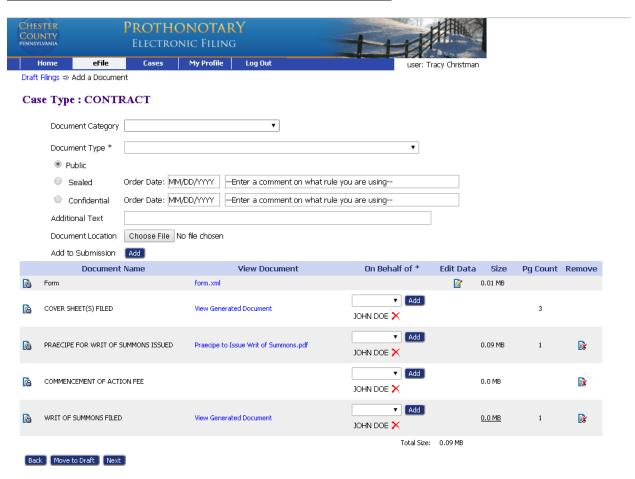
Disclaimer regarding sample efilings: The following screen shots are only samples and do not represent and exhaustive list of things that you may file in a particular submission. These samples are not meant to be legal advice in any way but merely to give an example of what the screen *may* look like when submitting a particular document.

Sample: "Add a Document" screen for Efiling a Writ of Summons



Sample: "Add a Document" screen for Efiling a Complaint eFile Cases My Profile Log Out user: Tracy Christman Case Type => Case Initiation => Add a Document Case Type: CONTRACT Document Category Document Type * Public Order Date: MM/DD/YYYYY --Enter a comment on what rule you are using--Sealed Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--Additional Text Document Location Choose File No file chosen Add to Submission Add On Behalf of * **Document Name** View Document Size Remove Data Count PA. formaml 0.01 MB Form COVER SHEET(S) FILED ra View Generated Document JOHN DOE X NOTICE Notice to Defend.pdf 0.08 MB × īA. JOHN DOE X

Complaint.pdf

Exhibits.pdf

JOHN DOE X

JOHN DOE X

Total Size: 0.24 MB

0.08 MB

0.08 MB

0.0 MB

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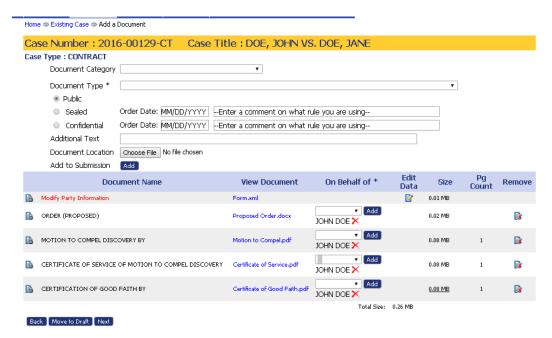
a

Sample: "Add a Document" screen for Efiling a Motion to Compel

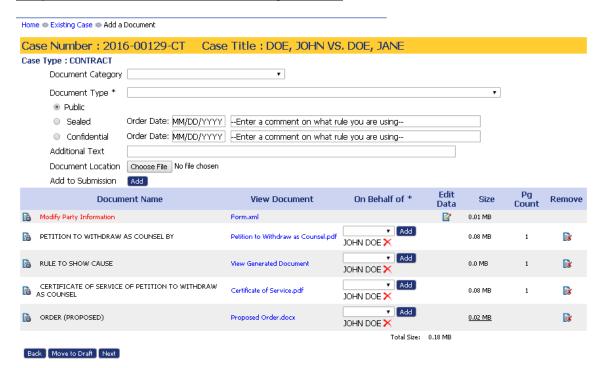
COMPLAINT FILED

- ATTACHMENT

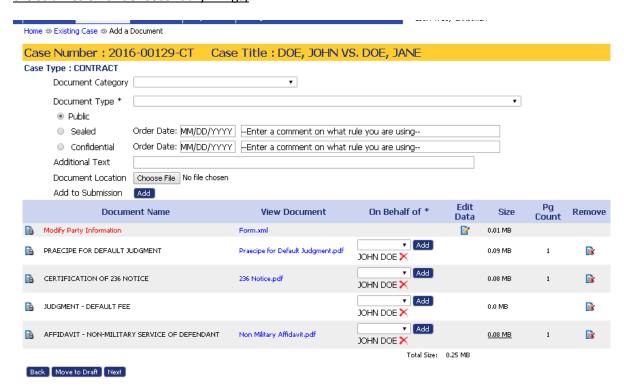
COMMENCEMENT OF ACTION FEE



Sample: "Add a Document" screen for Efiling a Petition



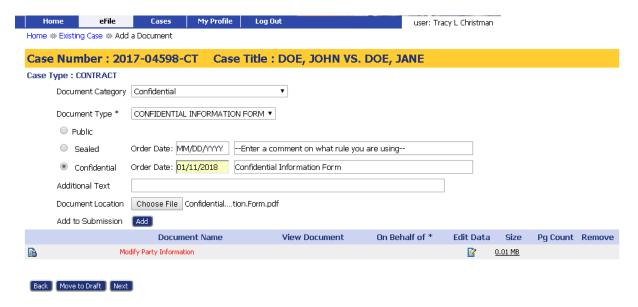
<u>Sample "Add a Document" screen for Efiling a Default Judgment (note* the filing fee cannot be last in</u> the submission under secondary filings)



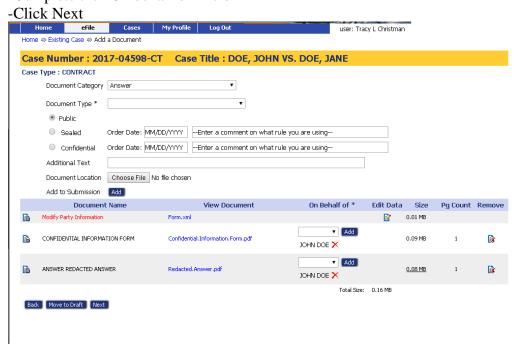
Sample Efiling Confidential Filings

On the "Add a Document" Screen:

- -Select "Confidential" in "Document Category" and "Confidential Information Form" in "Document Type"
- -Select the "Confidential" button and place today's date in the "Order Date" field along with a description in the field next to the Order Date
- -Select your Confidential Information Form from your computer in the "Document Location" Field



- -Add your Redacted Pleading (i.e. Redacted Answer) to the filing
- -Complete the "On behalf of" field



-Click next to file