

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



PHILADELPHIA MUNICIPAL COURT ELECTRONIC FILING SYSTEM

LOGIN

PUBLIC LOGIN

Username
Password

[Secure Login](#)



Attorneys and members of the public can view case dockets online with **Public Access Search**, part of the **CLAIMS** system.

The CLAIMS system's Public Access Search application allows a user to search for cases by case number, plaintiff name, or defendant name.

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 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

Change the password using the guidelines provided.

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

HOME HEARING LIST CASE SEARCH LOGOUT

PHILADELPHIA MUNICIPAL COURT Monday, October 1, 2012 | JOE FILER

CMS (Case Management System) Search	Case Initiation Quick Plaintiff List	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 Review Pending Submission to Court Review Deficiency Returned Items Review Submitted and Pending Court Approval Review Approved Pending Adjudication Review Adjudicated
Schedule Schedule Private or Non-Attorney Filer Hearings	Reports Billing Report	
Service Packs Attorney Service Packs Pending Printing Attorney Service Pack Printed Report	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 or non-attorney filer) Attorney Repair PDFs	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

PHILADELPHIA MUNICIPAL COURT Thursday, October 4, 2012 | JOE FILER

CMS (Case Management System) Search	Case Initiation Quick Plaintiff List	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 Review Pending Submission to Court Review Deficiency Returned Items Review Submitted and Pending Court Approval Review Approved Pending Adjudication Review Adjudicated
Schedule Schedule Private or Non-Attorney Filer Hearings	Reports Billing Report	
Service Packs Attorney Service Packs Pending Printing Attorney Service Pack Printed Report	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 or non-attorney filer) Attorney Repair PDFs	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.

Click on **Add New Plaintiff to Quick List**

Add Quick Plaintiff

Plaintiff Information

Name

AKA/DBA

Plaintiff Address

Street 1

Street 2

City/ State/ Zip Code

Email

Plaintiff Attorney (6 Digit Code) [List of Values](#)

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of record for the plaintiff.** If you are a Pro Se filer, make sure to add your email address in the box provided.

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
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	

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 **Initiate New Case** link on the Home page. The **Select Case Type** 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 Initiation: Select Case Type

Case Type	
<input type="radio"/>	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.
<input type="radio"/>	SC/LT 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.
<input type="radio"/>	SC/MV 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.
<input type="radio"/>	SC/CP If your case involves a consumer purchase, commercial paper, or loans, select this option.
<input checked="" type="radio"/>	SC Other. Choose this if none of the above applies.

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 chose including adding a quick plaintiff.

Parties	
Plaintiff(s)	Defendant(s)
Add Individual / Organization to new address Add from quick plaintiff list.	Add Individual / Organization 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.

Add Individual Plaintiff

Plaintiff Information

First Name:
 Middle Name:
 Last Name:
 Suffix:
 AKA/DBA:
 AttorneyID: [List of Values](#)
 Email:

Plaintiff Address

Street 1:
 Street 2:
 City/ State/ Zip Code:
 Plaintiff is a Minor:

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of 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)
Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address	Add Individual / Organization to new address Alternate Service Address

Once the first plaintiff has 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 Organizational Plaintiff

Plaintiff Information

Name: Joseph Filer & Associates, P.C.

AKA/DBA: By: Joseph Filer, President

AttorneyID: [List of Values](#)

Email:

Plaintiff Address

Street 1: 22 MAIN STREET

Street 2:

City/ State/ Zip Code: 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. Refer to page ## for further information.

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

Add Individual Defendant

Defendant Information

First Name: Fred

Middle Name:

Last Name: Smith

Suffix:

AKA/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

Defendant is a Minor? Yes No

Linked to 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: 44 ELM STREET

Street 2:

City/ State/ Zip Code: Philadelphia PA 19122

Service Type for this address?

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to name as a defendant? If so, please enter the spouse's name below:

First Name:

Middle Name:

Last Name:

Suffix:

Is defendant in military service? Yes No

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

If the defendant is in the military service, click Yes.

Add the defendant's address and choose the service type for this case. Service options are determined by the defendant's location. Refer to **the Rules, Procedures 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 information is complete, click the **Save** button.

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

Add Organizational Defendant

Defendant Information

Name: AAA Appliances, Inc.
AKA/DBA:
AttorneyID: [List of Values](#)
Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Linked to defendant: [List of Values](#)
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?

Only the text fields with **bold** lettering are required. **Do not add an Attorney ID number for the defendant.**

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.

Record has been successfully saved.

Plaintiff(s)	Defendant(s)
Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address Add Individual / Organization to new address Add from quick plaintiff list.	Fred Smith 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address 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 **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: Fred
Middle Name:
Last Name: Smith
Suffix:
AKA/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
Defendant is a Minor? Yes No
Linked to defendant: Fred Smith, 44 ELM 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: 666 PARK AVENUE
Street 2:
City/ State/ Zip Code: PHILADELPHIA PA 19155
Service Type for this address?

When adding another address for an existing defendant, use the **Linked to defendant** drop down menu to link the defendant to both addresses.

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 required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

The text box holds an unlimited amount of characters. The summary of the complaint can be completed in another program (Word, for example) and the information can be copied and pasted into the text box.

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	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00

Plaintiff has requested [Affidavit of Physician](#)

Plaintiff has requested [Affidavit of Repairman](#)

Include Notice of Intent to Defend

Statute Expiring

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

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.

If your case requires either an **Affidavit of Physician** or an **Affidavit of Repairman**, click the appropriate box and one will be generated for you. If you wish to include a **Notice to Defend**, click the box and one will be generated with the service pack. A self-addressed stamped envelope is required.

This box is to be used to communicate information to the court clerk who will be reviewing your claim. These comments **DO NOT** appear on the docket once the claim has been approved.

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

Case Initiation: Statement of Claims

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending

o Record has been successfully saved.

Parties	
Plaintiff(s)	Defendant(s)
<p><u>Joe Filer</u> 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Add from quick plaintiff list.</p>	<p><u>Fred Smith</u> 44 ELM STREET Philadelphia, PA 19122 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Alternate Service Address</p>

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 required (as an exhibit) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.

Claim Amounts:	
Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00
Plaintiff has requested Affidavit of Physician	<input type="checkbox"/>
Plaintiff has requested Affidavit of Repairman	<input type="checkbox"/>
Include Notice of Intent to Defend	<input type="checkbox"/>
Statute Expiring	<input type="checkbox"/>

If the statute is expiring, check the box indicating that. Clerks will only review claims between the hours of 9:00 am to 5:00 pm Monday through Friday. If your statute is expiring the day you submit your case, contact the First Filing Unit at 215.686.2901 upon submission.

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

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.

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

Initial Claim - Verification

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 Claim - Verification

Case Details

Case ID: 2395180 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.**

Other Persons:

Back Save Next Cancel

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.

Initial Claim - Docket Entries

Case Details

Case ID: 2395177 **Docket Type:** Initial Complaint - Statement of Claims

Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Statement of Claims		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Fred Smith (D1)		Preview
Plaintiff Instructions SC		JOE FILER	Fred Smith (D1)		Preview
SC What To Do		JOE FILER	Fred Smith (D1)		Preview
Non-Military Affidavit		JOE FILER	Fred Smith (D1)		Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Preview the complaint and go back and edit if necessary.

All complaints are required to have exhibits attached. If an exhibit is unavailable, a 109 affidavit can be generated or uploaded to explain why exhibits are not attached. To add an exhibit, click on the **Scan/Upload** link.

If the claim involves personal injury or property damage over \$2,000.00 a **Claim Fact Sheet** is required. One can be generated by clicking on the link. If the defendant must be served by some means of alternative service requiring the filing of a petition, or an **Informa Pauperis** petition, click on the appropriate links to either generate or upload the documents.

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Add Exhibit

Case Details

Case ID: 2395177 **Docket Type:** Initial Complaint - Statement of Claims
Case Type: SC **Status:** Pending
Case Caption: Joe Filer v. Fred Smith

Please enter a description:

Please select the submission method:
 Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request
 ADA Request (Please enter ADA Request description)

Enter a description of the exhibit. Click on the radio button and the **Browse** button to select the file from your computer. If the document being uploaded is a request for accommodation which falls under the **Americans With Disabilities Act**, click the box to alert the court of your request. Click the **Save** button to upload the document(s).

After the document has been uploaded, it can be previewed on the **Docket Entries** screen and the description can be edited if necessary.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Statement of Claims		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	CONTRACT	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Fred Smith (D1)		Preview
Plaintiff Instructions SC		JOE FILER	Fred Smith (D1)		Preview
SC What To Do		JOE FILER	Fred Smith (D1)		Preview
Non-Military Affidavit		JOE FILER	Fred Smith (D1)		Preview

Once the exhibits have been added, click the **Next** button to select your hearing date and complete the filing of your complaint.

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 Claims
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: ▼

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:	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 below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card:

Street 1

Street 2

City/State/Zip Code

Attorney Comments

N/A

If this is the only case that you will be filing, click on the drop 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. Once all cases have been created, click the **Schedule Bulk 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.

To schedule this single case, enter the credit card information and click the **Submit To Court** button.

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

Court Submission Results

Case Details	
Case ID: 2395177	Docket Type: Initial Complaint - Statement of Claims
Case Type: SC	Status: Pending Clerk Review

Court 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.

▶ Review Invoices

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976722
Invoice Status	Pending
Case Number	
Case ID	2395177
Docket Entry ID	16347182
Description	Initial Complaint - Statement of Claims
Docket Entry Status	Pending Clerk Review
Submission Date	10/01/2012 12:26 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3B738924

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					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6e6;"><th style="text-align: left; padding: 5px;">Plaintiffs</th></tr> </thead> <tbody> <tr><td style="padding: 5px;">Joe Filer 22 MAIN STREET Philadelphia, PA 19111</td></tr> </tbody> </table>	Plaintiffs	Joe Filer 22 MAIN STREET Philadelphia, PA 19111	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6e6;"><th style="text-align: left; padding: 5px;">Defendants</th></tr> </thead> <tbody> <tr><td style="padding: 5px;">Fred Smith 44 ELM STREET Philadelphia, PA 19122</td></tr> </tbody> </table>	Defendants	Fred Smith 44 ELM STREET Philadelphia, PA 19122
Plaintiffs					
Joe Filer 22 MAIN STREET Philadelphia, PA 19111					
Defendants					
Fred Smith 44 ELM STREET Philadelphia, PA 19122					

Page generated on 10/01/2012 12:23 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

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 mccclaims@courts.phila.gov 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 **Initiate New Case** link on the Home page. The **Select Case Type** screen will open. The LT radio button should be used for all claims seeking possession of a property or seeking a money judgment after a tenant has left a rental property.

Case Initiation: Select Case Type

Case Type	
<input checked="" type="radio"/> 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.
<input type="radio"/> SC/LT	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.
<input type="radio"/> SC/MV	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.
<input type="radio"/> SC/CP	If your case involves a consumer purchase, commercial paper, or loans, select this option.
<input type="radio"/> SC	Other. Choose this if none of the above applies.

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 Individual / Organization to new address Add from quick plaintiff list.	Add Individual / Organization 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.

Add Individual Plaintiff

Plaintiff Information

First Name:

Middle Name:

Last Name:

Suffix:

AKA/DBA:

AttorneyID: [List of Values](#)

Email:

Plaintiff Address

Street 1:

Street 2:

City/ State/ Zip Code:

Plaintiff is a Minor:

To your knowledge, is this party a senior citizen (defined as over 60)? Yes No

Only the text fields with **bold** lettering are required for Pro-se filers. **However, an attorney is required to enter his or her PA Bar number to become attorney of 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.

Record has been successfully saved.

Parties	
Plaintiff(s)	Defendant(s)
Joe Filer 22 MAIN STREET PHILADELPHIA, PA 19111 Add Individual/Organization to this address Add Individual / Organization to new address Add from quick plaintiff list.	Add Individual / Organization to new address Alternate Service Address

Once the first plaintiff has 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 Organizational Plaintiff

Plaintiff Information

Name: Joseph Filer & Associates, P.C.
 AKA/DBA: By: Joseph Filer, President
 AttorneyID: [List of Values]
 Email: [x]

Plaintiff Address

Street 1: 22 MAIN STREET
 Street 2:
 City/ State/ Zip Code: PHILADELPHIA PA 19111

Save Cancel

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. Refer to page ## for further information.

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

Add Individual Defendant

Defendant Information

First Name: Fred
 Middle Name:
 Last Name: Smith
 Suffix:
 AKA/DBA: AND ALL OTHER OCCUPANTS
 AttorneyID: [List of Values]

Note: Private attorneys cannot specify opposing 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: [dropdown]

To track multiple addresses requiring addresses as separate defendants accurate statistics.

Defendant Address

Street 1: 123 Elm Street
 Street 2:
 City/ State/ Zip Code: Philadelphia PA 19122
 Service Type for this address? [dropdown]

Spouse of Defendant Listed Above

Does the defendant listed above have a spouse living at the same address who you would also like to If so, please enter the spouse's name below:

First Name:
 Middle Name:
 Last Name:
 Suffix:
 Is defendant in military service? Yes No
 To your knowledge, is this party a senior citizen (defined as over 60)? Yes No

Save Cancel

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

If the defendant is in the military service, click 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's location. Refer to **the Rules, Procedures 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 information is complete, click the **Save** button.

