary of filings to also be available as alerts within the CMS.
 - (2) Electronic creation and issuance of orders, including the ability to modify proposed orders submitted by outside parties, leverage templates for standardized orders unique to each Judge, ability to collaborate and make recommendations regarding modified orders, electronically signing documents, and routing the final orders with notes or other indicators to administrative staff for official docket entry.
 - (a) Ability to attach orders to a docket without the use of scanning.
 - (3) Scheduling with conflict checking functionality so administrative staff can identify groups of cases with a particular status or case posture then bulk schedule them in slots defined by user entered parameters. Rescheduling in bulk in the same manner is also needed.
 - (a) Conflict checking based on information electronically submitted by counsel and case parties as well as by utilizing the judiciary's calendar.
 - (i) Further, cases must be identifiable with a particular lawyer of law firm so that a judge may recuse themselves from such active cases and from those which may be filed in the future.
 - (b) Easily configurable scheduling slots available based on parameters set by administrative staff, including blocking entire days, limiting case number per time slot, and imputing other case/event type limitations.
 - (4) Validation and configuration modules which are user-friendly for administrative staff to add new docket entry codes, event types, reports, and/or amend workflow parameters.
 - (a) Ability to run a greater variety of statistical reports on inventory and results.
 - (5) Case and document inventory management modules that permit users to query inventories with desired parameters and display results in a sortable fashion with filtering and other dynamic capabilities, with capability of reporting and/or exporting the results.
 - iii) Electronic Filing Portal – make screens more intuitive for filers as well as for staff doing reviews, particularly where filings relate to an existing petition.
 - iv) Act 77 Gun Form – specifically for the Civil Mental Health Program, create the ability to upload a completed Act 77 Gun Form as part of vendor's created new petition preparation or adding exhibits to a filing workflow within the system, with an automatic docket entry created upon such upload. Further, make all Act 77 Gun Forms which were uploaded available for the Pennsylvania State Police to access and retrieve from the system.
- e) **Upgrade Overview** – vendor shall provide all personnel and equipment necessary so to design, migrate, integrate, program, deploy, train, and give warranty of an enhanced user interface with application logic. Functional system requirements for this effort include, but are not limited to, enhancement to the user interface experience for case management, document management, electronic access portal for public partners, e-Filing, and integration with user authentication as well as business intelligence tools. Further, the enhanced application shall:
 - i) Handle approximately six hundred (600) internal users of the FJD customized database application system.
 - ii) Account for the processing of one hundred fifteen thousand (115,000) new documents monthly, on average, done by FJD staff upload or through the FJD e-Filing portal, as well as give ease of access to said documents, which are stored in the current case management system.
 - (1) Further, it is anticipated that FJD will expand its e-Filing platform to include the Court of Common Pleas, Family Division, Domestic Relations. Therefore, filings from the outside public are anticipated to increase. Therefore, vendor shall propose, as options:

- (a) How vendor would upgrade the technology used in the FJD e-Filing platform and how they would thereafter maintain the basic logic of the FJD e-Filing screens.
- iii) Leverage the FJD e-Filing platform to communicate with justice partners, including, but not limited to: Attorneys, Sheriff, and Process servers.
 - (1) Data transmissions currently are structured data through an Application Programming Interface (“API”) in some instances and unstructured ad-hoc reports or order transmissions in other instances. It is anticipated that vendor may use existing API connections or must do additional work, where appropriate, corresponding to the enhancements vendor provides (*see* list of current internal and external applications, APIs, and other connections with the FJD customized application system in “Attachment D”).
 - (a) In example, the Guardianship Tracking System (“GTS”), as used by Orphans’ Division, must transmit Guardianship case data from to the AOPC.
 - (b) Another example includes the Office of Innovation and Technology (“OIT”) for the City of Philadelphia (“the City”) supports fifty-three (53) departments, several of which transmit case data to the FJD in bulk loads.
 - (i) Further, some data is currently submitted through a CSV file or sFTP process. This requires coordination by the partner agency, the FJD, as well as City OIT for network, security, and data transmission protocols (e.g., APIs, data connections). Therefore, the designed UI including the application must account for the FJD needing to build and support connections for single and bi-directional data sets in a variety of input and output formats (e.g., CSV, sFTP, API connections).
- iv) Be capable of on demand in-house changes in line with the current primary case management system, such as adding data fields to databases, control automated workflow processes, edit user screen layouts, log, audit, and actively manage user system interactions as well as access, often down to the document and data field level, in addition to managing data exchange and transmission through industry standard processes.
 - (1) Requested enhancement includes vendor’s solution to provide increased configurability of screens, the data captured, and workflows by end user administrative staff rather than requiring Information Technology (“IT”) expertise and IT staff intervention for such changes.
- v) Adept to handle user production of structured reporting, with formatted data such as CourTool reports, or statistical reporting being created and managed within the current case management system. Enhancement requested includes improving ad-hoc reporting capabilities, such as a solution for administrative users to easily download data in a spreadsheet format without requiring IT expertise and IT staff intervention for such processes.
- f) Vendor shall describe the building process from a technical perspective, as well as propose a detailed timeline for completion of the project, inclusive of a reasonable schedule for design delivery, deployment, and training. Please describe estimated timelines for contracting through go live, with proposed number of FJD staff needed to support discovery, implementation, testing, and go live.
- g) Within a Vendor specified period of system sign-off, Vendor shall provide the FJD with deliverables including:
 - i) Engineering drawings of the system(s) as built, delivered in Portable Document Format (“PDF”).
 - ii) List of installed system components with corresponding information (i.e., model number, serial number, as well as Internet Protocol (“IP”) and/or Media Access Control (“MAC”) addresses, where applicable).
 - iii) Appropriate technical knowledge transfer documentation.

- h) Proposal shall include Vendor's warrant of the system installation for a specified period after project completion along with service details included during said period. Further, Vendor shall describe long-term support requirements the FJD should expect.
- i) Proposal shall further include:
 - (1) Vendor's offered ongoing maintenance and/or extended warranty options, as well as offered services to further modify the system post project completion, if available, inclusive of pricing.
 - (2) Vendor's overview, with line-item pricing, for training of FJD staff on how to self-maintain and further modify the system completely independent of Vendor post project completion.

3. Issuing Office

The FJD is the sole point of contact regarding all procurement and contractual matters relating to the services described herein. The FJD is authorized to change, modify, amend, alter, or clarify the specifications, terms, and conditions of this RFP, including having the right to cancel this RFP at any time. Communications must be in writing and addressed to:

First Judicial District of Pennsylvania
Procurement Unit
City Hall, Room 368,
Philadelphia, PA 19107
Attention: Shanda L. Holloway
Procurement_CityHall@courts.phila.gov

4. Information Required from Vendor

Vendor's responses must be submitted in the format outlined below. To be considered, the proposal must respond to all the requirements of the RFP. *Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.*

a) Statement of the Problem

State in succinct terms your understanding of the problem presented, and the services required by this RFP.

b) Work Plan

Please describe in detail how the proposal given will meet or exceed each of the above baseline requirements. Accordingly, all proposed pricing must be itemized, with detailed descriptions of the standard and extended support and maintenance provided.

c) Personnel

Include the names, resumes, and qualifications of executive, managerial, and technical personnel who will be engaged in the project. Include their experience in the services to be provided, how long they have been with your business, and the responsibilities that they will have for the project. List references and similar projects requiring like experience and expertise in which specific personnel have been involved.

i) Employee Criminal Records

Prior to execution of an agreement, the selected Vendor shall conduct an independent investigation, including all assigned personnel submitting to a fingerprint-based criminal record check, to determine whether any proposed personnel have a criminal record or have been charged or indicted with any criminal offense. Such independent investigation shall include making direct inquiry of such current and prospective personnel and reviewing all reasonably available public records. Vendor shall provide investigation results to the FJD before any current or prospective employee, agent, or subcontractor commences services in coordination with any subsequent contract. Vendor agrees that no personnel with a criminal record or currently charged or indicted with a criminal offense will perform services pursuant to any subsequent agreement.

ii) Travel Expenses

All travel expenses for Vendor's personnel shall be the responsibility of the Vendor.

d) Fee and Related Information

Fee information is required to support the reasonableness of your proposal. The FJD is ultimately seeking a contract with a fixed price. Vendor should ensure its work plan covers all anticipated costs. Vendor should provide detailed line-item costs for the entire project.

5. Criteria for Selection

All Vendor responses will be reviewed and evaluated by a Committee of personnel selected by the FJD. This Committee will recommend for selection the proposal that most closely satisfied the requirements of the RFP and the needs of the FJD.

a) Vendor's Qualifications

This refers to the ability of the Vendor to meet all the terms of the RFP, especially the quality, relevancy, and recency of projects completed by the Vendor.

b) Personnel Qualifications

This refers to the competence of professional and technical personnel who would be assigned to the job by the Vendor. Qualifications of professional personnel will be measured by experience, with reference to experience on similar projects described in the RFP.

c) Understanding the Problems and Needs

This refers to the Vendor's understanding of the needs and/or problems generated by the project specified in the RFP as well as the objectives in asking for the services and the nature and scope of the work involved.

d) Cost

This factor will be weighed heavily but will not necessarily be the determining factor in the selection process.

e) Disadvantaged Minority, Women, and Disabled Owned Business Enterprises Participation ("M/W/DBSE")

With the FJD placing high value on diversity of experiences and perspectives, this refers to the benefit received by the FJD in promoting equal opportunity through long-term competitive development and allocation of experience to new or small businesses, including those qualified Vendors owned by minority persons, by disabled persons, or by women. M/W/DSBEs, as defined by the City of Philadelphia's Office of Economic Opportunity ("OEO") are encouraged to participate as prime proposers. Prime proposers who are not M/W/DSBEs are encouraged to identify and utilize M/W/DSBEs as sub-vendors. Vendors are requested to identify the amount of M/W/DSBE participation in this project by listing both dollar amount and percentage of total proposal.

6. Additional Conditions Governing the Procurement Process

a) Rights Reserved

Upon determination that its best interest would be served, the FJD shall have the right to:

- i)** Cancel the procurement at any time prior to the contract award.
- ii)** Amend this solicitation at any time prior to the bid closing time and date.
- iii)** Refuse to consider proposals which do not conform to solicitation requirements. One copy of any proposal which is returned as non-conforming will be retained by the FJD for documentation purposes.
- iv)** Require Vendors, at their expense, to submit written clarification of proposals in any manner or format that the FJD may require.
- v)** Require that all proposals submitted in response to this solicitation, upon receipt by the FJD, become the property of the FJD.
- vi)** Invite some, but not necessarily all, Vendors to present or demonstrate their proposed solution.

- vii) Allow no additions or changes to the original proposal after the due date specified herein, except as may affect all Vendors.
- viii) Award or reject, in whole or in part, all proposals.
- ix) Reject the proposal of any Vendor in default of any prior contract or for misrepresentation of experience presented.
- x) Request information in response to a “Best and Final” proposal from one or more Vendors.
- xi) Allow a Vendor to remedy, in writing, any deficiency which is not material.

b) Conditions of Bidding and Instructions

The foregoing proposal is subject to the following conditions and instructions, all interpretations of adherence to which shall be at the sole discretion of the FJD. Deviating from these conditions and instructions is sufficient reason for proposal rejection. Violating any of these conditions is reason to reject a Vendor’s proposal or rescind any contract awarded pursuant to this RFP.

i) Preparation of Proposals

- (1) Proposals must be written in ink or typewritten, signed, and placed in a sealed envelope or carton. The proposal’s signor must be the owner, if a sole proprietor, or by a general partner, if the Vendor is a partnership. If the Vendor is a corporation, the proposal must bear the corporate seal and the signor must be the president or vice president with signature attestation by the secretary, treasurer, or assistant secretary or treasurer. Alternatively, a corporate Vendor may execute a proposal through signing by an officer, employee, or agent having express authority through a power of attorney identifying such officer or agent by name and title. Power of attorney must bear the corporate seal and be attached to the proposal. A Vendor must indicate whether authorized to do business in Pennsylvania and document, if applicable, the place of incorporation.
- (2) The FJD will only consider proposals received at the designated office at the time specified in the RFP. The delivery date is the date of actual receipt.
- (3) Vendor must submit a complete response. A proposal which is incomplete, obscure, conditional, unbalanced, contains additions not called for or irregularities of any kind, including alterations or erasures, may be rejected as informal and may void the response entirely.
- (4) Vendor cannot withdraw a proposal for sixty (60) days from the date of deadline specified for submission of proposals, except as otherwise provided herein. FJD considers requests for permission to withdraw a proposal before opening upon receipt of written notification or by personal request of the Vendor, where Vendor submits such requests no later than forty-eight (48) hours before the time fixed for the opening and consideration of proposals.
- (5) FJD does not consider change in prices, terms, and conditions after the deadline for submission of proposals.

ii) Acceptance and Rejection of Proposals

- (1) The FJD reserves the right to reject any or all proposals, to waive technical defects, and to accept or reject any part of any proposal, if, in its judgement, doing so best serves the FJD’s interest.
- (2) FJD will not make award to any Vendor who is in default of any bid, purchase order, or contract with the FJD or its components, prior to the date of the RFP under consideration.
- (3) The successful Vendor’s proposal shall become binding and part of the contract upon approval as to its form by the FJD Legal Services Department.

c) Surety for Proposals

If required by the RFP, a bond in favor of and payable to the FJD, in a sum and form determined to be appropriate by the FJD, must accompany the proposal. In such instances, FJD retains the security of the three (3) most qualified Vendors until contract execution.

d) Penalty for Failure to Execute Contract

Any Vendor not lawfully released from their proposal, who refuses to execute a contract, or who refuses to furnish any required bonds and insurance, shall be liable to the FJD for the check deposited as security for their proposal as liquidated damages. However, where damages are readily ascertainable, such Vendor shall be liable for the actual loss or damage sustained because of Vendor's failure to execute such contract.

e) Nondiscrimination

During the term of any subsequent contract resulting from this procurement, Vendor agrees to the following:

- i)** Vendor shall not discriminate nor permit discrimination against any employee, applicant for employment, independent contractor, or any other person, because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, or disability, in the performance of this contract. Vendor shall comply with all federal and state laws prohibiting discrimination.
- ii)** Pursuant to federal regulations promulgated under the authority of *The Americans with Disabilities Act, 28 C.F.R. and 35.101 et seq.*, the Vendor understands and agrees that no individual with a disability shall, based on such disability, be excluded from participation, in or from activities provided for, because of this procurement. As a condition of accepting and executing any contract, the Vendor agrees to comply with the *General Prohibitions against Discrimination, 28 C.F.R. and 35.130*, and all other regulations promulgated under *Title II of The Americans with Disabilities Act*, which are applicable to the benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania through contracts with outside Vendors.
- iii)** Vendor shall take steps to ensure that it treats applicants seeking employment, or employees or agents during employment, fairly and without prejudice nor bias to their race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, or disability in the performance of any contract because of this procurement. Fair treatment shall be given in all instances, including, but is not limited to, employment, promotion, demotion or transfer, recruitment and associated advertising, layoff, or termination, pay rates or other forms of compensation, as well as selection for training.
- iv)** Vendor shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive fair consideration for employment without prejudice nor bias to race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, or disability.
- v)** Vendor shall include the provisions of this nondiscrimination clause in every subcontract pertaining to the performance of any contract resulting from this procurement, so that such provisions will be binding upon each subcontractor. In the event of subcontractor violation, Vendor shall promptly notify, in writing, Stephanie Rigterink, Esquire, Deputy Court Administrator, First Judicial District of Pennsylvania, Procurement Unit, City Hall, Room 368, Philadelphia, Pennsylvania 19107.
- vi)** Vendor's noncompliance with the RFP's nondiscrimination clause or with any such laws governing nondiscrimination shall result in Vendor taking all necessary steps to come into compliance.
- vii)** Where Vendor is noncompliant with the nondiscrimination clause of any subsequent contract or with any such laws governing nondiscrimination, the contract may be terminated or suspended, in whole or in part, whereupon all obligations under the contract shall cease, save only the obligation to pay Vendor the sums due for goods and services already provided for and accepted by the FJD prior to the date of termination.
- viii)** Continued refusal by Vendor to comply with this nondiscrimination clause may result in Vendor's temporary ineligibility for further Administrative Office of Pennsylvania Courts ("AOPC") contracts, FJD contracts, and other sanctions imposed, or remedies invoked.

- ix) It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Vendor has delegated some of its employment practices.
 - x) Upon request, Vendor shall furnish all necessary employment documents and records to, and permit access to its records and accounts by, the FJD or its authorized representative, for purposes of investigation to ascertain compliance with the provisions of this nondiscrimination clause.
 - xi) Vendor's obligations under this clause are limited to the Vendor's facilities within Pennsylvania, or, where the contract is for the purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are manufactured, produced, assembled, or delivered.
 - xii) The Vendor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania, the AOPC, the City of Philadelphia, and the FJD, along with their respective officers, agents, and employees, from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against any or all listed above, because of the Vendor's failure to comply with the provisions of this nondiscrimination clause.
- f) Prevailing Wage**
Historically, the FJD does not require and Vendor to hire or employ unionized personnel. However, the FJD does require the selected Vendor to compensate any personnel and/or subcontractors performing requisite services of this solicitation at the current prevailing wage levels for similar type work or services; wages, as used herein, shall include all fringe benefits. During a subsequent agreement to this solicitation, any increases in pay granted to organized labor by employers shall also be paid to non-organized personnel doing similar work.
- g) Qualifications to Do Business**
The Vendor shall provide, within five (5) days after receiving a letter of intent to award a Contract, an opinion letter from its legal counsel that the Vendor is qualified to do business in Pennsylvania and not prohibited by articles of incorporation, bylaws, or the law, from performing the required services under the Contract. This opinion letter will acknowledge that the FJD is relying on said opinion in awarding and executing the Contract.
- h) Prohibition on Foreign Corporations**
Any Vendor, being a foreign, non-US corporation or operating under a fictitious or assumed name, will not receive a contract award, unless the Vendor has complied or has agreed to comply with the regulations governing proper registration under the laws of the Commonwealth of Pennsylvania and as otherwise required by the FJD.
Vendors incorporated in another state shall provide registration documentation to establish that the corporation can conduct business in Pennsylvania.
- i) Rejection of Collusive Bids**
FJD summarily rejects proposals received from Vendors who engage in collusive bidding. The terms and conditions of the *Antibid Rigging Act*, 62 Pa C.S. §§ 4501-09 (2014), apply.
- j) Incurring Costs**
The FJD is not liable for any cost incurred by Vendor in the preparation and presentation of proposals. FJD liability is strictly limited to the terms and conditions of the contract.
- k) Proposal Amendments and Rules for Withdrawal**
Unless requested by the FJD, no amendments, revisions, or alterations to proposals will be accepted after the proposal due date. After the proposal due date, a submitted proposal may be withdrawn upon written request of the Vendor. In such instances, Vendor forfeits the bid bond, if required, upon the granting of such request. Any submitted proposal shall remain valid for sixty (60) days after the proposal due date or until a contract is formally executed, whichever comes first.

l) Negotiation of Contract

Negotiations with the selected Vendor(s) whose proposal(s) satisfactorily identify the requisite criteria for this project as stated in this RFP will occur. All contracts shall be subject to standard governmental clauses as prescribed by the FJD. The FJD reserves the right to assign the contract to any person, office, or entity, as it deems appropriate or as ordered by the Supreme Court of Pennsylvania.

m) Anti-Bribery

Vendor, by submitting a proposal, certifies the Vendor's lack of bribing or attempting to bribe an officer or employee of the FJD.

n) Offer of Gratuities

By submitting a proposal, Vendor certifies that they offered no gratuities of any type nor caused an elected or appointed official or FJD employee or their political subdivision(s) to receive gratuities of any type in connection with this procurement from the Vendor, the Vendor's agents or employees, or subcontractors.

o) Restrictions on Contact with FJD Personnel

From the date of release of this RFP until such time as a contract is awarded, all contact with personnel employed by or contracted to the FJD is prohibited except as required by this RFP.

p) Restrictions on the Use of Former Judiciary Personnel

By submitting a proposal, Vendor certifies that no person formerly employed by the Pennsylvania Judicial Branch on a full-time basis within twelve (12) months immediately preceding the date of the RFP release had any involvement whatsoever in the preparation of Vendor's proposal. For purposes of this subsection, a "full-time basis" means providing services for a minimum of thirty-five (35) hours per week for a period of twelve (12) consecutive months, at least one (1) month of which fell within the twelve (12) months immediately prior to the date of the release of the RFP. Vendor further certifies that if awarded the Contract, after Contract execution, if any person described above should come into the Vendor's employ, such person shall not be assigned to this project at any time during the contract period without prior written consent of the FJD.

q) Conflict of Interest

No member of the FJD or any elected or appointed official serving as a member of any committee formed to review or select a Vendor shall have more than a nominal financial interest in any Vendor or Vendors submitting proposals in response to this RFP. All persons serving in the capacity of selection or review and evaluation staff shall sign a disclosure statement indicating any financial relationships, contractual, or other professional agreements with Vendors who submit a proposal in response to the RFP.

r) News Releases

Prior approval and coordination with the FJD are required prior to making news releases pertaining to the RFP.

s) Public Disclosure

Generally, the FJD does not disclose any personally or professionally identifiable information collected or obtained through normal FJD business practices and/or procedures, except where permission has been obtained or where the information is classified as public information under the Commonwealth of Pennsylvania *Right to Know Law*, 65 P.S. §§67.101 *et seq.*), Pennsylvania General Assembly Act of Feb. 14, 2008, P.L. 6, No. 3, or any other applicable laws. All participating parties should be aware that information collected or obtained by the FJD through a solicitation and/or business relationship may be subject to examination and inspection if such information is a public record and not otherwise protected from disclosure. Furthermore, no public agency, official, employee, and/or custodian shall be liable, nor shall a cause of action exist, for any loss or damage, based upon the release of a public record, if the public agency, official, employee, and/or custodian acted in good faith in attempting to comply with the provisions of said Acts and/or applicable laws.

t) Indemnification

The selected Vendor shall indemnify, defend, and hold harmless the FJD from and against all losses, costs (including litigation costs and counsel fees), claims, suits, actions, damages, liability, and expenses, including, but not limited to, those in connection with loss of life, bodily and personal injury or damage to property occasioned wholly or in part by Vendor's act or omission or the act or omission of Vendor's agents, subcontractors, or employees pursuant to this procurement.

u) Insurance

The selected Vendor, upon full execution of an agreement, shall, at its sole cost and expense, procure and maintain in full force and effect, covering the performance of the services required under this procurement, the types and minimum limits of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania and acceptable to the FJD. All insurance required herein, except the Professional Liability insurance, shall be written on an "occurrence" basis and not a "claims-made" basis. In no event shall work be performed until the required evidence of insurance has been furnished. If Vendor fails to obtain or maintain the required insurance, the FJD shall have the right to treat such failure as a breach of contract and to exercise all appropriate rights and remedies. The insurance shall provide for at least thirty (30) days prior written notice to be given to the FJD in the event coverage is materially changed, cancelled, or non-renewed. The FJD, their officers, employees, and agents, are to be named as additional insureds on the General Liability Insurance policy. Also, an endorsement is required stating that the coverage afforded the FJD, their officers, employees, and agents, as additional insureds, will be primary to any coverage available to them.

i) WORKERS COMPENSATION EMPLOYERS' LIABILITY

- (1) Workers Compensation: Statutory Limits
- (2) Employers Liability: \$100,000 each
Accident-Bodily Injury by Accident:
\$100,000 Each Employee-Bodily Injury by Disease
\$500,000 Policy Limit-Bodily Injury by Disease
- (3) Other States insurance, including the Commonwealth of Pennsylvania

ii) GENERAL LIABILITY INSURANCE

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate and \$1,000,000 aggregate for products and completed operations.
- (2) Coverage: Premises Operations; blanket contractual liability; personal injury liability (employee exclusion deleted); products and completed operations; independent contractors; employees and volunteers as additional insureds; cross liability; and broad form property damage (including completed operations).

iii) CYBER LIABILITY

- (1) Limit of Liability: \$1,000,000 per occurrence; \$2,000,000 general aggregate.
- (2) Coverage: Network Security and Privacy Liability for both first party and third party costs incurred as a result of a cyber-incident (including, but not limited to, legal expenses, Information Technology ("IT") forensics, negotiation and payment of ransomware demand, data restoration, breach notification, call center set up, public relations costs, credit monitoring and identity restoration); Network Business Interruption (including security and system failures which result in lost profits, fixed expenses, and extra costs incurred during the time FJD technology is impacted); Media Liability, including coverage for intellectual property infringement; Errors and Omissions (including, but not limited to, covering claims, through legal defense costs and indemnification, arising from

errors in performance of or failure to perform contracted services resulting from a cyber-incident).

iv) AUTOMOBILE LIABILITY

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) Coverage: Owned, non-owned, and hired vehicles.

v) PROFESSIONAL LIABILITY

- (1) Limit of Liability: \$1,000,000 with a deductible not to exceed \$10,000.
- (2) Coverage: Errors and omissions including liability assumed under contract.
- (3) Coverage for occurrences happening during the performance of the services required under this agreement shall be maintained in full force and effect under the policy or “tail” coverage for a period of at least two (2) years after completion of the services.

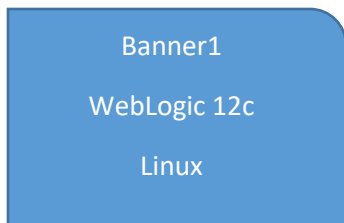
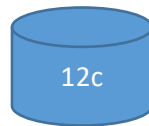
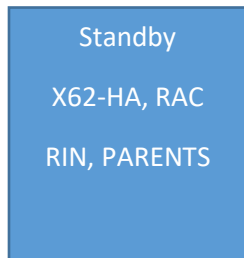
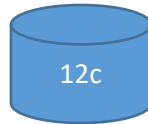
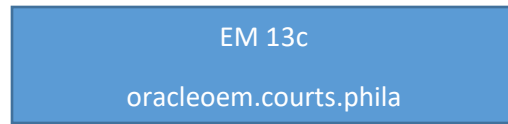
Certificates of insurance evidencing the required coverages shall be submitted to the FJD at least ten (10) days before work is to begin and at least ten (10) days before each renewal date. The ten (10) day requirement for advance documentation of coverage may be waived in situations where such waiver will benefit the FJD, but under no circumstances shall Vendor begin work (or continue work, in the case of renewal) without providing the required evidence of insurance. The FJD reserves the right to require Vendor to furnish certified copies of the original policies of all insurance required under this procurement at any time upon ten (10) days prior written notice to Vendor. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications made in this procurement to the limits of the policies of insurance required to be maintained by Vendor.

v) Indebtedness

If selected, Vendor must certify and represent that they, along with any entities under common control with or controlled by Vendor, are not currently indebted to the City of Philadelphia (“City”), and will not at any time during the term of this procurement (including any extensions or renewals thereof) be indebted to the City for, or on account of, any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), water bills, sewer bills, liens, judgments, fees, or other debts for which no written agreement or payment plan satisfactory to the City has been established. Vendor shall remain current during the term of this procurement with all such payments and shall inform the FJD in writing of Vendor’s receipt of any notices of delinquent payments within five (5) days after said receipt. Vendor acknowledges that, in addition to any rights or remedies available to the City at law or in equity, any breach or failure to conform to this certification may, at the FJD’s option, result in the withholding of payments otherwise due to Vendor and, if such breach or failure is not resolved to the City’s satisfaction within a reasonable timeframe specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of an agreement for default (in which case, Vendor shall be liable for all excess costs and other damages resulting from the termination). It is further understood that false certification or representation is subject to prosecution under Title 18 Pa. C.S. § 4904.

Attachment A

PCI



**Attachment
B**

The image shows the cover of a training manual. The background is a dark blue gradient with a subtle light flare effect. The title 'Philadelphia Municipal Court CLAIMS System' is written in a bold, yellow, sans-serif font. Below the title, the words 'Training Manual' are written in a smaller, white, sans-serif font.

**Philadelphia Municipal Court
CLAIMS System**

Training Manual

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System Requirements

- Windows XP, Windows Vista, Windows 7, MAC OS X
- Internet Explorer 7 +, Mozilla Firefox, Google Chrome, Safari—Browser must have JavaScript enabled
- Adobe Acrobat v9 or later
- Recommended screen resolution 1024 x 768 or higher
- Any standard printer supported by browser
- Scanner—must produce PDF files

Getting Started

To set up an account, email a request to erin.ferry@courts.phila.gov or theresa.cannon@courts.phila.gov. The request should include:

- 1. Your name
- 2. Your PA bar number (**Attorneys Only**)
- 3. Your organization name, address and telephone number
- 4. The email address(es) to be associated with the account

After receiving a username and a temporary password, log onto our website to activate your account and change the temporary password. The web address for **CLAIMS** is <http://fdclaims.phila.gov>.



PHILADELPHIA MUNICIPAL COURT ELECTRONIC FILING SYSTEM

LOGIN

PUBLIC LOGIN

Username
Password

[Secure Login](#)



Attorneys and members of the public can view case dockets online with **Public Access Search**, part of the **CLAIMS** system.

The CLAIMS system's Public Access Search application allows a user to search for cases by case number, plaintiff name, or defendant name.

Enter the username and temporary password to log into **CLAIMS**.

Change Password

You must change your password, either it has been reset or this is the first time you are logging on.

Please change your password. You must enter your new password twice to be sure it has been entered correctly.
Password Rules Are:

- IS case sensitive. ('joe' is not the same as 'Joe' or 'JOE').
- may NOT be 'password'.
- may NOT be the same as your user name.
- may NOT contain spaces or tabs.
- must be at least 6 digits long.
- must be less than 21 digits long.
- should be a combination of numbers and letters.

New Password
Repeat New Password

Change the password using the guidelines provided.

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

HOME HEARING LIST CASE SEARCH LOGOUT

PHILADELPHIA MUNICIPAL COURT Monday, October 1, 2012 | JOE FILER

CMS (Case Management System) Search	Case Initiation Quick Plaintiff List	Private Attorney / Non-Attorney Initiate New Case Initiate New Petition Initiate New Writ Initiate New Relistment Initiate New Additional Claim Initiate Continuance Initiate Judgment By Agreement Amend Initial Complaint and/or Judgment Requested Private Attorney Entry of Appearance Review Pending Submission to Court Review Deficiency Returned Items Review Submitted and Pending Court Approval Review Approved Pending Adjudication Review Adjudicated
Schedule Schedule Private or Non-Attorney Filer Hearings	Reports Billing Report	
Service Packs Attorney Service Packs Pending Printing Attorney Service Pack Printed Report	Miscellaneous User Preferences File Return of Service File Notice of Intent to Defend Saved Mass Actions Enter Satisfaction, SDE, WWP - Single Case Enter Satisfaction, SDE, WWP - Bulk Enter Garnishee Satisfaction (private attorney or non-attorney filer) Attorney Repair PDFs	Hearings Read Only Hearing List

The **Home** page is divided into eight sections. The **Home** page can be customized by moving the sections to a different location on the page. Hold the right mouse button over the blue heading of the section to be relocated and drag it to a new area on the page.

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

HOME HEARING LIST CASE SEARCH LOGOUT

PHILADELPHIA MUNICIPAL COURT Thursday, October 4, 2012 | JOE FILER

CMS (Case Management System) Search	Case Initiation Quick Plaintiff List	Private Attorney / Non-Attorney Initiate New Case Initiate New Petition Initiate New Writ Initiate New Relistment Initiate New Additional Claim Initiate Continuance Initiate Judgment By Agreement Amend Initial Complaint and/or Judgment Requested Private Attorney Entry of Appearance Review Pending Submission to Court Review Deficiency Returned Items Review Submitted and Pending Court Approval Review Approved Pending Adjudication Review Adjudicated
Schedule Schedule Private or Non-Attorney Filer Hearings	Reports Billing Report	
Service Packs Attorney Service Packs Pending Printing Attorney Service Pack Printed Report	Miscellaneous User Preferences File Return of Service File Notice of Intent to Defend Saved Mass Actions Enter Satisfaction, SDE, WWP - Single Case Enter Satisfaction, SDE, WWP - Bulk Enter Garnishee Satisfaction (private attorney or non-attorney filer) Attorney Repair PDFs	Hearings Read Only Hearing List

Case Initiation

- Quick Plaintiff List

The **Quick Plaintiff List** allows the User to enter the information for plaintiff(s) and save it to the **Quick Plaintiff List** screen. The information will remain stored on this screen and can be added to new claims with a few mouse clicks. It is a convenient way to store information that is used often.

To begin, go to the **Case Initiation** section of the **Home** page and click on the **Quick Plaintiff List**.

Quick Plaintiff List

[Add New Plaintiff to Quick List](#)

You have no quick plaintiffs listed.

Click on **Add New Plaintiff to Quick List**

Add Quick Plaintiff

Plaintiff Information

Name

AKA/DBA

Plaintiff Address

Street 1

Street 2

City/ State/ Zip Code

Email

Plaintiff Attorney (6 Digit Code) [List of Values](#)

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of record for the plaintiff.** If you are a Pro Se filer, make sure to add your email address in the box provided.

Enter the information and click **Save**. All Quick Plaintiffs appear on the screen in alphabetical order.

Quick Plaintiff List

[Add New Plaintiff to Quick List](#)

A - M	N - Z
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	

Private Attorney/Non-Attorney

- Initiate New Case
- Initiate New Petition
- Initiate New Writ
- Initiate New Relistment
- Initiate New Additional Claim
- Initiate Continuance
- Initiate Judgment By Agreement
- Amend Initial Complaint and/or Judgment Requested
- Private Attorney Entry of Appearance (Attorneys only)
- Review Pending Submission to Court
- Review Deficiency Returned Items
- Review Submitted and Pending Court Approval
- Review Approved and Pending Adjudication
- Review Adjudicated

Initiate New Case-SMALL CLAIMS

The first step to file a Small Claims case is to click on the **Initiate New Case** link on the Home page. The **Select Case Type** screen will open. There are four different types of Small Claims case types (each with a separate description). Click the radio button for the appropriate case type and click the **Next** button.

Case Initiation: Select Case Type

Case Type	
<input type="radio"/>	LT Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.
<input type="radio"/>	SC/LT Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.
<input type="radio"/>	SC/MV If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.
<input type="radio"/>	SC/CP If your case involves a consumer purchase, commercial paper, or loans, select this option.
<input checked="" type="radio"/>	SC Other. Choose this if none of the above applies.

The next screen is the **Case Initiation** screen. At the top of the screen in the **Case Details** there is **Case ID** number. Each case receives its own ID number. It will stay with the case even after a claim number has been assigned and can always be used for search purposes. Also in **Case Details**, is the case type, docket type and the status; which at this point is pending.

Case Initiation: Statement of Claims

Case Details			
Case ID:	2395177	Docket Type:	Initial Complaint - Statement of Claims
Case Type:	SC	Status:	Pending

The first step when filing a claim is to add the plaintiff(s) and defendant(s). Several parties can be added to each case. There are a few options from which to choose including adding a quick plaintiff.

Parties	
Plaintiff(s)	Defendant(s)
Add Individual / Organization to new address Add from quick plaintiff list.	Add Individual / Organization to new address Alternate Service Address

The first option is to add an individual plaintiff. To do this, choose the Individual link under the **Plaintiff(s)** section and insert text into the text boxes.

Add Individual Plaintiff

Plaintiff Information

First Name:
 Middle Name:
 Last Name:
 Suffix:
 AKA/DBA:
 AttorneyID: [List of Values](#)
 Email:

Plaintiff Address

Street 1:
 Street 2:
 City/ State/ Zip Code:
 Plaintiff is a Minor:

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of record for the plaintiff.** Add your email address in the text box provided.

Once the plaintiff has been added, click the **Save** button. More plaintiffs can be added at either the same address or a different address.

Record has been successfully saved.

Parties	
Plaintiff(s)	Defendant(s)
Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address	Add Individual / Organization to new address Alternate Service Address

Once the first plaintiff has been added, additional links will appear to add more plaintiffs.

If the plaintiff is an organization, click the **Organization** link in the Plaintiff(s) section.

The screenshot shows the 'Add Organizational Plaintiff' form. It has two main sections: 'Plaintiff Information' and 'Plaintiff Address'. In the 'Plaintiff Information' section, the 'Name' field is filled with 'Joseph Filer & Associates, P.C.', and the 'By' field is filled with 'By: Joseph Filer, President'. The 'AttorneyID' field is empty with a 'List of Values' link. The 'Plaintiff Address' section has 'Street 1' as '22 MAIN STREET', 'City/ State/ Zip Code' as 'PHILADELPHIA PA 19111'. There are 'Save' and 'Cancel' buttons at the bottom left. A callout box on the right explains that a Pro-Se filer cannot file on behalf of an organization unless documentation is provided, and that an 'Appointment of Authorized Representative' form may be used. An arrow points from this callout to the 'AttorneyID' field.

Plaintiff Information

Name: Joseph Filer & Associates, P.C.
AKA/DBA: By: Joseph Filer, President
AttorneyID: [List of Values]
Email: [x] [i]

Plaintiff Address

Street 1: 22 MAIN STREET
Street 2: []
City/ State/ Zip Code: PHILADELPHIA PA 19111

Save Cancel

A Pro-Se filer cannot file on behalf of an organization such as a corporation, LLC, limited partnership, general partnership, or unincorporated association unless documentation such as Articles of Incorporation, Certificate of Membership, Minutes or IRS return can be provided showing the filer as a principal in the organization and must indicate his title in the caption. If a Pro-Se filer cannot provide such documentation, an **Appointment of Authorized Representative** form may be used.

To add an individual defendant, click on the **Add Individual** link.

The screenshot shows the 'Add Individual Defendant' form. It has three main sections: 'Defendant Information', 'Defendant Address', and 'Spouse of Defendant Listed Above'. In the 'Defendant Information' section, 'First Name' is 'Fred', 'Last Name' is 'Smith', and 'AttorneyID' is empty with a 'List of Values' link. There are radio buttons for 'Is defendant in military service?' and 'Defendant is a Minor?'. In the 'Defendant Address' section, 'Street 1' is '44 ELM STREET', 'City/ State/ Zip Code' is 'Philadelphia PA 19122', and 'Service Type for this address?' is a dropdown menu. In the 'Spouse of Defendant Listed Above' section, there are fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'Is defendant in military service?'. There are 'Save' and 'Cancel' buttons at the bottom left. Three callout boxes provide instructions: one about required text fields, one about military service, and one about adding a spouse.

Add Individual Defendant

Defendant Information

First Name: Fred
Middle Name: []
Last Name: Smith
Suffix: []
AKA/DBA: []
AttorneyID: [List of Values]

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service? Yes No
Defendant is a Minor? Yes No
Linked to defendant: []

To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1: 44 ELM STREET
Street 2: []
City/ State/ Zip Code: Philadelphia PA 19122
Service Type for this address?: []

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to name as a defendant?
If so, please enter the spouse's name below:

First Name: []
Middle Name: []
Last Name: []
Suffix: []
Is defendant in military service? Yes No

Save Cancel

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

If the defendant is in the military service, click Yes.

