



Home Page

York County Civil Court

Welcome, Guest Home Help

E-Services Portal

If you are a first-time visitor to the site and want to submit one or more filings, please be sure to [Register](#) first.
Please review the User Guides in the help menu.

[Civil Case Search](#) Click here for up-to-date information on Civil Court cases.

[Civil Court Office](#) Click here for the Prothonotary home page.

Welcome

Username

Password

[Log in](#)

[Forgot Password?](#)
[Register User](#)

Privacy Policy | Conditions of Use | Accessibility Policy
© CountySuite Portal, Teleosoft, Inc.

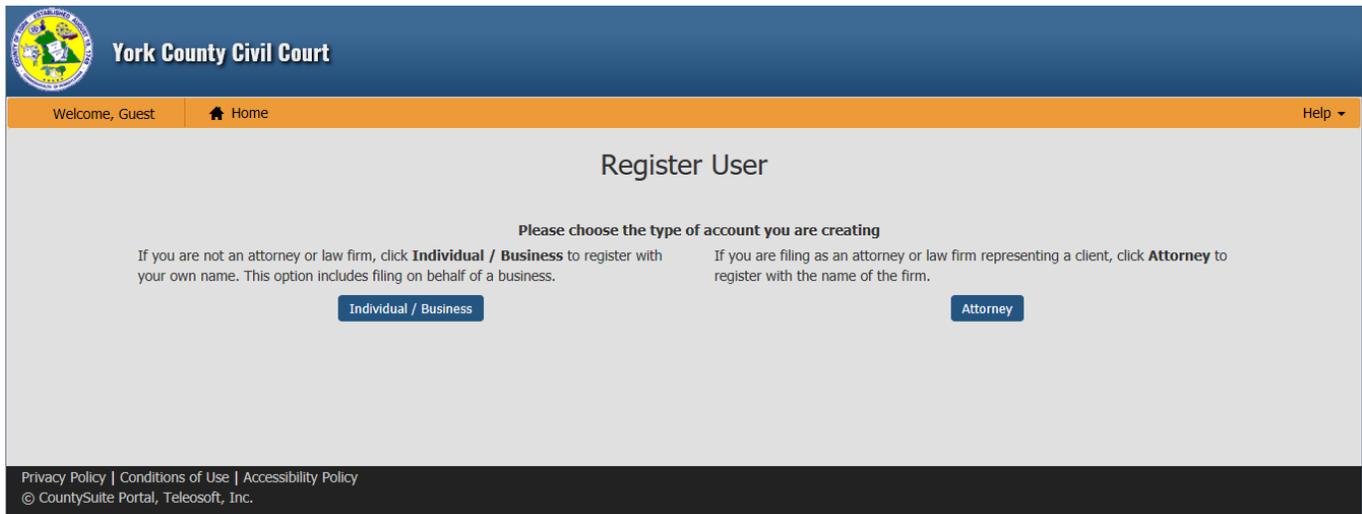
Welcome to the York County Prothonotary’s E-Services Portal!

If you are a first-time visitor to this site, you will need to register as a new user which is required to electronically submit Filings in the Prothonotary’s office. Please click the Register link. The instructions below will walk you through the Registration process.

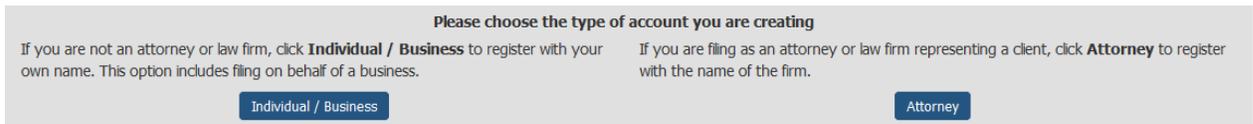
If you are an existing user, please login with your User Name and Password using the form on the right side of the page.

It is not necessary to register as a user to access the Civil Case Search page, or to visit the Civil Court (Prothonotary) Office page. Simply click on the buttons to be taken to those sites.

