

OOR E-FILE APPEAL PORTAL

USER GUIDE

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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.

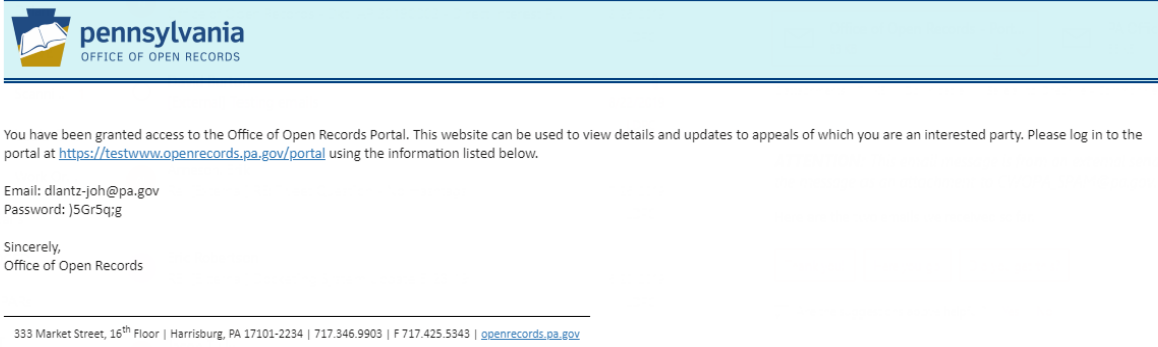
During Phase 1, once an appeal had been determined to be eligible for E-File Portal access, the OOR will send a consent form to the agency and the requester. If both parties agree to use the E-File Portal, they will sign the consent form and return it to the OOR. Both parties will receive an email of 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.

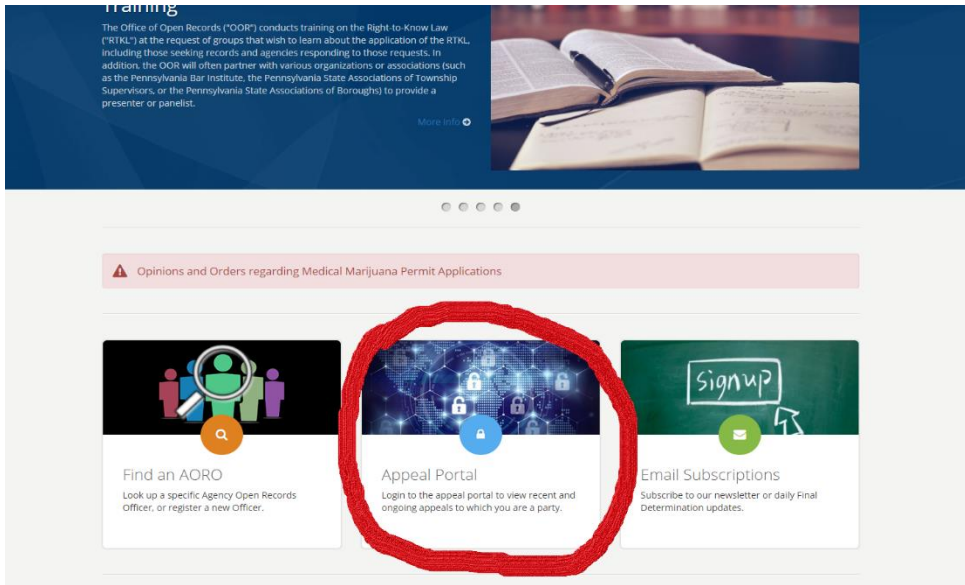
Accessing the Appeal E-File Portal

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.



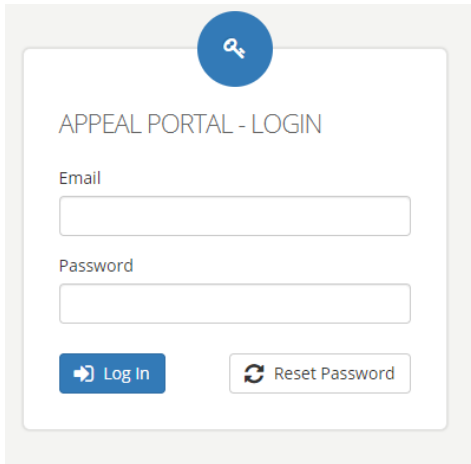
2. The E-File Portal can be accessed through the web link contained in the email notification, or <https://www.openrecords.pa.gov/portal/login.cfm>. The page can only be accessed by a party in an appeal.

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.



The image shows a login form for the Appeal Portal. At the top center, there is a blue circular icon containing a white key symbol. Below this icon, the text "APPEAL PORTAL - LOGIN" is displayed. The form consists of two input fields: "Email" and "Password". Below the "Email" field is a blue button with a white right-pointing arrow and the text "Log In". To the right of the "Log In" button is a white button with a blue circular icon containing a white refresh symbol and the text "Reset Password".

