

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

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

Credit Cards (Visa, Discover or Mastercard)

Debit Cards

Prepaid credit cards

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

No, if there is not a fee to file now 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.

- 4) 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

- 5) 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. You can view the case docket from the Civil Search function on our website.

c. Your filing status will be updated on your York County Civil Court E-Services Portal.

- 6) When will my filing be timestamped?

The timestamp of the document will be the date and time you electronically submitted the filing, not the date it was accepted.

- 7) 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 didn't pay the correct fee; didn't submit the correct forms (confidential, IFP). **Accuracy in filing is important.**

8) How can I access my filings and documents?

All of your submitted filings are listed on your York County Civil Court E-Services Portal My Filings page. All accepted documents have been docketed and can be searched from the Civil Search function on our website.

9) 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

10) Can I submit confidential documents when electronically filing them?

Check the “confidential document” box and submit the proper forms (Docket Category: Confidential)

11) 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)