

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/

Dear Prospective Vendor:

December 18, 2023

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: Stephanie Pigsterink 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://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:
 - 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 selfmaintain 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 of 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 loses, 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.

I) 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 eb 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 applicable laws.

t) Indemnification

The selected Vendor shall indemnify, defend, and hold harmless the FJD from and against all loses, 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 insures 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
 - 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

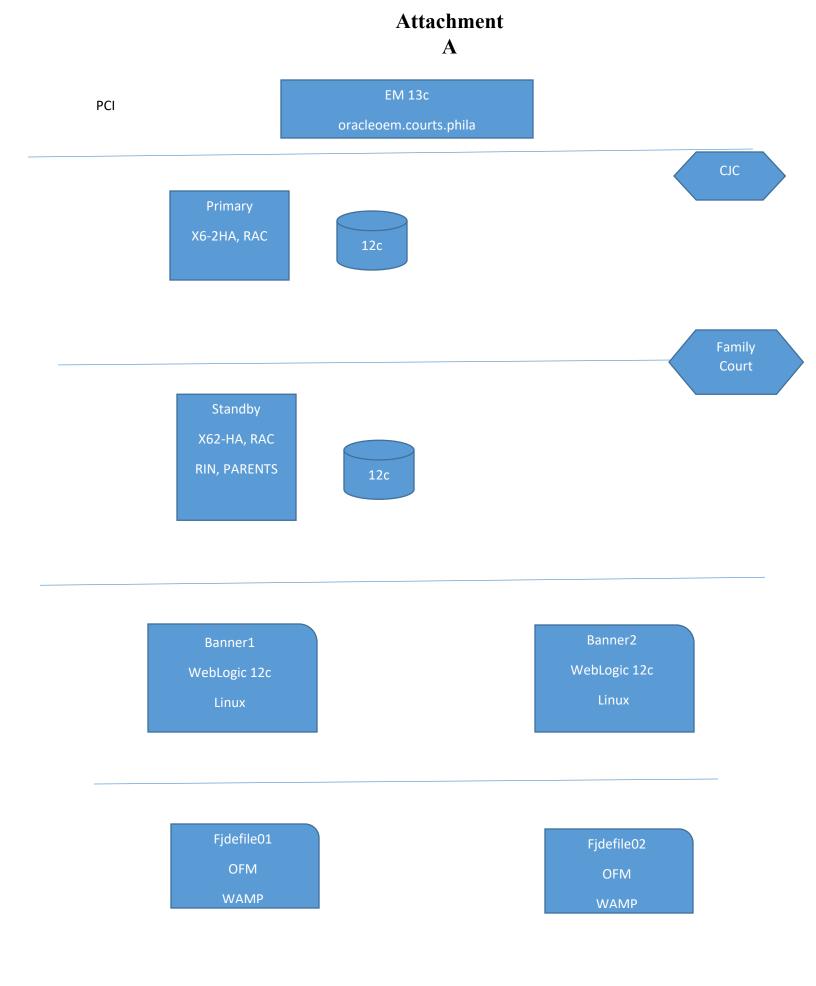
errors in performance of or failure to perform contracted services resulting from a cyberincident).

- 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 B

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 <u>erin.ferry@courts.phila.gov</u> or <u>theresa.cannon@courts.phila.gov</u>. 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 <u>http://fjdclaims.phila.gov</u>.

THE PHILADELPHIA	Courts First Judicial District of Pennsylvania	ł
Philadelphia Municipal	Court	Monday, October 1, 2012
PHILADELPHIA MUNICIPAL COURT ELE	CTRONIC FILING SYSTEM	
	A PUBLIC LOGIN	
Username jfiler Password	Attorneys and members of the public can view case dockets onli CLAIMS system.	ine with Public Access Search , part of the
The CLAIMS system's Public Access Search application allows a user to search for cases by case number, plaintiff name, or defendant name.		arch for cases by case number, plaintiff
Secure Login 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 che has ame 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 Update Password Change the password using the guidelines provided.

THE PHILADELPHIA	a Courts First Judicial District of Penns	SYLVANIA
HOME HEARING L	LIST CASE SEARCH LOGOUT	9
Philadelphia Municipa	L COURT	Monday, October 1, 2012 JOE FILER
CMS (Case Management System	m) Case Initiation	Private Attorney / Non-Attorney
Search	Quick Plaintiff List	Initiate New Case
		Initiate New Petition
Schedule	Reports	Initiate New Writ
Schedule Private or Non-Attorney Filer Heari	ings Billing Report	Initiate New Relistment
		Initiate New Additional Claim
Service Packs	Miscellaneous	Initiate Continuance
Attorney Service Packs Pending Printing	User Preferences	Initiate Judgment By Agreement
Attorney Service Packs Pending Printing	File Return of Service	Amend Initial Complaint and/or Judgment Requested
Accordy out the react meet report	File Notice of Intent to Defend	Private Attorney Entry of Appearance
	Saved Mass Actions	Review Pending Submission to Court
	Enter Satisfaction, SDE, WWP - Single Case	Review Deficiency Returned Items
	Enter Satisfaction, SDE, WWP - Bulk	Review Submitted and Pending Court Approval Review Approved Pending Adjudication
	Enter Garnishee Satisfaction (private attorney or non-	Review Approved Pending Adjudication Review Adjudicated
	attorney filer)	Review Aujudicaced
	Attorney Repair PDFs	Hearings
		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	Q
Philadelphia Municipal Court	Thursday, October 4, 2012 JOE FILER
CMS (Case Management System) Search Quick Plantff List	Private Attorney / Non-Attorney Initiate New Case Initiate New Pettion
Schedule Reports Schedule Private or Non-Attorney Filer Hearings Billing Report	Initiate New Writ Initiate New Writ Initiate New Relistment Initiate New Additional Claim
Service Packs Miscellaneous Attorney Service Pack Printed Report User Preferences File Return of Service File Return of Service Sived Mass Actions Enter Satisfaction, SDE, WWP - Single Case Enter Gamishee Satisfaction (private attorney or non-attorney filer) Attorney Repair PDFs	Initiate Continuance Initiate Continuance Initiate Combinate 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 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	

Plaintiff Information		
lame	Joe Filer	
AKA/DBA		
Plaintiff Address		Only the text fields with bold lettering are
Street 1	22 MAIN STREET	required for Pro-se filers. However, an
Street 2		attorney is required to enter his or her
ity/ State/ Zip Code	Philadelphia PA 19111	
mail	× 🗈	PA Bar number to become attorney of
laintiff Attorney		record for the plaintiff. If you are a Pro
6 Digit Code)	List of Values	Se filer, make sure to add your email

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		
Joa 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 <u>Initiate New Case</u> link on the Home page. The <u>Select Case Type</u> 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	Case Initiation: Select Case Type			
Case T	Case Type			
LT				
0	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				
0	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				
0	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				
0	If your case involves a consumer purchase, commercial paper, or loans, select this option.			
SC				
۲	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 **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 <u>Individual</u> / <u>Organization</u> to new address Add from <u>quick plaintiff list.</u>	Add <u>Individual</u> / <u>Organization</u> 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 Middle Name Last Name	Joe	
Suffix AKA/DBA AttorneyID Email	Filer	Only the text fields with bold lettering are required for Pro-se filers. However, an attorney is required to enter his or her
Plaintiff Address	~ U	PA Bar number to become attorney of
Street 1 Street 2 City/ State/ Zip Code Plaintiff is a Minor	22 MAIN STREET Philadelphia PA 19111	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.

o Record has been successfully saved.		
Parties	Plaintiff(s)	Defendant(s)
Zze Filer Zz AMAR STRET PHILAPELPHIA, PA 19111 Add Individual/Organization to this address Add Individual/Organization to new address Add from_unick_plantiff lists Once the first plaintiff has been added, additional links		Add Individual / Organization to new address Alternate. Service Address
	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 Af4X0BA A80meyID Email Plaintiff Address Street 1 Street 2 City/ State/Zip/Code	Joseph Filer & Associates. P.C. By Joseph Filer. President List of Values X IIII 22 MAIN STREET 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 **<u>Add Individual</u>** link.

Defendant Information		
First Name	Fred	
/liddle Name		Only the text fields with bold lettering are
ast Name	Smith	required. Do not add an Attorney ID numb for the defendant.
Suffix		for the defendant.
KA/DBA		
ttorneyID	List of Va	lues
	Note: Private attorneys cannot specif appearance filed as an exhibit.	y opposing counsel unless they supply an entry of
defendant in military service?		f the defendant is in the militany convice
efendant is a Minor?		f the defendant is in the military service, click Yes.
inked to defendant	×	JICK TES.
		g service for a single defendant, enter the two
	addresses as separate defendants, accurate statistics.	but link one of the defendants to other to ensure
efendant Address		Add the defendant's address and choose
itreet 1	44 ELM STREET	the service type for this case. Service
itreet 2		options are determined by the defendant's
City/ State/ Zip Code	Philadelphia PA 19	location. Refer to the Rules, Procedures
Service Type for this address?		and Forms folder on your flash drive for
pouse of Defendant Listed Above		more information.
Does the defendant listed above have f so, please enter the spouse's name		o you would also like to name as a defendant?
First Name		
liddle Name		If the claim is against a married couple, add
ast Name		the spouse in this area. Once the
uffix		information is complete, click the Save

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

•		
Add Organizational Defend	dant	
Defendant Information		
Name	AAA Appliances, Inc.	
AKA/DBA		Only the text fields with bold lettering are
AttorneyID	List of Values	
	Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.	required. Do not add an Attorney ID
Linked to defendant	•	number for the 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		

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.

o Record has been successfully saved.		
Parties		
Plaintiff(s)		Defendant(s)
20eFiler 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individ//Graanization to this address	Fred_Smith 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address	
		A defendant can be docketed under one
Add <u>Individual / Organization</u> to new address Add from <u>quick plaintiff list</u> .	Add Individual / Organization to new address Alternate Service Address	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 Middle Name Last Name Suffix	Fred Smith
AKA/DBA Attorney/D Is defendant in military service? Defendant is a Minor? Linked to defendant	List of Values When adding another address for an existing defendant, use the Linked to defendant drop down menu to link the defendant to both addresses.
Defendant Address	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.
Street 1 Street 2 City/ State/Zip Code	666 PARK AVENUE PHILADELPHIA PA 19155
Service Type for this address?	

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 \$5000.00 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 rec	quired (as an exhibit) with your exhibits when	n filing a case for Personal Injury or Property Damage in excess of \$2,000.	~
The text box holds an unlin The summary of the compl another program (Word, fo			
nformation can be copied a			

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 Interest	4500.00 		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.	
Attorney Fees	0.00			
Other Fees	0.00	If your case requi	ires either an Affidavit of Physician or an	
Plaintiff has requested Affidavit of Physician			airman, click the appropriate box and one will b	
Plaintiff has requested Affidavit of Repairman		-	J. If you wish to include a Notice to Defend,	
Include Notice of Intent to Defend			one will be generated with the service pack. A	
Statute Expiring		self-addressed stamped envelope is required.		
Court Clerk Comment			· · · ·	
Comments for court clerk (optional). These comm	ents will not appear on the	docket or any forms.		
	*		to be used to communicate	
			to the court clerk who will be your claim. These comments	

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

	n: Statement					
Case Details						
Case ID:	2395177			Docket Type:	Initial Complaint - Statement of Claims	
Case Type:	SC			Status:	Pending	
o Record has b	een successfully	saved.				
Parties				_		
		Plaintiff(s)			Defendant(s)	
<u>Joe Filer</u> 22 MAIN STREET Philadelphia, PA Add <u>Individual</u> /C	-	is address		<u>Fred Smith</u> <u>44 ELM STREET</u> Philadelphia, PA Add <u>Individual</u> / <u>C</u>	19122 Irganization to this address	
Add <u>Individual</u> / Add from <u>quick</u> ;	<u>Organization</u> to r plaintiff list.	new address		Add <u>Individual</u> / <u>Alternate Servic</u>	<u>Organization</u> to new address <u>e Address</u>	
Details						
Description of Cl	laim	of \$5000.00. Def	endant gave plaint	tiff an initia	r the defendant. The total contr l deposit of \$500.00 but has fail nds judgment of \$4,500.00 plus oc	led to make
	uested <u>Affidavit (</u> uested <u>Affidavit (</u>	0.0 0.0 0.0 0.0		indica claim 5:00 statut	statute is expiring, check the b ating that. Clerks will only revie s between the hours of 9:00 an om Monday through Friday. If is expiring the day you subm contact the First Filing Unit at	n to your
	f Intent to Defend			215.686.2901 upon submission.		
Court Clerk Co Comments for co Save Next		al). These comments wil				Delet
			which will both next step in the complete the fi	save the info process. To ling process	bry, click the Next button; cormation and navigate to the co save the information and at a later time, click the lobe in the Review Pending	

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

Initial Claim - Verification	A pro-se filer filing on behalf of himself should populate the first radio button.				
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 Cla	im - Verification		
Case Det Case ID: Case Typ Verificati	2395180 e: SC I am a giardff in this statement of claims ac meets subject to the penalhes set forth in 18 I am an attorney for the plaintiff(s), the plain information and belief. I understand that this information and belief. I understand that this	representative in the Other Persons	Initial Complaint - Statement of Claims Pending true and correct to the best of my knowledge, information and belief. I understand that this verification is action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, persons listed below and that the facts set forth are true and correct to the best of my knowledge, of unsworn falsifications to authorities. If I am an authorized representative or have a power of ev form.
Back	Other Persons:		A

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		NON-CONF					
Case Details							
Case ID:	2501118		Docket Type:	Initial Complaint - Statement of Claims			
Case Type:	sc		Status:	Pending			
Case Caption:	ase Caption: First Plaintiff v. Test Defendant			Enter a description for the auhibit			
(Enter a description for the exhibit			
Exhibit Details				and select the Document Type.			
Please enter a description:		Non-Confidential Exhibit					
Document Type:		Select					
ADA Request		Confidential Contains Confidential Information					
ADA Request Description		Non-Confidential					
Exhibit Submission Metho	2d						
۲				Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)			
Case Records Public Acce	Case Records Public Access Policy of the Unified Judicial System of Pennsylvania						
Save							

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				Г			
Please enter a description:		Non-Confidential Exhibit			Upload the Non-Confidential Exhibit and		
Document Type:		Non-Confidential	V		click Save.		
ADA Request							
ADA Request Description							
Exhibit Submission Method	1						
Upload Document (Adobe F	PDF, TIFF, Microsoft Word, WordPerfect)						
Non-Confidential Document Browse							
Case Records Public Access Policy of the Unified Judicial System of Pennsylvania							
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:		Confidential Exhibit		Enter a description for the exhibit and			
Document Type:		Select					
ADA Request		Confidential Contains Confidential Information		select the Document Type.			
ADA Request Description		Non-Confidential					
Exhibit Submission Metho	d						
۲	-			Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)			
Case Records Public Acce	Case Records Public Access Policy of the Unified Judicial System of Pennsylvania						
Save							

Add Exhibit Case Details Case ID: Case Type: Case Caption: Exhibit Details Please enter a description:	2501118 SC First Plaintiff v. Test Defendant	Confidential Exhibit	Docket Type: Status:	Initial Complaint - Statement of Claims Pending
Document Type: ADA Request ADA Request Description Exhibit Submission Method Upload Document (Adobe F Confidential Document Forn © Upload © Generate	DF, TIFF, Microsoft Word, WordPerfect)		ileted Confidential Document Form.)	Upload the Confidential Exhibit. Upload a Confidential Document Form or choose the option to generate it.
Case Records Public Acces	s Policy of the Unified Judicial System of Pennsylvan	a		

Add Exhibit							
Case Details							
Case ID:	2501118			Docket Type:	Init	tial Complaint - Statement of Claims	
Case Type:	sc			Status:	Per	nding	
Case Caption:	First Plaintiff v. Test Defendant						
Exhibit Details							
Please enter a description:		Confidential Exhibit					
Document Type:		Confidential	A Requires completed Confidential	Document Form.			
ADA Request							
ADA Request Description							
Exhibit Submission Method	d						
Upload Document (Adobe F	PDF, TIFF, Microsoft Word, WordPerfect)				Г		
Confidential Document			Browse		- 1	If Generate is selected, a Confidential	
Confidential Document For	m				- 1	Document Form will appear below.	
O Upload					- 1		
• Generate			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.
Financial Source Documents	
Tax Returns and Schedules	0
UV-2 forms and schedules including 1099 forms or similar documents	0
UWage stubs, earning statements, or other similar documents	0
Credit card statements	0
Financial institution statements	0
Check registers	0
Checks or equivalent	0
Loan application documents	Ĵ
Minors' educational records	<u></u>
Medical/Psychological records	Ĵ
Children and Youth Services' records	¢
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	0
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	¢
Agreements between the parties as used in 23 Pa.C.S. 3105	<u> </u>
Case Records Public Access Policy of the Unified Judicial System of Pennsylvania	
Save	

	nitial 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 co 	9 I certify that this filing compiles 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.							
Conce 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 Cla	aims	
Case Type: SC		Status:	Pending		
In addition to submitting this case below, private attorneys	can also <u>Schedule Bulk I</u>	<u>Hearings</u> or <u>Creat</u>	e Another Case and bulk schedule late	ər.	
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:					
			nly case that you will be	•	
JCS St. Add. Fee:		down menu to select a hearing date. If several cases are			
JCS St. Add. Surcharge:		being filed and the same hearing date for all is desired, use the <u>Create Another Case</u> link to create the next case.			
Credit Card Details		-			
Credit Card Number: 4111111111111111			s have been created, cli		
Expiration: 01 /15 (MM/YY)			to schedule all of the ca	•	
Security Number: 123, Help			y to ensure that all of you		
Billing Information	sa	ime hearing	date, time and COURT	ROOM.	
Use the address Scherology Enter a ddress address					
	on Card:			(First, Middle, Last)	
JOE FILER 22 MAIN STREET Street	1				
PHILADELPHIA, PA 19111 Street 2					
	ate/Zip Code				
Attorney Comments					
N/ 0					
Back Submit To Court					

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

Case Details			
Case ID:	2395177	Docket Type:	Initial Complaint - Statement of Claims
Case Type:	sc	Status:	Pending Clerk Review
The Initial C	omplaint - Statement of Claims has been successfully submitted to th as been authorized for the amount to be charged to you.	ie court, and is now wa	aiting court review.
Your card ha	is been admonzed for the amount to be charged to you.		

Invoice Summary		
Invoice Number	976722	
Invoice Status	Pending	
Case Number		
Case ID	2395177	
Docket Entry ID	16347182	
Description	Initial Compla	int - Statement of Claims
Docket Entry Status	Pending Cler	Review
Submission Date	10/01/2012 1	2:26 PM
Transaction Date		
Payment Method	Credit Card	
Filing Party	JOE FILER	
Гуре	CHARGE	
/endor comments	Approved	
endor confirmation number	V18F3B7389	24
Description		Total
convenience Fee		5.00
utomation Fee		5.50
CS St. Add. Surcharge		11.25
Combined PWS service fee		27.00
CS St. Add. Fee		2.25
tate Filing Fee		10.00
ourt Cost including additional defendant fee if ap	licable	44.00
otal		105.00
arties		
laintiffs	Det	endants
loe Filer		d Smith
2 MAIN STREET		ELM STREET
hiladelphia, PA 19111	Phi	adelphia, PA 19122

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 <u>mcclaims@courts.phila.gov</u> 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 <u>Initiate New Case</u> link on the Home page. The <u>Select Case Type</u> 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 Initiat	Case Initiation: Select Case Type		
Case Type			
LT			
0	Choose this option () as part of this case, you are seeking to exist comeone from a property you can. Select this option if AVY part of your case involves eviction of famility) from your property or you are a landord seeking rent cased after vacating, or damages after vacating.		
LT/Section 8			
0	Choose this option if, as part of this case, you are seeling to evict a Section 8 voucher holders from a property you own. Select this option if AVY part of your case involves eviction of tenant(s), who participate in the section 8 program, from your property or you are a landout seeling rent owed after vacating or damages after vacating from lenants who participate in the section 8 program, from your property or you are a landout seeling rent owed after vacating or damages after vacating from lenants who participate in the section 8 program, from your property or you are a landout seeling rent owed after vacating from lenants who participate in the section 8 program.		
SC/LT			
0	Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landsrofitemant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a ternant.		
SC/MV			
0	If you are seeking remedy against another driver or unmer 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			
0	If your case involves a consumer purchase, commercial paper, or loans, select this option.		
SC/CC			
0	If your case involves consumer credit card debt, select this option.		
SC			
0	Other: Choose this if none of the above applies.		
Next Cance			

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 <u>Individual</u> / <u>Organization</u> to new address Add from <u>auick plaintiff list.</u>	Add <u>Individual</u> / <u>Organization</u> to new address <u>Alternate Service Address</u>

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		
First Name Middle Name Last Name Suffix ArA/DBA AttorneyID Email	Joe Filer Listof Values	Only the text fields with bold lettering are required for Pro-se filers. However , an attorney is required to enter his or her
Plaintiff Address Street 1 Street 2 City/ State/Zip Code Plaintiff is a Minor To your knowledge, is this party	22 Main Street Philadelphia PA 19111	PA Bar number to become attorney of record for the plaintiff. Add your email address in the text box provided.
a senior citizen (defined as over 60)?	© Yes ∰No	

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

o Record has been successfully saved.			
Parties	Plaintiff(s)	Defendant(s)	
<u>loe Filer</u> <u>22 MAIN STREET</u> PHILADELPHIA, PA 19111 Add <u>Individual/Organization</u> to this address			
Add Individual / Organization to new address Add from <u>auick plaintiff list</u> .	Once the first plaintiff has	Add Individual / Orzanization to new address Alternate.Service.Address	
	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 Organizationa	I Plaintiff	
Plaintiff Information		
Name AKAOBA Atomey/D Email Plaintif Address Street 1 Street 2 City/ State/Zip Code	Joseph Filer & Associates, P.C. By: Joseph Filer, President List of Values X IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	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.

Defendant Information		
First Name	Fred	
Middle Name		
Last Name	Smith	
Suffix		Only the text fields with bold lettering are
AKA/DBA	AND ALL OTHER OCCUPANTS	required. Do not add an Attorney ID number
AttorneyID	List of Values	for the defendant.
	Note: Private attorneys cannot specify opp 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	~	
	ro additinalapio addicoboo roquini	the defendant is in the military service, lick Yes. If the defendant is a minor, click
Defendant Address	addresses as separate defendants accurate statistics.	
	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click
Street 1	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes.
Street 1 Street 2	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes. Add the defendant's address and choose
Street 1 Street 2 City/ State/ Zip Code	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes.
Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above	addresses as separate defendants accurate statistics.	Add the defendant's address and choose the service type for this case. Service
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a	addresses as separate defendants accurate statistics.	Add the defendant's address and choose the service type for this case. Service options are determined by the defendant location. Refer to the Rules, Procedure
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name	addresses as separate defendants accurate statistics.	Add the defendant's address and choose the service type for this case. Service options are determined by the defendant location. Refer to the Rules, Procedure
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name Last Name	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for more information.
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name Last Name Suffix	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for
Street 1 Street 2 City/ State/Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a if so, please enter the spouse's name b First Name Middle Name Last Name Suffix Is defendant in military service? To your knowledge, is this party	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for more information.
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name Last Name Suffix Is defendant in military service?	addresses as separate defendants accurate statistics.	Lick 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 location. Refer to the Rules, Procedure 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
Street 1 Street 2 City/ State/Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a if so, please enter the spouse's name b First Name Middle Name Last Name Suffix Is defendant in military service? To your knowledge, is this party	addresses as separate defendants accurate statistics.	Iick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes. Add the defendant's address and choos the service type for this case. Service options are determined by the defendar location. Refer to the Rules, Procedur and Forms folder on your flash drive fo more information.

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

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

Add Organizational Defendant			
Name AKADBA AttorneyID Linked to defendant	AAA Appliances, Inc.	Only the text fields with bold lettering are required. Do not add an Attorney ID number for the defendant.	
Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Save Cancel	88 Pine Street Philadelphia PA 19122		

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)
Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address	Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 Add Individual/Organization to this address
Add Individual / Organization to new address Add from guick plaintiff list	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 <u>Alternative Service</u> <u>Address</u> 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 Suffix AKA/DBA Attorney/D	Smith When adding another address for an existing defendant, use the Linked to List of Values existing defendant, use the Linked to Note: Private attorneys cannot specify opposing counsel unless they supply an entry of defendant drop down menu to link the
Is defendant in military service? Defendant is a Minor? To your knowledge, is this party a senior citizen (defined as over 60)? Linked to defendant	appearance filed as an exhibit. Ves © No Ves © No 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 Street 2 City/ State/Zip Code Service Type for this address?	1234 Main Street Philadelphia PA 19111

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

		Details		
Section I				
Plaintiff states that he/she owns the real property. The lease is:	⊖Written ⊖Oral	Property Address:		
Commencing on:		Street 1		
For a term of:	O Month To Month	Street 2		
	O A Year or More	City/ State/ Zip Code		
Purpose of lease:	Other Residential Non-Residential	NOTE: Only the first 59 characters of	of the address will appear on	the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N. for North.
r uipuse oriesse.	O Residential O Non-Residential			
Section II				
Plaintiff states that he/she/it is in compliance with Section 9-3902 of th	he Philadelphia Code by having a valid Rental License at the time of filing this	complaint.		
The Effective Date of the license is and its Expiration	on Date is			
Plaintiff states that he/she/it had or has a Rental License for each mor	th for which he/shellt is seeking unpaid rent in paragraph IX and that a copy of ea	ach applicable Rental License is attached.		
License - Effective Date Expiration Date	—			
License - Effective Date Expiration Date				
License - Effective Date Expiration Date				
License - Effective Date Expiration Date				
Plaintiff states that he/she/it is not required to have a Rental License to Code or a dwelling unit that is occupied by the owner or a member of the	secause he/shefit is not operating a multiple-family dwelling, rooming house, dorm owner's family.	itory or hotel, or offering for rent a one-family dwelling, t	two family dwelling or a room	ning unit, but is operating a limited lodging activity as defined by Section 14-804(13) of the Philadelphia
Section III				
Plaintiff states that he/she/it is in compliance with Section 9-3903 of the the Contificate of Pantal Suitability that was provided and the Section 9-3903 of the Section 9-3	he Philadelphia Code as a result of having provided the tenant with a Certificate	of Rental Suitability and a copy of the City of Philade	elphia Partners for Good H	lousing Handbook prior to the first month for which helshe/it is seeking unpaid rent in paragraph IX
the Certificate of Rental Suitability that was provided was issued by the D Certificate - Date Issued by Department	Department no more than sixty days prior to the inception of the tenancy. A co	opy or any Certificate of Rental Suitability provided to th	re remark is attached.	
Certificate - Date Issued by Department				
Certificate - Date Issued by Department				
Certificate - Date Issued by Department				
O Plaintiff states that he/she/it was not required to provide the tenant wi	th a Certificate of Rental Suitability and a copy of the City of Philadelphia Partn	ers for Good Housing Handbook because the lease at it	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:				
	220			
A. O was built before March of 1978 or O was built in or after March of 19				
	nal institution for the exclusive use and occupancy by that institution's students;			
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth	hority or its subsidiaries, or privately owned and leased under the Housing Choice	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth D. O has or will have or O has not had and will not have a child aged six	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth D. O has or will have or O has not had and will not have a child aged six	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program, and		If the defendent has vessed the
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth D. O has or will have or O has not had and will not have a child aged six	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		If the defendant has vacated the
C. O an der O a owne or zusändsted by the Philaelephia Housing Aut D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O becember 21, 2012 to the present. O pi E. The lease is effective from: O becember 21, 2012 to the present. O pi	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Aut D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O December 21, 2012 to the present. O p section V	ontry or fit stubsidiaries, or privately owned and leased under the Housing Choice or younger reside there. front to December 21, 2012.			If the defendant has vacated the property, indicate the date posses
C. O is not or O is owned or subsidiated by the Philadelphia Housing Auti D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O December 21, 2012 to the present. O pr Section V I O have on O have not provided the defendant with a valid certification	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.		=	property, indicate the date posses
C. O is not or O is owned or subsidized by the Philadelphia Housing Aut D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O December 21, 2012 to the present. O p section V	ontry or fit stubsidiaries, or privately owned and leased under the Housing Choice or younger reside there. front to December 21, 2012.			
C. O is not or O is owned or subsidiated by the Philadelphia Housing Auti D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O December 21, 2012 to the present. O pr Section V I O have on O have not provided the defendant with a valid certification	ontry or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside them. nor to December 21, 2012.			property, indicate the date posses
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e amount	of unpaid n	ent below a	nd late fees aller	ged due. The first item listed is in	tended as an example. "Past balance due" is unacceptable.		Summarize the amounts alleged due below.	
Month Jan.	2010	8500	S50 (examp	le)		^	Rent Late Fees Gas Electric	s s s
					If a monetary judgment is sought, a	v	Water / Sewer Attorney's Fees Other	s s s
					text box will open for a detailed		Subtotal Court Costs Total	5 5 5

Further fuel information Planter finas requested <u>Afficient of Receiptmen</u> Statute Experience Comments for court cent (optional). These comments will not appear on the opciet or any forms.		
Save Medi	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.	Delet

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

Initia	l Claim	- Verification		
Case	• Details			
Case	ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Complaint
Case	e Type:	LT	Status:	Pending
Veri	fication			
۲	to the		belief. I understand that this verification is made	s verification and that the facts set forth above are true and correct e subject to the penalties set forth in 18 Pa. C.S. § 4904, which
0	verify knowl my kn makin	that I am authorized to make this verif edge, information and belief from comm owledge, information and belief. I unde g of unsworn falsifications to authorities	cation; that I have sufficient knowledge, informa unications with the plaintiff or the persons listed stand that this verification is made subject to th	of attorney for the plaintiff(s) in this landlord tenant action. I hereby ation and belief to take this verification or have gained sufficient below and that the facts set forth are true and correct to the best of e penalties set forth in 18 Pa. C.S. § 4904, which concerns the have a power of attorney, I have attached a completed of attorney form.
Back	Save	Next Cancel		

Initial Claim	Verification			
Case Details				
Case ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Co	mplaint
Case Type:	LT	Status:	Pending	
Verification				
to the l	plaintiff in this landlord tenant action. I hereby verify that best of my knowledge, information and belief. I understan ns the making of unsworn falsifications to authorities.			
verify t knowle my kno making	n attorney for the plaintiff(s), the plaintiff's authorized rep hat I am authorized to make this verification; that I have dgs, information and belief from communications with the owledge, information and belief. I understand that this ver o f unsworn falsifications to authorities. If I am an author elphia Municipal Court authorized representative for	sufficient knowledge, informa plaintiff or the persons listed ification is made subject to th orized representative or l	ition and belief to take this verification of below and that the facts set forth are tr e penalties set forth in 18 Pa. C.S. § 490 ave a power of attorney, I have att	r have gained sufficient ue and correct to the best of 04, which concerns the
	Persons: Filer, Authorized Representative	authorized represer second radio button	attorney filers filing as an tative, should populate the . Type the name of the tative in the Other Persons	

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.

Case Details				
Case ID: 2395178		Docket Type:	Initial Complaint - Landlord Ten	ant Complaint
Case Type: LT		Status:	Pending	
Case Parties				
Plaintiff Information	Defendant Information 1 Fred Smith, AKA/DBA: AND A			Defendant Status
22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKAYUDA: AND A 123 Elm Street Philadelphia, PA 19122	ALL OTHER OCCUPANTS		the complaint and go back ecessary.
Docket Preview				
Description	Results/Comments	Filing Party	Docketed Under	Edit Preview
Landlord Tenant Complaint		JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u> <u>Preview</u>
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
		То	add an exhibit click	on the <u>Scan/Upload</u> link.
Add Docket Entries				
		For	detailed instructions	regarding the uploading of
Add Exhibit	Scan/Upload			regarding the uploading of 7-20
Add Exhibit Add Affidavit 109	Scan/Upload		detailed instructions ibits, refer to pages 1	
Add Affidavit 109	Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet	Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet Add IFP Joe Filer	Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet Add IFP	Generate Scan/Upload Generate Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet Add IFP Joe Filer Add PAS for	Generate Scan/Upload			

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.

Case Details					
Case ID: 23951	.78		Docket Type:	Initial Complaint - Landlord Tenant Complaint	
Case Type: LT			Status:	Pending	
In addition to submit	ting this case below, priva	te attorneys can also <u>Schedule Bulk</u>	<u>Hearings</u> or <u>Creat</u>	e Another Case and bulk schedule later.	
			1		
Hearing Details Pick A Hearing:	10/25/2012 08:45 AM	50) 🗙			
rick A ficaring.	10/23/2012 00.43 AM	30)			
Fee Details					
Court Cost:		22.00			
State Fee:		10.00	If this is	the only case that you will be filing,	click on the dr
Automation Fee:		5.50		enu to select a hearing date. If seve	
Convenience Fee:		5.00	being file	ed and the same hearing date for all	is desired, us
C & E Process Service I	Fee:	0.00	the Crea	ate Another Case link to create the	next case.
PWS Service Fee:		27.00		cases have been created, click the	
Constable Service Fee:		0.00	Hearing	<u>s</u> link to schedule all of the cases to	gether.
Third Party Service Fee	:	0.00			
JCS St. Add. Fee:		2.25			
JCS St. Add. Surcharge		11.25			
Credit Card Details					
Credit Card Number:					
Expiration:	01 /13 (мм/үү)				
Security Number:	123 Help				
Billing Information Use the address	_	Enter a new	To s	chedule this single case, enter the	
below:	۲	address:	cred	lit card information and click the	
		Name on Card:	Sub	mit To Court button.	lle, Last)
JOE FILER 22 MAIN STREET		Street 1			- 1
PHILADELPHIA, PA 1	9111	Street 2			
		City/State/Zip Code			
Attornov Commonte					
Attorney Comments					
•					

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

Case Details							
Case ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Complaint				
Case Type:	LT	Status:	Pending Clerk Review				
Court Revi	9W						
The Initial Co	ew Implaint - Landlord Tenant Complaint has been successfully submitted to t s been authorized for the amount to be charged to you.	the court, and is r	now waiting court review.				

Invoice Summary				
Invoice Number	976723			
Invoice Status	Pending			
Case Number				
Case ID	2395178			
Docket Entry ID	16347184			
Description	Initial Compl	aint - Landlord Tenant Complaint		
Docket Entry Status	Pending Cle	ding Clerk Review		
Submission Date	10/02/2012 1	12:02 PM		
Transaction Date				
Payment Method	Credit Card	Card		
Filing Party	JOE FILER			
Туре	CHARGE			
Vendor comments	Approved			
Vendor confirmation number	V18F3B7C77	787		
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	
Dentier				
Parties Plaintiffs		Defendants		
Joe Filer		Fred Smith		
22 MAIN STREET		123 Elm Street		
Philadelphia, PA 19111		Philadelphia, PA 19122		

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	
Next Cancel	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.

1 Туре	×
cal 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 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 an 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	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 Par	arties					
Case Details						
Case <u>SC-12</u> Number:	2-10-02-3000		Docket Type:	Petition - Petition to Open Judgn	nent for Defendant by	/ Default
Case Type: SC			Status:	Pending		
Case Instance 1 (Cor	mplaint)					
Involved Filer Plain	intiff	1	Address			
🔽 💿 Joe F	Filer		22 MAIN STREET Philadelphia, PA 19	111		
Involved Filer Defe	fendant #	ŧ /	Address		Status	
V O Fred	d Smith 1		44 ELM STREET Philadelphia, PA 19	122	Ready for trial	
Next Cancel			in the	which parties are to b petition and which part f the petition. Click the	ty is the	

Case Details							
Case Number:	SC-12-10-02-3000			Docket Type:	Petition - Petition	n to Open Judgment for Plaintiff by Default	
Case Type:	sc			Status:	Pending		
Plaintiff(s)		Defen	dant(s)				Defendant Status
Case Instance 1 (Comp	elaint)						
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	Fred Smith 44 ELM STREET Philadelphia, PA Service Type:	19122 C & E Process Service			Ready for trial
Please select service ty	/pe.		F	Philadelphia Writ Service			
Next Delete Cancel			F	Other (requires Petition for Private Service	Alternate Service)		

process. Click on the drop down menu
to choose the service type.

Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Petition P	Retition to Open Judgment for Defendant by Default
Case Type:	sc	Status:		A pro-se filer filing on behalf of himself should populate the first radio button.
best o		nderstand that this verification is made subje		at the facts set forth above are true and correct to the malties set forth in 18 Pa. C.S. § 4904, which concerns
that I knowle my kn	am authorized to make this verification; tha edge, information and belief from communic weledge, information and belief. I understar g of unsworn falsifications to authorities. If	t I have sufficient knowledge, information ar ations with the plaintiff or the persons listed and that this verification is made subject to th	nd belief to t below and t e penalties s ave a pow	or the plaintiff(s) in this petition action. I hereby verify take this verification or have gained sufficient that the facts set forth are true and correct to the best of set forth in 18 Pa. C.S. 9 4904, which concerns the er of attorney, I have attached a completed

Petition - Ve	rification		
Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Petition - Petition to Open Judgment for Defendant by Default
Case Type:	SC	Status:	Pending
Verification			
best o	a plaintiff in this petition action. I hereby verify that I am authorized to f my knowledge, information and belief. I understand that this verifica aking of unsworn falsifications to authorities.		
that I knowle my kn makin	an attorney for the plaintiff(s), the plaintiff's authorized representative am authorized to make this verification; that I have sufficient knowled atternation and belief from communications with the plaintiff or owledge, information and belief. I understand that this verification is g of unsworn falsifications to authorities. If I am an authorized rep delphia Municipal Court authorized representative form or a d	dge, information a the persons listed made subject to th presentative or	and belief to take this verification or have gained sufficient d below and that the facts set forth are true and correct to the best of he penalties set forth in 18 Pa. C.S. § 4904, which concerns the have a power of attorney, I have attached a completed
Other Back Save	Persons:	auth sec auth box	orneys and non- attorney filers filing as an norized representative, should populate the ond radio button. Type the name of the norized representative in the Other Persons text AN AUTHORIZED REPRESENTATIVE CAN LY 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:	<u>SC-12-10-02-3000</u>	Doc	cket Type: Petition - Petition to Open Judgment for Defendant by Default
Case Type:	SC	Stat	atus: Pending
Petition to O	pen Judgment for Defendant by D	efault	
by default on 10/	eld in Municipal Court on 10/09/2012 IIII	•	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.
I was stuck	in traffic and was unable to get	t here in time. 🔥	
	as good reason to proceed in that nt has not paid the balance due.	×	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.
Comments for co forms.	urt clerk (optional). These comments will not ap	oppear on the docket or any	
Back Next	Cancel	petition should or emergency such scheduled or a lo	an emergency, check the box to indicate that. A only be marked as an emergency if there is a true in as a frozen bank account, a lockout has been ockout has already happened in Landlord-Tenant is the Next button to continue with the filing.

