



Batch Receiving

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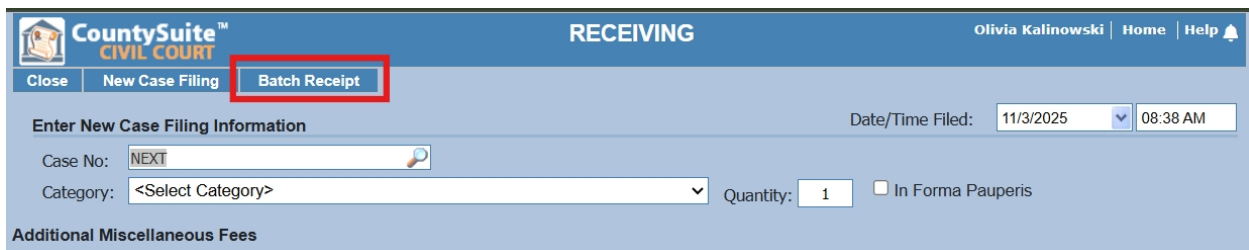
Batch Receiving

Batch Receiving allows the user to add multiple filings at the same time from the same check/payment type. This feature is typically used if an attorney is filing multiple initial case filings or subsequent filings and has one check. This feature could also be used for entering a check from the State for criminal judgment filings.

Not all filing categories that are on the receiving page will appear on the batch receiving page. To get the needed initial and subsequent filing categories added, please contact Support so they can configure this.

How to Use Batch Receiving

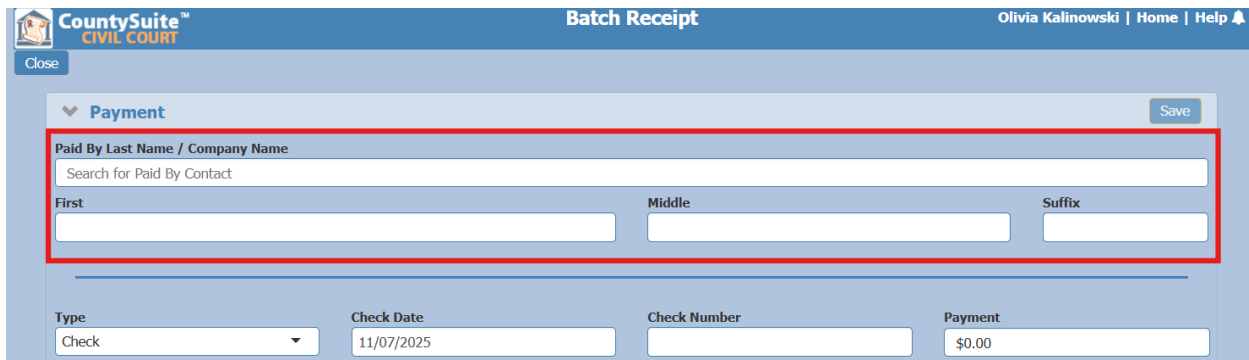
On the Receiving page, click Batch Receipt.



The screenshot shows the 'RECEIVING' page in CountySuite CIVIL COURT. The 'Batch Receipt' button is highlighted with a red box. The page includes a 'Close' button, 'New Case Filing' button, and 'Batch Receipt' button. Below these is the 'Enter New Case Filing Information' section with fields for 'Case No.' (NEXT), 'Category' (<Select Category>), 'Quantity' (1), and an 'In Forma Pauperis' checkbox. The 'Date/Time Filed' is 11/3/2025 08:38 AM. There is also an 'Additional Miscellaneous Fees' section.

On the Batch Receipt page, input payment information – the name of the person or company that is paying and deposit information (type, check number, check total). The payment amount will be distributed between all received filings.

The Paid By contact will be shown as the filed by on each of the case filing ledgers.



The screenshot shows the 'Batch Receipt' page in CountySuite CIVIL COURT. The 'Payment' section is highlighted with a red box. It includes a 'Save' button and a 'Paid By Last Name / Company Name' field. Below this are fields for 'First', 'Middle', and 'Suffix'. At the bottom, there are fields for 'Type' (Check), 'Check Date' (11/07/2025), 'Check Number', and 'Payment' (\$0.00).

When you type in the last name/company name, a dropdown will appear so that you can easily select the contact if they already exist in the application. (The user can type: last name, first name to narrow down the search).

The screenshot shows the 'Batch Receipt' form in CountySuite CIVIL COURT. The 'Payment' section is active, showing a search for 'Test, a'. A dropdown menu lists 'AMBER TEST', 'APPLICANT TEST', 'ATTORNEY TEST', and 'ATTORNEY TEST', each with a 'null' value. Below the dropdown is the address '123 Main St., York, PA 17401'. The form has a 'Save' button in the top right corner. The header includes the CountySuite logo, the title 'Batch Receipt', and the user email 'olivia.kalinowski@teleosoft.com' with links for 'Home' and 'Help'. A 'Close' button is in the top left.

