

# **OOR E-FILE APPEAL PORTAL**

## **USER GUIDE**

# Table of Contents

[Introduction](#)

[Using the E-File Appeal Portal](#)

[Appeal E-File Portal – My Appeals](#)

[Appeal E-File Portal – Docket Sheet](#)

[Appeal E-File Portal – Party Info](#)

[Appeal E-File Portal – Submit File](#)

[File an Entry of Appearance](#)

[Request Direct Interest Participant Status](#)

[Office of Open Records Docket Sheet](#)

[Questions?](#)

## Introduction

The OOR E-File Appeal Portal (“E-File Portal”) is an online docketing records management system designed to streamline and automate the appeals process. Appeals filed and all submissions to the Office of Open Records (“OOR”) are accessible in real time and allow the requester, the agency, and OOR Appeals Officers to file, receive, and have access to documents and submissions.

The E-File Portal is being released in two phases. Phase 1, testing, Phase 2, random E-File Portal appeal assignment and Phase 3, full roll-out.

During Phase 1, once an appeal had been determined to be eligible for E-File Portal access, the OOR will send a consent form to the agency and the requester. If both parties agree to use the E-File Portal, they will sign the consent form and return it to the OOR. Both parties will receive an email of their login and password to access the E-File Portal via <https://www.openrecords.pa.gov/portal/login.cfm>. If the parties do not agree to use the E-File Portal, the appeal will proceed through the current appeal process utilizing email, fax, mail, and UPS/FedEx.


During Phase 2, appeals will be chosen randomly, at set intervals, for assignment to the E-File Portal. Access will be granted following receipt of the appeal once an OOR Appeals Officer has been assigned. Parties will be notified that the appeal was chosen for processing through the E-File Portal.

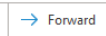
During Phase 3, all appeals will be conducted through the E-File Portal. Access will be granted following receipt of the appeal once an OOR Appeals Officer has been assigned. New users will receive their login credentials. Current users will receive an email to check the E-File Portal for new documents.

## Accessing the Appeal E-File Portal

1. The parties will receive an email once they are granted access to the E-File Portal. Access is granted by the party's email addresses. For agencies, this will be the Agency Open Records Officer's email address.

[External] Office of Open Records - Portal Access

 no-reply@openrecordspennsylvania.com  
To ○

 Reply  Reply All  Forward 

**ATTENTION:** This email message is from an external sender. Do not open links or attachments from unknown senders. To report suspicious email, use the [Report Phishing button in Outlook](#).



You have been granted access to the Office of Open Records Appeal E-File Portal. This website can be used to view details and updates to appeals of which you are an interested party. Please log in to the portal at <https://www.openrecords.pa.gov/portal> using the information listed below.

Email: 

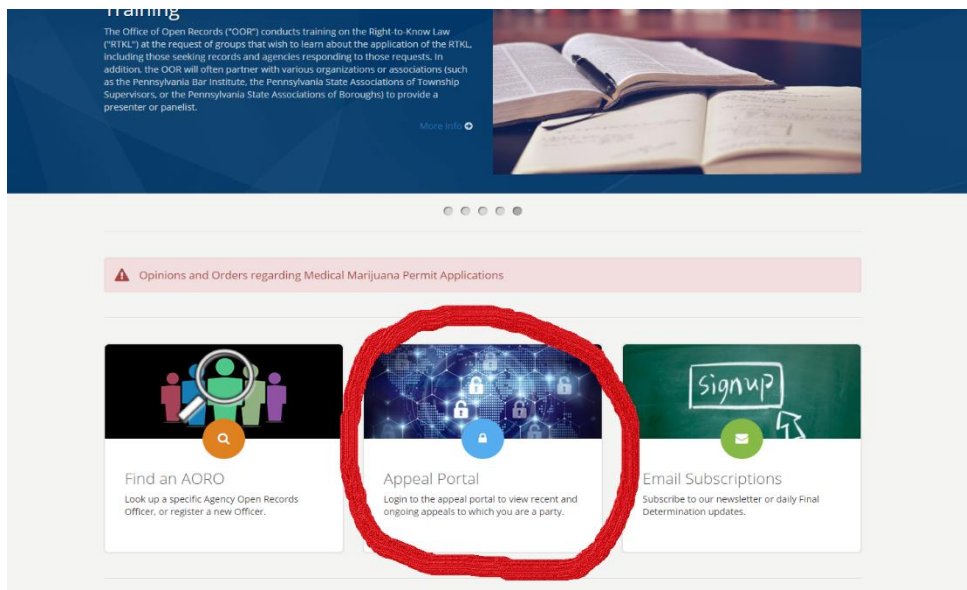
Password: 

