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1 Introduction to the Paperless Electronic Filing System

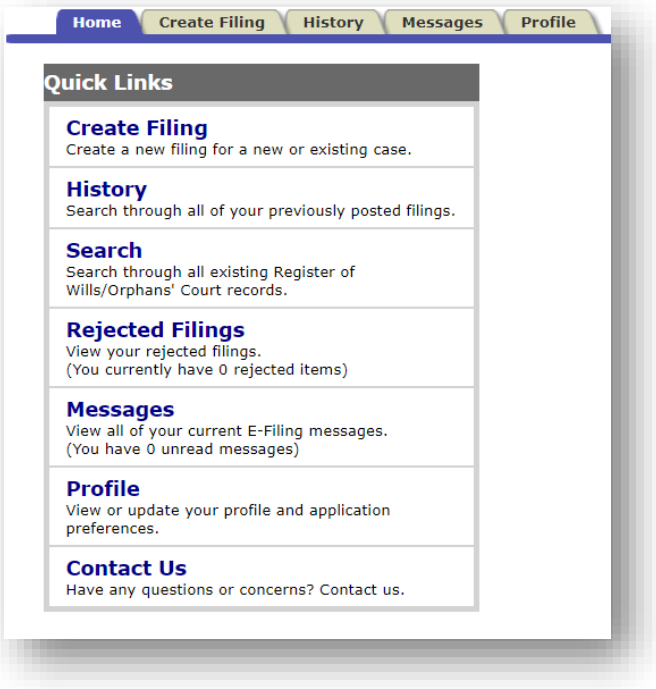
The Paperless Electronic Filing System is a web-based eFiling application that allows electronic submission of filings for both attorneys and pro-se litigants. With eFiling, you have 24/7/365 days of the year online filing access. Access to documents on a case are virtually instant. You can browse through all your filed documents quickly and easily, without them taking up real estate in your office. eFiling allows you to file your documents without leaving your office, eliminating the need to travel to the Clerk's office or pay for postage. Receiving your documents more quickly also allows you to react faster to new developments on your case.

1.1 A Day in the Life

- The Filer prepares the document for filing and then uploads it into the eFiling system
- Filer enters payment via credit card (if applicable)
- The Clerk will review the incoming filings and either accept or reject them
- The filing will be entered on the docket immediately if accepted, or sent back if rejected
- The filer and other registered eFilers on the case will receive e-mail notifications when the filing is accepted

2 eFiling Home Page

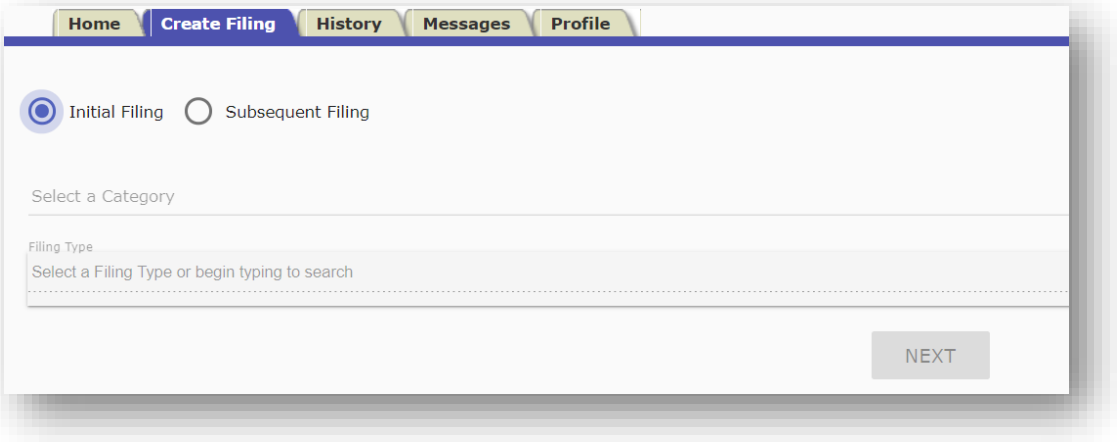
Once logged in to the eFiling application, the home page allows the users accessibility to all the features of eFiling within one page.



