

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY, PENNSYLVANIA

CIVIL DIVISION

AD 2020 189

IN RE: ACCESS TO JUDICIAL FACILITIES:
IN THE THIRTIETH JUDICIAL DISTRICT :
DURING THE STATEWIDE JUDICIAL :
EMERGENCY DECLARED ON MARCH 16, :
2020 ON ACCOUNT OF COVID-19 :

No. AD 2020 - _____

PROTHONOTARY
CRAWFORD COUNTY, PA
MAR 2020 17 PM 12:07

FILED

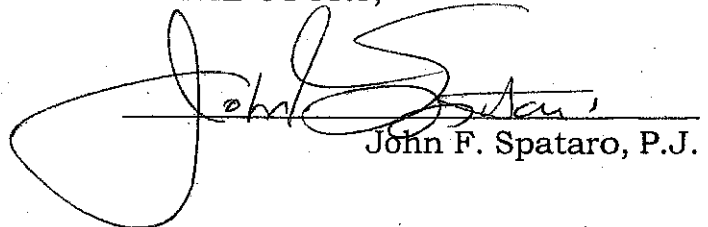
ADMINISTRATIVE ORDER

AND NOW, **March 17, 2020**, it is hereby ORDERED, ADJUDGED, and DECREED that public access to judicial facilities in the Thirtieth Judicial District shall be limited as follows, effective immediately:

1. Court and County employees, officials, and people with badge keycard credentials;
2. Attorneys, litigants, witnesses, victims, and participants in judicial proceedings before the Court of Common Pleas or a Magisterial District Court;
3. Individuals with a business need before a court or court-related office as set forth in the guidelines attached hereto;
4. Attorneys, litigants, or their representatives filing papers or pleadings, or making monetary payments, with the Offices of the Prothonotary, Clerk of Courts, or Domestic Relations; and
5. Members of the media.

It is further ORDERED that the Sheriff and his designees are authorized to enforce this Order, and bar individuals from the judicial facilities.

BY THE COURT,


John F. Spataro, P.J.

GUIDELINES

Set forth below are the guidelines pertaining to those matters that will be permitted to take place for the period beginning March 17, 2020, and continuing until further notice.

CIVIL/FAMILY

Emergency PFA
Bench Warrant Hearings
Emergency Child Custody
PFA & ICC Hearings
Motions Court
Mediation Conferences by teleconferencing or videoconferencing only.

CRIMINAL

Bench Warrant Hearings
Emergency Bail Review
Emergency Habeas Hearings
Arrest Processing (held at Courthouse Assembly Room)
Extradition Waiver and Colloquy Proceedings
Sentence Hearings by teleconferencing or videoconferencing only
Parole/Probation Violation Hearings by teleconferencing or videoconferencing only

JUVENILE

Emergency Dependency
Juvenile Intake
Juvenile Detention Hearings
Shelter Hearings CYS
Juvenile Emergency Protective Custody Orders (CYS)

ORPHANS

Emergency Guardianships

MDJ Criminal

Preliminary Hearings for incarcerated defendants by teleconferencing or videoconferencing only
Preliminary Arraignments by teleconferencing or videoconferencing only
Accepting Bail
Issuing Arrest & search warrants
All other Pa.R.Crim.P 117 (incl Emergency PFAs)
Schedule Preliminary hearings which proceed by summons
Record dispositions post preliminary hearings

MDJ TRAFFIC/NON-TRAFFIC

Receive & Enter Traffic citations
Accept payment for fines, costs, restitution
Accept guilty pleas
Determine sentence only in instances where Defendant's is not necessary
Arrange payment plan
Accept non-guilty plea
Schedule trial
Collect collateral
Issue Summons
Issue Warrants
Issue DL38s
Record Dispositions & Sentences
Refund Collateral
Collect Payments
Schedule Determination hearings
Set up Payment Plans
Sentence Defendants by teleconferencing or videoconferencing only
Send Notice of Impending Warrant to Defendants in default of payment plans

MDJ CIVIL

Receive & enter civil complaint
Collect fees
Record intent to defend
Cross Complaint
Issue Orders of Execution
Issue Service of Process
Record Service of Levy
Levy's completion
Date and place of Levy
Schedule hearings
Record Service of Process
Assign Fees
Enter judgment within 5 days
Serve orders by levy
Advertise Sales
Receive & Record objections to levy
Enter Satisfaction of judgments
Assign judgments
Appeal of 30 days civil
Within 60 days may reissue order of execution upon request

MDJ LANDLORD/TENANT

Receive and enter L/T complaints
Collect fees
Receive and enter cross-complaints
Schedule hearings
Record Service of process
Assign Fees
Order judgment within 3 days
Issue orders of execution
Issue orders of Possession after 10 day appeal period in residential lease
Collect Fees
Appeal period of 30 days for nonresidential lease/L/T case

DOMESTIC RELATIONS

SCHEDULED MATTERS

Conference and hearings will take place by encouraging clients to use phone appearance.
Contempt conferences will remain scheduled unless the court schedule changes.

PAYMENTS

Payments made at the office for purges will continue to be accepted. However encouragement to pay via telephone or use on line services when possible.

FILING OF ESTABLISHMENT and MODIFICATION PETITIONS

1. Petitioners will be referred to e-services.
2. Intake appointments will continue to be scheduled as needed.
3. Clients unable to file on line (establishment or modification) will be given the four page questionnaire for intake or the petition for modification to be completed in waiting room when they appear in office or emailed if calling for an appointment.
4. Caseworkers will be contacting all clients scheduled for conferences until April 6th to request the use of telephonic appearance and paperwork sent via email.
5. Work Search and DMP will be contacting all clients to request call in's instead of appearing in the office effective immediately and until April 6th.
6. Travel to Titusville will cease until April 6th.

Notwithstanding the foregoing, each commissioned Common Pleas Court Judge may *sua sponte* continue hearings and otherwise modify that Judge's assigned cases as deemed necessary.