

# MONROE COUNTY, PA E-FILE USER GUIDE

## E-FILING USER GUIDE

## **ATTENTION**

### **SERVICE OF ORIGINAL PROCESS**

IF YOU ARE FILING A WRIT OR COMPLAINT WHICH IS CONSIDERED ORIGINAL PROCESS UNDER PA RULE OF CIVIL PROCEDURE 400 AND REQUIRES SERVICE BY THE SHERIFF, PLEASE BE ADVISED THE MONROE COUNTY OFFICE OF THE PROTHONOTARY (“PROT”) WILL NOT ELECTRONICALLY TRANSFER YOUR PLEADING TO THE SHERIFF’S OFFICE FOR SERVICE.

IF YOU RECEIVE A NOTICE FROM THE PROT THAT YOUR FILING HAS BEEN APPROVED AND DOCKETED, **YOU STILL MUST MAKE ARRANGEMENTS WITH THE SHERIFF’S OFFICE TO HAVE ORIGINAL PROCESS SERVED** PURSUANT TO THE PENNSYLVANIA CIVIL PROCEDURE RULES, PART 1: SERVICE OF ORIGINAL PROCESS, SUB-PART A: SERVICE GENERALLY Pa.R.C.P 400 – 405 and/or SUB-PART B: SERVICE IN PARTICULAR ACTIONS Pa.R.C.P. 410-412 ; SUB-PART C: SERVICE UPON PARTICULAR PARTIES Pa.R.C.P 420-425; SUB-PART D SERVICE PURSUANT TO SPECIAL ORDER OF COURT Pa.R.C.P 430; PART II, SERVICE OF LEGAL PAPERS OTHER THAN ORIGINAL PROCESS Pa.R.C.P 440-44

# CHAPTER 1 ELECTRONIC FILING

## C-TRACK CMS E-FILING FUNCTIONALITY

### 1.1 E-File Overview and Registration

Electronic Filing offers the opportunity to open a new case filing or electronically file and transmit documents to the Court for an existing case, using a remote computer. E-Filing requires the completion of a registration form and may or may not require the successful completion of a test, depending upon the business process of the Court(s) to which you E-File. Additionally, you need an active email account to complete the registration process. You submit the registration and receive an email which provides a link to access the C-Track E-Filing web site.

For Efilers who are attorneys, you may have a legal organization, such as a law firm, to which you can associate an E-Filing account. Legal Organizations are useful for instances where another registered user submits filings on your behalf or where attorneys or authorized E-Filers may need to view filings submitted by other E-Filers of the same Legal Organization. When a registered E-Filer is associated to a Legal Organization, the user can switch associations from their personal E-File account to the Legal Organization to which they are associated. Support Staff can also be included as Legal Organization members. Attorneys can associate Support Staff through the User Association screen. Support Staff are able to file on behalf of an authorized attorney Efiler.

You may access the E-File Registration / Log In screen from another web site, such as a State or County site, which directs you to the web location or Universal Resource Location (URL) for C-Track E-Filing.

➤ **NOTE:** To review the Terms and Conditions for using the E-Filing site click the **E-Filing Terms & Conditions** link on the **Log In** screen.

The **E-File User Access** image below demonstrates security constraints E-File users face when included and not included on the E-File User Access List for a given case. The E-File User Access List is a list of E-File users that belong to a case on Monroe County’s CMS application. To gain access to the List, a user must file onto a case and have it accepted/docketed by the Prot. Once docketed, the filing attorney (whether the attorney files the document themselves or Support Staff files on their behalf) will be added to the E-File User Access List.

Users within the same Law Firm can also gain access to the E-File User Access List if they are a Support Staff member supporting an Attorney who already belongs to the List by making a request to the Prot.

The image below demonstrates the functionality of the E-File User Access List relative to searching and filing on a case based on the case being a public or confidential record.

		Public Case	Confidential Case
User Not on EF User Access List	Search / Access Case	✘	✘
	E-File into Case	✔	✘
User on EF User Access List	Search / Access Case	✔	✔
	E-File into Case	✔	✔

In this example, we register as an e-filer.

1. From **E-File Registration / Log In** screen, click **Register as an E-Filer**.

Login

Username

Password

Login

Forgot Password?

[Register as an E-Filer](#)

[E-Filing Terms & Conditions](#)

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.1: E-File Registration / Log In screen**

The **E-File Registration** screen appears.

## MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING

## Information

I hereby expressly consent to receive any and all notices or other communications from the Office of the Prothonotary, and the Court of Common Pleas of Monroe County, via email at the email address in my user profile pursuant to PaRCP 205.4 and 238, and all applicable Monroe County Local Rules. This constitutes my written request for such notifications in accordance with Rule 238(d).

If you have never filed in Monroe County before, you must first email us at [protcivilfiling@monroecountypa.gov](mailto:protcivilfiling@monroecountypa.gov) to be listed in our Case Management System first.

Once you have submitted this information, a confirmation email will be sent.

PLEASE REGISTER ONE TIME. If you are unsure if you are registered please contact the Court.

For questions regarding e-filing, during work hours, call 570-517-3370. You may also email us at any time at [protcivilfiling@monroecountypa.gov](mailto:protcivilfiling@monroecountypa.gov).

## E-File Registration

## TYPE

Type\*

## USER INFORMATION

Prefix  Username\*   
 Last Name\*  Password\*   
 First Name\*  Confirm Password\*   
 Middle Name   
 Suffix

## CONTACT

Primary E-mail\*

[Add Contact](#)

## ADDRESS


Address Type\*  Mailing   
 Address Line 1\*   
 Address Line 2   
 Address Line 3   
 Address Line 4   
 Country  United States   
 City\*  State\*  PA  Zip Code

## LEGAL ORGANIZATION ASSOCIATION

Legal Organization Name	Role	E-mail	Status
No records were found.			

[Add Legal Organization](#)

## VERIFICATION

I'm not a robot 

## TERMS AND CONDITIONS

I agree to the [terms and conditions](#).

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Fig. 1.2: E-File Registration screen

The **E-File Registration** screen has seven containers.

In the **Type** container:

1. Select the Account **Type**.

If you are an attorney registered with the Bar, select the Registered Representer option. The **Attorney Bar ID** field appears.



The screenshot shows the 'E-File Registration' header. Below it, the 'TYPE' section is expanded, showing a dropdown menu with 'Registered Representer' selected. To the right of the dropdown is the 'Attorney Bar ID\*' field, which is currently empty.

Fig. 1.3: Registration account **Type** field selection of Registered Representer

In the **User Information** container:

2. Enter a **User Name**.
3. Enter a **Last Name**.
4. Enter a **First Name**.
5. Enter a **Password**.
6. **Confirm Password**.

In the **Contact** container:

7. Enter a **Primary E-mail**.
8. Click **Add Contact** to enter additional email addresses, as needed.

In the **Address** container:

9. Select the **Address Type**.
10. Enter **Address Line 1**.
11. Enter **City**.
12. Select **State**.
13. Enter **Zip Code**.

14. If you are associating your registration with a Legal Organization, such as a registered Law Firm, click **Add Legal Organization**.

The **Legal Organization Search** window appears.

**Add Legal Organization Association**

LEGAL ORGANIZATION SEARCH ▾

Name Contains  Show Inactive

LEGAL ORGANIZATIONS

Name	Address	Active
No records were found.		

Search Cancel

**Fig. 1.4: Legal Organization Search window**

15. Enter search criteria.
16. Click **Search**.

**Add Legal Organization Association**

LEGAL ORGANIZATION SEARCH ▾

Name Contains  Show Inactive

LEGAL ORGANIZATIONS

Name	Address	Active
Weitzmann, Weitzmann, & Huffman	333 Main St Stroudsburg PA 18360	Y

1 to 1 of 1 records

**Search** **Cancel**

**Fig. 1.5: Legal Organization Search** window – search results returned

➤ **NOTE:** If the Legal Organization to which you belong is not returned in a search, you must contact the Prot.

17. Click the line item **Name** of the Legal Organization to which you are associating your E-Filer registration, if applicable.

The **User - Legal Organization Details** window appears.

**Add Legal Organization Association**

LEGAL ORGANIZATION SEARCH ▾

Name Contains  Show Inactive

LEGAL ORGANIZATIONS

**User - Legal Organization Details**

USER-LEGAL ORGANIZATION DETAILS ▾

Role\*

Service E-Mail\*

[Add Another](#)

**Save** **Cancel**

**Fig. 1.6: Legal Organization Search** window – Organization Details

Here, your Role determines what functions you can access in E-File and, for your Court, are defined as:

**Attorney** - selected by users with a valid Bar ID who use the application to submit E-Filing on new and existing cases

**Support Staff** – selected by users without a Bar ID who can submit E-filings on behalf of Attorneys

**Legal Organization Admin\*\*** - selected by users with a valid Bar ID who use the application to submit E-Filing on new and existing cases as well as add and remove user access for other e-filers of the organization.

**Non-Filing Legal Organization Admin\*\*** - selected by users who do not submit e-filings themselves or on behalf of anyone else. This role lets users add and remove user access for other e-filers of the organization.

**\*\*Please note:** you will need to contact the Prot and identify at least one person in your organization to be a Legal Organization Admin or Non-Filing Legal Organization Admin prior to having anyone else attempt to add your law firm as a Legal Organization.

18. Select a **Role**.
19. Enter a **Service Email**.
20. Click **Add Another** to enter additional email accounts associated to your registration and the Legal Organization, as needed. If you add a support staff email address, that individual is required to complete the E-Filing Registration and associate to your account through the Legal Organization functionality.
21. Click **Save**.

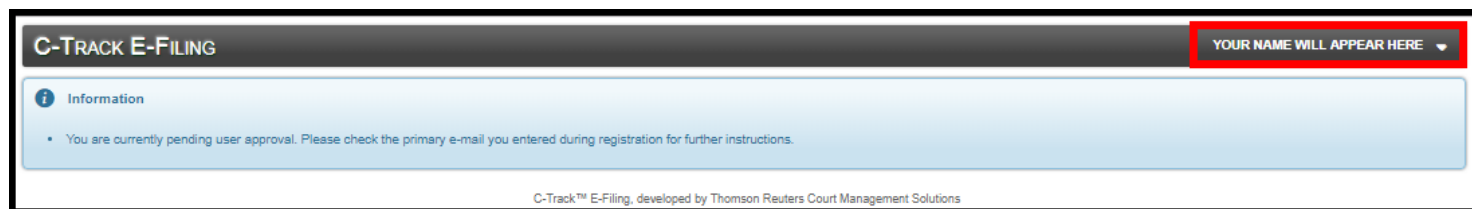
In the **Verification** container:

22. Enter Verification from the Captcha container.

In the **Terms and Conditions** container:

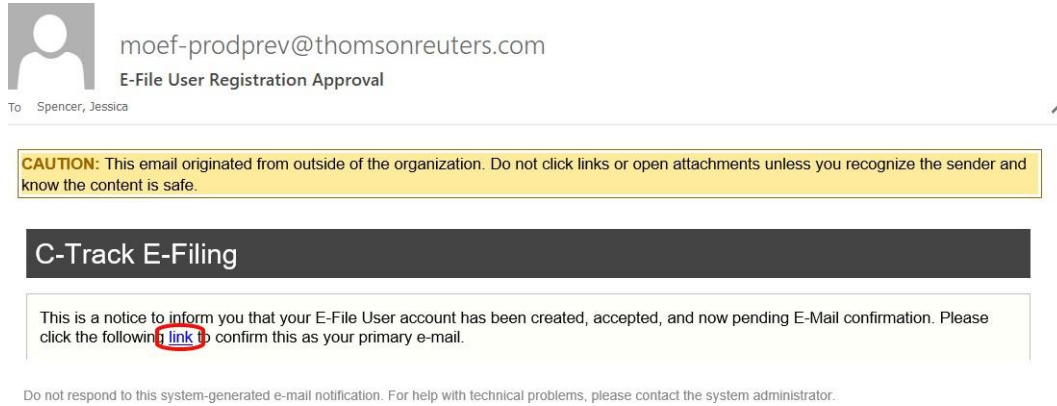
23. Click the **I agree** check box.
24. Click **Next**.

An **Information** message appears and directs you to check your primary email to complete registration.



