

# MONROE COUNTY, PA E-FILE USER GUIDE

## E-FILING USER GUIDE

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## ABOUT THIS DOCUMENT

### INTENDED READERSHIP

This document serves as a guide to registering and using the Monroe County C-Track E-Filing portal.

### IN THIS GUIDE

The aim of the guide is to provide step-by step process instruction for users with appropriate privileges to create, edit, and submit electronic case filings from a remote computer to the Monroe County Office of the Prothonotary (“Prot”) and to manage their C-Track E-Filing account. The guide includes Legal Organization Administration functionality to add and remove authorized E-filers to Legal Organizations (Law Firms).

### MONROE COUNTY CONTACT INFORMATION

Office of the Prothonotary E-mail: **protcivilfiling@monroecountypa.gov**

Office of the Prothonotary Phone: **570-517-3370**

## **ATTENTION**

### **SERVICE OF ORIGINAL PROCESS**

IF YOU ARE FILING A WRIT OR COMPLAINT WHICH IS CONSIDERED ORIGINAL PROCESS UNDER PA RULE OF CIVIL PROCEDURE 400 AND REQUIRES SERVICE BY THE SHERIFF, PLEASE BE ADVISED THE MONROE COUNTY OFFICE OF THE PROTHONOTARY (“PROT”) WILL NOT ELECTRONICALLY TRANSFER YOUR PLEADING TO THE SHERIFF’S OFFICE FOR SERVICE.

IF YOU RECEIVE A NOTICE FROM THE PROT THAT YOUR FILING HAS BEEN APPROVED AND DOCKETED, **YOU STILL MUST MAKE ARRANGEMENTS WITH THE SHERIFF’S OFFICE TO HAVE ORIGINAL PROCESS SERVED** PURSUANT TO THE PENNSYLVANIA CIVIL PROCEDURE RULES, PART 1: SERVICE OF ORIGINAL PROCESS, SUB-PART A: SERVICE GENERALLY Pa.R.C.P 400 – 405 and/or SUB-PART B: SERVICE IN PARTICULAR ACTIONS Pa.R.C.P. 410-412 ; SUB-PART C: SERVICE UPON PARTICULAR PARTIES Pa.R.C.P 420-425; SUB-PART D SERVICE PURSUANT TO SPECIAL ORDER OF COURT Pa.R.C.P 430; PART II, SERVICE OF LEGAL PAPERS OTHER THAN ORIGINAL PROCESS Pa.R.C.P 440-44

## CHAPTER 1 ELECTRONIC FILING

### C-TRACK CMS E-FILING FUNCTIONALITY

#### 1.1 E-File Overview and Registration

Electronic Filing offers the opportunity to open a new case filing or electronically file and transmit documents to the Court for an existing case, using a remote computer. E-Filing requires the completion of a registration form and may or may not require the successful completion of a test, depending upon the business process of the Court(s) to which you E-File. Additionally, you need an active email account to complete the registration process. You submit the registration and receive an email which provides a link to access the C-Track E-Filing web site.

For Efilers who are attorneys, you may have a legal organization, such as a law firm, to which you can associate an E-Filing account. Legal Organizations are useful for instances where another registered user submits filings on your behalf or where attorneys or authorized E-Filers may need to view filings submitted by other E-Filers of the same Legal Organization. When a registered E-Filer is associated to a Legal Organization, the user can switch associations from their personal E-File account to the Legal Organization to which they are associated. Support Staff can also be included as Legal Organization members. Attorneys can associate Support Staff through the User Association screen. Support Staff are able to file on behalf of an authorized attorney Efiler.

You may access the E-File Registration / Log In screen from another web site, such as a State or County site, which directs you to the web location or Universal Resource Location (URL) for C-Track E-Filing.

➤ **NOTE:** To review the Terms and Conditions for using the E-Filing site click the **E-Filing Terms & Conditions** link on the **Log In** screen.

The **E-File User Access** image below demonstrates security constraints E-File users face when included and not included on the E-File User Access List for a given case. The E-File User Access List is a list of E-File users that belong to a case on Monroe County's CMS application. To gain access to the List, a user must file onto a case and have it accepted/docketed by the Prot. Once docketed, the filing attorney (whether the attorney files the document themselves or Support Staff files on their behalf) will be added to the E-File User Access List.

Users within the same Law Firm can also gain access to the E-File User Access List if they are a Support Staff member supporting an Attorney who already belongs to the List by making a request to the Prot.

The image below demonstrates the functionality of the E-File User Access List relative to searching and filing on a case based on the case being a public or confidential record.

		Public Case	Confidential Case
User Not on EF User Access List	Search / Access Case	✘	✘
	E-File into Case	✔	✘
User on EF User Access List	Search / Access Case	✔	✔
	E-File into Case	✔	✔

In this example, we register as an e-filer.

1. From **E-File Registration / Log In** screen, click **Register as an E-Filer**.

Login

Username

Password

Login

[Forgot Password?](#)

[Register as an E-Filer](#)

[E-Filing Terms & Conditions](#)

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.1: E-File Registration / Log In screen**

The **E-File Registration** screen appears.

## MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING

## Information

I hereby expressly consent to receive any and all notices or other communications from the Office of the Prothonotary, and the Court of Common Pleas of Monroe County, via email at the email address in my user profile pursuant to PaRCP 205.4 and 238, and all applicable Monroe County Local Rules. This constitutes my written request for such notifications in accordance with Rule 238(d).

If you have never filed in Monroe County before, you must first email us at [protcivilfiling@monroecountyva.gov](mailto:protcivilfiling@monroecountyva.gov) to be listed in our Case Management System first.

Once you have submitted this information, a confirmation email will be sent.

PLEASE REGISTER ONE TIME. If you are unsure if you are registered please contact the Court.

For questions regarding e-filing, during work hours, call 570-517-3370. You may also email us at any time at [protcivilfiling@monroecountyva.gov](mailto:protcivilfiling@monroecountyva.gov).

## E-File Registration

TYPE ▾

Type\* ?

USER INFORMATION ▾

Prefix  Username\*

Last Name\*  Password\*

First Name\*  Confirm Password\*

Middle Name

Suffix

CONTACT ▾

Primary E-mail\* ?

[Add Contact](#)

ADDRESS ▾

Address Type ? Mailing ▾

Address Line 1\*

Address Line 2

Address Line 3

Address Line 4

Country


City\*  State\* PA ▾ Zip Code

LEGAL ORGANIZATION ASSOCIATION

Legal Organization Name	Role	E-mail	Status
No records were found.			

[Add Legal Organization](#)

VERIFICATION ▾

I'm not a robot 

TERMS AND CONDITIONS ▾

I agree to the [terms and conditions](#).

[Next](#)

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Fig. 1.2: E-File Registration screen

The **E-File Registration** screen has seven containers.

In the **Type** container:

1. Select the Account **Type**.

If you are an attorney registered with the Bar, select the Registered Representer option. The **Attorney Bar ID** field appears.

E-File Registration

TYPE ▾

Type\* ?  Attorney Bar ID\*

Fig. 1.3: Registration account **Type** field selection of Registered Representer

In the **User Information** container:

2. Enter a **User Name**.
3. Enter a **Last Name**.
4. Enter a **First Name**.
5. Enter a **Password**.
6. **Confirm Password**.

In the **Contact** container:

7. Enter a **Primary E-mail**.
8. Click **Add Contact** to enter additional email addresses, as needed.

In the **Address** container:

9. Select the **Address Type**.
10. Enter **Address Line 1**.
11. Enter **City**.
12. Select **State**.
13. Enter **Zip Code**.

14. If you are associating your registration with a Legal Organization, such as a registered Law Firm, click **Add Legal Organization**.

The **Legal Organization Search** window appears.

**Add Legal Organization Association**

LEGAL ORGANIZATION SEARCH ▾

Name Contains  Show Inactive

LEGAL ORGANIZATIONS

Name	Address	Active
No records were found.		

Search Cancel

**Fig. 1.4: Legal Organization Search** window

15. Enter search criteria.
16. Click **Search**.



**Add Legal Organization Association**

LEGAL ORGANIZATION SEARCH ▾

Name Contains  Show Inactive

LEGAL ORGANIZATIONS

Name	Address	Active
Weitzmann, Weitzmann, & Huffman	333 Main St Stroudsburg PA 18360	Y

1 to 1 of 1 records

Search Cancel

**Fig. 1.5: Legal Organization Search** window – search results returned

➤ **NOTE:** If the Legal Organization to which you belong is not returned in a search, you must contact the Prot.

17. Click the line item **Name** of the Legal Organization to which you are associating your E-Filer registration, if applicable.

The **User - Legal Organization Details** window appears.

**Add Legal Organization Association**

LEGAL ORGANIZATION SEARCH ▾

Name Contains  Show Inactive

LEGAL ORGANIZATIONS

Name
Copen and Shore

1 to 1 of 1 records

**User-Legal Organization Details**

USER-LEGAL ORGANIZATION DETAILS ▾

Role\*

Service E-Mail\*

[Add Another](#)

Save Cancel

**Fig. 1.6: Legal Organization Search** window – Organization Details

Here, your Role determines what functions you can access in E-File and, for your Court, are defined as:

**Attorney** - selected by users with a valid Bar ID who use the application to submit E-Filing on new and existing cases

**Support Staff** – selected by users without a Bar ID who can submit E-filings on behalf of Attorneys

**Legal Organization Admin\*\*** - selected by users with a valid Bar ID who use the application to submit E-Filing on new and existing cases as well as add and remove user access for other e-filers of the organization.

**Non-Filing Legal Organization Admin\*\*** - selected by users who do not submit e-filings themselves or on behalf of anyone else. This role lets users add and remove user access for other e-filers of the organization.

**\*\*Please note:** you will need to contact the Prot and identify at least one person in your organization to be a Legal Organization Admin or Non-Filing Legal Organization Admin prior to having anyone else attempt to add your law firm as a Legal Organization.

18. Select a **Role**.
19. Enter a **Service Email**.
20. Click **Add Another** to enter additional email accounts associated to your registration and the Legal Organization, as needed. If you add a support staff email address, that individual is required to complete the E-Filing Registration and associate to your account through the Legal Organization functionality.
21. Click **Save**.

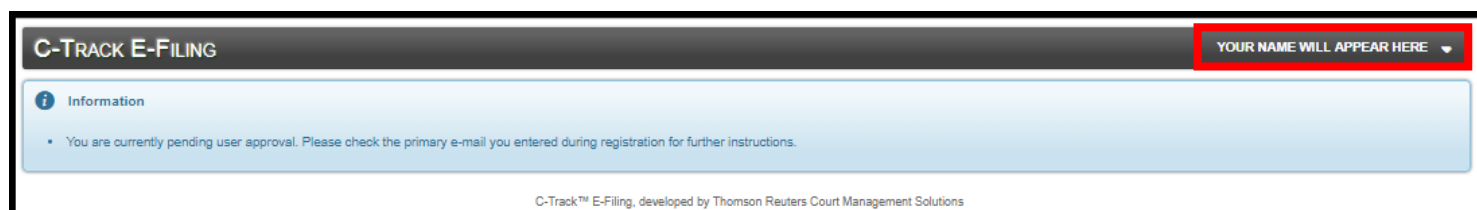
In the **Verification** container:

22. Enter Verification from the Captcha container.

In the **Terms and Conditions** container:

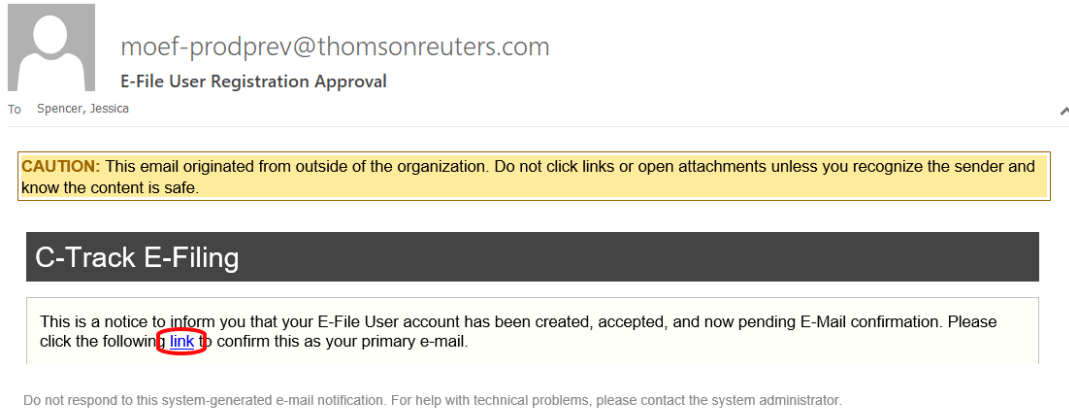
23. Click the **I agree** check box.
24. Click **Next**.

An **Information** message appears and directs you to check your primary email to complete registration.



**Fig. 1.7: Information message**

25. Log into the email account that you entered on the Registration form.
26. Open the email from the E-File site.
27. Click the link provided in the email. The link will appear similar to the figure below.



**Fig. 1.8: C-Track E-Filing Email example**

A Browser window opens and navigates to a secure **C-Track E-Filing Login** screen.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING**

**Login**

Username

Password

**Login**

[Forgot Password?](#)  
[Register as an E-Filer](#)  
[E-Filing Terms & Conditions](#)

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

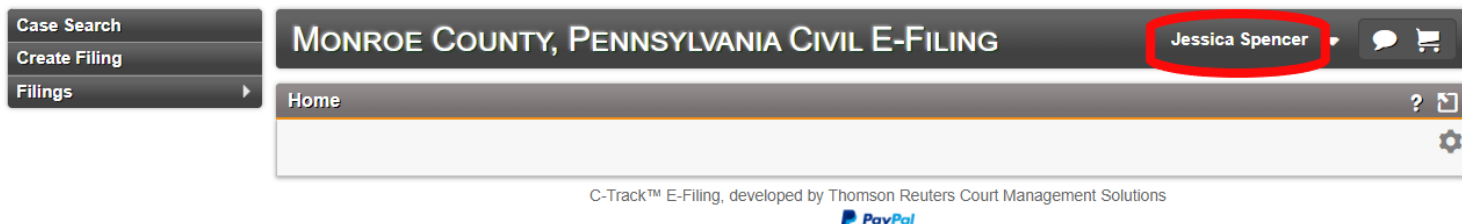
**Fig. 1.9: C-Track E-Filing Login screen**

28. Enter **Username**.
29. Enter **Password**.
30. Click **Login**.

Please see the **Helpful Links** to access Monroe County Forms, Rules and AOPC information.

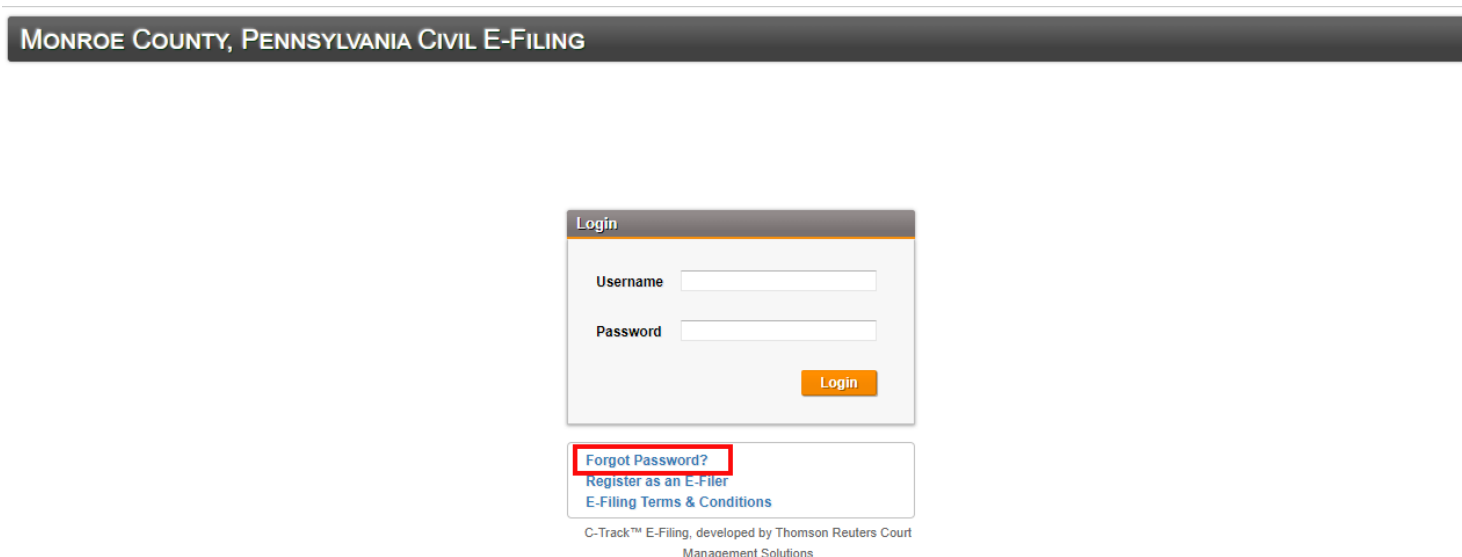
The **C-Track E-Filing Home** screen appears and your registered first and last name display in the top right header of the

Home screen banner.



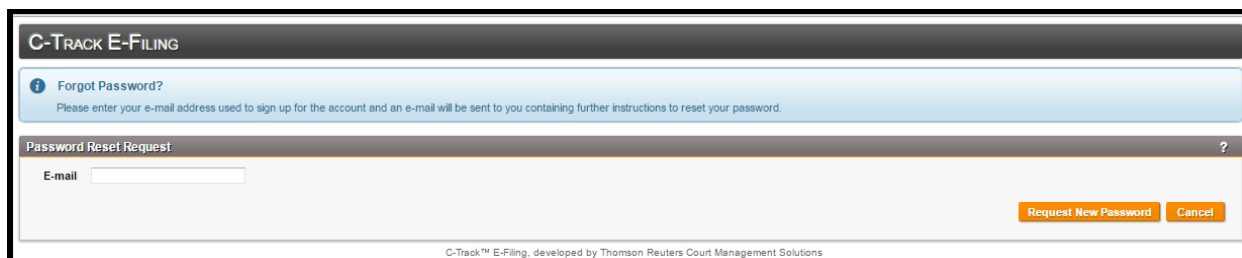
**Fig. 1.10: C-Track E-Filing Login screen**

31. Should you forget your password, click the **Forgot Password?** link on the **C-Track E-Filing** screen.



**Fig. 1.11: C-Track E-Filing Login screen – Forgot Password?**

The **Forgot Password** Information message and **Password Reset Request** container appear.



**Fig. 1.12: Password Reset Request container**

32. Enter the email address you provided on the Registration form.
33. Click **Request New Password**.


An email is sent to the email account on file. Follow the instructions in the email to reset your password.

Disclaimer: This Thomson Reuters document has been modified by the customer from its original state.

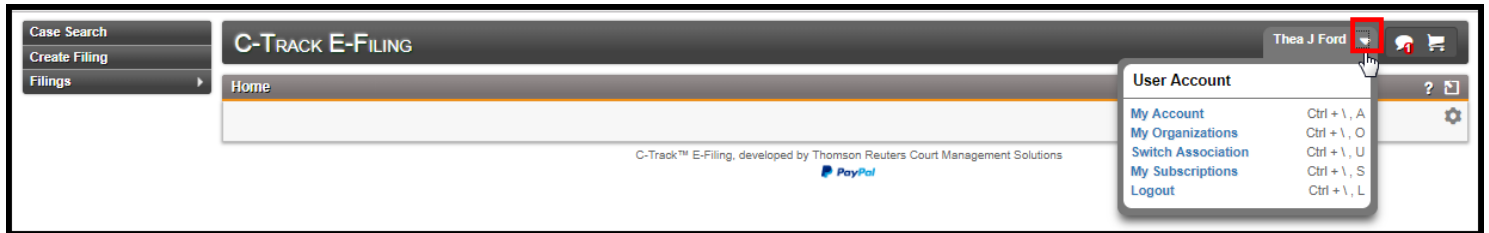
## 1.2 User Administration and Add Support Staff

The **User Administration** screen lets you update contact information, change your E-Filing password and add other authorized E-File users, such as support staff of your Legal Organization, to your User Account. When you add Support Staff to your User Account, you are creating an association which authorizes the staff to create and complete electronic filings on your behalf.

Access to the **User Administration** screen is available through the personal or Legal Organization account association.

1. From any screen in the **C-Track E-Filing** application, select the down arrow icon  to the right of your Username in the top right menu bar.

The **User Account** menu appears.



**Fig. 1.13: User Account** menu exposed

➤ **NOTE:** In addition to clicking the links in the **User Account** menu, each screen can be accessed through the keyboard shortcut for each option.

<b>My Account</b>	<b>Ctrl + \, A</b>
<b>My Organization</b>	<b>Ctrl + \, O</b>
<b>Switch Association</b>	<b>Ctrl + \, C</b>
<b>My Subscriptions</b>	<b>Ctrl + \, S</b>
<b>Logout</b>	<b>Ctrl + \, L</b>

Additionally, you can access a shortcuts menu from any screen using the keyboard shortcut **Ctrl + \**.

\*\*Please note that the “My Organization” and “Switch Association” options will only appear in the User Account menu after you have been accepted as part of your Legal Organization by your Legal Organization Admin.

2. Select the **My Account** link.

The **User Administration** screen appears.

The screenshot shows the 'User Administration' screen in the C-Track E-Filing system. The user is Thea J Ford, a Registered Representative with Attorney Bar ID 3211955. The page is divided into several sections: TYPE (Registered Representative), USER INFORMATION (Last Name: Ford, First Name: Thea, Middle Name: J, Suffix: , Prefix: , Notification Type: All, Old Password, New Password, Confirm Password), CONTACT (Primary E-mail: nanowiz-TFord@gmail.com), and ADDRESS (Mailing: 98 E Emerald St, Media PA 19063). At the bottom, there are buttons for 'Associated Legal Organizations', 'Deactivate Account', and 'Save'. The footer indicates the system is developed by Thomson Reuters Court Management Solutions and includes a PayPal logo.

**Fig. 1.14: User Administration screen**

The **User Administration** screen has six containers. The information is initially collected through the Registration process you completed. You can update changes to your **User Information**, and change your **Password**, add and edit **Email** contact information.

**Legal Organization Association** information is not editable by you but, is controlled by the authorized Legal Organization Administrator for your Legal Organization, as identified to the Prot.

If you need to update Mailing address information, contact the Prot.

The **Associated Legal Organizations** button lets you review Legal Organization details that exist for your User ID, such as support staff, that are registered C-Track E-Filers associated to you and your Legal Organization.