Add the defendant's address and choose the service type for this case. Service options are determined by the defendant's location. Refer to the **Rules, Procedures and Forms** folder on your flash drive for more information.

If the claim is against a married couple, add the spouse in this area. Once the information is complete, click the **Save** button.

To add an organization as a defendant, choose the **Organization** link.

Add Organizational Defendant

Defendant Information

Name: AAA Appliances, Inc.

AKA/DBA: [Text Field]

AttorneyID: [Text Field] [List of Values](#)

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Linked to defendant: [Dropdown Menu]

To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1: 88 Pine Street

Street 2: [Text Field]

City/ State/ Zip Code: Philadelphia PA 19122

Service Type for this address? [Dropdown Menu]

Save Cancel

Only the text fields with **bold** lettering are required. **Do not add an Attorney ID number for the defendant.**

Once the information is saved, it appears in the **Parties** section of the **Case Initiation** page. The plaintiff and/or defendant can be edited at any time prior to the submission of the claim, by clicking on the hyperlinks for the names and addresses.

Record has been successfully saved.

Plaintiff(s)	Defendant(s)
<p>Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Add from quick plaintiff list.</p>	<p>Fred Smith 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Alternate Service Address</p>

A defendant can be docketed under one address and served at another. To do that, click the **Alternative Service Address** link.

A defendant can also be docketed under more than one address and served at more than one address.

Add Individual Defendant

Defendant Information

First Name: Fred

Middle Name: [Text Field]

Last Name: Smith

Suffix: [Text Field]

AKA/DBA: [Text Field]

AttorneyID: [Text Field] [List of Values](#)

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service? Yes No

Defendant is a Minor? Yes No

Linked to defendant: Fred Smith, 44 ELM STREET, PHILADELPHIA, PA [Dropdown Menu]

To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1: 666 PARK AVENUE

Street 2: [Text Field]

City/ State/ Zip Code: PHILADELPHIA PA 19155

Service Type for this address? [Dropdown Menu]

When adding another address for an existing defendant, use the **Linked to defendant** drop down menu to link the defendant to both addresses.

The next section is the **Details** section. This area is for the summary of the complaint.

Details

Description of Claim

Plaintiff states he performed contracted work for the defendant. The total contract price of \$5000.00. Defendant gave plaintiff an initial deposit of \$500.00 but has failed to make any further payments. Therefore, plaintiff demands judgment of \$4,500.00 plus courts costs.

Note: A Claim Fact Sheet is required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

The text box holds an unlimited amount of characters. The summary of the complaint can be completed in another program (Word, for example) and the information can be copied and pasted into the text box.

After adding the summary, hit the **Save** button at the bottom of the page. This will ensure that your claim is saved in the event of an unexpected log out from the system or if another area (the plaintiff or defendant, for example) requires editing. **CLAIMS** will automatically end a session after 45 minutes of inactivity for security purposes.

Claim Amounts:

Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00

Plaintiff has requested [Affidavit of Physician](#)

Plaintiff has requested [Affidavit of Repairman](#)

Include Notice of Intent to Defend

Statute Expiring

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

When populating the amount claimed only the **Principal** amount is bolded and, therefore, required. Court costs will be added by the judge if you win the case.

If your case requires either an **Affidavit of Physician** or an **Affidavit of Repairman**, click the appropriate box and one will be generated for you. If you wish to include a **Notice to Defend**, click the box and one will be generated with the service pack. A self-addressed stamped envelope is required.

This box is to be used to communicate information to the court clerk who will be reviewing your claim. These comments **DO NOT** appear on the docket once the claim has been approved.

Once you have completed the **Case Initiation** page. It will look like this:

Case Initiation: Statement of Claims

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending

Record has been successfully saved.

Parties	
Plaintiff(s)	Defendant(s)
<u>Joe Filer</u> 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address Add Individual / Organization to new address Add from quick plaintiff list .	<u>Fred Smith</u> 44 ELM STREET Philadelphia, PA 19122 Add Individual/Organization to this address Add Individual / Organization to new address Alternate Service Address

Details

Description of Claim: Plaintiff states he performed contracted work for the defendant. The total contract price of \$5000.00. Defendant gave plaintiff an initial deposit of \$500.00 but has failed to make any further payments. Therefore, plaintiff demands judgment of \$4,500.00 plus courts costs.

Note: A Claim Fact Sheet is required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

Claim Amounts:	
Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00
Plaintiff has requested Affidavit of Physician	<input type="checkbox"/>
Plaintiff has requested Affidavit of Repairman	<input type="checkbox"/>
Include Notice of Intent to Defend	<input type="checkbox"/>
Statute Expiring	<input type="checkbox"/>

If the statute is expiring, check the box indicating that. Clerks will only review claims between the hours of 9:00 am to 5:00 pm Monday through Friday. If your statute is expiring the day you submit your case, contact the First Filing Unit at 215.686.2901 upon submission.

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

If the complaint is satisfactory, click the **Next** button; which will both save the information and navigate to the next step in the process. To save the information and complete the filing process at a later time, click the **Save** button. The claim will be in the **Review Pending Submission to Court** queue.

To continue on with the claim, click the **Next** button which will open the **Verification** page.

Initial Claim - Verification

Case Details

Case ID: 2395177 Docket Type: Initial Complaint - Statement of Claims
Case Type: SC Status: Pending

Verification

I am a plaintiff in this statement of claims action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this statement of claims action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

Initial Claim - Verification

Case Details

Case ID: 2395180 Docket Type: Initial Complaint - Statement of Claims
Case Type: SC Status: Pending

Verification

I am a plaintiff in this statement of claims action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this statement of claims action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

After that verification has been completed, click the **Next** button to navigate to the next screen.

The next screen to open is the **Docket Entries** screen. The purpose of this screen is to preview your claim, and to add exhibits and other documents to your claim. Exhibits must be added in compliance with Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.

NON-CONFIDENTIAL EXHIBIT

Add Exhibit

Case Details

Case ID: 2501118	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending
Case Caption: First Plaintiff v. Test Defendant	

Exhibit Details

Please enter a description:

Document Type: Select
Confidential
Contains Confidential Information
Non-Confidential

ADA Request
 ADA Request Description

Exhibit Submission Method

Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Enter a description for the exhibit and select the Document Type.

Add Exhibit

Case Details

Case ID: 2501118	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending
Case Caption: First Plaintiff v. Test Defendant	

Exhibit Details

Please enter a description:

Document Type: Non-Confidential

ADA Request
 ADA Request Description

Exhibit Submission Method

Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Non-Confidential Document

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Upload the Non-Confidential Exhibit and click Save.

CONFIDENTIAL EXHIBIT

Add Exhibit

Case Details

Case ID: 2501118	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending
Case Caption: First Plaintiff v. Test Defendant	

Exhibit Details

Please enter a description:

Document Type: Select
Confidential
Contains Confidential Information
Non-Confidential

ADA Request
 ADA Request Description

Exhibit Submission Method

Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Enter a description for the exhibit and select the Document Type.

Add Exhibit

Case Details
Case ID: 2501118 **Docket Type:** Initial Complaint - Statement of Claims
Case Type: SC **Status:** Pending
Case Caption: First Plaintiff v. Test Defendant

Exhibit Details
Please enter a description: Confidential Exhibit
Document Type: Confidential ▲ Requires completed Confidential Document Form.

ADA Request
 ADA Request Description

Exhibit Submission Method
 Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Confidential Document
Confidential Document Form
 Upload Browse...
 Generate

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Save Cancel

Upload the Confidential Exhibit. Upload a Confidential Document Form or choose the option to generate it.

Add Exhibit

Case Details
Case ID: 2501118 **Docket Type:** Initial Complaint - Statement of Claims
Case Type: SC **Status:** Pending
Case Caption: First Plaintiff v. Test Defendant

Exhibit Details
Please enter a description: Confidential Exhibit
Document Type: Confidential ▲ Requires completed Confidential Document Form.

ADA Request
 ADA Request Description

Exhibit Submission Method
 Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Confidential Document
Confidential Document Form
 Upload Browse...
 Generate

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

If Generate is selected, a Confidential Document Form will appear below. Upload the Confidential Document and complete the generated Confidential Document Form. Click **Save**.

Generate Confidential Document Form

Check All That Apply

Document Type	Paragraph, page, etc. where the confidential document is referenced in the filing.
<input type="checkbox"/> Financial Source Documents	
<input type="checkbox"/> Tax Returns and Schedules	
<input type="checkbox"/> W-2 forms and schedules including 1099 forms or similar documents	
<input type="checkbox"/> Wage stubs, earning statements, or other similar documents	
<input type="checkbox"/> Credit card statements	
<input type="checkbox"/> Financial institution statements	
<input type="checkbox"/> Check registers	
<input type="checkbox"/> Checks or equivalent	
<input type="checkbox"/> Loan application documents	
<input type="checkbox"/> Minors' educational records	
<input type="checkbox"/> Medical/Psychological records	
<input type="checkbox"/> Children and Youth Services' records	
<input type="checkbox"/> Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
<input type="checkbox"/> Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
<input type="checkbox"/> Agreements between the parties as used in 23 Pa.C.S. 3105	

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Save Cancel

Initial Claim - Case Records Public Access Policy of the Unified Judicial System of Pennsylvania Compliance

Case Details	
Case ID: 2501118	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending

Certification

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

Back Save Next Cancel

Once all exhibits are added, click the box indicating compliance with the Case Records Public Access Policy.

The next page to open is the **Submit to Court** page. On this page, a hearing date can be selected, credit card information is entered and the claim can be submitted to Municipal Court for review.

Initial Claim - Submit to Court

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Hearings](#) or [Create Another Case](#) and bulk schedule later.

Hearing Details	
Pick A Hearing:	11/15/2012 09:15 AM (30) ▼

Fee Details	
Court Cost:	44.00
State Fee:	10.00
Automation Fee:	5.50
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	
JCS St. Add. Fee:	
JCS St. Add. Surcharge:	

Credit Card Details	
Credit Card Number:	4111111111111111
Expiration:	01 / 15 (MM/YY)
Security Number:	123, Help

Billing Information	
Use the address below: <input checked="" type="radio"/>	Enter a new address: <input type="radio"/>
<p>JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111</p>	<p>Name on Card: <input type="text"/> <input type="text"/> <input type="text"/> (First, Middle, Last)</p> <p>Street 1: <input type="text"/></p> <p>Street 2: <input type="text"/></p> <p>City/State/Zip Code: <input type="text"/> <input type="text"/> <input type="text"/></p>

Attorney Comments	
N/A	

Back Submit To Court

If this is the only case that you will be filing, click on the drop down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the **Create Another Case** link to create the next case. Once all cases have been created, click the **Schedule Bulk Hearings** link to schedule all of the cases together. This is the **ONLY** way to ensure that all of your cases will have the same hearing date, time and COURTROOM.

Once the claim has been submitted for review, an invoice can be viewed and printed.

Court Submission Results

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending Clerk Review

Court Review
 The Initial Complaint - Statement of Claims has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976722
Invoice Status	Pending
Case Number	
Case ID	2395177
Docket Entry ID	16347182
Description	Initial Complaint - Statement of Claims
Docket Entry Status	Pending Clerk Review
Submission Date	10/01/2012 12:26 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3B738924

Description	Total
Convenience Fee	5.00
Automation Fee	5.50
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
State Filing Fee	10.00
Court Cost including additional defendant fee if applicable	44.00
Total	105.00

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Page generated on 10/01/2012 12:23 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the claim normally within 24 to 48 hours. Your credit card will not be charged until your claim is approved. If the claim has an expiring statute, please contact the First Filing Unit at 215-686-2901/7988 immediately after submission. Email notification from mcclaims@courts.phila.gov will be sent once the case has been reviewed. Make sure to add this email address to your address book.

Initiate New Case-LANDLORD-TENANT

The first step to file a Landlord-Tenant case is to click on the **Initiate New Case** link on the Home page. The **Select Case Type** screen will open. The LT radio button should be used for claims seeking possession of a property or seeking a money judgment after a tenant has left a rental property. The LT/Section 8 radio button should be used when filing an eviction against Section 8 voucher holders.

Case Initiation: Select Case Type

Case Type

LT
Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.

LT/Section 8
Choose this option if, as part of this case, you are seeking to evict a Section 8 voucher holders from a property you own. Select this option if ANY part of your case involves eviction of tenant(s), who participate in the section 8 program, from your property or you are a landlord seeking rent owed after vacating or damages after vacating from tenants who participate in the section 8 program.

SCILT
Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.

SCIMV
If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.

SCICP
If your case involves a consumer purchase, commercial paper, or loans, select this option.

SCICC
If your case involves consumer credit card debt, select this option.

SC
Other. Choose this if none of the above applies.

Next Cancel

The next screen is the **Case Initiation** screen. At the top of the screen in the **Case Details** there is a **Case ID** number. Each case receives its own ID number. It will stay with the case even after a claim number has been assigned and can always be used for search purposes. Also in **Case Details**, is the case type, docket type and the status; which at this point is pending.

Case Details

Case ID: 2395178 **Docket Type:** Initial Complaint - Landlord Tenant Complaint

Case Type: LT **Status:** Pending

The first step when filing a claim is to add the plaintiff(s) and defendant(s). Several parties can be added to each case. There are a few options from which to choose including adding a quick plaintiff. **The plaintiff in a Landlord-Tenant complaint should be the owner of the property.**

Parties

Plaintiff(s)	Defendant(s)
Add Individual / Organization to new address Add from quick plaintiff list.	Add Individual / Organization to new address Alternate Service Address

The first option is to add an individual plaintiff. To do this, choose the **Individual** link under the **Plaintiff(s)** section and insert text into the text boxes.

Once the plaintiff has been added, click the **Save** button. More plaintiffs can be added at either the same address or a different address.

If the plaintiff is an organization, click the **Organization** link in the Plaintiff(s) section.

To add an individual defendant, click on the **Add Individual** link.

Add Individual Defendant

Defendant Information

First Name Fred
Middle Name
Last Name Smith
Suffix
AKA/DBA AND ALL OTHER OCCUPANTS
AttorneyID [List of Values](#)
Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service? Yes No
Defendant is a Minor? Yes No
To your knowledge, is this party a senior citizen (defined as over 60)? Yes No
Linked to defendant
To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1 123 Elm Street
Street 2
City/ State/ Zip Code Philadelphia PA 19122
Service Type for this address?

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to add? If so, please enter the spouse's name below.

First Name
Middle Name
Last Name
Suffix

Is defendant in military service? Yes No
To your knowledge, is this party a senior citizen (defined as over 60)? Yes No

Save **Cancel**

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

If the defendant is in the military service, click Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes.

Add the defendant's address and choose the service type for this case. Service options are determined by the defendant's location. Refer to **the Rules, Procedures and Forms** folder on your flash drive for more information.

If the claim is against a married couple, add the spouse in this area. Once the information is complete, click the **Save** button.

To add an organization as a defendant, click the add **Organization** link.

Add Organizational Defendant

Defendant Information

Name AAA Appliances, Inc.
AKA/DBA
AttorneyID [List of Values](#)
Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Linked to defendant
To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1 88 Pine Street
Street 2
City/ State/ Zip Code Philadelphia PA 19122
Service Type for this address?

Save **Cancel**

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

Once the information is saved, it appears in the **Parties** section of the **Case Initiation** page. The plaintiff and/or defendant can be edited at any time prior to the submission of the claim, by clicking on the hyperlinks for the names and addresses.

Plaintiff(s)	Defendant(s)
<p>Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Add from quick plaintiff list</p>	<p>Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Alternate Service Address</p>

A defendant can be docketed under one address and served at another. To do that, click the **Alternative Service Address** link.

A defendant can also be docketed under more than one address and served at more than one address. However, only the rental property can be posted.

Add Individual Defendant

Defendant Information	
First Name	Fred
Middle Name	
Last Name	Smith
Suffix	
AKA/DBA	
AttorneyID	List of Values
Is defendant in military service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Defendant is a Minor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
To your knowledge, is this party a senior citizen (defined as over 60)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Linked to defendant	Fred Smith, 55 Tree Street, Philadelphia, PA
	To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.
Defendant Address	
Street 1	1234 Main Street
Street 2	
City/ State/ Zip Code	Philadelphia PA 19111
Service Type for this address?	

When adding another address for an existing defendant, use the **Linked to defendant** drop down menu to link the defendant to both addresses.

The next section is the **Details** section. This area is for the summary of the complaint.

Section I

Plaintiff states that he/she owns the real property.

The lease is: Written Oral

Commencing on: [Date]

For a term of: Month To Month A Year or More Other

Purpose of lease: Residential Non-Residential

Property Address:
 Street 1: [Text]
 Street 2: [Text]
 City/ State/ Zip Code: [Text]

NOTE: Only the first 59 characters of the address will appear on the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N for North.

Section II

Plaintiff states that he/she is in compliance with Section 9-3902 of the Philadelphia Code by having a valid Rental License at the time of filing this complaint.

The Effective Date of the license is [Date] and its Expiration Date is [Date]

Plaintiff states that he/she had or has a Rental License for each month for which he/she is seeking unpaid rent in paragraph IX and that a copy of each applicable Rental License is attached.

License - Effective Date [Date] Expiration Date [Date]
 License - Effective Date [Date] Expiration Date [Date]
 License - Effective Date [Date] Expiration Date [Date]
 License - Effective Date [Date] Expiration Date [Date]

Plaintiff states that he/she is not required to have a Rental License because he/she is not operating a multiple-family dwelling, rooming house, dormitory or hotel, or offering for rent a one-family dwelling, two family dwelling or a rooming unit, but is operating a limited lodging activity as defined by Section 14-604(13) of the Philadelphia Code or a dwelling unit that is occupied by the owner or a member of the owner's family.

Section III

Plaintiff states that he/she is in compliance with Section 9-3903 of the Philadelphia Code as a result of having provided the tenant with a Certificate of Rental Suitability and a copy of the City of Philadelphia Partners for Good Housing Handbook prior to the first month for which he/she is seeking unpaid rent in paragraph IX and the Certificate of Rental Suitability that was provided was issued by the Department no more than sixty days prior to the inception of the tenancy. A copy of any Certificate of Rental Suitability provided to the tenant is attached.

Certificate - Date Issued by Department: [Date]
 Certificate - Date Issued by Department: [Date]
 Certificate - Date Issued by Department: [Date]
 Certificate - Date Issued by Department: [Date]

Plaintiff states that he/she was not required to provide the tenant with a Certificate of Rental Suitability and a copy of the City of Philadelphia Partners for Good Housing Handbook because the lease at issue predates September of 2011, a rental license is not required or the tenant is a member of the owner's family.

Section IV

Plaintiff states that the leased property:

A. was built before March of 1978 or was built in or after March of 1978;
 B. is not or is a residential property developed by or for an educational institution for the exclusive use and occupancy by that institution's students;
 C. is not or is owned or subsidized by the Philadelphia Housing Authority or its subsidiaries, or privately owned and leased under the Housing Choice Voucher Program; and
 D. has or will have or has not had and will not have a child aged six or younger reside there.
 E. The lease is effective from: December 21, 2012 to the present, prior to December 21, 2012.

If the defendant has vacated the property, indicate the date possession was surrendered.

Section V

have or have not provided the defendant with a valid certification prepared by a certified lead inspector stating that the property is either lead free or lead safe.

Section VI

Plaintiff states that the subject premises is fit or unfit for its intended purpose.

Plaintiff states that he/she is unaware of any open notice issued by the Department of Licenses and Inspections ("Department") alleging that the property at issue is in violation of one or more provisions of the Philadelphia Code.

Plaintiff states that he/she is aware of one or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadelphia Code.

Section VII

Plaintiff states that notice to vacate the subject premises by: [Date] was given to the defendant on: [Date]. A copy of the notice is attached.

No notice is required under the terms of the lease.

Section VIII

The defendant is in possession of the property and refuses to surrender possession of the property.

The defendant surrendered possession of the property on: [Date]

Section IX

Plaintiff demands a judgment that provides the plaintiff with the right to use lawful process to regain possession of the property and/or a monetary amount itemized below based on the following:

A. Nonpayment of amounts due under the lease, for [] months, from [] (month), [] (year), to and including [] (month), [] (year).
 B. Termination of the term.
 C. Breach of a condition(s) of the lease other than nonpayment of rent.
 D. Damages to the premises or plaintiff's personal property.
 E. Other.

Section X

Plus ongoing rent in the amount of \$ [] 0.00 from the date of the filing of this complaint to the date of the hearing on the merits in this matter.

Filing Party: Please specify below your name, address, attorney identification number (if applicable), telephone number and email address.

Select the reasons for eviction. If possession is being sought for breach, a description of the breach will be required. If damages are being sought, a description of the damages will be required.

Plaintiff demands a judgment that provides the plaintiff with the right to use lawful process to regain possession of the property and/or a monetary amount itemized below based on the following:

A. Nonpayment of amounts due under the lease, for [] months, from [] (month), [] (year), to and including [] (month), [] (year).

The amount of unpaid rent below and late fees alleged due. The first item listed is intended as an example. "Past balance due" is unacceptable.

Month	Year	Rent	Late Fee
Jan.	2010	\$500	\$50 (example)

Summarize the amounts alleged due below.

Rent	\$ 0.00
Late Fees	\$ 0.00
Gas	\$ 0.00
Electric	\$ 0.00
Water / Sewer	\$ 0.00
Attorney's Fees	\$ 0.00
Other	\$ 0.00
Subtotal	\$ 0.00
Court Costs	\$ 0.00
Total	\$ 0.00

If a monetary judgment is sought, a text box will open for a detailed accounting of all sums due.

Further Information

Plaintiff has requested Affidavit of Recapture:

Statute Expiring:

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

[Text Area]

Save Next Cancel

If the complaint is satisfactory, click the **Next** button; which will both save the information and navigate to the next step in the process. To save the information and complete the filing process at a later time, click the **Save** button. The claim will be in the **Review Pending Submission to Court** queue.

To continue on with the claim, click the **Next** button which will open the **Verification** page.

Initial Claim - Verification

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Verification

- I am a plaintiff in this landlord tenant action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.
- I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Initial Claim - Verification

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Verification

- I am a plaintiff in this landlord tenant action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.
- I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:
Joe Filer, Authorized Representative

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box.

The next screen to open is the **Docket Entries** screen. The purpose of this screen is to preview your claim, and to add exhibits and other documents to your claim.

Initial Claim - Docket Entries

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122	

Docket Preview				
Description	Results/Comments	Filing Party	Docketed Under	Edit Preview
Landlord Tenant Complaint		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview
ADA Notice		JOE FILER	Fred Smith (D1)	Preview
Plaintiff Instructions LT		JOE FILER	Fred Smith (D1)	Preview
LT Instructions all parties		JOE FILER	Fred Smith (D1)	Preview
Non-Military Affidavit		JOE FILER	Fred Smith (D1)	Preview
Legal Information		JOE FILER	Fred Smith (D1)	Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Preview the complaint and go back and edit if necessary.

To add an exhibit, click on the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

If the defendant must be served by some means of alternative service requiring the filing of a petition, or an **Informa Pauperis** petition must be filed, click on the appropriate links to either generate or upload the documents.

The next page to open is the **Submit to Court** page. On this page, a hearing date can be selected, credit card information is entered and the claim can be submitted to Municipal Court for review.

Initial Claim - Submit to Court

Case Details

Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Hearings](#) or [Create Another Case](#) and bulk schedule later.

Hearing Details

Pick A Hearing: 10/25/2012 08:45 AM (50) ▼

Fee Details

Court Cost:	22.00
State Fee:	10.00
Automation Fee:	5.50
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

Credit Card Details

Credit Card Number: 4111111111111111

Expiration: 01 / 13 (MM/YY)

Security Number: 123 [Help](#)

Billing Information

Use the address below: <input checked="" type="radio"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111 </div>	Enter a new address: <input type="radio"/> <p>Name on Card: <input type="text"/></p> <p>Street 1 <input type="text"/></p> <p>Street 2 <input type="text"/></p> <p>City/State/Zip Code <input type="text"/> <input type="text"/> <input type="text"/></p>
---	--

Attorney Comments

N/A

If this is the only case that you will be filing, click on the drop down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the **Create Another Case** link to create the next case. Once all cases have been created, click the **Schedule Bulk Hearings** link to schedule all of the cases together.

To schedule this single case, enter the credit card information and click the **Submit To Court** button.

Once the claim has been submitted for review, an invoice can be viewed and printed.

Court Submission Results

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending Clerk Review

Court Review
 The Initial Complaint - Landlord Tenant Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976723
Invoice Status	Pending
Case Number	
Case ID	2395178
Docket Entry ID	16347184
Description	Initial Complaint - Landlord Tenant Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	10/02/2012 12:02 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3B7C7787

Description	Total
Convenience Fee	5.00
Automation Fee	5.50
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
State Filing Fee	10.00
Court Cost including additional defendant fee if applicable	22.00
Total	83.00

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 10/02/2012 11:58 AM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the claim normally within 24 to 48 hours. Your credit card will not be charged until your claim is approved. Email notification from mccclaims@courts.phila.gov will be sent once the claim has been reviewed. Make sure to add this email address to your address book.

Initiate New Petition

To file a petition, click the [Initiate New Petition](#) link on the Home page.

Petition - Select Case Number

Enter Case Number

Enter the claim number. Attorneys must represent the party who will be the filer of the petition. If necessary, go to the Home page and click on the [Private Attorney Entry of Appearance](#) link to add yourself as attorney of record for the proper party. Click the **Next** button.

New Petition - Select Petition

Petition Type

- Petition to Open Judgment for Plaintiff by Default
- Breach of Agreement Affidavit
- Generic Petition
- Motion to Compel
- Order to Vacate
- Petition to Amend the Caption
- Petition to Assess Damages Against a Garnishee
- Petition to Break & Enter
- Petition to Extend the 180 Day Rule
- Petition to Intervene and Open Judgment
- Petition to List the Case for a Hearing on its Merits and to Vacate the Settle, Discontinue and
- Petition to List the Case for a Hearing on the Merits and to Vacate the Order to Satisfy
- Petition to Open Judgment for Defendant by Default
- Petition to Restore Possession
- Petition to Satisfy
- Petition to Stay Eviction
- Petition to Stay Writ of Execution
- Petition to Vacate the Judgment By Agreement

Choose the type of petition from the drop down menu. A **Generic Petition** should be used for any petition **NOT** found on the drop down menu.

Petition - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default

Case Type: SC **Status:** Pending

Case Instance 1 (Complaint)						
Involved	Filer	Plaintiff	Address			
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111			
Involved	Filer	Defendant	#	Address	Status	
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial	

Select which parties are to be involved in the petition and which party is the Filer of the petition. Click the **Next** button.

Petition - Select Service Type

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Plaintiff by Default
Case Type: SC **Status:** Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 1 (Complaint) Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 Service Type:	Ready for trial

Please select service type.

Next Delete Cancel

- C & E Process Service
- Philadelphia Writ Service
- Other (requires Petition for Alternate Service)
- Private Service

Most petitions require service of process. Click on the drop down menu to choose the service type.

Petition - Verification

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Verification

I am a plaintiff in this petition action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this petition action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer filing on behalf of himself should populate the first radio button.

Petition - Verification

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Verification

I am a plaintiff in this petition action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this petition action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box. **AN AUTHORIZED REPRESENTATIVE CAN ONLY FILE A PETITION TO OPEN JUDGMENT.**


Here is an example of a **Petition to Open Judgment for Defendant by Default**. Each petition will have text boxes specific to that petition. It is not necessary to create a petition as a separate document.


Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default

Case Type: SC **Status:** Pending

Petition to Open Judgment for Defendant by Default

A hearing was held in Municipal Court on 

by default on 

Your Petitioner failed to appear at the hearing for reasons that

Your Petitioner has good reason to proceed in that

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Is emergency petition

Enter in the date of the hearing and the date of the judgment. There is a link to the docket at the top of the page which will provide that information if unknown.

In the first text box, explain the reason for missing the hearing. In the second text box, explain the reason to proceed. The third text box is for comments to the court clerk and will not be seen by the judge reviewing the petition.

If the petition is an emergency, check the box to indicate that. A petition should only be marked as an emergency if there is a true emergency such as a frozen bank account, a lockout has been scheduled or a lockout has already happened in Landlord-Tenant situations. Click the **Next** button to continue with the filing.

Petition - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122

The petition can be previewed and edited if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Petition to Open Judgment for Defendant by Default		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload
Add Payment Schedule	Generate Scan/Upload

If there are exhibits that should be reviewed by the judge reviewing the merits of the petition, upload them on the **Docket Entries** screen. Click on the **Add Exhibit [Scan/Upload](#) link**. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

[Back](#) [Next](#) [Cancel](#)

Petition - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Petition to Open Judgment for Defendant by Default		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	TRAFFIC REPORT	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload
Add Payment Schedule	Generate Scan/Upload

Once the exhibit has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

[Back](#) [Next](#) [Cancel](#)

Petition - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

On the **Submit to Court** page, notice all fees are listed. Initially, only the petition filing fees will be charged once the petition is approved for review by a judge. The service fee will only be charged if the Rule is granted and a hearing date is assigned.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Enter the credit card information and click the **Submit to Court** button.

Billing Information

Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Petition - Petition to Open Judgment for Defendant by Default has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the petition is awaiting review and invoices can be reviewed and/ or printed. There will be an invoice for the filing charge and an invoice for the service fee.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976737
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16347731
Description	Petition - Petition to Open Judgment for Defendant by Default
Docket Entry Status	Pending Clerk Review
Submission Date	10/19/2012 12:05 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3C1C8DC7

Description	Total
Combined PWS service fee	27.00
Total	27.00

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Invoice Summary	
Invoice Number	976736
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16347731
Description	Petition - Petition to Open Judgment for Defendant by Default
Docket Entry Status	Pending Clerk Review
Submission Date	10/19/2012 12:05 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3AE1115B

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	19.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

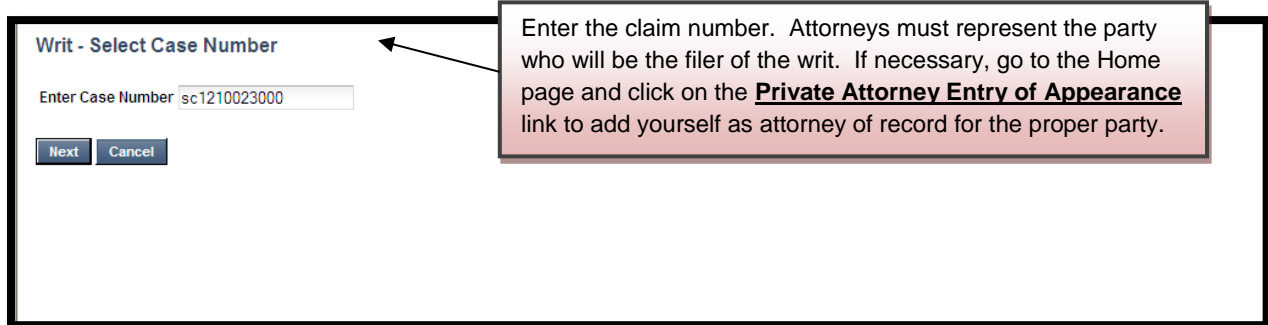
Page generated on 10/19/2012 12:06 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the petition normally within 24 to 48 hours. Your credit card will not be charged until your petition is approved. Email notification from mcclaims@courts.phila.gov will be sent once the petition has been reviewed. Make sure to add this email address to your address book.

Initiate New Writ

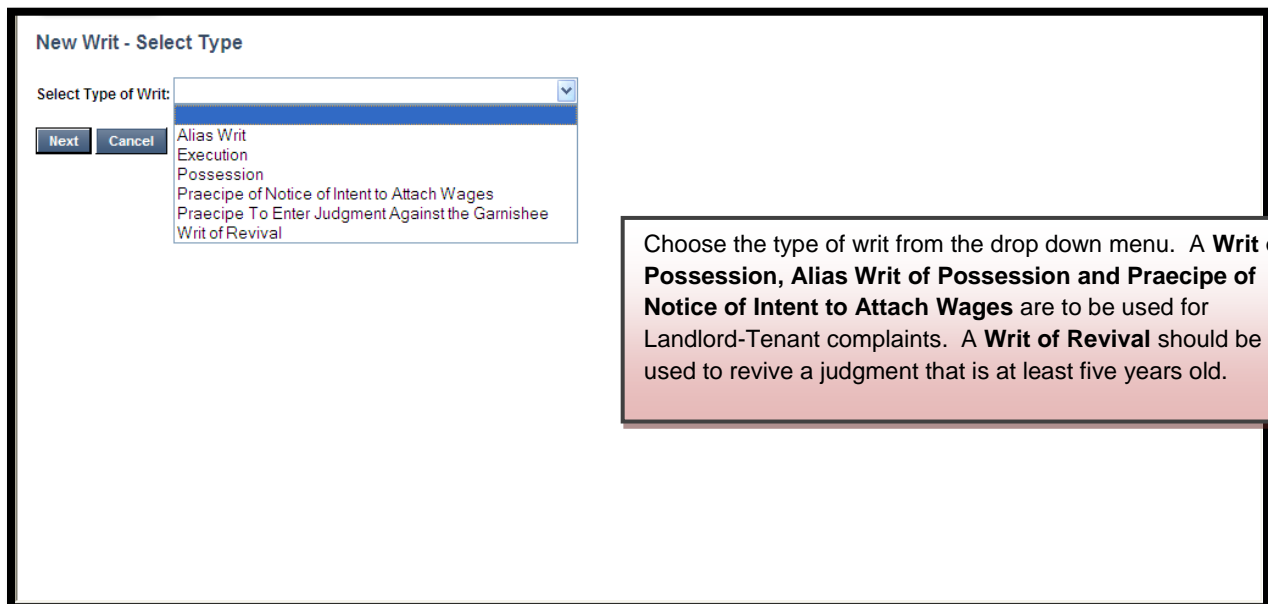
To begin filing a writ, click on the **Initiate New Writ** link on the Home Page and enter the claim number.



Writ - Select Case Number

Enter Case Number

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.



New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Praecipe of Notice of Intent to Attach Wages
- Praecipe To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the type of writ from the drop down menu. A **Writ of Possession, Alias Writ of Possession and Praecipe of Notice of Intent to Attach Wages** are to be used for Landlord-Tenant complaints. A **Writ of Revival** should be used to revive a judgment that is at least five years old.

Writ of Execution

Writ - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Execution

Case Type: SC Status:

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial
Involved	Garnishee		Address	Status	Related Party
Add Individual / Organizational Garnishee					

Next Cancel

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

If a Garnishee is to be added, click the **Add Individual/Organizational Garnishee** link.

Add Garnishee ✕

Individual Organization/Company Select Related Party: Fred Smith (D1) ▼

Name: AKA/DBA:

Email: ✕ +

Street 1:

Street 2:

City/State/Zip Code:

Submit

Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click **Submit**.

Case Details

Case Number: [SC-12-10-02-3000](#)

Docket Type: Writ - Execution

Case Type: SC

Status: Pending

Writ Of Execution

Service

Service Type: Sheriff

Amounts

Real Debt: 5000

Credit: 500

Interest from: 10/25/2012

Interest:

Costs Paid

Prothonotary:

Sheriff (optional):

Only the Sheriff serves Writs of Execution. Populate the text boxes on the **Writ of Execution** page.

To satisfy the judgment, interest and cost against the defendant(s):

Enter Defendant(s) names

Fred Smith

Property

Server is directed to levy upon the property of the defendant(s) and to sell defendant(s)' interest therein:

Enter Defendant(s) Addresses

44 Elm Street
Phila., PA 19122

Specifically Describe Property

all personal property

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Delete Cancel

The comment section is for the court clerk only. The comments will not appear on the docket. Once this page is completed, click the **Next** button.

Writ - Verification

A pro-se filer should populate the first radio button.

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Writ - Execution
Case Type: SC	Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Writ - Verification

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Writ - Execution
Case Type: SC	Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A WRIT OF ANY KIND.

Click the **Next** button to proceed to the **Docket Entries** screen.

Writ - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Writ - Execution
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (<i>Garnishee</i>) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

The writ can be previewed and edited if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Præcipe Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Interrogatories To Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Writ Of Execution Notice		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

If a Garnishee has been added, Interrogatories will be generated. It is also possible to add additional exhibits by clicking on the **Add Exhibit [Scan/Upload](#)** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Docket Entries

Case Details
Case Number: [SC-12-10-02-3000](#) **Docket Type:** Writ - Execution
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Pracpice Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Interrogatories To Garnishee		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Writ Of Execution Notice		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Exhibit	SHERIFF'S FORMS <i>Size: 1.83 MB</i>	Joe Filer	Fred Smith (D1)	Edit	Preview

Add Docket Entries
Add Exhibit [Scan/Upload](#)

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

Writ - Submit to Court

Case Details
Case Number: [SC-12-10-02-3000](#) **Docket Type:** Writ - Execution
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	0.00
State Fee:	0.00
Automation Fee:	0.00
Convenience Fee:	0.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Attorney Comments
N/A

[Back](#) [Submit To Court](#)

The Court does not charge a fee for the filing of the Writ of Execution. Click the **Submit To Court** button to send it to the Court for review.

The court will review the writ normally within 24 to 48 hours. Email notification from mclaims@courts.phila.gov will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

Writ of Possession

Writ - Select Case Number

Enter Case Number

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.

New Writ - Select Type

Select Type of Writ:

Alias Writ
Execution
Possession
Praecipe of Notice of Intent to Attach Wages
Praecipe To Enter Judgment Against the Garnishee
Writ of Revival

Writs of Possession and **Alias Writs of Possession** are used to have a tenant removed from a property after a Judgment of Possession has been awarded. Choose the Possession option for the first writ which is the Writ of Possession. Choose the **Alias Writ of Possession** when filing the second writ to proceed with the lockout.

Writ - Select Parties

Case Details			
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Possession
Case Type:	LT	Status:	Pending

Case Instance 1 (Complaint)				
Involved	Filer	Plaintiff	Address	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111	
Involved	Filer	Defendant	#	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS	1	Disposed

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Writ Of Possession

Service
 Service Type:

Amounts
 Real Debt:

The first step is to choose the Service Type from the drop down menu. The choices are LT Officer and The Sheriff.

Case Details

Case Number: LT-12-11-08-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Writ Of Possession

Service
 Service Type:

Amounts
 Real Debt:
 Credit:
 Interest from:
 Interest:
 Costs Paid
 Prothonotary:
 Sheriff (optional):

To satisfy the judgment of possession in the above matter you are directed to deliver possession of the following described property to:

Joe Filer

To satisfy the debt and costs against:

Fred Smith

you are directed to levy upon any property and sell his/her/their interest therein of:

44 Elm Street

Comments for court clerk (optional). These comments will not appear on the doct forms.

Display message: Notice to the Tenant: Judgment was entered for non-payment of rent. If the full amount of the judgment plus court costs is paid on or prior to the eviction date, eviction shall not proceed. The landlord should provide you with a signed "Order to Satisfy" which must be filed in Room 1000, 1339 Chestnut Street, Philadelphia, PA 19107. If you are unable to obtain an "Order to Satisfy" call 215-686-7957/7989 for further information.