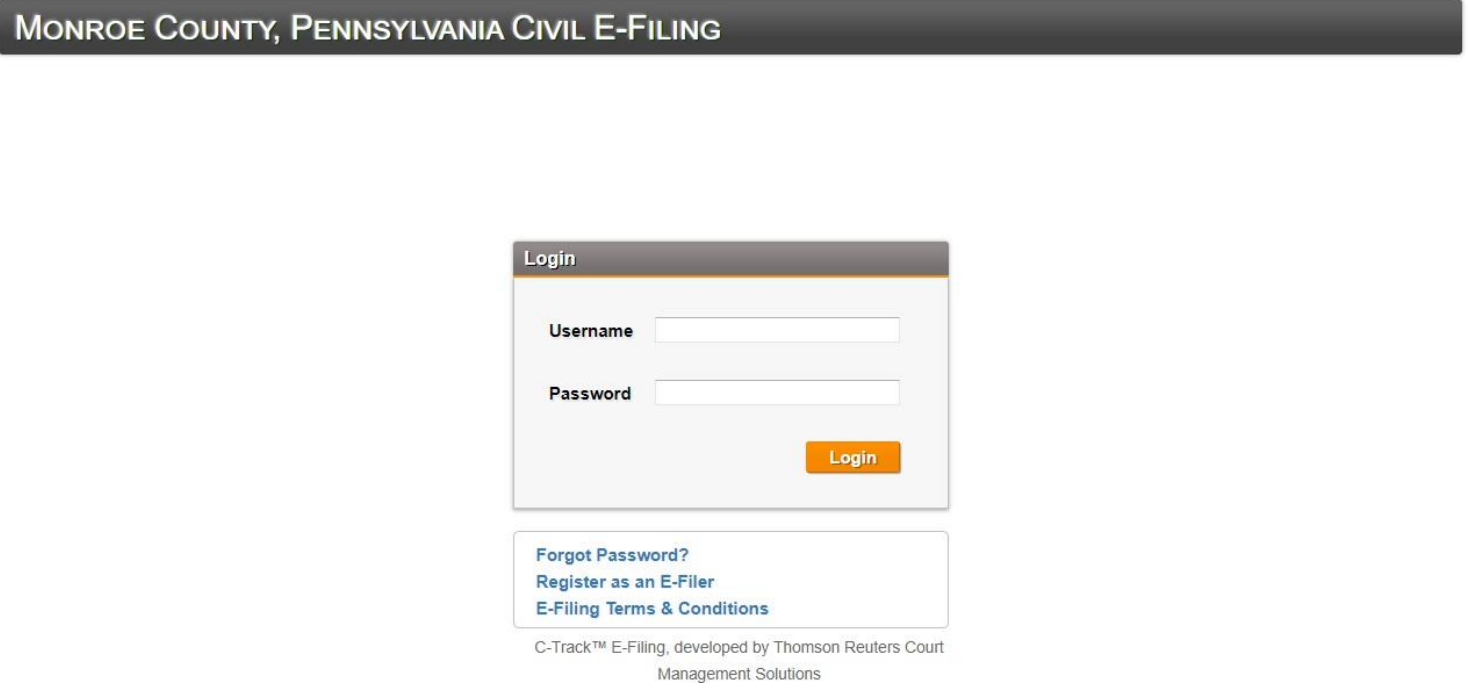
**Fig. 1.7: Information message**

25. Log into the email account that you entered on the Registration form.
26. Open the email from the E-File site.
27. Click the link provided in the email. The link will appear similar to the figure below.



**Fig. 1.8: C-Track E-Filing Email example**

A Browser window opens and navigates to a secure **C-Track E-Filing Login** screen.



**Fig. 1.9: C-Track E-Filing Login screen**

28. Enter **Username**.
29. Enter **Password**.
30. Click **Login**.

Please see the **Helpful Links** to access Monroe County Forms, Rules and AOPC information.

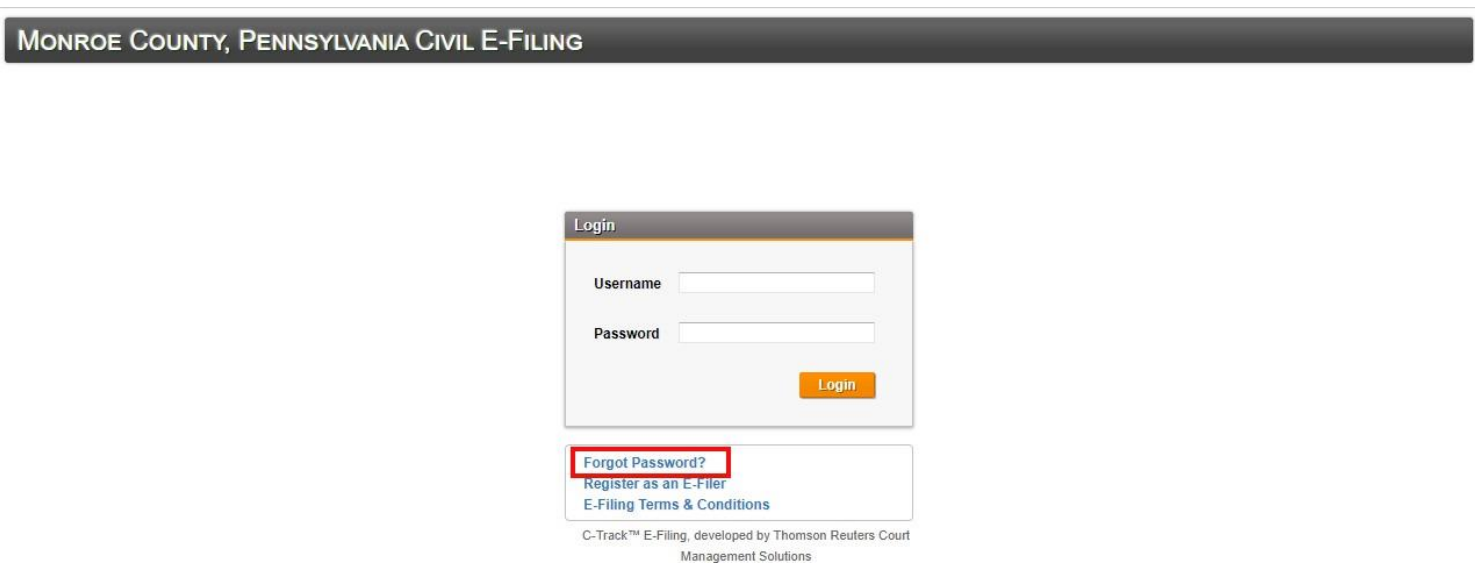
The **C-Track E-Filing Home** screen appears and your registered first and last name display in the top right header of the

Home screen banner.



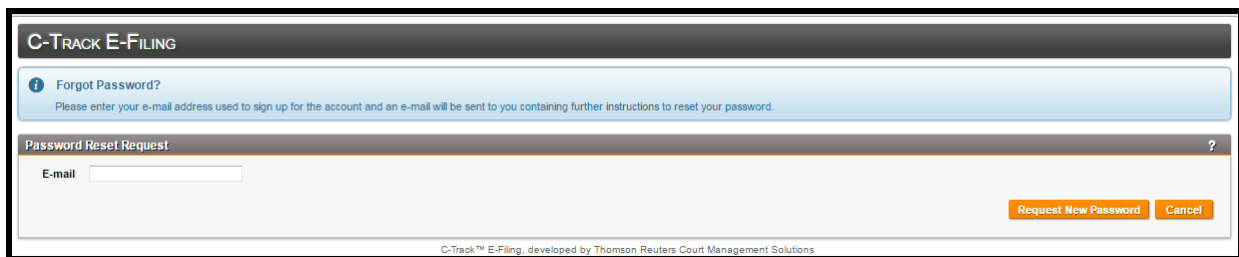
**Fig. 1.10: C-Track E-Filing Login screen**

31. Should you forget your password, click the **Forgot Password?** link on the **C-Track E-Filing** screen.



**Fig. 1.11: C-Track E-Filing Login screen – Forgot Password?**

The **Forgot Password** Information message and **Password Reset Request** container appear.




**Fig. 1.12: Password Reset Request container**

32. Enter the email address you provided on the Registration form.
33. Click **Request New Password**.

An email is sent to the email account on file. Follow the instructions in the email to reset your password.

Disclaimer: This Thomson Reuters document has been modified by the customer from its original state.

## 1.4 E-Filing Notifications

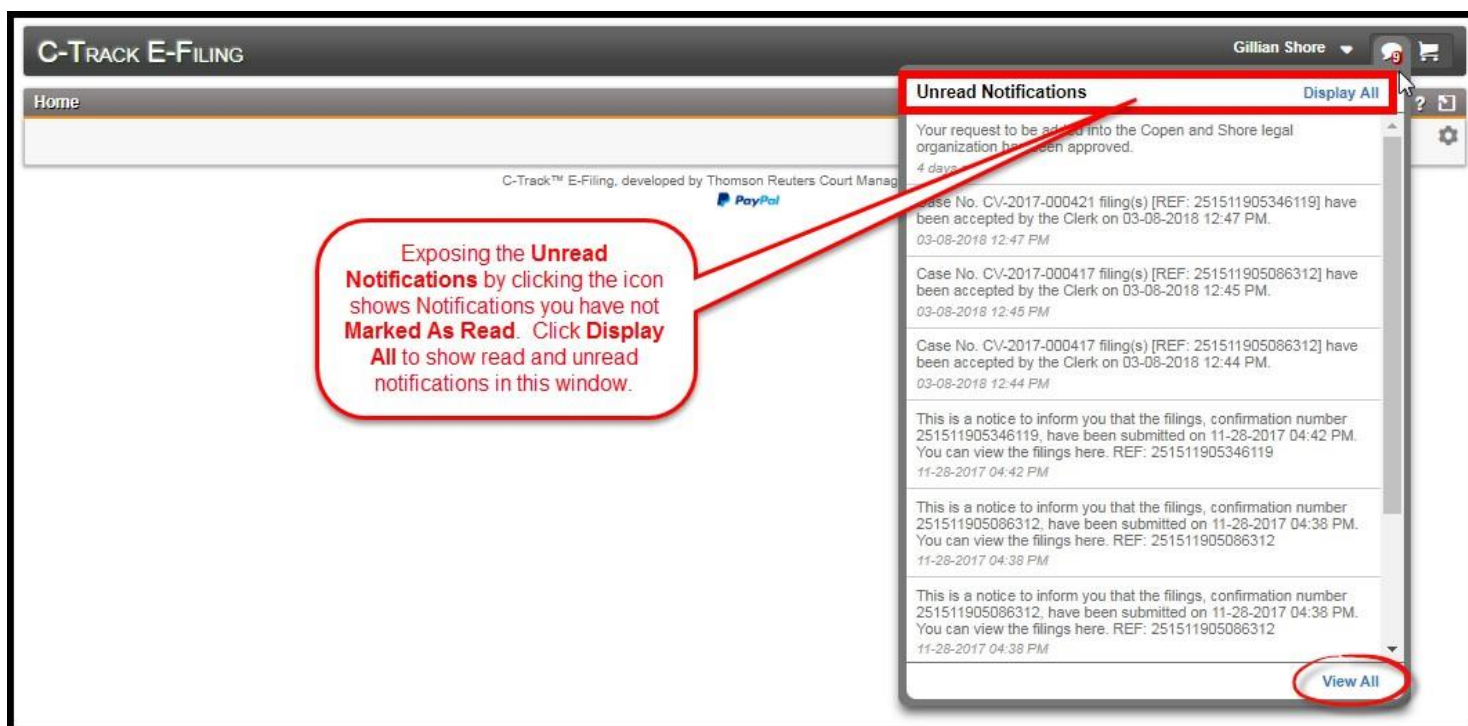
Notifications behave and display the same information about E-File submission regardless of the account that is active. The number that appears in the red circle at the bottom right of the **Notification** icon  includes all unread submission notifications from the users' Personal Account as well as all Legal Organizations to which the user is a member and under which they have filed.



**Fig. 1.26: Home screen - Notifications**

1. Click the **Notification** icon.

The **Notifications** window is exposed. The **View All** link is available at the bottom of the window.



**Fig. 1.27: Home screen – Notifications for the user - Notifications exposed**

2. Click **View All**.

The **Notifications** screen appears.

**Notification Information Search Criteria:**

Notification Date From: [ ] To: [ ] Status: All Subject: [ ] Sender: [ ] Search

<input type="checkbox"/>	Date	From	Subject
<input type="checkbox"/>	03-08-2018	Migration	Filing Approval - Case No. CV-2017-000421
<input type="checkbox"/>	03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
<input type="checkbox"/>	03-08-2018	Migration	Filing Approval - Case No. CV-2017-000417
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission - Case No. CV-2017-000419
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
<input type="checkbox"/>	11-28-2017	Migration	Filing Submission - Case No. CV-2017-000417
<input type="checkbox"/>	11-28-2017	Migration	New Legal Organization User Approved

1 to 9 of 9 records | 0 items selected

Mark Read Mark Unread

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.28: Notifications screen**

The **Notifications** screen has two containers. The **Notifications** display table defaults all notifications, regardless of **Read** or **Unread** status, when you access the screen. The **Notification Information** container lets you enter search criteria of **Notification Date** range, **Subject** and **Sender**.

