COMMON PLEAS
ADMINISTRATIVE ORDERS

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: Rule 1915.11-1 Parenting Coordination	:	**No. 2026-** 2022-003777

ADMINISTRATIVE ORDER

AND NOW, this 12th day of Nov, 2026 it is hereby **ORDERED** and **DECREED** that, effective November 1, 2026, until such time as the pending revisions to Delaware County Local Rule 1915.11-1 are enacted, the following shall apply to all cases involving domestic violence in which Parent Coordination is requested:

1. Pursuant to Pa.R.Civ.P. 1915.11-1(b)(2), in cases that involve domestic violence, the Family Section Trial Judge shall hold a hearing to determine if the appointment of a Parenting Coordinator is appropriate.
2. Domestic violence includes those circumstances specifically set forth in Pa.R.Civ.P. 1915.11-1(b)(2)(i).
3. The hearing shall be held within thirty (30) days from the filing of a party's petition or the court's own request, and the court may consider abuse occurring beyond the 36 months as provided in Pa.R.Civ.P. 1915.11-1(b)(2)(ii).
4. After the hearing, the Family Section Trial Judge may enter an Order appointing a Parent Coordinator with appropriate safety measures to protect the parties, the parent coordinator, and any applicable third parties.
5. The parties' consent to Parent Coordination in cases involving domestic violence is not required if the court finds that Parent Coordination is appropriate with such safety measures.

6. Until such time as the pending revisions to Delaware County Local Rule 1915.11-1 are enacted, this Administrative Order shall supersede the language currently set forth in Delaware County Local Rule 1915.11-1.V.C.

BY THE COURT

Linda A. Cartisano,
President Judge

cc: Family Section Liaison Judge
Delaware County Court of Common Pleas Court Administrator

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 17 DAY OF NOV A.D. 2026
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

FILED
11-17-2026 11:41 AM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: FAMILY SECTION HEARING OFFICERS : **NO. 2022-003777**

:

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 13th day of February, 2026 it is hereby **ORDERED** and **DECREED** that at a rate of one hundred ($100.00) dollars per hour **STEPHEN D. MOLINEUX, ESQUIRE** is appointed by this court to serve as a hearing officer to preside over cases and/or otherwise address certain administrative responsibilities attendant to such matters on a part-time basis, as may be scheduled by the Thirty-Second (32nd) Judicial District's Office of the District Court Administrator and/or the Delaware County Domestic Relations Office, **EFFECTIVE JANUARY 16, 2026.**

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge
Thirty-Second (32nd) Judicial District

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: APPOINTMENT OF CONCILIATOR	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 2nd day of January, 2026 it is hereby **ORDERED** and **DECREED** that at a rate of one hundred ($100.00) dollars per hour **JOHN CAPUZZI, FORMER SENIOR JUDGE,** is appointed by this court to serve as a conciliator to review, conference and handle assigned cases and/or otherwise address certain administrative responsibilities attendant to such matters on a part-time basis, not to exceed 250 hours per year, as may be scheduled by the Thirty-Second (32nd) Judicial District's Office of the District Court Administrator and/or the Criminal and Civil Sections of the Delaware County Court of Common Pleas, **EFFECTIVE JANUARY 2, 2026.**

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

FILED
01-06-2026 11:51 AM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: APPOINTMENT OF CONCILIATOR	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 5 day of February, 2026 it is hereby **ORDERED** and **DECREED** that at a rate of one hundred ($100.00) dollars per hour **SPIROS ANGELOS, FORMER SENIOR JUDGE,** is appointed by this court to serve as a conciliator to review, conference and handle assigned cases and/or otherwise address certain administrative responsibilities attendant to such matters on a part-time basis, not to exceed 250 hours per year, as may be scheduled by the Thirty-Second (32nd) Judicial District's Office of the District Court Administrator and/or the Criminal and Civil Sections of the Delaware County Court of Common Pleas, **EFFECTIVE JANUARY 4, 2026**.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: Rule 1920.53	:	
Hearing by Master, Report.	:	**No. 2022-003777**
	:	

ADMINISTRATIVE ORDER

AND NOW, this 4th day of February, 2026, it is hereby **ORDERED** and **DECREED** that the **Rule 1920.53 Hearing by Master, Report** is hereby **RESCINDED** and effective immediately.

BY THE COURT:

Linda A. Cartisano
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: *2039	:	
Compromise, Settlement, Discontinuance of	:	No. 2022-003777
Minor's Action and Distribution	:	

ADMINISTRATIVE ORDER

AND NOW, this 8th day of January, 2026 it is hereby **ORDERED** and **DECREED** that the Administrative Order adopting Rule *2039 is hereby **RESCINDED** and the attached Rule *2039 **Compromise, Settlement, Discontinuance of Minor's Action and Distribution** is hereby adopted and effective immediately upon publication in the Pennsylvania Bulletin.

IT IS FUTHER ORDERED that in accordance with 201 Pa. Code Rule 103, 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 of this Order with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin;

(c) Publish a copy of this Order on the website of the Delaware County Court of Common Pleas;

(d) File one (1) certified copy of this Order with the Clerk of Judicial Records Civil 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

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 8th DAY OF Jan A.D. 2026
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

Proposed Delaware County Local Rule

Rule *2039.
Compromise, Settlement, Discontinuance of Minor's Action and Distribution

(a) Filing a Petition

1. In any action where a civil suit has been initiated by writ of summons or complaint, the petition shall be filed with the Office of Judicial Support under the caption of civil suit.
2. In any other action, the petition shall be file in the Orphans' Court division.

(b) The petition to compromise, settle or discontinue a minor's action shall include at least the following items:

1. A verified statement by minor's guardian:
   a. Describing the minor's physical and/or mental condition;
   b. Certifying the guardian's approval of the proposed settlement (or discontinuance) and;
2. A summary of the claims by the minor's attorney, including issues concerning liability

(c)

1. If the proposed distribution includes a claim for counsel fees in excess of 25 percent of the net settlement (i.e., after expense incurred by counsel), the Court shall hold a hearing, at which time evidence shall be presented as to the nature and extent of services rendered.
2. Within 60 days of the order approving the proposed settlement and distribution counsel for the minor shall file with the Office of Judicial Support a certification that the funds awarded to the minor were deposited in accordance with the provisions of Pa.R.C.P. 2039(b)(2).

(d) Petitions to compromise, settle or discontinue a minor's action may be approved without a hearing, unless the Court, in its discretion, determines that a hearing is necessary. The Court may require the presence of the minor at the hearing. The Court may also, in its discretion, waive or modify any of the specific requirements of this rule, if it believes that such a waiver or modification is necessary in the interests of justice, or the best interests of justice, or the best interests of the minor.

FILED
01-08-2026 01:46 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: 1901.3 (e) – Protection from Abuse : **No. 2022-003777**

ADMINISTRATIVE ORDER

AND NOW, this 7th day of November 2025, it is hereby **ORDERED** and **DECREED** that Rule 1901.3 (e) is hereby **ADOPTED** and effective immediately upon publication in the Pennsylvania Bulletin.

IT IS FUTHER ORDERED that in accordance with 201 Pa. Code Rule 103, 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 of this Order with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin;
(c) Publish a copy of this Order on the website of the Delaware County Court of Common Pleas;
(d) File one (1) certified copy of this Order with the Office of Judicial Support 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
Linda A. Cartisano
President Judge

CERTIFIED A TRUE AND CORRECT COPY FROM THE RECORD
THIS 12th DAY OF Nov A.D. 2025
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

Rule 1901.3 (e) is hereby attached hereto:

1901.3 (e) Protection from Abuse

1. General rule - Protection from Abuse. Filing.

a. Petitions filed pursuant to Pa.C.S. Chapter 61 (Protection from Abuse) shall be brought first to the Office of Judicial Support to be docketed and time-stamped and then immediately transferred to the Court Administrator for reference to the appropriate Judge.

b. Assistance and advice to plaintiff.--The Office of Judicial Support shall:

i. Provide simplified forms and clerical assistance in English and Spanish to help with the writing and filing of the petition for a protection order for an individual not represented by counsel.

ii. Provide the plaintiff with written and oral referrals, in English and Spanish, to the local domestic violence program, to the local legal services office and to the county bar association's lawyer referral service.

2. Protection from Abuse. Temporary orders. Service

a. If a plaintiff petitions for temporary order for protection from abuse and alleges immediate and present danger of abuse to the plaintiff or minor children, the court shall conduct an *ex parte* proceeding.

I. The court may enter such a temporary order as it deems necessary to protect the plaintiff and/or minor children when it finds they are in immediate and present danger of abuse. The order shall remain in effect until modified or terminated by the court after notice and hearing.

ii. The sheriff or other designated agency, in accordance with 23 Pa.C.S. § 6106 (d), shall promptly serve the petition, order and hearing notice on the defendant, and same serving agency shall promptly file an Affidavit of Service in the Court Administrator's Office. Court Administrator shall ensure that the Affidavit of Service is docketed and time stamped in the Office of Judicial Support with original to be maintained in the docketed file.

iii. The hearing shall not proceed without proof of docketed Affidavit of Service or waiver of service by the defendant or

counsel for the defendant. It shall be within the discretion of the assigned Judge to determine adequate waiver of service.

3. **Protection from Abuse. Final orders.**

    a. Court Administration shall schedule a hearing before the court within ten business days of the filing of a petition pursuant to (a), at which the plaintiff must prove the allegation of abuse by a preponderance of the evidence. The court shall, at the time the defendant is given notice of the hearing, advise the defendant of the right to be represented by counsel, of the right to present evidence, of the right to compel attendance of witnesses, of the method by which witnesses may be compelled, and other necessary notices regarding firearm possession and relinquishment by applicable state and federal law.

4. **Hearing Officer: A PFA Hearing Officer may be appointed by and at the discretion of the President Judge and shall be a licensed attorney.**

    a. The Hearing Officer may hear non-record matters as designated by the Court and shall submit recommended orders for review and signature by the Court.

5. **Continuances of Hearing for a final order. Withdrawals of Petitions.**

    a. After a hearing date has been assigned, requests for continuance must be made on a continuance application form available in the Court Administrator's Office. Requests for a continuance shall be referred to the appropriate Judge or hearing officer for review. After review of the continuance, the Court Administrator shall forward the result of the request of the continuance to the party who applied for the continuance or advise the requesting party that the request has been scheduled for hearing before the judge.

    b. After a hearing date has been assigned pursuant to (c), the plaintiff may file a Petition to Withdraw Petition with the Office of Judicial Support which shall be promptly forwarded to the Court Administrator for scheduling before the assigned judge.

FILED
11-10-2025 03:01 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: Rule *30 – Appeals from Real Estate Assessment : No. 2022-003777

ADMINISTRATIVE ORDER

AND NOW, this 17th day of Oct., 2025, it is hereby ORDERED and DECREED that Rule *30 is hereby RESCINDED and the attached Rule *30 regarding Hearing Notices, is hereby adopted and effective immediately upon publication in the Pennsylvania Bulletin.

IT IS FUTHER ORDERED that in accordance with 201 Pa. Code Rule 103, 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 of this Order with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin;

(c) Publish a copy of this Order on the website of the Delaware County Court of Common Pleas;

(d) File one (1) certified copy of this Order with the Office of Judicial Support 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

Linda A. Cartisano
President Judge

Pursuant to Rule *30 the Rule is hereby amended as follows:

CERTIFIED A TRUE AND CORRECT COPY FROM THE RECORD
THIS 17th DAY OF Oct A.D. 25
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

Uploaded into CMS
Oct 17 2025
Judge Cartisano's Chambers

Rule *30 - Appeals from Real Estate Assessment

(a) Except as provided herein, the procedure for appeals from real estate assessments shall be governed by the provisions of Rule* 206.1(a).

(b) All appeals shall be filed with the Office of Judicial Support and assigned a docket number. A separate appeal shall be filed for each separately assessed property tax folio number. The caption shall designate the named party taking the appeal as the Appellant/Plaintiff and the Delaware County Board of Assessment & Appeals as the Appellee/Defendant. Each appeal shall include the following:

1. A copy of the Delaware County Board of Assessment & Appeals' decision to be appealed shall be attached as an exhibit.
2. A statement of the amount claimed to be the fair market value of the property as of the date the appeal was filed to the Delaware County Board of Assessment & Appeals.
3. If the Appellant is a taxing authority, it shall designate the named owner of the real estate in the caption as an additional Appellee/Defendant.
4. All taxing authorities shall be named as parties in the appeal. The caption shall also identify the subject real estate including street address and the property tax folio number along with the municipality and school district where the real estate is located.

(c) The Appellant shall serve a copy of the appeal containing the docket number for said appeal along with a copy of Local Rule 30 on the Delaware County Board of Assessment & Appeals, all taxing authorities and property owners affected by the appeal in conformity with Pa.R.Civ.P. 440.

(d) The Appellant shall also file with the Office of Judicial Support a certification that service in conformity with Pa.R.Civ.P. 440 has been made upon the Delaware County Board of Assessments & Appeals, all taxing authorities and property owners affected by the appeal. The taxing authorities contact information may be found at the Delaware County Board of Assessment & Appeals website: https://www.delcopa.gov/treasurer/boa or by visiting the offices of the Delaware County Board of Assessment & Appeals at 201 W. Front Street, Media, Pennsylvania 19063.