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 shows the OOR (Office of Open Records) website interface. At the top, there is a navigation bar with a search box, a 'Log Out' button, and links for 'Ask a Question', 'RSS', 'Follow on Twitter', and 'Print Page'. Below this is a blue header with the OOR logo and a menu containing 'RIGHT-TO-KNOW LAW', 'APPEALS', 'SUNSHINE ACT', 'TRAINING', and 'CONTACT'. The main content area is titled 'APPEAL PORTAL - MY APPEALS' and features a table with the following data:

Request Date	Docket Number	Name	Interest	FD Date
08/22/2019	2019-0013	delene lantz v. Pennsylvania Department of Health	Requester	08/22/2019

Below the table is a blue button with a plus icon and the text '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 PORTAL - DOCKET SHEET

John Doe v. Bedminster Township [View Party Info](#)

OOB Dkt. No.: AP 2020-0008 Case Status:

FD Due: 12/31/2020	Record Closing Date: 10/13/2020															
Appeals Officer: User, Legis	Agency/County:															
Description:																
Legal Issues:																
<table><thead><tr><th>Clause</th><th>Exemption</th><th>Result</th></tr></thead><tbody><tr><td>708 (b) (ii)</td><td>(i) A record pertaining to strategy or negotiations relating to labor relations or collective bargaining and related arbitration proceedings. This subparagraph shall not apply to a final or executed contract or agreement between the parties in a collecti</td><td></td></tr><tr><td>Agency Invoked an Extension</td><td>The agency invoked a 30 day extension to respond to the request.</td><td></td></tr><tr><td>Mediation Requested</td><td>Mediation Requested</td><td></td></tr><tr><td>Requester Granted Extension to OOR</td><td>The requester granted the OOR a 30, 60, or 90 day extension to issue a final determination in the appeal.</td><td></td></tr></tbody></table>	Clause	Exemption	Result	708 (b) (ii)	(i) A record pertaining to strategy or negotiations relating to labor relations or collective bargaining and related arbitration proceedings. This subparagraph shall not apply to a final or executed contract or agreement between the parties in a collecti		Agency Invoked an Extension	The agency invoked a 30 day extension to respond to the request.		Mediation Requested	Mediation Requested		Requester Granted Extension to OOR	The requester granted the OOR a 30, 60, or 90 day extension to issue a final determination in the appeal.		
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Mediation Requested	Mediation Requested															
Requester Granted Extension to OOR	The requester granted the OOR a 30, 60, or 90 day extension to issue a final determination in the appeal.															

Docket Entries

No Docket Entries

[Submit File](#) [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 PORTAL - PARTY INFO (DOCKET # 2019-0013)

Requester	
Requester Info Ms. Delene Lantz 123 Main St. Anytown, PA 12345 717-555-0123 my.email@pa.gov	Attorney Info John Doe 567 Law Ave. Anytown, PA 12345 717-555-0234 attorney@lawfirm.com

Agency	
Agency Info Applegate, Kyle Pennsylvania Department of Health 625 Forster Street 825 Health and Welfare Building Harrisburg, PA 17120 717-547-3075 PADOHRTK@pa.gov	Attorney Info

Direct Interest Participants
No Direct Interest Participants found.

Appeal E-File Portal – Submit File

Parties have the option to upload multiple files or type in a free form field.

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 .tiff).

APPEAL PORTAL - SUBMIT FILE (DOCKET # 2019-0013)

delene lantz v. Pennsylvania Department of Health [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:

i 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.

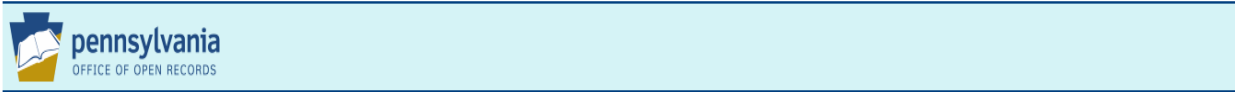
File(s): [Browse ...](#)

[+ Add](#) [Remove All](#)

Maximum file attachments: 10
Maximum file size: 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: \ / : * ? " < > |

[Submit](#)

When new files have been added to the E-File Portal by either party or the OOR Appeals Officer, 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.



New files have been added to your Office of Open Records portal for the following dockets:

- OOR Dkt. AP 20190010
- OOR Dkt. AP 20190013

Log into the portal at www.openrecords.pa.gov/portal to view them.

Sincerely,
Office of Open Records

LDPC Only (Non-production): Email would have gone to name@domain.com

Submit an Entry of Appearance

Parties can complete an Entry of Appearance form on the [Appeal E-File Portal – My Appeals](https://www.openrecords.pa.gov/Appeals/EntryOfAppearance.cfm) screen or the individual(s) can visit <https://www.openrecords.pa.gov/Appeals/EntryOfAppearance.cfm>.

ENTRY OF APPEARANCE REQUEST

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

Docket #:

Attorney For:

Name: First Name Last 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: Address 1 Address 2

City State Zip

Email:

Phone #:

Comments:

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



Request Direct Interest Participant Status

Agencies 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.

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 

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

OOR Dkt. AP 2019-0013: delene lantz v. Pennsylvania Department of Health

Appeals Officer: Kyle Applegate

Case Information:

Insufficiency Notice:	Yes
Mediation Requested:	Yes
30-day Extension Granted:	No
Record Closing Date:	09/11/2019
Final Determination Due Date:	10/02/2019
Case Status:	Pending in Commonwealth Court

Final Determination Outcome: Issued: 08/22/2019
Incomplete

Final Determination on Reconsideration:

Final Determination on Remand Outcome:

Appealed to a Higher Court:

Issued	Docket	Court	Opinion	Enforce
	1 CD 2019	Commonwealth Court		No

Consolidated Cases:

Parties:

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.