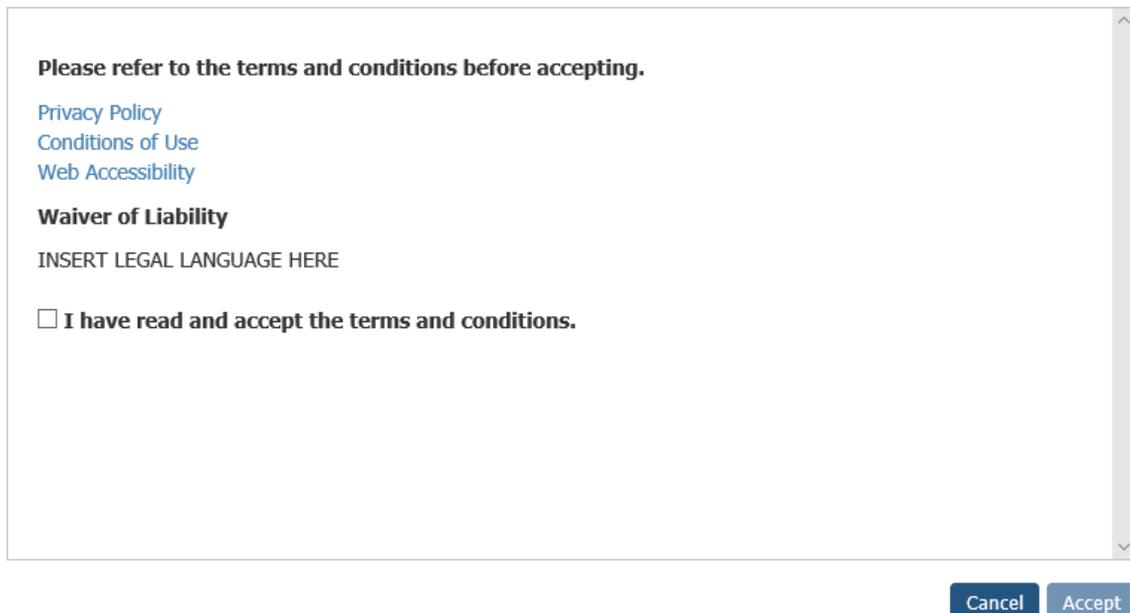
Register User Page



1. The Registration process begins by selecting the type of account you are creating. If you are registering as an attorney, you will be required to enter additional information related to your Bar Number. Attorney's should register individually and not register as a business using their firm name.



2. You will be required to accept the Terms & Conditions of the site. Please read the information contained in the linked pages and confirm your acceptance by checking the box and clicking Accept.



- Next, complete this form with information about yourself. Your Last Name/Business Name and email are required.

Information

Last Name/Business Name *	Email *
<input type="text"/>	<input type="text"/>
First Name	Middle Name
<input type="text"/>	<input type="text"/>

- If you are an attorney, you will next enter information about your Attorney type, and Registration / Expiration dates related to your State License and Bar Number.

Attorney Information

Type *	Registration Date *	Attorney Bar Number *
<input type="text" value="Domestic"/>	<input type="text"/>	<input type="text"/>
	Expiration Date *	State License *
	<input type="text"/>	<input type="text" value="CA"/>

- Next, enter your Billing and Mailing address information. If both addresses are the same, select the checkbox "Use Billing Address" to copy your information to the Mailing Address fields. Unchecking this box does not clear the Mailing Address fields, but it will make them editable so that you can make changes to the Mailing Address.

Address Information

Billing Address			Mailing Address		
			<input type="checkbox"/> Use Billing Address		
Address 1 *	<input type="text"/>		Address 1 *	<input type="text"/>	
Address 2	<input type="text"/>		Address 2	<input type="text"/>	
City *	State *	Postal Code *	City *	State *	Postal Code *
<input type="text"/>	<input type="text" value="CA"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CA"/>	<input type="text"/>

- Next, create your Username and Password, select two Secret Questions and answers (something the Civil Court can use to uniquely identify you should you lose access to your account). Please record the questions and answers you picked in a secure location. If your selected Username and/or email address has already been used, you will be prompted to select another name and/or email.

