

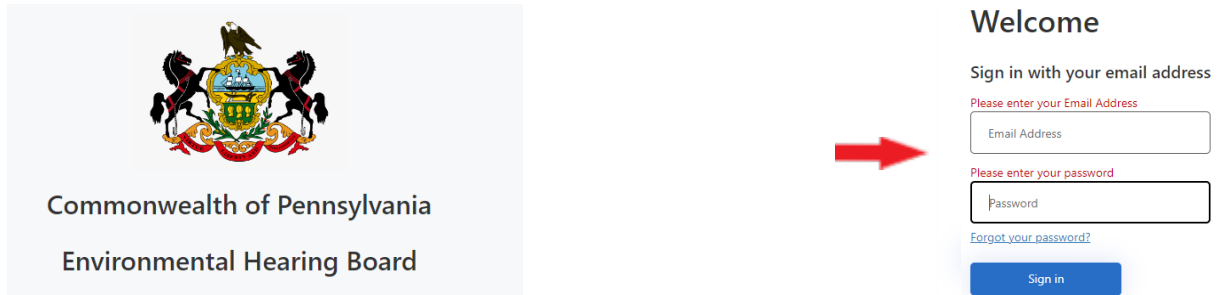
All users – How do I eFile a Notice of Appeal (create a new case)?

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](#).

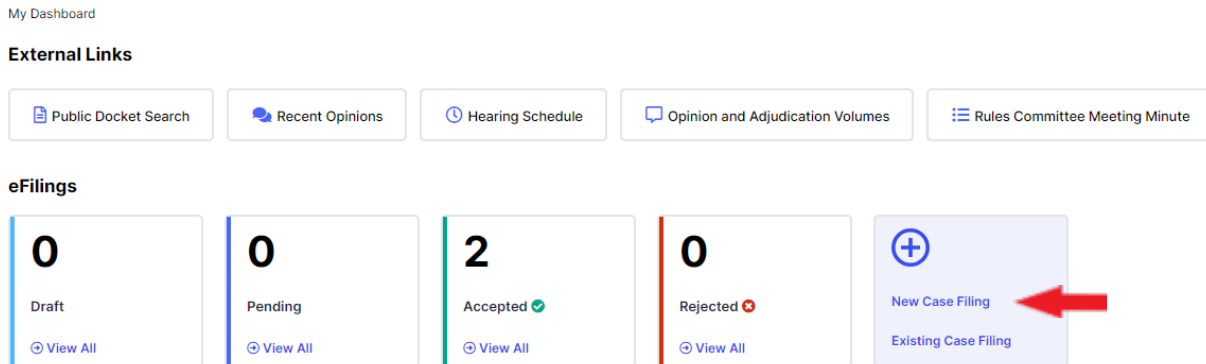
If you are a registered user, please follow the instructions below.

Go to www.efiling.ehb.pa.gov.

Sign in with your email address and password.



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







When filing as an attorney user, the attorney information will be pre-populated with your name. If multiple attorneys are representing an Appellant, click **Add another attorney** and pick the attorney from the drop-down menu.

Non-attorney (pro se) users will not see an option to select an attorney as they are proceeding without representation.

If not pre-populated, fill in the **Appellant Information** form with all relevant information. An * indicates required information.

1. Appellant Information

Appellant Information	Attorney
Please enter the name of the Appellant party you are representing	Select an Attorney for the Appellant
Appellant Name* <input type="text"/>	Attorney* <input type="text" value="Pick one"/> 
	Attorney is required
Address Information	<input type="checkbox"/> Apply to all Appellants
Address Line 1* <input type="text"/>	+ Add another attorney 
Address 2 <input type="text"/>	
City* <input type="text"/>	
State* <input type="text" value="PA"/>	
Zip* <input type="text"/>	
Phone Number* <input type="text"/>	
+ Add Appellant 	
New Appellant 2 	

If there are multiple Appellants, click **Add Appellant**. Open the **New Appellant** bar by clicking on it. Fill in the **New Appellant Information** form with all relevant information.

Appellant Information	Attorney
Please enter the name of the Appellant party you are representing	Select an Attorney for the Appellant
Appellant Name* <input type="text"/>	Attorney* <input type="text" value="Pick one"/>
Address Information	<input type="checkbox"/> Apply to all Appellants
Address Line 1* <input type="text"/>	+ Add another attorney
Address 2 <input type="text"/>	
City* <input type="text"/>	
State* <input type="text" value="PA"/>	
Zip* <input type="text"/>	
Phone Number* <input type="text"/>	

If necessary, repeat these steps to add each additional Appellant.

Appellee information is pre-populated to show the Department of Environmental Protection.

2. Appellee Information

Select Appellee

Appellee
Department of Environmental Protection (DEP)

Fill in the **Case Information** by choosing the **Program Area** and **Program Type** from the drop-down menus. Choose the county in which the action you are appealing occurred by choosing from the drop-down menus provided.

