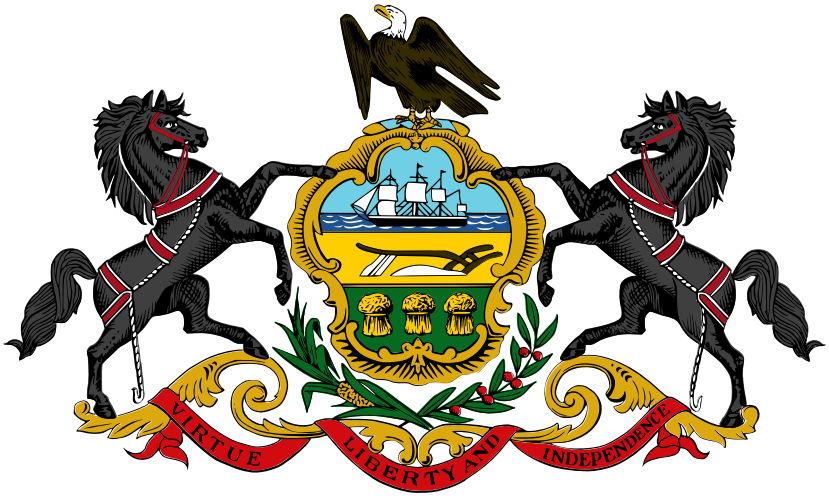
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY



DIVORCE ELECTRONIC FILING SYSTEM

USER MANUAL

Honorable Walter J. Olszewski
Administrative Judge
Family Court Division

1. INTRODUCTION

This User Manual provides instructions for using the First Judicial District Electronic Filing System (EFS) to file pleadings, legal papers, and documents with the Clerk of Court at Philadelphia Family Court, to view documents filed beginning in November 2026, and thereafter, in connection with all Family Court Divorce cases in the system in which you are a party or represent a party, as well as view docket reports. There are three basic requirements to access the EFS: Internet access, any popular browser (Edge, Chrome, et al.), and Adobe Acrobat or similar program necessary to convert, save and view the electronic pleading from its word processing format (i.e. Word or WordPerfect) to a Portable Document Format (pdf).

1.1. First Judicial District EFS System Capabilities – The EFS can be accessed through the First Judicial District of Pennsylvania's (FJD) website as follows:

1.1.1. Access the FJD Web Page at http://courts.phila.gov . Click the "On-Line Services" link, and select FJD Electronic Filing System (Orphans', Civil and Family) from the drop-down list. The FJD User Log On screen will display.

1.1.2. To view or download the most recent version of the Family Court Divorce EFS **User Manual**, click that link at the bottom of the User Log On screen.

1.1.3. To **Apply for a Username**, password and PIN which is needed to log on to electronically file in Family Court Divorce cases, click that link at the bottom of the User Log On screen.

1.1.4. If you **Forgot your Password** or Username, click that link at the bottom of the User Log On screen. You will need to enter your PIN. Your Username, Password and PIN will be emailed to your registered email address. If you do not remember your PIN, send an email to DREfiling@courts.phila.gov requesting the desired information.

1.1.5. The state and local rules of civil procedure which implement electronic filing are also available from links on the User Log On screen. The rules are also attached to this User Manual as Appendix 1.

1.2 PDF Document Submission

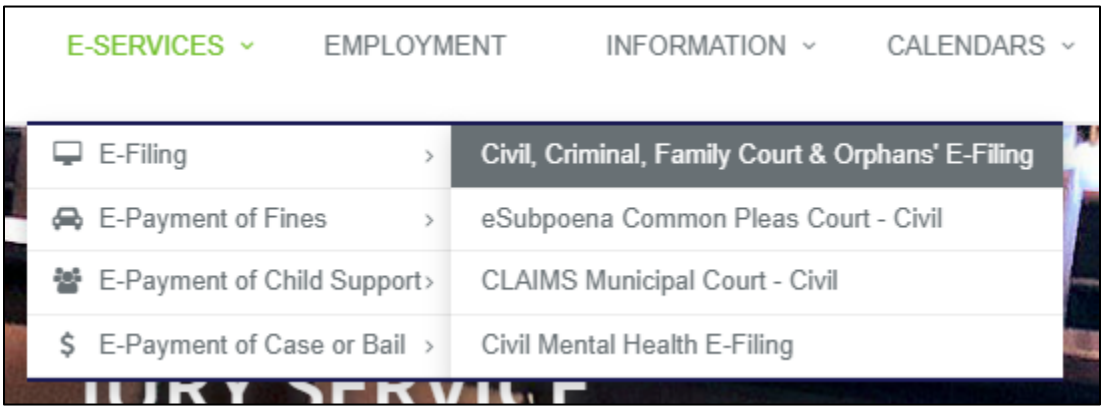
1.2.1 Pa.O.C. Rule 4.7 (b) requires that legal papers be filed in pdf format. The Divorce EFS application does not permit the attachment or submission of documents which are not in PDF format. Nonetheless, please view the pdf formatted document before it is e-filed to ensure that it appears in its entirety and in the proper form.

