

|                                                                                   |                                    |                                    |
|-----------------------------------------------------------------------------------|------------------------------------|------------------------------------|
|  | <b>Electronic Filing (eFiling)</b> | <b>Electronic Filing (eFiling)</b> |
|                                                                                   |                                    | <b>Paperless Solutions, Inc.</b>   |

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## 1 Introduction to the Paperless Electronic Filing System

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

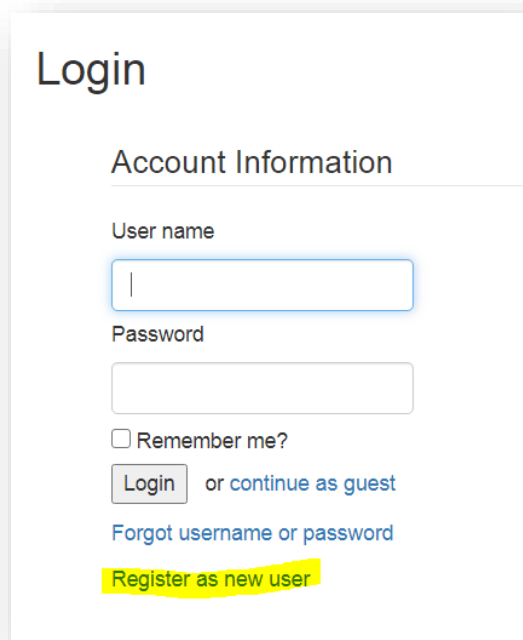
### 1.1 A Day in the Life

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

|                                                                                   |                                    |                                    |
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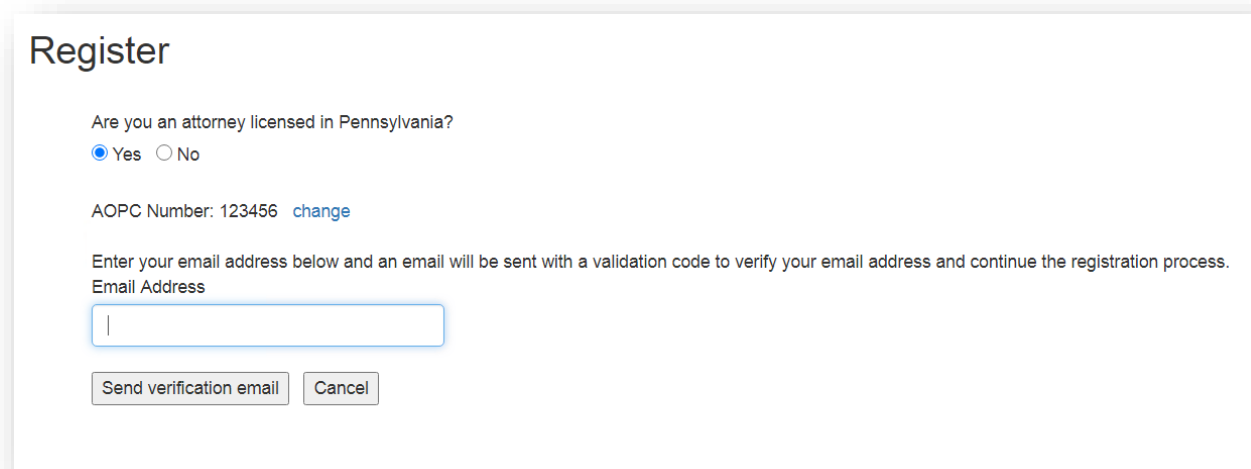
## 2 Register

At the Login screen, you will select “Register as a new user”



The Login screen features a title 'Login' at the top. Below it is a section titled 'Account Information'. This section contains two input fields: 'User name' and 'Password'. Below the password field is a checkbox labeled 'Remember me?'. At the bottom of the section are three elements: a 'Login' button, the text 'or continue as guest', and a link 'Forgot username or password'. A link 'Register as new user' is located below the 'Login' section, highlighted with a yellow background.

You can register as an Attorney, or Pro-se. You must enter a valid email address that you must verify.



