

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 Civil Suit (SU) filings (exceptions below), Judgments (NO), Mechanics Liens (ML), and Municipal Tax Liens (MT).
Civil exceptions:*
 - District Magistrate Appeals*
 - License Suspension Appeals*
 - Non Domestic Relations Restraining Order*
 - Petition for Name Change*
 - Writ of Execution from another county***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 e-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 currently no filing fee, 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 application online.

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. Prothonotary Clerks do not accept or reject any electronically filed documents while the office is closed (after 4:30 p.m., weekends, holidays, weather emergency, etc). You may e-file your documents at any time, but they will not be processed until the office is open for business.

10) Why was my filing rejected?

If your filing was rejected it is probably because of one of the following reasons: uploaded the incorrect document; picked the wrong docket category and did not pay the correct fee; document not signed, didn't submit the correct forms (IFP). **Accuracy in filing is important.** NOTE: When filing a proposed order, it should be before the documents you are submitting along with the order (motion, petition, etc).

11) How can I access my filings and documents?

All your submitted filings are listed on your E-Services 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 online Civil Court Records search application.

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. Alternatively, you can call our office at 717-771-9611.

13) Can I submit confidential documents while e-filing?

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) Do I need to send envelopes or copies to Prothy for service of Judgments?

No. Prothonotary assumes the expense for envelopes and postage for mailing judgments.

18) Does the e-filing system have electronic notification or service?

No. Electronic service and electronic notification are not currently available for electronically filed documents. *Local Rule 205.4* specifically states that service is the responsibility of the attorney (exceptions listed below). The Prothonotary's Office will notify the attorney when the following documents are docketed so they can serve the documents: writ of summons, writ of execution, writ of scire facias, writ of revival, subpoenas, complaint reinstated, and writ of summons reissued.

19) What assistance can the Prothonotary's office staff provide?

Prothonotary staff are asked two types of questions. The first type is technical, i.e. "what order do these documents go in" or "what docket category do I pick", "I didn't get my confirmation email"; those questions we can answer. The second type are legal questions, i.e. "what do I submit", "how do I fill out this form", "is this information correct"; those questions we cannot answer. Providing answers to these questions is considered giving legal advice.

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