

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY  
TRIAL DIVISION—CIVIL**

**NOTICE TO THE BAR**

**RE: ELECTRONIC FILING**

The electronic filing of all civil matters, legal papers, and documents with the Court of Common Pleas of Philadelphia shall become mandatory effective Monday, January 5, 2009. (See Pa.R.C.P. 205.4 and Phila. R. Civ. P. \*205.4).

Paper filings presented or mailed to the court after January 5, 2009, will be subject to a \$1.00 per page surcharge, which must be submitted at the time of filing (See Phila. R. Civ. P. \*205.4(d)(3)). **No personal checks accepted.**

To access the First Judicial District of Pennsylvania’s Electronic Filing System or register for a username and password, go to the court’s website at <http://courts.phila.gov>, click the “**On-Line Services**” tab and then click the link “**FJD Electronic Filing System (Orphans’ and Civil).**”

Training classes for electronic filing are scheduled twice a day as follows and will be held in Room 380 City Hall:

<b>DATE</b>	<b>TIME</b>
<b>Monday, December 8, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Tuesday, December 9, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Friday, December 12, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Monday, December 15, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Friday, December 19, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Monday, December 22, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Tuesday, December 23, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Monday, December 29, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.
<b>Tuesday, December 30, 2008</b>	9:30 a.m. to 11:30 a.m. 2:00 p.m. to 4:00 p.m.

<b>Monday, January 5, 2009</b>	9:30 a.m. to 11:30 a.m.
	2:00 p.m. to 4:00 p.m.
<b>Tuesday, January 6, 2009</b>	9:30 a.m. to 11:30 a.m.
	2:00 p.m. to 4:00 p.m.
<b>Monday, January 12, 2009</b>	9:30 a.m. to 11:30 a.m.
	2:00 p.m. to 4:00 p.m.
<b>Tuesday, January 13, 2009</b>	9:30 a.m. to 11:30 a.m.
	2:00 p.m. to 4:00 p.m.
<b>Monday, January 26, 2009</b>	9:30 a.m. to 11:30 a.m.
	2:00 p.m. to 4:00 p.m.
<b>Tuesday, January 27, 2009</b>	9:30 a.m. to 11:30 a.m.
	2:00 p.m. to 4:00 p.m.

To sign up for training, please contact the Civil E-Filing Center at 215-686-6650 or via e-mail at [efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov).

**Hon. D. Webster Keogh**  
**Administrative Judge**  
**Trial Division**

**Hon. Esther R. Sylvester**  
**Supervising Judge**  
**Trial Division—Civil**

Date: November 24, 2008