The Register screen has a title 'Register'. It begins with a question 'Are you an attorney licensed in Pennsylvania?' followed by radio buttons for 'Yes' (selected) and 'No'. Below this is the text 'AOPC Number: 123456' with a 'change' link. A paragraph of instructions follows: 'Enter your email address below and an email will be sent with a validation code to verify your email address and continue the registration process.' Below this is an 'Email Address' label and an input field. At the bottom are two buttons: 'Send verification email' and 'Cancel'.

|                                                                                   |                                    |                                    |
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The validation email will contain a hyperlink.

Thank you for registering. Click the link below to validate your email address and continue with the registration process. If clicking the link does not work, please copy and paste the link into your browser.

[t=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJlbWwiOiJsYm9ya293c2tpQHhkcGVyYGVzc3VzLmNvbSIsImFvcGMiOiEYmzQ1NiwiZXhwIjoxNTk1Mjg2MTYwfQ.sKM0X3DhNnY8B\\_F8bop75pB8TFQ2nQAKA4U0cgO4](mailto:t=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJlbWwiOiJsYm9ya293c2tpQHhkcGVyYGVzc3VzLmNvbSIsImFvcGMiOiEYmzQ1NiwiZXhwIjoxNTk1Mjg2MTYwfQ.sKM0X3DhNnY8B_F8bop75pB8TFQ2nQAKA4U0cgO4)

Ref#6

When you click the hyperlink, you will be asked to set up your account with a username and password.

## Register

Your email address has been verified. Enter a user name and password to finish.

AOPC Number: 123456

Email Address:

User Name

Password

Confirm Password

Click Finish, and your account has been created.

### 3 Enable eFiling

Enter your username and password, and click Login.

#### Login

##### Account Information

User name

Password

☐ Remember me?

or [continue as guest](#)

[Forgot username or password](#)

[Register as new user](#)

#### Account

Username: UserName [Change username](#) [Change password](#)

##### Contact Details

☒ an attorney licensed in PA

AOPC Number: 123456 [change](#)

Name: JOHN DOE

Firm:

Address: 123 MAIN STREET  
CITY, PA 19191

Phone:

##### Email Addresses

Primary ☒ Validated

##### E-Filing

|                                                                                   |                                    |                                    |
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## 4 Consent

You will be required to ‘Consent’ to receive all notifications from the Court via email. Each County and Department has their own “Consent” language. Once you have consented, you will no longer receive paper mail from the Court, that includes: Hearing Notices, Orders, etc.

### Consent

☐

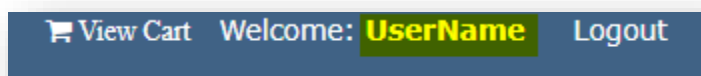
I hereby consent to receive all notifications from the Court via email. I understand that I will no longer receive paper mail from the Court, that includes: Hearing Notices, Orders, etc. I understand that I will no longer receive paper mail from the Court, that includes: Hearing Notices, Orders, etc. I understand that I will no longer receive paper mail from the Court, that includes: Hearing Notices, Orders, etc.

Name:

AOPC#:

## 5 Login Status

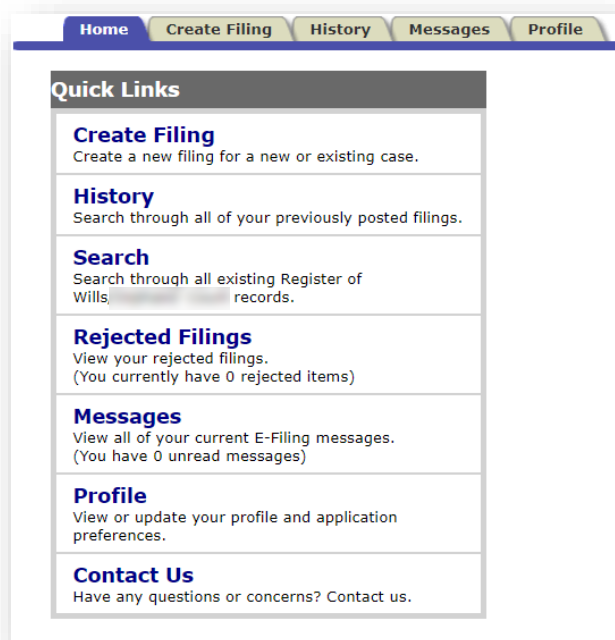
Once you have consented, you will be able to Login. Always check the top right-hand corner of your screen to see your Login status. This Username is used for both eFiling and to view documents on the Viewer. To confirm you are logged in, you will see “Welcome:” and then your username.



