



# Luzerne County Electronic Filing

## Training Manual







5.) Messages

- a. New Filing – Filings by Opposing Party of Prothonotary Office
- b. Filings Received – Prothonotary received, but has not reviewed
- c. Filings Accepted – Reviewed and accepted.
- d. Filings Rejected – Reviewed and rejected.

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6.) Search

- a. Link to the Prothonotary Case Viewer
- b. <http://civilrecords.luzernecounty.org/psi>

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7.) Contact Us

- a. Link to e-mail questions to the Support Team
  - i. E-filing questions
    - 1. (570) 825-1744 (Gino Ardo)
    - 2. (570) 825-1747 (Art Bobbouine)

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8.) Tips to Remember

- a. Filings submitted after 4:15pm will be reviewed at the start of the next business day. If accepted it will be given the date we received the filing. If rejected, you must re-file.
  - i. If your document has a statute, please do not wait until the day it is due to file. Give yourself a few days, taking into account it may be rejected.
- b. Entering Party Name
  - i. Do not include a Title (Mr., Mrs., etc)
  - ii. Do not include a suffix
    - 1. Jr., Sr., III, etc.
    - 2. Trustee, Administratrix, Administrator
  - iii. Abbreviations/Acronyms
    - 1. ABC Corp = ABC Corporation
    - 2. John Smith D/B/A Smith Incorporated

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**Personal Information:**

\*First name:  \*Last:

\*Address line 1:

Address line 2:

\*City:  \*State:  \*Zip code:

Phone Number:

All highlighted fields are required to be completed

**Contact Information:**

\*Primary Email:

Secondary Email 1:

Secondary Email 2:

Secondary Email 3:

Secondary Email 4:

May only be used for one profile

**Attorney Information:**

AOPC Number:  (State Attorney ID Number)

Firm Name:

May only be used for one profile

**Email Options:**

Send notifications to my primary email address

Email me when one of my filings has been submitted

Email me when one of my filings has been accepted

E-mail Options when sending Notifications

**Login Information:**

\*User Name:

\*Password:

\*Confirm Password:

If the user name must be changed, you must contact the Prothonotary Office and we will edit it for you.

Register Cancel

## Home Page



*Luzerne County*  
PENNSYLVANIA

Welcome: Michele Nugent  
[\(0 Filings\)](#) [Logout](#)

[Home](#) [Create Filing](#) [History](#) [Messages](#) [Profile](#)

### Quick Links

**Create Filing**  
Create a new filing for a new or existing case.

**History**  
Search through all of your previously posted filings.

**Search**  
Search through all existing Prothonotary records.

**Rejected Filings**  
View your rejected filings.  
**(You currently have 0 rejected items)**

**Messages**  
View all of your current E-Filing messages.  
**(You have 0 unread messages)**

**Profile**  
View or update your profile and application preferences.

**Contact Us**  
Have any questions or concerns? Contact us.

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## Case Classification Tab


Please be sure to select the Type of Case you are entering.

The screenshot shows the 'Case Classification' tab in the Luzerne County eFiling system. The header includes the Luzerne County logo and a welcome message for Michele McCabe with 0 filings. The navigation menu includes Home, Create Filing, History, Messages, and Profile. The case title is 'SMITH, JOHN vs. FOLEY, HENRY'. The 'Case Classification' tab is active, showing a form with the following fields:

- Are you a Self-Represented (Pro Se) Litigant?  Yes  No
- Is this a Class Action Suit?  Yes  No
- Is this an MDJ Appeal?  Yes  No
- Select Type of Case:
  - Civil Appeals
  - Contract
  - Mass Tort
  - Miscellaneous
  - Professional Liability
  - Real Property
  - Tort

Navigation buttons: Cancel, Previous, Next, Finish. Copyright © 2011 Paperless Solutions, Inc. All rights reserved.

# Other Party Type Screen



Welcome: Michele McCabe  
[\(0 Filings\)](#) [Logout](#)

[Home](#) [Create Filing](#) [History](#) [Messages](#) [Profile](#)

**\*\*New Case\*\*:** Initial Filing of Complaint  
**SMITH, JOHN vs. FOLEY, HENRY**

[General](#) [Plaintiffs](#) [Defendants](#) [Other Party Types](#) [Case Classification](#) [Attachments](#)

Full Name	City, State	Counsel	Counsel Count
FOLEY, CECIL	WILLKES BARRE, PA		0

Party Type:

Person  Corporation

Title: Last: First: Middle: Suffix:

Name:

Address:

City:  Home phone:

State:  Zip:  Work phone:

Country:

Counsel:  Counsel Count: 0  
[Assign Counsel](#)

[Save](#) [Cancel](#)

[Cancel](#) [Previous](#) [Next](#) [Finish](#)

## Attachment Tab

The screenshot shows the eFiling interface for Luzerne County, Pennsylvania. At the top left is a logo of a classical building. The main header features the text "Luzerne County PENNSYLVANIA" in a stylized font. On the right, it says "Welcome: Michele McCabe" with links for "(0 Filings)" and "Logout". Below the header is a navigation bar with tabs: "Home", "Create Filing", "History", "Messages", and "Profile". The "Create Filing" tab is active.