Sincerely,  
Office of Open Records

333 Market Street, 16<sup>th</sup> Floor | Harrisburg, PA 17101-2234 | 717.346.9903 | F 717.425.5343 | [openrecords.pa.gov](http://openrecords.pa.gov)

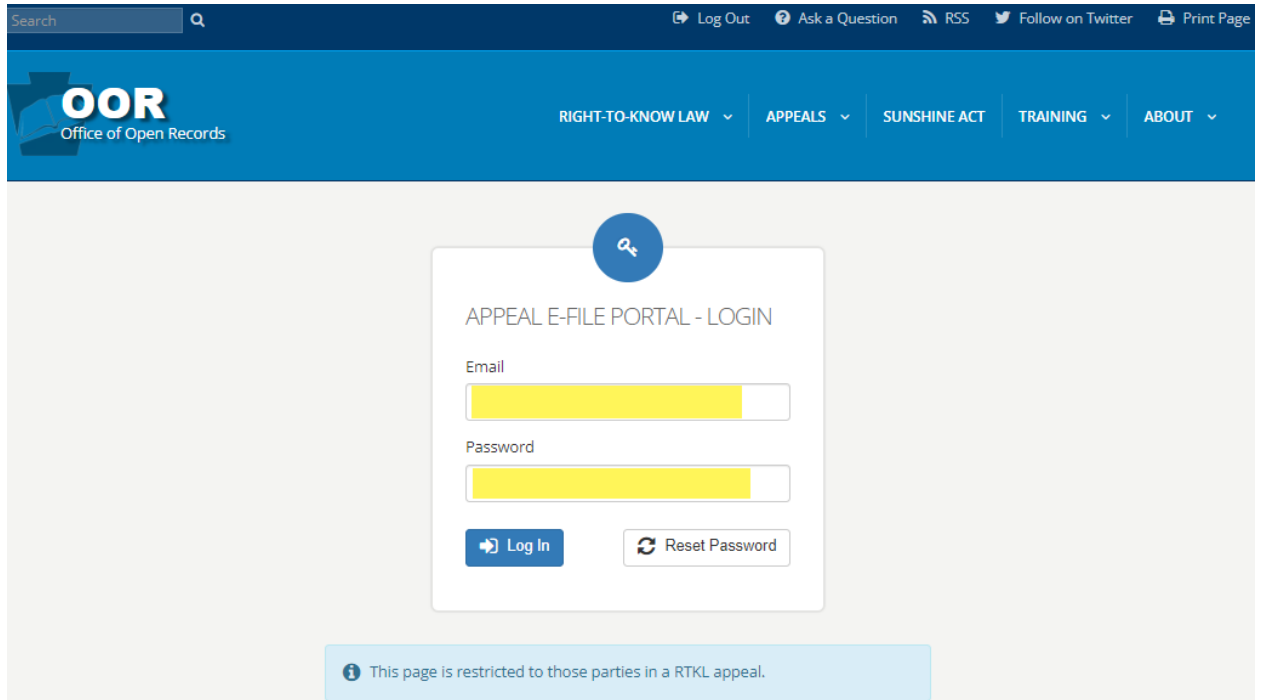
2. The E-File Portal can be accessed through the web link contained in the email notification, or <https://www.openrecords.pa.gov/portal/login.cfm>. The page can only be accessed by a party in an appeal.

