

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

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

ADMINISTRATIVE ORDER

AND NOW, this 29th day of May 2020, pursuant to Order of the Supreme Court of Pennsylvania dated May 27, 2020, and in light of ongoing public health concerns relating to the COVID-19 pandemic, the President Judge of the 29th Judicial District is hereby exercising the powers granted by the Supreme Court and ordering that the 29th Judicial District emergency declaration is extended through June 28, 2020; **the provisions of this Court's order dated May 14, 2020, are extended through June 7, 2020; and effective June 8, 2020, the following provisions apply through June 28, 2020 (unless a different date is indicated below)** subject to state and federal constitutional requirements and any subsequent order by the Supreme Court:

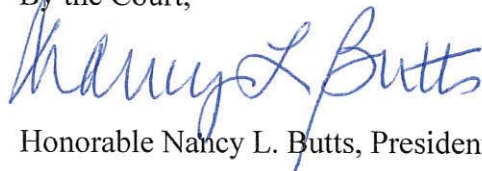
1. In-person court proceedings and in-person access to proceedings will be limited in order to safeguard the health and safety of court personnel, court users, and members of the public.
2. The following **statewide rules are suspended**:
 - a. Rules that restrict, directly or indirectly, the use of advanced communication technologies¹; and
 - b. Rules pertaining to the rule-based right of criminal defendants to a prompt trial.
3. **Jury selection and trials are suspended until at least the August/September trial term** (August 7, 2020 call of the list).
4. To the extent possible, the **Courts will decide matters on the papers and conduct proceedings utilizing advanced communication technology** in order to limit in-person contact.
5. **Inmates will not be transported** from the Lycoming County Prison or Pre-release Center for court proceedings. Incarcerated defendants will participate by advanced communication technology.

¹ The Supreme Court of Pennsylvania's "Second Supplemental Order" dated April 1, 2020, defines "advanced communication technology" as including but not limited to systems providing for two-way or simultaneous communication of image and sound; closed-circuit television; telephone and facsimile equipment; and electronic mail.

6. It is strongly encouraged that **documents be filed via U.S. mail** with the offices of the Lycoming County **Prothonotary/Clerk of Courts and 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.
7. It is strongly encouraged that **documents be filed with the Magisterial District Courts via U.S. mail** to the applicable Magisterial District Court office.
8. It is strongly encouraged that **payments for fines/costs/restitution be made online at <https://ujportal.pacourts.us/PayOnline.aspx> or via U.S. mail.**
9. Effective May 18, 2020, the Magisterial District Courts resumed the processing of **evictions for which a judgment for possession was entered by the court prior to March 27, 2020.**
10. Until further notice, **safety measures** including but not limited to the following will be implemented with all in-person proceedings:
 - a. Start times will be staggered and the time between proceedings will be increased in order to minimize person-to-person contact;
 - b. Generally, **only necessary participants will be allowed entry to courtrooms and hearing rooms** in order to minimize person-to-person contact;
 - c. Participants including but not limited to litigants, defendants, attorneys, and witnesses will **wear a facemask and practice social distancing** in all areas of the Courts, including but not limited to courtrooms and waiting areas, unless the presiding judge authorizes otherwise;
 - d. Participants will **utilize the hand sanitizers** located in common areas and in courtrooms and hearing rooms;
 - e. High-touched surfaces will be cleaned and disinfected as practicable throughout the day; and
 - f. All surfaces will be thoroughly cleaned and disinfected after hours.
11. **All Court visitors** including but not limited to contractors and vendors will wear a **facemask and practice social distancing** until further notice.
12. **Employees** will wear **facemasks in common areas and practice social distancing** until further notice.
13. Court employees will not attend off-site conferences or trainings until further notice.

14. Court events and meetings will be rescheduled or held via advanced communication technology until further notice.
15. Individuals on supervision will not report to the **Adult Probation and Juvenile Probation offices** until further notice. Adult and Juvenile Probation will supervise individuals in the field or via advanced communication technology. Those individuals under supervision who have questions should contact their assigned probation officer.
16. The **Domestic Relations Office** will take measures to limit the number of individuals reporting to its office until further notice. Those with questions should contact the Domestic Relations Office for additional information.
17. These guidelines are fluid and 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
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