



Instructions for Creating an Account on the Electronic Filing System (EFS)

Trial Division – Civil

- Visit www.courts.phila.gov
- Select **E-Services** tab, located at the top of the webpage.
- Select **E-Filing > Civil, Criminal & Orphans' E-Filing**
- Select **"To Apply for a User Name, click here,"** located at the bottom right of the webpage.
 - ❖ **Attorneys who are admitted to practice in Pennsylvania** may need to contact e-filing support prior to sign-up. Email your name, attorney identification number, firm address, phone number, and birth date to efsupport@courts.phila.gov
 - ❖ **If you are not an attorney**, select the following option:
 - "I am not an attorney. I represent myself in the litigation for which I am requesting a User Name and Password ("PRO SE")."
- Next, you will be prompted to complete the "Create New User Name" form. Select **Submit** when finished.
- Your user name, password and pin will be e-mailed to all email addresses entered in the form.

**** On the EFS homepage, you may access the "FJD Civil Electronic Filing User Manual" under the "Needs Help" option. The user manual is a useful resource for navigating the EFS. ****

Guide to Civil Filing Forms

- Visit www.courts.phila.gov/forms
 - ❖ Here is where you select your filing category, which will provide the different forms available for your filing.
 - ❖ You may fill in the designated sections within the form and download the document for submission on the Electronic Filing System (EFS).

Questions concerning this process can be directed to the Office of Judicial Records, Electronic Filing Support at 215-686-2530 or efsupport@courts.phila.gov.