Next Delete Cancel

Complete the necessary information in the text boxes. If LT Officer is chosen, 95.00 should be entered into the Sheriff text box for a Writ of Possession. Enter a total of 130.00 when filing the Alias Writ of Possession. The Prothonotary cost is the court costs paid to file the claim.

Check this box if the judgment of possession was awarded for non-payment of rent only and does not involve a **Judgment by Agreement**. Once the form is completed, click the **Next** button.

Writ - Verification

Case Details

Case Number: LT-12-10-02-3001

Case Type: LT

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CANNOT FILE A WRIT OF ANY KIND.**

Click the **Next** button to proceed to the **Docket Entries** screen.



Writ - Docket Entries

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession

Case Type: LT **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUP 123 Elm Street Philadelphia, PA 19122

The writ can be previewed and edited if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Praeipce Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add PAS	Generate

Back Next Cancel

Add additional exhibits by clicking on the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Submit to Court

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession
Case Type: LT **Status:** Pending

Fee Details

Court Cost:	4.40
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Enter the credit card information for the Writ of Possession. The Court does not charge for the Alias Writ of Possession. Click the **Submit To Court** button to send it to the Court for review.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession
Case Type: LT **Status:** Pending Clerk Review

Court Review

The Writ - Possession has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the **Notice** is now awaiting Court review. An invoice is available by clicking **Review Invoices**.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	076738
Invoice Status	Pending
Case Number	LT-12-10-02-3001
Case ID	2395178
Docket Entry ID	16348166
Description	Writ - Possession
Docket Entry Status	Pending Clerk Review
Submission Date	11/06/2012 3:33 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3CC8FFCD

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Court Cost including additional defendant fee if applicable	4.40
Total	11.60

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 11/07/2012 06:02 PM from <http://claims.staging.courtapps.com>.
[Close](#) [Print](#)

The court will review the complaint normally within 24 to 48 hours. Your credit card will not be charged until your writ is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Writ of Possession has been reviewed. Make sure to add this email address to your address book.

Praecept of Notice of Intent to Attach Wages

Writ - Select Case Number

Enter Case Number Next Cancel

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.

New Writ - Select Type

Select Type of Writ: Next Cancel

- Alias Writ
- Execution
- Possession
- Præcipe of Notice of Intent to Attach Wages
- Præcipe To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the Præcipe from the drop down menu.

Writ - Select Parties

Case Details

Case Number: [LT-12-10-02-3001](#) Docket Type: Writ - Præcipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input type="checkbox"/> <input type="radio"/> Joe Filer			22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input type="checkbox"/> <input type="radio"/> Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS			1	123 Elm Street Philadelphia, PA 19122	Disposed
Involved	Filer	Garnishee	Address	Status	Related Party
<input type="checkbox"/> JOE'S CRAB SHACK			7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)

[Add Individual / Organizational Garnishee](#)

Next Cancel

To add the Garnishee, click the **Add Individual/Organizational Garnishee** link.

Add Garnishee

Individual Organization/Company Select Related Party: Fred Smith (D1) ▼

Name: JOE'S CRAB SHACK AKA/DBA:

Email: ✕ +

Street 1: 7777 FISHING LANE

Street 2:

City/State/Zip Code: PHILADELPHIA PA 19122

Submit

Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click Submit.

Writ - Select Parties

Case Details
Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address	Status
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Joe Filer		22 MAIN STREET Philadelphia, PA 19111	
<input checked="" type="checkbox"/>	<input type="radio"/> Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS	Defendant	# 1 123 Elm Street Philadelphia, PA 19122	Disposed
<input checked="" type="checkbox"/>		Garnishee	7777 FISHING LANE PHILADELPHIA, PA 19122	
				Related Party: Fred Smith (D1)

[Add Individual / Organizational Garnishee](#)

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

Writ - Praecipe For Notice Of Intent To Attach Wages

Case Details
Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Praecipe For Notice Of Intent To Attach Wages - Certification

I, JOE FILER, hereby certify that:

- The name of the judgment-creditor is Joe Filer
- The address of the judgment-creditor is 22 MAIN STREET, Philadelphia, PA 19111
- The name of the judgment-debtor is Fred Smith
- The name of the employer garnishee is JOE'S CRAB SHACK
- The judgment arises out of a residential lease for the premises located at the following address: 123 Elm Street, Philadelphia, PA 19122
- (a) The amount of the judgment is 1183.00
(b) A security deposit is being held by the judgment creditor-landlord in the amount of 450.00
This security deposit [has been applied / has not been applied] to the payment of rent due on the same premises for which the judgment has been entered.
(Any security deposit that has not already been applied to rent will be deducted by the Judgments and Petitions Unit from the amount of the judgment in determining the amount to be attached.)
(c) The amount that has been paid toward satisfaction of the judgment is 0.00
(Do not include the security deposit)
- This Praecipe is filed within five years of the date of the original judgment upon which execution is sought.
- The judgment was entered in an action commenced in the Philadelphia Municipal Court.
- The action arose from a residential lease.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Cancel Delete

Fill out the #6 on the form. Enter comments for the court clerk if desired and click the **Next** button.

Writ - Select Service Type

Case Details
Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Plaintiff(s) **Defendant(s) / Garnishee(s)** **Defendant Status**

Case Instance 1 (Complaint)

Joe Filer
22 MAIN STREET
PHILADELPHIA, PA 19111

JOE'S CRAB SHACK
7777 FISHING LANE
PHILADELPHIA, PA 19122

Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS
123 Elm Street
Philadelphia, PA 19122

Service Type:
 C & E Process Service
 Philadelphia Writ Service
 Other (requires Petition for Alternate Service)
 Private Service

Please select service type.

Next Delete Cancel

Choose the service type for service on the defendant and click the **Next** button.

Writ - Verification

Case Details
Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details
Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A NOTICE OF INTENT TO ATTACH WAGES.

Writ - Docket Entries

Case Details
Case Number: LT-12-10-02-3001
Case Type: LT
Docket Type: Writ - Praeripe of Notice of Intent to Attach Wages
Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 JOE'S CRAB SHACK (Garnishee) 7777 FISHING LANE PHILADELPHIA, PA 19122	Disposed

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praeripe of Notice of Intent to Attach Wages		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Praeripe of Notice of Intent to Attach Wages Certification		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)	Edit	Preview
Claim for Exemption from Wage Attachment		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Poverty Income Guidelines		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach Wages		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach Wages - Legal Information		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview

[Back](#) [Next](#) [Cancel](#)

The Notice of Intent can be previewed and edited if necessary. Click the **Next** button.

Writ - Submit to Court

Case Details
Case Number: LT-12-10-02-3001
Case Type: LT
Docket Type: Writ - Praeripe of Notice of Intent to Attach Wages
Status: Pending

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

Credit Card Details

Credit Card Number:

Expiration: / (MM/YY)

Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
 22 MAIN STREET
 PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1:
Street 2:
City/State/Zip Code:

Attorney Comments
 N/A

[Back](#) [Submit To Court](#)

Enter the credit card information for the Notice of Intent to Attach Wages. Click the **Submit To Court** button to send it to the Court for review.

Court Submission Results

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecepte of Notice of Intent to Attach Wages
Case Type: LT Status: Pending Clerk Review

Court Review
The Writ - Praecepte of Notice of Intent to Attach Wages has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

Review Invoices

The **Court Submission Results** page will indicate that the Notice is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976741
Invoice Status	Pending
Case Number	LT-12-10-02-3001
Case ID	2395178
Docket Entry ID	16348176
Description	Writ - Praecepte of Notice of Intent to Attach Wages
Docket Entry Status	Pending Clerk Review
Submission Date	11/07/2012 5:52 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V78F389D50DF

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Combined PWS service fee	27.00
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	46.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 11/07/2012 05:56 PM from <http://claims.staging.courtapps.com>.
[Close](#) [Print](#)

The court will review the complaint normally within 24 to 48 hours. Your credit card will not be charged until your Notice of Intent to Attach Wages is approved. Email notification from mccclaims@courts.phila.gov will be sent once the Notice of Intent to Attach Wages has been reviewed. Make sure to add this email address to your address book.

Praecepte to Enter Judgment Against a Garnishee

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
 PHILADELPHIA MUNICIPAL COURT

Writ - Select Case Number

Enter Case Number: SC1210023000

Next Cancel

Wednesday, November 7, 2012 | JOE FILER

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.

New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Praecepte of Notice of Intent to Attach Wages
- Praecepte To Enter Judgment Against the Garnishee**
- Writ of Revival

Next Cancel

Choose the Praecepte from the drop down menu.

Writ - Select Parties

Case Details

Case Number: SC-12-10-02-3000

Case Type: SC

Status: Pending

the Garnishee

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
Involved	Filer	Defendant	Address
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	44 ELM STREET Philadelphia, PA 19122
Involved		Garnishee	Address
<input checked="" type="checkbox"/>		PNC BANK	1234 MARKET STREET PHILADELPHIA, PA 19107

1

Status Ready for trial

Status Related Party

Related Party Fred Smith (D1)

Add Individual / Organizational Garnishee

Next Cancel

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

Writ - Praecepte To Enter Judgment Against Garnishee

Case Details

Case Number: SC-12-10-02-3000

Case Type: SC

Docket Type: Writ - Praecepte To Enter Judgment Against the Garnishee

Status: Pending

Enter Judgment Against the Garnishee, PNC BANK, for the following property of the defendant in the amount of \$ 5000 admitted in his answers to interrogatories to be in said garnishee's possession.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Delete Cancel

Enter in the amount of the judgment against the Garnishee. Click the **Next** button.

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Praecipe To Enter Judgment Against the Garnishee
 Case Type: SC Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

Writ - Verification

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Praecipe To Enter Judgment Against the Garnishee
 Case Type: SC Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A PRAECIPE TO ENTER JUDGMENT AGAINST THE GARNISHEE.

Click the **Next** button.

Writ - Docket Entries

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Praecipe To Enter Judgment Against the Garnishee
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgment Against the Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Answers to Interrogatory Scan/Upload

Back Next Cancel

The Praecipe can be previewed and edited if necessary. Click the **Next** button.

Upload the Answers to Interrogatory if they have not been previously uploaded by clicking on the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Docket Entries

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgment Against the Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Answer to Interrogatory		JOE FILER	Fred Smith (D1)	Delete	Preview

Back Next Cancel

Once the Answer has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

Writ - Submit to Court

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	0.00
State Fee:	0.00
Automation Fee:	0.00
Convenience Fee:	0.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Attorney Comments
N/A

Back Submit To Court

There is no charge for the Praecipe To Enter Judgment Against The Garnishee currently. Click the **Submit to Court** button.

Court Submission Results

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type: SC **Status:** Pending Clerk Review

Court Review
The Writ - Praecipe To Enter Judgment Against the Garnishee has been successfully submitted to the court, and is now waiting court review.

The court will review the writ normally within 24 to 48 hours. Email notification from mclaims@courts.phila.gov will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

Writ of Revival

Writ - Select Case Number

Enter Case Number

Enter the claim number (the case must be at least 5 years old or older). Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add

New Writ - Select Type

Select Type of Writ:

- Allege Writ
- Execution
- Possession
- Precept of Notice of Intent to Attach Wages
- Precept To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the Writ of Revival from the drop down menu.

Writ - Select Parties

Case Details

Case Number: [SC-97-12-10-0121](#) Docket Type: Writ - Writ of Revival

Case Type: SC Status: Pending

Case Instance 1 (Complaint)					
Involved	Filer	Plaintiff	#	Address	Status
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer		22 Main Street Philadelphia, PA 19122	
<input checked="" type="checkbox"/>	<input type="radio"/>	George Thomson	1	44 Green Street Philadelphia, PA 19111	Disposed
<input type="checkbox"/>		Terre Tenant			

[Add Individual / Organizational Terre Tenant](#)

Add an individual or organizational Terre Tenant if there is one.

Add Terre Tenant ✕

Individual Organization/Company

First Name

Middle Name

Last Name

Email

AKA/DBA

Suffix

Street 1

Street 2

City/State/Zip Code

Writ - Select Parties

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Writ - Writ of Revival
 Pending

Select the parties involved in the Writ of Revival and the filer.

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 Main Street Philadelphia, PA 19122		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	George Thomson	1	44 Green Street Philadelphia, PA 19111	Disposed
Involved		Terre Tenant	Address	Status	Related Party

[Add Individual / Organizational Terre Tenant](#)

Next Cancel

Writ Of Revival

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Amounts
 Amount Due and Unpaid: 2000.00
 Interest from: 01/31/1998

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Enter the interest date.

Next Delete Cancel

Writ - Select Service Type

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 1 (Complaint) Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111 Service Type:	Disposed

Please select service type.

- C & E Process Service
- Philadelphia Writ Service
- Other (requires Petition for Alternate Service)
- Private Service
- No Service

Service of Process is required. Choose a service type.

Next Delete Cancel

Writ - Verification

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Writ - Writ of Revival
 Pending

A pro-se filer should populate the first radio button.

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

Writ - Verification

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Person(s)

Back Save Next Cancel

Attorneys should populate the second radio button. AN AUTHORIZED REPRESENTATIVE CANNOT FILE A PRAECIPE TO ENTER JUDGMENT AGAINST THE GARNISHEE.

Writ - Docket Entries

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe Writ of Revival		Joe Filer	George Thomson (D1) Joe Filer (P)	Edit	Preview
Writ of Revival		Joe Filer	George Thomson (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

[Back](#) [Next](#) [Cancel](#)

The Praecipe can be previewed and edited if necessary. Click the **Next** button.

Additional exhibits can be uploaded by clicking the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Docket Entries

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111	Disposed

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe Writ of Revival		JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview
Writ of Revival		JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it can be previewed and edited if necessary.

Writ - Submit to Court

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	6.60
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
 22 MAIN STREET
 PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1:
Street 2:
City/State/Zip Code:

Attorney Comments
 N/A

[Back](#) [Submit To Court](#)

Enter the credit card information for the Writ of Revival. Click the **Submit To Court** button to send it to the Court for review.

Court Submission Results

Case Details

Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending Clerk Review

Court Review
The Writ - Writ of Revival has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Writ of Revival is now waiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976743
Invoice Status	Pending
Case Number	SC-97-12-10-0121
Case ID	2396058
Docket Entry ID	16348189
Description	Writ - Writ of Revival
Docket Entry Status	Pending Clerk Review
Submission Date	11/07/2012 7:48 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V19F3CD78A46

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Combined PWS service fee	27.00
Court Cost including additional defendant fee if applicable	6.60
Total	40.80

Parties	
Plaintiffs	Defendants
Joe Filer 22 Main Street Philadelphia, PA 19122	George Thomson 44 Green Street Philadelphia, PA 19111

Page generated on 11/07/2012 07:47 PM from <http://claims.staging.courtapps.com>.
[Close](#) [Print](#)

The court will review the Writ of Revival normally within 24 to 48 hours. Your credit card will not be charged until your Writ of Revival is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Writ of Revival has been reviewed. Make sure to add this email address to your address book.

Initiate New Relistment

Relistment - Select Case Number

Enter Case Number

Enter the claim number for the case to be relisted. Cases are typically relisted when service of process was not previously effective or if the case has been withdrawn without prejudice.

Relistment - Select Filing

Case Details

Case Number: SC-12-10-02-3000	Docket Type: Relistment
Case Type: SC	Status: Pending

Please select the filing to be relisted. Note: You can only file electronic relistments against initiations, additional claims, and petitions that were originally filed electronically. Note that cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes.

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
<input checked="" type="radio"/> 10/02/2012	Statement of Claims	Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113	JOE FILER	Fred Smith (D1) Joe Filer (P)	View

Please select relistment method:

Relist at new address
 Relist at same address

First choose the case that instance that should be relisted. It is possible to see more than just the original filing on this screen. Then choose whether the relistment is to be done at the original address or a new address.

Relistment at a New Address

Relistment - Select Parties

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Relistment - Complaint
Case Type:	SC	Status:	Pending

Case Instance 1 (Complaint)			
Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
Involved	Filer	Defendant	# Address Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1 44 ELM STREET Philadelphia, PA 19122 Ready for trial

Choose the parties to be involved in the relistment and the filer. Attorneys must represent the party who is the filer. Go to the Home page and choose the **Private Attorney Entry of Appearance** link to add an attorney of record.

Relistment - Relist Parties at New Address

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Relistment - Complaint
Case Type:	SC	Status:	Pending

Address

Street 1:

Street 2:

City/ State/ Zip Code:

Service

Service Type:

Special Instructions:

Enter the new address and choose service of process

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Defendant(s)

Case Instance1 (Complaint claim)

1	Fred Smith	Ready for trial
---	------------	-----------------

Address:
88 MAIN STREET
PHILADELPHIA, PA 19111

[Edit relistment at new address](#)

The relistment can be edited before continuing the filing process. Click the **Next** button to move to the next page

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Complaint

Case Type: SC **Status:** Pending

A pro-se filer should choose this radio button.

Verification

I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Verification

I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CAN FILE A RELISTMENT ONLY IF A JUDGMENT HAS NOT BE ENTERED.**

Relistment - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	

The relistment can be previewed or edited.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries	
Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	Generate Scan/Upload
Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Exhibits or a Petition for Alternative Service can be added (if the new service address requires it) or an Informa Pauperis petition. To add an exhibit, choose the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Relistment - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries	
Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	Generate Scan/Upload
Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it can be previewed or edited. Click the **Next** button to continue.

Relistment - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Relistments](#) or [Create Another Relistment](#) and bulk schedule later. Comments:

Please schedule on a Thursday afternoon.

If several relistments are being filed and the same hearing date for all is desired, use the **Create Another Relistment** link to create the next one. Once all cases have been created, click the **Schedule Bulk Relistments** link to request that all relistments be schedule together. This is the **ONLY** way to ensure that all of your relistments will have the same hearing date, time and COURTROOM.

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

If this is the only relistment being filed, use the optional text box to request a hearing day, or time, enter your credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Relistment - Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the relistment is now awaiting review by the Court. A Review Invoices link is available to print a copy of the invoice if desired.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976744
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16348191
Description	Relistment - Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/07/2012 9:47 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3CD7E5AE

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Combined PWS service fee	27.00
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	46.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Page generated on 11/07/2012 08:45 PM from <http://claims.staging.courtapps.com>
[Close](#) [Print](#)

The court will review the Relistment normally within 24 to 48 hours. Your credit card will not be charged until your Relistment is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

Relistment at Same Address

Relistment - Select Filing

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment

Case Type: SC **Status:** Pending

Please select the filing to be relisted. Note: You can only file electronic relistments against initiations, additional claims, and petitions that were originally filed electronically. Note that cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes.

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
10/02/2012	Statement of Claims	Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113	JOE FILER	Fred Smith (D1) Joe Filer (P)	View

Please select relistment method:

Relist at new address

Relist at same address

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Choose the parties to be involved in the relistment and the filer. Attorneys must represent the party who is the filer. Go to the Home page and choose the **Private Attorney Entry of Appearance** link to add an attorney of record.

Relistment - Select Parties

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Defendant(s)	
Case Instance1 (Complaint claim)	
1	Fred Smith
	Address: 44 ELM STREET Philadelphia, PA 19122

[Relist at same address](#)

[Next](#) [Delete](#) [Cancel](#)

Click the link to address.

Choose the radio button based on whether service was good on the original filing or not. If service was good, the relistment can be served via regular mail. If service was not good, verification from the United States Postal Service is required to perform service via certified and regular mail. If the verification cannot be obtained, personal service will be required for all Philadelphia addresses.

Click the **Save** button to continue.

Relistment - Relist Parties at Existing Address

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Service:

Service was good on original filing
 Other

Service Type:

Special Instructions
 Include any special instructions that should be provided to the writ server.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

[Save](#) [Cancel](#)

A pro-se filer should choose this radio button.

Relistment - Select Parties

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Defendant(s)	
Case Instance1 (Complaint claim)	
1	Fred Smith Ready for trial
Address: 44 ELM STREET Philadelphia, PA 19122	

[Edit relistment at same address](#)

The relistment can be edited by clicking on the **Edit relistment** at same address link before continuing with the filing. Click the Next button to move forward.

Relistment - Verification

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Verification	
<input checked="" type="radio"/>	I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.
<input type="radio"/>	I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.

Relistment - Docket Entries

Case Details
 Case Number: [SC-12-10-02-3000](#)
 Case Type: SC

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at existing address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CAN FILE A RELISTMENT ONLY IF A JUDGMENT HAS NOT BEEN ENTERED.**

The relistment can be previewed and edited, if necessary.

Exhibits (such as the verification from the United States Postal Service) or a Petition for Alternative Service can be added (if the new service address requires it) or an Informa Pauperis petition. To add an exhibit, choose the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Relistment - Docket Entries

Case Details
 Case Number: [SC-12-10-02-3000](#)
 Case Type: SC
 Docket Type: Relistment - Complaint
 Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it can be previewed or edited. Click the **Next** button to continue.

Relistment - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Relistments](#) or [Create Another Relistment](#) and bulk schedule later. Comments:

PLEASE SCHEDULE ON A WEDNESDAY MORNING.

If several relistments are being filed and the same hearing date for all is desired, use the **Create Another Relistment** link to create the next one. Once all cases have been created, click the **Schedule Bulk Relistments** link to request that all relistments be schedule together. This is the **ONLY** way to ensure that all of your relistments will have the same hearing date, time and COURTROOM.

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

If this is the only relistment being filed, use the optional text box to request a hearing day, or time, enter your credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Relistment - Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the relistment is now awaiting review by the Court. A Review Invoices link is available to print a copy of the invoice if desired.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976740
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	18348168
Description	Relistment - Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/06/2012 4:13 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3B92CA41

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	19.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Page generated on 11/07/2012 09:23 PM from http://claims.staging.courtapps.com.

[Close](#) [Print](#)

The court will review the Relistment normally within 24 to 48 hours. Your credit card will not be charged until your Relistment is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

Initiate New Additional Claim

Additional Claims are Counter-Claims, Co-Defendants, Additional Defendants, and Cross-Claims. The only additional claims that are able to add a **NEW** party to a case are Co-Defendants and Additional Defendants.

A **Co-Defendant** is filed when the **PLAINTIFF** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

An **Additional Defendant** is filed when the **DEFENDANT** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

A **Counter-Claim** is filed when the **DEFENDANT** is seeking a money judgment from the plaintiff named in a pre-existing case. A new party may not be added with this filing. Exhibits or a Rule 109 Affidavit are required for this filing. In addition, a Landlord-Tenant filing seeking possession of a property cannot be filed as a Counter-Claim. It should be a new filing.

A **Cross-Claim** is filed when an already named **DEFENDANT** is files against another already named defendant. A new party may not be added with this filing.

All additional claims **MUST** be filed at least ten (10) days prior to the hearing date.

Claim - Select Case Number

Enter Case Number

Enter the claim and click the **Next** button.

New Additional Claim - Select Type

Select Type of Additional Claim:

Case Type

LT
Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.

SC/LT
Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.

SC/MV
If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.

SC/CP
If your case involves a consumer purchase, commercial paper, or loans, select this option.

SC
Other. Choose this if none of the above applies.

Other. Choose this if none of the above applies.

Note: On the next page, enter the party(ies) filing the additional claim as the Plaintiff(s).

Click on the drop down menu and choose the type of additional claim that is to be filed. The additional claim types will be party specific. In other words, a plaintiff will not have the choice to add an additional defendant and a defendant will not be able to add a co-defendant.

Choose a case type and click on the Next button.

Co-Defendant

Case Initiation: Statement of Claims

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant

Case Type: SC **Status:** Pending

Parties

Plaintiff(s)	Defendant(s)
Add existing plaintiff as plaintiff	Add Individual / Organization to new address Alternate Service Address

Add the existing plaintiff as the plaintiff in the co-defendant filing.

Add the co-defendant

To add the plaintiff:

Add Existing Party

Case Details

Case Number:	SC-12-10-02-3000	Docket Type:	Claim - Co-Defendant
Case Type:	SC	Status:	Pending

Add existing plaintiff as a plaintiff in the co-defendant claim.

Complaint claim

<input checked="" type="radio"/>	Joe Filer 22 MAIN STREET Philadelphia, PA 19111
----------------------------------	---

Populate the radio button to add the plaintiff. If there is more than one plaintiff, each one will need to be added separately.

To add the co-defendant:

Add Individual Defendant

Defendant Information

First Name	Frieda
Middle Name	
Last Name	Smith
Suffix	
AKA/DBA	
AttorneyID	List of Values

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Defendant is a Minor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Linked to defendant	<input type="button" value="v"/>

To track multiple addresses requiring service for a single defendant, add multiple addresses as separate defendants, but link one of the defendants to the other to get accurate statistics.

Defendant Address

Street 1	88 MAIN STREET
Street 2	
City/ State/ Zip Code	PHILADELPHIA PA 19122

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to name as a defendant?
If so, please enter the spouse's name below:

First Name	
Middle Name	
Last Name	
Suffix	
Is defendant in military service?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add an individual as co-defendant by typing the name and address. If the spouse of the co-defendant is being named as well, add that information at the bottom. Click the **Save** button.

Parties	
Plaintiff(s)	Defendant(s)
<u>Joe Filer</u> 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address Add existing plaintiff as plaintiff	<u>Frieda Smith</u> 88 MAIN STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address Add Individual / Organization to new address Alternate Service Address
Details	
Description of Claim	PLAINTIFF STATES CO-DEFENDANT IS ALSO RESPONSIBLE FOR THE AMOUNT DUE. (it) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

Enter a summary to explain why the co-defendant is being added.

Claim Amounts:	
Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00
Plaintiff has requested Affidavit of Physician	<input type="checkbox"/>
Plaintiff has requested Affidavit of Repairman	<input type="checkbox"/>
Include Notice of Intent to Defend	<input type="checkbox"/>
Statute Expiring	<input type="checkbox"/>
Court Clerk Comment	
Comments for court clerk (optional). These comments will not appear on the docket or any forms.	
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	<input type="button" value="Delete"/>

Only the **Principal** amount is required and should be the same amount as the original judgment requested. If a higher judgment is requested, additional exhibits may have to be added. Click the **Next** button.

Click the **Next** button to move to the next screen.

Claim - Select Service Type

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Claim - Co-Defendant

Case Type: SC Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 2 (Co-Defendant)		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending
Service Type: ▼		
<div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> C & E Process Service Philadelphia Writ Service Other (requires Petition for Alternate Service) Private Service </div>		

Please select service type.

Back Next Cancel

Choose the service type for the Co-Defendant.

Claim - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Claim - Co-Defendant

Case Type: SC

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate this radio button.

Claim - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Claim - Co-Defendant

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box.

Claim - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Claim - Co-Defendant
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	

The Co-Defendant can be previewed or edited if necessary.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant		JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Frieda Smith (D2)		Preview
Plaintiff Instructions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do		JOE FILER	Frieda Smith (D2)		Preview
Non-Military Affidavit		JOE FILER	Frieda Smith (D2)		Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Frieda Smith	Generate Scan/Upload
PAS PO Box: Frieda Smith	Generate Scan/Upload

New exhibits can be added by clicking on the **Add Exhibits Scan/Upload** link. It is not necessary to add any exhibits previously uploaded. The Co-Defendant will automatically receive the original complaint and any original exhibits. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

[Back](#) [Next](#) [Cancel](#)

Claim - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant		JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
Exhibit	ADDITIONAL EXHIBIT	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Frieda Smith (D2)		Preview
Plaintiff Instructions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do		JOE FILER	Frieda Smith (D2)		Preview
Non-Military Affidavit		JOE FILER	Frieda Smith (D2)		Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Frieda Smith	Generate Scan/Upload
PAS PO Box: Frieda Smith	Generate Scan/Upload

Once the exhibit has been uploaded, it can be previewed and edited if necessary. Click the **Next** button to move to the **Submit To Court** page.

Claim - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending

Hearing Details

Hearing date/time: 11/19/2012 09:15 AM
Hearing Room: 2
Non-Standard Hearing Room

(Note: This item must be scheduled at the same time/location as the hearing for case initiation.)

Fee Details

Court Cost:	5.50
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

The Co-Defendant will be scheduled for the same date and time as the original claim. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Claim - Co-Defendant has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Co-Defendant is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976753
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16348169
Description	Claim - Co-Defendant
Docket Entry Status	Pending Clerk Review
Submission Date	11/08/2012 4:10 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V78F3BA66E29

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
Court Cost including additional defendant fee if applicable	5.50
Total	53.20

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 04:04 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the Co-Defendant immediately to make sure that is timely filed. Your credit card will not be charged until your submission is approved. Email notification from mclaims@courts.phila.gov will be sent once the Co-Defendant has been reviewed. Make sure to add this email address to your address book.

Counter-Claim

Claim - Select Case Number

Enter Case Number

Enter the claim and click the **Next** button.

New Additional Claim - Select Type

Select Type of Additional Claim:

Click on the drop down menu and choose Counter-Claim.

Case Type	
<input type="radio"/>	LT Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.
<input type="radio"/>	SC/LT Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.
<input type="radio"/>	SC/MV If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.
<input type="radio"/>	SC/CP If your case involves a consumer purchase, commercial paper, or loans, select this option.
<input checked="" type="radio"/>	SC Other. Choose this if none of the above applies.

Choose the case type and click the **Next** button.

Note: On the next page, enter the party(ies) filing the additional claim as the Plaintiff(s).

Case Initiation: Statement of Claims

Case Details	
Case Number: SC-12-11-08-3000	Docket Type: Claim - Counter Claim
Case Type: SC	Status: Pending

Parties	
Plaintiff(s)	Defendant(s)
Add existing defendant as plaintiff	Add existing plaintiff as defendant Alternate Service Address

Add the existing defendant as the plaintiff in the counter-claim.

Add the existing plaintiff as the defendant in the counter-claim.

To add the existing defendant as the plaintiff:

Add Existing Party

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC

Add existing defendant as a plaintiff.

Complaint claim

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19122

Save Cancel

Populate the radio button to add the defendant as the plaintiff. If there is more than one defendant involved, each one will need to be added separately.

Add Existing Party

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Add existing plaintiff as a defendant.

Complaint claim

FRED SMITH
44 ELM STREET
PHILADELPHIA, PA 19122

Save Cancel

Populate the radio button to add the plaintiff as the defendant. If there is more than one plaintiff involved, each one will need to be added separately. Click the **Save** button.

Case Initiation: Statement of Claims

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Parties

Plaintiff(s)	Defendant(s)
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address	FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address
Add existing defendant as plaintiff	Add existing plaintiff as defendant Alternate Service Address

Once all the parties are added, the caption will look like this.

After the parties are added, enter the description of the Counter-Claim.

Details

Description of Claim: PLAINTIFF STATES DEFENDANT DID NOT DO HIS WORK PROPERLY AND CAUSED FURTHER DAMAGE TO PLAINTIFF'S PROPERTY IN THE AMOUNT OF \$8000.00. |

Note: A Claim Fact Sheet is required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

Enter the amount of the Counter-Claim.

Claim Amounts:

Principal: 8000
 Interest: 0.00
 Attorney Fees: 0.00
 Other Fees: 0.00

Plaintiff has requested [Affidavit of Physician](#)
 Plaintiff has requested [Affidavit of Repairman](#)
 Include Notice of Intent to Defend
 Statute Expiring

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

Only the Principal amount is required. If your case requires either an **Affidavit of Physician** or an **Affidavit of Repairman**, click the appropriate box and one will be generated for you. If you wish to include a **Notice to Defend**, click the box and one will be generated with the service pack. A self-addressed stamped envelope is required. Click the **Next** button to continue.

Claim - Select Service Type

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim
 Case Type: SC Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 3 (Counter Claim)		
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending

Service Type:

- C & E Process Service
- Philadelphia Writ Service
- Other (requires Petition for Alternate Service)
- Private Service

Back Next Cancel

Choose the service type for the Counter-Claim.

Claim - Verification

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate this radio button.

Claim - Verification

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box.

Click the **Next** button.

Claim - Docket Entries

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	

The Counter-Claim can be previewed and edited, if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Counter Claim		JOE FILER	FRED SMITH (D3) JOE FILER (P)	Edit	Preview
ADA Notice		JOE FILER	FRED SMITH (D3)		Preview
Plaintiff Instructions SC		JOE FILER	FRED SMITH (D3)		Preview
SC What To Do		JOE FILER	FRED SMITH (D3)		Preview
Non-Military Affidavit		JOE FILER	FRED SMITH (D3)		Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
JOE FILER	Generate Scan/Upload
Add PAS for	
PAS Mail: FRED SMITH	Generate Scan/Upload
PAS PO Box: FRED SMITH	Generate Scan/Upload

All complaints are required to have exhibits attached. If an exhibit is unavailable, a 109 affidavit can be generated or uploaded to explain why exhibits are not attached. To add an exhibit, click on the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

If the Counter-Claim involves personal injury or property damage over \$2,000.00 a **Claim Fact Sheet** is required. One can be generated by clicking on the link. If the defendant must be served by some means of alternative service requiring the filing of a petition, or an **Informa Pauperis** petition, click on the appropriate links to either generate or upload the documents.

Claim - Docket Entries

Case Details	
Case Number: SC-12-11-08-3000	Docket Type: Claim - Counter Claim
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Counter Claim		JOE FILER	FRED SMITH (D3) JOE FILER (P)	Edit	Preview
Exhibit	ESTIMATES AND REPARI BILLS	JOE FILER	FRED SMITH (D3) JOE FILER (P)	Edit	Preview
ADA Notice		JOE FILER	FRED SMITH (D3)		Preview
Plaintiff Instructions SC		JOE FILER	FRED SMITH (D3)		Preview
SC What To Do		JOE FILER	FRED SMITH (D3)		Preview
Non-Military Affidavit		JOE FILER	FRED SMITH (D3)		Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
JOE FILER	Generate Scan/Upload
Add PAS for	
PAS Mail: FRED SMITH	Generate Scan/Upload
PAS PO Box: FRED SMITH	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

Claim - Submit to Court

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending

Hearing Details

Hearing date/time: 12/24/2012 09:15 AM
Hearing Room: 2
Non-Standard Hearing Room
(Note: This item must be scheduled at the same time/location as the hearing for case initiation.)

Fee Details

Court Cost:	44.00
State Fee:	10.00
Automation Fee:	5.50
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

The Counter-Claim will be scheduled for the same date and time as the original claim. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#) [Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Claim - Counter Claim has been successfully submitted to the court, and is now waiting court review.
Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Counter-Claim is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976747
Invoice Status	Pending
Case Number	SC-12-11-08-3000
Case ID	2396059
Docket Entry ID	16348209
Description	Claim - Counter Claim
Docket Entry Status	Pending Clerk Review
Submission Date	11/08/2012 11:17 AM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3BA49DF3

Description	Total
Convenience Fee	5.00
Automation Fee	5.50
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
State Filing Fee	10.00
Court Cost including additional defendant fee if applicable	44.00
Total	105.00

Parties	
Plaintiffs	Defendants
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 11:18 AM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the Counter-Claim immediately to make sure that is timely filed. Your credit card will not be charged until your submission is approved. Email notification from mclaims@courts.phila.gov will be sent once the Counter-Claim has been reviewed. Make sure to add this email address to your address book.

Initiate Continuance Request

A continuance can be granted administratively up until ten (10) days prior to the hearing. Any continuance request filed within less than ten (10) days will be marked for Judicial Review unless the request is by agreement of all parties.

Exhibit - Continuance Request - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

Exhibit - Continuance Request - Select Hearing

Case Details	
Case Number:	SC-12-10-02-3000
Case Type:	SC
Docket Type:	Exhibit - Continuance Request
Status:	Pending

Select	Hearing Details	Filing Type
<input checked="" type="radio"/>	11/19/2012 9:15 AM 2 Plaintiff(s): Joe Filer Defendant(s): Fred Smith(RFT)	Initial Complaint - Statement of Claims

Select the hearing date and click the **Next** button.

Exhibit - Continuance Request - Select Parties

Case Details	
Case Number:	SC-12-10-02-3000
Case Type:	SC
Docket Type:	Exhibit - Continuance Request
Status:	Pending

Initial Complaint - Statement of Claims				
Involved	Filer	Plaintiff	Address	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111	
Involved	Filer	Defendant	# Address Status	
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Select which parties are to be involved in the continuance request and which party is the Filer of the writ. **ALL PARTIES WHO ARE MARKED READY FOR TRIAL SHOULD BE INCLUDED IN THE REQUEST.** Click the **Next** button.

Continuance Comments

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Exhibit - Continuance Request
Case Type: SC	Status: Pending

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

[Next](#) [Cancel](#)

Enter optional comments such as a specific hearing date or time for the continuance. The Court will make every effort to accommodate your request.

Continuance - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Exhibit - Continuance Request
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Continuance Request	Plaintiff continuance request initiated on 11/08/2012 for Initial Complaint - Statement of Claims hearing, was scheduled in room 2 at 09:15 AM on 11/19/2012	JOE FILER	Fred Smith (D1) Joe Filer (P)		

Add Docket Entries	
Add Continuance Request Document	Scan/Upload
Add Exhibit	Scan/Upload

It is necessary to upload a letter requesting the continuance. An exhibit can also be added by clicking on the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

[Cancel](#) [Delete](#) [Submit To Court](#)

Add Continuance Document

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending

Please select the submission method:

Upload Document (Adobe PDF, Microsoft Word, WordPerfect)

Scan Document (generate scan cover sheet)

Express Scan Code (this option only available with valid express scan code number)

Click on the radio button and the **Browse** button to select the continuance letter from your computer. Click the **Save** button to upload the document(s).

Continuance - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Continuance Request	Plaintiff continuance request initiated on 11/08/2012 for Claim - Co-Defendant hearing, was scheduled in room 2 at 09:15 AM on 11/19/2012	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Delete	Preview

Add Docket Entries

Add Exhibit

After the continuance request is uploaded, it can be previewed and edited or necessary.

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending Review

Court Review

The Exhibit - Continuance Request has been successfully submitted to the court, and is now waiting court review.

The **Court Submission Results** page will indicate that the Continuance Request is now awaiting Court review.

Continuance requests are reviewed several times a day to ensure that every request is handled in a timely manner. Email notification from mcclaims@courts.phila.gov will be sent once the continuance request has been reviewed. Make sure to add this email address to your address book.

Initiate Judgment by Agreement

Landlord-Tenant Judgments by Agreement can only be done on the day of the hearing. Small Claims Judgments by Agreement can be added can uploaded and approved prior to the hearing date.

SMALL CLAIMS JUDGMENT BY AGREEMENT

Disposition (Judgment by Agreement) - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

New Disposition (Judgment by Agreement) - Select Type

Select Type:

Entry Method: Scan Enter Terms of Agreement
Note: Scan can only be used prior to the hearing date.

Choose the type of agreement to be filed and indicate if the agreement will be scanned prior to the hearing or the terms will be entered on the day of the hearing.

