

- (3) Questions involving the timeliness of the decision rendered by the zoning hearing board or the governing body of the municipality;
- (4) Questions which the court is satisfied that the appellant could not, by the exercise of due diligence, have raised before the zoning hearing board or the governing body of the municipality at the time of the hearing. If, upon argument, the court is satisfied that any such additional questions should be raised, further testimony shall be obtained as provided in section (b) thereof.

2. *Other Administrative Appeals*

All administrative agency appeals other than zoning appeals shall be heard by the court de novo. After the administrative officer of the municipality or hearing agency has made its return, whether or not additional evidence is required, the case shall be placed upon the appropriate list. Briefs shall be filed as the court shall direct.

Comment: In any appeal from the decision of the governing body of a municipality brought pursuant to sections 1004 or 1005 of the Pennsylvania Municipalities Planning Code (53 P.S. §11044 and 11005) challenging the validity of a municipal ordinance or map or any provision thereof, the court will follow the procedure detailed in section 1010 of the Pennsylvania Municipalities Planning Code (53 P.S. §11004) and receive such additional evidence as may be required, or may refer the case to a referee.

Rule *29. *Appeals from Denial of Driver’s License or Suspension of Operating Privilege (75 Pa.C.S. §1550).*

- (a) Petitions appealing from the denial of a driver’s license or the cancellation, suspension, recall or revocation of one’s operating privilege shall have a face sheet in the form of a notice for the Court Administrator’s use in setting the hearing date.

Petitions appealing a suspension imposed pursuant to 75 Pa.C.S.A. §1547(b) (refusal to submit to chemical testing after arrest) must identify the municipality in Delaware County where petitioner’s arrest for driving under the influence of alcohol and/or controlled substance took place.

- (b) All such petitions and orders shall first be filed with the Office of Judicial Support to be time/stamped and assigned a number.
- (c) The petitioner shall promptly deliver a conformed copy of the petition to the Court Administrator to obtain a hearing date.

the appeal. The taxing authorities contact information may be found at the Delaware County Board of Assessment & Appeals website: <https://www.delcopa.gov/treasurer/boa> or by visiting the offices of the Delaware County Board of Assessment & Appeals at 201 W. Front Street, Media, Pennsylvania 19063.

- (e) The Appellee shall have twenty (20) days from the date of service as required herein within which to file an answer or enter an appearance. The entry of an appearance shall be deemed to constitute an answer denying the substantive averments in the appeal challenging the propriety of the assessment.
- (f) Where the amount of taxes in controversy for the first calendar year is \$50,000 or less (as determined by applying the millages for all three taxing authorities to the difference between the present assessment and the implied assessment as calculated by multiplying the value claimed by the Appellant in the Petition for Tax Assessment Appeal by the applicable Common Level Ratio) the appeal shall be arbitrated in accordance with the provisions of Rule *1301(f). All other appeals will receive a Case Management Order (FORM 30(k)) and shall thereafter be processed pursuant to Rule *206.1(a)(2).
- (g) Arbitration shall be before one (1) arbitrator to be appointed by the Court. The Office of the Court Administrator shall coordinate scheduling the appeals for arbitration consistent with the Pa.R.Civ.P. 1305 and Delaware County Local Rules 1301 through 1305.
- (h) Notwithstanding the general rule that the Rules of Civil Procedure do not apply to tax assessment appeals, the property owner shall provide to the Board of Assessment and the taxing authorities, within ninety (90) days from the date the appeal is filed, the following information, where applicable:
 - (1) Income and expense statements for three (3) years immediately preceding the year in which the appeal was filed;
 - (2) A complete and current rent roll, to include a list of all tenants and their annual rent, the term of each lease (including any extension or renewal options), any special provisions and a sample lease; and
 - (3) Any appraisals prepared of the property appealed within the prior three (3) years;
 - (4) Any agreements of sale within the prior three (3) years; and

- (5) Contact information of an individual who shall provide access to the property for a site visit by an appraiser.
- (6) Any property building plans, floor plans or building layouts.
- (i) Appellant shall provide a copy of their appraisal prepared for purposes of the assessment appeal to the taxing authorities and the Board of Assessment within ninety (90) days from the date the appeal is filed. In cases where a taxing authority is the Appellant, the Appellant's appraisal report must be provided to Appellee and intervening parties within ninety (90) days of the property owner's production of the information set forth in subsection (h). The parties shall exchange appraisals to be used at trial or arbitration following the exchange of discovery, where permitted by this Rule *30 or upon Leave of Court, not less than thirty (30) days prior to the date of trial. Appraisals not produced in accordance with this Rule may, upon motion and for good cause shown, be excluded from use at trial.
- (j) In all cases involving exemptions, the taxing authority shall serve a copy of Exemption Appeal Discovery Requests, (FORM 30(j)) on the property owner. The property owner shall respond to the Exemption Appeal Discovery Requests within sixty (60) days after service thereof. Service is complete upon mailing.