3. Case Information

Case Information

Program Area * Program Type *

County 1 County 2 County 3

To upload the notice of appeal form (main document), click on **Document Information** to open the window. Enter the document description in the box provided. An example of an acceptable description is "Appellant Jones' response to Permittee Smith's Motion to Dismiss."

4. Document Information

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*

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 **275**.


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

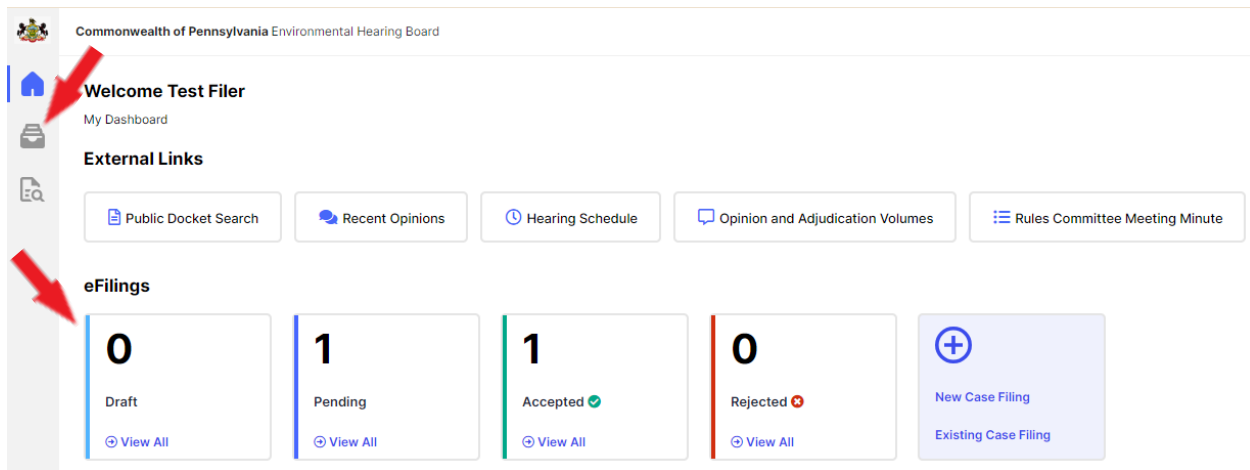
[Print](#) [Back to Dashboard](#)

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.

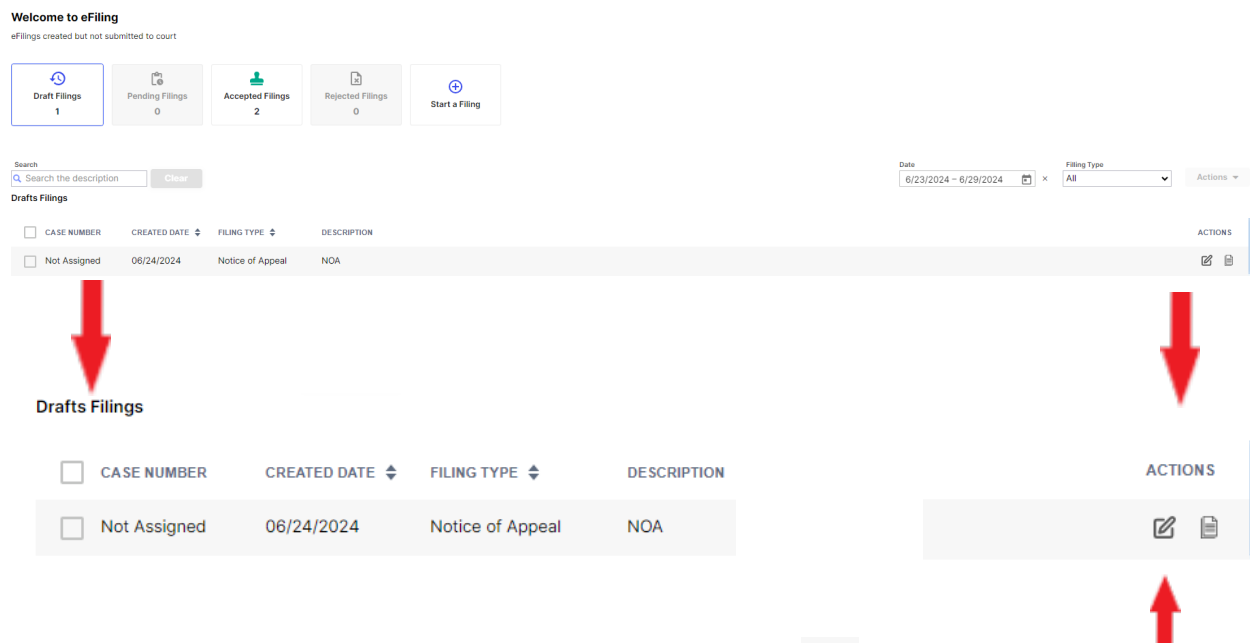
If you are unable to finish your filing before submitting it to the Court, **Save** can be used to save progress at any stage of the filing.




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.



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.