(e) The Appellee shall have twenty (20) days from the date of service as required herein within which to file an answer or enter an appearance. The entry of an appearance shall be deemed to constitute an answer denying the substantive averments in the appeal challenging the propriety of the assessment.

(f) Where the amount of taxes in controversy for the first calendar year is $50,000 or less (as determined by applying the millages for all three taxing authorities to the difference between the present assessment and the implied assessment as calculated by multiplying the value claimed by the Appellant in the Petition for Tax Assessment Appeal by the applicable Common Level Ratio) the appeal shall be arbitrated in accordance with the provisions of Rule *1301(f). All other appeals will receive a Case Management Order (FORM 30(k)) and shall thereafter be processed pursuant to Rule *206.1(a)(2).

(g) Arbitration shall be before one (1) arbitrator to be appointed by the Court. The Office of the Court Administrator shall coordinate scheduling the appeals for arbitration consistent with the Pa.R.Civ.P. 1305 and Delaware County Local Rules 1301 through 1305.

(h) Notwithstanding the general rule that the Rules of Civil Procedure do not apply to tax assessment appeals, the property owner shall provide to the Board of Assessment and the taxing authorities, within ninety (90) days from the date the appeal is filed, the following information, where applicable:

(1) Income and expense statements for three (3) years immediately preceding the year in which the appeal was filed;

(2) A complete and current rent roll, to include a list of all tenants and their annual rent, the term of each lease (including any extension or renewal options), any special provisions and a sample lease; and

(3) Any appraisals prepared of the property appealed within the prior three (3) years;

(4) Any agreements of sale within the prior three (3) years; and

(5) Contact information of an individual who shall provide access to the property for a site visit by an appraiser.

(6) Any property building plans, floor plans or building layouts.

(i) Appellant shall provide a copy of their appraisal prepared for purposes of the assessment appeal to the taxing authorities and the Board of Assessment within ninety (90) days from the date the appeal is filed. In cases where a taxing authority is the Appellant, the Appellant's appraisal report must be provided to Appellee and intervening parties within ninety (90) days of the property owner's production of

the information set forth in subsection (h). The parties shall exchange appraisals to be used at trial or arbitration following the exchange of discovery, where permitted by this Rule *30 or upon Leave of Court, not less than thirty (30) days prior to the date of trial. Appraisals not produced in accordance with this Rule may, upon motion and for good cause shown, be excluded from use at trial.

(j) In all cases involving exemptions, the taxing authority shall serve a copy of Exemption Appeal Discovery Requests, (FORM 30(j)) on the property owner. The property owner shall respond to the Exemption Appeal Discovery Requests within sixty (60) days after service thereof. Service is complete upon mailing.

(k) All motions, including but not limited to, Motions for Discovery, Motions to Compel and Motions for Protective Orders shall be filed with the Office of Judicial Support.

(l) The parties may, at any time, in writing request a conference with the Court Administrator.

FORM 30(J) – Exemption Appeal Discovery Requests

[CASE CAPTION, INCLUDING DOCKET NUMBER, REAL ESTATE STREET ADDRESS, PROPERTY TAX FOLIO NUMBER, MUNICIPALITY AND SCHOOL DISTRICT WHERE THE REAL ESTATE IS LOCATED].

REQUEST FOR PRODUCTION OF DOCUMENTS

AND NOW, comes [NAME], and serves the within Exemption Appeal Discovery Requests upon [NAME]. Responses to said Requests must be provided within sixty (60) days of notice of these Requests. Please produce the following:

1. Any and all information and documentation submitted to the Delaware County Board of Assessment in support of this appeal.

2. All written leases for occupancy of any portions of the subject real property in effect during the calendar year of this appeal, and the two calendar years prior to the calendar year of this appeal.

3. The property owner's state organizing documentation and all amendments, Articles of Incorporation, Operating Agreement or Partnership Agreement.

4. The property owner's annual reports filed with the Pennsylvania Bureau of Corporations and Charitable Organizations for each of the three calendar years prior to the calendar year of this appeal.

5. The name, address and telephone number of the contact person to schedule an inspection of the subject real property.

FORM 30 (k) – Case Management Order

[CASE CAPTION, INCLUDING DOCKET NUMBER, REAL ESTATE STREET ADDRESS, PROPERTY TAX FOLIO NUMBER, MUNICIPALITY AND SCHOOL DISTRICT WHERE THE REAL ESTATE IS LOCATED].

CASE MANAGEMENT ORDER

AND NOW, this day of , 202 the following Case Management Order is entered pursuant to Delaware County Local Rule *30 :

1. Appellant, if the property owner, shall provide a copy of any appraisal prepared for purposes of their assessment appeal to all other parties within ninety (90) days from the date the appeal was filed;
2. In all appeals, the property owner shall provide to the taxing authorities and the Board of Assessment, the following information (as applicable for income-producing properties) within ninety (90) days from the appeal was filed with the court:
    a. Income and Expense Statements for the preceding three years;
    b. A current rent roll, including all lease terms and any extension or renewal options, any special provisions and a sample lease or leases;
    c. Any appraisals prepared of the property within the prior three (3) years;

d. Any agreements of sale within the prior three (3) years' and

e. Contact information of an individual who shall provide access to the property for a site visit by an appraiser;

f. Any property building plans, floor plans or building layouts

3. The parties shall exchange appraisals to be used at trial following the exchange of discovery, where permitted by Rule 4030 or upon Leave of Court, not less than thirty (30) days prior to the date of trial.

4. Any party may, at any time, in writing request a conference with the Court Administrator.

BY THE COURT:

_____

J.

FILED
10-17-2025 02:04 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

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

IN RE:	:	
Administrative Order for	:	
Adoption of Rule 576.1	:	**MD #1485-2022**
Electronic Filing and Service of	:	
Legal Papers in Delaware County	:	

CERTIFIED A TRUE AND CORRECT COPY FROM THE RECORD THIS 19 DAY OF August A.D. 2025
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

ADMINSTRATIVE 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://ujsportal.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

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

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: Rule *1303.- Hearing Notice :
: No. 2022-003777
:

ADMINISTRATIVE ORDER

AND NOW, this 28th day of May, 2025, it is hereby **ORDERED** and **DECREED** that Rule *1303. is hereby **RESCINDED** and the attached Rule *1303. regarding Hearing Notices, is hereby adopted and effective immediately upon publication in the Pennsylvania Bulletin.

IT IS FUTHER ORDERED that in accordance with 201 Pa. Code Rule 103, 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 of this Order with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin;
(c) Publish a copy of this Order on the website of the Delaware County Court of Common Pleas;
(d) File one (1) certified copy of this Order with the Office of Judicial Support 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
Linda A. Cartisano
President Judge

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 1st DAY OF July A.D. 2025
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

Pursuant to Rule *1303., the Rule is hereby amended as follows:

Rule *1303.- Hearing, Notice

(A)(l)

(i) All arbitration cases will be assigned a date and time for hearing at the time of the initial filing by the plaintiff or appellant from a judgment by a District Justice. In non-Landlord/Tenant matters, the hearing date shall be the first available date no less than 270 days from the date of initial filing. In all cases involving Landlord/Tenant disputes, the hearing date shall be the first available date no more than 120 days from the date of the initial filing.

(ii) A notice prepared and attached by the Office of Judicial Support shall indicate the hearing time and date, which notice shall be attached at the time of initial filing. The aforementioned notice shall be affixed both to the original and all service copies of the complaint or praecipe for writ of summons or, in the case of appeal from District Justice judgments, the notice of appeal.

(iii) The notice attached by the Office of Judicial Support to the original filing shall also include the following statement:

> "This matter will be heard by a board of arbitrators at the time, date and place specified but, if one or more of the parties is not present at the hearing, the matter may be heard at the same time and date before a judge of the court without the absent party or parties. There is no right to a trial de novo on appeal from a decision entered by a judge."

(iv) In the case of a joinder complaint, the moving party shall provide to the parties being joined a copy of the original notice setting forth the time, place and location of the arbitration hearing, as well as a copy of the notice referred to in (a)(l)(iii).

(v) In no event shall less than thirty (30) days' written notice of the date, time and place of hearing be given to the parties or their attorneys of record.

(b)(2) Should the court decide to hear the matter pursuant to Pa.R.C.P. 1303(b)(2), the trial court may choose to

(i) enter a judgment of nonsuit if the plaintiff is not ready or fails to appear; or

(ii) enter a judgment of non pros if neither party is ready or appears; or

(iii) hear the matter and make a decision, if the defendant is not ready or fails to appear.

(b)(3) Should a nonsuit be entered under this Rule, it is subject to the filing of a motion under Rule *227. l(a)(3) for post-trial relief to remove the nonsuit.

(b)(4) Should a judgment of non pros be entered under this Rule, it is subject to the filing of a petition under Rule 3051 for relief from a judgment of non pros.

(b)(5) Should an adverse decision be entered under this Rule against a Defendant who failed to appear, The Defendant may file a motion for post-trial relief which may include a request for a new trial on the ground of a satisfactory excuse for the defendant's failure to appear.

Comment: Amended January 9, 2007

(c) When the amount in controversy, exclusive of interest, costs and delay damages; is reduced to a sum not in excess of Fifty Thousand Dollars ($50,000.00) in accordance with the provisions of Rule *1301(b), the case shall forthwith be assigned a hearing date no less than 60 days from the date on which the stipulation is filed or the date of the court's order. The plaintiff shall promptly notify all other parties of the hearing date and time assigned by the Court Administrator.

(d) The plaintiff may apply to the court to have a case originally filed as an arbitration matter certified as a non-arbitration matter. Such application shall be by motion filed in accordance with the provision of Rule *206(B)1.

(e) In the event a case is settled or otherwise concluded it shall be plaintiff's responsibility to give prompt written notification thereof to the Court Administrator in the form of an order to settle, discontinue and end or an application for continuance pending consummation of the settlement.

(f) All motions, with the exception of applications for continuance, must be filed no later than thirty (30) days before the hearing date.

Comment: Adopted February 9, 1999, clarified May 3, 1999.

FILED
05-28-2025 11:50 AM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

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

IN RE:	:	
Administrative Order for	:	
Crime Victim Services and	:	**MD #1485-2022**
Compensation Fund,	:	
Local Victim Services Fund	:	

ADMINSTRATIVE ORDER

AND NOW this 20th day of May, 2025, pursuant to Act 77 of 2022, Amendments to the Crime Victims Act, Title 18, Section 11.1101, Subsection (b), and the petition of Commonwealth, it is **HEREBY ORDERED**, this Court implements a new minimum assessment of $100, which is $40 more than the $60 minimum previously established by the Crime Victims Act, unless otherwise ordered by the Court, to the Crime Victim Services and Compensation Fund ("CVSC') and Local Victim Services Fund. This Cost shall be imposed by both the Magisterial District Courts and the Court of Common Pleas of this Judicial District notwithstanding any statutory provision to the contrary.

Pursuant to Act 77, the disposition of this assessment is hereby amended as follows:

(1) Cost imposed under subsection (a) shall be paid into the newly established fund entitled, Crime Victim Services and Compensation Fund ("CVSC'); this fund will replace the existing Crime Victim's Compensation Fund.

(2) The Crime Victims Act ("Act") provides that a person who pleads guilty or nolo contendere or who is convicted of a crime, shall pay costs of at least $60, which shall be dispersed as follows: $35 to the Crime Victim's Compensation Fund, and $25 to the Local Victim Services Fund.

(3) All the monies that are in excess of the $60 minimum established by the Crime Victims Act shall be dispersed in the following manner: 30% to the Crime Victim's Compensation Fund, and 70% to the Local Victim Services Fund.

(4) The new minimum assessment that shall be paid into the CVSC which will contain $40 in additional costs, shall be distributed pursuant to no. (5) and (6) below.

(5) 30% of any costs in excess of $60 shall be disbursed into the Crime Victim Services and Compensation Fund ("CVSC").

(6) 70 % of any costs in excess of $60 shall be disbursed into the Local Victim Services Fund, to be established and administered by the Delaware County Fiscal Officer. The money in this fund shall be used only for victim services.

(7) The Delaware County Fiscal Officer shall disperse money from Local Victim Services Fund at the discretion of the Delaware County District Attorney.

As stipulated in Act 77 of 2022 as Amended, herein attached and incorporated into this Order are the "Guidelines for Counties Establishing a Local Victim Services Fund" which was approved by the Victims Services Advisory Committee (VSAC) and approved by the PCCD Commission, to be followed for the administration of the Local Victim Services Fund.

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

Linda A. Cartisano
President Judge

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 7 DAY OF 7 A.D. 23
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: DELAWARE COUNTY INDIGENT DEFENSE PLAN – FEE STRUCTURE : **NO. 2022-3777**

AMENDED PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 10th day of April, 2025, it is hereby **ORDERED** and **DECREED** that the "Fee Structure" and "Case Fee Caps" established under the "Delaware County Indigent Defense Plan" dated July 17, 2003, and amended by Administrative Order date August 29, 2022, is hereby further **AMENDED** as follows:

All ancillary matters have a fee cap of $2,500.00. For example, cases involving representation before grand juries, appeals, etc., have a fee cap of $2,500.00.