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- (k) All motions, including but not limited to, Motions for Discovery, Motions to Compel and Motions for Protective Orders shall be filed with the Office of Judicial Support.

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- (l) The parties may, at any time, in writing request a conference with the Court Administrator.

Editor's note: Adopted March 29, 1990, effective April 30, 1990. Amended July 22, 1992, April 26, 1994 and February 7, 1995. Subsection (f) amended January 23, 1998, amended October 17, 2025, effective 30 days after publication in the *Pennsylvania Bulletin*.

2. Magisterial District Judges shall also provide coverage to conduct preliminary arraignments, conduct summary trials or set collateral in summary cases following arrests with a warrant issued pursuant to Pa. R. Crim. P 430 (A), set bail whenever an out-of-county warrant of arrest is executed within the Judicial District, accept complaints and provide such other services as may be required by Pa. R. Crim. P. 117 (A) (2) (a), (b), (c) and (d).
3. In order to provide after hours coverage for the services set forth in paragraphs 1 and 2, Magisterial District Judges shall rotate evenings, weekends and holidays according to the provisions of the previous Orders of this Court establishing the Duty Groups within the Judicial District.
4. The Duty Magisterial District Judge shall provide after hours coverage in accordance with the long-standing hearing schedules set forth in the previous Orders of this Court establishing the Duty Groups within this Judicial District.
5. The Duty Magisterial District Judge shall be continuously available during his or her regular after hours coverage for the issuance of search warrants pursuant to Pa. R. Crim. P. 203, arrest warrants pursuant to Pa. R. Crim. P. 513 and to accept deposits of bail as further provided for in paragraph 8 of this Order.
6. In the event a Magisterial District Judge is needed for the issuance of a search or arrest warrant or other emergency matter when the Court is not scheduled for after hours coverage, the Duty Magisterial District Judge will be contacted as provided for in paragraph 7 of this Order.
7. The Duty Magisterial District Judge shall be contacted by either the Delaware County Emergency Services Center (911), the local law enforcement agency or the Pennsylvania State Constable when it becomes necessary to hold a preliminary arraignment or summary trial, issue a search warrant or warrant of arrest, set or accept bail or provide the other services set forth in paragraphs 1 and 2 of this Order.
8. All Magisterial District Court offices shall be open for normal business on Monday through Friday between the hours of 8:30 A.M. to 4:30 P.M. except that Magisterial District Court 32-2-40 shall be open between the hours of 2:00 P.M. and 10:00 P.M. on Monday through Thursday and between the hours of 11:00 A.M. and 7:00 P.M. on Friday for the purpose of conducting normal business and to act as the Duty Court for the Folcroft Duty Group on Monday through Thursday.

9. Monetary bail may be accepted by the issuing authority between the hours of 8:30 A.M. and 4:30 P.M. on Monday through Friday, by the Duty Magisterial District Judge during his or her regular after hours coverage and by the Warden of the George Hill Correctional Facility (or his designee) between the hours of 8:00 P.M. and 8:30 A.M. daily. If the issuing authority is unavailable to accept deposits of bail due to illness, vacation, or continuing education, the Magisterial District Judge covering for the issuing authority may accept the bail.

Editor’s note: Adopted July 26, 2006, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 205.2 *Filing Legal Papers with the Office of Judicial Support. (Rescinded)*

Editor’s note: Rule 205.2 was rescinded and renumbered Rule 205(a).

Rule *205.2(a) *Filing Legal Papers with the Office of Judicial Support.*

All papers filed with the Office of Judicial Support shall include the following:

1. The facing page of all pleadings, petitions, and motions, and all other matters filed in the Office of Judicial Support shall provide a space three (3”) inches in height, on the top right under the docket number for use of the Office of Judicial Support in affixing the date and time of filing.
2. Attorneys of record shall indicate their identification number and their business telephone number on all papers filed with the Office of Judicial Support.

Editor’s note: Renumbered January 28, 2016. Effective upon publication on the UJS Portal.

