

Lehigh County Clerk of Judicial Records

Civil Division
(610) 782-3148

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Guidelines for E-Filing through Odyssey File & Serve (OFS) – Civil Filings

The Clerk of Judicial Records will follow the below listed guidelines to process your Electronic filings in a timely manner. In the event your filing is rejected, it will be mandatory for the filer to make the necessary changes and resubmit. The official date and time will be the date and time of a correct resubmission, not the date and time of the earlier rejected submission. These guidelines are merely to simplify the E-filing process and do not cover every filing scenario.

If you are in need of additional assistance on submitting Electronic Filings please review the E-File User Guide at <https://pennsylvania.tylertech.cloud/ofswb> or contact filing support at OFSCivilSupport@lehighcounty.org

1. When filing a document in OFS, please verify the following information:
 - Case number
 - Caption (the caption on your document should match the caption as it appears in Odyssey Case Manager System - Case Summary)
 - Document must be titled listing the nature of the document (Answer, Motion, Brief, etc.)
 - Document must contain a digitized signature or the name of the filer preceded by /s/ accompanied by the attorney/self represented litigant's printed name.
 - Image submitted is required to have a 3-inch margin at the top of the page for timestamp and other official use.
 - Image submitted by filer must be in PDF format and legible.

2. When filing a Proposed Order in OFS, please verify the following information:
 - Case number
 - Case caption should list the first "Active" party on each side in the complaint with appropriate indication of the other parties as the caption. (Ex. John Doe, Et AL Vs Jane Doe, Et Al) The complete caption does not need to be listed
 - If the proposed order is granting judgment, the body of the order must list the plaintiffs and defendant's names judgment is entered in favor of and whom it is against. You must use

litigant's name in the body of the order not just plaintiff or defendant. (Ex.: Defendant, John Smith or Defendants, John Smith and Angela Smith)

- If within the Proposed Order you use specific language as "Within", "Annexed" or "Attached", please make sure the items mentioned in the Order are attached.

3. The case caption shall only be modified by the following pleadings:

- Amended Complaint
- Joinder Complaint
- Substitution of Successors
- Court Order
- Stipulation approved by the Court
- Praecipe for Writ of Summons
- Filed consent of the adverse party (praecipe) Rule 1033
- Praecipe to Index-(Ejectment Actions) Rule 410 (b) (2)
- Reissue a Writ or Reinstate Complaint to Join Rule 401 (2)

4. When entering party information/ party address information use upper and lower case letters.

Do not use any punctuation (e.g., periods, hyphens, apostrophe, etc.). A hyphen may be used when entering a business name.

5. While filing a Praecipe to Reinstate a Complaint or Praecipe to Reissue a Writ, your lead document will be your Praecipe. Your previously time stamped Writ or Complaint will be filed as an Attachment.

6. When filing multiple documents, each document should be filed as a Lead Document but should be filed in **ONE** envelope. For example, when filing a Judgment, Writ of Execution and Affidavit, the documents are filed in **ONE** envelope, but as 3 separate Lead Documents. Every Lead Document appears as its own event in Odyssey Case Manager.

7. Exhibits that can be e-filed should be included with the Lead Document **UNLESS** the exhibits are Notes of Testimony or Depositions. Notes of Testimony or Depositions that have been previously filed but are being attached to a "new" filing as an exhibit, should be filed as another lead document. The filing code that should be selected is Exhibits-Notes of Testimony/Deposition.

8. When scanning documents to file, make sure the documents are clear and do not appear upside down. If this happens, the document may be rejected.

9. Procedure for E-Filing Motion/Petition and Responses to Motion/Petition:

When e-filing a Motion, Brief or Memorandum, Certificate of Service and Proposed Order, you would file each document as a Lead Document however all documents should be submitted for filing in **one envelope**. **YOUR PROPOSED ORDER SHOULD BE FILED AS A SEPARATE DOCUMENT WITHIN THE SAME ENVELOPE**. This procedure should also be followed when filing a Response to a Motion/Petition.

In the filings tab please enter the following:

Select Filing Code

- Filing Code = Select the proper filing code that pertains to the type of Motion you are filing (ex.: Motion, Defendant(s) Preliminary Objections or Plaintiff(s) Preliminary Objections)
- Click to Browse = Upload your Motion

Select “Add Another Filing”

- Filing Code = Brief (if required by Local Rules)
- Click to Browse = Upload your Brief

Select “Add Another Filing”

- Filing Code = Affidavit of Service (if your certificate of service is a separate document)
- Click to Browse = Upload your Affidavit

Select “Add Another Filing”

- Filing Code = Proposed Order
- Click to Browse = Upload Proposed Order

Select “Add Another Filing”

- Filing Code = Notice of Presentation**
 - Click to Browse = Upload completed Notice of Presentation
- Example: [Notice of Presentation](#)

****This document only needs to be filed if the motion is being presented in open court on 5 days notice pursuant to Leh.R.C.P. 208.3(a)(6). You can find a copy of this notice at our website, www.lccpa.org under Forms and Applications, Civil Court Forms, Notices – Notice of Presentation.**

Once your filing has been accepted by Clerk of Judicial Records, the OFS System will send a notification to Court Administration that a motion has been filed. You do **not** need to e-mail Court Administration a copy of your motion, brief and proposed order.

10. Procedure for Stipulation and Proposed Order:

Stipulations must be e-filed before they can be submitted for Court approval. A Proposed Order requesting the Stipulation be made an Order of Court must be submitted as a separate Lead Document. However, the Proposed Order should be submitted with the Stipulation for filing in **one envelope**. Your Proposed Order **should not** include language such as “within stipulation”, “annexed stipulation” or “attached stipulation”. Example: [Stipulation and Proposed Order](#)
DO NOT ADD A SIGNATURE LINE TO THE STIPULATION FOR THE JUDGE TO SIGN. THE ORDER MUST BE A SEPARATE DOCUMENT FROM THE STIPULATION.