The **Notifications** display table lets you select any column header to sort the information in ascending / descending order:

**Check box** column – lets you select individual Notification line items as read or unread; the Check box in the table headers lets you select all line items in the table to mark as read or unread

**Date** column – provides the date upon which the submission notification was sent from the CMS to you

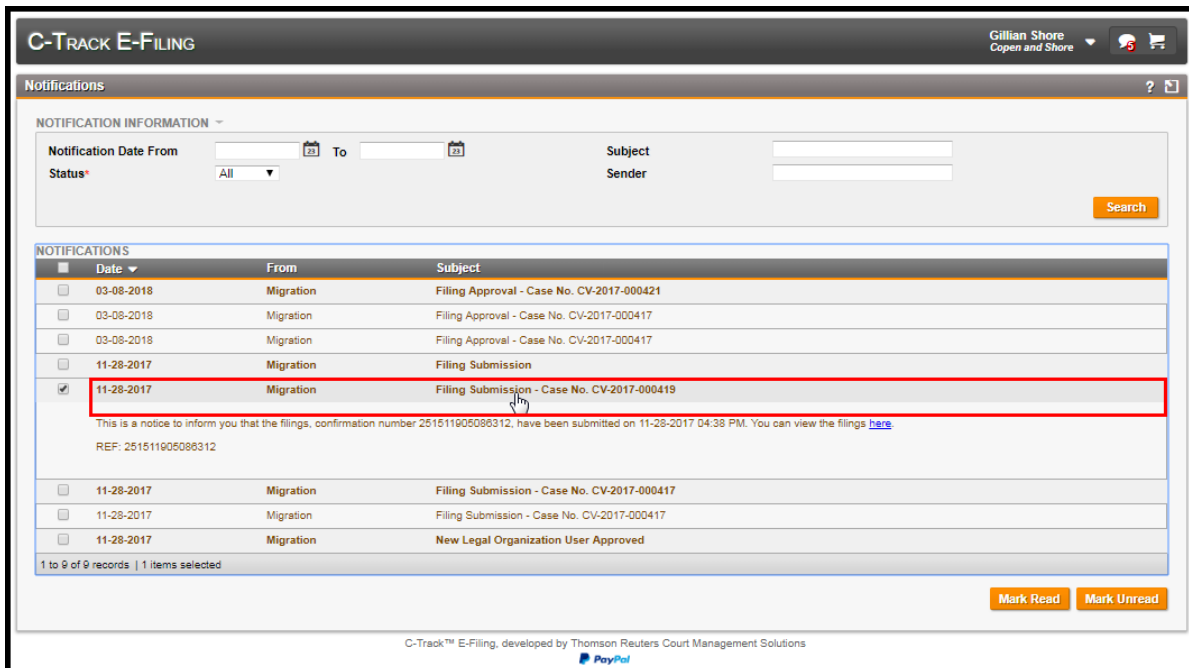
**From** column – shows the name of the sender; click the line item here or on the **Subject** column to expand and view details about the Notification and to reveal a **here** link to navigate to the **Filing Summary** screen in a separate browser window.

**Subject** column – a description of the notification; for all submissions that reference a Matter number, the number is included in the subject

**Mark Read** button – marks the submission line items that are selected by check box as Read and reduces the **Notification** icon number displayed at the top of all C-Track E-Filing screens

**Mark Unread** button – marks the submission line items that are selected by check box as Unread and increases the **Notification** icon number displayed at the top of all C-Track E-Filing screens

3. Click the **Subject** of a line item.

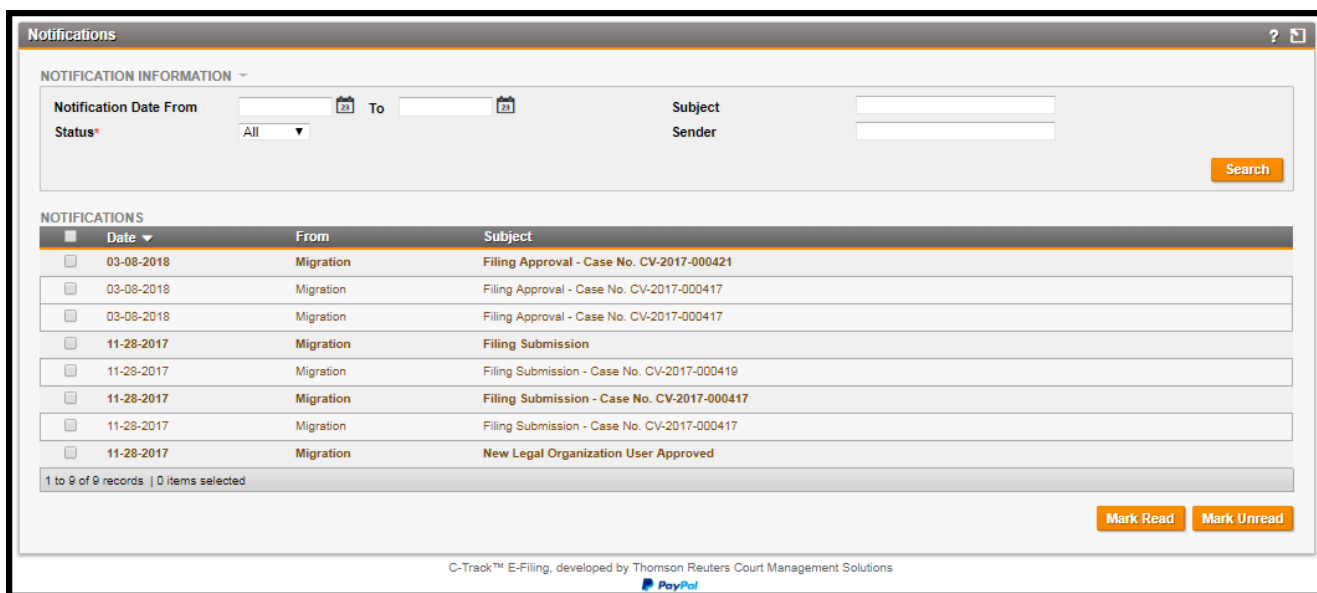


**Fig. 1.29: Notifications message expanded**

The check box for the line item is selected. The expanded message provides information about the filing referenced in the Subject line. The **here** link in the expanded Subject message opens a separate browser window and navigates to the **Filing Summary** screen of the referenced filing.

4. Click the **Mark Read** button at the bottom right of the **Notifications** display table.

The line item collapses, and the bold appearance is removed indicating the message has been read.



**Fig. 1.30: Notifications message read**

To find Notifications that have been marked Read, use the All or the Read **Status** as search criteria in the Notification Information container at the top of the screen.

## 1.6 Create a New Case E-Filing

In this example we create a Filing of a new case. We are logged into the C-Track E-Filing site for an existing user who is an attorney associated to a Legal Organization – a law firm.

➤ **NOTE:** The Court determines the maximum file size of documents that can be upload in an e-Filing submission. For Monroe County, the upload limit is 25MB. Any documents larger than 25 MB will need to be split and uploaded in multiple parts.

1. From the home screen, click **Create Filing** from the left menu.

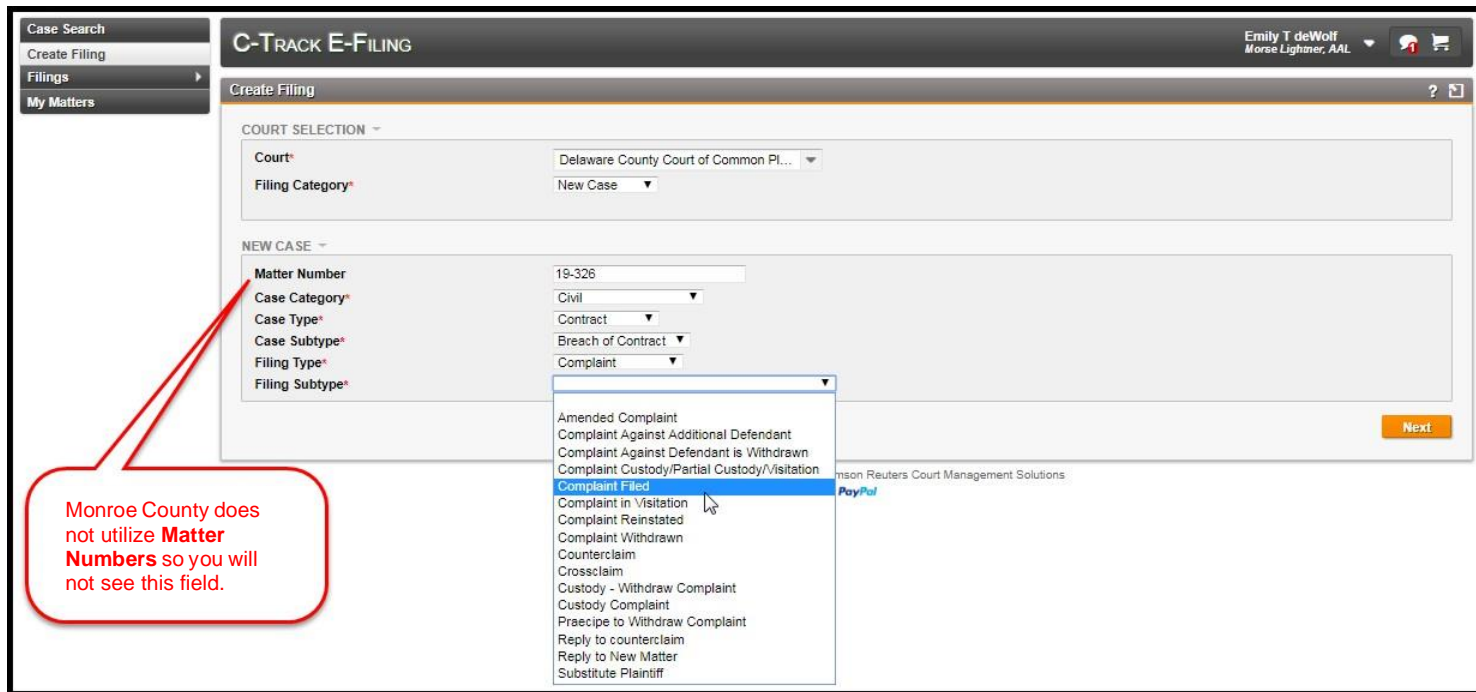
The **Create Filing** screen appears.

**Fig. 1.49: Create Filing** screen

The **Create Filing** screen has a single container, **Court Selection**. You can select a **Court** and **Filing Category**.

2. Select a **Court**.
3. Select a **Filing Category**. Here, we select New Case.

With the selection of New Case in the Filing Category field, a second container, **New Case**, is added to the screen.



**Fig. 1.50: New Case** container – Case Category, Type, Subtype, Filing Type entered Filing Subtype exposed

4. Select **Case Category**.
5. Select **Case Type**.
6. Select **Case Subtype**.
7. Select **Filing Type**.
8. Select **Filing Subtype**.
9. Click **Next**.

➤ **NOTE:** Once you leave the **Create Filing** screen, the filing moves into Draft status in the E-File application. If you navigated to any other screen in the E-file application before you completed this filing, the filing is available to be completed through the **Filings > Draft** left menu path.

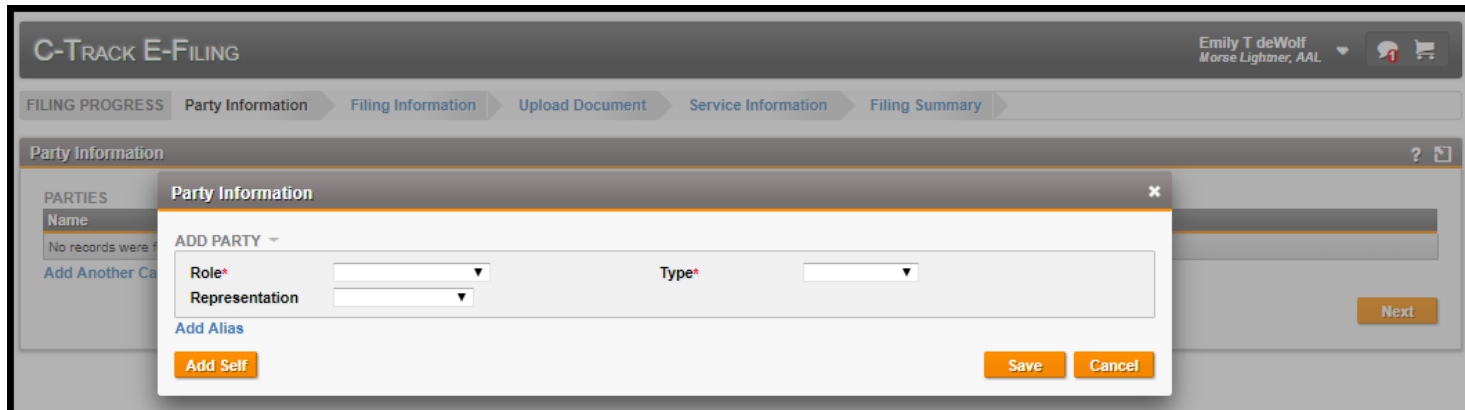
The **Filing Information** container appears below the left navigation menu and the **Filing Progress Indicator** appears below the top C-Track E-Filing banner. The **Party Information** indicator is highlighted and the **Party Information** container appears.



**Fig. 1.51: Filing Progress– Party Information**

10. Click the **Add Another Case Party** link at the bottom left of the Parties display table.

The **Party Information** window appears.

