Lehigh County

Lehigh County Government Center | 17 South 7th Street | Allentown, PA 18101 | www.lehighcounty.org

Electronic Filing Instructions – Lehigh County Pilot Program

System Registration:
To access the electronic filing system, open an internet browser and go to http://lehigh.tylerhost.net. The page in figure 1 will display:

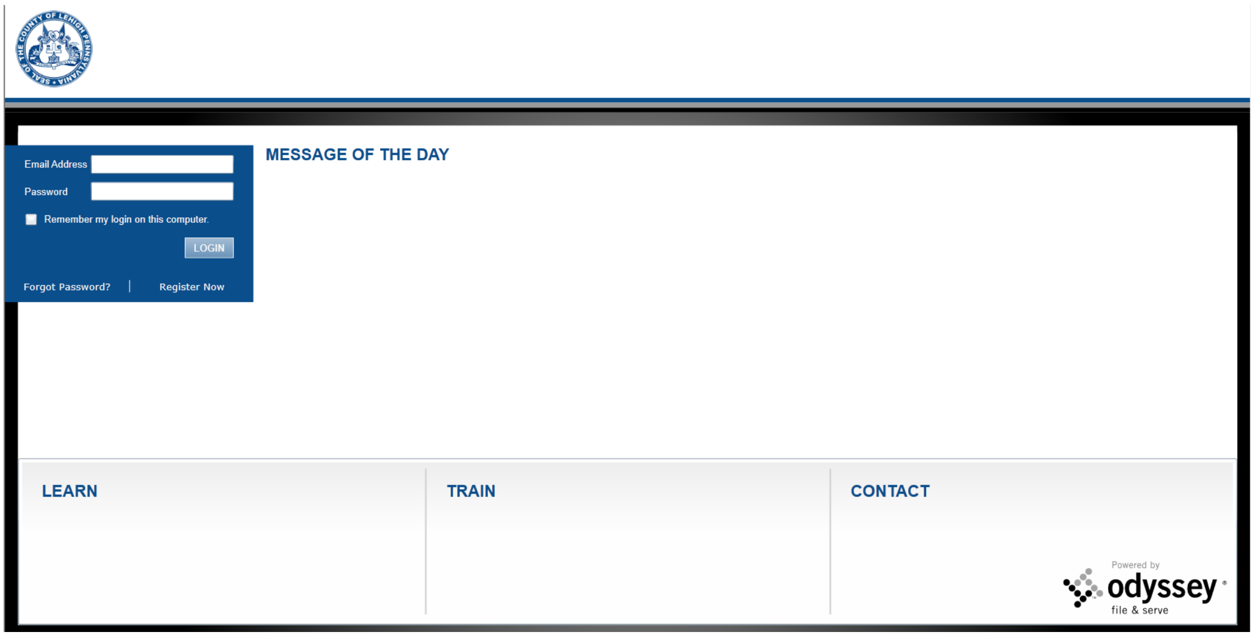

Figure 1

Before filing electronically, users must register with the application. To do so, click the link "Register Now" (figure 2)

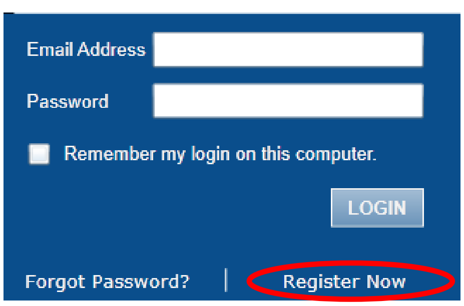

Figure 2

The registration wizard will display and guide users through the five step registration process:

Step 1

Select Firm Administrator as the registration type

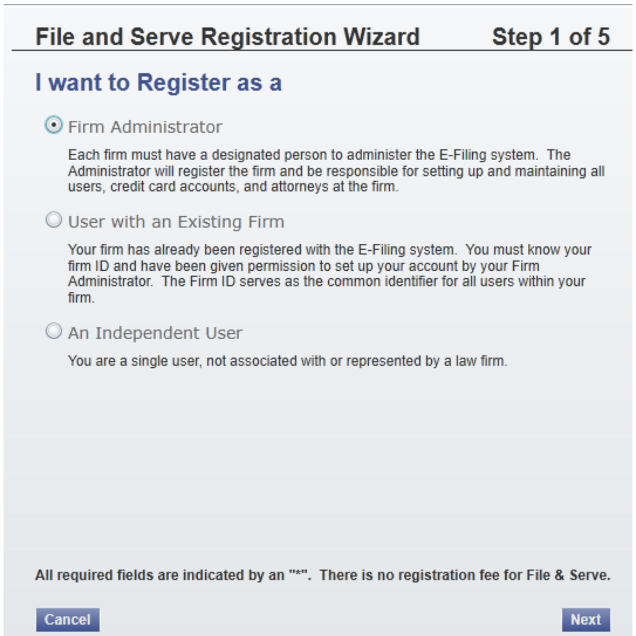

Figure 3

Step 2
Review the Terms and Conditions, click the checkbox next to "I Agree"

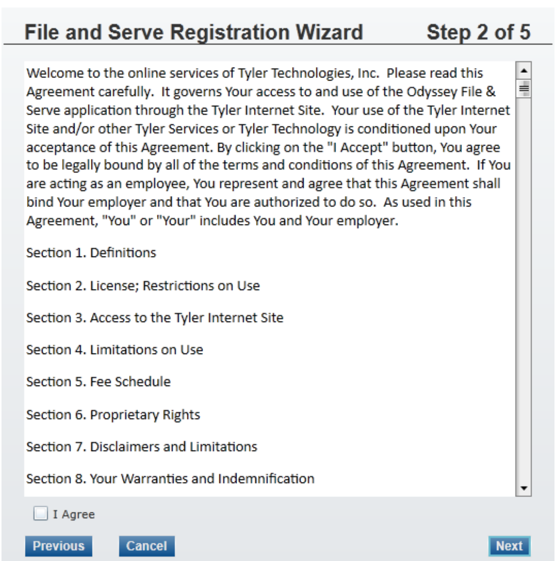

Figure 4

Step 3

Provide contact information. Please note that any field marked with an asterisk (*) is a required field and must have information entered before proceeding.