Resolved by Judgment by Agreement Remote Attorney (Monetary)
 Resolved by Judgment by Agreement Remote Attorney - Settled, Discontinued, and Ended
 Resolved by Judgment by Agreement Remote Attorney - Withdrawn Without Prejudice

Disposition (Judgment by Agreement) - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Resolved by Judgment by Agreement Remote Attorney
 Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/> Fred Smith		1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Choose the parties involved in the agreement.

Disposition - Docket Entries

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Resolved by Judgment by Agreement Remote Attorney
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment by Agreement Remote Attorney		JOE FILER	Fred Smith (D1) Joe Filer (P)		

Add Docket Entries

Add Resolved by Judgment by Agreement Remote Attorney Document

A scanned agreement must be uploaded for review.

Add Judgment by Agreement

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: SC **Status:** Pending

Please select the submission method:
 Upload Document (Adobe PDF, Microsoft Word, WordPerfect) C:\Users\Theresa\Docu\ Browse...

Click on the **Browse** button to upload the agreement from your computer. Click the **Save** button.

Disposition - Docket Entries

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment by Agreement Remote Attorney		JOE FILER	Fred Smith (D1) Joe Filer (P)	Delete	Preview

After the agreement is uploaded, it can be previewed and edited or necessary. Click the **Submit to Court** button.

Court Submission Results

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: SC **Status:** Pending Review

Court Review
The Disposition - Resolved by Judgment by Agreement Remote Attorney has been successfully submitted to the court, and is now waiting court review.

The **Court Submission Results** page will indicate that the Judgment by Agreement is now awaiting Court review.

Small Claims Judgments by Agreement submitted before the hearing are reviewed several times a day to ensure that every agreement is handled in a timely manner. Email notification from mcclaims@courts.phila.gov will be sent once the agreement has been reviewed. Make sure to add this email address to your address book.

If the agreement is broken, a **Breach of Agreement Affidavit** should be filed. The **Breach of Agreement Affidavit** can be filed by clicking on the **Initiate New Petition** link.

Landlord-Tenant Judgment by Agreement

Disposition (Judgment by Agreement) - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

New Disposition (Judgment by Agreement) - Select Type

Select Type: Resolved by Judgment by Agreement Remote Attorney - Housing (Monetary)
 Resolved by Judgment by Agreement Remote Attorney - Housing (Non-Monetary)

Entry Method: Scan Enter Terms of Agreement
Note: Scan can only be used prior to the hearing date.

Choose the type of agreement to be filed.
 Landlord-Tenant agreements can only be done on the day of the hearing.

Disposition (Judgment by Agreement) - Select Parties

Case Details

Case Number: LT-12-11-08-3001 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney

Case Type: LT **Status:** Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	JOE FILER	22 MAIN STREET PHILADELPHIA, PA 19122		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	THOMAS JOHNSON	1	44 ELM STREET PHILADELPHIA, PA 19122	Ready for trial

Choose the parties involved in the agreement.

Judgment By Agreement - Terms of Agreement

Case Details	
Case Number:	LT-12-11-08-3001
Case Type:	LT
Docket Type:	Disposition - Resolved by Judgment by Agreement Remote Attorney
Status:	Pending

JUDGMENT BY AGREEMENT
(Judgments by Agreement are not appealable)

All Parties Agree to the Following:

<input checked="" type="checkbox"/> Judgment for the Plaintiff in the amount of	\$ 3100.00	Plus Costs	\$ 100.00
<input type="checkbox"/> Money Judgment only	\$ 0.00	Plus Costs	\$ 0.00
<input type="checkbox"/> Money Judgment to be satisfied if Defendant vacates by			
<input checked="" type="checkbox"/> Judgment of Possession to be satisfied if Defendant pays (as outlined in Other Conditions) by	12/31/2012		
<input checked="" type="checkbox"/> Judgment for Possession as of	11/8/2012		

Other Conditions:

DEFENDANT AGREES TO MAKE PAYMENTS OF \$3100.00 TOWARDS THE ARREARS BY 12/31/2012. DEFENDANT AGREES TO KEEP THE MONTHLY RENT CURRENT. IF DEFENDANT PAYS THE ARREARS BY 12/31/2012, DEFENDANT CAN STAY IN THE PROPERTY.

1. If the agreement is broken, possession may be enforced on this agreement for the following reasons agreed upon by all parties:

- (a) Non-Payment of Rent
- (b) Termination of Term
- (c) Breach of the Condition of the Lease.

If you are being sued for non-payment of rent only you cannot be evicted as long as you pay your outstanding rent.

2. Any breach of this agreement may allow the eviction to proceed without further Notice.

3. Any Landlord/Tenant action that is not completed within 180 days will require a new filing with a new Notice to Quit unless a Petition to Extended is granted.

Save Submit To Court Delete Cancel

Choose the terms of the agreement. Type the specifics of the agreement in the Other Conditions text box.

Choose the reason for enforcement. Click the **Submit To Court** button to submit it for review.

Any agreement submitted on the day of the hearing is reviewed immediately upon submission by a member of the Dispute Resolution Unit.

If the agreement is broken, a **Breach of Agreement Affidavit** should be filed. The **Breach of Agreement Affidavit** can be filed by clicking on the [Initiate New Petition](#) link.

Amend Initial Complaint and/or Judgment Requested

An amended complaint can be filed up until ten (10) days prior to the hearing. Only the body of the complaint and judgment amount requested can be amended. The caption cannot be amended.

Amended Docket Entry - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

Amendment Select Filing

Case Details

Case Number:	LT-12-11-08-3001	Docket Type:	N/A
Case Type:	LT	Status:	Pending

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
11/08/2012	Landlord Tenant Complaint	Hearing Scheduled: 11/30/2012 8:45 AM Hearing Room 3 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113 Hearing Scheduled: 11/30/2012 08:45 AM Hearing Room 3 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113	JOE FILER	JOE FILER (P) THOMAS JOHNSON (D1)	

Select the case to be amended.

Case Initiation: Landlord/Tenant

Case Details	
Case Number: <u>LT-12-11-08-3001</u>	Docket Type: Amendment - Amend Complaint
Case Type: LT	Status: Pending

Details

Section I

Plaintiff states that he/she owns the real property.

The lease is: Written Oral

And: Attached Lost

Commencing on: 12/01/2011

For a term of: Month To Month A Year or More Other

Purpose of lease: Residential Non-Residential

Property Address:

Street 1: 44 ELM STREET

Street 2:

City/ State/ Zip Code: PHILADELPHIA PA 19122

NOTE: Only the first 59 characters of the address will appear on the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N. for North.

Section II

Plaintiff states that he/she/it is in compliance with Section 102.1 of the Philadelphia Property Maintenance Code by having a valid housing inspection license at the time of filing. A copy of the license is attached.

Plaintiff states that he/she/it is not required to have a housing inspection license because he/she/it is not operating a multiple-family dwelling, rooming house, dormitory or hotel, or offering for rent a one-family dwelling, two family dwelling or a rooming unit.

Section III

Plaintiff states that he/she/it is in compliance with Section 102.8 of the Philadelphia Property Maintenance Code by having a business privilege license at the time of filing. A copy of the license is attached.

Section IV

Premises fit for stated purpose. Premises unfit for stated purpose.

Plaintiff states that he/she/it is unaware of any open notice issued by the Department of Licenses and Inspections ("Department") alleging that the property at issue is in violation of one or more provisions of the Philadelphia Code.

Plaintiff states that he/she/it is aware of one or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadelphia Code.

Section V

Notice to Vacate Premises by: 10/01/2012

Notice was given on: 10/31/2012

Section VI

The defendant is in possession of the property and refuses to surrender possession of the property.

The defendant surrendered possession of the property on:

Section VII

Plaintiff demands a judgment of possession.

Plaintiff demands a money judgment in the amount itemized below based on Non Payment of amounts due under the lease.

The amount of unpaid rent below and late fees alleged due. The first item listed is intended as an example. "Past balance due" is unacceptable.

Month	Year	Rent	Late Fee		
JUNE 2012 THROUGH NOVEMBER 2012 AT THE RATE OF \$500.00 PER MONTH				Rent	\$ 3100.00
LATE FEES TOTALING \$300.00				Late Fees	\$ 300.00
				Gas	\$ 0.00
				Electric	\$ 0.00
				Water / Sewer	\$ 0.00
				Attorney's Fees	\$ 0.00
				Other	\$ 0.00
				Total	\$ 3400.00

**11/8/2012 PLAINTIFF IS AMENDING THE COMPLAINT TO ADD APRIL AND MAY RENT IN THE AMOUNT OF \$500.00 PER MONTH PLUS \$100.00 LATE FEES.

Add the amendment to the original case.
Click the **Next** button.

Termination of the term. This box should only be checked if the lease was terminated due to the term of the lease having expired and the plaintiff deciding not to renew it. It should not be checked if the plaintiff provides notice to nonpayment of rent.

Breach of a condition(s) of the lease other than nonpayment of rent.

Damages to the premises or plaintiff's personal property.

Other.

Plus ongoing rent in the amount of \$ 500.00 from the date of the filing of this complaint to the date of the hearing on the merits in this matter.

Further Information

Plaintiff has requested Affidavit of Repairman

Statute Expiring

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

Amended Docket Entry - Docket Entries

Case Details	
Case Number: LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type: LT	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	1 THOMAS JOHNSON 44 ELM STREET PHILADELPHIA, PA 19122	Ready for trial

Docket Preview				
Description	Results/Comments	Filing Party	Docketed Under	Preview
Amend Complaint		JOE FILER	THOMAS JOHNSON (D1) JOE FILER (P)	Preview

[Back](#) [Next](#) [Cancel](#)

Once the amendment is saved, it can be previewed and edited by using the Back button.

Amended Docket Entry - Submit to Court

Case Details	
Case Number: LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type: LT	Status: Pending

Service has not been made. Service charges have not been added.

Fee Details	
Court Cost:	0.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	0.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

If the claim is amended after the service copy is printed and sent for service, a new charge for service will be added to the fees. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details	
Credit Card Number: <input type="text"/>	
Expiration: <input type="text"/> / <input type="text"/> (MM/YY)	
Security Number: <input type="text"/> Help	

Billing Information	
<input checked="" type="radio"/> Use the address below: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111 </div>	<input type="radio"/> Enter a new address: Name on Card: <input type="text"/> <input type="text"/> <input type="text"/> (First, Middle, Last) Street 1: <input type="text"/> Street 2: <input type="text"/> City/State/Zip Code: <input type="text"/> <input type="text"/> <input type="text"/>

Attorney Comments
N/A

[Back](#) [Submit To Court](#)

Court Submission Results

Case Details

Case Number: [LT-12-11-08-3001](#) **Docket Type:** Amendment - Amend Complaint
Case Type: LT **Status:** Pending Clerk Review

Court Review

The Amendment - Amend Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Amendment is now awaiting Court review. . A Review Invoices link is available to print a copy of the invoice if desired.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976749
Invoice Status	Pending
Case Number	LT-12-11-08-3001
Case ID	2390693
Docket Entry ID	16348221
Description	Amendment - Amend Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/08/2012 1:27 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V19F3CDEF627

Description	Total
Automation Fee	2.29
Total	2.29

Parties	
Plaintiffs	Defendants
JOE FILER 22 MANN STREET PHILADELPHIA, PA 19122	THOMAS JOHNSON 44 ELM STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 08:54 PM from <http://claims.staging.courtapps.com>.

[Close](#) [Print](#)

The court will review the Amended Complaint immediately to make sure that is timely filed. Your credit card will not be charged until your Amended Complaint is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Amended Complaint has been reviewed. Make sure to add this email address to your address book.

Private Attorney Entry of Appearance

An attorney must enter an appearance before filing anything on behalf of a party.

Attorney Self Appearance Map

Private attorneys should use this screen to appearance map themselves to parties in existing cases.

Case Number:

Enter the claim number and click the **Next** button.

Attorney Self Appearance Map

Current Information

Case: SC-12-04-09-3001 (appearance map in [another case](#))

Attorney: Bulk Attorney

Note: If an attorney is specified, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for this address.

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Complaint claim

Plaintiffs	Defendants
<p>First Plaintiff 213 Test St Phila, PA 19131</p> <p>Map to this party <input checked="" type="checkbox"/></p>	<p>First Defendant 2345 Test St phila, pa 19148</p> <p>Map to this party <input type="checkbox"/></p>

Garnishees

Click the **Map to this party** box underneath the party the attorney represents. Click the **Save** button.

Attorney Self Appearance Map

Current Information

Case: SC-12-04-09-3001 (appearance map in [another case](#))

Attorney: Bulk Attorney

Note: If an attorney is specified, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for this address.

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Complaint claim

Plaintiffs	Defendants
<p>First Plaintiff 213 Test St Phila, PA 19131 Attorney: Bulk Attorney (054321)</p>	<p>First Defendant 2345 Test St phila, pa 19148</p> <p>Map to this party <input type="checkbox"/></p>

The name of the attorney will appear underneath the represented party.

Review Queues

Review Pending Submission to Court

Attorney - Review Claims Pending Submission

Search By Case Number (or CaseID):

This queue stores all cases that have been created but not submitted to the Court for review.

Note: Filings not modified for more than 30 days will be purged!

3 records found

Pending Submission				
Case Number/Case ID	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)
2395179	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Roger Wilco
2395180	SC	Initial Complaint - Statement of Claims	Joe Filer	Thomas Doe
2395183	LT	Initial Complaint - Landlord Tenant Complaint		

Review Deficiency Returned Items

Attorney - Review Claims Returned

Search By Case Number (or CaseID):

This queue stores all cases that have been submitted to the Court but rejected for correction.

Note: Filings not modified for more than 30 days will be purged!

1 records found

Claims Returned						
Case Number/Case ID	Case Type	Docket Entry Type	Plaintiff (s)	Defendant(s)	Last Modified By	Returned Reason
2395181	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Sherry Builder, Bob T. Burke	Theresa Cannon	A valid residential license is not attached.

Review Submitted and Pending Court Approval

Attorney - Review Pending Approval

Search By Case Number (or CaseID):

This queue stores all cases that have been submitted to the Court and waiting review.

23 records found

Case Number / Case ID	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time
2395180	SC	Initial Complaint - Statement of Claims	Joe Filer	Thomas Doe	12/24/2012 09:15 AM
2395064	SC	Initial Complaint - Statement of Claims	JOE FILER	EDWARD DOE	12/24/2012 09:15 AM
LT-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Writ - Praecept of Notice of Intent to Attach Wages	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Disposition - Satisfied, Both	Joe Filer	Fred Smith	
LT-12-11-08-3001	LT	Disposition - Settled, Discontinued and Ended	JOE FILER	THOMAS JOHNSON	
LT-12-11-08-3001	LT	Disposition - Resolved by Judgment by Agreement Remote Attorney	JOE FILER	THOMAS JOHNSON	
LT-12-11-08-3001	LT	Amendment - Amend Complaint	JOE FILER	THOMAS JOHNSON	
SC-12-04-09-3001	SC	Disposition - Withdrawn without Prejudice	First Plaintiff	First Defendant	
SC-12-10-02-3000	SC	Disposition - Garnishee Satisfied	Joe Filer		
SC-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Petition - Petition to Open Judgment for Defendant by Default	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Execution	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Execution	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Praecept To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Praecept To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Disposition - Resolved by Judgment by Agreement Remote Attorney	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Claim - Co-Defendant	Joe Filer	Frieda Smith	11/19/2012 09:15 AM
SC-12-11-08-3000	SC	Claim - Counter Claim	JOE FILER	FRED SMITH	12/24/2012 09:15 AM
SC-97-12-10-0121	SC	Writ - Writ of Revival	Joe Filer	George Thomson	

Review Approved Pending Adjudication

Attorney - Review Pending Adjudication

The default date range reflects a Start Date of today and an End Date of three months ahead. If preferred, please enter another date range to search on.

Search By Case Number (or CaseID):

Start Date:

End Date:

This queue stores all cases that have been approved by the Court and have an upcoming hearing date.

4 record(s) found


Case Number	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room
SC-12-10-02-3000	SC	Initial Complaint - Statement of Claims	Joe Filer	Fred Smith	11/19/2012 09:15 AM 2
LT-12-10-02-3001	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Fred Smith	10/25/2012 08:45 AM 3
LT-12-10-03-3002	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Roger Wilco	10/25/2012 08:45 AM 3
LT-12-10-03-3003	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Thomas Taylor	10/25/2012 08:45 AM 3


Review Adjudicated

Attorney - Review Adjudicated

The default date range reflects an End Date of today with a Start Date three months prior.
If preferred, please enter another date range to search on.

Search By Case Number (or CaseID):

Start Date: 

End Date: 

This queue stores all cases that have been to a hearing and have been disposed.

1 record(s) found

Case Number	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room
LT-12-10-02-3001	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Fred Smith	10/25/2012 08:45 AM 3

Schedule Private Attorney or Non Attorney Filer Hearings

- Schedule Private Attorney or Non Attorney Filer Hearings

Schedule Private Attorney or Non Attorney Filer Hearings

Hearing Type Selection

Select the type of hearing you would like to schedule.

- [Statement of Claim](#)
- [Motor Vehicle Statement of Claim](#)
- [Landlord/Tenant Statement of Claim](#)
- [Consumer Purchase, Commercial Paper, or Loans Statement of Claim](#)
- [Landlord/Tenant](#)
- [Relistment](#)

Select the case type to be scheduled.

Attorney Schedule Claims

Note: Case initiations with petitions attached must be submitted individually, they will not be displayed in the list below.

2 rows found

#	Case ID	View	Case Type	Plaintiff Attorney	Plaintiff(s)	Defendant(s)
1	<input checked="" type="checkbox"/> 2395180	View	2395180	JOE FILER	Joe Filer	Thomas Doe(D1)
2	<input checked="" type="checkbox"/> 2396064	View	2396064	JOE FILER	JOE FILER	EDWARD DOE(D1)
	<input checked="" type="checkbox"/> Select All					

Select Standard Hearing Date

Pick A Hearing

Credit Card Number:

Expiration (MM/YY):

Security Number:

4 Digits on the front of your American Express or 3 digits on the back of your Visa or Master Card

Billing Information

Use the address below

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name (as it appears on the card):

Street Address:

Address:

City: State: Zipcode:

Choose the cases to schedule. Click on the drop down menu to select a hearing date for the cases selected. Enter the credit card information. Click the **Submit To Court** button.

Attorney Schedule Claims Result

Case ID	Case Type	Defendants
2395180	Statement of Claims	Thomas Doe
2396064	Statement of Claims	EDWARD DOE

Invoices will be available for every case scheduled.

Service Packs

- Attorney Service Packs Pending Printing
- Attorney Service Packs Printed Report

Attorney Service Packs Pending Printing

A service pack will be available for any case with where private service or certified and regular mail service has been chosen.

Service Pack Print Queue Attorney

Selected	Case Number	Defendant Number	Hearing Date
<input checked="" type="checkbox"/>	SC-12-11-08-3002	1538467	12/24/2012 09:15 AM
<input type="checkbox"/>	Select All		

1 to 1 of 1 records are displayed.

Case Number: (optional)

Choose the service pack to be printed. To view the service pack, click on the Defendant ID number. Click the **Print** button to print the pack. Click the **Remove From List** button to remove the service pack from the queue once it has been printed.

Attorney Service Packs Printed Report

Service Pack Printed Report - Attorney

Date Printed From: to

Case Number:

User: JOE FILER

Service Pack Printed Report

Case Number	Defendant Number	Hearing Date	Zip Code	Date Printed	Service Made
SC-12-11-08-3002	1538467	12/24/2012 09:15 AM	19111	11/08/2012 02:35 PM	U

1 to 1 of 1 records are displayed.

Once the service pack has been printed and removed from the **Service Pack Pending Printed** queue, it will be available on this queue to be re-printed if necessary. The date of the original printing is shown.

Reports

- Billing Report

Billing Report

Accounting Report

Start Date:

End Date:

User:

Invoice Status:

Case Number (or CaseID):

Invoice Number:

Go!

3 rows found.

#	Invoice Number	Invoice Status	Date Submitted	Transaction Date	Payment Type	Filing Party	System User	Case Number	Description	Docket Entry Status	Type	Amount
1	976725	Void	10/03/2012 10:21 AM		Credit Card	Joe Filer	Theresa Cannon	2395181	Initial Complaint - Landlord Tenant Complaint	Pending	n/a	0.00
2	976726	Complete	10/03/2012 10:25 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3002	Initial Complaint - Landlord Tenant Complaint	Approved	CHARGE	105.00
3	976727	Complete	10/03/2012 10:29 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3003	Initial Complaint - Landlord Tenant Complaint	Approved	CHARGE	83.00
Total												188.00

The Billing Report tracks the credit card transactions. Searches can be done to show invoices that have been completed, pending and voided.

Hearings

- Read Only Hearing List

Read Only Hearing List

Select Criteria

Hearing Room: Room 3 Month: October Year: 2012 Jump To

Color Key

1 2 3 4 5 6
4A 4B 4C 4D 4E 4F 4G 8PD

Previous
Next

October 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]
9:00 AM Rm 3 : LT [0 of 4]	9:00 AM Rm 3 : LT [0 of 4]	9:00 AM Rm 3 : LT [0 of 4]	12:45 PM Rm 3 : LT [0 of 45]	9:00 AM Rm 3 : LT [0 of 4]
12:45 PM Rm 3 : LT [0 of 45]	12:45 PM Rm 3 : LT [0 of 45]	12:45 PM Rm 3 : LT [0 of 14]	1:30 PM Rm 3 : LT, SC [0 of 5]	12:45 PM Rm 3 : LT [0 of 45]
1:30 PM Rm 3 : LT, SC [0 of 5]	1:30 PM Rm 3 : LT, SC [0 of 5]		2:00 PM Rm 3 : LT, SC [0 of 4]	1:30 PM Rm 3 : LT, SC [0 of 5]
2:00 PM Rm 3 : LT, SC [0 of 4]	2:00 PM Rm 3 : LT, SC [0 of 4]			2:00 PM Rm 3 : LT, SC [0 of 4]

Select the courtroom to view. Select the month and the year. Click the **Jump To** button. Click the hearing list to be viewed.

[\[Return to Calendar\]](#) [\[Icon Legend\]](#)

Hearing List 10/25/2012 08:45 AM

Courtroom 3

Docket Type	Plaintiff(s)	Disposition Completed	Service Type	Service Made	Code/Apprd <small>(codes)</small>	Defendant(s)	Special Plaintiff Attorney	Add
LT-12-10-02-3001	Landlord Tenant Complaint Joe Filer		PWS	Y		D1- Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122		
LT-12-10-03-3002	Landlord Tenant Complaint Joe Filer		PWS	U		D1- Roger Wilco, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Tree Street Philadelphia, PA 19111		
LT-12-10-03-3003	Landlord Tenant Complaint Joe Filer		PWS	U		D1- Thomas Taylor, AKA/DBA: AND ALL OTHER OCCUPANTS 4 Pine Street Philadelphia, PA 19111		

Display options:

Sort by Case Number Sort by Attorney

Show Removes

Go!

The hearing list shows all the cases to be heard for a specific courtroom, date and time. It can be sorted by case number or attorney.

The Icon Legend explains all the various icons that may appear on a hearing list.

Electronic Hearing List Icon Legend

Icon	Title	Description		
	As To Form	This record was flagged As To Form during initiation.		
	ADA Request	There are exhibits on this case that have an associated ADA request.		
	Exhibit	There's an exhibit on this case that was flagged for review at the hearing.		
	Reviewed Exhibit	There's an exhibit on this case that was flagged for review and has been marked as reviewed.		
	Pending Judicial Review	This icon indicates that a continuance was filed against this case and that it was marked for Judicial Review at the time of the hearing. Clicking on the icon will bring you to a screen with the continuance request.		
	Multiple Service Addresses	It looks like there are two defendants listed in this case at two different addresses, but it is actually one defendant who has received service at two different addresses.		
	Must Be Tried	The previous disposition for this defendant was a continuance that was marked as "Must Be Tried"		
	Military Service	Flags defendants who are active in the military.		
CMS	CMS Record	This record was initiated from the CMS as opposed to electronic filing.		
XC	Cross Claim	<table border="1"> <tr> <td> 1. Original Claim A → B ↘ C </td> <td> 1. Original Claim A → B ↘ C 2. Cross Claim B → C </td> </tr> </table>	1. Original Claim A → B ↘ C	1. Original Claim A → B ↘ C 2. Cross Claim B → C
1. Original Claim A → B ↘ C	1. Original Claim A → B ↘ C 2. Cross Claim B → C			
CC	Counter Claim	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Counter Claim B → A </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Counter Claim B → A
1. Original Claim A → B	1. Original Claim A → B 2. Counter Claim B → A			
SO	Set-Off	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Set-Off B → A </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Set-Off B → A
1. Original Claim A → B	1. Original Claim A → B 2. Set-Off B → A			
CD	Co-defendant	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Co-defendant A → C </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Co-defendant A → C
1. Original Claim A → B	1. Original Claim A → B 2. Co-defendant A → C			
AD	Additional Defendant	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Additional Defendant B → C </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Additional Defendant B → C
1. Original Claim A → B	1. Original Claim A → B 2. Additional Defendant B → C			
	Protracted	Hearing is protracted, and occupies more than one slot. Hover over the icon on the hearing list to see how many slots are occupied.		
	Edit Petition Disposition	Description.		
	Electronically Filed Continuance Disposition Exists	Description.		
	Enter No Service Disposition	Enter a No Service, Dismissed Without Prejudice disposition. This just means service failed for this defendant.		
	Edit Disposition	Edit a disposition. Specifically, this means vacate an existing entry, and add a new disposition.		
	Petition Disposition Exists	A petition disposition was entered for this defendant through the CMS.		
	Electronically Filed Petition Disposition Exists	An electronically filed petition disposition exists for this defendant.		
	CMS Disposition Exists	A disposition was entered for this defendant through the CMS (that means no document is available to view).		
	Add Petition Disposition	Add a petition disposition (also known as the order) to a defendant.		
	Add Same Petition Disposition for All	Add the same petition disposition (also known as the order) to all defendants.		
	Add Disposition	Add a disposition for a defendant.		
	Add Same Disposition for All	Enter the same disposition for all defendants in this case.		
	Incomplete Case	The case number has been reserved, however the party information has not been supplied yet.		
	Express Scan Code	Shows that no Express Scan Code has been linked to this case yet. Clicking on this icon will open a popup which will allow you to link an Express Scan Code.		
	Express Scan Code	Shows that an Express Scan Code has already been linked to this case. Clicking on this icon will open a popup which will allow you to link another Express Scan Code.		

Close

CMS (Case Management System)

- Search

Search

CMS - Search Screen

Search tips

- To search on case number, include the case type (SC, LT, CE, CR, NU). Examples: LT-02-02-03-0123, SC0410320183.
- To match people or companies, supply a combination first, last, or company names.
- The search will provide any matches that contain the search term within the party name. Example: **John Smith** will match John Smith, Thomas John Smith, or John Smith Inc.
- % can be used as a wild card when searching for partial names. Example: %John%Smith% will match John A Smith Jr, Donald John Smith, or Johnathan Smithfield
- Only the first 10000 matching results will be returned.
- For more accurate results when searching by plaintiff or defendant, select a case type from the dropdown.

Type:

Search:

A search can be done by using a claim number, case ID number, plaintiff name or defendant name.

CMS - Search Screen

Search tips

- To search on case number, include the case type (SC, LT, CE, CR, NU). Examples: LT-02-02-03-0123, SC0410320183.
- To match people or companies, supply a combination first, last, or company names.
- The search will provide any matches that contain the search term within the party name. Example: **John Smith** will match John Smith, Thomas John Smith, or John Smith Inc.
- % can be used as a wild card when searching for partial names. Example: %John%Smith% will match John A Smith Jr, Donald John Smith, or Johnathan Smithfield
- Only the first 10000 matching results will be returned.
- For more accurate results when searching by plaintiff or defendant, select a case type from the dropdown.

Type:

Search:

Case Number	Plaintiffs	Defendants
SC-12-10-02-3000	Joe Filer Joe Filer	Fred Smith(D1) Frieda Smith(D2)

1 to 1 of 1 records are displayed.

Click on the claim number to open the docket

Case Docket View : SC-12-10-02-3000

Parties

Complaint claim

Joe Filer	Plaintiff	Fred Smith	Defendant #1
22 MAIN STREET Philadelphia, PA 19111		Ready for trial	44 ELM STREET Philadelphia, PA 19122
		PNC BANK	Garnishee
			1234 MARKET STREET PHILADELPHIA, PA 19107

Default View Condensed View Reverse View

Docket Entries

#	Filing Date	Description	Results / Comments	Parties Involved	Action
1	10/02/2012	Statement of Claims	Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113 Go to Hearing	JOE FILER Joe Filer Fred Smith	Filer P D1 PWS
2	10/02/2012	Plaintiff Instructions SC	Plaintiff Instructions	JOE FILER Joe Filer Fred Smith	Filer P D1
3	10/02/2012	ADA - ADA Notice	ADA	JOE FILER Joe Filer Fred Smith	Filer P D1
4	10/02/2012	SC What To Do	Instructions	JOE FILER Joe Filer Fred Smith	Filer P D1
5	10/02/2012	Non-Military Affidavit	Non-Military Affidavit - Fred Smith	JOE FILER Joe Filer Fred Smith	Filer P D1
6	10/02/2012	Exhibit	CONTRACT	JOE FILER Joe Filer Fred Smith	Filer P D1
7	11/08/2012	Entry of Appearance	Attorney Bulk Attorney filed an entry of appearance for Joe Filer.	Bulk Attorney Joe Filer	Filer P

Miscellaneous

- User Preferences
- File Return of Service
- File Notice of Intent to Defend
- Saved Mass Actions
- Enter Satisfaction, SDE, WWP-Single Case
- Enter Satisfaction, SDE, WWP-Bulk
- Enter Garnishee Satisfaction (private attorney)

User Preferences

User Preferences

[Change E-Mail Address](#)
[Change Password](#)

User Preferences is used to change or add email addresses for an account or change a password.

Change Email Address

Email x +

Change Password

Please change your password. You must enter your new password twice to be sure it has been entered correctly.
Password Rules Are:

- IS case sensitive: ('joe' is not the same as 'Joe' or 'JOE').
- may NOT be 'password'.
- may NOT be the same as your user name.
- may NOT contain spaces or tabs.
- must be at least 6 digits long.
- must be less than 21 digits long.
- should be a combination of numbers and letters.

New Password

Repeat New Password

File Return of Service

The **File Return of Service** queue is used to upload Affidavits of Service for private service and certified mail service. The affidavit **MUST** be the affidavit that is provided on the **Attorney Service Packs Pending Printing** queue. Scan the affidavit into the computer and save it as a PDF file. Browse the computer and upload the affidavit. The Defendant ID number is found next to the defendant's name on the affidavit.

File Return of Service

* You may wish to only upload a couple of documents at a time if:

- The file size of the documents being uploaded is large. (ie. Files > 200 KB)
- The internet connection being used is slow. (ie. Dial-up, Some DSL Packages)

Line	Case Number	Defendant ID	File (PDF only)	Service Not Made	Comments
1	SC1210023000	123456	Browse...	<input checked="" type="checkbox"/>	
2	LT1210023001	987654	Browse...	<input type="checkbox"/>	
3			Browse...	<input type="checkbox"/>	
4			Browse...	<input type="checkbox"/>	
5			Browse...	<input type="checkbox"/>	
6			Browse...	<input type="checkbox"/>	
7			Browse...	<input type="checkbox"/>	
8			Browse...	<input type="checkbox"/>	
9			Browse...	<input type="checkbox"/>	
10			Browse...	<input type="checkbox"/>	

Submit

File Notice of Intent to Defend

If a Notice to Defend is included with a Small Claims case and it is returned by the defendant. It is responsibility of the attorney or pro-se plaintiff to upload it onto the docket. Scan the Notice to Defend into the computer and save it as a **PDF** file. Browse the computer and upload it. The Defendant ID number is found next to the defendant's name on the Notice to Defend.

File Notice of Intent to Defend

* You may wish to only upload a couple of documents at a time if:

- The file size of the documents being uploaded is large. (ie. Files > 200 KB)
- The internet connection being used is slow. (ie. Dial-up, Some DSL Packages)

Item	Case Number	Defendant ID	File (PDF only)	Comments (to appear on docket)
1	SC1211083004	365897	Browse...	
2			Browse...	
3			Browse...	
4			Browse...	
5			Browse...	
6			Browse...	
7			Browse...	
8			Browse...	
9			Browse...	
10			Browse...	

Submit

Enter Satisfaction, SDE, WWP- Single Case

Disposition (Satisfaction, SDE, or WWP) - Select Case Number

Enter Case Number x

Enter the claim and click the **Next** button.

New Disposition (Satisfaction, SDE, or WWP) - Select Type

Select Type:

Enter the type of disposition. A Satisfaction disposition can be done after a money judgment is entered. Settled Discontinued and Ended and Withdrawn Without Prejudice dispositions can be done before a money judgment has been entered.

Disposition (Satisfaction, SDE, or WWP) - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Disposition - Judgment Satisfied
 Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Choose the parties involved and the filer.

Disposition - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Disposition - Judgment Satisfied
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Judgment Satisfied		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview

Click on the **Submit To Court** button. The disposition will appear on the docket after it is approved by a court clerk.

Enter Garnishee Satisfaction (private attorney or non-attorney)

Disposition (Garnishee Satisfaction) - Select Case Number

Enter Case Number

Enter the claim and click the **Next** button.

New Disposition (Garnishee Satisfaction) - Select Type

Select Type:

Choose to either satisfy or dissolve the attachment.

Disposition (Garnishee Satisfaction) - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Garnishee Satisfied
 Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
<input type="checkbox"/>	<input type="radio"/>	Fred Smith	44 ELM STREET Philadelphia, PA 19122
<input checked="" type="checkbox"/>		PNC BANK	1234 MARKET STREET PHILADELPHIA, PA 19107

Choose the parties involved and a filer.

Disposition - Docket Entries

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Garnishee Satisfied
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Preview
Garnishee Satisfied		JOE FILER	PNC BANK (G) Joe Filer (P)	Preview

Click on the **Submit To Court** button. The disposition will appear on the docket after it is approved by a court clerk.

File Bulk Return of Service

The bar coded returns of service provided by the court can be uploaded in bulk if scanned as a **TIFF** file. The affidavits must be separated by good service and no service before being scanned and uploaded as one file for good service and one file for no service.

The screenshot shows a web form titled "Bulk Return Of Service". It contains the following fields and controls:

- File:** A text input field followed by a "Browse..." button.
- Service made:** A dropdown menu with a downward arrow.
- Bar code text (for testing):** A text input field with a dropdown menu showing "Yes" and "No" options.
- Upload:** A blue button at the bottom left.

A callout box with a pink background and black border is positioned to the right of the form, containing the text: "Browse and attach the file. Use the drop down menu to indicate whether service was made or not. Click the upload the button."

Enter Satisfaction, SDE, WWP-Bulk

This queue is for attorney use only. It allows an attorney to satisfy, settle or withdraw several cases at one time.

Mass Satisfaction, SDE, or WWP Setup

Select Disposition Type:

- Satisfaction
- Settled, Discontinued, and Ended
- Withdrawn Without Prejudice

Choose the type of mass action to be performed and click the **Next** button.

Select Cases

Description

Description for this mass action:

By Hearing

Hearing date/time:

Hearing Room:

Non-Standard Hearing Room:

By Case Numbers

Separate case numbers with spaces or commas. Dashes inside case numbers are optional.

By Original File Date

These fields are required (unless you supply a list of case numbers). It works best if you select a narrow range of dates of when the cases were initiated. The date range must be 90 days or less.

Filed between: and

By Agency

Agency:

By Attorney

(Current) Attorney Bar ID:

By Party Name

Party Name:

Docket Comment

Comment to add to all resulting docket entries (optional):

Provide a description of the mass action and select the criteria. The options are by hearing date, case number, file date, by attorney or by party name. A docket comment is optional. **Please Note:** Unlike previous attorney comments, this comment section does appear on the docket once the mass action is approved by the Court. Click the **Next** button to save the action.

Mass Action Setup Results

Your request has been saved. It will take five to thirty minutes before your batch is available for you to complete (the cases are being loaded from the database).

[Saved Mass Actions](#)

Once the cases have been compiled, the mass action can be viewed and edited.

Mass Actions List

Search Criteria

Start Date: End Date:

Mass Actions

ID	Created	Type	Owner	Status	Description	Pending	Saved	Committed	Error	Action	Log
936	11/08/2012 2:09 PM	Mass Satisfaction	Bulk Attorney	Ready For Edit	SATISFY JUDGMENT	1	0	0	0	Edit	View

Mass Satisfaction

Mass Items

#	Case #	Type	Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney	Hearing
<input type="checkbox"/>	1 SC-12-04-09-3001	1. Complaint	First Plaintiff	Bulk Attorney 054321	(DD1) - First Defendant		05/24/2012 01:15 PM 4F
<input type="checkbox"/>	Select all						

* Defendants without a check box cannot be satisfied because they are involved in an open petition.

Other Information

Effective date
Docket comment

To submit the mass action, click the **Edit** link and select the cases to be satisfied. Click the **Save** button to submit the mass action to the Court for approval. Email notification will be generated once the Court has completed review.

**Attachment
B**

The image shows the cover of a training manual. The background is a dark blue gradient with a subtle light flare effect. The title is written in a bold, yellow, sans-serif font. Below the title, the words 'Training Manual' are written in a smaller, white, sans-serif font.

**Philadelphia Municipal Court
CLAIMS System**

Training Manual

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System Requirements

- Windows XP, Windows Vista, Windows 7, MAC OS X
- Internet Explorer 7 +, Mozilla Firefox, Google Chrome, Safari—Browser must have JavaScript enabled
- Adobe Acrobat v9 or later
- Recommended screen resolution 1024 x 768 or higher
- Any standard printer supported by browser
- Scanner—must produce PDF files

Getting Started

To set up an account, email a request to erin.ferry@courts.phila.gov or theresa.cannon@courts.phila.gov. The request should include:

- 1. Your name
- 2. Your PA bar number (**Attorneys Only**)
- 3. Your organization name, address and telephone number
- 4. The email address(es) to be associated with the account

After receiving a username and a temporary password, log onto our website to activate your account and change the temporary password. The web address for **CLAIMS** is <http://fdclaims.phila.gov>.



PHILADELPHIA MUNICIPAL COURT ELECTRONIC FILING SYSTEM

LOGIN

PUBLIC LOGIN

Username
Password

[Secure Login](#)



Attorneys and members of the public can view case dockets online with **Public Access Search**, part of the **CLAIMS** system.

The CLAIMS system's Public Access Search application allows a user to search for cases by case number, plaintiff name, or defendant name.

Enter the username and temporary password to log into **CLAIMS**.

Change Password

You must change your password, either it has been reset or this is the first time you are logging on.