Petition - Doo	cket Entries									
Case Details										
Case Number:	<u>SC-12-10-02-3000</u>				Docket 1	Гуре:	Petition - Petitio	on to Open Judgment for	Defendant	by Default
Case Type:	SC				Status:		Pending			
Case Parties										
Plaintiff Infor	mation		Defenda	nt Informatio		han	atition con	he proviewed on	d aditaa	
Joe Filer 22 MAIN STREE Philadelphia, PA			44	ed Smith ELM STREET iladelphia, PA 1	n		sary.	be previewed an		
Docket Previe	w									
Description				Results/Co	mments	1	Filing Party	Docketed Under	Edit	Preview
Petition to Open	Judgment for Defendan	t by Default				I	IOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket E	ntries				-					
Add Exhibit		Sc	an/Upload		If ther	e are	e exhibits th	nat should be rev	iewed b	y the
Add Affidavit 10	9	<u>Generate</u> Sc					•	nerits of the petiti s screen. Click		
Add IFP										
Joe Filer		Generate Sc	an/Upload					d link. For detaile		
Add PAS for					-	aing	the upload	ing of exhibits, re	ter to pa	ages 17-
PAS Mail: F	Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload		20.					
PAS PO Bo	x: Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload							
Add Payment So	chedule	<u>Generate</u> Sc	an/Upload							
Back Next	Cancel									

Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket Type:	Petition - Petitio	on to Open Judgment for [Defendant	by Default
Case Type:	SC				Status:	Pending			
Case Parties									
Plaintiff Inform	nation		Defenda	int Informatio	n		Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA :			44	ed Smith ELM STREET iladelphia, PA 1	9122		Ready for trial		
Docket Preview	N								
Description				Results/Co	nments	Filing Party	Docketed Under	Edit	Preview
Petition to Open :	Judgment for Defendan	t by Default				JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Exhibit				TRAFFIC REP	ORT	JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket Ent	tries	6.	an/Upload						
Add Affidavit 109	1	Generate Sci							
Add IFP Joe Filer		Generate Sci					loaded, it will app In be previewed a		
Add PAS for							tton to continue.	inu eur	
PAS Mail: Fr	red Smith	<u>Generate</u> <u>Sc</u>	an/Upload						
PAS PO Box	: Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload						
Add Payment Sch	nedule	Generate Sci	an/Upload						

Petition - Submit to Court		
Case Details		
Case <u>SC-12-10-02-3000</u> Number:		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	On the Submit to Court page, notice all fees are listed.
Automation Fee:	2.20	Initially, only the petition filing fees will be charged once the
Convenience Fee:	5.00	petition is approved for review by a judge. The service fee
C & E Process Service Fee:	0.00	will only be charged if the Rule is granted and a hearing date is assigned.
PWS Service Fee:	27.00	is assigned.
Constable Service Fee:	0.00	
Third Party Service Fee:	0.00	
Record Retention Fee:	1.10	Enter the credit card information and click the Submit to
Credit Card Details		Court button.
Credit Card Number:	4	
Expiration: (MM/YY)		
Security Number: Help		
Billing Information		
Use the address below:	Enter a new O address:	
	Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET	Street 1	
PHILADELPHIA, PA 19111	Street 2	
· · · · · · · · · · · · · · · · · · ·	City/State/Zip Code	
Attorney Comments		
N/A		
Back Submit To Court		

Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Ty	e: Petition - Petition to Open Judgment for Defendant by Default
Case Type:	SC	Status:	Pending Clerk Review
		ant by Default has been successfully submitted charged to you.	o the court, and is now waiting court review.
The Petition - Your card has	Petition to Open Judgment for Defen is been authorized for the amount to b	charged to you.	
The Petition -	Petition to Open Judgment for Defen is been authorized for the amount to b	The Court Submission	n Results page with indicate that the
The Petition - Your card has	Petition to Open Judgment for Defen is been authorized for the amount to b	The Court Submission petition is awaiting rev	

la companya a series					
Invoice Summary	076707				
nvoice Number nvoice Status	976737 Pending				
Case Number	SC-12-10-02-3000				
Case ID	2395177				
Docket Entry ID	16347731				
Description		Open Judgment for Defendant by Default			
Docket Entry Status	Pending Clerk Revie				
Submission Date	10/19/2012 12:05 PM				
Fransaction Date					
Payment Method	Credit Card				
Filing Party	JOE FILER	JOE FILER			
ype	CHARGE				
/endor comments	Approved				
endor confirmation number	V18F3C1C8DC7				
			T		
escription Combined PWS service fee			Total	07.00	
ombined PWS service fee				27.00 27.00	
200				27.00	
arties					
laintiffs		Defendants			
pe Filer		Fred Smith			
MAIN STREET		44 ELM STREET			
iladelphia, PA 19111 roice Summary	070700				
hliadelphia, PA 19111 nvoice Summary	076736	44 ELM STREET			
hiladelphia, PA 19111 Ivoice Summary Ivoice Number	976736 Pending	44 ELM STREET			
Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status		44 ELM STREET			
Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status ase Number case ID	Pending	44 ELM STREET			
Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case Number Case ID Docket Entry ID	Pending SC-12-10-02-3000 2395177 16347731	44 ELM STREET Philadelphia, PA 19122			
Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case Number Case ID Docket Entry ID Description	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to 0	44 ELM STREET Philadelphia, PA 19122			
22 MAIN STREET Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case ID Docket Entry ID Docket Entry ID Docket Entry Status	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case ID Jocket Entry ID Description Jocket Entry Status Submission Date	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to 0	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Zase Number Case ID Docket Entry ID Description Docket Entry Status Submission Date Transaction Date	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status ase Number ase ID Nocket Entry ID Nocket Entry Status Submission Date Payment Method	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
hiladelphia, PA 19111 nvoice Summary nvoice Number nvoice Status ase Number ase ID nocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method iling Party	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
voice Summary voice Summary voice Number voice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
voice Summary voice Summary voice Number voice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ppe endor comments	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype endor comments	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W			
hiladelphia, PA 19111 hvoice Summary hvoice Number hvoice Status ase Number ase ID hocket Entry ID hescription hocket Entry Status hubmission Date ransaction Date	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W	Tot	2	
hiladelphia, PA 19111 voice Summary voice Number voice Status ase Number ase ID ocket Entry ID tescription ocket Entry Status ubmission Date ransaction Date ling Party ype lendor comments iendor confirmation number escription convenience Fee	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		tal 5.00	
hiladelphia, PA 19111 voice Summary voice Number voice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype endor comments endor confirmation number escription onvenience Fee utomation Fee	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		5.00 2.20	
hiladelphia, PA 19111 voice Summary voice Number voice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype endor comments endor confirmation number escription onvenience Fee utomation Fee	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		5.00	
voice Summary voice Number voice Status ase Number ase ID Docket Entry ID secription Docket Entry Status abmission Date ansaction Date assaction Date ayment Method ling Party rpp endor confirmation number escription Dorvenience Fee stomation Fee ecord Retention Fee burt Cost including additional defenda	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		5.00 2.20 1.10 11.00	
voice Summary voice Number voice Status ase Number ase ID bocket Entry ID escription bocket Entry Status abmission Date ransaction Date ayment Method ling Party /pp endor confirmation number escription onvenience Fee utomation Fee ecord Retention Fee ourt Cost including additional defenda	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W	Tot	5.00 2.20 1.10	
voice Summary voice Number voice Number voice Status ase Number ase ID ocket Entry ID ascription ocket Entry Status ubmission Date ansaction Date ansaction Date asyment Method ling Party pp andor comments andor comfirmation number ascription onvenience Fee utomation Fee scord Retention Fee purt Cost including additional defenda tal	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		5.00 2.20 1.10 11.00	
hiladelphia, PA 19111 voice Summary voice Number voice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype endor comments endor confirmation number escription onvenience Fee utomation Fee ecord Retention Fee ourt Cost including additional defenda otal arties	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122		5.00 2.20 1.10 11.00	
hiladelphia, PA 19111 ivoice Summary ivoice Number ivoice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method liling Party ype endor comments endor confirmation number escription ionvenience Fee utomation Fee secord Retention	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Depen Judgment for Defendant by Default w I Defendants		5.00 2.20 1.10 11.00	
hiladelphia, PA 19111 ivoice Summary ivoice Number ivoice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method liing Party ype endor comfirmation number escription ionvenience Fee utomation Fee lecord Retention Fee lecord Retention Fee lecord Cost including additional defenda otal arties	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122		5.00 2.20 1.10 11.00	
hiladelphia, PA 19111 ivoice Summary ivoice Number ivoice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date aransaction Date ayment Method liing Party ype endor confirmation number escription convenience Fee utomation Fee secord Retention See secord Retention Fee secord Retention See secord Retention Fee secord Retention Fee secord Retention Fee secord Retention See Secord Secord	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Dpen Judgment for Defendant by Default W I Defendants Fred Smith		5.00 2.20 1.10 11.00	
hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype endor comments endor confirmation number escription onvenience Fee utomation Fee ecord Retention Fee ecord Retention Fee ecord Retention Fee ecord Retention Fee atties laintiffs be Filer 2 Mark STREET	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to (Pending Clerk Revie 10/19/2012 12:05 Pk Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Dpen Judgment for Defendant by Default W I Defendants Fred Smith 44 ELM STREET		5.00 2.20 1.10 11.00	

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 <u>mcclaims@courts.phila.gov</u> 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 the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home	
Enter Case Number sc1210023000	page and click on the Private Attorney Entry of Appearance	
Next Cancel	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 Praceipe 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

Case Details	i					
Case Number:	<u>SC-12-10-02-3000</u>	Docke	t Type: Writ - Execution			
Number: Case Type:	SC	Status			be involved in the wi Click the Next butto	
Case Instand	ce 1 (Complaint)					
Involved Fi	ler Plaintiff	Address				
v (Joe Filer	22 MAIN S Philadelph	TREET ia, PA 19111			
Involved Fi	ler Defendant	# Address		Status		
v (Fred Smith	1 44 ELM ST Philadelph	REET ia, PA 19122	Ready for tria	al	
Involved	Garnishee	Address		Status	Related Party	
		Add Individual / Organization	al Garnishee			
Next Canc	el		ee is to be added, cli Drganizational Garn			

Add Garnishee			×	
Individual 🔿 Org.	anization/Company 💿	Select Related Part	Fred Smith (D1) 🔽	
Name Email	PNC BANK	AKA/DBA		
Street 1 Street 2 City/State/Zip Code	1234 MARKET STREET PHILADELPHIA	PA 19107	Choose whether the G individual or an Organi related party. Provide garnishee and click Su	zation and select the the address of the
			Submit	

Case Details					
Case	<u>SC-12-10-02-3000</u>	Docket Type: Writ - Execution			
Number:	50	Status Deadies			
Case Type:	SC	Status: Pending			
Writ Of Exec	cution				
Service					
Service Type	Sheriff 💙				
Amounts Real Debt	5000	Only the Sheriff serves Writs of Execution.			
Credit	500	Populate the text boxes on the Writ of			
Interest from	10/25/2012	Execution page.			
Interest					
Costs Paid Prothonotary					
Sheriff (optional)					
	gment, interest and cost against the defendant(s):				
Enter Defendant					
Fred Smith					
interest therein:	t to levy upon the property of the defendant(s) and to set	II defendant's(s')			
Enter Defendant					
Phila., PA					
Specifically Describe Dynasty					
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				
mext 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 <u>SC-12-10-02-3000</u> Number:	Docket Type: Writ - Execution				
Case Type: SC	Status: Pending				
Verification					
	ized to make this verification and that the facts set forth above are true and correct to the best rification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the				
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					

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 verification that I am authorized to make this verification; that I have sufficient knowledge, information and belief. I understand that this verification and belief to take this verification or have gained sufficient that I am authorized to make this verification; that I have sufficient representative or have a power of attorney for the plaintiff(s) in the plaintiff or the persons: I am an automodeling, 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 forth. Other Persons: Cother Persons: Other Persons: Attorneys should populate the second radio button. AN AUTHORIZED REPRESENTATIVE CANNOT	Case Details				
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Click the **Next** button to proceed to the **Docket Entries** screen.

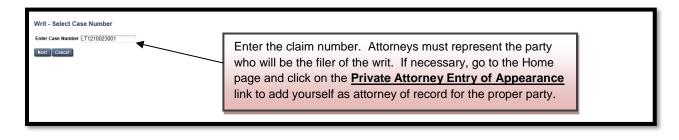
Case Details								
Case g Number:	SC-12-10-02-3000			Docket Typ	e: Writ -	Execution		
Case Type:	SC			Status:	Pendir	ng		
Case Parties								
Plaintiff Inform	ation	Defendant / Garnis	shee Informa	ition		Defen	dant Status	i
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Docket Preview	1							
Description		Results/Comments	5	Filing Par	y	Docketed Under	Edit	Preview
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Execution				JOE FILER		Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	<u>Preview</u>
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Writ - Docket Entries							
Case Details							
Case Number:	<u>SC-12-10-02-3000</u>			Docket Type:	Writ - Execution		
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Writ Of Execution Notice				Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
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Back Next Cancel			necessar	y. Click the	Next button to con	itinue.	

Case Details				
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Writ - Execution
Case Type:	SC		Status:	Pending
Fee Details				
Court Cost:		0.00		
State Fee:		0.00		
Automation Fee:	:	0.00		
Convenience Fe	e:	0.00		
C & E Process S	ervice Fee:	0.00		
PWS Service Fe	e:	0.00		
Constable Servi	ce Fee:	0.00		
Third Party Serv	vice Fee:	0.00		
Attorney Com	ments			
N/A				
Back Subm	nit To Court		Click the Su	rge a fee for the filing of the Writ of bmit To Court button to send it to

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

Writ of Possession



New Writ - Select Type		
Select Type of Writ:	✓	
Next Cancel Alias Writ Execution Possession Praecipe of Notice of In	tent to Attach Wages	
	gment Against the Garnishee	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.

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession Case Type: LT Status: Pending Case Instance I (Complaint) Address Vendersion Vendersion Involved Filer Plaintiff Address Vendersion Involved Filer Defendant # Address Involved Filer Defendant # Address	Number: Status: Pending Case Type: LT Status: Pending Case Instance I (Complaint) Address Involved Filer Plaintiff Address Image: Plaintiff Address Philadelphia, PA 19111	ise Details						
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Involved File Defendant # Address Status	Image: With Constraints Philadelphia, PA 19111 Image: With Constraints Pred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 1 123 Elm Street Philadelphia, PA 19122	volved File	er Plaintiff			Address		
	Image: Pred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 1 123 Elm Street Philadelphia, PA 19122 Disposed	☑ .) Joe Filer				111	
	AKA/DBA: AND ALL OTHER OCCUPANTS Philadelphia, PA 19122	volved File	er Defendant		#	Address		Status
	Next Cancel	C		ER OCCUPANTS	1		122	Disposed
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	Select which parties are to be involved in the writ and which							hich
	Select which parties are to be involved in the writ and which						ved in the writ and w ne Next button.	hich

Case Details		
Case Number:	LT-12-10-02-3001	Docket Type: Writ - Possession
Case Type:	LT	Status: Pending
Writ Of Poss	ession	The first step is to choose the Service Type from the drop down menu. The choices are LT Officer and The Sheriff.
Service Type		
Amounts Real Debt	LT Officer Sheriff	

Case Details					
Case Number:	LT-12-11-08-3001	Docket Type: Writ - Possession			
Case Type:	LT	Status: Pending			
Writ Of Poss	ession				
	LT Officer	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.			
Fred Smith	ot and costs against: o levy upon any property and sell his/h	er/their interest therein of:			
44 Elm Stree					
Comments for court clerk (optional). These comments will not appear on the dot forms. 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.					
If the full amount eviction shall not which must be file	sage: Notice to the Tenant: Judgment of the judgment plus court costs is pai proceed. The landlord should provide ed in Room 1000, 1339 Chestnut Strei an "Order to Satisfy" call 215-686-7957 Cancel	id on or prior to the eviction date, you with a signed "Order to Satisfy" et, Philadelphia, PA 19107. If you are			

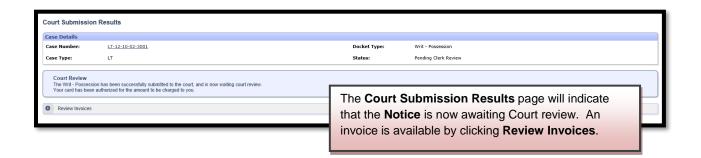
Writ - Ve	rifica	ation							
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Case Number:	:	LT-12-10-02-3001	A pro-se filer should populate the first radio button.						
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Case Details	5		
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Possession
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Click the **Next** button to proceed to the **Docket Entries** screen.

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	PHILADELF	phia Municipal Cour	г			Tuesda	ay, November	6, 2012 <i>J</i> a	DE FI
/rit - Docket	Entries								
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Case Details									
Case Number:	LT-12-10-02-	3001		Docket T	ype: Writ - Poss	ession			
Case Type:	LT			Status:	Pending				
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Plaintiff Infor	mation	Defenda	nt Information		The sumit			1:40 of 1:6	-
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ossession				JOE FILER	Fred S Joe File	mith (D1) er (P)	Edit	Preview	
Add Docket En	tries								
dd Exhibit			Scan/Upload						
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Back Next	Cancel								

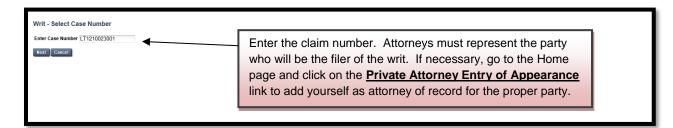
Case Details Docket Type: Writ - Possession Case Type: LT Status: Pending Fee Details Court Cost: 4.40 Court Cost: 4.40 State Fee: 0.00 Automation Fee: 2.20 Convenience Fee: 5.00 C & E Process Service Fee: 0.00 Oostable Service Fee: 0.00 Constable Service Fee: 0.00 Constable Service Fee: 0.00 Third Party Service Fee: 0.00 Constable Service Fee: 0.00 Credit Card Details Enter a new address: Security Number: Help Billing Information Enter a new address: JOE FILER Street 1 ZMANI STREET Street 1 PHILADELPHIA, PA 19111 Street 2 Chry/You Street 2 Diverse Comments N/A	Writ - Submit	to Court			
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22 MAIN STREET Street 1 PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code Street 2		_	Name on Card:		(First, Middle, Last)
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			City/State/Zip Code		
N/A	Attorney Com	ments			
200	N/A				
Back Submit To Court	Back Subm	it To Court			



Philadelphia Municipal Court - Case Management System			
Invoice Report			
Invoice	Summary		
Invoice Number	976738		
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		
Туре	CHARGE		
Vendor comments	Approved		
Vendor confirmation number	V18F3CCBFFCD		
Description		Total	
Convenience Fee		5.00	
Automation Fee		2.20	
Court Cost including additional defendant fee if applicable		4.40	
Total		11.60	
	rties		
Plaintiffs	Defendants		
Joe Fler 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Em Steet 19111 Philadelphia, PA 1912		
Page generated on 11/07/2012 06:02 PM from http://claims.staging.courtapps.com. [Close] [Pint]			

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.

Praecipe of Notice of Intent to Attach Wages



New Writ - Sele	ect Type
Select Type of Writ:	
Next	Alias Writ Execution Possession Praecipe of Notice of Intent to Attach Wages Praecipe To Enter Judgment Qainst the Garnishee Writ of Revival Choose the Praecipe from the drop down menu.

Writ - Select F	Parties								
Case Details									
Case Number:	LT-12-	10-02-3001			Docket Type:	Wri	it - Praecipe of Notice of Intent to Attach Wages		
Case Type:	LT				Status:	Pen	ding		
Case Instance	1 (Complaint)								
Involved		Filer	Plaintiff				Address		
	Joe Filer						22 MAIN STREET Philadelphia, PA 19111		
Involved		Filer	Defendant			#	Address	Status	
	Fred Smith AKA/DBA: AND	ALL OTHER OCCUPANTS				1	123 Elm Street Philadelphia, PA 19122	Disposed	
Involved			Garnishee				Address	Status	Related Party
	JOE'S CRAB SH	ACK					7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)
				Add Individual /	Organizational Garnishee				
Next Cancel				4	L				
	_								
			_						
				To add the Garnishe Individual/Organiza					

Add Garnishee			×
Individual 🔵 Orga	anization/Company)	Select	Related Party: Fred Smith (D1)
Name Email	JOE'S CRAB SHACK	AKA/DBA	
Street 1 Street 2	7777 FISHING LANE		Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click Submit.
City/State/Zip Code	PHILADELPHIA	PA 1912	22

Writ - Sel	ect F	Parties							
Case Deta	ils								
Case Num		LT-12-10-02	-3001		Docket Type:	Wr	it - Praecipe of Notice of Intent to Attach Wages		
Case Type		LT			Status:	Per	nding		
Case Inst	ance	1 (Complaint)							
Involved			Filer	Plaintiff			Address		
~	۲	Joe Filer					22 MAIN STREET Philadelphia, PA 19111		
Involved			Filer	Defendant		#	Address	Status	
V	0	Fred Smith AKA/DBA: AND ALL O	THER OCCUPANTS			1	123 Elm Street Philadelphia, PA 19122	Disposed	
Involved				Garnishee			Address	Status	Related Party
V		JOE'S CRAB SHACK					7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)
				Add Individual / Or	rganizational Garnishee				
_				Select which parties are to b	e involved in	n tł	he writ and which		
				-					
				party is the Filer of the writ.	Click the Ne	ext	button.		

				P P					
Vrit - Praecipe Fo	or Notice Of Intent To Attach Wrages								
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					
	ecipe For Notice Of Intent To Attach Wages - Certification								
I, JOE FILER, hereby c	ertify that:								
 The name 	e of the judgment-creditor is	Joe Filer							
The addr	ess of the judgment-creditor is	22 MAIN STREET, Phila	delphia, PA 19111						
The name	e of the judgment-debtor is	Fred Smith							
4. The nam	e of the employer garnishee is	JOE'S CRAB SHACK							
	ment arises out of a residential lease for the premises located at the address:	123 Elm Street, Philade	elphia, PA 19122						
	amount of the judgment is curity deposit is being held by the judgment creditor-landlord in the am	1183.00 nount of 450.00							
This sec	urity deposit [) has been applied / has not been applied] to	o the payment of rent due	on the same premises for which the judg	nent has been entered.					
(Any se	curity deposit that has not already been applied to rent will be deducted	d by the Judgments and Pe	titions Unit from the amount of the judgm	ent in determining the amount to be attached.)					
(c) The	amount that has been paid toward satisfaction of the judgment (Do not	0.00 t include the security depos	sit)						
7. This Prae	cipe is filed within five years of the date of the original judgment upon	which execution is sought.							
8. The judg	ment was entered in an action commenced in the Philadelphia Municipa	al Court.							
9. The action	n arose from a residential lease.								
Comments for cou	comments for court clerk (optional). These comments will not appear on the docket or any forms.								
	Fill out the #6 on the form. Enter comments for the court								
			clark if desired	and click the Next buttor					
Next Cancel Del			cierk il desired	and cher the Next Duttor					

Writ - Select Servi	се Туре				
Case Details					
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Prae	cipe of Notice of Intent to Attach Wages	
Case Type:	LT	Status:	Pending		
Plaintiff(s)		Defendant(s) / Garnishee(s)			Defendant Status
Case Instance 1 (Con	iplaint)				
22 MAIN STREET Philadelphia, PA 19111		JOE'S CRAB SHACK 7777 FISHING LANE PHILACELPHIA, PA 15122 Fred Smith, AZVJOBA: AND ALL OT 123 Elin Street Philadelphia, PA 19122 Service Type: C & E Process S&	rvice		
Please select service		Philadelphia Writ Other (requires P Private Service	Service atition for Alternate Ser	vice)	
				e service type for se and click the Next b	

Writ - Verification		A pro-se radio bu		populate the first	
Case Details					
Case Number:	LT-12-10-02-3001		Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wa	ges
Case Type:	LT		Status:	Pending	
penalties I am an a take this that this	set forth in 18 Pa. C.S. § 4904, which concerns the maki ttorney for the plaintiff(s), the plaintiff's authorized repre	ig of unsworn falsifications to authorities. sentative or have a power of attorney for the plaintii on and belief from communications with the plaintifi I Pa. C.S. § 4904, which concerns the making of uns	f(s) in this writ action. I hereby f or the persons listed below an	y verify that I am authorized to make this verification d that the facts set forth are true and correct to the l	I understand that this verification is made subject to the ; that I have sufficient knowledge, information and belief to best of my knowledge, information and belief. I understand a power of attorney, I have attached a completed

Case Details Case Number: LT:12:10:02:3801 Docket Type: Writ - Pracipe of Notice of Intent to Attach Wages Case Type: LT Status: Pending Verification Image: Interficient of the plantifier, on the plantifier, on the plantifier, on the making of unavorn fabrifications to authorities. Image: I	
Case Type: I Status: Pending Verification Image: Status: Pending Image: Status: Pending Verification: Image: Status: Pending Image: Status: Pending <th></th>	
Verification I am a plaintif 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 sub- prevalues set forth in 18 Pa. C.S. § 4904, which concerns the making of unaworn fablifications to authorized. I am an attorney for the plaintiff submit 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. I would be if form 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 would be if form 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 would be if form 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 would be if form communications on the set and subtract to the best of my knowledge, information and belief. If the use of the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. If the use of the persons listed below and that the facts set forth are true and correct to the best of my knowledge, information and belief. If the use of the persons listed below and that the facts set forth are true and correct to the best of my knowledge. Information and belief. If the use of the persons listed below and that the facts set forth are true and correct to the best of my knowledge. If the use of the persons listed below and that the facts set forth are true and correct to the bes	
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 sub- penalties set forth in 18 Pa. C.S. 9 4994, which concerns the making of unaworn falsifications to authorities. If an an attorney for the plaintiff), outhorized regresentative or have a power of attorney for the plaintiff) (a) this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information take this verification or have gained sufficient knowledge, information and belief from communications with the plaintiff) of the plaintiff) of the plaintiff of the the penalties set forth in 18 Pa. C.S. 9 4994, which communications with the plaintiff of the the penalties set forth in 18 Pa. C.S. 9 4994, which communications with the averification is made subtorited. If the verification is made subtorited to the penalties set forth in 18 Pa. C.S. 9 4994, which communications with the verification is and subtorited representative or have a power of attorney. I have attached a com- Print debhia Nunicipal Court authorized representative form or a completed power of attorney form. Other Persons:	
penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn fabilitations to authorities. I am an attorney for the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this wit action. I hereby verify that 1 am authorized to make this verification; that 1 have sufficient knowledge, information and belief. I am an attorney for the plaintiff's authorized sufficient knowledge, information and belief. The parameters lated below and that the facts set forth are true and correct to the best of my knowledge, information and belief. Phile definition of the sufficient knowledge, information and belief. The parameters is the definition of the plaintiff's of the parameters are true and correct to the best of my knowledge, information and belief. Phile definition of the sufficient knowledge, information and belief. The parameters is the definition of the plaintiff's of the parameters are true and correct to the best of my knowledge, information and belief. Phile definition of the plaintiff's authorized representative or have a power of attorney. I have attached a control of the plaintiff's attached a control of the plaintiff's attached at the plaintiff's attached attached at the plaintiff's attached at the plaintiff's attached	
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. The this verification is made subject to the penalties estimation in 18 Pac. CS. 24 9409, which concerns the making of unsworm falsifications to authorities. If I am an authorized representative or have a power of attorney. I have attached a completed power of attorney form. Other Persons:	ect to the
	understand
Rock Save Nort Concel	$\widehat{}$
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			Docket Type:	Writ - Praecipe of N	otice of Intent to Attach Wages		
Case Type:	LT			Status:	Pending			
Case Parties								
Case Parties Plaintiff Information		Defendant / Garnishee Information				Defen	lant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith, AKA/DBA: AND ALL OTHER (123 Elm Street Philadelphia, PA 19122	OCCUPANTS			Dispose		
Philadelphia, PA 19111		Philadelphia, PA 13122 JOE'S CRAB SHACK (Garnishee) 7777 FISHING LANE PHILADELPHIA, PA 19122				e of Intent can be ecessary. Click the	-	
Docket Preview							1	
Description			Results/Comments		Filing Party	Docketed Under	Edit	Preview
Praecipe of Notice of Intent	to Attach Wages				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)	4	Preview
Praecipe 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 W	lage 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 W	ages				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach W	ages - Legal Information				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Back Next Cancel								

Writ - Submit to Court						
Case Details						
Case Number:	LT-12-10-02-3001			Docket Ty	ype:	Writ - Praecipe of Notice of Intent to Attach Wages
Case Type:	LT			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	l n		
Third Party Service Fee:			0.00		Enter	the credit card information for the Notice of
Record Retention Fee:			1.10			to Attach Wages. Click the Submit To Court
Credit Card Details					mem	to Attach wayes. Click the Submit To Court
Credit Card Number:		4			buttor	n to send it to the Court for review.
Expiration:	/ (MM/YY)					
Security Number:	Help					
Billing Information						
Use the address below:	۲	Enter a new address:	0			
JOE FILER 22 MAIN STREET		Name on Card: Street 1			(First, M	liddle, Last)
PHILADELPHIA, PA 19111		Street 2 City/State/Zip Code				
Attorney Comments						
N/A						
Back Submit To Court						

Co	Court Submission Results								
Ca	se Details								
Ca	se Number:	LT-12-10-02-3001	Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wages					
Ca	se Type:	LT	Status:	Pending Clerk Review					
	Court Review The Writ - Praecipe of Notic Your card has been authori Review Invoices	e of Intent to Atlach Wages has been successfully submitted to the court, and is now waiting court review. zed for the amount to be charged to you.							
-									

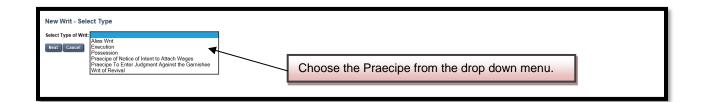
The **Court Submission Results** page will indicate that the Notice is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System							
Invoice Report							
Invoice Summary							
voice Number	976741 Invoice S	summary					
	Pending						
	LT-12-10-02-3001						
	2395178						
	16348176						
	Writ - Praecipe of Notice of Inte	ent to Attach Wages					
	Pending Clerk Review						
	11/07/2012 5:52 PM						
Transaction Date							
	Credit Card						
	JOE FILER						
	CHARGE						
Vendor confirmation number	V78F3B9D50DF						
	Description		Total				
Convenience Fee	Deachpuon		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				
D. 1. 1/4	Part						
Plaintiffs Joe Filer		Defendants					
Filer Frod Smith AUN STREET 123 Emil Street							
Philadelphia, PA 19111		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 mcclaims@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.

Praecipe to Enter Judgment Against a Garnishee

THE PHILADELPHIA COURTS FIRST JUDICIAL	District of Pennsylvania	
HOME HEARING LIST CASE SEARCH LOGO	NT	с.
Philadelphia Municipal Court	Wednesday, No	vember 7, 2012 JOE FILER
Writ - Select Case Number Enter Case Number SC 1210023000 × 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.	



Writ - Select Parties	Select which parties are to be involved party is the Filer of the writ. Click the							
Case Details	1							
Case Number: <u>SC-12-10-02-3000</u>		.,,	e Garnishee					
Case Type: SC	Status:	Pending						
Case Instance 1 (Complaint)								
Involved Filer Plaintif	f	Address						
 Joe Filer 		22 MAIN STREET Philadelphia, PA 19111						
Involved Filer Defend	ant #	Address	Status					
Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial					
Involved Garnish	iee	Address	Status	Related Party				
PNC BANK		1234 MARKET STREET PHILADELPHIA, PA 19107		Fred Smith (D1)				
	Add Individual / Organizational Garnishee							
Next Cancel	Next Cancel							

Writ - Praecipe To	Enter Judgment Against Garnishee		
Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type:	sc	Status:	Pending
admitted in his answers to	the Gaminstee, PNC BANK, for the following property of the defendant in the amount of \$ 5000 interrogatories to be in said gamishee's possession. (optional). These comments will not appear on the docket or any forms.	0	
			e amount of the judgment against the Garnishee. lext button.

Writ - Veri	ification					se filer should populate the first button.	
Case Deta	ils						
Case Numb	ber:	SC-12-10-02-3000		Docke	t Type:	Writ - Praecipe To Enter Judgment Against the Garnishee	
Case Type:		sc		Status		Pending	
Verificatio	on						
•			y that I am authorized to make this verification a concerns the making of unsworn falsifications to		rue and correct t	o the best of my knowledge, information and belief. I understand that this v	erification is made subject to the
0	take this ver that this ver	rification or have gained sufficient kr rification is made subject to the pena	nowledge, information and belief from communic	ations with the plaintiff or the persons erns the making of unsworn falsification	listed below and	verify that I am authorized to make this verification; that I have sufficient k that the facts set forth are true and correct to the best of my knowledge, in . If I am an authorized representative or have a power of attorney, I	formation and belief. I understand
Back Sav	ve Next	Cancel					

Writ - Verificat	ion				
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					
	a plaintiff in this writ action. I hereby verify that I am authorized to n alties set forth in 18 Pa. C.S. § 4904, which concerns the making of un		h above are true and correct	to the best of my knowledge, information and belief. I understand that this verificat	ion is made subject to the
take that Phil	this verification or have gained sufficient knowledge, information and	belief from communications with the plaintiff o . § 4904, which concerns the making of unswe	r the persons listed below and	verify that I am authorized to make this verification; that I have sufficient knowled that the facts are forth are true and correct to the best of my knowledge, invite If I am an authorized representative or have a power of attorney, I have	tion and belief. I understand
		Attorne	ys should po	opulate the second radio button.	
Back Save N	Next Cancel		THORIZED	REPRESENTATIVE CANNOT	
		FILE A	PRAECIPE	TO ENTER JUDGMENT	
		AGAIN	ST THE GA	RNISHEE.	
	Novt button				

Click the **Next** button.

Writ - Docket Entrie	25								
Case Details									
Case Number:	SC-12-10-02-3000			Docket Type:		Writ - Praecipe To E	nter Judgment Against the Garnishee		
Case Type:	SC			Status:		Pending			
Case Parties									
Plaintiff Information		Defendant	/ Garnishee Information				Defendant Status		
Joe Filer 22 MAIN STREET		1	Fred Smith 44 FLM STREET	_			Ready for trial		
Philadelphia, PA 19111			Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107				e can be previewe Click the Next butt		dited if
Docket Preview									
Description Praecipe To Enter Judgme	ent Against the Garnishee		Results/Comments			Filing Party JOE FILER	Docketed Under Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Add Docket Entries			r						<u> </u>
Add Answers to Interroga	tory		Scan/Upload	Uploa	ad th	e Answer	s to Interrogatory i	f they	
Back Next Cancel				have	not b	been prev	viously uploaded by	v	
							n/Upload link. For		
				-					
				detail	ed ir	nstructions	s regarding the up	loading	
				of exhibits, refer to pages 17-20.					

Writ - Docket Entrie	25							
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 I	nformation			Defendant State	15	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 ELM STREE Philadelphia, F	A 19122			Ready for trial		
		PNC BANK (G 1234 MARKET PHILADELPHI/	STREET					
Docket Preview								
Description			Results/Comments	F	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgm	ent Against the Garnishee			3	IOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Answer to Interrogatory				,	IOF FILER	Fred Smith (D1)	Delete	Proview
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 Cou	ırt			
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	
		Judgme	ent Against The Garnishee currently.	
		Click the	e Submit to Court button.	

Court S	Court Submission Results								
Case De	etails								
Case Nu	umber:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee					
Case Ty	/pe:	sc	Status:	Pending Clerk Review					
	rt Review Writ - Praecipe To B	Enter Judgment Against the Garnishee has been successfully submitted to the court, and is now waiting court review.							

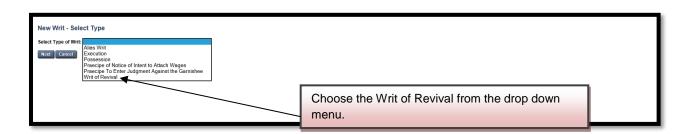
The court will review the writ normally within 24 to 48 hours. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

Writ of Revival

Writ - Select Case Number Enter Case Number SC-97-12-10-0121

Next Cancel

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



Writ - Select Partie	25					
Case Details						
Case Number:	SC-97-12-10-012	L	Docket	t Type:	Writ - Writ o	of Revival
Case Type:	sc		Status	:	Pending	
Case Instance 1 (Co	omplaint)					
Involved	Filer	Plaintiff			Address	
🗹 💿 Joe	Filer				22 Main Street Philadelphia, PA 1912	22
Involved	Filer	Defendant		#	Address	Status
🗹 🔿 Geo	rge Thomson			1	44 Green Street Philadelphia, PA 1911	11 Disposed
Involved		Terre Tenant			Address	Status Related Party
			Add Individual / Organizational	Terre Te	nant	
Next Cancel						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		
		Submit

Writ - Select Parties Case Details Case Number: SC-97-12-10-0121 Case Type: SC	Select the parties involved Writ of Revival and the file		
Case Instance 1 (Complaint) Involved Filer Plaintiff Ø Iso Filer Involved Filer Involved Filer Defenda Ø George Thomson Involved Terre Te Involved Campel Terre Te	nant	Address 22 Main Gtreet Philadelphia, PA 19122 # Address 44 Green Street Philadelphia, PA 19111 Address // Organizational Terre Tenant	Status Disposed Status Related Party
Writ Of Revival Case Details Case Number: 8C-97-12-10-0121 Case Type: SC Amount Due and Unpaid 2000.00 Interest from 01/31/1998 Comments for court clerk (optional). These comments will not appendent Mext Delete Cancel		Docket Type: Writ - Writ of Revival Status: Pending	
Writ - Select Service Type Case Details Case Number: SC-92-12-10-0121 Case Type: SC Plaintiff(s) SC Defier 22 Main Street Philadelphia, PA 19122 Please select service type. Rext Defief Case Type: Cancel	Defendant(s) 1 George T 44 Green Philadelph Service T	Street nia, PA 19111	Disposed Disposed Service of Process is required. Choose a service type.
penalties set forth in 18 Pa. C.S. § 4904, which of I am an attorney for the plaintif(s), the plaintif take this verification or have gained sufficient kn that this verification is made subject to the pena	concerns the making of unsworn falsifications to authorities. is authorized representative or have a power of attorney for the plaint iowledge, information and belief from communications with the plaint	of Revival forth above are true and correct to the best of my knowledge, in thif(s) in this writ action. I hereby verify that I am authorized to n fif or the person stated below and that the facts set forth are true	formation and belief. I understand that this verification is made subject to the nake this verification; that I have sufficient knowledge, information and belief to and correct to the best of my knowledge, information and belief. I understand scentative or have a power of attorney, I have attached a completed
 penalties set forth in 18 Pa. C.S. § 4904, which of I am an attorney for the plaintiff(s), the plaintiff take this verification or have gained sufficient Kn that this verification is made subject to the pena 	concerns the making of unsworn falsifications to authorities. 's authorized representative or have a power of attorney for the plaint iowledge, information and belief from communications with the plaint	tiff(s) in this writ action. I hereby verify that I am authorized to n iff or the persons listed below and that the facts set forth are true	formation and belief. I understand that this verification is made subject to the nake this verification; that I have sufficient knowledge, information and belief. I understand and convert to the bast of my knowledge, information and belief. I understand issentative or have a power of attorney, I have attached a completed
Back Save Next Cancel		Attorneys should populate AN AUTHORIZED REPRE FILE A PRAECIPE TO EN AGAINST THE GARNISH	ESENTATIVE CANNOT ITER JUDGMENT

ase Details								
ase Number:	<u>SC-97-12-10-0121</u>			Docket				
ase Type:	SC			Status:	Pending			
ase Parties								
Plaintiff Information			Defendant Information		The Praecipe ca	n be preview	ed and	d edited if
oe Filer 2 Main Street			1 George Thoms 44 Green Stre	et	necessary. Click	the Next but	ton.	
hiladelphia, PA 19122			Philadelphia, P	A 19111	, , , , , , , , , , , , , , , , , , , ,			
ocket Preview								
escription		Results/Comments		Filing Party	Docketed Under		Edit	Preview
raecipe Writ of Revival				Joe Filer	George Thomson (D1) Joe Filer (P)	X	•	Preview
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				exhibits, r	efer to pages 17-20.			
rit - Docket Entries	3		L					
ase Details								
ase Number:	SC-97-12-10-0121			Docket	Type: Writ - Writ of Revival			
Case Type:	sc			Status:	Pending			
ase Parties								
Plaintiff Information			Defendant Information			Defendant Status		
oe Filer 2 Main Street			1 George Thoms 44 Green Stre		1	Disposed		
hiladelphia, PA 19122			Philadelphia, P	A 19111				
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Court Submission F	Court Submission Results						
Case Details							
Case Number:	<u>SC-97-12-10-0121</u>	Docket	Туре:	Writ - Writ of Revival			
Case Type:	SC	Status:		Pending Clerk Review			
	val has been successfully submitted to the court, and is now waiting court review, thorized for the amount to be charged to you.			Court Submission Results page will indicate the Writ of Revival is now awaiting Court review.			
Review Invoices				nvoice 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							
Туре	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						
Par	tios							
	Defendants							
	George Thomson							
22 Main Street								
Philadelphia, PA 19122 Philadelphia, PA 19111								
Page generated on 11/07/2012 07:47 PM from http://claims.staging.courtapps.com.								
[Close] [Pint]								

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 sc1210023000

 Next Cancel

 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.

