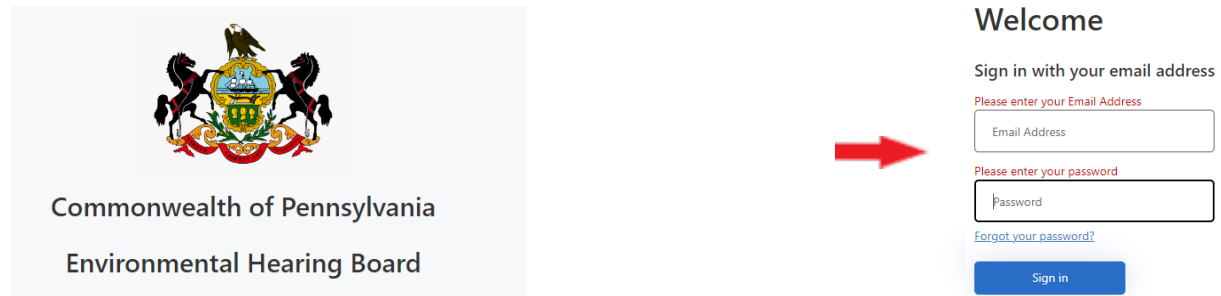


## Attorney User – How do I file a Notice of Appearance?

In order to eFile in an existing case, you must be a registered user of the eFiling system. If you have not registered to file electronically, you can register [here](#). If you need assistance, please see the registration instructions [here](#).

If you are a registered user, please follow the instructions below.

Go to [www.efiling.ehb.pa.gov](http://www.efiling.ehb.pa.gov).



Commonwealth of Pennsylvania  
Environmental Hearing Board

Welcome

Sign in with your email address

Please enter your Email Address

Email Address

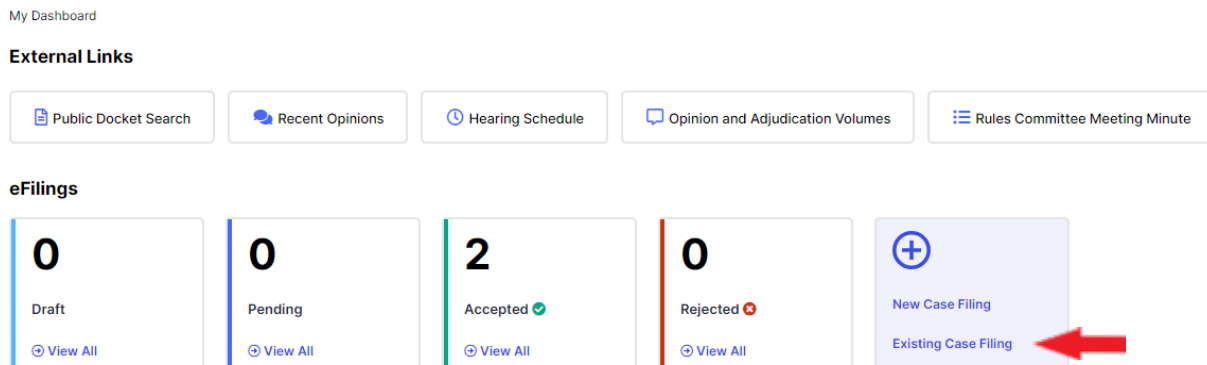
Please enter your password

Password

[Forgot your password?](#)

Sign in

On your dashboard, click **Existing Case Filing**.



My Dashboard


External Links

- Public Docket Search
- Recent Opinions
- Hearing Schedule
- Opinion and Adjudication Volumes
- Rules Committee Meeting Minute

eFilings

0 Draft <a href="#">View All</a>	0 Pending <a href="#">View All</a>	2 Accepted ✓ <a href="#">View All</a>	0 Rejected ✗ <a href="#">View All</a>	+ New Case Filing Existing Case Filing
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Select **Notice of Appearance** from the **Filing Type** drop-down menu. Enter the case number of the case in which you are entering your appearance.



eFiling Dashboard | Existing Case Filing

1. Case Search

Select a Filing Type

Notice of Appearance

Enter Case Number

The first box shows case information for the appeal. Verify that the information is correct.

