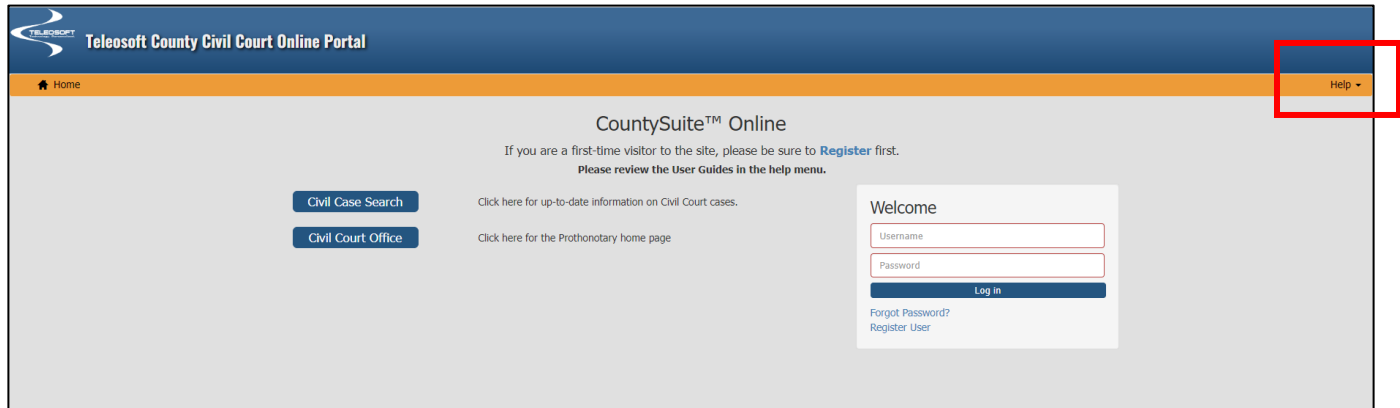




CountySuite™ Online E-Filing User Guide

Register User / Log In



A User Account is required for E-Filing.

If you are a first-time user, click the **Register User** link in the **Welcome** box to register your account. A **Register User Guide** is available for reference in the Help menu.

If you are an existing user, enter your Username and Password to log into your account home page.

Welcome

Username

Password

Log in

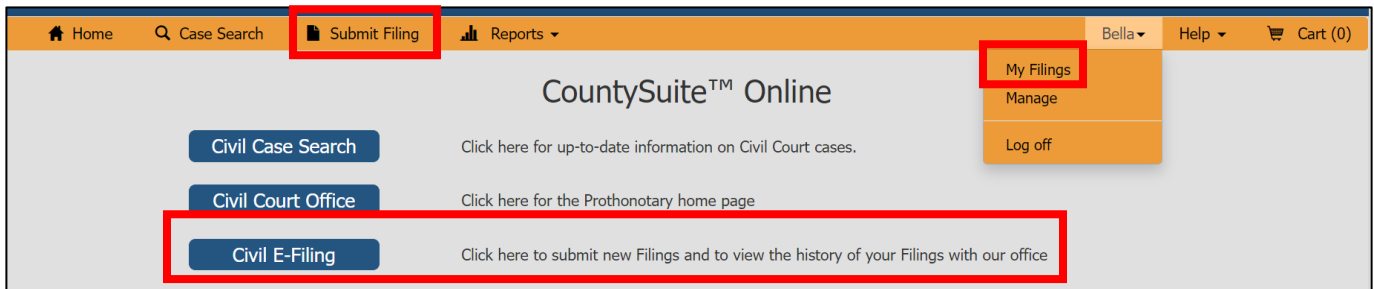
Forgot Password?
Register User

Submit Civil Filing

Prior to starting to submit a civil filing, make sure you have entered a payment method to your account. See the Register User Guide if you are unsure how to add a payment method.

Your account page offers several ways to get to the Submit Civil Filing form.

1. Click on the **Submit Filing** link on the yellow header bar. *This is the quickest way to get to the Submit Civil Filing form.*
2. Click on the **Civil E-Filing** button to go to your My Filings page and select **New Civil Filing**.
3. Go to your account dropdown and select **My Filings** to go to your My Filings page and select the New Civil filing button.



Submit Civil Filing

▼ Enter New File Information

Date Submitted 1

Court Case Number 2

Case Caption 3

New Filing Category 4

Filing Total 5

6

 In Forma Pauperis

Attachments

Docket Category 7

There is a maximum upload size of **50.00MB**. You have used **0.00MB** of **50.00MB**

8

1. **Date Submitted:** This is automatically set to the current day and cannot be changed.

2. **Court Case Number:**

- a. Initial Filing: Leave this field blank. The next available court case number will be automatically assigned to your case upon approval by the County office.
- b. Subsequent Filing: Enter all or part of the case number to search for the case.

