

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

**Administrative Order No. 2 of 2014**

*In re:* Philadelphia Real Estate Liens Filed pursuant to the Municipal Claim and Tax Lien Act (“MCTLA”), 53 P.S. §§ 7101-7505

**ORDER**

AND NOW, this 19<sup>th</sup> day of December, 2014, it is hereby ORDERED and DECREED as follows:

- (1) effective January 1, 2015 and thereafter, the City of Philadelphia may electronically file and the Office of Judicial Records (formerly the “Prothonotary”) shall receive, City of Philadelphia Real Estate Tax Liens which shall be indexed and searchable through the dockets maintained by the Office of Judicial Records and the First Judicial District of Pennsylvania; and
- (2) effective January 1, 2015 the Office of Judicial Records shall assess and collect the filing fee required by its fee bill, 42 Pa.C.S. § 1725, as itemized in the *Fee Schedule of the Office of Judicial Records* which is available on the website of the First Judicial District at [www.courts.phila.gov/pdf/prothyfees.pdf](http://www.courts.phila.gov/pdf/prothyfees.pdf) (see “Filing of a Lien as a First Filing”). Provided, however, that the filing fee may be added by the City of Philadelphia to the amount owed by the owner(s) of the real estate, shall be collected by the City of Philadelphia, and shall be paid to the Office of Judicial Records by the City of Philadelphia within ninety (90) days of the date the lien is marked satisfied.

It is further ORDERED and DECREED that:

- (a) the Office of Judicial Records shall migrate, as soon as practicable, all existing and unsatisfied Real Estate Tax Liens filed pursuant to the Municipal Claim and Tax Liens Act (“MCTLA”), 53 P.S. §§ 7101-7505, to the Banner case management system, and such liens shall be indexed and searchable through the dockets maintained by the Office of Judicial Records and the First Judicial District of Pennsylvania; and
- (b) the Office of Judicial Records shall continue to maintain an *in rem* index, the form and location of which shall be within the discretion of the Office Judicial Records.

This Order is issued in accordance with the Municipal Claim and Tax Liens Act (“MCTLA”), Act of May 16, 1923, P.L. 207, 53 P.S. §§ 7101-7505. This Order is issued in accordance with Pa.R.C.P. No. 239 and the April 11, 1986 Order of the Supreme Court of Pennsylvania, Eastern

District, No. 55 Judicial Administration. The original order shall be filed with the Office of Judicial Records in a Docket maintained for Administrative orders issued by the Administrative Judge of the Trial Division, Court of Common Pleas of Philadelphia County, and shall be submitted to the Pennsylvania Bulletin for publication. Copies of the order shall be submitted to the Administrative Office of Pennsylvania Courts, American Lawyer Media, The Legal Intelligencer, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and shall be posted on the website of the First Judicial District of Pennsylvania: <http://www.courts.phila.gov/regs>.

BY THE COURT:

*/s/ Kevin M. Dougherty*

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**Honorable Kevin M. Dougherty**  
Administrative Judge, Trial Division  
Court of Common Pleas, Philadelphia County  
First Judicial District of Pennsylvania