- If the firm administrator will register all firm users, the options “Allow Users to Self Register” and “Require Administrator Approval” do not need to be enabled.
- If firm users are allowed to self register but will require approval from the firm administrator, enable both “Allow Users to Self Register” and “Require Administrator Approval.”
- If firm users are allowed to self register and do not need approval from the firm administrator, only “Allow Users to Self Register” needs to be enabled. (Firm Administrator Approval is recommended)

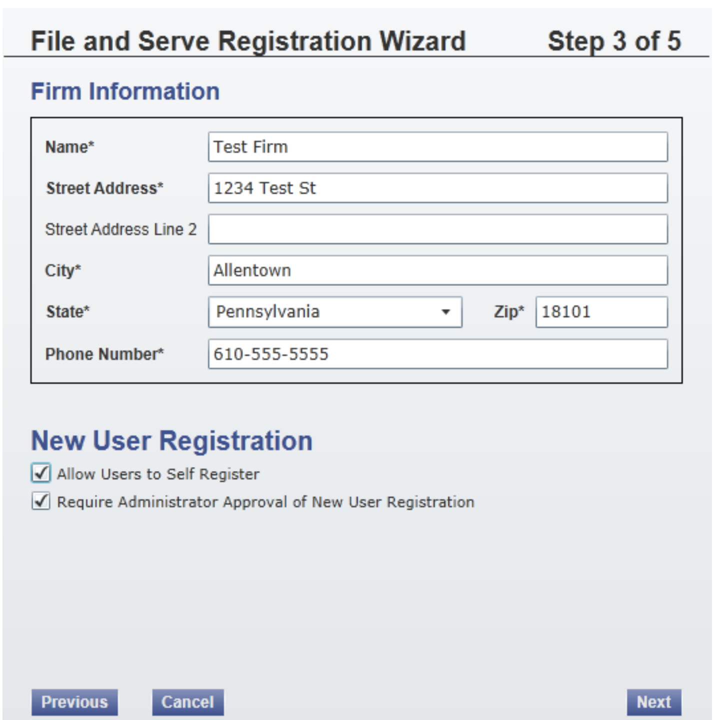

Figure 5

Step 4

Complete the user information. Similar to the previous step, all required fields will be marked with an asterisk (*).

It is important to provide a valid email address. The application will send a verification email to this address. Users will then click the enclosed link in the verification message to activate the account.

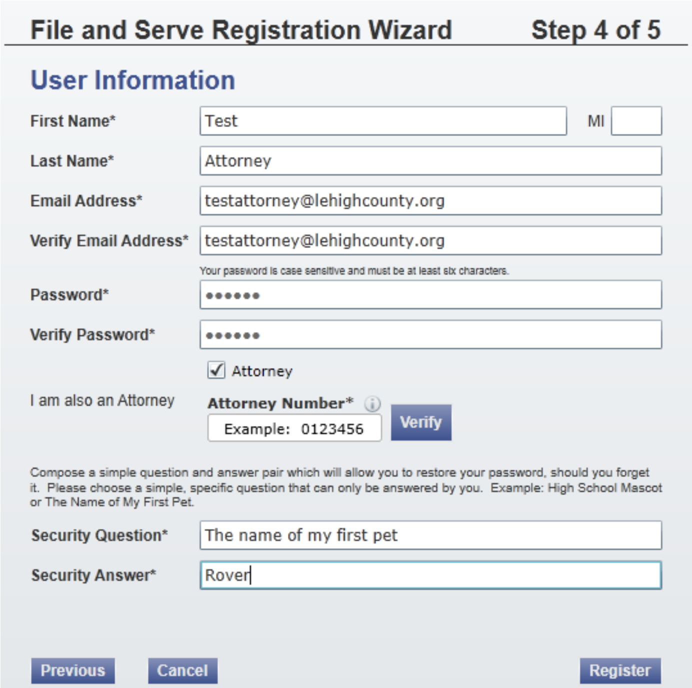

Figure 6

If you are also an attorney, please enter your bar number for verification. Please enter your bar number in a seven-digit format (example: 0123456).

Your bar number will be verified against the Clerk of Judicial Records case management system. If your record is not returned, please send an e-mail to the Clerk of Judicial Records – Civil Division at OFSCivilSupport@lehighcounty.org with a subject line of **Bar Number Verification**. Include your name, address, phone number, and bar number. You will receive a return e-mail verifying that you may continue registration. You will also receive an e-mail granting you Attorney Docket Access which allows viewing of Court dockets.

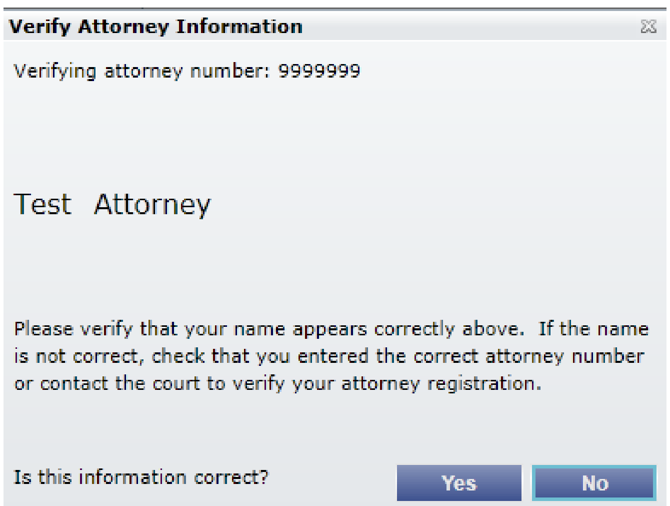

Figure 7

Step 5

The registration wizard is complete.

