

PHILADELPHIA MUNICIPAL COURT
CIVIL DIVISION
FIRST JUDICIAL DISTRICT

**CLAIMS Training Manual
Now Available On
FJD Website**

The Manual for use of the CLAIMS Electronic Filing System by Attorneys is now available on the First Judicial District's Web Site (courts.phila.gov). The CLAIMS system electronically manages and docketed all civil trial activity from case initiation through post judgment proceedings. Electronic filing using CLAIMS has been available to private counsel for cases in the Civil Division of the Municipal Court since 2005.

The Training Manual, which was written and published by the Court, can be accessed for review or downloading from the Court's home page. In order to access the Manual click on Publications in the menu across the top of the introductory screen; then on the drop down list, click on Brochures & Manuals. It is the first item listed: Philadelphia Municipal Court Attorney Training for The CLAIMS System.

In addition to step-by-step instructions accompanied by corresponding screen-shots, the Training Manual offers a clear and concise "how-to" for the Municipal Court Electronic Filing & Case Management System (CLAIMS).

Public access to civil dockets remains available at the courts.phila.gov website within the "court" section. Attorneys filing through the CLAIMS system must first obtain a password. The process is explained in the Manual. The Court also offers periodic training, for attorneys only, in the use of the electronic filing system, at no charge. See The Manual for details.

Louis J. Presenza, President Judge
Robert S. Blasi, Supervising Judge, Civil Division
Philadelphia Municipal Court