



Kevin H. Way
District Court Administrator
570-327-2330

Peter J. Purcaro
Director of Court Services
570-327-2436

Eileen A. Grimes
Deputy Court Administrator
570-327-6700

Office of District Court Administrator

Lycoming County
Twenty-ninth Judicial District of Pennsylvania
48 West Third Street
Williamsport, Pennsylvania 17701

Nancy L. Borgess
Court Scheduling
Technician
570-327-2417

Court Offices Fax
570-327-2293

Jury Information
570-327-2330

MEMO

TO: Honorable Clinton W. Smith
Honorable Kenneth D. Brown
Honorable William S. Kieser
Honorable Nancy L. Butts
Honorable Dudley N. Anderson
District Attorney
Public Defender
Criminal Defense Bar

FROM: Kevin H. Way, Court Administrator

DATE: August 6, 2002

SUBJECT: Transportation Orders of Incarcerated Defendants

There seems to be some confusion regarding the production of transportation orders for defendants who are incarcerated in places other than Lycoming County. This Memo will attempt to eliminate the confusion and create one consistent rule for production of transportation orders.

Defense counsel is under an ongoing obligation to notify both the Court Administrator's office and the District Attorney's office of the location of a client known to be incarcerated in an institution outside of Lycoming County if there is a scheduled hearing in Lycoming County Court for that client. This obligation is continuous throughout defense counsel's representation of their client. As to the actual preparation of the transportation order, if the defendant is returning for a pre-trial motion, criminal management event, (arraignment, monitoring, pre-trials, or jury selection or trial), or any other related incidental motion in connection with the defendant's case prior to trial, the Commonwealth is responsible for preparing the actual transport order upon proper notification from defense counsel regarding defendant's whereabouts. If the defendant is scheduled for a PCCR hearing or a sentencing the Court Scheduling Technician has the responsibility for preparing the transport order to return the defendant. Again, this order can only be prepared upon proper notification by defense counsel of the defendant's whereabouts. If the defendant is scheduled to appear for a motion instituted by the defendant, defense counsel is responsible for preparing the transport order in advance for the scheduled matter.