Security Log in Information

Username * <input type="text"/>	Secret Question #1 * What was the last name of your favorite teacher? <input type="text"/>
Password * <input type="password"/>	Secret Answer #1 * <input type="text"/>
Confirm password * <input type="password"/>	Secret Question #2 * What was the last name of your favorite teacher? <input type="text"/>
<small>* Passwords must be at least 8 characters long and contain 1 upper, 1 lower, 1 numeric and 1 special character.</small>	Secret Answer #2 * <input type="text"/>

[Review and Complete Registration >](#)

- Next you will be prompted to confirm your Registration by reviewing all the information that was entered. This information can be printed if you wish to save it for your records.

Confirm Registration.

Create a new account.

First Name	██████████
Middle Name	████
Last Name/Company Name	████████████████████
Email	██
Driver License #	
Username	████████████████
Secret Question #1	What was the name of your favorite pet?
Secret Question #2	What was the last name of your favorite teacher?
Business Address	1700 7th Ave Suite 150 ████████████████████
Mailing Address	1700 7th Ave Suite 150 ████████████████████

[Cancel Registration](#) [Edit](#) [Print View](#) [Submit Registration](#)

8. Upon confirmation, you will be sent an email which contains a link that must be clicked in order to confirm your email address.

Confirm Email.

Thank you for confirming your email. Please [Click here to Log in](#)

9. When your Registration is confirmed a link is provided to take you to the login page. You can also login from the Home page at any time.

Log in

User Name

Password *

Remember me?

[Log in](#)

[Register](#) if you don't have a local account.

[Forgot Password?](#)

Thank you for registering

You must confirm your registration via the email that was sent before you can submit any filings.

My Filings Page

York County Civil Court

Welcome, Adam | Home | Account | Help | Cart (0)

My Filings

Past 30 Days New Civil Filing

Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted	
6/18/2019	O19000002	PENDING	\$65.85	1	0	0	0	View

Privacy Policy | Conditions of Use | Accessibility Policy
© CountySuite Portal, Teleosoft, Inc.

Whenever you login to the E-Services Portal, you will be taken to this page as your default “landing” page. This page shows the history of all the Filing Orders that you have submitted filtered by the selected date range in the upper-left corner of the list.

If this is the first time you have logged in, you will be prompted to Manage your registration details by adding Payment Information. Until a valid Payment Method is associated with your account, you will not be able to submit filings to the Civil Court (unless applying for IFP status). See the Manage Registration instructions below for more details.

My Filings

NOTE: A payment method must be added using the **Manage** page before filing.

Past 30 Days

Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted
-------------	---------------------	--------	--------	---------	----------	----------	-------------

Once a valid Payment Method has been entered, a new button will appear on the top-right side of the Order List called “New Civil Filing”. See the **Filing User Guide** under the Help menu for more details on the Filing process.

Manage Account Page

York County Civil Court

Welcome, Adam | Home | Account | Help | Cart (0)

Manage Account

Information

Last name/Company Name * Sweeney **Driver License #** 258784585

First name Adam **Middle name** M **Email *** adam.sweeney@gmail.com

Alias(es) add alias... **Add**

Save

Address Information

Billing Address	Mailing Address
Address 1 * 2763 W drive	<input checked="" type="checkbox"/> Use Billing Address Address 1 * 2763 W drive
Address 2	Address 2
City * York State * PA Postal Code * 17404	City * York State * PA Postal Code * 17404

Payment Information

Business ...1111 **+**

Privacy Policy | Conditions of Use | Accessibility Policy
© CountySuite Portal, Teleosoft, Inc.

The Manage Account page allows you to update information about yourself such as your name, email, address, or login information. Keep in mind, your username and email must still be unique, or you will be prompted to make another choice. If you do change your email address on file you will be required to confirm the new email address by clicking the link in the confirmation email.