|                                                                                   |                                    |  |
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## 6 eFiling Home Page

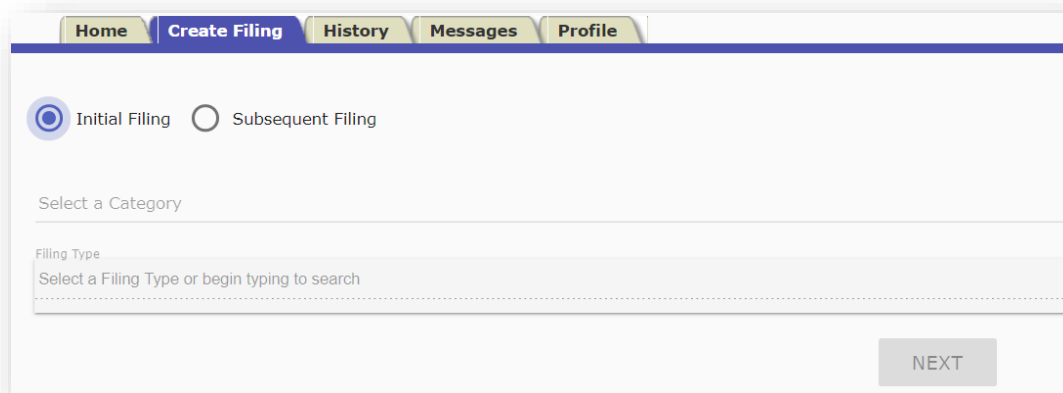
Once logged in to the eFiling application, the home page allows the users accessibility to all the features of eFiling within one page.



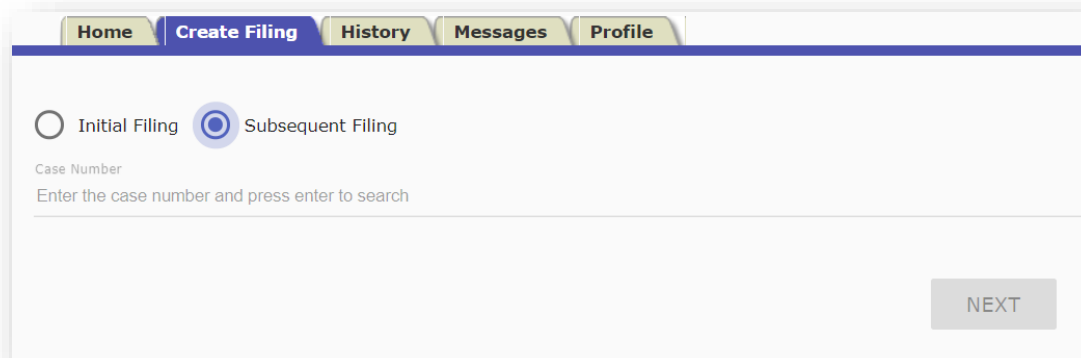
### 6.1 Create Filing

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

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



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



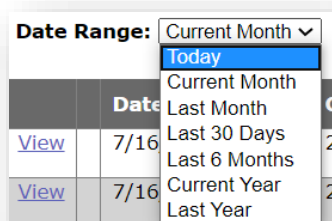
## 6.2 History

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

**Choose status(es) and a date range and click the 'View Filings' button to see your filings:**

**Status:** ☒Awaiting Payment ☒Saved ☒Awaiting Acceptance ☒Rejected ☒Accepted ☒Deficient

[Deselect All](#)



[Home](#)
[Create Filing](#)
[History](#)
[Messages](#)
[Profile](#)

Choose status(es) and a date range and click the 'View Filings' button to see your filings:

**Status:**
☒ Awaiting Payment
 ☒ Saved
 ☒ Awaiting Acceptance
 ☒ Rejected
 ☒ Accepted
 [Deselect All](#)

**Date Range:**

|                      | Date Submitted | Case Number  | Caption             | Document Type             | Status              |
|----------------------|----------------|--------------|---------------------|---------------------------|---------------------|
| <a href="#">View</a> | 7/21/2020      | **New Case** | Caption Listed Here | Document Type Listed Here | Awaiting Acceptance |

