

**IN RE:
ADMINISTRATIVE ORDER
OF COURT FOR TEMPORARY
ELECTRONIC FILING AND
SCHEDULING OF HEARINGS
DURING PUBLIC HEALTH EMERGENCY**

**:IN THE COURT OF COMMON PLEAS
:OF THE 41ST JUDICIAL DISTRICT
:OF PENNSYLVANIA-
:JUNIATA COUNTY BRANCH
:NO. AD-5-2020**

FILED JUNIATA COUNTY
2020 MAR 18 AM 7:48
PROTHONOTARY
CLERK OF COURTS

ADMINISTRATIVE ORDER

AND NOW, March 18, 2020, in light of the COVID-19 outbreak in Pennsylvania and the resulting need for social distancing, as well as the potential requirement of infected persons to self-quarantine, the Court hereby ORDERS as follows:

- 1. The Court will remain open; however, hearings and other proceedings scheduled before the Court of Common Pleas and Magisterial District Courts of the 41st Judicial District may be cancelled, continued to a later date, or conducted by advanced communication methods (telephone or video). Specifically, ex-parte PFA hearings shall be conducted by telephone or video with the Court initiating the call.**
- 2. Magisterial District Courts are closed to the public except for proceedings deemed to be emergencies by the presiding magisterial district judge, including, but not limited to:
 - a. Search warrants**
 - b. Emergency Protection from Abuse actions**
 - c. Preliminary hearings and/or bail review hearings for incarcerated defendants.****
- 3. It is strongly encouraged that all filings with the Prothonotary (civil matters), Clerk of Courts (criminal matters), and Clerk of the Orphans' Court (estates,**

trusts, guardianships, and adoptions), and Domestic Relations Office be made via U.S. mail. In the event that there are time-sensitive matters that must be filed, you may do so electronically by sending the document(s) in pdf format to the following addresses:

- a. prothonotary@juniataco.org
 - b. clerkofcourts@juniataco.org
 - c. orphanscourt@juniataco.org
4. Scanned signatures will be accepted as originals. Each filing email shall be copied to all persons to whom service copies would ordinarily be sent via U.S. mail and courtadministration@juniataco.org
 5. The requirement of the immediate payment of filing fees will be suspended for filings completed by email under this Order. The Prothonotary, Clerk of Courts, and Clerk of Orphans' Court shall maintain a log of all filing fees owed, which shall be due and payable upon invoice after the termination of this Order.
 6. The Prothonotary, Clerk of Courts, and Clerk of the Orphans' Court are hereby directed to monitor the inboxes for the above email addresses regularly for the receipt of electronically-filed documents. Upon receipt, the transmittal email and all attached documents shall be printed and then filed as if received in hard copy, except that the notation, "Filed under AD-5-2020" shall be added next to the time stamp.
 7. The following provisions shall apply to the Domestic Relations Office:
 - a. Other than employees, no one will be permitted in the Domestic Relations Office.

- b. All litigants are encouraged to use EPACSES online services.
 - c. Exchange of documents will be conducted via regular mail, electronic mail, and facsimile whenever possible. If none of these options are feasible, relevant documents may be delivered to the Domestic Relations Office by hand at the designated document delivery area located at the Juniata County Courthouse.
 - d. All support conferences will be held via telephone.
 - e. For conferences already scheduled, litigants will be contacted and advised of the above procedures.
 - f. The Director of the Domestic Relations section has the authority to make exceptions to this Order after consultation with the President Judge.
8. This Administrative Order shall be effective immediately and shall continue in effect until April 14, 2020, unless terminated or extended by the Court.

BY THE COURT,


KENNETH A. MUMMAH, P.J.

Cc: Prothonotary/Clerk of Courts
Register & Recorder/Clerk of Orphans' Court
Sheriff
Prison
Probation
Domestic Relations
District Attorney
Public Defender
Children and Youth
Court Administration
Bar members
Commissioners
Abuse Network