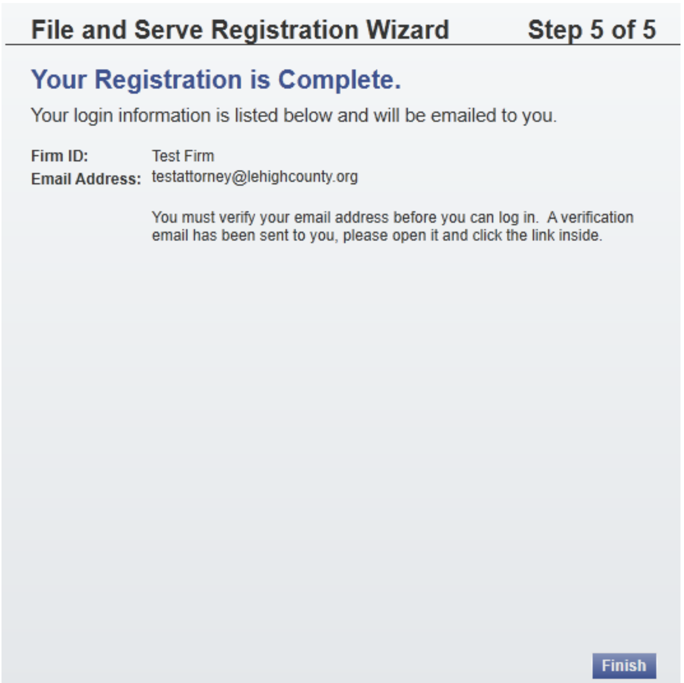

Figure 8

Once the registration email is received, users only need to click on the link provided in the message to activate the account. A webpage will display confirming the account registration. At this time, users can return to the login screen to access the system by providing the email address and password entered during registration.

Account Configuration

After logging in, the application will display the personalized workspace. The tabbed interface will default to display your submitted filings.

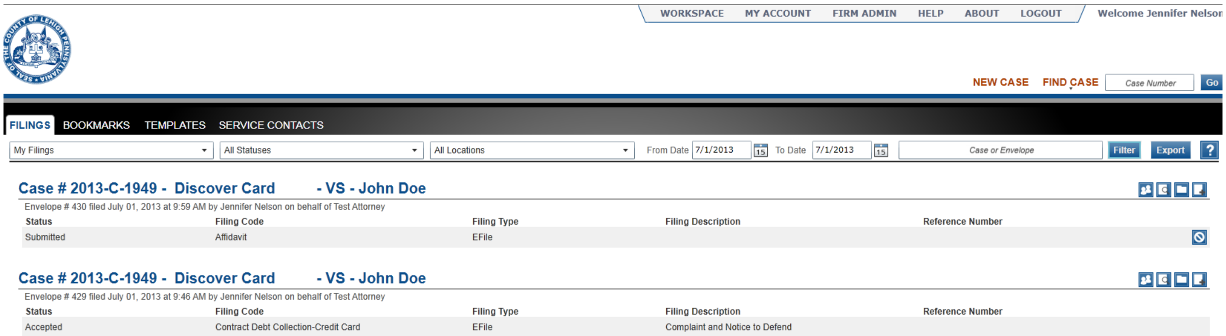

Figure 9

Prior to any filings, users will need to click the link labeled "Firm Admin," located in the menu in the upper right of the screen.

Figure 10

The Firm Admin menu item provides the firm administrator with the ability to approve new users, manage firm users, manage attorneys, configure payment accounts and update firm information

Approve New Users

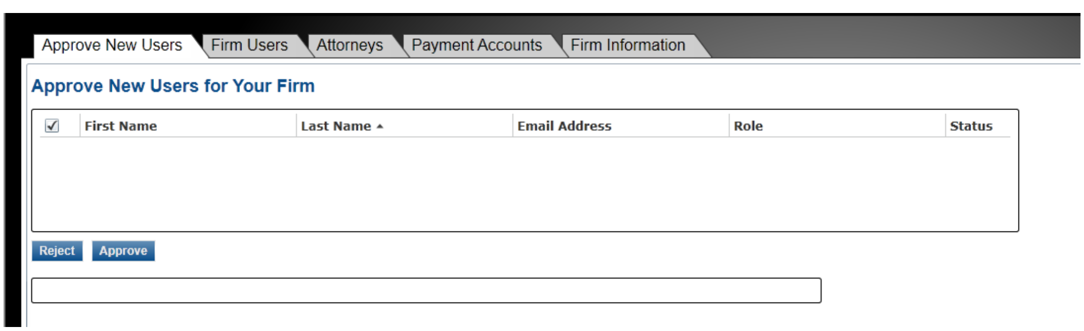

Figure 11

Payment Accounts

Payment accounts enable customary filing fees to be charged to the user.

****** A Payment Account ***must*** be set up prior to filing. The application prevents users from creating any filings without a payment account.

In the Firm Admin screen, select the Tab for “Payment Accounts”.

Click the button labeled “Add Payment Account”

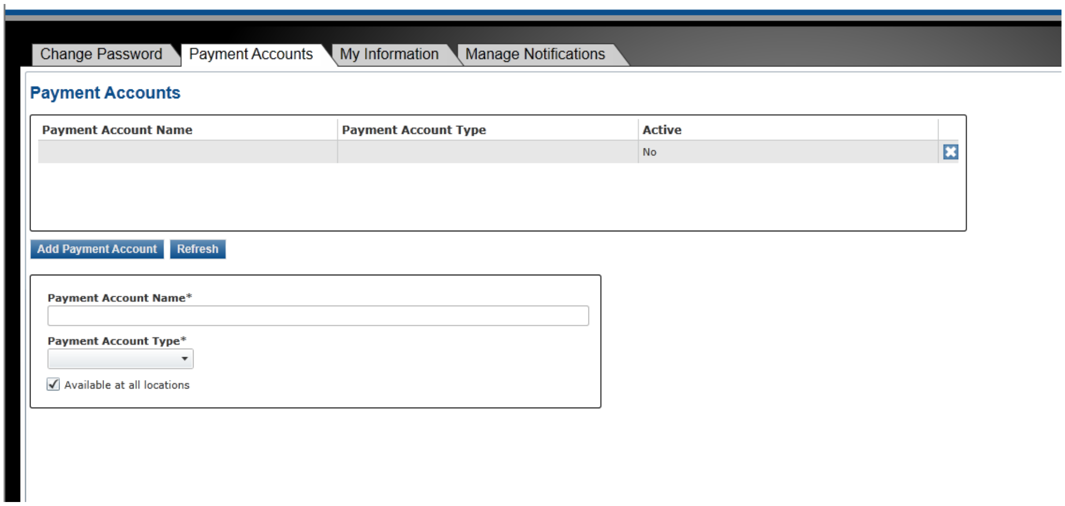

Figure 12

Enter a name for the account (i.e. “My Credit Card”) and select Credit Card from the Payment Account Type drop down box.

