



How to Search the Viewer (Prothonotary)

Paperless Solutions, Inc

Paperless Case Management Application

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1 Case Search

1.1 Results: Simple vs. Grid

At the bottom of the viewer, the user can define which style results they would like to view results.

Simple	Grid
Google-like results in paragraph form	Table-like results in columns and rows
Endless results exceeding 1,000	Max 1,000 results (please specify additional criteria)

1.2 Filter Search

*Search field not available in all county viewers.

1.2.1 General Search Box

Just type what you are interested in finding into the search box and click Enter. It will search the docket in its entirety (i.e. docket text, filing types, names, addresses, etc.) It will not search the information contained within the documents.

1.2.2 Case Number

Type the Case Number you wish to view. You can use the dash, or no dash and it will still return the same results.

1.2.3 Legacy # *

This is the original case number assigned to the case prior to migration of the data into the new system. If you wish to search a case number that is considered a legacy number, you must use this field.

1.2.4 Parcel

Used in filing liens against property, for instance Municipal Liens. The parcel number does not appear on all types of filing types.

1.2.5 Case Type

This is a list of Initial Filing types used to commence an action. The list includes both active and inactive filing types. Inactive filing types are available to select in order to search historical filings.

1.2.6 Date Commenced

Two fields appear to allow the user to define a date range in order to locate when a Case was Initiated within a certain time frame. If you want to search for one specific day, the date in both fields should be the same. If you want to search for any filing from a specific date to the current date, you only need to enter the first date.

1.2.7 Filing Type

This is a list of Subsequent Filing types used to define actions within a specific case. The list includes both active and inactive filing types. Inactive filing types are available in order to search historical filings.

1.2.8 Filing Date

Two fields appear to allow the user to define a date range in order to locate when a specific subsequent filing type was filed. If you want to search for one specific day, the date in both

fields should be the same. If you want to search for any filing from a specific date to the current date, you only need to enter the first date.

1.2.9 Case Status *

Checkboxes that can be used to drill down on your search results by case status. They are defined by numbers that have different meanings in each County environment. [For example: 6=Closed]

1.2.10 Case Type *

Checkboxes used to select from Civil filings, Family filings or both.

1.2.11 Matter Codes *

Allows searches to be completed by Matter Code where applicable.

1.2.12 Assigned Judge

List of Judges that differs in each County environment. You can define your search more precisely by selecting a Judge within your search criteria.

1.2.13 Attorney: Find:

Lists all attorneys that are in the Attorney Edit Application in the PSMC. List is different in each County environment. For the Attorney to appear in the list, the Attorney must either be a registered e-filer or has formally entered his/her appearance in a case in the specified County.

1.3 To View A Case

Once you have selected a case to view the primary details will be shown. Cases and case details are subject to permissions so you may not have access to all information.

Sections within a Case (See labels on the screenshot below)

Note: An asterisk (*) indicates that the feature is not available in every county or may not be available for every case. Only the Case Information section appears in all county viewers.

- A. Case Information section – includes information like the Case Number, the docket type, townships, case party, status, etc.
- B. Party Member section* – Case Foundation Parties/Personal Representatives/Interested Parties, etc. Case party members and representative along with contact information.
- C. Docket Entries* – a list of all dockets, filings, or other transactions associated with the initial filing.
- D. Transaction/Fee History* – Receipt numbers for any transactions that have taken place.
- E. Select links* – opens the details for the record you clicked Select for. (For example, “Select” on a Docket record shows additional information for that docket.)
- F. Document button/Book icon* – the Document button opens an additional tab to view that document. External users will either have to pay to view or they will be directed to the court to request visibility to documents.
- G. Docket dropdown* – a dropdown of all dockets associated with the case.
- H. Document selection* – lists all documents associated with that specific docket. If a document is restricted, only internal users with the proper permissions will be able to see it listed.



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Case #2021-10004
This Case was recently filed and is currently being processed. The information displayed may be incomplete.

A

Case Number: 2021-10004
Commencement Date: 1/7/2021
Status: Open
Case Type: ESTATE OF D. D. DISCHASO
Case Foundation Party: D. D. DISCHASO'S ESTATE (INCLUDING TRUST UNDER WILL)
Initial Filing: Petition for Letters of Administration
Inventory: LOWER MERION TOWNSHIP
Settled: No

B

C

D

E

Advanced Case Print

Case Foundation Parties

Select	Name	Date of Death	Date of Birth	Address	Comment
	D. D.	1/4/2021		3943 GLEN DR DOYLESTOWN, PA 18022 UNITED STATES	

Personal Representatives

Select	Name	Representative	Address	Comment
	V. V.	ADMINISTRATOR	3513 CONCORD RD DOYLESTOWN, PA 18022 UNITED STATES	

Interested Parties

Select	Name	Address	Comment
	K. K.	3943 GLEN DR DOYLESTOWN, PA 18022 UNITED STATES	
	W. W.	3513 CONCORD RD DOYLESTOWN, PA 18022 UNITED STATES	
	V. V.	3513 CONCORD RD DOYLESTOWN, PA 18022 UNITED STATES	

