

RULE 205.4 - ELECTRONIC FILING AND SERVICE OF LEGAL PAPERS

(a) (1) Electronic Filing Required.

- (i) The mandatory electronic filing of legal papers with the Monroe County Prothonotary for the Court of Common Pleas, 43rd Judicial District, is authorized in accordance with Pa.R.Civ.Pro. Nos. 205.4 and 239.9, and this rule. The applicable general rules of court and court policies that implement the rules shall continue to apply to all filings regardless of the method of filing.

(ii) Case Types.

- 1. Electronic filing applies to any legal papers filed in any of the following types of actions:

- a. Tort
- b. Mass Tort
- c. Professional Liability
- d. Contract
- e. Real Property
- f. Custody

g. Divorce

h. Civil Appeal

i. Miscellaneous

2. Electronic filing also applies to the following types of non-reportable initial filings:

a. Agreement

b. Judgment

c. Lien

d. Municipal Lien

e. Writ

(b) (1) Form of Documents Electronically Filed.

- (i) **Format.** Legal papers shall be presented for filing in portable document format ("PDF"). A paper electronically filed in a format other than a PDF shall be converted to PDF and maintained by the Prothonotary in that format. In the event any legal paper or exhibit is presented in hard copy for filing, the Prothonotary shall convert such legal paper to, and maintain such legal paper as, a PDF and shall return the hard copy to the filing party for retention in accordance with Pa. R.C.P. No. 205.4(b)(4).

(c) (1) Reserved.

(2) Designated Website and Registration.

- (i) The designated website for electronic filing is the Monroe County, Pennsylvania CourtPro E-Filing system, which can be found at: <https://monroepa.courtpro.us/prothyefiling>.
- (ii) All electronic filers, including counsel and self-represented litigants, must register with the CourtPro E-Filing system by clicking on the “Register as a new user” link at the bottom of the CourtPro website in order to access the CourtPro E-Filing system.
- (iii) Use of the CourtPro E-Filing system shall be in accordance with the CourtPro E-Filing system user manual (which can be found by clicking on the “e-File” link on the Court’s website), this local rule, and all instructions contained on the CourtPro E-Filing system website.
- (iv) Registered users shall be individuals, and not law firms, agencies, corporations, or other groups.
- (v) Attorneys registering as users must do so using their Attorney ID number issued by the Pennsylvania Supreme Court.

(d) (1) Credit and Debit Cards Approved for E-Filing.

- (i) The CourtPro E-Filing system works in conjunction with Govolution for payment of all filing fees. All credit and/or debit cards or payment options accepted by Govolution shall be accepted by the Monroe County

Prothonotary's Office for payment of any filing fee. The Prothonotary will not accept alternate payment in advance of filing.

- (ii) The fee for any filing submitted in-person at the Prothonotary's Office can also be paid by cash, money order, or law firm check. Personal checks shall not be accepted.

(e) Reserved.

(f) (1) Filing Status Messages.

- (i) Upon receipt of an electronic filing, the Prothonotary's Office shall provide the filing party with an e-mail notification, or automated notification from the CourtPro E-Filing system, which includes the date and time the document was submitted to the CourtPro E-Filing system.

- (ii) After review of the electronic filing, the Prothonotary's Office shall provide the filing party with a second e-mail notification, or automated notification from the CourtPro E-Filing system, that the document has been accepted for filing ("filed") or rejected and not accepted for filing and the reason.

- (2) **Official Record.** When an electronic document is accepted by the Prothonotary's Office, the electronic document is considered part of the official record. If a filing is submitted in paper, the Prothonotary's Office shall immediately scan such document and docket same to the electronic file and return the original to the filing party pursuant to Pa.R.Civ.Pro. 205.4(b)(1).

The Prothonotary's Office is not required to maintain hard copy files of any electronic docket.