PLEASE NOTE: DO NOT CREATE A PDF VERSION BY PRINTING THE DOCUMENT AND SCANNING IT. The electronic documents will become much larger and will lose some of the functionality needed to properly process them in the Divorce EFS.

2. Divorce Electronic Filing Account Setup

2.1. First Judicial District's Homepage – At your computer go to your internet browser available through your Internet Service Provider (ISP). In the address window at the top of the screen, type in http://www.courts.phila.gov to access the First Judicial District's Website.

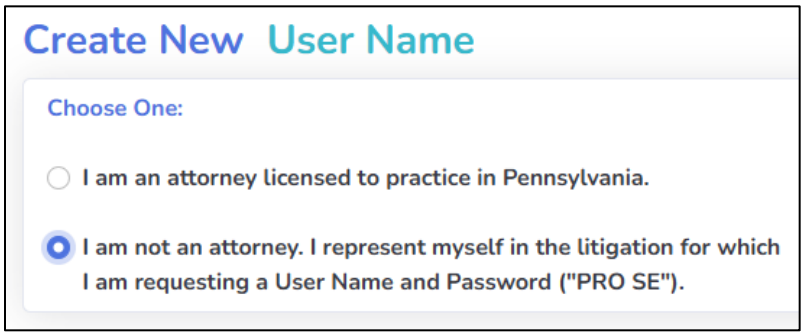
2.2. FJD Divorce Electronic Filing System – On the FJD Home page, click on the Online Services menu, under Electronic Filing Systems, click the Civil, Criminal, Family & Orphans E-Filing (EFS) link on the drop-down menu.