Click the button “Enter Credit Card Information”.

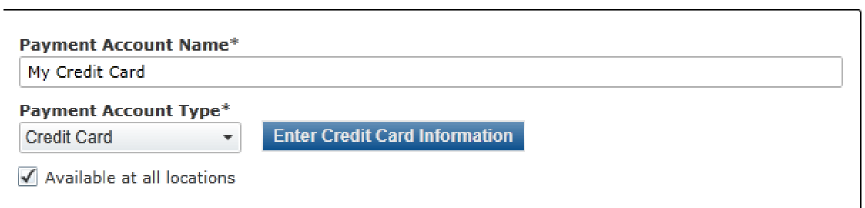

Figure 13

A new window will appear:

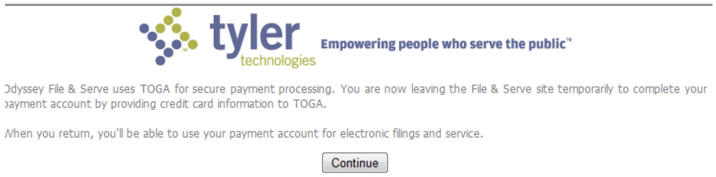

Figure 14

Click "Continue" to enter your Credit Card information.

Enter all of the Credit Card information and click "Continue":

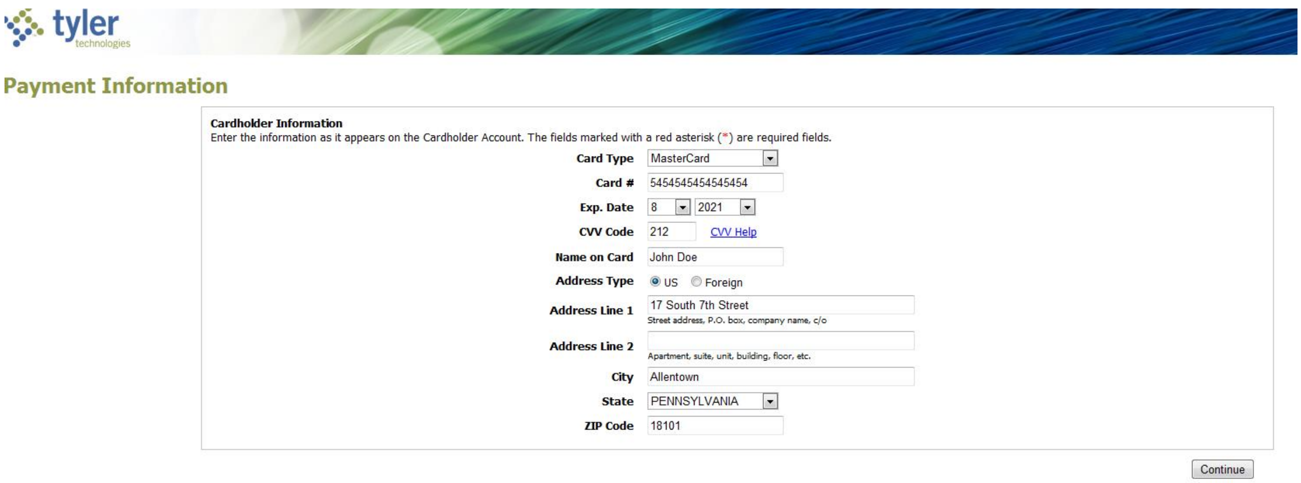

Figure 15

A verification screen will display, showing all of the information that was entered (with the credit card masked). Once verified, the payment account will now be set up and associated with the user account.

Manage Notifications

The electronic filing application is equipped to send notifications to users on various filing events. Users can manage what notifications they receive by selecting the tab "Manage Notifications" under the My Account Menu. This is the primary communication that is offered with the filing process. Users that elect to not receive the communications, and uncheck the notifications, must log back into the system to view any change of status.

It is our recommendation that all notifications be enabled.

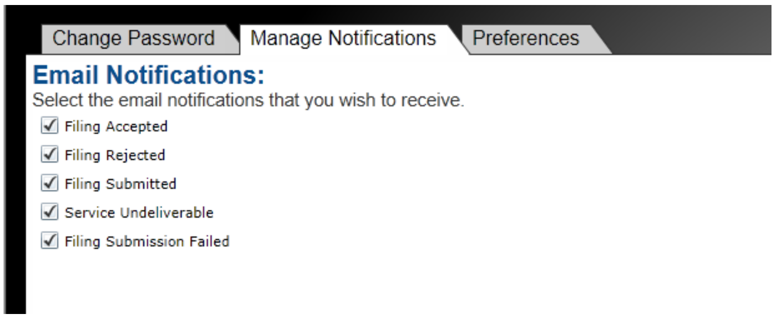

Figure 16

Submitting a New Case

In the Workspace, select the link labeled “New Case” located in the upper right of the screen.