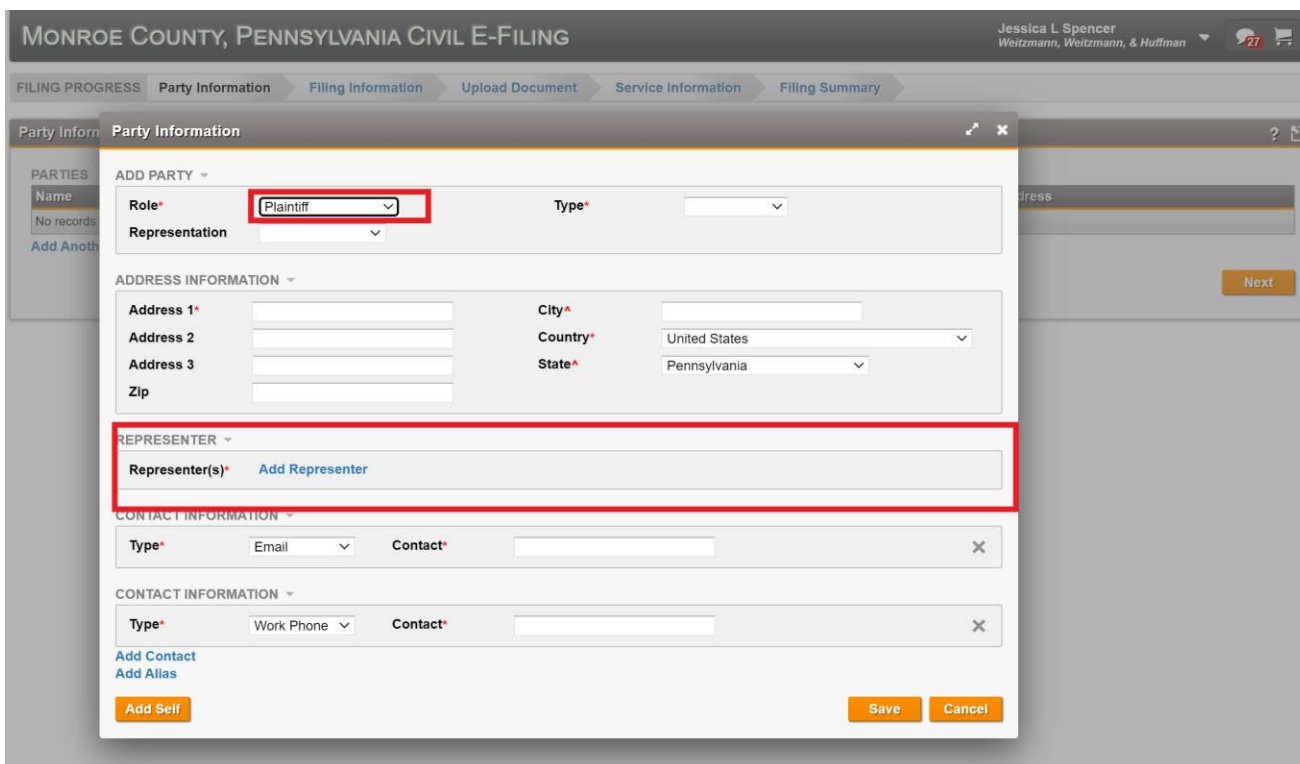


**Fig. 1.52: Party Information window**

The **Party Information** window has a single container, **Add Party**. This window expands with additional containers based upon the selections chosen in the **Role** and **Type** drop downs.

11. Select **Role**.

With the selection of Role, another container, **Representer**, is added to the window.



**Fig. 1.53: Party Information window –containers added based on Party selections**

12. Select **Type**, in the **Add Party** container.

With the selection of **Type**, another container, **Name**, is added to the window.

The screenshot displays the 'Party Information' window in the Monroe County, Pennsylvania Civil E-Filing system. The window is titled 'Party Information' and has a close button in the top right corner. The main content area is divided into several sections:

- ADD PARTY**: This section contains a 'Role\*' dropdown menu set to 'Plaintiff' and a 'Representation' dropdown menu. To the right, the 'Type\*' dropdown menu is set to 'Person' and is highlighted with a red rectangular box.
- NAME**: This section is highlighted with a red rectangular box and contains four input fields: 'Last Name\*', 'First Name\*', 'Middle Name', and 'Prefix'.
- ADDRESS INFORMATION**: This section contains input fields for 'Address 1\*', 'Address 2', 'Address 3', and 'Zip', along with dropdown menus for 'City\*', 'Country\*' (set to 'United States'), and 'State\*' (set to 'Pennsylvania').
- REPRESENTER**: This section contains a 'Representer(s)\*' label and a blue link labeled 'Add Representative'.

The background shows the main application interface with navigation tabs for 'FILING PROGRESS', 'Party Information', 'Filing Information', 'Upload Document', 'Service Information', and 'Filing Summary'. The user's name, 'Jessica L. Spencer', and the firm name, 'Weitzmann, Weitzmann, & Huffman', are visible in the top right corner.

**Fig. 1.54: Party Information** window –containers added based on **Type** selection

13. Select **Representation**, in the **Add Party** container.
14. Enter **Last Name**, in the **Add Party** container.
15. Enter **First Name**.
16. Click the **Add Representative** link from the **Representer** container.

The **Representer Search** window appears.

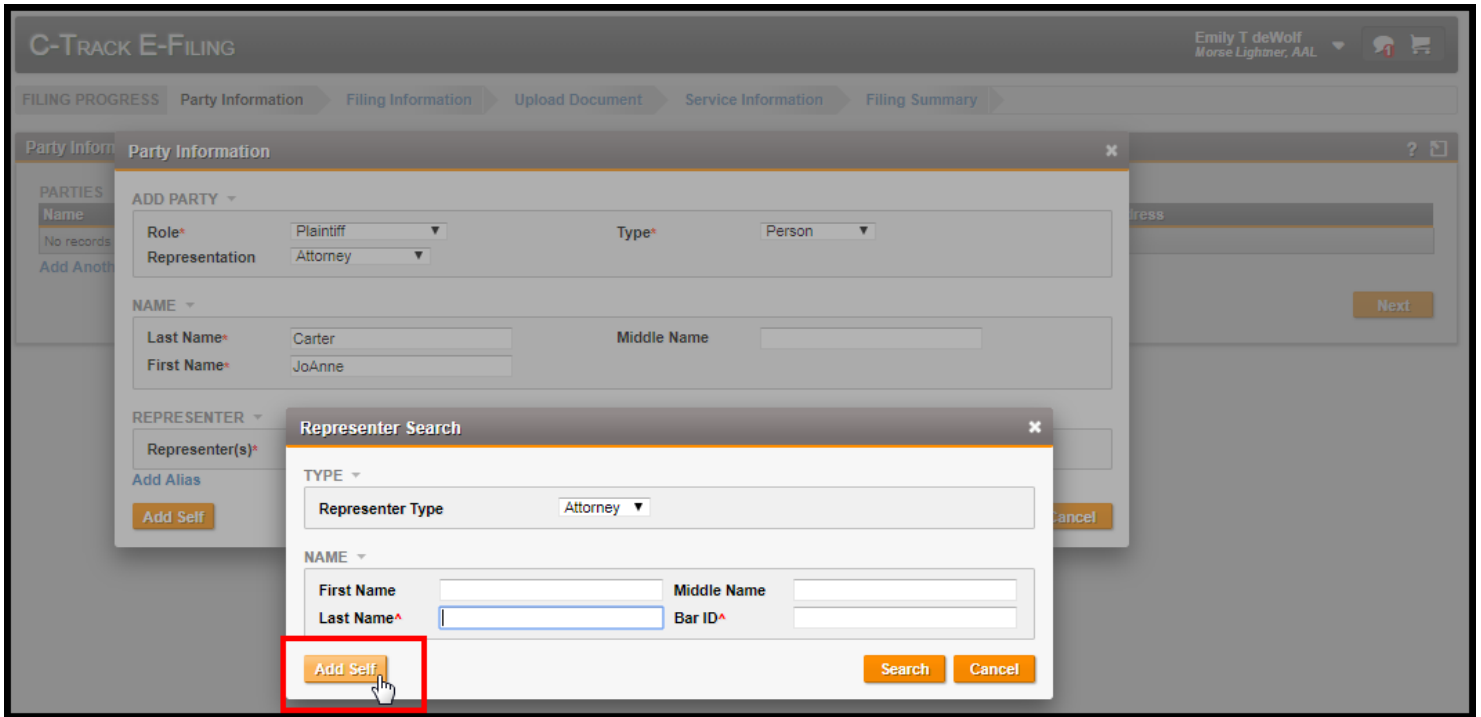


Fig. 1.55: Representer Search window

The **Representer Search** window has two containers to let you enter search criteria based on an attorney or law firm search. The kind of search is based on the selection of **Representer Type** – Attorney or Law Firm. Note the **Add Myself** button which eliminates the need to search for a representer and adds credentials based on your user login information.

17. Click **Add Self**.

The **Name** of the logged in user is entered as the attorney for this case party.

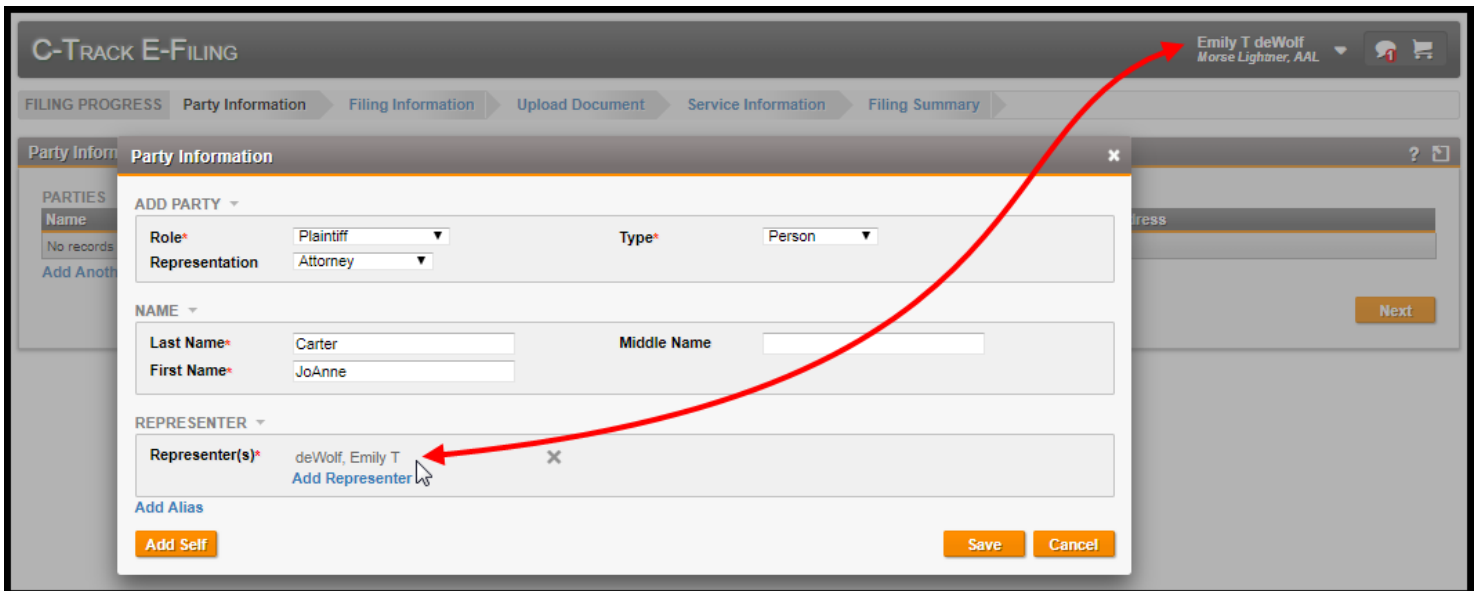


Fig. 1.56: Party Information window – Add Self functionality

Note the **X** that appears to the right of the **Representers** name. You can remove the representer by clicking the **X**. You do not confirm the deletion of information; the information is removed.

If a support staff user is filing on behalf of an Attorney, the Attorneys name appears as the Representer when the support

staff selected **Add Myself** for representer.

**Fig. 1.57: Party Information** window – support staff associated through a Legal Organization files for Attorney

18. Use the **Add Representative** link to search for and add additional attorneys for the party, if needed.
19. Click **Save**.

The Party appears in the **Parties** display table of the **Party Information** screen.

Name	Type	Role	Attorney(s)	Address
JoAnne Carter	Person	Plaintiff	Emily T deWolf	

**Fig. 1.58: Filing Progress** screen – Party added

20. Click the **Add Another Case Party** link.
21. Select **Role**.
22. Select **Type**. Here, we select Organization. Note the containers present different fields to capture contact information.
23. Select **Representation**. Here, we select Self – representation. For this case party, you are providing the information that is known to you at the time of filing. You may not know if the party is retaining an attorney or law firm. This can be updated during the case proceedings, as needed.
24. Enter **Organization Name**.
25. Enter **Address**.

The screenshot shows the 'Party Information' form in the C-Track E-Filing system. The form is titled 'ADD PARTY' and is divided into several sections:

- ADD PARTY:** Role\* is set to 'Defendant', Type\* is 'Organization', and Representation is empty.
- NAME:** Organization Name\* is 'Lewis Roofing, LLC'.
- CONTACT INFORMATION:** Address 1\* is '149 Porter St', City is 'Essington', Country\* is 'United States', State^\* is 'Pennsylvania', and Zip is '19029'.

At the bottom left, there is an 'Add Alias' link and an 'Add Self' button. At the bottom right, there are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

Fig. 1.59: Party Information – Party added

If an organization is known under another Name, use the **Add Alias** link below the bottom left of the **Contact Information** container to add Alias Information.

