

FREQUENTLY ASKED QUESTIONS

WEBSITE and E-FILING SYSTEM

What is the URL for the EHB website?

www.ehb.pa.gov

All visitors are encouraged to save the new URL www.ehb.pa.gov to Favorites or Bookmark it in their browser.

What content is available on the website?

The Board's updated website continues to provide access to all Board resources. These resources can be accessed through the Rules, Decisions and Resources link under the More tab at the top of the home page.

A new section was added to the website via the Slip Opinion link located under the Recent Decisions table. This link provides access to the Board's current year's unpublished opinions and adjudications. The Board's published opinions and adjudications can be found at the Opinion and Adjudication Volumes link on the Rules, Decisions and Resources page mentioned above.

Do I need to register for an eFiling account to look up cases using the public Docket Search?

No account is needed to use the public Docket Search function to look up Board cases. The Docket Search can be accessed simply by clicking on the Docket Search button on the website's home page.

What is the URL for the new e-filing system?

The new e-filing system can be accessed directly at www.efiling.ehb.pa.gov or by clicking on the eFile button on the website at www.ehb.pa.gov.

Who should register for an eFiling account?

Anyone who needs to file an appeal with the Board and wishes to do so electronically must register for use of the eFiling system. Electronic filing with the Board is mandatory, although exceptions can be made upon request in the event a non-attorney (pro se) user does not have internet access or a computer or other device with which to access the system.

If I am registered with FileandServe in another court or jurisdiction, do I need to create a separate registration for filings with the EHB?

Yes. This e-filing system is for EHB filings only; no other courts or jurisdictions are connected in any way.

How do I register for an account on the new system?

Instructions for how to register are available [here](#).

Can non-attorney users (pro se) register for e-filing?

Yes, non-attorney users (pro se) can register for e-filing. In addition, non-attorney (pro se) users can now file a Notice of Appeal electronically. Registration instructions and instructions on filing a Notice of Appeal can be found [here](#).

Can I enter more than one email when I register so that my secretary and/or paralegal will receive notifications of my filings?

Yes. Your email should be the primary email for the account since it will be used as your username. However, other secondary emails can be entered during registration so that others receive notifications of your filings.

What if I encounter problems while registering?

For any issues with registration on the new system, please contact the Board's Electronic Filing and Docketing Manager, Rich Finley, at 717-787-3483 or rifinley@pa.gov, or the Board Secretary, Christine Walker at 717-783-4741 or christiw@pa.gov.

How do I e-file on the Board's eFiling system?

Instructions for e-filing can be found [here](#).

What file formats does the eFiling system accept?

All documents filed electronically must be in Microsoft Word, PDF, or JPEG format.

Is there a size limit for documents that are filed?

Each document filed must be under 100MB.

Can I file documents under seal?

Yes. A motion for a protective order or a motion for leave to file documents under seal must be filed with the Board. If the Board grants the motion, the material may be electronically filed under seal and will be restricted from public viewing.

What if I file something after business hours?

The Board will accept all proper filings for docketing and service within 24 business hours of filing. The filing will be accepted as of the filing date. Any filing completed before midnight Eastern Standard Time will be considered to be filed on that date. If electronic filing or service does not occur or is made untimely because of a technical issue, an affected party may seek appropriate relief from the Board.

How do I know if I have successfully filed my document and it has been served on the other parties?

After submitting your filing, you will see a confirmation screen letting you know that your filing was successfully submitted. You will also receive an email at the email address for your eFiling account confirming that the filing has been received by the Board and is pending review. You will receive another email once the filing has been approved by the Board and it is posted to the docket and served on the other parties in the case. If there is a problem with your filing, the Board will contact you.

For further assistance, please contact the Board's Electronic Filing and Docketing Manager, Rich Finley, at 717-787-3483 or rifinley@pa.gov, or the Board Secretary, Christine Walker at 717-783-4741 or christiw@pa.gov.