If the contact does not exist, click back onto the page to close the search dropdown, and enter the payor's name to create a new contact.

When adding a new case, leave the Case Number as NEXT and select the initial filing category. One Plaintiff and one Defendant can be added, but no other contacts can be input on this page (additional contacts will need to be added later in the case).

Once all the information is input, click Add.

The screenshot shows the 'Filing Information' form. It has two main sections: Plaintiff and Defendant. The Plaintiff section includes fields for 'Quantity' (1), 'Case Number' (NEXT), 'Plaintiff Last Name / Company Name' (TEST), 'First' (PLAINTIFF), 'Middle', 'Suffix', 'Category' (Bond Entreated Court Order, Foreign/Transferred, Note, Support Arrearages), and 'Default Deposit' (\$21.00). The Defendant section includes fields for 'Reference Number', 'Defendant Last Name / Company Name' (TEST), 'First' (DEFENDANT), 'Middle', and 'Suffix'. An 'Add' button is highlighted with a red box in the bottom right corner. The form has a blue header with the title 'Filing Information'.

If the filing category is not selected and Add is clicked, an error message will appear at the top of the page to select a filing category in order to proceed.

The screenshot shows the CountySuite CIVIL COURT interface. At the top, there is a navigation bar with the CountySuite logo, a user profile for Olivia Kalinowski, and links for Home and Help. Below the navigation bar, there is a close button and a message box from 'app-pm.training.ts.countysuite-azuregov.us' stating 'Error: Please select a Category'. The main form is divided into two sections: 'Payment' and 'Filing Information'. The 'Payment' section includes fields for 'Paid By Last Name / Company Name' (Test), 'First' (Test), 'Middle', 'Suffix', 'Type' (Check), 'Check Date' (11/06/2025), 'Check Number' (101), and 'Payment' (\$100.00). The 'Filing Information' section includes fields for 'Quantity' (1), 'Case Number' (NEXT), 'Reference Number', 'Plaintiff Last Name / Company Name' (TEST), 'Defendant Last Name / Company Name' (TEST), 'First', 'Middle', 'Suffix' for both Plaintiff and Defendant, 'Category' (highlighted with a red box), 'Default Deposit' (\$0.00), 'Total Cases' (0), 'Remaining Check Balance' (\$100.00), and 'Case Fee Total' (\$0.00). At the bottom, there is a table with columns: Exists, Case Number, Plaintiff, Defendant, Category, and Payment.

When adding subsequent filings, the **exact** case number needs to be typed. Once the case number is entered, click the magnifying glass. An existing case is only recognized if the check mark appears near the Case Number section.

Once the check mark appears, the primary plaintiff and defendant that are already on the case will populate.

Select the subsequent filing and click Add.

The screenshot shows the CountySuite CIVIL COURT interface, specifically the 'Filing Information' section. The 'Case Number' field is highlighted with a red box and contains the text 's-0001-2025'. The 'Quantity' field is set to 1. The 'Reference Number' field is empty. The 'Plaintiff Last Name / Company Name' field is populated with 'PLAINTIFF'. The 'Defendant Last Name / Company Name' field is populated with 'DEFENDANT'. The 'First', 'Middle', and 'Suffix' fields for both Plaintiff and Defendant are populated with 'TEST'. The 'Category' field is set to 'Adult Probation (02/01/2011 to 04/30/2015)'. The 'Default Deposit' field is set to '\$30.00'. The 'Add' button is visible at the bottom right.

Another option to add subsequent filings is to use the Reference Number that is on the case.

The Reference Number field will function just like the Case Number field - **exact** number, checkmark. (This is useful for entering a bulk check from the State for criminal judgment filings. The user can look up the CPCMS case number which is in the Reference Number field.)

Filing Information

Quantity: 1

Case Number: J-0001-2025 ✓

Reference Number: CP-36-CR-0013006-2025 ✓

Plaintiff Last Name / Company Name: Commonwealth of Pennsylvania

Defendant Last Name / Company Name: JAMES

First: [Blank] Middle: [Blank] Suffix: [Blank]

First: SAMUEL Middle: ADAMS Suffix: [Blank]

Category: [Blank] Default Deposit: \$0.00

Add

Once the Reference Number is entered, click the magnifying glass. An existing case is only recognized if the check mark appears near the Reference Number section and the Case Number section.

Once the check mark is visible select the subsequent filing category and click Add.

Each time a filing is added, the bottom of the page will show the case number, primary plaintiff, primary defendant, filing category, and total payment of each filing.

There is a calculation visible of how many cases are received so far, how much money is remaining and still needs to be distributed, as well as how much money the total case fees are.