This screenshot shows the 'Party Information' form with the 'Alias Information' section expanded. The 'Alias Type\*' dropdown menu is open, displaying the following options: AKA, DBA, FDBA, FKA, NKA, Other, and Sic. The 'Name/Organization\*' field is currently empty. The 'Add Alias' link is visible below the dropdown menu. The 'Save' and 'Cancel' buttons are at the bottom right.

Fig. 1.60: Party Information – Alias Information container

26. Click **Save**.

You return to the **Party Information** screen with the case party information entered.

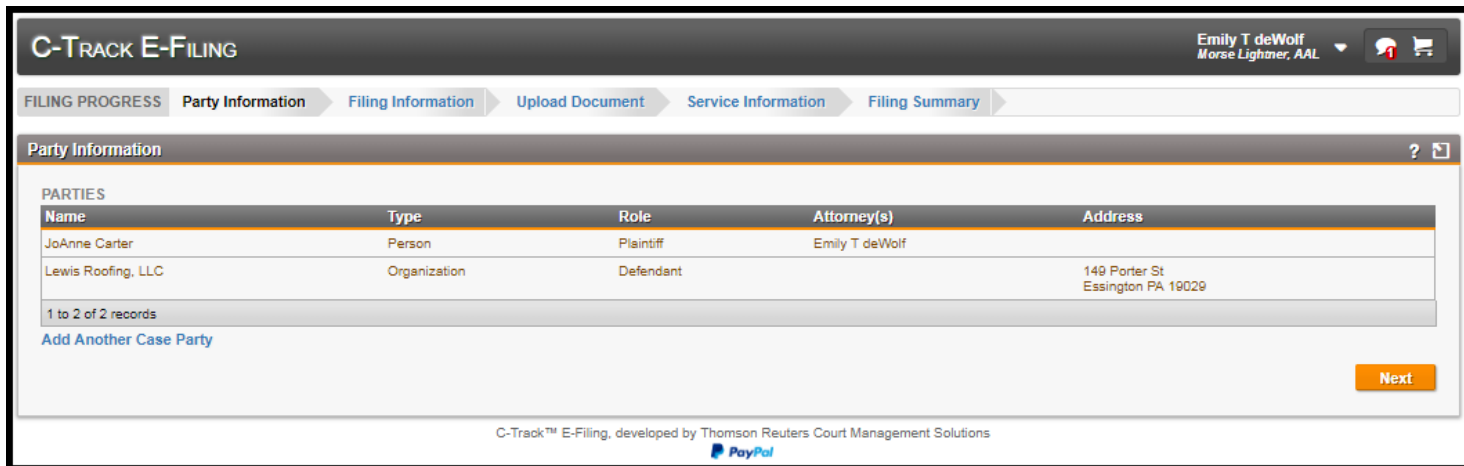


Fig. 1.61: Filing Progress screen – Party added

Repeat the **Add Another Case Party** process to add additional parties to the case, as needed.

27. Click **Next**.

The **Filing Information** Indicator is highlighted and **Filing Information** screen appears. Additionally, the filing has been moved to the **Draft Filing Queue** which you can access from the **Filings > Draft** left menu option. If you navigate away from the filing, you can return to it by selecting it from the **Filings** display table on the **Draft Filing Queue** screen.

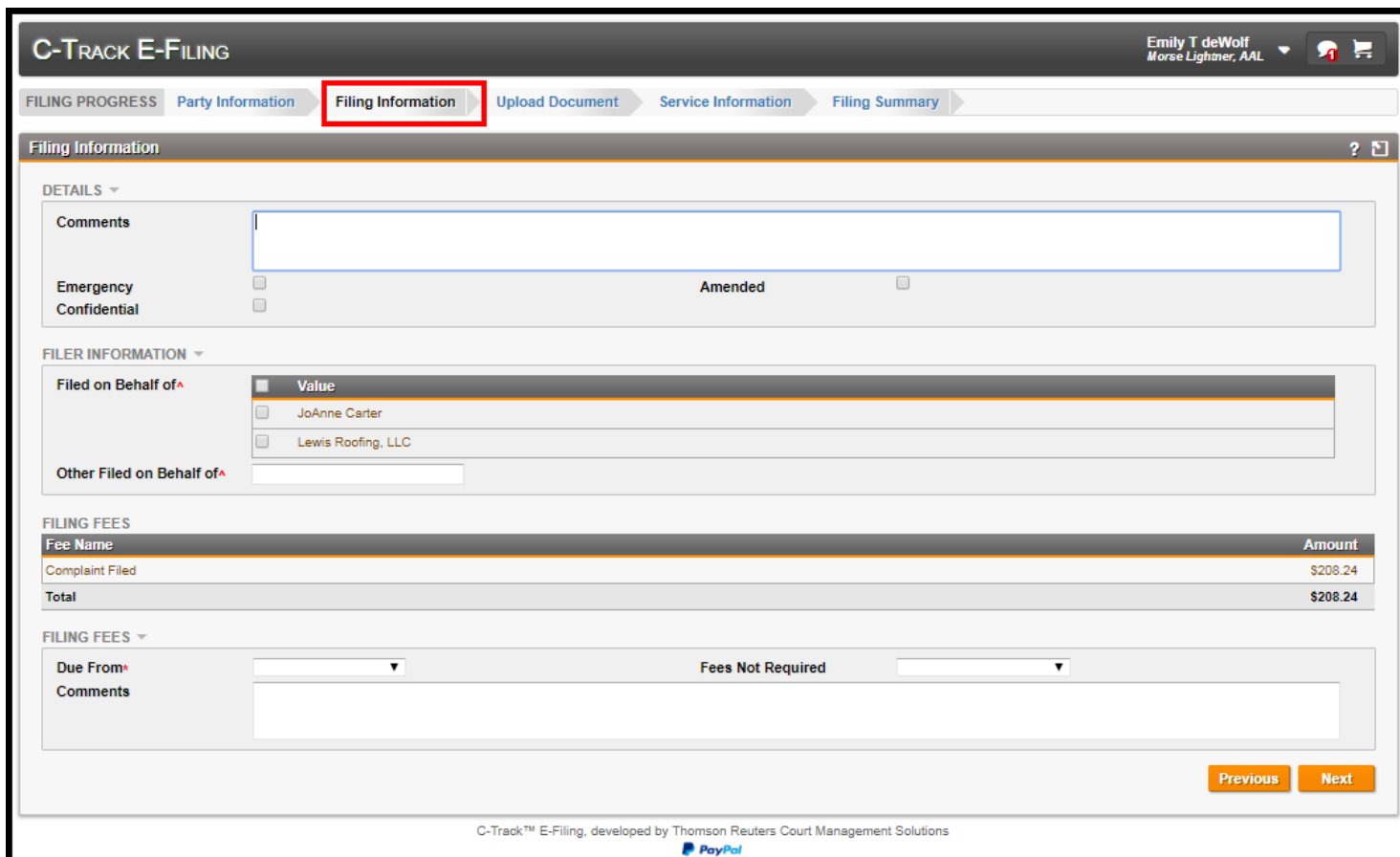


Fig. 1.62: Filing Information screen

➤ **NOTE:** Each element of the **Filing Progress** Indicator is a link to navigate to the corresponding screen. You are not required to complete the screens in any particular order however, Filing Progress is organized in a logical manner to aid in the completion of all required information for a filing.

➤ **NOTE:** In Monroe County's current E-File workflow, you will see an **Additional Information** container. The information in this bundle includes **Money Damages, Class Action Suit, MDJ Appeal, and Pro Se**. Populate this information as necessary as per Rules of Civil Procedure.

The **Filing Information** screen has four containers. The **Details** container lets you indicate if the filing is an **Emergency**, an **Amended** filing or is **Confidential** by selecting the check boxes. You can also add a **Comment** to the filing that the Prot will see.

Case types marked **Confidential** and electronic filings of a new case identified by E-Filers, when they select the **Confidential** check box, establish special security around those confidential cases if approved by the Prot when the filing is accepted. Confidential security means the case requires permissions at the user level for Court Personnel to view and maintain information about the case. Confidential security also means the case will not be returned in a search on the E-File or Public Access Portals unless the user has authorized permission to view cases marked confidential. Attorneys who are added to the **E-File User Access** screen manually by the Prot, or through automation by electronic filing, will have access to search for and file on Confidential cases. This permission will NOT extend to Support Staff filing on behalf of an attorney unless the Support Staff are added individually by the Prot. An E-Filer who is not associated to the case cannot search for, nor electronically file on, a Confidential case, even if they know the case number.

		Public Case	Confidential Case
User Not on EF User Access List	Search / Access Case	✗	✗
	E-File into Case	✓	✗
User on EF User Access List	Search / Access Case	✓	✓
	E-File into Case	✓	✓

**Fig. 1.63: Confidential controls**

The **Filer Information** container lets you identify the entity(s) for whom you are filing.

The **Filing Fee** container displays the court fee for the filing type.

The **Filing Fees** container identifies the **Due From** party and also lets you indicate circumstances where fees are not required (must comply with Pennsylvania Rules of Civil Procedure and Monroe County Local Rules).

The **Additional Information** container lets you specify additional Monroe County case specific information.

The **Previous** button navigates back to the **Party Information** screen.

The **Next** button saves information you have entered and navigates to the **Upload Document** screen.

28. Select the check box(es) for parties for whom you are filing.

**C-TRACK E-FILING** Emily T deWolf Morse Lightner, AAL

FILING PROGRESS Party Information **Filing Information** Upload Document Service Information Filing Summary

**Filing Information**

DETAILS

Comments

Emergency Confidential  Amended

FILER INFORMATION

Filed on Behalf of

- Value
- JoAnne Carter
- Lewis Roofing, LLC

Other Filed on Behalf of

FILING FEES

Fee Name	Amount
Complaint Filed	\$208.24
<b>Total</b>	<b>\$208.24</b>

FILING FEES

Due From: JoAnne Carter Fees Not Required

Comments

Previous Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Fig. 1.64: Filing Information screen – selections complete

29. Click **Next**.

The **Upload Document** screen appears.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer Weitzmann, Weitzmann, & Huffman

FILING PROGRESS Party Information Filing Information **Upload Document** Service Information Filing Summary

**Upload Document**

DOCUMENT

Name: Complaint - Complaint File\*: Choose File No file chosen

Exclude from eService  Comments

Request Confidential\*  Confidential Reason\*

Add Another

Previous Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Fig. 1.65: Upload Document screen

➤ **NOTE:** The Court determines the maximum file size of documents that can be upload in an e-Filing submission. For Monroe County, the upload limit is 25MB. Any documents larger than 25 MB will need to be split and uploaded in multiple parts.

You must save larger documents in parts or sections and use the **Add Another** link at the bottom left of the **Upload Document** container to upload all documents of the filing.

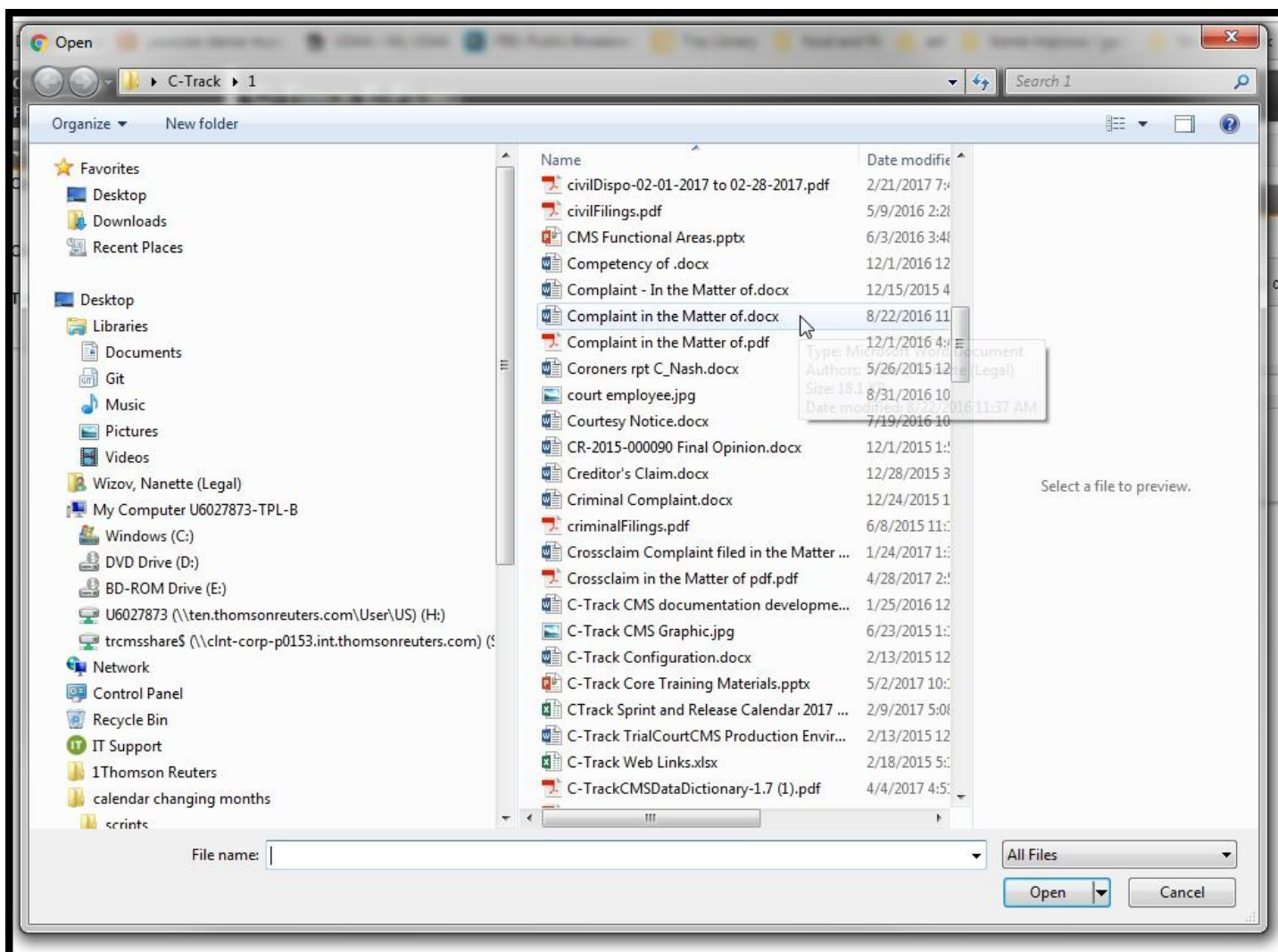
The **Upload Document** screen has a single container. The **Documents** container lets you upload documents that are electronically transferred to the Court when you submit the filing. You can specify **Request Confidential** and **Exclude from e-Service** for the document. You must identify a **Confidential Reason** when requesting a document remain confidential. You can also add a **Comment** about the document.