Case Number: Sc-12-10-02-3000 Docket Type: Relistment: Case Type: SC Status: Pending Lease 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: a cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes. Filing Date Description Results/Comments Filing Party Docketed Under Vie Free Stifts. On Camount at Issue: \$4,500.00 Interviewer Code: 113 0 10/02/2012 Statement of Claims Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Amount at Issue: \$4,500.00 Interviewer Code: 113 JOE FILER Free Stifts. On Free Stifts. On Free Stifts. On Camount at Issue: \$4,500.00 Interviewer Code: 113 Relist at new address Relist at new 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 tist to be done at the original address or a	Case Details							
ease select the filing to be relisted. Note: You can only file electronic relistments against initiations, additional claims, and petitions that were originally filed electronically. Not at cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes. Filing Date Description Results/Comments Filing Party Docketed Under Vie Image: 10/02/2012 Statement of Claims Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 JOE FILER Fred Smith (D1) Vie Pee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113 DOE FILER Fred Smith (D1) Vie Palist at new address Palist at new address Palist 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		<u>SC-12-10-02-3000</u>		Docket Type:	Relistment			
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Relistment at a New Address

Relistment - Select Parties			
Case Details			
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint	
Case Type: SC		Status: Pending	
Case Instance 1 (Complaint)			
Involved Filer Plaintiff		Address	
 Joe Filer 		22 MAIN STREET Philadelphia, PA 19111	
Involved Filer Defendant	#	Address	Status
Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial
Next Cancel			

Relistment - Relist	Parties at New Address		
Case Details			
Case <u>SC-12</u> Number:	2-10-02-3000	Docket Type: Relistment - Complaint	
Case Type: SC		Status: Pending	
Address			
Street 1	88 MAIN STREET		
Street 2			
City/ State/ Zip Code	PHILADELPHIA PA 19111		
Service		Enter the new address and choose service of process	
Service Type:	✓		
Special Instru Include any si Philadelph Private Se Other (req	nia Writ Service ser		

Relistment -	Select Parties		
Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Relistment - Complaint	
Case Type:	SC	Status: Pending	
Defendant(s)	1		
Case Instance	e1 (Complaint claim)		
Ado	d Smith Iress: MAIN STREET	Ready for trial	
	LADELPHIA, PA 19111	The relistment can be edited before continuing the filing process. Click the Next button to move to the	
Edit relistment at		next page	

Relistr	ment - Verification				
Case C Case Numbe	Details SC-12-10-02-3000 per:	A pro-se filer should choose this radio			
Case 1	Type: SC	Status: Pending			
Verific	cation				
•		ction. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the n and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns ns to authorities.			
0	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 authorized representative form or a completed power of attorney form.				
Back	Save Next Cancel				

Relistment -	Verification				
Case Details					
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Relistment - Complaint		
Case Type:	SC	Status:	Pending		
Verification					
the be		and that this verification is made	rification and that the facts set forth above are true and correct to subject to the penalties set forth in 18 Pa. C.S. § 4904, which		
verify knowle best o concer	that I am authorized to make this verification; that I idge, information and belief from communications wit ony knowledge, information and belief. I understand ns the making of unsworn falsifications to authorities.	have sufficient knowledge, inform h the plaintiff or the persons liste that this verification is made sub If I am an authorized repre:	r of attorney for the plaintiff(s) in this relistment action. I hereby nation and belief to take this verification or have gained sufficient ad below and that the facts set forth are true and correct to the oject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attached a pleted power of attorney form.		
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:	<u>SC-12-10-02-3000</u>				Docket Ty	pe: Relis	tment - Complaint		
Case Type:	SC				Status:	Pend	ling		
Case Parties									
Plaintiff Infor	rmation		Defendant Info	rmation			Defendant	Status	
Joe Filer 22 MAIN STREE Philadelphia, PA			1 Fred Smith 44 ELM STF Philadelphi	REET	122	The re	listment can be pr	eviewed o	r edited.
Docket Previe	ew							•	
Description		Results/C	omments	F	Filing Party	/	Docketed Under	Edit	Preview
Relistment at ne	ew address			J	IOE FILER		Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket Fi	ntries								
Add PAS		<u>Generate</u>							
Add Exhibit		Scar	n/Upload	Г					
Add Affidavit 10	9	Generate Scar			Exhibit	s or a l	Petition for Alterna	tive Servio	ce can be
Add IFP				\mathbf{N}	added	(if the	new service addre	ss require	s it) or an
Joe	Filer	<u>Generate</u> <u>Scar</u>	n/Upload				eris petition. To a dd Exhibit <u>Scan/l</u>		
Back Next	Cancel			_	detaile	d instru	to pages 17-20.		

Relistment - Docket	t Entries					
Case Details						
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Relistment - Complaint		
Case Type:	sc		Status:	Pending		
Case Parties						
Plaintiff Information		Defendant Information		Defendant Stat	tus	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 ELN STREET Philadelphia, PA 19122		Ready for trial		
Docket Preview						
Description	Resul	ts/Comments	Filing Party	Docketed Under	Edit Pr	eview
Relistment at new addres	is		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Pro	sview
Exhibit	Additi	onal Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Pre	aview
Add Docket Entries						
Add PAS		Generate				
Add Exhibit		Scan/Upload	Once the	exhibit has been upl	oaded, it can be	e
Add Affidavit 109		Generate Scan/Upload	previewe	d or edited. Click the	Next button to	
Add IFP						
Jo	e Filer	Generate Scan/Upload	continue			
Back Next Cancel						

Relistment - Submit to Court		
Case Details		
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint
Case Type: SC		Status: Pending
		ents or Create Another Relistment and bulk schedule later. Comments:
lease schedule on a Thursday af	tternoon.	If several relistments are being filed and the same hearing date for all is desired, use the <u>Create Another Relistmen</u> link to create the next one. Once all cases have been created, click the Schedule Bulk Relistments link to
Fee Details		request that all relistments be schedule together. This is t
Court Cost:	11.00	ONLY way to ensure that all of your relistments will have t
State Fee:	0.00	
Automation Fee:	2.20	same hearing date, time and COURTROOM.
Convenience Fee:	5.00	
C & E Process Service Fee:	0.00	
PWS Service Fee:	27.00	
Constable Service Fee:	0.00	If this is the only relistment being filed, use the
		optional text box to request a hearing day, or time,
Third Party Service Fee:	0.00	enter your credit card information and click the
Record Retention Fee:	1.10	Submit To Court button.
Credit Card Details		
Credit Card Number:		
Expiration: / (MM/Y	(Y)	
Security Number: Help		
Billing Information		
Use the address elow:	Enter a new O address:	
	Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET	Street 1	
	Street 2	
PHILADELPHIA, PA 19111	City/State/Zip Code	
Back Submit To Court		
Case Details		Decket Tunes Relistment Complete
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint
Case Type: SC		Status: Pending Clerk Review
Court Review The Relistment - Complaint has been succ Your card has been authorized for the amo	cessfully submitted to the court, and is now w unt to be charged to you.	valting court review.
Review Invoices	The Court St	ubmission Results page will indicate
	that the relist	ment is now awaiting review by the view Invoices link is available to print a

Philadelphia Municipal Court - Case Managemer	nt 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 8:47 PM		
Transaction Date				
Payment Method		Credit Card		
Filing Party		JOE FILER		
Туре		CHARGE		
Vendor comments		Approved		
Vendor confirmation number		V18F3CD7E5AE		
Г	De contratione			Total
Convenience Fee	Description			10tai 5.00
Automation Fee				2.20
Combined PWS service fee				27.00
Record Retention Fee				27.00
Court Cost including additional defendant fee if applicable				11.00
Court Cost including additional delendant lee if applicable	Total			46.30
L	1000		I	40.30
	Parties			
Plaintiffs	Defendan	ts		
Joe Filer	Fred Smith	1		
22 MAIN STREET	44 ELM S	TREET		
Philadelphia, PA 19111	Philadelph	ia, PA 19122		
	I			
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 <u>mcclaims@courts.phila.gov</u> will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

Relistment at Same Address

<u>5C-12-10-02-3000</u> 5C		Docket Type: Status:	Relistment			
sc		Status	- r			
		Statust	Pending			
e Description	Results/Comments			Filing Party	Docketed Under	View
Description Statement of Claims	Hearing Scheduled: 11/19/2012 09	9:15 AM Hearing Ro	om 2	Filing Party JOE FILER	Fred Smith (D1)	View View
	Amount at Issue: \$4,500.00 Interviewer Code: 113				Joe Flier (P)	
	e original CLAIMS pilot are n Description	e original CLAIMS pilot are not considered electronically filed for these Description Statement of Claims Hearing Scheduled: 11/19/2012 09 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113	e original CLAIMS pilot are not considered electronically filed for these purposes.	e original CLAIMS pilot are not considered electronically filed for these purposes.	e original CLAIMS pilot are not considered electronically filed for these purposes.	Description Results/Comments Filing Party Docketed Under 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)

	Select Parties			
Case Details Case Number:	<u>SC-12-10-02-3000</u>		Docket Type: Relistment - Complaint	
Case Type:	SC		Status: Pending	
Case Instance	e 1 (Complaint)			
Involved File	er Plaintiff		Address	
v ()) Joe Filer		22 MAIN STREET Philadelphia, PA 19111	
Involved File	er Defendant	#	Address	Status
) Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial
Next Cancel	<u> </u>	and the filer. Attorneys who is the filer. Go to	be involved in the relistment is must represent the party the Home page and choose Entry of Appearance link to ord.	

Relistment - Select Parties		
Case Details		
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint
Case Type: SC		Status: Pending
Defendant(s)		Choose the radio button based on whether service was good
Case Instance1 (Complaint claim) 1 Fred Smith Address: 44 ELM STREET Philadelphia, PA 19122		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
Relist at same address	Click the link to address.	verification cannot be obtained, personal service will be required for all Philadelphia addresses.
Next Delete Cancel		

	Click the Save button to continue.
Relistment - Relist Parties at Existing Address	
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending
Service: Other Service Type: S	any forms.

Relistment - Select Parties	A pro-se filer should choose this radio button.
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	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	
Edit relistment at same address	The relistment can be edited by clicking on the <u>Edit</u> <u>relistment</u> at same address link before continuing with the fling. Click the Next button to move forward.
Next Delete Cancel	

Relistment -	Verification				
Case Details					
Case Number:	<u>SC-12-10-02-3000</u>	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.					
verify knowle my kn making	that I am authorized to make this verification; that I adge, information and belief from communications wit owledge, information and belief. I understand that thi	have sufficient knowledge, informa h the plaintiff or the persons listed s verification is made subject to th authorized representative or h	of attorney for the plaintiff(s) in this relistment action. I hereby ation and belief to take this verification or have gained sufficient below and that the facts set forth are true and correct to the best of ie penalties set forth in 18 Pa. C.S. § 4904, which concerns the have a power of attorney, I have attached a completed r of attorney form.		

Relistment - Docket Entries					
Case Details Case <u>SC-12-10-02-3000</u> Number: Case Type: SC	Attorneys should populate the second radio button. AN AUTHORIZED REPRESENTATIVE CAN FILE A RELISTMENT ONLY IF A JUDGMENT HAS NOT BEEN ENTERED.				
Case Parties Plaintiff Information Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Defendant Informati 1 Fred Smith 44 ELM STREET Philadelphia, PA	necessary	nent can be preview /.	ved and edited, if	
Docket Preview Description Relistment at existing address	Results/Comments	Filing Party JOE FILER	Docketed Under Fred Smith (D1) Joe Filer (P)	ENIT Preview Edit Preview	
Add Docket Entries Add PAS Add Exhibit Add Affidavit 109 Add IFP Joe Filer	Generate Scan/Upload Generate Scan/Upload	States Postal Service can be requires it) or an exhibit, cho	as the verification f Service) or a Petitic e added (if the new an Informa Pauperi pose the Add Exhit ed instructions rega	on for Alternative service address s petition. To add bit <u>Scan/Upload</u>	

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		Defenda	nt Information		Defendant	Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	Fred Smith 44 ELM STREET Philadelphia, PA 19122		Ready for tri	al
Docket Preview						
Description	Resul	ts/Comments		Filing Party	Docketed Under	Edit Preview
Relistment at new addres	is			JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview
Exhibit	Additio	onal Documents		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview
Add Docket Entries						
Add PAS Add Exhibit		<u>Generate</u> <u>Scan/Up</u>	load		exhibit has been up	
Add Affidavit 109		Generate Scan/Up	load	previewed	l or edited. Click the	Next button to
Add IFP				continue.		
Jo	e Filer	Generate Scan/Up	load			
Back Next Cancel						

Relistment - Submit to Court	
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending
	neys can also <u>Schedule Bulk Relistments</u> or <u>Create Another Relistment</u> and bulk schedule later. Comments:
LEASE SCHEDULE ON A WEDNESDAY MORNIN	
	If several relistments are being filed and the same hearin date for all is desired, use the <u>Create Another Relistme</u> link to create the next one. Once all cases have been
Fee Details	created, click the Schedule Bulk Relistments link to
Court Cost:	request that all relistments be schedule together. This is
State Fee:	0.00 ONLY way to ensure that all of your relistments will have
Automation Fee:	same hearing date, time and COURTROOM.
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
Record Retention ree;	optional text box to request a hearing day, or time,
Credit Card Details	enter your credit card information and click the
Credit Card Number:	Submit To Court button.
Expiration: / (MM/YY)	
Security Number: Help	
Billing Information Use the address	Enter a new
below:	address:
JOE FILER	Name on Card: (First, Middle, Last)
22 MAIN STREET	Street 1
PHILADELPHIA, PA 19111	Street 2
	City/State/Zip Code
Back Submit To Court	
Case Details	Dacket Tuna: Palistment - Complaint
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending Clerk Review
Court Review The Relistment - Complaint has been successfull Your card has been authorized for the amount to b	ly submitted to the court, and is now waiting court review. se charged to you.
D 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.

Pending Clerk Review Import Review withmission Dafe 1106/2012 413 PM Import Review ransaction Dafe Credit Card Import Review	Dhiladalahia Munisinal Caust. Casa Managamant Custom					
Invoice Summary 97740 voice Status 976740 ase Number 976740 ase Number 96121-002-3000 ase Number 9295177 ocket Entry D0 1938188 oscket Entry D1 Reatiment- Complaint ocket Entry Status Pandang Clerk Review ubmission Date 11062012 4.13 PM assetting Date Clerk Review ubmission Date 10062012 4.13 PM ayment Method Older Review ubmission Date Clerk Review ubmission Date Older Review ubmission Date Clerk Review ubmission Date Older Review ubmission Date Clerk Review ubmission Date Clerk Review ubmission Date Clerk Review symeent Method Older Review symeent Method Older Review symeent Method Older Review endor confination number Y9795892CA41 curd confination adefinant Review Status curd Retentine Review Status <t< th=""><th>Philadelphia Municipal Court - Case Management System</th><th></th><th></th></t<>	Philadelphia Municipal Court - Case Management System					
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ubmission Date 10x0/02 413 PM syment Method 0 upmascion Date 0 syment Method 0.0E FILE R upmascion Date 0.0F RLE R ype 0.44 RMS E endor commers 0.44 RSE endor confirmation number Y197 B382 CA11 second confirmation number Y100 second confirmation number Y100 second confirmation number Y100 second co	Docket Entry Status					
Instance	Submission Date					
Inp Party JOE FILER ypp CHARGE endor comments Approved endor comments Approved endor comments Approved endor comments V/9F3802CA41 convenience Fee 5.00 convenience Fee 5.00 convenience Fee 5.00 convenience Fee 5.00 sudomation Fee 5.00 sudomation Fee 1.10 sudomation Fee 1.10 sudomation Fee 11.00 sudomation Fee 11.00 sudomation Fee 19.30 substription Fee 19.30 substription Fee 19.30 substription Fee <td>Transaction Date</td> <td></td> <td></td>	Transaction Date					
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Performation number V79F3892CA1 Constraint Total averantece Fee 50 utomation Fee 50 score Refering Fee 120 score Refering Fee 1100 Score Refere 1100 Score Refering Fee 1100	Туре					
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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.

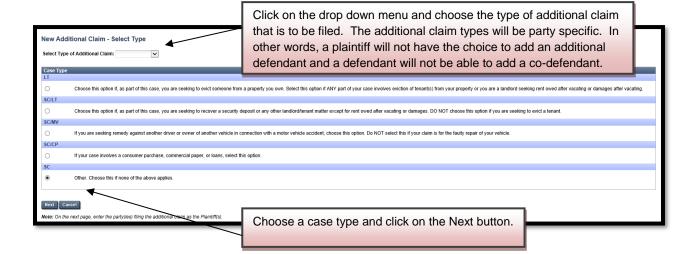
An **Additional Defendant** is filed when the **DEFENDANT** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

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 sc1210023000		
Next Cancel	Enter the claim and click the Next button.	



Co-Defendant

Case Initi	ation: Statement of Claims		
Case Deta	ils		
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Claim - Co-Defendant	
Case Type	n SC	Status: Pending	
Parties			
	Plaintiff(s)	Defendant(s)
Add existing	g <u>plaintiff</u> as plaintiff	Add <u>Individual</u> / <u>Organization</u> to new address <u>Alternate Service Address</u>	
	Add the existing plaintiff as the plaintiff in the co-defendant filing.	Add the co	-defendant

To add the plaintiff:

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 (appearance filed as an exhibit,	unless they supply an entry of
Is defendant in military service?	○ Yes No	Add an individual as co-defendant by
Defendant is a Minor?	◯Yes ⊙No	typing the name and address. If the
Linked to defendant	~	spouse of the co-defendant is being
	To track multiple addresses requiring service for a single addresses as separate defendants, but link one of the d	named as well, add that information at
	accurate statistics.	the bottom. Click the Save button.
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 If so, please enter the spouse's name	a spouse living at the same address who you would also like below:	to name as a defendant?
First Name		
Middle Name		
LastName		
Suffix		
Is defendant in military service?	◯Yes ④No	
Save Cancel		

	Plaintiff(s)	Defendant(s)		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add <u>Individual/Organization</u>	to this address	<u>Frieda Smith</u> <u>88 MAIN STREET</u> PHILADELPHIA, PA 19122 Add <u>Individual/Organization</u> to this address		
Add existing <u>plaintiff</u> as plain	tiff	Add Individual / Organization to new address Alternate Service Address		
Details				
Description of Claim	PLAINTIFF STATES CO-DEFENDANT IS	ALSO RESPONSIBLE FOR THE AMOUNT DUE.		
a summary to explain				

Principal	4500.00	Only the Principal amount is required					
Interest	0.00	and should be the same amount as the					
Attorney Fees	0.00	original judgment requested. If a					
Other Fees	0.00	higher judgment is requested,					
Plaintiff has requested Affidavit of Physician		additional exhibits may have to be					
Plaintiff has requested Affidavit of Repairman		added. Click the Next button.					
Include Notice of Intent to Defend							
Statute Expiring							
Court Clerk Comment Comments for court clerk (optional). These comme	ents will not appear on the do	cket or any forms.					
Save Next Cancel Delete							

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

Claim - Select Service	Туре				
Case Details					
Case SC-12-10-0 Number:	02-3000	Doe	cket Type:	Claim - Co-Defendant	
Case Type: SC		Sta	tus:	Pending	
Plaintiff(s)	Defe	endant(s)			Defendant Status
Case Instance 2 (Co-Defe	ndant)				
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2	Frieda Smith 88 MAIN STREE PHILADELPHIA,			Pending
		Service Type:		×	
Please select service type	2.			ess Service	
Back Next Cancel	Choose the service type fo Co-Defendant.	r the		a Writ Service ires Petition for Alternate Service) vice	

Claim	- Verific	cation							
Case	Details								
Case Numb		<u>SC-12-10-02-3000</u>	A pro-se filer should populate this						
Case	Туре:	sc	radio button.						
Verifi	cation								
•	best of		ereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the d belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns o authorities.						
0	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							

Claim - Verif	cation			
Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Claim - Co-Defendant	
Case Type:	SC	Status:	Pending	
Verification				
best of	plaintiff in this claim action. I hereby verify my knowledge, information and belief. I ur is the making of unsworn falsifications to a	derstand that this verification is made sub		
that I a knowle best of concer	n attorney for the plaintiff(s), the plaintiff's m authorized to make this verification; tha dge, information and belief from communic muc knowledge, information and belief. I un is the making of unsworn falsifications to a eted Philaden bia Municipal Court authors.	I have sufficient knowledge, information ations with the plaintiff or the persons liste derstand that this verification is made sub uthorities. If I am an authorized repre :	and belief to take this verification or ha d below and that the facts set forth are ject to the penalties set forth in 18 Pa. sentative or have a power of attor	ve gained sufficient true and correct to the C.S. § 4904, which
Other F	Next Cancel	Attorneys and non- attorn as an authorized represer populate the second radic the name of the authorize representative in the Othe text box.	tative, should button. Type	×

Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket Ty	pe: Claim - Co-	Defendant		
Case Type:	SC				Status:	Pending			
Case Parties									
Plaintiff Infor	mation		Defe	ndant Informati	on		Defenda	ant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA			2	Frieda Smith 88 MAIN STREET PHILADELPHIA, F			efendant car or edited if		
Docket Previe	w								
Description		Results/Co	mment	s	Filing Party	Docke	ted Under	Edit	Preview
Co-Defendant					JOE FILER	Frieda Joe File	Smith (D2) er (P)	Edit	Preview
ADA Notice					JOE FILER	Frieda	Smith (D2)		Preview
Plaintiff Instructi	ons SC				JOE FILER	Frieda	Smith (D2)		Preview
SC What To Do					JOE FILER	Frieda	Smith (D2)		Preview
Non-Military Affic	davit				JOE FILER	Frieda	Smith (D2)		Preview
Add Docket En Add Exhibit Add Affidavit 109 Add Claim Fact S Add IFP Joe Filer Add PAS for PAS Mail: Fi	9 Sheet	Generate Sc Generate Sc Generate Sc Generate Sc	can/Uplo	aad	Add Exi necessa uploade automat and any	nibits <u>Scan</u> ry to add ar d. The Co-l ically receiv original exh	/Upload line by exhibits p Defendant w e the origina ibits. For d	oreviously vill al complaint etailed	ie
PAS PO Box	k: Frieda Smith	<u>Generate</u> So	an/Uplo	ad		refer to page	ng the uploa des 17-20.		

Case Details						
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Claim - Co-Defendant		
Case Type:	sc		Status:	Pending		
Case Parties						
Plaintiff Info	rmation	Defendan	t Information	Defendar	nt Status	
Joe Filer 22 MAIN STREE Philadelphia, PA		88 M	da Smith IAIN STREET ADELPHIA, PA 19122	Pending		
Docket Previe	ew					
Description		Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant			JOE FILER	Frieda Smith (D2) Joe Filer (P)	<u>Edit</u>	<u>Preview</u>
Exhibit		ADDITIONAL EXHIBIT	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice			JOE FILER	Frieda Smith (D2)	1	Preview
Plaintiff Instruct	tions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do			JOE FILER	Frieda Smith (D2)		Preview
Non-Military Aff	idavit		JOE FILER	Frieda Smith (D2)		Preview
Add Docket E	ntrioc				/	
Add Exhibit	intres	Scan/Upload				
Add Affidavit 10	9	Generate Scan/Upload	Once the exhibit	has been uploaded, it	can be pre	viewed and
Add Claim Fact	Sheet	Generate		ry. Click the Next butt		
Add IFP			Submit To Court	-		
Joe Filer		Generate Scan/Upload				
Add PAS for						
PAS Mail: I	Frieda Smith	Generate Scan/Upload				
PAS PO Bo	x: Frieda Smith	Generate Scan/Upload				

Claim - Submit to Court				
Case Details				
Case <u>SC-12-10-02-3000</u> Number:		Docket Type:	Claim - Co-Defendant	
Case Type: SC		Status:	Pending	
Hearing Details				
Hearing date/time: 11/19/2012 09:15 AM Hearing Room: 2	1			
Non-Standard Hearing				
Room (<u>Note</u> : This item must be scheduled at the sar case initiation.)	ne time/location as the hearing for			
Fee Details		·		
Court Cost:	5.50	The Co-	Defendant will be scheduled for the same date a	and time
State Fee:	0.00	as the o	riginal claim. Enter the credit card information a	nd click
Automation Fee:	2.20		mit To Court button.	
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: Expiration: (MM/YY)				
Security Number: Help				
Billing Information Use the address	Enter a new			
below:	address:			
JOE FILER	Name on Card: Street 1		(First, Middle, Last)	
22 MAIN STREET	Street 2			
PHILADELPHIA, PA 19111	City/State/Zip Code			
Attorney Comments				
N/A				
Back Submit To Court				
Back Submit To Court				
Court Submission Results				
Case Details				
Case <u>SC-12-10-02-3000</u> Number:		Docket Type	: Claim - Co-Defendant	
Case Type: SC		Status:	Pending Clerk Review	
Court Review The Claim - Co-Defendant has been success Your card has been authorized for the amour				
Review Invoices		t	The Court Submission Results page will indicate hat the Co-Defendant is now awaiting Court rev An invoice is available by clicking Review Invoice	iew.

Philadelphia Municipal Court - Case Management System

Invoice Report

nvoice Summary nvoice Number nvoice Status	976753	
nvoice 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	
Fransaction Date		
Payment Method	Credit Card	
iling Party	JOE FILER	
Гуре	CHARGE	
/endor comments	Approved	
/endor 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
Fotal		53.20
Parties		
Plaintiffs	Defendants	
Joe Filer	Frieda Smith	
22 MAIN STREET Philadelphia, PA 19111	88 MAIN STREET PHILADELPHIA, PA 19122	
-iniadeipina, FA 19111		

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 <u>mcclaims@courts.phila.gov</u> 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 SC1211083000	Enter the claim and click the Next button.						
New Additional Claim - Select Type							
Select Type of Additional Claim: Counter Claim 💌	Click on the drop down menu and choose Counter-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 see damages. DO NOT choose this option if you are seeki	king to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or ng to evict a tenant.						
SC/MV							
If you are seeking remedy against another driver or ow claim is for the faulty repair of your vehicle.	ner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your						
SC/CP							
If your case involves a consumer purchase, commerci	al paper, or loans, select this option.						
SC							
Other. Choose this if none of the above applies.							
Next Cancel	he case type and click the Next button.						
Note: On the next page, enter the party(ies) filing the additional c	laim as the Plaintiff(s).						

Case Initia	Case Initiation: Statement of Claims							
Case Detail	5							
Case Number:	<u>SC-12-11-08-3000</u>		Docket Type:	Claim - Counter Claim				
Case Type:	SC		Status:	Pending				
Parties								
	Plaintiff(s)			Defendant(s)				
Add existing	defendant as plaintiff		Add existing <u>plai</u> <u>Alternate Service</u>	intiff as defendant e 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:

Case Details	-	
Case Number:	<u>SC-12-11-08-3000</u>	Docket Type: Claim - Counter C
Case Type:	SC Idant as a plaintiff.	Populate the radio button to add the defendant as the plaintiff. If there is more than one defendant involved, each one will
Complaint claim JOE FILER 22 MAIN ST PHILADELI Save Cancel		need to be added separately.

Add Existing Party	
Case Details	
Case <u>SC-12-11-08-3000</u> Number:	Docket Type: Claim - Counter Claim
Case Type: SC	Status: Pending
Add existing plaintiff as a defendant.	Populate the radio button to add the plaintiff as the defendant. If there is more
Complaint claim	than one plaintiff involved, each one will
FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	need to be added separately. Click the Save button.
Save Cancel	

Case Initiatio	Case Initiation: Statement of Claims						
Case Details							
Case Number:	<u>SC-12-11-08-3000</u>	Docket Type:	Claim - Counter Claim				
Case Type:	sc	Status:	Pending				
Parties							
	Plaintiff(s)		Defendant(s)				
<u>JOE FILER</u> 22 MAIN STREE PHILADELPHIA, Add <u>Individual</u> /9		FRED SMITH 44 ELM STREET PHILADELPHIA, Add Individual/G	PA 19122 Organization to this address				
Add existing <u>de</u>	f <u>endant</u> as plaintiff	Add existing <u>pla</u> <u>Alternate Servic</u>	intiff as defendant :e 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.

rincipal	8000	
nterest	0.00	Only the Principal amount is required. If your case
ttorney Fees	0.00	requires either an Affidavit of Physician or an Affidavit
ther Fees	0.00	of Repairman, click the appropriate box and one will be
laintiff has requested Affidavit of Physician		generated for you. If you wish to include a Notice to
laintiff has requested Affidavit of Repairman	\checkmark	Defend , click the box and one will be generated with the
nclude Notice of Intent to Defend		service pack. A self-addressed stamped envelope is
tatute Expiring		required. Click the Next button to continue.
ourt Clerk Comment		
omments for court clerk (optional). These comm	ents will not appear on the di	

Claim - Select Service Typ	e	
Case Details		
Case <u>SC-12-11-08-30</u> Number:	Docket Type: Claim	- Counter Claim
Case Type: SC	Status: Pendin	Ig
Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 3 (Counter Cla	im)	
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending
	Service Type:	×
Please select service type. Back Next Cancel	C & E Process Ser Philadelphia Writ S Other (requires Pe Private Service	
Choose th	ne service type for the Counter-Claim.	

Claim - Ver	ification	
Case Detail	5	
	a plaintiff in this claim action. I	A pro-se filer should populate this radio button.
I am that know my k maki	I am authorized to make this ve vledge, information and belief fro nowledge, information and belie ing of unsworn falsifications to a adelphia Municipal Court auth	to authorities. the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify rification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient om communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of f. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the uthorities. If I am an authorized representative or have a power of attorney, I have attached a completed horized representative form or a completed power of attorney form.

Claim - Verific	cation					
Case Details						
Case Number:	<u>SC-12-11-08-3000</u>		Docket Type:	Claim - Count	ter Claim	
Case Type:	sc		Status:	Pending		
Verification						
best of		lief. I understand that this verifica			ne facts set forth above are true and correct to the alties set forth in 18 Pa. C.S. § 4904, which	
that I ar knowled best of concern	m authorized to make this verifica Ige, information and belief from co my knowledge, information and be	ion; that I have sufficient knowle mmunications with the plaintiff or dief. I understand that this verifica ons to authorities. If I am an au	dge, information the persons liste ation is made sub thorized repre	and belief to tal d below and the ject to the pena sentative or h	r the plaintiff(s) in this claim action. I hereby verify ke this verification or have gained sufficient at the facts set forth are true and correct to the alties set forth in 18 Pa. C.S. § 4904, which nave a power of attorney, I have attached a of attorney form.	
Other Pe	Other Persons: 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 ack Save					
		text box.				

Click the Next button.

Case Details				
Case <u>SC-12-11-08-3000</u> Number:		Docket	Type: Claim - Counter Claim	
Case Type: SC		Status:	Pending	
Case Parties				
Plaintiff Information	Defer	dant Information	Defend	ant Chature
JOE FILER		FRED SMITH	The Counter-Claim can	be previewed and
22 MAIN STREET PHILADELPHIA, PA 19122		44 ELM STREET PHILADELPHIA, PA 19122	edited, if necessary.	
Docket Preview				
Docket Preview Description	Results/Comments	Filing Part	v Docketed Under	Edit Preview
Counter Claim	Results) comments	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 Add Affidavit 109 Add Claim Fact Sheet Add IFP JOE FILER Add PAS for	<u>Scan/Uploar</u> <u>Generate</u> <u>Scan/Uploar</u> <u>Generate</u> <u>Generate</u> <u>Scan/Uploar</u>		All complaints are req attached. If an exhibit affidavit can be gener explain why exhibits a add an exhibit, click or link. For detailed instru- uploading of exhibits,	t is unavailable, a 109 ated or uploaded to re not attached. To n the <u>Scan/Upload</u> uctions regarding the
PAS Mail: FRED SMITH	Generate Scan/Upload	If the Co	unter-Claim involves pers	onal injury or
PAS PO Box: FRED SMITH	Generate Scan/Upload		damage over \$2,000.00 a	
Back Next Cancel		clicking served n requiring Pauperi	required. One can be ge on the link. If the defenda by some means of alterna the filing of a petition, or s petition, click on the appenerate or upload the docu	nt must be tive service an Informa propriate links to

Claim - Dock	tet Entries						
Case Details							
Case Number:	<u>SC-12-11-08-3000</u>			Docket Type:	Claim - Counter Claim		
Case Type:	SC			Status:	Pending		
Case Parties							
Plaintiff Info	rmation	Defei	ndant Informa	tion	Defenda	ant Status	
JOE FILER 22 MAIN STREE PHILADELPHIA,		3	FRED SMITH 44 ELM STREET PHILADELPHIA,		Pending		
Docket Previe	ew						
Description		Results/Comments		Filing Party	y 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)	<u>Edit</u>	Preview
ADA Notice				JOE FILER	FRED SMITH (D3)	T	Preview
Plaintiff Instruct	tions SC			JOE FILER	FRED SMITH (D3)		Preview
SC What To Do	1			JOE FILER	FRED SMITH (D3)	/	Preview
Non-Military Aff	idavit			JOE FILER	FRED SMITH (D3)	/	Preview
Add Docket E	ntries					/	
Add Exhibit		Scan/Uploa				· · · · ·	
Add Affidavit 10	09	Generate Scan/Uploa	<u>u</u>		has been uploaded, i		
Add Claim Fact	Sheet	Generate			screen. It can be pre		
Add IFP			ne	Cessary. Click	the Next button to co	Jinnue.	
JOE FILER		Generate Scan/Uploa	<u>d</u>				
Add PAS for							
PAS Mail:	FRED SMITH	Generate Scan/Uploa	d				
PAS PO Bo	DX: FRED SMITH	Generate Scan/Uploa	d				
Back Next	Cancel						

Claim - Submit to Court		
Case Details		
Case <u>SC-12-11-08-3000</u> Number:		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 sam case initiation.)	e time/location as the hearing for	
		The Operator Object will be each added for the second data and
Fee Details		The Counter-Claim will be scheduled for the same date and time as the original claim. Enter the credit card information and
Court Cost:	44.00	click the Submit To Court button.
State Fee:	10.00	
Automation Fee:	5.50	
Convenience Fee:	5.00	
C & E Process Service Fee: PWS Service Fee:	0.00 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:		
Expiration: / (MM/YY) Security Number: Help		
Security Number: Help Billing Information		
Use the address below:	Enter a new O address:	
	Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET	Street 1	
PHILADELPHIA, PA 19111	Street 2 City/State/Zip Code	
Attorney Comments		
Back Submit To Court		
Court Submission Results		
Case Details		
Case <u>SC-12-11-08-3000</u> Number:		Docket Type: Claim - Counter Claim
Case Type: SC		Status: Pending Clerk Review
Court Review The Claim - Counter Claim has been success	fully submitted to the court, and is now	waiting court review.
Your card has been authorized for the amount		The Court Submission Results page will indicate
Review Invoices		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 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	
Туре	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	FRED SMITH	
22 MAIN STREET	44 ELM STREET	
PHILADELPHIA, PA 19122	PHILADELPHIA, PA 19122	

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 <u>mcclaims@courts.phila.gov</u> 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 sc1210023000							
Next Cancel Enter the claim number and click the Next button.							

Exhibit - Con	tinuance Request - Select He	aring			
Case Details					
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Exhibit - Contin	uance Request
Case Type:	SC		Status:	Pending	
Select	Hearing Details				Filing Type
۲	11/19/2012 9:15 AM 2				Initial Complaint - Statement of Claims
	Plaintiff(s): Joe Filer				
	Defendant(s): Fred Smith(RFT)				_
Next Cancel	1	Select the hearing Next button.	date and c	lick the	

Case Details						
Case Number:	<u>SC-12-10-02-3</u>	000		Docket Type:	Exhibit - Continuance Requ	est
Case Type:	sc			Status:	Pending	
Initial Complai	nt - Statemeni	t of Claims				
Involved Filer	r Plaintiff			Address		
	Joe Filer			22 MAIN STREET Philadelphia, PA 19	111	
Involved Filer	r Defendant		#	Address		Status
	Fred Smith		1	44 ELM STREET Philadelphia, PA 19	122	Ready for trial
Next Cancel		Select which parti request and which PARTIES WHO A SHOULD BE INC button.	n party is the F	Filer of the wr	it. ALL	

Continuance	Comments			
Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Dock	et Type:	Exhibit - Continuance Request
Case Type:	sc	Statu	s:	Pending
Comments for cou	rt clerk (optional). These comments will not appea	r on the docket or any forms.		
Next Cancel		time for t	he con	comments such as a specific hearing date or ntinuance. The Court will make every effort to your request.
Continuance	- Docket Entries			
Case Details Case Number:	<u>SC-12-10-02-3000</u>	Docke	t Type:	Exhibit - Continuance Request
Case Type:	SC	Status	:	Pending
Case Parties				
Plaintiff Infor	mation Defe	ndant Information		Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA	1	Fred Smith 44 ELM STREET Philadelphia, PA 19122		Ready for trial
Docket Previe	w			
Description	Results/Comments			Filing Party Docketed Under Edit Preview
Continuance Request	Plaintiff continuance request initiated on 11/0 hearing, was scheduled in room 2 at 09:15 A		- Statem	nent of Claims JOE FILER Fred Smith (D1) Joe Filer (P)
Add Docket En Add Continuance Add Exhibit	tries Request Document <u>Scan/Uploa</u> <u>Scan/Uploa</u>	An exhit	oit can pload I	to upload a letter requesting the continuance also be added by clicking on the Add Exhibi link. For detailed instructions regarding the xhibits, refer to pages 17-20.
Cancel Delet	e Submit To Court			

Add Continu	ance Document					
Case Details						
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Exhibit - Continuance Request			
Case Type:	sc	Status:	Pending			
Please select the submission method: ③ Upload Document (Adobe PDF, Microsoft Word, WordPerfect) Browse ③ Scan Document (generate scan cover sheet) Browse cover sheet) ④ Express Scan Code (this option only available with valid express scan code number)						
Save Cance	Save Cancel 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).					

Case Details									
Case Number:	SC-12-10-02-3000			Docket Type:	Exhibit - Continuance Request				
Case Type:	sc			Status:	Pending				
Case Parties									
Plaintiff Information		Defendant Inform	nation			Defendant Status			
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			imith I STREET ELPHIA, 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	r Claim - Co-Defendant hea	ring, was scheduled in roo	om 2 at 09:15 AM on 11/19/2	2012	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Delete	Preview
Add Docket Entries									
Add Exhibit		Scan/Upload						\sim	
Cancel Delete Submit To Court			After the continuance request is uploaded, it can be previewed and edited or necessary.				ed		

ase Details		
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Exhibit - Continuance Request
ase Type:	SC	Status: Pending Review
Court Revi The Exhibit -	iew - Continuance Request has been successfully subr	itted to the court, and is now waiting court review.

Continuance requests are reviewed several times a day to ensure that every request is handled in a timely manner. Email notification from <u>mcclaims@courts.phila.gov</u> 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 SC 1210023000 × Next Cancel	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 (Monetary) Entry Method: Scan Criter Terms of Agreement Note: Scar and 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.

Next Cancel

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

 $\mathbf{\vee}$

Disposition (Judgm	ent 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 (Com	Case Instance 1 (Complaint)				
Involved	Filer	Plaintiff	Add	ress	
Joe Fil	ler			IAIN STREET delphia, PA 19111	
Involved	Filer	Defendant	# Add	ress	Status
✓ O Fred S	Smith			LM STREET delphia, PA 19122	Ready for trial
Choose the parties involved in the agreement.					

Disposition - Docke	t Entries							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Disposition - Resolved by Jud	dgment by Agreement Remote Attorney		
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		Defendant Infor	mation			Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			mith I STREET Iphia, PA 19122			Ready for trial		
Docket Preview								
Description			Results/Comme	ents	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 Judgmen	t by Agreement Remote Attorney Document	Scan/Upload						
Cancel Delete Subm	it To Court		A scan	ned agreem	ent 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\Thereso\Docu_ Browse Swre Cancel			owse button to upload the n your computer. Click the				

Disposition - Dock	et Entries						
Case Details							
Case Number:	SC-12-10-02-3000		Docket Type:	Disposition - Resolve	d by Judgment by Agreement Remote A	ttorney	
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/Con	iments	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment b	y Agreement Remote Attorney			JOE FILER	Fred Smith (D1) Joe Filer (P)	Delete	Preview
Cancel Delete Sub	mit To Court	After the agreement is uploaded, it can be previewed and edited					
		or necessary.					

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 Remole 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 <u>mcclaims@courts.phila.gov</u> 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 LT1211083001	Enter the claim number and click the Next button.

 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.

 Next
 Cancel

New Disposition (Judgment by Agreement) - Select Type

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 - Resolve Attorney	d by Judgment by Agreement Remote
Case Type:	LT		Status:	Pending	
Case Instan	ce 1 (Complaint)				
Involved F	iler Plaintiff		Address		
	JOE FILER		22 MAIN STREET PHILADELPHIA, PA	19122	
Involved F	iler Defendant	#	Address		Status
	THOMAS JOHNSON	1	44 ELM STREET PHILADELPHIA, PA	19122	Ready for trial
Next Cano	el	Choose the parties	involved in the	e agreement.	