Docket Entries

Select	Filing Date	E	I	Description	Docket Text	Sealed	Date Scanned	State Tax Receipt	Filing ID	Type
	1/7/2021 9:58 AM	E	1	Petition for Letters of Administration (DRAFT)	No	1/7/2021 11:01 AM			1052323	FILE
	1/7/2021 9:58 AM	E	2	1081	No				1052324	FILE
	1/7/2021 9:58 AM	E	3	Inventory and Appraisal - Form Dated/Noted	No				1052325	FILE
	1/7/2021 9:58 AM	E	4	Short Certificate - Fee Only	No				1052326	FILE
	1/7/2021 9:58 AM	E	5	Renunciation - Fee Only	No				1052327	FILE
	1/7/2021 11:22 AM			10	Call of Non-Subscribing Witness	No	1/7/2021 11:18 AM		1052342	FILE
	1/7/2021 11:22 AM			11	Call of Witness of Will (Concededly Bank)	No	1/7/2021 11:22 AM		1052343	FILE
	1/7/2021 11:22 AM			12	Unsworn Affidavit	No	1/7/2021 11:22 AM		1052344	FILE
	1/7/2021 11:22 AM			9	Probate Signatures	No	1/7/2021 11:54 AM		1052336	FILE
	1/7/2021 11:22 AM			7	Short Certificate	No	1/7/2021 11:18 AM		1052338	FILE
	1/7/2021 11:22 AM			8	Call of Subscribing Witness	No	1/7/2021 11:18 AM		1052340	FILE
	1/7/2021 11:22 AM			6	Call of Subscribing Witness (Notary)	No	1/7/2021 11:18 AM		1052341	FILE
	1/7/2021 11:22 AM			13	Renunciation	No	1/7/2021 11:08 AM		1052348	FILE
	1/7/2021 11:07 AM			14	Renunciation	No	1/7/2021 11:07 AM		1052349	FILE

Transaction History

Select	Date	Receipt Number	Amount
	1/7/2021 11:23:08 AM	2024-06-0058	\$101.25

Docket Entry - ID = 1052323
This Case was recently filed and is currently being processed. The information displayed may be incomplete.

F

G

H

REGISTER OF WILLS OF MONTGOMERY COUNTY, PENNSYLVANIA
Petition for Grant of Letters

Petitioner(s) named below, who is/are 18 years of age or older, apply(ies) for Letters as specified below, and in support thereof aver(s) the following and respectfully request(s) the grant of Letters in the appropriate form:

Decedent's Information
Name: D D File No: 46-2021-X0004
a/k/a: (Assigned by Registrar)

Date of Death: 1/4/2021 **Social Security No.:** 097-54-6435
Age at Death: 75

Decedent was domiciled at death in MONTGOMERY, PA, with his/her last principal residence at 3943 GLEN DR, DOYLESTOWN, PA 18902.

Decedent died at 3943 GLEN DR DOYLESTOWN, PA 18902.

Estimate of value of decedent's property at death:

	All personal property.....	\$9,989.00
<i>If domiciled in Pennsylvania:</i>	Personal property in Pennsylvania.....	\$0.00
<i>If not domiciled in Pennsylvania:</i>	Personal property in County.....	\$0.00
<i>Value of real estate in Pennsylvania:</i>		\$0.00
	TOTAL ESTIMATED VALUE:	\$9,989.00

Real estate in Pennsylvania situated at: (Attach additional sheets, if necessary)

A. Petition for Probate and Grant of Letters of Testamentary
Petitioner(s) aver(s) he/she/they is/are the Executor(s) named in the last Will of the Decedent, dated (insert date)

B. Petition for Grant of Letters of Administration
If Administration, *c.a. or d.b.n.c.a.*, enter date of Will in section A above and complete list of heirs.
Except as follows: Decedent was not party to a pending divorce proceeding wherein the grounds for divorce had been established as defined in 23 Pa. C.S. § 3723(a), and was neither the victim of a killing nor ever adjudicated an incompetent person.
* No Exceptions * Exceptions TEST

Petitioner(s), after a proper search has been ascertained that Decedent left no Will and was survived by the following spouse (if any) and heirs (attach additional sheets, if necessary):

Y Y	Name	Relationship	Address
	SON		3513 CONCORD RD DOYLESTOWN, PA 18022

2 Case Party Search

A Party is the person(s) who are directly involved in a legal proceeding. On the docket they are broken down into two different areas: Corporation or Person. You will not be able to search a person's name in the Corp field, or a Corp in the Persons field.

2.1 Corp Name

An entity other than an individual. It can be a business, company, Estate, etc. If you want to search any of these entities, you must use this field. If you are unsure about the exact spelling, you can use the percent sign as a wild card. (Search examples: "Smi%", "%ith", and "%mit%" should all pull up a name like Smith.)

2.2 Person Name

An individual that is related to the case. If you are searching by a person, you must enter their name into the first and last field. If you are unsure about the exact spelling, you can use the percent sign as a wild card. (Search examples: "Smi%", "%ith", and "%mit%" should all pull up a name like Smith.)

2.3 Relation to Case

*Not in all counties. (Plaintiff, Defendant, and Garnishee are the only parties available in all counties.)

A person can be defined as the following, with relation to a case: Plaintiff, Defendant, Garnishee, Non-Party Judgment Index*, Petitioner*, Respondent*, Intervenor*, Child Advocate Attorney*, Pro Hac Vice Attorney*, Tenant*, Occupant*, Witness*, Guardian*, Associated Party*, Mediator*, Guardian Ad Litem*, Other*, Return Address*, Custody Conciliators*, Condemner*, Condemnee*, Additional Defendant*



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3 E Filing link *

Some counties have direct links to the E Filing application.

4 Contact Us

For assistance with questions or concerns, please contact your County Prothonotary Office.