Once your filing has been accepted by Clerk of Judicial Records, the OFS System will send a notification to Court Administration that a stipulation has been filed. You do **not** need to e-mail Court Administration a copy of stipulation and proposed order.

Examples of other types of Filings:

How to E-File a Magisterial District Judge Appeal

PLEASE NOTE - District Justice Appeals for Possession **cannot** be filed through the e-filing system (OFS)

1. Case Information

- Location = Civil
- Category = Civil
- Case Type = Civil Appeals- MDJ Appeals
- Filing Attorney/Party = Select Filing Attorney's name or enter Self Represented Litigant's name
- Payment Account = Select Payment Account

2. Parties

- Enter all Party Information

3. Filings

- Filing Code = Statewide Cover Sheet (Cover Sheet Only)
- Click to Browse = Attach completed Civil Cover Sheet

Select "Add Another Filing"

- Filing Code = New Action MDJ Notice of Appeal (See Fee Schedule)
- Click to Browse = Attach Notice of Appeal, Notice of Judgment and Participant List or Complaint from MDJ

How to E- File a License Suspension/Registration Appeal or Certificate of Title

1. Case Information

- Location = Civil
- Category = Civil
- Case Type = Civil Appeals Admin Agencies- Dept of Transportation, **OR**
Petitions - Title/Motor Vehicle
- Filing Attorney/Party = Select Filing Attorney's Name or enter Self Represented Litigant's name
- Payment Account = Select Payment Account

2. Parties

- Enter all Party Information

3. Filings

- Filing Code = Coversheet-Civil Appeals Admin Agencies-Dept of Transportation (See Fee Schedule), **OR**
Petitions - Title/Motor Vehicle
- Click to Browse = Attach completed Civil Cover Sheet

Select "Add Another Filing"

- Filing Code = Proposed Order/Rule which will be completed by Court Administration (Sample Proposed Order/Rule)
- Click to Browse = Proposed Order/ Rule

Select "Add Another Filing"

- Filing Code = New Action Appeal /New Action Petition
- Click to Browse = Attach License Suspension/Registration Appeal **OR** Certificate of Title Petition

How to E- File a Name Change Petition

PLEASE NOTE - (If applicable) Fingerprint Cards MUST be mailed or hand delivered to the Clerk's office within 7 days of e-filing the Petition for Name Change. The Recorder of Deeds Name Change Search (\$6.50) is included in the filing fee of \$184.00.

1. Case Information

- Location = Civil
- Category = Civil
- Case Type = Petitions-Name Change
- Filing Attorney/Party = Select Filing Attorney's Name or enter Self Represented Litigant's name
- Payment Account = Select Payment Account

2. Parties

- Enter all Party Information

3. Filings

- Filing Code = Coversheet-Petitions-Name Change (See Fee Schedule) Statewide Cover Sheet only

- Click to Browse = Attach completed Civil Cover Sheet

Select “Add Another Filing”

- Filing Code = Proposed Order/Rule which will be completed by Court Administration
- Click to Browse = Attach Proposed Order/Rule

Select “Add Another Filing”

- Filing Code = Petition
- Click to Browse = Attach Name Change Petition

How to E- File a Petition for Structured Settlement Plan

1. Case Information

- Location = Civil
- Category = Civil
- Case Type = Petitions Structured Settlement
- Filing Attorney/Party = Select Filing Attorney’s Name or enter Self Represented Litigant’s name
- Payment Account = Select Payment Account

2. Parties

- Enter all Party Information

3. Filings

- Filing Code = Coversheet-Petitions-Structured Settlement Plan (See Fee Schedule) Statewide Cover Sheet only
- Click to Browse = Attach completed Civil Cover Sheet

Select “Add Another Filing”

- Filing Code = Proposed Order/Rule which will be completed by Court Administration
- Click to Browse = Attach Proposed Order/Rule

Select “Add Another Filing”

- Filing Code = New Action Petition
- Click to Browse = Attach New Action Petition

How to E- File a Notice of Appeal to Higher Court

1. File into Existing Case Number

- Filing Code = Notice of Appeal to Appellate Court (See Fee Schedule)
- Click to Browse = Attach Notice of Appeal

- After the Notice of Appeal has been accepted by the Clerk, you must mail in a copy of your time-stamped, Notice of Appeal, along with the Higher Court’s check. Documents are to be mailed to the

**Clerk of Judicial Records Office – Civil Division, 455 W Hamilton Street, Allentown, Pa 18101.
Documents will be forwarded to the appropriate Appellate Court.**

Public Access Policy and Electronic Filing:

1. The **Certificate of Compliance** required by the Public Access Policy **should be directly attached to each pleading** that you are electronically filing and **should not be its own filing**.

2. When filing a redacted pleading with the Confidential Information Form, you will have two lead documents within the same envelope.
 - IE: Motion for Summary Judgment (redacted)
 - Filing Code = Motion
 - Click to Browse = Attach (redacted) Motion
 - Select “Add Another Filing”**
 - Filing Code= Confidential Information Form
 - Click to Browse= Attach Confidential Information Form

3. When filing a Confidential Document Form (a type of document specifically described in Section 8.0 of the Public Access Policy)
 - IE: Financial Source Documents
 - Filing Code = Financial Source Documents
 - Click to Browse=Attach Financial Source Documents
 - Select “Add Another Filing”**
 - Filing Code= Confidential Document Form
 - Click to Browse= Attach Confidential Information Form