This Order is hereby incorporated and made part of the "Delaware County Indigent Defense Plan" dated July 17, 2003 and its addendum "Appointment of Conflict Counsel for Indigent Accused Juveniles" which became effective on December 1, 2003, as amended.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

Uploade into CMS
APR 10 2025
Judge Cartisano's Chambers

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: BOARD OF VIEW : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of April, 2025, it is hereby **ORDERED** and **DECREED** that Matthew J. Bilker, 300 West State Street, Media, Pennsylvania, 19063 is hereby appointed to a member of the Delaware County (Pennsylvania) Board of View, term to expire May 1, 2028.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: BOARD OF VIEW : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of April, 2025, it is hereby **ORDERED** and **DECREED** that Steven M. Eckell, 609 East Baltimore Pike, Media, Pennsylvania, 19063 is hereby appointed to a member of the Delaware County (Pennsylvania) Board of View, term to expire May 1, 2028.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: BOARD OF VIEW : **NO. 2022-003777**
:
:

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of April, 2025, it is hereby **ORDERED** and **DECREED** that John J. Gillespie, P.E., 20 Huntingdon Farm Drive, Glen Mills, Pennsylvania, 19342 is hereby appointed to a member of the Delaware County (Pennsylvania) Board of View, term to expire May 1, 2028.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: BOARD OF VIEW : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of April, 2025, it is hereby **ORDERED** and **DECREED** that James P. Kelly, P.E., 1786 Wilmington Pike, Glen Mills, Pennsylvania, 19342 is hereby appointed to a member of the Delaware County (Pennsylvania) Board of View; term to expire May 1, 2028.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: BOARD OF VIEW : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of April, 2025, it is hereby **ORDERED** and **DECREED** that John J. McFadden, 831 N. Providence Road, Media, Pennsylvania, 19063 is hereby appointed to a member of the Delaware County (Pennsylvania) Board of View, term to expire May 1, 2028.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: BOARD OF VIEW : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of April, 2025, it is hereby **ORDERED** and **DECREED** that Patti Rodgers Morrisette, 1109 W. Baltimore Pike, Media, Pennsylvania, 19063 is hereby appointed to a member of the Delaware County (Pennsylvania) Board of View, term to expire May 1, 2028.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: BOARD OF VIEW : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of April, 2025, it is hereby **ORDERED** and **DECREED** that J. Michael Sheridan, Esquire, 45 Hunters Run, Newtown Square, Pennsylvania, 19073 is hereby appointed to a member of the Delaware County (Pennsylvania) Board of View, term to expire May 1, 2028.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: JUDICIAL LAW CLERK : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of February, 2025 it is hereby **ORDERED** and **DECREED** that David Daniel, Esquire, is appointed by this Court to serve as a law clerk assigned to the Honorable Stephanie Klien, Court of Common Pleas, on an as-needed basis at a rate of forty-seven ($47.00) dollars per hour effective February 3, 2025, not to exceed $24,990.00 in a calendar year.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge
Thirty-Second (32nd) Judicial District



ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: APPOINTMENT OF CIVIL CONCILIATOR	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of February, 2025 it is hereby **ORDERED** and **DECREED** that at a rate of one hundred ($100.00) dollars per hour **JAMES BRADLEY, FORMER SENIOR JUDGE** is appointed by this court to serve as a civil conciliator to review and conference assigned civil cases and/or otherwise address certain administrative responsibilities attendant to such matters on a part-time basis, not to exceed 250 hours per year, as may be scheduled by the Thirty-Second (32nd) Judicial District's Office of the District Court Administrator and/or the Civil Section of the Delaware County Court of Common Pleas, **EFFECTIVE JANUARY 2, 2025.**

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge
Thirty-Second (32nd) Judicial District



ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: MENTAL HEALTH HEARING EXAMINERS	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 9th day of January, 2025, it is hereby **ORDERED** and **DECREED** that at a rate of seventy-five ($75.00) dollars per such Michael Dugan, Esquire is appointed by this court to serve as a Mental Health Hearing Examiner for a one (1) year term, effective January 1, 2025.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO,
President Judge

Uploade into CMS
JAN 9 2025
Judge Cartisano's Chambers

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: DELAWARE COUNTY JUVENILE DETENTION BOARD OF MANAGERS	: : :	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 2nd day of January, 2025, upon consideration of Delaware County Ordinance No. 2021-4[1] and pursuant to 16 Pa.C.S. §2339.3, it is hereby **ORDERED** and **DECREED** that effective immediately the below Delaware County citizen-resident **SHALL** serve as a judicial representative of Delaware County's Juvenile Detention Board of Managers:[2]

JAMES E. TURNER
Term ending January 1, 2028

BY THE COURT:

Linda A. Cartisano

Linda A. Cartisano
President Judge
Thirty-Second (32nd) Judicial District

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JAN 2 2025
Judge Cartisano's Chambers

[1] *See* Ordinance No. 2021-4. *See also* 16 Pa.C.S. §2339.3.

[2] 16 Pa.C.S. §2339.3 (" … [A] board of managers consisting of … six private citizens, three to be appointed by the president judge of the court of common pleas … .").

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: MENTAL HEALTH HEARING EXAMINERS	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 6th day of December, 2024, it is hereby **ORDERED** and **DECREED** that at a rate of seventy-five ($75.00) dollars per such Patrick A. Scanlon, Esquire is appointed by this court to serve as a Mental Health Hearing Examiner for a one (1) year term, effective January 1, 2025.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO,
President Judge

Uploaded into CMS
DEC 10 2024
Judge Cartisano's Chambers

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: MENTAL HEALTH HEARING EXAMINERS	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of December, 2024, it is hereby **ORDERED** and **DECREED** that at a rate of seventy-five ($75.00) dollars per such hearing Eugene A. Bonner, Esquire is appointed by this court to serve as a Mental Health Hearing Examiner for a one (1) year term, effective January 1, 2025.

BY THE COURT:

LINDA A. CARTISANO,
President Judge

SCANNED 12/6/24

Uploade into CMS DEC 6 2024 Judge Cartisano's Chambers

Upload into CMS DEC 6 2024 Judge Cartisano's Chambers

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: JUDICIAL LAW CLERK : **NO. 2022-003777**

AMENDED PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 29th day of October 2024 it is hereby **ORDERED** and **DECREED** that Toni Lee Cavanagh, Esquire, is appointed by this Court to serve as a law clerk assigned to the Honorable Dominic F. Pileggi, Court of Common Pleas, on an as needed basis at a rate of forty-seven ($47.00) dollars per hour effective October 25, 2024, not to exceed $24,990.00 in a calendar year.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge
Thirty-Second (32nd) Judicial District



ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: DELAWARE COUNTY JAIL OVERSIGHT BOARD	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 8th day of **OCTOBER**, 2024, following the enactment by Delaware County Council of Ordinance No. 2019-2[1] and pursuant to 61 Pa.C.S. §1723(b)(2), it is hereby **ORDERED** and **DECREED** that the Honorable Deborah A. Krull, Delaware County Court of Common Pleas is **APPOINTED** to serve as judicial representative of Delaware County's Jail Oversight Board;[2] effective November 1, 2024, to replace the Honorable Margaret J. Amoroso.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO
President Judge

Uploaded into CMS
OCT 8 2024
Judge Cartisano's Chambers

SCANNED
10/8/24

[1] *See* Ordinance No. 2019-2, enacted October 23, 2019, *See also* 61 Pa.C.S. §§1721,1722 and 1723(a)(b)(d).

[2] 61 Pa.C.S. §1723(b)(2)("Two judges of the court of common pleas, one of whom shall be the president judge, or his designee who shall be a judge, and one judge appointed by the president judge.")

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: CUSTODY OF EXHIBITS :
:
: **No.: CV-2022-3777**
:

Administrative Order

AND NOW, this 22nd day of March, 2024, it is hereby **ORDERED** and **DECREED** that Delaware County Local Rule of Civil Procedure 223.1 is hereby **RECSINDED** and **SUBSTITUTED** with Local Rules of Judicial Administration 5103, 5104, and 5105 as set forth below.

The Solicitor for Internal Management is hereby **ORDERED** to:

1. Distribute one copy of each Rule to the Administrative Office of Pennsylvania Courts via email at adminrules@pa.courts.us.

2. Distribute two paper copies of the local Rules to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin.*

3. Distribute one copy of each of the local Rules to the Legislative Reference Bureau via email at bulletin@palrb.us in a Microsoft Word format.

4. Publish the local Rules on the Delaware County Court's website.

5. Incorporate the local Rules into the set of local Rules on this Court's website within 30 days after the publication of the Rules in the *Pennsylvania Bulletin.*

6. File one copy of each of the local Rules in the following filing offices of Delaware County: Office of Judicial Support, Office of the District Attorney, Juvenile Court, Orphans' Court, Domestic Relations, and Children and Youth Services.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO,
President Judge

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 22 DAY OF March A.D. 2024
MARY J. WALK, ESQUIRE, DIRECTOR
OFFICE OF JUDICIAL SUPPORT

Lisa F. Malloy

Rule 5103 Custody of Exhibits. General Provisions.

(A) *Court Proceedings before Common Pleas Court.*

(1) A "custodian" will either be a member of court staff, *e.g.*, court reporter, Judicial Support Information Officer, Office of Judicial Support (hereinafter "OJS"), Court Information Officer, District Attorney Evidence Custodian, Domestic Relations Court Unit, the Register of Wills/Orphans' Court, or the proponent of the exhibit. *See* Pa.R.J.A. 5101(a)(2) (definition of custodian). When the proponent is designated as the custodian, the proponent will fulfill all the responsibilities of a custodian in accordance with Pa.R.J.A. 5102.

(2) A local court security committee shall make recommendations to the President Judge on protocols, policies, and procedures that should be implemented to protect the public, court personnel, and court facilities in the event of an emergency as deemed necessary. *See* Pa.R.J.A. 1954 (Court Security).

(3) The appropriate entity, as designated below, shall be the custodian of all documentary exhibits and photographs of non-documentary exhibits accepted or rejected during and after court proceedings.

(B) *Custody of Documents before and after Common Pleas Court Proceedings.*

(1) Civil and Criminal Proceedings before the Court of Common Pleas.

(a) Unless directed otherwise herein, the Judicial Support Information Officer on behalf of OJS shall:

(i) retain or take custody of all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings.

(ii) formally designate all documentary exhibits, photographs, and photographs of non-documentary exhibits with the Office of Judicial Support Public Access System within five (5) business days of the conclusion of the court proceedings; and

(iii) secure and maintain all other non-documentary exhibits as directed by the Court or agreed to by the parties.

(b) Unless directed otherwise herein, OJS shall be designated as the custodian of all documentary exhibits and photographs of non-documentary exhibits after court proceedings have concluded.

(2) Civil Arbitration Proceedings.

(a) In Civil Arbitration proceedings, neither OJS nor the arbitrators are required to retain any exhibits. The documentary and non-documentary exhibits shall not be a matter of record.

(3) Juvenile Criminal Matters before a Hearing Officer or Judge.

(a) If an exhibit is admitted into evidence, the Hearing Officer or Judge, in conjunction with the Juvenile Court Information Officer, shall file the documents in an envelope marked with the appropriate case ID. The envelope shall be placed in the Juvenile Court file.

(b) The Hearing Officer or Judge, in conjunction with the Juvenile Court Information Officer, shall retain all documentary exhibits, photographs, and photographs of non-documentary

exhibits accepted or rejected during the court proceedings, such shall be a matter of record.

(c) The Juvenile Court Information Office shall act as the custodian of all documentary and non-documentary exhibits unless otherwise directed herein.

(4) Domestic Relations Proceedings before a Judge.

(a) During Domestic Relations proceedings before a Judge, the Domestic Relations Court Unit shall be the custodian of the documentary exhibits, and such shall be a matter of record.

(b) In Domestic Relations proceedings before a Judge, the Domestic Relations Court Unit shall retain all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings unless otherwise directed herein.

(c) In Domestic Relations proceedings before a Judge, the Domestic Relations Court Unit, shall prepare the Index of Exhibits and file the Index of Exhibits within the court file.

(d) After Domestic Relations proceedings before a Judge, the Domestic Relations Court Unit shall secure and maintain all exhibits and shall act as the custodian of records.

(e) The Domestic Relations Court Unit shall comply with any and all requirements of the PACSES systems.

(5) Proceedings before Divorce/Custody/Support/Mental Health Hearing Officers.

(a) In proceedings before the Divorce/Custody/Support/Mental Health Hearing Officer, neither OJS nor the Hearing Officer are required to retain any exhibits. The documentary and non-documentary exhibits shall not be a matter of record.

(6) Proceedings before Orphans' Court.

(a) During proceedings before the Orphans' Court, the Register of Wills, in conjunction with the Judicial Support Information Officer on behalf of OJS, shall be the custodian of the documentary exhibits, and such shall be a matter of record.

(b) In proceedings before the Orphans' Court, the Register of Wills, in conjunction with the Judicial Support Information Officer on behalf of OJS, shall retain all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings unless otherwise directed herein.

(c) In proceedings before the Orphans' Court, the Judicial Support Information Officer on behalf of OJS shall prepare the Index of Exhibits and file the Index of Exhibits with the exhibits in the Register of Wills File.

(d) After proceedings before the Orphans' Court, the Register of Wills shall secure and maintain all exhibits and shall act as the custodian of records.

(e) After proceedings before the Orphans' Court relating to Termination of Parental Rights, OJS shall secure and maintain all exhibits and shall act as the custodian of records.