(3) **Security for Confidential Documents.** When an electronic filer files a document that should be marked as "confidential" under the Public Access Policy of the Unified Judicial System of Pennsylvania, the filer shall indicate such required security at the time of their filing submission through the prompts on the CourtPro E-Filing system. The information collected through the CourtPro E-Filing system shall create a coversheet with the information required by the Public Access Policy for Confidential Documents and the electronic filer need not file a Confidential Document Form.

(4) **Fees.** All electronic filing fees and costs shall be submitted and collected according to subsection (d)(1) of this Rule.

(5) **Other Procedures Necessary to the Operation of a System of Electronic Filing.**

(i) **Acceptance and Service.** If a legal paper is accepted, it shall be deemed to have been filed as of the date and time it was submitted to the CourtPro E-Filing Portal; provided, however, that if a legal paper is submitted without the requisite fee, the legal paper shall be deemed to have been accepted for filing as of the date payment was received. If the pleading or legal paper other than original process is accepted for filing, it will be electronically served as authorized by Pa.R.Civ.Pro. 205.4 and 440.

(ii) **Termination Notice.** In addition to the procedures set forth in Pa.R.Civ.Pro. 230.2, in cases where a party is a registered user of the CourtPro E-Filing system on a case listed for proposed termination, notice of proposed termination may also be electronic.

(iii) **Paper Not Required.** An electronic filer is not required to file any paper copies unless specifically required by the Court.

(iv) **Documents and Attachments.** Attachments, including exhibits, that are a required part of any filing, shall be filed electronically at the same time as the legal paper.

1. An attachment or exhibit that, for any reason, is unable to be electronically filed must be filed as ordered by the Court. The proponent of the exhibit shall promptly file a motion for leave to file the exhibit with the Court. A Notice of Exhibit Attachment shall be filed on the CourtPro E-Filing Portal referencing such an exhibit with specificity and stating the reason why the exhibit was not filed electronically.

(v) **Public Access Policy.**

1. Counsel and self-represented parties must adhere to the Public Access Policy of the Unified Judicial System of Pennsylvania and refrain from including confidential information in legal papers filed with the Prothonotary whether filed electronically or in a paper format. Counsel and unrepresented parties must

include confidential information relevant to the case on the approved AOPC *Confidential Information Form*. The *Confidential Information Form* shall be served on and made available to the parties to the case, the Court and appropriate Court staff, as provided in the Public Access Policy. The PUBLIC ACCESS POLICY and *Confidential Information Form* can be found at the Administrative Office of Pennsylvania Courts website (www.pacourts.us) as well as the Monroe County Court website (www.monroepacourts.us) and shall be linked in the CourtPro E-Filing system with the document containing confidential information.

2. **Confidential Filings.** Confidential filings may be submitted for electronic filing in a manner that maintains confidentiality under applicable law. Confidential data may be collected on the CourtPro E-Filing system and may be viewed by authorized personnel while being protected from public view.

(g) Service by Electronic Transmission.

- (i) The CourtPro E-Filing system will automatically distribute a link to a copy of any legal paper filed in a case to each registered CourtPro user who has entered his or her appearance in that case and has been selected by the electronic filer to receive electronic service. Such automatic distribution by the CourtPro E-Filing system of links to electronically filed legal papers other than original process constitutes service in accordance with the

Pennsylvania Rules of Civil Procedure. The electronic filer must serve the electronically filed legal papers upon any opposing parties or attorneys who are not registered users of the CourtPro E-Filing system in accordance with the Pennsylvania Rules of Civil Procedure.

- (ii) Service through the CourtPro E-Filing system for submissions on a Saturday, a Sunday, a holiday recognized by Monroe County, or after 5:00 PM EST/EDT, shall be considered complete when a link to the legal paper is sent to the recipient's electronic mail address, in accordance with Pa.R.C.P. § 205.4(g)(2)(ii).
- (iii) Establishment as a registered user of the CourtPro E-Filing system constitutes consent to participate in electronic filing, including acceptance of service electronically of any document, other than original process, filed on the CourtPro E-Filing system in any type of civil proceeding that permits electronic filing.