Judgment By Agreement - Terms of Agreement					
Case Details					
Case <u>LT-12-11-08-3001</u> Number:	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:					
Judgment for the Plaintiff in the amount of	\$ 3100.00 Plus Costs \$	100.00			
Money Judgment only	\$ 0.00 Plus Costs \$	0.00			
Money Judgment to be satisfied if Defendant vacates by					
Judgment of Possession to be satisfied if Defendant pays (as	outlined in Other Conditions) by 12/31	2012 🔤			
✓ Judgment for Possession as of	11/8/2012	Observations at the service set of the			
		Choose the terms of the agreement. Type the			
Other Conditions:		specifics of the agreement in the Other			
DEFENDANT AGREES TO MAKE PAYMENTS OF \$3100.00 12/31/2012. DEFENDANT AGREES TO KEEP THE MON		Conditions text box.			
DEFENDANT PAYS THE ARREARS BY 12/31/2012, DEF					
PROPERTY.					
1. If the agreement is broken, possession may be enforced on this	agreement for the following reasons ag				
(a) Non-Payment of Rent		Choose the reason for enforcement. Click the			
(b) Termination of Term		Submit To Court button to submit it for			
(c) Breach of the Condition of the Lease.		review.			
If you are being sued for non-payment of rent only you cannot be evicted as long as you pay your outstanding rentances and the second s					
Save Submit To Court Delete Cancel					

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 Numb	er	
Enter Case Number LT1211083001		
Next Cancel	Enter the claim number and click the Next button.	

Amendment Select Filing				
Case Details				
Case <u>LT-12-11-08-3001</u> Number:	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 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113	Room 3 JOE FILER	JOE FILER (P) THOMAS JOHNSON (D1)	
	Hearing Scheduled: 11/30/2012 08:45 AM Hearing Fee: \$105.00 Amount at Issue: \$3,400.00	g Room 3		
Next Cancel	Interviewer Code: 113	Select the case to be a	amended.	

se Details					
ise imber:	LT-12-11-08-3001		Docket Type: Amend	dment - Amend Complaint	
ise Type:	LT		Status: Pendin	g	
			Details		
tion I					
annun states u ne lease is: ommencing of or a term of: urpose of leas		© Written Oral © Attached O Lost 12/01/2011 © Month To Month O A Year or More O Other © Residential O Non-Residential		44 ELM STRET PHILALDEPHIA PA haracters of the address will appear of if applicable. For example, Ave for Ave	
tion II					
filing. A copy Plaintiff state hotel, or offe ction III	of the license is attached. as that he/she/it is not requiring for rent a one-family do as that he/she/it is in comp	liance with Section 102.1 of the Philadelp ired to have a housing inspection licens, welling, two family dwelling or a rooming liance with Section 102.8 of the Philadelp	e because he/she/it is not oper unit.	ating a multiple-family dwelling, room	ing house, dormitory (
copy of the li	icense is attached.				
Plaintiff state violation of o Plaintiff state Philadelphia	es that he/she/it is unaware one or more provisions of th es that he/she/it is aware o	emises unfit for stated purpose. e of any open notice issued by the Depart ne Philadelphia Code. f one or more open notices issued by the			
tion V I Notice to Va Notice was g	cate Premises by: 10/01/20 given on: 10/31/20				
		012			
tion VI	ant is in possession of the	property and refuses to surrender posse	ssion of the property.		
The defenda The defenda tion VII Plaintiff dem	ant surrendered possessio ands a judgment of posse	property and refuses to surrender posse on of the property on:		nder the lease.	
The defenda The defenda tion VII Plaintiff dem Plaintiff dem The amount o	ant surrendered possessio ands a judgment of posse ands a money judgment ir of unpaid rent below and la	property and refuses to surrender posse on of the property on: ession.	on Payment of amounts due un	Past balance Summarize the amo	unts alleged due
) The defenda) The defenda ction VII] Plaintiff dem] Plaintiff dem The amount o due" is unacc Month	ant surrendered possession lands a judgment of posse lands a money judgment ir of unpaid rent below and la ceptable. Year Rent L	property and refuses to surrender posse on of the property on: ession. In the amount itemized below based on N ate fees alleged due. The first item listed ate Fee	on Payment of amounts due ur d is intended as an example, "	Past balance Summarize the amo below.	
The defenda The defenda Plaintiff dem Plaintiff dem The amount o due" is unacc Month JUNE 2012 LATE FEES **11/8/20	ant surrendered possession ands a judgment of posse ands a money judgment in of unpaid rent below and la reptable. Year Rent L 2 THROUGH NOVEMBER 5 TOTALING \$300.00 012 PLAINTIFF IS AU	property and refuses to surrender posse on of the property on: ession. In the amount itemized below based on N ate fees alleged due. The first item lister	on Payment of amounts due un d is intended as an example. " PER MONTH	Past balance Summarize the amo below. Rent Late Fees Gas Electric Water / Sewer	\$ 3100.00 \$ 300.00 \$ 0.00 \$ 0.00 \$ 0.00
The defenda The defenda Plaintiff dem Plaintiff dem The amount o due" is unacc Month JUNE 2012 LATE FEES **11/8/20	ant surrendered possession ands a judgment of posse ands a money judgment in of unpaid rent below and la reptable. Year Rent L 2 THROUGH NOVEMBER 5 TOTALING \$300.00 012 PLAINTIFF IS AU	property and refuses to surrender posse on of the property on: ession. In the amount itemized below based on N ate fees alleged due. The first item lister ate Fee 2012 AT THE RATE OF \$500.00 MENDING THE COMPLAINT TO ADD	on Payment of amounts due un d is intended as an example. " PER MONTH APRIL AND MAY RENT I	Past balance Summarize the amo below. Rent Late Fees Gas Electric Water / Sewer Attorney's Fees Other	\$ 3100.00 \$ 300.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
The defendation of the amount of due" is unaccompared to the due" is unaccompared to the due of the	ant surrendered possession ands a judgment of posse lands a money judgment in of unpaid rent below and la ceptable. Year Rent L 2 THROUGH NOVEMBER S TOTALING \$300.00 012 PLAINTIFF IS AU F \$500.00 PER MONTI	property and refuses to surrender posse on of the property on: ession. In the amount itemized below based on N ate fees alleged due. The first item listed ate Fee 2012 AT THE RATE OF \$500.00 MENDING THE COMPLAINT TO ADD H PLUS \$100.00 LATE FEES.	on Payment of amounts due un d is intended as an example. " PER MONTH APRIL AND MAY RENT I	Past balance Summarize the amo below. Rent Late Fees Gas Electric Water / Sewer Attorney's Fees Other Total	\$ 3100.00 \$ 300.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 3400.00
The defenda The defenda Plaintiff dem Plaintiff dem The amount o due" is unacc Month JUNE 2012 LATE FEE: **11/8/20 AMOUNT OF	ant surrendered possession ands a judgment of posse ands a money judgment in of unpaid rent below and la septable. Year Rent L 2 THROUGH NOVEMBER 5 TOTALING \$300.00 012 PLAINTIFF IS AL F \$500.00 PER MONTH of the term. This box sh the plaintiff deciding not an	property and refuses to surrender posse on of the property on: ession. In the amount itemized below based on N ate fees alleged due. The first item lister acte Fee 2012 AT THE RATE OF \$500.00 MENDING THE COMPLAINT TO ADD H PLUS \$100.00 LATE FEES. Add the amendment to the Click the Next button.	on Payment of amounts due un d is intended as an example. " PER MONTH APRIL AND MAY RENT I	Past balance Summarize the amo below. Rent Late Fees Gas Electric Water / Sewer Attorney's Fees Other Total se was terminated due to the terr	\$ 3100.00 \$ 300.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 3400.00
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Amended Docket Entry - D	ocket Entries					
Case Details						
Case <u>LT-12-11-08-300</u> Number:	<u>)1</u>		Docket Type:	Amendment - Amen	d Complaint	
Case Type: LT			Status:	Pending		
Case Parties						
Plaintiff Information		Defendant Info	rmation		Defendant Status	
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122		1 THOMAS JC 44 ELM STF PHILADELP			Ready for trial	
Docket Preview						
Description	Results/Comments		Filing Party	Docketed Under		Preview
Amend Complaint			JOE FILER	THOMAS JOHNSON JOE FILER (P)	I (D1)	<u>Preview</u>
Back Next Cancel					ndment is saved edited by using	

Amended Docket E	Entry - Submit to C	ourt			
Case Details					
Case LT-12- Number:	11-08-3001		D	Docket Type: Amendment - Amend Complaint	
Case Type: LT			S	Status: Pending	
o Service has not been	made. Service charges h	ave not been added.			
Fee Details					
Court Cost:		c	.00		
State Fee:		c	.00	If the claim is amended after the service	
Automation Fee:		2	.20	copy is printed and sent for service, a new	
Convenience Fee:			.00	charge for service will be added to the fees.	
C & E Process Service F		_	.00	Enter the credit card information and click	
PWS Service Fee:			.00	the Submit To Court button.	
		-			
Constable Service Fee:			.00		
Third Party Service Fee:		C	.00		
Credit Card Details					
Credit Card Number:					
Expiration:	/ (MM/YY)				
Security Number:	Help				
Billing Information					
Use the address below:	۲	Enter a new O			
JOE FILER		Name on Card: Street 1		(First, Middle, Las)
22 MAIN STREET		Street 2			
PHILADELPHIA, PA 19	111	City/State/Zip Code			
Attorney Comments					
N/A					
Back Submit To Co	urt				

Case Details	;	
Case Number:	LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type:	LT	Status: Pending Clerk Review
		ly submitted to the court, and is now waiting court review. ad to you.
Review Ir	nvoices	
		The Court Submission Results page will indicate that the Amendment is now awaiting Court review. A Review Invoid
iladelphia	Municipal Court - Case Managemer	Amendment is now awaiting Court review. A Review Invoid link is available to print a copy of the invoice if desired.
	Municipal Court - Case Managemer	Amendment is now awaiting Court review. A Review Invoid link is available to print a copy of the invoice if desired.
oice Report	Municipal Court - Case Managemer	Amendment is now awaiting Court review. A Review Invoid link is available to print a copy of the invoice if desired.
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hiladelphia oice Report oice Status e Number ei D ket Entry ID cription ket Entry Status mission Date mission Date dor comments dor comments dor comments mation Fee	nber Description	Amendment is now awaiting Court review A Review Invoid link is available to print a copy of the invoice if desired.

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 appeara	nce map themselves to parties in existing cases.
Case Number: sc1204093001 Got Cancel	Enter the claim number and click the Next button.

Attorney Self Appearan	се Мар
Current Information	
Case:	SC-12-04-09-3001 (appearance map in another case)
Attorney:	Bulk Attorney
Note: If an attorney is specif this address.	ed, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for
Note: Private attorneys cann	at specify opposing counsel unless they supply an entry of appearance filed as an exhibit.
Complaint claim Plaintiffs First Plaintiff 213 Test St Phila, PA 19131 Map to this party V	Defendants First Defendant 2345 Test St phila, pa 19148 Map to this party
Garnishees Save Cancel	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 (appea	rance map in <u>another case)</u>
Attorney:	Bulk Attorney	
Note: If an attorney is specified, servi this address.	ce type for this party will be calculated automa	atically based on the address of the attorney, regardless of service type selected for
Note: Private attorneys cannot specify	opposing counsel unless they supply an entry	of appearance filed as an exhibit.
Complaint claim		
Plaintiffs		Defendants
First Plaintiff 213 Test St Phila, PA 19131 Attorney: Bulk Attorney (054321)		First Defendant 2345 Test St phila, pa 19148
The name of the attorn the represented party.	ey will appear underneath	Map to this party

Review Queues

Review Pending Submission to Court

Got		This queue stores all cases to but not submitted to the Cou		eated
ote: Filings not modified for mo	re than 30 days will be	purged!		
records found Pending Submission				
records found	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)
records found Pending Submission			Plaintiff(s) Joe Filer	Defendant(s) Roger Wilco
Brecords found Pending Submission Case Number/Case ID	Case Type	Docket Entry Type		

Review Deficiency Returned Items

earch By Case Number (o	earch By Case Number (or CaseID):		This que	ue stores all case	es that have	been
Got		submitted to the Court but rejected for correction.				
ote: Filings not modified fo	r more thar	1 30 days will be purged!				
-	r more thar	a 30 days will be purged!				
lote: Filings not modified fo 1 records found Claims Returned	r more thar	130 days will be purged!				
records found	C	30 days will be purged! Docket Entry Type	Plaintiff (s)	Defendant(s)	Last Modified By	Returned Reason

Review Submitted and Pending Court Approval

earch By Case Number (or CaseID)			This queue stores a	ll cases	that have b	een
Gol			submitted to the Cou	urt and	waiting revie	2W
3 records found				ancana	fraining form	,
laims Returned		-				
Case Number / Case ID	Case Type	Docket Entry Type	Plainti	iff(s) De	fendant(s)	Hearing Date/Time
395180	sc	Initial Complaint - Statement of Claims	Joe File	er Th	omas Doe	12/24/2012 09:15 AM
396064	SC	Initial Complaint - Statement of Claims	JOE FIL	LER ED	WARD DOE	12/24/2012 09:15 AM
T-12-10-02-3001	LT	Writ - Possession	Joe File	er Fre	ed Smith	
T-12-10-02-3001	LT	Writ - Praecipe of Notice of Intent to Attach Wages	Joe File	er Fre	ed Smith	
T-12-10-02-3001	LT	Writ - Possession	Joe File	er Fre	ed Smith	
T-12-10-02-3001	LT	Disposition - Satisfied, Both	Joe File	er Fre	ed Smith	
T-12-11-08-3001	LT	Disposition - Settled, Discontinued and Ended	JOE FIL	LER TH	OMAS JOHNSON	
T-12-11-08-3001	LT	Disposition - Resolved by Judgment by Agreement Remote Attornet	JOE FIL	LER TH	OMAS JOHNSON	
T-12-11-08-3001	LT	Amendment - Amend Complaint	JOE FIL	LER TH	OMAS JOHNSON	
C-12-04-09-3001	SC	Disposition - Withdrawn without Prejudice	First Pla	aintiff Fin	st Defendant	
C-12-10-02-3000	SC	Disposition - Garnishee Satisfied	Joe File	er .		
C-12-10-02-3000	SC	Relistment - Complaint	Joe File	er Fre	ed Smith	
C-12-10-02-3000	SC	Relistment - Complaint	Joe File	er Fre	ed Smith	
C-12-10-02-3000	SC	Relistment - Complaint	Joe File	er Fre	ed Smith	
C-12-10-02-3000	sc	Petition - Petition to Open Judgment for Defendant by Default	Joe File	er Fre	ed Smith	
C-12-10-02-3000	SC	Writ - Execution	Joe File	er Fre	ed Smith	
C-12-10-02-3000	sc	Writ - Execution	Joe File	er Fre	ed Smith	
C-12-10-02-3000	sc	Writ - Praecipe To Enter Judgment Against the Garnishee	Joe File	er Fre	ed Smith	
C-12-10-02-3000	sc	Writ - Praecipe To Enter Judgment Against the Garnishee	Joe File	er Fre	ed Smith	
C-12-10-02-3000	sc	Disposition - Resolved by Judgment by Agreement Remote Attorney	Joe File	er Fre	ed Smith	
C-12-10-02-3000	sc	Claim - Co-Defendant	Joe File	er Fri	eda Smith	11/19/2012 09:15 AM
C-12-11-08-3000	sc	Claim - Counter Claim	JOE FIL	LER FR	ED SMITH	12/24/2012 09:15 AM
C-97-12-10-0121	SC	Writ - Writ of Revival	Joe File	er Ge	orge Thomson	

Review Approved Pending Adjudication

f preferred, please en		Date of today and an End Date of range to search on.	three months ahead.			
Search By Case Num Start Date: End Date:	ber (or CaselD): Go!	10/03/2012 01/03/2013		I by the Cou	cases that har har and have a	
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 - Statemen	t 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	Initial Complaint - Landlord	Tenant Complaint	Joe Filer	Roger Wilco	10/25/2012 08:45 AM 3
LT-12-10-03-3002						

Review Adjudicated

Attorney - Review	w Adjudicate	ed					
The default date range If preferred, please ent			art Date three months prior.				
Search By Case Number (or CaseID) Start Date:		07/03/2012		•	queue stores all cases that have been to a ng and have been disposed.		
End Date:	Go!	11/1/2012	-				
1 record(s) found							
Case Number	Case Type	Docket Entry Typ)e	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room	
LT-12-10-02-3001	LT	Initial Complaint - I	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.

- <u>Statement of Claim</u>
- 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.

		Schedule Cla		d must be submit	ted individually, they will not be displ	ayed in the list	t below.		
2 row	s foun	d							
Clai	ms								
#		Case ID	View	Case Type	Plaintiff Attorney		Plaintiff(s)	Defendant(s)	
1	V	2395180	View	2395180	JOE FILER		Joe Filer	Thomas Doe(D1)	
2	V	<u>2396064</u>	View	2396064	JOE FILER		JOE FILER	EDWARD DOE(D1)	
		Select All							
Cred Expir Secu	ation (rity Nu	Number: MM/YY):	r 3 algits on the back o	Yyour Visa or Master Card	X	the ca	ases selected. nation. Click th	select a hearing date Enter the credit card he Submit To Court	for
	ginton		address belov	1		O Enter:	a new address:		
	JOE FILER Name (as it appears on the card): 22 MAIN STREET Street Address: PHILADELPHIA, PA 19111 Address:								
					City: State:		Zipcode:		
Bac	Back Schedule Cancel								

pices will be available for every

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 Pac	ck Print Queue		
Selected	☆ Case Number	🕆 Defendant Number 🦊	🕆 Hearing Date 🤑
~	SC-12-11-08-3002	<u>1538467</u>	12/24/2012 09:15 AM
	Select All	[Choose the service pack to be printed. To
ase Number	rds are displayed. : (optional) Remove From List	Go!	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 Pri	nted Report - Attorney					
Date Printed From: 10 Case Number:	D/08/2012 mto 11/08/2012 mm	Go! Go!				
User: JC	DE FILER					
Service Pack Prin	ted Report					
1 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.			rvice pack has bee d from the Service		
			Pending Pri	nted queue, it will e to be re-printed i	be available	
				the original printing	,	



Billing Report

Ac	counting	J Report										
End Us Inv Ca Inv	oice Status:	(or CaseID): r:	10/03/2012 10/31/2012 All All									
A	counting	Report										
#	Invoice Number		Date Submitted	Transaction Date	Payment Type	Filing Party		Case Number	Description	Docket Entry Status	Туре	Amount
1	<u>976725</u>	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	<u>976726</u>	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	<u>976727</u>	Complete	10/03/2012 10:29 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3003		Approved	CHARGE	83.00
Тс	tal											188.00

The Billing Report tracks the credit card transactions. Searches can be done to show invoices that have been completed, pending and voided.



Read Only Hearing List

Select Criteria Hearing Room	Room 3	~	Month Oc	tober 💌	Year 2012	*	Jump To		5 6 4E 4F 4G 8PD
Previous									Next
				Octob	er 2012				
Mond	lay	Tue	sday	Wedr	nesday		Thursday	Frid	day
	1		2		3		4		5
8:45	АМ	8:4	5 AM	8:4	5 AM		8:45 AM	8:45	5 AM
Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84]	Rm 3 : LT	[0 of 84]
9:00	АМ	9:00	D AM	9:0	O AM		12:45 PM	9:00	D AM
Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 45]	Rm 3 : LT	[0 of 4]
12:45	PM	12:4	5 PM	12:4	15 PM		1:30 PM	12:4	5 PM
Rm 3 : LT	[0 of 45] 🔳	Rm 3 : LT	[0 of 45] 🔳	Rm 3 : LT	[0 of 14] 🔳	Rm 3 : LT	, SC [0 of 5]	Rm 3 : LT	[0 of 45]
1:30	РМ	1:30	ОРМ —				2.00 DM	1:30) PM
Rm 3 : LT, SC	[0 of 5] 🗖	Rm 3 : LT, SC	[0 of 5]	Select the	courtroom t	o view.	Select the	Rm 3 : LT, SC	[0 of 5]
2:00	РМ	2:00	О РМ		the year.		-	2:00) PM
Rm 3 : LT, SC	[0 of 4]	Rm 3 : LT, SC	[0 of 4]	button. Cli	ck the heari	ng list te	o be viewed.	Rm 3 : LT, SC	[0 of 4]

	Plaintiff(s) Disposition Completed			Code/Apprd	Defendant(s)	Special Plaintiff Attorney Add
T <u>-12-10-02-3001</u> andlord Tenant Complaint	Joe Filer	PWS	Y		D1- Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122	
T-12-10-03-3002 andlord Tenant Complaint	loo Filor	PWS			D1- Roger Wilco, AKA/DBA: AND ALL OTHER OCCUPANTS	
andiord renant complaint	Juernei	PWG	0		123 Tree Street Philadelphia, PA 19111	
T-12-10-03-3003						
andlord Tenant Complaint	Joe Filer	PWS	U		D1- Thomas Taylor, AKA/DBA: AND ALL OTHER OCCUPANTS 4 Pine Street Philadelphia, PA 19111	

The Icon Legend explains all the various icons that may appear on a hearing list.

con	Title	Description						
A	As To Form	This record was flagged As To Form during initiation.						
E.	ADA Request	There are exhibits on this case that have an associated ADA request.						
E	Exhibit	There's an exhibit on this case that was flagged for review at the hearing.						
E	Reviewed Exhibit	There's an exhibit on this case that was flagged for review and has been marked as reviewed.						
2	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.						
~ 3	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"						
â	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.						
хс	Cross Claim	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ $\rightarrow C$ $3 \leftarrow C$ $2.$ Cross Claim $B \rightarrow C$						
СС	Counter Claim	1. Original Claim 1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Counter Claim $B \rightarrow A$						
SO	Set-Off	1. Original Claim $A \rightarrow B$ 1. Original Claim $A \rightarrow B$ 2. Set-Off $B \rightarrow A$						
CD	Co-defendant	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Co-defendant $A \rightarrow C$						
AD	Additional Defendant	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Additional Defendant $B \rightarrow C$						
PRO	Protracted	Hearing is protracted, and occupies more than one slot. Hover over the icon on the hearing list to see how may slots are occupied.						
	Edit Petition Disposition	Description.						
C	Electronically Filed Continuance Disposition Exists	Description.						
No	Enter No Service Disposition	Enter a No Service, Dismissed Without Prejudice disposition. This just means service failed for this defendant.						
D	Edit Disposition	Edit a disposition. Specifically, this means vacate an existing entry, and add a new disposition.						
P	Petition Disposition Exists	A petition disposition was entered for this defendant through the CMS.						
P	Electronically Filed Petition Disposition Exists	An electronically filed petition disposition exists for this defendant.						
D	CMS Disposition Exists	A disposition was entered for this defendant through the CMS (that means no document is available to view).						
P	Add Petition Disposition	Add a petition disposition (also known as the order) to a defendant.						
P	Add Same Petition Disposition for All	Add the same petition disposition (also known as the order) to all defendants.						
D	Add Disposition	Add a disposition for a defendant.						
D)	Add Same Disposition for All	Enter the same disposition for all defendants in this case.						
6	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.						

CMS (Case Management System)

Search

Search

	_
CMS - Search Screen	
Search tips	
• To search on case number, include the case hpye (SC, LT, CE, CP, NU). Examples: LT-42-02-03-0123, SC0410320183. • To nath poole or company, supply a combination first, last, company, names. • The search will provide any matches that contain the search form within the party name. Example: John Smith will match John Smith, Thomas John Smith, or John Smith Inc. • "\$" can be used as a will card whom searching for partial name. Example: AJohn Smith will match John Smith, or John Smith Inc. • "\$" card will provide any matches that contain the search term within the party name. Example: John Smith J, Donald John Smith, or John Smith Inc. • "\$" card will be used as a will card whom searching for partial name. Example: John Smith will match John Smith, or John Smith Inc. • To row accurate result when searching to partial name. Example: John Smith will match John Smith, or John Smith, or John Smith Inc. • To row accurate result when searching to partial name. For none accurate result when searching to partial name. For none accurate result when searching to partial name. For none accurate result when searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen then searching to partial name. For none accurate result hen searching to partial name. For none accurate result hen searching to partial name. For none accura	

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 hpc (Sc, LT, CE, CR, NU). Examples: LT-42-02-03-03-012, SC To match people or company, supply a combined in stil, last, or company, name. The search will provide any matches that contain the search term within the party, name. Example: John Sn "%" can be used as a wild card when searching for partial names. Example: %John% swill watch Jo "Only the first 10000 matching results will be refurned. For more accurate result when searching by plaintfor ordernant, select a case type from the dropdown. Type: Case Number (or CaseID) Search: SC1210023000 Gott	nith will match John Smith, Thomas John Smith, or John Smith Inc.	
Case Number	Plaintiffs	Defendants
<u>SC-12-10-02-3000</u>	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	Plaintif	Fred Smith			endant #1
	22 MAIN STREET Philadelphia, PA 19111	Ready for trial		44 ELM STREET Philadelphia, PA 19122	
	Prinadelprina, PA 19111			Philadelphia, PA 19122	
		PNC BANK		1234 MARKET STREET PHILADELPHIA, PA 19107	Garnishee
Default View Condensed View Rev	verse 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 Hearin	Room 2	JOE FILER	Filer	
	Fee: \$105.00 Amount at Issue: \$4,500.00		Joe Filer	P	
	Interviewer Code: 113		Fred Smith	D1 PWS	
	Go to Hearing				
2 10/02/2012 Plaintiff Instructions S	SC Plaintiff Instructions		JOE FILER	Filer	
			Joe Filer	P	- H
			Fred Smith	D1	
3 10/02/2012 ADA - ADA Notice	ADA		JOE FILER	Filer	
			Joe Filer	P	- H
			Fred Smith	D1	
4 10/02/2012 SC What To Do	Instructions		JOE FILER	Filer	
			Joe Filer	Р	- H
			Fred Smith	D1	
5 10/02/2012 Non-Military Affidavit	Non-Military Affidavit - Fred Smith		JOE FILER	Filer	
			Joe Filer	P	_
			Fred Smith	D1	
6 10/02/2012 Exhibit	CONTRACT		JOE FILER	Filer	
			Joe Filer	P	
			Fred Smith	D1	
7 11/08/2012 Entry of Appearance	Attorney Bulk Attorney filed an entry of appearance	for Joe Filer.	Bulk Attorney	Filer	
	, , , , , ,		Joe Filer	P	
Print All Documents Print Only Pertinent Document	ents				

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 Ema	il Address		
Email Save Cance	jfiler@email.com I	× 🗈	

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 Update Password						

File Return of Service

The <u>File Return of Service</u> 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 <u>Attorney Service Packs Pending Printing</u> 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								
ou may	vish to only upload a couple of docur	nents at a time if:						
• The	file size of the documents being uplo	aded is large. (ie. Files > 200 KB) w. (ie. Dial-up, Some DSL Packages)						
		in. (ie. Diarup, come DOL I ackages)						
ine Keti	Irn of Service Case Number	Defendant ID	File (PDF only)	Service Not Made	Comments			
	SC1210023000	123456	Browse	 2				
	LT1210023001	987654	Browse					
			Browse					
			Browse					
			Browse					
			Browse					
			Browse					
			Browse					
			Browse					
0			Browse					

File Notice of Intent to Defend

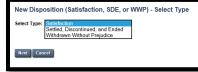
If a Notice to Defend is included with a Small Claims case and it is returned by the defendant. It is responsibility of the attorney or pro-se plaintiff to upload it onto the docket. Scan the Notice to Defend into the computer and save it as a **PDF** file. Browse the computer and upload it. The Defendant ID number is found next to the defendant's name on the Notice to Defend.

	vish to only upload a couple of documen file size of the documents being uploade internet connection being used is slow.					
	ce of Intent to Defend	(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			
10 DIOWSe						

Enter Satisfaction, SDE, WWP-Single Case

Disposition (Satisfaction, SDE, or WWP) - Select Case Number Enter Case Number SC1210023000 ×

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



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: <u>SC-12-10-02-3000</u>	Docket Type:	Disposition - Judgment Satisfied		
Case Type: SC	Status:	Pending		
Case Instance 1 (Complaint)				
Involved Filer Plaintiff	Ad	ddress		
Joe Filer		2 MAIN STREET viladelphia, PA 19111		
Involved Filer Defendant	# Ad	ddress Status		
Fred Smith	1 44 Phi	4 ELM STREET Ready for trial niladelphia, PA 19122		
Next Cancel	Choose the parties involved and the filer.			

Disposition - Docke	t Entries							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Disposition - Judgment Satisf	ied		
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		I	Defendant Information			Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	L Fred Smith 44 ELM STREET Philadelphia, PA 19122			Ready for trial		
Docket Preview								
Description		Results/Comments	Filing P	arty	Docketed Under		Edit	Preview
Judgment Satisfied			JOE FILE	R	Fred Smith (D1) Joe Filer (P)			Preview
Cancel Delete Subm	nit To Court		on the Submit 1 ppear on the doc					

Enter Garnishee Satisfaction (private attorney or non-attorney)

isposition (Garnishee Satisfaction) - Select C	ase Number			
nter Case Number SC1210023000	_			1
Next Cancel	Ente	er the claim and clic	ck the Next	
	butto	on.		
				1
ew Disposition (Garnishee Satisfaction) - Selec	ct Type			
lect Type: Satisfied				
	Choose to either sat	isty or dissolve the		
lext Cancel	attachment.			
isposition (Garnishee Satisfaction) - Select Pa	rties			
ase Details				
Case Number: <u>SC-12-10-02-3000</u>		Docket Type:	Disposition - Garnishee Satisfied	
case Type: SC			Pending	
			-	
ase Instance 1 (Complaint) nvolved Filer Plaintiff		Address		
Joe Filer		22 MAIN STREET	r	
nvolved Filer Defendant		Philadelphia, PA : # Address		Status
Fred Smith		1 44 ELM STREET		Ready for trial
nvolved Garnishee		Philadelphia, PA : Address	19122	Status Related Party
PNC BANK		1234 MARKET ST PHILADELPHIA, F	TREET	Fred Smith (D1)
	r	PHILADELPHIA, F	PA 19107	free binds (b1)
lext Cancel	Choose the parties in	volved and a filer		
Lext Cancel		volvou and a mon		
	1			
sposition - Docket Entries				
ase Details				
Case Number: <u>SC-12-10-02-3000</u>		Docket Type:	Disposition - Garnishee Satisfied	
Case Type: SC			Pending	
			-	
ase Parties Plaintiff Information	Defendant / Camiches Information		D	fendant Status
Paintin Information	Defendant / Garnishee Information PNC BANK (Garnishee)		De	rendant Status
2 MAIN STREET hiladelphia, PA 19111	1234 MARKET STREET PHILADELPHIA, PA 19107			
······································				
ocket Preview				
	Results/Comments	Filing Party	Docketed Under	Preview
escription		JOE FILER	PNC BANK (G)	Preview
escription arnishee Satisfied		JUE FILER		
		JOE FILER	Joe Filer (P)	<u> </u>
	Click on the Subr		Joe Filer (P)]
arnishee Satisfied		nit To Court button	n. The disposition	
arnishee Satisfied			n. The disposition	
arnishee Satisfied		nit To Court button	n. The disposition	

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.

Bulk Return Of Serv	/ice			
File:		Browse		
Service made:	*			
Bar code text (for testing):	Yes			•
Upload	No		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:	Choose the type of mass action to be performed and
○ Satisfaction	click the Next button.
Settled, Discontinued, and Ended Withdrawn Without Prejudice	

Select Cases		Provide a description of the mass action and select the
Description		criteria. The options are by hearing date, case
Description for this mass action	SATISFY JUDGMENT	number, file date, by attorney or by party name. A
By Hearing		docket comment is optional. Please Note: Unlike
Hearing date/time:	· · · · · · · · · · · · · · · · · · ·	previous attorney comments, this comment section
Hearing Room:	💙	does appear on the docket once the mass action is
Non-Standard Hearing Room		approved by the Court. Click the Next button to save the action.
By Case Numbers		
	SC 11-10-25-4654, SC 12-01-	commas. Dashes inside case numbers are optional.
By Original File Date		
	t of case numbers). It works best if you selec	t 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		
ву Аденсу		
Agency		▼
By Attorney		
(Current) Attorney Bar ID	054321	
By Party Name		
Party Name		
Docket Comment		
Comment to add to all resulting docket entries (optional)		
Next Cancel		

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

Mass Actions List					Once the cases have been compiled, the mass action can be viewed and edited.						
Sea	rch Criteria										
Star	Start Date: 11/06/2012 📻 Er			End Da	nd Date: 11/13/2012					Go!	
Mas	s Actions										
ID	Created	Туре	Owner	Status	Description	Pending	Saved	Committed	Error	Action	Log
10		Mass Satisfaction	Bulk Attorney	Ready For Edit	SATISFY JUDGMENT	1	0	0	0	Edit	View

lass I	Items						
#	t Case #	Туре	Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney	Hearing
	1 <u>SC-12-04-09-3001</u>	1. Complaint	First Plaintiff	Bulk Attorney 054321	(DD1) - First Defendant		05/24/2012 01:15 PM
s	Select all						
	Information	11/13/2012					
ffect	ive date	11/13/2012					
ffect		11/13/2012					

Attachment B

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 <u>erin.ferry@courts.phila.gov</u> or <u>theresa.cannon@courts.phila.gov</u>. 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 <u>http://fjdclaims.phila.gov</u>.

THE PHILADELPHIA	Courts First Judicial District of Pennsylvania	ł
Philadelphia Municipal	Court	Monday, October 1, 2012
PHILADELPHIA MUNICIPAL COURT ELE	CTRONIC FILING SYSTEM	
	A PUBLIC LOGIN	
Username jfiler Password	Attorneys and members of the public can view case dockets onli CLAIMS system.	ine with Public Access Search , part of the
Login	The CLAIMS system's Public Access Search application allows a user to se name, or defendant name.	arch for cases by case number, plaintiff
Secure Login	Enter the username and temporary password to log into	Login As Public User
	CLAIMS.	

Change Password		
ou 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 che has ame 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 Update Password Change the password using the guidelines provided.		

THE PHILADELPHIA	a Courts First Judicial District of Penns	SYLVANIA
HOME HEARING L	LIST CASE SEARCH LOGOUT	9
Philadelphia Municipa	L COURT	Monday, October 1, 2012 Joe Filer
CMS (Case Management System	m) Case Initiation	Private Attorney / Non-Attorney
Search	Quick Plaintiff List	Initiate New Case
		Initiate New Petition
Schedule	Reports	Initiate New Writ
Schedule Private or Non-Attorney Filer Heari	ings Billing Report	Initiate New Relistment
		Initiate New Additional Claim
Service Packs	Miscellaneous	Initiate Continuance
Attorney Service Packs Pending Printing	User Preferences	Initiate Judgment By Agreement
Attorney Service Packs Pending Printing	File Return of Service	Amend Initial Complaint and/or Judgment Requested
Accordy out the react meet report	File Notice of Intent to Defend	Private Attorney Entry of Appearance
	Saved Mass Actions	Review Pending Submission to Court
	Enter Satisfaction, SDE, WWP - Single Case	Review Deficiency Returned Items
	Enter Satisfaction, SDE, WWP - Bulk	Review Submitted and Pending Court Approval Review Approved Pending Adjudication
	Enter Garnishee Satisfaction (private attorney or non-	Review Approved Pending Adjudication Review Adjudicated
	attorney filer)	Review Aujudicaced
	Attorney Repair PDFs	Hearings
		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	Q
Philadelphia Municipal Court	Thursday, October 4, 2012 JOE FILER
CMS (Case Management System) Search Quick Plantff List	Private Attorney / Non-Attorney Initiate New Case Initiate New Pettion
Schedule Reports Schedule Private or Non-Attorney Filer Hearings Billing Report	Initiate New Writ Initiate New Writ Initiate New Relistment Initiate New Additional Claim
Service Packs Miscellaneous Attorney Service Pack Printed Report User Preferences File Return of Service File Return of Service Sived Mass Actions Enter Satisfaction, SDE, WWP - Single Case Enter Gamishee Satisfaction (private attorney or non-attorney filer) Attorney Repair PDFs	Initiate Continuance Initiate Continuance Initiate Combinate 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 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	

Plaintiff Information		
lame	Joe Filer	
AKA/DBA		
Plaintiff Address		Only the text fields with bold lettering are
Street 1	22 MAIN STREET	required for Pro-se filers. However, an
Street 2		attorney is required to enter his or her
ity/ State/ Zip Code	Philadelphia PA 19111	
mail	× 🗈	PA Bar number to become attorney of
laintiff Attorney		record for the plaintiff. If you are a Pro
6 Digit Code)	List of Values	Se filer, make sure to add your email

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	
Joa 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 <u>Initiate New Case</u> link on the Home page. The <u>Select Case Type</u> 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	Case Initiation: Select Case Type			
Case T	Case Type			
LT				
0	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				
0	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				
0	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				
0	If your case involves a consumer purchase, commercial paper, or loans, select this option.			
SC				
۲	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 **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 Initiatio	n: 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 <u>Individual</u> / <u>Organization</u> to new address Add from <u>quick plaintiff list.</u>	Add <u>Individual</u> / <u>Organization</u> 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 Middle Name Last Name	Joe	
Suffix AKA/DBA AttorneyID Email	Filer	Only the text fields with bold lettering are required for Pro-se filers. However, an attorney is required to enter his or her
Plaintiff Address	~ U	PA Bar number to become attorney of
Street 1 Street 2 City/ State/ Zip Code Plaintiff is a Minor	22 MAIN STREET Philadelphia PA 19111	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.

o Record has been successfully saved.		
Parties	Plaintiff(s)	Defendant(s)
20a Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Occumization to this address Add Individual / Occumization to new address Add from guide plantiff list.	Once the first plaintiff has been added, additional links	Add Individual / Organization to new address Alternate. Service Address
	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 Af4X0BA A80meyID Email Plaintiff Address Street 1 Street 2 City/ State/Zip/Code	Joseph Filer & Associates. P.C. By Joseph Filer. President List of Values X IIII 22 MAIN STREET 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 **<u>Add Individual</u>** link.

Defendant Information		
First Name	Fred	
/liddle Name		Only the text fields with bold lettering are
ast Name	Smith	required. Do not add an Attorney ID numb for the defendant.
Suffix		for the defendant.
KA/DBA		
ttorneyID	List of Va	lues
	Note: Private attorneys cannot specif appearance filed as an exhibit.	y opposing counsel unless they supply an entry of
defendant in military service?		f the defendant is in the militany convice
efendant is a Minor?		f the defendant is in the military service, click Yes.
inked to defendant	×	JICK TES.
		g service for a single defendant, enter the two
	addresses as separate defendants, accurate statistics.	but link one of the defendants to other to ensure
efendant Address		Add the defendant's address and choose
itreet 1	44 ELM STREET	the service type for this case. Service
itreet 2		options are determined by the defendant's
City/ State/ Zip Code	Philadelphia PA 19	location. Refer to the Rules, Procedures
Service Type for this address?		and Forms folder on your flash drive for
pouse of Defendant Listed Above		more information.
Does the defendant listed above have f so, please enter the spouse's name		o you would also like to name as a defendant?
First Name		
liddle Name		If the claim is against a married couple, add
ast Name		the spouse in this area. Once the
uffix		information is complete, click the Save

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

•							
Add Organizational Defendant							
Defendant Information							
Name	AAA Appliances, Inc.						
AKA/DBA		Only the text fields with bold lettering are					
AttorneyID	List of Values						
	Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.	required. Do not add an Attorney ID					
Linked to defendant	•	number for the 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							

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.

o Record has been successfully saved.		
Parties		
Plaintiff(s)		Defendant(s)
20eFiler 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individ//Graanization to this address	Fred_Smith 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address	
		A defendant can be docketed under one
Add <u>Individual / Organization</u> to new address Add from <u>quick plaintiff list</u> .	Add Individual / Organization to new address Alternate Service Address	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 Middle Name Last Name Suffix	Fred Smith
AKA/DBA Attorney/D Is defendant in military service? Defendant is a Minor? Linked to defendant	List of Values When adding another address for an existing defendant, use the Linked to defendant drop down menu to link the defendant to both addresses.
Defendant Address	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.
Street 1 Street 2 City/ State/Zip Code	666 PARK AVENUE PHILADELPHIA PA 19155
Service Type for this address?	