(7) Children and Youth Services ("CYS")/Dependency Proceedings before a Hearing Officer or a Judge

(a) In proceedings involving CYS or Dependency before a Hearing Officer or a Judge, the Judicial Support Information Officer on behalf of OJS shall maintain all exhibits and records.

Rule 5104 Custody of Exhibits. Special Provisions.

(a) Any custodian accepting exhibits shall maintain the Index of Exhibits during court proceedings. Such custodian shall use the form supplied by Court Administration which shall be in the following format:

Index of Exhibits

Exhibit Number/Description/Title	Proponent	Admitted	Rejected	Sealed by Court	Confidential Information Sheet (If required)

(b) If statutorily required, the proponent shall include a Confidential Information Form or Confidential Document Form for any exhibit offered into evidence that contains confidential information or confidential documents as defined in the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. These forms shall be given by the proponent to the applicable custodian at the time the evidence is introduced and maintained by the custodian in the file.

(c) *Documentary Exhibits: Generally*

(1) If a document is larger than 8-1/2 x 11 inches, the Judicial Support Information Officer on behalf of the Office of Judicial Support (hereinafter "OJS") shall be provided with a copy of the same sized 8-1/2 x 11 inches. Items larger than 8-1/2 x 11 may be used for illustration during the court proceedings.

(2) Media depositions presented at trial shall remain in the proponent's possession. The proponent shall simultaneously submit a transcript of the deposition as an exhibit in the form of a zip drive, flash drive, or compacted disc.

(3) Any digital exhibit that cannot be printed (i.e., audio or video recording) shall be entered into the record in OJS public access system, flash drive, or other format if expressly approved by the court. If one party has multiple digital exhibits, they may be submitted together on one USB flash drive.

(d) *Non-documentary Exhibits: Generally*

(1) If the exhibit is bulky, oversized, or contains contraband including but not limited to controlled substances, narcotics, or weapons, either OJS, the District Attorney Evidence Custodian, Court Information Office for Juvenile matters, Orphans' Court and Domestic Relations Unit, or the proponent shall retain custody of the exhibit as directed by the Court.

(2) If any Exhibits are weapons, narcotics, controlled substances, or other contraband, it shall be placed in the evidence room where the District Attorney Evidence Custodian signs an evidence log form acknowledging receipt of same. Thereafter, the form shall remain in the file.

(3) Bulky, oversized Exhibits that do not require the services of the District Attorney Evidence Custodian shall be retained by the Judicial Support Information Officer on behalf of OJS, or Court Information Office for Juvenile matters. Thereafter, such evidence shall be identified on an evidence log form and placed in the file.

Rule 5105 Confidentiality. Exhibits Under Seal.

(a) The Proponent of an exhibit containing confidential information or confidential documents, as defined in the Case Records Access Policy of the Unified Judicial System of Pennsylvania (Policy), shall include a confidential document form, prepared in compliance with the Policy, so the exhibit may be sealed by the Records Office.

(b) Exhibits sealed by the Court during the Court proceedings shall not be accessible by the public.

(c) The Custodian or Records/filing Office, as may be applicable, shall maintain all non-documentary evidence

(1) in a Civil, Orphans' Court or Domestic Relations matter until the later of the expiration of the appeal period from the final disposition of the case, as otherwise required by any applicable retention schedule, law, rule, regulation or policy, or as directed by the Court;

(2) in Criminal and Juvenile Court proceedings until the later of the expiration of any applicable retention schedule, law, rule, regulation or policy, or as otherwise directed by the Court.

Effective Date: This Rule shall be effective April 1, 2024.

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: MENTAL HEALTH HEARING EXAMINERS : **NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 28th day of December, 2023, it is hereby **ORDERED** and **DECREED** that at a rate of seventy-five ($75.00) dollars per such hearing Eugene A. Bonner, Esquire is appointed by this court to serve as a mental health hearing examiner for a one (1) year term, effective January 1, 2024.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO,
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: MENTAL HEALTH HEARING EXAMINERS	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 28th day of December 2023, it is hereby **ORDERED** and **DECREED** that at a rate of seventy-five ($75.00) dollars per such hearing Michael S. Dugan, Esquire is appointed by this court to serve as a mental health hearing examiner for a one (1) year term, effective January 1, 2024.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO,
President Judge

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: MENTAL HEALTH HEARING EXAMINERS	:	**NO. 2022-003777**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 28th day of December, 2023, it is hereby **ORDERED** and **DECREED** that at a rate of seventy-five ($75.00) dollars per such hearing Patrick A. Scanlon, Esquire is appointed by this court to serve as a mental health hearing examiner for a one (1) year term, effective January 1, 2024.

BY THE COURT:

Linda A. Cartisano

LINDA A. CARTISANO,
President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: EQUITABLE DISTRIBUTION DISCOVERY CONFERENCE LIST DAY	: : :	**NO: 2020-0003777**

AMENDED ADMINISTRATIVE ORDER

Now this 28th day of November, 2023, it is hereby **ORDERED** and **DECREED** that, effective December 1, 2023, all Equitable Distribution Motions to Compel Discovery shall be addressed at a conference conducted by a hearing officer.

It is further **ORDERED** as follows:

1. Upon filing of an Equitable Distribution Motion to Compel Discovery, Delaware County Court Administration shall schedule the Motion for a Discovery Conference List Day on the third Friday of the following month.
2. All applications for continuance shall follow the established Court Administration procedure.
3. If either party fails to appear at the conference as directed by the Court, the officer may conduct or reschedule the conference or submit an Order to the Court recommending dismissal of the Motion.
4. Stipulations (with accompanying order) and agreed upon orders may be provided to the hearing officer prior to the conference or in person at the conference. The officer shall submit the stipulation and/or order to the court together with the officer's recommendation for approval or disapproval and the Court shall enter an order in accordance with the parties' agreement.

5. If an agreement is reached at the conference, the hearing officer shall prepare a written order in conformity with the agreement and submit to the Court together with the officer's recommendation for approval or disapproval and the Court shall enter an order in accordance with the parties' agreement.

6. If the parties are unable to agree to terms that resolve the Motion, the officer shall make inquiry of counsel and/or parties relative to the discovery issues.

7. Within five (5) days after the conference, the hearing officer shall file with the court a proposed recommended discovery order.

8. The hearing officer will not address contempt, sanctions, or any non-discovery related issues, all of which shall require a separate subsequent motion.

BY THE COURT:

Linda A. Cartisano,
President Judge

cc: Family Section Liaison Judge
Gerard Montella, Court Administration

ORIGINAL

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Rule 1915.11-1 Parenting Coordination	: : :	**No.: 2022-003777**

ADMINSTRATIVE ORDER

AND NOW, this 12th day of July 2023, the above rule having been published in the Pennsylvania Bulletin on July 8th, 2023, in accordance with Administrative Office of Pennsylvania Courts rules and regulations, it is hereby **ORDERED** and **DECREED** that the above aforementioned rule is hereby in full force and effective as of July 28th, 2023.

BY THE COURT:

Linda A. Cartisano
President Judge

Uploaded into Judge Cartisano's Chambers
JUL 12 2023

Rule 1915.11-1 Parenting Coordination

Appointment of a Parenting Coordinator

A. Parties may make a request to the Family Section Trial Judge for the appointment of a Parenting Coordinator.
B. Said request may be made by written Petition for Special Relief or by oral motion.
C. The Family Section Trial Judge may on its motion make a request to the Family Section Liason Judge for the appointment of a Parenting Coordinator.
D. The Family Section Liaison Judge shall maintain a roster of approved parent coordinators and shall select a Parenting Coordinator from same. Whenever appropriate, selection will be on a rotating basis..
E. All Parenting Coordinator appointment requests shall be referred in writing by the Family Section Trial Judge to the Family Section Liaison Judge through form as set forth by the Family Section Liaison Judge.
    i. Both the parties and the Family Section Trial Judge may recommend three specific Parenting Coordinators, in the order of their preference, however selection shall be at the discretion of the Family Section Liaison Judge.
F. Upon assignment, the Family Section Liaison Judge shall issue an Order for Parenting Coordinator pursuant to Pa.R.C.P 1915.22 which shall be distributed to all parties and made an Order of the Court.
G. The Family Section Liaison Judge shall assign one (1) *pro-bono* appointment to each Parenting Coordinator for every two (2) fee-generating appointments in Delaware County.

II. Approved Parent Coordinators

A. An attorney or mental health professional seeking to be included on the Delaware County Court's roster of qualified individuals to serve as a Parenting Coordinator shall submit an affidavit to the Family Section Liaison Judge or his/her designee together with the following:
    i. An affidavit attesting the applicant has qualifications found in Pa.R.C.P. 1915.11-1;
    ii. An acknowledgment that the applicant has read the Association of Family and Concillation Courts (AFCC) Parenting Coordinator guidelines and the American Psychological Association (APA) Parenting Guidelines respectively found at www.afccnet.org and www.apa.org.

iii. An acknowledgment that for every two (2) fee generating Parenting Coordination assignments, each Parent Coordinator must accept one pro bono assignment, up to 12 hours per *pro bono* case.

III. Parenting Coordinator Recommendations

A. Parenting Coordinators shall file their Summary and Recommendations pursuant to Pa.R.C.P. 1915.23 with the Office of Judicial Support within two (2) business days after the last communication with the parties on the issues in accordance with Pa.R.C.P. 1915.11-1 (f)(2) and promptly forward a copy of same via regular mail and email to the parties and the Family Section Trial Judge.

B. Parenting Coordinator shall state the manner of service of the Summary and Recommendations to the parties.

C. Parenting Coordinator shall include the rationale for their Recommendations in the Summary.

D. Objections to Parenting Coordinator's Recommendation(s) and Petition for a Record Hearing

   i. A party objecting to the Recommendations must file with the Office of Judicial Support an original and copy of their Objections and a Petition for a Record Hearing before the Court within five (5) days of service of the Summary and Recommendations together with Proof of Service upon all parties and the Parenting Coordinator.

E. The Office of Judicial Support shall promptly forward the original Objections and Petition to the Court Administrator's Office for assignment to the parties' Family Section Trial Judge to promptly schedule a record hearing.

F. Court Review of Parenting Coordinator's Recommendations

   i. If no objections to the Parenting Coordinator's Recommendations are filed with the Office of Judicial Support within five (5) days of service of the Summary and Recommendation, the Family Section Trial Judge assigned to the case shall review the Recommendation in accordance with the time set forth in Pa.R.C.P. 1915.11-1(f)(4) and pursuant to PaR.C.P. 1915.23

IV. Fees

A. Parties who request the appointment of a Parenting Coordinator, or who are identified by the Court as benefiting from the appointment of a Parenting Coordinator, shall pay the Parenting Coordinator as follows:
   i. His or her hourly rate which may be up to $300 per hour.
   ii. Absent good cause, parties shall pay the initial retainer which shall not exceed the equivalent of five (5) hours at the parenting Coordinator's hourly rate.
   iii. If a party has previously filed and been granted *In Forma Pauperis* status by the Court specifically for the appointment of a Parenting Coordinator, the Parenting Coordinator so appointed shall serve on a *pro bono* (no fee) basis, up to 12 hours.
   iv. A Parenting Coordinator must accept one *pro bono* appointment for every two fee generating appointments.
   v. Parent Coordinators are not funded by the County.

V. Miscellaneous

A. A Parenting Coordinator shall not be required to make a Recommendation to the Court, at their discretion, on every disputed issue raised by the parties.
B. The appointing Judge may reject a Recommendation from a Parenting Coordinator without a proceeding, at their discretion, if the disputed issue exceeds the authority set forth in Pa.R.C.P. 1915.11-1(f)(4).
C. Unless the parties consent and appropriate safety measures are in place to protect the participants, including the parenting coordinator and other third parties, a parenting coordinator shall not be appointed if:
   i. The parties to the custody action have a protection from abuse order in effect;
   ii. The court makes a finding that a party has been a victim of domestic violence perpetrated by a party to the custody action, either during the pendency of the custody action or within 36 months preceding the filing of the custody action; or
   iii. The court makes a finding that a party to the custody action has been the victim of a personal injury crime, as defined in 23 Pa.C.S. 3103, which was perpetrated by a party to the custody action.

D. If a party objects to the appointment of a parenting coordinator based on an allegation that the party has been the victim of domestic violence perpetrated by a party to the custody action, the court shall have a hearing on the issue and may consider abuse occurring beyond the 36 months provided in subdivision (a)(2)(ii).

E. The length of appointment of a Parenting Coordinator shall be pursuant to Pa.R.C.P. 1915.11-1(a)(3) and Pa.R.C.P. 1915.11-1(a)(4).

F. Procedures and forms can be found on the County of Delaware and Delaware County Bar Association websites.

Rev. 6/2023

FILED
08-14-2023 03:19 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

FAMILY SECTION

_____ **NO:**

PLAINTIFF

vs.

_____

DEFENDANT

ORDER FOR PARENTING COORDINATION

AND NOW, this ___ day of _____ __,20 __ _, it is hereby ordered as follows:

1. APPOINTMENT AND TERM:

Pursuant to Pa.R.C.P. No. 1915.11-1, _____

is appointed as the parties' parenting coordinator for a term of _____months (not exceeding 12 months).

Legal counsel for, _____, or either party, if unrepresented, shall provide copies of all orders, pleadings and custody evaluations in this case to the parenting coordinator within ten (10) days of the date of this order.