In Phases 2 and 3, if the appeal is chosen as an E-File Portal appeal, parties will also be able to access the Portal through a thumbnail on the OOR's website as shown below.



3. Log in to the E-File Portal by entering your Email and Password. If a party has forgotten their password, they may reset it on this screen.

If a party has not received an email with login credentials and the email was not found in a spam folder, use the Reset Password.



Search

Log Out Ask a Question RSS Follow on Twitter Print Page

**OOR**  
Office of Open Records

RIGHT-TO-KNOW LAW APPEALS SUNSHINE ACT TRAINING ABOUT

APPEAL E-FILE PORTAL - LOGIN

Email

Password

Log In Reset Password

**i** This page is restricted to those parties in a RTKL appeal.

## Using the Appeal E-File Portal

### E-File Appeal Portal – My Appeals

Upon logging in to the E-File Portal, all appeals that a party has before the OOR will be listed.

Click on the line containing the appeal details to view more details, make a submission, or review files added by other parties, submit an Entry of Appearance, and request Direct Interest Participant Access.

The screenshot displays the OOR (Office of Open Records) E-File Portal interface. At the top, there is a search bar and navigation links for Log Out, Ask a Question, RSS, Follow on Twitter, and Print Page. The OOR logo and name are on the left, and a menu with options like RIGHT-TO-KNOW LAW, APPEALS, SUNSHINE ACT, TRAINING, and ABOUT is on the right. The main content area is titled 'APPEAL E-FILE PORTAL - MY APPEALS' and contains a table with the following columns: Request Date, Docket Number, Name, Interest, and FD Date. There are four rows of data in the table, each representing an appeal. Below the table, there are two blue buttons: 'File an Entry of Appearance' and 'Request Direct Interest Participant Access'.

Request Date	Docket Number	Name	Interest	FD Date

[File an Entry of Appearance](#)

[Request Direct Interest Participant Access](#)

## Appeal E-File Portal – Docket Sheet

The E-File Portal’s docket sheet will contain the agency name, requester name, OOR Appeals Officer, record closing date, final determination date, and legal issues before the OOR Appeals Officer.

Here, parties will be able to view party information, including Direct Interest Participants, as applicable, submit files, and print a docket sheet.

APPEAL E-FILE PORTAL - DOCKET SHEET

[View Party Info](#)

OOOR Dkt. No.: [REDACTED] Case Status: [REDACTED]

FD Due: [REDACTED] Record Closing Date: [REDACTED]

Appeals Officer: [REDACTED] Agency/County: [REDACTED]

Description: [REDACTED]

Legal Issues: [REDACTED]

**Docket Entries**

Filed	Description	Step	Document
01/06/2023	OOOR Final Determination	Final Determination	
12/28/2022	Requester Submission		
12/28/2022	Agency Position Statement		
12/19/2022	Agency Correspondence		
12/16/2022	Entry of Appearance		
12/15/2022	OOOR Acknowledgement		
12/15/2022	OOOR Notice of Deadlines		
12/14/2022	Requester Appeal		
12/14/2022	Requester Appeal		

[Submit File](#) [Download Files](#) [Print Docket Sheet](#)

## Appeal E-File Portal – Party Info

All party contact information can be reviewed for the docket in the Portal on the Party Info screen.

APPEAL E-FILE PORTAL - PARTY INFO (DOCKET # [REDACTED])

### Requester

Requester Info	Attorney Info
[REDACTED]	[REDACTED]
<a href="#">Show Email</a>	

### Agency

Agency Info	Attorney Info
[REDACTED]	[REDACTED]
<a href="#">Show Email</a>	

### Direct Interest Participants

Name	Organization	Address	Phone	Email	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">Show Email</a>	Accepted
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">Show Email</a>	Denied



## Appeal E-File Portal – Submit File

Parties have the option to submit a file(s) or type in a manual text field. To upload a file or enter manual text, click on the Submit File button on the Docket Sheet.

