



CountySuite™ Online E-Filing User Guide

Register User / Log In

Teleosoft County Prothonotary Online Portal

Home Log In ? Help

CountySuite™ Online

links
link text

Help Guides
Help guides are available from the menu on the upper right side of the page

Please review the User Guides in the help menu.

[Civil Case Search](#) Login to start searching Civil Court Cases

[Civil Court Office](#) Click here for the Prothonotary home page

Log In

Username

Password

☐ Remember me?

Log in

[Forgot Password?](#)

A User Account is required for E-Filing.

If you are a first-time user, click the **Register New Account** link in the **Welcome** box to register your account. A **Register User Guide** is available for reference in the Help menu.

If you are an existing user, enter your Username and Password to log into your account home page.

Log In

Username

Password

☐ Remember me?

Log in

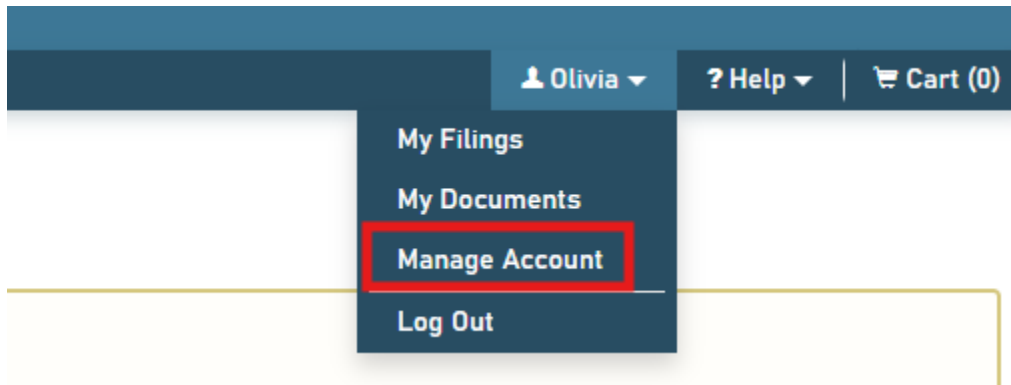
[Forgot Password?](#)

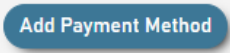
[Register New Account](#)

Adding a Payment Method

Prior to starting to submit a civil filing, make sure you have entered a payment method to your account.

To add a payment method, log into your account, go to the Account drop down under your name and select Manage Account to open your account details and scroll down to the Payment Information section. ***The Portal accepts credit card payments only.***



In the Payment Information section select the Add Payment Method button  to open the Add Payment Method window. Enter your credit card information, select Save and Close to save your payment method.

Submit Civil Filing

Your account page offers several ways to get to the Submit Civil Filing form.

1. Click on the **Create New Filing** link on the header bar. *This is the quickest way to get to the Submit Civil Filing form.*
2. Click on the **My Filings** button to go to your My Filings page and select **Create New Filing** button.
3. Go to your account dropdown and select **My Filings** to go to your My Filings page and select the **Create New Filing** button.



Create New Filing

New File Information

Date Submitted

6/23/2026

Case Information

Court Case Number

Search existing cases or leave blank for new case

Case Caption

PLAINTIFF vs DEFENDANT

New Filing Category

<Select>

Filing Total

\$0.00

☐ In Forma Pauperis

Attachments

Docket Category

<Select>

Choose File

Additional Filing Information

Notes

Supply any additional information or comments for the office to consider when processing your filing.

9

Add To Cart

1. **Date Submitted:** This is automatically set to the current day and cannot be changed.

2. **Court Case Number:**

- Initial Filing: Leave this field blank. The next available court case number will be automatically assigned to your case upon approval by the County office.
- Subsequent Filing: Enter all or part of the case number to search for the case.

3. **Case Caption:**

- Initial Filing: Enter a case name of your choosing. This will serve as a reference for you and the County office prior to the case being approved by the County office. The official case caption will be determined by the County office when approved.
- Subsequent Filing: This will automatically populate when you enter the case number.

4. **New Filing Category:** Select the applicable New Filing category from the dropdown list. You can type ahead to refine your search. A Filing Subcategory will be required when applicable.

