

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

# Electronic Filing

in the Philadelphia Court of Common Pleas

## 3 Substantive Continuing Education Credits

This program has been approved by the Pennsylvania Continuing Legal Education Board for 3 hours of CLE credit in substantive law.

*The First Judicial District of Pennsylvania, Court of Common Pleas of Philadelphia, launched its Civil Electronic Filing System in August 2008. Effective January 5, 2009, the electronic filing of all civil matters in Philadelphia became mandatory. Anyone handling civil cases should be a registered user of the system. This course will provide in-depth instruction on the use of the electronic filing system. The electronic filing system was designed to allow for the filing of all civil cases and legal documents via the Internet from anywhere and at anytime using a personal computer. The system currently provides attorneys and litigants with unlimited online access to all papers and legal documents filed in their cases.*

**Philadelphia  
Tuesday, August 30, 2011**

First Judicial District of PA

Conference Room 380 City Hall  
Philadelphia PA 19107  
215-686-6651  
(public access to building via the  
Northeast Corner of City Hall)

**9:00 A.M. TO 12:15 P.M.**

**CHECK-IN BEGINS AT 8:30 A.M.**

**Submit Completed Registration  
via E-mail to:**  
[Kara.behlau@courts.phila.gov](mailto:Kara.behlau@courts.phila.gov)

**or Regular mail to:**

Office of the Prothonotary  
Attn: Kara Behlau  
Room 284 City Hall  
Philadelphia PA 19107

**or Fax to:**  
215-567-7380

**NO REFUND IF CANCELED LESS THAN  
24 HOURS IN ADVANCE OF CLASS**

### Program Topics

- Introduction of Panel and Remarks
- Rules of Civil Procedure Governing E-Filing
- In-Depth Description and Instruction of E-Filing System
- System Requirements
- Discussion and Questions & Answers

### Faculty

Hon. Pamela Pryor Dembe, President Judge, Hon. D. Webster Keogh, Administrative Judge, Hon. William J. Manfredi, Supervising Judge, Trial Division—Civil, Charles A. Mapp, Sr., Chief Deputy Court Administrator, Trial Division—Civil, Joseph H. Evers, Prothonotary & Clerk of Courts, Dominic J. Rossi, Esq., Deputy Court Administrator—Legal Services, Deborah E. Dailey, Deputy Prothonotary & Deputy Clerk of Courts, Steven Wulko, Quality Assurance, Trial Division—Civil

**Tuition** (includes electronic version of E-Filing Manual)

\$135.00 per person (lawyer) - \$80.00 per person (non-lawyer)

Name \_\_\_\_\_ Atty. # \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
Phone \_\_\_\_/\_\_\_\_-\_\_\_\_ FAX \_\_\_\_/\_\_\_\_-\_\_\_\_  
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