The **Add Another** link lets you upload as many documents as needed. If the document you attach exceeds the file size limit established by the Court, a warning message shows. You must save larger documents in parts or sections and use the Add Another link to upload all documents of the filing.

30. Click **Browse** or **Choose File**.

➤ **NOTE:** Depending upon the browser you use to access the C-Track E-File application, elements within the application may have a slightly different appearance. For instance, if you use Internet Explorer, you see a **Browse** button which allows you to navigate to a location on your PC to a file you want to upload.

A browser window opens to allow you to navigate to a file on your PC that you want to upload.



**Fig. 1.66: Open browser window**

31. Select the file you want to upload.
32. Click **Open**.

You return to the **Upload Document** screen. The document title appears to the right of the **Choose File** button.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS **Party Information** Filing Information Upload Document **Service Information** Filing Summary

**Upload Document**

DOCUMENT ▾

<b>Name</b>	Complaint - Complaint	<b>File*</b>	Choose File Complaint 1.docx
<b>Exclude from eService</b>	<input type="checkbox"/>	<b>Comments</b>	<input type="text"/>
<b>Request Confidential^</b>	<input type="checkbox"/>	<b>Confidential Reason^</b>	<input type="text"/>

[Add Another](#) **Previous** **Next**

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PayPal

Fig. 1.67: Upload Document screen – file selected

33. Click **Next**.

The **Service Information** screen appears.

**C-TRACK E-FILING** Emily T deWolf  
Morse Lighner, AAL

FILING PROGRESS Party Information Filing Information Upload Document **Service Information** Filing Summary

**Service Information**

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	E-Mail Address	Service Method
No records were found.				

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Role	Representing	Address	Service Method	Service Date
Lewis Roofing, LLC	Defendant		149 Porter St Essington PA 19029	<input type="text"/>	<input type="text"/>

[Add Non-Electronic Service Recipients](#) **Previous** **Next**

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Fig. 1.68: Service Information screen


The **Service Information** screen has three containers. The **Electronic Service Recipients** container displays parties or participants that have an email address on file in the CMS application or in the C-Track E-Filing application.

The **Add Electronic Service Recipients** link lets you send email notification to other e-filers who are not parties or participants on the case, if needed. If the entity is not found through a search, you can add them with functionality that captures the Name and address of a Non E-Filer.

The **Non-Electronic Service Recipients** container will always require a **Service Method** option of Not Served, Conventional, or Electronic and a date.

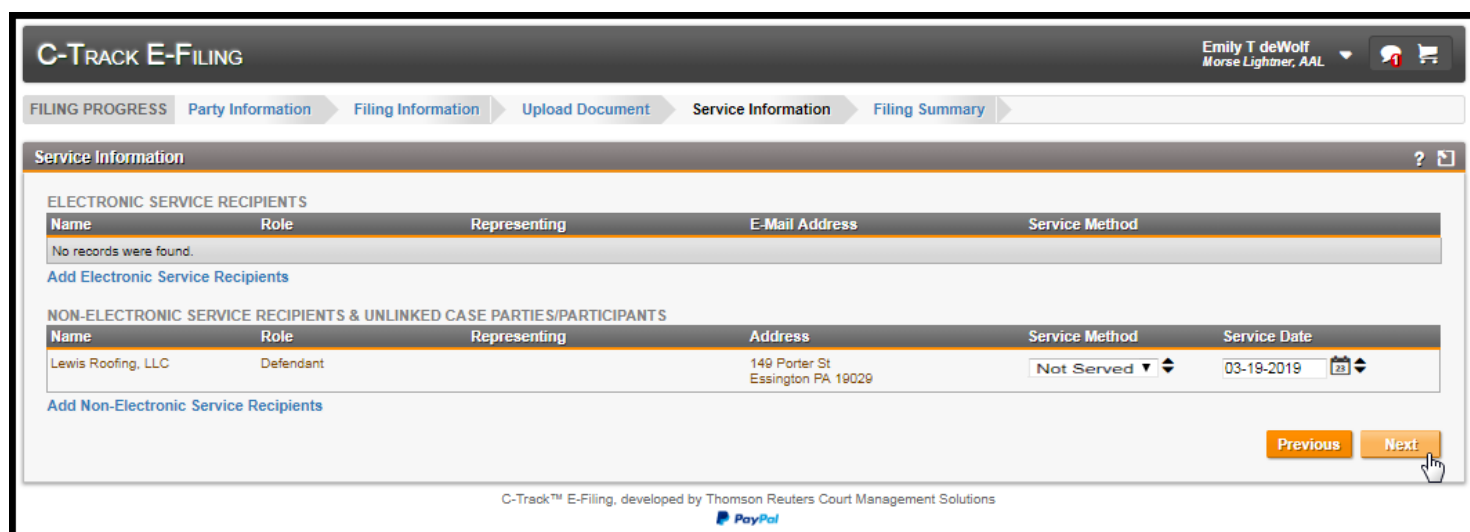
The **Add Non-Electronic Service Recipients** link lets you send notification to other entities by adding the name and address for conventional (mail) service.

➤ **NOTE:** The **Apply to All** icon  that appears to the right of the **Service Method** and **Service Date** fields lets you populate the fields once, and select the icon if the selection applies to all Recipients.

➤ The  **Date Picker** icon lets you access a Calendar which lets you select a month and day to populate the field. Additionally, C-Track E-Filing lets you enter the letter C in any Date field to enter today's day in the field. You can add days in the future by using the + and numeral. For example, C+30 would populate the field with the calendar day 30 days from today's date.

34. Select **Service Method**.

35. Enter **Service Date**.



**C-TRACK E-FILING** Emily T deWolf Morse Lightner, AAL

FILING PROGRESS Party Information Filing Information Upload Document **Service Information** Filing Summary

**Service Information**

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	E-Mail Address	Service Method
No records were found.				

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Role	Representing	Address	Service Method	Service Date
Lewis Roofing, LLC	Defendant		149 Porter St Essington PA 19029	Not Served	03-19-2019

[Add Non-Electronic Service Recipients](#)

Previous Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.69: Service Information screen - complete**

36. Click **Next**.

The **Filing Summary** screen appears.

**C-TRACK E-FILING** Emily T deWolf Morse Lightner, AAL

FILING PROGRESS Party Information Filing Information Upload Document Service Information **Filing Summary**

**Filing Summary**

**CASE DETAILS**

Court	Delaware County Court of Common Pleas
Case Category	Civil
Case Type	Contract
Case Subtype	Breach of Contract

**FILING INFORMATION**

Filing Number	10062	Type	Complaint - Complaint Filed
Filed on Behalf of	JoAnne Carter	Comments	
Other Filed on Behalf of		Emergency	
Amended		Confidential	

**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
JoAnne Carter	Person	Plaintiff		Emily T deWolf
Lewis Roofing, LLC	Organization	Defendant	149 Porter St Essington PA 19029	

**DOCUMENTS**

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Complaint - Complaint Filed				

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	E-Mail Address	Service Method
No records were found.				

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Role	Representing	Address	Service Method	Service Date
Lewis Roofing, LLC	Defendant		149 Porter St Essington PA 19029	Not Served	03-19-2019

**FILING FEES**

Fee Name	Amount
Complaint Filed	\$208.24
<b>Total</b>	<b>\$208.24</b>

**FILING FEES**

Due From	JoAnne Carter	Fees Not Required
Comments		

Edit Filing Add Associated Filing Add To Cart Delete This Filing

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.70: Filing Summary** screen

The **Filing Summary** screen provides seven containers with a summary for all information entered on the previous E-Filing screens.

The **Edit Filing** button navigates back to the beginning of the Filing Progress – the **Party Information** screen where you can edit information or use the **Next** button to proceed through the screen(s) to the information that needs editing.

The **Add Associated Filing** button lets you add a separate filing that belongs to the same case. Associated filings appear as separate Registry of Action or Docket Entries on the case.

The **Add To Cart** button navigates to the **Cart** screen where you can review a summary of all filings in the **Cart** and see costs for any filings that are assessed.

The **Delete This Filing** moves the filing to the **Draft** queue where you can select a check box and delete the filing.

37. Click **Add To Cart**.

The **Cart** screen appears.

MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING

Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

Information

- If fees are owed, you will be directed to a page to make your payment.

Cart

SUMMARY

Number of Filings	1	Total	\$132.50
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FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Monroe County Court of Common Pleas		Complaint - Complaint	1	\$132.50

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)

PayPal

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.71: Cart screen**

The **Cart** screen has two containers: the **Summary** container shows the **Number of Filings** to be submitted and the **Total** cost.

The **Filings** container shows the **Court** in which the filings will be processed. **Case Number** appears for filings on an existing case. Line items with no case number indicate a new case filing. The case number is auto generated in the C-Track CMS application. When you receive confirmation of a successful submission of the filing of a new case, you also receive the case number. The Filing Item(s) show the Registry of Action or Docket Entry that is added to the case in the C-Track CMS application when the filing is processed successfully. **Documents** indicate the number of documents attached or uploaded to the filing and **Fees** represent the cost the Prot assesses for each filing.

You can remove filings from the **Cart** by clicking the **X** at the far right of any line item. When you remove a filing from the **Cart** a **Confirm** window requires that you **OK** the removal. The filing is moved to the **Draft** queue, found through the left navigation menu, following the path **Filings > Draft**.

Note the **Information** message that appears above the **Cart** screen provides payment instruction information. The **Cart** icon



in the far-right top navigation bar reflects the addition of the filing to the Cart. Also note the **E-Filing Terms & Conditions** link at the bottom of the **Filings** container. Terms and Conditions information is also available when you register as an E-Filer.

### 38. Click **Submit Filings**.

Depending upon your Courts business process, you navigate to a payment screen where payment method information is captured. Once the information is successful saved and processed, the **Submission Confirmation** screen appears.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

**Information**

- Your electronic filings have been submitted for review and processing.

**Submission Confirmation**

**DETAILS**

<b>E-File Confirmation #</b>	521647975941776	<b>Submitted Date</b>	03-22-2022 07:06 PM		
<b>Payment Confirmation #</b>	09C26384CK205014Y				

**FILINGS**

Court	Case Number	Filing Number	Filing Item(s)	Documents	Fees
Monroe County Court of Common Pleas		10080	Complaint - Complaint	1	\$132.50
<b>Total</b>					<b>\$132.50</b>

**Print**

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions  
PayPal


**Fig. 1.72: Submission Confirmation screen**

You have successfully submitted as electronic filing for a new case in the C-Track E-Filing application.

The **Submission Confirmation** screen has two containers: the Details container provides the **E-File Confirmation Number**, the **Submission Date** and the **Payment Confirmation Number**.

The **Filings** container shows an additional column to provide the **Filing Number** for each filing.

The **Print** button opens a separate browser window and lets you save or print a pdf of the **Submission Confirmation**. Additionally, the information is retained in the **Submitted** Queue and can be accessed at any time by following the menu path **Filings > Submitted** from the left navigation menu.

The **Cart** icon  in the top right screen banner, which had a red number showing the number of filings in the Cart throughout the process of creating a new case filing, is now empty.

Processing of the Submitted Filing happens through the C-Track CMS application and is performed by Prot personnel. Once processing is completed information about the success or failure of the submission will be sent back to your E-Filer Filing

queue. Information also appears in the **Notifications** icon  in the top right screen banner of every **C-Track E-Filing** screen.

Once the Court has processed the filing, you receive email notification regarding the filing similar to the notice shown below.