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

Add Organizational Defendant

Defendant Information

Name: AAA Appliances, Inc.

AKA/DBA:

AttorneyID: [List of Values](#)

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Linked to 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?:

Only the text fields with **bold** lettering are required. Do not add an Attorney ID number for the defendant.

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)
<p>Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Add from quick plaintiff list</p>	<p>Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 Add Individual/Organization to this address</p> <p>Add Individual / Organization to new address Alternate Service Address</p>

A defendant can be docketed under one 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. However, only the rental property can be posted.

Add Individual Defendant

Defendant Information

First Name: Fred

Middle Name:

Last Name: Smith

Suffix:

AKA/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

Defendant is a Minor? Yes No

To your knowledge, is this party a senior citizen (defined as over 60)? Yes No

Linked to defendant: 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: 1234 Main Street

Street 2:

City/ State/ Zip Code: Philadelphia PA 19111

Service Type for this address?:

When adding another address for an existing defendant, use the **Linked to defendant** drop down menu to link the defendant to both addresses.

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

And: Attached Lost

Commencing on: 01/01/2012

For a term of: Month To Month A Year or More Other

Purpose of lease: Residential Non-Residential

Property Address:

Street 1: 123 Elm Street

Street 2:

City/ State/ Zip Code: Philadelphia PA 19122

NOTE: Only the first 59 characters of the address will appear on the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N, for North.

Section II

Plaintiff states that he/she/it is in compliance with Section 102.1 of the Philadelphia Property Maintenance Code by having a valid housing inspection license at the time of filing. A copy of the license is attached.

Plaintiff states that he/she/it is not required to have a housing inspection license because he/she/it is not operating a multiple-family dwelling, rooming house, dormitory or hotel, or offering for rent a one-family dwelling, two family dwelling or a rooming unit.

Section III

Plaintiff states that he/she/it is in compliance with Section 102.8 of the Philadelphia Property Maintenance Code by having a business privilege license at the time of filing. A copy of the license is attached.

Section IV

Premises fit for stated purpose. Premises unfit for stated purpose.

Plaintiff states that he/she/it is unaware of any open notice issued by the Department of Licenses and Inspections ("Department") alleging that the property at issue is in violation of one or more provisions of the Philadelphia Code.

Plaintiff states that he/she/it is aware of one or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadelphia Code.

Section V

Notice to Vacate Premises by: 09/30/2012

Notice was given on: 09/01/2012

Section VI

The defendant is in possession of the property and refuses to surrender possession of the property.

The defendant surrendered possession of the property on:

Section VII

Plaintiff demands a judgment of possession.

Plaintiff demands a money judgment in the amount itemized below based on Non Payment of amounts due under the lease.

The amount of unpaid rent below and late fees alleged due. The first item listed is intended as an example. "Past balance due" is unacceptable.				Summarize the amounts alleged due below.	
Month	Year	Rent	Late Fee		
September	2012	500.00	50.00 late fee	Rent	\$ 1000.00
October,	2012	500.00	50.00 late fee	Late Fees	\$ 100.00
				Gas	\$ 0.00
				Electric	\$ 0.00
				Water / Sewer	\$ 0.00
				Attorney's Fees	\$ 0.00
				Other	\$ 0.00
				Total	\$ 1100.00

Termination of the term. This box should only be checked if the plaintiff provided notice to the defendant that the lease was terminated due to the term of the lease having expired and the plaintiff deciding not to renew it. It should not be checked if the plaintiff limited its notice to nonpayment of rent.

Breach of a condition(s) of the lease other than nonpayment of rent.

Damages to the premises or plaintiff's personal property.

Other.

Plus ongoing rent in the amount of \$ 500.00 from the date of the filing of this complaint to the date of the hearing on the matter.

Further Information

Plaintiff has requested Affidavit of Repairman

Statute Expiring

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

Always enter the rental property address.

If the defendant has vacated the property, indicate the date possession was surrendered.

If possession is being sought for breach, a description of the breach will be required. If damages are being sought, a description of the damages will be required.

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.

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

Initial Claim - Verification

Case Details

Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Verification

I am a plaintiff in this landlord tenant 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 landlord tenant 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.**

A pro-se filer filing on behalf of himself should populate the first radio button.

Initial Claim - Verification

Case Details

Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Verification

I am a plaintiff in this landlord tenant 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 landlord tenant 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.**

Other Persons:
Joe Filer, Authorized Representative

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 text box.

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.

Initial Claim - Docket Entries

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122	

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Landlord Tenant Complaint		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
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

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload

[Back](#) [Next](#) [Cancel](#)

Preview the complaint and go back and edit if necessary.

All Landlord-Tenant claims for residential properties are required to have a Housing Inspection license attached. If the lease or notice to vacate or other documentation is unavailable, a 109 affidavit can be generated or uploaded to explain why those documents are not attached. To add an exhibit, click on the **Scan/Upload** link.

If the defendant must be served by some means of alternative service requiring the filing of a petition, or an **Informa Pauperis** petition must be filed, click on the appropriate links to either generate or upload the documents.

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Add Exhibit

Case Details

Case ID: 2395178 **Docket Type:** Initial Complaint - Landlord Tenant Complaint

Case Type: LT **Status:** Pending

Case Caption: Joe Filer v. Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS

Please enter a description:

Please select the submission method:

Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request

ADA Request (Please enter ADA Request description)

Enter a description of the exhibit. Click on the radio button and the **Browse** button to select the file from your computer. If the document being uploaded is a request for accommodation which falls under the **Americans With Disabilities Act**, click the box to alert the court of your request. Click the **Save** button to upload the document(s).

After the document has been uploaded, it can be previewed on the **Docket Entries** screen and the description can be edited if necessary.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Landlord Tenant Complaint		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	LICENSE, LETTER, LEASE	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
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

Once the exhibits have been added, click the **Next** button to select your hearing date and complete the filing of your complaint.

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: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	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: 10/25/2012 08:45 AM (50) ▼

Fee Details

Court Cost:	22.00
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:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

Credit Card Details

Credit Card Number: 4111111111111111

Expiration: 01 / 13 (MM/YY)

Security Number: 123 [Help](#)

Billing Information

<p>Use the address below: <input checked="" type="radio"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111</p> </div>	<p>Enter a new address: <input type="radio"/></p> <p>Name on Card: <input type="text"/></p> <p>Street 1 <input type="text"/></p> <p>Street 2 <input type="text"/></p> <p>City/State/Zip Code <input type="text"/> <input type="text"/> <input type="text"/></p>
--	---

Attorney Comments

N/A

If this is the only case that you will be filing, click on the drop 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. Once all cases have been created, click the **Schedule Bulk Hearings** link to schedule all of the cases together.

To schedule this single case, enter the credit card information and click the **Submit To Court** button.

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

Court Submission Results

Case Details	
Case ID: 2395178	Docket Type: Initial Complaint - Landlord Tenant Complaint
Case Type: LT	Status: Pending Clerk Review

Court Review
 The Initial Complaint - Landlord Tenant Complaint 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.

[▶ Review Invoices](#)

Philadelphia Municipal Court - Case Management System

Invoice Report

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 Clerk Review
Submission Date	10/02/2012 12:02 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3B7C7787

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

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 10/02/2012 11:58 AM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

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

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.

New Petition - Select Petition

Petition Type

- 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 Intervene and Open Judgment
- Petition to List the Case for a Hearing on its Merits and to Vacate the Settle, Discontinue and
- 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
- Petition to Stay Eviction
- Petition to Stay Writ of Execution
- Petition to Vacate the Judgment By Agreement

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 Parties

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Petition - Petition to Open Judgment for Defendant by Default
Case Type:	SC	Status:	Pending

Case Instance 1 (Complaint)					
Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Select which parties are to be involved in the petition and which party is the Filer of the petition. Click the **Next** button.

Petition - Select Service Type

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Plaintiff by Default
Case Type: SC **Status:** Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 1 (Complaint) Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 Service Type:	Ready for trial

Please select service type.

Next Delete Cancel

C & E Process Service
Philadelphia Writ Service
Other (requires Petition for Alternate Service)
Private Service

Most petitions require service of process. Click on the drop down menu to choose the service type.

Petition - Verification

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Verification

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.

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 petition 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

A pro-se filer filing on behalf of himself should populate the first radio button.

Petition - Verification

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Verification

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.

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 petition 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.**

Other Persons:

Back Save Next Cancel

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 text box. **AN AUTHORIZED REPRESENTATIVE CAN ONLY 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: [SC-12-10-02-3000](#) Docket Type: Petition - Petition to Open Judgment for Defendant by Default

Case Type: SC Status: Pending

Petition to Open Judgment for Defendant by Default

A hearing was held in Municipal Court on

by default on

Your Petitioner failed to appear at the hearing for reasons that

Your Petitioner has good reason to proceed in that

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Is emergency petition

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.

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.

If the petition is an emergency, check the box to indicate that. A petition should only be marked as an emergency if there is a true emergency such as a frozen bank account, a lockout has been scheduled or a lockout has already happened in Landlord-Tenant situations. Click the **Next** button to continue with the filing.

Petition - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122

The petition can be previewed and edited if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Petition to Open Judgment for Defendant by Default		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload
Add Payment Schedule	Generate Scan/Upload

If there are exhibits that should be reviewed by the judge reviewing the merits of the petition, upload them on the **Docket Entries** screen. Click on the **Add Exhibit [Scan/Upload](#) link**.

[Back](#) [Next](#) [Cancel](#)

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Add Exhibit

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default

Case Type: SC **Status:** Pending

Case Caption: Joe Filer v. Fred Smith

Please enter a description:

Please select the submission method:

Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request

ADA Request (Please enter ADA Request description)

Enter a description of the exhibit. Click on the radio button and the **Browse** button to select the file from your computer. If the document being uploaded is a request for accommodation which falls under the **Americans With Disabilities Act**, click the box to alert the court of your request. Click the **Save** button to upload the document(s).

Petition - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default

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/Comments	Filing Party	Docketed Under	Edit	Preview
Petition to Open Judgment for Defendant by Default		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	TRAFFIC REPORT	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP Joe Filer	Generate Scan/Upload
Add PAS for PAS Mail: Fred Smith	Generate Scan/Upload
PAS PO Box: Fred Smith	Generate Scan/Upload
Add Payment Schedule	Generate Scan/Upload

Once the exhibit 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.

Petition - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **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
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
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

Credit Card Details

Credit Card Number:

Expiration: / (MM/YY)

Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)

Street 1

Street 2

City/State/Zip Code

Attorney Comments

N/A

[Back](#) [Submit To Court](#)

On the **Submit to Court** page, notice all fees are listed. Initially, only the petition filing fees will be charged once the petition is approved for review by a judge. The service fee will only be charged if the Rule is granted and a hearing date is assigned.

Enter the credit card information and click the **Submit to Court** button.

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Petition - Petition to Open Judgment for Defendant by Default

Case Type: SC **Status:** Pending Clerk Review

Court Review

The Petition - Petition to Open Judgment for Defendant by Default 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.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the petition is awaiting review and invoices can be reviewed and/ or printed. There will be an invoice for the filing charge and an invoice for the service fee.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976737
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16347731
Description	Petition - Petition to Open Judgment for Defendant by Default
Docket Entry Status	Pending Clerk Review
Submission Date	10/19/2012 12:05 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3C1C8DC7

Description	Total
Combined PWS service fee	27.00
Total	27.00

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Invoice Summary	
Invoice Number	976736
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16347731
Description	Petition - Petition to Open Judgment for Defendant by Default
Docket Entry Status	Pending Clerk Review
Submission Date	10/19/2012 12:05 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3AE1115B

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	19.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

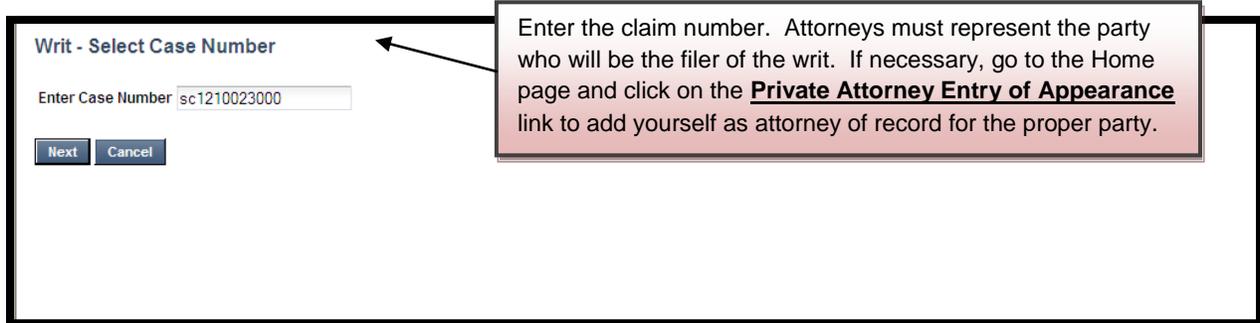
Page generated on 10/19/2012 12:06 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

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 mcclaims@courts.phila.gov will be sent once the petition has been reviewed. Make sure to add this email address to your address book.