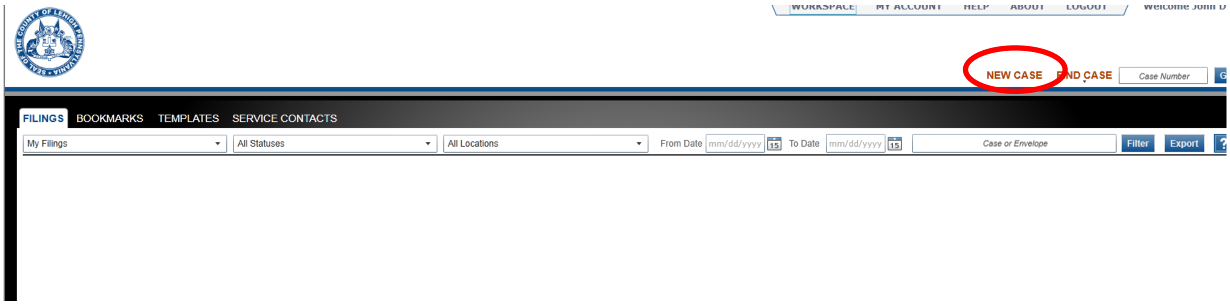

Figure 17

The application will lead users through the four step process of submitting a new case

Case Information

The initial screen has four drop down menus to capture preliminary details. Location and Category will default to “Civil.” Select the appropriate case type. Select the attorney submitting the filing. Users who may have entered more than one payment account will need to select a payment account.

To continue to the next step, select the button labeled “Parties” in the lower right corner of the screen.

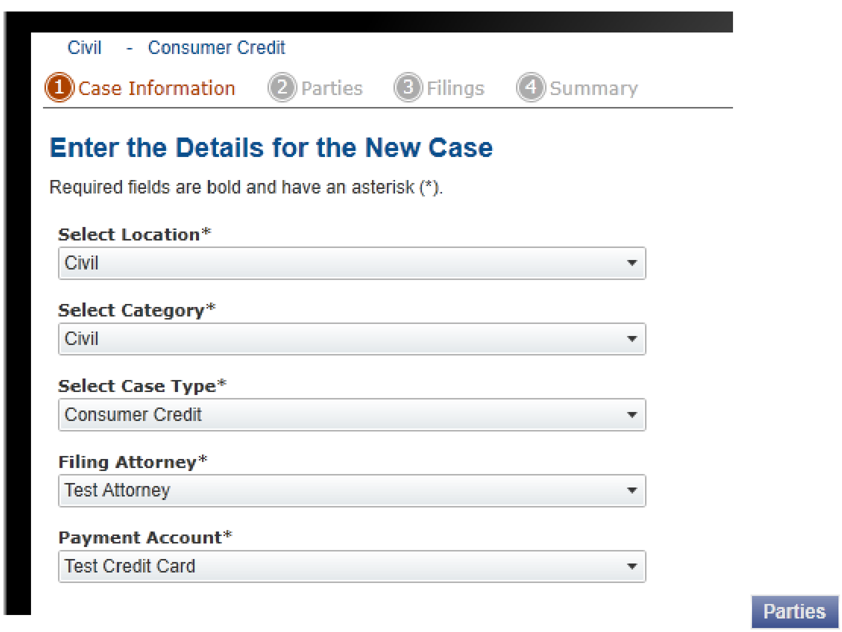

Figure 18

Parties

The next screen allows users to enter the information for the appropriate parties. At least one of each party must be entered to proceed.

To enter information for the Parties, select the desired Party at the top of the screen and the information in the text boxes below. To switch from an individual person to a business, select the “Business” checkbox.

When finished entering Parties, click the button labeled “Filings” in the bottom right of the screen.

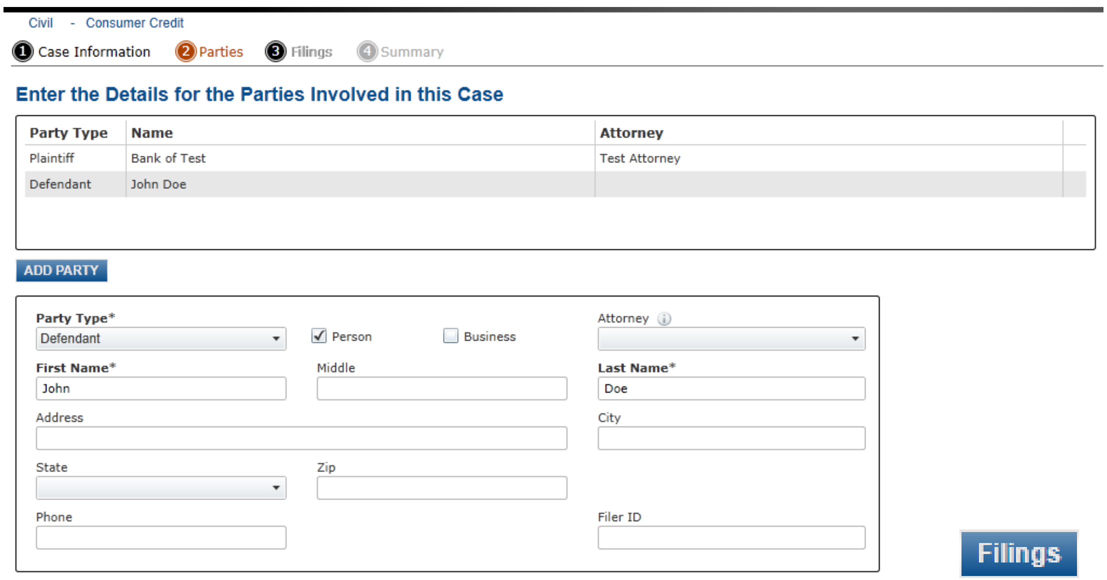

Figure 19

Filings

The Filings screen is the area where users will upload their forms and documents for filing.

Users will need to enter a description for the filing and upload the appropriate documents. All documents that are to be filed electronically shall be filed in Portable Document Format (PDF).

Note: Reference Number is not a required field. It is available for user reference purpose only.

