

Civil Court Electronic Filing Frequently Asked Questions

- 1) Which type of filings are being accepted through York County's civil court electronic filing system?

We are accepting all Civil Suit (SU) filings except for:*

Appeals to Commonwealth or Superior Court

Arbitration Appeals

District Magistrate Appeals

License Suspension Appeals

Non Domestic Relations Restraining Order

Petition for Name Change

Subpoenas

Writ of Execution from another county

Writ of Scire Facias

Writ of Revival

No Family Court filings

**cannot accept initial filings but may take subsequent filings for these case types*

- 2) What Internet Browser should I use to e-file?

Google Chrome, Microsoft Edge, Firefox

- 3) What payment method can I use to electronically file?

Credit Cards (Visa, Discover or Mastercard)

Debit Cards

Prepaid credit cards

- 4) Can an additional e-mail address be added to receive e-filing notifications?

No, only one email address is allowed per registration. However, you can change the notification e-mail address after the registration process is complete. You could try to set up your e-mail so the notification e-mails are forwarded to the desired email address.

- 5) Is there a filing fee for all filings submitted through e-filing?

No, if there is not a filing fee listed on our fee bill, then there is not a fee to file electronically. Choose "Docket Category: No Cost Docket Filing" if you are submitting a filing with no fee.

- 6) How do I know which subsequent filing and docket category to pick?

Choose the subsequent filing and docket category that best fits the description of what you are filing

- 7) Scanning recommendations

Saving a Word document as a PDF is preferable, scan in 150-300 dpi, avoid color in documents if possible.

- 8) How do I know if my filing has been accepted?
- a. You will receive a confirmation email when your entire packet has been processed.
 - b. Your filing status will be updated on your York County Civil Court E-Services Portal.
 - c. You can view your timestamped filing on the York County Civil Court E-Services Portal.
 - d. You can view the case docket from the Civil Court Records search function on our website.
- 9) When will my filing be timestamped?
- The timestamp of the document will reflect the date and time you electronically submitted the filing, not the date it was accepted.
- 10) Why was my filing rejected?
- If your filing was rejected it is probably because of one of the following reasons: document not signed; uploaded the wrong document; picked the wrong docket category and did not pay the correct fee; didn't submit the correct forms (confidential, IFP). **Accuracy in filing is important.**
- 11) How can I access my filings and documents?
- All your submitted filings are listed on your Attorney Portal My Filings page. All accepted, timestamped documents are accessible from the same page. All accepted filings have been docketed and can be searched from the Civil Court Records search function on our website.
- 12) What if I make a mistake when submitting a filing?
- You can cancel your order before it is accepted from the E-Services Portal My Filings page
- 13) Can I submit confidential documents when electronically filing them?
- Check the "confidential document" box and submit the proper forms (confidential document form or confidential information form, whichever is applicable; Docket Category: Confidential). If proper forms are not submitted, we will accept the filing, but it will not be confidential.
- 14) How do I file for IFP status
- Check the "IFP" box and submit the proper paper forms (Two separate Docket Categories: Petition and Financial Affidavit)
- 15) How can I ask the Prothonotary to send my filing to Court Administration?
- The Prothonotary's Office always sends the following filings to Court Administration: motions, petitions, notice of presentment, anything with a proposed order, stipulations. Also, you can include a cover letter with your request as the last page of the uploaded document. If you do not want the cover letter docketed, please indicate that in the letter.
- 16) The Rule 236 Notice is blank when e-filed. How do I know if it has been completed?
- Upon acceptance of the 236 Notice, a Prothonotary clerk will sign & docket the completed Notice.
- 17) How do we download a complaint that has been marked confidential to obtain a copy to send to the Sheriff for service?
- Contact our office at 717-771-9611 and we will send you a timestamped PDF of the document.

When calling our office for assistance please have your Order and/or Filing Packet number available for reference.