The main content area displays the case information: "\*\*New Case\*\*": Initial Filing of Complaint  
SMITH, JOHN vs. FOLEY, HENRY

Below the case info are several tabs: "General", "Plaintiffs", "Defendants", "Other Party Types", "Case Classification", and "Attachments". The "Attachments" tab is selected.

The "Attachments" section contains a table with columns for "File Name" and "Size". To the right of the table are "Move Up" and "Move Down" buttons. Below the table is an "Add attachment:" section with a text input field, a "Browse..." button, and an "Upload" button. A note below this section states: "Uploaded documents must be in PDF format. Please convert other document types to PDF before uploading."

At the bottom of the attachment section, there is a checkbox question: "Have you uploaded all of the required attachments?" with "Yes" selected.

At the very bottom of the page are navigation buttons: "Cancel", "Previous", "Next", and "Finish". A copyright notice reads: "Copyright © 2011 Paperless Solutions, Inc. All rights reserved."

## Proceed to Checkout screen

**Shopping Cart:** There are currently 1 items in your cart

	Case Number	Caption	Document Type	Fee	
<a href="#">Remove</a>	<a href="#">Edit</a>	**New Case**	SMITH, JOHN vs. FOLEY, HENRY	Complaint	\$140.00
Total:					\$140.00

[Proceed to Checkout](#)   [Create Another Filing](#)   [Return to E Filing Home](#)


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**To commit your filing for review**





**Allows you to create another filing, adding to your transaction**

**Suspend your current transaction to complete at a later time**

## Review Information on Payment

 **Luzerne County Online Payment System**

POWERED BY 

Home    Support    Quick Links    Other Services

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**Luzerne County**  
Personal and Account Information

Item	Account Information	Amount
1 E-Filing(s)	NA	\$140.00

Total Amount Due: \$140.00

This service allows you to pay your Luzerne County, PA Prothonotary Office Payment electronically and is a service of Value Payment Systems.

**Select Payment Method:**  Credit Card  Debit Card

Card Number:

Expiration Date:

**Billing Information:**

First Name:

Last Name:

Phone Number:

Email Address:

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### Review Information

Please review the information below. Select "Process Payment" to process your payment and proceed to the Receipt Page.

#### Luzerne County

##### Personal and Account Information

Item	Account Information	Amount
1 E-Filing(s)	NA	\$140.00

Total Amount Due: \$140.00

##### Payment Information

Payment Date:	1/2/2012	Payment Amount:	\$140.00
Card Number:	<input type="text"/>	Convenience Fee:*	\$4.50
Expiration Date:	12/2013	Total Payment:	\$144.50
Payment Method:			
Email Address :	<input type="text"/> (to send confirmation number)		

\*The convenience fee goes to the service provider for offering this system and no part of the fee goes to Luzerne County.

##### Terms and Conditions

This secure service is offered by Value Payment Systems in agreement with your payment entity. All payments are processed immediately, and the payment date and time are equal to the time you complete this transaction and receive a confirmation number. A convenience fee (listed above) is charged by Value Payment Systems for using this service. Your payment entity does not receive any part of this fee. Your payment and the convenience fee will be listed separately on your card's statement. If your payment is unable to be processed, your payment liability will remain outstanding and you will be subject to any applicable penalties or interest. These obligations remain your sole responsibility. Value Payment Systems cannot issue refunds once your payment is processed and you receive a confirmation number. Please make sure you enter and review all information carefully for accuracy prior to completing your transaction. By selecting the Accept Terms button on this page you are agreeing to these Terms and Conditions.

 [Print terms and conditions](#)

##### Accept Terms

Please check accept terms box to process the payment.

[Back](#)

[Edit](#)

[Process Payment](#)

# Payment Receipt



Home    Support    Quick Links    Other Services

## Payment Receipt

Congratulations! Your transaction is complete.

Your confirmation number is: 5597954

Your payment will post to the account listed below. It takes approximately 2 business days to post your payment to the account. Your payment date and time are equal to the time you completed this transaction as indicated by the Digital Time Stamp below.