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 rec	quired (as an exhibit) with your exhibits when	n filing a case for Personal Injury or Property Damage in excess of \$2,000.	~			
The text box holds an unlin The summary of the compl another program (Word, fo						
nformation can be copied a						

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 Interest	4500.00 		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.		
Attorney Fees	0.00				
Other Fees	0.00	If your case requi	ires either an Affidavit of Physician or an		
Plaintiff has requested Affidavit of Physician			airman, click the appropriate box and one will b		
Plaintiff has requested Affidavit of Repairman		-	J. If you wish to include a Notice to Defend,		
Include Notice of Intent to Defend			one will be generated with the service pack. A		
Statute Expiring		self-addressed stamped envelope is required.			
Court Clerk Comment			· · · ·		
Comments for court clerk (optional). These comm	ents will not appear on the	docket or any forms.			
	*		to be used to communicate		
			to the court clerk who will be your claim. These comments		

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

	n: Statement					
Case Details						
Case ID:	2395177			Docket Type:	Initial Complaint - Statement of Claims	
Case Type:	SC			Status:	Pending	
o Record has b	een successfully	saved.				
Parties						
		Plaintiff(s)			Defendant(s)	
<u>Joe Filer</u> 22 MAIN STREET Philadelphia, PA Add <u>Individual</u> /C	-	is address		<u>Fred Smith</u> <u>44 ELM STREET</u> Philadelphia, PA Add <u>Individual</u> / <u>C</u>	19122 Irganization to this address	
Add <u>Individual</u> / Add from <u>quick</u> ;	<u>Organization</u> to r plaintiff list.	new address		Add <u>Individual</u> / <u>Alternate Servic</u>	<u>Organization</u> to new address <u>e Address</u>	
Details						
Description of Cl	laim	of \$5000.00. Def	endant gave plaint	tiff an initia	r the defendant. The total contr l deposit of \$500.00 but has fail nds judgment of \$4,500.00 plus oc	led to make
	uested <u>Affidavit (</u> uested <u>Affidavit (</u>	0.0 0.0 0.0 0.0		indica claim 5:00 statut	statute is expiring, check the b ating that. Clerks will only revie s between the hours of 9:00 an om Monday through Friday. If is expiring the day you subm contact the First Filing Unit at	n to your
	f Intent to Defend				86.2901 upon submission.	
Court Clerk Co Comments for co Save Next		al). These comments wil				Delet
			which will both next step in the complete the fi	save the info process. To ling process	bry, click the Next button; cormation and navigate to the co save the information and at a later time, click the lobe in the Review Pending	

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

Initial Claim - Verification	A pro-se filer filing on behalf of himself should populate the first radio button.						
Case Details							
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims						
Case Type: SC	Status: Pending						
Verification							
correct to the best of my knowledge, infor	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.						
hereby verify that I am authorized to mak sufficient knowledge, information and belin the best of my knowledge, information and concerns the making of unsworn falsificati	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 Cla	im - Verification		
Case Det Case ID: Case Typ Verificati	2395180 e: SC I am a giardff in this statement of claims ac parts subject to the penalhes set forth in 18 I am an attorney for the plaintiff(s), the plain information and belief. I understand that this information and belief. I understand that this	representative in the Other Persons	Initial Complaint - Statement of Claims Pending true and correct to the best of my knowledge, information and belief. I understand that this verification is action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, persons listed below and that the facts set forth are true and correct to the best of my knowledge, of unsworn falsifications to authorities. If I am an authorized representative or have a power of ev form.
Back	Other Persons:		A

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		NON-CONF					
Case Details							
Case ID:	2501118		Docket Type:	Initial Complaint - Statement of Claims			
Case Type:	sc		Status:	Pending			
Case Caption:	First Plaintiff v. Test Defendant			Enter a description for the sybibit			
				Enter a description for the exhibit			
Exhibit Details				and select the Document Type.			
Please enter a description:		Non-Confidential Exhibit		and select the Document Type.			
Document Type:		Select					
ADA Request		Confidential Contains Confidential Information					
ADA Request Description		Non-Confidential					
Exhibit Submission Metho	хd						
 Image: Substant Prectice 	74			Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)			
L							
Case Records Public Acce	Case Records Public Access Policy of the Unified Judicial System of Pennsylvania						
Save							

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				Г			
Please enter a description:		Non-Confidential Exhibit			Upload the Non-Confidential Exhibit and		
Document Type:	Document Type:		V		click Save.		
ADA Request							
ADA Request Description	ADA Request Description						
Exhibit Submission Method	1						
Upload Document (Adobe F	PDF, TIFF, Microsoft Word, WordPerfect)						
Non-Confidential Document Browse		Browse					
Case Records Public Access Policy of the Unified Judicial System of Pennsylvania							
Save Cancel							

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:		Confidential Exhibit		Enter a description for the exhibit and
Document Type:		Select		
ADA Request		Confidential Contains Confidential Information		select the Document Type.
ADA Request Description		Non-Confidential		
Exhibit Submission Metho	d			
۲	-			Upload Document (Adobe PDF, TIFF, Microsoft Word, WordPerfect)
Case Records Public Acce	ss Policy of the Unified Judicial System of Pennsylva	nia		
Save				

Add Exhibit Case Details Case ID: Case Type: Case Caption: Exhibit Details Please enter a description:	2501118 SC First Plaintiff v. Test Defendant	Confidential Exhibit	Docket Type: Status:	Initial Complaint - Statement of Claims Pending
Document Type: ADA Request ADA Request Description Exhibit Submission Method Upload Document (Adobe F Confidential Document For Upload Generate	DF, TIFF, Microsoft Word, WordPerfect)		d Confidential Document Form.)	Upload the Confidential Exhibit. Upload a Confidential Document Form or choose the option to generate it.
Case Records Public Acces	s Policy of the Unified Judicial System of Pennsylvani	3		

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 D	Document Form.	
ADA Request					
ADA Request Description					
Exhibit Submission Method	1				
Upload Document (Adobe F	PDF, TIFF, Microsoft Word, WordPerfect)				
Confidential Document		Bro	owse		If Generate is selected, a Confidential
Confidential Document For	m				Document Form will appear below.
Upload					
Generate			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.
Financial Source Documents	
Tax Returns and Schedules	0
UV-2 forms and schedules including 1099 forms or similar documents	0
UWage stubs, earning statements, or other similar documents	0
Credit card statements	0
Financial institution statements	0
Check registers	0
Checks or equivalent	0
Loan application documents	Ĵ
Minors' educational records	<u></u>
Medical/Psychological records	Ĵ
Children and Youth Services' records	¢
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	0
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	¢
Agreements between the parties as used in 23 Pa.C.S. 3105	<u> </u>
Case Records Public Access Policy of the Unified Judicial System of Pennsylvania	
Save	

	ords 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 fling complex 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 fling confidential information and documents differently than non-confidential information and documents.				
Back Save Next C	Base Net: Centrel 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.

Case Details Docket Type: Initial Complaint - Statement of Claims Status: Pending Initial Complaint - Statement of Claims Status: Pending Initial Complaint - Statement of Claims Initial Complaint - Statement - Statement - Statement - Statement - Statement - Stateme	Initial Claim - Submit to Court		
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) V Fee Details Court Cost: 44.00 State Fee: 10.00 Automation Fee: 5.50 Convenience Fee: 20.00 PWS Service Fee: 27.00 Constable Service Fee: 27.00 IThird Party Service Fee: 27.00 ISS St. Add. Fee: 27.00 ICS St. Add. Surcharge: 0.00 Fredit Card Details 0.00 Credit Card Number: 1111111111111111 Expiration: 11/15 (met/Yr) Security Number: 123 Heale Billing Information Enter a new address: Value the address: 0 Value that StrikeT Name on Card: Street 1 Street 2 City/State/Zip Code City/State/Zip Code	Case Details		
In addition to submitting this case below, private attorneys can also Scheduls 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: 0.00 PWS Service Fee: 0.00 PWS Service Fee: 0.00 Inf Aperty Service Fee: 0.00 If this is the only case that you will be filing, click on the dro down menu to select a hearing date. If several cases are being filed and the same 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. Credit Card Details Once all cases have been created, click the Schedule Bull 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. Use the address Enter a new address: Builting Information Name on Cord: Street 1 Street 1 Street 2 PHLADELPHUA, PA 19111 Street 2 City/State/Zip Code Enter 2 City/State/Zip Code	Case ID: 2395177	Docket Type:	Initial Complaint - Statement of Claims
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: 0.00 DCS St. Add. Fee: 0.00 JCS St. Add. Fee: 0.00 JCS St. Add. Surcharge: If this is the only case that you will be filling, click on the dro down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the <u>Create Another Case</u> link to create the next case. Once all cases have been created, click the <u>Schedule Bull Hearings</u> 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. Billing Information Enter a new eadress: JOE FLER Street 1 Z MAIN STREET Street 1 PHILADELPHA, PA 19111 Street 2 City/State/Zip Code Image: Altorney Comments	Case Type: SC	Status:	Pending
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: 0.00 DCS St. Add. Fee: 0.00 JCS St. Add. Fee: 0.00 JCS St. Add. Surcharge: If this is the only case that you will be filling, click on the dro down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the <u>Create Another Case</u> link to create the next case. Once all cases have been created, click the <u>Schedule Bull Hearings</u> 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. Billing Information Enter a new eadress: JOE FLER Street 1 Z MAIN STREET Street 1 PHILADELPHA, PA 19111 Street 2 City/State/Zip Code Image: Altorney Comments			-
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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. Surcharge: If this is the only case that you will be filing, click on the dro down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the <u>Create Another Case</u> link to create the next case. Once all cases have been created, click the <u>Schedule Bull</u> <u>Hearings</u> 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. Billing Information If this Street 1 JOE FILER Z2 MAIN STREET PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code City/state/Zip Code	Automation Fee:	5.50	
PWS Service Fee: 27.00 Constable Service Fee: 0.00 Ithid Party Service Fee: 0.00 JCS St. Add. Fee: 1/15 JCS St. Add. Surcharge: If this is the only case that you will be filing, click on the dro down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the <u>Create Another Case</u> link to create the next case. Credit Card Details Once all cases have been created, click the <u>Schedule Bull</u> <u>Hearings</u> 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. Billing Information Use the address below: Enter a new address: JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111 Street 1 Street 1 Street 2 City/State/Zip Code	Convenience Fee:	5.00	
Constable Service Fee: 0.00 Third Party Service Fee: JCS St. Add. Fee: JCS St. Add. Fee: If this is the only case that you will be filing, click on the dro 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. Credit Card Details Once all cases have been created, click the Schedule Bul 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. Billing Information Enter a new address: Vise the address Enter a new address: Variet Annow Street I Street 1 PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code City/State/Zip Code	C & E Process Service Fee:	0.00	
Third Party Service Fee: JCS St. Add. Fee: JCS St. Add. Surcharge: If this is the only case that you will be filing, click on the dro down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the <u>Create Another Case</u> link to create the next case. Once all cases have been created, click the <u>Schedule Bull</u> <u>Hearings</u> 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. Billing Information If the a new address: Use the address below: Enter a new address: JOE FILER 22 MAIN STREET Name on Card: Street 1 Street 2 City/State/Zip Code Attorney Comments Attorney Comments	PWS Service Fee:	27.00	
Third Party Service Fee: JCS St. Add. Fee: JCS St. Add. Surcharge: If this is the only case that you will be filing, click on the dro down menu to select a hearing date. If several cases are being filed and the same hearing date for all is desired, use the <u>Create Another Case</u> link to create the next case. Once all cases have been created, click the <u>Schedule Bull</u> <u>Hearings</u> 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. Billing Information If the a new address: Use the address below: Enter a new address: JOE FILER 22 MAIN STREET Name on Card: Street 1 Street 2 City/State/Zip Code Attorney Comments Attorney Comments	Constable Service Feet	0.00	
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Security Number: 123, Help Billing Information the ONLY way to ensure that all of your cases will have the same hearing date, time and COURTROOM. Use the address Image: Comparison of the one of the	Expiration: 01 /15 (MM/YY)		•
Billing Information Image: Comparison of the second se	Security Number: 123, Help		
below: address: JOE FILER Name on Card: 22 MAIN STREET Street 1 PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code Image: Comments	Billing Information	same hearing	g date, time and COURTROOM.
JOE FILER Street 1 22 MAIN STREET Street 2 PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code Image: Comments			
22 MAIN STREET Street 1 PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code Street 2			(First, Middle, Last)
PHILADELPHIA, PA 19111 City/State/Zip Code Attorney Comments			
City/State/Zip Code Attorney Comments	PHILADEL PHIA PA 19111 Street 2		
Back Submit To Court	Back Submit To Court		

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

Case Details			
Case ID:	2395177	Docket Type:	Initial Complaint - Statement of Claims
Case Type:	sc	Status:	Pending Clerk 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.			
Your card ha	is been admonzed for the amount to be charged to you.		

Invoice Summary		
Invoice Number	976722	
Invoice Status	Pending	
Case Number		
Case ID	2395177	
Docket Entry ID	16347182	
Description	Initial Compla	int - Statement of Claims
Docket Entry Status	Pending Cler	Review
Submission Date	10/01/2012 1	2:26 PM
Transaction Date		
Payment Method	Credit Card	
Filing Party	JOE FILER	
Гуре	CHARGE	
/endor comments	Approved	
endor confirmation number	V18F3B7389	24
Description		Total
convenience Fee		5.00
utomation Fee		5.50
CS St. Add. Surcharge		11.25
Combined PWS service fee		27.00
CS St. Add. Fee		2.25
tate Filing Fee		10.00
ourt Cost including additional defendant fee if ap	licable	44.00
otal		105.00
arties		
laintiffs	Det	endants
loe Filer		d Smith
2 MAIN STREET		ELM STREET
hiladelphia, PA 19111	Phi	adelphia, PA 19122

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 <u>mcclaims@courts.phila.gov</u> 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 <u>Initiate New Case</u> link on the Home page. The <u>Select Case Type</u> 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 Initiat	ase Initiation: Select Case Type		
Case Type			
LT			
0	Choose this option () as part of this case, you are seeking to exist comeone from a property you can. Select this option if AVY part of your case involves eviction of iterations) from your property or you are a landord seeking rent cased after vacating, or damages after vacating.		
LT/Section 8			
0	Choose this option if, as part of this case, you are seeling to evict a Section 8 voucher holders from a property you own. Select this option if AVY part of your case involves eviction of tenant(s), who participate in the section 8 program, from your property or you are a landout seeling rent owed after vacating or damages after vacating from lenants who participate in the section 8 program, from your property or you are a landout seeling rent owed after vacating or damages after vacating from lenants who participate in the section 8 program.		
SC/LT			
0	Choose this option if, as part of this case, you are seeking to recover a security deposit or any other landsrofitemant matter except for rent owed after vacating or damages. DO NOT choose this option if you are seeking to evict a ternant.		
SC/MV			
0	If you are seeking remedy against another driver or unmer 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			
0	If your case involves a consumer purchase, commercial paper, or loans, select this option.		
SC/CC			
0	If your case involves consumer credit card debt, select this option.		
SC			
0	Other: Choose this if none of the above applies.		
Next Cance			

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 <u>Individual</u> / <u>Organization</u> to new address Add from <u>auick plaintiff list.</u>	Add <u>Individual</u> / <u>Organization</u> to new address <u>Alternate Service Address</u>

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 ArA/DBA AttorneyID Email	Joe Filer Listof Values	Only the text fields with bold lettering are required for Pro-se filers. However , an attorney is required to enter his or her
Plaintiff Address Street 1 Street 2 City/ State/Zip Code Plaintiff is a Minor To your knowledge, is this party	22 Main Street Philadelphia PA 19111	PA Bar number to become attorney of record for the plaintiff. Add your email address in the text box provided.
a senior citizen (defined as over 60)?	© Yes ∰No	

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

o Record has been successfully saved.		
Parties	Plaintiff(s)	Defendant(s)
<u>loe Filer</u> <u>22 MAIN STREET</u> PHILADELPHIA, PA 19111 Add <u>Individual/Organization</u> to this address		
Add Individual / Organization to new address Add from <u>auick plaintiff list</u> .	Once the first plaintiff has	Add Individual / Orzanization to new address Alternate.Service.Address
	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 Organizationa	I Plaintiff	
Plaintiff Information		
Name AKAOBA Atomey/D Email Plaintif Address Street 1 Street 2 City/ State/Zip Code	Joseph Filer & Associates, P.C. By: Joseph Filer, President List of Values X = 22 MAIN STREET 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.

Defendant Information		
First Name	Fred	
Middle Name		
Last Name	Smith	
Suffix		Only the text fields with bold lettering are
AKA/DBA	AND ALL OTHER OCCUPANTS	required. Do not add an Attorney ID number
AttorneyID	List of Values	for the defendant.
	Note: Private attorneys cannot specify opp 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	~	
	ro additinalapio addicoboo roquini	the defendant is in the military service, lick Yes. If the defendant is a minor, click
Defendant Address	addresses as separate defendants accurate statistics.	
	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click
Street 1	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes.
Street 1 Street 2	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes. Add the defendant's address and choose
Street 1 Street 2 City/ State/ Zip Code	addresses as separate defendants accurate statistics.	lick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes.
Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above	addresses as separate defendants accurate statistics.	Add the defendant's address and choose the service type for this case. Service
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a	addresses as separate defendants accurate statistics.	Add the defendant's address and choose the service type for this case. Service options are determined by the defendant location. Refer to the Rules, Procedure
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name	addresses as separate defendants accurate statistics.	Add the defendant's address and choose the service type for this case. Service options are determined by the defendant location. Refer to the Rules, Procedure
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name Last Name	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for more information.
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name Last Name Suffix	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for
Street 1 Street 2 City/ State/Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a if so, please enter the spouse's name b First Name Middle Name Last Name Suffix Is defendant in military service? To your knowledge, is this party	addresses as separate defendants accurate statistics.	Add the defendant is a minor, click 'es. 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 location. Refer to the Rules, Procedure and Forms folder on your flash drive for more information.
Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a If so, please enter the spouse's name b First Name Middle Name Last Name Suffix Is defendant in military service?	addresses as separate defendants accurate statistics.	 Add the defendant's address and choose the service type for this case. Service options are determined by the defendant location. Refer to the Rules, Procedure 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
Street 1 Street 2 City/ State/Zip Code Service Type for this address? Spouse of Defendant Listed Above Does the defendant listed above have a if so, please enter the spouse's name b First Name Middle Name Last Name Suffix Is defendant in military service? To your knowledge, is this party	addresses as separate defendants accurate statistics.	Iick Yes. If the defendant is a minor, click Yes. If the defendant is over 60, click Yes. Add the defendant's address and choos the service type for this case. Service options are determined by the defendar location. Refer to the Rules, Procedur and Forms folder on your flash drive fo more information.

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

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

Add Organizational Defen	dant	
Defendant Information Name AKA/DBA Attorney/D Linked to defendant	AAA Appliances, Inc.	Only the text fields with bold lettering are required. Do not add an Attorney ID number for the defendant.
Defendant Address Street 1 Street 2 City/ State/ Zip Code Service Type for this address? Save Cancel	88 Pine Street Philadelphia PA 19122	

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)
Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address	Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 Add Individual/Organization to this address
Add Individual / Organization to new address Add from guick plaintiff list	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 <u>Alternative Service</u> <u>Address</u> 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 Suffix AKA/DBA Attorney/D	Smith When adding another address for an existing defendant, use the Linked to List of Values existing defendant, use the Linked to Note: Private attorneys cannot specify opposing counsel unless they supply an entry of defendant drop down menu to link the
Is defendant in military service? Defendant is a Minor? To your knowledge, is this party a senior citizen (defined as over 60)? Linked to defendant	appearance filed as an exhibit. Ves © No Ves © No 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 Street 2 City/ State/Zip Code Service Type for this address?	1234 Main Street Philadelphia PA 19111

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

		Details		
Section I				
Plaintiff states that he/she owns the real property. The lease is:	⊖Written ⊖Oral	Property Address:		
Commencing on:		Street 1		
For a term of:	O Month To Month	Street 2		
	O A Year or More	City/ State/ Zip Code		
Purpose of lease:	Other Residential Non-Residential	NOTE: Only the first 59 characters of	of the address will appear on	the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N. for North.
r uipuse oriesse.	O Residential O Non-Residential			
Section II				
Plaintiff states that he/she/it is in compliance with Section 9-3902 of th	he Philadelphia Code by having a valid Rental License at the time of filing this	complaint.		
The Effective Date of the license is and its Expiration	on Date is			
Plaintiff states that he/she/it had or has a Rental License for each mor	th for which he/shellt is seeking unpaid rent in paragraph IX and that a copy of ea	ach applicable Rental License is attached.		
License - Effective Date Expiration Date	—			
License - Effective Date Expiration Date				
License - Effective Date Expiration Date				
License - Effective Date Expiration Date				
Plaintiff states that he/she/it is not required to have a Rental License to Code or a dwelling unit that is occupied by the owner or a member of the	secause he/shefit is not operating a multiple-family dwelling, rooming house, dorm owner's family.	itory or hotel, or offering for rent a one-family dwelling, t	two family dwelling or a room	ning unit, but is operating a limited lodging activity as defined by Section 14-804(13) of the Philadelphia
Section III				
Plaintiff states that he/she/it is in compliance with Section 9-3903 of the the Contificate of Pantal Suitability that was provided and the Section 9-3903 of the Section 9-3	he Philadelphia Code as a result of having provided the tenant with a Certificate	of Rental Suitability and a copy of the City of Philade	elphia Partners for Good H	lousing Handbook prior to the first month for which helshe/it is seeking unpaid rent in paragraph IX
the Certificate of Rental Suitability that was provided was issued by the D Certificate - Date Issued by Department	Department no more than sixty days prior to the inception of the tenancy. A co	opy or any Certificate of Rental Suitability provided to th	re remark is attached.	
Certificate - Date Issued by Department				
Certificate - Date Issued by Department				
Certificate - Date Issued by Department				
O Plaintiff states that he/she/it was not required to provide the tenant wi	th a Certificate of Rental Suitability and a copy of the City of Philadelphia Partn	ers for Good Housing Handbook because the lease at it	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:				
	220			
A. O was built before March of 1978 or O was built in or after March of 19				
	nal institution for the exclusive use and occupancy by that institution's students;			
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth	hority or its subsidiaries, or privately owned and leased under the Housing Choice	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth D. O has or will have or O has not had and will not have a child aged six	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth D. O has or will have or O has not had and will not have a child aged six	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program, and		If the defendent has vessed the
C. O is not or O is owned or subsidized by the Philadelphia Housing Auth D. O has or will have or O has not had and will not have a child aged six	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		If the defendant has vacated the
C. O an der O a owne or zusändsted by the Philaelephia Housing Aut D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O becember 21, 2012 to the present. O pi E. The lease is effective from: O becember 21, 2012 to the present. O pi	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.	Voucher Program; and		
C. O is not or O is owned or subsidized by the Philadelphia Housing Aut D. O has or will have or O has not had and will not have a child aged six E. The lease's effective from: O December 21, 2012 to the present. O p section V	ontry or fit stubsidiaries, or privately owned and leased under the Housing Choice or younger reside there. front to December 21, 2012.			If the defendant has vacated the property, indicate the date posses
C. O is not or O is owned or subsidiated by the Philadelphia Housing Auti D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O December 21, 2012 to the present. O pr Section V I O have on O have not provided the defendant with a valid certification	hority or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there.		=	property, indicate the date posses
C. O is not or O is owned or subsidized by the Philadelphia Housing Aut D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O December 21, 2012 to the present. O p section V	ontry or fit stubsidiaries, or privately owned and leased under the Housing Choice or younger reside there. front to December 21, 2012.			
C. O is not or O is owned or subsidiated by the Philadelphia Housing Auti D. O has or will have or O has not had and will not have a child aged six E. The lease is effective from: O December 21, 2012 to the present. O pr Section V I O have on O have not provided the defendant with a valid certification	ontry or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside them. nor to December 21, 2012.			property, indicate the date posses
C. O is not or O is owned or subsidiated by the Philadelphia Housing Autil D. O has or will have or O has not had and will not have achiel aged six E. The lease is effective from: O December 21, 2012 to the present. O p Section V I O have or O have not provided the defendant with a valid certification Section V Parnett dates that the subject premises is O for O until for ha intended p. Parnett dates that the helphel is unawer of any open notice insults of by	ontry or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside there. Inor to December 21, 2012. prepared by a cettified lead inspector stating that the property is either lead free or spooe. Department of Licenses and Inspectors. (Department*) alleging that the property.	r fead safe. Y taisue is in vication of one or more program of the	Philadelphia Code.	property, indicate the date posses
C. O is not or O is owned or subsidiated by the Philadelphia Housing Autil D. O has or will have or O has not had and will not have achiel aged six E. The lease is effective from: O December 21, 2012 to the present. O p Section V I O have or O have not provided the defendant with a valid certification Section V Parnett dates that the subject premises is O for O until for ha intended p. Parnett dates that the helphel is unawer of any open notice insults of by	ontry or its subsidiaries, or privately owned and leased under the Housing Choice or younger reside them. nor to December 21, 2012.	r fead safe. At issue is in vication of one or more programs of the		property, indicate the date posses
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e amount	of unpaid n	ent below a	nd late fees aller	ged due. The first item listed is in	tended as an example. "Past balance due" is unacceptable.		Summarize the amounts alleged due below.	
Month Jan.	2010	8500	S50 (examp	le)		^	Rent Late Fees Gas Electric	s s s
					If a monetary judgment is sought, a	v	Water / Sewer Attorney's Fees Other	s s s
					text box will open for a detailed		Subtotal Court Costs Total	5 5 5

Further fuel information Planter finas requested <u>Afficient of Receiptmen</u> Statute Experience Comments for court cent (optional). These comments will not appear on the opciet or any forms.		
Save Medi	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.	Delet

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

Initia	l Claim	- Verification		
Case	• Details			
Case	ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Complaint
Case	e Type:	LT	Status:	Pending
Veri	fication			
۲	to the		belief. I understand that this verification is made	s verification and that the facts set forth above are true and correct e subject to the penalties set forth in 18 Pa. C.S. § 4904, which
0	verify knowl my kn makin	that I am authorized to make this verif edge, information and belief from comm owledge, information and belief. I unde g of unsworn falsifications to authorities	cation; that I have sufficient knowledge, informa unications with the plaintiff or the persons listed stand that this verification is made subject to th	of attorney for the plaintiff(s) in this landlord tenant action. I hereby ation and belief to take this verification or have gained sufficient below and that the facts set forth are true and correct to the best of e penalties set forth in 18 Pa. C.S. § 4904, which concerns the have a power of attorney, I have attached a completed of attorney form.
Back	Save	Next Cancel		

Initial Claim	Verification			
Case Details				
Case ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Co	mplaint
Case Type:	LT	Status:	Pending	
Verification				
to the l	plaintiff in this landlord tenant action. I hereby verify that best of my knowledge, information and belief. I understan ns the making of unsworn falsifications to authorities.			
verify t knowle my kno making	n attorney for the plaintiff(s), the plaintiff's authorized rep hat I am authorized to make this verification; that I have dgs, information and belief from communications with the owledge, information and belief. I understand that this ver o f unsworn falsifications to authorities. If I am an author elphia Municipal Court authorized representative for	sufficient knowledge, informa plaintiff or the persons listed ification is made subject to th orized representative or l	ition and belief to take this verification o below and that the facts set forth are tr e penalties set forth in 18 Pa. C.S. § 490 ave a power of attorney, I have att	r have gained sufficient ue and correct to the best of 04, which concerns the
	Persons: Filer, Authorized Representative	authorized represer second radio button	attorney filers filing as an tative, should populate the . Type the name of the tative in the Other Persons	

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.

Case Details				
Case ID: 2395178		Docket Type:	Initial Complaint - Landlord Ten	ant Complaint
Case Type: LT		Status:	Pending	
Case Parties				
Plaintiff Information	Defendant Information 1 Fred Smith, AKA/DBA: AND A			Defendant Status
22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKAYUDA: AND A 123 Elm Street Philadelphia, PA 19122	ALL OTHER OCCUPANTS		the complaint and go back ecessary.
Docket Preview				
Description	Results/Comments	Filing Party	Docketed Under	Edit Preview
Landlord Tenant Complaint		JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u> <u>Preview</u>
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
		То	add an exhibit click	on the <u>Scan/Upload</u> link.
Add Docket Entries				
		For	detailed instructions	regarding the uploading of
Add Exhibit	Scan/Upload			regarding the uploading of 7-20
Add Exhibit Add Affidavit 109	Scan/Upload		detailed instructions ibits, refer to pages 1	
Add Affidavit 109	Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet	Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet Add IFP Joe Filer	Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet Add IFP	Generate Scan/Upload Generate Generate Scan/Upload			
Add Affidavit 109 Add Claim Fact Sheet Add IFP Joe Filer Add PAS for	Generate Scan/Upload			

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.

Case Details					
Case ID: 23951	.78		Docket Type:	Initial Complaint - Landlord Tenant Complaint	
Case Type: LT			Status:	Pending	
In addition to submit	ting this case below, priva	te attorneys can also <u>Schedule Bulk</u>	<u>Hearings</u> or <u>Creat</u>	e Another Case and bulk schedule later.	
			1		
Hearing Details Pick A Hearing:	10/25/2012 08:45 AM	50) 🗙			
rick A ficaring.	10/23/2012 00.43 AM	30)			
Fee Details					
Court Cost:		22.00			
State Fee:		10.00	If this is	the only case that you will be filing,	click on the dr
Automation Fee:		5.50		enu to select a hearing date. If seve	
Convenience Fee:		5.00	being file	ed and the same hearing date for all	is desired, us
C & E Process Service I	Fee:	0.00	the Crea	ate Another Case link to create the	next case.
PWS Service Fee:		27.00	Once all cases have been created, click the Schedule Bu		
Constable Service Fee:		0.00	Hearing	<u>s</u> link to schedule all of the cases to	gether.
Third Party Service Fee	:	0.00			
JCS St. Add. Fee:		2.25			
JCS St. Add. Surcharge		11.25			
Credit Card Details					
Credit Card Number:					
Expiration:	01 /13 (мм/үү)				
Security Number:	123 Help				
Billing Information Use the address	_	Enter a new	To s	chedule this single case, enter the	
below:	۲	address:	cred	lit card information and click the	
		Name on Card:	Sub	mit To Court button.	lle, Last)
JOE FILER 22 MAIN STREET		Street 1			- 1
PHILADELPHIA, PA 1	9111	Street 2			
		City/State/Zip Code			
Attornov Commonte					
Attorney Comments					

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

Case Details			
Case ID:	2395178	Docket Type:	Initial Complaint - Landlord Tenant Complaint
Case Type:	LT	Status:	Pending Clerk Review
Court Revi	9W		
The Initial Co	ew Implaint - Landlord Tenant Complaint has been successfully submitted to t s been authorized for the amount to be charged to you.	the court, and is r	now waiting court review.

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 Cle	Pending Clerk Review			
Submission Date	10/02/2012 1	10/02/2012 12:02 PM			
Transaction Date					
Payment Method	Credit Card	Credit Card			
Filing Party	JOE FILER	JOE FILER			
Туре	CHARGE	CHARGE			
Vendor comments	Approved	Approved			
Vendor confirmation number	V18F3B7C77	787			
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		
Dentier					
Parties Plaintiffs		Defendants			
Joe Filer		Fred Smith			
22 MAIN STREET		123 Elm Street			
Philadelphia, PA 19111		Philadelphia, PA 19122			

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	
Next Cancel	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.

1 Туре	×
cal 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 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 an 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	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 Par	arties					
Case Details						
Case <u>SC-12</u> Number:	2-10-02-3000		Docket Type:	Petition - Petition to Open Judgn	nent for Defendant by	/ Default
Case Type: SC			Status:	Pending		
Case Instance 1 (Cor	mplaint)					
Involved Filer Plain	intiff	1	Address			
🔽 💿 Joe F	Filer		22 MAIN STREET Philadelphia, PA 19	111		
Involved Filer Defe	fendant #	ŧ /	Address		Status	
V O Fred	d Smith 1		44 ELM STREET Philadelphia, PA 19	122	Ready for trial	
Next Cancel			in the	which parties are to b petition and which part f the petition. Click the	ty is the	

Case Details							
Case Number:	SC-12-10-02-3000			Docket Type:	Petition - Petition	n to Open Judgment for Plaintiff by Default	
Case Type:	sc			Status:	Pending		
Plaintiff(s)		Defen	dant(s)				Defendant Status
Case Instance 1 (Comp	elaint)						
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	Fred Smith 44 ELM STREET Philadelphia, PA Service Type:	19122 C & E Process Service			Ready for trial
Please select service ty	/pe.		F	Philadelphia Writ Service			
Next Delete Cancel			F	Other (requires Petition for Private Service	Alternate Service)		

process. Click on the drop down menu
to choose the service type.

Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Petition P	Retition to Open Judgment for Defendant by Default
Case Type:	sc	Status:		A pro-se filer filing on behalf of himself should populate the first radio button.
best o		nderstand that this verification is made subje		at the facts set forth above are true and correct to the malties set forth in 18 Pa. C.S. § 4904, which concerns
that I knowle my kn	am authorized to make this verification; tha edge, information and belief from communic weledge, information and belief. I understar g of unsworn falsifications to authorities. If	t I have sufficient knowledge, information ar ations with the plaintiff or the persons listed and that this verification is made subject to th	nd belief to t below and t e penalties s ave a pow	or the plaintiff(s) in this petition action. I hereby verify take this verification or have gained sufficient that the facts set forth are true and correct to the best of set forth in 18 Pa. C.S. 9 4904, which concerns the er of attorney, I have attached a completed

Petition - Ve	rification							
Case Details								
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Petition - Petition to Open Judgment for Defendant by Default					
Case Type:	SC	Status:	Pending					
Verification								
best o	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.							
that I knowle my kn makin	an attorney for the plaintiff(s), the plaintiff's authorized representative am authorized to make this verification; that I have sufficient knowled atternation and belief from communications with the plaintiff or owledge, information and belief. I understand that this verification is g of unsworn falsifications to authorities. If I am an authorized rep delphia Municipal Court authorized representative form or a d	dge, information a the persons listed made subject to th presentative or	and belief to take this verification or have gained sufficient d below and that the facts set forth are true and correct to the best of he penalties set forth in 18 Pa. C.S. § 4904, which concerns the have a power of attorney, I have attached a completed					
Other Back Save	Persons:	auth sec auth box	orneys and non- attorney filers filing as an norized representative, should populate the ond radio button. Type the name of the norized representative in the Other Persons text AN AUTHORIZED REPRESENTATIVE CAN LY 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:	<u>SC-12-10-02-3000</u>	Doc	cket Type: Petition - Petition to Open Judgment for Defendant by Default			
Case Type:	SC	Stat	atus: Pending			
Petition to O	pen Judgment for Defendant by D	efault				
by default on 10/	eld in Municipal Court on 10/09/2012 III	•	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.			
I was stuck	in traffic and was unable to get	t here in time. 🔥				
	as good reason to proceed in that nt has not paid the balance due.	×	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.			
Comments for co forms.	urt clerk (optional). These comments will not ap	oppear on the docket or any				
Back Next	Cancel	petition should or emergency such scheduled or a lo	an emergency, check the box to indicate that. A only be marked as an emergency if there is a true in as a frozen bank account, a lockout has been ockout has already happened in Landlord-Tenant is the Next button to continue with the filing.			

Petition - Doo	cket Entries									
Case Details										
Case Number:	<u>SC-12-10-02-3000</u>				Docket 1	Гуре:	Petition - Petitio	on to Open Judgment for	Defendant	by Default
Case Type:	SC				Status:		Pending			
Case Parties										
Plaintiff Infor	mation		Defenda	nt Informatio		han	atition con	he proviewed on	d aditaa	
Joe Filer 22 MAIN STREE Philadelphia, PA			44	ed Smith ELM STREET iladelphia, PA 1	n		sary.	be previewed an		
Docket Previe	w									
Description				Results/Co	mments	1	Filing Party	Docketed Under	Edit	Preview
Petition to Open	Judgment for Defendan	t by Default				I	IOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket E	ntries				-					
Add Exhibit		Sc	an/Upload		If ther	e are	e exhibits th	nat should be rev	iewed b	y the
Add Affidavit 10	9	<u>Generate</u> Sc					•	nerits of the petiti s screen. Click		
Add IFP										
Joe Filer		Generate Sc	an/Upload					d link. For detaile		
Add PAS for					-	aing	the upload	ing of exhibits, re	ter to pa	ages 17-
PAS Mail: F	Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload		20.					
PAS PO Bo	x: Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload							
Add Payment So	chedule	<u>Generate</u> Sc	an/Upload							
Back Next	Cancel									

Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket Type:	Petition - Petitio	on to Open Judgment for E	Defendant	by Default
Case Type:	sc				Status:	Pending			
Case Parties									
Plaintiff Infor	nation		Defenda	ant Informatio	n		Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA			44	ed Smith ELM STREET illadelphia, PA 1	9122		Ready for trial		
Docket Preview	N								
Description				Results/Co	mments	Filing Party	Docketed Under	Edit	Preview
Petition to Open	Judgment for Defendan	t by Default				JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Exhibit				TRAFFIC REF	PORT	JOE FILER	Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket En	tries	Se	an/Upload						
Add Affidavit 109	1	Generate Sci							
Add IFP				Once	the exhibit h	nas been up	loaded, it will app	bear on	the
Joe Filer		<u>Generate</u> <u>Sc</u>	an/Upload	Dock	et Entries s	creen. It ca	n be previewed a	and edi	ted if
Add PAS for				neces	sary. Click t	he Next bu	tton to continue.		
PAS Mail: F	red Smith	<u>Generate</u> <u>Sc</u>	an/Upload		-				
PAS PO Box	: Fred Smith	<u>Generate</u> <u>Sc</u>	an/Upload						
Add Payment Sc	hedule	Generate Sc	an/Unload						

Petition - Submit to Court		
Case Details		
Case <u>SC-12-10-02-3000</u> Number:		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	On the Submit to Court page, notice all fees are listed.
Automation Fee:	2.20	Initially, only the petition filing fees will be charged once the
Convenience Fee:	5.00	petition is approved for review by a judge. The service fee
C & E Process Service Fee:	0.00	will only be charged if the Rule is granted and a hearing date
PWS Service Fee:	27.00	is assigned.
Constable Service Fee:	0.00	
Third Party Service Fee:	0.00	
Record Retention Fee:	1.10	Enter the credit card information and click the Submit to
Credit Card Details		Court button.
Credit Card Number:		
Expiration: (MM/YY)		
Security Number:		
Billing Information		
Use the address below:	Enter a new O address:	
	Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET	Street 1	
PHILADELPHIA, PA 19111	Street 2	
	City/State/Zip Code	
Attorney Comments		
N/A		
Back Submit To Court		

Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Ty	e: Petition - Petition to Open Judgment for Defendant by Default
Case Type:	SC	Status:	Pending Clerk Review
		ant by Default has been successfully submitted charged to you.	o the court, and is now waiting court review.
The Petition - Your card has	Petition to Open Judgment for Defen is been authorized for the amount to b	charged to you.	
The Petition -	Petition to Open Judgment for Defen is been authorized for the amount to b	The Court Submission	n Results page with indicate that the
The Petition - Your card has	Petition to Open Judgment for Defen is been authorized for the amount to b	The Court Submission petition is awaiting rev	

Invoice Summary	076707			
nvoice Number nvoice Status	976737 Pending			
Case Number	SC-12-10-02-3000			
Case ID	2395177			
Docket Entry ID	16347731			
Description		Open Judgment for Defendant by Default		
Docket Entry Status	Pending Clerk Review			
Submission Date	10/19/2012 12:05 PM			
Fransaction Date				
Payment Method	Credit Card			
Filing Party	JOE FILER			
ype	CHARGE			
/endor comments	Approved			
endor confirmation number	V18F3C1C8DC7			
			T . ()	
escription Combined PWS service fee			Total	07.00
ombined PWS service fee				27.00 27.00
201				27.00
arties				
laintiffs		Defendants		
pe Filer				
		Fred Smith		
		Fred Smith 44 ELM STREET		
MAIN STREET iladelphia, PA 19111 roice Summary	[070700			
2 MAIN STREET 'hiladelphia, PA 19111 ivoice Summary	076736	44 ELM STREET		
2 MAIN STREET hiladelphia, PA 19111 nvoice Summary nvoice Number	976736 Pending	44 ELM STREET		
22 MAIN STREET hilladelphia, PA 19111 nvoice Summary nvoice Number nvoice Status		44 ELM STREET		
22 MAIN STREET hilladelphia, PA 19111 nvoice Summary nvoice Number nvoice Status case Number case ID	Pending	44 ELM STREET		
22 MAIN STREET hilladelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case ID Docket Entry ID	Pending SC-12-10-02-3000 2395177 16347731	44 ELM STREET Philadelphia, PA 19122		
22 MAIN STREET Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case ID Docket Entry ID Description	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C	44 ELM STREET Philadelphia, PA 19122		
22 MAIN STREET Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case ID Docket Entry ID Description Docket Entry Status	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
22 MAIN STREET Philadelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case ID Docket Entry ID Description Docket Entry Status Submission Date	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
22 MAIN STREET hiladelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case ID Docket Entry ID Docket Entry Status Submission Date Fransaction Date	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
2 MAIN STREET hilladelphia, PA 19111 hvoice Summary hvoice Number hvoice Status lase Number lase ID hocket Entry ID hescription hocket Entry Status submission Date ransaction Date hayment Method	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revier 10/19/2012 12:05 PM Credit Card	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
2 MAIN STREET hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID bocket Entry ID escription wocket Entry Status ubmission Date ransaction Date ayment Method iling Party	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Reviet 10/19/2012 12:05 PM Credit Card JOE FILER	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
2 MAIN STREET hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Reviet 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
2 MAIN STREET hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype endor comments	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Reviet 10/19/2012 12:05 PM Credit Card JOE FILER	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
2 MAIN STREET hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method liing Party ype endor comments	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
12 MAIN STREET hilladelphia, PA 19111 nvoice Summary nvoice Number nvoice Status Case Number Case ID Docket Entry ID Docket Entry Status Submission Date	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		
2 MAIN STREET hiladelphia, PA 19111 hiladelphia, PA 19111 hvoice Summary hvoice Number hvoice Status lase Number lase ID hocket Entry ID hescription locket Entry Status hocket Entry Status hescription locket Entry Hescription hesc	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		tal 5.00
2 MAIN STREET hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date aransaction Date ayment Method ling Party ype endor comments endor confirmation number escription onvenience Fee	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		5.00 2.20
2 MAIN STREET hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date assaction Date ayment Method ling Party ype endor comments endor confirmation number escription onvenience Fee utomation Fee	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W	То 	5.00
2 MAIN STREET illadelphia, PA 19111 voice Summary voice Number voice Status ase Number ase ID cocket Entry ID ocket Entry ID ocket Entry Status ubmission Date ansaction Date ayment Method ling Party rpe endor comfirmation number escription onvenience Fee utomation Fee ecord Retention Fee but Cost including additional defenda	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W		5.00 2.20 1.10 11.00
2 MAIN STREET illadelphia, PA 19111 voice Summary voice Number voice Status ase Number ase ID cocket Entry ID ocket Entry ID ocket Entry Status ubmission Date ansaction Date ayment Method ling Party rpe endor comfirmation number escription onvenience Fee utomation Fee ecord Retention Fee but Cost including additional defenda	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W	То 	5.00 2.20 1.10
2 MAIN STREET illadelphia, PA 19111 voice Summary voice Number voice Status ase Number see ID bocket Entry ID secription bocket Entry Status ubmission Date cransaction Date arasaction Date ayment Method ling Party rpe endor comments endor comfirmation number escription bonvenience Fee storation Fee ecord Retention Fee bourt Cost including additional defenda stal	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Deen Judgment for Defendant by Default W	To	5.00 2.20 1.10 11.00
2 MAIN STREET hiladelphia, PA 19111 voice Summary voice Number voice Status ase Number see ID bocket Entry ID sescription ocket Entry Status ubmission Date ansaction Date ayment Method ling Party ppe endor comments endor comfirmation number escription onvenience Fee utomation Fee ecord Retention Fee ourt Cost including additional defenda otal	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122		5.00 2.20 1.10 11.00
2 MAIN STREET hiladelphia, PA 19111 ivoice Summary ivoice Number ivoice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date argment Method ling Party ype endor comments endor comfirmation number escription convenience Fee utomation Fee lecord Retention Fee icourt Cost including additional defenda otal arties laintiffs	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Depen Judgment for Defendant by Default w I Defendants	То Политичники политичники политичники политичники политичники политичники политичники политичники политичники Политичники политичники политичники политичники политичники политичники политичники политичники политичники по Политичники политичники по Политичники политичники по Политичники политичники по Политичники политичники	5.00 2.20 1.10 11.00
2 MAIN STREET hiladelphia, PA 19111 ivoice Summary ivoice Number ivoice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date escription ocket Entry Status ubmission Date ayment Method ling Party ype endor comfirmation number escription ionvenience Fee utomation Fee lecord Retention Fee lecor	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Dpen Judgment for Defendant by Default W I Defendants Fred Smith	То 	5.00 2.20 1.10 11.00
2 MAIN STREET hiladelphia, PA 19111 ivoice Summary ivoice Number ivoice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date argment Method ling Party ype endor comments endor comfirmation number escription convenience Fee utomation Fee lecord Retention Fee icourt Cost including additional defenda otal arties laintiffs	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Depen Judgment for Defendant by Default w I Defendants	To	5.00 2.20 1.10 11.00
2 MAIN STREET hiladelphia, PA 19111 woice Summary woice Number woice Status ase Number ase ID ocket Entry ID escription ocket Entry Status ubmission Date ransaction Date ayment Method ling Party ype endor comfirmation number escription onvenience Fee utomation Fee ecord Retention Fee ecord Retention Fee ourt Cost including additional defenda otal arties laintiffs be Filer 2 MAIN STREET	Pending SC-12-10-02-3000 2395177 16347731 Petition - Petition to C Pending Clerk Revie 10/19/2012 12:05 PM Credit Card JOE FILER CHARGE Approved V79F3AE1115B	44 ELM STREET Philadelphia, PA 19122 Dpen Judgment for Defendant by Default W I Defendants Fred Smith 44 ELM STREET		5.00 2.20 1.10 11.00

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 <u>mcclaims@courts.phila.gov</u> 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 the claim number. Attorneys must represent the party who will be the filer of the writ. If necessary, go to the Home	
Enter Case Number sc1210023000	page and click on the Private Attorney Entry of Appearance	
Next Cancel	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 Praceipe 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

Case Details		
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Writ - Execution
Number: Case Type:	SC	Status: Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the Next button.
Case Instan	ce 1 (Complaint)	
Involved F	iler Plaintiff	Address
	 Joe Filer 	22 MAIN STREET Philadelphia, PA 19111
Involved F	iler Defendant	# Address Status
V	Fred Smith	1 44 ELM STREET Ready for trial Philadelphia, PA 19122
Involved	Garnishee	Address Status Related Party
		Add Individual / Organizational Garnishee
Next Canc	el	If a Garnishee is to be added, click the <u>Add</u> Individual/Organizational Garnishee link.