Please change your password. You must enter your new password twice to be sure it has been entered correctly.
Password Rules Are:

- IS case sensitive. ('joe' is not the same as 'Joe' or 'JOE').
- may NOT be 'password'.
- may NOT be the same as your user name.
- may NOT contain spaces or tabs.
- must be at least 6 digits long.
- must be less than 21 digits long.
- should be a combination of numbers and letters.

New Password
Repeat New Password

Change the password using the guidelines provided.

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

HOME HEARING LIST CASE SEARCH LOGOUT

PHILADELPHIA MUNICIPAL COURT Monday, October 1, 2012 | JOE FILER

CMS (Case Management System) Search	Case Initiation Quick Plaintiff List	Private Attorney / Non-Attorney Initiate New Case Initiate New Petition Initiate New Writ Initiate New Relistment Initiate New Additional Claim Initiate Continuance Initiate Judgment By Agreement Amend Initial Complaint and/or Judgment Requested Private Attorney Entry of Appearance Review Pending Submission to Court Review Deficiency Returned Items Review Submitted and Pending Court Approval Review Approved Pending Adjudication Review Adjudicated
Schedule Schedule Private or Non-Attorney Filer Hearings	Reports Billing Report	
Service Packs Attorney Service Packs Pending Printing Attorney Service Pack Printed Report	Miscellaneous User Preferences File Return of Service File Notice of Intent to Defend Saved Mass Actions Enter Satisfaction, SDE, WWP - Single Case Enter Satisfaction, SDE, WWP - Bulk Enter Garnishee Satisfaction (private attorney or non-attorney filer) Attorney Repair PDFs	Hearings Read Only Hearing List

The **Home** page is divided into eight sections. The **Home** page can be customized by moving the sections to a different location on the page. Hold the right mouse button over the blue heading of the section to be relocated and drag it to a new area on the page.

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

HOME HEARING LIST CASE SEARCH LOGOUT

PHILADELPHIA MUNICIPAL COURT Thursday, October 4, 2012 | JOE FILER

CMS (Case Management System) Search	Case Initiation Quick Plaintiff List	Private Attorney / Non-Attorney Initiate New Case Initiate New Petition Initiate New Writ Initiate New Relistment Initiate New Additional Claim Initiate Continuance Initiate Judgment By Agreement Amend Initial Complaint and/or Judgment Requested Private Attorney Entry of Appearance Review Pending Submission to Court Review Deficiency Returned Items Review Submitted and Pending Court Approval Review Approved Pending Adjudication Review Adjudicated
Schedule Schedule Private or Non-Attorney Filer Hearings	Reports Billing Report	
Service Packs Attorney Service Packs Pending Printing Attorney Service Pack Printed Report	Miscellaneous User Preferences File Return of Service File Notice of Intent to Defend Saved Mass Actions Enter Satisfaction, SDE, WWP - Single Case Enter Satisfaction, SDE, WWP - Bulk Enter Garnishee Satisfaction (private attorney or non-attorney filer) Attorney Repair PDFs	Hearings Read Only Hearing List

Case Initiation

- Quick Plaintiff List

The **Quick Plaintiff List** allows the User to enter the information for plaintiff(s) and save it to the **Quick Plaintiff List** screen. The information will remain stored on this screen and can be added to new claims with a few mouse clicks. It is a convenient way to store information that is used often.

To begin, go to the **Case Initiation** section of the **Home** page and click on the **Quick Plaintiff List**.

Quick Plaintiff List

[Add New Plaintiff to Quick List](#)

You have no quick plaintiffs listed.

Cancel

Click on **Add New Plaintiff to Quick List**

Add Quick Plaintiff

Plaintiff Information

Name: Joe Filer

AKA/DBA:

Plaintiff Address

Street 1: 22 MAIN STREET

Street 2:

City/ State/ Zip Code: Philadelphia PA 19111

Email:

Plaintiff Attorney (6 Digit Code): [List of Values](#)

Save Cancel

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of record for the plaintiff.** If you are a Pro Se filer, make sure to add your email address in the box provided.

Enter the information and click **Save**. All Quick Plaintiffs appear on the screen in alphabetical order.

Quick Plaintiff List

[Add New Plaintiff to Quick List](#)

A - M	N - Z
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	

Cancel

Private Attorney/Non-Attorney

- Initiate New Case
- Initiate New Petition
- Initiate New Writ
- Initiate New Relistment
- Initiate New Additional Claim
- Initiate Continuance
- Initiate Judgment By Agreement
- Amend Initial Complaint and/or Judgment Requested
- Private Attorney Entry of Appearance (Attorneys only)
- Review Pending Submission to Court
- Review Deficiency Returned Items
- Review Submitted and Pending Court Approval
- Review Approved and Pending Adjudication
- Review Adjudicated

Initiate New Case-SMALL CLAIMS

The first step to file a Small Claims case is to click on the **Initiate New Case** link on the Home page. The **Select Case Type** screen will open. There are four different types of Small Claims case types (each with a separate description). Click the radio button for the appropriate case type and click the **Next** button.

Case Initiation: Select Case Type

Case Type	
<input type="radio"/>	LT Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.
<input type="radio"/>	SC/LT Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.
<input type="radio"/>	SC/MV If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.
<input type="radio"/>	SC/CP If your case involves a consumer purchase, commercial paper, or loans, select this option.
<input checked="" type="radio"/>	SC Other. Choose this if none of the above applies.

The next screen is the **Case Initiation** screen. At the top of the screen in the **Case Details** there is **Case ID** number. Each case receives its own ID number. It will stay with the case even after a claim number has been assigned and can always be used for search purposes. Also in **Case Details**, is the case type, docket type and the status; which at this point is pending.

Case Initiation: Statement of Claims

Case Details			
Case ID:	2395177	Docket Type:	Initial Complaint - Statement of Claims
Case Type:	SC	Status:	Pending

The first step when filing a claim is to add the plaintiff(s) and defendant(s). Several parties can be added to each case. There are a few options from which to choose including adding a quick plaintiff.

Parties	
Plaintiff(s)	Defendant(s)
Add Individual / Organization to new address Add from quick plaintiff list.	Add Individual / Organization to new address Alternate Service Address

The first option is to add an individual plaintiff. To do this, choose the Individual link under the **Plaintiff(s)** section and insert text into the text boxes.

Add Individual Plaintiff

Plaintiff Information

First Name
Middle Name
Last Name
Suffix
AKA/DBA
AttorneyID [List of Values](#)
Email x +

Plaintiff Address

Street 1
Street 2
City/ State/ Zip Code
Plaintiff is a Minor

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of record for the plaintiff.** Add your email address in the text box provided.

Once the plaintiff has been added, click the **Save** button. More plaintiffs can be added at either the same address or a different address.

Record has been successfully saved.

Parties	
Plaintiff(s)	Defendant(s)
Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address	Add Individual / Organization to new address Alternate Service Address

Once the first plaintiff has been added, additional links will appear to add more plaintiffs.

If the plaintiff is an organization, click the **Organization** link in the Plaintiff(s) section.

Add Organizational Plaintiff

Plaintiff Information

Name: Joseph Filer & Associates, P.C.

AKA/DBA: By: Joseph Filer, President

AttorneyID: [List of Values](#)

Email:

Plaintiff Address

Street 1: 22 MAIN STREET

Street 2:

City/ State/ Zip Code: PHILADELPHIA PA 19111

A Pro-Se filer cannot file on behalf of an organization such as a corporation, LLC, limited partnership, general partnership, or unincorporated association unless documentation such as Articles of Incorporation, Certificate of Membership, Minutes or **IRS** return can be provided showing the filer as a principal in the organization and must indicate his title in the caption. If a Pro-Se filer cannot provide such documentation, an **Appointment of Authorized Representative** form may be used.

To add an individual defendant, click on the **Add Individual** link.

Add Individual Defendant

Defendant Information

First Name:

Middle Name:

Last Name:

Suffix:

AKA/DBA:

AttorneyID: [List of Values](#)

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service? Yes No

Defendant is a Minor? Yes No

Linked to defendant:

To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1:

Street 2:

City/ State/ Zip Code: Philadelphia PA 19122

Service Type for this address?

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to name as a defendant? If so, please enter the spouse's name below:

First Name:

Middle Name:

Last Name:

Suffix:

Is defendant in military service? Yes No

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

If the defendant is in the military service, click Yes.

Add the defendant's address and choose the service type for this case. Service options are determined by the defendant's location. Refer to **the Rules, Procedures and Forms** folder on your flash drive for more information.

If the claim is against a married couple, add the spouse in this area. Once the information is complete, click the **Save** button.

To add an organization as a defendant, choose the **Organization** link.

Add Organizational Defendant

Defendant Information

Name: AAA Appliances, Inc.
AKA/DBA:
AttorneyID: [List of Values](#)
Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.
Linked to defendant:

Defendant Address

Street 1: 88 Pine Street
Street 2:
City/ State/ Zip Code: Philadelphia PA 19122
Service Type for this address?

Only the text fields with **bold** lettering are required. **Do not add an Attorney ID number for the defendant.**

Once the information is saved, it appears in the **Parties** section of the **Case Initiation** page. The plaintiff and/or defendant can be edited at any time prior to the submission of the claim, by clicking on the hyperlinks for the names and addresses.

Record has been successfully saved.

Plaintiff(s)	Defendant(s)
Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address Add Individual / Organization to new address Add from quick plaintiff list.	Fred Smith 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address Add Individual / Organization to new address Alternate Service Address

A defendant can be docketed under one address and served at another. To do that, click the **Alternative Service Address** link.

A defendant can also be docketed under more than one address and served at more than one address.

Add Individual Defendant

Defendant Information

First Name: Fred
Middle Name:
Last Name: Smith
Suffix:
AKA/DBA:
AttorneyID: [List of Values](#)
Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.
Is defendant in military service? Yes No
Defendant is a Minor? Yes No
Linked to defendant: Fred Smith, 44 ELM STREET, PHILADELPHIA, PA

Defendant Address

Street 1: 666 PARK AVENUE
Street 2:
City/ State/ Zip Code: PHILADELPHIA PA 19155
Service Type for this address?

When adding another address for an existing defendant, use the **Linked to defendant** drop down menu to link the defendant to both addresses.

The next section is the **Details** section. This area is for the summary of the complaint.

Details

Description of Claim

Plaintiff states he performed contracted work for the defendant. The total contract price of \$5000.00. Defendant gave plaintiff an initial deposit of \$500.00 but has failed to make any further payments. Therefore, plaintiff demands judgment of \$4,500.00 plus courts costs.

Note: A Claim Fact Sheet is required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

The text box holds an unlimited amount of characters. The summary of the complaint can be completed in another program (Word, for example) and the information can be copied and pasted into the text box.

After adding the summary, hit the **Save** button at the bottom of the page. This will ensure that your claim is saved in the event of an unexpected log out from the system or if another area (the plaintiff or defendant, for example) requires editing. **CLAIMS** will automatically end a session after 45 minutes of inactivity for security purposes.

Claim Amounts:

Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00

Plaintiff has requested [Affidavit of Physician](#)

Plaintiff has requested [Affidavit of Repairman](#)

Include Notice of Intent to Defend

Statute Expiring

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

When populating the amount claimed only the **Principal** amount is bolded and, therefore, required. Court costs will be added by the judge if you win the case.

If your case requires either an **Affidavit of Physician** or an **Affidavit of Repairman**, click the appropriate box and one will be generated for you. If you wish to include a **Notice to Defend**, click the box and one will be generated with the service pack. A self-addressed stamped envelope is required.

This box is to be used to communicate information to the court clerk who will be reviewing your claim. These comments **DO NOT** appear on the docket once the claim has been approved.

Once you have completed the **Case Initiation** page. It will look like this:

Case Initiation: Statement of Claims

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending

o Record has been successfully saved.

Parties	
Plaintiff(s)	Defendant(s)
<u>Joe Filer</u> 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address	<u>Fred Smith</u> 44 ELM STREET Philadelphia, PA 19122 Add Individual/Organization to this address
Add Individual / Organization to new address Add from quick plaintiff list .	Add Individual / Organization to new address Alternate Service Address

Details

Description of Claim: Plaintiff states he performed contracted work for the defendant. The total contract price of \$5000.00. Defendant gave plaintiff an initial deposit of \$500.00 but has failed to make any further payments. Therefore, plaintiff demands judgment of \$4,500.00 plus courts costs.

Note: A Claim Fact Sheet is required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

Claim Amounts:	
Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00
Plaintiff has requested Affidavit of Physician	<input type="checkbox"/>
Plaintiff has requested Affidavit of Repairman	<input type="checkbox"/>
Include Notice of Intent to Defend	<input type="checkbox"/>
Statute Expiring	<input type="checkbox"/>

If the statute is expiring, check the box indicating that. Clerks will only review claims between the hours of 9:00 am to 5:00 pm Monday through Friday. If your statute is expiring the day you submit your case, contact the First Filing Unit at 215.686.2901 upon submission.

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

If the complaint is satisfactory, click the **Next** button; which will both save the information and navigate to the next step in the process. To save the information and complete the filing process at a later time, click the **Save** button. The claim will be in the **Review Pending Submission to Court** queue.

To continue on with the claim, click the **Next** button which will open the **Verification** page.

Initial Claim - Verification

Case Details

Case ID: 2395177 Docket Type: Initial Complaint - Statement of Claims
Case Type: SC Status: Pending

Verification

I am a plaintiff in this statement of claims action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this statement of claims action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

Initial Claim - Verification

Case Details

Case ID: 2395180 Docket Type: Initial Complaint - Statement of Claims
Case Type: SC Status: Pending

Verification

I am a plaintiff in this statement of claims action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this statement of claims action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

After that verification has been completed, click the **Next** button to navigate to the next screen.

The next screen to open is the **Docket Entries** screen. The purpose of this screen is to preview your claim, and to add exhibits and other documents to your claim. Exhibits must be added in compliance with Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.

NON-CONFIDENTIAL EXHIBIT

Add Exhibit

Case Details

Case ID: 2501118 Docket Type: Initial Complaint - Statement of Claims
 Case Type: SC Status: Pending
 Case Caption: First Plaintiff v. Test Defendant

Exhibit Details

Please enter a description:

Document Type:
 Confidential
 Contains Confidential Information
 Non-Confidential

ADA Request
 ADA Request Description

Exhibit Submission Method

Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Enter a description for the exhibit and select the Document Type.

Add Exhibit

Case Details

Case ID: 2501118 Docket Type: Initial Complaint - Statement of Claims
 Case Type: SC Status: Pending
 Case Caption: First Plaintiff v. Test Defendant

Exhibit Details

Please enter a description:

Document Type:

ADA Request
 ADA Request Description

Exhibit Submission Method

Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Non-Confidential Document

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Upload the Non-Confidential Exhibit and click Save.

CONFIDENTIAL EXHIBIT

Add Exhibit

Case Details

Case ID: 2501118 Docket Type: Initial Complaint - Statement of Claims
 Case Type: SC Status: Pending
 Case Caption: First Plaintiff v. Test Defendant

Exhibit Details

Please enter a description:

Document Type:
 Confidential
 Contains Confidential Information
 Non-Confidential

ADA Request
 ADA Request Description

Exhibit Submission Method

Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Enter a description for the exhibit and select the Document Type.

Add Exhibit

Case Details
 Case ID: 2501118 Docket Type: Initial Complaint - Statement of Claims
 Case Type: SC Status: Pending
 Case Caption: First Plaintiff v. Test Defendant

Exhibit Details
 Please enter a description: Confidential Exhibit
 Document Type: Confidential ▲ Requires completed Confidential Document Form.

ADA Request
 ADA Request Description

Exhibit Submission Method
 Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Confidential Document
 Confidential Document Form
 Upload Browse...
 Generate

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Save Cancel

Upload the Confidential Exhibit. Upload a Confidential Document Form or choose the option to generate it.

Add Exhibit

Case Details
 Case ID: 2501118 Docket Type: Initial Complaint - Statement of Claims
 Case Type: SC Status: Pending
 Case Caption: First Plaintiff v. Test Defendant

Exhibit Details
 Please enter a description: Confidential Exhibit
 Document Type: Confidential ▲ Requires completed Confidential Document Form.

ADA Request
 ADA Request Description

Exhibit Submission Method
 Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Confidential Document
 Confidential Document Form
 Upload Browse...
 Generate

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

If Generate is selected, a Confidential Document Form will appear below. Upload the Confidential Document and complete the generated Confidential Document Form. Click **Save**.

Generate Confidential Document Form

Check All That Apply

Document Type	Paragraph, page, etc. where the confidential document is referenced in the filing.
<input type="checkbox"/> Financial Source Documents	
<input type="checkbox"/> Tax Returns and Schedules	
<input type="checkbox"/> W-2 forms and schedules including 1099 forms or similar documents	
<input type="checkbox"/> Wage stubs, earning statements, or other similar documents	
<input type="checkbox"/> Credit card statements	
<input type="checkbox"/> Financial institution statements	
<input type="checkbox"/> Check registers	
<input type="checkbox"/> Checks or equivalent	
<input type="checkbox"/> Loan application documents	
<input type="checkbox"/> Minors' educational records	
<input type="checkbox"/> Medical/Psychological records	
<input type="checkbox"/> Children and Youth Services' records	
<input type="checkbox"/> Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
<input type="checkbox"/> Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
<input type="checkbox"/> Agreements between the parties as used in 23 Pa.C.S. 3105	

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Save Cancel

Initial Claim - Case Records Public Access Policy of the Unified Judicial System of Pennsylvania Compliance

Case Details	
Case ID: 2501118	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending

Certification

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

Back Save Next Cancel

Once all exhibits are added, click the box indicating compliance with the Case Records Public Access Policy.

The next page to open is the **Submit to Court** page. On this page, a hearing date can be selected, credit card information is entered and the claim can be submitted to Municipal Court for review.

Initial Claim - Submit to Court

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Hearings](#) or [Create Another Case](#) and bulk schedule later.

Hearing Details	
Pick A Hearing:	11/15/2012 09:15 AM (30) ▼

Fee Details	
Court Cost:	44.00
State Fee:	10.00
Automation Fee:	5.50
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	
JCS St. Add. Fee:	
JCS St. Add. Surcharge:	

Credit Card Details	
Credit Card Number:	4111111111111111
Expiration:	01 / 15 (MM/YY)
Security Number:	123, Help

Billing Information	
Use the address below: <input checked="" type="radio"/>	Enter a new address: <input type="radio"/>
<p>JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111</p>	<p>Name on Card: <input type="text"/> <input type="text"/> <input type="text"/> (First, Middle, Last)</p> <p>Street 1: <input type="text"/></p> <p>Street 2: <input type="text"/></p> <p>City/State/Zip Code: <input type="text"/> <input type="text"/> <input type="text"/></p>

Attorney Comments	
N/A	

Back Submit To Court

If this is the only case that you will be filing, click on the drop down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the **Create Another Case** link to create the next case. Once all cases have been created, click the **Schedule Bulk Hearings** link to schedule all of the cases together. This is the **ONLY** way to ensure that all of your cases will have the same hearing date, time and COURTROOM.

Once the claim has been submitted for review, an invoice can be viewed and printed.

Court Submission Results

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending Clerk Review

Court Review
 The Initial Complaint - Statement of Claims has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976722
Invoice Status	Pending
Case Number	
Case ID	2395177
Docket Entry ID	16347182
Description	Initial Complaint - Statement of Claims
Docket Entry Status	Pending Clerk Review
Submission Date	10/01/2012 12:26 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3B738924

Description	Total
Convenience Fee	5.00
Automation Fee	5.50
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
State Filing Fee	10.00
Court Cost including additional defendant fee if applicable	44.00
Total	105.00

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Page generated on 10/01/2012 12:23 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the claim normally within 24 to 48 hours. Your credit card will not be charged until your claim is approved. If the claim has an expiring statute, please contact the First Filing Unit at 215-686-2901/7988 immediately after submission. Email notification from mcclaims@courts.phila.gov will be sent once the case has been reviewed. Make sure to add this email address to your address book.

Initiate New Case-LANDLORD-TENANT

The first step to file a Landlord-Tenant case is to click on the **Initiate New Case** link on the Home page. The **Select Case Type** screen will open. The LT radio button should be used for claims seeking possession of a property or seeking a money judgment after a tenant has left a rental property. The LT/Section 8 radio button should be used when filing an eviction against Section 8 voucher holders.

Case Initiation: Select Case Type

Case Type

LT
Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.

LT/Section 8
Choose this option if, as part of this case, you are seeking to evict a Section 8 voucher holders from a property you own. Select this option if ANY part of your case involves eviction of tenant(s), who participate in the section 8 program, from your property or you are a landlord seeking rent owed after vacating or damages after vacating from tenants who participate in the section 8 program.

SCILT
Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.

SCIMV
If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.

SCICP
If your case involves a consumer purchase, commercial paper, or loans, select this option.

SCICC
If your case involves consumer credit card debt, select this option.

SC
Other. Choose this if none of the above applies.

Next Cancel

The next screen is the **Case Initiation** screen. At the top of the screen in the **Case Details** there is a **Case ID** number. Each case receives its own ID number. It will stay with the case even after a claim number has been assigned and can always be used for search purposes. Also in **Case Details**, is the case type, docket type and the status; which at this point is pending.

Case Details

Case ID: 2395178 Docket Type: Initial Complaint - Landlord Tenant Complaint

Case Type: LT Status: Pending

The first step when filing a claim is to add the plaintiff(s) and defendant(s). Several parties can be added to each case. There are a few options from which to choose including adding a quick plaintiff. **The plaintiff in a Landlord-Tenant complaint should be the owner of the property.**

Parties

Plaintiff(s)	Defendant(s)
Add Individual / Organization to new address Add from quick plaintiff list.	Add Individual / Organization to new address Alternate Service Address

The first option is to add an individual plaintiff. To do this, choose the **Individual** link under the **Plaintiff(s)** section and insert text into the text boxes.

Plaintiff Information

First Name: Joe
Middle Name:
Last Name: Filer
Suffix:
AKA/DBA:
AttorneyID:
Email:
[List of Values](#)

Plaintiff Address

Street 1: 22 Main Street
Street 2:
City/ State/ Zip Code: Philadelphia PA 19111
Plaintiff is a Minor:
To your knowledge, is this party a senior citizen (defined as over 60)? Yes No

[Save](#) [Cancel](#)

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of record for the plaintiff.** Add your email address in the text box provided.

Once the plaintiff has been added, click the **Save** button. More plaintiffs can be added at either the same address or a different address.

Record has been successfully saved.

Plaintiff(s)	Defendant(s)
Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address	

[Add Individual / Organization to new address](#)
[Add from quick plaintiff list](#) [Alternate Service Address](#)

Once the first plaintiff has been added, additional links will appear to add more plaintiffs.

If the plaintiff is an organization, click the **Organization** link in the Plaintiff(s) section.

Plaintiff Information

Name: Joseph Filer & Associates, P.C.
AKA/DBA: By: Joseph Filer, President
AttorneyID:
Email:
[List of Values](#)

Plaintiff Address

Street 1: 22 MAIN STREET
Street 2:
City/ State/ Zip Code: PHILADELPHIA PA 19111

[Save](#) [Cancel](#)

A Pro-Se filer cannot file on behalf of an organization such as a corporation, LLC, limited partnership, general partnership, or unincorporated association unless documentation such as Articles of Incorporation, Certificate of Membership, Minutes or IRS return can be provided showing the filer as a principal in the organization and must indicate his title in the caption. If a Pro-Se filer cannot provide such documentation, an **Appointment of Authorized Representative** form may be used.

To add an individual defendant, click on the **Add Individual** link.

Add Individual Defendant

Defendant Information

First Name Fred
Middle Name
Last Name Smith
Suffix
AKA/DBA AND ALL OTHER OCCUPANTS
AttorneyID [List of Values](#)
Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service? Yes No
Defendant is a Minor? Yes No
To your knowledge, is this party a senior citizen (defined as over 60)? Yes No
Linked to defendant
To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1 123 Elm Street
Street 2
City/ State/ Zip Code Philadelphia PA 19122
Service Type for this address?

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to add? If so, please enter the spouse's name below.

First Name
Middle Name
Last Name
Suffix

Is defendant in military service? Yes No
To your knowledge, is this party a senior citizen (defined as over 60)? Yes No

Save **Cancel**

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

If the defendant is in the military service, click Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes.

Add the defendant's address and choose the service type for this case. Service options are determined by the defendant's location. Refer to **the Rules, Procedures and Forms** folder on your flash drive for more information.

If the claim is against a married couple, add the spouse in this area. Once the information is complete, click the **Save** button.

To add an organization as a defendant, click the add **Organization** link.

Add Organizational Defendant

Defendant Information

Name AAA Appliances, Inc.
AKA/DBA
AttorneyID [List of Values](#)
Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Linked to defendant
To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1 88 Pine Street
Street 2
City/ State/ Zip Code Philadelphia PA 19122
Service Type for this address?

Save **Cancel**

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

Once the information is saved, it appears in the **Parties** section of the **Case Initiation** page. The plaintiff and/or defendant can be edited at any time prior to the submission of the claim, by clicking on the hyperlinks for the names and addresses.

Plaintiff(s)	Defendant(s)
<p>Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Add from quick plaintiff list</p>	<p>Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Alternate Service Address</p>

A defendant can be docketed under one address and served at another. To do that, click the **Alternative Service Address** link.

A defendant can also be docketed under more than one address and served at more than one address. However, only the rental property can be posted.

Add Individual Defendant

Defendant Information

First Name: Fred
 Middle Name:
 Last Name: Smith
 Suffix:
 AKA/DBA:
 AttorneyID: [List of Values](#)

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service? Yes No
 Defendant is a Minor? Yes No
 To your knowledge, is this party a senior citizen (defined as over 60)? Yes No

Linked to defendant: Fred Smith, 55 Tree Street, Philadelphia, PA

To track multiple addresses requiring service for a single defendant, enter the two addresses as separate defendants, but link one of the defendants to other to ensure accurate statistics.

Defendant Address

Street 1: 1234 Main Street
 Street 2:
 City/ State/ Zip Code: Philadelphia PA 19111
 Service Type for this address?

When adding another address for an existing defendant, use the **Linked to defendant** drop down menu to link the defendant to both addresses.

The next section is the **Details** section. This area is for the summary of the complaint.

Section I

Plaintiff states that he/she owns the real property.

The lease is: Written Oral

Commencing on: [Date]

For a term of: Month To Month A Year or More Other

Purpose of lease: Residential Non-Residential

Property Address:
 Street 1: [Text]
 Street 2: [Text]
 City/ State/ Zip Code: [Text]

NOTE: Only the first 59 characters of the address will appear on the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N for North.

Section II

Plaintiff states that he/she is in compliance with Section 9-3902 of the Philadelphia Code by having a valid Rental License at the time of filing this complaint.

The Effective Date of the license is [Date] and its Expiration Date is [Date]

Plaintiff states that he/she had or has a Rental License for each month for which he/she is seeking unpaid rent in paragraph IX and that a copy of each applicable Rental License is attached.

License - Effective Date [Date] Expiration Date [Date]
 License - Effective Date [Date] Expiration Date [Date]
 License - Effective Date [Date] Expiration Date [Date]
 License - Effective Date [Date] Expiration Date [Date]

Plaintiff states that he/she is not required to have a Rental License because he/she is not operating a multiple-family dwelling, rooming house, dormitory or hotel, or offering for rent a one-family dwelling, two family dwelling or a rooming unit, but is operating a limited lodging activity as defined by Section 14-604(13) of the Philadelphia Code or a dwelling unit that is occupied by the owner or a member of the owner's family.

Section III

Plaintiff states that he/she is in compliance with Section 9-3903 of the Philadelphia Code as a result of having provided the tenant with a Certificate of Rental Suitability and a copy of the City of Philadelphia Partners for Good Housing Handbook prior to the first month for which he/she is seeking unpaid rent in paragraph IX and the Certificate of Rental Suitability that was provided was issued by the Department no more than sixty days prior to the inception of the tenancy. A copy of any Certificate of Rental Suitability provided to the tenant is attached.

Certificate - Date Issued by Department: [Date]
 Certificate - Date Issued by Department: [Date]
 Certificate - Date Issued by Department: [Date]
 Certificate - Date Issued by Department: [Date]

Plaintiff states that he/she was not required to provide the tenant with a Certificate of Rental Suitability and a copy of the City of Philadelphia Partners for Good Housing Handbook because the lease at issue predates September of 2011, a rental license is not required or the tenant is a member of the owner's family.

Section IV

Plaintiff states that the leased property:

A. was built before March of 1978 or was built in or after March of 1978;
 B. is not or is a residential property developed by or for an educational institution for the exclusive use and occupancy by that institution's students;
 C. is not or is owned or subsidized by the Philadelphia Housing Authority or its subsidiaries, or privately owned and leased under the Housing Choice Voucher Program; and
 D. has or will have or has not had and will not have a child aged six or younger reside there.
 E. The lease is effective from: December 21, 2012 to the present, prior to December 21, 2012.

If the defendant has vacated the property, indicate the date possession was surrendered.

Section V

have or have not provided the defendant with a valid certification prepared by a certified lead inspector stating that the property is either lead free or lead safe.

Section VI

Plaintiff states that the subject premises is fit or unfit for its intended purpose.

Plaintiff states that he/she is unaware of any open notice issued by the Department of Licenses and Inspections ("Department") alleging that the property at issue is in violation of one or more provisions of the Philadelphia Code.

Plaintiff states that he/she is aware of one or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadelphia Code.

Section VII

Plaintiff states that notice to vacate the subject premises by: [Date] was given to the defendant on: [Date]. A copy of the notice is attached.

No notice is required under the terms of the lease.

Section VIII

The defendant is in possession of the property and refuses to surrender possession of the property.

The defendant surrendered possession of the property on: [Date]

Section IX

Plaintiff demands a judgment that provides the plaintiff with the right to use lawful process to regain possession of the property and/or a monetary amount itemized below based on the following:

A. Nonpayment of amounts due under the lease, for [] months, from [] (month), [] (year), to and including [] (month), [] (year).
 B. Termination of the term.
 C. Breach of a condition(s) of the lease other than nonpayment of rent.
 D. Damages to the premises or plaintiff's personal property.
 E. Other.

Section X

Plus ongoing rent in the amount of \$ [] 0.00 from the date of the filing of this complaint to the date of the hearing on the merits in this matter.

Filing Party: Please specify below your name, address, attorney identification number (if applicable), telephone number and email address.

Select the reasons for eviction. If possession is being sought for breach, a description of the breach will be required. If damages are being sought, a description of the damages will be required.

Plaintiff demands a judgment that provides the plaintiff with the right to use lawful process to regain possession of the property and/or a monetary amount itemized below based on the following:

A. Nonpayment of amounts due under the lease, for [] months, from [] (month), [] (year), to and including [] (month), [] (year).

The amount of unpaid rent below and late fees alleged due. The first item listed is intended as an example. "Past balance due" is unacceptable.

Month	Year	Rent	Late Fee
Jan.	2010	\$500	\$50 (example)

Summarize the amounts alleged due below.

Rent	\$ 0.00
Late Fees	\$ 0.00
Gas	\$ 0.00
Electric	\$ 0.00
Water / Sewer	\$ 0.00
Attorney's Fees	\$ 0.00
Other	\$ 0.00
Subtotal	\$ 0.00
Court Costs	\$ 0.00
Total	\$ 0.00

If a monetary judgment is sought, a text box will open for a detailed accounting of all sums due.

Further Information

Plaintiff has requested Affidavit of Recapture:

Statute Expiring:

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

[Text Area]

Save Next Cancel

If the complaint is satisfactory, click the **Next** button; which will both save the information and navigate to the next step in the process. To save the information and complete the filing process at a later time, click the **Save** button. The claim will be in the **Review Pending Submission to Court** queue.

To continue on with the claim, click the **Next** button which will open the **Verification** page.

Initial Claim - Verification

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Verification

I am a plaintiff in this landlord tenant action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Initial Claim - Verification

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Verification

I am a plaintiff in this landlord tenant action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this landlord tenant action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:
Joe Filer, Authorized Representative

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box.

The next screen to open is the **Docket Entries** screen. The purpose of this screen is to preview your claim, and to add exhibits and other documents to your claim.

Initial Claim - Docket Entries

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122	

Docket Preview				
Description	Results/Comments	Filing Party	Docketed Under	Edit Preview
Landlord Tenant Complaint		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview
ADA Notice		JOE FILER	Fred Smith (D1)	Preview
Plaintiff Instructions LT		JOE FILER	Fred Smith (D1)	Preview
LT Instructions all parties		JOE FILER	Fred Smith (D1)	Preview
Non-Military Affidavit		JOE FILER	Fred Smith (D1)	Preview
Legal Information		JOE FILER	Fred Smith (D1)	Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Preview the complaint and go back and edit if necessary.

To add an exhibit, click on the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

If the defendant must be served by some means of alternative service requiring the filing of a petition, or an **Informa Pauperis** petition must be filed, click on the appropriate links to either generate or upload the documents.

The next page to open is the **Submit to Court** page. On this page, a hearing date can be selected, credit card information is entered and the claim can be submitted to Municipal Court for review.

Initial Claim - Submit to Court

Case Details

Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Hearings](#) or [Create Another Case](#) and bulk schedule later.

Hearing Details

Pick A Hearing: 10/25/2012 08:45 AM (50) ▼

Fee Details

Court Cost:	22.00
State Fee:	10.00
Automation Fee:	5.50
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

Credit Card Details

Credit Card Number: 4111111111111111

Expiration: 01 / 13 (MM/YY)

Security Number: 123 [Help](#)

Billing Information

<p>Use the address below: <input checked="" type="radio"/></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111</p> </div>	<p>Enter a new address: <input type="radio"/></p> <p>Name on Card: <input type="text"/></p> <p>Street 1 <input type="text"/></p> <p>Street 2 <input type="text"/></p> <p>City/State/Zip Code <input type="text"/> <input type="text"/> <input type="text"/></p>
--	---

Attorney Comments

N/A

[Back](#) [Submit To Court](#)

If this is the only case that you will be filing, click on the drop down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the **Create Another Case** link to create the next case. Once all cases have been created, click the **Schedule Bulk Hearings** link to schedule all of the cases together.

To schedule this single case, enter the credit card information and click the **Submit To Court** button.

Once the claim has been submitted for review, an invoice can be viewed and printed.

Court Submission Results

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending Clerk Review

Court Review
 The Initial Complaint - Landlord Tenant Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[▶ Review Invoices](#)

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976723
Invoice Status	Pending
Case Number	
Case ID	2395178
Docket Entry ID	16347184
Description	Initial Complaint - Landlord Tenant Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	10/02/2012 12:02 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3B7C7787

Description	Total
Convenience Fee	5.00
Automation Fee	5.50
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
State Filing Fee	10.00
Court Cost including additional defendant fee if applicable	22.00
Total	83.00

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 10/02/2012 11:58 AM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the claim normally within 24 to 48 hours. Your credit card will not be charged until your claim is approved. Email notification from mcclaims@courts.phila.gov will be sent once the claim has been reviewed. Make sure to add this email address to your address book.

Initiate New Petition

To file a petition, click the **Initiate New Petition** link on the Home page.

Petition - Select Case Number

Enter Case Number

Enter the claim number. Attorneys must represent the party who will be the filer of the petition. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party. Click the **Next** button.

New Petition - Select Petition

Petition Type

- Petition to Open Judgment for Plaintiff by Default
- Breach of Agreement Affidavit
- Generic Petition
- Motion to Compel
- Order to Vacate
- Petition to Amend the Caption
- Petition to Assess Damages Against a Garnishee
- Petition to Break & Enter
- Petition to Extend the 180 Day Rule
- Petition to Intervene and Open Judgment
- Petition to List the Case for a Hearing on its Merits and to Vacate the Settle, Discontinue and
- Petition to List the Case for a Hearing on the Merits and to Vacate the Order to Satisfy
- Petition to Open Judgment for Defendant by Default
- Petition to Restore Possession
- Petition to Satisfy
- Petition to Stay Eviction
- Petition to Stay Writ of Execution
- Petition to Vacate the Judgment By Agreement

Choose the type of petition from the drop down menu. A **Generic Petition** should be used for any petition **NOT** found on the drop down menu.

Petition - Select Parties

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Petition - Petition to Open Judgment for Defendant by Default
Case Type:	SC	Status:	Pending

Case Instance 1 (Complaint)					
Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Select which parties are to be involved in the petition and which party is the Filer of the petition. Click the **Next** button.

Petition - Select Service Type

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Plaintiff by Default
Case Type: SC **Status:** Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 1 (Complaint) Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 Service Type:	Ready for trial

Please select service type.

Next Delete Cancel

- C & E Process Service
- Philadelphia Writ Service
- Other (requires Petition for Alternate Service)
- Private Service

Most petitions require service of process. Click on the drop down menu to choose the service type.

Petition - Verification

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Verification

I am a plaintiff in this petition action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this petition action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer filing on behalf of himself should populate the first radio button.

Petition - Verification

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Verification

I am a plaintiff in this petition action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this petition action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box. **AN AUTHORIZED REPRESENTATIVE CAN ONLY FILE A PETITION TO OPEN JUDGMENT.**


Here is an example of a **Petition to Open Judgment for Defendant by Default**. Each petition will have text boxes specific to that petition. It is not necessary to create a petition as a separate document.


Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default

Case Type: SC **Status:** Pending

Petition to Open Judgment for Defendant by Default

A hearing was held in Municipal Court on 

by default on 

Your Petitioner failed to appear at the hearing for reasons that

Your Petitioner has good reason to proceed in that

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Is emergency petition

Enter in the date of the hearing and the date of the judgment. There is a link to the docket at the top of the page which will provide that information if unknown.

In the first text box, explain the reason for missing the hearing. In the second text box, explain the reason to proceed. The third text box is for comments to the court clerk and will not be seen by the judge reviewing the petition.

If the petition is an emergency, check the box to indicate that. A petition should only be marked as an emergency if there is a true emergency such as a frozen bank account, a lockout has been scheduled or a lockout has already happened in Landlord-Tenant situations. Click the **Next** button to continue with the filing.

Petition - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC	Status: Pending

Case Parties	
Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122

The petition can be previewed and edited if necessary.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Petition to Open Judgment for Defendant by Default		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload
Add Payment Schedule	Generate Scan/Upload

If there are exhibits that should be reviewed by the judge reviewing the merits of the petition, upload them on the **Docket Entries** screen. Click on the **Add Exhibit Scan/Upload link**. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

[Back](#) [Next](#) [Cancel](#)

Petition - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#)
Docket Type: Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC
 Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Petition to Open Judgment for Defendant by Default		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	TRAFFIC REPORT	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload
Add Payment Schedule	Generate Scan/Upload

Once the exhibit has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

Petition - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

On the **Submit to Court** page, notice all fees are listed. Initially, only the petition filing fees will be charged once the petition is approved for review by a judge. The service fee will only be charged if the Rule is granted and a hearing date is assigned.