2. ROLE OF THE PARENTING COORDINATOR:

(a) The parenting coordinator shall attempt to resolve issues arising out of the custody order by facilitating an agreement between the parties and, if unable to reach an agreement, recommend a resolution to the court.

(b) The parenting coordinator shall not function as the attorney, advocate, counselor, or psychotherapist for the parties, the parties' child(ren), or family. However, the parenting coordinator is permitted and encouraged to facilitate communication and agreement between the parties when conflicts arise and shall always act in a manner conducive to the best interests of the child(ren).

3. PARENTING COORDINATOR'S SCOPE OF AUTHORITY:

To implement the custodial arrangement set forth in the custody order and resolve related parenting issues about which the parties cannot agree, the parenting coordinator is authorized to recommend resolutions to the court about issues that include, but are not limited to:

(a) places and conditions for transitions between households;

(b) temporary variation from the schedule for a special event or particular circumstance;

(c) school issues, apart from school selection;

(d) the child(ren)'s participation in recreation, enrichment, and extracurricular activities, including travel;

(e) child-care arrangements;

(f) clothing, equipment, toys, and personal possessions of the child(ren);

(g) information exchanges (e.g., school, health, social) and communication with or about the child(ren);

(h) coordination of existing or court-ordered services for the child(ren) (e.g., psychological testing, alcohol or drug monitoring/testing, psychotherapy, anger management);

(i) behavioral management of the child(ren); and

(j) other related custody issues that the parties mutually have agreed in writing to submit to the parenting coordinator, which are not excluded in Paragraph 4.

4. EXCLUSIONS FROM PARENTING COORDINATOR'S AUTHORITY:

(a) The following specific issues are excluded from the parenting coordinator's scope of authority:

(1) a change in legal custody as set forth in the custody order;

(2) a change in primary physical custody set forth in the custody order;

(3) other than as set forth in Paragraph 3(b), a change in the court-ordered custody schedule that reduces or expands the child(ren)'s time with a party;

(4) a change in the residence (relocation) of the child(ren);

(5) determination of financial issues, other than allocation of the parenting coordinator's fees as set forth in Pa.R.C.P. 1915.11-l(g)(l);

(6) major decisions affecting the health, education, or religion of the child(ren);

(7) Other: _____

(b) Unless the parties consent, the parenting coordinator shall not contact collateral sources or speak with the child(ren). The parties shall execute releases, as necessary, authorizing the parenting coordinator to communicate with the appropriate individuals. Any communication with the collateral sources or child(ren) shall be limited to the issue(s) currently before the parenting coordinator.

5. COMMUNICATIONS:

(a) The parenting coordinator shall determine the protocol of all communications, interviews, and sessions, including who shall attend the sessions (including the children), and whether the sessions will be conducted in person or by other means. The protocols should include measures addressing the safety of all participants.

(b) Communication between the parties or their attorneys and the parenting coordinator is not confidential.

(c) The parties and their attorneys shall have the right to receive, but not initiate, oral *ex parte* communication with the parenting coordinator. The parenting coordinator shall promptly advise the other party or the other party's attorney of the communication. A party or a party's attorney may communicate in writing with the parenting coordinator, but shall contemporaneously send a copy of the written communication to the other party or the other party's attorney. Documents, recordings, or other material that one party gives to the parenting coordinator must be promptly made available to the other party or the other party's attorney for inspection and copying.

(d) Communication between the parenting coordinator and the court shall be in writing and copies of the written communication shall be sent contemporaneously to the parties or the parties' attorneys.

(e) A party cannot compel the testimony of a parenting coordinator without an order of court.

6. PARENTING COORDINATION PROCESS:

(a) The parenting coordinator shall provide to the parties notice and an opportunity to be heard on the issues.

(b) The parenting coordinator's recommendation shall be in writing on the Summary and Recommendation of the Parenting Coordinator form set forth in Pa.R.C.P. No. 1915.23

and sent to the court for review within two days after hearing from the parties on the issues. The parenting coordinator shall serve a copy of the Summary and Recommendation on the parties or the parties' attorneys.

(c) A party objecting to the recommendation shall file a petition for a record hearing before the court within five days of service of the Summary and Recommendation of the Parenting Coordinator form. The petition must specifically state the issues to be reviewed and include a demand for a record hearing. A copy of the recommendation shall be attached to the petition. In accordance with Pa.R.C.P. No. 440, the objecting party shall serve the petition upon the other party or the party's attorney and the parenting coordinator.

7. RECORD HEARING:

(a) If the parties do not file an objection within five days of service of the parenting coordinator's recommendation, the court shall:

(1) approve the recommendation;

(2) approve the recommendation in part and conduct a record hearing on issues not approved;

(3) remand the recommendation to the parenting coordinator for more specific information; or

(4) not approve the recommendation and conduct a record hearing on the issues.

(b) As soon as practical, the court shall conduct a record hearing on the issues specifically set forth in the petition. The court shall render a decision within the time set forth in Pa.R.C.P. No. 1915.4(d).

(c) If a party makes a timely objection, the recommendation shall become an interim order of court pending further disposition by the court.

8. ALLOCATION OF FEES:

(a) The parties will share the obligation to pay the fees of the parenting coordinator as follows:

_____% Mother _____% Father,

_____% Third party

_____% Third party

Fees may be reallocated by the court or the parenting coordinator if a party has disproportionately caused the need for the services of the parenting coordinator.

(b) The judicial district's established hourly rate for parenting coordinators shall be set forth in a separate written agreement entered into between the parties and the parenting coordinator.

(c) The parties will pay a joint retainer to the parenting coordinator in the percentages set forth above in an amount to be set forth in a separate agreement between the parties and the parenting coordinator. After each session, or at least once monthly, the parenting coordinator shall provide the parties with an invoice of charges incurred. The retainer may be replenished as services are rendered. Funds remaining at the conclusion of the parenting coordinator's appointment shall be returned to the parties.

9. TERMINATION/WITHDRAWAL OF PARENTING COORDINATOR:

(a) The parties may not terminate the parenting coordinator's services without court approval.

(b) A party seeking the termination of the parenting coordinator's services shall serve the other party or the party's attorney and parenting coordinator with a copy of the petition for termination.

(c) If the parenting coordinator seeks to withdraw from service in a case, the parenting coordinator shall petition the court and provide a copy of the petition to the parties or the parties' attorneys.

10.APPEAL:

If there is an appeal of the underlying custody order or this order, then this order shall be stayed during the pendency of the appeal.

BY THE COURT:

DATE: .....

_____

J.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
FAMILY SECTION

_____ **NO:**

PLAINTIFF

vs.

_____

DEFENDANT

SUMMARY AND RECOMMENDATION OF THE PARENTING COORDINATOR

The undersigned, the duly appointed Parenting Coordinator in the above-captioned matter, pursuant to the Order of Court dated _____, after submission of the issue(s) described below, and after providing the parties with an opportunity to be heard on the issue(s), the Parenting Coordinator sets forth the following:

SUMMARY OF THE ISSUES

1. **Description of the issue(s):**

_____

2. **The respective parties' position on the issue(s):**

PLAINTIFF:

_____

_____

DEFENDANT:

_____

_____

RECOMMENDATION/RATIONALE

_____

_____

_____

_____

_____

Within five days of the date set forth below, a party may object to this Recommendation by filing a Objections with the Court and requesting a record hearing before the judge as set forth in Pa.R.C.P. No. 1915.11-l(t)(3) and Local Rule _____ (Form provided).

The undersigned Parenting Coordinator certifies that this Summary and Recommendation of the Parenting Coordinator has been served on the Court and the parties or the parties' attorneys on the date set forth above. The date and manner of services was as follows: _____.

_____ _____

Date Parenting Coordinator

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY
FAMILY SECTION

No. _____

V.

OBJECTIONS TO RECOMMENDATION OF PARENTING COORDINATOR AND REQUEST FOR RECORD HEARING

Date of Recommendation: _____

Parenting Coordinator: _____

Copy of the Recommendation is attached.

Attorney for Plaintiff or Pro Se Party	Attorney for Defendant or Pro Se Party
Name	Name
Address	Address
Phone No.	Phone No.
Email	Email

Name of Party filing Objections:

Circle one: Plaintiff Defendant

NOTICE:

YOU MUST FILE THE ATTACHED AFFIDAVIT OF SERVICE WITH THESE OBJECTIONS VERIFYING THAT THIS DOCUMENT WAS SERVED ON ALL PARTIES/COUNSEL AND THE PARENTING COORDNATOR. THE FILING PARTY MUST SERVE A FULL COPY OF THIS DOCUMENT UPON THE OPPOSING PARTY, ATTORNEYS (IF ANY) AND THE PARENTING COORDINATOR.

I object to the Recommendation of the Parenting Coordinator for the following reasons:

(Failure to cite a valid reason as to the Recommendation may result in a dismissal of the Objections).

_____

_____

_____

_____

_____

_____

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_____

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_____

_____

_____

I verify that the statements made in these Objections to Recommendation of the Parenting Coordinator are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the penalties of 18 Pa. C.S., Subsection 4904, relating to unsworn falsification to authorities.

Date: _____ *Signature:* _____

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
FAMILY SECTION

_____ No. _____

v.

_____

CERTIFICATE OF SERVICE OF
OBJECTIONS TO RECOMMENDATION OF THE PARENTING COORDINATOR
AND REQUEST FOR RECORD HEARING

I certify that on_____, 20____, a true and complete copy of the foregoing Objections to Recommendation of the Parenting Coordinator and Request for Record Hearing has been served upon:

_____
Name

_____
Address

_____
City/State/Zip

_____
Telephone Number and Email Address

AND

_____
Parenting Coordinator

_____
Address

_____

_____
Telephone Number and Email Address

Manner of Service: Reg. First Class Mail ☐ Certified Mail ☐ Other _____

Signed: _____

Dated: _____

PLEASE MAIL THIS COMPLETED FORM TO:

Delaware County Court of
Common Pleas
Office of Judicial Support
201 West Front Street
Media, PA 19063

PARENTING COORDINATION PROGRAM DELAWARE COUNTY INTERNAL OPERATING PROCEDURES

Qualifications of Parenting Coordinator

An attorney or mental health professional seeking to be included on the roster of qualified individuals to serve as a Parenting Coordinator in Delaware County shall submit a letter to the Liaison Judge of the Family Section together with the following:

1. Completion of the approved Form Affidavit attesting the applicant has the qualifications as set forth in Pa.R.Civ.P. 1915.11-1 (b) *"Qualifications of the Parenting Coordinator"*.

2. The following criteria shall apply to the qualifications:

    A. Five hours in the Parenting Coordination process since August 9, 2018; provided that at least 2 of the 5 hours must be specific to Pennsylvania Parenting Coordination practice and procedure;

    B. Ten hours of family mediation training within the last 10 years (an applicant with 40 hours of mediation training beyond 10 years may satisfy this requirement by verifying the 40 hours of training and significant family mediation practice within the last 10 years);

    C. Five hours of training in domestic violence within the past 2 years;

    D. Verification of current professional liability insurance via copy of said policy's coversheet/declaration page (which includes the provision of Parenting Coordination services);

    E. Acknowledgement of responsibility to accept one (1) pro bono assignment for every two (2) paid assignments;

    F. Acknowledgement that the applicant has read the Association of Family and Conciliation Courts (AFCC) Parenting Coordination Guidelines and the American Psychological Association (APA) Parenting Coordination Guidelines.

AFCC and APA Parenting Coordinator Guidelines are posted at:
https://www.afccnet.org/Portals/0/AFCCGuidelinesforParentingcoordinationn ew.pdf
https:/www.apa.org/pubs/journals/features/parenting-coordination.pdf

H. Acknowledgment that for every two (2) fee generating Parenting Coordination assignments, the applicant shall accept one pro bono assignment, up to 12 hours per *pro bono* case.

3. Completed Parenting Coordinator application packets shall be submitted to the Family Section Liaison Judge who will notify applicant of his or her approval and, upon approval, list applicant's name on Delaware County Parenting Coordinator Roster.
4. A Parenting Coordinator who is on the roster of Philadelphia, Chester or Bucks County (hereinafter, "Associated Counties**") may be added to the roster of Delaware County by submitting a letter requesting same with a copy of the approval that was obtained from the other county.

Parenting Coordinator Appointments

1. Parenting Coordinator appointments requests may be made by written Petition for Special Relief, oral motion by parties or by written request by a Family Section Liaison Judge.

2. All Parenting Coordinator appointment requests shall be referred to the Liaison Judge who, upon approval, will make assignments. Whenever appropriate, the Family Section Liaison Judge will select Parenting Coordinator assignments on a rotating basis. The Liaison Judge may honor specific Parenting Coordinator requests made by the Court, the attorneys or the parties if requests recommend three specific Parenting Coordinators, in the order of their preference.

3. Upon approval and assignment, the Liaison Judge shall issue an Order for Parenting Coordinator pursuant to Pa.R.C.P 1915.22 which shall be distributed to all parties and made an Order of the Court.

4. The Liaison Judge shall maintain a roster of Parent Coordinator assignments.

5. The Liaison Judge shall assign *pro-bono* appointments on a rotating basis and may do so following every two (2) fee-generating appointments.