✔ 1. Case Search

Select a Filing Type      Enter Case Number ✔  
Notice of Appearance      2024115      ✕

**Case Information**  
Notice of Appeal  
Notice of Appearance  
Test Appellant  
Appellant(s)  
Department of Environmental Protection (DEP)  
Appellee(s)

Click on the **Parties** bar to open it. Click the box beside the party you are representing.

2. Parties 

**Parties you represent**

**Appellant**  
 Test Appellant

---

**Appellee**  
 Department of Environmental Protection (DEP)

---


**Intervenor**  
N/A

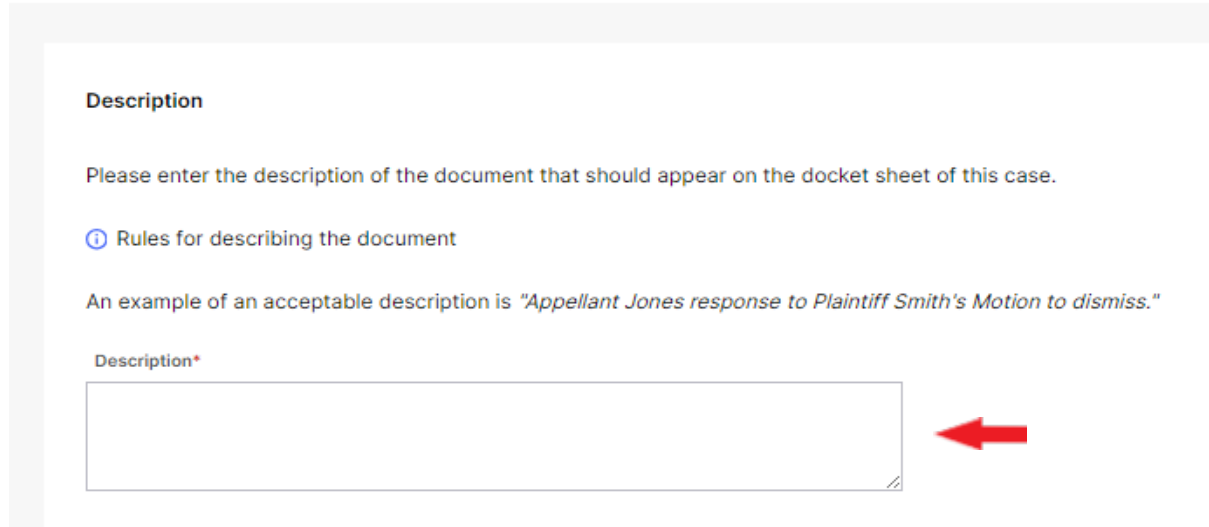
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**Permittee**  
N/A

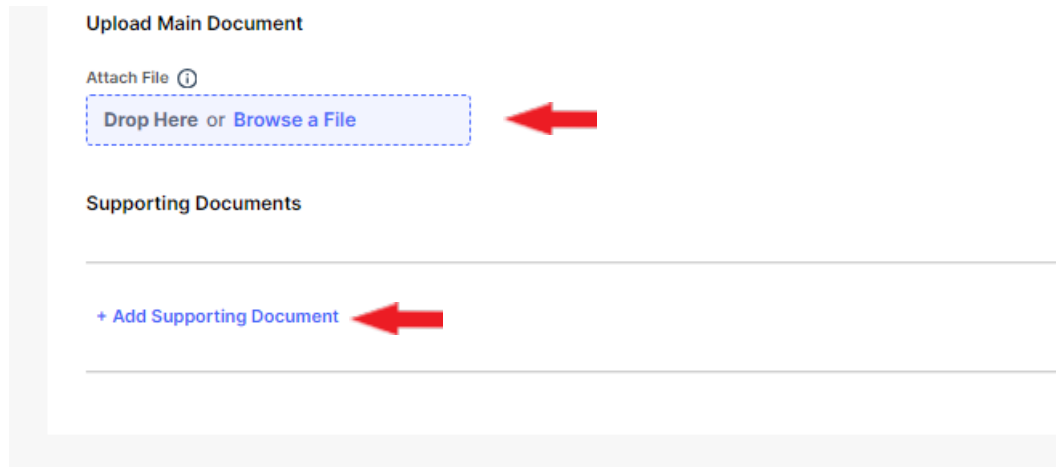
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Click on **Document Information** to open the window if it did not open automatically. Enter the document description in the box provided.

