

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

IN RE: :
: MD-20-00006
29th JUDICIAL DISTRICT OPERATIONS :
DURING STATEWIDE JUDICIAL : ADMINISTRATIVE ORDER
EMERGENCY :

FILED
LYCOMING COUNTY
2020 MAR 27 PM 2:06
JAS. D. HEARNE
PROCLAMATORY

ADMINISTRATIVE ORDER

Pursuant to the Supreme Court of Pennsylvania’s declaration of a statewide judicial emergency to safeguard the health and safety of court personnel, court users, and members of the public due to the circumstances surrounding the COVID-19 virus, on March 16, 2020, the President Judge of the 29th Judicial District of Pennsylvania declared a judicial emergency through April 14, 2020, and immediately instituted measures to protect court personnel, court users, and members of the public.

AND NOW, this 27th day of March 2020, the President Judge of the 29th Judicial District is hereby **extending the closure of the Courts of the 29th Judicial District to the public as to non-essential functions through April 14, 2020**, and memorializing the following safety measures that have been implemented in the District through April 14, 2020 (unless a different date is indicated below):

1. **The Courthouse and all Magisterial District Courts of the 29th Judicial District are closed to the public as to non-essential functions through April 14, 2020.**
2. Court employees will not be attending off-site conferences or trainings.
3. Court events and meetings will be rescheduled or held via teleconference.
4. Inmates will not be transported from the Lycoming County Prison or Pre-release Center for court proceedings. Incarcerated defendants will participate in court proceedings by video conference.
5. Jury selection currently scheduled for March 30-April 3, 2020, is cancelled. All jury trials scheduled for the trial term April through May have been continued.
6. Pursuant to the Supreme Court Order dated March 18, 2020, all time calculations and deadlines relevant to court cases or other judicial business are suspended through April 3, 2020; and legal papers or pleadings required to be filed between March 19, 2020, and April 3, 2020, shall be deemed to have been timely filed if they are filed by April 6, 2020.

7. The operation of Rule of Criminal Procedure 600 shall be suspended in the 29th Judicial District through April 14, 2020, pursuant to the Supreme Court's Order and the President Judge's declaration of judicial emergency both dated March 16, 2020.
8. Pursuant to the Supreme Court's Order dated March 18, 2020, the Lycoming County **Court of Common Pleas will continue to perform the following essential functions during the court closure:**
 - a. Emergency bail review and habeas corpus hearings;
 - b. Gagnon 1 (probation/parole violation) hearings;
 - c. Bench warrant hearings pursuant to Pennsylvania Rule of Criminal Procedure 150;
 - d. Juvenile delinquency detention;
 - e. Juvenile emergency shelter and detention hearings;
 - f. Temporary protection from abuse hearings;
 - g. Emergency petitions for child custody or pursuant to any provision of the Juvenile Act;
 - h. Emergency petitions for guardianship;
 - i. Civil mental health reviews (50 P.S. § 7302);
 - j. Emergency equity civil matters (injunctions and stays); and
 - k. Any pleading or motion relating to public health concerns and involving immediate and irreparable harm.
9. Additionally, preliminary hearings, arraignments, guilty pleas, and sentencings *for incarcerated defendants* will be held via video conference.
10. To the extent possible, the Lycoming County Court of Common Pleas will conduct as many essential function proceedings as possible utilizing telephone or video conference in order to limit person-to-person contact.
11. To the extent non-essential matters can be handled via telephone or video conference, those matters will proceed as scheduled.
12. The Governor of Pennsylvania's issuance of a "stay at home" order with respect to Lycoming County will have no effect on existing child custody orders and the travel necessary to effectuate them.
13. The **filing of documents** with regard to all **non-essential functions** (any matters *not* listed above) are strongly encouraged to be made **via U.S. mail** to the office of the Lycoming County Prothonotary/Clerk of Courts or Lycoming County Register and Recorder. If filing via U.S. mail is not possible, documents may be filed via the "filing drop box" located in the lobby of the Courthouse. The document and

