

File & Serve Xpress™

Lancaster County PA Special Instructions

Initiating a New Case:

- New Cases can be filed through File & ServeXpress using the “File a New Case” option.

Creating Your Documents

- Be sure to include the appropriate Electronic Signature in your pleadings.
- Signature Requirements for Lancaster County are: "/s/Adam Attorney".
- Each document shall also include the typed name, address, and telephone number of the attorney or unrepresented party filing such document. Attorneys shall include their Pennsylvania bar number.
- The title of each document must include the following:
 - Party filing the document,
 - Full descriptive title of the document,
 - Nature of Relief sought,
 - Party or Parties against whom Relief is sought.
- Sealed Documents may be filed through the File & Serve System but should be designated as such when eFiling. Please call Customer Support if you need assistance eFiling a Sealed Document.
- All Proposed Orders should be created using an editable word processing format so that the Court can utilize the Proposed Order in creating any applicable Order.

Uploading Your Documents

- Upload pleadings in an editable, word processing format (i.e. .rtf, .doc or .wpd). Do not upload pleadings in PDF format. The File & Serve system automatically converts them to .PDF for you.
- If you are concerned about metadata, save the document as a .rtf instead of a .doc or .wpd.
- Upload the main document first, then upload any supporting documents.
- Electronically 'staple' supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- Use the Linking feature in the Attached Documents list when submitting responses to previously filed documents. (If the previously filed document is unavailable to 'link to', reference the previous documents transaction id in the "Document Title.").

Other

- Your File & Serve receipt is your proof of service. Please print this document for your records.