

4.7 Electronic Filing.

(a) Authorization for Electronic Filing. Any legal filing permitted under the Pennsylvania Orphans' Court Rules may be filed electronically with the Clerk under the procedures set forth in this Rule and consistent with the procedures set forth in Pa.R.O.C.P. 4.7.

(b) Electronic Filing of Legal Paper.

(1) Means of Electronic Filing.

(i) All legal papers filed electronically shall be filed through the Clerk's electronic filing system. Parties may be required to register prior to utilizing the electronic filing system. As part of the registration process, parties may be required to provide a name, mailing address, e-mail address, phone number, and/or other identifying information as determined by the Clerk.

(ii) Registration for use of the electronic filing system shall constitute the registrant's agreement, pursuant to Pa.R.O.C.P. 4.5(a)(1), to accept service of all notices, opinions, and orders from the Clerk or the Court via electronic means.

(iii) All legal papers filed electronically shall be submitted for electronic filing in portable document format (pdf). Proposed orders accompanying a filing may be submitted in Microsoft Word format.

(iv) Upon receipt of an electronically filed legal paper, the Clerk shall provide the filing party with an acknowledgment of the filing, which shall include the date and time the filing was received by the electronic filing system. The Clerk shall also provide the filing party with notice that the legal paper was accepted for filing. If the legal paper is not accepted for filing, the Clerk shall promptly notify the party presenting the document for filing that it was not accepted and the reason therefor. Any such acknowledgement or notice may be sent via email to the address provided by the filing party. The filing party is expected to correct any errors identified by the Clerk before attempting to refile the legal paper.

(2) Submission of Hard Copies. Legal papers may be submitted to the Clerk in hard copy format. When a legal paper is submitted in hard copy format, the Clerk shall electronically scan such legal paper into pdf format and maintain it in that format. Any legal paper scanned into pdf format may be returned to the filing party for retention pursuant to Pa.R.O.C.P. 4.7(c)(3).

(c) Retention of Legal Paper. The originals of all documents and attached exhibits shall be maintained by the filing party in accordance with Pa.R.O.C.P. 4.7(c)(3).

(d) Website. The Clerk's electronic filing system shall be accessible through the Erie County Clerk of Orphans' Court website at <https://eriecountypa.gov/departments/clerk-of-records/register-of-wills-estate-records/>.

(e) Reserved.

(f) Fees.

(1) Payment.

(i) The Clerk's fees and costs shall be paid by credit or debit card, as set forth below, when legal papers are filed using the electronic filing system. Payment for all costs and fees for the filing of a legal paper presented by a filing party to the office of the Orphans' Court Clerk for electronic filing shall be paid by credit or debit card as set forth below, or by check or cash.

(ii) The Clerk will accept for payment of all filing fees the following credit and debit cards: American Express, Discover, Mastercard and Visa. The Clerk will not accept advance deposit on account of future filing fees.