6. Each *pro bono* assignment shall be limited to (12) hours.

7. The failure to by a Parenting Coordinator to accept a *pro bono* assignment may subject them to removal from the roster. If a Parenting Coordinator is removed from the roster of a ember County for this purpose, they shall share this information with the other associated counties.

Parenting Coordinator Written Agreement with Parties:

Upon assignment to a case, the Parenting Coordinator shall set forth in a separate written agreement with the parties:

1. The amount of any retainer, the hourly rate to be charged, the process for invoices and payments for services;

2. Information about the Parenting Coordination process including the scope of authority of the Parenting Coordinator, the process for requesting a Parenting Coordinator Recommendation, and the process for court review and appeal of the Parenting Coordinator Recommendation; and

3. Information about communication between parties, their attorneys, the court and any other involved parties, including the child(ren).

Parenting Coordinator Fees

A. The hourly rate of the Parent Coordinator shall not exceed $300.00 per hour subject to the following exceptions:

   a. If the parties combined monthly net income exceeds the mandatory minimum set forth in the Support Guidelines at 1910.16-2 (e) (2) (currently $30,000 per month), the Court may adjust the hourly rate; or

   b. If a party is granted *In Forma Pauperis* (IFP) status by the Court for the Parenting Coordination process.

B. The maximum initial retainer that may be requested shall be $1,000.
C. Parent Coordinators are not funded by the County.

Parenting Coordinator Recommendations and Procedures

a. Parenting Coordinators shall follow all procedures outlined in Local Rule 1915

11-1 and the summary and recommendation forms shall be written pursuant to Pa.R.C.P. 1915.23.

b. Sample forms shall be available on the Delaware County Court of Common Pleas Website.
c. A roster of approved Parent Coordinators shall be updated regularly and shall be available on the Delaware County Court of Common Pleas Website.

Miscellaneous

A. A Parenting Coordinator shall not be required to make a Recommendation to the Court, at their discretion, on every disputed issue raised by the parties.
B. The appointing Judge may reject a Recommendation from a Parenting Coordinator without a proceeding, at their discretion, if the disputed issue exceeds the authority set forth in Pa.R.C.P. 1915.11-1(f)(4).
C. Unless the parties consent and appropriate safety measures are in place to protect the participants, including the Parenting Coordinator and other third parties, a Parenting Coordinator shall not be appointed if:
    i. The parties to the custody action have a protection from abuse order in effect;
    ii. The court makes a finding that a party has been a victim of domestic violence perpetrated by a party to the custody action, either during the pendency of the custody action or within 36 months preceding the filing of the custody action; or
    iii. The court makes a finding that a party to the custody action has been the victim of a personal injury crime, as defined in 23 Pa.C.S. 3103, which was perpetrated by a party to the custody action.
D. If a party objects to the appointment of a Parenting Coordinator based on an allegation that the party has been the victim of domestic violence perpetrated by a party to the custody action, the court shall have a hearing on the issue and may consider abuse occurring beyond the 36 months provided in subdivision (a)(2)(ii).

Parenting Coordinator Complaints

All complaints received about a Parent Coordinator shall be reviewed and considered by the Family Court Liaison Judge who may recommend removal of a Parenting Coordinator from a specific case or from the roster or for good cause. All complaints

received resulting in removal of a Parenting Coordinator from the roster shall be shared with the other associated Counties.

*Associated Counties: Bucks, Chester, Delaware and Philadelphia

7/13/23

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

FAMILY SECTION

_____ **NO:**

PLAINTIFF

vs.

_____

DEFENDANT

ORDER-PARENTING COORDINATOR RECOMMENDATION

And now, this _____ day of _____, 20_____,

Upon review of the Recommendation submitted by the Parenting Coordinator in the above Captioned matter dated _____, the Recommendation is hereby:

_____ Approved.

_____ Approved in part. A hearing is scheduled on: _____

_____ Remanded to the Parenting Coordinator for additional information on the following issue:

_____

_____ Not approved and a hearing is scheduled on:_____

BY THE COURT:

_____**J.**

7/13/23

APPLICATION TO BE CONSIDERED FOR APPOINTMENT AS A PARENTING COORDINATOR FOR DELAWARE COUNTY

AFFIDAVIT - ATTORNEY

I, _____, the undersigned applicant, hereby certify that I possess the minimum qualifications to serve as a Parenting Coordinator as established by Pa.R.C.P. 1915.11-1(b) as follows:

1.___ I am licensed to practice in the Commonwealth of Pennsylvania. My Attorney ID number is _____.

_____ My license is in good standing.

_____ I have never been subject to attorney discipline. (If Applicant has been subject to discipline, provide details on separate sheet).

_____ I have practiced family law for _____years, as follows (or attach CV):

_____

_____

_____

2. _____ I have obtained the special training required by the Rule, and have attached verification for each training:

____ hours in the Pennsylvania Parenting Coordination process.

Date of training:_____
Provider:_____

____hours of Family mediation training.

Date of training:_____
Provider:_____

____hours of Domestic Violence training.

Date of training:_____
Provider:_____

3.___ I understand that to remain qualified as a Parenting Coordinator in each 2 year period after March 1, 2019, I must take a minimum of 10 additional continuing education credits, of which at least 2 must be on domestic violence.

4.___ I maintain Professional Liability insurance of $_____, which coverage expressly covers me for serving as a Parenting Coordinator. The Declaration page showing the foregoing is attached.

5.___ My hourly rate for Parenting Coordination is: $_____.

6.___ I understand that Parenting Coordinators are encouraged to provide reduced rates for low income families in accordance with Rule 1911.11-1 (g).

7.___ I may change my hourly rate upon 60 days written notice to the Administrative Judge. A change in rate shall be prospective and shall not apply to existing assignments.

8. _____ I understand that my initial retainer shall not exceed the equivalent of five (5) hours of my hourly rate.

_____ I do not require an initial retainer.

9. _____ I acknowledge that I must accept one *pro bono* PC appointment for every two paid appointments, up to 12 hours.

10. _____ I have read Pa. R.C.P 1915.11-1 and understand the scope (and limits) of my authority and the procedures which I must follow when appointed as a Parenting Coordinator.

11. _____ I acknowledge that I have read the Guidelines for Parenting Coordination promulgated by the American Psychological Association and Association of Family and Conciliation Courts.
https://www.apa.org/practice/guidelines/parenting-coordination
https://www/afccnet.org/Portals/0/PublicDocuments/AFCCGuidelinesforParenting Coordinationnew.pdf.

I swear or affirm that the foregoing statements are true and correct.
APPLICANT:
Name (printed)_____
Signature_____
Date:_____

FOR OFFICIAL USE ONLY

Recommendation to Place Application on Roster: _____ Yes _____ No

If No, state reasons:

_____

_____

_____
L. J.

Approved: _____
LIAISON J.

Denied: _____
LIAISON J.

APPLICATION TO BE CONSIDERED FOR APPOINTMENT AS A PARENTING COORDINATOR FOR DELAWARE COUNTY

AFFIDAVIT - MENTAL HEALTH PROFESSIONAL

I, _____, the undersigned applicant, hereby certify that I possess the minimum qualifications to serve as a Parenting Coordinator as established by Pa.R.C.P. 1915.11-1(b) as follows:

1.___ I have the following professional degree:_____
From (institution and date granted):_____

2.___ I am licensed to practice in the Commonwealth of Pennsylvania as a _____. My license number is _____.

_____ My license is in good standing.

_____ I have never been subject to professional discipline. (If Applicant has been subject to discipline, provide details on separate sheet).

_____ I have _____years of experience in dealing with families involved in child custody matters, as follows (or attach CV):

_____

_____

_____

3.___ I have obtained the special training required by the Rule, and have attached verification for each training:

____ hours in the Pennsylvania Parenting Coordination process.

Date of training:_____
Provider:_____

____hours of Family mediation training.

Date of training:_____
Provider:_____

____hours of Domestic Violence training.

Date of training:_____
Provider:_____

4.___ I understand that to remain qualified as a Parenting Coordinator in each 2 year period after March 1, 2019, I must take a minimum of 10 additional continuing education credits, of which at least 2 must be on domestic violence.

5.___ I maintain Professional Liability insurance of $_____, which coverage expressly covers me for serving as a Parenting Coordinator. The Declaration page showing the foregoing is attached.

6.___ My hourly rate for Parenting Coordination is: $_____.

7.___ I understand that Parenting Coordinators are encouraged to provide reduced rates for low income families in accordance with Rule 1911.11-1 (g).

8.___ I may change my hourly rate upon 60 days written notice to the Administrative Judge. A change in rate shall be prospective and shall not apply to existing assignments.

9. _____ I understand that my initial retainer shall not exceed the equivalent of five (5) hours of my hourly rate.

_____ I do not require an initial retainer.

10. _____ I acknowledge that I must accept one *pro bono* PC appointment for every two PC appointments, up to 12 hours.

11. _____ I have read Pa. R.C.P 1915.11-1 and understand the scope (and limits) of my authority and the procedures which I must follow when appointed as a Parenting Coordinator.

12. _____ I acknowledge that I have read the Guidelines for Parenting Coordination promulgated by the American Psychological Association and Association of Family and Conciliation Courts.
https://www.apa.org/practice/guidelines/parenting-coordination
https://www/afccnet.org/Portals/0/PublicDocuments/AFCCGuidelinesforParenting Coordinationnew.pdf.

I swear or affirm that the foregoing statements are true and correct.
APPLICANT:
Name (printed)_____
Signature_____
Date:_____

FOR OFFICIAL USE ONLY

Recommendation to Place Application on Roster: _____ Yes _____ No

If No, state reasons:

_____

_____

_____
L. J.

Approved: _____
LIAISON J.

Denied: _____
LIAISON J.

Close Window

THE COURTS

Title 255—LOCAL COURT RULES

DELAWARE COUNTY

Rule 1915.11-1 Parenting Coordination; No. 2022-003777

[53 Pa.B. 3572]
[Saturday, July 8, 2023]

Administrative Order

And Now, this 14th day of June, 2023, it is hereby *Ordered* and *Decreed* that the following Rule 1915.11-1 regarding Appointment of Parenting Coordination is hereby adopted and effective 20 days after publication in the *Pennsylvania Bulletin*.

By the Court

LINDA A. CARTISANO,
President Judge

Rule 1915.11-1. Parenting Coordination.

I. *Appointment of a Parenting Coordinator*

A. Parties may make a request to the Family Section Trial Judge for the appointment of a Parenting Coordinator.

B. Said request may be made by written Petition for Special Relief or by oral motion.

C. The Family Section Trial Judge may on its motion make a request to the Family Section Liaison Judge for the appointment of a Parenting Coordinator.

D. The Family Section Liaison Judge shall maintain a roster of approved parent coordinators and shall select a Parenting Coordinator from same. Whenever appropriate, selection will be on a rotating basis.

E. All Parenting Coordinator appointment requests shall be referred in writing by the Family Section Trial Judge to the Family Section Liaison Judge through form as set forth by the Family Section Liaison Judge.

i. Both the parties and the Family Section Trial Judge may recommend three specific Parenting Coordinators, in the order of their preference, however selection shall be at the discretion of the Family Section Liaison Judge.

F. Upon assignment, the Family Section Liaison Judge shall issue an Order for Parenting Coordinator pursuant to Pa.R.C.P. 1915.22 which shall be distributed to all parties and made an Order of the Court.

G. The Family Section Liaison Judge shall assign one (1) pro-bono appointment to each Parenting Coordinator for every two (2) fee-generating appointments in Delaware County.

II. *Approved Parent Coordinators*

A. An attorney or mental health professional seeking to be included on the Delaware County Court's roster of qualified individuals to serve as a Parenting Coordinator shall submit an affidavit to the Family Section Liaison Judge or his/her designee together with the following:

i. An affidavit attesting the applicant has qualifications found in Pa.R.C.P. 1915.11-1;

ii. An acknowledgment that the applicant has read the Association of Family and Conciliation Courts (AFCC) Parenting Coordinator guidelines and the American Psychological Association (APA) Parenting Guidelines respectively found at www.afccnet.org and www.apa.org.

iii. An acknowledgment that for every two (2) fee generating Parenting Coordination assignments, each Parent Coordinator must accept one pro bono assignment, up to 12 hours per pro bono case.

III. *Parenting Coordinator Recommendations*

A. Parenting Coordinators shall file their Summary and Recommendations pursuant to Pa.R.C.P. 1915.23 with the Office of Judicial Support within two (2) business days after the last communication with the parties on the issues in accordance with Pa.R.C.P. 1915.11-1(f)(2) and promptly forward a copy of same via regular mail and email to the parties and the Family Section Trial Judge.

B. Parenting Coordinator shall state the manner of service of the Summary and Recommendations to the parties.

C. Parenting Coordinator shall include the rationale for their Recommendations in the Summary.

D. *Objections to Parenting Coordinator's Recommendation(s) and Petition for a Record Hearing*

i. A party objecting to the Recommendations must file with the Office of Judicial Support an original and copy of their Objections and a Petition for a Record Hearing before the Court within five (5) days of service of the Summary and Recommendations together with Proof of Service upon all parties and the Parenting Coordinator.

E. The Office of Judicial Support shall promptly forward the original Objections and Petition to the Court Administrator's Office for assignment to the parties' Family Section Trial Judge to promptly schedule a record hearing.

