



**Announcement**

9/26/18

**Criminal E-Filing System Enhancements**

In an effort to bring the First Judicial District of Pennsylvania (FJD) in compliance with the UJS Public Access Policy (204 Pa. Code § 213.81 - Effective January 6, 2018) the court has implemented the following measures.

**Identifying Document**

**Designation at Time of Filing**

This enhancement was implemented earlier this year in parallel with the Trial Division – Civil and Orphans’ Court E-Filing Systems. Filers identify whether the submissions contain redacted, un-redacted, confidential, or public documents in accordance with the policy and upload them accordingly. Additional information pertaining to the policy is provided in this section.

**Screen 5 of E-Filing System**

\*\*\* NOTICE \*\*\*

Please review the [UJS Public Access Policy](#). In accordance with the policy, please follow the instructions and answer all questions carefully.

If your filing contains **CONFIDENTIAL INFORMATION** as defined in [Section 7.0 of the UJS Public Access Policy](#), you must upload a **Redacted Version** and an **Unredacted Version** of the filing in the **REDACTED DOCUMENTS FILE UPLOAD AREA** and the **UNREDACTED DOCUMENTS FILE UPLOAD AREA** respectively after answering the questions below.

If your filing includes **CONFIDENTIAL DOCUMENTS** or **EXHIBITS** as defined in [Section 8.0 of the UJS Public Access Policy](#), you must upload those documents separately from all other documents in the **CONFIDENTIAL DOCUMENTS/EXHIBITS FILE UPLOAD AREA** after answering the questions below.

Please respond accordingly below:

**Does your filing contain Confidential Information?**  Yes  No  
Note: If your filing contains Confidential Information, a Redacted Version and an Un-Redacted Version of your filing must be uploaded. Click [here](#) for a list of information considered confidential as defined by the UJS Public Access Policy.

**Does your filing contain Confidential Documents/Exhibits?**  Yes  No  
Note: Click [here](#) for a list of documents considered confidential as defined by the UJS Public Access Policy.

**Select which Confidential Documents are included with your filing:**  
NOTE: You do not need to upload the Confidential Document Form required by the policy. The system will generate the form based on your selections below.

<input type="checkbox"/> Tax Returns & Schedules	<input type="checkbox"/> Check Registers	<input type="checkbox"/> Marital Property Inventory & Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
<input type="checkbox"/> W-2 forms & schedules including 1099 forms or similar documents	<input type="checkbox"/> Checks or equivalent	<input type="checkbox"/> Income & Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
<input type="checkbox"/> Wages Stubs, earnings statements, or other similar documents	<input type="checkbox"/> Loan application documents	<input type="checkbox"/> Agreements between the parties as used in 23 Pa.C.S. §3105
<input type="checkbox"/> Credit card statements	<input type="checkbox"/> Minor's education records	
<input type="checkbox"/> Financial Institution Statements	<input type="checkbox"/> Medical/Psychological records	
	<input type="checkbox"/> Children & Youth Services' records	

Click to open Upload Screen, ensure the block pop-up windows option is not checked

[Upload Documents](#)

**Online Document Retrieval in My Cases Screen**

This feature is new to the Criminal Section of the E-Filing System. Many of the document designations outlined above will now appear in the document retrieval section of the website.

**My Cases Screen**

Defendant Name	Case Status	Next Listing
Smith, John	Closed	
<b>Documents:</b>		
07/24/18 Confidential Information Form Filed		
• <a href="#">Final Expungement documents.pdf</a> (Confidential)		
07/24/18 Motion for Expungement		
• <a href="#">Confidential Document Form</a>		
• <a href="#">Notice of Hearing</a>		
• <a href="#">redacted petition.pdf</a> (Redacted)		
04/30/17 PARS Transfer		
• <a href="#">793927491-1.pdf</a>		