Initiate New Writ

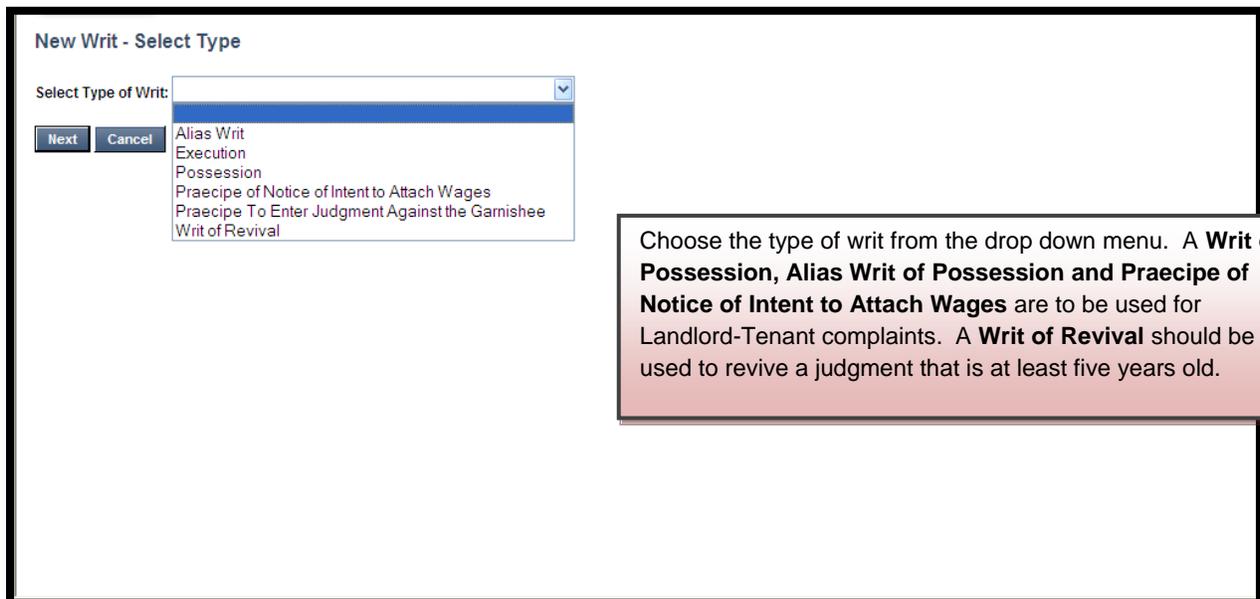
To begin filing a writ, click on the **Initiate New Writ** link on the Home Page and enter the claim number.



Writ - Select Case Number

Enter 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 page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.



New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Praecipe 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

Writ - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Writ - Execution

Case Type: SC Status:

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address			
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111			
Involved	Filer	Defendant	#	Address	Status	
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial	
Involved	Garnishee		Address		Status	Related Party
Add Individual / Organizational Garnishee						

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

If a Garnishee is to be added, click the **Add Individual/Organizational Garnishee** link.

Add Garnishee ✕

Individual Organization/Company Select Related Party: Fred Smith (D1)

Name: AKA/DBA:

Email: ✕ +

Street 1:

Street 2:

City/State/Zip Code:

Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click **Submit**.

Case Details

Case Number: [SC-12-10-02-3000](#)

Docket Type: Writ - Execution

Case Type: SC

Status: Pending

Writ Of Execution

Service

Service Type: Sheriff

Amounts

Real Debt: 5000

Credit: 500

Interest from: 10/25/2012

Interest:

Costs Paid

Prothonotary:

Sheriff (optional):

Only the Sheriff serves Writs of Execution. Populate the text boxes on the **Writ of Execution** page.

To satisfy the judgment, interest and cost against the defendant(s):

Enter Defendant(s) names

Fred Smith

Property

Server is directed to levy upon the property of the defendant(s) and to sell defendant(s)' interest therein:

Enter Defendant(s) Addresses

44 Elm Street
Phila., PA 19122

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

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

Case Details

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 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

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details

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 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.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button.
AN AUTHORIZED REPRESENTATIVE CANNOT FILE A WRIT OF ANY KIND.

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

Writ - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Writ - Execution
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (<i>Garnishee</i>) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

The writ can be previewed and edited if necessary.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Præcipe Execution		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
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

Add Docket Entries	
Add Exhibit	Scan/Upload
Back	Next Cancel

If a Garnishee has been added, Interrogatories will be generated. It also possible to add additional exhibits by clicking on the **Add Exhibit [Scan/Upload](#)** link.

Add Exhibit

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Writ - Execution
Case Type: SC	Status: Pending
Case Caption: Joe Filer v. Fred Smith	

Please enter a description: x

Please select the submission method:

Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

Scan Exhibit (generate scan cover sheet)

Express Scan Code (this option only available with valid express scan code number)

ADA Request

ADA Request (Please enter ADA Request description)

Hearing

Flag for review on electronic hearing list

Enter a description of the exhibit. Click on the radio button and the **Browse** button to select the file from your computer. Click the **Save** button to upload the document(s).

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Writ - Docket Entries

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Execution
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
Pracpice Execution		Joe Filer	Fred Smith (D1) PNC BANK (G) Joe Filer (P)		Preview
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 Size: 1.63 MB	Joe Filer	Fred Smith (D1)	Edit	Preview

Add Docket Entries
Add Exhibit [Scan/Upload](#)

Once the exhibit 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 Court

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Execution
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

The Court does not charge a fee for the filing of the Writ of Execution. Click the **Submit To Court** button to send it to the Court for review.

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

Writ of Possession

Writ - Select Case Number

Enter 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 page and click on the **Private Attorney Entry of Appearance** link to add yourself as attorney of record for the proper party.

New Writ - Select Type

Select Type of Writ:

Alias Writ
Execution
Possession
Praecipe of Notice of Intent to Attach Wages
Praecipe To Enter Judgment Against the Garnishee
Writ of Revival

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.

Writ - Select Parties

Case Details

Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Possession

Case Type: LT **Status:** Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		Status
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS	1	123 Elm Street Philadelphia, PA 19122	Disposed

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

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Writ Of Possession

Service
 Service Type: ▼

Amounts
 Real Debt: LT Officer
 Sheriff

The first step is to choose the Service Type from the drop down menu. The choices are LT Officer and The Sheriff.

Case Details

Case Number: LT-12-11-08-3001 Docket Type: Writ - Possession

Case Type: LT Status: Pending

Writ Of Possession

Service
 Service Type: LT Officer ▼

Amounts
 Real Debt: 5000
 Credit:
 Interest from: 10/25/2012 [Calendar]
 Interest:
 Costs Paid
 Prothonotary: 100.00
 Sheriff (optional): 95.00

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.

To satisfy the judgment of possession in the above matter you are directed to deliver possession of the following described property to:

Joe Filer

To satisfy the debt and costs against:

Fred Smith

you are directed to levy upon any property and sell his/her/their interest therein of:

44 Elm Street

Comments for court clerk (optional). These comments will not appear on the docket forms.

Display message: Notice to the Tenant: Judgment was entered for non-payment of rent. If the full amount of the judgment plus court costs is paid on or prior to the eviction date, eviction shall not proceed. The landlord should provide you with a signed "Order to Satisfy" which must be filed in Room 1000, 1339 Chestnut Street, Philadelphia, PA 19107. If you are unable to obtain an "Order to Satisfy" call 215-686-7957/7989 for further information.

Next Delete Cancel

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.

Writ - Verification

Case Details

Case Number: LT-12-10-02-3001

Case Type: LT

A pro-se filer should populate the first radio button.

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 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

Writ - Verification

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession

Case Type: LT 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 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.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CANNOT FILE A WRIT OF ANY KIND.**

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

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

PHILADELPHIA MUNICIPAL COURT

HOME HEARING LIST CASE SEARCH LOGOUT

Tuesday, November 6, 2012 | JOE FILER

Writ - Docket Entries

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession

Case Type: LT **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Praeipce Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

Add PAS [Generate](#)

[Back](#) [Next](#) [Cancel](#)

The writ can be previewed and edited if necessary.

Add additional exhibits by clicking on the **Add Exhibit Scan/Upload** link.

Add Exhibit

Case Details

Case Number: [LT-12-10-02-3001](#) **Docket Type:** Writ - Possession

Case Type: LT **Status:** Pending

Case Caption: Joe Filer v. Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS

Please enter a description:

Please select the submission method:

Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request

ADA Request (Please enter ADA Request description)

[Save](#) [Cancel](#)

Enter a description of the exhibit. Click on the radio button and the **Browse** button to select the file from your computer. Click the **Save** button to upload the document(s).

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Writ - Docket Entries

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Possession
Case Type: LT **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122	Disposed

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Cover Page Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Præcipe Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview
Possession		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents Size: 1.83 MB	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries
Add Exhibit [Scan/Upload](#)
Add PAS [Generate](#)

[Back](#) [Next](#) [Cancel](#)

Once the exhibit 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 Court

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Possession
Case Type: LT **Status:** Pending

Fee Details

Court Cost:	4.40
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

Credit Card Details
Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information
Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments
N/A

[Back](#) [Submit To Court](#)

Enter the credit card information for the Writ of Possession. The Court does not charge for the Alias Writ of Possession. Click the **Submit To Court** button to send it to the Court for review.

Court Submission Results

Case Details

Case Number: LT-12-10-02-3001 Docket Type: Writ - Possession
Case Type: LT Status: Pending Clerk Review

Court Review
The Writ - Possession 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.

[Review Invoices](#)

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	
Invoice Number	976738
Invoice Status	Pending
Case Number	LT-12-10-02-3001
Case ID	2395179
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
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3CCBFCD

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Court Cost including additional defendant fee if applicable	4.40
Total	11.60

Parties	
Plaintiffs	Defendants
Joe Fair 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 11/07/2012 06:02 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 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.

Praecepte of Notice of Intent to Attach Wages

Writ - Select Case Number

Enter Case Number: 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.

New Writ - Select Type

Select Type of Writ: Next Cancel

- Alias Writ
- Execution
- Possession
- Præcipe of Notice of Intent to Attach Wages
- Præcipe To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the Præcipe from the drop down menu.

Writ - Select Parties

Case Details

Case Number: Docket Type: Writ - Præcipe of Notice of Intent to Attach Wages
Case Type: LT Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input type="checkbox"/>	<input type="radio"/> Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input type="checkbox"/>	<input type="radio"/> Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS		1	123 Elm Street Philadelphia, PA 19122	Disposed
Involved		Garnishee	Address	Status	Related Party
<input type="checkbox"/>		JOE'S CRAB SHACK	7777 FISHING LANE PHILADELPHIA, PA 19122		Fred Smith (D1)

[Add Individual / Organizational Garnishee](#)

Next Cancel

To add the Garnishee, click the **Add Individual/Organizational Garnishee** link.

Add Garnishee

Individual Organization/Company Select Related Party: Fred Smith (D1) ▼

Name: AKA/DBA:

Email: ✕ +

Street 1:

Street 2:

City/State/Zip Code: PA

Submit

Choose whether the Garnishee is an individual or an Organization and select the related party. Provide the address of the garnishee and click Submit.

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 Number: LT-12-10-02-3001 Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages

Case Type: LT Status: Pending

Case Instance 1 (Complaint)						
Involved	Filer	Plaintiff	Defendant	Garnishee	Address	Status
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer			22 MAIN STREET Philadelphia, PA 19111	
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith AKA/DBA: AND ALL OTHER OCCUPANTS			123 Elm Street Philadelphia, PA 19122	Disposed
<input checked="" type="checkbox"/>				JOE'S CRAB SHACK	7777 FISHING LANE PHILADELPHIA, PA 19122	Fred Smith (D1)

[Add Individual / Organizational Garnishee](#)

Writ - Praecipe For Notice Of Intent To Attach Wages

Case Number: LT-12-10-02-3001 Docket Type: Writ - Praecipe of Notice of Intent to Attach Wages

Case Type: LT Status: Pending

Praecipe For Notice Of Intent To Attach Wages - Certification

I, JOE FILER, hereby certify that:

- The name of the judgment-creditor is: Joe Filer
- The address of the judgment-creditor is: 22 MAIN STREET, Philadelphia, PA 19111
- The name of the judgment-debtor is: Fred Smith
- The name of the employer garnishee is: JOE'S CRAB SHACK
- The judgment arises out of a residential lease for the premises located at the following address: 123 Elm Street, Philadelphia, PA 19122
- (a) The amount of the judgment is: 1183.00
 (b) A security deposit is being held by the judgment creditor-landlord in the amount of: 450.00
 This security deposit [has been applied / has not been applied] to the payment of rent due on the same premises for which the judgment has been entered.
 (Any security deposit that has not already been applied to rent will be deducted by the Judgments and Petitions Unit from the amount of the judgment in determining the amount to be attached.)
 (c) The amount that has been paid toward satisfaction of the judgment: 0.00
 (Do not include the security deposit)
- This Praecipe is filed within five years of the date of the original judgment upon which execution is sought.
- The judgment was entered in an action commenced in the Philadelphia Municipal Court.
- The action arose from a residential lease.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Cancel Delete

Fill out the #6 on the form. Enter comments for the court clerk if desired and click the **Next** button.