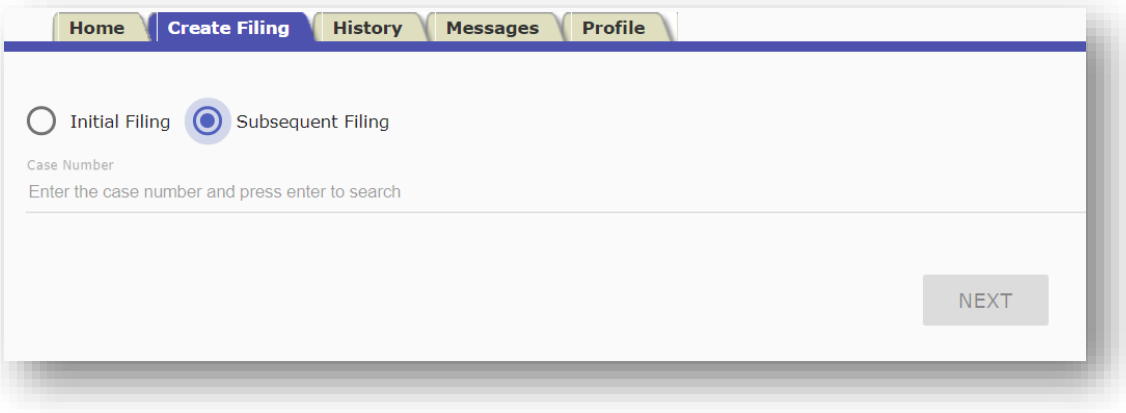
2.1 Create Filing

This is where the user will create a new Filing on a case; both Initial and Subsequent.

Initial: You must select a Filing type to begin. (Some Counties group Filing Types into Case Category)

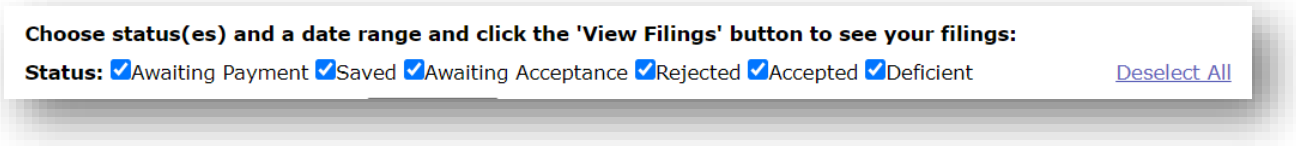


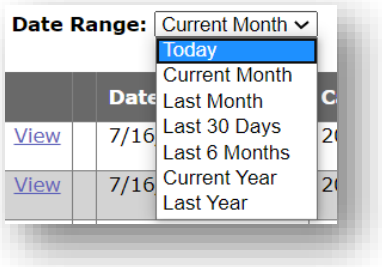
Subsequent – Requires you to enter the case number of the case you wish to file against

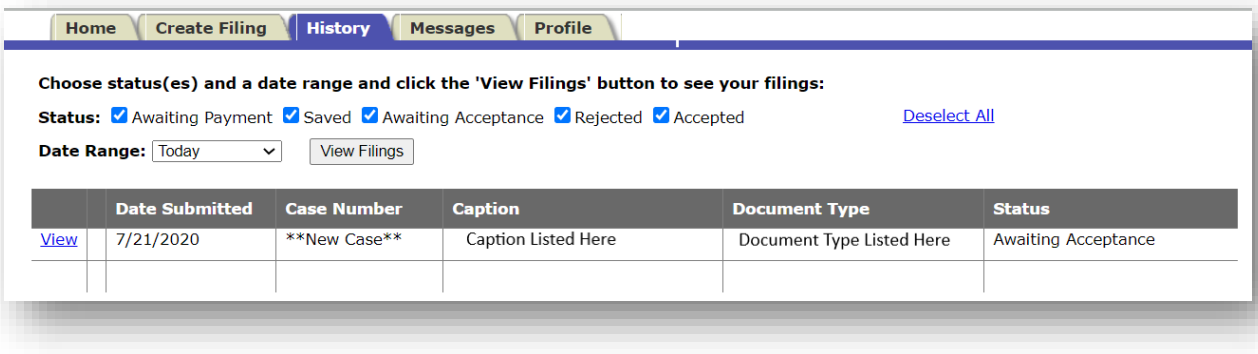


2.2 History

Allows the user to search for previous filings to check on their status. Provide a date range and status, and the results list will come back with matches to your search criteria.







2.3 Search

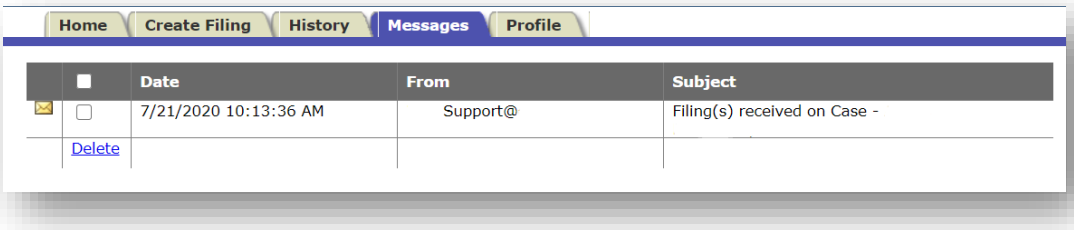
A link to the Viewer to search existing records