## Filing Submission

moef-prodprev@thomsonreuters.com

Sent: Tue 3/22/2022 3:08 PM

To: Spencer, Jessica

Retention Policy: 90 Day Delete Inbox (3 months) Expires: 6/21/2022

C-Track E-Filing

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## C-Track E-Filing

This is a notice to inform you that the filings, confirmation number 521647975941776, have been submitted on 2022-03-22. You can view the filings using the following [link](#).

Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

**Fig. 1.73: Email Confirmation**

The email you receive displays according to the specific email application with which you registered your E-File account.

If you click the view link from the email, you may be prompted to log into the E-Filing application. Once you are logged into E-File, the **Filing Summary** screen displays.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING**

Jessica L. Spencer  
Weitzmann, Weissburn, & Hoffman

### Filing Summary

**CASE DETAILS -**

<b>Court</b>	Monroe County Court of Common Pleas
<b>Case Category</b>	Civil
<b>Case Type</b>	Tort
<b>Case Subtype</b>	Intentional Tort

**FILING INFORMATION -**

<b>Filing Number</b>	10000	<b>Type</b>	Complaint - Complaint
<b>Filed on Behalf of</b>	John Doe	<b>Comments</b>	
<b>Other Filed on Behalf of</b>		<b>Emergency</b>	
<b>Amended</b>		<b>Confidential</b>	
<b>Money Damages</b>	Outside of Arbitration Limits	<b>MDJ Appeal</b>	
<b>Case Action Suit</b>		<b>Pro fee</b>	

**ORIGINATING COURT INFORMATION**

Originating Court	Case #	Case Title	Judgment	Related Case #
No records were found.				

**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
John Doe	Person	Plaintiff	610 Monroe Street Stroudsburg PA, 18360	TODD W WEITZMANN
Jane Doe	Person	Defendant	610 Main Street Stroudsburg PA, 18360	

**DOCUMENTS**

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Complaint - Complaint				

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
Jane Doe	Defendant	Self-Represented	610 Main Street Stroudsburg PA, 18360	Not Served	03-22-2022
TODD W WEITZMANN	Attorney	John Doe (Plaintiff)		Not Served	03-22-2022

**FILING FEES**

Fee Name	Amount
Intentional Tort	\$132.00
<b>Total</b>	<b>\$132.00</b>

**FILING FEES -**

<b>Due From</b>	John Doe	<b>Fees Not Required</b>
<b>Comments</b>		

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions  
Payroll

**Fig. 1.74: Filing Summary screen**

Additionally, any party that was served electronically with a successfully processed filing receives an email.

Once the filing is processed by the Prot, another email is sent. When the case is accepted and the case number is

automatically generated, the number is included in the email.

**Filing Approval Case No. 000060-CV-2022**

moef-prodprev@thomsonreuters.com

Sent: Tue 3/22/2022 3:16 PM

To: Spencer, Jessica

Retention Policy: 90 Day Delete Inbox (3 months) Expires: 6/21/2022

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## C-Track E-Filing

This is a notice to inform you that the filings filed in Case No. 000060-CV-2022 have been accepted by the Clerk on 2022-03-22. You can view this filing using the following [link](#).

Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

**Fig. 1.75: Email Approval to E-Filer**

## 1.7 Submit an E-Filing on an existing case

In this example we create an e-filing to an existing case.

1. From the home screen, click **Create Filing** from the left menu.

The **Create Filing** screen appears.

Fig. 1.76: Create Filing screen

2. Select a **Court**.
3. Select a **Filing Category**. Here, we select Existing Case.

The **Existing Case** container is added to the screen.

Fig. 1.77: Create Filing screen – Existing Case container is added

4. Enter **Case Number**.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

**Information**

- Caution!!! If you are submitting a filing to a preexisting case, please be sure to enter the case number correctly. For example, case number 1 CV 2021 must be entered as follows: 000001-CV-2021. Dashes and leading zeroes are required.

**Create Filing**

**COURT SELECTION**

Court\* Monroe County Court of Common Pleas

Filing Category\* Existing Case

**EXISTING CASE**

Case Number\* 16cv2014

Filing Type\*

Filing Subtype\*

Next

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PayPal

**Fig. 1.78: Create Filing screen – Existing Case error**

If you enter a Case number for a case that does not exist, enter the case number incorrectly/incompletely, or enter a number for a Confidential case upon which you are not permitted to file, the **Case Number** field displays with a red outline and the **Filing Type** and **Filing Subtype** fields do not populate with drop down values, as shown above.

5. Select **Filing Type**.
6. Select **Filing Subtype**.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

**Information**

- Caution!!! If you are submitting a filing to a preexisting case, please be sure to enter the case number correctly. For example, case number 1 CV 2021 must be entered as follows: 000001-CV-2021. Dashes and leading zeroes are required.

**Create Filing**

**COURT SELECTION**

Court\* Monroe County Court of Common Pleas

Filing Category\* Existing Case

**EXISTING CASE**

Case Number\* 000016-cv-2014

Filing Type\* Answer

Filing Subtype\* Answer and New Matter

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

PayPal

The Green outline means the system recognizes the Case Number as an existing case.

**Fig. 1.79: Create Filing screen – Existing Case**

7. Click **Next**.

The **Filing Information** screen appears. Additionally, the filing has been moved to the **Draft Filing Queue** which you can access from the **Filings > Draft** left menu option. If you navigate away from the filing, you can return to it by selecting it from

the **Filings** display table on the **Draft Filing Queue** screen.

**Fig. 1.80: Filing Information screen**

Since we are e-filing on an existing case, Party information has already been entered on the case. We see the **Case Information** container in the left menu. Additionally, the **Filing Progress** Indicator does not contain a Party Information element. Also, a **Filing Fee** container only appears when the Court assesses a fee for this filing type.

The **Details** container lets you indicate if the filing is an **Emergency**, an **Amended** filing or is **Confidential** by selecting any of the check boxes. The **Confidential** check box here makes the filing itself confidential, not the case as a whole. You can also add a **Comment** to the filing.

The **Filer Information** container lets you identify the entity(s) for whom you are filing.

8. Select a **Filed on Behalf of** check box in the **Filer Information** container.
9. Complete other information, as needed.
10. Click **Next**.

The **Upload Document** screen appears.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS **Filing Information** **Upload Document** Service Information Filing Summary

Upload Document

DOCUMENT ▾

Name Answer - Answer and New Matter File\* Choose File No file chosen

Exclude from eService  Comments

Request Confidential<sup>^</sup>  Confidential Reason<sup>^</sup> ▾

Add Another

Previous Next

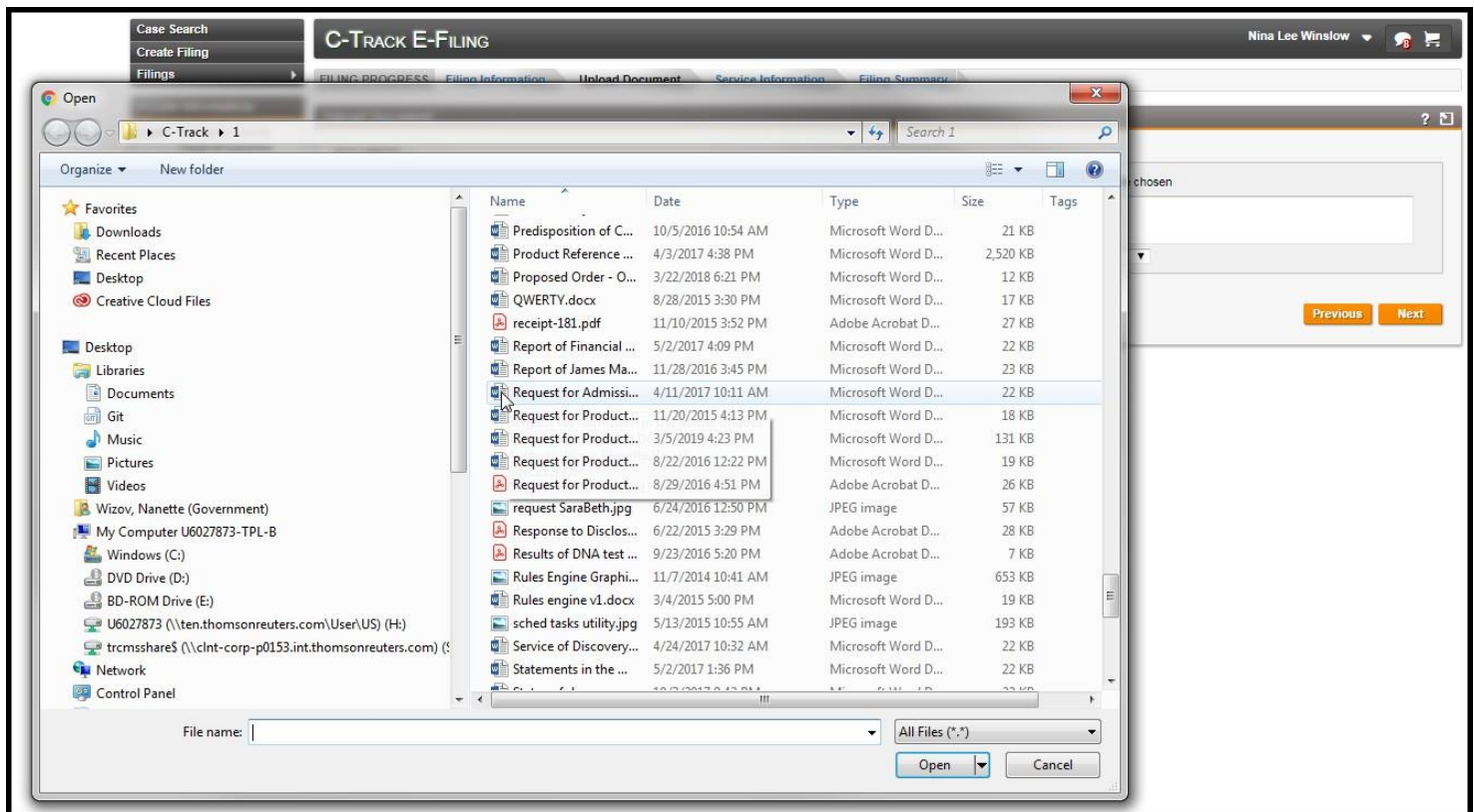
C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions  
PayPal

**Fig. 1.81 Upload Document screen**

When you specify **Request Confidential**, you must identify a **Confidential Reason** – here you are specifying the Document itself, as opposed to the whole case or the filing, is Confidential.

11. Click **Choose File**.

A browser window opens to allow you to navigate to a file on your PC that you want to upload.



**Fig. 1.82 Open browser window**

- 12. Select the file you want to upload.
- 13. Click **Open**.

➤ **NOTE:** The Court determines the maximum file size of documents that can be upload in an e-Filing submission. For Monroe County, the upload limit is 25MB. Any documents larger than 25 MB will need to be split and uploaded in multiple parts. You must save larger documents in parts or sections and use the **Add Another** link at the bottom left of the **Upload Document** container to upload all documents of the filing.

You return to the **Upload Document** screen. The document title appears to the right of the **Choose File** button.



C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions  
**Fig. 1.83: Upload Document screen – file selected**

- 14. Complete any Confidentiality information, as needed.
- 15. Click **Next**.

The **Service Information** screen appears.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS **Filing Information** Upload Document **Service Information** Filing Summary

**Service Information**

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
WEITZMANN, TODD W	Attorney		jejones@monorepacourts.us	

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
COLLAZO, RUBEN	Defendant	Self-Represented	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346		
SNYDER, MICHELLE	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466		
SNYDER, JOHN	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466		
STEHLIN, CATHERINE	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	ONE WEST BROAD STREET SUITE 700 BETHLEHEM PA 18018		
HERMAN, KENT	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	KING SPRY HERMAN FRUEND & FAUL ONE WEST BROAD ST #700 BETHLEHEM PA 18018-5765		
PISANCHYN, MICHAEL	Attorney	ACKERMAN, JASMINE (Plaintiff)	524 SPRUCE STREET SCRANTON PA 18503		

[Add Non-Electronic Service Recipients](#)

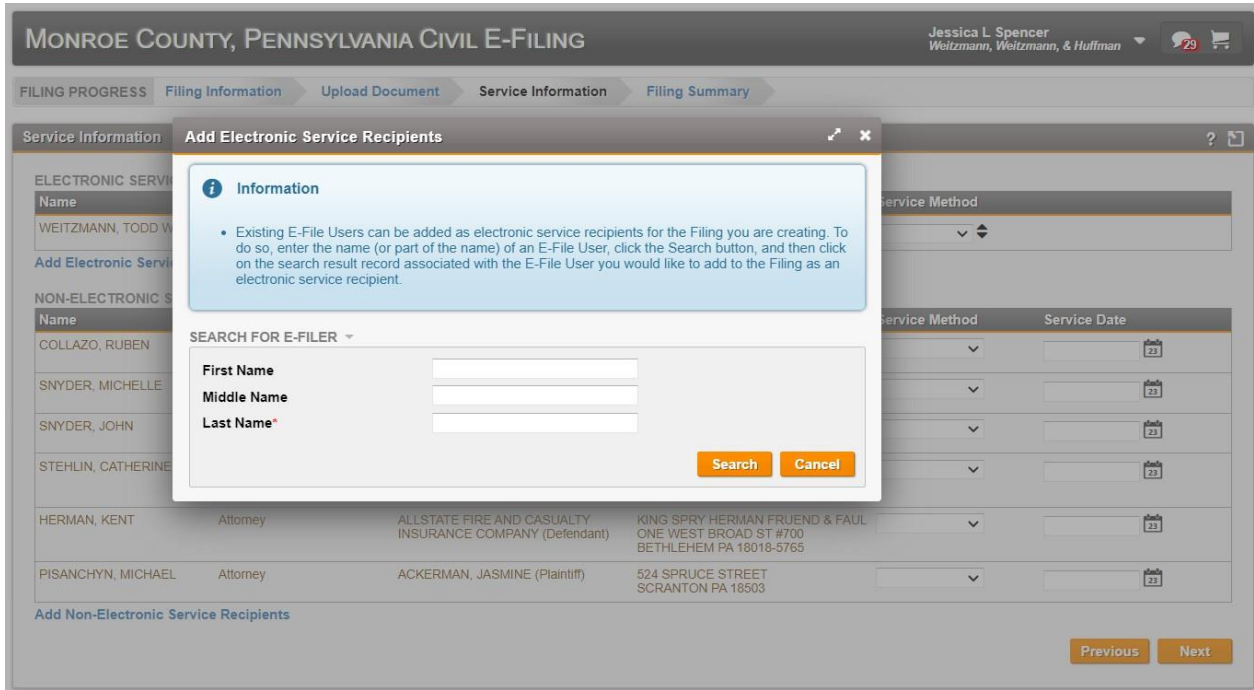
**Previous** **Next**

**Fig. 1.84: Service Information screen**

Here, the filer wants to include electronic service for an attorney who is not a party or participant to this case but is a registered e-File user.

