

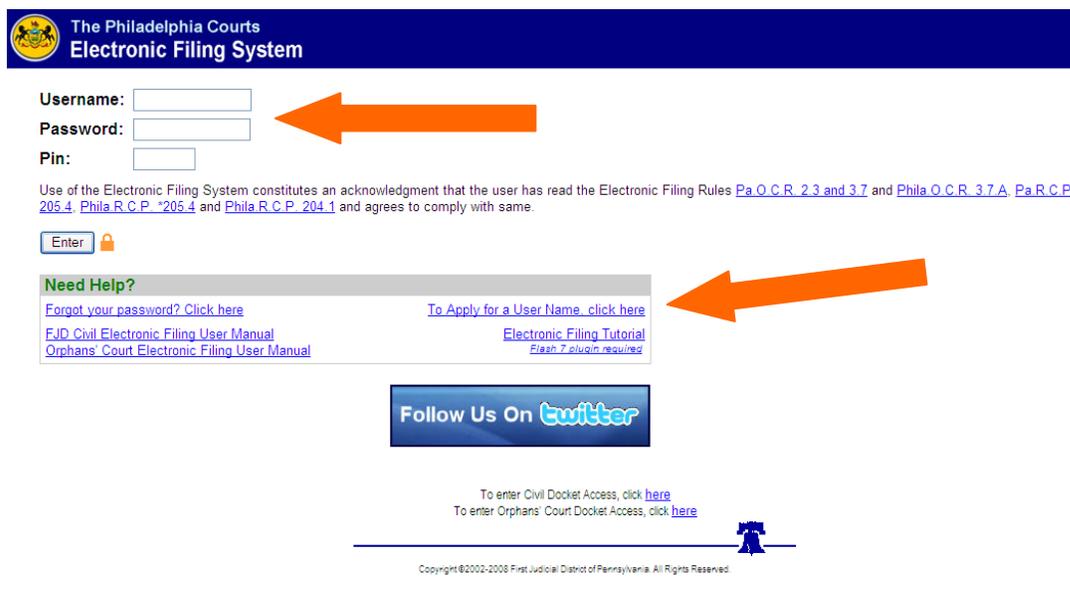
1. THE FJD CIVIL ELECTRONIC FILING SYSTEM

2.1. **First Judicial District's Homepage** – At your computer go to your internet browser available through your Internet Service Provider (ISP). In the address window at the top of the screen, type in <http://courts.phila.gov> to access the First Judicial District's Website.

2.2. **FJD Civil Electronic Filing System (EFS)**– On the FJD Home page, *click* on the **On-Line Services** tab, then click the **Trial Division-Civil** link under **Electronic Filing System** on the drop down menu.



2.2.1. **User Log On** screen - clicking on the Trial Division-Civil E-Filing link takes you to the FJD EFS User Log On screen.



2.2.1.1. Fill in your Username, Password and Pin and click on the Enter button, or

2.2.1.2. **User Name Application Process.** If this is the first time using the EFS, you need to apply for a Username, Password and PIN. Click on the link **To Apply for User Name.** (See *Image Above*).

2.2.1.3. The first “**Create Username**” screen will ask if you are an attorney licensed to practice in Pennsylvania or a “pro se” individual representing self. Click the appropriate circle to proceed.

2.2.1.3.1. If you are an attorney licensed to practice in Pennsylvania, you will be brought to a screen which requires you to enter your “**PA Attorney Number**” (*Do not include leading zeros*), and your “**Date of Birth**”. If you are a pro se individual representing self, you will be brought to a screen which requires you to enter pertinent information to create a user profile.



Create New User Name

Choose one:



I am an attorney licensed to practice in Pennsylvania.



I am not an attorney. I represent myself in the litigation for which I am requesting a User Name and Password ("PRO SE").



Create New User Name

For security purposes, we need to verify your identification. Please enter the following information.

PA Attorney Number Leading zeros will be truncated.

Date of Birth Day Month Year

Submit

2.2.1.3.2. If you receive the message “The attorney number and **date of birth did not match our records!**” (See *Image below*) click the link to update your Attorney information.



Create New User Name

The attorney number and date of birth did not match our records!

Click the [back](#) button to try again.

To update your Attorney information, [click here](#)

- 2.2.1.3.3. Your email application (i.e. Outlook, hotmail etc.) will open and an email will be pre-addressed to efsupport@courts.phila.gov. Provide the requested information: Name, Attorney ID, Date of Birth, Address, Email Address, Telephone Number and Fax Number. Click **Send**.
- 2.2.1.3.4. Upon receipt of the email, the Prothonotary will update the database and you will be sent an email advising you to return to the **Apply for User Name** screen and continue the User Name application process.
- 2.2.1.3.5. The main **“Create New User Name”** screen requires you to complete all pertinent information and then click the “Submit” button. You will receive electronic confirmation that your request was received and your User Name, Password and PIN will be sent to the email address you provided. (See Full Image on Next Page)



Create New User Name

Please enter all information, then click on "Submit". Your user name, pin number, password and ProSe number (if not an attorney) will be emailed to the email address you entered.

*Last Name

*First Name

Middle Initial

Suffix (Example: Jr, Sr, MD, III, PhD etc.)

*Date of Birth

*Street Address

*City

*State

Zip Code

*Phone Number Ext

Fax Number

*Email Address

*Re-enter Email Address

You can enter an optional additional two email addresses below. All correspondences, receipts and confirmation emails will also be sent to them.

Additional Email Address 1

Additional Email Address 2

* Required Fields

I verify that the statements made herein are true and correct, and that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

By clicking "Submit" I request that you issue a username and password which I will use to access the Civil Court Electronic Filing System and agree to comply with all applicable rules.

2.2.1.5. **Spam Filters.** The Password issuance process is fully automated, and upon submission, the following screen will be displayed advising the User that an email will be sent immediately to the registered email address.

Create New User Name

Your request was submitted successfully!

An email containing the username and password was sent to debbie.dailey@courts.phila.gov

IMPORTANT NOTICE!

Spam Filters. The Password issuance process is fully automated, and an email is generated within minutes of your request for a User Name. This email contains the User Name, Password and PIN. However, we have received numerous calls and emails from Users who have not received their User Name, Password and PIN. Should you not receive an email with your user name information within **30 minutes** of your submission request, the most likely culprit is a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be in your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. Should you be unable to retrieve this email contact_efsupport@courts.phila.gov.

Users who have not received their User Name, Password and PIN. Should you not receive an email with your user name information *within 30 minutes* of your submission request, the most likely culprit is a Spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be sent to your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. Should you be unable to retrieve this email contact efsupport@courts.phila.gov.

2.2.1.6. The **User Log On** screen also includes a link you can click for assistance if you forgot your Password.

The Philadelphia Courts
Electronic Filing System

Username:
Password:
Pin:

Use of the Electronic Filing System constitutes an acknowledgment that the user has read the Electronic Filing Rules [Pa.O.C.R. 2.3 and 3.7](#) and [Phila.O.C.R. 3.7.A](#), [Pa.R.C.P. 205.4](#), [Phila.R.C.P. *205.4](#) and [Phila.R.C.P. 204.1](#) and agrees to comply with same.

Enter

Need Help?
[Forgot your password? Click here](#) [To Apply for a User Name, click here](#)
[FJD Civil Electronic Filing User Manual](#) [Electronic Filing Tutorial](#)
[Orphans' Court Electronic Filing User Manual](#) Flash 7 plugin required

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