The **Deactivate Account** button lets you confirm the inactivation of your E-Filing account.

The **Save** button updates any changes to your Account information.

3. Click the **Associated Legal Organizations** button at the bottom left of the **User Administration** screen.

The **Manage Associated Legal Organizations** screen appears.

The screenshot shows the 'Manage Associated Legal Organizations' screen. It displays user details for TFord, including Name (Thea J Ford) and Attorney Bar ID (3211955). Below this is a table titled 'LEGAL ORGANIZATION ASSOCIATION' with columns for Legal Organization Name, Role, E-mail, Status, and Support Staff. The table shows one association: Copen and Shore, Attorney, TFord@copenshore.com, Approved, and Lia Domico. There is an 'Add Legal Organization' link at the bottom left. The footer indicates the system is developed by Thomson Reuters Court Management Solutions and includes a PayPal logo.

Legal Organization Name	Role	E-mail	Status	Support Staff
Copen and Shore	Attorney	TFord@copenshore.com	Approved	Lia Domico

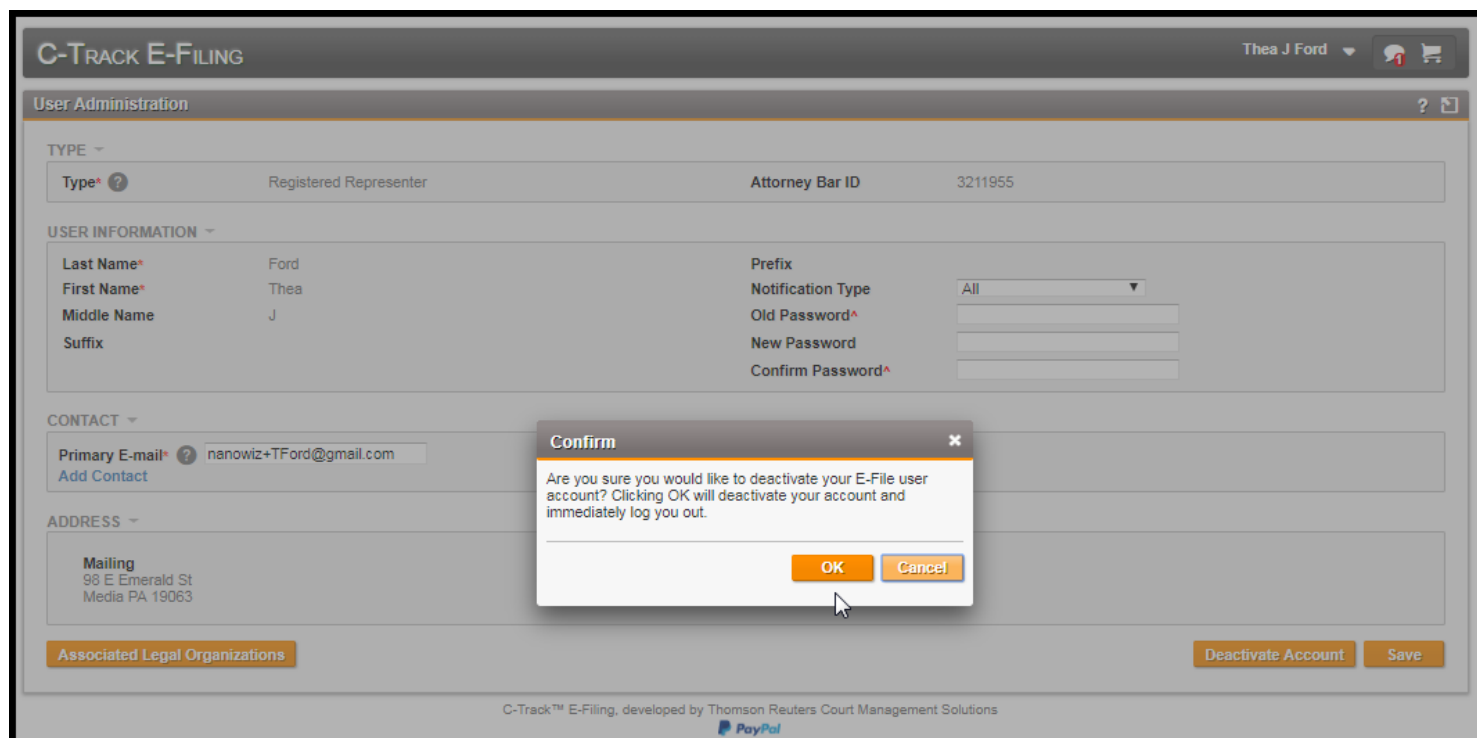
**Fig. 1.15: Manage Associated Legal Organizations screen**

The **Manage Associated Legal Organizations** screen shows your relationship to the Legal Organization. The **Add Legal Organization** link opens the **Add Legal Organization Association** window which you use to search for other Legal Organizations that are registered with the Court.

➤ **NOTE:** If you are associated to more than one Legal Organization but you do not find them using the **Add Legal Organization Association** window search, contact the Prot for more information.

4. Click **Ctrl + \, A** to return to the **User Administration** screen.
5. Click **Deactivate Account**.

The **Confirm** window appears.



**Fig. 1.16: Confirm window**

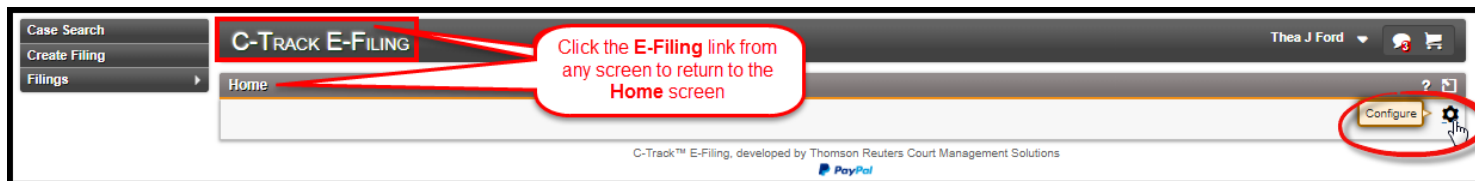
If you choose to deactivate your account, it becomes Inactive. The Prot must be contacted to reactivate your account.

6. Click **Cancel**.

### 1.3 Navigation, Dashboard Widgets and Switch User Association


In this section we review E-File navigation, the **Home** screen appearance and the filing queues available from the left navigation menu when you Switch Association.

The C-Track E-Filing logo in the top banner of every screen is a link to navigate to your **Home** screen, from any screen in the application.

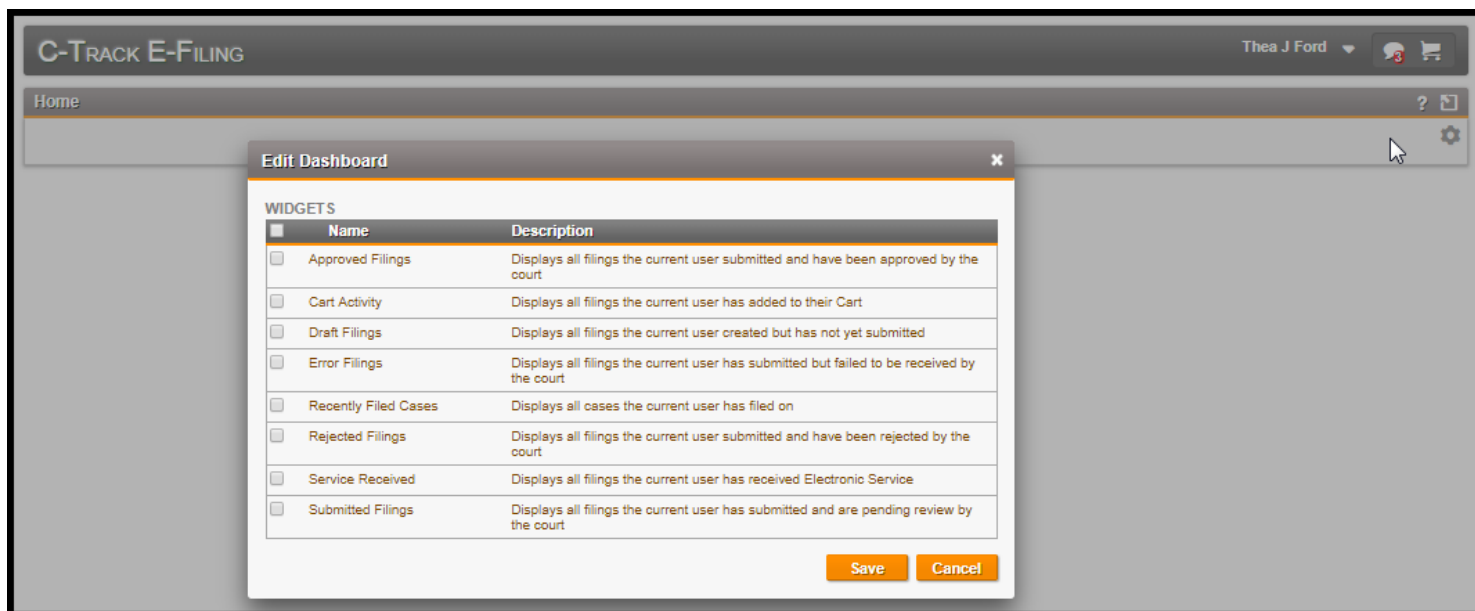


**Fig. 1.17: Home screen – Configure icon**

You can control the appearance of your **Home** screen to view a variety of summary information Widgets.

1. From the **C-Track E-Filing Home** screen, click the **Configure** icon  at the far right of the screen.

The **Edit Dashboard** window appears.

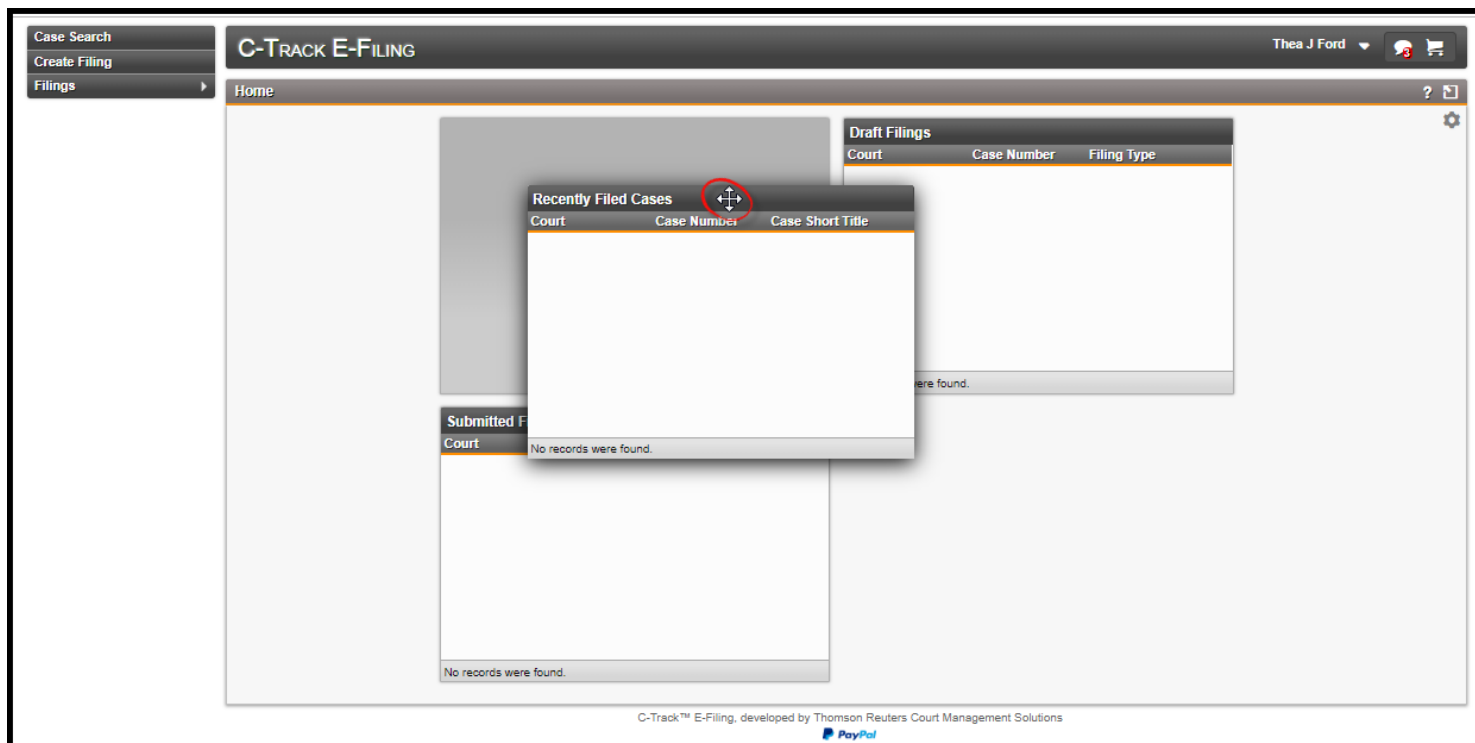


**Fig. 1.18: Edit Dashboard window**

2. Click the **Select All** check box in the header of the **Widgets** container.
3. Deselect Widgets you prefer not to use.
4. Click **Save**.

Selected Widget containers are added to your **Home** screen. Grab the header of any Widget to drag it to a new location on the screen.





**Fig. 1.19: Home** screen – select Widgets added – drag and drop Widget placement

For users who are members of a Legal Organization, your **Home** screen based on the account that is active. Widgets belong to the account for which you are active. When you select the **Switch Association** option, through the **User Account** menu, your **Home** screen reflects Widget selections made for that association.

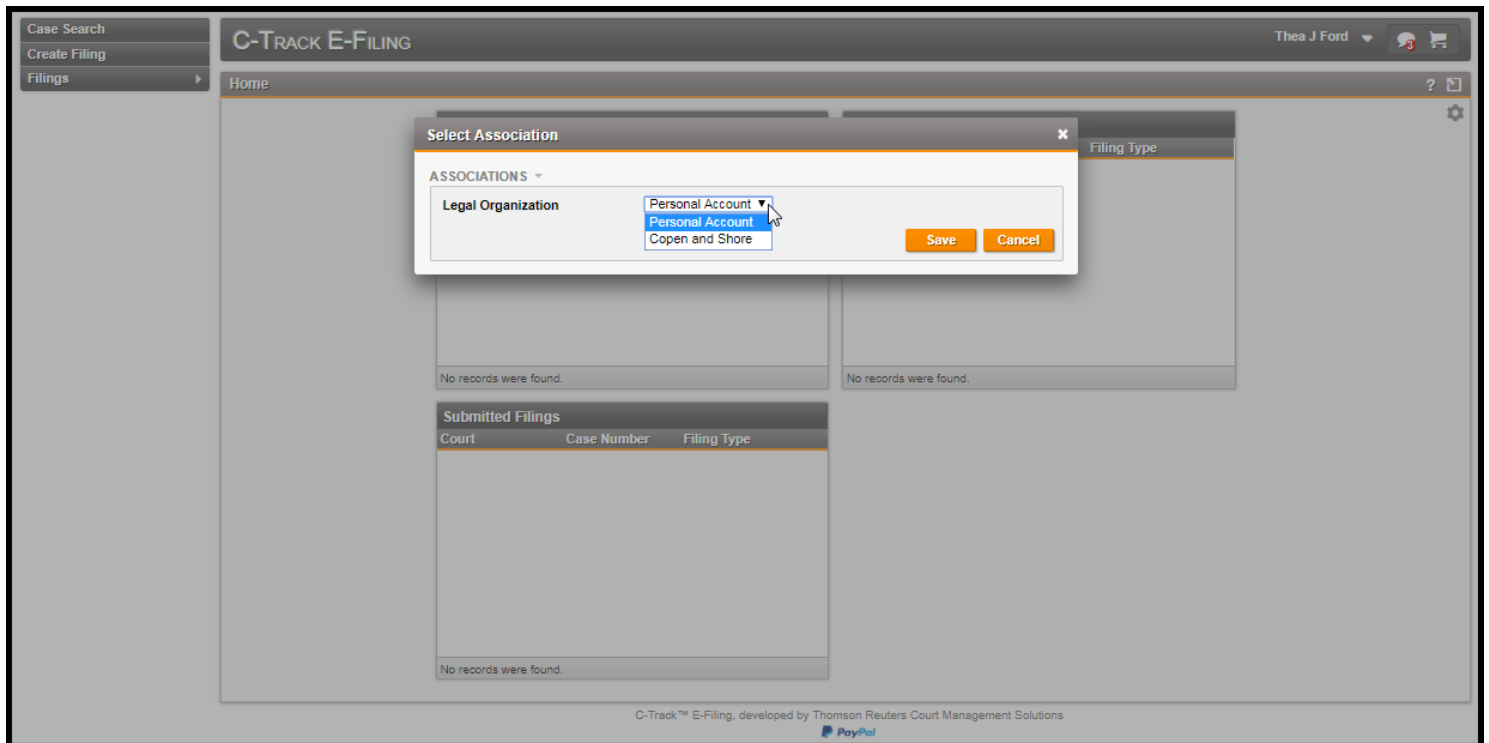
5. Click the arrow to the right of your **User Name** from the far-right top navigation bar.

The **User Action** menu appears.

Legal Organization Association has a one-to-many capacity which lets an authorized E-Filer associate to one or many Legal Organizations, as needed. In this example, the authorized E-Filer has only one Legal Organization.

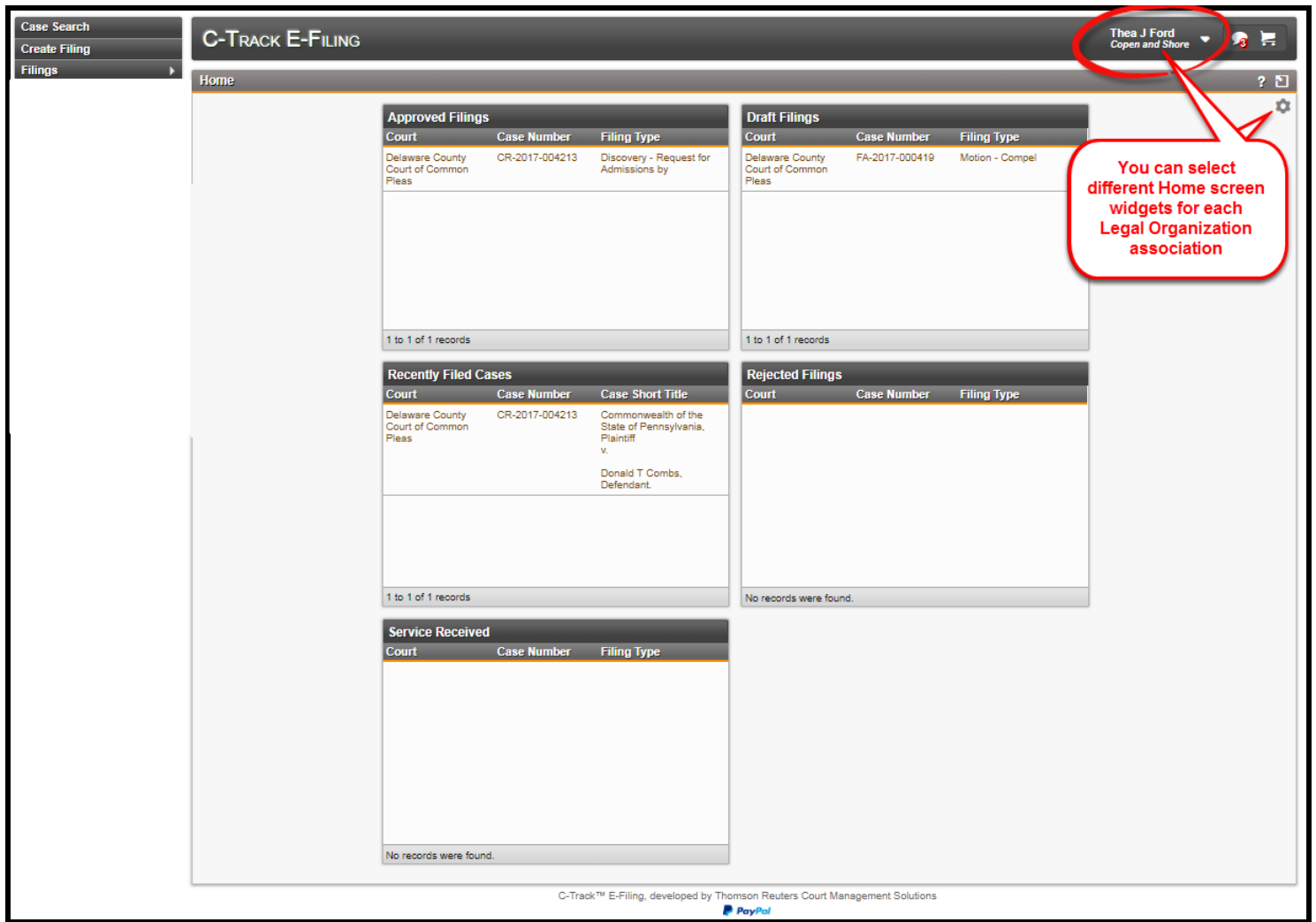
6. Click **Switch Association** from the User Action menu.

The **Select Association** window appears.



**Fig. 1.20: Select Association window**

7. Select the **Legal Organization**.
8. Click **Save**.



**Fig. 1.21: E-File User Legal Organization Home screen**

Note the appearance of the Legal Organization name below the authorized Users name and different Widgets appear because the user selected Widgets for this Legal Organization associated **Home** screen.

In addition, Filing Queue recorded activities, (the numbers that appear in parenthesis) accessed from the **Filings** left navigation menu, reflect activities for the account that is active.

