

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

NOTICE TO THE BAR

Pursuant to Philadelphia Orphans' Court Rule 3.7.A., **Electronic Filing will become mandatory on July 1, 2005.**

A *User Manual* which describes the Orphans' Court Electronic Filing System (OCEFS) functionality and contains detailed instruction on using the OCEFS is available at: <http://fjd.phila.gov/pdf/manuals/ocefs-users-manual.pdf>.

Live Training Sessions (approximately one hour) will be held in Room 380 City Hall as follows:

1. Tuesday, June 21, 2005 at 3:00 PM;
2. Wednesday, June 22, 2005 at 9:30 AM;
3. Thursday, June 23, 2005 at 9:30 AM;
4. Thursday, June 23, 2005 at 3:30 PM;
5. Friday, June 24, 2005 at 9:30 AM;
6. Friday, June 24, 2005 at 12:00 PM;
7. Friday, June 24, 2005 at 3:00 PM;
8. Monday, June 27, 2005 at 9:30 AM;
9. Wednesday, June 29, 2005 at 8:30 AM;
10. Thursday, June 30, 2005 at 2:00 PM;
11. Thursday, June 30, 2005 at 4:00 PM;
12. Friday, July 1, 2005 at 8:30 AM;
13. Friday, July 1, 2005 at 12:00 PM;
14. Friday, July 1, 2005 at 2:00 PM;
15. Tuesday, July 5, 2005 at 12:00 PM;
16. Tuesday, July 5, 2005 at 2:00 PM;
17. Tuesday, July 5, 2005 at 3:30 PM;
18. Thursday, July 7, 2005 at 9:30 AM;
19. Thursday, July 7, 2005 at 11:00 AM;
20. Friday, July 8, 2005 at 1:00 PM;
21. Friday, July 8, 2005 at 3:30 PM.

Additional training sessions will be scheduled as needed. To register, send an email identifying your preferred Training Session to: 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.

Training CDs will be available on the FJD Website at <http://courts.phila.gov> and by mail on June 17, 2005.

If you have any questions, please contact Dominic J. Rossi, Esquire, Deputy Court Administrator, Legal Services by email at: dominic.rossi@courts.phila.gov.

Date: May 27, 2005

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