

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

NOTICE TO THE BAR

RE: ELECTRONIC FILING AND THE NAMING OF PDF DOCUMENTS

Beginning March 7, 2011, the naming convention of all PDF documents submitted for filing through the Civil Electronic Filing System will be modified. All documents filed before March 7, 2011 will not be affected by the modification.

The purpose of the modification is to bring more substance to the display of documents on the Court's docket and internal Case Management System. Currently, all file names given to PDFs uploaded through the Civil Electronic Filing System are changed upon acceptance by the Court.

With the implementation of the naming modification, the file name given to the PDF document by the filer will be maintained by the system and subsequently displayed on the Court's official docket, the Civil Electronic Filing System and the Court's internal Case Management System. For example, if a PDF is labeled by the filer as *Defendant's Answer to Plaintiff's Complaint*, the label will be maintained and displayed by the Court as labeled by the filer as *Defendant's Answer to Plaintiff's Complaint*.

In order to produce a meaningful docket display, filers are urged to label all submitted PDFs in an appropriate manner that can be easily identified by anyone who accesses the Court's system. Keeping the file names short by eliminating unnecessary words is encouraged and the use of characters such as apostrophes and percent signs in the file name is not allowed. The Court's docket captures the general nature of the filing and for whom it is filed. Therefore, including a reference to the filing party in the file name is unnecessary. Please be mindful of not including any sensitive information in the file name as well. Court dockets are public record so the file names will be displayed on the public docket.

Suggested PDF file names include:

- *Preliminary Objections*
- *Memorandum of Law*
- *Proposed Order*
- *Certificate of Service*
- *Exhibit A or Exhibits A - Z*
- *Reply to New Matter*
- *Entry of Appearance*
- *Motion for Summary Judgment*

This modification is not meant to suggest that all submissions must be separated in several PDF parts. If a filer wishes to attach one PDF containing a complete Preliminary Objections package, for example, they may and the appropriate label would be *Preliminary Objections*. However, if the filing is complex and voluminous, separating the filing into several PDF

documents is suggested. If separated, each PDF part should be labeled appropriately and the size of each PDF cannot exceed the 5 MB limit. More specifically, if the filing is submitted in parts, please upload each PDF in a meaningful order. For example, when filing a motion upload *Proposed Order* first, *Motion* second, *Memorandum of Law* next, then *Certificate of Service* and, last, *Exhibits* and other supporting documents.

Questions regarding this notice may be directed to the Court's Civil Electronic Filing Support staff at efsupport@courts.phila.gov.

Hon. D. Webster Keogh
Administrative Judge
Trial Division

Hon. William J. Manfredi
Supervising Judge
Trial Division – Civil

Date: February 25, 2011