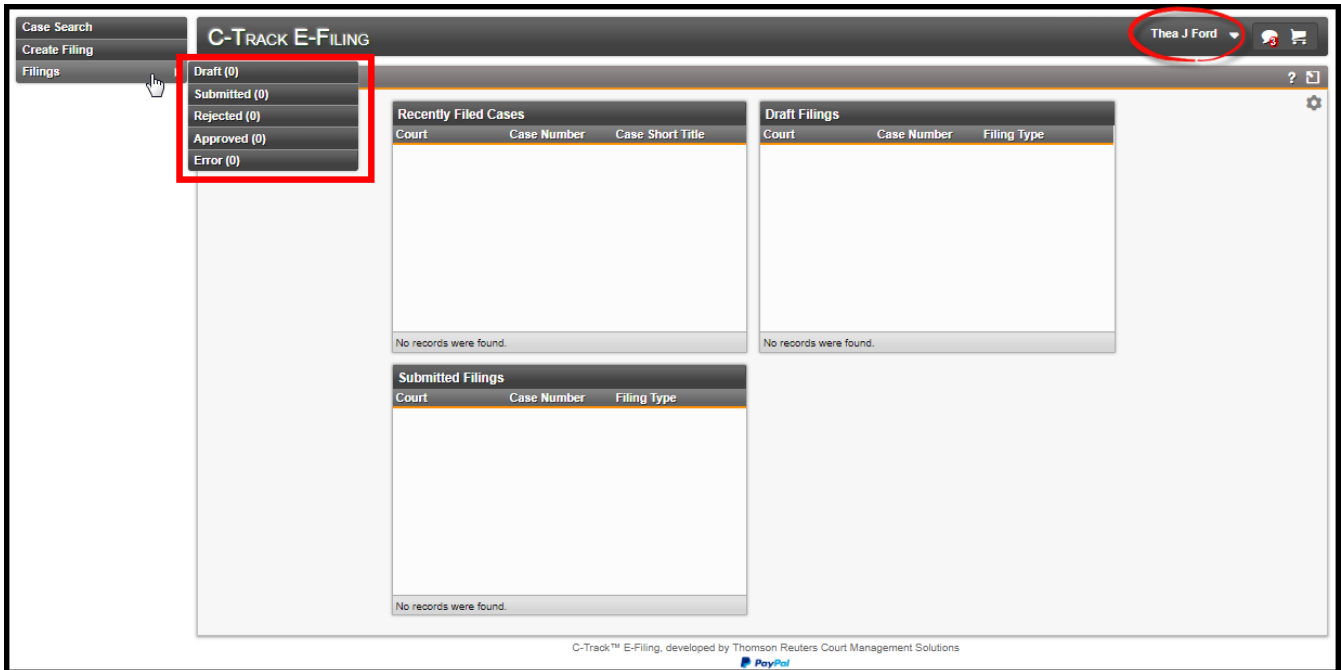


Fig. 1.22: E-File User Home screen – Personal Account

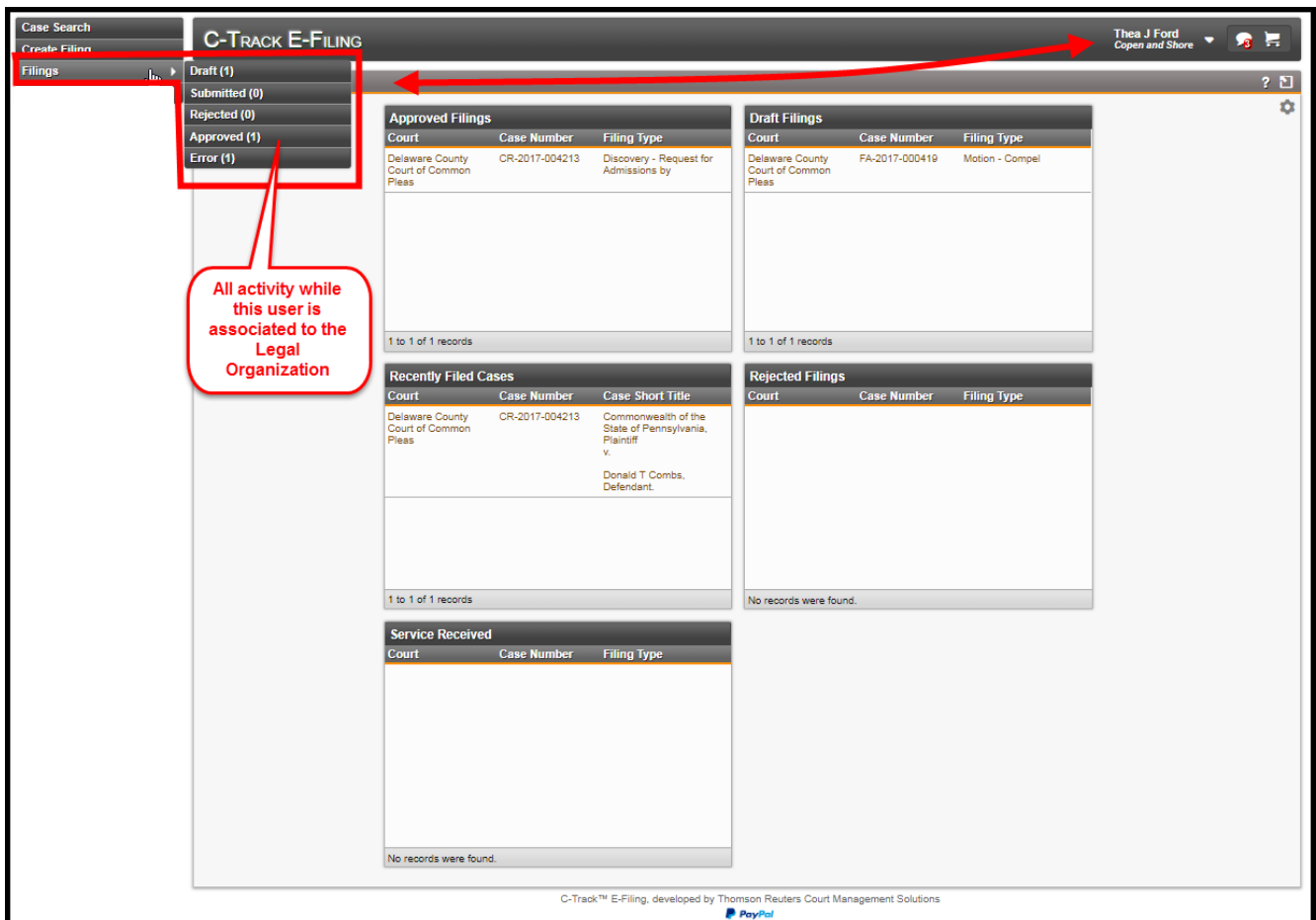
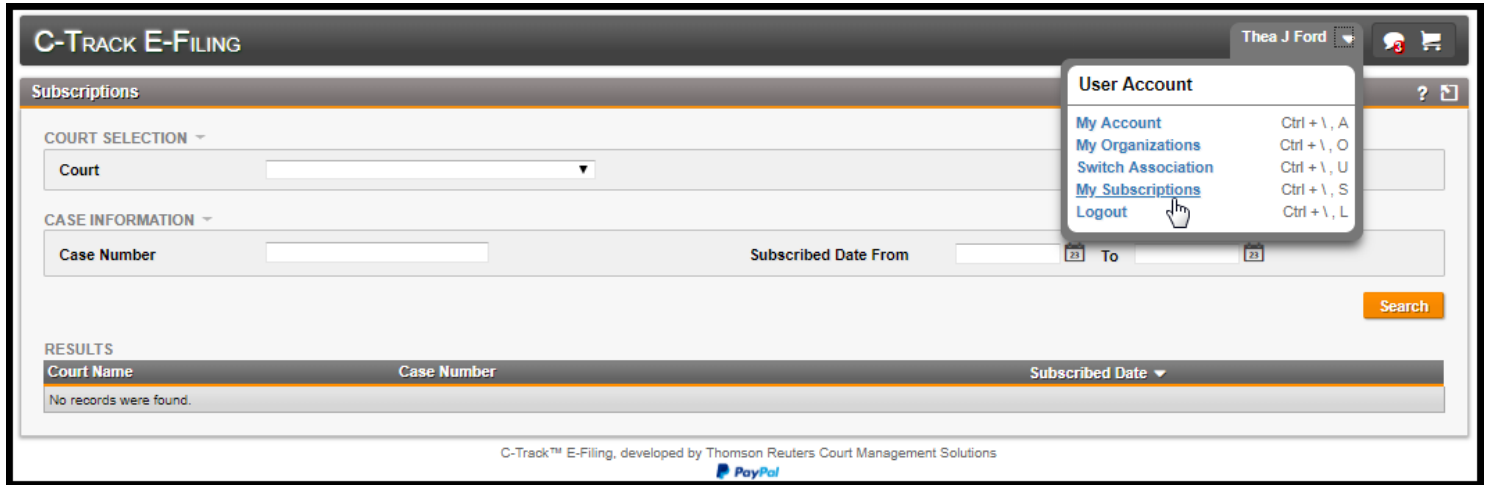
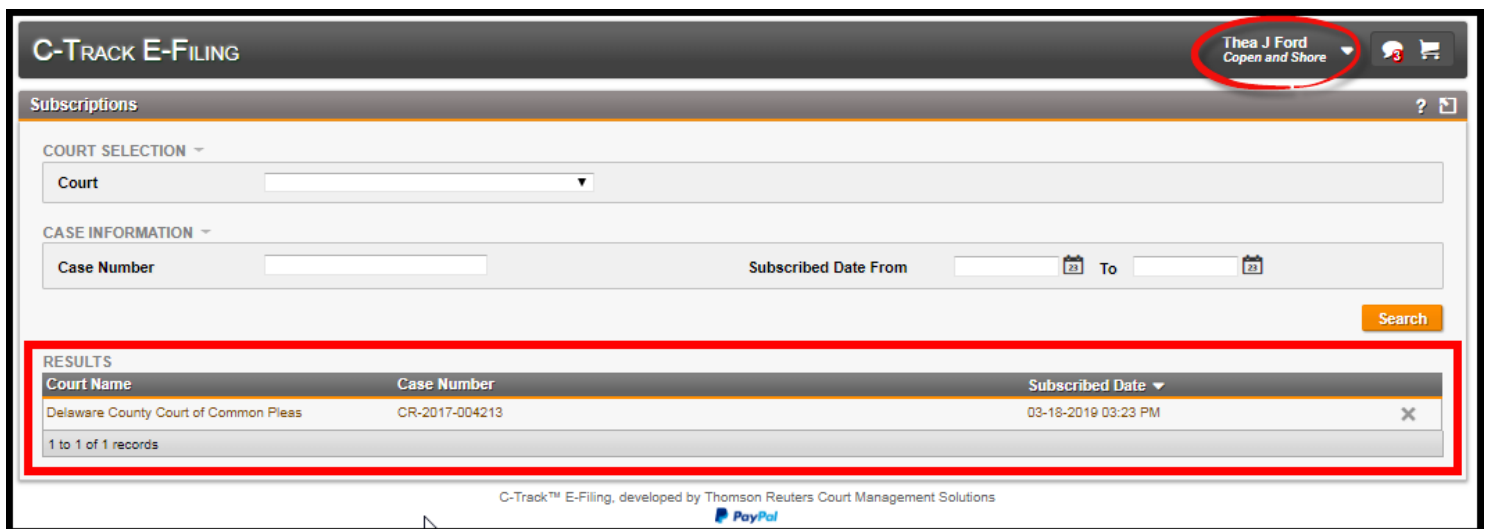


Fig. 1.23: E-File User Home screen - Legal Organization association

**Switch Association** impacts **My Subscriptions** as well. When you submit an electronic filing, processing on the Courts' CMS to accept the filing adds the case to the **My Subscriptions** list and is dependent upon the association at the time the filing was submitted.




**Fig. 1.24: My Subscriptions as E-File User not associated to Legal Organization**



**Fig. 1.25: My Subscriptions as E-File User associated to Legal Organization**

➤ **NOTE:** When you log out of E-File, the association is retained for the next time you log into the E-File system. When you associate your account to a Legal Organization and log out, the association is retained when you log in again icon shows the Legal Organization name.

## 1.4 E-Filing Notifications

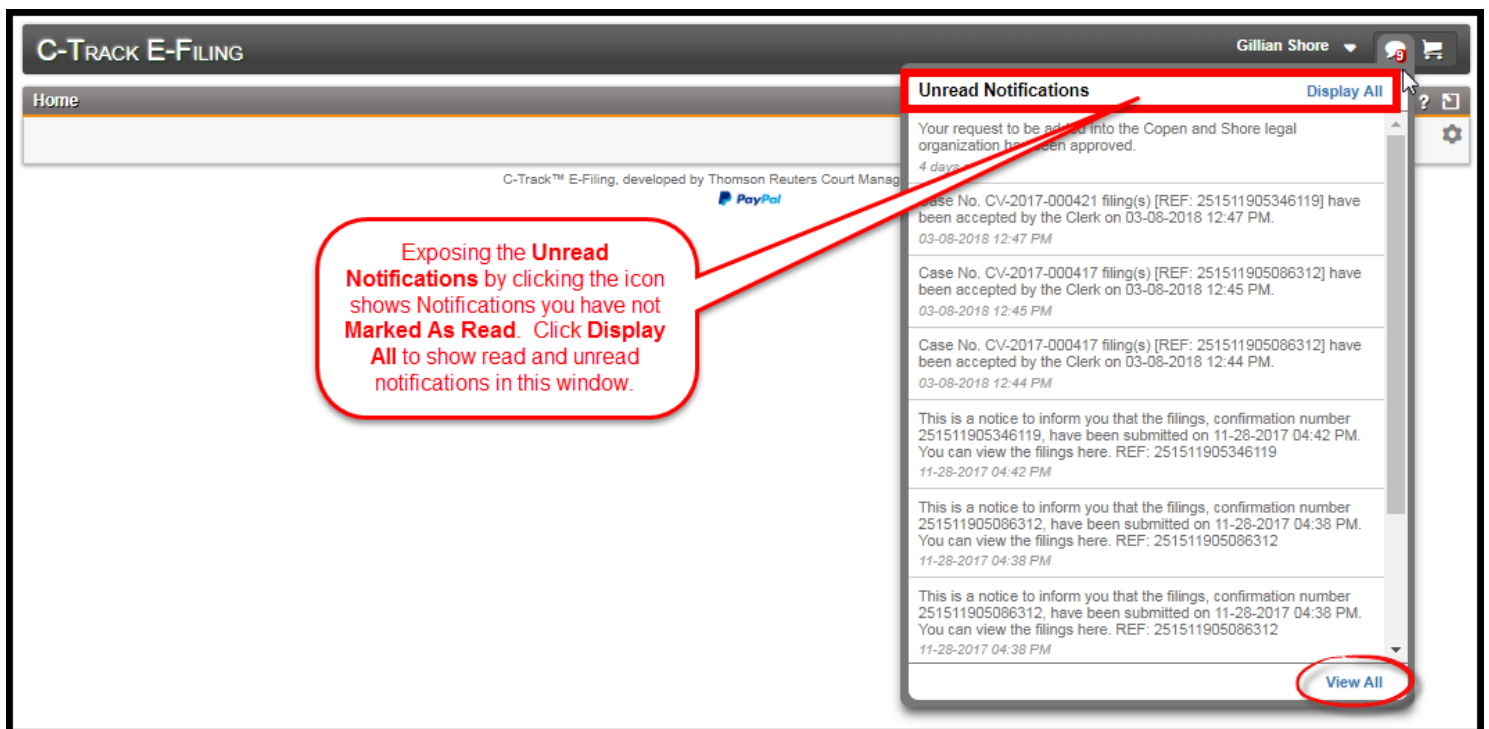
Notifications behave and display the same information about E-File submission regardless of the account that is active. The number that appears in the red circle at the bottom right of the **Notification** icon  includes all unread submission notifications from the users' Personal Account as well as all Legal Organizations to which the user is a member and under which they have filed.



**Fig. 1.26: Home screen - Notifications**

1. Click the **Notification** icon.

The **Notifications** window is exposed. The **View All** link is available at the bottom of the window.



**Fig. 1.27: Home screen – Notifications for the user - Notifications exposed**

2. Click **View All**.

The **Notifications** screen appears.

**NOTIFICATION INFORMATION**

Notification Date From  To  Subject   
 Status\*  Sender

**NOTIFICATIONS**

<input type="checkbox"/>	Date	From	Subject
<input type="checkbox"/>	03-08-2018	Migration	Filing Approval - Case No. CV-2017-000421
<input type="checkbox"/>	03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
<input type="checkbox"/>	03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission - Case No. CV-2017-000419
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
<input type="checkbox"/>	11-28-2017	Migration	New Legal Organization User Approved

1 to 9 of 9 records | 0 items selected

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.28: Notifications screen**

The **Notifications** screen has two containers. The **Notifications** display table defaults all notifications, regardless of **Read** or **Unread** status, when you access the screen. The **Notification Information** container lets you enter search criteria of **Notification Date** range, **Subject** and **Sender**.

The **Notifications** display table lets you select any column header to sort the information in ascending / descending order:

**Check box** column – lets you select individual Notification line items as read or unread; the Check box in the table headers lets you select all line items in the table to mark as read or unread

**Date** column – provides the date upon which the submission notification was sent from the CMS to you

**From** column – shows the name of the sender; click the line item here or on the **Subject** column to expand and view details about the Notification and to reveal a **here** link to navigate to the **Filing Summary** screen in a separate browser window.

**Subject** column – a description of the notification; for all submissions that reference a Matter number, the number is included in the subject

**Mark Read** button – marks the submission line items that are selected by check box as Read and reduces the **Notification** icon number displayed at the top of all C-Track E-Filing screens

**Mark Unread** button – marks the submission line items that are selected by check box as Unread and increases the **Notification** icon number displayed at the top of all C-Track E-Filing screens

3. Click the **Subject** of a line item.

The screenshot shows the C-Track E-Filing interface. At the top right, the user is identified as Gillian Shore, Copen and Shore. The main area is titled "Notifications" and contains a "NOTIFICATION INFORMATION" section with search filters for "Notification Date From", "To", "Status", "Subject", and "Sender". Below this is a table of notifications. One notification from 11-28-2017, titled "Filing Submission - Case No. CV-2017-000419", is selected (checkbox checked) and its message is expanded. The expanded message text reads: "This is a notice to inform you that the filings, confirmation number 251511905086312, have been submitted on 11-28-2017 04:38 PM. You can view the filings [here](#)." Below the message is a "REF: 251511905086312" and a "1 to 9 of 9 records | 1 items selected" indicator. At the bottom right, there are "Mark Read" and "Mark Unread" buttons.

Date	From	Subject
03-08-2018	Migration	Filing Approval - Case No. CV-2017-000421
03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
11-28-2017	Migration	Filing Submission
11-28-2017	Migration	Filing Submission - Case No. CV-2017-000419
11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
11-28-2017	Migration	New Legal Organization User Approved

**Fig. 1.29: Notifications message expanded**

The check box for the line item is selected. The expanded message provides information about the filing referenced in the Subject line. The **here** link in the expanded Subject message opens a separate browser window and navigates to the **Filing Summary** screen of the referenced filing.

4. Click the **Mark Read** button at the bottom right of the **Notifications** display table.

The line item collapses, and the bold appearance is removed indicating the message has been read.

The screenshot shows the C-Track E-Filing interface after the "Mark Read" button has been clicked. The notification table now shows all items collapsed. The selected notification from 11-28-2017, titled "Filing Submission - Case No. CV-2017-000419", is no longer expanded. The "1 to 9 of 9 records | 0 items selected" indicator is visible. The "Mark Read" and "Mark Unread" buttons remain at the bottom right.

Date	From	Subject
03-08-2018	Migration	Filing Approval - Case No. CV-2017-000421
03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
11-28-2017	Migration	Filing Submission
11-28-2017	Migration	Filing Submission - Case No. CV-2017-000419
11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
11-28-2017	Migration	New Legal Organization User Approved

**Fig. 1.30: Notifications message read**

To find Notifications that have been marked Read, use the All or the Read **Status** as search criteria in the Notification Information container at the top of the screen.



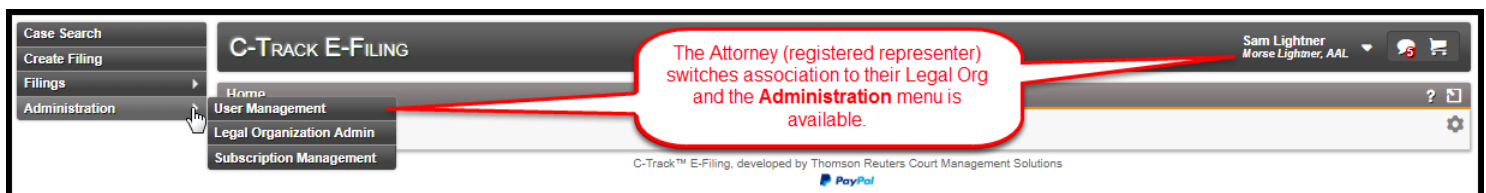
## 1.5 Legal Organization Administration

Legal Organization Administration lets an authorized, registered E-Filer or Non-E-Filer maintain and edit associations of Attorneys and Support Staff to Legal Organizations. Administration of the Legal Organization gives a Legal Organization user the security permission to determine who is part of the Legal Organization.

In this example, an attorney E-Filer is the administrator of the Legal Organization. If you are a Non-E-Filing administrator, you do not see other menu options – Administration is the only available menu. There are no menu options for Case Search or Create Filing as this Legal Organization Administrator manages the users of C-Track E-Filing for an organization but, does not themselves create or submit e-filings for themselves or other authorized filers.



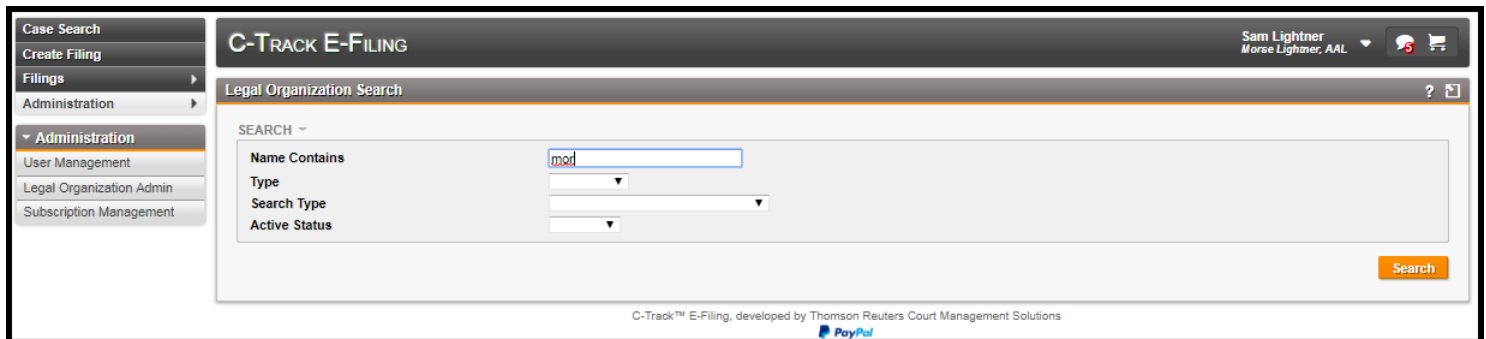
**Fig. 1.31: Home screen – Menu for Attorney Legal Org Admin associated to Personal Account**



**Fig. 1.32: Home screen – Menu for Attorney Legal Org Admin not associated to Legal Org**

1. Follow the left menu path **Administration > Legal Organization Admin**.

The **Legal Organization Search** screen appears.



