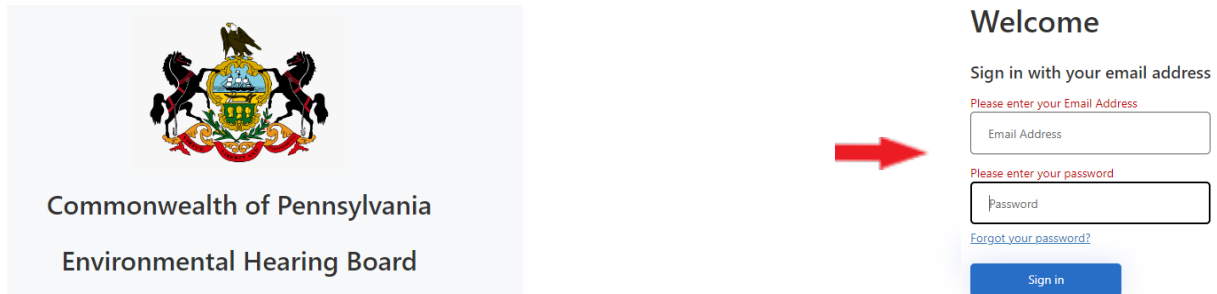


Filing without an attorney (pro se) – How do I eFile into an existing case?

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. Sign in with your email address and password.



Commonwealth of Pennsylvania
Environmental Hearing Board

Welcome

Sign in with your email address

Please enter your Email Address

Email Address

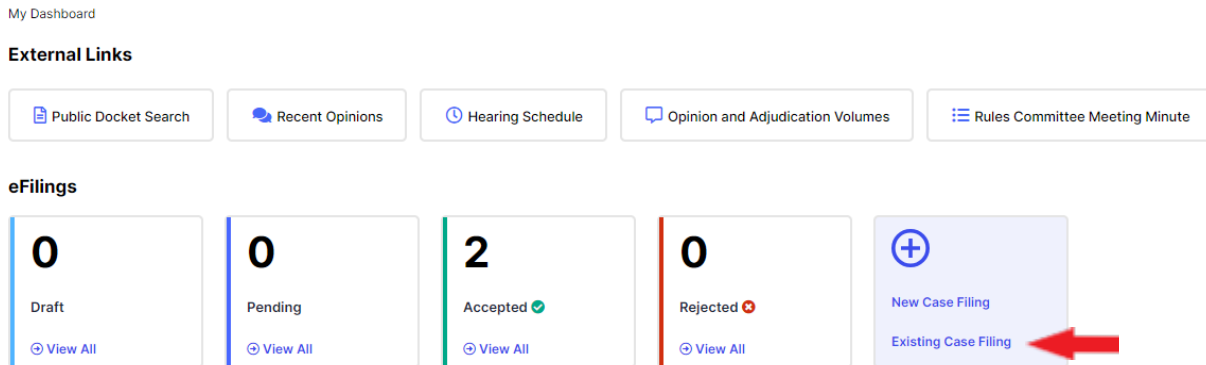
Please enter your password

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 View All

0 Pending View All

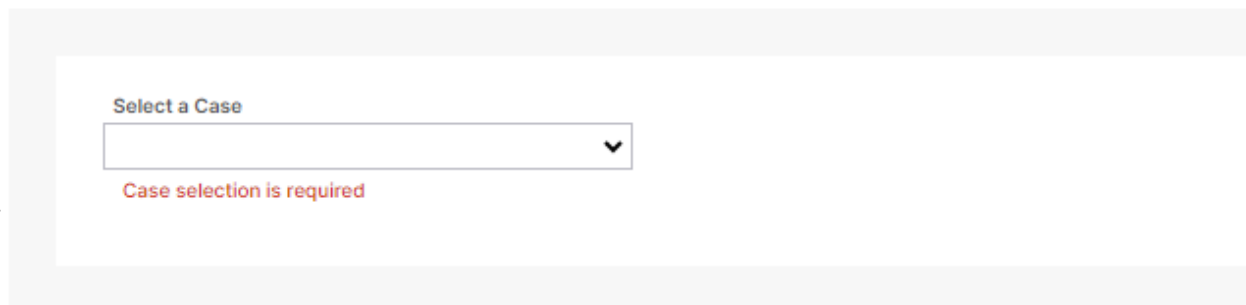
2 Accepted View All

0 Rejected View All

New Case Filing Existing Case Filing

Select the case number from the drop-down menu. The menu will only display case numbers for the cases to which you are a party.


1. Case Search




Select a Case

Case selection is required

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

Select a Case 

2024116 

Case Information

Notice of Appeal
Description

Pro Se Filer
Appellant(s)

Department of Environmental Protection (DEP)
Appellee(s)


2. Document Information



Click on the **Document Information** bar to open it.

Description

Please enter the description of the document that should appear on the docket sheet of this case.

 Rules for describing the document

An example of an acceptable description is *"Appellant Jones response to Plaintiff Smith's Motion to dismiss."*

Description*



Enter the description of the document you are filing in the **Description** box.

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.

