

File & Serve Xpress™

Pennsylvania Commonwealth Court Special Instructions

- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- You will be unable to locate your case unless a member of your firm is included on the service list.
- Contact Customer Support at 888-529-7587 if you are unable to locate your case.
- Upload the main document first, then any supporting documents
- Electronically 'staple' supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- By default, the Service/Notice tab will only list parties who can receive service electronically.
- Click the "All Active Participants" button (located just above the service list) to view all parties in the case, including those who can only receive service via U.S. Mail.
- Your transaction will only be available to other firms/parties within your litigation.
- Use the Serve Only-Private service option only for those documents which contain confidential information such as medical records or Social Security Numbers.
- All other documents should be submitted using the Serve Only-Public option.
- Your File & Serve receipt is your proof of service. Please print this document for your records.