**Fig. 1.33: Legal Organization Search screen**

2. Enter Search criteria, such as the **Name** of Legal Organization for which you have administrative permissions.
3. Click **Search**.

The **Legal Organizations** display table is added to the **Legal Organization Search** screen. Any organization that matches the search criteria appears in the table.

**C-TRACK E-FILING** Sam Lightner  
Morse Lightner, AAL

Legal Organization Search

SEARCH

Name Contains: mor

Type: [dropdown]

Search Type: [dropdown]

Active Status: [dropdown]

**Search**

**LEGAL ORGANIZATIONS**

Name	Address	Type	Active
Morse Lightner, AAL	430 N Olive St Media PA 19063	Law Firm	Y

1 to 1 of 1 records

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**Fig. 1.34: Legal Organization Search screen - Legal Organizations display table**

The **Legal Organizations** display table:

**Name** column – name of the law firm or agency designated as a Legal Organization

**Address** column – mailing address for a legal organization

**Type** column – describes the nature of the Legal Organization (this should say “Agency” or “Law Firm”)

**Active** column – indicates the state of the Legal Organization

4. Select the line item for the **Legal Organization**.

The **Manage Legal Organization** screen for the selected Legal Organization appears.

**C-TRACK E-FILING** Sam Lightner  
Morse Lightner, AAL

**Manage Legal Organization**

**LEGAL ORGANIZATION DETAILS**

Type: Law Firm  
Name: Morse Lightner, AAL  
Matter Numbers Enabled:   
Active:  [Edit](#)

**CONTACTS** [Add](#)

**ADDRESS**

**Mailing Address**  
430 N Olive St  
Media Pennsylvania United States 19063

**EMAIL DOMAINS** [Add](#)

**LEGAL ORGANIZATION PENDING ASSOCIATION**

Name	Role	E-mail	Status
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	<a href="#">Link</a>
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	<a href="#">Link</a>
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	<a href="#">Link</a>

**LEGAL ORGANIZATION USER SEARCH**

Name Contains:   
Status:   
E-mail:   
Role:  [Search](#)

**LEGAL ORGANIZATION USERS**

Name	Role	E-mail	Status	Support Staff
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	Pending Approval	<a href="#">View/Edit</a>
Lightner, Sam	Legal Organization Admin	nanowiz+slight@gmail.com	Approved	<a href="#">View/Edit</a>
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	Pending Approval	<a href="#">View/Edit</a>
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	Pending Approval	<a href="#">View/Edit</a>

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**Fig. 1.35: Manage Legal Organization screen**

The **Manage Legal Organization** screen provides **Add** and **Edit** links to information about the legal organization. The **Legal Organization Details** container identifies the **Name** and **Type** of Legal Organization and **Status**.

The **Contacts** container provides methods by which you contact the Legal Organization.

The **Address** container provides the physical mailing **Address** for the Legal Organization. This is important when Service information is used for an electronic filing.

The **Email Domains** container lets you specify a primary mail server for electronic communications. When you provide a domain (@yourdomainnamehere.com) and a new filer with an active email account with the domain registers as an E-Filer, they are automatically approved since the domain for the Legal Org is known to E-File.

The **Legal Organization Pending Association** display table shows authorized, registered E-File Users who have requested an association to the Legal Organization. The Pending Association means the Legal Organization and E-Filer need to be linked. All column headers are sortable.

**Name** column – name of the entity requesting to be linked to the Legal Organization

**Role** column – nature of the relationship to the Legal Organization

**E-mail** column – electronic account used by the E-Filer to register in the C-Track E-File application

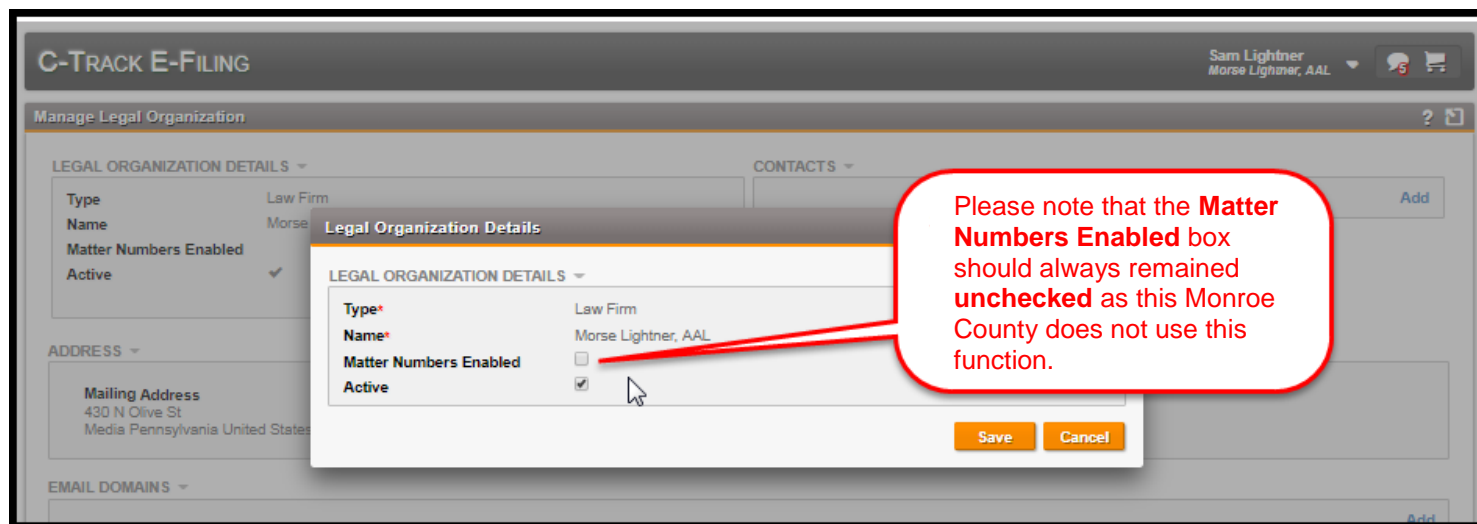
**Status** column – **Link** requires you click the link to update the E-Filers status

The **Legal Organization User Search** container lets you search for Users already associated to the Legal Organization.

The **Legal Organization Users** display table shows search results for associated users.

5. Click **Edit** from the **Legal Organization Details** container.

The **Legal Organization Details** window opens.



**Fig. 1.36: Legal Organization Details** window

6. Make any necessary changes.
7. Click **Save**.

You return to the **Manage Legal Organization** screen.

8. Update additional information about the Legal Organization, using the **Add** and **Edit** links, as needed.
9. Click **Search** in the **Legal Organization User Search** container.

Legal Organization users who are associated in any way appear in the **Legal Organization Users** display table at the bottom of the screen.

**LEGAL ORGANIZATION DETAILS**

Type: Law Firm  
Name: Morse Lightner, AAL  
Matter Numbers Enabled:   
Active:

**CONTACTS**

**ADDRESS**

Mailing Address: 430 N Olive St, Media Pennsylvania United States 19063

**EMAIL DOMAINS**

Domain	gmail.com	Edit
Domain	morselightner.com	Edit

**LEGAL ORGANIZATION PENDING ASSOCIATION**

Name	Role	E-mail	Status
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	Link
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	Link
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	Link

**LEGAL ORGANIZATION USER SEARCH**

Name Contains:   
Status:   
E-mail:   
Role:   
Search

**LEGAL ORGANIZATION USERS**

Name	Role	E-mail	Status	Support Staff
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	Pending Approval	View/Edit
Lightner, Sam	Legal Organization Admin	nanowiz+slight@gmail.com	Approved	View/Edit
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	Pending Approval	View/Edit
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	Pending Approval	View/Edit

Fig. 1.37: Manage Legal Organization screen - Legal Organization Users searched

10. Click **Link** from the **Status** column in the **Legal Organization Pending Association** display table.

The **User – Legal Organization Details** window appears.

**LEGAL ORGANIZATION PENDING ASSOCIATION**

Name	Role	E-mail	Status
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	Link
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	Link
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	Link

**LEGAL ORGANIZATION USER SEARCH**

Name Contains:   
Status:   
E-mail:   
Role:   
Search

**LEGAL ORGANIZATION USERS**

Name	Role	E-mail	Status	Support Staff
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	Pending Approval	View/Edit
Lightner, Sam	Legal Organization Admin	nanowiz+slight@gmail.com	Approved	View/Edit
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	Pending Approval	View/Edit
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	Pending Approval	View/Edit

**User-Legal Organization Details**

**USER-LEGAL ORGANIZATION DETAILS**

Active:

Role: Attorney

Service E-Mail: JMorse@gmail.com  
JMorse@morselightner.com

Add Another

Save Remove Cancel

Fig. 1.38: User – Legal Organization Details window

The **User – Legal Organization Details** container provides an editable summary of the users **Role**, and **Service Email**

address where notifications about electronic filing activities are sent. The **Active** check box controls the **Status** of the user. The **Add Another** link lets you add additional email addresses for other authorized E-Filers associated to the Legal Organization to receive all communications regarding submissions, acceptances and rejections.

The **Remove** button lets you end the association of the E-Filer to the Legal Organization but does not remove the E-Filer from the application.

11. Select the **Active** check box.
12. Click **Save**.

You return to the **Manage Legal Organization** screen. The user is removed from the **Legal Organization Pending Association** display table and appears in the **Legal Organization Users** display table with a **Status** of Approved.

**C-TRACK E-FILING** Sam Lightner  
Morse Lightner, AAL

**Manage Legal Organization**

**LEGAL ORGANIZATION DETAILS**

Type	Law Firm
Name	Morse Lightner, AAL
Matter Numbers Enabled	✓
Active	✓

**CONTACTS** [Add](#)

**ADDRESS**

**Mailing Address**  
430 N Olive St  
Media Pennsylvania United States 19063

**EMAIL DOMAINS**

Domain	gmail.com	<a href="#">Edit</a>
Domain	morselightner.com	<a href="#">Edit</a>

**LEGAL ORGANIZATION PENDING ASSOCIATION**

Name	Role	E-mail	Status
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	<a href="#">Link</a>
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	<a href="#">Link</a>

**LEGAL ORGANIZATION USER SEARCH**

Name Contains:  E-mail:   
 Status:  Role:

[Search](#)

**LEGAL ORGANIZATION USERS**

Name	Role	E-mail	Status	Support Staff
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	Approved	<a href="#">View/Edit</a>
Lightner, Sam	Legal Organization Admin	nanowiz+slight@gmail.com	Approved	<a href="#">View/Edit</a>
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	Pending Approval	<a href="#">View/Edit</a>
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	Pending Approval	<a href="#">View/Edit</a>

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**Fig. 1.39: Manage Legal Organization screen**

13. Click **Search** in the **Legal Organization User Search** container.

Legal Organization users appear in the **Legal Organization Users** display table.

**C-TRACK E-FILING** Sam Lightner  
Morse Lightner, AAL

**Manage Legal Organization**

**LEGAL ORGANIZATION DETAILS**

Type: Law Firm  
Name: Morse Lightner, AAL  
Matter Numbers Enabled:   
Active:   
[Edit](#)

**CONTACTS** [Add](#)

**ADDRESS**

**Mailing Address**  
430 N Olive St  
Media Pennsylvania United States 19063

**EMAIL DOMAINS**

Domain: gmail.com [Edit](#)  
Domain: morselightner.com [Edit](#)  
[Add](#)

**LEGAL ORGANIZATION PENDING ASSOCIATION**

Name	Role	E-mail	Status
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	<a href="#">Link</a>

**LEGAL ORGANIZATION USER SEARCH**

Name Contains:   
Status:   
E-mail:   
Role:   
[Search](#)

**LEGAL ORGANIZATION USERS**

Name	Role	E-mail	Status	Support Staff
Morse, Julie	Attorney	nanowiz+JMorse@gmail.com	Approved	<a href="#">View/Edit</a>
Lightner, Sam	Legal Organization Admin	nanowiz+slight@gmail.com	Approved	<a href="#">View/Edit</a>
deWolf, Emily T	Attorney	nanowiz+ewolf@gmail.com	Approved	<a href="#">View/Edit</a>
Owens, Tim	Support Staff	nanowiz+towens@gmail.com	Pending Approval	<a href="#">View/Edit</a>

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**Fig. 1.40: Manage Legal Organization screen**

14. Select the **User** with a **Status** of Pending Approval from the **Legal Organization User** display table.

The **User – Legal Organization Details** window appears.

15. Repeat steps 11 through 13.

When you return to the **Manage Legal Organization** screen all pending associations are approved.

Now we look at another Legal Organization with a Legal Organization User whose **Status** is currently rejected. We change the **Status** to approved.

**C-TRACK E-FILING** Thea J Ford  
Copen and Shore

**Manage Legal Organization**

**LEGAL ORGANIZATION DETAILS**

Type: Law Firm  
 Name: Copen and Shore  
 Matter Numbers Enabled:   
 Active:  [Edit](#)

**CONTACTS** [Add](#)

**ADDRESS**

**Mailing Address**  
 96 E Emerald Ave  
 Media United States 19063

**EMAIL DOMAINS**

Domain: gmail.com [Edit](#) [Add](#)

**LEGAL ORGANIZATION PENDING A ASSOCIATION**

Name	Role	E-mail	Status
No records were found.			

**LEGAL ORGANIZATION USER SEARCH**

Name Contains:   
 Status:  E-mail:   
 Role:  [Search](#)

**LEGAL ORGANIZATION USERS**

Name	Role	E-mail	Status	Support Staff
Linney, Laurant	Attorney	LLinn@gmail.com	Approved	<a href="#">View/Edit</a>
Shore, Gillian	Attorney	gshore@gmail.com	Approved	<a href="#">View/Edit</a>
Copen, Alex	Attorney	acopen@gmail.com	Approved	<a href="#">View/Edit</a>
Simms, Genna	Attorney	GSimms@gmail.com	Rejected	<a href="#">View/Edit</a>
Domico, Lia	Support Staff	ldom@gmail.com	Approved	<a href="#">View/Edit</a>
Ford, Thea J	Legal Organization Admin	TFord@gmail.com	Approved	<a href="#">View/Edit</a>

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**Fig. 1.41: Manage Legal Organization screen**

16. Select the line item for the **User** with a **Status** of **Rejected** from the **Legal Organization User** display table. The **User – Legal Organization Details** window appears.



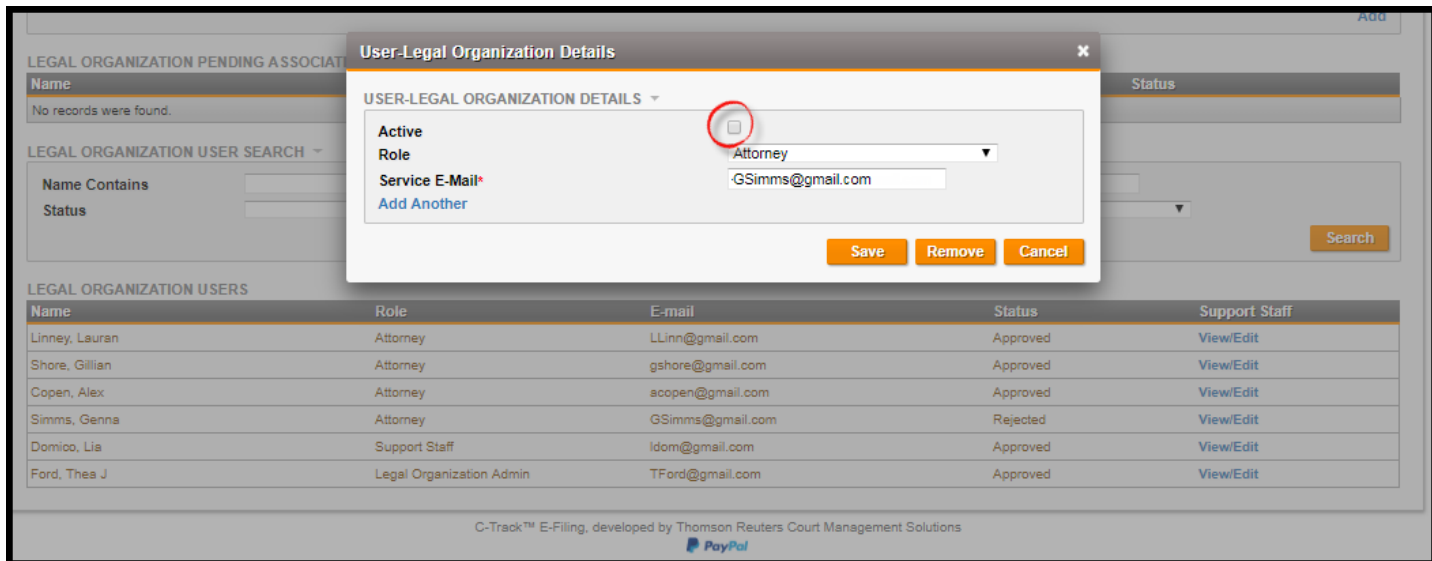


Fig. 1.42: User – Legal Organization Details window

- 17. Select the **Active** check box.
- 18. Click **Save**.

You return to the **Manage Legal Organization** screen. The Users **Status** is updated to Approved.

Now, we associate a Support Staff member of your Legal Organization to an E-Filer, and make the support staff an Authorized E-Filer you allow them access to all filings available through Filings menus, including filings in Draft status. Essentially, Support Staff associated through the Legal Organization gives them security permission to initiate and complete filings on legal organization E-Filers behalf.

Name	Role	E-mail	Status	Support Staff
Linney, Lauran	Attorney	LLinn@gmail.com	Approved	<a href="#">View/Edit</a>
Shore, Gillian	Attorney	gshore@gmail.com	Approved	<a href="#">View/Edit</a>
Copen, Alex	Attorney	acopen@gmail.com	Approved	<a href="#">View/Edit</a>
Simms, Genna	Attorney	GSimms@gmail.com	Approved	<a href="#">View/Edit</a>
Domico, Lia	Support Staff	ldom@gmail.com	Approved	<a href="#">View/Edit</a>
Ford, Thea J	Legal Organization Admin	TFord@gmail.com	Approved	<a href="#">View/Edit</a>

Fig. 1.43: Legal Organization Users display table

- 19. Click the **View / Edit** link from the **Support Staff** column of the **Legal Organization Users** display table.

The **Authorized Support Staff** window appears.

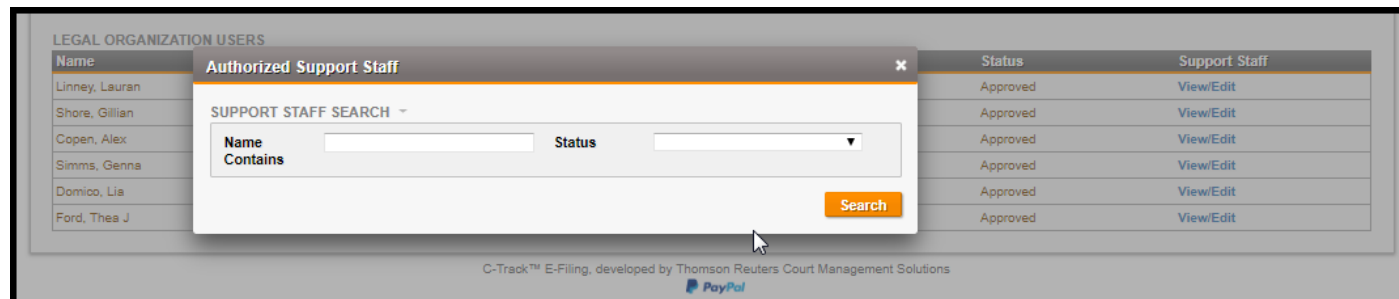
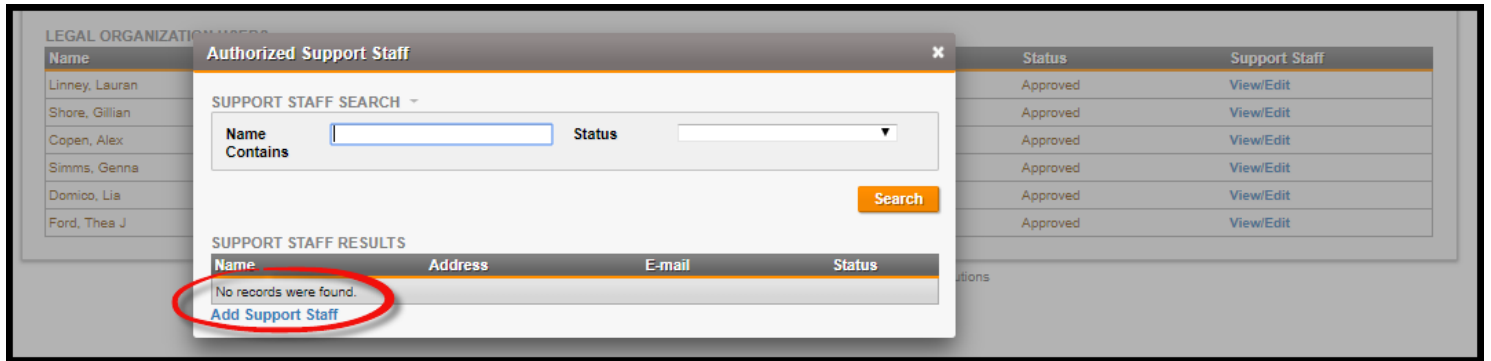


Fig. 1.44: Authorized Support Staff window

The **Authorized Support Staff** window has a single container, **Search**.

20. Click **Search**.

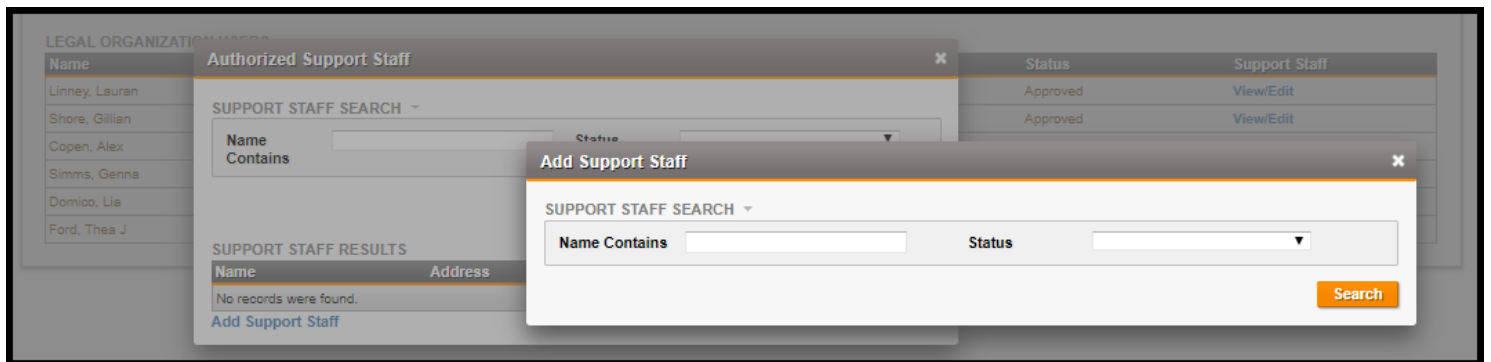
The **Support Staff Results** display table and the **Add Support Staff** link appear.



