

## Service Returns

### Filer Uploads Return

Use eFlex to file to existing CCP case

On the Add A Document screen, use the following selections to attach the Service Return document:

**Document Category:** Service Return – RETURN OF SERVICE

**Document Type:** Select from available options (ex: SERVICE RETURN – OTHER).

**Additional Text:** Enter all information provided by the process server regarding the return. For example, if service was accepted by other than the designated recipient, include a note as to who accepted the service and the date (ex: "SERVED TO JANE DOE FOR JOHN DOE ON DEC 16, 2009")

**Page Count:** Enter # of pages in the PDF document

**Document Location:** Browse and select the PDF document

**Add to Submission:** Click the 'Add' button

All Court of Common Pleas fees will be deducted via court debit account or by the use of a credit card

### Court Reviews / Accepts Filing

In e-Flex:

- Review documents filed
- Review additional docket text. Enter it if the filer did not do so.
- Accept the filing

In Contexte:

Use COADTRA to:

- Retrieve outstanding Service
- Enter Service Return information.

Service returns and Execution returns from the Sheriff will continue to be returned to the Court for docketing.