Enter the credit card information and click the **Submit to Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Petition - Petition to Open Judgment for Defendant by Default has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the petition is awaiting review and invoices can be reviewed and/ or printed. There will be an invoice for the filing charge and an invoice for the service fee.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976737
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16347731
Description	Petition - Petition to Open Judgment for Defendant by Default
Docket Entry Status	Pending Clerk Review
Submission Date	10/19/2012 12:05 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3C1C8DC7

Description	Total
Combined PWS service fee	27.00
Total	27.00

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Invoice Summary	
Invoice Number	976736
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16347731
Description	Petition - Petition to Open Judgment for Defendant by Default
Docket Entry Status	Pending Clerk Review
Submission Date	10/19/2012 12:05 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3AE1115B

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	19.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

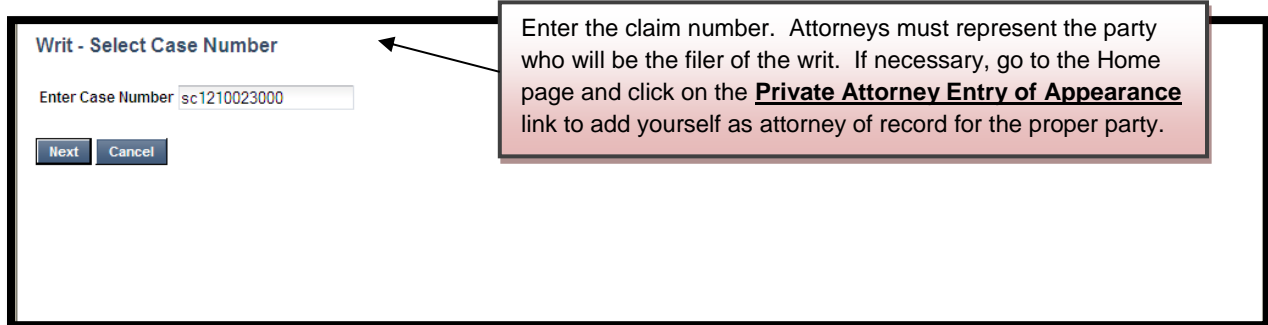
Page generated on 10/19/2012 12:06 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the petition normally within 24 to 48 hours. Your credit card will not be charged until your petition is approved. Email notification from mcclaims@courts.phila.gov will be sent once the petition has been reviewed. Make sure to add this email address to your address book.

Initiate New Writ

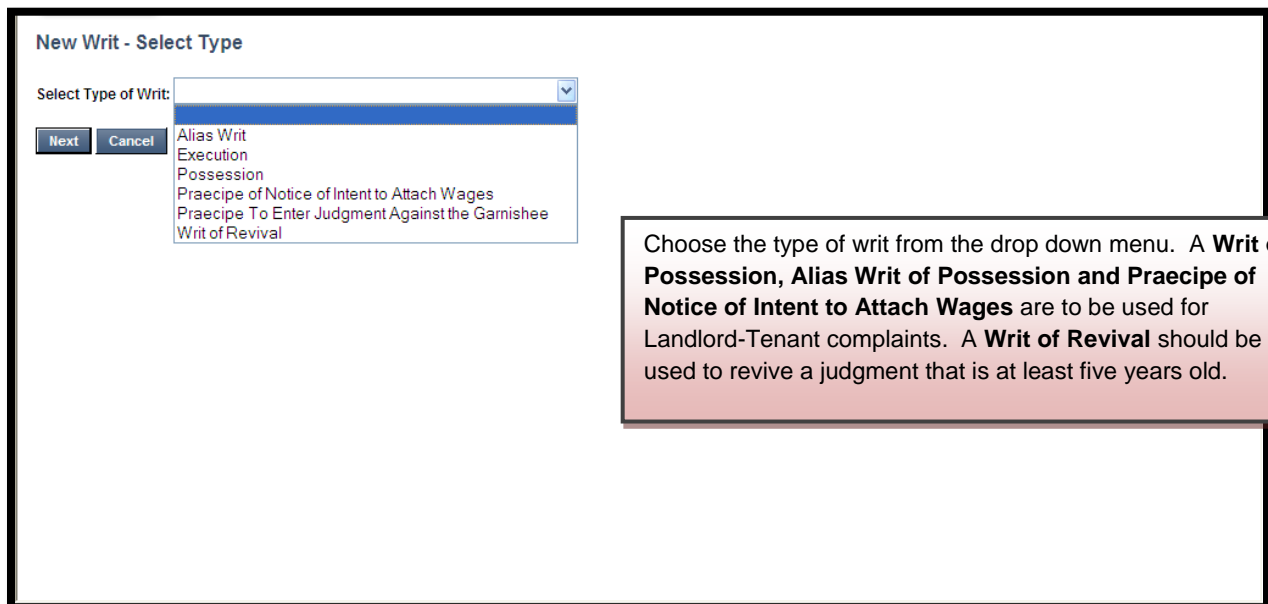
To begin filing a writ, click on the **Initiate New Writ** link on the Home Page and enter the claim number.



Writ - Select Case Number

Enter Case Number

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.



New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Praecipe of Notice of Intent to Attach Wages
- Praecipe To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the type of writ from the drop down menu. A **Writ of Possession, Alias Writ of Possession and Praecipe of Notice of Intent to Attach Wages** are to be used for Landlord-Tenant complaints. A **Writ of Revival** should be used to revive a judgment that is at least five years old.

Writ of Execution

Writ - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Execution

Case Type: SC Status:

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial
Involved	Garnishee		Address	Status	Related Party
Add Individual / Organizational Garnishee					

Next Cancel

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

If a Garnishee is to be added, click the **Add Individual/Organizational Garnishee** link.

Add Garnishee ✕

Individual Organization/Company Select Related Party: Fred Smith (D1) ▼

Name: AKA/DBA:

Email: ✕ +

Street 1:

Street 2:

City/State/Zip Code:

Submit

Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click **Submit**.

Case Details

Case Number: [SC-12-10-02-3000](#)

Docket Type: Writ - Execution

Case Type: SC

Status: Pending

Writ Of Execution

Service

Service Type: Sheriff

Amounts

Real Debt: 5000

Credit: 500

Interest from: 10/25/2012

Interest:

Costs Paid

Prothonotary:

Sheriff (optional):

Only the Sheriff serves Writs of Execution. Populate the text boxes on the **Writ of Execution** page.

To satisfy the judgment, interest and cost against the defendant(s):

Enter Defendant(s) names

Fred Smith

Property

Server is directed to levy upon the property of the defendant(s) and to sell defendant(s)' interest therein:

Enter Defendant(s) Addresses

44 Elm Street
Phila., PA 19122

Specifically Describe Property

all personal property

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Delete Cancel

The comment section is for the court clerk only. The comments will not appear on the docket. Once this page is completed, click the **Next** button.

Writ - Verification

A pro-se filer should populate the first radio button.

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Writ - Execution
Case Type: SC	Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Writ - Verification

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Writ - Execution
Case Type: SC	Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A WRIT OF ANY KIND.

Click the **Next** button to proceed to the **Docket Entries** screen.

Writ - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Writ - Execution
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (<i>Garnishee</i>) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

The writ can be previewed and edited if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Præcipe Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Interrogatories To Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Writ Of Execution Notice		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

If a Garnishee has been added, Interrogatories will be generated. It is also possible to add additional exhibits by clicking on the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Docket Entries

Case Details
Case Number: [SC-12-10-02-3000](#) **Docket Type:** Writ - Execution
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Pracpice Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Interrogatories To Garnishee		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Writ Of Execution Notice		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Exhibit	SHERIFF'S FORMS <i>Size: 1.83 MB</i>	Joe Filer	Fred Smith (D1)	Edit	Preview

Add Docket Entries
Add Exhibit [Scan/Upload](#)

Once the exhibit has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

Writ - Submit to Court

Case Details
Case Number: [SC-12-10-02-3000](#) **Docket Type:** Writ - Execution
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	0.00
State Fee:	0.00
Automation Fee:	0.00
Convenience Fee:	0.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Attorney Comments
N/A

The Court does not charge a fee for the filing of the Writ of Execution. Click **the Submit To Court** button to send it to the Court for review.

The court will review the writ normally within 24 to 48 hours. Email notification from mclaims@courts.phila.gov will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

Writ of Possession

Writ - Select Case Number

Enter Case Number

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.

New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Præcipe of Notice of Intent to Attach Wages
- Præcipe To Enter Judgment Against the Garnishee
- Writ of Revival

Writs of Possession and Alias Writs of Possession are used to have a tenant removed from a property after a Judgment of Possession has been awarded. Choose the Possession option for the first writ which is the Writ of Possession. Choose the **Alias Writ of Possession** when filing the second writ to proceed with the lockout.

Writ - Select Parties

Case Details			
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Possession
Case Type:	LT	Status:	Pending

Case Instance 1 (Complaint)					
Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS	1	123 Elm Street Philadelphia, PA 19122	Disposed

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Writ Of Possession

Service
 Service Type:

Amounts
 Real Debt:

The first step is to choose the Service Type from the drop down menu. The choices are LT Officer and The Sheriff.

Case Details

Case Number: LT-12-11-08-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Writ Of Possession

Service
 Service Type:

Amounts
 Real Debt:
 Credit:
 Interest from:
 Interest:
 Costs Paid
 Prothonotary:
 Sheriff (optional):

To satisfy the judgment of possession in the above matter you are directed to deliver possession of the following described property to:

Joe Filer

To satisfy the debt and costs against:

Fred Smith

you are directed to levy upon any property and sell his/her/their interest therein of:

44 Elm Street

Comments for court clerk (optional). These comments will not appear on the doct forms.

Display message: Notice to the Tenant: Judgment was entered for non-payment of rent. If the full amount of the judgment plus court costs is paid on or prior to the eviction date, eviction shall not proceed. The landlord should provide you with a signed "Order to Satisfy" which must be filed in Room 1000, 1339 Chestnut Street, Philadelphia, PA 19107. If you are unable to obtain an "Order to Satisfy" call 215-686-7957/7989 for further information.

Next Delete Cancel

Complete the necessary information in the text boxes. If LT Officer is chosen, 95.00 should be entered into the Sheriff text box for a Writ of Possession. Enter a total of 130.00 when filing the Alias Writ of Possession. The Prothonotary cost is the court costs paid to file the claim.

Check this box if the judgment of possession was awarded for non-payment of rent only and does not involve a **Judgment by Agreement**. Once the form is completed, click the **Next** button.

Writ - Verification

Case Details

Case Number: LT-12-10-02-3001

Case Type: LT

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A WRIT OF ANY KIND.

Click the **Next** button to proceed to the **Docket Entries** screen.



Writ - Docket Entries

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession

Case Type: LT **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUP 123 Elm Street Philadelphia, PA 19122

The writ can be previewed and edited if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Praeipce Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add PAS	Generate

[Back](#) [Next](#) [Cancel](#)

Add additional exhibits by clicking on the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Submit to Court

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession
Case Type: LT **Status:** Pending

Fee Details

Court Cost:	4.40
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Enter the credit card information for the Writ of Possession. The Court does not charge for the Alias Writ of Possession. Click the **Submit To Court** button to send it to the Court for review.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession
Case Type: LT **Status:** Pending Clerk Review

Court Review

The Writ - Possession has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the **Notice** is now awaiting Court review. An invoice is available by clicking **Review Invoices**.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	076738
Invoice Status	Pending
Case Number	LT-12-10-02-3001
Case ID	2395178
Docket Entry ID	16348166
Description	Writ - Possession
Docket Entry Status	Pending Clerk Review
Submission Date	11/06/2012 3:33 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3CC8FFCD

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Court Cost including additional defendant fee if applicable	4.40
Total	11.60

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 11/07/2012 06:02 PM from <http://claims.staging.courtapps.com>.

[Close](#) [Print](#)

The court will review the complaint normally within 24 to 48 hours. Your credit card will not be charged until your writ is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Writ of Possession has been reviewed. Make sure to add this email address to your address book.

Praecepte of Notice of Intent to Attach Wages

Writ - Select Case Number

Enter Case Number

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.

New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Praecepte of Notice of Intent to Attach Wages
- Praecepte To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the Praecepte from the drop down menu.

Writ - Select Parties

Case Details

Case Number: [LT-12-10-02-3001](#) Docket Type: Writ - Praecepte of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input type="checkbox"/> <input type="radio"/> Joe Filer			22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input type="checkbox"/> <input type="radio"/> Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS			1	123 Elm Street Philadelphia, PA 19122	Disposed
Involved		Garnishee	Address	Status	Related Party
<input type="checkbox"/> JOE'S CRAB SHACK			7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)

[Add Individual / Organizational Garnishee](#)

To add the Garnishee, click the **Add Individual/Organizational Garnishee** link.

Add Garnishee

Individual Organization/Company Select Related Party: Fred Smith (D1) ▼

Name: AKA/DBA:

Email: ✕ +

Street 1:

Street 2:

City/State/Zip Code:

Submit

Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click Submit.

Writ - Select Parties

Case Details
Case Number: [LT-12-10-02-3001](#) Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/> Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS		1	123 Elm Street Philadelphia, PA 19122	Disposed
Involved		Garnishee	Address	Status	Related Party
<input checked="" type="checkbox"/>		JOE'S CRAB SHACK	7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)

[Add Individual / Organizational Garnishee](#)

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

Writ - Praecipe For Notice Of Intent To Attach Wages

Case Details
Case Number: [LT-12-10-02-3001](#) Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Praecipe For Notice Of Intent To Attach Wages - Certification

I, JOE FILER, hereby certify that:

- The name of the judgment-creditor is Joe Filer
- The address of the judgment-creditor is 22 MAIN STREET, Philadelphia, PA 19111
- The name of the judgment-debtor is Fred Smith
- The name of the employer garnishee is JOE'S CRAB SHACK
- The judgment arises out of a residential lease for the premises located at the following address: 123 Elm Street, Philadelphia, PA 19122
- (a) The amount of the judgment is 1183.00
(b) A security deposit is being held by the judgment creditor-landlord in the amount of 450.00
This security deposit [has been applied / has not been applied] to the payment of rent due on the same premises for which the judgment has been entered.
(Any security deposit that has not already been applied to rent will be deducted by the Judgments and Petitions Unit from the amount of the judgment in determining the amount to be attached.)
(c) The amount that has been paid toward satisfaction of the judgment is 0.00
(Do not include the security deposit)
- This Praecipe is filed within five years of the date of the original judgment upon which execution is sought.
- The judgment was entered in an action commenced in the Philadelphia Municipal Court.
- The action arose from a residential lease.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next **Cancel** **Delete**

Fill out the #6 on the form. Enter comments for the court clerk if desired and click the **Next** button.

Writ - Select Service Type

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT **Status:** Pending

Plaintiff(s) **Defendant(s) / Garnishee(s)** **Defendant Status**

Case Instance 1 (Complaint)

Joe Filer
22 MAIN STREET
PHILADELPHIA, PA 19111

JOE'S CRAB SHACK
7777 FISHING LANE
PHILADELPHIA, PA 19122

Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS
123 Elm Street
Philadelphia, PA 19122

Service Type:
 C & E Process Service
 Philadelphia Writ Service
 Other (requires Petition for Alternate Service)
 Private Service

Please select service type.

Next Delete Cancel

Choose the service type for service on the defendant and click the **Next** button.

Writ - Verification

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT **Status:** Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Praecipe of Notice of Intent to Attach Wages
Case Type: LT **Status:** Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A NOTICE OF INTENT TO ATTACH WAGES.

Writ - Docket Entries

Case Details
Case Number: LT-12-10-02-3001
Case Type: LT
Docket Type: Writ - Praeripe of Notice of Intent to Attach Wages
Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 JOE'S CRAB SHACK (Garnishee) 7777 FISHING LANE PHILADELPHIA, PA 19122	Disposed

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praeripe of Notice of Intent to Attach Wages		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Praeripe of Notice of Intent to Attach Wages Certification		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)	Edit	Preview
Claim for Exemption from Wage Attachment		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Poverty Income Guidelines		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach Wages		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach Wages - Legal Information		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview

[Back](#) [Next](#) [Cancel](#)

The Notice of Intent can be previewed and edited if necessary. Click the **Next** button.

Writ - Submit to Court

Case Details
Case Number: LT-12-10-02-3001
Case Type: LT
Docket Type: Writ - Praeripe of Notice of Intent to Attach Wages
Status: Pending

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

Credit Card Details

Credit Card Number:

Expiration: / (MM/YY)

Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
 22 MAIN STREET
 PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1:
Street 2:
City/State/Zip Code:

Attorney Comments
 N/A

[Back](#) [Submit To Court](#)

Enter the credit card information for the Notice of Intent to Attach Wages. Click the **Submit To Court** button to send it to the Court for review.

Court Submission Results

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecepte of Notice of Intent to Attach Wages
Case Type: LT Status: Pending Clerk Review

Court Review
The Writ - Praecepte of Notice of Intent to Attach Wages has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

Review Invoices

The **Court Submission Results** page will indicate that the Notice is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976741
Invoice Status	Pending
Case Number	LT-12-10-02-3001
Case ID	2395178
Docket Entry ID	16348176
Description	Writ - Praecepte of Notice of Intent to Attach Wages
Docket Entry Status	Pending Clerk Review
Submission Date	11/07/2012 5:52 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V78F389D50DF

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Combined PWS service fee	27.00
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	46.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 11/07/2012 05:56 PM from <http://claims.staging.courtapps.com>.
[Close](#) [Print](#)

The court will review the complaint normally within 24 to 48 hours. Your credit card will not be charged until your Notice of Intent to Attach Wages is approved. Email notification from mccclaims@courts.phila.gov will be sent once the Notice of Intent to Attach Wages has been reviewed. Make sure to add this email address to your address book.

Praecepte to Enter Judgment Against a Garnishee

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
 PHILADELPHIA MUNICIPAL COURT

Writ - Select Case Number

Enter Case Number: SC1210023000

Next Cancel

Wednesday, November 7, 2012 | JOE FILER

Enter the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.

New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Praecepte of Notice of Intent to Attach Wages
- Praecepte To Enter Judgment Against the Garnishee**
- Writ of Revival

Next Cancel

Choose the Praecepte from the drop down menu.

Writ - Select Parties

Case Details

Case Number: SC-12-10-02-3000

Case Type: SC

Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
Involved	Filer	Defendant	Address
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	44 ELM STREET Philadelphia, PA 19122
Involved		Garnishee	Address
<input checked="" type="checkbox"/>		PNC BANK	1234 MARKET STREET PHILADELPHIA, PA 19107

Related Party: Fred Smith (D1)

Next Cancel

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

Writ - Praecepte To Enter Judgment Against Garnishee

Case Details

Case Number: SC-12-10-02-3000

Case Type: SC

Docket Type: Writ - Praecepte To Enter Judgment Against the Garnishee

Status: Pending

Enter Judgment Against the Garnishee, PNC BANK, for the following property of the defendant in the amount of \$ 5000 admitted in his answers to interrogatories to be in said garnishee's possession.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Delete Cancel

Enter in the amount of the judgment against the Garnishee. Click the **Next** button.

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Praecipe To Enter Judgment Against the Garnishee
 Case Type: SC Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

Writ - Verification

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Praecipe To Enter Judgment Against the Garnishee
 Case Type: SC Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A PRAECIPE TO ENTER JUDGMENT AGAINST THE GARNISHEE.

Click the **Next** button.

Writ - Docket Entries

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Praecipe To Enter Judgment Against the Garnishee
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgment Against the Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Answers to Interrogatory Scan/Upload

Back Next Cancel

The Praecipe can be previewed and edited if necessary. Click the **Next** button.

Upload the Answers to Interrogatory if they have not been previously uploaded by clicking on the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Docket Entries

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgment Against the Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Answer to Interrogatory		JOE FILER	Fred Smith (D1)	Delete	Preview

Back Next Cancel

Once the Answer has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

Writ - Submit to Court

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	0.00
State Fee:	0.00
Automation Fee:	0.00
Convenience Fee:	0.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Attorney Comments
N/A

Back Submit To Court

There is no charge for the Praecipe To Enter Judgment Against The Garnishee currently. Click the **Submit to Court** button.

Court Submission Results

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type: SC **Status:** Pending Clerk Review

Court Review
The Writ - Praecipe To Enter Judgment Against the Garnishee has been successfully submitted to the court, and is now waiting court review.

The court will review the writ normally within 24 to 48 hours. Email notification from mclaims@courts.phila.gov will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

Writ of Revival

Writ - Select Case Number

Enter Case Number

Enter the claim number (the case must be at least 5 years old or older). Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home page and click on the **Private Attorney Entry of Appearance** link to add

New Writ - Select Type

Select Type of Writ:

- Alise Writ
- Execution
- Possession
- Præcipe of Notice of Intent to Attach Wages
- Præcipe To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the Writ of Revival from the drop down menu.

Writ - Select Parties

Case Details

Case Number: [SC-97-12-10-0121](#) Docket Type: Writ - Writ of Revival

Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 Main Street Philadelphia, PA 19122		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	George Thomson	1	44 Green Street Philadelphia, PA 19111	Disposed
Involved		Terre Tenant	Address	Status	Related Party
Add Individual / Organizational Terre Tenant					

Add an individual or organizational Terre Tenant if there is one.

Add Terre Tenant ✕

Individual Organization/Company

First Name

Middle Name

Last Name

Email ✕ +

AKA/DBA

Suffix

Street 1

Street 2

City/State/Zip Code

Writ - Select Parties

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Writ - Writ of Revival
 Pending

Select the parties involved in the Writ of Revival and the filer.

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 Main Street Philadelphia, PA 19122		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	George Thomson	1	44 Green Street Philadelphia, PA 19111	Disposed
Involved		Terre Tenant	Address	Status	Related Party

Add Individual / Organizational Terre Tenant

Next Cancel

Writ Of Revival

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Amounts
 Amount Due and Unpaid: 2000.00
 Interest from: 01/31/1998

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Enter the interest date.

Next Delete Cancel

Writ - Select Service Type

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 1 (Complaint) Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111 Service Type: C & E Process Service Philadelphia Writ Service Other (requires Petition for Alternate Service) Private Service No Service	Disposed

Please select service type.

Next Delete Cancel

Service of Process is required. Choose a service type.

Writ - Verification

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Writ - Writ of Revival
 Pending

A pro-se filer should populate the first radio button.

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

Writ - Verification

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Verification

I am a plaintiff in this writ action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Person(s)

Back Save Next Cancel

Attorneys should populate the second radio button. AN AUTHORIZED REPRESENTATIVE CANNOT FILE A PRAECIPE TO ENTER JUDGMENT AGAINST THE GARNISHEE.

Writ - Docket Entries

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe Writ of Revival		Joe Filer	George Thomson (D1) Joe Filer (P)	Edit	Preview
Writ of Revival		Joe Filer	George Thomson (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

[Back](#) [Next](#) [Cancel](#)

The Praecipe can be previewed and edited if necessary. Click the **Next** button.

Additional exhibits can be uploaded by clicking the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Writ - Docket Entries

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111	Disposed

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe Writ of Revival		JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview
Writ of Revival		JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it can be previewed and edited if necessary.

Writ - Submit to Court

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	6.60
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
 22 MAIN STREET
 PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1:
Street 2:
City/State/Zip Code:

Attorney Comments
 N/A

[Back](#) [Submit To Court](#)

Enter the credit card information for the Writ of Revival. Click the **Submit To Court** button to send it to the Court for review.

Court Submission Results

Case Details

Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending Clerk Review

Court Review
The Writ - Writ of Revival has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Writ of Revival is now waiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976743
Invoice Status	Pending
Case Number	SC-97-12-10-0121
Case ID	2396058
Docket Entry ID	16348189
Description	Writ - Writ of Revival
Docket Entry Status	Pending Clerk Review
Submission Date	11/07/2012 7:48 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V19F3CD78A46

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Combined PWS service fee	27.00
Court Cost including additional defendant fee if applicable	6.60
Total	40.80

Parties	
Plaintiffs	Defendants
Joe Filer 22 Main Street Philadelphia, PA 19122	George Thomson 44 Green Street Philadelphia, PA 19111

Page generated on 11/07/2012 07:47 PM from <http://claims.staging.courtapps.com>.
[\[Close\]](#) [\[Print\]](#)

The court will review the Writ of Revival normally within 24 to 48 hours. Your credit card will not be charged until your Writ of Revival is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Writ of Revival has been reviewed. Make sure to add this email address to your address book.

Initiate New Relistment

Relistment - Select Case Number

Enter Case Number

Enter the claim number for the case to be relisted. Cases are typically relisted when service of process was not previously effective or if the case has been withdrawn without prejudice.

Relistment - Select Filing

Case Details

Case Number: SC-12-10-02-3000	Docket Type: Relistment
Case Type: SC	Status: Pending

Please select the filing to be relisted. Note: You can only file electronic relistments against initiations, additional claims, and petitions that were originally filed electronically. Note that cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes.

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
<input checked="" type="radio"/> 10/02/2012	Statement of Claims	Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113	JOE FILER	Fred Smith (D1) Joe Filer (P)	View

Please select relistment method:

Relist at new address

Relist at same address

First choose the case that instance that should be relisted. It is possible to see more than just the original filing on this screen. Then choose whether the relistment is to be done at the original address or a new address.

Relistment at a New Address

Relistment - Select Parties

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Relistment - Complaint
Case Type:	SC	Status:	Pending

Case Instance 1 (Complaint)			
Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
Involved	Filer	Defendant	# Address Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1 44 ELM STREET Philadelphia, PA 19122 Ready for trial

Choose the parties to be involved in the relistment and the filer. Attorneys must represent the party who is the filer. Go to the Home page and choose the **Private Attorney Entry of Appearance** link to add an attorney of record.

Relistment - Relist Parties at New Address

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Relistment - Complaint
Case Type:	SC	Status:	Pending

Address

Street 1:

Street 2:

City/ State/ Zip Code:

Service

Service Type:

Special Instru server.

Include any sp server.

Enter the new address and choose service of process

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Defendant(s)

Case Instance1 (Complaint claim)

1	Fred Smith	Ready for trial
---	------------	-----------------

Address:
88 MAIN STREET
PHILADELPHIA, PA 19111

[Edit relistment at new address](#)

The relistment can be edited before continuing the filing process. Click the **Next** button to move to the next page

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Complaint

Case Type: SC **Status:** Pending

Verification

I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

A pro-se filer should choose this radio button.

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Verification

I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CAN FILE A RELISTMENT ONLY IF A JUDGMENT HAS NOT BE ENTERED.**

Relistment - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	

The relistment can be previewed or edited.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries	
Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	Generate Scan/Upload
Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Exhibits or a Petition for Alternative Service can be added (if the new service address requires it) or an Informa Pauperis petition. To add an exhibit, choose the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Relistment - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries	
Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	Generate Scan/Upload
Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it can be previewed or edited. Click the **Next** button to continue.

Relistment - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Relistments](#) or [Create Another Relistment](#) and bulk schedule later. Comments:

Please schedule on a Thursday afternoon.

If several relistments are being filed and the same hearing date for all is desired, use the **Create Another Relistment** link to create the next one. Once all cases have been created, click the **Schedule Bulk Relistments** link to request that all relistments be schedule together. This is the **ONLY** way to ensure that all of your relistments will have the same hearing date, time and COURTROOM.

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

If this is the only relistment being filed, use the optional text box to request a hearing day, or time, enter your credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Relistment - Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the relistment is now awaiting review by the Court. A Review Invoices link is available to print a copy of the invoice if desired.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976744
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16348191
Description	Relistment - Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/07/2012 9:47 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3CD7E5AE

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Combined PWS service fee	27.00
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	46.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Page generated on 11/07/2012 08:45 PM from <http://claims.staging.courtapps.com>

[Close](#) [Print](#)

The court will review the Relistment normally within 24 to 48 hours. Your credit card will not be charged until your Relistment is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

Relistment at Same Address

Relistment - Select Filing

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment

Case Type: SC **Status:** Pending

Please select the filing to be relisted. Note: You can only file electronic relistments against initiations, additional claims, and petitions that were originally filed electronically. Note that cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes.

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
10/02/2012	Statement of Claims	Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113	JOE FILER	Fred Smith (D1) Joe Filer (P)	View

Please select relistment method:

Relist at new address

Relist at same address

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
Involved	Filer	Defendant	# Address
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1 44 ELM STREET Philadelphia, PA 19122

Status
Ready for trial

Choose the parties to be involved in the relistment and the filer. Attorneys must represent the party who is the filer. Go to the Home page and choose the **Private Attorney Entry of Appearance** link to add an attorney of record.

Relistment - Select Parties

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Defendant(s)	
Case Instance1 (Complaint claim)	
1	Fred Smith
	Address: 44 ELM STREET Philadelphia, PA 19122

[Relist at same address](#)

Next **Delete** **Cancel**

Click the link to address.

Choose the radio button based on whether service was good on the original filing or not. If service was good, the relistment can be served via regular mail. If service was not good, verification from the United States Postal Service is required to perform service via certified and regular mail. If the verification cannot be obtained, personal service will be required for all Philadelphia addresses.

Click the **Save** button to continue.

Relistment - Relist Parties at Existing Address

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Service:

Service was good on original filing

Other

Service Type:

Special Instructions
Include any special instructions that should be provided to the writ server.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save **Cancel**

A pro-se filer should choose this radio button.

Relistment - Select Parties

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Defendant(s)	
Case Instance1 (Complaint claim)	
1	Fred Smith Ready for trial
Address: 44 ELM STREET Philadelphia, PA 19122	

[Edit relistment at same address](#)

The relistment can be edited by clicking on the **Edit relistment** at same address link before continuing with the filing. Click the Next button to move forward.

Relistment - Verification

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending

Verification	
<input checked="" type="radio"/>	I am a plaintiff in this relistment action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.
<input type="radio"/>	I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this relistment action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.

Relistment - Docket Entries

Case Details
 Case Number: [SC-12-10-02-3000](#)
 Case Type: SC

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at existing address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CAN FILE A RELISTMENT ONLY IF A JUDGMENT HAS NOT BEEN ENTERED.**

The relistment can be previewed and edited, if necessary.

Exhibits (such as the verification from the United States Postal Service) or a Petition for Alternative Service can be added (if the new service address requires it) or an Informa Pauperis petition. To add an exhibit, choose the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

Relistment - Docket Entries

Case Details
 Case Number: [SC-12-10-02-3000](#)
 Case Type: SC
 Docket Type: Relistment - Complaint
 Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP Joe Filer	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it can be previewed or edited. Click the **Next** button to continue.

Relistment - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Relistments](#) or [Create Another Relistment](#) and bulk schedule later. Comments:

PLEASE SCHEDULE ON A WEDNESDAY MORNING.

If several relistments are being filed and the same hearing date for all is desired, use the **Create Another Relistment** link to create the next one. Once all cases have been created, click the **Schedule Bulk Relistments** link to request that all relistments be schedule together. This is the **ONLY** way to ensure that all of your relistments will have the same hearing date, time and COURTROOM.

Fee Details

Court Cost:	11.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

If this is the only relistment being filed, use the optional text box to request a hearing day, or time, enter your credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

[Back](#) [Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Relistment - Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the relistment is now awaiting review by the Court. A Review Invoices link is available to print a copy of the invoice if desired.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976740
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	18348168
Description	Relistment - Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/06/2012 4:13 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3B92CA41

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	19.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Page generated on 11/07/2012 09:23 PM from http://claims.staging.courtapps.com.

[Close](#) [Print](#)

The court will review the Relistment normally within 24 to 48 hours. Your credit card will not be charged until your Relistment is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

Initiate New Additional Claim

Additional Claims are Counter-Claims, Co-Defendants, Additional Defendants, and Cross-Claims. The only additional claims that are able to add a **NEW** party to a case are Co-Defendants and Additional Defendants.

A **Co-Defendant** is filed when the **PLAINTIFF** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

An **Additional Defendant** is filed when the **DEFENDANT** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

A **Counter-Claim** is filed when the **DEFENDANT** is seeking a money judgment from the plaintiff named in a pre-existing case. A new party may not be added with this filing. Exhibits or a Rule 109 Affidavit are required for this filing. In addition, a Landlord-Tenant filing seeking possession of a property cannot be filed as a Counter-Claim. It should be a new filing.

A **Cross-Claim** is filed when an already named **DEFENDANT** is files against another already named defendant. A new party may not be added with this filing.

All additional claims **MUST** be filed at least ten (10) days prior to the hearing date.

Claim - Select Case Number

Enter Case Number

Enter the claim and click the **Next** button.

New Additional Claim - Select Type

Select Type of Additional Claim:

Case Type

LT
Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.

SC/LT
Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.

SC/MV
If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.

SC/CP
If your case involves a consumer purchase, commercial paper, or loans, select this option.

SC
Other. Choose this if none of the above applies.

Other. Choose this if none of the above applies.

Note: On the next page, enter the party(ies) filing the additional claim as the Plaintiff(s).

Click on the drop down menu and choose the type of additional claim that is to be filed. The additional claim types will be party specific. In other words, a plaintiff will not have the choice to add an additional defendant and a defendant will not be able to add a co-defendant.

Choose a case type and click on the Next button.

Co-Defendant

Case Initiation: Statement of Claims

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant

Case Type: SC **Status:** Pending

Parties

Plaintiff(s)	Defendant(s)
Add existing plaintiff as plaintiff	Add Individual / Organization to new address Alternate Service Address

Add the existing plaintiff as the plaintiff in the co-defendant filing.

Add the co-defendant

To add the plaintiff:

Add Existing Party

Case Details

Case Number:	SC-12-10-02-3000	Docket Type:	Claim - Co-Defendant
Case Type:	SC	Status:	Pending

Add existing plaintiff as a plaintiff in the co-defendant claim.

Complaint claim

<input checked="" type="radio"/>	Joe Filer 22 MAIN STREET Philadelphia, PA 19111
----------------------------------	---

Populate the radio button to add the plaintiff. If there is more than one plaintiff, each one will need to be added separately.

To add the co-defendant:

Add Individual Defendant

Defendant Information

First Name	<input type="text" value="Frieda"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Smith"/>
Suffix	<input type="text"/>
AKA/DBA	<input type="text"/>
AttorneyID	<input type="text"/> List of Values

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Defendant is a Minor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Linked to defendant	<input type="text" value="v"/> <input type="button" value="v"/>

To track multiple addresses requiring service for a single defendant, add multiple addresses as separate defendants, but link one of the defendants to the case for accurate statistics.

Defendant Address

Street 1	<input type="text" value="88 MAIN STREET"/>
Street 2	<input type="text"/>
City/ State/ Zip Code	<input type="text" value="PHILADELPHIA"/> <input type="text" value="PA"/> <input type="text" value="19122"/>

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to name as a defendant?
If so, please enter the spouse's name below:

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Is defendant in military service?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add an individual as co-defendant by typing the name and address. If the spouse of the co-defendant is being named as well, add that information at the bottom. Click the **Save** button.

Parties	
Plaintiff(s)	Defendant(s)
<u>Joe Filer</u> 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address Add existing plaintiff as plaintiff	<u>Frieda Smith</u> 88 MAIN STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address Add Individual / Organization to new address Alternate Service Address
Details	
Description of Claim	PLAINTIFF STATES CO-DEFENDANT IS ALSO RESPONSIBLE FOR THE AMOUNT DUE. (it) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

Enter a summary to explain why the co-defendant is being added.

Claim Amounts:	
Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00
Plaintiff has requested Affidavit of Physician	<input type="checkbox"/>
Plaintiff has requested Affidavit of Repairman	<input type="checkbox"/>
Include Notice of Intent to Defend	<input type="checkbox"/>
Statute Expiring	<input type="checkbox"/>
Court Clerk Comment	
Comments for court clerk (optional). These comments will not appear on the docket or any forms. 	
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	<input type="button" value="Delete"/>

Only the **Principal** amount is required and should be the same amount as the original judgment requested. If a higher judgment is requested, additional exhibits may have to be added. Click the **Next** button.

Click the **Next** button to move to the next screen.

Claim - Select Service Type

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Claim - Co-Defendant

Case Type: SC Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 2 (Co-Defendant)		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending
Service Type: ▼		
<div style="border: 1px solid black; padding: 2px;"> C & E Process Service Philadelphia Writ Service Other (requires Petition for Alternate Service) Private Service </div>		

Please select service type.

Back Next Cancel

Choose the service type for the Co-Defendant.

Claim - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Claim - Co-Defendant

Case Type: SC

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate this radio button.

Claim - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Claim - Co-Defendant

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box.

Claim - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Claim - Co-Defendant
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	

The Co-Defendant can be previewed or edited if necessary.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant		JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Frieda Smith (D2)		Preview
Plaintiff Instructions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do		JOE FILER	Frieda Smith (D2)		Preview
Non-Military Affidavit		JOE FILER	Frieda Smith (D2)		Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Frieda Smith	Generate Scan/Upload
PAS PO Box: Frieda Smith	Generate Scan/Upload

New exhibits can be added by clicking on the **Add Exhibits Scan/Upload** link. It is not necessary to add any exhibits previously uploaded. The Co-Defendant will automatically receive the original complaint and any original exhibits. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

[Back](#) [Next](#) [Cancel](#)

Claim - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant		JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
Exhibit	ADDITIONAL EXHIBIT	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Frieda Smith (D2)		Preview
Plaintiff Instructions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do		JOE FILER	Frieda Smith (D2)		Preview
Non-Military Affidavit		JOE FILER	Frieda Smith (D2)		Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Frieda Smith	Generate Scan/Upload
PAS PO Box: Frieda Smith	Generate Scan/Upload

Once the exhibit has been uploaded, it can be previewed and edited if necessary. Click the **Next** button to move to the **Submit To Court** page.

Claim - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending

Hearing Details

Hearing date/time: 11/19/2012 09:15 AM
Hearing Room: 2
Non-Standard Hearing Room

(Note: This item must be scheduled at the same time/location as the hearing for case initiation.)

Fee Details

Court Cost:	5.50
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

The Co-Defendant will be scheduled for the same date and time as the original claim. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Claim - Co-Defendant has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Co-Defendant is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976753
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16348169
Description	Claim - Co-Defendant
Docket Entry Status	Pending Clerk Review
Submission Date	11/08/2012 4:10 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V78F3BA66E29

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
Court Cost including additional defendant fee if applicable	5.50
Total	53.20

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 04:04 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the Co-Defendant immediately to make sure that is timely filed. Your credit card will not be charged until your submission is approved. Email notification from mclaims@courts.phila.gov will be sent once the Co-Defendant has been reviewed. Make sure to add this email address to your address book.

Counter-Claim

Claim - Select Case Number

Enter Case Number

Enter the claim and click the **Next** button.

New Additional Claim - Select Type

Select Type of Additional Claim:

Click on the drop down menu and choose Counter-Claim.

Case Type	
<input type="radio"/>	LT Choose this option if, as part of this case, you are seeking to evict someone from a property you own. Select this option if ANY part of your case involves eviction of tenant(s) from your property or you are a landlord seeking rent owed after vacating or damages after vacating.
<input type="radio"/>	SC/LT Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a tenant.
<input type="radio"/>	SC/MV If you are seeking remedy against another driver or owner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your claim is for the faulty repair of your vehicle.
<input type="radio"/>	SC/CP If your case involves a consumer purchase, commercial paper, or loans, select this option.
<input checked="" type="radio"/>	SC Other. Choose this if none of the above applies.

Choose the case type and click the **Next** button.

