

**IN THE COURT OF COMMON PLEAS OF INDIANA COUNTY
PENNSYLVANIA**

IN RE: : MD-164-2025
: :
LOCAL RULE 205.4 : :
ELECTRONIC FILING AND : :
SERVICE OF LEGAL PAPERS : :
: :
: :

Indiana Co Proth & Court Clk
2025 APR 21 09:10 PM

ORDER OF COURT

AND NOW, this 21st day of April, 2025, in compliance with Rule 103(d) of the Pennsylvania Rules of Judicial Administration, it is HEREBY ORDERED that the Court adopts the following Local Rule of Civil Procedure 205.4 addressing electronic filing and service of legal papers, effective June 3, 2025.

The Court Administrator shall:

- 1) File one certified copy of this Order with the Administrative Office of Pennsylvania Courts to adminrules@pacourt.us;
- 2) Submit two paper copies of this Order to the Legislative Reference Bureau and one electronic copy in Microsoft Word format only to Bulletin@pairb.us for publication in the Pennsylvania Bulletin;
- 3) Provide one copy of this Order to the members of the Indiana County Bar Association;
- 4) Incorporate the Rule into the set of Local Rules within thirty (30) days of publication of the Local Rule in the Pennsylvania Bulletin and

publish the rules on the Court's website at
www.IndianaCountyPA.gov;

5) File this Order in the Prothonotary's Office of Indiana County.

Local Rule 205.4 Electronic Filing and Service of Legal Papers

(A) General Provision

- (1) Upon implementation of an electronic filing system, beginning on a date set by Administrative Order of the President Judge, the Indiana County Court of Common Pleas shall permit the electronic filing of legal papers in all civil cases, except:
 - a. All filings pertaining to Domestic Relations Section matters;
 - b. All filings in cases brought pursuant to either the Protection From Abuse Act and Protection of Victims of Sexual Violence or Intimidation Act;
 - c. A petition requesting a name change;
 - d. A motion for involuntary transfer of vehicle ownership;
 - e. An appeal from a driver's license suspension; and,
 - f. An appeal from a decision of a Magisterial District Judge.
- (2) The President Judge may further expand or restrict the categories of cases subject to this Local Rule by Administrative Order.
- (3) As used in this Local Rule, electronic filing (e-filing) shall mean the electronic transmission of legal papers by means

other than facsimile transmission or e-mail using the system made available by the Prothonotary. See Pa.R.Civ.P. 205.4(a)(2).

(4) Registration

- (a) Electronic filers must register with CountySuite Portal in accordance with the CountySuite Portal User Manual.
- (b) All registered users must be individuals and not entities, including but not limited to law firms, agencies, corporations, or government entities.
- (c) Registered users shall change their address or other contact information with the CountySuite Portal within ten (10) days of any change.

(B) Form of Documents Electronically Filed

(1) Format

Legal papers shall be presented for filing in a portable document format (PDF).

(2) Title of Documents

The title of each electronically filed document shall include:

- (a) Descriptive title of the document;
- (b) Party or parties filing the document;
- (c) Party or parties against whom relief, if any, is sought;
and,

(3) Nature of the relief sought, (e.g., Motion for Summary Judgment of Defendant ABC Corp.)

(4) Signature and Verification

(a) The electronic filing of legal papers utilizing the username and password constitutes the party's signature. The legal paper must include a signature block and the name of the filer under whose username and password the legal paper is submitted. The legal paper may be submitted with the filer's scanned signature or /s/ and the filer's name typed in the space where the signature would otherwise appear on the legal paper. The Pennsylvania Supreme Court Attorney Identification Number must be included under the signature line. The correct format of the attorney signature is:

/s/ Attorney Name

PA Supreme Court ID #

Attorney for _____

Name of Law Firm

Address

Telephone Number

E-mail Address

FAX Number

(b) The Verification required by Pa.R.Civ.P. 206.3 and Pa.R.Civ.P. 1024 and the signature page(s) of any document or legal paper executed by any party other than the filing party must be included in the electronic filing in PDF format at the time the legal paper is submitted.

(C) Access to the Docket

(1) Access to the Prothonotary's docket and EFS is available on the internet at www.indianacountypa.gov./departments/prothonotary-clerk-of-courts/. Additional registration/login is required for access.