Writ - Select Service Type

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Praecepte of Notice of Intent to Attach Wages
Case Type: LT **Status:** Pending

Plaintiff(s)	Defendant(s) / Garnishee(s)	Defendant Status
Case Instance 1 (Complaint) Joe Filer 22 MAIN STREET Philadelphia, PA 19111	JOE'S CRAB SHACK 7777 FISHING LANE PHILADELPHIA, PA 19122 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 Service Type:	

Please select service type.

Next Delete Cancel

Choose the service type for service on the defendant and click the **Next** button.

Writ - Verification

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Praecepte of Notice of Intent to Attach Wages
Case Type: LT **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 verify 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

A pro-se filer should populate the first radio button.

Writ - Verification

Case Details
Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Praecepte of Notice of Intent to Attach Wages
Case Type: LT **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 verify 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.**

Other Persons:

Back Save Next Cancel

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
Case Type: LT
Docket Type: Writ - Praecepte of Notice of Intent to Attach Wages
Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122 JOE'S CRAB SHACK (Garnishee) 7777 FISHING LANE PHILADELPHIA, PA 19122	

The Notice of Intent can be previewed and edited if necessary. Click the **Next** button.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecepte of Notice of Intent to Attach Wages		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Praecepte 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 Wage 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 Wages		JOE FILER	Fred Smith (D1) JOE'S CRAB SHACK (G) Joe Filer (P)		Preview
Notice of Intent to Attach Wages - 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
Case Type: LT
Docket Type: Writ - Praecepte of Notice of Intent to Attach Wages
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
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

Credit Card Details

Credit Card Number:

Expiration: / (MM/YY)

Security Number: [Help](#)

Billing Information

Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1:
Street 2:
City/State/Zip Code:

Attorney Comments
N/A

[Back](#) [Submit To Court](#)

Enter the credit card information for the Notice of Intent to Attach Wages. Click the **Submit To Court** button to send it to the Court for review.

Court Submission Results

Case Details

Case Number: LT-12-10-02-3001 **Docket Type:** Writ - Praecepte of Notice of Intent to Attach Wages
Case Type: LT **Status:** Pending Clerk Review

Court Review
The Writ - Praecepte of Notice of Intent to Attach Wages 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.

Review Invoices

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	
Invoice Number	976741
Invoice Status	Pending
Case Number	LT-12-10-02-3001
Case ID	2395178
Docket Entry ID	16348176
Description	Writ - Praecepte of Notice of Intent to Attach Wages
Docket Entry Status	Pending Clerk Review
Submission Date	11/07/2012 5:52 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V78F389D500F

Description	Total
Convenience Fee	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

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 123 Elm Street Philadelphia, PA 19122

Page generated on 11/07/2012 05:56 PM from <http://claims.staging.courtapps.com>.

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 mccclaims@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.

THE PHILADELPHIA COURTS FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

HOME HEARING LIST CASE SEARCH LOGOUT

PHILADELPHIA MUNICIPAL COURT Wednesday, November 7, 2012 | Joe FILER

Writ - Select Case Number

Enter Case Number SC1210023000 X

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.

New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Praecipe of Notice of Intent to Attach Wages
- Praecipe To Enter Judgment Against the Garnishee
- Writ of Revival

Next Cancel

Choose the Praecipe from the drop down menu.

Writ - Select Parties

Case Details

Case Number: SC-12-10-02-3000

Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
Involved	Filer	Defendant	Address
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	44 ELM STREET Philadelphia, PA 19122
Involved		Garnishee	Address
<input checked="" type="checkbox"/>		PNC BANK	1234 MARKET STREET PHILADELPHIA, PA 19107

Related Party: Fred Smith (D1)

Next Cancel

Select which parties are to be involved in the writ and which party is the Filer of the writ. Click the **Next** button.

Writ - Praecipe To Enter Judgment Against Garnishee

Case Details

Case Number: SC-12-10-02-3000

Case Type: SC

Docket Type: Writ - Praecipe To Enter Judgment Against the Garnishee

Status: Pending

Enter Judgment Against the Garnishee, **PNC BANK**, for the following property of the defendant in the amount of \$ 5000 admitted in his answers to interrogatories to be in said garnishee's possession.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Delete Cancel

Enter in the amount of the judgment against the Garnishee. Click the **Next** button.

A pro-se filer should populate the first radio button.

Writ - Verification

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

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 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

Writ - Verification

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

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 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.**

Other Persons:

Back Save Next Cancel

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CANNOT FILE A PRAECIPE TO ENTER JUDGMENT AGAINST THE GARNISHEE.**

Click the **Next** button.

Writ - Docket Entries

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 Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgment Against the Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview

Add Docket Entries
 Add Answers to Interrogatory Scan/Upload

Back Next Cancel

The Praecipe can be previewed and edited if necessary. Click the **Next** button.

Upload the Answers to Interrogatory if they have not been previously uploaded by clicking on the **Scan/Upload** link.

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Add Answers to interrogatory

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Writ - Praecipe To Enter Judgment Against the Garnishee
Case Type: SC **Status:** Pending Clerk Review

Please select the submission method:
 Upload Document (Adobe PDF, Microsoft Word, WordPerfect)
 Scan Document (generate scan cover sheet)
 Express Scan Code (this option only available with valid express scan code number)

Click on the radio button and the **Browse** button to select the file from your computer. Click the **Save** button to upload the document(s).

Writ - Docket Entries

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 Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122 PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	Ready for trial

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe To Enter Judgment Against the Garnishee		JOE FILER	Fred Smith (D1) PNC BANK (G) Joe Filer (P)	Edit	Preview
Answer to Interrogatory		JOE FILER	Fred Smith (D1)	Delete	Preview

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 Court

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

There is no charge for the Praecipe To Enter Judgment Against The Garnishee at this time. Click the **Submit to Court** button.

Court Submission Results	
Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Writ - Praecepto To Enter Judgment Against the Garnishee
Case Type: SC	Status: Pending Clerk Review
Court Review The Writ - Praecepto To 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 mcclaims@courts.phila.gov 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

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

New Writ - Select Type

Select Type of Writ:

- Alias Writ
- Execution
- Possession
- Præcipe of Notice of Intent to Attach Wages
- Præcipe To Enter Judgment Against the Garnishee
- Writ of Revival

Choose the Writ of Revival from the drop down menu.

Writ - Select Parties

Case Details

Case Number: [SC-97-12-10-0121](#) Docket Type: Writ - Writ of Revival

Case Type: SC Status: Pending

Case Instance 1 (Complaint)						
Involved	Filer	Plaintiff	#	Address	Status	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer		22 Main Street Philadelphia, PA 19122		
<input checked="" type="checkbox"/>	<input type="radio"/>	George Thomson	1	44 Green Street Philadelphia, PA 19111	Disposed	
Involved		Terre Tenant		Address	Status	Related Party
Add Individual / Organizational Terre Tenant						

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

Writ - Select Parties

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Writ - Writ of Revival
 Pending

Select the parties involved in the Writ of Revival and the filer.

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 Main Street Philadelphia, PA 19122		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	George Thomson	1	44 Green Street Philadelphia, PA 19111	Disposed
Involved		Terre Tenant	Address	Status	Related Party

Add Individual / Organizational Terre Tenant

Next Cancel

Writ Of Revival

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Amounts
 Amount Due and Unpaid: 2000.00
 Interest from: 01/31/1998

Enter the interest date.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Next Delete Cancel

Writ - Select Service Type

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 1 (Complaint) Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111 Service Type: C & E Process Service Philadelphia Writ Service Other (requires Petition for Alternate Service) Private Service No Service	Disposed

Please select service type.

Next Delete Cancel

Service of Process is required. Choose a service type.

Writ - Verification

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Writ - Writ of Revival
 Pending

A pro-se filer should populate the first radio button.

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 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

Writ - Verification

Case Details
 Case Number: SC-97-12-10-0121
 Case Type: SC

Docket Type: Writ - Writ of Revival
 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 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.**

Other Person(s):

Back Save Next Cancel

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CANNOT FILE A PRAECIPE TO ENTER JUDGMENT AGAINST THE GARNISHEE.**

Writ - Docket Entries

Case Details
 Case Number: SC-97-12-10-0121 Docket Type: Writ - Writ of Revival
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant Information
Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111

The Praecipe can be previewed and edited if necessary. Click the **Next** button.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe Writ of Revival		Joe Filer	George Thomson (D1) Joe Filer (P)		Preview
Writ of Revival		Joe Filer	George Thomson (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

[Back](#) [Next](#) [Cancel](#)

Additional exhibits can be uploaded by clicking the **Scan/Upload** link.

Add Exhibit

Case Details
 Case Number: SC-97-12-10-0121 Docket Type: Writ - Writ of Revival
 Case Type: SC Status: Pending
 Case Caption: Joe Filer v. George Thomson

Please enter a description: x

Please select the submission method:
 Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect) [Browse...](#)

ADA Request
 ADA Request (Please enter ADA Request description)

[Save](#) [Cancel](#)

Click on the radio button and the **Browse** button to select the file from your computer. Click the **Save** button to upload the document(s).

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Writ - Docket Entries

Case Details
 Case Number: SC-97-12-10-0121 Docket Type: Writ - Writ of Revival
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 Main Street Philadelphia, PA 19122	1 George Thomson 44 Green Street Philadelphia, PA 19111	Disposed

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Praecipe Writ of Revival		JOE FILER	George Thomson (D1) Joe Filer (P)		Preview
Writ of Revival		JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	George Thomson (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add Exhibit [Scan/Upload](#)

[Back](#) [Next](#) [Cancel](#)

Once the exhibit has been uploaded, it can be previewed and edited if necessary.

Writ - Submit to Court

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending

Fee Details

Court Cost:	6.60
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
Third Party Service Fee:	0.00

Credit Card Details
Credit Card Number:
Expiration: / (MM/YY)
Security Number: hsip

Billing Information
Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments
N/A

Enter the credit card information for the Writ of Revival. Click the **Submit To Court** button to send it to the Court for review.

Court Submission Results

Case Details
Case Number: SC-97-12-10-0121 **Docket Type:** Writ - Writ of Revival
Case Type: SC **Status:** Pending Clerk Review

Court Review
The Writ - Writ of Revival 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.

The **Court Submission Results** page will indicate that the Writ of Revival is now awaiting Court review. An invoice 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
Type	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

Parties	
Plaintiffs	Defendants
Joe Filer 22 Main Street Philadelphia, PA 19122	George Thomson 44 Green Street Philadelphia, PA 19111

Page generated on 11/07/2012 07:47 PM from <http://claims.staging.courtapps.com>.

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 mclaims@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

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.

Relistment - Select Filing

Case Details

Case Number:	SC-12-10-02-3000	Docket Type:	Relistment
Case Type:	SC	Status:	Pending

Please 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 that cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes.

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
<input checked="" type="radio"/> 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)	View

Please 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 relistment is to be done at the original address or a new address.

Relistment at a New Address

Relistment - Select Parties

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Relistment - Complaint
Case Type:	SC	Status:	Pending

Case Instance 1 (Complaint)			
Involved	Filer	Plaintiff	Address
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111
Involved	Filer	Defendant	# Address Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1 44 ELM STREET Philadelphia, PA 19122 Ready for trial

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 **Private Attorney Entry of Appearance** link to add an attorney of record.

Relistment - Relist Parties at New Address

Case Details			
Case Number:	SC-12-10-02-3000	Docket Type:	Relistment - Complaint
Case Type:	SC	Status:	Pending

Address

Street 1:

Street 2:

City/ State/ Zip Code:

Service

Service Type:

Special Instructions:

Enter the new address and choose service of process

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Defendant(s)

Case Instance1 (Complaint claim)

1	Fred Smith	Ready for trial
---	------------	-----------------

Address:
88 MAIN STREET
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 page

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** 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.

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 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.**

A pro-se filer should choose this radio button.

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) **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.

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 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.**

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: [SC-12-10-02-3000](#) Docket Type: Relistment - Complaint

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	

The relistment can be previewed or edited.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	Generate Scan/Upload
Joe Filer	Generate Scan/Upload

Exhibits or a Petition for Alternative Service can be added (if the new service address requires it) or an Informa Pauperis petition. To add an exhibit, choose the **Add Exhibit [Scan/Upload](#)** link.

[Back](#) [Next](#) [Cancel](#)

Add Exhibit

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Relistment - Complaint

Case Type: SC Status: Pending

Case Caption: Joe Filer v. Fred Smith

Please enter a description:

Please select the submission method:

Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request

ADA Request (Please enter ADA Request description)

Enter a description for the exhibit and click the **Browse** button to select the exhibit from your computer. Click the **Save** button to upload.

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

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	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/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	Generate Scan/Upload

Joe Filer

Back Next Cancel

Once the exhibit has been uploaded, it can be previewed or edited. Click the **Next** button to continue.

Relistment - Submit to Court

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Relistments](#) or [Create Another Relistment](#) and bulk schedule later. Comments:
Please schedule on a Thursday afternoon.

