



JUDGE'S CHAMBERS  
TWENTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA  
LYCOMING COUNTY

NANCY L. BUTTS  
PRESIDENT JUDGE  
COURT OF COMMON PLEAS

COUNTY COURTHOUSE  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701  
(570) 327-2338  
FAX (570) 327-2288

TO: District Attorney Office Staff  
Criminal Defense Bar

FR: Nancy L. Butts, P.J.

DT: September 9, 2013

RE: 2014 Criminal Processing Procedures

Beginning January 2014, the processing of criminal cases in Lycoming County will change as follows:

**Arraignments** will be held **every** Monday (or Tuesday if a Holiday) in the **MORNING** only. Arraignments can be waived by defense counsel. A defendant need not attend arraignment unless s/he is entering a plea on their scheduled arraignment date. ***No additional pleas or status conferences will be added to the Monday arraignment mornings.*** The Deputy Court Administrator will prepare scheduling orders for the Judge's signature for cases that have been waived.

**Motions Court** will be held **Monday afternoons**. ALL criminal motions filed by noon on the previous Thursday will be scheduled for Monday afternoon at 1:30 pm. Counsel must be prepared to conference the motion on legal and/or scheduling issues. Copies of motions to be heard must be served on opposing counsel (or the Commonwealth) at the time of filing. If opposing counsel now agrees with the motion, after an initial non-concurrence statement has been filed by the moving party, all counsel must still attend. If the motion cannot be decided on legal argument alone, it will be scheduled for hearing on a subsequent date. ***No testimony will be taken during Motions Court.***

**Status Conferences** will be held **every other Friday**. **DEFENDANTS MUST BE PRESENT.** During the status conference issues regarding the case will be discussed; i.e., length of trial, jury/non-jury; outstanding discovery and motions. ***Guilty pleas WILL NOT be taken on status conference dates.*** A **Status Conference Order** (see attached) will be issued, which will include the **next** court date for defendant's appearance. This date will be the Call of the List at which hearing both jury selection and trial dates will be assigned.

**Guilty Pleas** will be scheduled **the opposite Fridays from Status Conference Dates.** Pleas to be entered to offers given at Status will be taken on this Friday. These guilty plea dates will also be used as overflow dates for any additional pleas that are requested to be scheduled.

**Pretrials** will NOT be held before the Court. The Deputy Court Administrator will issue a pretrial list of cases for that trial term. Counsel is to contact the Deputy Court Administrator with specific witness and attorney availability for both jury selection and the trial term.

**A Certificate of Concurrence/Non-Concurrence** MUST ACCOMPANY **EVERY** motion filed by either the Commonwealth or Defense Counsel. The Certificate should indicate that Counsel filing the motion contacted opposing Counsel and complete the form as to whether or not counsel does or does not concur. ***Both Commonwealth and Defense Counsel are advised to promptly respond to such requests.*** Sanctions may be issued by the Court if the Court determines that opposing counsel did not respond within a reasonable time period to the concurrence request. (See attached).

cc: Honorable Dudley N. Anderson  
Honorable Richard A. Gray  
Honorable Marc F. Lovecchio  
Honorable Joy Reynolds McCoy  
District Court Administrator  
Direct of Court Services  
Court Scheduling Technician  
Deputy Court Administrator  
Lycoming Law Association

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
CRIMINAL

COMMONWEALTH OF PENNSYLVANIA

Docket No. \_\_\_\_\_

vs.

:  
:  
:  
:  
:

STATUS CONFERENCE ORDER

Attorney for Commonwealth: \_\_\_\_\_

Attorney for Defendant: \_\_\_\_\_

Related Cases:      Defendant                      Docket                      Attorney

\_\_\_\_\_

Length of Trial: \_\_\_\_\_ Jury/Non-jury \_\_\_\_\_

Discovery:              Provided \_\_\_\_\_                      Received \_\_\_\_\_

Disputed: \_\_\_\_\_

Motions:              Filed/To be filed: \_\_\_\_\_

Defense Notice Filed (Insanity/Alibi) + Date Filed: \_\_\_\_\_

Anticipated Trial Issues:

Expert Witnesses: \_\_\_\_\_

Special Scheduling: \_\_\_\_\_

Pretrial Hearings: \_\_\_\_\_

Other Issues: \_\_\_\_\_

NEXT SCHEDULED DATE-CALL OF LIST: \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Judge

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

CRIMINAL

COMMONWEALTH OF PENNSYLVANIA : DOCKET NO. \_\_\_\_\_  
:   
VS. :   
:   
:   
\_\_\_\_\_ :

**CERTIFICATE OF CONCURRENCE/NON-CONCURRENCE**

AND NOW, comes \_\_\_\_\_, Attorney for the \_\_\_\_\_ and certifies that he contacted \_\_\_\_\_, Opposing Counsel, on \_\_\_\_\_ and that \_\_\_\_\_ **does concur** in the foregoing Motion for \_\_\_\_\_.

DATE \_\_\_\_\_, Esquire

AND NOW, comes \_\_\_\_\_, Attorney for the \_\_\_\_\_ and certifies that he contacted \_\_\_\_\_, Opposing Counsel on \_\_\_\_\_ and that \_\_\_\_\_ **does not concur** in the foregoing Motion for \_\_\_\_\_.

DATE \_\_\_\_\_, Esquire