Note: On the next page, enter the party(ies) filing the additional claim as the Plaintiff(s).

Case Initiation: Statement of Claims

Case Details	
Case Number: SC-12-11-08-3000	Docket Type: Claim - Counter Claim
Case Type: SC	Status: Pending

Parties	
Plaintiff(s)	Defendant(s)
Add existing defendant as plaintiff	Add existing plaintiff as defendant Alternate Service Address

Add the existing defendant as the plaintiff in the counter-claim.

Add the existing plaintiff as the defendant in the counter-claim.

To add the existing defendant as the plaintiff:

Add Existing Party

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC

Add existing defendant as a plaintiff.

Complaint claim

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19122

Populate the radio button to add the defendant as the plaintiff. If there is more than one defendant involved, each one will need to be added separately.

Save Cancel

Add Existing Party

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Add existing plaintiff as a defendant.

Complaint claim

FRED SMITH
44 ELM STREET
PHILADELPHIA, PA 19122

Populate the radio button to add the plaintiff as the defendant. If there is more than one plaintiff involved, each one will need to be added separately. Click the **Save** button.

Save Cancel

Case Initiation: Statement of Claims

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Parties

Plaintiff(s)	Defendant(s)
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address	FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address
Add existing defendant as plaintiff	Add existing plaintiff as defendant Alternate Service Address

Once all the parties are added, the caption will look like this.

After the parties are added, enter the description of the Counter-Claim.

Details

Description of Claim: PLAINTIFF STATES DEFENDANT DID NOT DO HIS WORK PROPERLY AND CAUSED FURTHER DAMAGE TO PLAINTIFF'S PROPERTY IN THE AMOUNT OF \$8000.00. |

Note: A Claim Fact Sheet is required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

Enter the amount of the Counter-Claim.

Claim Amounts:

Principal: 8000
 Interest: 0.00
 Attorney Fees: 0.00
 Other Fees: 0.00

Plaintiff has requested [Affidavit of Physician](#)
 Plaintiff has requested [Affidavit of Repairman](#)
 Include Notice of Intent to Defend
 Statute Expiring

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

Only the Principal amount is required. If your case requires either an **Affidavit of Physician** or an **Affidavit of Repairman**, click the appropriate box and one will be generated for you. If you wish to include a **Notice to Defend**, click the box and one will be generated with the service pack. A self-addressed stamped envelope is required. Click the **Next** button to continue.

Claim - Select Service Type

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim
 Case Type: SC Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 3 (Counter Claim)		
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending

Service Type:

- C & E Process Service
- Philadelphia Writ Service
- Other (requires Petition for Alternate Service)
- Private Service

Back Next Cancel

Choose the service type for the Counter-Claim.

Claim - Verification

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Back Save Next Cancel

A pro-se filer should populate this radio button.

Claim - Verification

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

I am an attorney for the plaintiff(s), the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities. **If I am an authorized representative or have a power of attorney, I have attached a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.**

Other Persons:

Back Save Next Cancel

Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized representative in the Other Persons text box.

Click the **Next** button.

Claim - Docket Entries

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	

The Counter-Claim can be previewed and edited, if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Counter Claim		JOE FILER	FRED SMITH (D3) JOE FILER (P)	Edit	Preview
ADA Notice		JOE FILER	FRED SMITH (D3)		Preview
Plaintiff Instructions SC		JOE FILER	FRED SMITH (D3)		Preview
SC What To Do		JOE FILER	FRED SMITH (D3)		Preview
Non-Military Affidavit		JOE FILER	FRED SMITH (D3)		Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
JOE FILER	Generate Scan/Upload
Add PAS for	
PAS Mail: FRED SMITH	Generate Scan/Upload
PAS PO Box: FRED SMITH	Generate Scan/Upload

All complaints are required to have exhibits attached. If an exhibit is unavailable, a 109 affidavit can be generated or uploaded to explain why exhibits are not attached. To add an exhibit, click on the **Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

If the Counter-Claim involves personal injury or property damage over \$2,000.00 a **Claim Fact Sheet** is required. One can be generated by clicking on the link. If the defendant must be served by some means of alternative service requiring the filing of a petition, or an **Informa Pauperis** petition, click on the appropriate links to either generate or upload the documents.

Claim - Docket Entries

Case Details	
Case Number: SC-12-11-08-3000	Docket Type: Claim - Counter Claim
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Counter Claim		JOE FILER	FRED SMITH (D3) JOE FILER (P)	Edit	Preview
Exhibit	ESTIMATES AND REPARI BILLS	JOE FILER	FRED SMITH (D3) JOE FILER (P)	Edit	Preview
ADA Notice		JOE FILER	FRED SMITH (D3)		Preview
Plaintiff Instructions SC		JOE FILER	FRED SMITH (D3)		Preview
SC What To Do		JOE FILER	FRED SMITH (D3)		Preview
Non-Military Affidavit		JOE FILER	FRED SMITH (D3)		Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
JOE FILER	Generate Scan/Upload
Add PAS for	
PAS Mail: FRED SMITH	Generate Scan/Upload
PAS PO Box: FRED SMITH	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it will appear on the **Docket Entries** screen. It can be previewed and edited if necessary. Click the **Next** button to continue.

Claim - Submit to Court

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending

Hearing Details

Hearing date/time: 12/24/2012 09:15 AM
Hearing Room: 2
Non-Standard Hearing Room
(Note: This item must be scheduled at the same time/location as the hearing for case initiation.)

Fee Details

Court Cost:	44.00
State Fee:	10.00
Automation Fee:	5.50
Convenience Fee:	5.00
C & E Process Service Fee:	0.00
PWS Service Fee:	27.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

The Counter-Claim will be scheduled for the same date and time as the original claim. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#) [Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Claim - Counter Claim has been successfully submitted to the court, and is now waiting court review.
Your card has been authorized for the amount to be charged to you.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Counter-Claim is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976747
Invoice Status	Pending
Case Number	SC-12-11-08-3000
Case ID	2396059
Docket Entry ID	16348209
Description	Claim - Counter Claim
Docket Entry Status	Pending Clerk Review
Submission Date	11/08/2012 11:17 AM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3BA49DF3

Description	Total
Convenience Fee	5.00
Automation Fee	5.50
JCS St. Add. Surcharge	11.25
Combined PWS service fee	27.00
JCS St. Add. Fee	2.25
State Filing Fee	10.00
Court Cost including additional defendant fee if applicable	44.00
Total	105.00

Parties	
Plaintiffs	Defendants
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 11:18 AM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

The court will review the Counter-Claim immediately to make sure that is timely filed. Your credit card will not be charged until your submission is approved. Email notification from mccclaims@courts.phila.gov will be sent once the Counter-Claim has been reviewed. Make sure to add this email address to your address book.

Initiate Continuance Request

A continuance can be granted administratively up until ten (10) days prior to the hearing. Any continuance request filed within less than ten (10) days will be marked for Judicial Review unless the request is by agreement of all parties.

Exhibit - Continuance Request - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

Exhibit - Continuance Request - Select Hearing

Case Details	
Case Number:	SC-12-10-02-3000
Case Type:	SC
Docket Type:	Exhibit - Continuance Request
Status:	Pending

Select	Hearing Details	Filing Type
<input checked="" type="radio"/>	11/19/2012 9:15 AM 2 Plaintiff(s): Joe Filer Defendant(s): Fred Smith(RFT)	Initial Complaint - Statement of Claims

Select the hearing date and click the Next button.

Exhibit - Continuance Request - Select Parties

Case Details	
Case Number:	SC-12-10-02-3000
Case Type:	SC
Docket Type:	Exhibit - Continuance Request
Status:	Pending

Initial Complaint - Statement of Claims				
Involved	Filer	Plaintiff	Address	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111	
Involved	Filer	Defendant	# Address Status	
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Select which parties are to be involved in the continuance request and which party is the Filer of the writ. **ALL PARTIES WHO ARE MARKED READY FOR TRIAL SHOULD BE INCLUDED IN THE REQUEST.** Click the **Next** button.

Continuance Comments

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Exhibit - Continuance Request
Case Type: SC	Status: Pending

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

[Next](#) [Cancel](#)

Enter optional comments such as a specific hearing date or time for the continuance. The Court will make every effort to accommodate your request.

Continuance - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Exhibit - Continuance Request
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Continuance Request	Plaintiff continuance request initiated on 11/08/2012 for Initial Complaint - Statement of Claims hearing, was scheduled in room 2 at 09:15 AM on 11/19/2012	JOE FILER	Fred Smith (D1) Joe Filer (P)		

Add Docket Entries	
Add Continuance Request Document	Scan/Upload
Add Exhibit	Scan/Upload

It is necessary to upload a letter requesting the continuance. An exhibit can also be added by clicking on the **Add Exhibit Scan/Upload** link. For detailed instructions regarding the uploading of exhibits, refer to pages 17-20.

[Cancel](#) [Delete](#) [Submit To Court](#)

Add Continuance Document

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending

Please select the submission method:

Upload Document (Adobe PDF, Microsoft Word, WordPerfect)

Scan Document (generate scan cover sheet)

Express Scan Code (this option only available with valid express scan code number)

Click on the radio button and the **Browse** button to select the continuance letter from your computer. Click the **Save** button to upload the document(s).

Continuance - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Continuance Request	Plaintiff continuance request initiated on 11/08/2012 for Claim - Co-Defendant hearing, was scheduled in room 2 at 09:15 AM on 11/19/2012	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Delete	Preview

Add Docket Entries

Add Exhibit

After the continuance request is uploaded, it can be previewed and edited or necessary.

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending Review

Court Review

The Exhibit - Continuance Request has been successfully submitted to the court, and is now waiting court review.

The **Court Submission Results** page will indicate that the Continuance Request is now awaiting Court review.

Continuance requests are reviewed several times a day to ensure that every request is handled in a timely manner. Email notification from mcclaims@courts.phila.gov will be sent once the continuance request has been reviewed. Make sure to add this email address to your address book.

Initiate Judgment by Agreement

Landlord-Tenant Judgments by Agreement can only be done on the day of the hearing. Small Claims Judgments by Agreement can be added can uploaded and approved prior to the hearing date.

SMALL CLAIMS JUDGMENT BY AGREEMENT

Disposition (Judgment by Agreement) - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

New Disposition (Judgment by Agreement) - Select Type

Select Type:

Entry Method: Scan Enter Terms of Agreement
Note: Scan can only be used prior to the hearing date.

Choose the type of agreement to be filed and indicate if the agreement will be scanned prior to the hearing or the terms will be entered on the day of the hearing.

Resolved by Judgment by Agreement Remote Attorney (Monetary)
 Resolved by Judgment by Agreement Remote Attorney - Settled, Discontinued, and Ended
 Resolved by Judgment by Agreement Remote Attorney - Withdrawn Without Prejudice

Disposition (Judgment by Agreement) - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Resolved by Judgment by Agreement Remote Attorney
 Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/> Fred Smith		1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Choose the parties involved in the agreement.

Disposition - Docket Entries

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Resolved by Judgment by Agreement Remote Attorney
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment by Agreement Remote Attorney		JOE FILER	Fred Smith (D1) Joe Filer (P)		

Add Docket Entries

Add Resolved by Judgment by Agreement Remote Attorney Document

A scanned agreement must be uploaded for review.

Add Judgment by Agreement

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: SC **Status:** Pending

Please select the submission method:
 Upload Document (Adobe PDF, Microsoft Word, WordPerfect) C:\Users\Theresa\Docu\ Browse...

Click on the **Browse** button to upload the agreement from your computer. Click the **Save** button.

Disposition - Docket Entries

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment by Agreement Remote Attorney		JOE FILER	Fred Smith (D1) Joe Filer (P)	Delete	Preview

After the agreement is uploaded, it can be previewed and edited or necessary. Click the **Submit to Court** button.

Court Submission Results

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: SC **Status:** Pending Review

Court Review
The Disposition - Resolved by Judgment by Agreement Remote Attorney has been successfully submitted to the court, and is now waiting court review.

The **Court Submission Results** page will indicate that the Judgment by Agreement is now awaiting Court review.

Small Claims Judgments by Agreement submitted before the hearing are reviewed several times a day to ensure that every agreement is handled in a timely manner. Email notification from mcclaims@courts.phila.gov will be sent once the agreement has been reviewed. Make sure to add this email address to your address book.

If the agreement is broken, a **Breach of Agreement Affidavit** should be filed. The **Breach of Agreement Affidavit** can be filed by clicking on the **Initiate New Petition** link.

Landlord-Tenant Judgment by Agreement

Disposition (Judgment by Agreement) - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

New Disposition (Judgment by Agreement) - Select Type

Select Type:

Entry Method: Scan Enter Terms of Agreement
Note: Scan can only be used prior to the hearing date.

Choose the type of agreement to be filed.
Landlord-Tenant agreements can only be done on the day of the hearing.

Disposition (Judgment by Agreement) - Select Parties

Case Details

Case Number: LT-12-11-08-3001 **Docket Type:** Disposition - Resolved by Judgment by Agreement Remote Attorney

Case Type: LT **Status:** Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	JOE FILER	22 MAIN STREET PHILADELPHIA, PA 19122		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	THOMAS JOHNSON	1	44 ELM STREET PHILADELPHIA, PA 19122	Ready for trial

Choose the parties involved in the agreement.

Judgment By Agreement - Terms of Agreement

Case Details			
Case Number:	LT-12-11-08-3001	Docket Type:	Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type:	LT	Status:	Pending

JUDGMENT BY AGREEMENT
(Judgments by Agreement are not appealable)

All Parties Agree to the Following:

<input checked="" type="checkbox"/>	Judgment for the Plaintiff in the amount of	\$ 3100.00	Plus Costs	\$ 100.00
<input type="checkbox"/>	Money Judgment only	\$ 0.00	Plus Costs	\$ 0.00
<input type="checkbox"/>	Money Judgment to be satisfied if Defendant vacates by			
<input checked="" type="checkbox"/>	Judgment of Possession to be satisfied if Defendant pays (as outlined in Other Conditions) by	12/31/2012		
<input checked="" type="checkbox"/>	Judgment for Possession as of	11/8/2012		

Other Conditions:

DEFENDANT AGREES TO MAKE PAYMENTS OF \$3100.00 TOWARDS THE ARREARS BY 12/31/2012. DEFENDANT AGREES TO KEEP THE MONTHLY RENT CURRENT. IF DEFENDANT PAYS THE ARREARS BY 12/31/2012, DEFENDANT CAN STAY IN THE PROPERTY.

1. If the agreement is broken, possession may be enforced on this agreement for the following reasons agreed upon by all parties:

- (a) Non-Payment of Rent
- (b) Termination of Term
- (c) Breach of the Condition of the Lease.

If you are being sued for non-payment of rent only you cannot be evicted as long as you pay your outstanding rent.

2. Any breach of this agreement may allow the eviction to proceed without further Notice.

3. Any Landlord/Tenant action that is not completed within 180 days will require a new filing with a new Notice to Quit unless a Petition to Extended is granted.

Choose the terms of the agreement. Type the specifics of the agreement in the Other Conditions text box.

Choose the reason for enforcement. Click the **Submit To Court** button to submit it for review.

Any agreement submitted on the day of the hearing is reviewed immediately upon submission by a member of the Dispute Resolution Unit.

If the agreement is broken, a **Breach of Agreement Affidavit** should be filed. The **Breach of Agreement Affidavit** can be filed by clicking on the [Initiate New Petition](#) link.

Amend Initial Complaint and/or Judgment Requested

An amended complaint can be filed up until ten (10) days prior to the hearing. Only the body of the complaint and judgment amount requested can be amended. The caption cannot be amended.

Amended Docket Entry - Select Case Number

Enter Case Number

Enter the claim number and click the **Next** button.

Amendment Select Filing

Case Details

Case Number: [LT-12-11-08-3001](#) **Docket Type:** N/A

Case Type: LT **Status:** Pending

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
11/08/2012	Landlord Tenant Complaint	Hearing Scheduled: 11/30/2012 8:45 AM Hearing Room 3 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113 Hearing Scheduled: 11/30/2012 08:45 AM Hearing Room 3 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113	JOE FILER	JOE FILER (P) THOMAS JOHNSON (D1)	

Select the case to be amended.

Case Initiation: Landlord/Tenant

Case Details

Case Number: LT-12-11-08-3001

Docket Type: Amendment - Amend Complaint

Case Type: LT

Status: Pending

Details

Section I

Plaintiff states that he/she owns the real property.

The lease is:

Written Oral

And:

Attached Lost

Commencing on:

12/01/2011

For a term of:

Month To Month

A Year or More

Other

Purpose of lease:

Residential Non-Residential

Property Address:

Street 1

44 ELM STREET

Street 2

City/ State/ Zip Code

PHILADELPHIA

PA

19122

NOTE: Only the first 59 characters of the address will appear on the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N. for North.

Section II

- Plaintiff states that he/she/it is in compliance with Section 102.1 of the Philadelphia Property Maintenance Code by having a valid housing inspection license at the time of filing. A copy of the license is attached.
- Plaintiff states that he/she/it is not required to have a housing inspection license because he/she/it is not operating a multiple-family dwelling, rooming house, dormitory or hotel, or offering for rent a one-family dwelling, two family dwelling or a rooming unit.

Section III

- Plaintiff states that he/she/it is in compliance with Section 102.8 of the Philadelphia Property Maintenance Code by having a business privilege license at the time of filing. A copy of the license is attached.

Section IV

- Premises fit for stated purpose. Premises unfit for stated purpose.
- Plaintiff states that he/she/it is unaware of any open notice issued by the Department of Licenses and Inspections ("Department") alleging that the property at issue is in violation of one or more provisions of the Philadelphia Code.
- Plaintiff states that he/she/it is aware of one or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadelphia Code.

Section V

- Notice to Vacate Premises by: 10/01/2012

Notice was given on:

10/31/2012

Section VI

- The defendant is in possession of the property and refuses to surrender possession of the property.
- The defendant surrendered possession of the property on:

Section VII

- Plaintiff demands a judgment of possession.
- Plaintiff demands a money judgment in the amount itemized below based on Non Payment of amounts due under the lease.

The amount of unpaid rent below and late fees alleged due. The first item listed is intended as an example. "Past balance due" is unacceptable.

Month	Year	Rent	Late Fee
JUNE 2012 THROUGH NOVEMBER 2012 AT THE RATE OF \$500.00 PER MONTH			
LATE FEES TOTALING \$300.00			
**11/8/2012 PLAINTIFF IS AMENDING THE COMPLAINT TO ADD APRIL AND MAY RENT IN THE AMOUNT OF \$500.00 PER MONTH PLUS \$100.00 LATE FEES.			

Summarize the amounts alleged due below.

Rent	\$ 3100.00
Late Fees	\$ 300.00
Gas	\$ 0.00
Electric	\$ 0.00
Water / Sewer	\$ 0.00
Attorney's Fees	\$ 0.00
Other	\$ 0.00
Total	\$ 3400.00

Add the amendment to the original case.
Click the **Next** button.

- Termination of the term. This box should only be checked if the lease was terminated due to the term of the lease having expired and the plaintiff deciding not to renew it. It should not be checked if the plaintiff provides notice to nonpayment of rent.
- Breach of a condition(s) of the lease other than nonpayment of rent.
- Damages to the premises or plaintiff's personal property.
- Other.

Plus ongoing rent in the amount of \$ 500.00 from the date of the filing of this complaint to the date of the hearing on the merits in this matter.

Further Information

Plaintiff has requested Affidavit of Repairman

Statute Expiring

Comments for court clerk: (optional). These comments will not appear on the docket or any forms.

Save Next Cancel

Delete

Amended Docket Entry - Docket Entries

Case Details	
Case Number: LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type: LT	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	1 THOMAS JOHNSON 44 ELM STREET PHILADELPHIA, PA 19122	Ready for trial

Docket Preview				
Description	Results/Comments	Filing Party	Docketed Under	Preview
Amend Complaint		JOE FILER	THOMAS JOHNSON (D1) JOE FILER (P)	Preview

[Back](#) [Next](#) [Cancel](#)

Once the amendment is saved, it can be previewed and edited by using the Back button.

Amended Docket Entry - Submit to Court

Case Details	
Case Number: LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type: LT	Status: Pending

Service has not been made. Service charges have not been added.

Fee Details	
Court Cost:	0.00
State Fee:	0.00
Automation Fee:	2.20
Convenience Fee:	0.00
C & E Process Service Fee:	0.00
PWS Service Fee:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00

If the claim is amended after the service copy is printed and sent for service, a new charge for service will be added to the fees. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details	
Credit Card Number: <input type="text"/>	
Expiration: <input type="text"/> / <input type="text"/> (MM/YY)	
Security Number: <input type="text"/> Help	

Billing Information	
<input checked="" type="radio"/> Use the address below: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111 </div>	<input type="radio"/> Enter a new address: Name on Card: <input type="text"/> <input type="text"/> <input type="text"/> (First, Middle, Last) Street 1 <input type="text"/> Street 2 <input type="text"/> City/State/Zip Code <input type="text"/> <input type="text"/> <input type="text"/>

Attorney Comments
N/A

[Back](#) [Submit To Court](#)

Court Submission Results

Case Details

Case Number: [LT-12-11-08-3001](#) **Docket Type:** Amendment - Amend Complaint
Case Type: LT **Status:** Pending Clerk Review

Court Review

The Amendment - Amend Complaint has been successfully submitted to the court, and is now waiting court review. Your card has been authorized for the amount to be charged to you.

Review Invoices

The **Court Submission Results** page will indicate that the Amendment is now awaiting Court review. . A Review Invoices link is available to print a copy of the invoice if desired.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976749
Invoice Status	Pending
Case Number	LT-12-11-08-3001
Case ID	2390693
Docket Entry ID	16348221
Description	Amendment - Amend Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/08/2012 1:27 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V19F3CDEF627

Description	Total
Automation Fee	2.29
Total	2.29

Parties	
Plaintiffs	Defendants
JOE FILER 22 MANN STREET PHILADELPHIA, PA 19122	THOMAS JOHNSON 44 ELM STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 08:54 PM from <http://claims.staging.courtapps.com>.

[Close](#) [Print](#)

The court will review the Amended Complaint immediately to make sure that is timely filed. Your credit card will not be charged until your Amended Complaint is approved. Email notification from mcclaims@courts.phila.gov will be sent once the Amended Complaint has been reviewed. Make sure to add this email address to your address book.

Private Attorney Entry of Appearance

An attorney must enter an appearance before filing anything on behalf of a party.

Attorney Self Appearance Map

Private attorneys should use this screen to appearance map themselves to parties in existing cases.

Case Number:

Enter the claim number and click the **Next** button.

Attorney Self Appearance Map

Current Information

Case: SC-12-04-09-3001 (appearance map in [another case](#))

Attorney: Bulk Attorney

Note: If an attorney is specified, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for this address.

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Complaint claim

Plaintiffs	Defendants
<p>First Plaintiff 213 Test St Phila, PA 19131</p> <p>Map to this party <input checked="" type="checkbox"/></p>	<p>First Defendant 2345 Test St phila, pa 19148</p> <p>Map to this party <input type="checkbox"/></p>

Garnishees

Click the **Map to this party** box underneath the party the attorney represents. Click the **Save** button.

Attorney Self Appearance Map

Current Information

Case: SC-12-04-09-3001 (appearance map in [another case](#))

Attorney: Bulk Attorney

Note: If an attorney is specified, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for this address.

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Complaint claim

Plaintiffs	Defendants
<p>First Plaintiff 213 Test St Phila, PA 19131 Attorney: Bulk Attorney (054321)</p>	<p>First Defendant 2345 Test St phila, pa 19148</p> <p>Map to this party <input type="checkbox"/></p>

The name of the attorney will appear underneath the represented party.

Review Queues

Review Pending Submission to Court

Attorney - Review Claims Pending Submission

Search By Case Number (or CaseID):

This queue stores all cases that have been created but not submitted to the Court for review.

Note: Filings not modified for more than 30 days will be purged!

3 records found

Pending Submission				
Case Number/Case ID	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)
2395179	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Roger Wilco
2395180	SC	Initial Complaint - Statement of Claims	Joe Filer	Thomas Doe
2395183	LT	Initial Complaint - Landlord Tenant Complaint		

Review Deficiency Returned Items

Attorney - Review Claims Returned

Search By Case Number (or CaseID):

This queue stores all cases that have been submitted to the Court but rejected for correction.

Note: Filings not modified for more than 30 days will be purged!

1 records found

Claims Returned						
Case Number/Case ID	Case Type	Docket Entry Type	Plaintiff (s)	Defendant(s)	Last Modified By	Returned Reason
2395181	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Sherry Builder, Bob T. Burke	Theresa Cannon	A valid residential license is not attached.

Review Submitted and Pending Court Approval

Attorney - Review Pending Approval

Search By Case Number (or CaseID):

Go!

This queue stores all cases that have been submitted to the Court and waiting review.

23 records found

Case Number / Case ID	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time
2395180	SC	Initial Complaint - Statement of Claims	Joe Filer	Thomas Doe	12/24/2012 09:15 AM
2395064	SC	Initial Complaint - Statement of Claims	JOE FILER	EDWARD DOE	12/24/2012 09:15 AM
LT-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Writ - Praecept of Notice of Intent to Attach Wages	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Disposition - Satisfied, Both	Joe Filer	Fred Smith	
LT-12-11-08-3001	LT	Disposition - Settled, Discontinued and Ended	JOE FILER	THOMAS JOHNSON	
LT-12-11-08-3001	LT	Disposition - Resolved by Judgment by Agreement Remote Attorney	JOE FILER	THOMAS JOHNSON	
LT-12-11-08-3001	LT	Amendment - Amend Complaint	JOE FILER	THOMAS JOHNSON	
SC-12-04-09-3001	SC	Disposition - Withdrawn without Prejudice	First Plaintiff	First Defendant	
SC-12-10-02-3000	SC	Disposition - Garnishee Satisfied	Joe Filer		
SC-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Relistment - Complaint	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Petition - Petition to Open Judgment for Defendant by Default	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Execution	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Execution	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Praecept To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Praecept To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Disposition - Resolved by Judgment by Agreement Remote Attorney	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Claim - Co-Defendant	Joe Filer	Frieda Smith	11/19/2012 09:15 AM
SC-12-11-08-3000	SC	Claim - Counter Claim	JOE FILER	FRED SMITH	12/24/2012 09:15 AM
SC-97-12-10-0121	SC	Writ - Writ of Revival	Joe Filer	George Thomson	

Review Approved Pending Adjudication

Attorney - Review Pending Adjudication

The default date range reflects a Start Date of today and an End Date of three months ahead.
If preferred, please enter another date range to search on.

Search By Case Number (or CaseID):

Start Date:

End Date:

Go!

This queue stores all cases that have been approved by the Court and have an upcoming hearing date.

4 record(s) found


Case Number	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room
SC-12-10-02-3000	SC	Initial Complaint - Statement of Claims	Joe Filer	Fred Smith	11/19/2012 09:15 AM 2
LT-12-10-02-3001	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Fred Smith	10/25/2012 08:45 AM 3
LT-12-10-03-3002	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Roger Wilco	10/25/2012 08:45 AM 3
LT-12-10-03-3003	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Thomas Taylor	10/25/2012 08:45 AM 3


Review Adjudicated

Attorney - Review Adjudicated

The default date range reflects an End Date of today with a Start Date three months prior.
If preferred, please enter another date range to search on.

Search By Case Number (or CaseID):

Start Date: 

End Date: 

This queue stores all cases that have been to a hearing and have been disposed.

1 record(s) found

Case Number	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room
LT-12-10-02-3001	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Fred Smith	10/25/2012 08:45 AM 3

Schedule Private Attorney or Non Attorney Filer Hearings

- Schedule Private Attorney or Non Attorney Filer Hearings

Schedule Private Attorney or Non Attorney Filer Hearings

Hearing Type Selection

Select the type of hearing you would like to schedule.

- [Statement of Claim](#)
- [Motor Vehicle Statement of Claim](#)
- [Landlord/Tenant Statement of Claim](#)
- [Consumer Purchase, Commercial Paper, or Loans Statement of Claim](#)
- [Landlord/Tenant](#)
- [Relistment](#)

Select the case type to be scheduled.

Attorney Schedule Claims

Note: Case initiations with petitions attached must be submitted individually, they will not be displayed in the list below.

2 rows found

#	Case ID	View	Case Type	Plaintiff Attorney	Plaintiff(s)	Defendant(s)
1	<input checked="" type="checkbox"/> 2395180	View	2395180	JOE FILER	Joe Filer	Thomas Doe(D1)
2	<input checked="" type="checkbox"/> 2396064	View	2396064	JOE FILER	JOE FILER	EDWARD DOE(D1)
	<input checked="" type="checkbox"/> Select All					

Select Standard Hearing Date

Pick A Hearing

Choose the cases to schedule. Click on the drop down menu to select a hearing date for the cases selected. Enter the credit card information. Click the **Submit To Court** button.

Credit Card Number:

Expiration (MM/YY):

Security Number:

4 Digits on the front of your American Express or 3 digits on the back of your Visa or Master Card

Billing Information

Use the address below

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name (as it appears on the card):

Street Address:

Address:

City: State: Zipcode:

Attorney Schedule Claims Result

Case ID	Case Type	Defendants
2395180	Statement of Claims	Thomas Doe
2396064	Statement of Claims	EDWARD DOE

Invoices will be available for every case scheduled.

Service Packs

- Attorney Service Packs Pending Printing
- Attorney Service Packs Printed Report

Attorney Service Packs Pending Printing

A service pack will be available for any case with where private service or certified and regular mail service has been chosen.

Service Pack Print Queue Attorney

Selected	Case Number	Defendant Number	Hearing Date
<input checked="" type="checkbox"/>	SC-12-11-08-3002	1538467	12/24/2012 09:15 AM
<input type="checkbox"/>	Select All		

1 to 1 of 1 records are displayed.

Case Number: (optional)

Choose the service pack to be printed. To view the service pack, click on the Defendant ID number. Click the **Print** button to print the pack. Click the **Remove From List** button to remove the service pack from the queue once it has been printed.

Attorney Service Packs Printed Report

Service Pack Printed Report - Attorney

Date Printed From: to

Case Number:

User: JOE FILER

Service Pack Printed Report

Case Number	Defendant Number	Hearing Date	Zip Code	Date Printed	Service Made
SC-12-11-08-3002	1538467	12/24/2012 09:15 AM	19111	11/08/2012 02:35 PM	U

1 to 1 of 1 records are displayed.





Once the service pack has been printed and removed from the **Service Pack Pending Printed** queue, it will be available on this queue to be re-printed if necessary. The date of the original printing is shown.

Reports

- Billing Report

Billing Report

Accounting Report

Start Date: 
 End Date: 
 User: 
 Invoice Status: 
 Case Number (or CaseID):
 Invoice Number:

3 rows found.

#	Invoice Number	Invoice Status	Date Submitted	Transaction Date	Payment Type	Filing Party	System User	Case Number	Description	Docket Entry Status	Type	Amount
1	976725	Void	10/03/2012 10:21 AM		Credit Card	Joe Filer	Theresa Cannon	2395181	Initial Complaint - Landlord Tenant Complaint	Pending	n/a	0.00
2	976726	Complete	10/03/2012 10:25 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3002	Initial Complaint - Landlord Tenant Complaint	Approved	CHARGE	105.00
3	976727	Complete	10/03/2012 10:29 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3003	Initial Complaint - Landlord Tenant Complaint	Approved	CHARGE	83.00
Total												188.00

The Billing Report tracks the credit card transactions. Searches can be done to show invoices that have been completed, pending and voided.

Hearings

- Read Only Hearing List

Read Only Hearing List

Select Criteria

Hearing Room: Room 3 Month: October Year: 2012 Jump To

Color Key

1	2	3	4	5	6
4A	4B	4C	4D	4E	4F
4G	BPD				

Previous
Next

October 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]
9:00 AM Rm 3 : LT [0 of 4]	9:00 AM Rm 3 : LT [0 of 4]	9:00 AM Rm 3 : LT [0 of 4]	12:45 PM Rm 3 : LT [0 of 45]	9:00 AM Rm 3 : LT [0 of 4]
12:45 PM Rm 3 : LT [0 of 45]	12:45 PM Rm 3 : LT [0 of 45]	12:45 PM Rm 3 : LT [0 of 14]	1:30 PM Rm 3 : LT, SC [0 of 5]	12:45 PM Rm 3 : LT [0 of 45]
1:30 PM Rm 3 : LT, SC [0 of 5]	1:30 PM Rm 3 : LT, SC [0 of 5]		2:00 PM Rm 3 : LT, SC [0 of 4]	1:30 PM Rm 3 : LT, SC [0 of 5]
2:00 PM Rm 3 : LT, SC [0 of 4]	2:00 PM Rm 3 : LT, SC [0 of 4]			2:00 PM Rm 3 : LT, SC [0 of 4]

Select the courtroom to view. Select the month and the year. Click the **Jump To** button. Click the hearing list to be viewed.

[\[Return to Calendar\]](#) [\[Icon Legend\]](#)

Hearing List 10/25/2012 08:45 AM

Courtroom 3

Docket Type	Plaintiff(s)	Disposition Completed	Service Type	Service Made	Code/Apprd <small>(codes)</small>	Defendant(s)	Special Plaintiff Attorney	Add
LT-12-10-02-3001								
Landlord Tenant Complaint	Joe Filer		PWS	Y		D1- Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122		
LT-12-10-03-3002								
Landlord Tenant Complaint	Joe Filer		PWS	U		D1- Roger Wilco, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Tree Street Philadelphia, PA 19111		
LT-12-10-03-3003								
Landlord Tenant Complaint	Joe Filer		PWS	U		D1- Thomas Taylor, AKA/DBA: AND ALL OTHER OCCUPANTS 4 Pine Street Philadelphia, PA 19111		

Display options:

Sort by Case Number Sort by Attorney

Show Removes

Go!

The hearing list shows all the cases to be heard for a specific courtroom, date and time. It can be sorted by case number or attorney.

The Icon Legend explains all the various icons that may appear on a hearing list.

Electronic Hearing List Icon Legend

Icon	Title	Description		
	As To Form	This record was flagged As To Form during initiation.		
	ADA Request	There are exhibits on this case that have an associated ADA request.		
	Exhibit	There's an exhibit on this case that was flagged for review at the hearing.		
	Reviewed Exhibit	There's an exhibit on this case that was flagged for review and has been marked as reviewed.		
	Pending Judicial Review	This icon indicates that a continuance was filed against this case and that it was marked for Judicial Review at the time of the hearing. Clicking on the icon will bring you to a screen with the continuance request.		
	Multiple Service Addresses	It looks like there are two defendants listed in this case at two different addresses, but it is actually one defendant who has received service at two different addresses.		
	Must Be Tried	The previous disposition for this defendant was a continuance that was marked as "Must Be Tried"		
	Military Service	Flags defendants who are active in the military.		
	CMS Record	This record was initiated from the CMS as opposed to electronic filing.		
	Cross Claim	<table border="1"> <tr> <td>1. Original Claim A → B ↘ C</td> <td>1. Original Claim A → B ↘ C 2. Cross Claim B → C</td> </tr> </table>	1. Original Claim A → B ↘ C	1. Original Claim A → B ↘ C 2. Cross Claim B → C
1. Original Claim A → B ↘ C	1. Original Claim A → B ↘ C 2. Cross Claim B → C			
	Counter Claim	<table border="1"> <tr> <td>1. Original Claim A → B</td> <td>1. Original Claim A → B 2. Counter Claim B → A</td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Counter Claim B → A
1. Original Claim A → B	1. Original Claim A → B 2. Counter Claim B → A			
	Set-Off	<table border="1"> <tr> <td>1. Original Claim A → B</td> <td>1. Original Claim A → B 2. Set-Off B → A</td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Set-Off B → A
1. Original Claim A → B	1. Original Claim A → B 2. Set-Off B → A			
	Co-defendant	<table border="1"> <tr> <td>1. Original Claim A → B</td> <td>1. Original Claim A → B 2. Co-defendant A → C</td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Co-defendant A → C
1. Original Claim A → B	1. Original Claim A → B 2. Co-defendant A → C			
	Additional Defendant	<table border="1"> <tr> <td>1. Original Claim A → B</td> <td>1. Original Claim A → B 2. Additional Defendant B → C</td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Additional Defendant B → C
1. Original Claim A → B	1. Original Claim A → B 2. Additional Defendant B → C			
	Protracted	Hearing is protracted, and occupies more than one slot. Hover over the icon on the hearing list to see how many slots are occupied.		
	Edit Petition Disposition	Description.		
	Electronically Filed Continuance Disposition Exists	Description.		
	Enter No Service Disposition	Enter a No Service, Dismissed Without Prejudice disposition. This just means service failed for this defendant.		
	Edit Disposition	Edit a disposition. Specifically, this means vacate an existing entry, and add a new disposition.		
	Petition Disposition Exists	A petition disposition was entered for this defendant through the CMS.		
	Electronically Filed Petition Disposition Exists	An electronically filed petition disposition exists for this defendant.		
	CMS Disposition Exists	A disposition was entered for this defendant through the CMS (that means no document is available to view).		
	Add Petition Disposition	Add a petition disposition (also known as the order) to a defendant.		
	Add Same Petition Disposition for All	Add the same petition disposition (also known as the order) to all defendants.		
	Add Disposition	Add a disposition for a defendant.		
	Add Same Disposition for All	Enter the same disposition for all defendants in this case.		
	Incomplete Case	The case number has been reserved, however the party information has not been supplied yet.		
	Express Scan Code	Shows that no Express Scan Code has been linked to this case yet. Clicking on this icon will open a popup which will allow you to link an Express Scan Code.		
	Express Scan Code	Shows that an Express Scan Code has already been linked to this case. Clicking on this icon will open a popup which will allow you to link another Express Scan Code.		

Close

CMS (Case Management System)

- Search

Search

CMS - Search Screen

Search tips

- To search on case number, include the case type (SC, LT, CE, CR, NU). Examples: LT-02-02-03-0123, SC0410320183.
- To match people or companies, supply a combination first, last, or company names.
- The search will provide any matches that contain the search term within the party name. Example: **John Smith** will match John Smith, Thomas John Smith, or John Smith Inc.
- % can be used as a wild card when searching for partial names. Example: %John%Smith% will match John A Smith Jr, Donald John Smith, or Johnathan Smithfield
- Only the first 10000 matching results will be returned.
- For more accurate results when searching by plaintiff or defendant, select a case type from the dropdown.

Type: **Case Number (or CaseID)**

Search: Plaintiff
Defendant

A search can be done by using a claim number, case ID number, plaintiff name or defendant name.

CMS - Search Screen

Search tips

- To search on case number, include the case type (SC, LT, CE, CR, NU). Examples: LT-02-02-03-0123, SC0410320183.
- To match people or companies, supply a combination first, last, or company names.
- The search will provide any matches that contain the search term within the party name. Example: **John Smith** will match John Smith, Thomas John Smith, or John Smith Inc.
- % can be used as a wild card when searching for partial names. Example: %John%Smith% will match John A Smith Jr, Donald John Smith, or Johnathan Smithfield
- Only the first 10000 matching results will be returned.
- For more accurate results when searching by plaintiff or defendant, select a case type from the dropdown.