Add Garnishee			×	
Individual 🔿 Org.	anization/Company 💿	Select Related Part	Fred Smith (D1) 🔽	
Name Email	PNC BANK	AKA/DBA		
Street 1 Street 2 City/State/Zip Code	1234 MARKET STREET PHILADELPHIA	PA 19107	Choose whether the G individual or an Organi related party. Provide garnishee and click Su	zation and select the the address of the
			Submit	

ase Details ase SC-12-10-02-3000 umber: ase Type: SC status: Pending Arrice anounts anounts aal Debt 5000 edit 5000 edit 5000 ierest from 10/25/2012 Status: Conly the Sheriff serves Writs of Execution. Populate the text boxes on the Writ of Execution page. Set Paid othonotary ereiff (optional) satisfy the judgment, interest and cost against the defendant(s): ter Defendant(s) names red Smith	
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Arit Of Execution	
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envice Type Sheriff onounts Only the Sheriff serves Writs of Execution. ead Debt 500 redit 500 beterest from 10/25/2012 eterest 10/25/2012 <tr< td=""><td></td></tr<>	
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satisfy the judgment, interest and cost against the defendant(s): ter Defendant(s) names	
ter Defendant(s) names	
operty rver is directed to levy upon the property of the defendant(s) and to sell defendant's(s') erest therein:	
ter Defendant(s) Addresses	
Elm Street	
ecifically Describe Property	
all personal property	
mments for court clerk (optional). These comments will not appear on the docket or any ms.	
ext Delete Cancel	
The comment section is for the court clerk	
The comment section is for the court clerk	

Writ - Verification	A pro-se filer should populate the first radio button.
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Writ - Execution
Case Type: SC	Status: Pending
Verification	
	ized to make this verification and that the facts set forth above are true and correct to the best rification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the
I am authorized to make this verification; that I have sufficient kn information and belief from communications with the plaintiff or th knowledge, information and belief. I understand that this verificat	esentative or have a power of attorney for the plaintiff(s) in this writ action. I hereby verify that lowledge, information and belief to take this verification or have gained sufficient knowledge, le persons listed below and that the facts set forth are true and correct to the best of my ion is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making apresentative or have a power of attorney, I have attached a completed rm or a completed power of attorney form.
Back Save Next Cancel	

Case Details				
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ase Type:	SC	Status:	Pending	
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Click the **Next** button to proceed to the **Docket Entries** screen.

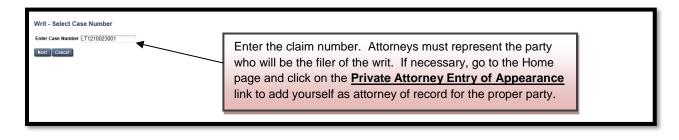
Case Details								
Case g Number:	SC-12-10-02-3000			Docket Typ	e: Writ -	Execution		
Case Type:	SC			Status:	Pendir	ng		
Case Parties								
Plaintiff Inform	ation	Defendant / Garnis	shee Informa	ition		Defen	dant Status	i
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 ELM STREE Philadelphia,		Ready for trial				
		1234 MARKET	PNC BANK (Garnishee) 1234 MARKET STREET		The wr	it can be previewe sary.	d and ed	lited if
		PHILADELPHI	A, PA 19107					
Docket Preview	1							
Description		Results/Comments	5	Filing Par	y	Docketed Under	Edit	Preview
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Praecipe Execution	n			JOE FILER		Fred Smith (D1) PNC BANK (G) Joe Filer (P)		<u>Preview</u>
interrogatories To	Garnishee			JOE FILER		Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
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Execution				JOE FILER		Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	<u>Preview</u>
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Writ - Docket Entries							
Case Details							
Case Number:	<u>SC-12-10-02-3000</u>			Docket Type:	Writ - Execution		
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Case Parties							
Plaintiff Information		Defendant / Garnishee Inform	ation			Defendant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 ELM STREET Philadelphia, PA 15 PNC BANK (<i>Garnin</i> 1234 MARKET STR PHILADELPHIA, PA	shee) EET			Ready for trial	
Docket Preview							
Description		Results/Comments		Filing Party	Docketed Under	Edit	Preview
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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		Joe Filer	Fred Smith (D1)	Edit	Preview
Add Docket Entries		Size: 1.83 MB			been uploaded, it		
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Back Next Cancel			necessar	y. Click the	Next button to con	itinue.	

Case Details				
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Writ - Execution
Case Type:	SC		Status:	Pending
Fee Details				
Court Cost:		0.00		
State Fee:		0.00		
Automation Fee:	:	0.00		
Convenience Fe	e:	0.00		
C & E Process S	ervice Fee:	0.00		
PWS Service Fe	e:	0.00		
Constable Servi	ce Fee:	0.00		
Third Party Serv	vice Fee:	0.00		
Attorney Com	ments			
N/A				
Back Subm	nit To Court		Click the Su	rge a fee for the filing of the Writ of bmit To Court button to send it to

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

Writ of Possession



New Writ - Select Type		
Select Type of Writ:	✓	
Next Cancel Alias Writ Execution Possession Praecipe of Notice of In	tent to Attach Wages	
	gment Against the Garnishee	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.

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession Case Type: LT Status: Pending Case Instance I (Complaint) Address Vendersion Vendersion Involved Filer Plaintiff Address Vendersion Involved Filer Defendant # Address Involved Filer Defendant # Address	Number: Status: Pending Case Type: LT Status: Pending Case Instance I (Complaint) Address Involved Filer Plaintiff Address Image: Plaintiff Address Philadelphia, PA 19111	ise Details						
Case Instance 1 (Complaint) Address Involved Filer Plaintiff Address Imode Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Involved Filer Defendant # Address	Case Instance 1 (Complaint) Address Involved Filer Plaintiff Address Image: Second Secon		LT-12-10-02-3001			Docket Type:	Writ - Possession	
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Involved File Defendant # Address Status	Image: With Constraints Philadelphia, PA 19111 Image: With Constraints Pred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 1 123 Elm Street Philadelphia, PA 19122	volved File	er Plaintiff			Address		
	Image: Pred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 1 123 Elm Street Philadelphia, PA 19122 Disposed	☑ .) Joe Filer				111	
	AKA/DBA: AND ALL OTHER OCCUPANTS Philadelphia, PA 19122	volved File	er Defendant		#	Address		Status
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Next Cancel		ext Cance						
	Select which parties are to be involved in the writ and which							hich
	Select which parties are to be involved in the writ and which						ved in the writ and w ne Next button.	hich

Case Details		
Case Number:	LT-12-10-02-3001	Docket Type: Writ - Possession
Case Type:	LT	Status: Pending
Writ Of Poss	ession	The first step is to choose the Service Type from the drop down menu. The choices are LT Officer and The Sheriff.
Service Type		
Amounts Real Debt	LT Officer Sheriff	

Case Details		
Case Number:	LT-12-11-08-3001	Docket Type: Writ - Possession
Case Type:	LT	Status: Pending
Writ Of Poss	ession	
	LT Officer	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.
Fred Smith	ot and costs against: o levy upon any property and sell his/h	er/their interest therein of:
44 Elm Stree		
Comments for co forms.	ourt clerk (optional). These comments	will not appear on the doc will not appear on the doc will not appear on the doc by Agreement. Once the form is completed, click the Next button.
If the full amount eviction shall not which must be file	sage: Notice to the Tenant: Judgment of the judgment plus court costs is pai proceed. The landlord should provide ed in Room 1000, 1339 Chestnut Strei an "Order to Satisfy" call 215-686-7957 Cancel	id on or prior to the eviction date, you with a signed "Order to Satisfy" et, Philadelphia, PA 19107. If you are

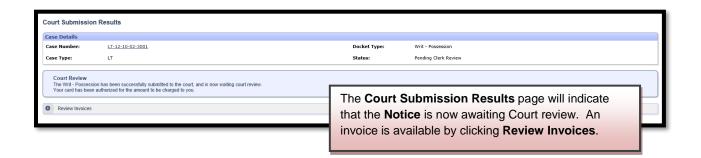
Writ - Ve	rifica	ation	
Case De	tails		
Case Number:	:	LT-12-10-02-3001	A pro-se filer should populate the first radio button.
Case Ty	pe:	LT	
Verificat	ion		
~ o	f my k		ted to make this verification and that the facts set forth above are true and correct to the best ification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the
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Back	Save	Next Cancel	

Case Details	5		
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Possession
Case Type:	LT	Status:	Pending
/erification			
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that I know best conce	I am authorized to make this verification; that ledge, information and belief from communica of ney knowledge, information and belief. I und	I have sufficient knowledge, information ations with the plaintiff or the persons liste derstand that this verification is made sub thorities. If I am an authorized repre	r of attorney for the plaintiff(s) in this writ action. I hereby verify and belief to take this verification or have gained sufficient ad below and that the facts set forth are true and correct to the oject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attached a pleted power of attorney form.
that I know best conce com	I am authorized to make this verification; that ledge, information and belief from communica of new knowledge, information and belief. I und erns the making of unsworn falsifications to au	I have sufficient knowledge, information ations with the plaintiff or the persons liste derstand that this verification is made sub thorities. If I am an authorized repre	and belief to take this verification or have gained sufficient ad below and that the facts set forth are true and correct to the oject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attached a

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

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	PHILADELF	phia Municipal Cour	г			Tuesda	ay, November	6, 2012 <i>J</i> a	DE FI
/rit - Docket	Entries								
	Entros								
Case Details									
Case Number:	LT-12-10-02-	3001		Docket T	ype: Writ - Poss	ession			
Case Type:	LT			Status:	Pending				
Case Parties									
Plaintiff Infor	mation	Defenda	nt Information		The sumit			1:40 of 1:6	-
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ossession				JOE FILER	Fred S Joe File	mith (D1) er (P)	Edit	Preview	
Add Docket En	tries								
dd Exhibit			Scan/Upload						
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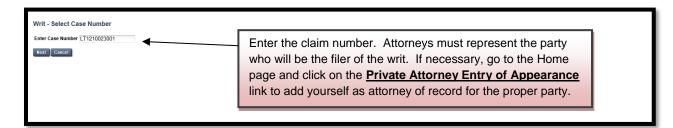
Case Details Docket Type: Writ - Possession Case Type: LT Status: Pending Fee Details Court Cost: 4.40 Court Cost: 4.40 State Fee: 0.00 Automation Fee: 2.20 Convenience Fee: 5.00 C & E Process Service Fee: 0.00 Oostable Service Fee: 0.00 Constable Service Fee: 0.00 Constable Service Fee: 0.00 Third Party Service Fee: 0.00 Constable Service Fee: 0.00 Credit Card Details Enter a new address: Security Number: Heip Billing Information Enter a new address: JOE FILER Street 1 ZMANI STREET Street 1 PHILADELPHIA, PA 19111 Street 2 Chry/You Street 2 Diverset Source Source Code	Writ - Submit	to Court			
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Court Cost: 4.49 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 Third Party Service Fee: 0.00 Credit Card Details Credit Card Details Credit Card Number: Heige Billing Information Use the address below: 0.00 Security Number: Heige Dilling Information Use the address below: 0.00 Sireet 1 Sireet 1 Sireet 2 City/State/Zip Code Automation Automation Comments	Case Type:	LT		Status:	Pending
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JOE FILER Street 1 22 MAIN STREET Street 2 PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code Street 2		۲			
22 MAIN STREET Street 1 PHILADELPHIA, PA 19111 Street 2 City/State/Zip Code Street 2		_	Name on Card:		(First, Middle, Last)
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City/State/Zip Code Attorney Comments	PHILADEI PHI	A. PA 19111	Street 2		
			City/State/Zip Code		
N/A	Attorney Com	ments			
200	N/A				
Back Submit To Court	Back Subm	it To Court			



Philadelphia Municipal Court - Case Management System					
Invoice Report					
Invoice	Summary				
Invoice Number	976738				
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				
Туре	CHARGE				
Vendor comments	Approved				
Vendor confirmation number	V18F3CCBFFCD				
Description		Total			
Convenience Fee		5.00			
Automation Fee		2.20			
Court Cost including additional defendant fee if applicable		4.40			
Total	11.60				
	rties				
Plaintiffs	Defendants				
Joe Fler 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Em Street Philadeiphia, PA 19122				
Page generated on 11/07/2012 06:02 PM from http://claims.staging.courtapps.com. [Close] [Pint]					

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.

Praecipe of Notice of Intent to Attach Wages



New Writ - Sele	ect Type
Select Type of Writ:	
Next	Alias Writ Execution Possession Praecipe of Notice of Intent to Attach Wages Praecipe To Enter Judgment Qainst the Garnishee Writ of Revival Choose the Praecipe from the drop down menu.

Writ - Select F	Parties								
Case Details									
Case Number:	LT-12-	10-02-3001			Docket Type:	Wri	it - Praecipe of Notice of Intent to Attach Wages		
Case Type:	LT				Status:	Pen	ding		
Case Instance	1 (Complaint)								
Involved		Filer	Plaintiff				Address		
	Joe Filer						22 MAIN STREET Philadelphia, PA 19111		
Involved		Filer	Defendant			#	Address	Status	
	Fred Smith AKA/DBA: AND	ALL OTHER OCCUPANTS				1	123 Elm Street Philadelphia, PA 19122	Disposed	
Involved			Garnishee				Address	Status	Related Party
	JOE'S CRAB SH	ACK					7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)
				Add Individual /	Organizational Garnishee				
Next Cancel				4	L				
	_								
			_						
				To add the Garnishe Individual/Organiza					

Add Garnishee			×
Individual 🔵 Orga	anization/Company)	Select	Related Party: Fred Smith (D1)
Name Email	JOE'S CRAB SHACK	AKA/DBA	
Street 1 Street 2	7777 FISHING LANE		Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click Submit.
City/State/Zip Code	PHILADELPHIA	PA 1912	22

Writ - Sel	ect F	Parties							
Case Deta	ils								
Case Num		LT-12-10-02	-3001		Docket Type:	Wr	it - Praecipe of Notice of Intent to Attach Wages		
Case Type		LT			Status:	Per	nding		
Case Inst	ance	1 (Complaint)							
Involved			Filer	Plaintiff			Address		
~	۲	Joe Filer					22 MAIN STREET Philadelphia, PA 19111		
Involved			Filer	Defendant		#	Address	Status	
V	0	Fred Smith AKA/DBA: AND ALL O	THER OCCUPANTS			1	123 Elm Street Philadelphia, PA 19122	Disposed	
Involved				Garnishee			Address	Status	Related Party
V		JOE'S CRAB SHACK					7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)
				Add Individual / Or	rganizational Garnishee				
_	-			Select which parties are to b	e involved in	n tł	he writ and which		
				-					
				party is the Filer of the writ.	Click the Ne	ext	button.		

				P P				
Vrit - Praecipe Fo	or Notice Of Intent To Attach Wrages							
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				
	raecipe For Notice Of Intent To Attach Wages - Certification							
I, JOE FILER, hereby c	ertify that:							
 The name 	e of the judgment-creditor is	Joe Filer						
The addr	ess of the judgment-creditor is	22 MAIN STREET, Phila	delphia, PA 19111					
The name	e of the judgment-debtor is	Fred Smith						
4. The nam	e of the employer garnishee is	JOE'S CRAB SHACK						
	ment arises out of a residential lease for the premises located at the address:	123 Elm Street, Philade	elphia, PA 19122					
	amount of the judgment is curity deposit is being held by the judgment creditor-landlord in the am	1183.00 nount of 450.00						
This sec	urity deposit [) has been applied / has not been applied] to	o the payment of rent due	on the same premises for which the judg	nent has been entered.				
(Any se	curity deposit that has not already been applied to rent will be deducted	d by the Judgments and Pe	titions Unit from the amount of the judgm	ent in determining the amount to be attached.)				
(c) The	amount that has been paid toward satisfaction of the judgment (Do not	0.00 t include the security depos	sit)					
7. This Prae	cipe is filed within five years of the date of the original judgment upon	which execution is sought.						
8. The judg	ment was entered in an action commenced in the Philadelphia Municipa	al Court.						
9. The action	n arose from a residential lease.							
Comments for cou	rt clerk (optional). These comments will not appear on the	docket or any forms.						
	Fill out the #6 on the form. Enter comments for the court							
			clark if desired	and click the Next buttor				
Next Cancel Del			cierk il desired	and cher the Next Duttor				

Writ - Select Servi	се Туре				
Case Details					
Case Number:	LT-12-10-02-3001	Docket Type:	Writ - Prae	cipe of Notice of Intent to Attach Wages	
Case Type:	LT	Status:	Pending		
Plaintiff(s)		Defendant(s) / Garnishee(s)			Defendant Status
Case Instance 1 (Con	iplaint)				
22 MAIN STREET Philadelphia, PA 19111		JOE'S CRAB SHACK 7777 FISHING LANE PHILACELPHIA, PA 15122 Fred Smith, AZVJOBA: AND ALL OT 123 Elin Street Philadelphia, PA 19122 Service Type: C & E Process S&	rvice		
Please select service		Philadelphia Writ Other (requires P Private Service	Service atition for Alternate Ser	vice)	
				e service type for se and click the Next b	

Writ - Verification		A pro-se radio bu		populate the first	
Case Details					
Case Number:	LT-12-10-02-3001		Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wa	ges
Case Type:	LT		Status:	Pending	
penalties I am an a take this that this	set forth in 18 Pa. C.S. § 4904, which concerns the maki ttorney for the plaintiff(s), the plaintiff's authorized repre	ig of unsworn falsifications to authorities. sentative or have a power of attorney for the plaintii on and belief from communications with the plaintifi I Pa. C.S. § 4904, which concerns the making of uns	f(s) in this writ action. I hereby f or the persons listed below an	y verify that I am authorized to make this verification d that the facts set forth are true and correct to the l	I understand that this verification is made subject to the ; that I have sufficient knowledge, information and belief to best of my knowledge, information and belief. I understand a power of attorney, I have attached a completed

cation					
5					
r: <u>LT-</u>	12-10-02-3001		Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wages	
LT			Status:	Pending	
			ve are true and correct to	the best of my knowledge, information and belief. I understand that this verificatio	n is made subject to the
take this verificati that this verificati	ion or have gained sufficient knowledge, information and belief from communicati on is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerr	ions with the plaintiff or the ns the making of unsworn fa	persons listed below and t	hat the facts set forth are true and correct to the best of my knowledge, informatio	n and belief. I understand
					\bigcirc
Next Cance		Attorneys	should po	pulate the second radio button.	
				-	
		FILE A N	OTICE OF	INTENT TO ATTACH WAGES.	
I I I I I	am a plaintiff in enaites set fort am an attorney ske this verificat Threadphia Werffact Threadphia Werffact	T T T T T T T T T T	It I I I I I I I I I I I I I I I I I I	If I = 12-10-02-3001 Docket Type: If Status: If Status If Status	The second seco

Writ - Docket Entries								
Case Details								
Case Number:	LT-12-10-02-3001			Docket Type:	Writ - Praecipe of N	otice of Intent to Attach Wages		
Case Type:	LT			Status:	Pending			
Case Parties								
Case Parties Plaintiff Information		Defendant / Garnishee Information				Defen	lant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith, AKA/DBA: AND ALL OTHER (123 Elm Street Philadelphia, PA 19122	OCCUPANTS			Dispose		
Philadelphia, PA 19111		Philadelphia, PA 19122 JOE'S CRAB SHACK (Garnishee) 7777 FISHING LANE PHILADELPHIA, PA 19122				e of Intent can be ecessary. Click the		
Docket Preview							1	
Description			Results/Comments		Filing Party	Docketed Under	Edit	Preview
Praecipe of Notice of Intent	to Attach Wages				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)	¥	Preview
Praecipe 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 W	lage 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 W	ages				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach W	ages - Legal Information				JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Back Next Cancel								

Writ - Submit to Court						
Case Details						
Case Number:	LT-12-10-02-3001			Docket Ty	/pe:	Writ - Praecipe of Notice of Intent to Attach Wages
Case Type:	LT			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	l n		
Third Party Service Fee:			0.00		Enter	the credit card information for the Notice of
Record Retention Fee:			1.10			to Attach Wages. Click the Submit To Court
Credit Card Details					mem	to Attach wayes. Click the Submit To Court
Credit Card Number:		4			buttor	n to send it to the Court for review.
Expiration:	/ (MM/YY)					
Security Number:	Help					
Billing Information				_		
Use the address below:	۲	Enter a new address:	0			
JOE FILER 22 MAIN STREET		Name on Card: Street 1			(First, M	(iddle, Last)
PHILADELPHIA, PA 19111		Street 2 City/State/Zip Code				
Attorney Comments						
N/A						
Back Submit To Court						

Co	ourt Submission Results							
Ca	se Details							
Ca	se Number:	LT-12-10-02-3001	Docket Type:	Writ - Praecipe of Notice of Intent to Attach Wages				
Ca	se Type:	LT	Status:	Pending Clerk Review				
	Court Review The Writ - Praecipe of Notic Your card has been authori Review Invoices	e of Intent to Atlach Wages has been successfully submitted to the court, and is now waiting court review. zed for the amount to be charged to you.						

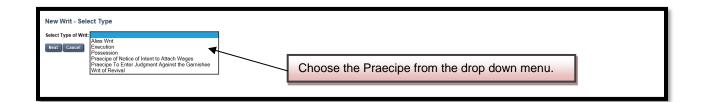
The **Court Submission Results** page will indicate that the Notice is now awaiting Court review. An invoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System							
voice Report							
voice Number	Invoice Summary 76741						
	ending						
	T-12-10-02-3001						
	395178						
	6348176						
	/rit - Praecipe of Notice of Intent to Attach Wages						
Docket Entry Status	ending Clerk Review						
Submission Date	1/07/2012 5:52 PM						
ransaction Date							
	redit Card						
	0E FILER						
	HARGE						
	pproved						
endor confirmation number	78F3B9D50DF						
	Description		Total				
onvenience Fee	· ·		5.00				
utomation Fee			2.20				
ombined PWS service fee			27.00				
ecord Retention Fee			1.10				
ourt Cost including additional defendant fee if applicable			11.00				
	Total		46.30				
	Parties						
Plaintiffs	Defendants						
loe Filer	Fred Smith						
MAIN STREET 123 EIm Street							
Philadelphia, PA 19111 Philadelphia, PA 19122							
	1						
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 mcclaims@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.

Praecipe to Enter Judgment Against a Garnishee

THE PHILADELPHIA COURTS FIRST JUDICIAL	District of Pennsylvania		
HOME HEARING LIST CASE SEARCH LOGO	υτ		9
Philadelphia Municipal Court	Wednesday, No	ovember 7, 2012 J	OE FILER
Writ - Select Case Number Enter Case Number SC 210023000 × 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.		



Writ - Select Parties	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	1			
Case Number: <u>SC-12-10-02-3000</u>		.,,	e Garnishee	
Case Type: SC	Status:	Pending		
Case Instance 1 (Complaint)				
Involved Filer Plaintif	f	Address		
 Joe Filer 		22 MAIN STREET Philadelphia, PA 19111		
Involved Filer Defend	ant #	Address	Status	
Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial	
Involved Garnish	iee	Address	Status	Related Party
PNC BANK		1234 MARKET STREET PHILADELPHIA, PA 19107		Fred Smith (D1)
	Add Individual / Organizationa	Garnishee		
Next Cancel				

Writ - Praecipe To	Writ - Praecipe To Enter Judgment Against Garnishee								
Case Details									
Case Number:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee						
Case Type:	sc	Status:	Pending						
admitted in his answers to	the Gamishee, PNC BANK, for the following property of the defendant in the amount of \$ 5000 interrogatories to be in said gamishee's possession. (optional). These comments will not appear on the docket or any forms.	0							
		Enter in the Click the N	e amount of the judgment against the Garnishee. lext button.						

Writ - Veri	ification					se filer should populate the first button.			
Case Deta	ils								
Case Numb	ber:	SC-12-10-02-3000		Docke	t Type:	Writ - Praecipe To Enter Judgment Against the Garnishee			
Case Type:	:	sc	-	Status		Pending			
Verificatio	on								
•			that I am authorized to make this verification ar oncerns the making of unsworn falsifications to a		rue and correct t	o the best of my knowledge, information and belief. I understand that this ve	ification is made subject to the		
0	I am 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 (s) in this writ action. I hereby verify that I am authorized to make this verification; that I have sufficient knowledge, information and belief from communications with 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. I understand that this verification is made subject to the penalties set forth in 18 Po. CS. § 4904, which concerns the making of unsworn falsifications to authorized. If I am an authorized representative or have a power of attorney. I have attached a completed PPhiladelphia Municipated Court authorized representative form or a completed power of attorney form.								
Back Sav	ve Next	Sancel							

Writ - Verificat	ion				
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					
	a plaintiff in this writ action. I hereby verify that I am authorized to n alties set forth in 18 Pa. C.S. § 4904, which concerns the making of un		h above are true and correct	to the best of my knowledge, information and belief. I understand that this verificat	ion is made subject to the
take that Phil	this verification or have gained sufficient knowledge, information and	belief from communications with the plaintiff o . § 4904, which concerns the making of unswe	r the persons listed below and	verify that I am authorized to make this verification; that I have sufficient knowled that the facts are forth are true and correct to the best of my knowledge, invite If I am an authorized representative or have a power of attorney, I have	tion and belief. I understand
		Attorne	ys should po	opulate the second radio button.	
Back Save N	Next Cancel		THORIZED	REPRESENTATIVE CANNOT	
		FILE A	PRAECIPE	TO ENTER JUDGMENT	
		AGAIN	ST THE GA	RNISHEE.	
	Novt button				

Click the **Next** button.

Writ - Docket Entrie	95								
Case Details									
Case Number:	SC-12-10-02-3000			Docket Type:		Writ - Praecipe To E	nter Judgment Against the Garnishee		
Case Type:	SC			Status:		Pending			
Case Parties									
Plaintiff Information		Defendant	/ Garnishee Information				Defendant Status		
Joe Filer 22 MAIN STREET		1	Fred Smith 44 ELM STREET	_			Ready for trial		
Philadelphia, PA 19111			Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	The Praecipe can be previewed and edited necessary. Click the Next button.		dited if			
Docket Preview									
Description Praecipe To Enter Judgm	ent Against the Garnishee		Results/Comments			Filing Party JOE FILER	Docketed Under Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview Preview
Add Docket Entries			Г						<u> </u>
Add Answers to Interroga	atory		Scan/Upload	Uploa	ad th	e Answer	s to Interrogatory i	if they	
Back Next Cancel				have	not b	been prev	viously uploaded by	y	
							n/Upload link. For	•	
					-				
			detail	ed ir	nstructions	s regarding the up	loading		
				of ex	nibits	s, refer to	pages 17-20.		

Writ - Docket Entrie	25							
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 I	nformation			Defendant State	15	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 ELM STREE Philadelphia, F	A 19122			Ready for trial		
		PNC BANK (G 1234 MARKET PHILADELPHI/	STREET					
Docket Preview								
Description			Results/Comments	F	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgm	ent Against the Garnishee			3	IOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Answer to Interrogatory				,	IOF FILER	Fred Smith (D1)	Delete	Proview
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 Cou	ırt			
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	
		Judgme	ent Against The Garnishee currently.	
		Click the	e Submit to Court button.	

Court S	Court Submission Results							
Case De	etails							
Case Nu	umber:	SC-12-10-02-3000	Docket Type:	Writ - Praecipe To Enter Judgment Against the Garnishee				
Case Ty	/pe:	sc	Status:	Pending Clerk Review				
	rt Review Writ - Praecipe To B	Enter Judgment Against the Garnishee has been successfully submitted to the court, and is now waiting court review.						

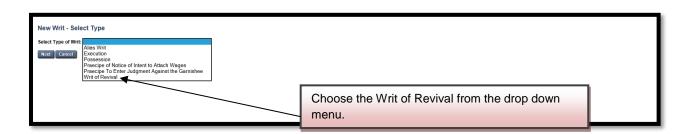
The court will review the writ normally within 24 to 48 hours. Email notification from <u>mcclaims@courts.phila.gov</u> will be sent once the writ has been reviewed. Make sure to add this email address to your address book.

Writ of Revival

Writ - Select Case Number Enter Case Number SC-97-12-10-0121

Next Cancel

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



Writ - Select Partie	25					
Case Details						
Case Number:	SC-97-12-10-012	L	Docket	t Type:	Writ - Writ o	of Revival
Case Type:	sc		Status	:	Pending	
Case Instance 1 (Co	omplaint)					
Involved	Filer	Plaintiff			Address	
🗹 💿 Joe	Filer				22 Main Street Philadelphia, PA 1912	22
Involved	Filer	Defendant		#	Address	Status
🗹 🔿 Geo	rge Thomson			1	44 Green Street Philadelphia, PA 1911	11 Disposed
Involved		Terre Tenant			Address	Status Related Party
			Add Individual / Organizational	Terre Te	nant	
Next Cancel						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		
		Submit

Writ - Select Parties Case Details Case Number: SC-97-12-10-0121 Case Type: SC	Select the parties involved Writ of Revival and the file		
Case Instance 1 (Complaint) Involved Filer Plaintiff Ø Iso Filer Involved Filer Involved Filer Defenda Ø George Thomson Involved Terre Te Involved Campel Terre Te	nant	Address 22 Main Gtreet Philadelphia, PA 19122 # Address 44 Green Street Philadelphia, PA 19111 Address // Organizational Terre Tenant	Status Disposed Status Related Party
Writ Of Revival Case Details Case Number: 8C-97-12-10-0121 Case Type: SC Amount Due and Unpaid 2000.00 Interest from 01/31/1998 Comments for court clerk (optional). These comments will not appendent Mext Delete Cancel		Docket Type: Writ - Writ of Revival Status: Pending	
Writ - Select Service Type Case Details Case Number: SC-92-12-10-0121 Case Type: SC Plaintiff(s) SC Defier 22 Main Street Philadelphia, PA 19122 Please select service type. Rext Defief Case Type: Cancel	Defendant(s) 1 George T 44 Green Philadelph Service T	Street nia, PA 19111	Disposed Disposed Service of Process is required. Choose a service type.
penalties set forth in 18 Pa. C.S. § 4904, which of I am an attorney for the plaintif(s), the plaintif take this verification or have gained sufficient kn that this verification is made subject to the pena	concerns the making of unsworn falsifications to authorities. is authorized representative or have a power of attorney for the plaint iowledge, information and belief from communications with the plaint	of Revival forth above are true and correct to the best of my knowledge, in thif(s) in this writ action. I hereby verify that I am authorized to n fif or the person stated below and that the facts set forth are true	formation and belief. I understand that this verification is made subject to the nake this verification; that I have sufficient knowledge, information and belief to and correct to the best of my knowledge, information and belief. I understand scentative or have a power of attorney, I have attached a completed
 penalties set forth in 18 Pa. C.S. § 4904, which of I am an attorney for the plaintiff(s), the plaintiff take this verification or have gained sufficient Kn that this verification is made subject to the pena 	concerns the making of unsworn falsifications to authorities. 's authorized representative or have a power of attorney for the plaint iowledge, information and belief from communications with the plaint	tiff(s) in this writ action. I hereby verify that I am authorized to n iff or the persons listed below and that the facts set forth are true	formation and belief. I understand that this verification is made subject to the nake this verification; that I have sufficient knowledge, information and belief. I understand as and corver to the bast of my knowledge, information and belief. I understand issentiative or have a power of attorney, I have attached a completed
Back Save Next Cancel		Attorneys should populate AN AUTHORIZED REPRE FILE A PRAECIPE TO EN AGAINST THE GARNISH	ESENTATIVE CANNOT ITER JUDGMENT

ase Details								
ase Number:	<u>SC-97-12-10-0121</u>			Docket				
ase Type:	SC			Status:	Pending			
ase Parties								
Plaintiff Information			Defendant Information		The Praecipe ca	n be preview	ed and	d edited if
oe Filer 2 Main Street			1 George Thoms 44 Green Stre	et	necessary. Click	the Next but	ton.	
hiladelphia, PA 19122			Philadelphia, P	A 19111	, , , , , , , , , , , , , , , , , , , ,			
ocket Preview								
escription		Results/Comments		Filing Party	Docketed Under		Edit	Preview
raecipe Writ of Revival				Joe Filer	George Thomson (D1) Joe Filer (P)	X	•	Preview
/rit of Revival				Joe Filer	George Thomson (D1)		Edit	Preview
					Joe Filer (P)			
dd Docket Entries								
dd Exhibit			Scan/Upload					
lack Next Cancel				Additional	exhibits can be uploa	aded by		
					e <u>Scan/Upload</u> link. I	-		
				-	-			
				instruction	is regarding the uploa	ading of		
				exhibits, r	efer to pages 17-20.			
rit - Docket Entries	3		L					
ase Details								
ase Number:	SC-97-12-10-0121			Docket	Type: Writ - Writ of Revival			
Case Type:	sc			Status:	Pending			
ase Parties								
Plaintiff Information			Defendant Information			Defendant Status		
oe Filer 2 Main Street			1 George Thoms 44 Green Stre		1	Disposed		
hiladelphia, PA 19122			Philadelphia, P	A 19111				
ocket Preview		Results/Comments		Filing Party	Docketed Under		Edit	Preview
raecipe Writ of Revival				JOE FILER	George Thomson (D1)			Preview
the fillential				105 571 50	Joe Filer (P)		- 10	Description
/rit of Revival				JOE FILER	George Thomson (D1) Joe Filer (P)		Edit	Preview
xhibit								
		Additional Documents		JOE FILER	George Thomson (D1)		Edit	Preview
d De det Febrie		Additional Documents		JOE FILER			Edit	<u>Preview</u>
dd Docket Entries		Additional Documents	Scan/Upload	JOE FILER	George Thomson (D1)		Edit	Preview
dd Exhibit		Additional Documents	Scan/Upload	JOE FILER	George Thomson (D1)		Edit	<u>Preview</u>
		Additional Documents	<u>Scan/Upload</u>		George Thomson (D1) Joe Filer (P)	loaded, it car	1	
dd Exhibit		Additional Documents	Scan/Upload	Once the	George Thomson (D1) Joe Filer (P)	loaded, it car	1	
dd Exhibit		Additional Documents	Scan/Upload	Once the	George Thomson (D1) Joe Filer (P)	loaded, it car	1	
dd Exhibit		Additional Documents	Scan/Upload	Once the	George Thomson (D1) Joe Filer (P)	loaded, it car	1	
dd Exhibit	rt	Additional Documents	Scan/Upload	Once the	George Thomson (D1) Joe Filer (P)	loaded, it car	1	
dd Exhibit lack Next Cancel	rt	Additional Documents	Scan/Upload	Once the	George Thomson (D1) Joe Filer (P)	loaded, it car	1	
dd Exhibit lack Next Cancel rit - Submit to Cou	rt <u>5C-97-12-10-0171</u>	Additional Documents	Scan/Upload	Once the	e exhibit has been up necessary.	loaded, it car	1	
dd Exhibit iack Next Cancel rit - Submit to Cou ase Details		Additional Documents	Scan/Upload	Once the edited if	e exhibit has been up necessary.	loaded, it car	1	
dd Euhibit Seck Next Cancel rrit - Submit to Cou ase Details ase Number: ase Type:	<u>SC-97-12-10-0121</u>	Additional Documents	Scan/Upload	Once the edited if	George Thomson (D1) Joe Filer (P) e exhibit has been up necessary.	loaded, it car	1	
dd Exhibit Sock Next Canool rit - Submit to Cou ase Details ase Number:	<u>SC-97-12-10-0121</u>	Additional Documents	Scan/Upload	Once the edited if	George Thomson (D1) Joe Filer (P) e exhibit has been up necessary.	loaded, it car	1	
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de Exhibit ace Noxt Centor rit - Submit to Cou ase Details ase Number: ase Type: ase Type: ase Details ase Type: ase Details ase Type: ase Type	SC-97-12-10-0121 SC	Enter a new address: Name on Card: Street 1		Conce the edited if Docket Status:	George Thomson (D1) Joe Filer (P) e exhibit has been up necessary. Fype: Writ - Writ of Revival Pending Enter the credit card in Revival. Click the Sul to the Court for review	nformation fo bmit To Cou	n be pr	eviewed a
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Court Submission F	Results			
Case Details				
Case Number:	<u>SC-97-12-10-0121</u>	Docket	Туре:	Writ - Writ of Revival
Case Type:	SC	Status:		Pending Clerk Review
	val has been successfully submitted to the court, and is now waiting court review, thorized for the amount to be charged to you.			Court Submission Results page will indicate the Writ of Revival is now awaiting Court review.
Review Invoices				nvoice is available by clicking Review Invoices.

