

Prothonotary of Berks County

Marianne R. Sutton, Prothonotary

The Berks County Prothonotary's Office in conjunction with the Berks County Sheriff's Office will be implementing an interim electronic procedure for accepting and processing Praecipes and Writs for: Executions, Attachments, Revivals, Joinders of Additional Defendant(s) and Summonses as of June 1, 2016.

Effective June 1, 2016 - Electronic filing is MANDATORY for the above filings.

Prothonotary's Procedure and helpful hints for filing Praecipe packages re Writs of Executions, Attachments, Revivals and Joinders of Additional Defendant(s).

Upload the Praecipe for the Writ and a prepared Writ in the same PDF and use one of the following text choices:

Execution – Money Judgment	\$40.00 + \$15.00 = \$55.00
Execution – Money Judgment upon a Confessed Judgment	\$40.00 + \$15.00 = \$55.00
Execution – Mortgage Foreclosure	\$40.00 + \$15.00 = \$55.00
Execution – Possession	\$40.00 + \$15.00 = \$55.00
Execution – Possession upon Confessed Judgment	\$40.00 + \$15.00 = \$55.00
Adverse Revival	\$40.00 + \$15.00 = \$55.00
Attachment upon a Confessed Judgment	\$53.75 + \$15.00 = \$68.75
Execution – Attachment	\$53.75 + \$15.00 = \$68.75
Execution – Wage Attachment	\$53.75 + \$15.00 = \$68.75

Any supporting paperwork will need to be filed as a separate PDF and uploaded to the same EFS #.

*Page #32 of EFS User Guide:

Ref.No.:	SubType:	<u>DIVORCE</u>	Defendant:	SMITH, RANDALL
<input checked="" type="radio"/> Additional	<input type="radio"/> a	Each document must be loaded as a separate PDF. If you are filing a petition with a proposed order, the petition would be one PDF and the proposed order would be a second PDF.		
<input type="radio"/> Select Required / Additional	<input type="radio"/> b			

DO NOT include the Sheriff's Instructions

To E-File a Summons: Go to **My Filings Tab** and click on **New Cases** Create located on the right side of the page. Next is the **Filing Type Screen**, select Type of Case – Civil. Next select **Case Filing Type** – Summons. Continue through the screens and complete party screens and add your filings on the Filing Screen. Pay and submit to the Prothonotary

The Prothonotary's Office will complete and forward the Writs to the Berks County Sheriff's Office or return to the attorney if they are serving it. (Please see the letter from Sheriff Office on their handling.)

Questions re **Executions, Attachments, Revivals, Joinders of Additional Defendant(s)**, please contact our office at (610) 478-6970 extensions 3471, 3472, 3473, 3475 or 3491.

Questions re **Summonses only**, contact our office at (610) 478-6970 extensions 3466, 3469, 3467 or 3465.