

**ENVIRONMENTAL HEARING BOARD
INSTRUCTIONS FOR
ELECTRONIC FILING AND SERVICE OF LEGAL DOCUMENTS
THROUGH THE BOARD'S WEBSITE**

This memorandum describes how to file and serve legal papers through the Board's web site (<http://ehb.courtapps.com>). Registered users of the efile system should also read the EHB's Efiling Guidance, available at <http://ehb.courtapps.com/content/guidance.htm>, and the Board's rules on electronic filing found at 25 Pa. Code Chapter 1021.

Registered users will be permitted to file notices of appeal and other legal papers (with the exception of complaints and other documents listed at 25 Pa. Code § 1021.32(a)), through the Board's web site. Registration may be accomplished by filling out the registration form provided at <http://ehb.courtapps.com/efile/userRegistration.php>. Once the form is filled out and submitted to the Board, the registration will be reviewed. If the registration is approved, a password will be issued to the user through a welcome email that will include instructions on how to proceed. Once a password is issued, the registered user may then file documents electronically. The security of the system depends in part on the registered user protecting the password from disclosure to unauthorized persons and secondarily by E-mail to the user whenever a filing is made in a case in which he or she is either counsel or a *pro se* filer.

Using the system is self-explanatory. Registered users who log on with their user name and password can follow the online instructions that guide them through the process of electronically filing a document. These instructions are provided as a supplement to those online instructions.

To file a notice of appeal electronically, a registered user must log on with their user name and password and follow the instructions provided on the website.

To file a document other than a notice of appeal, after logging on, the registered user must first select a docket number from a dropdown list on the screen. The list includes only active cases in which the registered user is currently counsel of record or a *pro se* filer. The screen that the registered user next sees gives a choice of two links. The first is for a response document. The other is for a new document such as a motion. On this screen, the existing docket for the case can be seen. Once the appropriate link is selected, a new screen appears that contains instructions on how to describe the document to be filed and requires the selection of a document type. A dropdown menu will aid in selecting the document type. This screen will permit the registered user to select the document to be filed from the user's hard drive by use of the "Browse" button. Once the document is located, click insert. After this step has been completed, click on the "Upload" button to file the document.

The click on the "Upload" button results in the submission of the document to the Board. Board personnel will then review the document at their earliest convenience (usually the same day that the filing is submitted). If the Board accepts the document for filing, the system will automatically send a notification message by E-mail to all counsel of record and/or any *pro se* filers who are registered users of the system. This email will notify the appropriate parties of the

filing of an electronic document in their case, and will contain a clickable link to the document itself. Additionally, the Board's acceptance of a document will generate an acceptance message to the registered user who filed the document. This acceptance message will list the attorneys and/or *pro se* filers who have been served through the web site (i.e. those attorneys and *pro se* filers in the case who are registered users of the efilings system) and those whom the registered user must serve by traditional hard copy (i.e. those attorneys and/or *pro se* filers in the case who are not registered users of the efilings system). Service on registered users is complete when this acceptance message is sent. The document is deemed filed at the time the registered user submitted it, not the time when the Board accepts it. If the Board rejects the document, the document will not be filed and the registered user will receive email notification of the rejection.

Exhibits

Registered users have three ways to submit any exhibits that the document might have. First, users can scan the exhibits into PDF format and upload the PDF document to the system. Scanning into PDF requires Adobe Acrobat software and a scanner. For additional help on scanning, users can call the Thomson Reuters Court Management Solutions Helpdesk at 610-892-7104. Second, users can fax the exhibits. The system will automatically convert the faxed exhibits to PDF and associate them with the appropriate electronically filed document. Finally, users can choose to file and serve exhibits via traditional, non-electronic means.

Protective Order

Documents or material covered by a protective order may be electronically filed under seal. Where counsel wishes to have certain material covered by a protective order, he or she must file a motion to that effect with the Board. If the motion contains confidential material, the motion should not be filed electronically. Additionally, any responses to such a motion should not be filed electronically.

Format of Filing And Docket View

Filings must be made through any version of WordPerfect for Windows or Microsoft Word for Windows or Adobe Acrobat PDF. The filed documents in WordPerfect or Word format will be converted on the Board's docket to PDF format so that there will be no variation in the document as it is filed and served from the text of the document filed whether the filer of the document uses WordPerfect, Microsoft Word or Adobe Acrobat PDF. Any registered user of the system and members of the public can view and print the document as filed in PDF format.