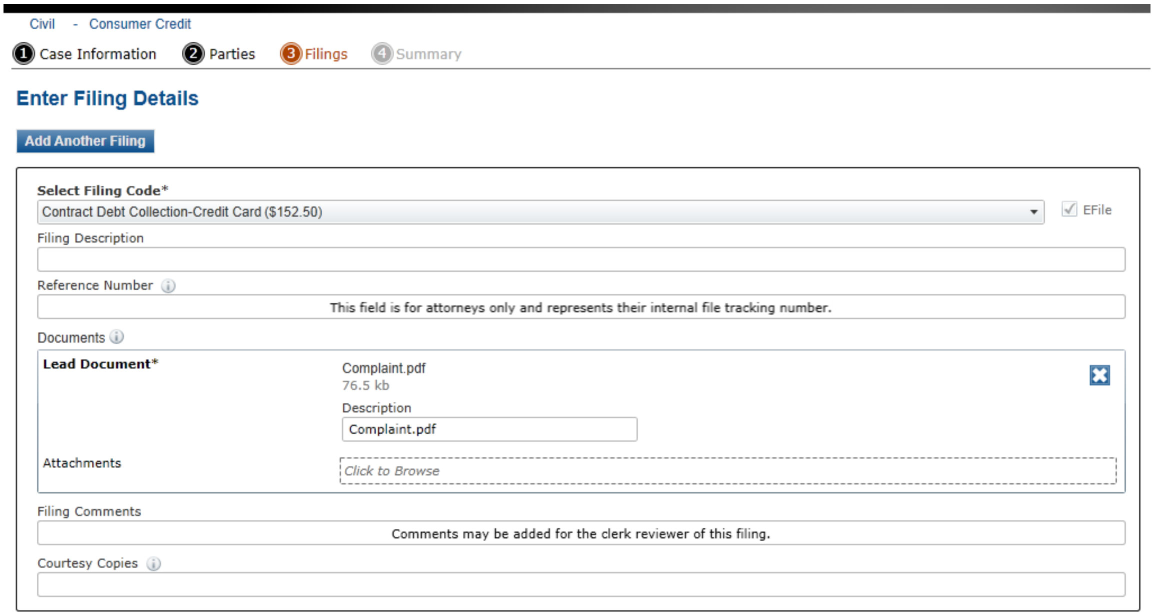

Figure 20

The right side of the screen will display the fees that are associated with the filing. In the drop down box labeled "Parties Responsible for Fees", ensure the party represented is present. If not, select from the drop-down.

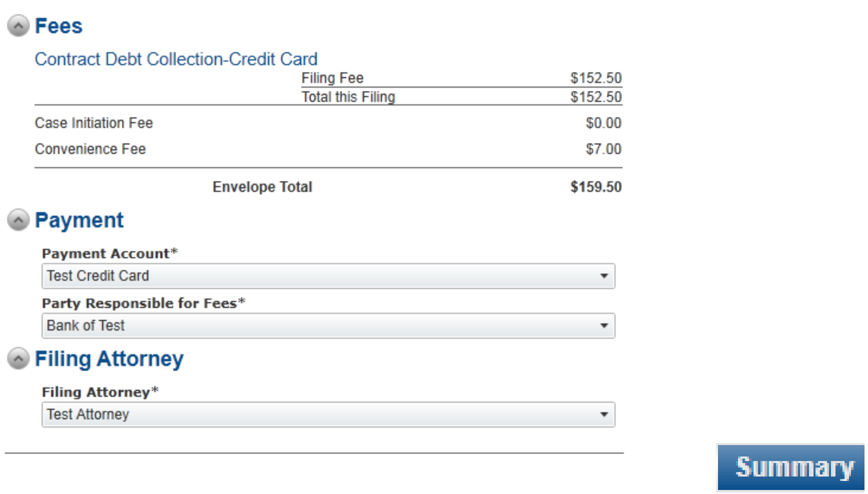

Figure 21

When completed, click "Summary" in the bottom right of the screen.

Summary

As the last step of the filing, the application presents a summary screen of the filing. The information entered in the previous steps can be reviewed and edited from this screen if needed. The filing remains in a draft status until the "Submit" button is clicked at the bottom right.

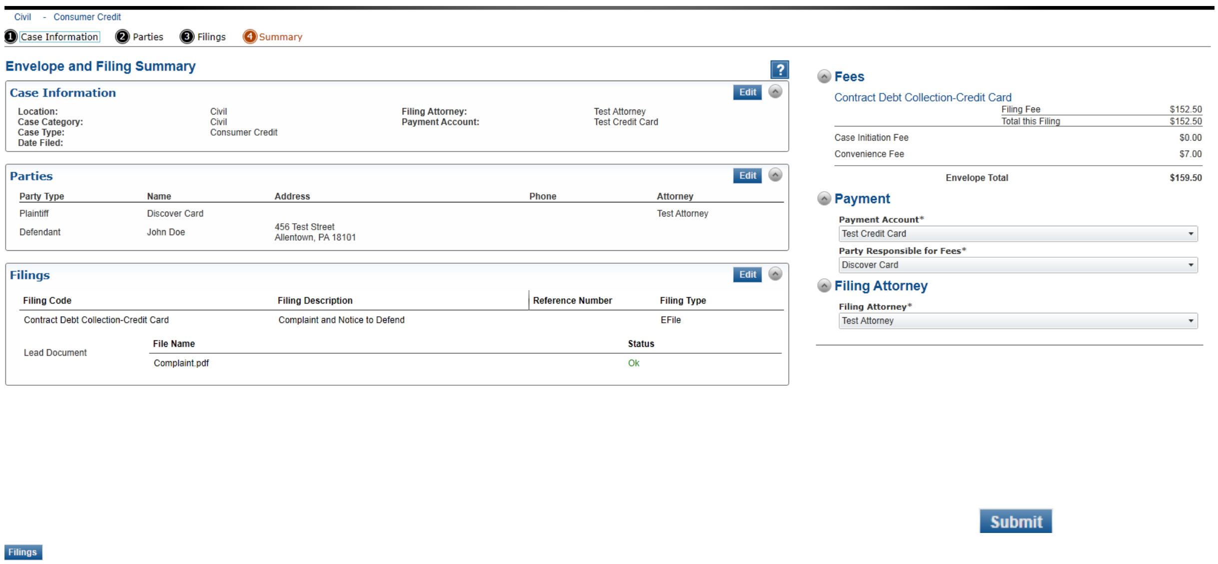

Figure 22

Filing Status

As filings are entered into the system, they are given a status based on where they are in the e-filing process. The table below offers a brief description of each status.