### 6.3 Search

A link to the Viewer to search existing records

### 6.4 Rejected Filings

Drills down on only the rejected Filings within your account

### 6.5 Messages

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

|                          | Date                  | From | Subject                      |
|--------------------------|-----------------------|------|------------------------------|
| <input type="checkbox"/> | 7/21/2020 10:13:36 AM |      | Filing(s) received on Case - |
| <a href="#">Delete</a>   |                       |      |                              |

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

[Home](#)
[Create Filing](#)
[History](#)
[Messages](#)
[Profile](#)

**Date:** 7/21/2020 10:13:36 AM  
**From:** [Redacted]  
**Subject:** Filing(s) received on Case - [Redacted]  
**Message:**

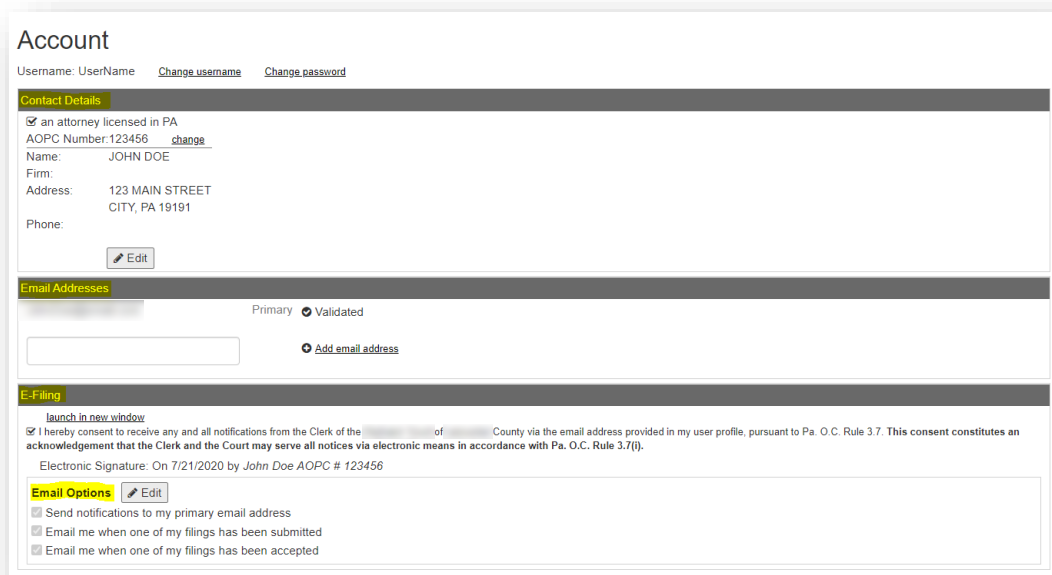
Dear John Doe,  
 Your filing has been received by the [Redacted] County [Redacted].  
 You will be notified as soon as it is processed.  
 If you opt not to receive email notifications, you may check the status  
 of your filing at any time by logging on to the [Redacted] County Efiling  
 Portal and checking your filing status Queue.

Ref#5000

|                                                                                   |                                    |  |
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## 6.6 Profile

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



The screenshot shows the 'Account' page with the following sections:

- Account Header:** Username: UserName, with links for [Change username](#) and [Change password](#).
- Contact Details:**
  - ☒ an attorney licensed in PA
  - AOPC Number: 123456 [change](#)
  - Name: JOHN DOE
  - Firm:
  - Address: 123 MAIN STREET, CITY, PA 19191
  - Phone:
  - [Edit](#)
- Email Addresses:**
  - Primary ☒ Validated
  - 
  - [Add email address](#)
- E-Filing:**
  - [launch in new window](#)
  - ☒ I hereby consent to receive any and all notifications from the Clerk of the \_\_\_\_\_ of \_\_\_\_\_ County via the email address provided in my user profile, pursuant to Pa. O.C. Rule 3.7. This consent constitutes an acknowledgement that the Clerk and the Court may serve all notices via electronic means in accordance with Pa. O.C. Rule 3.7(f).
  - Electronic Signature: On 7/21/2020 by John Doe AOPC # 123456
- Email Options:** [Edit](#)
  - ☒ Send notifications to my primary email address
  - ☒ Email me when one of my filings has been submitted
  - ☒ Email me when one of my filings has been accepted

### 6.6.1 Contact Details

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

### 6.6.2 Email Address

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

### 6.6.3 Efiling

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

### 6.6.4 Email Options

You can turn on and off the following email options:

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

## 7 Contact Us

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