3. Case Caption:

- a. Initial Filing: Enter a case name of your choosing. This will serve as a reference for you and the County office prior to the case being approved by the County office. The official case caption will be determined by the County office when approved.
- b. Subsequent Filing: This will automatically populate when you enter the case number.

4. New Filing Category: Select the applicable New Filing category from the dropdown list. You can type ahead to refine your search. A Filing Subcategory will be required when applicable.

The screenshot shows a form titled "Case Information". It contains three main input areas:

- Court Case Number:** A search box with the placeholder text "Search existing cases or leave blank for new case" and a dropdown arrow.
- New Filing Category:** A dropdown menu currently showing "Civil: Appeals" with a clear (X) button and a dropdown arrow.
- Filing Subcategory:** A dropdown menu currently showing "< Select >" with a dropdown arrow.

5. Filing Total: The filing fee will automatically populate when the filing category is selected. The filing fee includes the County’s filing fee and the e-filing convenience fee being charged by the County office. The convenience fee portion of the total is shown in parenthesis to the right of the total fee. *This total does not include the credit card processing fees that will be added when you submit your filing order.*

The screenshot shows a summary row with three columns:

- New Filing Category:** Civil: Appeals
- Filing Subcategory:** < Select >
- Filing Total:** \$129.75 (Convenience Fee of \$25.00)

6. In Forma Pauperis: Click the check box to file In Forma Pauperis. You will be reminded to submit the correct document(s) supplied from the court to qualify for free e-filing. ***If correct documentation is not supplied, the County office will need to reject the filing.***

Please note, the correct document(s) must be supplied from the court to qualify for free e-filing.

7. Docket Category: You may add as many dockets as needed up to the maximum upload size. Each docket MUST have an attached PDF document. Only PDF formatted documents are supported for E-Filing. To select a docket and attach a document, select the docket category from the dropdown box and click the Choose File button to browse your computer for the necessary document.

The selected dockets and attachments will be listed in the Attachments section as you add them.

The screenshot shows the "Attachments" section. It includes:

- Docket Category:** A dropdown menu showing "< Select >".
- Attachments List:** Two items are listed: "Civil Complaint Form.pdf" and "AFFIDAVIT".
- Buttons:** A "Choose File" button is located to the right of the dropdown. Below the attachments list, there are icons for deleting (trashcan), sharing (share icon), and a checkbox for "Confidential Document".
- Upload Info:** A message at the bottom states: "There is a maximum upload size of 50.00MB. You have used 0.69MB of 50.00MB".

- **Delete docket:** Select the red trashcan icon to delete a docket from your list. *You will be prompted to confirm.*

- **View docket:** Select the blue call out button to view the attached document.
- **Confidential Document:** Click the check box to request the docket be sealed. When adding the filing to your cart, you will be required to confirm the submission meets the Local Rules of Judicial Administration concerning confidential information. You can select Cancel to go back and make any necessary changes to your filing. Otherwise, select Confirm to add to your Cart.

Confirm Submission ×

IMPORTANT NOTICE CONCERNING CONFIDENTIAL INFORMATION:

Local Rules of Judicial Administration, Rule 510, Confidential Information Form: Pursuant to Section 7 of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts, all persons who file documents that contain confidential information as defined by the Policy, shall use and file a Confidential Information Form (CIF) or a Confidential Document Form (CDF), as applicable, in order to comply with the Policy. Parties are expressly prohibited from filing two versions of any document, i.e., a redacted version and an unredacted version. The forms shall be available in each filing office as well as on the Public Records page of the UJS website at <http://www.pacourts.us/public-record-policies>. This requirement applies to all documents, including attachments. Confidential Information includes, but is not limited to, Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; etc. A court or custodian is not required to review any filed document for compliance with this policy. Failure to comply may lead to sanctions being imposed.

I understand that, if I file, I must comply with these rules. I have read this notice.

Confirm Cancel

8. **Add to Cart:** Once all required information added, click Add to Cart. You will see popup confirm the Filing has been added to your cart. You can stay on the Submit Civil page to add another Filing or go to your shopping cart to submit your order.

NOTE: Each Order may include up to 25 typical case filings. It is recommended that large filings be submitted separately to avoid exceeding data limits.

Shopping Cart

The screenshot displays a 'Shopping Cart' interface. On the left, a filing item is listed: 'FP23000019 NEXT - Edward Green VS First Choice Electric' with 'Edit' and 'Delete' buttons. Below it, the filing details are shown: 'Civil: Appeals' for \$104.75 and 'County Convenience Fees' for \$25.00. An 'Attachments (1)' section shows a PDF file named 'Civil Complaint Form.pdf (AFFIDAVIT)'. On the right, a summary table lists: 'E-Filing Subtotal' (\$104.75), 'Processing Fees' (\$3.89), and 'Payment Gateway Fees' (\$0.10), with a 'Total' of \$108.74. Below the summary, there is a 'Payment method' section with an 'Add Payment Method' link and a dropdown menu labeled 'Choose your method of pay...'. At the bottom right, there are two buttons: 'Print Order' (blue) and 'Submit Order' (green).