Status	**Description**
Draft	Filer entered full or partial Filing data, but has not yet submitted Filing
Submitting	Filing has been submitted, with the document file format and payment information in process of being verified by the application.
Submitted	Document file format and payment information has been verified and accepted, but the filing has not yet entered the Review Queue/Workflow Process
Under Review	A clerk reviewer has selected filing from a queue.
Accepted	Reviewer has reviewed Filing and accepted
Rejected	Reviewer has reviewed Filing and rejected
Served	Service Only Filings Completed
Cancelled	Filer Cancels Filing; Filer can only cancel filings with a status of Draft, Submitting and Submitted
Submission Failed	File format or billing error has occurred upon Filer submitted Filing. Failure specifics are available via “View Details”, and Filer is notified of specifics via e-mail.

Post Filing

After a filing has been submitted, the case will be given a system-generated number referred to as the "Envelope number," and it will now appear in the Workspace under "Filings" with a status of submitted.

The status of the filing will change as it is reviewed, and then accepted or rejected.

Prior to review, the filing can be cancelled by clicking on the icon to the right of the filing.

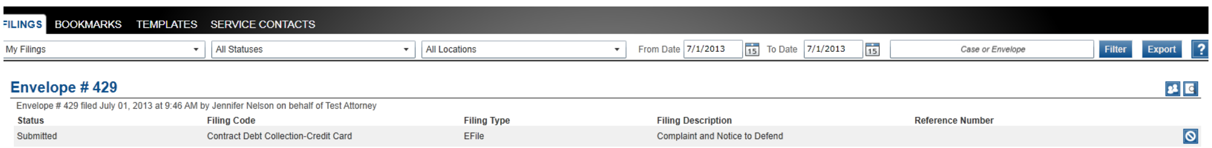

Figure 23

To view the details of the filing, click on the icon to the right of the envelope.

The details entered with the filing as well as status and the date and time of submittal is presented and can be printed from this.

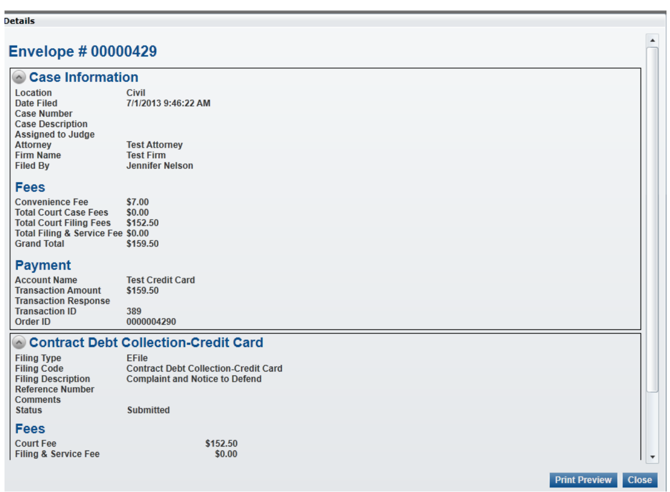

Figure 24

Acceptance of Filing

Users that have their email notifications (detailed previously) configured to receive the corresponding alerts will receive an email stating the acceptance of their filing. The notification will contain the case number assigned for filing. Log back in to the website to access the filing.

Subsequent Filings

Once a filing has been accepted and a case has been created, users may file additional documents into the case as necessary. From the Workspace, find the desired case and click on the icon to the right of the case header.

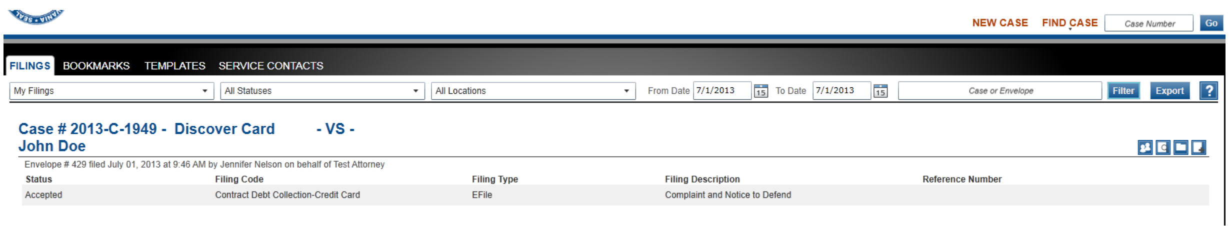

Figure 25

The user will be brought to the same screen displaying the parties involved in the case. Existing parties on the case cannot be edited.

Figure 26

Click the button for Filings to proceed.

Users can submit additional filings by selecting the appropriate filing code from the drop-down. Attach a document to the filing.

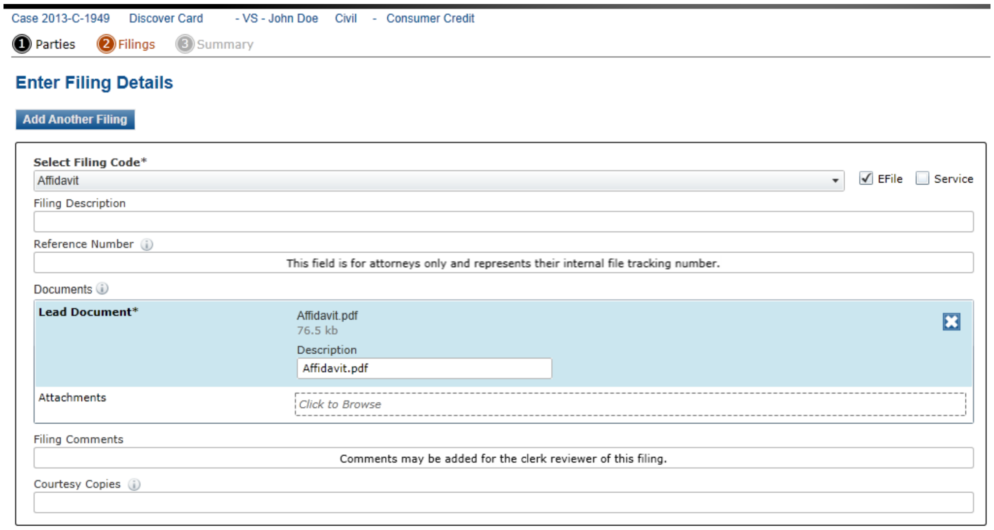

Figure 27

Select the Payment Account, Party responsible for fees, and Filing Attorney. If there is a fee associated with the filing it will appear on the right side. If this filing has no fee, the envelope total will appear as $0.00.