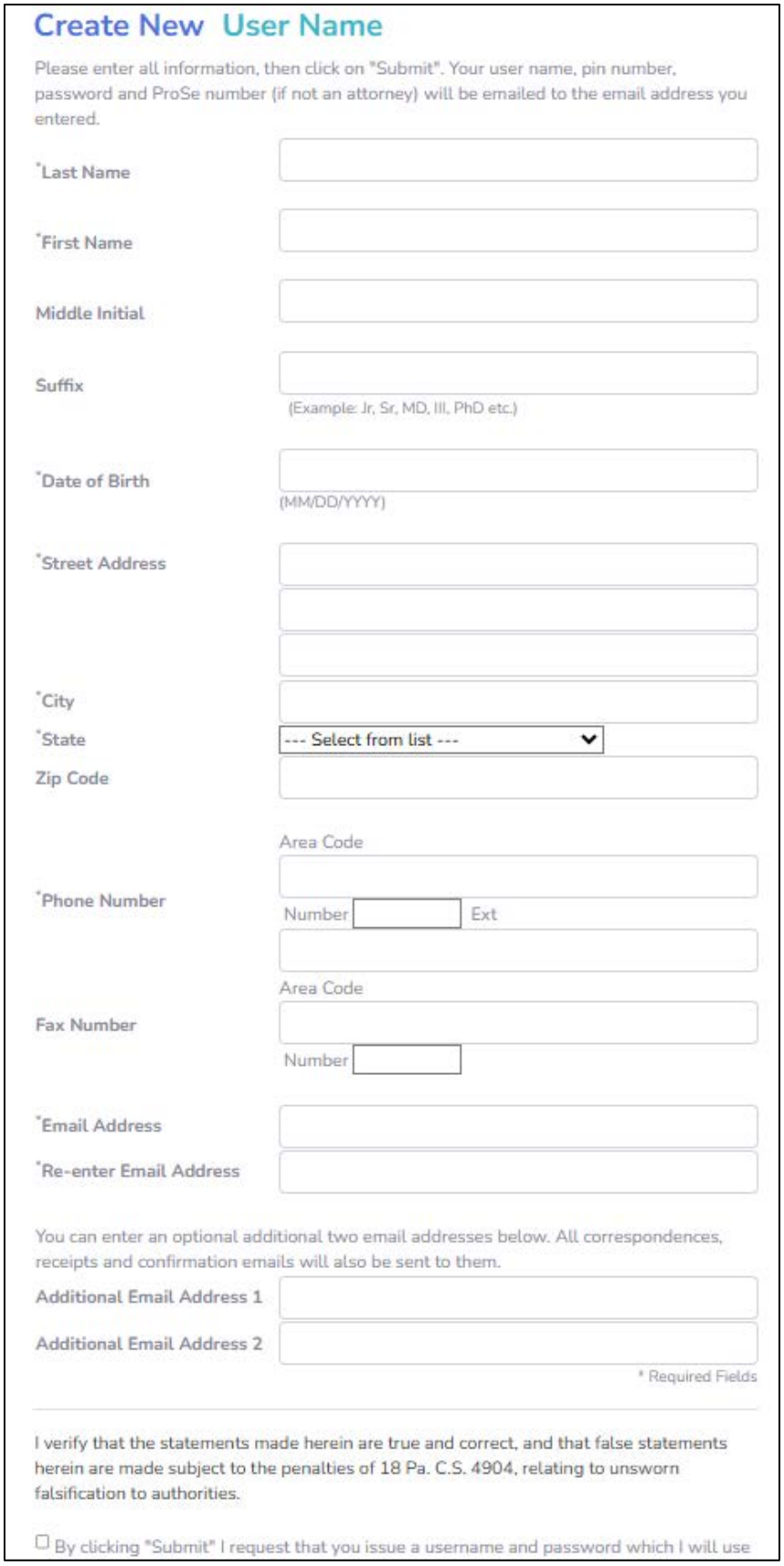
2.3 User Log On

2.3.1 Current Users – User Log On Screen – Enter your Username, Password and Pin then click on the Enter button to access the system. This screen also includes a link you could click for assistance if you forgot your password. *(Note: users who already have an account to view My Family Court cases can use the same login)*

2.3.2 New Users – Username Application Process
Click on the link to apply for Username. Select, “I am not an attorney. I represent myself in the litigation for which I am requesting a Username and Password (“PRO SE”).



The next screen requires you to complete all pertinent information and then click the “Submit” button. You will receive electronic confirmation that your request was received, and your Username, Password and PIN will be sent to the email address you provided. (See Full Image on Next Page)



Create New User Name

Please enter all information, then click on "Submit". Your user name, pin number, password and ProSe number (if not an attorney) will be emailed to the email address you entered.

*Last Name

*First Name

Middle Initial

Suffix

(Example: Jr, Sr, MD, III, PhD etc.)

*Date of Birth

(MM/DD/YYYY)

*Street Address

*City

*State --- Select from list ---

Zip Code

*Phone Number

Area Code

Number Ext

Area Code

Fax Number

Number

*Email Address

*Re-enter Email Address

You can enter an optional additional two email addresses below. All correspondences, receipts and confirmation emails will also be sent to them.

Additional Email Address 1

Additional Email Address 2

* Required Fields

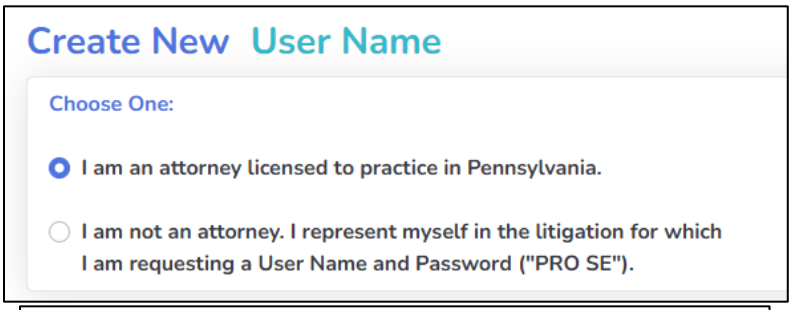
I verify that the statements made herein are true and correct, and that false statements herein are made subject to the penalties of 18 Pa. C.S. 4904, relating to unsworn falsification to authorities.

