

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

**OFFICE OF JUDICIAL RECORDS
(Formerly known as “The Office of the Prothonotary”)**

Water and Sewer charges against a property must be paid to clear title to the property.

To determine whether water/sewer charges and liens are due for a property, there are three separate databases which must be searched:

(1) Liens for some overdue water/sewer charges are separately docketed in the Office of Judicial Records’ **Judgment/Lien Index** and may be accessed from the computers located in Room 262 City Hall as follows:

- (a) Click on *Internet Explorer*. This brings up the *FJDnet* website.
- (b) Under the *Links* dropdown in menu bar near top of screen, click/select *OJR-Judgment/Lien Index*.
- (c) Select/click on *Tax Report Daily* from the list of judgment/lien index files.
- (d) The *Find* tool for Adobe Reader may be used to narrow the search. Use the keyboard to enter Ctrl F or right-click on the mouse and click *Find* to initiate the tool.
- (e) The column titled “Term Number” is the lien number for each record displayed (term number = lien number).

(2) The “*Water & Sewer Receivables*” database for miscellaneous water and sewer charges can be accessed as follows:

- (a) From the desktop, open the “*Water & Sewer Receivables*” database by double clicking the “*Water & Sewer Receivables*” icon.
- (b) Miscellaneous Water/sewer charges are searchable by *Customer Name*, *Account Number*, or *Property Address*.

Use the pull-down menu and choose one parameter:

- Customer Name
 - Type first name or last name. Do NOT type a space after the last letter.
 - Click “Go” to search.
- Account Number
 - Type 00 then the middle 10 digits of the customer’s Water Revenue Bureau (WRB) account number, for a total of 12 digits. For example, 060-41550-01120-001 becomes 004155001120.
 - Click “Go” to search.
- Property Address
 - Use the pull-down menu to choose the street name first. Then type the house number. Do NOT type a space after the last number or letter. Then use the pull-down menu to choose a street direction, if applicable.
 - Click “Go” to search.

(c) If the property is subject to a miscellaneous water/sewer receivable or lien, a description of the work and the amount owed will display on the right side of the screen. If the result says “No Outstanding Balance,” the property is not subject to a miscellaneous water/sewer receivable or lien. If the result says “No Data Found,” the property is either not subject to a miscellaneous water/sewer receivable or lien, OR the data you entered in Step B is incorrect. Call the WRB’s Agency Receivables Unit at 215-686-6963 to confirm.

(d) Call the WRB’s Agency Receivables Unit at 215-686-6963 or PWD’s Customer Service Unit at 215-685-9601 with questions about the miscellaneous water/sewer charge or lien.

(3)The “***Water & Sewer Charges***” database for water/sewer usage and stormwater liens can be accessed as follows:

(a) From the desktop, open the “***Water & Sewer Charges***” database by double clicking the icon.

(b) The database is searchable by *Customer Name, Account Number, or Property Address.*

- Customer Name
 - Type last name then first name, last name only, or first name only. For example, type Smith John, Smith, or John to search for John Smith.
 - Click “Find” to search.
- Account Number
 - Type the customer’s 16 digit Water Revenue Bureau (WRB) account number. Do not type hyphens. For example, enter account number 060-41550-01120-001 as 0604155001120001.
 - Click “Find” to search.
- Property Address
 - Type property number then street name. Use street-type abbreviations. For example, type RD for Road, ST for Street, etc.
 - Click “Find” to search.

(c) If the property is subject to a water/sewer usage or stormwater lien, the amount owed will display on the screen. If the result says “No Liens Found” the property is not subject to a water/sewer/stormwater lien. If the result says “No Matches Found. Please Try Again,” the data you entered in Step B is incorrect. Please enter correct data.

(d) Call the WRB at 215-686-6880 with questions about the water/sewer/ stormwater lien.

Eric Feder
Deputy Court Administrator
Director, Office of Judicial Records
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