The Shopping Cart will show each of the filings included in the Order. Each filing will have an Edit and Delete button. You can click the Edit button to reopen the filing and make changes before submitting. The Delete button will immediately delete the filing.

The **Print Order** button creates a printable PDF version of the shopping cart page for your records, if desired. *This is not a receipt of purchase.*

To submit your order, select your **Payment method** from the drop down and click **Submit Order** to send the information to the County office for review and processing. *You will be required to acknowledge the County's Terms & Conditions for E-Filing.*

Once the order is submitted, a confirmation message will appear on your screen, and you will receive a submission confirmation e-mail from the County office. The filing will also be shown as Pending on your My Filing page.

Credit Card Charges: When you submit an order, your credit card company will put a hold on the total amount submitted. When the County office processes the Order, the hold will be released, and your credit card account charges will be processed. **If the County office rejects a filing from the order, the fees associated with that filing WILL NOT be charged to your credit card account.**

E-Filing Email Notifications

The following E-Filing notification e-mails will be sent from the County office:

- E-FILING ORDER #XXXX (SUBMITTED) confirms that your Order has been submitted to the County office for review and processing.
- E-FILING ORDER #XXXX (PROCESSED) confirms that your Order has been processed and identifies the Filings as Accepted or Rejected.
- E-FILING ORDER #XXXX (ITEM REJECTED) will be sent to you immediately when a Filing within an Order is rejected.

Resubmit Rejected Filing

If a Filing is rejected by the County office, you will receive an email notification with a Filing Packet Rejected document attached. This document will describe the reason for rejection.

Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted
7/13/2023	O23000021	COMPLETE	\$0.00	0	0	1	0

The Filing status will also be reflected on your My Filings page. Use the View button to open the order to review the rejected filing.

Convenience Fee	Amount
Civil: Contract - Buyer Plaintiff	\$25.00
Total	\$104.75

Sub-Total	\$0.00
Total	\$0.00

In the top right corner of the View page you will see 2 buttons next to the filing status.

1. **Resubmit:** Click this button to pre-load the Submit Civil Filing page with all the information that was entered originally (including attachments). From there, you can make corrections and re-submit. *The Resubmit button only remains active for the number of days established by the County. Additionally, once a Filing has been re-submitted, the button is also disabled.*

NOTE: If your filing is rejected, and there is an issue with any of the documents that you have attached, you must re-scan (and upload) the entire document, not just the corrected page(s).

2. **Filing Packet Rejected Notice:** Click this button to review the reason for rejection. This document is also attached to your rejection e-mail notification.

My Filings History

My Filings

2023

New Civil Filing

Previous
1
Next

Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted	
6/13/2023	O23000013	COMPLETE	\$267.38	0	2	0	0	View
6/12/2023	O23000012	COMPLETE	\$23.60	0	1	0	0	View
6/1/2023	O23000009	COMPLETE	\$113.14	0	1	1	0	View

The **My Filings** page contains the history of your Filings with the County office and the status of each Filing Order. You may filter the list to show Filings in the past 30 days, 3 months, 6 months, or a particular year.

- **Filing Date:** Date the Order was submitted to the County office.
- **Filing Order Number:** An Order can include multiple case filings, called Filing Packets (FPxxxx).
- **Status:**
 - **PENDING:** Order submitted to the County Office.
 - **PROCESSING:** An Order with multiple Filings has been reviewed in part, but at least one Filing is still Pending with the County office.
 - **COMPLETE:** All Filings in the Order have been reviewed by the County office.
- **Amount:** Total amount paid for the Order.
- **Case Filing Status:** Identifies the number of Filings within the Order and the status of each Filing. The number in each column represents the number of Filings in the Order with that status.
 - **Pending:** Pending review by the County office.
 - **Accepted:** Filing processed by the County office.
 - **Rejected:** Filing rejected by the County office.
 - **Resubmitted:** Rejected Filing resubmitted to the County Office.
- **View:** Click the View button to see the details of each Filing in Order and Costs.

Order # O23000013

FP23000015
2023-0009
Test
ACCEPTED

	Convenience Fee	Amount
Civil: Appeals - Agencies: Board of Assessment	\$25.00	\$104.75

FP23000016
2023-0010
Test 06132023
ACCEPTED

	Convenience Fee	Amount
Civil: Contract - Debt Collection: Credit Card	\$25.00	\$104.75

Sub-Total	\$209.50
County Convenience Fees	\$50.00
Processing Fees	\$7.78
Payment Gateway Fees	\$0.10
Total	\$267.38

[Print Order](#)