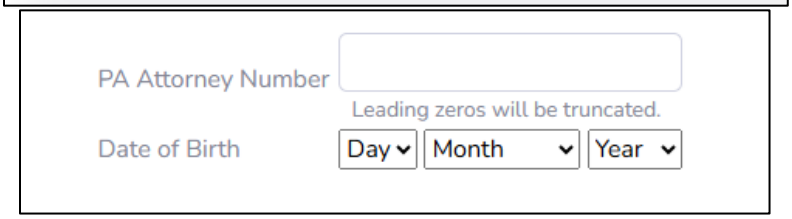
By clicking "Submit" I request that you issue a username and password which I will use

The Password issuance process is fully automated, and upon submission an email will be sent immediately to the registered email address.
Users should keep this email for their records as it will contain important login information.

Users who have not received their Username, Password and PIN. Should you not receive an email with your username information within 30 minutes of your submission request, the most likely culprit is a Spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be sent to your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. Should you be unable to retrieve this email contact DREfiling@courts.phila.gov.

2.3.3 New Users Attorneys – If you are an attorney, select "I am an attorney licenses to practice in Pennsylvania then, enter your "PA Attorney Number" (Do not include leading zeros), and your "Date of Birth."

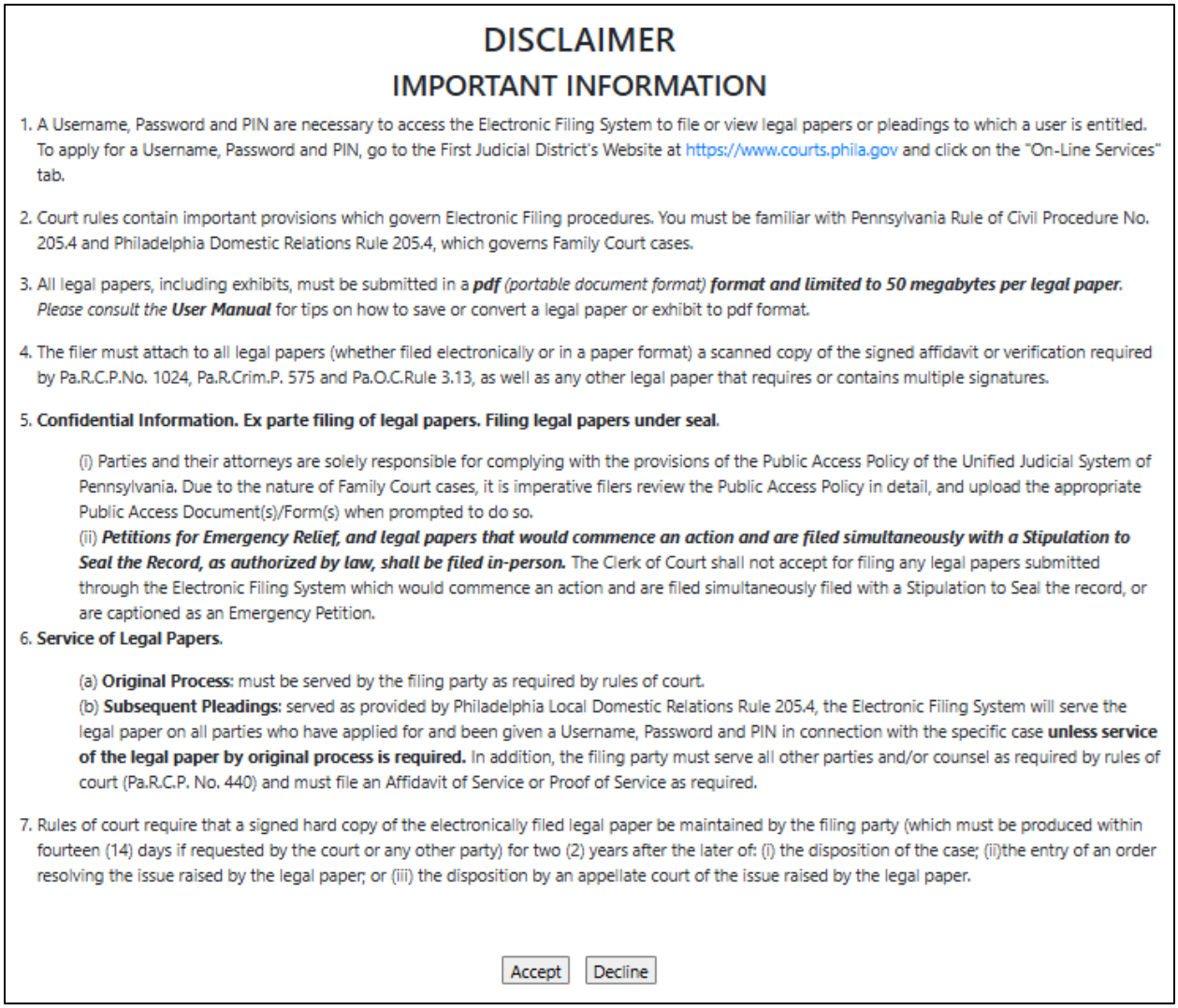




3. Divorce Electronic Filing System

3.1. Successful Login – After login, under Family Court E-Filing, select "Click to Start Filing" option. Read and accepted the Disclaimer.