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
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

Credit Card Details
Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information
Use the address below: Enter a new address:

JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111	Name on Card:	<input type="text"/> <input type="text"/> <input type="text"/> (First, Middle, Last)
	Street 1	<input type="text"/>
	Street 2	<input type="text"/>
	City/State/Zip Code	<input type="text"/> <input type="text"/> <input type="text"/>

Back Submit To Court

If several relistments are being filed and the same hearing date for all is desired, use the **Create Another Relistment** link to create the next one. Once all cases have been created, click the **Schedule Bulk Relistments** link to request that all relistments be schedule together. This is the **ONLY** way to ensure that all of your relistments will have the same hearing date, time and COURTROOM.

If this is the only relistment being filed, use the optional text box to request a hearing day, or time, enter your credit card information and click the **Submit To Court** button.

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Relistment - Complaint 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.

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.

Philadelphia Municipal Court - Case Management 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
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V18F3CD7E5AE

Description	Total
Convenience Fee	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

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

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 mclaims@courts.phila.gov will be sent once the Relistment has been reviewed. Make sure to add this email address to your address book.

Relistment at Same Address

Relistment - Select Filing

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment

Case Type: SC **Status:** Pending

Please 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 that cases filed on the original CLAIMS pilot are not considered electronically filed for these purposes.

Filing Date	Description	Results/Comments	Filing Party	Docketed Under	View
<input checked="" type="radio"/> 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)	View

Please select relistment method:

Relist at new address

Relist at same address

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

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 **Private Attorney Entry of Appearance** link to add an attorney of record.

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Defendant(s)

Case Instance1 (Complaint claim)

1	Fred Smith	Ready for trial
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Address:
44 ELM STREET
Philadelphia, PA 19122

[Relist at same address](#)

Click the link to relist the case at the same address.

Relistment - Relist Parties at Existing Address

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint

Case Type: SC **Status:** Pending

Service:

Service was good on original filing

Other

Service Type:

Special Instructions
Include any special instructions that should be provided to the writ server.

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Choose the radio button based on whether service was good 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 verification cannot be obtained, personal service will be required for all Philadelphia addresses.

Click the **Save** button to continue.

Relistment - Select Parties

Case Details

Case Number: [SC-12-10-02-3000](#) 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
Philadelphia, PA 19122

[Edit relistment at same address](#)

The relistment can be edited by clicking on the **Edit relistment** at same address link before continuing with the filing. Click the Next button to move forward.

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) 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.

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 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.**

A pro-se filer should choose this radio button.

Relistment - Verification

Case Details

Case Number: [SC-12-10-02-3000](#) 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.

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 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.**

Other Persons:

Attorneys should populate the second radio button. **AN AUTHORIZED REPRESENTATIVE CAN FILE A RELISTMENT ONLY IF A JUDGMENT HAS NOT BEEN ENTERED.**

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	Defendant Information
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	1 Fred Smith 44 ELM STREET Philadelphia, PA 19122

The relistment can be previewed and edited, if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at existing address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP Joe Filer	Generate Scan/Upload

Exhibits (such as the verification from the United States Postal Service) or a Petition for Alternative Service can be added (if the new service address requires it) or an Informa Pauperis petition. To add an exhibit, choose the **Add Exhibit Scan/Upload** link.

[Back](#) [Next](#) [Cancel](#)

Add Exhibit

Case Details
Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC
Case Caption: Joe Filer v. Fred Smith

Please enter a description:

Please select the submission method:
 Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request
 ADA Request (Please enter ADA Request description)

[Save](#) [Cancel](#)

Enter a description for the exhibit and click the **Browse** button to select the exhibit from your computer. Click the **Save** button to upload.

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

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	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/Comments	Filing Party	Docketed Under	Edit	Preview
Relistment at new address		JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview
Exhibit	Additional Documents	JOE FILER	Fred Smith (D1) Joe Filer (P)	Edit	Preview

Add Docket Entries

Add PAS	Generate
Add Exhibit	Generate Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add IFP	Generate Scan/Upload

Joe Filer

Back Next Cancel

Once the exhibit has been uploaded, it can be previewed or edited. Click the **Next** button to continue.

Relistment - Submit to Court

Case Details
Case Number: SC-12-10-02-3000 **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending

In addition to submitting this case below, private attorneys can also [Schedule Bulk Relistments](#) or [Create Another Relistment](#) and bulk schedule later. Comments:
PLEASE SCHEDULE ON A WEDNESDAY MORNING.

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:	0.00
Constable Service Fee:	0.00
Third Party Service Fee:	0.00
Record Retention Fee:	1.10

Credit Card Details
Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information
Use the address below: Enter a new address:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Back Submit To Court

If several relistments are being filed and the same hearing date for all is desired, use the **Create Another Relistment** link to create the next one. Once all cases have been created, click the **Schedule Bulk Relistments** link to request that all relistments be schedule together. This is the **ONLY** way to ensure that all of your relistments will have the same hearing date, time and COURTROOM.

If this is the only relistment being filed, use the optional text box to request a hearing day, or time, enter your credit card information and click the **Submit To Court** button.

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Relistment - Complaint
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Relistment - Complaint 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.

[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.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976740
Invoice Status	Pending
Case Number	SC-12-10-02-3000
Case ID	2395177
Docket Entry ID	16348168
Description	Relistment - Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/06/2012 4:13 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JGE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V79F3B92CA41

Description	Total
Convenience Fee	5.00
Automation Fee	2.20
Record Retention Fee	1.10
Court Cost including additional defendant fee if applicable	11.00
Total	19.30

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Fred Smith 44 ELM STREET Philadelphia, PA 19122

Page generated on 11/07/2012 09:23 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 mclaims@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

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

New Additional Claim - Select Type

Select Type of Additional 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 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
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
If your case involves a consumer purchase, commercial paper, or loans, select this option.

SC
 Other. Choose this if none of the above applies.

Note: On the next page, enter the party(ies) filing the additional claim as the Plaintiff(s).

Click on the drop down menu and choose the type of additional claim that is to be filed. The additional claim types will be party specific. In other words, a plaintiff will not have the choice to add an additional defendant and a defendant will not be able to add a co-defendant.

Choose a case type and click on the Next button.

Co-Defendant

Case Initiation: Statement of Claims

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant

Case Type: SC **Status:** Pending

Parties

Plaintiff(s)	Defendant(s)
Add existing plaintiff 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:

Add Existing Party

Case Details

Case Number:	SC-12-10-02-3000	Docket Type:	Claim - Co-Defendant
Case Type:	SC	Status:	Pending

Add existing plaintiff as a plaintiff in the co-defendant claim.

Complaint claim

- Joe Filer
22 MAIN STREET
Philadelphia, PA 19111

Populate the radio button to add the plaintiff. If there is more than one plaintiff, each one will need to be added separately.

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 unless they supply an entry of appearance filed as an exhibit.

Is defendant in military service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Defendant is a Minor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Linked to defendant	<input type="button" value="v"/>

To track multiple addresses requiring service for a single defendant, add multiple addresses as separate defendants, but link one of the defendants to the case for accurate statistics.

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 spouse living at the same address who you would also like to name as a defendant? If so, please enter the spouse's name below:

First Name			
Middle Name			
Last Name			
Suffix			
Is defendant in military service?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Add an individual as co-defendant by typing the name and address. If the spouse of the co-defendant is being named as well, add that information at the bottom. Click the **Save** button.

Parties	
Plaintiff(s)	Defendant(s)
Joe Filer 22 MAIN STREET Philadelphia, PA 19111 Add Individual/Organization to this address Add existing plaintiff as plaintiff	Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address Add Individual / Organization to new address Alternate Service Address
Details	
Description of Claim	PLAINTIFF STATES CO-DEFENDANT IS ALSO RESPONSIBLE FOR THE AMOUNT DUE.
<small>(it) with your exhibits when filing a case for Personal Injury or Property Damage in excess of \$2,000.</small>	

Enter a summary to explain why the co-defendant is being added.

Claim Amounts:	
Principal	4500.00
Interest	0.00
Attorney Fees	0.00
Other Fees	0.00
Plaintiff has requested Affidavit of Physician	<input type="checkbox"/>
Plaintiff has requested Affidavit of Repairman	<input type="checkbox"/>
Include Notice of Intent to Defend	<input type="checkbox"/>
Statute Expiring	<input type="checkbox"/>
Court Clerk Comment	
<small>Comments for court clerk (optional). These comments will not appear on the docket or any forms.</small>	
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	<input type="button" value="Delete"/>

Only the **Principal** amount is required and should be the same amount as the original judgment requested. If a higher judgment is requested, additional exhibits may have to be added. Click the **Next** button.

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

Claim - Select Service Type

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Claim - Co-Defendant
Case Type: SC	Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 2 (Co-Defendant)		
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending
Service Type:		

Please select service type.

- C & E Process Service
- Philadelphia Writ Service
- Other (requires Petition for Alternate Service)
- Private Service

Back Next Cancel

Choose the service type for the Co-Defendant.

Claim - Verification

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Claim - Co-Defendant
Case Type: SC	Status: Pending

A pro-se filer should populate this radio button.

I am a plaintiff in this claim 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 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 - Verification

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Claim - Co-Defendant
Case Type: SC	Status: Pending

I am a plaintiff in this claim 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 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.**

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 text box.

Back Save Next Cancel

Claim - Docket Entries

Case Details	
Case Number: SC-12-10-02-3000	Docket Type: Claim - Co-Defendant
Case Type: SC	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	

The Co-Defendant can be previewed or edited if necessary.

Docket Preview					
Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant		JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Frieda Smith (D2)		Preview
Plaintiff Instructions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do		JOE FILER	Frieda Smith (D2)		Preview
Non-Military Affidavit		JOE FILER	Frieda Smith (D2)		Preview

Add Docket Entries	
Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Frieda Smith	Generate Scan/Upload
PAS PO Box: Frieda Smith	Generate Scan/Upload

New exhibits can be added by clicking on the **Add Exhibits Scan/Upload** link. It is not necessary to add any exhibits previously uploaded. The Co-Defendant will automatically receive the original complaint and any original exhibits.

[Back](#) [Next](#) [Cancel](#)

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Add Exhibit

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant

Case Type: SC **Status:** Pending

Case Caption: Joe Filer v. Frieda Smith

Please enter a description:

Please select the submission method:

Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request

ADA Request (Please enter ADA Request description)

Enter a description for the exhibit and click the **Browse** button to select the exhibit from your computer. Click the **Save** button to upload.

Claim - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant

Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122	Pending

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Co-Defendant		JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
Exhibit	ADDITIONAL EXHIBIT	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Edit	Preview
ADA Notice		JOE FILER	Frieda Smith (D2)		Preview
Plaintiff Instructions SC		JOE FILER	Frieda Smith (D2)		Preview
SC What To Do		JOE FILER	Frieda Smith (D2)		Preview
Non-Military Affidavit		JOE FILER	Frieda Smith (D2)		Preview

Add Docket Entries

Add Exhibit	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
Joe Filer	Generate Scan/Upload
Add PAS for	
PAS Mail: Frieda Smith	Generate Scan/Upload
PAS PO Box: Frieda Smith	Generate Scan/Upload

Once the exhibit has been uploaded, it can be previewed and edited if necessary. Click the **Next** button to move to the **Submit To Court** page.

Claim - Submit to Court

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending

Hearing Details

Hearing date/time: 11/19/2012 09:15 AM
Hearing Room: 2
Non-Standard Hearing Room
(Note: This item must be scheduled at the same time/location as the hearing for case initiation.)

Fee Details

Court Cost:	5.50
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
Third Party Service Fee:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

The Co-Defendant will be scheduled for the same date and time as the original claim. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Claim - Co-Defendant
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Claim - Co-Defendant 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.

[Review Invoices](#)

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

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976753
Invoice 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
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor 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
Total	53.20

Parties	
Plaintiffs	Defendants
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	Frieda Smith 88 MAIN STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 04:04 PM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

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 mclaims@courts.phila.gov 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

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

New Additional Claim - Select Type

Select Type of Additional Claim:

Click on the drop down menu and choose Counter-Claim.

Case Type
<p>LT</p> <p><input type="radio"/> 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.</p>
<p>SC/LT</p> <p><input type="radio"/> 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.</p>
<p>SC/MV</p> <p><input type="radio"/> 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.</p>
<p>SC/CP</p> <p><input type="radio"/> If your case involves a consumer purchase, commercial paper, or loans, select this option.</p>
<p>SC</p> <p><input checked="" type="radio"/> Other. Choose this if none of the above applies.</p>

Choose the case type and click the **Next** button.

Note: On the next page, enter the party(ies) filing the additional claim as the Plaintiff(s).

Case Initiation: Statement of Claims

Case Details	
Case Number: SC-12-11-08-3000	Docket Type: Claim - Counter Claim
Case Type: SC	Status: Pending

Parties	
Plaintiff(s)	Defendant(s)
<p>Add existing defendant as plaintiff</p>	<p>Add existing plaintiff as defendant</p> <p>Alternate Service Address</p>

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:

Add Existing Party

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC

Add existing defendant as a plaintiff.

Complaint claim

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19122

Save Cancel

Populate the radio button to add the defendant as the plaintiff. If there is more than one defendant involved, each one will need to be added separately.

