

## **NOTICE**

### **FROM THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA**

#### **NEW PROCEDURE FOR E-FILING IN CIVIL/FAMILY CASES**

When e-filing any document other than original process in Civil or Family cases, the following procedures shall be followed commencing October 1, 2022:

When attorneys or pro se parties e-file a document, the Odyssey system will default to “e-file and serve” rather than to “e-file.” This will constitute good service under the Pennsylvania Rules of Civil Procedure and the Lehigh County Rules of Procedure.

Attorneys and parties must keep their email addresses up to date with the Clerk of Judicial Records (“COJR”) and will be e-served at that email address. If their email address changes, they must file a Change Of Address form with COJR. The email address on record with COJR are that attorney or party’s record address for service purposes. Neither a Judge, nor Court Administration, nor Family Court Administration can change the record address of an attorney or party.

In addition to the above, attorneys and parties must keep their regular mailing addresses up to date with COJR as their record mailing addresses.