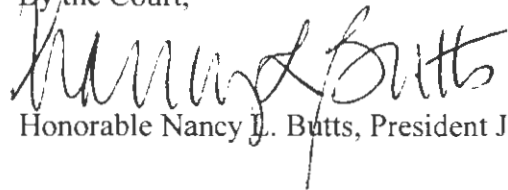
filing fee (check or money order only) must be in a closed envelope addressed to the appropriate filing office and a self-addressed, prepaid envelope must be enclosed for the return of a receipt for payment of filing fees and time-stamped copy of the document. If proper payment is not included, the document will be returned to the sender unfiled.

14. The **filing of documents** with regard to **essential functions** (those matters listed above) may be made via U.S. mail or via the “filing drop box” located in the lobby of the Courthouse. The document and filing fee (check or money order only) must be in a closed envelope addressed to the appropriate filing office and a self-addressed, prepaid envelope must be enclosed for the return of a receipt for payment of filing fees and time-stamped copy of the document. If proper payment is not included, the document will be returned to the sender unfiled. Additionally, the outside of the envelope must be clearly marked “Essential Function Filing.”
15. The offices of the Lycoming County Prothonotary/Clerk of Courts and Register and Recorder will distribute copies of court orders/filings to local attorneys via email to the email address listed on the Lycoming Law Association web page. Otherwise, distribution will be made via U.S. mail.
16. Pursuant to the Supreme Court’s Order dated March 18, 2020, the Lycoming County **Magisterial District Courts will continue to perform the following essential functions during the court closure:**
 - a. Preliminary arraignments (bail setting) for bailable cases;
 - b. Criminal case filings and subsequent processing;
 - c. Preliminary hearings for incarcerated persons only;
 - d. Issuance of search warrants; and
 - e. Emergency protection from abuse petitions.
17. To the extent possible, the Magisterial District Courts will conduct as many of the essential function proceedings as possible utilizing telephone or video conference in order to limit person-to-person contact.
18. All non-essential function proceedings in the Magisterial District Courts will be continued to a date after April 14, 2020.
19. **No in-person payments will be accepted in the Magisterial District Courts. Payments must be made online at <https://ujportal.pacourts.us/PayOnline.aspx> or via U.S. mail.**
20. The Magisterial District Courts will accept filings made via U.S. mail only.
21. Individuals on supervision will not report to the Adult Probation and Juvenile Probation offices. **Adult and Juvenile Probation** will supervise these individuals

in the field or via advanced communication technology. Those individuals under supervision who have questions should contact their assigned probation officer.

22. The **Domestic Relations Office** will take measures to limit the number of individuals reporting to its office. Those with questions should contact the Domestic Relations Office for additional information.
23. The Governor of Pennsylvania's issuance of a "stay at home" order with respect to Lycoming County will have no effect on the Courts' continuation of the essential functions described in this order.
24. Events are very fluid and are continually subject to change as additional information becomes available. Questions or concerns should be directed to the Office of the District Court Administrator at 570-327-2330 or to the applicable Magisterial District Court.

By the Court,



Honorable Nancy L. Butts, President Judge

cc: Nancy L. Butts, President Judge
Adrienne J. Stahl, District Court Administrator
Board of Commissioners
Matthew A. McDermott, Director of Administration
Stephanie Tribble, Director of the Domestic Relations Office
Edward McCoy, Chief Adult Probation Officer
Edward Robbins, Chief Juvenile Probation Officer
Tom Heap, Prothonotary/Clerk of Courts
Dave Huffman, Register and Recorder
Ryan C. Gardner, District Attorney
Nicole Spring, Chief Public Defender
Mark Lusk, Sheriff
MDJ Aaron S. Biichle
MDJ Christian D. Frey
MDJ Jon E. Kemp
MDJ Jerry C. Lepley
MDJ William C. Solomon
MDJ Gary A. Whiteman
Lycoming Law Association
North Penn Legal Services
Wise Options
CYS
MHID