Add Existing Party

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Add existing plaintiff as a defendant.

Complaint claim

FRED SMITH
44 ELM STREET
PHILADELPHIA, PA 19122

Save Cancel

Populate the radio button to add the plaintiff as the defendant. If there is more than one plaintiff involved, each one will need to be added separately. Click the **Save** button.

Case Initiation: Statement of Claims

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Parties

Plaintiff(s)	Defendant(s)
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address	FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122 Add Individual/Organization to this address
Add existing defendant as plaintiff	Add existing plaintiff as defendant Alternate Service 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.

Claim Amounts:

Principal 8000

Interest 0.00

Attorney Fees 0.00

Other Fees 0.00

Plaintiff has requested [Affidavit of Physician](#)

Plaintiff has requested [Affidavit of Repairman](#)

Include Notice of Intent to Defend

Statute Expiring

Court Clerk Comment

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel Delete

Only the Principal amount is required. If your case requires either an **Affidavit of Physician** or an **Affidavit of Repairman**, click the appropriate box and one will be generated for you. If you wish to include a **Notice to Defend**, click the box and one will be generated with the service pack. A self-addressed stamped envelope is required. Click the **Next** button to continue.

Claim - Select Service Type

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Plaintiff(s)	Defendant(s)	Defendant Status
Case Instance 3 (Counter Claim)		
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending

Please select service type.

Service Type:

- C & E Process Service
- Philadelphia Writ Service
- Other (requires Petition for Alternate Service)
- Private Service

Back Next Cancel

Choose the service type for the Counter-Claim.

Claim - Verification

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim 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 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

A pro-se filer should populate this radio button.

Claim - Verification

Case Details

Case Number: [SC-12-11-08-3000](#) Docket Type: Claim - Counter Claim

Case Type: SC Status: Pending

Verification

I am a plaintiff in this claim 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 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.**

Other Persons:

Back Save Next Cancel

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 text box.

Click the **Next** button.

Claim - Docket Entries

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	

The Counter-Claim can be previewed and edited, if necessary.

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Edit	Preview
Counter Claim		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	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
JOE FILER	Generate Scan/Upload
Add PAS for	
PAS Mail: FRED SMITH	Generate Scan/Upload
PAS PO Box: FRED SMITH	Generate Scan/Upload

All complaints are required to have exhibits attached. If an exhibit is unavailable, a 109 affidavit can be generated or uploaded to explain why exhibits are not attached. To add an exhibit, click on the **Scan/Upload** link.

If the Counter-Claim involves personal injury or property damage over \$2,000.00 a **Claim Fact Sheet** is required. One can be generated by clicking on the link. If the defendant must be served by some means of alternative service requiring the filing of a petition, or an **Informa Pauperis** petition, click on the appropriate links to either generate or upload the documents.

[Back](#) [Next](#) [Cancel](#)

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Add Exhibit

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim

Case Type: SC **Status:** Pending

Case Caption: JOE FILER v. FRED SMITH

Please enter a description:

Please select the submission method:

Upload Exhibit (Adobe PDF, TIFF, Microsoft Word, WordPerfect)

ADA Request

ADA Request (Please enter ADA Request description)

Click on the radio button and the **Browse** button to select the file from your computer. Click the **Save** button to upload the document(s).

Claim - Docket Entries

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim

Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	3 FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122	Pending

Docket Preview

Description	Results/Comments	Filing Party	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)	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	Scan/Upload
Add Affidavit 109	Generate Scan/Upload
Add Claim Fact Sheet	Generate
Add IFP	
JOE FILER	Generate Scan/Upload
Add PAS for	
PAS Mail: FRED SMITH	Generate Scan/Upload
PAS PO Box: FRED SMITH	Generate Scan/Upload

Once the exhibit 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.

Claim - Submit to Court

Case Details

Case Number: [SC-12-11-08-3000](#) **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 same time/location as the hearing for case initiation.)

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:	0.00
JCS St. Add. Fee:	2.25
JCS St. Add. Surcharge:	11.25

The Counter-Claim will be scheduled for the same date and time as the original claim. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details

Credit Card Number:
Expiration: / (MM/YY)
Security Number: [Help](#)

Billing Information

Use the address below:

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name on Card: (First, Middle, Last)
Street 1
Street 2
City/State/Zip Code

Attorney Comments

N/A

[Back](#)

[Submit To Court](#)

Court Submission Results

Case Details

Case Number: [SC-12-11-08-3000](#) **Docket Type:** Claim - Counter Claim
Case Type: SC **Status:** Pending Clerk Review

Court Review

The Claim - Counter Claim 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.

[Review Invoices](#)

The **Court Submission Results** page will indicate 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 Summary	
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
Type	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 22 MAIN STREET PHILADELPHIA, PA 19122	FRED SMITH 44 ELM STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 11:18 AM from <http://claims.staging.courtapps.com>.

[\[Close\]](#) [\[Print\]](#)

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 mccclaims@courts.phila.gov 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

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

Exhibit - Continuance Request - Select Hearing

Case Details		
Case Number:	SC-12-10-02-3000	Docket Type: Exhibit - Continuance Request
Case Type:	SC	Status: Pending

Select	Hearing Details	Filing Type
<input checked="" type="radio"/>	11/19/2012 9:15 AM 2 Plaintiff(s): Joe Filer Defendant(s): Fred Smith(RFT)	Initial Complaint - Statement of Claims

Select the hearing date and click the **Next** button.

Exhibit - Continuance Request - Select Parties

Case Details		
Case Number:	SC-12-10-02-3000	Docket Type: Exhibit - Continuance Request
Case Type:	SC	Status: Pending

Initial Complaint - Statement of Claims				
Involved	Filer	Plaintiff	Address	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111	
Involved	Filer	Defendant	# Address Status	
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1 44 ELM STREET Philadelphia, PA 19122	Ready for trial

Select which parties are to be involved in the continuance request and which party is the Filer of the writ. **ALL PARTIES WHO ARE MARKED READY FOR TRIAL SHOULD BE INCLUDED IN THE REQUEST.** Click the **Next** button.

Continuance Comments

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Enter optional comments such as a specific hearing date or time for the continuance. The Court will make every effort to accommodate your request.

Continuance - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

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/Comments	Filing Party	Docketed Under	Edit	Preview
Continuance Request	Plaintiff continuance request initiated on 11/08/2012 for Initial Complaint - Statement of Claims hearing, was scheduled in room 2 at 09:15 AM on 11/19/2012	JOE FILER	Fred Smith (D1) Joe Filer (P)		

Add Docket Entries

Add Continuance Request Document	Scan/Upload
Add Exhibit	Scan/Upload

It is necessary to upload a letter requesting the continuance. An exhibit can also be added by clicking on the **Add Exhibit Scan/Upload** link.

IMPORTANT NOTICE: Prior to adding exhibits, please make sure to redact all personal information contained within them. Including but not limited to: dates of birth, social security numbers, bank account numbers and other banking information, etc.

Add Continuance Document

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending

Please select the submission method:

Upload Document (Adobe PDF, Microsoft Word, WordPerfect)

Scan Document (generate scan cover sheet)

Express Scan Code (this option only available with valid express scan code number)

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).

Continuance - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending

Case Parties

Plaintiff Information	Defendant Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	2 Frieda Smith 88 MAIN STREET PHILADELPHIA, 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 Claim - Co-Defendant hearing, was scheduled in room 2 at 09:15 AM on 11/19/2012	JOE FILER	Frieda Smith (D2) Joe Filer (P)	Delete	Preview

Add Docket Entries

Add Exhibit

After the continuance request is uploaded, it can be previewed and edited or necessary.

Court Submission Results

Case Details

Case Number: [SC-12-10-02-3000](#) **Docket Type:** Exhibit - Continuance Request

Case Type: SC **Status:** Pending Review

Court Review

The Exhibit - Continuance Request has been successfully submitted to the court, and is now waiting court review.

The **Court Submission Results** page will indicate that the Continuance Request is now awaiting Court review.

Continuance requests are reviewed several times a day to ensure that every request is handled in a timely manner. Email notification from mcclaims@courts.phila.gov 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 ✕

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

New Disposition (Judgment by Agreement) - Select Type

Select Type:

Entry Method: Scan Enter Terms of Agreement
Note: Scan can 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.

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

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 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Joe Filer		22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/> Fred Smith		1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Choose the parties involved in the agreement.

Disposition - Docket Entries

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 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/Comments	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 Judgment by Agreement Remote Attorney Document

A scanned agreement 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...

Click on the **Browse** button to upload the agreement from your computer. Click the **Save** button.

Disposition - Docket Entries

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 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/Comments	Filing Party	Docketed Under	Edit	Preview
Resolved by Judgment by Agreement Remote Attorney		JOE FILER	Fred Smith (D1) Joe Filer (P)	Delete	Preview

After the agreement is uploaded, it can be previewed and edited or necessary. Click the **Submit to Court** button.

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 mcclaims@courts.phila.gov 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

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 - 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.

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: <u>LT-12-11-08-3001</u>	Docket Type: Disposition - Resolved by Judgment by Agreement Remote Attorney
Case Type: LT	Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	JOE FILER	22 MAIN STREET PHILADELPHIA, PA 19122		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	THOMAS JOHNSON	1	44 ELM STREET PHILADELPHIA, PA 19122	Ready for trial

Choose the parties involved in the agreement.

Judgment By Agreement - Terms of Agreement

Case Details			
Case Number:	LT-12-11-08-3001	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:

<input checked="" type="checkbox"/>	Judgment for the Plaintiff in the amount of	\$ 3100.00	Plus Costs	\$ 100.00
<input type="checkbox"/>	Money Judgment only	\$ 0.00	Plus Costs	\$ 0.00
<input type="checkbox"/>	Money Judgment to be satisfied if Defendant vacates by			
<input checked="" type="checkbox"/>	Judgment of Possession to be satisfied if Defendant pays (as outlined in Other Conditions) by	12/31/2012		
<input checked="" type="checkbox"/>	Judgment for Possession as of	11/8/2012		

Other Conditions:

DEFENDANT AGREES TO MAKE PAYMENTS OF \$3100.00 TOWARDS THE ARREARS BY 12/31/2012. DEFENDANT AGREES TO KEEP THE MONTHLY RENT CURRENT. IF DEFENDANT PAYS THE ARREARS BY 12/31/2012, DEFENDANT CAN STAY IN THE PROPERTY.

1. If the agreement is broken, possession may be enforced on this agreement for the following reasons agreed upon by all parties:

- (a) Non-Payment of Rent
- (b) Termination of Term
- (c) Breach of the Condition of the Lease.

If you are being sued for non-payment of rent only you cannot be evicted as long as you pay your outstanding rent.

2. Any breach of this agreement may allow the eviction to proceed without further Notice.

3. Any Landlord/Tenant action that is not completed within 180 days will require a new filing with a new Notice to Quit unless a Petition to Extended is granted.

Choose the terms of the agreement. Type the specifics of the agreement in the Other Conditions text box.

Choose the reason for enforcement. Click the **Submit To Court** button to submit it for review.

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 Number

Enter Case Number

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

Amendment Select Filing

Case Details

Case Number: [LT-12-11-08-3001](#) **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 Room 3 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113 Hearing Scheduled: 11/30/2012 08:45 AM Hearing Room 3 Fee: \$105.00 Amount at Issue: \$3,400.00 Interviewer Code: 113	JOE FILER	JOE FILER (P) THOMAS JOHNSON (D1)	

Select the case to be amended.

Case Initiation: Landlord/Tenant

Case Details

Case Number: LT-12-11-08-3001

Docket Type: Amendment - Amend Complaint

Case Type: LT

Status: Pending

Details

Section I

Plaintiff states that he/she owns the real property.

The lease is:

Written Oral

And:

Attached Lost

Commencing on:

12/01/2011

For a term of:

Month To Month

A Year or More

Other

Purpose of lease:

Residential Non-Residential

Property Address:

Street 1

44 ELM STRET

Street 2

City/ State/ Zip Code

PHILALDEPHIA

PA

19122

NOTE: Only the first 59 characters of the address will appear on the LT complaint form. Please abbreviate if applicable. For example, Ave for Avenue, N. for North.

Section II

- Plaintiff states that he/she/it is in compliance with Section 102.1 of the Philadelphia Property Maintenance Code by having a valid housing inspection license at the time of filing. A copy of the license is attached.
- Plaintiff states that he/she/it is not required to have a housing inspection license because he/she/it is not operating a multiple-family dwelling, rooming house, dormitory or hotel, or offering for rent a one-family dwelling, two family dwelling or a rooming unit.

Section III

- Plaintiff states that he/she/it is in compliance with Section 102.8 of the Philadelphia Property Maintenance Code by having a business privilege license at the time of filing. A copy of the license is attached.

Section IV

- Premises fit for stated purpose. Premises unfit for stated purpose.
- Plaintiff states that he/she/it is unaware of any open notice issued by the Department of Licenses and Inspections ("Department") alleging that the property at issue is in violation of one or more provisions of the Philadelphia Code.
- Plaintiff states that he/she/it is aware of one or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadelphia Code.

