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IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA-
CRIMINAL COURT DIVISION

IN RE:

Administrative Order for
Adoption of Rule 576.1
*Electronic Filing and Service of
Legal Papers in Delaware County*

MD #1485-2022

ADMINISTRATIVE ORDER

AND NOW this 19th day of August, 2025, it is **HEREBY ORDERED** that Delaware County Local Criminal Rule 576.1 for the Electronic Filing and Service of Legal Papers is **ADOPTED**.

Use of the Delaware County Electronic Filing System **SHALL** commence on Monday, September 15, 2025, at 8:30 AM, as provided by Local Criminal Rule 576.1, unless otherwise ordered by this Court.

The following Local Criminal Rule 576.1 is hereby adopted by this Court as follows:

(A) General Scope and Purpose of the Rule

Pursuant to Pennsylvania Rule of Criminal Procedure 576.1, Electronic Filing and Service of Legal Papers, electronic filing of legal papers through the PACFile electronic filing system is permissive in Delaware County, the 32nd Judicial District, as of September 15, 2025. The Administrative Office of Pennsylvania Courts and the Judicial District of Delaware County have agreed upon an implementation plan for PACFile in Delaware County.

(B) PACFile

- (1) The exclusive system for electronic filing is the PACFile System, developed and administered by the Administrative Office of the Pennsylvania Courts and located on Pennsylvania's Unified Judicial System Web Portal at <https://ujportal.pacourts.us/PACFile.aspx>.
- (2) Pursuant to Pa.R.Crim.P. 576.1(D)(2), establishment of a PACFile account constitutes consent to participate in electronic filing, including acceptance of service electronically of any document filed on the PACFile system in any judicial district that permits electronic filing.
- (3) At this time, electronic filing through the PACFile System is voluntary. Any party

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS DAY OF August A.D. 2025
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

who declines to participate in the PACFile electronic filing system, or who is unable to electronically file or accept service of legal papers which were filed electronically, or who is otherwise unable to access the PACFile system, shall be permitted to file legal papers in a physical paper format ('hard-copy') and shall receive legal papers in a physical paper format from the Office of Judicial Support and/or other parties, whether electronically filed or otherwise, as required by Pa.R.Crim.P. 576.

(C) Legal Papers

- (1) "Legal papers" are pleadings or other submissions to the court, including motions, answers or other documents, of which filing is required or permitted, including orders, exhibits and attachments, *but excluding*:
 - (a) applications for search warrants;
 - (b) applications for arrest warrants;
 - (c) any grand jury materials, except the indicting grand jury indictment or the investigating grand jury presentment;
 - (d) submissions filed *ex parte* as authorized by law;
 - (e) exhibits offered into evidence, whether or not admitted, in a court proceeding;
 - (f) Submissions filed or authorized to be filed under seal;
 - (g) Third party filing of *amicus briefs* or third party filings;
 - (h) Summary appeals consistent with Pa.R.Crim.P. 460;
 - (i) Waiver of a Criminal Arraignment;
 - (j) Filings in any matter assigned a MD docket number including, but not limited to, the following: Petition for Early Assignment, Petition for Juvenile Placement in Adult Facility, Petition for Lineup, Petition for Bail *de novo*, Petition to Revoke or Increase Bail, Petition for Determination of Competency, Petition for Return of Property, Rule 600 Petition, Petition to Decertify, Petition for *Pro Hac Vice*, Motions *in Limine*, Motion to Lift a *Nebbia* Order and/or Motion for Bail Source Hearing; and
 - (k) Filings in any matter assigned a confidential W docket number, including but not limited to, sealed search warrant applications under Pa.R.Crim.P. 211 and/or wiretap act applications as set forth at 18 Pa.C.S. §§5701 *et seq.*

- (2) The applicable rules of criminal procedure, general rules of court, and court policies that implement the rules shall continue to apply to all filings of legal papers regardless of the method of filing.
- (3) Any legal paper submitted for filing to the Office of Judicial Support in a physical paper (or 'hard-copy') format shall be accepted by the Office of Judicial Support in that format and shall be retained by the Office of Judicial Support as may be required by applicable rules of court and record retention policies. The Office of Judicial Support shall convert such hard-copy legal paper to .pdf and add it to the system, except those legal papers excluded from electronic filing pursuant to Pa.R.Crim.P. 576.1 (C) and this rule.

(D) Filing Fees

- (1) Applicable filing fees shall be paid through procedures established by the Office of Judicial Support and at the same time and in the same amount as required by statute, Court rule or order, or published fee schedule.
- (2) A party who was granted *in forma pauperis* status shall not pay filing fees to the Office of Judicial Support

(E) Record on Appeal

Electronically filed legal papers, and copies of legal papers filed in a paper format as provided in subsection (C)(3), shall become the record on appeal.

(F) Confidential Information

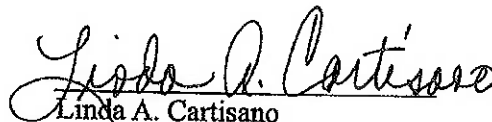
Counsel and unrepresented parties must adhere to the Public Access Policy of the Unified Judicial System of Pennsylvania, Delaware County Judicial Administration Rule, Criminal Docket No.: MD-1545-17 and refrain from including Confidential Information in legal papers filed with the Office of Judicial Support or the Court whether filed electronically or in a paper format. As provided in MD-1545-17, any filing containing Confidential Information, not required by applicable authority to appear in the document, shall be redacted and accompanied by a Confidential Information Form (CIF), and only the redacted version will be accessible by the public. Any filing of a Confidential Document shall be accompanied by a Confidential Document Form (CDF), and only the CDF will be accessible by the public.

IT IS ORDERED that this Administrative Order shall be effective on the date of this Order.

IT IS FURTHER ORDERED that in accordance with Pa.R.Crim.P. 105, the Solicitor for Internal Management shall:

- (a) File one (1) certified copy of this Order with the Administrative Office of the Pennsylvania Courts;
- (b) File two (2) certified copies and (1) disk copy of this Order with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin;
- (c) File one (1) certified copy of this Order with Pennsylvania Criminal Procedural Rules Committee;
- (d) File one (1) certified copy of this Order with the Clerk of Judicial Records Criminal Division of the Court of Common Pleas of Delaware County; and
- (e) Forward one (1) copy of this Order for publication in the Delaware County Legal Journal.

BY THE COURT:


Linda A. Cartisano
President Judge

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FILED