

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY  
ORPHANS' COURT DIVISION**

**NOTICE TO THE BAR**

As provided by Philadelphia Orphans' Court Rule 3.7.A., effective July 1, 2005, all pleadings filed with the Clerk of the Orphans' Court **must** be filed electronically, through the *Orphans' Court Electronic Filing System* ("OCEFS"), which can be accessed through the Court's Website at <http://courts.phila.gov> (click the *Orphans' Court Electronic Filing* link located on the top right corner of the website). Requests for issuance of a Username, Password and PIN can be submitted through the OCEFS **User Log On** screen.

A *User Manual* which describes the Orphans' Court Electronic Filing System's functionality and contains detailed instruction on using the OCEFS is available at: <http://fjd.phila.gov/pdf/manuals/ocefs-users-manual.pdf>. or by clicking on **User Manual** located at the bottom left of the **User Log-On** screen.

A training video can be viewed online at <http://courts.phila.gov>. by clicking on the **Electronic Filing Tutorial** link located at the bottom right of the **User Log-On** screen. In addition, live Training Sessions (approximately one hour long) will be held in Room 380 City Hall as follows:

1. Thursday, August 11, 2005 at 3:30 PM;
2. Wednesday, August 31, 2005 at 9:30 AM;

Interested parties must register to attend a training session. To register, send an email identifying your preferred Training Session to [OCTraining@courts.phila.gov](mailto:OCTraining@courts.phila.gov). **Registration for each session is limited, and will be assigned on a first-come first-served basis.** A confirmatory e-mail will be sent to those registering.

If you have any questions concerning the Orphans' Court Electronic Filing System, please email the Support Group at [ocsupport@courts.phila.gov](mailto:ocsupport@courts.phila.gov).

Thank you.

Date: July 28, 2005

**Honorable Joseph D. O'Keefe  
Administrative Judge  
Orphans' Court Division**