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March 20, 2023

Honorable Nancy L. Butts  
President Judge  
Lycoming County Courthouse  
48 W. Third Street  
Williamsport PA 17701

RE: Electronic Filing of Civil Matters

Dear Judge Butts:

At the request of Tom Heap, Prothonotary, the Lycoming County Customs and Rules Committee reviewed a proposed rule to implement electronic filing in civil cases. The Committee met twice and has thoroughly reviewed the proposed rule. Tom Heap attended the meetings and provided valuable insight into the process that he proposes to implement in his office.

Based on the Committee's review, the Committee is able to recommend that the Court issue the enclosed order implementing the new electronic filing rule L205.4. We believe this rule to be consistent with statewide requirements for electronic filing found in the Pennsylvania Rules of Civil Procedure.

The rules require, as a first step, that you submit the proposed rule to the Pennsylvania Supreme Court Civil Rules Committee for review, before the court is permitted to execute the attached order.

For the court's information, I have included copies of the minutes of the meetings of the Committee.

Very truly yours,

**MITCHELL GALLAGHER P.C.**



Gary L. Weber

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Enclosure  
cc: Adrienne Stahl  
Tom Heap