Section V

- Notice to Vacate Premises by: 10/01/2012

Notice was given on:

10/31/2012

Section VI

- The defendant is in possession of the property and refuses to surrender possession of the property.
- The defendant surrendered possession of the property on:

Section VII

- Plaintiff demands a judgment of possession.
- Plaintiff demands a money judgment in the amount itemized below based on Non Payment of amounts due under the lease.

The amount of unpaid rent below and late fees alleged due. The first item listed is intended as an example. "Past balance due" is unacceptable.

Month	Year	Rent	Late Fee		
JUNE 2012 THROUGH NOVEMBER 2012 AT THE RATE OF \$500.00 PER MONTH				Rent	\$ 3100.00
LATE FEES TOTALING \$300.00				Late Fees	\$ 300.00
**11/8/2012 PLAINTIFF IS AMENDING THE COMPLAINT TO ADD APRIL AND MAY RENT IN THE AMOUNT OF \$500.00 PER MONTH PLUS \$100.00 LATE FEES.				Gas	\$ 0.00
				Electric	\$ 0.00
				Water / Sewer	\$ 0.00
				Attorney's Fees	\$ 0.00
				Other	\$ 0.00
				Total	\$ 3400.00

Add the amendment to the original case.
Click the **Next** button.

- Termination of the term. This box should be checked if the lease was terminated due to the term of the lease having expired and the plaintiff deciding not to renew it. It should not be checked if the plaintiff merely has notice to nonpayment of rent.
- Breach of a condition(s) of the lease other than nonpayment of rent.
- Damages to the premises or plaintiff's personal property.
- Other.

Plus ongoing rent in the amount of \$ 500.00 from the date of the filing of this complaint to the date of the hearing on the merits in this matter.

Further Information

Plaintiff has requested Affidavit of Repairman

Statute Expiring

Comments for court clerk (optional). These comments will not appear on the docket or any forms.

Save Next Cancel

Delete

Amended Docket Entry - Docket Entries

Case Details	
Case Number: LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type: LT	Status: Pending

Case Parties		
Plaintiff Information	Defendant Information	Defendant Status
JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19122	1 THOMAS JOHNSON 44 ELM STREET PHILADELPHIA, PA 19122	Ready for trial

Docket Preview				
Description	Results/Comments	Filing Party	Docketed Under	Preview
Amend Complaint		JOE FILER	THOMAS JOHNSON (D1) JOE FILER (P)	Preview

[Back](#) [Next](#) [Cancel](#)

Once the amendment is saved, it can be previewed and edited by using the Back button.

Amended Docket Entry - Submit to Court

Case Details	
Case Number: LT-12-11-08-3001	Docket Type: Amendment - Amend Complaint
Case Type: LT	Status: Pending

Service has not been made. Service charges have not been added.

Fee Details	
Court Cost:	0.00
State Fee:	0.00
Automation Fee:	2.20
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

If the claim is amended after the service copy is printed and sent for service, a new charge for service will be added to the fees. Enter the credit card information and click the **Submit To Court** button.

Credit Card Details	
Credit Card Number: <input type="text"/>	
Expiration: <input type="text"/> / <input type="text"/> (MM/YY)	
Security Number: <input type="text"/> Help	

Billing Information	
Use the address below: <input checked="" type="radio"/>	Enter a new address: <input type="radio"/>
<div style="border: 1px solid black; padding: 5px;"> JOE FILER 22 MAIN STREET PHILADELPHIA, PA 19111 </div>	Name on Card: <input type="text"/> <input type="text"/> <input type="text"/> (First, Middle, Last) Street 1 <input type="text"/> Street 2 <input type="text"/> City/State/Zip Code <input type="text"/> <input type="text"/> <input type="text"/>

Attorney Comments
N/A

[Back](#) [Submit To Court](#)

Court Submission Results

Case Details

Case Number: [LT-12-11-08-3001](#) **Docket Type:** Amendment - Amend Complaint
Case Type: LT **Status:** Pending Clerk Review

Court Review

The Amendment - Amend Complaint 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.

[Review Invoices](#)

The **Court Submission Results** page will indicate that the Amendment is now awaiting Court review. . A Review Invoices link is available to print a copy of the invoice if desired.

Philadelphia Municipal Court - Case Management System

Invoice Report

Invoice Summary	
Invoice Number	976749
Invoice Status	Pending
Case Number	LT-12-11-08-3001
Case ID	2390693
Docket Entry ID	16348221
Description	Amendment - Amend Complaint
Docket Entry Status	Pending Clerk Review
Submission Date	11/08/2012 1:27 PM
Transaction Date	
Payment Method	Credit Card
Filing Party	JOE FILER
Type	CHARGE
Vendor comments	Approved
Vendor confirmation number	V19F3CDEF627

Description	Total
Automation Fee	2.29
Total	2.29

Parties	
Plaintiffs	Defendants
JOE FILER 22 MANN STREET PHILADELPHIA, PA 19122	THOMAS JOHNSON 44 ELM STREET PHILADELPHIA, PA 19122

Page generated on 11/08/2012 08:54 PM from <http://claims.staging.courtapps.com>.

[Close](#) [Print](#)

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 appearance map themselves to parties in existing cases.

Case Number:

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

Attorney Self Appearance Map

Current Information

Case: SC-12-04-09-3001 (appearance map in [another case](#))

Attorney: Bulk Attorney

Note: If an attorney is specified, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for this address.

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Complaint claim

Plaintiffs	Defendants
<p>First Plaintiff 213 Test St Phila, PA 19131</p> <p>Map to this party <input checked="" type="checkbox"/></p>	<p>First Defendant 2345 Test St phila, pa 19148</p> <p>Map to this party <input type="checkbox"/></p>

Garnishees

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 (appearance map in [another case](#))

Attorney: Bulk Attorney

Note: If an attorney is specified, service type for this party will be calculated automatically based on the address of the attorney, regardless of service type selected for this address.

Note: Private attorneys cannot specify opposing counsel unless they supply an entry of appearance filed as an exhibit.

Complaint claim

Plaintiffs	Defendants
<p>First Plaintiff 213 Test St Phila, PA 19131 Attorney: Bulk Attorney (054321)</p>	<p>First Defendant 2345 Test St phila, pa 19148</p> <p>Map to this party <input type="checkbox"/></p>

The name of the attorney will appear underneath the represented party.

Review Queues

Review Pending Submission To Court

Attorney - Review Claims Pending Submission

Search By Case Number (or CaseID):

This queue stores all cases that have been created but not submitted to the Court for review.

Note: Filings not modified for more than 30 days will be purged!

3 records found

Pending Submission				
Case Number/Case ID	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)
2395179	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Roger Wilco
2395180	SC	Initial Complaint - Statement of Claims	Joe Filer	Thomas Doe
2395183	LT	Initial Complaint - Landlord Tenant Complaint		

Review Deficiency Returned Items

Attorney - Review Claims Returned

Search By Case Number (or CaseID):

This queue stores all cases that have been submitted to the Court but rejected for correction.

Note: Filings not modified for more than 30 days will be purged!

1 records found

Claims Returned						
Case Number/Case ID	Case Type	Docket Entry Type	Plaintiff (s)	Defendant(s)	Last Modified By	Returned Reason
2395181	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Sherry Builder, Bob T. Burke	Theresa Cannon	A valid residential license is not attached.

Review Submitted and Pending Court Approval

Attorney - Review Pending Approval

Search By Case Number (or CaseID):

Go!

This queue stores all cases that have been submitted to the Court and waiting review.

23 records found

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
2395064	SC	Initial Complaint - Statement of Claims	JOE FILER	EDWARD DOE	12/24/2012 09:15 AM
LT-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Writ - Praecept of Notice of Intent to Attach Wages	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Writ - Possession	Joe Filer	Fred Smith	
LT-12-10-02-3001	LT	Disposition - Satisfied, Both	Joe Filer	Fred Smith	
LT-12-11-08-3001	LT	Disposition - Settled, Discontinued and Ended	JOE FILER	THOMAS JOHNSON	
LT-12-11-08-3001	LT	Disposition - Resolved by Judgment by Agreement Remote Attorney	JOE FILER	THOMAS JOHNSON	
LT-12-11-08-3001	LT	Amendment - Amend Complaint	JOE FILER	THOMAS JOHNSON	
SC-12-04-09-3001	SC	Disposition - Withdrawn without Prejudice	First Plaintiff	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 - Praecept To Enter Judgment Against the Garnishee	Joe Filer	Fred Smith	
SC-12-10-02-3000	SC	Writ - Praecept 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 FILER	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

Attorney - Review Pending Adjudication

The default date range reflects a Start Date of today and an End Date of three months ahead.
If preferred, please enter another date range to search on.

Search By Case Number (or CaseID):

Start Date:

End Date:

Go!

This queue stores all cases that have been approved by the Court and have an upcoming hearing date.

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 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-12-10-03-3002	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Roger Wilco	10/25/2012 08:45 AM 3
LT-12-10-03-3003	LT	Initial Complaint - Landlord Tenant Complaint	Joe Filer	Thomas Taylor	10/25/2012 08:45 AM 3

Review Adjudicated

Attorney - Review Adjudicated

The default date range reflects an End Date of today with a Start Date three months prior.
If preferred, please enter another date range to search on.

Search By Case Number (or CaseID):

Start Date: 

End Date: 

This queue stores all cases that have been to a hearing and have been disposed.

1 record(s) found

Case Number	Case Type	Docket Entry Type	Plaintiff(s)	Defendant(s)	Hearing Date/Time/Room
LT-12-10-02-3001	LT	Initial Complaint - 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.

- [Statement of Claim](#)
- [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.

Attorney Schedule Claims

Note: Case initiations with petitions attached must be submitted individually, they will not be displayed in the list below.

2 rows found

#	Case ID	View	Case Type	Plaintiff Attorney	Plaintiff(s)	Defendant(s)
1	<input checked="" type="checkbox"/> 2395180	View	2395180	JOE FILER	Joe Filer	Thomas Doe(D1)
2	<input checked="" type="checkbox"/> 2396064	View	2396064	JOE FILER	JOE FILER	EDWARD DOE(D1)
	<input checked="" type="checkbox"/> Select All					

Select Standard Hearing Date

Pick A Hearing

Credit Card Number:

Expiration (MM/YY):

Security Number:

4 Digits on the front of your American Express or 3 digits on the back of your Visa or Master Card

Billing Information

Use the address below

JOE FILER
22 MAIN STREET
PHILADELPHIA, PA 19111

Enter a new address:

Name (as it appears on the card):

Street Address:

Address:

City: State: Zipcode:

Choose the cases to schedule. Click on the drop down menu to select a hearing date for the cases selected. Enter the credit card information. Click the **Submit To Court** button.

Attorney Schedule Claims Result

Case ID	Case Type	Defendants
2395180	Statement of Claims	Thomas Doe
2396064	Statement of Claims	EDWARD DOE

Invoices will be available for every case scheduled.

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 Pack Print Queue Attorney

Selected	Case Number	Defendant Number	Hearing Date
<input checked="" type="checkbox"/>	SC-12-11-08-3002	1538467	12/24/2012 09:15 AM
<input type="checkbox"/>	Select All		

1 to 1 of 1 records are displayed.

Case Number: (optional)

Choose the service pack to be printed. To 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 Printed Report - Attorney

Date Printed From: to

Case Number:

User: JOE FILER

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.

Once the service pack has been printed and removed from the **Service Pack Pending Printed** queue, it will be available on this queue to be re-printed if necessary. The date of the original printing is shown.

Reports

- Billing Report

Billing Report

Accounting Report

Start Date:

End Date:

User:

Invoice Status:

Case Number (or CaseID):

Invoice Number:

3 rows found.

Accounting Report												
#	Invoice Number	Invoice Status	Date Submitted	Transaction Date	Payment Type	Filing Party	System User	Case Number	Description	Docket Entry Status	Type	Amount
1	976725	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	976726	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	976727	Complete	10/03/2012 10:29 AM	10/03/2012 10:54 AM	Credit Card	Joe Filer	Theresa Cannon	LT-12-10-03-3003	Initial Complaint - Landlord Tenant Complaint	Approved	CHARGE	83.00
Total												188.00

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

Hearings

- Read Only Hearing List

Read Only Hearing List

Select Criteria

Hearing Room: Room 3 Month: October Year: 2012 Jump To

Color Key

1	2	3	4	5	6
4A	4B	4C	4D	4E	4F
4G	8PD				

Previous
Next

October 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]	8:45 AM Rm 3 : LT [0 of 84]
9:00 AM Rm 3 : LT [0 of 4]	9:00 AM Rm 3 : LT [0 of 4]	9:00 AM Rm 3 : LT [0 of 4]	12:45 PM Rm 3 : LT [0 of 45]	9:00 AM Rm 3 : LT [0 of 4]
12:45 PM Rm 3 : LT [0 of 45]	12:45 PM Rm 3 : LT [0 of 45]	12:45 PM Rm 3 : LT [0 of 14]	1:30 PM Rm 3 : LT, SC [0 of 5]	12:45 PM Rm 3 : LT [0 of 45]
1:30 PM Rm 3 : LT, SC [0 of 5]	1:30 PM Rm 3 : LT, SC [0 of 5]			1:30 PM Rm 3 : LT, SC [0 of 5]
2:00 PM Rm 3 : LT, SC [0 of 4]	2:00 PM Rm 3 : LT, SC [0 of 4]			2:00 PM Rm 3 : LT, SC [0 of 4]

Select the courtroom to view. Select the month and the year. Click the **Jump To** button. Click the hearing list to be viewed.