Philadelphia Municipal Court - Case Management System					
Invoice Report					
Invoice S	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				
Туре	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			
Par	tios				
	Defendants				
22 Main Street	44 Green Street				
Philadelphia, PA 19122 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 sc1210023000

 Next Cancel

 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.

Case Number: Sc-12-10-02-3000 Docket Type: Relistment: Case Type: SC Status: Pending Lease 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: a cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes. Filing Date Description Results/Comments Filing Party Docketed Under Vie Free Stifts. On Camount at Issue: \$4,500.00 Interviewer Code: 113 0 10/02/2012 Statement of Claims Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 Amount at Issue: \$4,500.00 Interviewer Code: 113 JOE FILER Free Stifts. On Free Stifts. On Free Stifts. On Camount at Issue: \$4,500.00 Interviewer Code: 113 Relist at new address Relist at new 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 tist to be done at the original address or a	Case Details							
ease select the filing to be relisted. Note: You can only file electronic relistments against initiations, additional claims, and petitions that were originally filed electronically. Not at cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes. Filing Date Description Results/Comments Filing Party Docketed Under Vie Image: 10/02/2012 Statement of Claims Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 JOE FILER Fred Smith (D1) Vie Image: Pred Smith (D1) Amount at Issue: \$4,500.00 Amount at Issue: \$4,500.00 Interviewer Code: 113 ease select relistment method: Parist at new address Parist 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		<u>SC-12-10-02-3000</u>		Docket Type:	Relistment			
at cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes. Filing Date Description Results/Comments Filing Party Docketed Under Vie Image: 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) Vie Party Docketed Under Vie Predist at new address Results/Comments Filing Party Docketed Under Vie Predist at new address Results at new 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	Case Type:	SC		Status:	Pending			
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10/02/2012 Statement of Claims Hearing Scheduled: 11/19/2012 09:15 AM Hearing Room 2 JOE FILER Fred Smith (D1) Joe Filer (P) Amount at Issue: \$4,500.00 Interviewer Code: 113 ease 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					rill-	- Dauta - Da	-lasted the day	11.00
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relisted. It is possible to see more than just the original filing on this screen. Then choose whether the		Jiz Statement of Claims	Fee: \$105.00 Amount at Issue: \$4	1,500.00	oom 2 JOE F			Vie
	ease select re Relist at new	listment method: address	Fee: \$105.00 Amount at Issue: \$4	1,500.00	pom 2 JOE F			Viev
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	lease select re DRelist at new DRelist at sam	listment method: address ie address	Fee: \$105.00 Amount at Issue: \$4 Interviewer Code: 1 First relist	choose the case that ed. It is possible to se	instance that sh e more than jus	ould be t the origina	Filer (P)	View

Relistment at a New Address

Relistment - Select Parties			
Case Details			
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint	
Case Type: SC		Status: Pending	
Case Instance 1 (Complaint)			
Involved Filer Plaintiff		Address	
 Joe Filer 		22 MAIN STREET Philadelphia, PA 19111	
Involved Filer Defendant	#	Address	Status
Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial
Next Cancel 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 <hr/> <hr/> <hr <hr=""/> <hr/>			

Relistment - Relist	Parties at New Address		
Case Details			
Case <u>SC-12</u> Number:	2-10-02-3000	Docket Type: Relistment - Complaint	
Case Type: SC		Status: Pending	
Address			
Street 1	88 MAIN STREET		
Street 2			
City/ State/ Zip Code	PHILADELPHIA PA 19111		
Service		Enter the new address and choose service of process	
Service Type:	✓		
Special Instru Include any si Philadelph Private Se Other (req	nia Writ Service ser		

Relistment -	Select Parties		
Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Relistment - Complaint	
Case Type:	SC	Status: Pending	
Defendant(s)	1		
Case Instance	e1 (Complaint claim)		
Ado	d Smith Iress: MAIN STREET	Ready for trial	
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 Delete		next page	

Relistr	ment - Verification					
Case C Case Numbe	Details SC-12-10-02-3000 per:	A pro-se filer should choose this radio				
Case 1	Type: SC	Status: Pending				
Verific	cation					
•		ction. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the n and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns ns to authorities.				
0	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 for 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 authorized. 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					

Relistment -	Verification		
Case Details			
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Relistment - Complaint
Case Type:	SC	Status:	Pending
Verification			
the be		and that this verification is made	rification and that the facts set forth above are true and correct to subject to the penalties set forth in 18 Pa. C.S. § 4904, which
verify knowle best o concer	that I am authorized to make this verification; that I dge, information and belief from communications wit my knowledge, information and belief. I understand	have sufficient knowledge, inform h the plaintiff or the persons liste that this verification is made sub If I am an authorized repre:	r of attorney for the plaintiff(s) in this relistment action. I hereby nation and belief to take this verification or have gained sufficient ad below and that the facts set forth are true and correct to the oject to the penalties set forth in 18 Pa. C.S. § 4904, which sentative or have a power of attorney, I have attached a pleted power of attorney form.
Other	Persons:	AN AUTHORIZED	POPULATE THE SECOND RADIO DUTTON.

Relistment -	Docket Entries								
Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket Ty	pe: Relis	tment - Complaint		
Case Type:	SC				Status:	Pend	ling		
Case Parties									
Plaintiff Infor	rmation		Defendant Info	rmation			Defendant	Status	
Joe Filer 22 MAIN STREE Philadelphia, PA			1 Fred Smith 44 ELM STF Philadelphi	REET	122	The re	listment can be pr	eviewed o	r edited.
Docket Previe	ew							•	
Description		Results/C	omments	F	Filing Party	/	Docketed Under	Edit	Preview
Relistment at ne	ew address			J	IOE FILER		Fred Smith (D1) Joe Filer (P)	<u>Edit</u>	Preview
Add Docket Fi	ntries								
Add PAS		<u>Generate</u>							
Add Exhibit		Scar	n/Upload	Г					
Add Affidavit 10	9	Generate Scar	1/Upload		Exhibit	s or a l	Petition for Alterna	tive Servio	ce can be
Add IFP				\mathbf{N}	added	(if the	new service addre	ss require	s it) or an
Joe Filer <u>Generate</u> <u>Scan/Upload</u> Informa Pauperis petiti choose the Add Exhib				-					
Back Next	Cancel			_	detaile	d instru	to pages 17-20.		

Relistment - Docket	t Entries					
Case Details						
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Relistment - Complaint		
Case Type:	sc		Status:	Pending		
Case Parties						
Plaintiff Information		Defendant Information		Defendant Stat	tus	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1 Fred Smith 44 ELN STREET Philadelphia, PA 19122		Ready for trial		
Docket Preview						
Description	Resul	ts/Comments	Filing Party	Docketed Under	Edit Pr	eview
Relistment at new addres	is		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Pro	sview
Exhibit	Additi	onal Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Pre	aview
Add Docket Entries						
Add PAS		Generate				
Add Exhibit		Scan/Upload	Once the	exhibit has been upl	oaded, it can be	e
Add Affidavit 109		Generate Scan/Upload	previewe	d or edited. Click the	Next button to	
Add IFP						
Jo	e Filer	Generate Scan/Upload	continue			
Back Next Cancel						

Relistment - Submit to Court		
Case Details		
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint
Case Type: SC		Status: Pending
		ents or Create Another Relistment and bulk schedule later. Comments:
lease schedule on a Thursday af	tternoon.	If several relistments are being filed and the same hearing date for all is desired, use the <u>Create Another Relistmen</u> link to create the next one. Once all cases have been created, click the Schedule Bulk Relistments link to
Fee Details		request that all relistments be schedule together. This is t
Court Cost:	11.00	ONLY way to ensure that all of your relistments will have t
State Fee:	0.00	
Automation Fee:	2.20	same hearing date, time and COURTROOM.
Convenience Fee:	5.00	
C & E Process Service Fee:	0.00	
PWS Service Fee:	27.00	
Constable Service Fee:	0.00	If this is the only relistment being filed, use the
		optional text box to request a hearing day, or time,
Third Party Service Fee:	0.00	enter your credit card information and click the
Record Retention Fee:	1.10	Submit To Court button.
Credit Card Details		
Credit Card Number:		
Expiration: / (MM/Y	(Y)	
Security Number: Help		
Billing Information		
Use the address elow:	Enter a new O address:	
	Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET	Street 1	
	Street 2	
PHILADELPHIA, PA 19111	City/State/Zip Code	
Back Submit To Court		
Case Details		Decket Tunes Relistment Complete
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint
Case Type: SC		Status: Pending Clerk Review
Court Review The Relistment - Complaint has been succ Your card has been authorized for the amo	cessfully submitted to the court, and is now w unt to be charged to you.	valting court review.
Review Invoices	The Court St	ubmission Results page will indicate
	that the relist	ment is now awaiting review by the view Invoices link is available to print a

Philadelphia Municipal Court - Case Managemer	nt 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 8:47 PM		
Transaction Date				
Payment Method		Credit Card		
Filing Party		JOE FILER		
Туре		CHARGE		
Vendor comments		Approved		
Vendor confirmation number		V18F3CD7E5AE		
Г	De contratione			Total
Convenience Fee	Description			10tai 5.00
Automation Fee				2.20
Combined PWS service fee				27.00
Record Retention Fee				27.00
Court Cost including additional defendant fee if applicable				11.00
Court Cost including additional delendant lee if applicable	Total			46.30
L	1000		I	40.30
	Parties			
Plaintiffs	Defendan	ts		
Joe Filer	Fred Smith	1		
22 MAIN STREET	44 ELM S	TREET		
Philadelphia, PA 19111	Philadelph	ia, PA 19122		
	I			
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 <u>mcclaims@courts.phila.gov</u> will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

Relistment at Same Address

<u>5C-12-10-02-3000</u> 5C		Docket Type: Status:	Relistment			
sc		Status	- r			
		Statust	Pending			
e Description	Results/Comments			Filing Party	Docketed Under	View
Description Statement of Claims	Hearing Scheduled: 11/19/2012 09	9:15 AM Hearing Ro	om 2	Filing Party JOE FILER	Fred Smith (D1)	View View
	Amount at Issue: \$4,500.00 Interviewer Code: 113				Joe Flier (P)	
	e original CLAIMS pilot are n Description	e original CLAIMS pilot are not considered electronically filed for these Description Statement of Claims Hearing Scheduled: 11/19/2012 09 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113	e original CLAIMS pilot are not considered electronically filed for these purposes.	e original CLAIMS pilot are not considered electronically filed for these purposes.	e original CLAIMS pilot are not considered electronically filed for these purposes.	Description Results/Comments Filing Party Docketed Under 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)

	Select Parties			
Case Details Case Number:	<u>SC-12-10-02-3000</u>		Docket Type: Relistment - Complaint	
Case Type:	SC		Status: Pending	
Case Instance	e 1 (Complaint)			
Involved File	er Plaintiff		Address	
v () Joe Filer		22 MAIN STREET Philadelphia, PA 19111	
Involved File	er Defendant	#	Address	Status
) Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial
Next Cancel	<u> </u>	and the filer. Attorneys who is the filer. Go to	be involved in the relistment is must represent the party the Home page and choose Entry of Appearance link to ord.	

Relistment - Select Parties		
Case Details		
Case <u>SC-12-10-02-3000</u> Number:		Docket Type: Relistment - Complaint
Case Type: SC		Status: Pending
Defendant(s)		Choose the radio button based on whether service was good
Case Instance1 (Complaint claim) 1 Fred Smith Address: 44 ELM STREET Philadelphia, PA 19122		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
Relist at same address	Click the link to address.	verification cannot be obtained, personal service will be required for all Philadelphia addresses.
Next Delete Cancel		

	Click the Save button to continue.
Relistment - Relist Parties at Existing Address	
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending
Service: Other Service Type: S	any forms.

Relistment - Select Parties	A pro-se filer should choose this radio button.
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	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	
Edit relistment at same address	The relistment can be edited by clicking on the <u>Edit</u> <u>relistment</u> at same address link before continuing with the fling. Click the Next button to move forward.
Next Delete Cancel	

Relistment -	Verification					
Case Details						
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Relistment - Complaint			
Case Type:	sc	Status:	Pending			
Verification						
best of			fication and that the facts set forth above are true and correct to the ect to the penalties set forth in 18 Pa. C.S. § 4904, which concerns			
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. 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 authorized representative form or a completed 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						

Relistment - Docket Entries				
Case Details Case <u>SC-12-10-02-3000</u> Number: Case Type: SC	Attorneys should populate t AN AUTHORIZED REPRES A RELISTMENT ONLY IF A NOT BEEN ENTERED.	SENTATIVE CAN	N FILE	
Case Parties Plaintiff Information Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Defendant Informati 1 Fred Smith 44 ELM STREET Philadelphia, PA	necessary	nent can be preview /.	ved and edited, if
Docket Preview Description Relistment at existing address	Results/Comments	Filing Party JOE FILER	Docketed Under Fred Smith (D1) Joe Filer (P)	ENIT Preview Edit Preview
Add Docket Entries Add PAS Add Exhibit Add Affidavit 109 Add IFP Joe Filer	Generate Scan/Upload Generate Scan/Upload	States Postal Service can be requires it) or an exhibit, cho	as the verification f Service) or a Petitic e added (if the new an Informa Pauperi pose the Add Exhit ed instructions rega	on for Alternative service address s petition. To add bit <u>Scan/Upload</u>

Relistment - Docke	t Entries					
Case Details						
Case Number:	SC-12-10-02-3000			Docket Type:	Relistment - Complaint	
Case Type:	sc			Status:	Pending	
Case Parties						
Plaintiff Information		Defenda	nt Information		Defendant	Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	Fred Smith 44 ELM STREET Philadelphia, PA 19122		Ready for tri	al
Docket Preview						
Description	Resul	ts/Comments		Filing Party	Docketed Under	Edit Preview
Relistment at new addres	is			JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview
Exhibit	Additio	onal Documents		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit Preview
Add Docket Entries						
Add PAS Add Exhibit		<u>Generate</u> <u>Scan/Up</u>	load		exhibit has been up	
Add Affidavit 109		Generate Scan/Up	load	previewed	l or edited. Click the	Next button to
Add IFP				continue.		
Jo	e Filer	Generate Scan/Up	load			
Back Next Cancel						

Relistment - Submit to Court	
Case Details	
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending
	neys can also <u>Schedule Bulk Relistments</u> or <u>Create Another Relistment</u> and bulk schedule later. Comments:
LEASE SCHEDULE ON A WEDNESDAY MORNIN	
	If several relistments are being filed and the same hearin date for all is desired, use the <u>Create Another Relistme</u> link to create the next one. Once all cases have been
Fee Details	created, click the Schedule Bulk Relistments link to
Court Cost:	request that all relistments be schedule together. This is
State Fee:	0.00 ONLY way to ensure that all of your relistments will have
Automation Fee:	same hearing date, time and COURTROOM.
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
Record Retention ree;	optional text box to request a hearing day, or time,
Credit Card Details	enter your credit card information and click the
Credit Card Number:	Submit To Court button.
Expiration: / (MM/YY)	
Security Number: Help	
Billing Information Use the address	Enter a new
below:	address:
JOE FILER	Name on Card: (First, Middle, Last)
22 MAIN STREET	Street 1
PHILADELPHIA, PA 19111	Street 2
	City/State/Zip Code
Back Submit To Court	
Case Details	Dacket Tuna: Palistment - Complaint
Case <u>SC-12-10-02-3000</u> Number:	Docket Type: Relistment - Complaint
Case Type: SC	Status: Pending Clerk Review
Court Review The Relistment - Complaint has been successfull Your card has been authorized for the amount to b	ly submitted to the court, and is now waiting court review. se charged to you.
D 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.

Pending Clerk Review Import Review withmission Dafe 1106/2012 413 PM Import Review ransaction Dafe Credit Card Import Review	Philadelphia Municipal Court - Case Management System				
Invoice Summary 97740 voice Status 976740 ase Number 976740 ase Number 96121-002-3000 ase Number 9295177 ocket Entry D0 1938188 oscket Entry D1 Reatiment- Complaint ocket Entry Status Pandang Clerk Review ubmission Date 11062012 4.13 PM assetting Date Clerk Review ubmission Date 10062012 4.13 PM ayment Method Older Review ubmission Date Clerk Review ubmission Date Older Review ubmission Date Clerk Review ubmission Date Older Review ubmission Date Clerk Review ubmission Date Clerk Review ubmission Date Clerk Review symeent Method Older Review symeent Method Older Review symeent Method Older Review endor confination number Y9795892CA41 curd confination adefinant Review Status curd Retentine Review Status <t< th=""><th>Philadelphia Municipal Court - Case Management System</th><th></th><th></th></t<>	Philadelphia Municipal Court - Case Management System				
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before 1934 918					
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ubmission Date 10x0/02 413 PM syment Method 0 upmascion Date 0 syment Method 0.0E FILE R upmascion Date 0.0F RLE R ype 0.44 RMS E endor commers 0.44 RSE endor confirmation number Y197 B382 CA11 second confirmation number Y100 second confirmation number Y100 second confirmation number Y100 second co	Docket Entry Status				
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Inp Party JOE FILER ypp CHARGE endor comments Approved endor comments Approved endor comments Approved endor comments V/9F3802CA41 convenience Fee 5.00 convenience Fee 5.00 convenience Fee 5.00 convenience Fee 5.00 sudomation Fee 5.00 sudomation Fee 1.10 sudomation Fee 1.10 sudomation Fee 11.00 sudomation Fee 11.00 sudomation Fee 19.30 substription Fee 19.30 substription Fee 19.30 substription Fee <td>Transaction Date</td> <td></td> <td></td>	Transaction Date				
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Total 19.30 Parties Isaintiffs Defendants Fred Smith ZMAIN STREET Main Street	Record Retention Fee				
Parties attiffs Defendants oe Filer Find Smith X MAIN STREET Find Smith Nadelphia, PA 1911 Philadelphia, PA 19122	Court Cost including additional defendant fee if applicable		11.00		
Defendants Definition Definition Pried Smith Find Smith XMAIN STREET 44 ELM STREET Naidelphia, PA 1911 Philadelphia, PA 1912	Total		19.30		
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oe Flare Fred Sonth 20 ANN STREET 44 ELM STREET hiladelphia, PA 1911 Philadelphia, PA 19122					
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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.

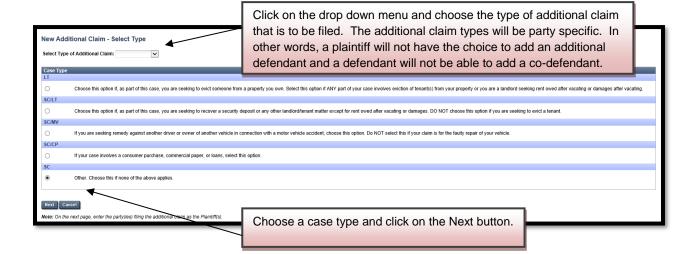
An **Additional Defendant** is filed when the **DEFENDANT** wishes to add another defendant to a pre-existing case. New exhibits can be added but are not required for this filing.

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 sc1210023000		
Next Cancel	Enter the claim and click the Next button.	



Co-Defendant

Case Initi	ation: Statement of Claims				
Case Deta	ils				
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type	e: Claim - Co-Defendant		
Case Type	n SC	Status:	Pending		
Parties					
Plaintiff(s)		Defendant(s)			
Add existing <u>plaintiff</u> 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:

To add the co-defendant:

Add Individual Defendant					
Defendant Information					
First Name	Frieda				
Middle Name					
Last Name	Smith				
Suffix					
AKA/DBA	A/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	Add an individual as co-defendant by			
Defendant is a Minor?	◯Yes ⊙No	typing the name and address. If the			
Linked to defendant	~	spouse of the co-defendant is being			
	To track multiple addresses requiring service for a single addresses as separate defendants, but link one of the d	named as well, add that information at			
	accurate statistics.	the bottom. Click the Save button.			
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 If so, please enter the spouse's name	a spouse living at the same address who you would also like below:	to name as a defendant?			
First Name					
Middle Name					
Last Name					
Suffix					
Is defendant in military service?	◯Yes ④No				
Save Cancel					

	Plaintiff(s)	Defendant(s)	
Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add <u>Individual/Organization</u> to this address		<u>Frieda Smith</u> <u>88 MAIN STREET</u> PHILADELPHIA, PA 19122 Add <u>Individual/Organization</u> to this address	
Add existing <u>plaintiff</u> as plain	tiff	Add <u>Individual</u> / <u>Organization</u> to new address <u>Alternate Service Address</u>	
Details			
Description of Claim	PLAINTIFF STATES CO-DEFENDANT IS ALSO RESPONSIBLE FOR THE AMOUNT DUE.		
a summary to explain	why the		

Principal	4500.00	Only the Principal amount is required
Interest	0.00	and should be the same amount as the
Attorney Fees	0.00	original judgment requested. If a
Other Fees	0.00	higher judgment is requested,
Plaintiff has requested Affidavit of Physician		additional exhibits may have to be
Plaintiff has requested Affidavit of Repairman		added. Click the Next button.
Include Notice of Intent to Defend		
Statute Expiring		
Court Clerk Comment Comments for court clerk (optional). These comm	ents will not appear on the do	ket or any forms.

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

Claim - Select Service	Туре				
Case Details					
Case SC-12-10-0 Number:	02-3000	Doe	cket Type:	Claim - Co-Defendant	
Case Type: SC		Sta	tus:	Pending	
Plaintiff(s)	Defe	endant(s)			Defendant Status
Case Instance 2 (Co-Defe	ndant)				
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2	Frieda Smith 88 MAIN STREE PHILADELPHIA,			Pending
		Service Type:		×	
Please select service type	2.			ess Service	
Back Next Cancel	Choose the service type fo Co-Defendant.	r the		a Writ Service ires Petition for Alternate Service) vice	

Claim	- Verific	cation				
Case	Details					
Case Numb		<u>SC-12-10-02-3000</u>	A pro-se filer should populate this			
Case	Туре:	sc	radio button.			
Verifi	cation					
•	best of		ereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the d belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns o authorities.			
0	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				

Claim - Verif	cation						
Case Details							
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Claim - Co-Defendant				
Case Type:	SC	Status:	Pending				
Verification							
best of	plaintiff in this claim action. I hereby verify my knowledge, information and belief. I ur is the making of unsworn falsifications to a	derstand that this verification is made sub					
that I a knowle best of concer	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 new knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 8 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorized representative form or a completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form.						
Other F	Completed Philadelphia Municipal Court authorized representative form or a completed power of attorney form. Other Persons: Attorneys and non- attorney filers filing as an authorized representative, should populate the second radio button. Type the name of the authorized						

Case Details									
Case Number:	<u>SC-12-10-02-3000</u>				Docket Ty	pe: Claim - Co-	Defendant		
Case Type:	SC				Status:	Pending			
Case Parties									
Plaintiff Infor	mation		Defe	ndant Informati	on		Defenda	ant Status	
Joe Filer 22 MAIN STREET Philadelphia, PA			2	Frieda Smith 88 MAIN STREET PHILADELPHIA, F			efendant car or edited if		
Docket Previe	w								
Description		Results/Co	mment	s	Filing Party	Docke	ted Under	Edit	Preview
Co-Defendant					JOE FILER	Frieda Joe File	Smith (D2) er (P)	Edit	Preview
ADA Notice					JOE FILER	Frieda	Smith (D2)		Preview
Plaintiff Instructi	ons SC				JOE FILER	Frieda	Smith (D2)		Preview
SC What To Do					JOE FILER	Frieda	Smith (D2)		Preview
Non-Military Affic	davit				JOE FILER	Frieda	Smith (D2)		Preview
Add Docket En Add Exhibit Add Affidavit 109 Add Claim Fact S Add IFP Joe Filer Add PAS for PAS Mail: Fi	9 Sheet	Generate Sc Generate Sc Generate Sc Generate Sc	can/Uplo	aad	Add Exi necessa uploade automat and any	nibits <u>Scan</u> ry to add ar d. The Co-l ically receiv original exh	/Upload line by exhibits p Defendant w e the origina ibits. For d	oreviously vill al complaint etailed	ie
PAS PO Box	k: Frieda Smith	<u>Generate</u> So	an/Uplo	ad		refer to page	ng the uploa des 17-20.		

Case Details						
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Claim - Co-Defendant		
Case Type:	sc		Status:	Pending		
Case Parties						
Plaintiff Info	rmation	Defendan	t Information	Defendar	nt Status	
Joe Filer 22 MAIN STREE Philadelphia, PA		88 M	da Smith IAIN STREET ADELPHIA, PA 19122	Pending		
Docket Previe	ew					
Description		Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant			JOE FILER	Frieda Smith (D2) Joe Filer (P)	<u>Edit</u>	<u>Preview</u>
Exhibit		ADDITIONAL EXHIBIT	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice			JOE FILER	Frieda Smith (D2)	1	Preview
Plaintiff Instruct	tions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do			JOE FILER	Frieda Smith (D2)		Preview
Non-Military Aff	idavit		JOE FILER	Frieda Smith (D2)		Preview
Add Docket E	ntrioc				/	
Add Exhibit	intres	Scan/Upload				
Add Affidavit 10	9	Generate Scan/Upload	Once the exhibit	has been uploaded, it	can be pre	viewed and
Add Claim Fact	Sheet	Generate		ry. Click the Next butt	-	
Add IFP			Submit To Court	-		
Joe Filer		Generate Scan/Upload				
Add PAS for						
PAS Mail: I	Frieda Smith	Generate Scan/Upload				
PAS PO Bo	x: Frieda Smith	Generate Scan/Upload				

Claim - Submit to Court				
Case Details				
Case <u>SC-12-10-02-3000</u> Number:		Docket Type:	Claim - Co-Defendant	
Case Type: SC		Status:	Pending	
Hearing Details				
Hearing date/time: 11/19/2012 09:15 AM Hearing Room: 2	1			
Non-Standard Hearing				
Room (<u>Note</u> : This item must be scheduled at the sar case initiation.)	ne time/location as the hearing for			
Fee Details		·		
Court Cost:	5.50	The Co-	Defendant will be scheduled for the same date a	and time
State Fee:	0.00	as the o	riginal claim. Enter the credit card information a	nd click
Automation Fee:	2.20		mit To Court button.	
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: Expiration: (MM/YY)				
Security Number: Help				
Billing Information Use the address	Enter a new			
below:	address:			
JOE FILER	Name on Card: Street 1		(First, Middle, Last)	
22 MAIN STREET	Street 2			
PHILADELPHIA, PA 19111	City/State/Zip Code			
Attorney Comments				
N/A				
Back Submit To Court				
Back Submit To Court				
Court Submission Results				
Case Details				
Case <u>SC-12-10-02-3000</u> Number:		Docket Type	: Claim - Co-Defendant	
Case Type: SC		Status:	Pending Clerk Review	
Court Review The Claim - Co-Defendant has been success Your card has been authorized for the amour				
Review Invoices		t	The Court Submission Results page will indicate hat the Co-Defendant is now awaiting Court rev An invoice is available by clicking Review Invoice	iew.

Philadelphia Municipal Court - Case Management System

Invoice Report

nvoice Summary nvoice Number nvoice Status	976753	
nvoice 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	
Fransaction Date		
Payment Method	Credit Card	
iling Party	JOE FILER	
Гуре	CHARGE	
/endor comments	Approved	
/endor 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
Fotal		53.20
Parties		
Plaintiffs	Defendants	
Joe Filer	Frieda Smith	
22 MAIN STREET Philadelphia, PA 19111	88 MAIN STREET PHILADELPHIA, PA 19122	
-iniadeipina, FA 19111		

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 <u>mcclaims@courts.phila.gov</u> 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 SC1211083000	Enter the claim and click the Next button.					
New Additional Claim - Select Type						
Select Type of Additional Claim: Counter Claim 💌	Click on the drop down menu and choose Counter-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 see damages. DO NOT choose this option if you are seeki	king to recover a security deposit or any other landlord/tenant matter except for rent owed after vacating or ng to evict a tenant.					
SC/MV						
If you are seeking remedy against another driver or ow claim is for the faulty repair of your vehicle.	ner of another vehicle in connection with a motor vehicle accident, choose this option. Do NOT select this if your					
SC/CP						
If your case involves a consumer purchase, commerci	al paper, or loans, select this option.					
SC						
Other. Choose this if none of the above applies.						
Next Cancel	he case type and click the Next button.					
Note: On the next page, enter the party(ies) filing the additional c	laim as the Plaintiff(s).					

Case Initia	tion: Statement of Claims					
Case Detail	5					
Case Number:	<u>SC-12-11-08-3000</u>		Docket Type:	Claim - Counter Claim		
Case Type:	SC		Status:	Pending		
Parties						
	Plaintiff(s)			Defendant(s)		
Add existing	Add existing <u>defendant</u> as plaintiff			Add existing <u>plaintiff</u> as defendant <u>Alternate Service Address</u>		
	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:

Case Details	-	
Case Number:	<u>SC-12-11-08-3000</u>	Docket Type: Claim - Counter C
Case Type: SC Add existing defendant as a plaintiff.		Populate the radio button to add the defendant as the plaintiff. If there is more than one defendant involved, each one will
Complaint claim JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122		need to be added separately.

Add Existing Party		
Case Details		
Case <u>SC-12-11-08-3000</u> Number:	Docket Type: Claim - Counter Claim	
Case Type: SC	Status: Pending	
Add existing plaintiff as a defendant.	Populate the radio button to add the plaintiff as the defendant. If there is more	
Complaint claim	than one plaintiff involved, each one will	
FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	need to be added separately. Click the Save button.	
Save Cancel		

Case Initiatio	on: Statement of Claims		
Case Details			
Case Number:	<u>SC-12-11-08-3000</u>	Docket Type:	Claim - Counter Claim
Case Type:	sc	Status:	Pending
Parties			
	Plaintiff(s)		Defendant(s)
<u>JOE FILER</u> 22 MAIN STREE PHILADELPHIA, Add <u>Individual</u> /9		FRED SMITH 44 ELM STREET PHILADELPHIA, Add Individual/G	PA 19122 Organization to this address
Add existing <u>de</u>	f <u>endant</u> as plaintiff	Add existing <u>pla</u> <u>Alternate Servic</u>	intiff as defendant :e 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 r	equired (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.

rincipal	8000	
nterest	0.00	Only the Principal amount is required. If your case
ttorney Fees	0.00	requires either an Affidavit of Physician or an Affidavit
ther Fees	0.00	of Repairman, click the appropriate box and one will be
laintiff has requested Affidavit of Physician		generated for you. If you wish to include a Notice to
laintiff has requested Affidavit of Repairman	\checkmark	Defend , click the box and one will be generated with the
nclude Notice of Intent to Defend		service pack. A self-addressed stamped envelope is
tatute Expiring		required. Click the Next button to continue.
ourt Clerk Comment		
omments for court clerk (optional). These comm	ents will not appear on the di	

Claim - Select Service Typ	e	
Case Details		
Case <u>SC-12-11-08-30</u> Number:	Docket Type: Claim	- Counter Claim
Case Type: SC	Status: Pendin	Ig
Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 3 (Counter Cla	im)	
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending
	Service Type:	×
Please select service type. Back Next Cancel	C & E Process Ser Philadelphia Writ S Other (requires Pe Private Service	
Choose th	ne service type for the Counter-Claim.	

Claim - Ver	ification	
Case Detail	5	
	a plaintiff in this claim action. I	A pro-se filer should populate this radio button.
I am that know my k maki	I am authorized to make this ve vledge, information and belief fro nowledge, information and belie ing of unsworn falsifications to a adelphia Municipal Court auth	to authorities. the plaintiff's authorized representative or have a power of attorney for the plaintiff(s) in this claim action. I hereby verify rification; that I have sufficient knowledge, information and belief to take this verification or have gained sufficient om communications with the plaintiff or the persons listed below and that the facts set forth are true and correct to the best of f. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the uthorities. If I am an authorized representative or have a power of attorney, I have attached a completed horized representative form or a completed power of attorney form.

Claim - Verific	cation				
Case Details					
Case Number:	<u>SC-12-11-08-3000</u>		Docket Type:	Claim - Count	ter Claim
Case Type:	sc		Status:	Pending	
Verification					
best of		lief. I understand that this verifica			ne facts set forth above are true and correct to the alties set forth in 18 Pa. C.S. § 4904, which
that I ar knowled best of concern	m authorized to make this verifica Ige, information and belief from co my knowledge, information and be	ion; that I have sufficient knowle mmunications with the plaintiff or dief. I understand that this verifica ons to authorities. If I am an au	dge, information the persons liste ation is made sub thorized repre	and belief to tal d below and the ject to the pena sentative or h	r the plaintiff(s) in this claim action. I hereby verify ke this verification or have gained sufficient at the facts set forth are true and correct to the alties set forth in 18 Pa. C.S. § 4904, which nave a power of attorney, I have attached a of attorney form.
Other Pe	Next Cancel	Attorneys and non-a as an authorized rep populate the second the name of the auth representative in the	oresentative I radio butto norized	n, should n. Type	
		text box.			

Click the Next button.

Case Details				
Case <u>SC-12-11-08-3000</u> Number:		Docket	Type: Claim - Counter Claim	
Case Type: SC		Status:	Pending	
Case Parties				
Plaintiff Information	Defer	dant Information	Defend	ant Chature
JOE FILER		FRED SMITH	The Counter-Claim can	be previewed and
22 MAIN STREET PHILADELPHIA, PA 19122		44 ELM STREET PHILADELPHIA, PA 19122	edited, if necessary.	
Docket Preview				
Docket Preview Description	Results/Comments	Filing Part	v Docketed Under	Edit Preview
Counter Claim	Results) comments	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 Add Affidavit 109 Add Claim Fact Sheet Add IFP JOE FILER Add PAS for	<u>Scan/Uploar</u> <u>Generate</u> <u>Scan/Uploar</u> <u>Generate</u> <u>Generate</u> <u>Scan/Uploar</u>		All complaints are req attached. If an exhibit affidavit can be gener explain why exhibits a add an exhibit, click or link. For detailed instru- uploading of exhibits,	t is unavailable, a 109 ated or uploaded to re not attached. To n the <u>Scan/Upload</u> uctions regarding the
PAS Mail: FRED SMITH	Generate Scan/Upload	If the Co	unter-Claim involves pers	onal injury or
PAS PO Box: FRED SMITH	Generate Scan/Upload		damage over \$2,000.00 a	
Back Next Cancel		clicking served n requiring Pauperi	required. One can be ge on the link. If the defenda by some means of alterna the filing of a petition, or s petition, click on the appenerate or upload the docu	nt must be tive service an Informa propriate links to

Claim - Dock	tet Entries						
Case Details							
Case Number:	<u>SC-12-11-08-3000</u>			Docket Type:	Claim - Counter Claim		
Case Type:	SC			Status:	Pending		
Case Parties							
Plaintiff Info	rmation	Defei	ndant Informa	tion	Defenda	ant Status	
JOE FILER 22 MAIN STREE PHILADELPHIA,		3	FRED SMITH 44 ELM STREET PHILADELPHIA,		Pending		
Docket Previe	ew						
Description		Results/Comments		Filing Party	y 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)	<u>Edit</u>	Preview
ADA Notice				JOE FILER	FRED SMITH (D3)	T	Preview
Plaintiff Instruct	tions SC			JOE FILER	FRED SMITH (D3)		Preview
SC What To Do	1			JOE FILER	FRED SMITH (D3)	/	Preview
Non-Military Aff	idavit			JOE FILER	FRED SMITH (D3)	/	Preview
Add Docket E	ntries						
Add Exhibit		Scan/Uploa				· · · · ·	
Add Affidavit 10	09	Generate Scan/Uploa	<u>u</u>		has been uploaded, i		
Add Claim Fact	Sheet	Generate			screen. It can be pre		
Add IFP			ne	Cessary. Click	the Next button to co	Jinnue.	
JOE FILER		Generate Scan/Uploa	<u>d</u>				
Add PAS for							
PAS Mail:	FRED SMITH	Generate Scan/Uploa	d				
PAS PO Bo	DX: FRED SMITH	Generate Scan/Uploa	d				
Back Next	Cancel						

Claim - Submit to Court		
Case Details		
Case <u>SC-12-11-08-3000</u> Number:		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 sam case initiation.)	e time/location as the hearing for	
		The Operator Object will be each added for the second data and
Fee Details		The Counter-Claim will be scheduled for the same date and time as the original claim. Enter the credit card information and
Court Cost:	44.00	click the Submit To Court button.
State Fee:	10.00	
Automation Fee:	5.50	
Convenience Fee:	5.00	
C & E Process Service Fee: PWS Service Fee:	0.00 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:		
Expiration: / (MM/YY) Security Number: Help		
Security Number: Help Billing Information		
Use the address below:	Enter a new O address:	
	Name on Card:	(First, Middle, Last)
JOE FILER 22 MAIN STREET	Street 1	
PHILADELPHIA, PA 19111	Street 2 City/State/Zip Code	
Attorney Comments		
Back Submit To Court		
Court Submission Results		
Case Details		
Case <u>SC-12-11-08-3000</u> Number:		Docket Type: Claim - Counter Claim
Case Type: SC		Status: Pending Clerk Review
Court Review The Claim - Counter Claim has been success	fully submitted to the court, and is now	waiting court review.
Your card has been authorized for the amount		The Court Submission Results page will indicate
Review Invoices		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 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	et Entry Status Pending Clerk Review		
Submission Date	11/08/2012 11:17 AM		
Transaction Date			
Payment Method	Credit Card		
Filing Party	JOE FILER		
Туре	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	FRED SMITH		
22 MAIN STREET	44 ELM STREET		
PHILADELPHIA, PA 19122	PHILADELPHIA, PA 19122		

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 <u>mcclaims@courts.phila.gov</u> 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 sc1210023000					
Next Cancel	Enter the claim number and click the Next button.				
		1			

Exhibit - Con	tinuance Request - Select He	aring			
Case Details					
Case Number:	<u>SC-12-10-02-3000</u>		Docket Type:	Exhibit - Contin	uance Request
Case Type:	SC		Status:	Pending	
Select	Hearing Details				Filing Type
۲	11/19/2012 9:15 AM 2				Initial Complaint - Statement of Claims
	Plaintiff(s): Joe Filer				
	Defendant(s): Fred Smith(RFT)				_
Next Cancel	1	Select the hearing Next button.	date and c	lick the	

Case Details						
Case Number:	<u>SC-12-10-02-3</u>	000		Docket Type:	Exhibit - Continuance Requ	est
Case Type:	sc			Status:	Pending	
Initial Complai	nt - Statemeni	t of Claims				
Involved Filer	r Plaintiff			Address		
	Joe Filer			22 MAIN STREET Philadelphia, PA 19	111	
Involved Filer	r Defendant		#	Address		Status
	Fred Smith		1	44 ELM STREET Philadelphia, PA 19	122	Ready for trial
Next Cancel		Select which parti request and which PARTIES WHO A SHOULD BE INC button.	n party is the F	Filer of the wr	it. ALL	

Continuance	Comments			
Case Details				
Case Number:	<u>SC-12-10-02-3000</u>	Dock	et Type:	Exhibit - Continuance Request
Case Type:	sc	Statu	s:	Pending
Comments for cou	rt clerk (optional). These comments will not appea	r on the docket or any forms.		
Next Cancel		time for t	he con	comments such as a specific hearing date or ntinuance. The Court will make every effort to your request.
Continuance	- Docket Entries			
Case Details Case Number:	<u>SC-12-10-02-3000</u>	Docke	t Type:	Exhibit - Continuance Request
Case Type:	SC	Status	:	Pending
Case Parties				
Plaintiff Infor	mation Defe	ndant Information		Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA	1	Fred Smith 44 ELM STREET Philadelphia, PA 19122		Ready for trial
Docket Previe	w			
Description	Results/Comments			Filing Party Docketed Under Edit Preview
Continuance Request	Plaintiff continuance request initiated on 11/0 hearing, was scheduled in room 2 at 09:15 A		- Statem	nent of Claims JOE FILER Fred Smith (D1) Joe Filer (P)
Add Docket En Add Continuance Add Exhibit	tries Request Document <u>Scan/Uploa</u> <u>Scan/Uploa</u>	An exhit	oit can pload I	to upload a letter requesting the continuance also be added by clicking on the Add Exhibi link. For detailed instructions regarding the xhibits, refer to pages 17-20.
Cancel Delet	e Submit To Court			

Add Continuance Document								
Case Details								
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type:	Exhibit - Continuance Request					
Case Type:	sc	Status:	Pending					
Please select the submission method: ③ Upload Document (Adobe PDF, Microsoft Word, WordPerfect) Browse ③ Scan Document (generate scan cover sheet) Browse ⑥ Express Scan Code (this option only available with valid express scan code number)								
Save Cancel 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).								