Case Information

Court Case Number

Search existing cases or leave blank for new case

▼

Case Cap

PLAIN

New Filing Category

Civil: Appeals

X

▼

Filing Subcategory

<Select>

▼

Filing Tot

\$152.0

5. **Filing Total:** The filing fee will automatically populate when the filing category is selected. The filing fee includes the County's filing fee and the e-filing convenience fee being charged by the County office. The convenience fee portion of the total is shown in parenthesis to the right of the total fee. *This total does not include the credit card processing fees that will be added when you submit your filing order.*

New Filing Category

Civil: Appeals

X

▼

Filing Subcategory

Agencies: Board of Elections

X

▼

Filing Total

\$152.00 (Convenience Fee of \$25.00)

6. **In Forma Pauperis:** Click the check box to file In Forma Pauperis. You will be reminded to submit the correct document(s) supplied from the court to qualify for free e-filing. ***If correct documentation is not supplied, the County office will need to reject the filing.***

Filing Total

\$0.00

☒ In Forma Pauperis

Please note, the correct document(s) must be supplied from the court to qualify for free e-filing.

7. **Docket Category:** You may add as many dockets as needed up to the maximum upload size. Each docket MUST have an attached PDF document. Only PDF formatted documents are supported for E-Filing. To select a docket and attach a document, select the docket category from the dropdown box and click the Choose File button to browse your computer for the necessary document.

The selected dockets and attachments will be listed in the Attachments section as you add them.

Attachments

Docket Category

<Select>

▼

Choose File

Category	Filename	Tags	Actions
COMPLAINT	NEW filing form.pdf	☐ Confidential Document	Delete

- **Delete docket:** Select the red Delete icon to delete a docket from your list. *You will be prompted to confirm.*
- **View docket:** Select the blue file name to view the attached document.
- **Confidential Document:** Click the check box to request the docket be sealed. When adding the filing to your cart, you will be required to confirm the submission meets the Local Rules of Judicial

Administration concerning confidential information. You can select No or the X to go back and make any necessary changes to your filing. Otherwise, select Yes to add to your Cart.

Confirm Submission**IMPORTANT NOTICE CONCERNING CONFIDENTIAL INFORMATION:**

Local Rules of Judicial Administration, Rule 510, Confidential Information Form: Pursuant to Section 7 of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts, all persons who file documents that contain confidential information as defined by the Policy, shall use and file a Confidential Information Form (CIF) or a Confidential Document Form (CDF), as applicable, in order to comply with the Policy. Parties are expressly prohibited from filing two versions of any document, i.e., a redacted version and an unredacted version. The forms shall be available in each filing office as well as on the Public Records page of the UJS website at <http://www.pacourts.us/public-record-policies>. This requirement applies to all filings, including attachments. Confidential Information includes, but is not limited to, Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; etc. A court or custodian is not required to review any filed document for compliance with this policy. Failure to comply may lead to sanctions being imposed.

☐ I understand that, if I file, I must comply with these rules. I have read this notice.

No

Yes

8. **Notes:** Supply any additional information or comments for the office to consider when processing your filing.
9. **Add to Cart:** Once all required information is added, click Add to Cart. You will see a banner popup on top of the page to confirm the Filing has been added to your cart. You can stay on the Submit Civil page to add another Filing or go to your shopping cart to submit your order.

NOTE: Each Order may include up to 25 typical case filings. It is recommended that large filings be submitted separately to avoid exceeding data limits.

Shopping Cart

Shopping Cart

FP26000009 NEXT - John Doe vs. John Smith [Edit](#) [Delete](#)
Civil: Appeals \$127.00
County Convenience Fees \$25.00
Attachments (1)
[NEW filing form.pdf \(COMPLAINT\)](#)

FP26000010 NEXT - Jane Doe vs Jane Smith [Edit](#) [Delete](#)
Civil: Mass Tort \$127.00
County Convenience Fees \$25.00
Attachments (2)
[NEW filing form.pdf \(MOTION\)](#) **Confidential**
[NEW filing form.pdf \(CONFIDENTIAL FORM\)](#)

E-Filing Subtotal \$254.00
County Convenience Fees \$50.00
Processing Fees \$9.71
Total \$313.71

Payment Method
[Add Payment Method](#)
Choose your method of payment
[Print Order](#) [Submit Order](#)

The **Shopping Cart** will show each of the filings included in the **Order**. Each filing will have an **Edit** and **Delete** button. You can click the **Edit** button to reopen the filing and make changes before submitting. The **Delete** button will immediately delete the filing.

The **Print Order** button creates a printable PDF version of the shopping cart page for your records, if desired. *This is not a receipt of purchase.*

To submit your order, select your **Payment method** from the drop down and click **Submit Order** to send the information to the County office for review and processing. *You will be required to acknowledge the County's Terms & Conditions for E-Filing.*

Once the order is submitted, a confirmation message will appear on your screen, and you will receive a submission confirmation e-mail from the County office. The filing will also be shown as Pending on your My Filing page.