- Click the **Add Electronic Service Recipients** link.

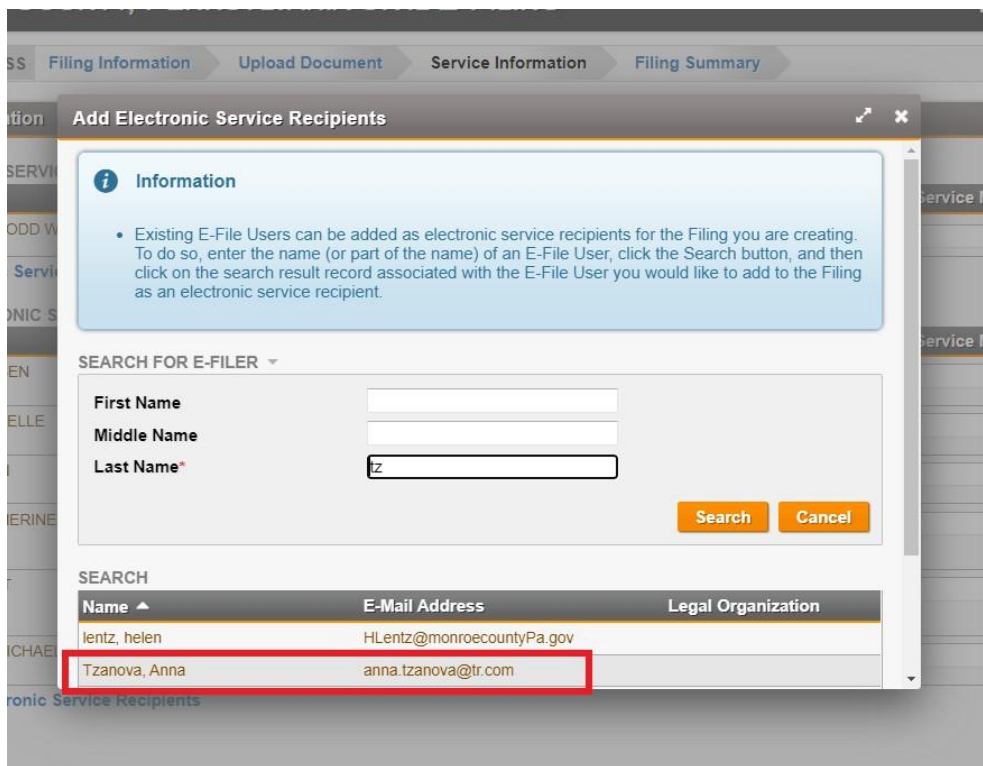
The **Add Electronic Service Recipients** window appears



**Fig. 1.85: Add Electronic Service Recipients window**

The **Add Electronic Service Recipients** window has a single Search for E-filers container that lets you search for other authorized e-Filers you want to include for service.

- 17. Enter search criteria.
- 18. Click **Search**.



**Fig. 1.86: Add Electronic Service Recipients window – Search result appears**

19. Select the e-Filer you want to include for electronic service from the Search display table.

You return to the Service Information screen and the e-Filer is added to the **Electronic Service Recipients** table

20. Select **Service Method** for **Electronic Service** and / or **Conventional Service Recipients**, as needed.

21. Enter **Service Date** for **Conventional Service Recipients**, as needed.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING** Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS **Filing Information** Upload Document Service Information Filing Summary

**Service Information**

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
WEITZMANN, TODD W	Attorney		jejones@monorepacourts.us	eService
Tzanova, Anna	Pro Se		anna.tzanova@tr.com	eService

[Add Electronic Service Recipients](#)

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
COLLAZO, RUBEN	Defendant	Self-Represented	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346		
SNYDER, MICHELLE	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466		
SNYDER, JOHN	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466		
STEHLIN, CATHERINE	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	ONE WEST BROAD STREET SUITE 700 BETHLEHEM PA 18018		
HERMAN, KENT	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	KING SPRY HERMAN FRUEND & FAUL ONE WEST BROAD ST #700 BETHLEHEM PA 18018-5765		
PISANCHYN, MICHAEL	Attorney	ACKERMAN, JASMINE (Plaintiff)	524 SPRUCE STREET SCRANTON PA 18503		

[Add Non-Electronic Service Recipients](#)

**Fig. 1.87: Service Information screen – input complete**

22. Click **Next**.

The **Filing Summary** screen appears.

Administration

Case Search

Create Filing

Filings

---

Case Information

**Court** Monroe County Court of Common Pleas

**Case** 000016-CV-2014

**Class** Civil - Tort - Motor Vehicle

**Short Title** ACKERMAN JASMINE v. COLLAZO RUBEN

**Status** Closed

Unsubscribe

---

Filing Information

**Court** Monroe County Court of Common Pleas

**Class** Civil - Tort - Motor Vehicle

**Type** Answer - Answer and New Matter

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING**
Jessica L. Spencer  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS
Filing Information
Upload Document
Service Information
Filing Summary

Filing Summary

**CASE DETAILS**

**Court** Monroe County Court of Common Pleas

**Case Category** Civil

**Case Type** Tort

**Case Subtype** Motor Vehicle

---

**FILING INFORMATION**

**Filing Number** 10081

**Filed on Behalf of** ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY

**Other Filed on Behalf of Amended**

**Money Damages**

**Class Action Suit**

**Type** Answer - Answer and New Matter

**Comments**

**Emergency Confidential**

**MDJ Appeal**

**Pro Se**

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**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
JASMINE ACKERMAN	Person	Plaintiff	209 KRESTREL DRIVE MOUNT POCONO PA 18344	MICHAEL J PISANCHYN, JR
RUBEN COLLAZO	Person	Defendant	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346	
MICHELLE SNYDER	Person	Defendant	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	
JOHN SNYDER	Person	Defendant	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	
ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY	Organization	Defendant		CATHERINE L STEHLIN KENT HERMAN

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**DOCUMENTS**

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Answer - Answer and New Matter				

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**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-Mail Address	Service Method
TODD W WEITZMANN	Attorney		jejones@monorepacourts.us	eService
Anna Tzanova	Pro Se		anna.tzanova@tr.com	eService

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**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
COLLAZO, RUBEN	Defendant	Self-Represented	1404 HEMLOCK DRIVE POCONO SUMMIT PA 18346	Not Served	03-22-2022
SNYDER, MICHELLE	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	Not Served	03-22-2022
SNYDER, JOHN	Defendant	Self-Represented	9157 BRANDYWINE DRIVE TOBYHANNA PA 18466	Not Served	03-22-2022
STEHLIN, CATHERINE	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	ONE WEST BROAD STREET SUITE 700 BETHLEHEM PA 18018	Not Served	03-22-2022
HERMAN, KENT	Attorney	ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY (Defendant)	KING SPRY HERMAN FRUEND & FAUL ONE WEST BROAD ST #700 BETHLEHEM PA 18018-5765	Not Served	03-22-2022
PISANCHYN, MICHAEL	Attorney	ACKERMAN, JASMINE (Plaintiff)	524 SPRUCE STREET SCRANTON PA 18503	Not Served	03-22-2022

Edit Filing
Add Associated Filing
Add To Cart
Delete This Filing

**Fig. 1.88: Filing Summary screen**

Review the **Filing Summary** screen to ensure the information you are submitting.

23. Click **Add to Cart**.

The **Cart** screen appears.



C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.89: Cart screen**

24. Click **Submit Filings**.

You navigate to a payment screen where payment method information is captured. Once the information is successful saved and process, the **Submission Confirmation** screen appears.



C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

**Fig. 1.90: Submission Confirmation screen**

You have successfully submitted as electronic filing for an existing case in the C-Track E-Filing application.

Processing of the Submitted Filing is performed by Prot personnel in the C-Track CMS application. Once processing is completed information about the success or failure of the submission is sent back to your E-Filer **Filing** queue. Information also appears in the **Notifications** icon in the top right screen banner of every **C-Track E-Filing** screen. Additionally, the Prot may send an email to the email address associated to your user account.

Once the Prot has processed the filing, you receive email notification regarding the successful or failure of the filing. The email you receive displays according to the specific email application with which you registered your E-File account.

Additionally, any party that was served electronically with a successfully processed filling receives an email notification.

The **Filing Summary** screen appears.

**MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING**

Jessica Spencer  
TODD W WEITZMANN  
Weitzmann, Weitzmann, & Huffman

FILING PROGRESS: Party Information | Filing Information | Upload Document | Service Information | **Filing Summary**

**Filing Summary**

**CASE DETAILS**

<b>Court</b>	Monroe County Court of Common Pleas
<b>Case Category</b>	Family
<b>Case Type</b>	Divorce
<b>Case Subtype</b>	Divorce with 1 Count

**FILING INFORMATION**

<b>Filing Number</b>	10084	<b>Type</b>	Complaint - Complaint
<b>Filed on Behalf of</b>		<b>Comments</b>	
<b>Other Filed on Behalf of</b>		<b>Emergency</b>	
<b>Amended</b>		<b>Confidential</b>	
<b>Money Damages</b>		<b>MDJ Appeal</b>	
<b>Class Action Suit</b>		<b>Pro Se</b>	

**ORIGINATING COURT INFORMATION**

Originating Court	Case #	Case Title	Judgment	Related Case #
No records were found.				

**PARTY INFORMATION**

Name	Type	Role	Address	Attorney(s)
Jane Doe	Person	Plaintiff	123 Main Street Anywhere PA 18360	TODD W WEITZMANN

**DOCUMENTS**

Name	Request Confidential	Confidential Reason
No records were found.		

**ELECTRONIC SERVICE RECIPIENTS**

Name	User Role	Representing	E-M
No records were found.			

**NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS**

Name	Party/Participant Role	Representing	Add
No records were found.			

**FILING FEES**

Fee Name	Amount
Divorce Filing 1	\$138.50
<b>Total</b>	<b>\$138.50</b>

**FILING FEES**

<b>Due From</b>	Fees Not Required
<b>Comments</b>	

**Buttons:** Edit Filing | Add Associated Filing | Add To Cart | Delete This Filing

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions  
PayPal

**Fig. 1.97: Filing Summary** screen

Review the **Filing Summary** screen to ensure the information you are submitting. Return to any screen to update information before you submit the filing

9. Click **Add to Cart**.

The **Cart** screen appears.

The **Submission Confirmation** screen appears. Note the **Cart** icon shows no filings.

MONROE COUNTY, PENNSYLVANIA CIVIL E-FILING

Jessica Spencer  
TODD W WEITZMANN  
Weitzmann, Weitzmann, & Huffman

Information

- Your electronic filings have been submitted for review and processing.

Submission Confirmation

DETAILS

E-File Confirmation # 611648044863184 Submitted Date 03-23-2022 02:15 PM  
Payment Confirmation # 7UB27992LG033225F

FILINGS

Court	Case Number	Filing Number	Filing Item(s)	Documents	Fees
Monroe County Court of Common Pleas		10084	Complaint - Complaint	1	\$138.50
<b>Total</b>					<b>\$138.50</b>

Print

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions  
PayPal

**Fig. 1.100: Submission Confirmation** screen – Successful submission

You have successfully submitted a filing on behalf of another authorized E-Filer in your legal organization. The **Green Success Notification** displays in the top content container, above the **Submission Confirmation** screen.

As a support staff user, the **Notification** icon and **Notifications** screen is updated with confirmation of a successfully submitted e-filing. Once the court processes the e-filing the Authorizing E-Filer, for whom you submitted the filing, receives an email.