Rule *205.2(b) *Cover Sheets.*

A cover sheet is to be completed and attached to the following:

The moving party is to check the appropriate box on the form.

1. Petitions filed pursuant to Rule 206.1(a)
2. Motions filed pursuant to Rule 208.1
3. Responses to Motions or Petitions
4. Motions for Judgment on the Pleadings pursuant to Rule 1034(a)
5. Summary Judgment Motions pursuant to Rule 1035.2 (a)

6. Family Law Petitions and Motions file pursuant to Rule 206.8

See Forms Index

7. Preliminary Objections pursuant to Rule 1028(c).

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EXPLANATORY COMMENT—2010

On February 5th, 2010, the Pennsylvania Supreme Court adopted Pa.R.C.P. 205.5, which requires submission Statewide of a uniform cover sheet on each new civil filing. In the interest of efficiency, it was decided that the state-mandated form replace, rather than be filed in addition to, the “Civil Cover Sheet and Entry of Appearance Form” formerly required by Delaware County Local Rule 241(a).

Editor’s note: Amended May 14, 2010, effective immediately. Renumbered and amended January 28th, 2016, effective upon publication on the UJS Portal.

**Rule 205.4. *Electronic Filing and Service of
Legal Papers. (Rescinded)***

Editor’s note: Rescinded February 13, 2007.

**Local Rule 205.4. *Electronic Filing and Service of
Legal Papers***

(a)(1) *Commencement*

- (i) On the commencement date, all parties may electronically file all “legal papers” as defined in Pa.R.C.P. No. 205.4(a)(2), with the Office of Judicial Support through Delaware County’s Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4.
- (ii) Ninety (90) days from the commencement date, parties shall electronically file all “legal papers” as defined in Pa.R.C.P. No. 205.4(a)(2), with the Office of Judicial Support through Delaware County’s Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4.
- (iii) On the commencement date, all parties in Family Law cases (i.e. custody, divorce, special relief, equitable distribution) may electronically file all “legal papers” as defined in Pa.R.C.P. No. 205.4(a)(2), with the Office of

Judicial Support through Delaware County’s Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4, For purposes of filing legal papers electronically, Family Law cases are considered to be Custody, Partial Custody and Visitation of Minor Children under Pa.R.C.P. 1951.1; Special Relief under Pa.R.C.P. 1913.13; Actions for Divorce or for Annulments of Marriage under Pa.R.C.P. 1920.1.

- (iv) Ninety (90) days from the commencement date, parties in Family Law cases shall electronically file all “legal papers” as defined in Pa.R.C.P. No. 205.4(a)(2), with the Office of Judicial Support through Delaware County’s Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4.

Explanatory Note: The term “legal paper” as defined in Pa.R.C.P. No. 205.4(a)(2) encompasses all pleadings and all other papers filed with the Office of Judicial Support—including exhibits and attachments—even if the legal papers are not adversarial in nature and do not require the non-filing party or parties to respond.

- (2) As used in this rule the following words shall have the following meanings:

CMS (Case Management System): A Court case management system manages the receipt, processing, storage and retrieval of data associated with a case and performs actions on the data.

Electronic Filing (E-Filing): The electronic transmission, acceptance and processing of a filing. A submission consists of data, one or more documents, and/or images. The definition of electronic filing does not apply to facsimile or e-mail.

Electronic Service (E-Service): The electronic transmission of an original document to all other electronically-registered case participants via the electronic filing system. Upon the completion of any transmission to the electronic filing system, an electronic receipt shall be issued to the sender acknowledging receipt by the electronic filing system.

EFS: Delaware County Electronic Filing System.

- (b)(1) *Authorized Electronic Format of Legal Papers Electronically Filed*

All legal papers shall be filed in a portable document format (“pdf”). A legal paper presented for filing in hard copy or in a format other than portable document format shall be converted

to a portable document format and maintained by the Office of Judicial Support pursuant to Pa.R.C.P. 205.4(b)(1)

