Self-Represented Litigants (SRL) can now access their Custody, Divorce and Domestic Violence docket information by creating and utilizing a user account on the FJD Electronic Filing System (EFS).

#### NEW ACCOUNT CREATION (NON Attorney account)

Accounts can be created via: https://fjdefile.phila.gov/efsfjd/zk\_fjd\_prvt\_efile\_10.zp\_efile\_user

Click the 'To Apply for a User name click here' hyperlink.

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To start the account creation process, select 'I am not an attorney.'

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Enter your personal information and check the box below for verification statement and click Submit

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User Name, Password	and PIN. Should you not receive an email with your user name information within :	30 minutes of your submission request, the most likely culprit is a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercu	opts this email.	

You will then see messages saying you have been successful and an email was sent to the address you provided.

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IMPORTANT NOTICE!				
Spam Filters. The Password issuance process is fully automated, and an email is generated within minutes of your request for a User Name. This email contains the User Name, Password and PIN. However, we have received numerous calls and emails from Users who I Password and PIN. Should you not receive an email with your user name information within 30 minutes of your submission request. It most likely calupit is a span filter, most likely installed by your Internet Service Provider or your network administrator, which Intercepts "Trait" or similar email lotter, exponsibility or USP or entwork administrator review our span filters, toold you be unable to retrieve this email constat exbuspont@courts.phila.gov	ave not receive this email. The	d their Us email may	er Name, be in you	ur
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IMPORTANT NOTICE - The Password issuance process is fully automated, and an email is generated within minutes of your request for a User Name. This email contains the User Name, Password and PIN. However, we have received numerous calls and emails from Users who have not received their User Name, Password and PIN. Should you not receive an email with your user name information within **30 minutes** of your submission request, the most likely cause is a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be in your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. Should you be unable to retrieve this email **contact** <u>efsupport@courts.phila.gov</u>.

The confirmation email will contain your Username, Password, and PIN needed to login.



NOTE – the link between the EFS User Account and the user's Family Court cases requires 24 hours.

Once this link has been successfully created, litigants can log on to EFS using Username, Password and PIN and access their Family Court docket information as outlined below.

If litigants already have an account, they can logon to the EFS at <a href="https://fidefile.phila.gov/efsfjd/zk">https://fidefile.phila.gov/efsfjd/zk</a> fjd prvt efile 00.secured logon

Enter your Username, Password, and PIN, click enter

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Click the My Family Court Cases Hyperlink



Welcome

Username: <u>Update Information</u> TODAYS DATE: November 18, 2020



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All Custody, Divorce and Domestic Violence cases that are linked to the EFS User Account will display.

Click blue case ID hyperlink to access full docket for each individual case.

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Scroll down or click blue hyperlink at bottom to jump to different sections of the Docket Report

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If you experience issues accessing docket reports on your Custody, Divorce or Domestic Violence cases, please contact The Family Court of Philadelphia at:

Email: <a>Familyefsupport@pacses.com</a> (Preferred)

Phone: 215-686-7466