Please note: Exhibits are added to a filing the same way as any other supporting document.

Upload Main Document

Attach File ⓘ

Drop Here or Browse a File

Supporting Documents

+ Add Supporting Document

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.

Cancel Save **Submit to Court**

Cancel Save Submit to Court

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 **255**.

Filed By Test Filer


Filing Date 06/25/2024 02:26 EDT

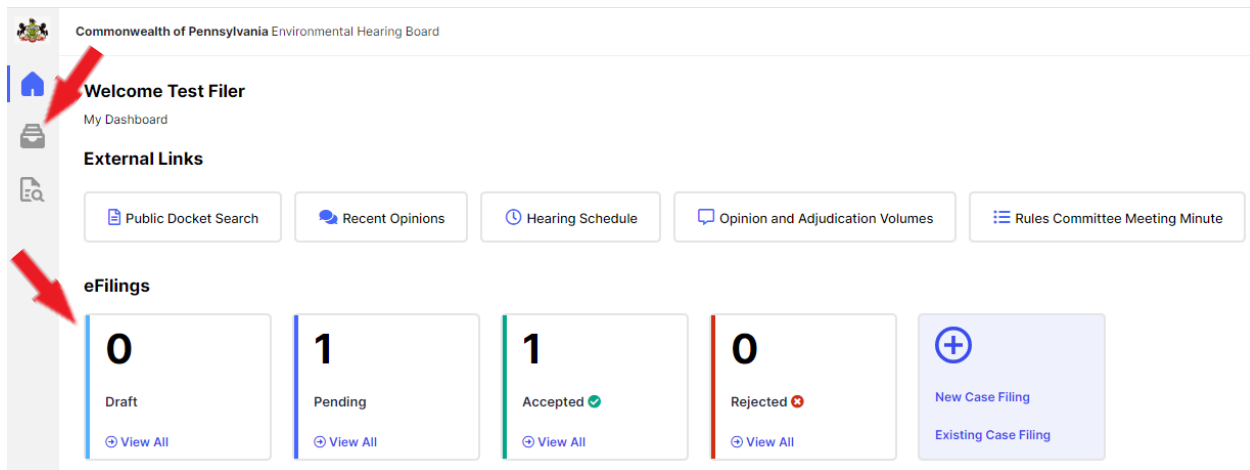
Print Back to Dashboard

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.

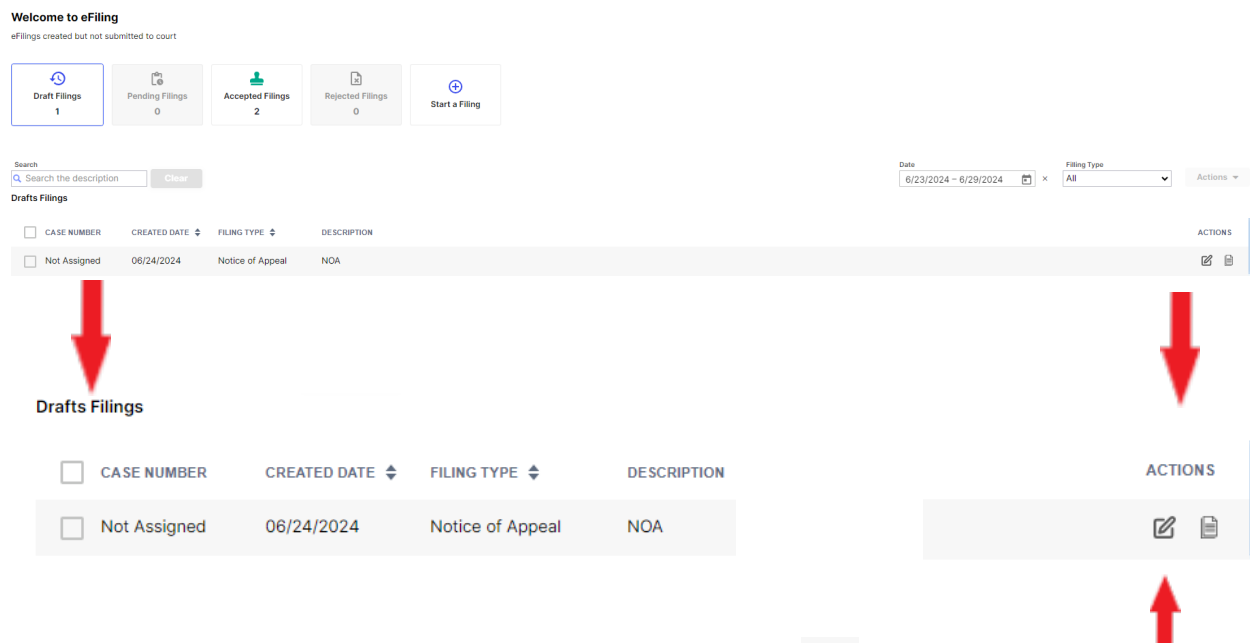
If you are unable to finish your filing before submitting it to the Court, **Save** can be used to save progress at any stage of the filing.




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.



A list of all draft filings is provided. See the enlarged view below.



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.