APPEAL E-FILE PORTAL - DOCKET SHEET

View Party Info

OOB Dkt. No.: Case Status

FD Due: Record Closing Date:

Appeals Officer: Agency/County:

Description:

Legal Issues:

Docket Entries

Filed	Description	Step	Document
01/06/2023	OOB Final Determination	Final Determination	
12/28/2022	Requester Submission		
12/28/2022	Agency Position Statement		
12/19/2022	Agency Correspondence		
12/16/2022	Entry of Appearance		
12/15/2022	OOB Acknowledgement		
12/15/2022	OOB Notice of Deadlines		
12/14/2022	Requester Appeal		
12/14/2022	Requester Appeal		

Submit File Download Files Print Docket Sheet

APPEAL E-FILE PORTAL - SUBMIT FILE (DOCKET #)

View Party Info

All submissions may become available to the public. Submissions containing personal information should only be provided in compliance with the Office of Open Records Public Access Policy.

Description:

Submission Type:

Submit

Certain limitations have been placed when uploading files such as no more than 10 files, a 25MB limit per attachment, and specific file types (.pdf, .doc, .docx, .rtf, .xls, .xlsx, .ppt, .pptx, .jpg, .png, .gif, .bmp, and .tff).

Submission Type: File

Multiple files may be uploaded at the same time if they share the same description. If a different description is necessary, please upload the files separately.

File(s):  Browse ...

+ Add Remove All

Maximum file attachments: 10  
Maximum file size: 25MB per attachment  
Allowed file types: pdf, doc, docx, rtf, txt, xls, xlsx, ppt, pptx, jpg, png, gif, bmp, tiff  
File names may not contain the following characters: \ / : \* ? " < > |

Submit

Manual text is similar to sending an email or text message.

Submission Type: Manual Text


Manual Text:

I hereby declare under the penalty of perjury, pursuant to 18 Pa.C.S. § 4904, that the submissions provided are true and correct based upon my personal knowledge, information and belief.

Submit

The party that submitted a file(s) or manual text will receive an email notification confirming the upload.

[External] Office of Open Records - Dkt. AP [REDACTED] - File Upload

 no-reply@openrecordspennsylvania.com  
To: [REDACTED]

Reply Reply All Forward ...

**ATTENTION:** This email message is from an external sender. Do not open links or attachments from unknown senders. To report suspicious email, use the [Report Phishing button in Outlook](#).



You have uploaded a file to OOR Dkt. AP [REDACTED].

Description: [REDACTED]

When new files have been added to the E-File Portal, the parties will receive an email notification. The email notification will specify the docket(s) that has new files for review. The parties will need to log in to the E-File Portal to view the new files. This includes Final Determinations issued by OOR Appeals Officer.

[External] Office of Open Records - New documents added to the portal



no-reply@openrecordspennsylvania.com

To: [Redacted]

Reply Reply All Forward ...

**ATTENTION:** This email message is from an external sender. Do not open links or attachments from unknown senders. To report suspicious email, use the [Report Phishing button in Outlook](#).



New files have been added to your Office of Open Records Appeal E-File Portal for the following dockets:

- [Redacted]

Log into the portal at [www.openrecords.pa.gov/efileportal](http://www.openrecords.pa.gov/efileportal) to view them.

Sincerely,  
Office of Open Records

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333 Market Street, 16<sup>th</sup> Floor | Harrisburg, PA 17101-2234 | 717.346.9903 | F 717.425.5343 | [openrecords.pa.gov](http://openrecords.pa.gov)

## File an Entry of Appearance

Requester and Agency counsel, and other party representatives must complete an Entry of Appearance on the [Appeal E-File Portal – My Appeals](#) screen or the individual(s) can visit <https://www.openrecords.pa.gov/Appeals/EntryOfAppearance.cfm>.

If an Entry of Appearance is not filed, the Agency Open Records Officer is responsible to inform attorneys or representatives of either party of all docket activity.

### ENTRY OF APPEARANCE

Submit an Entry of Appearance for a currently pending appeal before the Office of Open Records.