[\[Return to Calendar\]](#) [\[Icon Legend\]](#)

Hearing List 10/25/2012 08:45 AM

Courtroom 3

Docket Type	Plaintiff(s)	Disposition Completed	Service Type	Service Made	Code/Apprd <small>(codes)</small>	Defendant(s)	Special Plaintiff Attorney	Add
LT-12-10-02-3001								
Landlord Tenant Complaint	Joe Filer		PWS	Y		D1- Fred Smith, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Elm Street Philadelphia, PA 19122		
LT-12-10-03-3002								
Landlord Tenant Complaint	Joe Filer		PWS	U		D1- Roger Wilco, AKA/DBA: AND ALL OTHER OCCUPANTS 123 Tree Street Philadelphia, PA 19111		
LT-12-10-03-3003								
Landlord Tenant Complaint	Joe Filer		PWS	U		D1- Thomas Taylor, AKA/DBA: AND ALL OTHER OCCUPANTS 4 Pine Street Philadelphia, PA 19111		

Display options:

Sort by Case Number Sort by Attorney

Show Removes

Go!

The hearing list shows all the cases to be heard for a specific courtroom, date and time. It can be sorted by case number or attorney.

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

Electronic Hearing List Icon Legend

Icon	Title	Description		
	As To Form	This record was flagged As To Form during initiation.		
	ADA Request	There are exhibits on this case that have an associated ADA request.		
	Exhibit	There's an exhibit on this case that was flagged for review at the hearing.		
	Reviewed Exhibit	There's an exhibit on this case that was flagged for review and has been marked as reviewed.		
	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.		
	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"		
	Military Service	Flags defendants who are active in the military.		
	CMS Record	This record was initiated from the CMS as opposed to electronic filing.		
	Cross Claim	<table border="1"> <tr> <td> 1. Original Claim A → B ↘ C </td> <td> 1. Original Claim A → B ↘ C 2. Cross Claim B → C </td> </tr> </table>	1. Original Claim A → B ↘ C	1. Original Claim A → B ↘ C 2. Cross Claim B → C
1. Original Claim A → B ↘ C	1. Original Claim A → B ↘ C 2. Cross Claim B → C			
	Counter Claim	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Counter Claim B → A </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Counter Claim B → A
1. Original Claim A → B	1. Original Claim A → B 2. Counter Claim B → A			
	Set-Off	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Set-Off B → A </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Set-Off B → A
1. Original Claim A → B	1. Original Claim A → B 2. Set-Off B → A			
	Co-defendant	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Co-defendant A → C </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Co-defendant A → C
1. Original Claim A → B	1. Original Claim A → B 2. Co-defendant A → C			
	Additional Defendant	<table border="1"> <tr> <td> 1. Original Claim A → B </td> <td> 1. Original Claim A → B 2. Additional Defendant B → C </td> </tr> </table>	1. Original Claim A → B	1. Original Claim A → B 2. Additional Defendant B → C
1. Original Claim A → B	1. Original Claim A → B 2. Additional Defendant B → C			
	Protracted	Hearing is protracted, and occupies more than one slot. Hover over the icon on the hearing list to see how many slots are occupied.		
	Edit Petition Disposition	Description.		
	Electronically Filed Continuance Disposition Exists	Description.		
	Enter No Service Disposition	Enter a No Service, Dismissed Without Prejudice disposition. This just means service failed for this defendant.		
	Edit Disposition	Edit a disposition. Specifically, this means vacate an existing entry, and add a new disposition.		
	Petition Disposition Exists	A petition disposition was entered for this defendant through the CMS.		
	Electronically Filed Petition Disposition Exists	An electronically filed petition disposition exists for this defendant.		
	CMS Disposition Exists	A disposition was entered for this defendant through the CMS (that means no document is available to view).		
	Add Petition Disposition	Add a petition disposition (also known as the order) to a defendant.		
	Add Same Petition Disposition for All	Add the same petition disposition (also known as the order) to all defendants.		
	Add Disposition	Add a disposition for a defendant.		
	Add Same Disposition for All	Enter the same disposition for all defendants in this case.		
	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.		

Close

CMS (Case Management System)

- Search

Search

CMS - Search Screen

Search tips

- To search on case number, include the case type (SC, LT, CE, CR, NU). Examples: LT-02-02-03-0123, SC0410320183.
- To match people or companies, supply a combination first, last, or company names.
- The search will provide any matches that contain the search term within the party name. Example: **John Smith** will match John Smith, Thomas John Smith, or John Smith Inc.
- % can be used as a wild card when searching for partial names. Example: %John%Smith% will match John A Smith Jr, Donald John Smith, or Johnathan Smithfield
- Only the first 10000 matching results will be returned.
- For more accurate results when searching by plaintiff or defendant, select a case type from the dropdown.

Type:
 Plaintiff
 Defendant

Search:

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 type (SC, LT, CE, CR, NU). Examples: LT-02-02-03-0123, SC0410320183.
- To match people or companies, supply a combination first, last, or company names.
- The search will provide any matches that contain the search term within the party name. Example: **John Smith** will match John Smith, Thomas John Smith, or John Smith Inc.
- % can be used as a wild card when searching for partial names. Example: %John%Smith% will match John A Smith Jr, Donald John Smith, or Johnathan Smithfield
- Only the first 10000 matching results will be returned.
- For more accurate results when searching by plaintiff or defendant, select a case type from the dropdown.

Type:
 Plaintiff
 Defendant

Search:

Case Number	Plaintiffs	Defendants
SC-12-10-02-3000	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	Plaintiff	Fred Smith	Defendant #1
22 MAIN STREET Philadelphia, PA 19111		Ready for trial	44 ELM STREET Philadelphia, PA 19122
		PNC BANK	Garnishee
			1234 MARKET STREET PHILADELPHIA, PA 19107

Default View Condensed View Reverse 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 Hearing Room 2 Fee: \$105.00 Amount at Issue: \$4,500.00 Interviewer Code: 113 Go to Hearing	JOE FILER Joe Filer Fred Smith	Filer P D1 PWS
2	10/02/2012	Plaintiff Instructions SC	Plaintiff Instructions	JOE FILER Joe Filer Fred Smith	Filer P D1
3	10/02/2012	ADA - ADA Notice	ADA	JOE FILER Joe Filer Fred Smith	Filer P D1
4	10/02/2012	SC What To Do	Instructions	JOE FILER Joe Filer Fred Smith	Filer P D1
5	10/02/2012	Non-Military Affidavit	Non-Military Affidavit - Fred Smith	JOE FILER Joe Filer Fred Smith	Filer P D1
6	10/02/2012	Exhibit	CONTRACT	JOE FILER Joe Filer Fred Smith	Filer P D1
7	11/08/2012	Entry of Appearance	Attorney Bulk Attorney filed an entry of appearance for Joe Filer.	Bulk Attorney Joe Filer	Filer P

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 Email Address

Email ✕ +

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

File Return of Service

The **File Return of Service** 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 **Attorney Service Packs Pending Printing** 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

* You may wish to only upload a couple of documents at a time if:

- The file size of the documents being uploaded is large. (ie. Files > 200 KB)
- The internet connection being used is slow. (ie. Dial-up, Some DSL Packages)

Line	Case Number	Defendant ID	File (PDF only)	Service Not Made	Comments
1	SC1210023000	123456	Browse...	<input checked="" type="checkbox"/>	
2	LT1210023001	987654	Browse...	<input type="checkbox"/>	
3			Browse...	<input type="checkbox"/>	
4			Browse...	<input type="checkbox"/>	
5			Browse...	<input type="checkbox"/>	
6			Browse...	<input type="checkbox"/>	
7			Browse...	<input type="checkbox"/>	
8			Browse...	<input type="checkbox"/>	
9			Browse...	<input type="checkbox"/>	
10			Browse...	<input type="checkbox"/>	

Submit

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.

File Notice of Intent to Defend

* You may wish to only upload a couple of documents at a time if:

- The file size of the documents being uploaded is large. (ie. Files > 200 KB)
- The internet connection being used is slow. (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...	

Submit

Enter Satisfaction, SDE, WWP- Single Case

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

Enter Case Number x

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

New Disposition (Satisfaction, SDE, or WWP) - Select Type

Select Type:

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: [SC-12-10-02-3000](#) Docket Type: Disposition - Judgment Satisfied
 Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111		
Involved	Filer	Defendant	#	Address	Status
<input checked="" type="checkbox"/>	<input type="radio"/>	Fred Smith	1	44 ELM STREET Philadelphia, PA 19122	Ready for trial

Choose the parties involved and the filer.

Disposition - Docket Entries

Case Details

Case Number: [SC-12-10-02-3000](#) Docket Type: Disposition - Judgment Satisfied
 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/Comments	Filing Party	Docketed Under	Edit	Preview
Judgment Satisfied		JOE FILER	Fred Smith (D1) Joe Filer (P)		Preview

Click on the **Submit To Court** button. The disposition will appear on the docket after it is approved by a court clerk.

Enter Garnishee Satisfaction (private attorney or non-attorney)

Disposition (Garnishee Satisfaction) - Select Case Number

Enter Case Number

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

New Disposition (Garnishee Satisfaction) - Select Type

Select Type:

Choose to either satisfy or dissolve the attachment.

Disposition (Garnishee Satisfaction) - Select Parties

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Garnishee Satisfied
 Case Type: SC Status: Pending

Case Instance 1 (Complaint)

Involved	Filer	Plaintiff	Address	Status
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Joe Filer	22 MAIN STREET Philadelphia, PA 19111	Ready for trial
<input type="checkbox"/>	<input type="radio"/>	Fred Smith	44 ELM STREET Philadelphia, PA 19122	
Involved	#	Defendant	Address	Status
<input checked="" type="checkbox"/>	1	PNC BANK	1234 MARKET STREET PHILADELPHIA, PA 19107	Related Party

Choose the parties involved and a filer.

Disposition - Docket Entries

Case Details

Case Number: SC-12-10-02-3000 Docket Type: Disposition - Garnishee Satisfied
 Case Type: SC Status: Pending

Case Parties

Plaintiff Information	Defendant / Garnishee Information	Defendant Status
Joe Filer 22 MAIN STREET Philadelphia, PA 19111	PNC BANK (Garnishee) 1234 MARKET STREET PHILADELPHIA, PA 19107	

Docket Preview

Description	Results/Comments	Filing Party	Docketed Under	Preview
Garnishee Satisfied		JOE FILER	PNC BANK (G) Joe Filer (P)	Preview

Click on the **Submit To Court** button. The disposition will appear on the docket after it is approved by a court clerk.

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.

The screenshot shows a web form titled "Bulk Return Of Service". It contains the following fields and controls:

- File:** A text input field followed by a "Browse..." button.
- Service made:** A dropdown menu with a downward arrow.
- Bar code text (for testing):** A text input field with a dropdown menu showing "Yes" and "No" options.
- Upload:** A blue button at the bottom left.

A callout box with a pink background and black border is positioned to the right of the form, containing the text: "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:

Satisfaction
 Settled, Discontinued, and Ended
 Withdrawn Without Prejudice

Choose the type of mass action to be performed and click the **Next** button.

Select Cases

Description

Description for this mass action:

By Hearing

Hearing date/time:

Hearing Room:

Non-Standard Hearing Room:

By Case Numbers

Separate case numbers with spaces or commas. Dashes inside case numbers are optional.

By Original File Date

These fields are required (unless you supply a list of case numbers). It works best if you select 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

Agency:

By Attorney

(Current) Attorney Bar ID:

By Party Name

Party Name:

Docket Comment

Comment to add to all resulting docket entries (optional):

Provide a description of the mass action and select the criteria. The options are by hearing date, case number, file date, by attorney or by party name. A docket comment is optional. **Please Note:** Unlike previous attorney comments, this comment section does appear on the docket once the mass action is approved by the Court. Click the **Next** button to save the action.

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](#)

Once the cases have been compiled, the mass action can be viewed and edited.

Mass Actions List

Search Criteria

Start Date: End Date:

Mass Actions

ID	Created	Type	Owner	Status	Description	Pending	Saved	Committed	Error	Action	Log
936	11/08/2012 2:09 PM	Mass Satisfaction	Bulk Attorney	Ready For Edit	SATISFY JUDGMENT	1	0	0	0	Edit	View

Mass Satisfaction

Mass Items

#	Case #	Type	Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney	Hearing
<input type="checkbox"/>	1 SC-12-04-09-3001	1. Complaint	First Plaintiff	Bulk Attorney 054321	(DD1) - First Defendant		05/24/2012 01:15 PM 4F
<input type="checkbox"/>	Select all						

* Defendants without a check box cannot be satisfied because they are involved in an open petition.

Other Information

Effective date: 11/13/2012
Docket comment:

To submit the mass action, click the **Edit** link and select the cases to be satisfied. Click the **Save** button to submit the mass action to the Court for approval. Email notification will be generated once the Court has completed review.