DISCLAIMER

IMPORTANT INFORMATION

1. A Username, Password and PIN are necessary to access the Electronic Filing System to file or view legal papers or pleadings to which a user is entitled. To apply for a Username, Password and PIN, go to the First Judicial District's Website at https://www.courts.phila.gov and click on the "On-Line Services" tab.

2. Court rules contain important provisions which govern Electronic Filing procedures. You must be familiar with Pennsylvania Rule of Civil Procedure No. 205.4 and Philadelphia Domestic Relations Rule 205.4, which governs Family Court cases.

3. All legal papers, including exhibits, must be submitted in a ***pdf*** *(portable document format)* ***format and limited to 50 megabytes per legal paper.*** *Please consult the* ***User Manual*** for tips on how to save or convert a legal paper or exhibit to pdf format.

4. The filer must attach to all legal papers (whether filed electronically or in a paper format) a scanned copy of the signed affidavit or verification required by Pa.R.C.P.No. 1024, Pa.R.Crim.P. 575 and Pa.O.C.Rule 3.13, as well as any other legal paper that requires or contains multiple signatures.

5. **Confidential Information. Ex parte filing of legal papers. Filing legal papers under seal**.

   (i) Parties and their attorneys are solely responsible for complying with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania. Due to the nature of Family Court cases, it is imperative filers review the Public Access Policy in detail, and upload the appropriate Public Access Document(s)/Form(s) when prompted to do so.
   (ii) ***Petitions for Emergency Relief, and legal papers that would commence an action and are filed simultaneously with a Stipulation to Seal the Record, as authorized by law, shall be filed in-person.*** The Clerk of Court shall not accept for filing any legal papers submitted through the Electronic Filing System which would commence an action and are filed simultaneously filed with a Stipulation to Seal the record, or are captioned as an Emergency Petition.

6. **Service of Legal Papers**.

   (a) **Original Process**: must be served by the filing party as required by rules of court.
   (b) **Subsequent Pleadings**: served as provided by Philadelphia Local Domestic Relations Rule 205.4, the Electronic Filing System will serve the legal paper on all parties who have applied for and been given a Username, Password and PIN in connection with the specific case **unless service of the legal paper by original process is required.** In addition, the filing party must serve all other parties and/or counsel as required by rules of court (Pa.R.C.P. No. 440) and must file an Affidavit of Service or Proof of Service as required.

7. Rules of court require that a signed hard copy of the electronically filed legal paper be maintained by the filing party (which must be produced within fourteen (14) days if requested by the court or any other party) for two (2) years after the later of: (i) the disposition of the case; (ii)the entry of an order resolving the issue raised by the legal paper; or (iii) the disposition by an appellate court of the issue raised by the legal paper.

Accept Decline

3.1. Dashboard – After accepting the disclaimer, you will be taken to your main dashboard. From this screen you use the left-hand side navigation to eFile a new case, an existing case or a motion. This screen will display your filing history which tracks all your electronic filing submissions.

There are four statuses:
1. Drafts: Filing started but not submitted to the court for review.
2. Pending: Filing submitted to the court but not yet approved.
3. Accepted: Filing reviewed and accepted, filed and docketed by the court.
4. Rejected: Filing reviewed but returned for correction of a defect.

3.1. New Case – select this option to electronically file a Complaint in Divorce or a Complaint for Annulment of a Marriage

Follow the screen navigation and enter pertinent information. Upload documents in appropriate locations then submit the filing.



3.2. Existing Case – select this option to electronically file a Divorce Second Filing

Enter existing case ID then follow the screen navigation and enter pertinent information. Upload documents in appropriate locations then submit the filing.



3.3. Motions – select this option to electronically file a Divorce Motion

Enter existing case ID then follow the screen navigation and enter pertinent information. Upload documents in appropriate locations then submit the filing.



Appendix 1