2.4 Rejected Filings

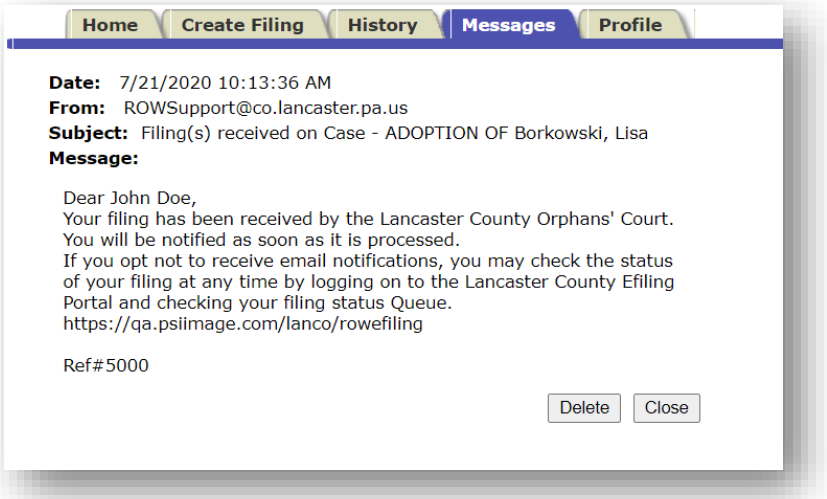
Drills down on only the rejected Filings within your account

2.5 Messages

The user can view all eFiling messages. These are the same messages that are sent to the users' email Inbox.

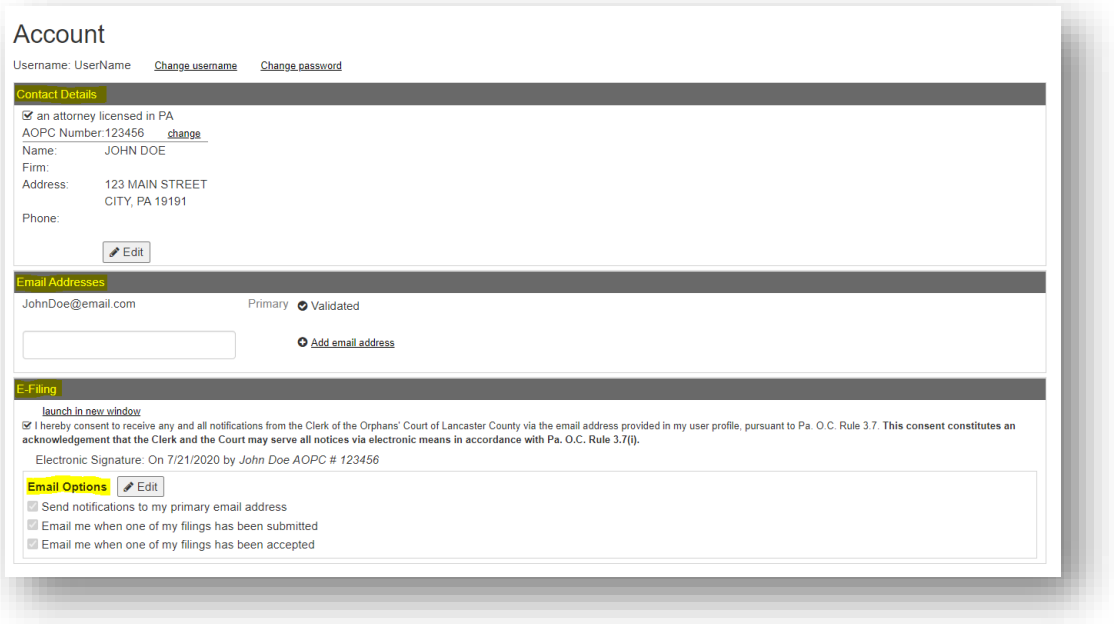


You can click to view each message – Below is an example of one:



2.6 Profile

Users account information. The user is responsible for keeping this profile up to date to receive proper notifications from the Court. We recommend that each attorney have their own profile associated with their AOPC number, indicating the attorney address and attorney email address.



2.6.1 Contact Details

Unique Identifier for an Attorney is the AOPC number, for Pro-se it is their DOB

2.6.2 Email Address

It is recommended that the Attorney's email address is listed as the primary. The notifications can always be turned off if they provide a secondary email address.

2.6.3 Efiling

If there are multiple Departments within a Court facility that have eFiling available, you will see each listed account listed that was enabled. It will also include the date in which they consented with an Electronic Signature.

2.6.4 Email Options

You can turn on and off the following email options:

- Send Notifications to my primary email address – You may only turn this off if you have a secondary email address validated within your profile
- Email me when one of my filings have been submitted – You will receive email notification when your filing is sitting in the Awaiting Acceptance Queue at the Court
- Email me when one of my filings have been accepted – You will receive notification when your filing has been accepted or rejected

3 Contact Us

For assistance with questions or concerns, please contact your County Prothonotary office.