

## Luzerne County Electronic Filing Glossary of Terms

### **Acceptance Queue**

This is the verification queue for E-Filings. The Prothonotary clerk will have the option to Accept and Reject the Filing. If accepted the Filing will get promoted to the live database.

### **Adobe Acrobat**

Application universally used to create and view PDF documents. Adobe created the PDF format.

### **Attachment**

An additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.

### **Awaiting Payment**

Once all data and attachments have been uploaded for an E-Filing they will be placed in the 'Awaiting Payment' queue. This is equivalent to being in a user's shopping cart.

### **Check Box**

Check boxes are designed to allow users to choose items from a list by clicking on the box next to the item. More than one item can be selected. Once selected, the box will contain a check mark or an "x".

### **Conversion Queue**

After the filing has been paid for the information will be moved from the 'Awaiting Payment' queue to the 'Conversion' queue. This queue will walk through all attachments on a filing and combine them into a time-stamped PDF. Once this task is complete the filing will be moved to the 'E-Filing Acceptance' queue.

### **Default**

A default is a common suggested value displayed by a program on a screen. Many fields have common values suggested. If correct, the user may accept them. If incorrect, the user can type over the suggested information.

### **Dialog Box**

A window containing options the user can select to continue or complete a task.

### **Document Type**

A "Document Type" describes a specific type of document or event, e.g., motions, notices. Each document type has its own unique set of characteristics.

### **Drop Down Box**

An alphabetical list of selections to choose from. Drop down boxes are used throughout the Electronic Filing application to list party names or docket events. When you see the

selection you want to make, click on it to highlight it. To select more than one party name or docket event, hold down the control key, scroll to the next selection, click on it to highlight it, and continue as needed.

**Event**

Menu selection from a category used to file a document.

**File**

A collection of data stored on a disk under an identifying name.

**Filer**

The user who composes the data and documents comprising of a filing transaction to be processed by the court.

**Folder**

A container in which you store files, sub folders, applications, resource icons and other information.

**Font**

A style and size of character.

**Home Page**

A home page is the first or main page of a website. All the other pages of a site are generally accessible through links from the home page.

**Icons**

Graphic symbols or pictures that activates programs, documents or hardware.

**Index**

An index is a list of categories and subcategories arranged from general to more specific at each level.

**Locking Mechanism**

When a user locks a workflow package all other packages containing filings from the same case will also be locked by that user.

**Multi-Case Filings**

A method that uses the same PDF file for each processed case.

**PDF- Portable Document Format**

PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform use to create it. These files are viewed using Adobe Reader. Documents will only be accepted in either the TIF, PDF or Doc format. All documents coming through the Electronic Filing system will be converted and stored in the PDF format.

**Profile**

A summary or collection of information about the user.

**Radio Button**

A round selection button used to choose one item from a list. Click on the button next to the item to make the selection.

**Rejection Queue**

Filings that have been rejected. They will be viewable in this queue for a fixed amount of time before being deleted.

**Remarks Formatting**

A format for populating the Case Remarks field. Can use existing case/docket data to populate the remarks or will ask the user for data required.

**Review Clerk**

The Prothonotary resource who reviews a filing transaction and determines if it is to be accepted, rejected or needs correction.

**Scroll Bars**

Window components used to view the contents of a window when the contents do not fit in the display window.

**Shopping Cart**

This allows online customers a temporary space to "place" items in their cart. Upon "checkout" the software calculates a total for the order including taxes if applicable.

**Task Buttons**

Displayed in the taskbar and represent open applications and windows. You can click on a task button to activate the window it represents.

**Task Bar**

The bar at the bottom of the desktop that contains the Start button and task buttons representing open applications.

**URL**

Universal Resource Locator (URL) is the naming convention used to find Web pages. A URL is similar to a street address.

The URL for the Luzerne County Prothonotary Electronic Filing application is:

<http://civilrecords.luzernecounty.org/efiling>

The URL for the Luzerne County Prothonotary Viewer is:

<http://civilrecords.luzernecounty.org/psi>

**Workflow**

The movement of documents and/or tasks through a work process. How tasks are structured, who performs them, what their relative order is, how they are synchronized, how information flows to support the tasks and how tasks are being tracked.