Total Cases: 2 Remaining Check Balance: \$47.00 Case Fee Total: \$53.00						
Exists	Case Number	Plaintiff	Defendant	Category	Payment	
	NEXT	PLAINTIFF TEST	TEST DEFENDANT	Bond Entreated Court Order, Foreign/Transferred, Note, Support Arrearages	21.00	
✓	S-0001-2025	TEST PLAINTIFF	TEST DEFENDANT	Adult Probation (05/01/2015 to current)	32.00	

The check needs to be completely distributed. The save button to finish receiving all the filings at the top of the page is grayed out until all of the money is distributed between each filing.

Total Cases 5		Remaining Check Balance \$0.00		Case Fee Total \$100.00	
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Exists	Case Number	Plaintiff	Defendant	Category	Payment	
	NEXT	PLAINTIFF TEST	TEST DEFENDANT	Bond Entreated Court Order, Foreign/Transferred, Note, Support Arrearages	21.00	
✓	S-0001-2025	TEST PLAINTIFF	TEST DEFENDANT	Adult Probation (05/01/2015 to current)	32.00	
✓	S-0002-2025	TEST PLAINTIFF	TEST DEFENDANT	Marked, or Assigned to, Satisfaction / Release of, Vacate	13.00	

Once the check has been completely distributed and the remaining check balance equals \$0, click Save at the top right corner of the Batch Receipt page. This will apply the deposit and associated costs onto each case into separate case filing ledgers. For initial filings, new cases will be created as well.

Batch Receipt
Olivia Kalinowski | Home | Help

Close

Payment

Save

Paid By Last Name / Company Name

Test

First

Middle

Suffix

Test

Type

Check

Check Date

11/04/2025

Check Number

147

Payment

\$100.00

Filing Information

Quantity

1

Case Number

NEXT

Reference Number

Plaintiff Last Name / Company Name

PLAINTIFF

Defendant Last Name / Company Name

Search for Defendant

First

Middle

Suffix

First

Middle

Suffix

TEST

Category

Default Deposit

\$13.00

Add

Total Cases

5

Remaining Check Balance

\$0.00

Case Fee Total

\$100.00

Exists	Case Number	Plaintiff	Defendant	Category	Payment	
	NEXT	PLAINTIFF TEST	TEST DEFENDANT	Bond Entreated Court Order, Foreign/Transferred, Note, Support Arrearages	21.00	
✓	S-0001-2025	TEST PLAINTIFF	TEST DEFENDANT	Adult Probation (05/01/2015 to	32.00	

After clicking save, a receipt will open in a new tab that will show all the filings received.

The receipt generated will show the cases in ascending Case Number order.

The money will be split between each case and will have their own case filing ledger for that filing on their respective cases.

PROTHONOTARY OF TELEOSOFT COUNTY

Bridget I. Miller
Prothonotary

DEPOSIT RECEIPT

Printed: 11/4/2025 11:08:45AM **Check No:** 147 **Check Date:** 11/04/2025 **Receipt No.:** GO52

Case Number:	Paid By / Description:	Dep. Amount:
J-0003-2025	Bond Entreated Court Order, Foreign/Transferred, Note, Support Arrearages Filing Fee TEST, PLAINTIFF vs. DEFENDANT, TEST	\$21.00
J-0004-2025	Bond Entreated Court Order, Foreign/Transferred, Note, Support Arrearages Filing Fee TEST, MELVIN vs. TEST, MARY	\$21.00
S-0001-2025	Adult Probation (05/01/2015 to current) Filing Fee PLAINTIFF, TEST vs. DEFENDANT, TEST	\$32.00
S-0002-2025	Marked, or Assigned to, Satisfaction / Release of, Vacate Filing Fee PLAINTIFF, TEST vs. DEFENDANT, TEST	\$13.00
S-0007-2025	Discontinuance, Satisfaction, Termination of Supersedeas, Certificate of Authority Filing Fee PLAINTIFF, TEST vs. DEFENDANT, TEST	\$13.00
Total:		\$100.00

The Paid By contact will be shown as the filed by on each of the case filing ledgers.

Case Filing Ledgers		
Date	Type	Description
11/11/2025	Bond Entreated Court Order, Foreign/Transferred, Note, Support Arrearages	Filed by: ATTORNEY TEST

Batch Receiving Cheat Sheet

- Home -> Receiving Page -> Batch Receipt
- Add Payment Information (Paid By, Deposit Type, Check Date, Check Number, Deposit Total)
- Initial Filing -> Leave Case Number as NEXT
 - o Input one plaintiff and one defendant
 - o Select initial filing category
 - o Click Add
- Subsequent Filing -> Type exact Case Number -> click magnifying glass
 - o Alternatively, type Reference Number -> click magnifying glass
 - o If the case number or reference number exists, check mark will appear next to the section name
 - o Primary Plaintiff and Defendant name will populate
 - o Select subsequent filing category
 - o Click Add
- Repeat process until all money is distributed.
- Once Remaining Check Balance is completely distributed and says \$0.00
 - o Click Save at the top right corner of the page