F. *Court Review of Parenting Coordinator's Recommendations*

i. If no objections to the Parenting Coordinator's Recommendations are filed with the Office of Judicial Support within five (5) days of service of the Summary and Recommendation, the Family Section Trial Judge assigned to the case shall review the Recommendation in accordance with the time set forth in Pa.R.C.P. 1915.11-1(f)(4) and pursuant to Pa.R.C.P. 1915.23.

IV. *Fees*

A. Parties who request the appointment of a Parenting Coordinator, or who are identified by the Court as benefiting from the appointment of a Parenting Coordinator, shall pay the Parenting Coordinator as follows:

i. His or her hourly rate which may be up to $300 per hour.

ii. Absent good cause, parties shall pay the initial retainer which shall not exceed the equivalent of five (5) hours at the parenting Coordinator's hourly rate.

iii. If a party has previously filed and been granted In Forma Pauperis status by the Court specifically for the appointment of a Parenting Coordinator, the Parenting Coordinator so appointed shall serve on a pro bono (no fee) basis, up to 12 hours.

iv. A Parenting Coordinator must accept one pro bono appointment for every two fee generating appointments.

v. Parent Coordinators are not funded by the County.

V. *Miscellaneous*

A. A Parenting Coordinator shall not be required to make a Recommendation to the Court, at their discretion, on every disputed issue raised by the parties.

B. The appointing Judge may reject a Recommendation from a Parenting Coordinator without a proceeding, at their discretion, if the disputed issue exceeds the authority set forth in Pa.R.C.P. 1915.11-1(f)(4).

C. Unless the parties consent and appropriate safety measures are in place to protect the participants, including the parenting coordinator and other third parties, a parenting coordinator shall not be appointed if:

i. The parties to the custody action have a protection from abuse order in effect;

ii. The court makes a finding that a party has been a victim of domestic violence perpetrated by a party to the custody action, either during the pendency of the custody action or within 36 months preceding the filing of the custody action; or

iii. The court makes a finding that a party to the custody action has been the victim of a personal injury crime, as defined in 23 Pa.C.S. 3103, which was perpetrated by a party to the custody action.

D. If a party objects to the appointment of a parenting coordinator based on an allegation that the party has been the victim of domestic violence perpetrated by a party to the custody action, the court shall have a hearing on the issue and may consider abuse occurring beyond the 36 months provided in subdivision (a)(2)(ii).

E. The length of appointment of a Parenting Coordinator shall be pursuant to Pa.R.C.P. 1915.11-1(a)(3) and Pa.R.C.P. 1915.11-1(a)(4).

F. Procedures and forms can be found on the County of Delaware and Delaware County Bar Association websites.

[Pa.B. Doc. No. 23-885. Filed for public inspection July 7, 2023, 9:00 a.m.]

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IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Reasonable Accommodations for Public Under Title II of the Americans with Disability Act in Accordance with Pennsylvania Rule of Judicial Administration (Pa.R.J.A.) No. 252	:	**No. 17-5120**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 18th day of June, 2019, upon consideration of the Reasonable Accommodations provisions set forth by Pa.R.J.A. No. 252 and relatedly, Title II of the Americans with Disabilities Act (ADA), it is hereby **ORDERED** and **DECREED** that **NICOLE M. BRUNGARD, ESQUIRE** of the Court Administrator's Office is **APPOINTED** the 32nd Judicial District's (Delaware County, Pennsylvania) ADA Coordinator,[1] **EFFECTIVE IMMEDIATELY.**[2]

This court's past such administrative order dated June 11, 2019, **SHALL** be **VACATED**, also **EFFECTIVE IMMEDIATELY.**[3]

BY THE COURT:

KEVIN F. KELLY
President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: DELAWARE COUNTY LOCAL ORPHANS' COURT RULES NOS. 14.2 – 14.13	:	ORPHANS' COURT NO. 497-19
	:	JUDICIAL SUPPORT CIVIL NO. 17-5120
Guardianships	:	

ADMINISTRATIVE ORDER

AND NOW, this 21st day of June, 2019, it is hereby **ORDERED** and **DECREED** that Delaware County Local Orphans' Court Rules Nos. 14.2 through and including 14.13 (related to guardianships) having been reviewed and allowed by the Supreme Court of Pennsylvania's Orphans' Court Procedural Rules Committee are **ADOPTED.**

These local Orphans' Court Rules (Nos. 14.2 – 14.13 related to guardianships) **SHALL** be effective thirty (30) days subsequent to publication in the Pennsylvania Bulletin.

BY THE COURT:

KEVIN F. KELLY
President Judge

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 18 DAY OF July A.D. 2019
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

FILED
06-24-2019 12:36 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

Delaware County Orphans' Court Rules

PREFACE

In an effort to assist in the timely and efficient adjudication of matters before the Orphans' Court of Delaware County, suggested forms including but not limited to sample decrees and sample petitions are available on the Delaware County Orphans' Court website by clicking the link for suggested forms. Please note that these forms are not mandatory but simply contain language that is consistent with the law outlined in these rules and are meant to assist those pursuing a matter before the Orphans' Court of Delaware County. It is also important to remember to regularly visit the Delaware County Orphans' Court website and review the forms as they are subject to change.

Del.Co.O.C. Rule 14.2A. ***Prior Incapacity Hearings.***

If the petition for adjudication of incapacity and appointment of a guardian includes an averment that there was a prior incapacity hearing concerning the alleged incapacitated person pursuant to Pa.O.C. Rule 14.2(a)(12), the petitioner shall include a copy of the decree and/or order that was entered as a result of the prior hearing.

Del.Co.O.C. Rule 14.2B. ***Veteran Benefits.***

In addition to the requirements of Pa.O.C. Rule 14.2(a)(15) and, pursuant to 20 Pa.C.S. §8411, the petition shall state whether the alleged incapacitated person is receiving benefits from the Department of Veterans Affairs, or its successor, due to his or her status as an incapacitated adult dependent of a veteran.

Del.Co.O.C. Rule 14.3A. ***Use of Expert Report.***

1. When the issue of capacity is known to be contested, testimony in person or by deposition is required. An expert report for the determination of capacity in lieu of testimony, in person or by deposition, as described in Pa.O.C. Rule 14.3, may not be used in this situation.
2. In an emergency guardianship proceeding, when the petitioner does not know whether the issue of capacity is contested, permission to use an expert report as described in Pa.O.C. Rule 14.3, may be requested in the petition for emergency guardianship.

> **Committee Note**: The term "deposition" as used in Del.Co.O.C. Rule 14.3A is the taking of sworn, out-of-court oral testimony of a witness that may be reduced to a written transcript for later use in court, made upon notice to the adverse party for the purpose of enabling the adverse party to attend and cross-examine.

Del.Co.O.C. Rule 14.3B. ***Certificate of Service.***

Petitioner shall file the certificate of service required by Pa.O.C. Rule 14.3(b)(3) no later than five (5) days prior to the hearing on the petition for adjudication of incapacity and appointment of guardian. This may be incorporated into the Certification provided to the court no later than seven (7) days prior to the hearing, as described in Del.Co.O.C. Rule 14.4A.

Del.Co.O.C. Rule 14.4A. ***Certification.***

Counsel for petitioner shall file with the Clerk of the Orphans' Court at least seven (7) days prior to the hearing a Certification that provides the following information to the best of counsel's knowledge, information and belief:

1. Whether counsel has or has not been retained by or on behalf of the alleged incapacitated person;
2. Whether the alleged incapacitated person has requested counsel;
3. Whether a guardian ad litem, attorney ad litem, or additional evaluation has been requested;
4. Whether the incapacity of the alleged incapacitated person is or is not contested;
5. Whether petitioner intends to establish incapacity by way of:
    a. Expert Report,
    b. Deposition, and/or
    c. Live testimony in court;
6. Whether the choice of guardian as proposed by the petitioner is contested; and
7. Whether the alleged incapacitated person will or will not be present at the hearing pursuant to 20 Pa.C.S. §5511(a) 1 and 2.

Del.Co.O.C. Rule 14.4B. ***Guardian Ad Litem.***

The petitioner or any interested party entitled to notice of the petition for adjudication of incapacity and appointment of a guardian may notify the Court in writing at any time prior to the hearing, or on the record at the hearing on said petition, of their belief that a guardian *ad litem* is necessary to adequately represent the alleged incapacitated person's interest.

Del.Co.O.C. Rule 14.7A. ***Proof of Service.***

The order adjudicating incapacity shall be served, including reading and explaining the contents, upon the incapacitated person, with proof of service filed with the court within ten (10) days after the hearing in the matter.

Del.Co.O.C. Rule 14.8A. ***Testamentary Writings.***

All testamentary writings of the incapacitated person located by the guardian shall, at the time of the filing of the Inventory or within 10 days of locating the testamentary writings, whichever is later, be submitted by the guardian to the court for its inspection.

Del.Co.O.C. Rule 14.8B. ***Allowances from an Incapacitated Person's Estate.***

1. *Petition.* A petition for allowance from an incapacitated person's estate shall set forth:
    i. The name of the guardian and the date of the guardian's appointment; if the petitioner is not the guardian, the petitioner's relationship to the incapacitated person and, if not related, the nature of the petitioner's interest;
    ii. A summary of the assets comprising the estate of the incapacitated person;
    iii. The income of the incapacitated person;
    iv. The address and facility, if any, of the incapacitated person;
    v. The names and addresses of the incapacitated person's dependents, if any, and all other interested parties;
    vi. A statement of all the claims of the incapacitated person's creditors known to petitioner; and
    vii. A statement of the requested distribution, the reasons therefor, a statement of all previous distributions allowed by the court and an explanation of the reasonableness of the amount of the current distribution in relation to the present value of the estate, the income of the incapacitated person, and the incapacitated person's future needs, taking into account age, health and any other relevant factors.
2. *Notice to Veterans Affairs.* If any portion of the incapacitated person's estate is received from the United States Department of Veterans Affairs or its successor, notice of the request for allowance shall be given to this agency, in accordance with 20 Pa.C.S. §8411.

Del.Co.O.C. Rule 14.8C. ***Notification of Mental Health Commitment Form.***

Within seven (7) days of adjudication of incapacity, petitioner or counsel therefor shall submit to the Orphans' Court the completed mandatory state form required to be filed under the Pennsylvania Uniform Firearms Act (18 Pa.C.S. § 6105 (c)(4)) and the Pennsylvania Mental Health Procedures Act (50 P.S. § 7109(d)).

> **Committee Note:** *See* Del.Co.O.C. Rules 5.10A, 5.10B, 5.10C, 5.10D, 5.11A, 5.11B, 5.11C, and 5.12A.

Del.Co.O.C. Rule 14.13A. ***Proposed Decree.***

If the petitioner requesting acceptance of a guardianship from another state reasonably believes that the order entered in the transferring state does not conform to Pennsylvania law, the petitioner may submit a Proposed Decree modifying the transferring state's guardianship order so that it conforms with Pennsylvania law.

Del.Co.O.C. Rule 14.13B. ***Denial of Transfer.***

If a petition to transfer a guardianship from another state is denied, a petitioner may still seek appointment as guardian under the general provisions of 20 Pa.C.S. § 5501, *et seq.*

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: DELAWARE COUNTY LOCAL ORPHANS' COURT RULES NOS. 2.5A (*Related to Cemetery Companies*) and 5.16A (*Settlement of Small Estates*)	: ORPHANS' COURT NO. 497-19 : JUDICIAL SUPPORT CIVIL NO. 17-5120

ADMINISTRATIVE ORDER

AND NOW, this 21st day of June, 2019, it is hereby **ORDERED** and **DECREED** that Delaware County Orphans' Court Local Rules Nos. 2.5A (related to cemetery companies) and 5.16A (settlement of small estates) having been reviewed and allowed by the Supreme Court of Pennsylvania's Orphans' Court Procedural Rules Committee are **ADOPTED.**

These local Orphans' Court Rules (Nos. 2.5A and 5.16A) **SHALL** be effective thirty (30) days subsequent to publication in the Pennsylvania Bulletin.

BY THE COURT:

KEVIN F. KELLY
President Judge

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 18 DAY OF July A.D. 2019
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

FILED
06-24-2019 12:39 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

Delaware County Orphans' Court Rules

PREFACE

In an effort to assist in the timely and efficient adjudication of matters before the Orphans' Court of Delaware County, suggested forms including but not limited to sample decrees and sample petitions are available on the Delaware County Orphans' Court website by clicking the link for suggested forms. Please note that these forms are not mandatory but simply contain language that is consistent with the law outlined in these rules and are meant to assist those pursuing a matter before the Orphans' Court of Delaware County. It is also important to remember to regularly visit the Delaware County Orphans' Court website and review the forms as they are subject to change.

Del.Co.O.C. Rule 2.5A. Cemetery Companies.

When an institutional trustee or cemetery company as trustee files an Account in the form prescribed by Rule 2.1, or verified financial statements for the three most recent fiscal years in lieu of an Account, pursuant to 9 Pa.C.S.A. §308(a) and (b), with the Clerk of the Orphans' Court of Delaware County, Pennsylvania, notice shall be provided to the following:

1. The State Real Estate Commission,
2. The municipality(ies) in which the cemetery is located, and
3. The Solicitor for the County of Delaware.

> ***Committee Comment***: This Rule is substantially similar to former Orphans' Court Rule 12.15, a counterpart for which was not in the new Pennsylvania Orphans' Court Rules which became effective September 1, 2016.