The primary new section on this page is the area for entering Payment Information. This allows you to enter one or more Payment Methods which can be used to process filing fees. Please select a Name for each Payment Method and enter the appropriate credit card details. Credit/Debit Cards (Visa, Mastercard and Discover) are the only Payment Method currently supported.

NOTE: The Payment Name is just a user-friendly name to help you differentiate the payment methods you may have on file (i.e. "Business Credit Card", or "Capital One Card", or "Chase Credit Card").

Payment Information +

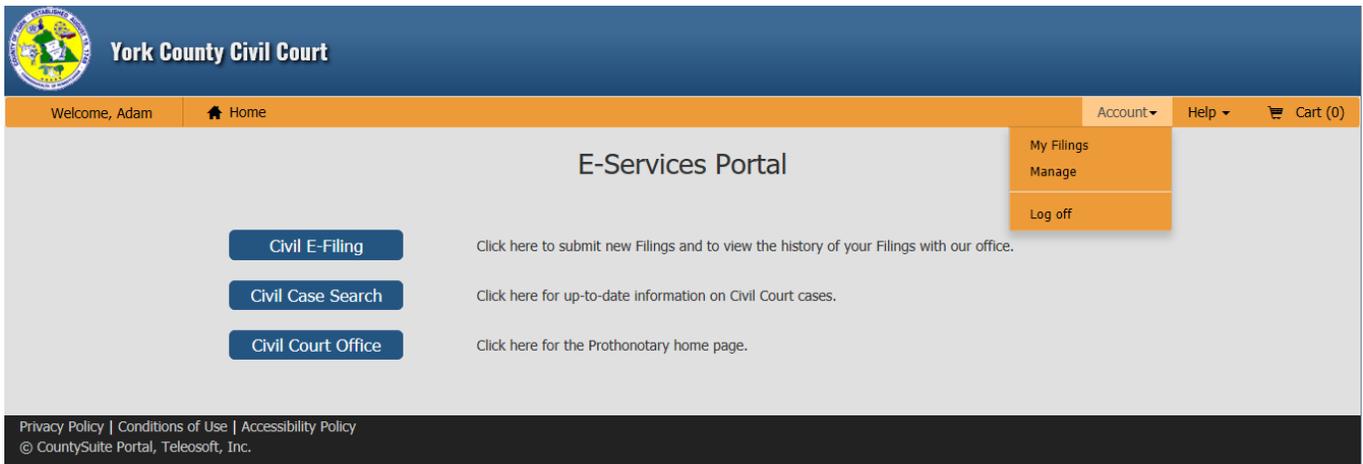
Business ...1111 ✖

Payment Method

Payment Name *	<input type="text"/>	 
Card *	<input type="text" value="American Express"/>	
Expiration Date *	<input type="text"/> 	
Credit Card # *	<input type="text"/>	
CVV * ?	<input type="text"/>	
Name on Card *	<input type="text"/>	

Once a valid Payment Method has been entered you will be authorized to submit Filings to the Civil Court.

Log Off



The screenshot displays the York County Civil Court E-Services Portal. The header includes the York County Civil Court logo and the text "York County Civil Court". Below the header, there is a navigation bar with "Welcome, Adam", a "Home" icon, and an "Account" dropdown menu. The "Account" menu is open, showing options for "My Filings Manage" and "Log off". The main content area is titled "E-Services Portal" and features three buttons: "Civil E-Filing", "Civil Case Search", and "Civil Court Office". Each button has a corresponding description: "Click here to submit new Filings and to view the history of your Filings with our office.", "Click here for up-to-date information on Civil Court cases.", and "Click here for the Prothonotary home page." At the bottom of the page, there is a footer with links for "Privacy Policy", "Conditions of Use", and "Accessibility Policy", and a copyright notice for "© CountySuite Portal, Teleosoft, Inc."

Once logged in, an Account menu option will become visible. Under this menu is the option to Log Off from the site.

Congratulations! You have successfully registered and set up your account to be able to E-File with the Civil Court. Please see the **Filing User Guide** under the Help menu for further information on how to Submit Civil Filings, manage your Shopping Cart, understand your Order History and more.