- (2) This Rule shall not apply to legal papers related to actions in Support as defined in Pa.R.C.P. 1910.1 through 1910.50 and 1930.1 through 1940.9.; Protection from Abuse under Pa.R.C.P. 1901.3; Protection of Victims of Sexual Violence or Intimidation under Pa.R.C.P 1951; Petition for Writ of Seizure pursuant to Pa.R.C.P. 1075; Petition to Postpone Sheriff's Sale Pa.R.C.P. 3132; Petition to Appoint a Constable.; Claim of Exemption pursuant to Pa.R.C.P. 3123.1; Appeal from Denial of Right to Know Request under Pa.R.J.A. 509. Registration of Foreign Divorce Decree; Registration of Foreign Custody Order and Notice of Intention to Resume Prior Name. This rule shall also not apply to certified zoning records which include blueprints and/or plot plans under Delaware County Local Rule 27.
- (3) This Rule shall not apply to legal papers submitted by a party in response to the Court's notice and Divorce Decree checklist requiring corrections to existing or not yet filed documents for the Court to complete the processing of a divorce action and final adoption of a divorce decree, QDRO or other orders specifically requested to be corrected by the Divorce Decree checklist. The legal papers/corrections shall be filed in the Office of Judicial Support. The filing party shall provide a time stamped copy of the papers to the Court Administrator's Office pursuant to the Divorce Decree checklist instructions. The copies shall include corrections or amendments to existing filings previously docketed.

Explanatory Note: Legal papers submitted in response to the Court's Notice and Divorce Decree checklist and motions or petitions seeking relief in emergency situations, injunctive relief or stay of proceedings shall not be filed through the EFS system but shall be taken to the Office of Judicial Support to be time-stamped, processed, and docketed and then brought by the party seeking the decree, QDRO, order or emergency relief or the stay of proceedings to the Court Administrator's Office for reference to the appropriate judge.

(c)(1) *Website. Access to the Website*

- (i) *Website.* All legal papers shall be filed electronically through Delaware County's Electronic Filing system Electronic Filing system "EFS" which shall be accessible through the County of Delaware website <https://delcofile.co.delaware.pa.us/login> or at such other website as may be designated from time to time.
- (ii) Use of the EFS shall be in accordance with the local rule and instructions contained on the website.

- (iii) *Access to the Website.* To obtain access to the Delaware County Electronic Filing System, counsel and self-represented litigant must apply for and receive a User Name and Password.
 - (iv) Registered users shall be individuals, and not law firms, agencies, corporations nor other groups.
 - (v) User access may be suspended to prevent fraud, to maintain security of the system and network, to prevent an unacceptable level of congestion, or to prevent a disruption to the EFS or another user.
- (d)(1) *Payment of Filing Fees under the EFS system.*
- (i) The Office of Judicial Support will accept for payment of all filing fees through PayPal.
 - (ii) The Office of Judicial Support will not accept advance deposits for future filings.
- (e) *Reserved*
- (f)(1) *Filing Status Messages*
- (i) Upon receipt of the electronic document, the Office of Judicial Support shall provide the filing party with an acknowledgment, which includes the date and time the document was received by the Delaware County Electronic Filing system.
 - (ii) After review of the electronic document, the Office of Judicial Support shall provide the filing party with e-mail notification, or notification on the Delaware County Electronic Filing System, that the document has been accepted for filing (“filed”) or refused and not accepted for filing.
- (2) *Official Record*
- (i) When an electronic document is accepted, the document is the official record.
 - (ii) In custody and equitable distribution cases before a hearing officer, parties shall NOT E-file exhibits to be presented to the hearing officer prior to or at the time of the hearing. The parties shall bring a copy of all exhibits to the hearing. The hearing officer, as is practicable, shall either return the copy to the parties who presented the exhibits or give to court staff to shred the documents.
 - (iii) In arbitration cases before a panel of arbitrators or sole arbitrator, parties shall NOT E-file exhibits to be presented to the arbitrators prior to or at the time of the

hearing. The parties shall bring a copy of all exhibits to the hearing. The panel or sole arbitrator after hearing the matter, shall either return the copy to the parties who submitted the exhibits or give to court staff to shred the documents.

Explanatory Note: This subsection (ii) to (iv) is designed to alleviate the necessity of court staff printing copies of the pleadings and voluminous exhibits used in de novo hearings. Parties may bring a copy of pleadings and/or exhibits to the hearing with the expectation the copies shall be returned or destroyed.