**Fig. 1.45: Support Staff Results display table - Add Support Staff link**

21. Click the **Add Support Staff** link.

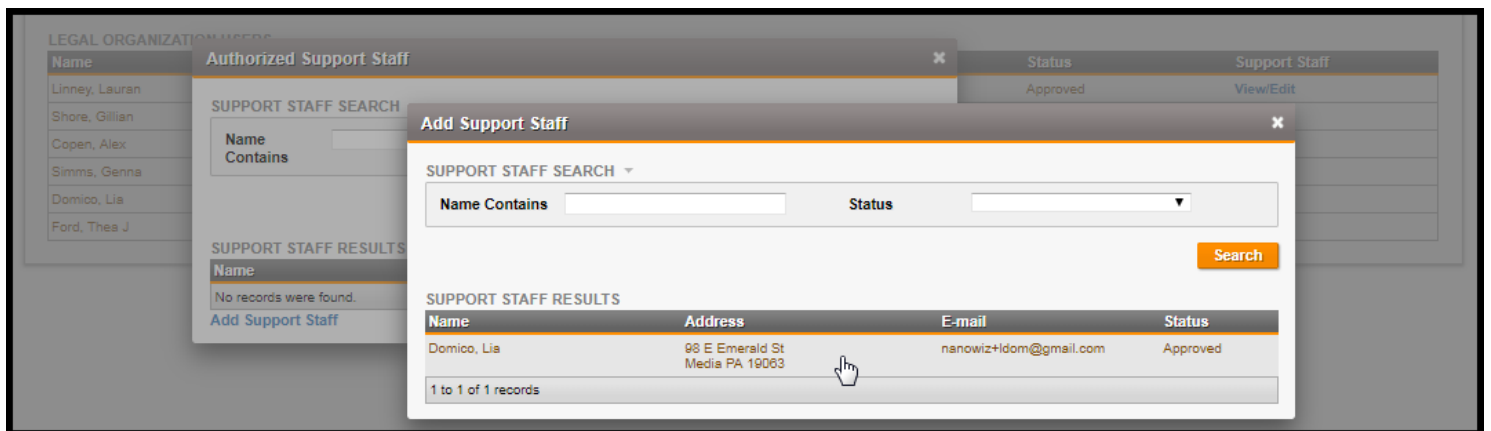
The **Add Support Staff** window appears.



**Fig. 1.46: Add Support Staff window**

22. Click **Search**.

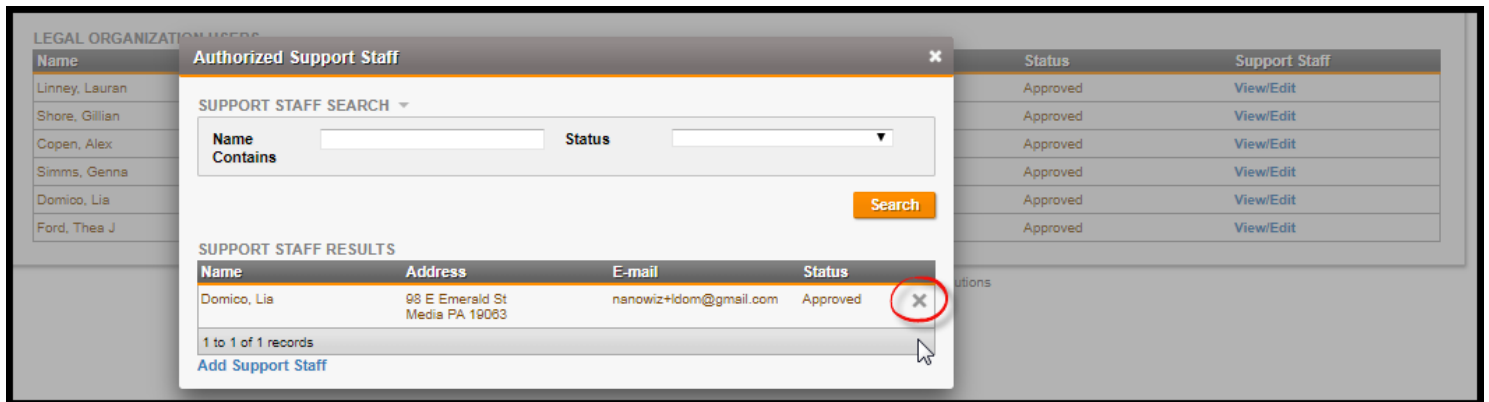
All Legal Organization users with a role of Support Staff appears in the **Support Staff Results** display table.



**Fig. 1.47: Add Support Staff results**

23. Select the line item for the staff member you want to associate as Support Staff to the selected Authorized E-Filer.

You return to the **Authorized Support Staff** window.



**Fig. 1.48: Add Support Staff results**

If you needed to remove the support staff association, the **X** at the far right of the line item lets you end the association between the Authorized E-Filer and the Support Staff.

## 1.6 Create a New Case E-Filing

In this example we create a Filing of a new case. We are logged into the C-Track E-Filing site for an existing user who is an attorney associated to a Legal Organization – a law firm.

➤ **NOTE:** The Court determines the maximum file size of documents that can be upload in an e-Filing submission. For Monroe County, the upload limit is 25MB. Any documents larger than 25 MB will need to be split and uploaded in multiple parts.

1. From the home screen, click **Create Filing** from the left menu.

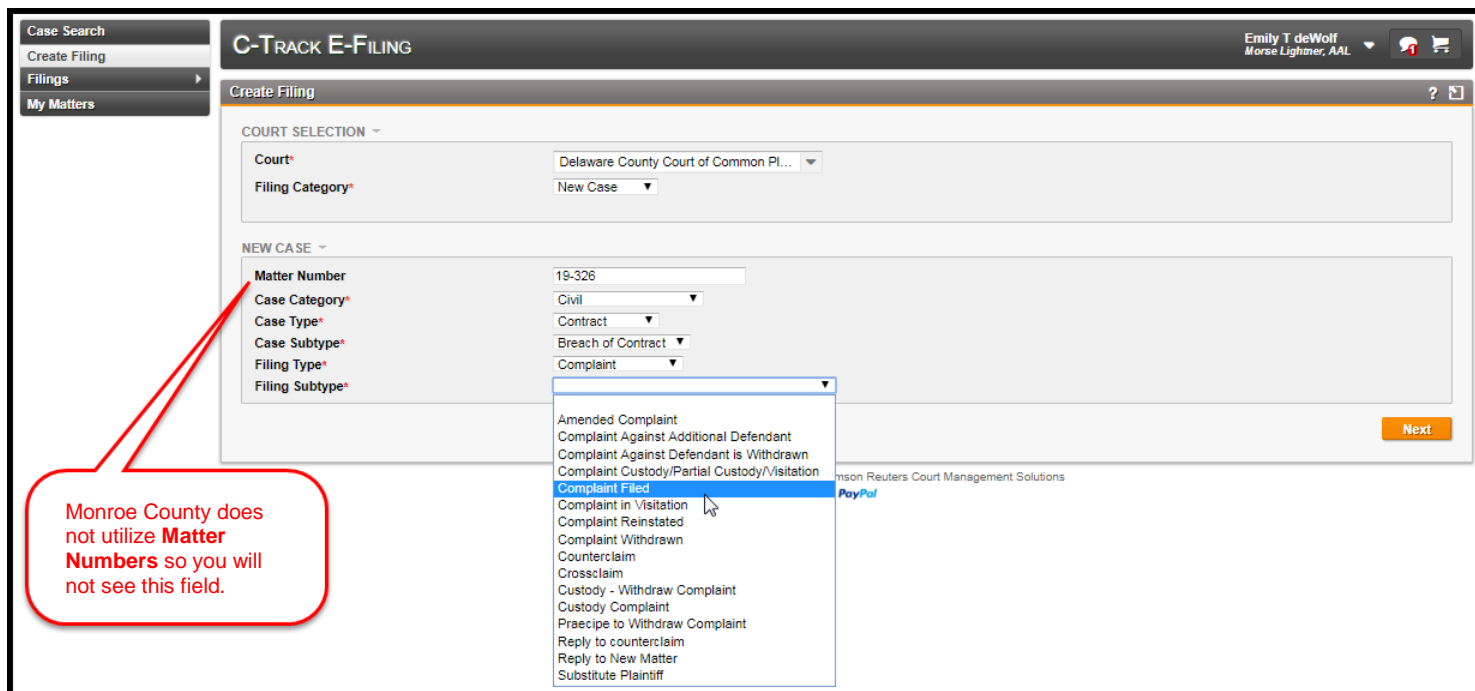
The **Create Filing** screen appears.

**Fig. 1.49: Create Filing** screen

The **Create Filing** screen has a single container, **Court Selection**. You can select a **Court** and **Filing Category**.

2. Select a **Court**.
3. Select a **Filing Category**. Here, we select New Case.

With the selection of New Case in the Filing Category field, a second container, **New Case**, is added to the screen.



**Fig. 1.50: New Case** container – Case Category, Type, Subtype, Filing Type entered Filing Subtype exposed

4. Select **Case Category**.
5. Select **Case Type**.
6. Select **Case Subtype**.
7. Select **Filing Type**.
8. Select **Filing Subtype**.
9. Click **Next**.

➤ **NOTE:** Once you leave the **Create Filing** screen, the filing moves into Draft status in the E-File application. If you navigated to any other screen in the E-file application before you completed this filing, the filing is available to be completed through the **Filings > Draft** left menu path.

The **Filing Information** container appears below the left navigation menu and the **Filing Progress Indicator** appears below the top C-Track E-Filing banner. The **Party Information** indicator is highlighted and the **Party Information** container appears.



**Fig. 1.51: Filing Progress– Party Information**

10. Click the **Add Another Case Party** link at the bottom left of the Parties display table.

The **Party Information** window appears.

**Fig. 1.52: Party Information window**

The **Party Information** window has a single container, **Add Party**. This window expands with additional containers based upon the selections chosen in the **Role** and **Type** drop downs.

11. Select **Role**.

With the selection of Role, another container, **Representer**, is added to the window.

**Fig. 1.53: Party Information window –containers added based on Party selections**

12. Select **Type**, in the **Add Party** container.

With the selection of **Type**, another container, **Name**, is added to the window.

The screenshot shows the 'Party Information' window in the Monroe County, Pennsylvania Civil E-Filing system. The window is titled 'MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING' and displays the user 'Jessica L. Spencer' from 'Weitzmann, Weitzmann, & Huffman'. The 'Party Information' tab is selected, and a modal window is open for adding a party. The modal has sections for 'ADD PARTY', 'NAME', 'ADDRESS INFORMATION', and 'REPRESENTER'. The 'ADD PARTY' section has 'Role' set to 'Plaintiff' and 'Type' set to 'Person'. The 'NAME' section has fields for 'Last Name', 'First Name', 'Middle Name', and 'Prefix'. The 'ADDRESS INFORMATION' section has fields for 'Address 1', 'Address 2', 'Address 3', 'Zip', 'City', 'Country' (set to 'United States'), and 'State' (set to 'Pennsylvania'). The 'REPRESENTER' section has a link to 'Add Representative'.

**Fig. 1.54: Party Information** window –containers added based on **Type** selection

13. Select **Representation**, in the **Add Party** container.
14. Enter **Last Name**, in the **Add Party** container.
15. Enter **First Name**.
16. Click the **Add Representative** link from the **Representer** container.

The **Representer Search** window appears.

The screenshot shows the 'Party Information' window in the C-Track E-Filing system. The 'Representer Search' sub-window is open, allowing the user to search for a representer. The 'Representer Search' window has a 'TYPE' dropdown set to 'Attorney'. The 'NAME' section has fields for 'First Name', 'Middle Name', 'Last Name', and 'Bar ID'. The 'Add Self' button is highlighted with a red box, and a mouse cursor is pointing at it.

**Fig. 1.55: Representer Search window**

The **Representer Search** window has two containers to let you enter search criteria based on an attorney or law firm search. The kind of search is based on the selection of **Representer Type** – Attorney or Law Firm. Note the **Add Myself** button which eliminates the need to search for a representer and adds credentials based on your user login information.

17. Click **Add Self**.

The **Name** of the logged in user is entered as the attorney for this case party.

The screenshot shows the 'Party Information' window in the C-Track E-Filing system. The 'Representer(s)' field is populated with 'deWolf, Emily T'. The 'Add Self' button is visible at the bottom left of the window. A red arrow points from the 'Add Self' button in the previous screenshot to the 'Add Self' button in this screenshot. Another red arrow points from the 'Add Self' button in this screenshot to the user's name 'Emily T deWolf Morse Lightner, AAL' in the top right corner of the application.

**Fig. 1.56: Party Information window – Add Self functionality**

Note the **X** that appears to the right of the **Representers** name. You can remove the representer by clicking the **X**. You do not confirm the deletion of information; the information is removed.

If a support staff user is filing on behalf of an Attorney, the Attorneys name appears as the Representer when the support

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staff selected **Add Myself** for representer.

**Fig. 1.57: Party Information** window – support staff associated through a Legal Organization files for Attorney

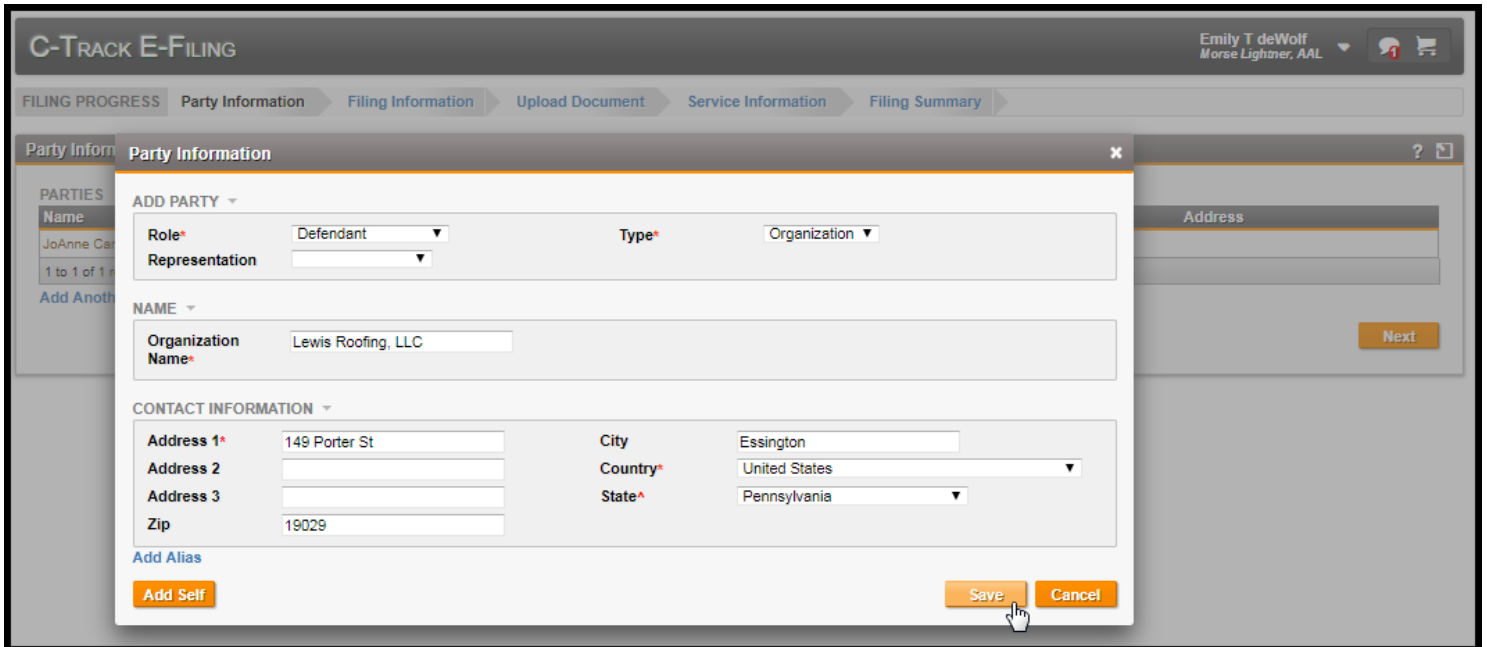
18. Use the **Add Representor** link to search for and add additional attorneys for the party, if needed.
19. Click **Save**.

The Party appears in the **Parties** display table of the **Party Information** screen.

Name	Type	Role	Attorney(s)	Address
JoAnne Carter	Person	Plaintiff	Emily T deWolf	

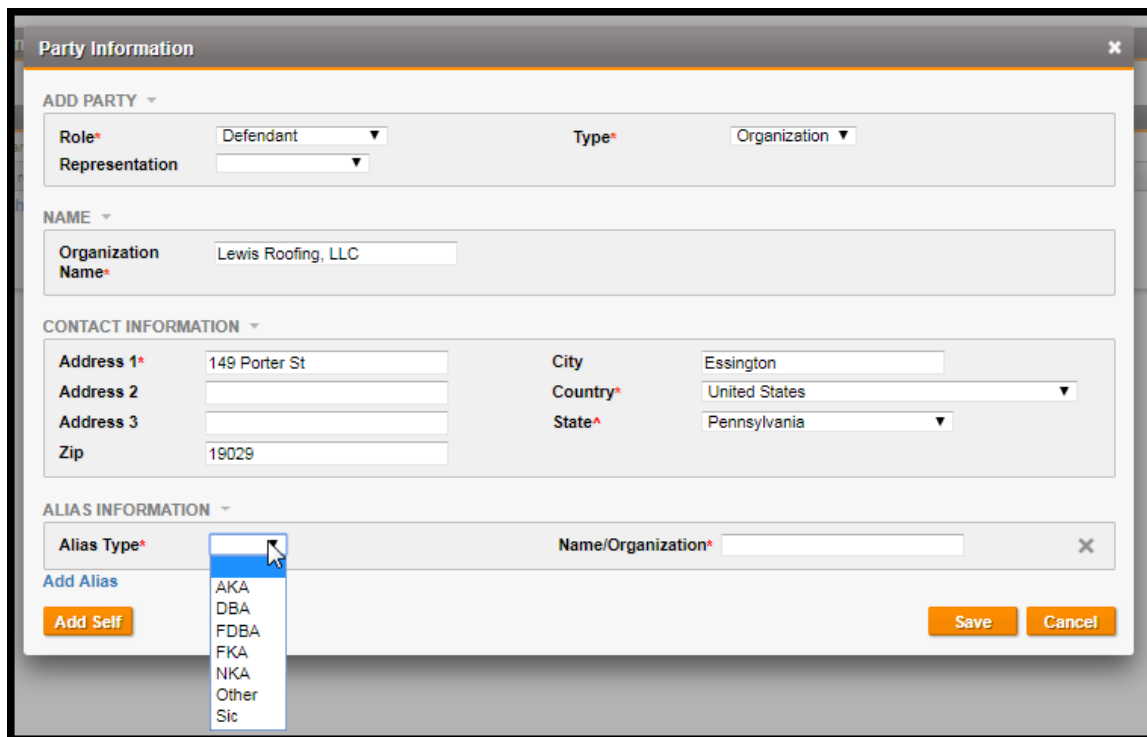
**Fig. 1.58: Filing Progress** screen – Party added

20. Click the **Add Another Case Party** link.
21. Select **Role**.
22. Select **Type**. Here, we select Organization. Note the containers present different fields to capture contact information.
23. Select **Representation**. Here, we select Self – representation. For this case party, you are providing the information that is known to you at the time of filing. You may not know if the party is retaining an attorney or law firm. This can be updated during the case proceedings, as needed.
24. Enter **Organization Name**.
25. Enter **Address**.



**Fig. 1.59: Party Information – Party added**

If an organization is known under another Name, use the **Add Alias** link below the bottom left of the **Contact Information** container to add Alias Information.



**Fig. 1.60: Party Information – Alias Information container**

26. Click **Save**.

You return to the **Party Information** screen with the case party information entered.

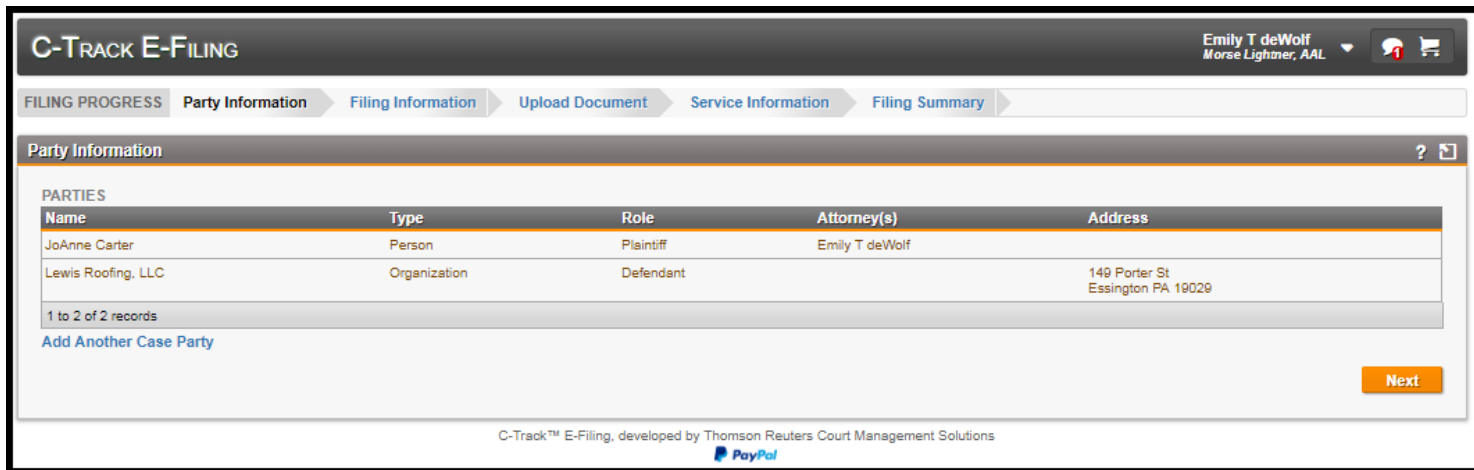


Fig. 1.61: Filing Progress screen – Party added

Repeat the **Add Another Case Party** process to add additional parties to the case, as needed.