Case Details									
Case Number:	SC-12-10-02-3000			Docket Type:	Exhibit - Continuance Request				
Case Type:	sc			Status:	Pending				
Case Parties									
Plaintiff Information		Defendant Inform	nation			Defendant Status			
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			imith I STREET ELPHIA, 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	r Claim - Co-Defendant hea	ring, was scheduled in roo	om 2 at 09:15 AM on 11/19/2	2012	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Delete	Preview
Add Docket Entries									
Add Exhibit		Scan/Upload						\sim	
Cancel Belte Submit To Court			After the continuance request is uploaded, it can be previewed and edited or necessary.						

ase Details		
Case Number:	<u>SC-12-10-02-3000</u>	Docket Type: Exhibit - Continuance Request
ase Type:	SC	Status: Pending Review
Court Revi The Exhibit -	iew - Continuance Request has been successfully subr	itted to the court, and is now waiting court review.

Continuance requests are reviewed several times a day to ensure that every request is handled in a timely manner. Email notification from <u>mcclaims@courts.phila.gov</u> 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 SC 1210023000 × Next Cancel	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 (Monetary) Entry Method: Scan Criter Terms of Agreement Note: Scar and 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.

Next Cancel

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

 $\mathbf{\vee}$

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 (Com	Case Instance 1 (Complaint)						
Involved	Filer	Plaintiff	Add	ress			
Joe Fil	ler			IAIN STREET delphia, PA 19111			
Involved	Filer	Defendant	# Add	ress	Status		
✓ O Fred S	Smith			LM STREET delphia, PA 19122	Ready for trial		
Choose the parties involved in the agreement.							

Disposition - Docke	t Entries							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Disposition - Resolved by Jud	dgment by Agreement Remote Attorney		
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		Defendant Infor	mation			Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111			mith I STREET Iphia, PA 19122			Ready for trial		
Docket Preview								
Description			Results/Comme	ents	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 Judgmen	t by Agreement Remote Attorney Document	Scan/Upload						
Cancel Delete Subm	it To Court		A scan	ned agreem	ent 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 Swe Cancel			owse button to upload the n your computer. Click the	

Disposition - Dock	et Entries						
Case Details							
Case Number:	SC-12-10-02-3000		Docket Type:	Disposition - Resolve	d by Judgment by Agreement Remote A	ttorney	
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/Con	iments	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment b	y Agreement Remote Attorney			JOE FILER	Fred Smith (D1) Joe Filer (P)	Delete	Preview
Cancel Delete Sub	mit To Court	After the agree	ment is uplo	aded. it can	be previewed a	nd edited	
		or necessary.					

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 <u>mcclaims@courts.phila.gov</u> 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 LT1211083001	Enter the claim number and click the Next button.

 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.

 Next
 Cancel

New Disposition (Judgment by Agreement) - Select Type

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 - Resolve Attorney	d by Judgment by Agreement Remote
Case Type:	LT		Status:	Pending	
Case Instan	ce 1 (Complaint)				
Involved F	iler Plaintiff		Address		
	JOE FILER		22 MAIN STREET PHILADELPHIA, PA	19122	
Involved F	iler Defendant	#	Address		Status
	THOMAS JOHNSON	1	44 ELM STREET PHILADELPHIA, PA	19122	Ready for trial
Next Cano	el	Choose the parties	involved in the	e agreement.	

Judgment By Agreement - Terms of Agreement		
Case Details		
Case <u>LT-12-11-08-3001</u> Number:	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:		
Judgment for the Plaintiff in the amount of	\$ 3100.00 Plus Costs \$	100.00
Money Judgment only	\$ 0.00 Plus Costs \$	0.00
Money Judgment to be satisfied if Defendant vacates by		
Judgment of Possession to be satisfied if Defendant pays (as	outlined in Other Conditions) by 12/31	2012 🔤
✓ Judgment for Possession as of	11/8/2012	Observations at the service set of the
		Choose the terms of the agreement. Type the
Other Conditions:		specifics of the agreement in the Other
DEFENDANT AGREES TO MAKE PAYMENTS OF \$3100.00 12/31/2012. DEFENDANT AGREES TO KEEP THE MON		Conditions text box.
DEFENDANT PAYS THE ARREARS BY 12/31/2012, DEF		
PROPERTY.		
1. If the agreement is broken, possession may be enforced on this	agreement for the following reasons ag	
(a) Non-Payment of Rent		Choose the reason for enforcement. Click the
(b) Termination of Term		Submit To Court button to submit it for
(c) Breach of the Condition of the Lease.		review.
If you are being sued for non-payment of rent only you cannot be even 2. Any breach of this agreement may allow the eviction to proceed 3. Any Landlord/Tenant action that is not completed within 180 days	vithout further Notice.	
Save Submit To Court Delete Cancel		

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 Numb	er	
Enter Case Number LT1211083001		
Next Cancel	Enter the claim number and click the Next button.	

Amendment Select Filing				
Case Details				
Case <u>LT-12-11-08-3001</u> Number:	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 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113	Room 3 JOE FILER	JOE FILER (P) THOMAS JOHNSON (D1)	
	Hearing Scheduled: 11/30/2012 08:45 AM Hearing Fee: \$105.00 Amount at Issue: \$3,400.00	g Room 3		
Next Cancel	Interviewer Code: 113	Select the case to be a	amended.	

se Details					
ise imber:	LT-12-11-08-3001		Docket Type: Amend	dment - Amend Complaint	
ise Type:	LT		Status: Pendin	g	
			Details		
tion I					
annun states u ne lease is: ommencing of or a term of: urpose of leas		© Written ○ Oral ⓒ Written ○ Oral ⓒ Attached ○ Lost 12/01/2011 ⓒ Month To Month ○ A Year or More ○ Other ⓒ Residential ○ Non-Residential		44 ELM STRET PHILALDEPHIA PA haracters of the address will appear of if applicable. For example, Ave for Ave	
tion II					
filing. A copy Plaintiff state hotel, or offe ction III	of the license is attached. as that he/she/it is not requiring for rent a one-family do as that he/she/it is in comp	liance with Section 102.1 of the Philadelp ired to have a housing inspection licens, welling, two family dwelling or a rooming liance with Section 102.8 of the Philadelp	e because he/she/it is not oper unit.	ating a multiple-family dwelling, room	ing house, dormitory (
copy of the li	icense is attached.				
Plaintiff state violation of o Plaintiff state Philadelphia	es that he/she/it is unaware one or more provisions of th es that he/she/it is aware o	emises unfit for stated purpose. e of any open notice issued by the Depart ne Philadelphia Code. f one or more open notices issued by the			
tion V I Notice to Va Notice was g	cate Premises by: 10/01/20 given on: 10/31/20				
		012			
tion VI	ant is in possession of the	property and refuses to surrender posse	ssion of the property.		
The defenda The defenda tion VII	ant surrendered possessio ands a judgment of posse	property and refuses to surrender posse on of the property on:		nder the lease.	
The defenda The defenda tion VII Plaintiff dem Plaintiff dem The amount o	ant surrendered possessio ands a judgment of posse ands a money judgment ir of unpaid rent below and la	property and refuses to surrender posse on of the property on: ession.	on Payment of amounts due un	Past balance Summarize the amo	unts alleged due
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Amended Docket Entry - D	ocket Entries					
Case Details						
Case <u>LT-12-11-08-300</u> Number:	<u>)1</u>		Docket Type:	Amendment - Amen	d Complaint	
Case Type: LT			Status:	Pending		
Case Parties						
Plaintiff Information		Defendant Info	rmation		Defendant Status	
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122		1 THOMAS JC 44 ELM STF PHILADELP			Ready for trial	
Docket Preview						
Description	Results/Comments		Filing Party	Docketed Under		Preview
Amend Complaint			JOE FILER	THOMAS JOHNSON JOE FILER (P)	I (D1)	<u>Preview</u>
Back Next Cancel					ndment is saved edited by using	

Amended Docket E	Entry - Submit to C	ourt			
Case Details					
Case LT-12- Number:	11-08-3001		D	Docket Type: Amendment - Amend Complaint	
Case Type: LT			S	Status: Pending	
o Service has not been	made. Service charges h	ave not been added.			
Fee Details					
Court Cost:		c	.00		
State Fee:		c	.00	If the claim is amended after the service	
Automation Fee:		2	.20	copy is printed and sent for service, a new	
Convenience Fee:			.00	charge for service will be added to the fees.	
C & E Process Service F		_	.00	Enter the credit card information and click	
PWS Service Fee:			.00	the Submit To Court button.	
		-			
Constable Service Fee:			.00		
Third Party Service Fee:		C	.00		
Credit Card Details					
Credit Card Number:					
Expiration:	/ (MM/YY)				
Security Number:	Help				
Billing Information					
Use the address below:	۲	Enter a new O			
JOE FILER		Name on Card: Street 1		(First, Middle, Las)
22 MAIN STREET		Street 2			
PHILADELPHIA, PA 19	111	City/State/Zip Code			
Attorney Comments					
N/A					
Back Submit To Co	urt				

Case Details	;	
Case Number:	LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type:	LT	Status: Pending Clerk Review
		ly submitted to the court, and is now waiting court review. ad to you.
Review Ir	nvoices	
		The Court Submission Results page will indicate that the Amendment is now awaiting Court review. A Review Invoid
iladelphia	Municipal Court - Case Managemer	Amendment is now awaiting Court review. A Review Invoid link is available to print a copy of the invoice if desired.
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hiladelphia oice Report oice Status e Number ei D ket Entry ID cription ket Entry Status mission Date mission Date dor comments dor comments dor comments mation Fee	nber Description	Amendment is now awaiting Court review A Review Invoid link is available to print a copy of the invoice if desired.

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 appeara	nce map themselves to parties in existing cases.
Case Number: sc1204093001 Got Cancel	Enter the claim number and click the Next button.

Attorney Self Appearan	се Мар
Current Information	
Case:	SC-12-04-09-3001 (appearance map in another case)
Attorney:	Bulk Attorney
Note: If an attorney is specif this address.	ed, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for
Note: Private attorneys cann	at specify opposing counsel unless they supply an entry of appearance filed as an exhibit.
Complaint claim Plaintiffs First Plaintiff 213 Test St Phila, PA 19131 Map to this party V	Defendants First Defendant 2345 Test St phila, pa 19148 Map to this party
Garnishees Save Cancel	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 (appea	rance map in <u>another case)</u>
Attorney:	Bulk Attorney	
Note: If an attorney is specified, servi this address.	ce type for this party will be calculated automa	atically based on the address of the attorney, regardless of service type selected for
Note: Private attorneys cannot specify	opposing counsel unless they supply an entry	of appearance filed as an exhibit.
Complaint claim		
Plaintiffs		Defendants
First Plaintiff 213 Test St Phila, PA 19131 Attorney: Bulk Attorney (054321)		First Defendant 2345 Test St phila, pa 19148
The name of the attorn the represented party.	ey will appear underneath	Map to this party

Review Queues

Review Pending Submission to Court

Search By Case Number (or Cas		This queue stores all cases to but not submitted to the Cou		eated
ote: Filings not modified for mo	re than 30 days will be	purged!		
records found Pending Submission				
records found	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)
records found Pending Submission			Plaintiff(s) Joe Filer	Defendant(s) Roger Wilco
Brecords found Pending Submission Case Number/Case ID	Case Type	Docket Entry Type		

Review Deficiency Returned Items

earch By Case Number (o	r CaseID):		This que	ue stores all case	es that have	been
	Go!		submitte	d to the Court but	t rejected fo	r correction.
ote: Filings not modified fo	r more thar	1 30 days will be purged!				
-	r more thar	a 30 days will be purged!				
lote: Filings not modified fo 1 records found Claims Returned	r more thar	130 days will be purged!				
records found	C	30 days will be purged! Docket Entry Type	Plaintiff (s)	Defendant(s)	Last Modified By	Returned Reason

Review Submitted and Pending Court Approval

earch By Case Number (or CaseID)			This queue stores all cases that have been					
Gol			submitted to the Court and waiting review.					
3 records found								
Claims Returned		-						
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			
2396064	SC	Initial Complaint - Statement of Claims	JOE FILE	R EDWARD DOE	12/24/2012 09:15 AM			
T-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith				
T-12-10-02-3001	LT	Writ - Praecipe of Notice of Intent to Attach Wages	Joe Filer	Fred Smith				
T-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith				
T-12-10-02-3001	LT	Disposition - Satisfied, Both	Joe Filer	Fred Smith				
T-12-11-08-3001	LT	Disposition - Settled, Discontinued and Ended	JOE FILE	R THOMAS JOHNSON				
T-12-11-08-3001	LT	Disposition - Resolved by Judgment by Agreement Remote Attorney	JOE FILE	R THOMAS JOHNSON				
T-12-11-08-3001	LT	Amendment - Amend Complaint	JOE FILE	R THOMAS JOHNSON				
SC-12-04-09-3001	SC	Disposition - Withdrawn without Prejudice	First Plai	ntiff 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 - Praecipe To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith				
SC-12-10-02-3000	sc	Writ - Praecipe 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 FILE	R 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

f preferred, please en		Date of today and an End Date of range to search on.	three months ahead.			
Search By Case Num Start Date: End Date:	ber (or CaselD): Go!	10/03/2012 m 01/03/2013 m		by the Cou	cases that har har and have a	
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	t of Claims	Joe Filer	Fred Smith	11/19/2012 09:15 AM 2
LT-12-10-02-3001	LT	Initial Complaint - Landlord T	Tenant Complaint	Joe Filer	Fred Smith	10/25/2012 08:45 AM 3
	LT	Initial Complaint - Landlord T	Tenant Complaint	Joe Filer	Roger Wilco	10/25/2012 08:45 AM 3
LT-12-10-03-3002						

Review Adjudicated

Attorney - Review	w Adjudicate	ed					
The default date range If preferred, please ent			art Date three months prior.				
Search By Case Number (or CaseID): Start Date:		07/03/2012		This queue stores all cases that have been to a nearing and have been disposed.			
End Date:	Go!	11/1/2012	-				
1 record(s) found							
Case Number	Case Type	Docket Entry Typ	e	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room	
LT-12-10-02-3001	LT	Initial Complaint - L	andlord 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.

- <u>Statement of Claim</u>
- 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.

		Schedule Cla		d must be submit	ted individually, they will not be displ	ayed in the lis	t below.		
2 row	s foun	d							
Clai	ms								
#		Case ID	View	Case Type	Plaintiff Attorney		Plaintiff(s)	Defendant(s)	
1	V	2395180	View	2395180	JOE FILER		Joe Filer	Thomas Doe(D1)	
2	V	<u>2396064</u>	View	2396064	JOE FILER		JOE FILER	EDWARD DOE(D1)	
		Select All							
Credi Expir Secu	ation (rity Nu	Number: MM/YY):	r 3 algits on the back o	Your Visa or Master Card	X	the ca	ases selected. nation. Click th	select a hearing date Enter the credit card ne Submit To Court	
			address belov	v		O Enter	a new address:		
		22 MAIN	FILER STREET HIA, PA 19111		Name (as it appears on the card): Street Address: Address:				
					City: State:		Zipcode:		
Bac	k	Schedule Can	ncel						

Thomas Doe	
EDWARD DOE	Invoices will be available for every

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 Pad	ck Print Queue		
Selected	🕆 Case Number 🦺	🕆 Defendant Number 🦊	😚 Hearing Date 🦊
~	SC-12-11-08-3002	1538467	12/24/2012 09:15 AM
	Select All	[Choose the service pack to be printed. To
ase Number	rds are displayed. : (optional) Remove From List	Go!	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 Pri	nted Report - Attorney					
Date Printed From: 10 Case Number:	D/08/2012 to 11/08/2012	Go! Go!				
User: JC	DE FILER					
Service Pack Prin	ted 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.			rvice pack has bee d from the Service		
			Pending Pri	nted queue, it will e to be re-printed i	be available	
				the original printing	-	



Billing Report

Ac	counting	J Report										
End Us Inv Ca Inv	oice Status:	(or CaseID): r:	10/03/2012 10/31/2012 All All									
A	counting	Report										
#	Invoice Number		Date Submitted	Transaction Date	Payment Type	Filing Party		Case Number	Description	Docket Entry Status	Туре	Amount
1	<u>976725</u>	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	<u>976726</u>	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	<u>976727</u>	Complete	10/03/2012 10:29 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	<u>LT-12-10-03-3003</u>		Approved	CHARGE	83.00
Тс	tal											188.00

The Billing Report tracks the credit card transactions. Searches can be done to show invoices that have been completed, pending and voided.



Read Only Hearing List

Select Criteria Hearing Room	Room 3	*	Month Oc	tober 💌	Year 2012	*	Jump To		5 6 4E 4F 4G 8PD
Previous								L	Next
				Octob	er 2012				
Mond	ay	Tue	sday	Wedn	esday		Thursday	Fri	day
	1		2		3			4	5
8:45	AM	8:4	5 AM	8:4	5 AM		8:45 AM	8:4	5 AM
Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84] 🔳	Rm 3 : LT	[0 of 84]	Rm 3 : LT	[0 of 84]
9:00	AM	9:0	D AM	9:0	D AM		12:45 PM	9:0	D AM
Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 4] 🔳	Rm 3 : LT	[0 of 45]	Rm 3 : LT	[0 of 4]
12:45	РМ	12:4	5 PM	12:4	5 PM		1:30 PM	12:4	5 PM
Rm 3 : LT	[0 of 45] 🔳	Rm 3 : LT	[0 of 45] 🔳	Rm 3 : LT	[0 of 14] 🔳	Rm 3 : LT	, SC [0 of 5]	Rm 3 : LT	[0 of 45]
1:30	РМ	1:3	орм –			/	2.00 PM	1:3	D PM
Rm 3 : LT, SC	[0 of 5] 🔳	Rm 3 : LT, SC	[0 of 5]	Select the	courtroom t	o view.	Select the	Rm 3 : LT, SC	[0 of 5]
2:00	РМ	2:0	D PM		the year. (-	2:0	D PM
Rm 3 : LT, SC	[0 of 4] 🔳	Rm 3 : LT, SC	[0 of 4]	button. Cli	ck the heari	ng list t	o be viewed.	Rm 3 : LT, SC	[0 of 4]

	Plaintiff(s) Disposition Completed			Code/Apprd	Defendant(s)	Special Plaintiff Attorney Add
T <u>-12-10-02-3001</u> andlord Tenant Complaint	Joe Filer	PWS	Y		D1- Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122	
T-12-10-03-3002 andlord Tenant Complaint	loo Filor	PWS		_	D1- Roger Wilco, AKA/DBA: AND ALL OTHER OCCUPANTS	
andiord renant complaint	Juernei	PWG	0		123 Tree Street Philadelphia, PA 19111	
T-12-10-03-3003						
andlord Tenant Complaint	Joe Filer	PWS	U		D1- Thomas Taylor, AKA/DBA: AND ALL OTHER OCCUPANTS 4 Pine Street Philadelphia, PA 19111	

The Icon Legend explains all the various icons that may appear on a hearing list.

con	Title	Description				
A	As To Form	This record was flagged As To Form during initiation.				
E.	ADA Request	There are exhibits on this case that have an associated ADA request.				
E	Exhibit	here's an exhibit on this case that was flagged for review at the hearing.				
E	Reviewed Exhibit	here's an exhibit on this case that was flagged for review and has been marked as reviewed.				
2	Pending Judicial Review	his icon indicates that a continuance was filed against this case and that it was marked for Judicial Review at the time of the hearing. licking on the icon will bring you to a screen with the continuance request.				
~ 3	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"				
â	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.				
хс	Cross Claim	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ $\rightarrow C$ $3 \leftarrow C$ $2.$ Cross Claim $B \rightarrow C$				
СС	Counter Claim	1. Original Claim 1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Counter Claim $B \rightarrow A$				
SO	Set-Off	1. Original Claim $A \rightarrow B$ 1. Original Claim $A \rightarrow B$ 2. Set-Off $B \rightarrow A$				
CD	Co-defendant	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Co-defendant $A \rightarrow C$				
AD	Additional Defendant	1. Original Claim1. Original Claim $A \rightarrow B$ $A \rightarrow B$ 2. Additional Defendant $B \rightarrow C$				
PRO	Protracted	Hearing is protracted, and occupies more than one slot. Hover over the icon on the hearing list to see how may slots are occupied.				
	Edit Petition Disposition	Description.				
C	Electronically Filed Continuance Disposition Exists	Description.				
No	Enter No Service Disposition	Enter a No Service, Dismissed Without Prejudice disposition. This just means service failed for this defendant.				
D	Edit Disposition	Edit a disposition. Specifically, this means vacate an existing entry, and add a new disposition.				
P	Petition Disposition Exists	A petition disposition was entered for this defendant through the CMS.				
P	Electronically Filed Petition Disposition Exists	An electronically filed petition disposition exists for this defendant.				
D	CMS Disposition Exists	A disposition was entered for this defendant through the CMS (that means no document is available to view).				
P	Add Petition Disposition	Add a petition disposition (also known as the order) to a defendant.				
P	Add Same Petition Disposition for All	Add the same petition disposition (also known as the order) to all defendants.				
D	Add Disposition	Add a disposition for a defendant.				
D)	Add Same Disposition for All	Enter the same disposition for all defendants in this case.				
6	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.				

CMS (Case Management System)

Search

Search

	_
CMS - Search Screen	
Search tips	
• To search on case number, include the case hpye (SC, LT, CE, CP, NU). Examples: LT-42-02-03-0123, SC0410320183. • To nath poole or company, supply a combination first, last, company, names. • The search will provide any matches that contain the search form within the party name. Example: John Smith will match John Smith, Thomas John Smith, or John Smith Inc. • "\$" can be used as a will card whom searching for partial name. Example: John Smith will match John Smith, or John Smith Inc. • "\$" card will provide any matches that contain the search term within the party name. Example: John Smith J, Donald John Smith, or John Smith Inc. • "\$" card will be used as a will card whom searching for partial name. Example: John Smith W will match John Smith, J, Donald John Smith, or John Smith Inc. • To row accurate result when searching to partial name. Example: John Smith W will match John Smith, J, Donald John Smith, or John Smith Inc. • To row accurate result when searching to partial name. # Company Card Structure Struct	

A search can be done by using a claim number, case ID number, plaintiff name or defendant name.

CMS - Search Screen							
Search tips	arch tips						
To search on case number, include the case hpc (Sc, LT, CE, CR, NU). Examples: LT-42-02-03-03-012, SC To match people or company senses. supply a combined in stil, last, or company names. The search will provide any matches that contain the search term within the party name. Example: John Sn "%" can be used as a wild card when searching for partial names. Example: %John% swill match. Jo "Only the first 10000 matching results will be refurned. For more accurate result when searching by plaintfor ordernam, select a case type from the dropdown. Type: Case Number (or CaseID) Search: SC1210023000 Gott	nith will match John Smith, Thomas John Smith, or John Smith Inc.						
Case Number	Plaintiffs	Defendants					
<u>SC-12-10-02-3000</u>	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	Plaintif	Fred Smith			endant #1
	22 MAIN STREET Philadelphia, PA 19111	Ready for trial		44 ELM STREET Philadelphia, PA 19122	
	Prinadelprina, PA 19111			Philadelphia, PA 19122	
		PNC BANK		1234 MARKET STREET PHILADELPHIA, PA 19107	Garnishee
Default View Condensed View Rev	verse 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 Hearin	Room 2	JOE FILER	Filer	
	Fee: \$105.00 Amount at Issue: \$4,500.00		Joe Filer	P	
	Interviewer Code: 113		Fred Smith	D1 PWS	
	Go to Hearing				
2 10/02/2012 Plaintiff Instructions S	SC Plaintiff Instructions		JOE FILER	Filer	
			Joe Filer	P	- H
			Fred Smith	D1	
3 10/02/2012 ADA - ADA Notice	ADA		JOE FILER	Filer	
			Joe Filer	P	- H
			Fred Smith	D1	
4 10/02/2012 SC What To Do	Instructions		JOE FILER	Filer	
			Joe Filer	Р	- H
			Fred Smith	D1	
5 10/02/2012 Non-Military Affidavit	Non-Military Affidavit - Fred Smith		JOE FILER	Filer	
			Joe Filer	P	_
			Fred Smith	D1	
6 10/02/2012 Exhibit	CONTRACT		JOE FILER	Filer	
			Joe Filer	P	
			Fred Smith	D1	
7 11/08/2012 Entry of Appearance	Attorney Bulk Attorney filed an entry of appearance	for Joe Filer.	Bulk Attorney	Filer	
	, , , , , ,		Joe Filer	P	
Print All Documents Print Only Pertinent Document	ents				

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 Ema	il Address		
Email Save Cance	jfiler@email.com I	× 🗈	

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 Update Password

File Return of Service

The <u>File Return of Service</u> 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 <u>Attorney Service Packs Pending Printing</u> 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.

le Ret	urn of Service				
ou may	vish to only upload a couple of docur	nents at a time if:			
• The	file size of the documents being uplo	aded is large. (ie. Files > 200 KB) w. (ie. Dial-up, Some DSL Packages)			
		in. (ie. Diarup, come DOL I ackages)			
ine Keti	Irn of Service Case Number	Defendant ID	File (PDF only)	Service Not Made	Comments
	SC1210023000	123456	Browse	 2	
	LT1210023001	987654	Browse		
			Browse		
0			Browse		

File Notice of Intent to Defend

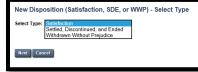
If a Notice to Defend is included with a Small Claims case and it is returned by the defendant. It is responsibility of the attorney or pro-se plaintiff to upload it onto the docket. Scan the Notice to Defend into the computer and save it as a **PDF** file. Browse the computer and upload it. The Defendant ID number is found next to the defendant's name on the Notice to Defend.

	vish to only upload a couple of documen file size of the documents being uploade internet connection being used is slow.			
	ce of Intent to Defend	(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	

Enter Satisfaction, SDE, WWP-Single Case

Disposition (Satisfaction, SDE, or WWP) - Select Case Number Enter Case Number SC1210023000 ×

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



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: <u>SC-12-10-02-3000</u>	Docket Type:	Disposition - Judgment Satisfied				
Case Type: SC	Status:	Pending				
Case Instance 1 (Complaint)	Case Instance 1 (Complaint)					
Involved Filer Plaintiff	Ad	ddress				
Joe Filer		2 MAIN STREET viladelphia, PA 19111				
Involved Filer Defendant	# Ad	ddress Status				
Fred Smith	1 44 Phi	4 ELM STREET Ready for trial niladelphia, PA 19122				
Next Cancel	Choose the parties involved and the	e filer.				

Disposition - Docke	t Entries							
Case Details								
Case Number:	SC-12-10-02-3000			Docket Type:	Disposition - Judgment Satisf	ied		
Case Type:	sc			Status:	Pending			
Case Parties								
Plaintiff Information		I	Defendant Information			Defendant Status		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111		1	L Fred Smith 44 ELM STREET Philadelphia, PA 19122			Ready for trial		
Docket Preview								
Description		Results/Comments	Filing P	arty	Docketed Under		Edit	Preview
Judgment Satisfied			JOE FILE	R	Fred Smith (D1) Joe Filer (P)			Preview
Cancel Delete Subm	nit To Court		on the Submit 1 ppear on the doc					

Enter Garnishee Satisfaction (private attorney or non-attorney)

isposition (Garnishee Satisfaction) - Select C	ase Number			
nter Case Number SC1210023000	_			1
Next Cancel	Ente	er the claim and clic	ck the Next	
	butto	on.		
				1
ew Disposition (Garnishee Satisfaction) - Selec	ct Type			
lect Type: Satisfied				
	Choose to either sat	isty or dissolve the		
lext Cancel	attachment.			
isposition (Garnishee Satisfaction) - Select Pa	rties			
ase Details				
Case Number: <u>SC-12-10-02-3000</u>		Docket Type:	Disposition - Garnishee Satisfied	
case Type: SC			Pending	
			-	
ase Instance 1 (Complaint) nvolved Filer Plaintiff		Address		
Joe Filer		22 MAIN STREET	r	
nvolved Filer Defendant		Philadelphia, PA : # Address		Status
Fred Smith		1 44 ELM STREET		Ready for trial
nvolved Garnishee		Philadelphia, PA : Address	19122	Status Related Party
PNC BANK		1234 MARKET ST PHILADELPHIA, F	TREET	Fred Smith (D1)
	r	PHILADELPHIA, F	PA 19107	free binds (b1)
lext Cancel	Choose the parties in	volved and a filer		
Lext Cancel		volvou and a mon		
	1			
sposition - Docket Entries				
ase Details				
Case Number: <u>SC-12-10-02-3000</u>		Docket Type:	Disposition - Garnishee Satisfied	
Case Type: SC			Pending	
			-	
ase Parties Plaintiff Information	Defendant / Camiches Information		D	fendant Status
Paintin Information	Defendant / Garnishee Information PNC BANK (Garnishee)		De	rendant Status
2 MAIN STREET hiladelphia, PA 19111	1234 MARKET STREET PHILADELPHIA, PA 19107			
······································				
ocket Preview				
	Results/Comments	Filing Party	Docketed Under	Preview
escription		JOE FILER	PNC BANK (G)	Preview
escription arnishee Satisfied		JUE FILER		
		JOE FILER	Joe Filer (P)	<u> </u>
	Click on the Subr		Joe Filer (P)]
arnishee Satisfied		nit To Court button	Joe Filer (P)	
arnishee Satisfied			Joe Filer (P)	
arnishee Satisfied		nit To Court button	Joe Filer (P)	

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.

Bulk Return Of Serv	/ice			
File:		Browse		
Service made:	*			
Bar code text (for testing):	Yes			•
Upload	No		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:	Choose the type of mass action to be performed and
○ Satisfaction	click the Next button.
Settled, Discontinued, and Ended Withdrawn Without Prejudice	

Select Cases		Provide a description of the mass action and select the
Description		criteria. The options are by hearing date, case
Description for this mass action	SATISFY JUDGMENT	number, file date, by attorney or by party name. A
By Hearing		docket comment is optional. Please Note: Unlike
Hearing date/time:	· · · · · · · · · · · · · · · · · · ·	previous attorney comments, this comment section
Hearing Room:	💙	does appear on the docket once the mass action is
Non-Standard Hearing Room		approved by the Court. Click the Next button to save the action.
By Case Numbers		
	SC 11-10-25-4654, SC 12-01-	commas. Dashes inside case numbers are optional.
By Original File Date		
	t of case numbers). It works best if you selec	t 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		
ву Аденсу		
Agency		▼
By Attorney		
(Current) Attorney Bar ID	054321	
By Party Name		
Party Name		
Docket Comment		
Comment to add to all resulting docket entries (optional)		
Next Cancel		

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

Mas	s Actions List				once the cases h an be viewed an			piled, the	mass	action	
Sea	rch Criteria										
Star	t Date:	11/06/2012		End Da	End Date: 11/13/2012 📰					Go!	
Mas	s Actions										
ID	Created	Туре	Owner	Status	Description	Pending	Saved	Committed	Error	Action	Log
10		Mass Satisfaction	Bulk Attorney	Ready For Edit	SATISFY JUDGMENT	1	0	0	0	Edit	View

lass]	Items						
#	t Case #	Туре	Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney	Hearing
	1 <u>SC-12-04-09-3001</u>	1. Complaint	First Plaintiff	Bulk Attorney 054321	(DD1) - First Defendant		05/24/2012 01:15 PM
s	Select all						
	Information	11/13/2012					
ffecti	ive date	11/13/2012					
ffecti		11/13/2012					

Attachment C

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, <u>in addition to</u>

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-bystep 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.

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 employ	The attorneys for the parties, the Assistant City Solicitors, and attorneys yed by the Defenders' Association of Philadelphia have <i>read-only</i> access to the system, with the exception of the ability to file petitions for review of the MHROs commitments or orders. Solicitors and Defenders will receive notification of the filing of petitions via e-mail.

ReviewReview Officers may use the System to review Petitions that have beenOfficersfiled 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: <u>http://courts.phila.gov</u>,

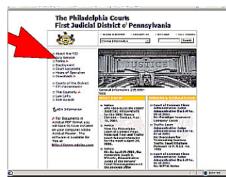


Figure 1

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.

System's functionality. 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

Logging In to the System



Figure 3

Figure 4

÷laš = + = 0	3 d Storth Diverses Greatry 3+ 2 4	Addres
	The Philadelphia Courts First Judicial District of Fennsylvania CWMental Heath Program - Becrarle Filing Splam	
(not lagged in)		
Home Pag	je	
Laga paga		
Uber Nare		
Login		

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.

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.**

Changing Your Password





Logging Out of the System

	U di Giorge Grantes Granty 12- gi ti u	aires (*60 Pir *
1	The Philadelphia Court First Judicial District of Pac Civil Mantal Health Program - Electronic F	ia interestina de la companya de la comp
Read On	voz Ny View Home Page	LECTA
 Exclusions Account Ma Form Long 		
DO MEN	States Date Proyant Patient Heading State Heading D Descent SY(1220) Scott Date 5 Feedby 35(18200) 0 Descent Annual Patient	
- somest to File	tartaly, second more	

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

	suit Internet Explorer			- 6 8
+tak + + - D	a a assen answers always to a mild	1	Asses (*00	190 * 25
徳	The Philadelphia Courts First Judicial District of Pennsylvania CiW Mental Health Program - Electronic Filing System			
Current user: TestRC	22	Logax		
User Adm	in			
Sitte Fage				
Change pacowerd				
New password				
les passent again				
Charge Passe	went			
[Date		1.1.1	a biterrat	

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.

Figure 7

Solicitor and Defender Read Only Functions

Read Only Home Page

Searching and Retrieving Case Information

120	The Philadelphia Courts First Judicial District of Pennsylvania		
and the second s	CWI Mantal Health Program - Electronic Filing System		
Current user: Testilik	23	Legest	
Case ID S	earch		
Linis			
Type in a Case ID to	un de la companya de		
Careto	Search		

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,

Figure 9

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

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- test = O () d) Otsen Green Green () - O II ()	or case(s) you requested. Upon
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Care Namer (100000) Care Unit (20000) Care Unit	will see comprehensive case information in three categories: Summary; Parties; and Documents. To access any of the
Case U Core Love Drove	documents relating to a particular case, simply click on the
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When you click on the link to a

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Reader[®] in order to display the

document on your screen. You

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.

may save and print any document

automatically launch Adobe



Figure 11

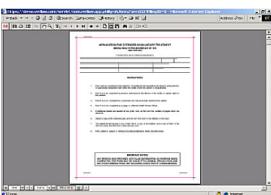
Retrieving Blank Forms

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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.). Clickonthe corresponding link to retrieve a form. The "blank" forms cannot be completed on-line, but are made available for ease of



review.



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

13

Facility Home Page

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Figure 15

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The Philadelphia Courts First Judicial District of Pennsylvania

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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

Petitioners/Hospitals may perform a variety of functions online, pursuant to their User Rights, To 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

"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.



DataFor 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.

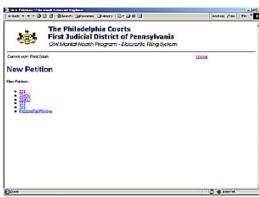


Figure 16

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Figure 17

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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 illustrates the first dataentry 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.

The field marked "Requested Hearing Date" features a dropdown 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" dataentry field. (See Figure 18).

The System features a similar drop-down list for **Petitioner Facilities** as well.



Page 10

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

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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 dropdown lists. For example, you may enter any appropriate alphanumeric text in the fields for the Patient's first, middle, and last names.

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

The System provides fixed choices for fields like "Gender", "State", and "Hearing Location and Date." You can move among fields by using the "Tab" key, or by scrolling down the page using

the scroll bar located at the right of the screen.

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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.)

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.

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

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

Figure 22 document(s) in the appropriate fields.

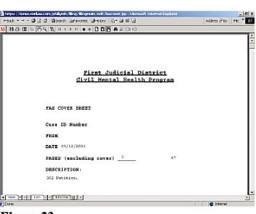


Figure 23

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.

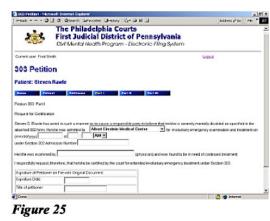
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Once you click on the "Save and Continue" button from the Patient information page, the System will display the Petitioner information page. (See Figure 24. Notice that the "Petitioner" button is highlighted in the navigation bar.)

On the Petitioner information page, you may enter data identifying the Petitioner to be associated with the current Petition. When you have finished entering data on the Petitioner information page, you may

proceed to the next data-entry screen by clicking on the "Save and Continue" button, or by using the navigation bar at the top of the page.

Part I



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

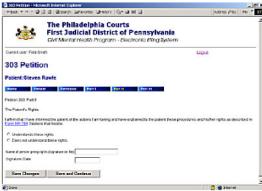
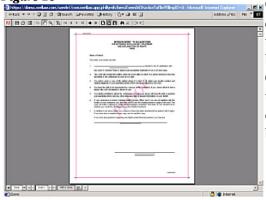


Figure 26 shows the data-entry page for Part II of a 303 Petition. The Notice of Intent to File a Petition for Extended Involuntary Treatment and Explanation of Rights is included as part of the Petition. (See Figure 27.)

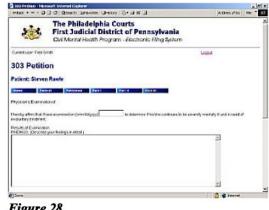
Figure 26



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.

Figure 27

Part III



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.

Figure 28

Submission to Court

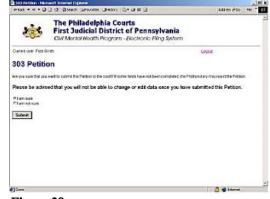


Figure 29

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Figure 30

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

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.

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

Pending Petitions

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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.

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Figure 32

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

Review Officer Functions

Viewing Hearing Lists

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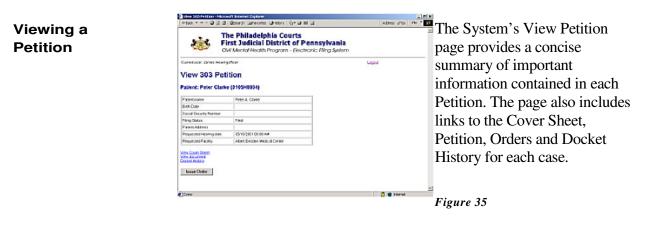
When a Mental Health Review Officer enters the CMHP System using his or her unique username and password, the Review Officer will first see the MHRO Home Page. The MHRO Home Page features a drop-down list of hearing dates and sites. By clicking on the down-arrow and scrolling through the hearing schedule,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

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.



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

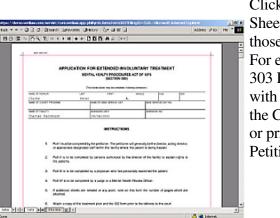


Figure 36



Figure 37

Entering an Order



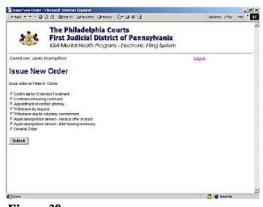
Figure 38

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.

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.

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

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



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

Figure 39

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Figure 40

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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.

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 e "View Order" link, the will display a draft of the d Order which will include a you have entered.

ou review the draft Order, y return to the prior datacreen by clicking on the button in your browser.

You may change any data

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."

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Satret	Order, by clicking on the "View
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Dow Brenne Sigure 43	edit any of the data you have

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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