(3) *Signatures and Verifications*

- (i) The electronic filing of documents utilizing the issued User Name and Password as provided by this rule and Pa.R.C.P. No. 205.4, constitutes the party's signature on electronic documents as provided by Pa.R.C.P. No. 1023.1 and, if the filing party is an attorney, constitutes a certification of authorization to file it as provided in Pa.R.C.P. No. 205.1.
- (ii) The electronic document filed by a party must include a signature block, and the name of the filer under whose User Name and Password the document is submitted. The document may be submitted with the filers scanned signature or "/s/" and the filer's named typed in the space where the signature would otherwise appear on the document.
- (iii) If an attorney is the filing party, the Pennsylvania Supreme Court Attorney Identification number must be included under the signature line. The correct format for an attorney signature is as follows:
 - /s/ Attorney name
 - Pa Supreme Court ID #
 - Attorney for (Plaintiff/Defendant) XYZ Corporation
 - ABC Law Firm
 - ADDRESS
 - TELEPHONE NUMBER
 - FAX NUMBER-(FAX)
 - E-MAIL ADDRESS
- (iv) An authorized electronic filer must not allow their user name and password to be used by anyone other than an agent who is authorized by the electronic filer.
- (v) Electronic filers shall notify the Office of Judicial Support's Help Desk immediately if there has been any unauthorized use of their EFS user name and password.

- (vi) The Verification required by Pa.R.C.P. Nos. 206.1 and 1024 and the signature page(s) of any document or legal paper executed by a client or other persons other than the filing party must be scanned and attached to the electronic filing in a portable document format at the time the legal paper is submitted.
- (vii) Documents requiring signatures of more than one party must be scanned and attached to the electronic filing in a portable document format at the time the legal paper is submitted.
- (viii) The original of a sworn or verified document that is electronically filed (e.g. affidavit) or is contained with an electronic filing (e.g. verification) shall be maintained by the electronic filer and made available upon direction of the court or reasonable request of the signatory or opposing party.

Explanatory Note: This subsection is designed to address issues which may arise regarding signatures on legal documents. A filer's use of the User Name and Password issued through the Delaware County Electronic Filing System is the filer's "electronic signature". However, legal documents often require verifications executed by non-filers. In addition, many legal documents require multiple signatures. Deficiencies in content and execution could be subject to preliminary objections. In order to avoid prejudicial delay, this section requires the filing party to scan such legal documents or signature pages and include them as part of the electronic filing at the time of submission. Original copies should be kept as provided for in Pa.R.C.P. No. 205.4(b)(4).

(4) *Electronic Filing Fees and Costs.*

- (i) The Office of Judicial Support shall collect an electronic filing user fee for each legal paper or exhibit filed as established by the Office of Judicial Support with the approval of the President Judge of the Delaware County Court of Common Pleas.
- (ii) In addition to such electronic filing user fee, the Office of Judicial Support is authorized to charge a fee as set forth from time to time for each page of a legal paper or exhibit which is filed in hard copy format and which must be converted by the Office of Judicial Support to a portable document format.
- (iii) Electronic filers shall alert the EFS to any payment errors within forty-five (45) days of the payment date by notifying the Office of Judicial Support's Help Desk.

(5) *Other Procedures Necessary to the Operation of a System of Electronic Filing:* authorized by Pa.R.C.P. No. 205.4(f), the following administrative procedures are adopted:

- (i) If a document is accepted, it shall be deemed to have been filed as of the date and time it was received by the Delaware County Electronic Filing System; provided, however, that if a document is submitted without the requisite fee, the document shall be deemed to have been accepted for filing as of the date payment was received. The Office of Judicial Support is authorized to refuse for filing a document submitted without the requisite payment. If the electronic document other than original process is accepted for filing, it will be electronically served as authorized by Pa.R.C.P. No. 205.4(g)(1)(ii) and service shall be effectuated as provided in Pa.R.C.P. No. 205.4(g)(2)(ii).
- (ii) *Termination Notice.* In addition to the procedures set forth in Pa.R.C.P. No. 230.2, in cases where a party is a registered user of the Delaware County Electronic Filing System, notice of proposed termination may also be electronic.
- (iii) An electronic filer is not required to file any paper copies unless specifically required by the court.

Note: In addition to the electronic paper, a Judge may request counsel or a self-represented litigant to provide a courtesy copy of a pleading(s) or other such material including but not limited to a memorandum of law, a pre-trial binder for the Court including relevant pleadings, a pre-trial memo, if any, stipulations and pre-labeled exhibits which may be useful to a Judge in preparation for trial. The Court may also request courtesy motions, petitions and answers to such pleadings from time to time.

- (iv) An electronic filer is not required to file multiple copies of documents unless requested by the Court, or as specified elsewhere in these local rules. If documents are to be served electronically, the electronic filer is not required to provide envelopes, unless requested by the Court or as specified elsewhere in the local rules, except for those parties who are to receive the document by regular mail or other means of service as required by other rules.
- (v) Electronic filing is permitted at all times when the EFS is available. If the EFS is unavailable at the time a registered user attempts to file a document, the registered user shall make reasonable efforts to file the document as soon as the unavailability ends.