27. Click **Next**.

The **Filing Information** Indicator is highlighted and **Filing Information** screen appears. Additionally, the filing has been moved to the **Draft Filing Queue** which you can access from the **Filings > Draft** left menu option. If you navigate away from the filing, you can return to it by selecting it from the **Filings** display table on the **Draft Filing Queue** screen.

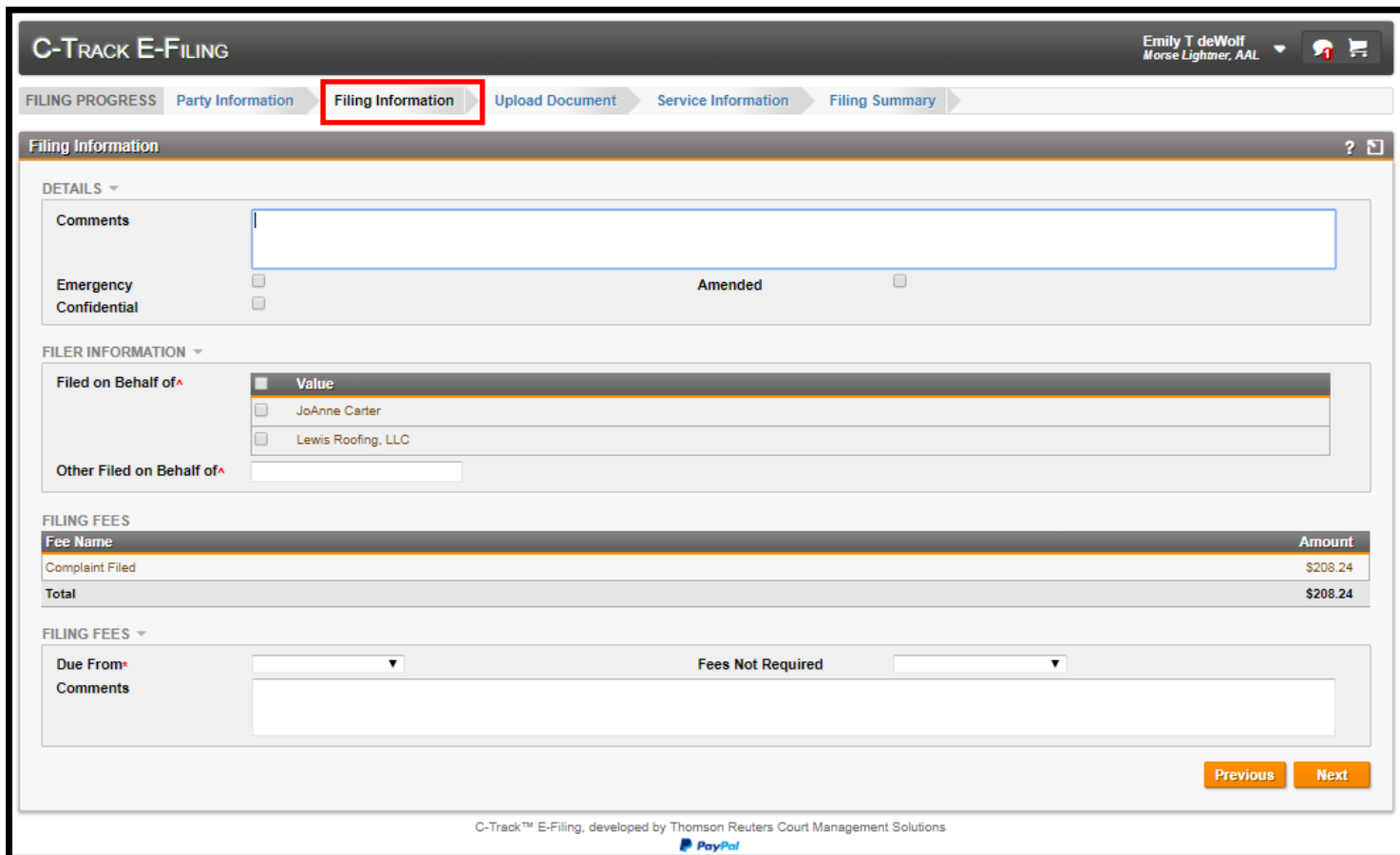


Fig. 1.62: Filing Information screen

➤ **NOTE:** Each element of the **Filing Progress** Indicator is a link to navigate to the corresponding screen. You are not required to complete the screens in any particular order however, Filing Progress is organized in a logical manner to aid in the completion of all required information for a filing.

➤ **NOTE:** In Monroe County's current E-File workflow, you will see an **Additional Information** container. The information in this bundle includes **Money Damages, Class Action Suit, MDJ Appeal, and Pro Se**. Populate this information as necessary as per Rules of Civil Procedure.

The **Filing Information** screen has four containers. The **Details** container lets you indicate if the filing is an **Emergency**, an **Amended** filing or is **Confidential** by selecting the check boxes. You can also add a **Comment** to the filing that the Prot will see.

Case types marked **Confidential** and electronic filings of a new case identified by E-Filers, when they select the **Confidential** check box, establish special security around those confidential cases if approved by the Prot when the filing is accepted. Confidential security means the case requires permissions at the user level for Court Personnel to view and maintain information about the case. Confidential security also means the case will not be returned in a search on the E-File or Public Access Portals unless the user has authorized permission to view cases marked confidential. Attorneys who are added to the **E-File User Access** screen manually by the Prot, or through automation by electronic filing, will have access to search for and file on Confidential cases. This permission will NOT extend to Support Staff filing on behalf of an attorney unless the Support Staff are added individually by the Prot. An E-Filer who is not associated to the case cannot search for, nor electronically file on, a Confidential case, even if they know the case number.

		Public Case	Confidential Case
User Not on EF User Access List	Search / Access Case	✗	✗
	E-File into Case	✓	✗
User on EF User Access List	Search / Access Case	✓	✓
	E-File into Case	✓	✓

**Fig. 1.63: Confidential controls**

The **Filer Information** container lets you identify the entity(s) for whom you are filing.

The **Filing Fee** container displays the court fee for the filing type.

The **Filing Fees** container identifies the **Due From** party and also lets you indicate circumstances where fees are not required (must comply with Pennsylvania Rules of Civil Procedure and Monroe County Local Rules).

The **Additional Information** container lets you specify additional Monroe County case specific information.

The **Previous** button navigates back to the **Party Information** screen.

The **Next** button saves information you have entered and navigates to the **Upload Document** screen.

28. Select the check box(es) for parties for whom you are filing.

**C-TRACK E-FILING** Emily T deWolf Morse Lightner, AAL

FILING PROGRESS Party Information Filing Information Upload Document Service Information Filing Summary

**Filing Information**

DETAILS

Comments

Emergency Confidential  Amended

FILER INFORMATION

Filed on Behalf of Value

- JoAnne Carter
- Lewis Roofing, LLC

Other Filed on Behalf of

FILING FEES

Fee Name	Amount
Complaint Filed	\$208.24
<b>Total</b>	<b>\$208.24</b>

FILING FEES

Due From\* JoAnne Carter Fees Not Required

Comments

Previous Next

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Fig. 1.64: Filing Information screen – selections complete

29. Click **Next**.

The **Upload Document** screen appears.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer Weitzmann, Weitzmann, & Huffman

FILING PROGRESS Party Information Filing Information Upload Document Service Information Filing Summary

**Upload Document**

DOCUMENT

Name Complaint - Complaint File\* Choose File No file chosen

Exclude from eService  Comments

Request Confidential\*  Confidential Reason\*

Add Another

Previous Next

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Fig. 1.65: Upload Document screen

➤ **NOTE:** The Court determines the maximum file size of documents that can be upload in an e-Filing submission. For Monroe County, the upload limit is 25MB. Any documents larger than 25 MB will need to be split and uploaded in multiple parts.

You must save larger documents in parts or sections and use the **Add Another** link at the bottom left of the **Upload Document** container to upload all documents of the filing.

The **Upload Document** screen has a single container. The **Documents** container lets you upload documents that are electronically transferred to the Court when you submit the filing. You can specify **Request Confidential** and **Exclude from e-Service** for the document. You must identify a **Confidential Reason** when requesting a document remain confidential. You can also add a **Comment** about the document.

The **Add Another** link lets you upload as many documents as needed. If the document you attach exceeds the file size limit established by the Court, a warning message shows. You must save larger documents in parts or sections and use the Add Another link to upload all documents of the filing.

30. Click **Browse** or **Choose File**.

➤ **NOTE:** Depending upon the browser you use to access the C-Track E-File application, elements within the application may have a slightly different appearance. For instance, if you use Internet Explorer, you see a **Browse** button which allows you to navigate to a location on your PC to a file you want to upload.

A browser window opens to allow you to navigate to a file on your PC that you want to upload.

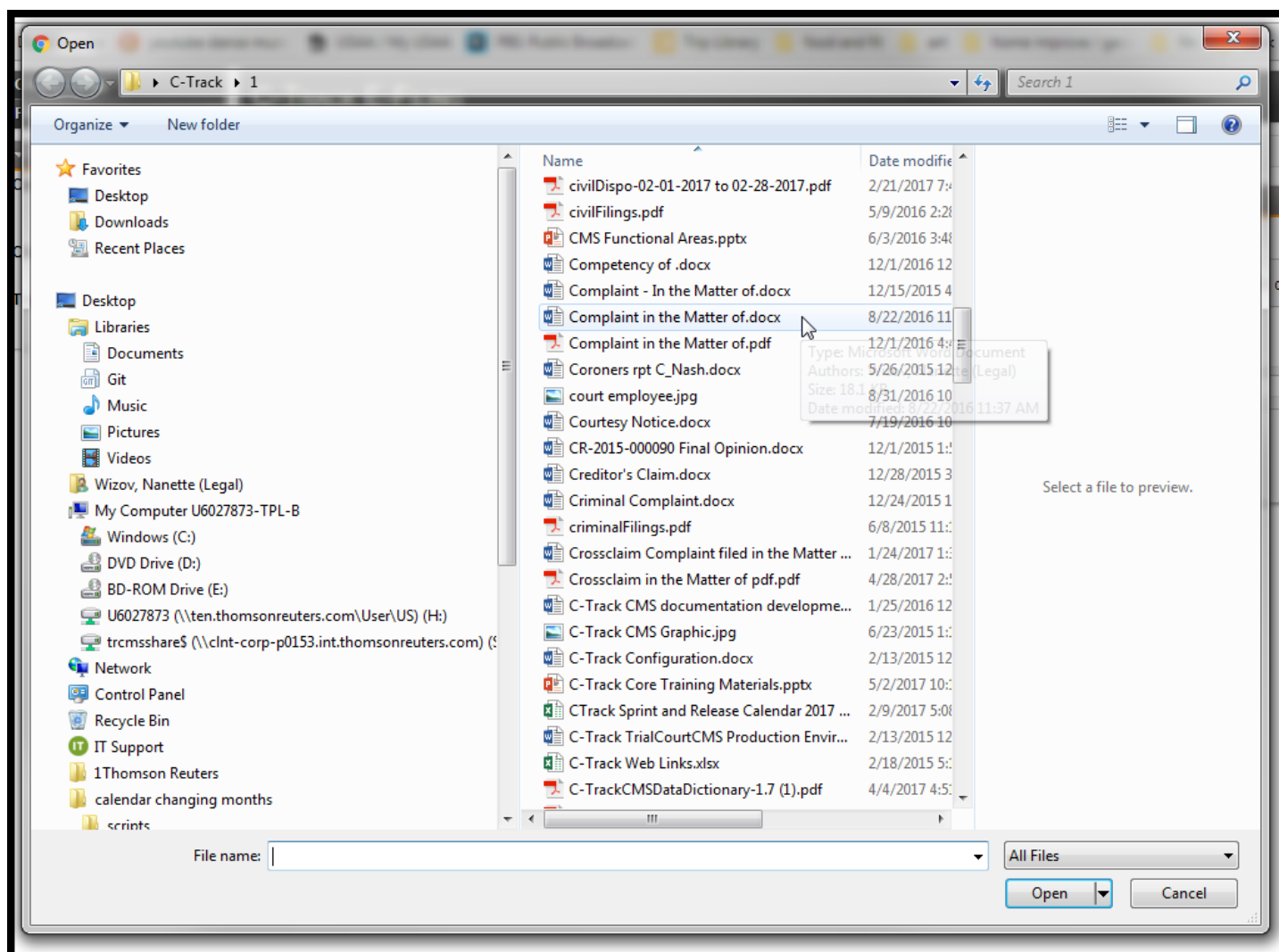


Fig. 1.66: Open browser window

31. Select the file you want to upload.
32. Click **Open**.

You return to the **Upload Document** screen. The document title appears to the right of the **Choose File** button.



**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS Party Information Filing Information Upload Document Service Information Filing Summary

**Upload Document**

DOCUMENT

Name Complaint - Complaint File\* Choose File Complaint 1.docx

Exclude from eService  Comments

Request Confidential<sup>A</sup>  Confidential Reason<sup>A</sup>

[Add Another](#)

Previous Next

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Fig. 1.67: Upload Document screen – file selected

33. Click **Next**.

The **Service Information** screen appears.

**C-TRACK E-FILING** Emily T. deWolf  
Morse Lightner, AAL

FILING PROGRESS Party Information Filing Information Upload Document Service Information Filing Summary

**Service Information**

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	E-Mail Address	Service Method
No records were found.				

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Role	Representing	Address	Service Method	Service Date
Lewis Roofing, LLC	Defendant		149 Porter St Essington PA 19029		

[Add Non-Electronic Service Recipients](#)

Previous Next

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Fig. 1.68: Service Information screen

The **Service Information** screen has three containers. The **Electronic Service Recipients** container displays parties or participants that have an email address on file in the CMS application or in the C-Track E-Filing application.

The **Add Electronic Service Recipients** link lets you send email notification to other e-filers who are not parties or participants on the case, if needed. If the entity is not found through a search, you can add them with functionality that captures the Name and address of a Non E-Filer.

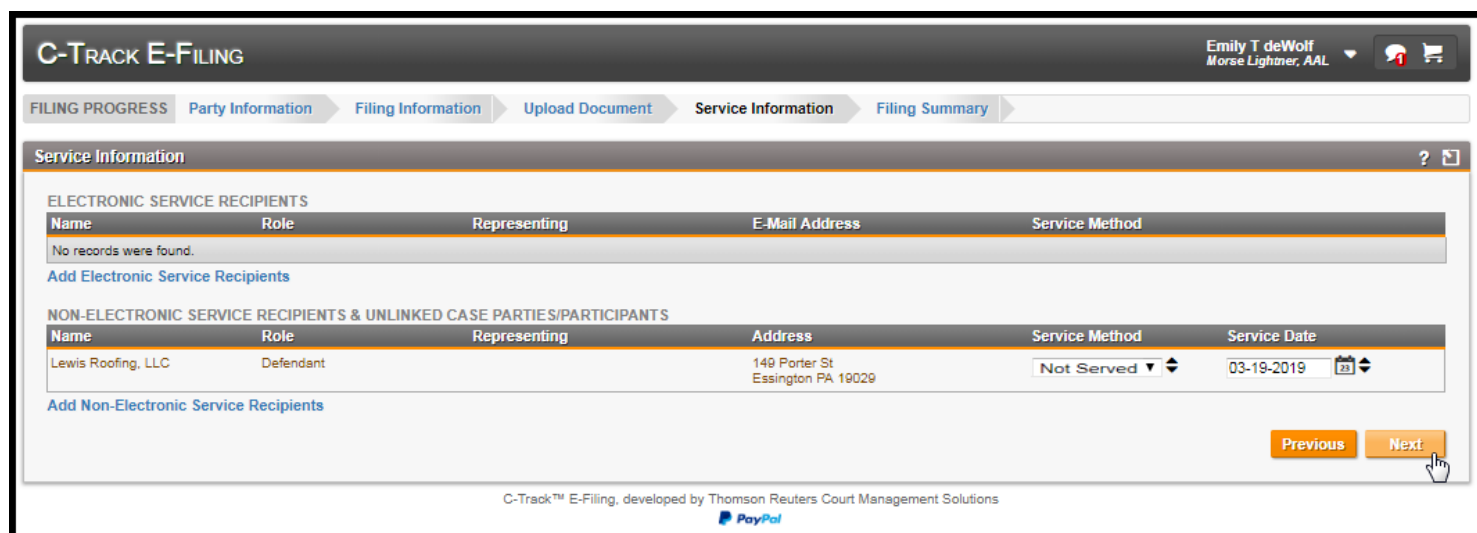
The **Non-Electronic Service Recipients** container will always require a **Service Method** option of Not Served, Conventional, or Electronic and a date.

The **Add Non-Electronic Service Recipients** link lets you send notification to other entities by adding the name and address for conventional (mail) service.

- **NOTE:** The **Apply to All** icon  that appears to the right of the **Service Method** and **Service Date** fields lets you populate the fields once, and select the icon if the selection applies to all Recipients.
- The  **Date Picker** icon lets you access a Calendar which lets you select a month and day to populate the field. Additionally, C-Track E-Filing lets you enter the letter C in any Date field to enter today's day in the field. You can add days in the future by using the + and numeral. For example, C+30 would populate the field with the calendar day 30 days from today's date.

34. Select **Service Method**.

35. Enter **Service Date**.



**C-TRACK E-FILING** Emily T deWolf Morse Lightner, AAL

FILING PROGRESS Party Information Filing Information Upload Document **Service Information** Filing Summary

**Service Information**

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	E-Mail Address	Service Method
No records were found.				

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Role	Representing	Address	Service Method	Service Date
Lewis Roofing, LLC	Defendant		149 Porter St Essington PA 19029	Not Served	03-19-2019

[Add Non-Electronic Service Recipients](#)

Previous Next

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**Fig. 1.69: Service Information** screen - complete

36. Click **Next**.

The **Filing Summary** screen appears.

**C-TRACK E-FILING** Emily T deWolf  
Morse Lightner, AAL

FILING PROGRESS [Party Information](#) [Filing Information](#) [Upload Document](#) [Service Information](#) **Filing Summary**

**Filing Summary**

**CASE DETAILS**

Court	Delaware County Court of Common Pleas
Case Category	Civil
Case Type	Contract
Case Subtype	Breach of Contract

**FILING INFORMATION**

Filing Number	10062	Type	Complaint - Complaint Filed
Filed on Behalf of	JoAnne Carter	Comments	
Other Filed on Behalf of		Emergency	
Amended		Confidential	

**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
JoAnne Carter	Person	Plaintiff		Emily T deWolf
Lewis Roofing, LLC	Organization	Defendant	149 Porter St Essington PA 19029	

**DOCUMENTS**

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Complaint - Complaint Filed				

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	E-Mail Address	Service Method
No records were found.				

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Role	Representing	Address	Service Method	Service Date
Lewis Roofing, LLC	Defendant		149 Porter St Essington PA 19029	Not Served	03-19-2019

**FILING FEES**

Fee Name	Amount
Complaint Filed	\$208.24
<b>Total</b>	<b>\$208.24</b>

**FILING FEES**

Due From	JoAnne Carter	Fees Not Required
Comments		

[Edit Filing](#) [Add Associated Filing](#) [Add To Cart](#) [Delete This Filing](#)

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**Fig. 1.70: Filing Summary screen**

The **Filing Summary** screen provides seven containers with a summary for all information entered on the previous E-Filing screens.

The **Edit Filing** button navigates back to the beginning of the Filing Progress – the **Party Information** screen where you can edit information or use the **Next** button to proceed through the screen(s) to the information that needs editing.

The **Add Associated Filing** button lets you add a separate filing that belongs to the same case. Associated filings appear as separate Registry of Action or Docket Entries on the case.

The **Add To Cart** button navigates to the **Cart** screen where you can review a summary of all filings in the **Cart** and see costs for any filings that are assessed.

The **Delete This Filing** moves the filing to the **Draft** queue where you can select a check box and delete the filing.

37. Click **Add To Cart**.

The **Cart** screen appears.

MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING

Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

Information

- If fees are owed, you will be directed to a page to make your payment.

Cart

SUMMARY

Number of Filings	1	Total	\$132.50
-------------------	---	-------	----------

FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Monroe County Court of Common Pleas		Complaint - Complaint	1	\$132.50

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)

PayPal

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**Fig. 1.71: Cart screen**

The **Cart** screen has two containers: the **Summary** container shows the **Number of Filings** to be submitted and the **Total** cost.

The **Filings** container shows the **Court** in which the filings will be processed. **Case Number** appears for filings on an existing case. Line items with no case number indicate a new case filing. The case number is auto-generated in the C-Track CMS application. When you receive confirmation of a successful submission of the filing of a new case, you also receive the case number. The Filing Item(s) show the Registry of Action or Docket Entry that is added to the case in the C-Track CMS application when the filing is processed successfully. **Documents** indicate the number of documents attached or uploaded to the filing and **Fees** represent the cost the Prot assesses for each filing.

You can remove filings from the **Cart** by clicking the **X** at the far right of any line item. When you remove a filing from the **Cart** a **Confirm** window requires that you **OK** the removal. The filing is moved to the **Draft** queue, found through the left navigation menu, following the path **Filings > Draft**.

Note the **Information** message that appears above the **Cart** screen provides payment instruction information. The **Cart** icon



in the far-right top navigation bar reflects the addition of the filing to the Cart. Also note the **E-Filing Terms & Conditions** link at the bottom of the **Filings** container. Terms and Conditions information is also available when you register as an E-Filer.

### 38. Click **Submit Filings**.

Depending upon your Courts business process, you navigate to a payment screen where payment method information is captured. Once the information is successfully saved and processed, the **Submission Confirmation** screen appears.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

**Information**

- Your electronic filings have been submitted for review and processing.

**Submission Confirmation**

**DETAILS**

<b>E-File Confirmation #</b>	521647975941776	<b>Submitted Date</b>	03-22-2022 07:06 PM
<b>Payment Confirmation #</b>	09C26384CK205014Y		

**FILINGS**

Court	Case Number	Filing Number	Filing Item(s)	Documents	Fees
Monroe County Court of Common Pleas		10080	Complaint - Complaint	1	\$132.50
<b>Total</b>					<b>\$132.50</b>

Print

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**Fig. 1.72: Submission Confirmation screen**

You have successfully submitted as electronic filing for a new case in the C-Track E-Filing application.

The **Submission Confirmation** screen has two containers: the Details container provides the **E-File Confirmation Number**, the **Submission Date** and the **Payment Confirmation Number**.