Type: **Case Number (or CaseID)**

Search: SC1210023000

Case Number	Plaintiffs	Defendants
SC-12-10-02-3000	Joe Filer Joe Filer	Fred Smith(D1) Frieda Smith(D2)

1 to 1 of 1 records are displayed.

Click on the claim number to open the docket

Case Docket View : SC-12-10-02-3000

Parties

Complaint claim

Joe Filer	Plaintiff	Fred Smith	Defendant #1
22 MAIN STREET Philadelphia, PA 19111		Ready for trial	44 ELM STREET Philadelphia, PA 19122
		PNC BANK	Garnishee
			1234 MARKET STREET PHILADELPHIA, PA 19107

Default View Condensed View Reverse View

Docket Entries

#	Filing Date	Description	Results / Comments	Parties Involved	Action
1	10/02/2012	Statement of Claims	Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113 Go to Hearing	JOE FILER Joe Filer Fred Smith	Filer P D1 PWS
2	10/02/2012	Plaintiff Instructions SC	Plaintiff Instructions	JOE FILER Joe Filer Fred Smith	Filer P D1
3	10/02/2012	ADA - ADA Notice	ADA	JOE FILER Joe Filer Fred Smith	Filer P D1
4	10/02/2012	SC What To Do	Instructions	JOE FILER Joe Filer Fred Smith	Filer P D1
5	10/02/2012	Non-Military Affidavit	Non-Military Affidavit - Fred Smith	JOE FILER Joe Filer Fred Smith	Filer P D1
6	10/02/2012	Exhibit	CONTRACT	JOE FILER Joe Filer Fred Smith	Filer P D1
7	11/08/2012	Entry of Appearance	Attorney Bulk Attorney filed an entry of appearance for Joe Filer.	Bulk Attorney Joe Filer	Filer P

Miscellaneous

- User Preferences
- File Return of Service
- File Notice of Intent to Defend
- Saved Mass Actions
- Enter Satisfaction, SDE, WWP-Single Case
- Enter Satisfaction, SDE, WWP-Bulk
- Enter Garnishee Satisfaction (private attorney)

User Preferences

User Preferences

[Change E-Mail Address](#)
[Change Password](#)

User Preferences is used to change or add email addresses for an account or change a password.

Change Email Address

Email x +

Change Password

Please change your password. You must enter your new password twice to be sure it has been entered correctly.
Password Rules Are:

- IS case sensitive: ('joe' is not the same as 'Joe' or 'JOE').
- may NOT be 'password'.
- may NOT be the same as your user name.
- may NOT contain spaces or tabs.
- must be at least 6 digits long.
- must be less than 21 digits long.
- should be a combination of numbers and letters.

New Password

Repeat New Password

File Return of Service

The **File Return of Service** queue is used to upload Affidavits of Service for private service and certified mail service. The affidavit **MUST** be the affidavit that is provided on the **Attorney Service Packs Pending Printing** queue. Scan the affidavit into the computer and save it as a PDF file. Browse the computer and upload the affidavit. The Defendant ID number is found next to the defendant's name on the affidavit.

File Return of Service

* You may wish to only upload a couple of documents at a time if:

- The file size of the documents being uploaded is large. (ie. Files > 200 KB)
- The internet connection being used is slow. (ie. Dial-up, Some DSL Packages)

Line	Case Number	Defendant ID	File (PDF only)	Service Not Made	Comments
1	SC1210023000	123456	Browse...	<input checked="" type="checkbox"/>	
2	LT1210023001	987654	Browse...	<input type="checkbox"/>	
3			Browse...	<input type="checkbox"/>	
4			Browse...	<input type="checkbox"/>	
5			Browse...	<input type="checkbox"/>	
6			Browse...	<input type="checkbox"/>	
7			Browse...	<input type="checkbox"/>	
8			Browse...	<input type="checkbox"/>	
9			Browse...	<input type="checkbox"/>	
10			Browse...	<input type="checkbox"/>	

Submit

File Notice of Intent to Defend

If a Notice to Defend is included with a Small Claims case and it is returned by the defendant. It is responsibility of the attorney or pro-se plaintiff to upload it onto the docket. Scan the Notice to Defend into the computer and save it as a **PDF** file. Browse the computer and upload it. The Defendant ID number is found next to the defendant's name on the Notice to Defend.

File Notice of Intent to Defend

* You may wish to only upload a couple of documents at a time if:

- The file size of the documents being uploaded is large. (ie. Files > 200 KB)
- The internet connection being used is slow. (ie. Dial-up, Some DSL Packages)

Item	Case Number	Defendant ID	File (PDF only)	Comments (to appear on docket)
1	SC1211083004	365897	Browse...	
2			Browse...	
3			Browse...	
4			Browse...	
5			Browse...	
6			Browse...	
7			Browse...	
8			Browse...	
9			Browse...	
10			Browse...	

Submit

Enter Satisfaction, SDE, WWP- Single Case

Disposition (Satisfaction, SDE, or WWP) - Select Case Number

Enter Case Number x

Enter the claim and click the **Next** button.

New Disposition (Satisfaction, SDE, or WWP) - Select Type

Select Type:

Enter the type of disposition. A Satisfaction disposition can be done after a money judgment is entered. Settled Discontinued and Ended and Withdrawn Without Prejudice dispositions can be done before a money judgment has been entered.

Disposition (Satisfaction, SDE, or WWP) - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Disposition - Judgment Satisfied
 Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/> Fred Smith		1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Choose the parties involved and the filer.

Disposition - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Disposition - Judgment Satisfied
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Judgment Satisfied		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview

Click on the **Submit To Court** button. The disposition will appear on the docket after it is approved by a court clerk.

Enter Garnishee Satisfaction (private attorney or non-attorney)

Disposition (Garnishee Satisfaction) - Select Case Number

Enter Case Number

Enter the claim and click the **Next** button.

New Disposition (Garnishee Satisfaction) - Select Type

Select Type:

Choose to either satisfy or dissolve the attachment.

Disposition (Garnishee Satisfaction) - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Garnishee Satisfied
Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
<input type="checkbox"/>	<input type="radio"/>	Fred Smith	44 ELM STREET Philadelphia, PA 19122
<input checked="" type="checkbox"/>		PNC BANK	1234 MARKET STREET PHILADELPHIA, PA 19107

Choose the parties involved and a filer.

Disposition - Docket Entries

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Garnishee Satisfied
Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Preview
Garnishee Satisfied		JOE FILER	PNC BANK (G) Joe Filer (P)	Preview

Click on the **Submit To Court** button. The disposition will appear on the docket after it is approved by a court clerk.

File Bulk Return of Service

The bar coded returns of service provided by the court can be uploaded in bulk if scanned as a **TIFF** file. The affidavits must be separated by good service and no service before being scanned and uploaded as one file for good service and one file for no service.

The screenshot shows a web form titled "Bulk Return Of Service". It contains the following fields and controls:

- File:** A text input field followed by a "Browse..." button.
- Service made:** A dropdown menu with a downward arrow.
- Bar code text (for testing):** A text input field with a dropdown menu showing "Yes" and "No" options.
- Upload:** A blue button at the bottom left.

A callout box with a pink background and black border is positioned to the right of the form, containing the text: "Browse and attach the file. Use the drop down menu to indicate whether service was made or not. Click the upload the button."

Enter Satisfaction, SDE, WWP-Bulk

This queue is for attorney use only. It allows an attorney to satisfy, settle or withdraw several cases at one time.

Mass Satisfaction, SDE, or WWP Setup

Select Disposition Type:

Satisfaction
 Settled, Discontinued, and Ended
 Withdrawn Without Prejudice

Choose the type of mass action to be performed and click the **Next** button.

Select Cases

Description

Description for this mass action:

By Hearing

Hearing date/time:

Hearing Room:

Non-Standard Hearing Room:

By Case Numbers

Separate case numbers with spaces or commas. Dashes inside case numbers are optional.

By Original File Date

These fields are required (unless you supply a list of case numbers). It works best if you select a narrow range of dates of when the cases were initiated. The date range must be 90 days or less.

Filed between: and

By Agency

Agency:

By Attorney

(Current) Attorney Bar ID:

By Party Name

Party Name:

Docket Comment

Comment to add to all resulting docket entries (optional):

Provide a description of the mass action and select the criteria. The options are by hearing date, case number, file date, by attorney or by party name. A docket comment is optional. **Please Note:** Unlike previous attorney comments, this comment section does appear on the docket once the mass action is approved by the Court. Click the **Next** button to save the action.

Mass Action Setup Results

Your request has been saved. It will take five to thirty minutes before your batch is available for you to complete (the cases are being loaded from the database).

[Saved Mass Actions](#)

Once the cases have been compiled, the mass action can be viewed and edited.

Mass Actions List

Search Criteria											
Start Date:	11/06/2012		End Date:	11/13/2012		Go!					

Mass Actions											
ID	Created	Type	Owner	Status	Description	Pending	Saved	Committed	Error	Action	Log
936	11/08/2012 2:09 PM	Mass Satisfaction	Bulk Attorney	Ready For Edit	SATISFY JUDGMENT	1	0	0	0	Edit	View

Mass Satisfaction

Mass Items							
#	Case #	Type	Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney	Hearing
<input type="checkbox"/>	1 SC-12-04-09-3001	1. Complaint	First Plaintiff	Bulk Attorney 054321	(DD1) - First Defendant		05/24/2012 01:15 PM 4F
<input type="checkbox"/>	Select all						

* Defendants without a check box cannot be satisfied because they are involved in an open petition.

Other Information	
Effective date	11/13/2012
Docket comment	

[Save](#) [Cancel](#)

To submit the mass action, click the **Edit** link and select the cases to be satisfied. Click the **Save** button to submit the mass action to the Court for approval. Email notification will be generated once the Court has completed review.

**FIRST JUDICIAL DISTRICT OF
PENNSYLVANIA**

**COURT OF COMMON PLEAS
PHILADELPHIA COUNTY**



**Civil Mental Health
Electronic Filing Program**

User Manual

Dominic J. Rossi, Esq.

*Deputy Court Administrator, Legal Services
Project Leader*

Bonnie O'Kane

Deputy Prothonotary

Ruth A. Bell

Office of the President Judge

**First Judicial District of Pennsylvania
Office of the Court Administrator**



Joseph A. Cairone
Court Administrator
First Judicial District of
Pennsylvania

DOMINIC J. ROSSI, ESQUIRE
Deputy Court Administrator
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

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

The System provides different functionality for distinct classes of users:

Classes 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 employed by the Defenders' Association of Philadelphia have *read-only* 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: <http://courts.phila.gov>,



Figure 1

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:

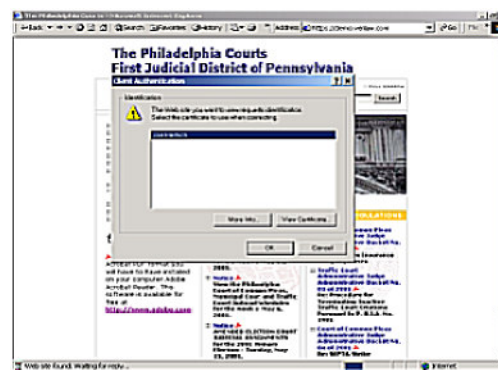


Figure 2

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



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**

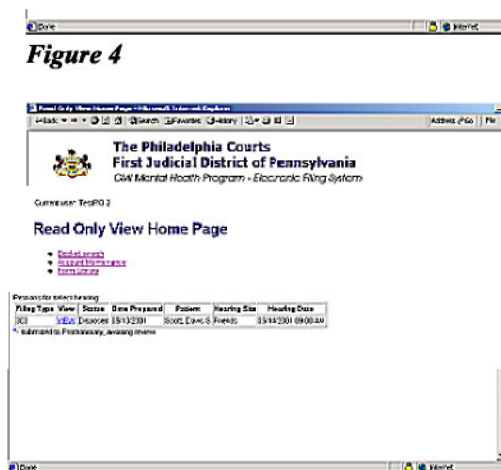


Figure 5

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.**

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

**Logging
Out of the
System**

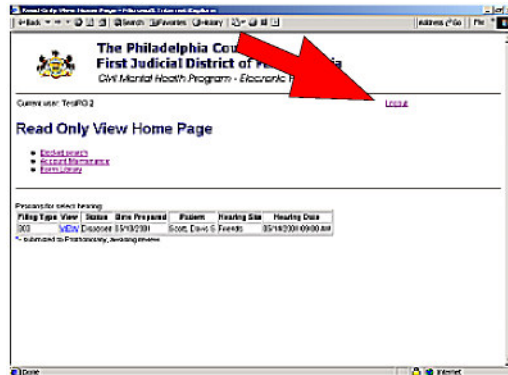


Figure 6

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

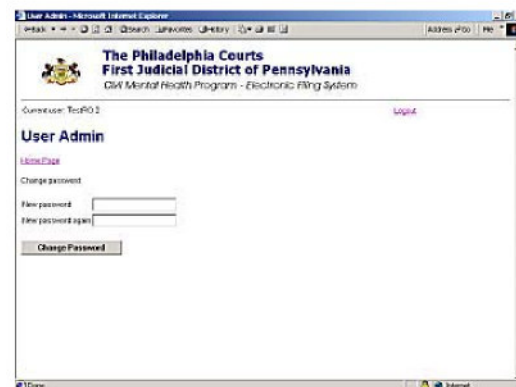


Figure 7

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

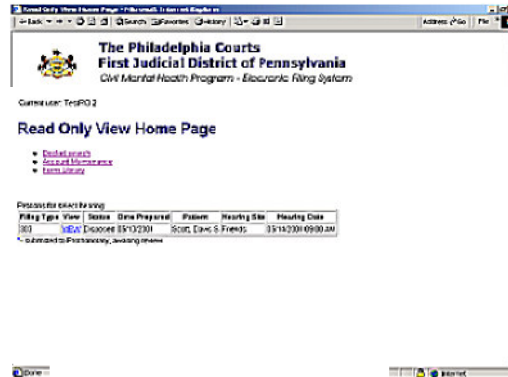


Figure 8

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

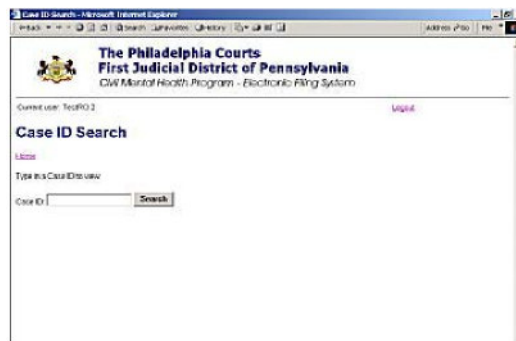


Figure 9

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.

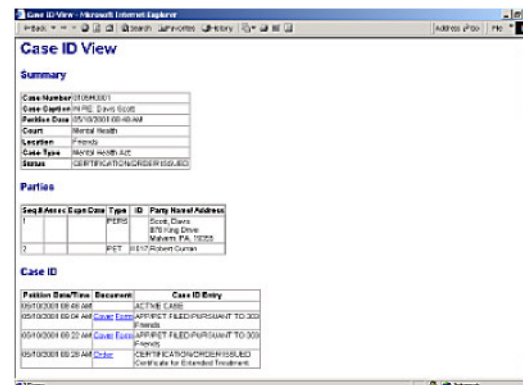


Figure 10

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.

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



Figure 11

When you click on the link to a document, your computer will automatically launch Adobe Reader® in order to display the document on your screen. You may save and print any document by clicking on the icons in your browser's tool bar. To return to the Case ID View page, simply click your browser's "Back" button.

**Retrieving
Blank
Forms**

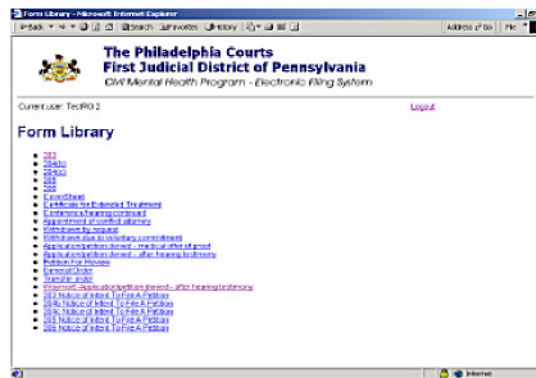


Figure 12

You may retrieve blank forms by clicking on the "Form Library" link from the Read Only View Home Page. The System will display a list of links to all of the forms that are available online. (See Figure 12.) . Click on the corresponding link to retrieve a form. The "blank" forms cannot be completed on-line, but are made available for ease of

review.

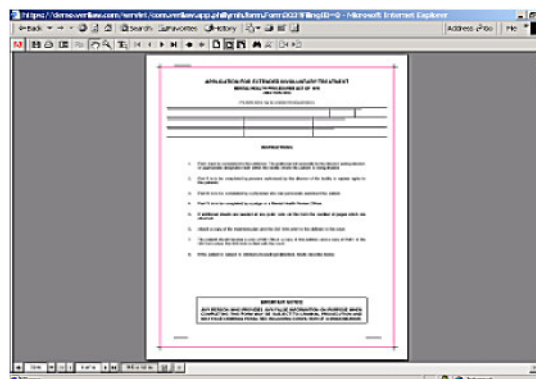


Figure 13

The System will then display the form you selected using Adobe Reader.® As with any document displayed in Adobe Reader®, you can save or print blank forms using the icons appearing in your browser's tool bar. To return to the Form Library page, simply click on your browser's "Back" button.

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.

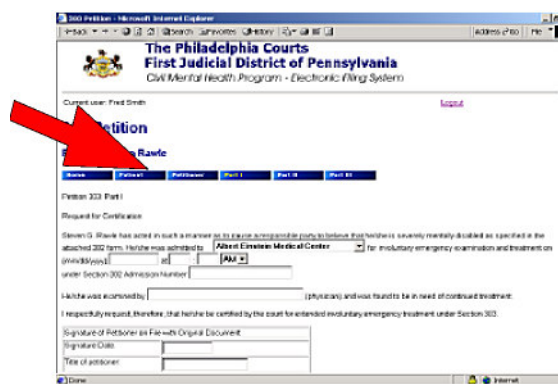


Figure 14

One of the Petition.

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

Preparing a New Petition

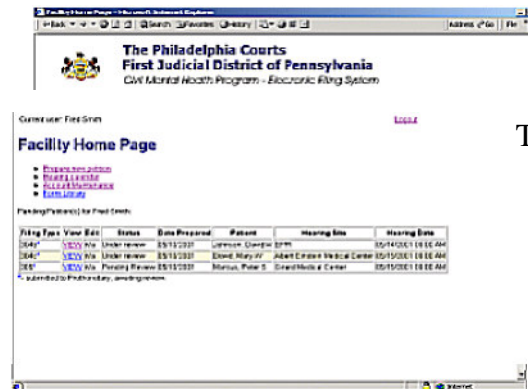


Figure 15

“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.

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.)

prepare a new Petition, simply click on the link marked

Data

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

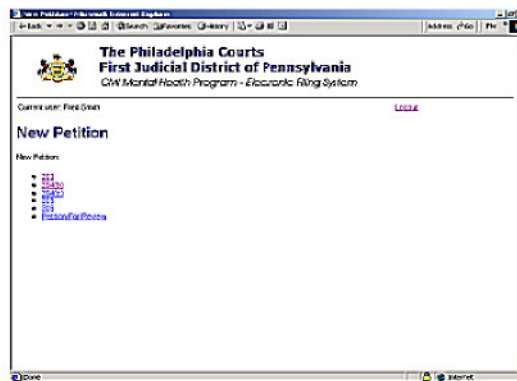


Figure 16

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.

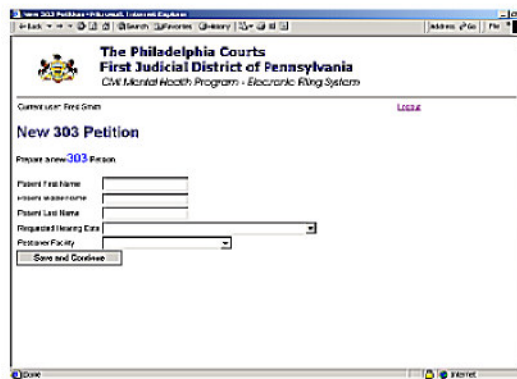


Figure 17

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.

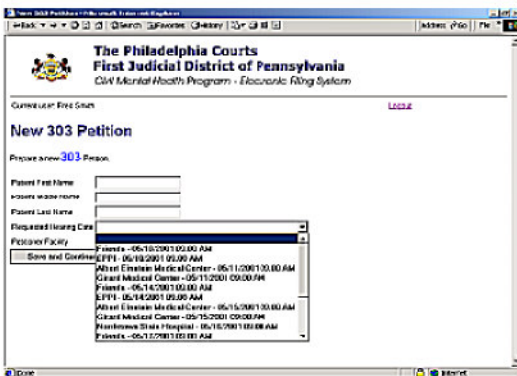


Figure 18

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).

The System features a similar drop-down list for **Petitioner Facilities** as well.

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

Patient

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.

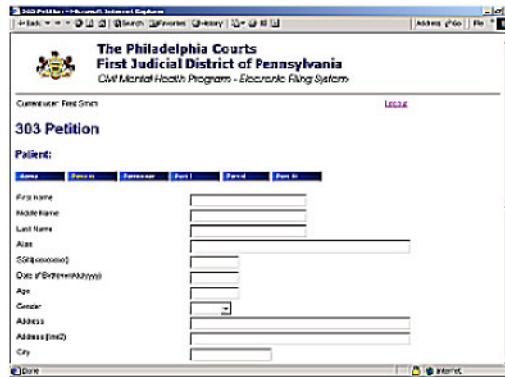


Figure 19

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.

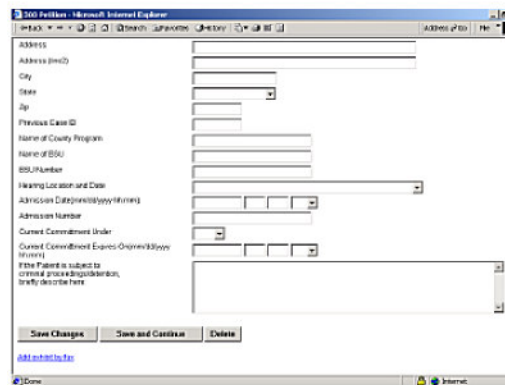


Figure 20

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.

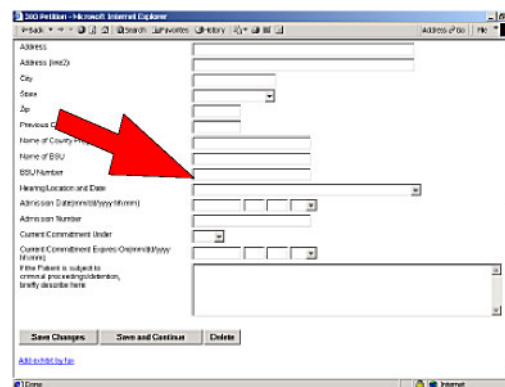


Figure 21

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.

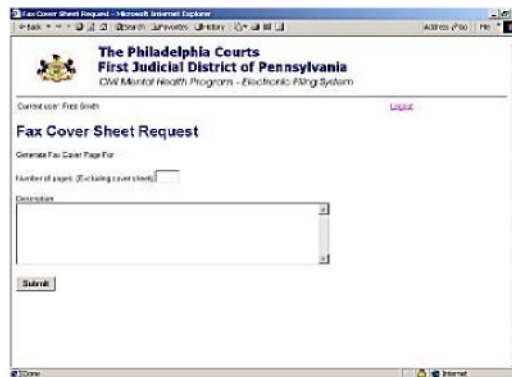
A screenshot of a web browser displaying the 'Fax Cover Sheet Request' page. The page header includes the logo for 'The Philadelphia Courts First Judicial District of Pennsylvania' and the text 'Civil Mental Health Program - Electronic Filing System'. Below the header, there is a 'Generate Fax Cover Page For' section with a text input field for 'Number of pages (including cover sheet)'. A larger text area labeled 'Description' is provided for entering details about the exhibit. A 'Submit' button is located at the bottom of the form.

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

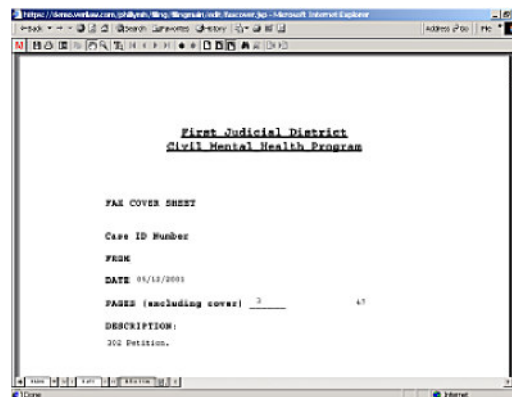
A screenshot of a web browser displaying the generated Fax Cover Sheet. The document is titled 'First Judicial District Civil Mental Health Program'. The content includes the following fields: 'FAX COVER SHEET', 'Case ID Number', 'FEE#', 'DATE 01/12/2001', 'PAGES (including cover) 3', and 'DESCRIPTION: 302 Petition.'.

Figure 23
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 will automatically convert the file and include your exhibit(s) with your Petition in the appropriate

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.

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.)

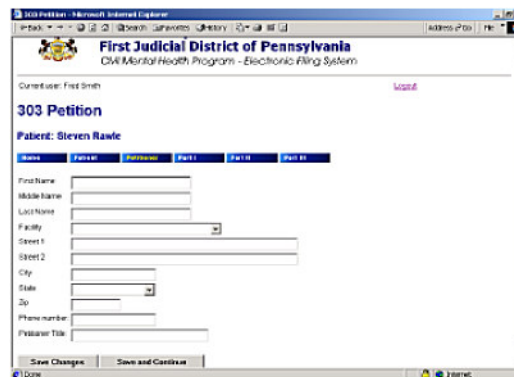


Figure 24

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.

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Part I

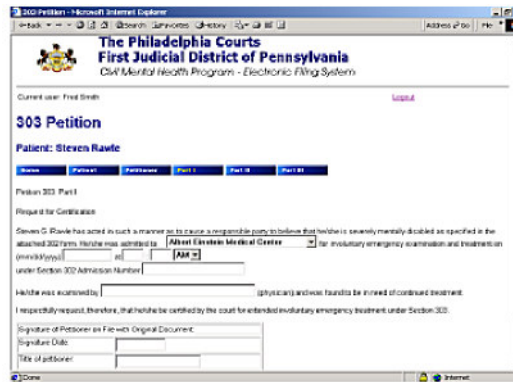


Figure 25

After you have completed the Petitioner information page, the System will display the dataentry 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 the “Save and Continue” button at the bottom of the Part I screen, or by clicking on the Part II button in navigation bar at the top of the screen.

Part II

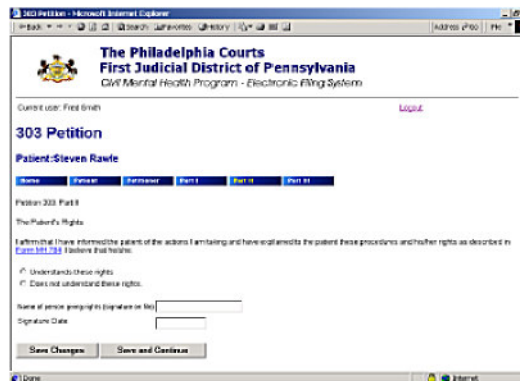


Figure 26

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.)

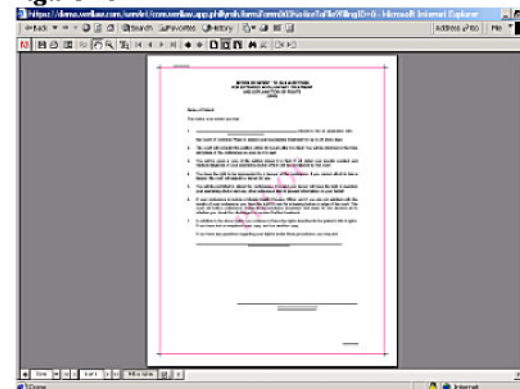


Figure 27

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

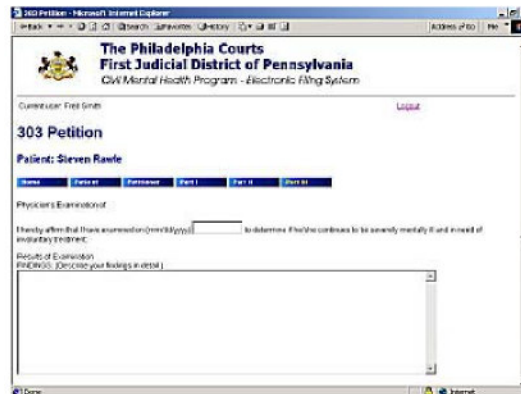


Figure 28

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**

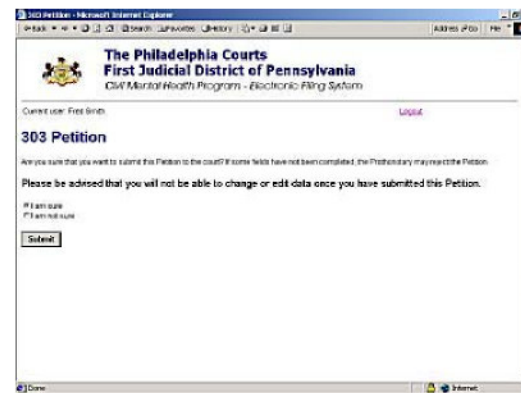


Figure 29

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.

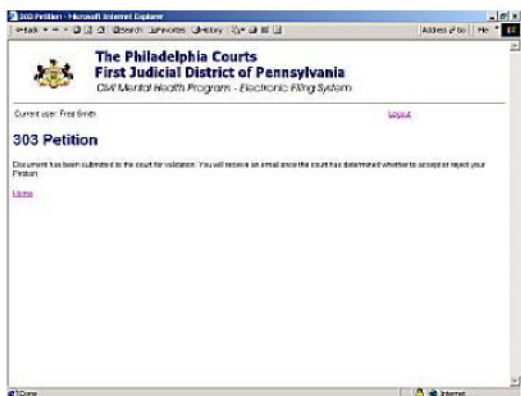


Figure 30

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

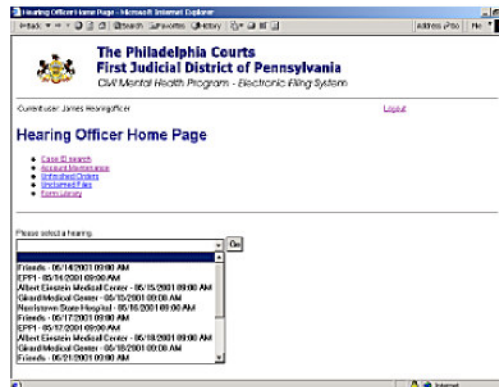


Figure 33

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.

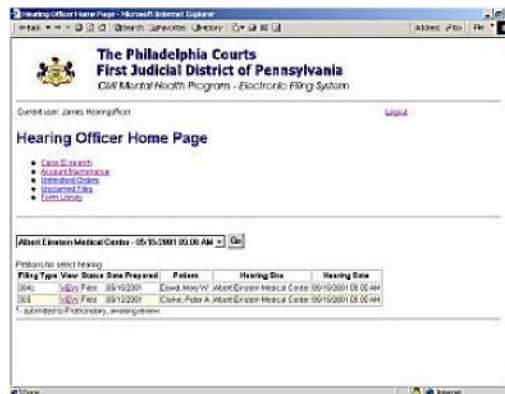
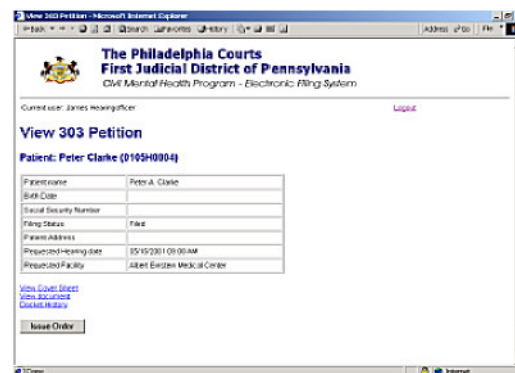


Figure 34

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



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.

Figure 35

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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.

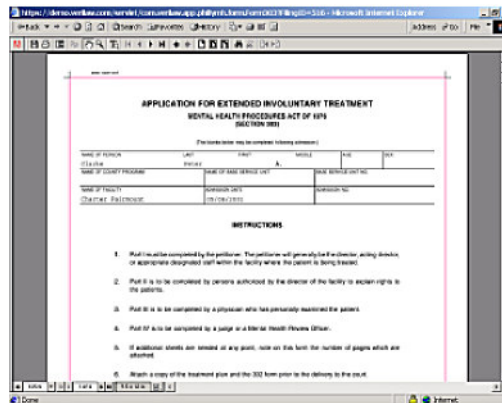


Figure 36

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.

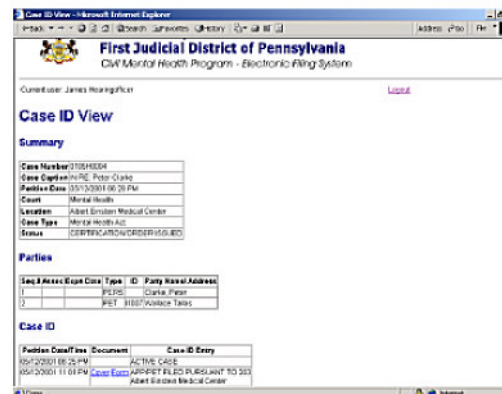


Figure 37

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

Entering an Order

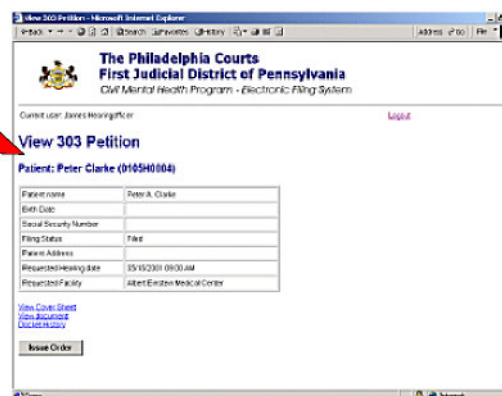


Figure 38

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

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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.

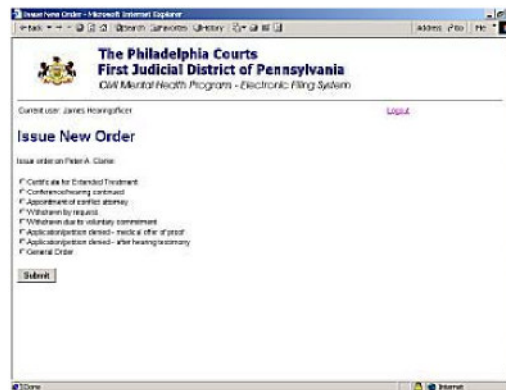


Figure 39

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.

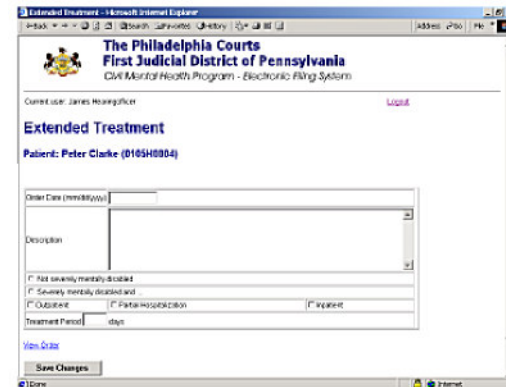


Figure 40

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.

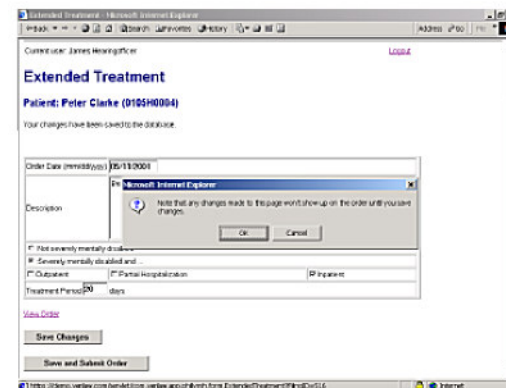


Figure 41

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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.

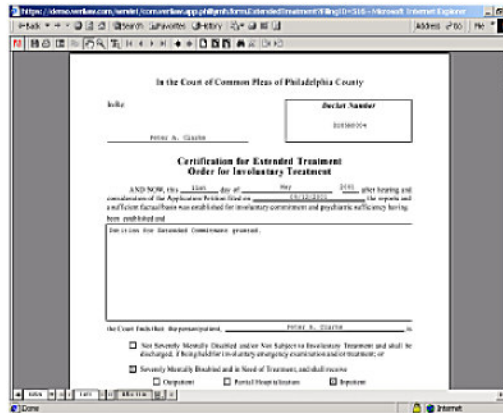


Figure 42 appearing in the data-entry page, and toggle back to view a draft Order by saving your changes, and then clicking on the “View Order” link. You may submit the finished Order to the Court by clicking on the button marked “Save and Submit Order.”

You may change any data

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.

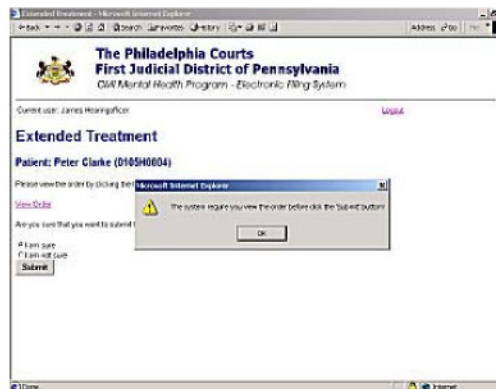


Figure 43 Then, you must review the final Order, by clicking on the “View Order” link. You may also return to the data-entry screen in order to edit any of the data you have entered there.

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

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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.

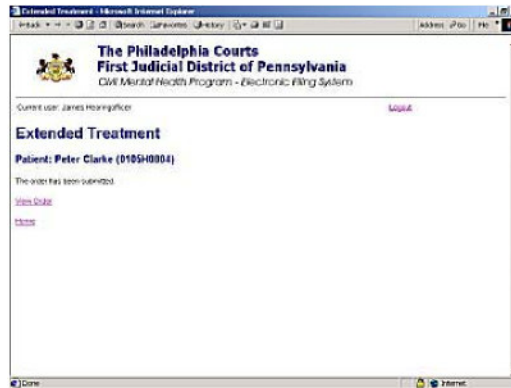


Figure 44

Attachment D

BANNER USERS WITH AND WITHOUT ORACLE

Below applications use ORACLE