- (vi) If a registered user believes the unavailability of the EFS prevented a timely filing to the party's prejudice, the registered user may submit a motion to the court within ten (10) days of the registered user's unsuccessful attempt to file the document. The motion shall state the date and time of the first unsuccessful attempt to file the document electronically, the date(s) and time(s) of any subsequent attempts to file the document electronically, and why the delay was prejudicial.
- (vii) The filing deadline for any document filed electronically is 11:59:59PM EST/EDT.
- (viii) *Documents with Attachments.* Attachments, including exhibits, that are part of any filing, shall be filed electronically at the same time as the document.
- (ix) An attachment or exhibit that exceeds the technical standards for the EFS or is unable to be electronically filed must be filed as ordered by the court. A Notice of Exhibit Attachment shall be filed in the EFS referencing such an exhibit with specifically and stating the reason why the exhibit was not filed electronically.
- (x) The Court may, on its own motion or for good cause shown, order a filing be made under seal. Filings requested to be made under seal shall be submitted to the Office of Judicial Support over the counter rather than through EFS.
- (xi) Sealed or confidential documents may be submitted for electronic filing in a manner that maintains confidentiality under applicable law.
- (xii) Filings not under seal are public and parties shall comply with the Public Access policy related to case records of the Appellate and Trial Courts of the Unified Judicial System of Pennsylvania under 204 Pa. Code 213.81 and Delaware County Administrative Rule No. 17-5120.

Note: As required by Pa.R.C.P. No. 205.4(c)(1), access to the Delaware County Electronic Filing System shall be available at all times, except for required maintenance. However, legal papers can only be reviewed during normal court hours. Therefore, parties are cautioned to file required legal papers in advance of any filing deadline to enable timely correction and re-submission in the event a legal paper is not accepted or is refused for filing. The Office of Judicial Support may refuse for filing any legal paper submitted without the required filing fees as provided by 42 Pa.C.S. § 1725(c)(2)(xix), or, at the Office of Judicial Support's discretion, may authorize the filer to submit the required filing fees within a stated time period after which the Office of Judicial Support may refuse the legal paper for filing if payment is not received.

- (6) If a legal paper is refused for filing, the Office of Judicial Support shall specify the reason. Subject to the provisions of

subsection Rule 205.4(e)(1)(i), a legal paper refused for filing shall be deemed as not having been filed.

- (7) Neither the Court nor the Office of Judicial Support are required to maintain a hard copy of any legal paper or exhibit, notice, or order filed or maintained electronically under this rule.
- (8) If a legal paper is electronically filed, the Delaware County Civil Electronic Filing System will automatically serve all persons who have previously submitted electronic filings in the same case, pursuant to Delaware County Civil Rule *205.4 and Pa.R.C.P. No. 205.4(g) but the filing party must serve all others as required by rules of Court. All legal papers filed in a hard-copy format must be served by the filing party as required by rules of court.

Note: A party has the responsibility of providing legal papers and other correspondence to the Delaware County Sheriff's Office for service of original process pursuant to Pa.R.C.P. 400—425. The Delaware County Electronic Filing Service or CMS program does not encompass the Delaware County Sheriff's Office.

- (9) Documents shall use the universal PDF standard and shall be no more than 25 megabytes (mb). Files that exceed this limit must be split into multiple files so that each individual file is less than 25 megabytes (mb).
 - (10) Color shall be Black and White, resolution of 300 dpi. If a filer has a document that is color or greystroke, the document shall not be filed electronically but must be submitted to the Office of Judicial Support.
 - (11) All pleadings must conform to Pennsylvania Rule of Civil Procedure 204.1(1) so that the size of the document be 8 1/2 inch by 11 inch paper.
 - (12) Any font that is not part of the Microsoft default font list must be embedded in the PDF document.
 - (13) PDF properties (Title, Author, Subject, and Keywords) should be removed from the document. Documents cannot be password protected or encrypted. Documents names shall not include any special characters such / : * ? “ < >
- (g)(1) *Service by Electronic Transmission*
- (i) Service shall be made to registered users through the EFS and to all others as otherwise provided in the Pennsylvania Rules of Civil Procedure. Service by the EFS is complete upon transmission on a Saturday, a Sunday, a holiday recognized by Delaware County, or after 5:00PM EST/EDT,