The **Filings** container shows an additional column to provide the **Filing Number** for each filing.

The **Print** button opens a separate browser window and lets you save or print a pdf of the **Submission Confirmation**. Additionally, the information is retained in the **Submitted** Queue and can be accessed at any time by following the menu path **Filings > Submitted** from the left navigation menu.

The **Cart** icon  in the top right screen banner, which had a red number showing the number of filings in the Cart throughout the process of creating a new case filing, is now empty.

Processing of the Submitted Filing happens through the C-Track CMS application and is performed by Prot personnel. Once processing is completed information about the success or failure of the submission will be sent back to your E-Filer Filing

queue. Information also appears in the **Notifications** icon  in the top right screen banner of every **C-Track E-Filing** screen.

Once the Court has processed the filing, you receive email notification regarding the filing similar to the notice shown below.

## Filing Submission

moef-prodprev@thomsonreuters.com

Sent: Tue 3/22/2022 3:08 PM

To: Spencer, Jessica

Retention Policy: 90 Day Delete Inbox (3 months) Expires: 6/21/2022

C-Track E-Filing

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## C-Track E-Filing

This is a notice to inform you that the filings, confirmation number 521647975941776, have been submitted on 2022-03-22. You can view the filings using the following [link](#).

Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

**Fig. 1.73: Email Confirmation**

The email you receive displays according to the specific email application with which you registered your E-File account.

If you click the view link from the email, you may be prompted to log into the E-Filing application. Once you are logged into E-File, the **Filing Summary** screen displays.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING**

Jessica L. Spencer  
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### Filing Summary

**CASE DETAILS**

Court	Monroe County Court of Common Pleas
Case Category	Civil
Case Type	Tort
Case Subtype	Intentional Tort

**FILING INFORMATION**

Filing Number	10090	Type	Complaint - Complaint
Filed on Behalf of	John Doe	Comments	
Other Filed on Behalf of		Emergency	
Amended		Confidential	
Money Damages	Outside of Arbitration Limits	MDJ Appeal	
Class Action	Suit	Pro Se	

**ORIGINATING COURT INFORMATION**

Originating Court	Case #	Case Title	Judgment	Related Case #
No records were found.				

**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
John Doe	Person	Plaintiff	610 Monroe Street Stroudsburg PA, 18360	TODD W WEITZMANN
Jane Doe	Person	Defendant	610 Main Street Stroudsburg PA, 18360	

**DOCUMENTS**

Name	Request Confidential	Confidential Reason	Exclude from e-Service	Comments
Complaint - Complaint				

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
Jane Doe	Defendant	Self-Represented	610 Main Street Stroudsburg PA, 18360	Not Served	03-22-2022
TODD W WEITZMANN	Attorney	John Doe (Plaintiff)		Not Served	03-22-2022

**FILING FEES**

Fee Name	Amount
Intentional Tort	\$132.50
<b>Total</b>	<b>\$132.50</b>

**FILING FEES**

Due From	John Doe	Fees Not Required
Comments		

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**Fig. 1.74: Filing Summary screen**

Additionally, any party that was served electronically with a successfully processed filing receives an email.

Once the filing is processed by the Prot, another email is sent. When the case is accepted and the case number is

automatically generated, the number is included in the email.

**Filing Approval Case No. 000060-CV-2022**

moef-prodprev@thomsonreuters.com

Sent: Tue 3/22/2022 3:16 PM

To: Spencer, Jessica

Retention Policy: 90 Day Delete Inbox (3 months) Expires: 6/21/2022

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## C-Track E-Filing

This is a notice to inform you that the filings filed in Case No. 000060-CV-2022 have been accepted by the Clerk on 2022-03-22. You can view this filing using the following [link](#).

Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

**Fig. 1.75: Email Approval to E-Filer**

## 1.7 Submit an E-Filing on an existing case

In this example we create an e-filing to an existing case.

1. From the home screen, click **Create Filing** from the left menu.

The **Create Filing** screen appears.

Fig. 1.76: Create Filing screen

2. Select a **Court**.
3. Select a **Filing Category**. Here, we select Existing Case.

The **Existing Case** container is added to the screen.

Fig. 1.77: Create Filing screen – Existing Case container is added

4. Enter **Case Number**.



**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

**Information**

- Caution!!! If you are submitting a filing to a preexisting case, please be sure to enter the case number correctly. For example, case number 1 CV 2021 must be entered as follows: 000001-CV-2021. Dashes and leading zeroes are required.

**Create Filing**

**COURT SELECTION**

Court\* Monroe County Court of Common Pleas

Filing Category\* Existing Case

**EXISTING CASE**

Case Number\* 16cv2014

Filing Type\* [Empty]

Filing Subtype\* [Empty]

Next

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**Fig. 1.78: Create Filing screen – Existing Case error**

If you enter a Case number for a case that does not exist, enter the case number incorrectly/incompletely, or enter a number for a Confidential case upon which you are not permitted to file, the **Case Number** field displays with a red outline and the **Filing Type** and **Filing Subtype** fields do not populate with drop down values, as shown above.

5. Select **Filing Type**.
6. Select **Filing Subtype**.

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Weitzmann, Weitzmann, & Huffman

**Information**

- Caution!!! If you are submitting a filing to a preexisting case, please be sure to enter the case number correctly. For example, case number 1 CV 2021 must be entered as follows: 000001-CV-2021. Dashes and leading zeroes are required.

**Create Filing**

**COURT SELECTION**

Court\* Monroe County Court of Common Pleas

Filing Category\* Existing Case

**EXISTING CASE**

Case Number\* 000016-cv-2014

Filing Type\* Answer

Filing Subtype\* Answer and New Matter

Next

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The Green outline means the system recognizes the Case Number as an existing case.

**Fig. 1.79: Create Filing screen – Existing Case**

7. Click **Next**.

The **Filing Information** screen appears. Additionally, the filing has been moved to the **Draft Filing Queue** which you can access from the **Filings > Draft** left menu option. If you navigate away from the filing, you can return to it by selecting it from

the **Filings** display table on the **Draft Filing Queue** screen.

The screenshot displays the 'Filing Information' screen for a case in Monroe County, Pennsylvania. The interface includes a top navigation bar with the user's name and firm, and a 'FILING PROGRESS' indicator with 'Filing Information' highlighted. The left sidebar shows 'Case Information' (Court: Monroe County Court of Common Pleas, Case: 000016-CV-2014, Class: Civil - Tort - Motor Vehicle, Short Title: ACKERMAN JASMINE v. COLLAZO RUBEN, Status: Closed) and 'Filing Information' (Court: Monroe County Court of Common Pleas, Class: Civil - Tort - Motor Vehicle, Type: Answer - Answer and New Matter). The main content area is divided into 'DETAILS' and 'FILER INFORMATION'. The 'DETAILS' section includes a 'Comments' text box, 'Emergency' and 'Confidential' checkboxes, and an 'Amended' checkbox. The 'FILER INFORMATION' section features a table with 'Filed on Behalf of' checkboxes and a list of values: JASMINE ACKERMAN, RUBEN COLLAZO, MICHELLE SNYDER, JOHN SNYDER, and ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY. There is also an 'Other Filed on Behalf of' text box. A 'Next' button is located at the bottom right of the main content area.

**Fig. 1.80: Filing Information screen**

Since we are e-filing on an existing case, Party information has already been entered on the case. We see the **Case Information** container in the left menu. Additionally, the **Filing Progress** Indicator does not contain a Party Information element. Also, a **Filing Fee** container only appears when the Court assesses a fee for this filing type.

The **Details** container lets you indicate if the filing is an **Emergency**, an **Amended** filing or is **Confidential** by selecting any of the check boxes. The **Confidential** check box here makes the filing itself confidential, not the case as a whole. You can also add a **Comment** to the filing.

The **Filer Information** container lets you identify the entity(s) for whom you are filing.

8. Select a **Filed on Behalf of** check box in the **Filer Information** container.
9. Complete other information, as needed.
10. Click **Next**.

The **Upload Document** screen appears.

MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING

Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS Filing Information **Upload Document** Service Information Filing Summary

Upload Document

DOCUMENT ▾

Name Answer - Answer and New Matter File\* Choose File No file chosen

Exclude from eService  Comments

Request Confidential^  Confidential Reason^

Add Another

Previous Next

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Fig. 1.81 Upload Document screen

When you specify **Request Confidential**, you must identify a **Confidential Reason** – here you are specifying the Document itself, as opposed to the whole case or the filing, is Confidential.

11. Click **Choose File**.

A browser window opens to allow you to navigate to a file on your PC that you want to upload.

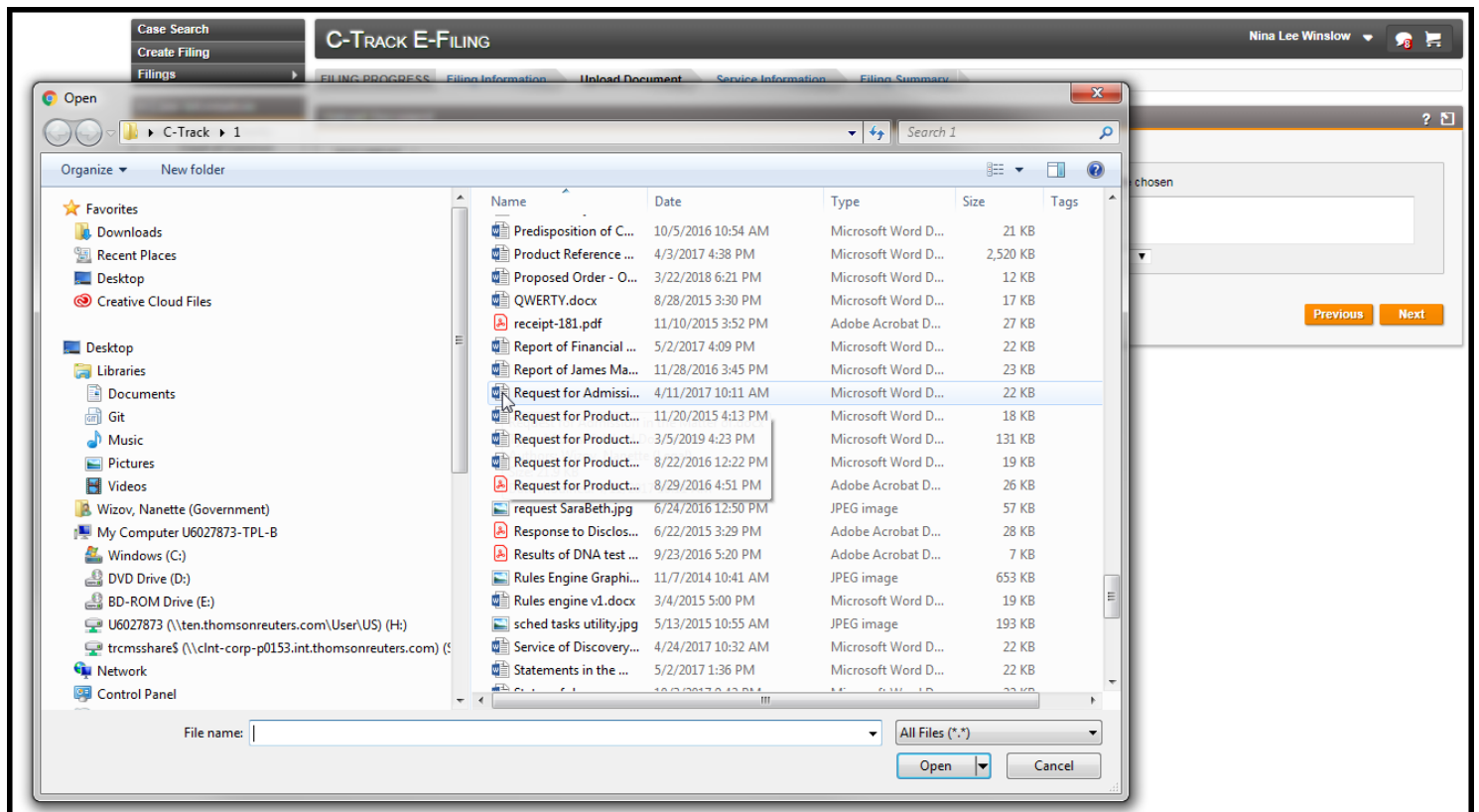


Fig. 1.82 Open browser window

12. Select the file you want to upload.
13. Click **Open**.

➤ **NOTE:** The Court determines the maximum file size of documents that can be upload in an e-Filing submission. For Monroe County, the upload limit is 25MB. Any documents larger than 25 MB will need to be split and uploaded in multiple parts.

You must save larger documents in parts or sections and use the **Add Another** link at the bottom left of the **Upload Document** container to upload all documents of the filing.

You return to the **Upload Document** screen. The document title appears to the right of the **Choose File** button.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS **Filing Information** Upload Document Service Information Filing Summary

**Upload Document**

DOCUMENT ▾

<b>Name</b>	Answer - Answer and New Matter	<b>File*</b>	Choose File Answer and New Matter.docx
<b>Exclude from eService</b>	<input type="checkbox"/>	<b>Comments</b>	<input type="text"/>
<b>Request Confidential<sup>A</sup></b>	<input type="checkbox"/>	<b>Confidential Reason<sup>A</sup></b>	<input type="text"/>

[Add Another](#) **Previous** **Next**

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**Fig. 1.83: Upload Document** screen – file selected

14. Complete any Confidentiality information, as needed.
15. Click **Next**.

The **Service Information** screen appears.

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FILING PROGRESS
Filing Information
Upload Document
Service Information
Filing Summary

Service Information
?

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
WEITZMANN, TODD W	Attorney		jejones@monorepacourts.us	<input type="text" value="v"/>

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
COLLAZO, RUBEN	Defendant	Self-Represented	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346	<input type="text" value="v"/>	<input type="text" value="23"/>
SNYDER, MICHELLE	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	<input type="text" value="v"/>	<input type="text" value="23"/>
SNYDER, JOHN	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	<input type="text" value="v"/>	<input type="text" value="23"/>
STEHLIN, CATHERINE	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	ONE WEST BROAD STREET SUITE 700 BETHLEHEM PA 18018	<input type="text" value="v"/>	<input type="text" value="23"/>
HERMAN, KENT	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	KING SPRY HERMAN FRUEND & FAUL ONE WEST BROAD ST #700 BETHLEHEM PA 18018-5765	<input type="text" value="v"/>	<input type="text" value="23"/>
PISANCHYN, MICHAEL	Attorney	ACKERMAN, JASMINE (Plaintiff)	524 SPRUCE STREET SCRANTON PA 18503	<input type="text" value="v"/>	<input type="text" value="23"/>

[Add Non-Electronic Service Recipients](#)

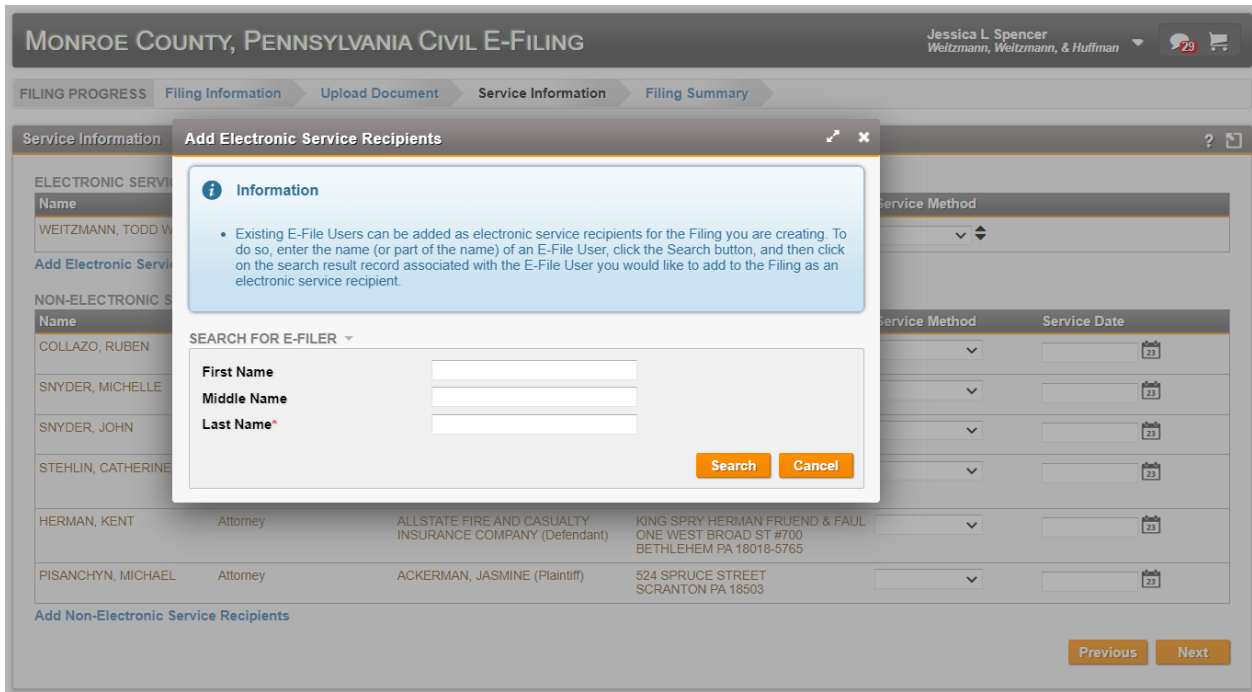
Previous
Next

**Fig. 1.84: Service Information screen**

Here, the filer wants to include electronic service for an attorney who is not a party or participant to this case but is a registered e-File user.

16. Click the **Add Electronic Service Recipients** link.

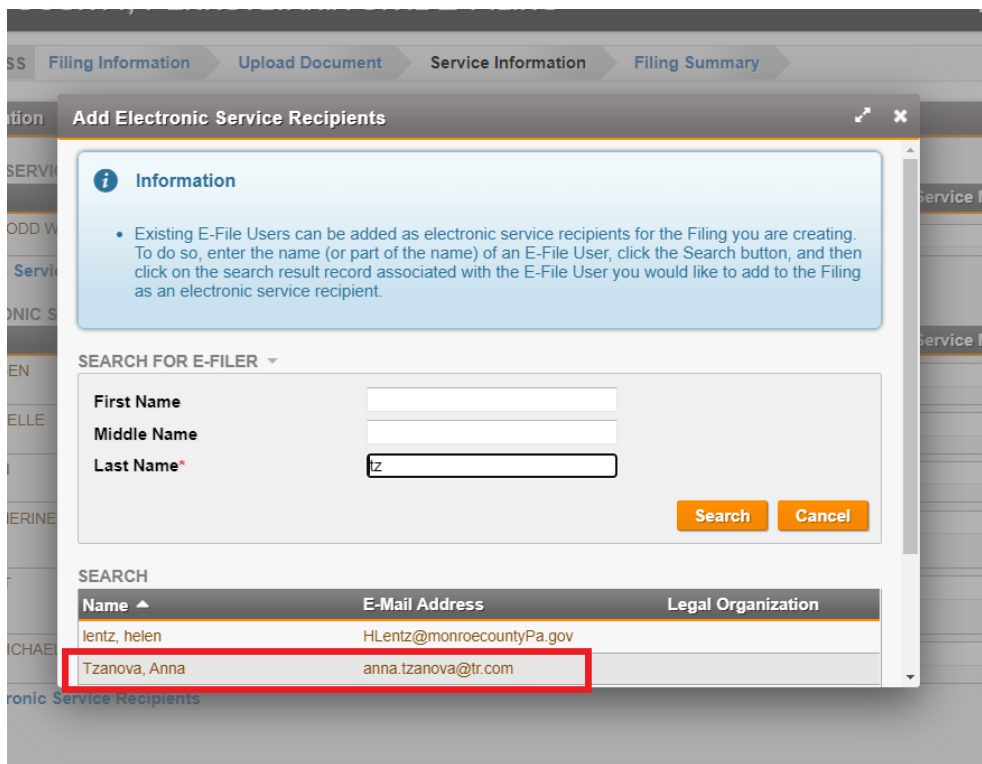
The **Add Electronic Service Recipients** window appears



**Fig. 1.85: Add Electronic Service Recipients window**

The **Add Electronic Service Recipients** window has a single Search for E-filers container that lets you search for other authorized e-Filers you want to include for service.

- 17. Enter search criteria.
- 18. Click **Search**.



**Fig. 1.86: Add Electronic Service Recipients window – Search result appears**

19. Select the e-Filer you want to include for electronic service from the Search display table.

You return to the Service Information screen and the e-Filer is added to the **Electronic Service Recipients** table

20. Select **Service Method** for **Electronic Service** and / or **Conventional Service Recipients**, as needed.

21. Enter **Service Date** for **Conventional Service Recipients**, as needed.

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FILING PROGRESS
Filing Information
Upload Document
Service Information
Filing Summary

Service Information
?

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
WEITZMANN, TODD W	Attorney		jejones@monorepacourts.us	eService
Tzanova, Anna	Pro Se		anna.tzanova@tr.com	eService

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
COLLAZO, RUBEN	Defendant	Self-Represented	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346		
SNYDER, MICHELLE	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466		
SNYDER, JOHN	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466		
STEHLIN, CATHERINE	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	ONE WEST BROAD STREET SUITE 700 BETHLEHEM PA 18018		
HERMAN, KENT	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	KING SPRY HERMAN FRUEND & FAUL ONE WEST BROAD ST #700 BETHLEHEM PA 18018-5765		
PISANCHYN, MICHAEL	Attorney	ACKERMAN, JASMINE (Plaintiff)	524 SPRUCE STREET SCRANTON PA 18503		

[Add Non-Electronic Service Recipients](#)

**Fig. 1.87: Service Information** screen – input complete

22. Click **Next**.

The **Filing Summary** screen appears.