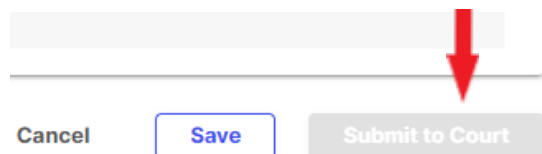
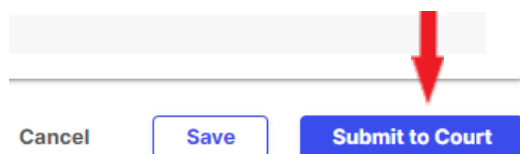
4. Document Information 



To upload the document, simply drag and drop the file into the shaded box or click **Browse a File** and select the document from your saved files. To add supporting documents, click **Add Supporting Document** and repeat the steps to attach each supporting document to the filing.



Once all of the required information is entered and the document is uploaded, the **Submit to Court** button will be activated and turn blue. If the **Submit to Court** button remains grey, review the filing and add any required information that is missing. Click **Submit to Court** to submit the filing.



You will then see a confirmation screen.

✔ Case Filing Submitted

**Success!**

- Your filing was successfully submitted to court.
- A court clerk will soon review your filing in order verify that it conforms to the court's filing rules.
- Upon review by the court, you will receive an email stating whether or not the court has accepted your filing.
- You should receive an email shortly with details of your submission.
- If you have any questions in regard to the status of your filing, you may contact the PA Environmental Hearing Board at **717-787-3483** and reference confirmation number **275**.


Filed By                      Test E. Filer  
Filing Date                06/26/2024 06:43 EDT  
Confirmation #            **275**

[Print](#)                      [Back to Dashboard](#)


After submitting your filing, 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.


If you are unable to finish your filing before submitting it to the Court, **Save** can be used to save progress at any stage of the filing.




To access a saved file, click the **Draft** tile on your dashboard or click the **Filing and Service** icon  to the left of the screen.

Commonwealth of Pennsylvania Environmental Hearing Board

 **Welcome Test Filer**  
My Dashboard

 **External Links**

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 **eFilings**

<b>0</b> Draft <a href="#">View All</a>	<b>1</b> Pending <a href="#">View All</a>	<b>1</b> Accepted ✔ <a href="#">View All</a>	<b>0</b> Rejected ✖ <a href="#">View All</a>	<b>+</b> New Case Filing Existing Case Filing
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A list of all draft filings is provided. See the enlarged view below.

**Welcome to eFiling**  
eFilings created but not submitted to court



**Draft Filings** 1   **Pending Filings** 0   **Accepted Filings** 2   **Rejected Filings** 0   **Start a Filing**




Search:     Date: 6/23/2024 - 6/29/2024   Filing Type: All   Actions


**Drafts Filings**

<input type="checkbox"/>	CASE NUMBER	CREATED DATE	FILING TYPE	DESCRIPTION	ACTIONS
<input type="checkbox"/>	Not Assigned	06/24/2024	Notice of Appeal	NOA	 

**Drafts Filings**

<input type="checkbox"/>	CASE NUMBER	CREATED DATE	FILING TYPE	DESCRIPTION	ACTIONS
<input type="checkbox"/>	Not Assigned	06/24/2024	Notice of Appeal	NOA	 



To edit or complete a draft filing, click on the **Edit the Filing** icon  to the right of the bar. This will open the draft filing for editing. Follow the instructions above to complete and submit the filing.