(2) The Prothonotary shall also make a public access terminal available to the general public to allow access to the Court's

electronic case record in all electronically filed cases in the Prothonotary's office. The public access terminals will provide the same level of access to cases that is provided to all registered users, excluding any cases sealed by court order, statute, or rule of court.

(D) Fees

- (1) The Prothonotary will accept the following credit cards for payment of all e-filing fees: Discover, MasterCard, Visa, American Express, and electronic checks. The Prothonotary will not accept advance deposits for payment of future filings. Electronic filers shall alert the Prothonotary's Office of any payment errors as soon as possible and not later than forty-five (45) days of the payment date.
- (2) The Prothonotary is authorized to charge a convenience fee, as set by Administrative Order of the President Judge.

(E) Filings Under Seal

- (1) Documents intended to be filed under seal shall be designated by the filing party as "sealed" in the CountySuite Portal. However, designation of documents as "sealed" does not seal the documents. In addition, to make the designation in the CountySuite Portal, the filing party must also submit a Motion to Seal at the same time as the legal paper intended to be sealed. The motion shall outline the reasons why the legal paper should be sealed and shall follow motion procedure set forth in Local Rule of Civil Procedure 208.3(a) and (b).
- (2) Confidential Information Forms and documents properly filed with a Confidential Document Form pursuant to Case Records Public Access Policy of the Unified Judicial System of Pennsylvania will be sealed without motion.
- (3) The filing details and document title will appear in the EFS. The sealed documents and Confidential Information Forms can be viewed only by the Court, Court staff, Court Administration, Prothonotary staff, and case participants.

(F) Filing

- (1) The Prothonotary shall provide access to its EFS at all times except during periods of required maintenance.
- (2) The date and time of filing of a legal paper shall be recorded by the EFS. The EFS shall provide the filing party with an electronic mail acknowledgement which includes the date and time the legal paper was received by the EFS.
- (3) Once filed, the legal paper shall be reviewed by the Prothonotary, and the filing party will receive notification that the legal paper was either accepted or rejected. Legal documents will only be reviewed by the Prothonotary staff during normal business hours. The date of an approved filing shall be the date the document was received by the EFS, not the date of approval.
- (4) The review conducted by the Prothonotary does not address any deficiencies that might be noted in a "non-entertaining order" after reviewed by the Court.
- (5) When the legal paper is accepted by the Prothonotary, the electronic document is the official record. An electronic filer is not required to file any paper copies unless the document exceeds thirty (30) pages or is specifically required by the Court. The Prothonotary shall maintain a hard copy of the document filed; this requirement may be removed by Administrative Order of the President Judge.
- (6) If a legal paper is accepted for filing by the Prothonotary, the it shall be deemed to have been filed the date and time it was received by the EFS. If a legal paper is submitted without the requisite fees, the legal paper shall be deemed to have been accepted for filing as of the date payment is received.
- (7) Exhibits that are filed electronically do not constitute the original of the exhibit for evidentiary purposes.

(G) Service

- (1) Copies of all legal papers other than original process filed in an action or served upon any party to an action may be

served as provided by Pa.R.C.P. 440 or by electronic transmission, other than facsimile transmission, if the parties agree thereto or an electronic address is included on an appearance or a prior legal paper filed with the Court in the action. If electronically served, service is complete when a legal paper is sent to the recipient's electronic mail address.

- (2) Once an electronic filing has been accepted by the Prothonotary, it shall be the responsibility of the filing party to provide to the Sheriff the proper service fee and documents for original service and writs.

(H) Miscellaneous

- (1) The filing deadline for any document filed electronically shall be 11:59:59 p.m. EST/EDT on the date it is due.
- (2) If the registered user believes the unavailability of the EFS prevented a timely filing, the registered user may file a motion within ten (10) days of the registered user's attempt to file the document. The motion shall state the date and time of the first unsuccessful attempt to file the document electronically and why the delay was prejudicial.

BY THE COURT:



Thomas M. Bianco, P.J.

EXTRACT FROM
THE RECORDS
ATTEST


Prothonotary and Clerk of Courts

Indiana Co Proth & Court Clerk
2025 APR 21 AM 11:00