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FILING PROGRESS

Filing Information

Upload Document

Service Information

Filing Summary

Case Information

**Court** Monroe County Court of Common Pleas

**Case** 000016-CV-2014

**Class** Civil - Tort - Motor Vehicle

**Short Title** ACKERMAN JASMINE v. COLLAZO RUBEN

**Status** Closed

Unsubscribe

Filing Summary

**CASE DETAILS**

**Court** Monroe County Court of Common Pleas

**Case Category** Civil

**Case Type** Tort

**Case Subtype** Motor Vehicle

**FILING INFORMATION**

**Filing Number** 10081

**Filed on Behalf of** ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY

**Other Filed on Behalf of Amended**

**Money Damages**

**Class Action Suit**

**Type** Answer - Answer and New Matter

**Comments**

**Emergency**

**Confidential**

**MDJ Appeal**

**Pro Se**

**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
JASMINE ACKERMAN	Person	Plaintiff	209 KRESTREL DRIVE MOUNT POCONO PA 18344	MICHAEL J PISANCHYN, JR
RUBEN COLLAZO	Person	Defendant	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346	
MICHELLE SNYDER	Person	Defendant	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	
JOHN SNYDER	Person	Defendant	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	
ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY	Organization	Defendant		CATHERINE L STEHLIN KENT HERMAN

**DOCUMENTS**

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Answer - Answer and New Matter				

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
TODD W WEITZMANN	Attorney		jejones@monorepacourts.us	eService
Anna Tzanova	Pro Se		anna.tzanova@tr.com	eService

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
COLLAZO, RUBEN	Defendant	Self-Represented	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346	Not Served	03-22-2022
SNYDER, MICHELLE	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	Not Served	03-22-2022
SNYDER, JOHN	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	Not Served	03-22-2022
STEHLIN, CATHERINE	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	ONE WEST BROAD STREET SUITE 700 BETHLEHEM PA 18018	Not Served	03-22-2022
HERMAN, KENT	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	KING SPRY HERMAN FRUEND & FAUL ONE WEST BROAD ST #700 BETHLEHEM PA 18018-5765	Not Served	03-22-2022
PISANCHYN, MICHAEL	Attorney	ACKERMAN, JASMINE (Plaintiff)	524 SPRUCE STREET SCRANTON PA 18503	Not Served	03-22-2022

Edit Filing Add Associated Filing Add To Cart Delete This Filing

**Fig. 1.88: Filing Summary screen**

Review the **Filing Summary** screen to ensure the information you are submitting.

23. Click **Add to Cart**.



The **Cart** screen appears.

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Information

- If fees are owed, you will be directed to a page to make your payment.

Cart

SUMMARY

Number of Filings	1	Total	\$0.00
-------------------	---	-------	--------

FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Monroe County Court of Common Pleas	000016-CV-2014	Answer - Answer and New Matter	1	\$0.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)

Submit Filings

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**Fig. 1.89: Cart screen**

#### 24. Click **Submit Filings**.

You navigate to a payment screen where payment method information is captured. Once the information is successful saved and process, the **Submission Confirmation** screen appears.

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Information

- Your electronic filings have been submitted for review and processing.

Submission Confirmation

DETAILS

E-File Confirmation #	521647978820543	Submitted Date	03-22-2022 07:53 PM
-----------------------	-----------------	----------------	---------------------

FILINGS

Court	Case Number	Filing Number	Filing Item(s)	Documents
Monroe County Court of Common Pleas	000016-CV-2014	10081	Answer - Answer and New Matter	1

Print

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

PayPal

**Fig. 1.90: Submission Confirmation screen**

You have successfully submitted as electronic filing for an existing case in the C-Track E-Filing application.

Processing of the Submitted Filing is performed by Prot personnel in the C-Track CMS application. Once processing is completed information about the success or failure of the submission is sent back to your E-Filer **Filing** queue. Information also appears in the **Notifications** icon in the top right screen banner of every **C-Track E-Filing** screen. Additionally, the Prot may send an email to the email address associated to your user account.

Once the Prot has processed the filing, you receive email notification regarding the successful or failure of the filing. The email you receive displays according to the specific email application with which you registered your E-File account.

Additionally, any party that was served electronically with a successfully processed filling receives an email notification.

## 1.8 Support Staff Completes a Draft Filing

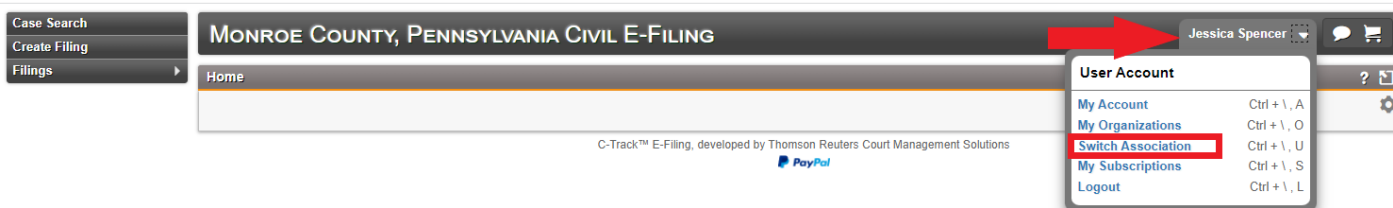
When your Legal Organization Administrator associates another member of your Legal Organization to your E-File Account, and makes them an Authorized E-Filer in the Support Staff capacity, this allows them access to all filings available through your Filings menu, including filings in Draft status. By associating support staff, this creates a proxy relationship where the support staff acts on behalf of an authorized e-Filer to submit filings and complete filings in Draft status. Remember, Support Staff must also be authorized E-Filers – they register in e-File without a Bar ID.

You cannot associate support staff to your Personal Account, they must choose a Legal Organization in which your association is active.

In the example, a member of a Legal Organization who works in support of attorney's associated their E-File account to an attorney and completes a filing from Draft status and submits the filing to the Court.

1. Select the down arrow to the right of your Username in the top banner navigation.

The **User Account** options appear.



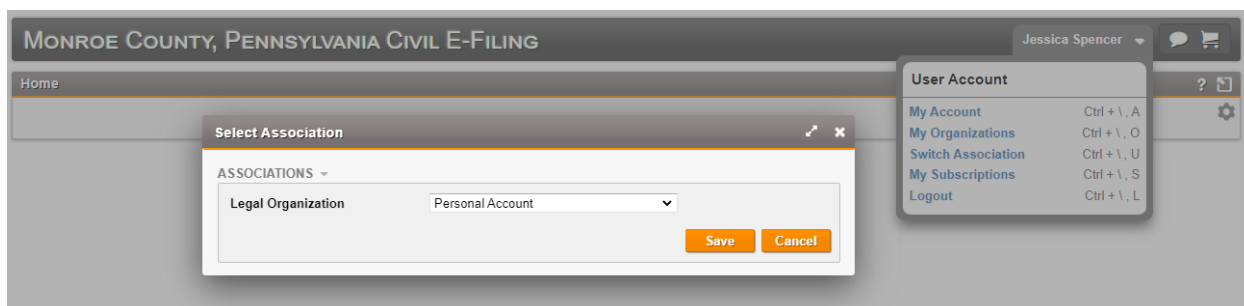
**Fig. 1.91: User Account** options exposed

➤ **NOTE:** In addition to clicking the link in the **User Account** menu, the **Select Authorizing E-File User** window can be accessed through the keyboard shortcut:

**Switch Association      Ctrl + \ , U**

2. Select the **Switch Association** link.

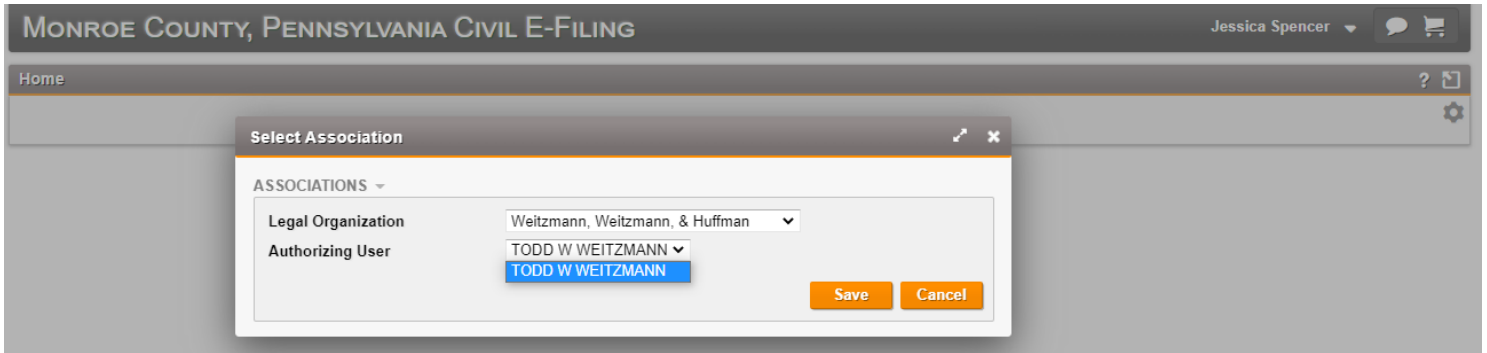
The **Select Association** window appears.



**Fig. 1.92: Select Authorizing E-File User** window

3. From the **Legal Organization** drop down, select your organization.

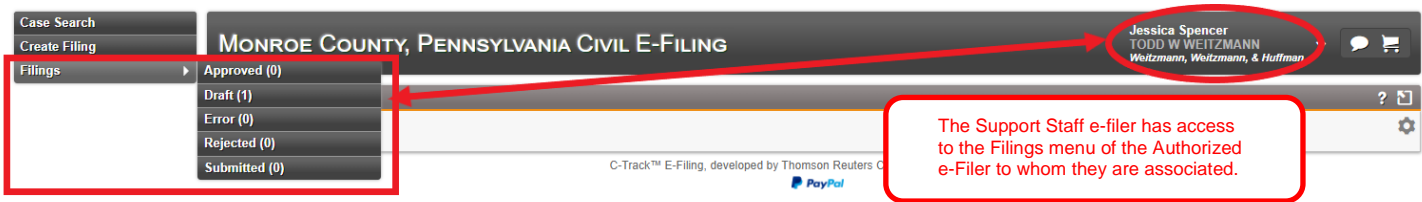
With the selection of the **Legal Organization**, the **Authorizing Efile User** drop down appears.



**Fig. 1.93: Select Association window - Authorizing User drop down**

4. From the **Authorizing User** drop down, select the E-Filer for whom you are filing. Note this user is authorized to file on behalf of three attorney users.
5. Click **Save**.

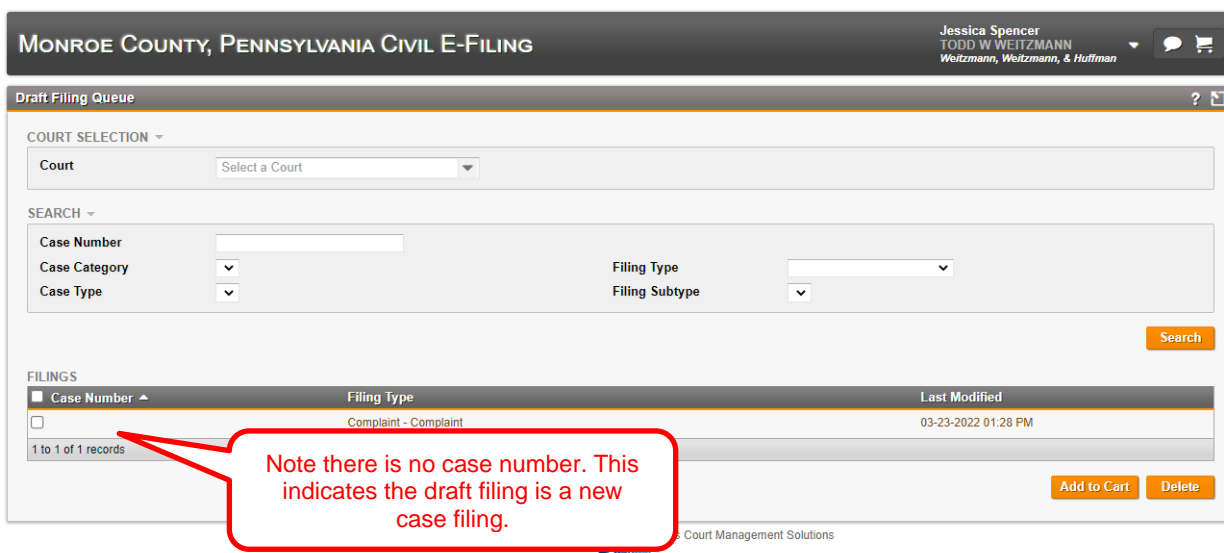
You return to the **Home** screen. Your Authorized E-File User appears below your user login and the Legal Organization appears below your Authorized E-File User in the upper right top banner.



**Fig. 1.94: Home screen with Authorizing E-Filer functionality**

6. Select **Filings > Draft** from the left navigation.

The **Draft Filing Queue** screen appears. All filings for the **Authorizing E-Filer** that have a draft status appear. If the **Authorizing E-Filer** was logged into the E-File application, the screen would display identical information.



**Fig. 1.95: Draft Filing Queue screen**

The **Draft Filing Queue** screen displays three containers. The **Court Selection** container lets you identify a single Court for which you can view Draft Filings, since E-Filing supports filings in multiple Courts.

The **Search** container lets you enter criteria of **Case Number**, **Case Category**, **Filing Type**, and **Filing Subtype** upon which you can search.

The **Filings** display table shows all filings in the Draft queue by default. Since this filer has a single filing there is no need to use the Search function to find a filing.

The check box to the left of the **Case Number** can select individual filings for use with the **Add to Cart** button or the **Delete** button.

The check box in the header of the Filings display table selects all cases in the display table for use with the **Add to Cart** button or the **Delete** button.

The **Delete** button produces a **Confirm** window that requires you confirm the deletion of the filing. When you confirm the deletion, the filing is deleted from the **Draft Filing Queue** screen and is not recoverable.

The **Case Number** column of the **Filings** display table can be selected to navigate to the **Case View** screen to provide an overview of case information.

The **Filing Type** and **Last Modified** columns can be selected to navigate to the **Filing Summary** screen.

Within the **Filings** display table, the **Case Number** column can be selected to navigate to the **Case View** screen and the **Filing Type** and **Last Modified** columns can be selected to navigate to the **Filing Summary** screen.

7. Click the **Back** button of your browser to return to the **Draft Filing Queue** screen.

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TODD W WEITZMANN  
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**Draft Filing Queue**

**COURT SELECTION** ▾  
Court: Select a Court

**SEARCH** ▾  
Case Number:   
Case Category: ▾  
Case Type: ▾  
Filing Type: ▾  
Filing Subtype: ▾  
Search

**FILINGS**

Case Number	Filing Type	Last Modified
<input type="checkbox"/>	Complaint - Complaint	03-23-2022 01:28 PM

1 to 1

Add to Cart Delete

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**Fig. 1.96: Draft Filing Queue screen**

8. Click the **Filing Type** area of the Filings display table line item.

The **Filing Summary** screen appears.

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FILING PROGRESS: Party Information | **Filing Information** | Upload Document | Service Information | Filing Summary

**Filing Summary**

**CASE DETAILS**

<b>Court</b>	Monroe County Court of Common Pleas
<b>Case Category</b>	Family
<b>Case Type</b>	Divorce
<b>Case Subtype</b>	Divorce with 1 Count

**FILING INFORMATION**

<b>Filing Number</b>	10084	<b>Type</b>	Complaint - Complaint
<b>Filed on Behalf of</b>		<b>Comments</b>	
<b>Other Filed on Behalf of Amended</b>		<b>Emergency Confidential</b>	
<b>Money Damages</b>		<b>MDJ Appeal</b>	
<b>Class Action Suit</b>		<b>Pro Se</b>	

**ORIGINATING COURT INFORMATION**

Originating Court	Case #	Case Title	Judgment	Related Case #
No records were found.				

**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
Jane Doe	Person	Plaintiff	123 Main Street Anywhere PA 18360	TODD W WEITZMANN

**DOCUMENTS**

Name	Request Confidential	Confidential Reason
No records were found.		

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-M
No records were found.			

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Add
No records were found.			

**FILING FEES**

Fee Name	Amount
Divorce Filing 1	\$138.50
<b>Total</b>	<b>\$138.50</b>

**FILING FEES**

<b>Due From</b>	Fees Not Required
<b>Comments</b>	

**Edit Filing** | Add Associated Filing | Add To Cart | Delete This Filing

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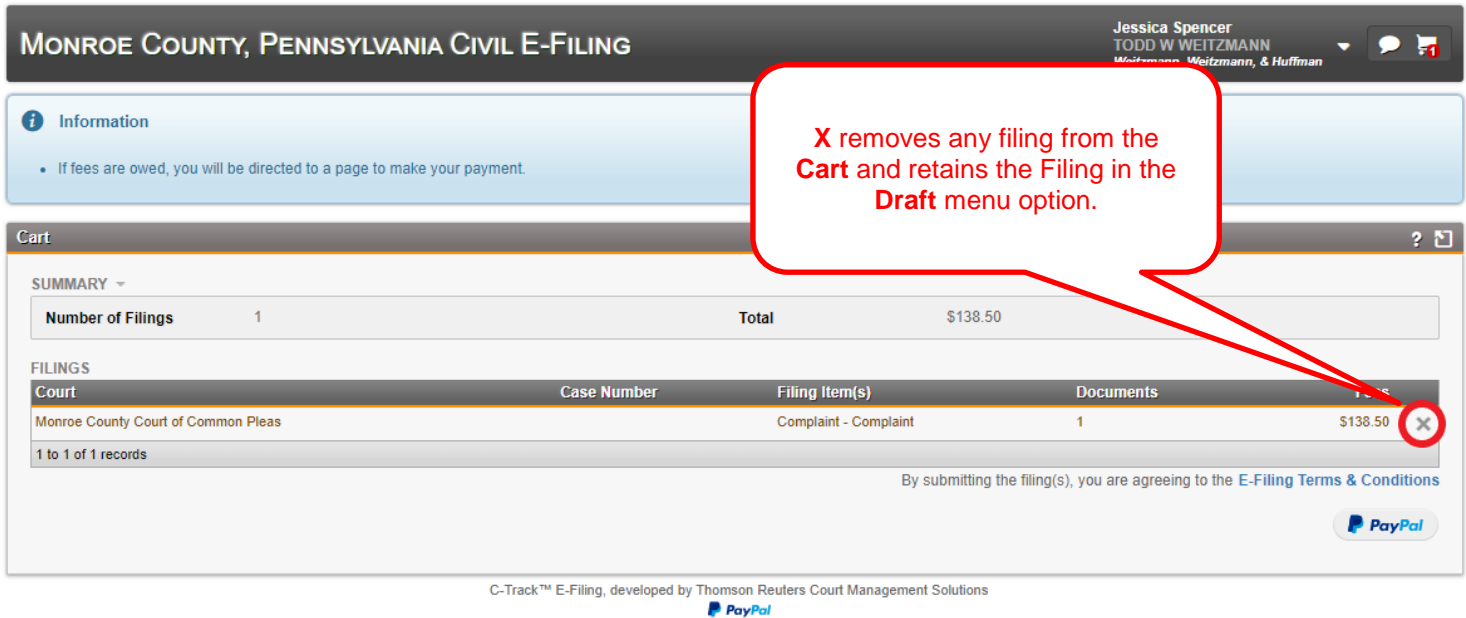
**Fig. 1.97: Filing Summary** screen

Review the **Filing Summary** screen to ensure the information you are submitting. Return to any screen to update information before you submit the filing

9. Click **Add to Cart**.

The **Cart** screen appears.

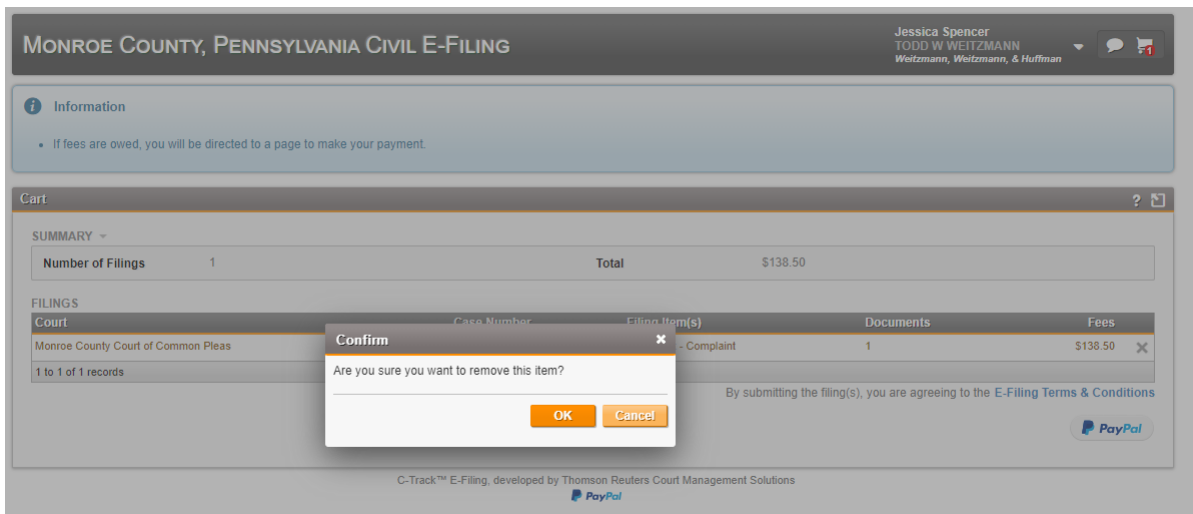
➤ **Note** if you have additional filings already in the **Cart** when you associated to the **Authorizing E-File User** those filings also appear. The **X** at the far right of any line item in the **Filings** display table lets you remove filings from the **Cart** and return the filing(s) to the **Draft** queue in the left menu.



**Fig. 1.98: Cart** screen – filings ready for Submission

10. Click **X** for the filing you want to remove.

A **Confirm** window appears.



**Fig. 1.99: Confirm** window – Remove a filing from the Cart

11. Click **Cancel**.

12. Click the payment button or the **Submit Filings**.

The **Submission Confirmation** screen appears. Note the **Cart** icon shows no filings.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica Spencer  
TODD W WEITZMANN  
Weitzmann, Weitzmann, & Huffman

**Information**

- Your electronic filings have been submitted for review and processing.

**Submission Confirmation**

DETAILS ▾

<b>E-File Confirmation #</b>	611648044863184	<b>Submitted Date</b>	03-23-2022 02:15 PM		
<b>Payment Confirmation #</b>	7UB27992L.G033225F				

FILINGS

Court	Case Number	Filing Number	Filing Item(s)	Documents	Fees
Monroe County Court of Common Pleas		10084	Complaint - Complaint	1	\$138.50
<b>Total</b>					<b>\$138.50</b>

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**Fig. 1.100: Submission Confirmation** screen – Successful submission

You have successfully submitted a filing on behalf of another authorized E-Filer in your legal organization. The **Green Success Notification** displays in the top content container, above the **Submission Confirmation** screen.

As a support staff user, the **Notification** icon and **Notifications** screen is updated with confirmation of a successfully submitted e-filing. Once the court processes the e-filing the Authorizing E-Filer, for whom you submitted the filing, receives an email.

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Find out how to contact your local office  
[thomsonreuters.com/about/locations](http://thomsonreuters.com/about/locations)