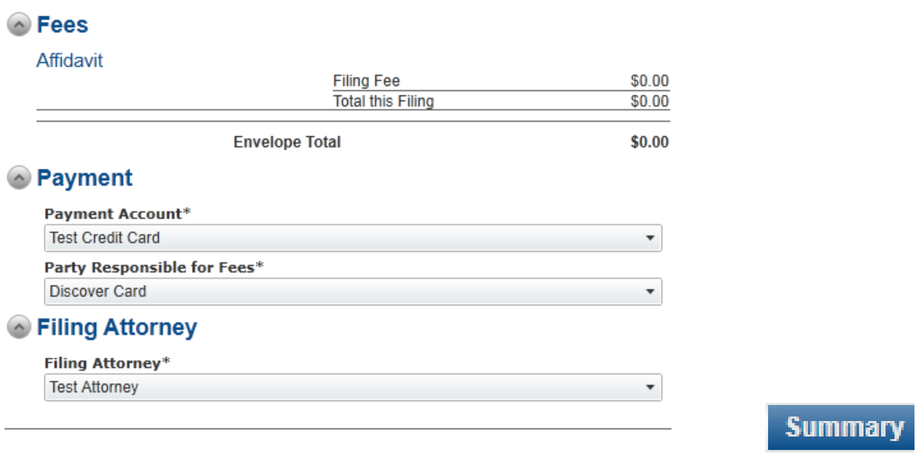

Figure 28

Click the button for Summary to proceed

As previously described when creating the initial filing, the summary presents all of the filing information to the user at a glance. Edits can be made to all of the information from this screen, except for the case information. The filing will remain in a Draft status until submitted

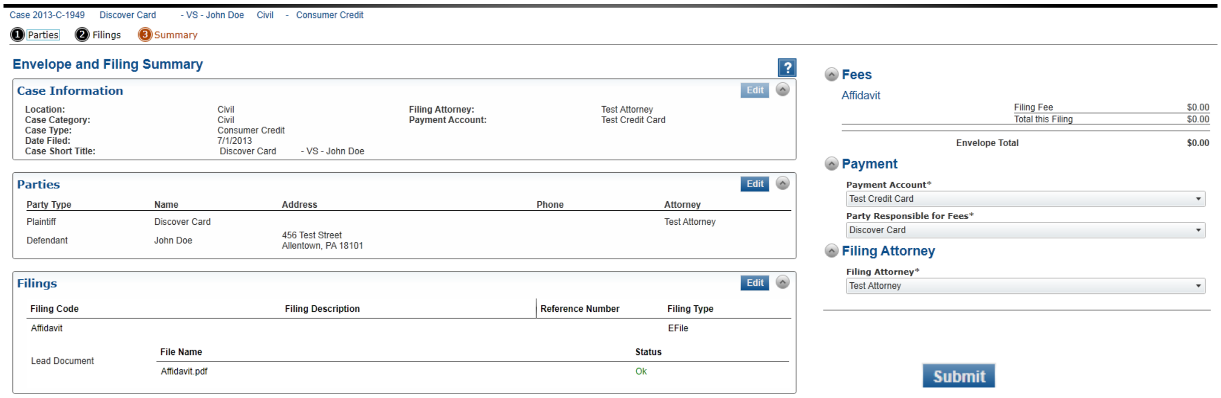

Figure 29

Users will now see two entries in their workspace for the case; the initial filing as well as the subsequent filing. Each subsequent filing will have a status associated with it.

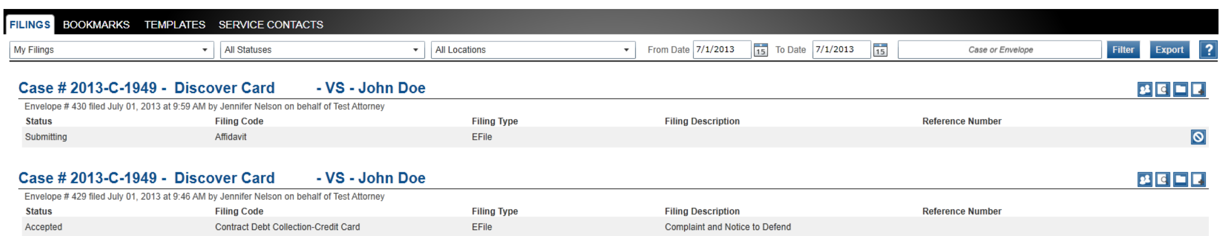

Figure 30

Troubleshooting

Rejected Filings

If a filing is rejected by Clerk of Judicial Records – Civil Division, users will not be able to edit the existing filing. Users have the option to copy the filing by clicking on the icon to the right of the filing label. This will copy the rejected filing and allow for users to edit the incorrect or missing information and resubmit for review.

Once submitted, the filing will be in queue for review by the Clerk of Judicial Records.

Cancelling a Filing

If a filing has been submitted incorrectly, it can be cancelled prior to review by Clerk of Judicial Records – Civil Division. While the filing is in the "Submitted" status, user can click the to the right of the filing. This will prevent the filing from being reviewed. A filing cannot be edited, once cancelled. Users may copy the filing (described above) to edit and resubmit.

*Note: A filing that has been cancelled will remain in the personal workspace of the filer. It cannot be deleted.

Filing Assistance

For questions regarding the e-filing process, or to report a technical issue, please contact the Clerk of Judicial Records via e-mail at OFSCivilSupport@lehighcounty.org.