Credit Card Charges: When you submit an order, your credit card company will put a hold on the total amount submitted. When the County office processes the Order, the hold will be released, and your credit card account charges will be processed. **If the County office rejects a filing from the order, the fees associated with that filing WILL NOT be charged to your credit card account.**

E-Filing Email Notifications

The following E-Filing notification e-mails will be sent from the County office:

- E-FILING ORDER #XXXX (SUBMITTED) confirms that your Order has been submitted to the County office for review and processing.

- E-FILING ORDER #XXXX (PROCESSED) confirms that your Order has been processed and identifies the Filings as Accepted or Rejected.
- E-FILING ORDER #XXXX (ITEM REJECTED) will be sent to you immediately when a Filing within an Order is rejected.

Resubmit Rejected Filing

If a Filing is rejected by the County office, you will receive an email notification letting you know that the Filing Packet was rejected. The Filing status will also be reflected on your My Filings page.

Users will need to log onto their My Filings page to view the Filing Packet Rejected document, which should describe the reason for the rejection.

My Filings

[Create New Filing](#)

[Previous](#) **1** [Next](#)

Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted
7/9/2026	026000011	COMPLETE	\$156.86	0	1	1	0
6/30/2026	02600000	E	\$0.00	0	0	1	0

[Click to View Order Details](#)

Click the Filing Order Number in blue for the rejected filing.

Open the details for the rejected filing.

Click Notice of Action to see the Filing Packet Rejected document for additional details about the rejected filing or click Packet Rejected Report in the Attachments section.

Order #026000010

[My Filings](#) > Order #026000010

NEXT John Smith vs John Doe				1	2	REJECTED
				Resubmit	Notice of Action	
Filing Category	Convenience Fee	Amount	Attachments			
Civil: Mass Tort - Tobacco	\$25.00	\$127.00	Motion To Amend Complaint Packet Rejected Report			

FP26000013

Sub-Total	\$0.00
Total	\$0.00

[Print Order](#)

In the top right corner of the Order page you will see 2 buttons below the filing status.

1. **Resubmit:** Click this button to pre-load the Submit Civil Filing page with all the information that was entered originally (including attachments). From there, you can make corrections and re-submit. *The Resubmit button only remains active for the number of days established by the County. Additionally, once a Filing has been re-submitted, the button is also disabled.*

NOTE: If your filing is rejected, and there is an issue with any of the documents that you have attached, you must re-scan (and upload) the entire document, not just the corrected page(s).

2. **Notice of Action:** Click this button to review the reason for rejection.

My Filings History

My Filings

Create New Filing

Past 30 Days

Search

Previous

1

Next

Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted
7/9/2026	026000011	COMPLETE	\$156.86	0	1	1	0
6/30/2026	026000010	COMPLETE	\$0.00	0	0	1	0

The **My Filings** page contains the history of your Filings with the County office and the status of each Filing Order. You may filter the list to show Filings in the past 30 days, 3 months, 6 months, or a particular year.

- **Filing Date:** Date the Order was submitted to the County office.
- **Filing Order Number:** An Order can include multiple case filings, called Filing Packets (FPxxxx).
 - Click the Filing Order Number button to see the details of each Filing in the Order and Costs.
- **Status:**
 - **PENDING:** Order submitted to the County Office.
 - **PROCESSING:** An Order with multiple Filings has been reviewed in part, but at least one Filing is still Pending with the County office.
 - **COMPLETE:** All Filings in the Order have been reviewed by the County office.
- **Amount:** Total amount paid for the Order.
- **Case Filing Status:** Identifies the number of Filings within the Order and the status of each Filing. The number in each column represents the number of Filings in the Order with that status.
 - **Pending:** Pending review by the County office.
 - **Accepted:** Filing processed by the County office.
 - **Rejected:** Filing rejected by the County office.
 - **Resubmitted:** Rejected Filing resubmitted to the County Office.

Order #026000013

My Filings > Order #026000013

S-0002-2026

GEORGE KNIGHTLEY VS. ELIZABETH BENNET

ACCEPTED

S-0026-2026

JAMES SMITH VS. JOHN DOE

ACCEPTED

Resubmit

Notice of Action

Filing Category	Convenience Fee	Amount	Attachments
Civil: Real Property - Ground Rent	\$25.00	\$127.00	Petition

FP26000018

S-0027-2026

MYCROFT HOLMES VS. SHERLOCK HOLMES

ACCEPTED

Sub-Total	\$412.00
County Convenience Fees	\$60.00
Processing Fees	\$15.08
Total	\$487.08

Print Order