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Delaware County Announces E-Filing

Electronic Filing effective July 30

The Delaware County Court of Common Pleas and the Office of Judicial Support (OJS) launched E-filing for non-family civil matters on July 30, 2018. Delaware County now offers attorneys and self-represented litigants the ability to electronically file documents and pay filing fees over a secured website through the Office of Judicial Support's civil case management system supported by Thomson-Reuters. E-File will be available in civil (non-family) cases on a voluntary basis for the first 90 days. On Monday, October 29, 2018 E-filing will become mandatory for users in non-family civil cases. E-Filing for family law cases is expected to be made available to attorneys and self-represented litigants after the implementation of civil E-Filing.

The system also allows certain court applications to be electronically filed with OJS and then submitted to the Delaware County Court Administrator's Office for review such as the request for a continuance of a scheduled hearing in an arbitration case, license suspension case or a motion to be heard by the court on a civil miscellaneous list.

It is the decision of the Delaware County Court of Common Pleas and the Office of Judicial Support that pleadings related to the following will not initially be electronically accepted by OJS:

1. Emergency petitions/motions, including requests for injunctions, application for Stay of proceedings; or
2. Appeals from the decisions of a Magisterial District Court pursuant to MDJ R.C.P 1002 through 1008.
3. Support as defined in Pa.R.C.P 1910.1 through 1910.50 and 1930.1 through 1940.9
4. Custody, Partial Custody and Visitation of Minor Children pursuant to Pa.R.C.P 1951.1
5. Special Relief pursuant to Pa.R.C.P. 1913.13
6. Actions for Divorce or Annulments of Marriage pursuant to Pa.R.C.P. 1920.1
7. Certified Zoning records including plot plans, blueprints under Delaware County Local Rule 27
8. Protection from Abuse Actions pursuant to Pa. R.C.P 1901 through 1905
9. Petition for Writ of Seizure pursuant to Pa. R.C.P. 1075
10. Petition to Postpone Sheriff's Sale pursuant to Pa.R.C.P 3132
11. Petition to appoint a Constable
12. An Appeal from a Denial of a Right to Know Request under Pa. R.J. A. 509
13. A Claim for Exemption pursuant to Pa.C.S 3123.1

Document Specifications

Please be advised of the following requirements:

1. Documents must use the universal PDF standard
2. Documents shall not be more than 25 megabytes (mb)
3. Files that exceed 25 mb must be split into multiple files not to exceed 25 (mb)
4. Color shall be black and white
5. Resolution shall be 300 dpi
6. Document size is limited to 8 ½ inch by 11 inch
7. Any font that is not part of the Microsoft default font list must be embedded in the PDF document
8. PDF properties (title, author, subject, and keywords) should be removed from the document
9. Documents cannot be password protected or encrypted
10. Document names shall not include special characters such as /:*?<>

E-Filing is permitted at all times when the system is available. The filing deadline for any document filed electronically is 11:59:59 EST/EDT. There will be times the E-Filing system may not be operational due to system maintenance, upgrades or unforeseen technical interruptions. If E-Filing is unavailable at the time you attempt to file a document, please file the document in person at OJS. (201 West Front St. Media, PA.) If you believe the unavailability of E-Filing prevented a timely filing to your prejudice, you may submit a motion to the Court within ten (10) days of your unsuccessful attempt to file a document. The motion shall state the date, time of the first unsuccessful attempt to file the document electronically.

An E-Filing User Guide can be found here:

<http://www.co.delaware.pa.us/ojs/EFileForms/DelcoEFileUserGuide.pdf>

The link to file electronically and more details can be found here:

<http://www.co.delaware.pa.us/ojs/efile.html>

After a several year process during which staff of the Court Administrator's Office, the Judicial Support Office and County IT personnel collaborated to design a workable, user friendly system meeting the court's needs, civil electronic filing was authorized by the Delaware County Board of Judges through an order adopting Local Rule 205.4 issued by President Judge Kevin F. Kelly. The Administrative Office of the Pennsylvania Courts has also approved the implementation of Delaware County's civil E-Filing.

During this period of transition from paper filings to E-filings, the Office of Judicial Support stands ready and prepared to work with attorneys and self-represented litigants to make this process as seamless as possible. If you encounter any difficulties, you may always contact us during business hours at (610) 891-4386, or any time at DelcoEfile@co.delaware.pa.us