



**Office of Judicial Records - Civil
First Judicial District of Pennsylvania**

42 Pa. C.S.A § 5335. ISSUANCE OF SUBPOENA
INSTRUCTIONS FOR REQUESTING A FOREIGN SUBPOENA

To request a foreign subpoena, please use the Electronic Filing System (EFS): <https://fjdefile.phila.gov/>. Register for an account by selecting “To Apply for a User Name, click here.” If you are an out of state attorney who is **not licensed** to practice law in Pennsylvania, please select “I am not an attorney. I represent myself in the litigation for which I am requesting a User Name and Password (“PRO SE”).” Next, enter the requested information and press submit. Your username, password, and pin will be emailed to you.

Please note: The phrase “I am not an attorney” means “I am not a Pennsylvania licensed attorney.” Out of state attorneys must sign up under the “pro se” user type to request the issuance of a foreign subpoena online.

E-filing Steps:

1. Log in to the EFS using your username, password, and pin.
2. Select “Civil/Orphans’ E-filing System.”
3. Read the disclaimer, if you agree, press “Accept.”
4. Select “New Case.”
5. Select “Trial Division – Civil.”
6. Under the “Program” drop-down menu, select “Foreign Subpoena – Uidda.”
7. Under the “Case Type” drop-down menu, “Issuance of Foreign Subpoena” should be automatically selected.
8. Next, follow the prompts.

The following items must be uploaded into the system:

- Copy of the foreign subpoena.
- Please include a Philadelphia County subpoena to have it sealed. This can be obtained through the court’s website:
 - ❖ Visit www.courts.phila.gov/forms
 - ❖ Under the Court of Common Pleas Trial Division-Civil section, click the plus sign next to “Subpoenas, Production of Documents, and Interrogatories Forms.”

The filing fee is \$348.23.

Questions concerning this process can be directed to the Office of Judicial Records, Civil Filing Center at 215-686-4252 or OJRCivil@courts.phila.gov.