Docket #:

Attorney For:

Agency Address:

Agency Contact:

Name:

**PUBLIC RECORD NOTICE**

All filings with the OOR will be public records and subject to public access with limited exception. If you do not want to include personal contact information in a publicly accessible record, please provide alternate contact information in order to receive future correspondence related to this appeal.

Firm:


Address:

Email:

Phone #:

Attach Files:

*Maximum file attachments: 10*  
*Maximum file size: 25MB per attachment*  
*Allowed file types: pdf, doc, docx, rtf, txt, xls,xlsx, ppt, pptx, jpg, png, gif, bmp, tiff*  
*File names may not contain the following characters: \ | : \* ? " < > |*

I'm not a robot   
reCAPTCHA  
Privacy - Terms

## Request Direct Interest Participant Status

A party can complete a Request Direct Interest Participant form on the [Appeal E-File Portal – My Appeals](#) screen or the individual(s) can visit <https://www.openrecords.pa.gov/Appeals/DIPRequest.cfm>. The OOR Appeals Officer who will grant or deny the request to participate.

**NOTE:** This form is NOT for the parties (Requester/Agency/Counsel). It is for outside parties that may have an interest in the records at issue on appeal.

### REQUEST DIRECT INTEREST PARTICIPANT STATUS

*Direct interest participant - A person or entity, other than the requester or agency, who has been granted the ability to participate before the OOR under § 77.75 (relating to request for direct interest participant status).*

Please accept this as a Request to Participate in a currently pending appeal before the Office of Open Records. The statements made herein and in any attachments are true and correct to the best of my knowledge, information and belief. I understand this statement is made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsifications to authorities.

Docket #:

Name:

Type:

**PUBLIC RECORD NOTICE**

All filings with the OOR will be public records and subject to public access with limited exception. If you do not want to include personal contact information in a publicly accessible record, please provide alternate contact information in order to receive future correspondence related to this appeal.

Address:

Email:

Phone #:

Comments:

Attach Files:

Maximum file attachments: 10  
Maximum file size: 10MB per attachment  
Allowed file types: pdf, doc, docx, rtf, txt, xls,xlsx, ppt, pptx, jpg, png, gif, bmp, tiff  
File names may not contain the following characters: \ / : \* ? " < > |


I have a direct interest in the record(s) at issue as (check all that apply):

The owner of a record containing confidential or proprietary information or trademarked records


An employee of the agency

A contractor or vendor

Other

I'm not a robot 

reCAPTCHA  
Privacy - Terms

Printable version of this form (revised June 2017): 

## Office of Open Records Docket Sheet

All parties will have access to a docket sheet in the E-File Portal for their appeal. It can be accessed from the [Appeal E-File Portal – My Appeals](#) screen.

**Office of Open Records Docket Sheet**

**OOOR Dkt. AP** [REDACTED]

**Appeals Officer:** [REDACTED]

**Case Information:**

- Insufficiency Notice: [REDACTED]
- Mediation Requested: [REDACTED]
- 30-day Extension Granted: [REDACTED]
- Record Closing Date: [REDACTED]
- Final Determination Due Date: [REDACTED]
- Case Status: [REDACTED]

**Final Determination Outcome:**

**Final Determination on Reconsideration:**

**Final Determination on Remand Outcome:**

**Appealed to a Higher Court:**

**Consolidated Cases:**

**Parties:**

[REDACTED]

**Requester Counsel:**

[REDACTED]

**Agency:**

[REDACTED]

**Agency Counsel:**

**Direct Interest Participant(s):**

[REDACTED]

**Docket Entries**

Date	Description	Party
01/05/2023	OOOR Custom Letter	OOOR
01/05/2023	Entry of Appearance	OOOR
01/05/2023	OOOR Additional Extension	OOOR
01/05/2023	OOOR Acknowledgement	OOOR
01/05/2023	OOOR Notice of Deadlines	OOOR
01/04/2023	Requester Appeal	OOOR

## Questions?

If any party involved in a pending E-File Portal appeal has any questions, please contact the OOR at (717) 346-9903 or email to [openrecords@pa.gov](mailto:openrecords@pa.gov).