

How to file a Writ of Summons through EFlex

If you want to commence an action in EFlex via a Writ of Summons, you do not need to provide an actual Writ of Summons document; you select the WRIT OF SUMMONS FILED document code and EFlex generates the Writ of Summons document for you.

To initiate a case via a Writ of Summons:

Login to EFlex, select "New Case", select your case type, check all the applicable boxes on the Case Initiation screen, select your Action Type, add your parties. After you click "Next" you will be on the "Add a Document" page:

The screenshot shows the EFlex web interface for adding a document. The page title is "Case Type : CONTRACT". The "Document Category" dropdown is set to "FILING FEE". The "Document Type" dropdown is set to "WRIT OF SUMMONS FILED". The "Public" radio button is selected. The "Order Date" field is set to "MM/DD/YYYY" with a comment box. The "Additional Text" field is empty. The "Document Location" is "Browse..." with "No file selected." and an "Add" button. Below the form is a table of documents:

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Form	form.xml			0.01 MB		
COVER SHEET(S) FILED	View Generated Document		Add		3	

Total Size: 0.0 MB

Buttons: Back, Move to Draft, Next

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The first thing you should do is select the commencement of action fee document code. This can be done by selecting "FILING FEE" in the Document Category, and selecting the appropriate fee code under the "Document Type" list:

CHESTER COUNTY PENNSYLVANIA **PROTHONOTARY ELECTRONIC FILING**

Home eFile Cases My Profile Log Out user: Test Smith

Home ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document

Case Type : CONTRACT

Document Category:

Document Type *:

Public

Sealed Order Date: --Enter a comment on what rule you are using--

Confidential Order Date: --Enter a comment on what rule you are using--

Additional Text:

Document Location: No file selected.

Add to Submission

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Form	form.xml		<input type="button" value="Edit Data"/>	0.01 MB		
COVER SHEET(S) FILED	View Generated Document	<input type="text" value=""/> <input type="button" value="Add"/>			3	

Total Size: 0.0 MB

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After adding the fee code to your submission, you can then attach your Praecipe for Writ of Summons.

Select "Writ" in the "Document Category" field and "Praecipe for Writ of Summons Issued" in the "Document Type" field. Then click "Browse" and attach your Praecipe:

Home > Case Type > Case Initiation > Add a Document

Case Type : CONTRACT

Document Category: Writ

Document Type *

Public

Sealed Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Confidential Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Additional Text

Document Location: Browse... No file selected.

Add to Submission: Add

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Form	form.xml			0.01 MB		
COVER SHEET(S) FILED	View Generated Document		Add		3	
PRAECIPE FOR WRIT OF SUMMONS ISSUED	Praecipe for Writ of Summons.pdf		Add	0.04 MB	2	

Total Size: 0.04 MB

Back Move to Draft Next

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Then for the Writ of Summons itself, select "Writ" in the "Document Category" field and "Writ of Summons Filed" in the "Document Type" field. You will notice that the "Browse" button is grayed out, because you can't attach a document to this document code, the EFlex system will generate this document for you, once you add the document code to your submission. After you click the "Add" button, the document name will appear at the bottom of the screen:

File Edit View History Bookmarks Tools Help

eflex x +

https://efilingtest.chesco.org/uploads

CHESTER COUNTY PENNSYLVANIA PROTHONOTARY ELECTRONIC FILING

Home efile Cases My Profile Log Out user: Test Smith

Home » Case Type » Case Initiation » Add a Document

Case Type : CONTRACT

Document Category:

Document Type:

Public

Sealed Order Date: --Enter a comment on what rule you are using--

Confidential Order Date: --Enter a comment on what rule you are using--

Additional Text:

Document Location: No file selected.

Add to Submission:

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Form	form.xml		<input type="button" value="Edit"/>	0.01 MB		
COVER SHEET(S) FILED	View Generated Document	<input type="text"/>	<input type="button" value="Add"/>		3	
PRAECIPE FOR WRIT OF SUMMONS ISSUED	Praecipe for Writ of Summons.pdf	<input type="text"/>	<input type="button" value="Add"/>	0.04 MB	2	<input type="button" value="Remove"/>
WRIT OF SUMMONS FILED	View Generated Document	<input type="text"/>	<input type="button" value="Add"/>	0.0 MB	1	<input type="button" value="Remove"/>

Total Size: 0.04 MB

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You will see a hotlink under the "View Document" column named "View Generated Document", if you click on that hotlink you can see the generated document:

File Edit View History Bookmarks Tools Help
eFlex x generated.pdf x +
https://efilingtest.chesco.org/worklist/generated.pdf?pageAction=ViewDocument&fVT Search
Page: 1 of 1 Automatic Zoom

IN THE COURT OF COMMON PLEAS, CHESTER COUNTY
Fifteenth Judicial District of Pennsylvania
West Chester, Pennsylvania

ABC COMPANY Plaintiff(s)
v. CASE NUMBER
JOHN DOE Defendant(s) CIVIL ACTION - LAW

WRIT OF SUMMONS

TO: JOHN DOE

YOU ARE NOTIFIED THAT THE ABOVE-NAMED PLAINTIFF(S) HAS/HAVE COMMENCED AN ACTION AGAINST YOU.