Digital Time Stamp: 1/2/2012 10:20:22 AM [CST]  
Please print this page for your records: [print](#)

### Luzerne County

#### Personal and Account Information

Item	Account Information	Amount
1 E-Filing(s)	NA	\$140.00

Total Amount Due: \$140.00

#### Payment Information

Payment Date:	1/2/2012	Payment Amount:	\$140.00
Card Number:	<input type="text"/>	Convenience Fee:*	\$4.50
Expiration Date:	12/2013	Total Payment:	\$144.50
Payment Method:			



Email Address :  (to send confirmation number)

\*The convenience fee goes to the service provider for offering this system and no part of the fee goes to Luzerne County

If an email address was provided, your confirmation email will be sent from [confirmation@valuepaymentsystems.com](mailto:confirmation@valuepaymentsystems.com)

[Home](#)    [Print](#)

## History Tab

Welcome: James Huff  
[\(0 Filings\)](#) [Logout](#)

[Home](#) [Create Filing](#) **History** [Messages](#) [Profile](#)

**Choose status(es) and a date range and click the 'View Filings' button to see your filings:**

**Status:**  Awaiting Payment  Awaiting Acceptance  Rejected  Accepted

**Date Range:**

<input type="checkbox"/>	Date Submitted	Case Number	Caption	Document Type	Status
<a href="#">View</a> <input type="checkbox"/>	11/8/2011	**New Case**	JANOSKI, ANITA vs. SPEZIALE, CORRINE	Complaint	Rejected
<a href="#">View</a> <input type="checkbox"/>	11/2/2011	2011-12098	MCSTEWIS IRISH PUB vs. CALLAHAN, HENRY FORD SR	Declaration of Taking	Accepted
<a href="#">View</a> <input type="checkbox"/>	11/2/2011	2011-12116	DR BELLITA, CHRISTINA ARONG vs. BAUDER, DAVID JR	Confession of Judgment	Rejected
<a href="#">View</a> <input type="checkbox"/>	11/2/2011	**New Case**	MRS JACKSON, MICHELLE SAM vs. MCFADDEN, JENNIFER ESQ	Complaint in Replevin	Rejected
<a href="#">View</a> <input type="checkbox"/>	11/2/2011	**New Case**	FLOORS AND MOOR vs. LOWER BUCKS COUNTY CONCRETE AND STUCCO SUPPLY CO	Complaint in Ejectment	Exception
<a href="#">View</a> <input type="checkbox"/>	11/2/2011	**New Case**	BOBBOUINE, ARTHURE vs. TACOMA INDUSTRIAL SUPPLY WAREHOUSE	Complaint	Rejected
<a href="#">View</a> <input type="checkbox"/>	11/2/2011	**New Case**	Commonwealth of PA vs. KNIGHTS OF COLUMBUS	Commonwealth Lien	Rejected
<a href="#">View</a> <input type="checkbox"/>	11/2/2011	**New Case**	VANDERBILT WELDING ADMINISTRATORS vs. LIPTON FEDERAL CREDIT UNION	Building Agreement - Waiver	Exception

[Delete](#)

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1/3/2012 10:29 AM

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## Messages



Welcome: James Huff  
[\(0 Filings\)](#) [Logout](#)

[Home](#) [Create Filing](#) [History](#) [Messages](#) [Profile](#)

<input type="checkbox"/>	Date	From	Subject
<input checked="" type="checkbox"/>	11/8/2011 11:25:40 AM	support@luzernecounty.org	Filing Rejected on Case - JANOSKI, ANITA vs. SPEZIALE, CORRINE
<input checked="" type="checkbox"/>	11/3/2011 12:28:43 PM	support@luzernecounty.org	Filing Accepted on Case 2011-12098 - MCSTEWIS IRISH PUB vs. CALLAHAN, HENRY FORD SR
<input checked="" type="checkbox"/>	11/2/2011 2:58:16 PM	support@luzernecounty.org	Filing Rejected on Case - DR BELLITA, CHRISTINA ARONG vs. BAUDER, DAVID JR
<input checked="" type="checkbox"/>	11/2/2011 2:48:15 PM	support@luzernecounty.org	Filing Rejected on Case - MRS JACKSON, MICHELLE SAM vs. MCFADDEN, JENNIFER ESQ
<input checked="" type="checkbox"/>	11/2/2011 2:43:14 PM	support@luzernecounty.org	Filing Rejected on Case - BOBBOUINE, ARTHURE vs. TACOMA INDUSTRIAL SUPPLY WAREHOUSE
<input checked="" type="checkbox"/>	11/2/2011 2:04:26 PM	support@luzernecounty.org	Filing Rejected on Case - Commonwealth of PA vs. KNIGHTS OF COLUMBUS
<input checked="" type="checkbox"/>	11/2/2011 1:59:25 PM	support@luzernecounty.org	Filing Rejected on Case - VANDERBILT WELDING ADMINISTRATORS vs. LIPTON FEDERAL CREDIT UNION

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