Del.Co.O.C. Rule 5.16A. Settlement of Small Estates Under 20 Pa.C.S. §3102 or §3531.

1. *Contents of Petition for Settlement of Small Estate Under 20 Pa.C.S. §3102.* A Petition for the settlement of a small estate pursuant to 20 Pa.C.S. §3102 (not exceeding the value limit as calculated in accordance with the requirements set forth in 20 Pa.C.S. §3102) shall state all of the following:
    a. the name and address of the petitioner, the petitioner's relationship to the decedent, and the petitioner's interest in the estate;
    b. the name, date of death, and domicile of the decedent;
    c. whether the decedent died testate or intestate (i.e., with or without a Will); and, if there was a Will, whether or not it was offered to the Register of Wills for probate and whether or not the Register of Wills issued Letters Testamentary or Letters of Administration, and to whom and when; and whether a bond was required and obtained and in what amount;

d. if the petitioner is the surviving spouse, the date and place of the marriage (and, in the case of a valid common law marriage, all facts necessary to establish the validity of such a marriage);
e. the names, addresses and relationships of all beneficiaries entitled to any part of the decedent's estate, under the Will or under the intestate law; a brief description of their respective interests; whether any of them has received or retained property of the decedent pursuant to 20 Pa.C.S. §3101, or otherwise; and whether any of them is a minor, or an adjudicated incapacitated person, or deceased, and if so, the names and addresses of their guardians or personal representatives or other fiduciaries;
f. the person(s) entitled to the Family Exemption and, if a claim for the Family Exemption is made in the Petition, any additional facts necessary to establish the right to the Family Exemption as required by Pa.O.C. Rule 5.2 and Del.Co.O.C. Rules 5.2A through 5.2F;
g. an itemized list of all the decedent's assets including but not limited to real estate, with values assigned to each item, either incorporated in the petition or attached as an exhibit;
h. an itemized list, either incorporated in the petition or attached as an exhibit, setting forth under separate headings:
    i. all payments from decedent's assets prior to the filing of the petition, including the amounts and dates paid, the names of the payees, and a description of the purposes of the payments; and
    ii. all unpaid claims against the decedent's estate, including the amount of each claim, the name of each claimant, the basis for each claim, and indicating which claims are admitted; and
    iii. in the case of an insolvent estate, a list of all payments and unpaid claims in accordance with the priority of payment set forth in 20 Pa.C.S. §3392 providing for the classification and order of payment in an insolvent estate.
i. an averment as to the status of the Pennsylvania Inheritance Tax Return and the payment of tax, with proof thereof (such as the official Notice of Appraisement or the official Inheritance Tax receipt) attached as an exhibit;
j. an averment that written notice of the filing of the petition, in accordance with Pa.O.C. Rule 3.5, has been or will be given to every unpaid beneficiary, heir, claimant, and known creditor who has not joined in or consented to the petition, and, if the decedent's heirs are unknown, to the appropriate Commonwealth department; and
k. a request for distribution of the personal property to those entitled.

2. *Exhibits.* The following exhibits shall be attached to the Petition:
    a. true and correct copies of the decedent's Will and any codicils, if probated, any Letters issued by the Register of Wills, and any bond obtained; or, if the Will was not probated, the Petitioner shall lodge the original Will and codicils (if any) with the Register of Wills and obtain a receipt therefor, and copies of the Will and any codicils and the Register of Wills receipt shall be attached as exhibits to the Petition;

b. any proof of payment of Pennsylvania Inheritance Tax or the filing of a Return;
c. joinders or consents of unpaid beneficiaries, heirs, claimants and creditors;
d. proof of notice, in accordance with Pa.O.C. Rule 3.5(b), to unpaid beneficiaries, heirs, claimants and creditors who have not consented or joined in the Petition;
e. a legible copy of the Decedent's death certificate clearing showing that Decedent was a resident of Delaware County at the time of death.

3. *Proposed Decree of Distribution of Small Estate Pursuant to 20 Pa.C.S. §3102.* A proposed Decree, entitled DECREE OF DISTRIBUTION OF SMALL ESTATE PURSUANT TO Pa.C.S. §3102, shall be attached to the front of the Petition. The Decree shall set forth specifically each proposed award, payment and distribution of the personal assets of the Decedent to each proposed distributee, including the Family Exemption if applicable, and shall provide that any funds payable to a minor shall be deposited into a custodial or minor's bank account and held until the minor reaches the age of majority, at which time all funds on account shall be paid to him or her.

4. *Appraisements.* No appraisement shall be required unless ordered by the Court.

5. *Additional Requirements for Petition for Distribution of Estate Under 20 Pa.C.S. §3531.* In addition to the contents required by this Rule for a Petition for Settlement of Small Estate Under Pa.C.S. §3102, as set forth above, a Petition for Distribution of a small estate containing real estate after the expiration of one year from the date of first complete advertisement of the grant of letters, pursuant to 20 Pa.C.S. §3531, shall state:
   a. the name and address of the personal representative, the date of the grant of letters, and the dates and places of advertisement of the grant of letters;
   b. a request for approval of any distribution theretofore made and for an order distributing the assets not theretofore distributed;
   c. a description of any real estate owned by the decedent and an opinion or evidence as to its value; and
   d. a request, if appropriate, for an order discharging the personal representative and the personal representative's sureties from future liability; or a request for an order discharging only the surety from future liability and allowing the personal representative to continue without surety upon condition that no further assets shall come into the possession of the personal representative until the personal representative files another bond, with sufficient surety, as required by the Register of Wills.

6. *Additional Exhibits for Petition for Distribution of Estate Under 20 Pa.C.S. §3531.* In addition to the exhibits required by this Rule for a Petition for Settlement of Small Estate Under Pa.C.S. §3102, as set forth above, a Petition for Distribution of a small estate containing real estate after the expiration of one year from the date of first complete advertisement of the grant of letters, pursuant to 20 Pa.C.S. §3531 shall have attached thereto the following additional exhibits:
   a. Proofs of the advertisements of the grant of letters;
   b. A copy of the last known Deed for any real estate owned by the decedent, and any opinion or evidence of the value thereof;

c. Account showing the administration of the estate, the distribution theretofore made, and the proposed distribution of the estate not theretofore distributed; and
d. Proof of notice to all known parties in interest of the filing of the Petition and any hearing date.

7. *Proposed Decree of Distribution of Small Estate Pursuant to 20 Pa.C.S. §3531.* A proposed Decree, entitled DECREE OF DISTRIBUTION OF SMALL ESTATE PURSUANT TO Pa.C.S. §3531, shall be attached to the front of the Petition. The Decree shall set forth specifically each proposed award, payment and distribution of the real and personal assets of the Decedent to each proposed distributee, including the Family Exemption if applicable, and shall provide that any funds payable to a minor shall be deposited into a custodial or minor's bank account and held until the minor reaches the age of majority, at which time all funds on account shall be paid to him or her.

> ***Committee Comment***: A sample Petition for Settlement of a Small Estate, a sample Decree, a copy of this local rule, a copy of 20 Pa.C.S. §3101 and a copy of 20 Pa.C.S. §3102 will be available in the office of the Clerk of Orphans' Court. The sample Petition and sample Decree will also be available on the Delaware County Orphans' Court website at: http://www.co.delaware.pa.us/registerofwills/orphancourtforms.html

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Reasonable Accommodations for Public Under Title II of the Americans with Disability Act in Accordance with Pennsylvania Rule of Judicial Administration (Pa.R.J.A.) No. 252	:	**No. 17-5120**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 11th day of June, 2019, upon consideration of the Reasonable Accommodations provisions set forth by Pa.R.J.A. No. 252 and relatedly, Title II of the Americans with Disabilities Act (ADA), it is hereby **ORDERED** and **DECREED** that **NICOLE M. BRUNGARD, ESQUIRE** of the Court Administrator's Office is **APPOINTED** the 32nd Judicial District's (Delaware County, Pennsylvania) ADA Coordinator,[1] **EFFECTIVE IMMEDIATELY**.[2]

BY THE COURT:

KEVIN F. KELLY
President Judge

[1] *See* Pa.R.J.A. No. 252B1.

[2] By such an administrative order dated April 16, 2014, immediate past President Judge Chad F. Kenney designated then Court Electronic Recording Center Director, Michael P. Freeman, Esquire, the 32nd Judicial District's ADA Coordinator. *See* Order dated April 16, 2014, No. 12-5054.

Mr. Freeman most recently retired from the court's employ necessitating a successor ADA Coordinator's appointment.

Delaware County Court of Common Pleas
32nd Judicial District of Pennsylvania

AMERICANS WITH DISABILITIES ACT (TITLE II) POLICY

The Court of Common Pleas of Delaware County (Court) complies with Title II of the Americans with Disabilities Act (ADA) which provides that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected discrimination by any such entity". 42 U.S.C.A. §12132. Pursuant to that requirement, if you are an individual with a disability who needs an accommodation in order to participate in any judicial proceeding or any other service, program, or activity of the Court, you are entitled, at no cost to you, to the provision of certain assistance. The ADA does not require the Court to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

If you require an accommodation under the ADA, it is recommended that you make your request as soon as possible or at least three (3) business days before your scheduled participation in any court proceeding or Court program or activity. All requests for accommodation, regardless of timeliness, will be given due consideration and if necessary, may require an interactive process between the requestor and the Court to determine the best course of action.

To request a reasonable accommodation, please complete a Request for Reasonable Accommodation Form and return it to:

Nicole M. Brungard, Esquire
ADA Coordinator
Court Administration
Delaware County Courthouse
201 West Front Street
Media, PA 19063
610-891-4794
610-566-9128 fax
BrungardN@co.delaware.pa.us

If you need assistance completing this form, contact the ADA Coordinator.

Complaints alleging violations of Title II under the ADA may be filed pursuant to the UJS Grievance Procedure with the ADA Coordinator. A response will be sent to you after careful review of the facts.

DELAWARE COUNTY COURT OF COMMON PLEAS
32nd Judicial District of Pennsylvania

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION TITLE II REQUEST FOR REASONABLE ACCOMMODATION FORM
(INCLUDES REQUEST FOR INTERPRETER FOR HEARING/SPEECH IMPAIRED)

Client Information – Section A

Name: _____	Phone: _____
Address: _____	Mobile: _____
_____	Email: _____

Please check the box that most closely describes your status in this matter:

☐ Litigant ☐ Plaintiff ☐ Defendant ☐ Parent ☐ Child ☐ Witness ☐ Attorney ☐ Victim ☐ Juror

☐ Other *(please explain)* _____

Requestor Information (if different from above)

Name: _____	Business Phone: _____
Address: _____	Fax: _____
_____	Email: _____
Relationship to Client: _____	TTY: _____

Accommodation

Nature of the disability for which an accommodation is requested: _____

_____

Accommodation requested: _____

Location of Proceeding	**Proceeding Information**
☐ Magisterial District Court No.: _____	Case Name: _____
☐ Common Pleas Courtroom No.: _____	Case Number: _____
☐ Civil ☐ Criminal ☐ Family ☐ Probation ☐ Juvenile	Proceeding Date: _____ Proceeding Time: _____
☐ Arbitration ☐ Domestic Relations ☐ Orphans' Court Division	Proceeding Type: _____
Specify Address: _____	Judge/District Judge/Master Name: _____

AFTER COMPLETING THE FORM, PLEASE SEND TO:

Nicole M. Brungard, ADA Coordinator
Court Administration
Delaware County Courthouse
201 West Front Street
Media, PA 19063
610-891-4794 610-566-9128 *fax*
BrungardN@co.delaware.pa.us

I hereby certify that an Americans with Disabilities Act accommodation is required in the above captioned action on the date stated.

Signature _____

FOR OFFICIAL USE ONLY

Service Provider Information – Section B

A SERVICE REQUEST HAS BEEN MADE FOR THE CLIENT NAMED ABOVE

Service Provider Company: _____	Fax: _____
Individual Interpreter Name: _____	Email: _____
Business Phone/Mobile: _____	Date to Provider: _____

Court Official Verification – Section C

Verifying Official shall maintain a copy in the Court's Case file and provide the original to the service provider for submission with billing.

I hereby verify that the services were performed by the provider in the above-captioned action on the date and time stated.

Start Date & Time: _____	End Date & Time: _____
Court Official: _____ (Please print name)	Signature: _____
Title: _____	Date: _____

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Delaware County Local Rule No. 205.4	:	No.: 17-005120
Electronic Filing and Service of Legal Papers in Delaware County	:	

ADMINISTRATIVE ORDER

AND NOW, this 18th day of January 2019, it is hereby ORDERED that EFFECTIVE IMMEDIATELY Delaware County Local Rule 205.4 for the Electronic Filing and Service of Legal Papers SHALL be AMENDED as follows:

(1) The Delaware County's Electronic Filing System "EFS" is accessible through the county of Delaware's website at https://www.delcopa.gov/ojs/efile.html.

(2) This Rule (No. 205.4) SHALL NOT apply to ANY of the below type matters and/or filings:

(a) Appeals from the decision of a Magisterial District Judge pursuant to MDJ R.C.P. 1002 thru 1008.

(b) Suspension of Driver License under Title 75 § 1532 *et seq.*

(c) Suspension of a Motor Vehicle Registration under Title 75 § 1371 *et seq.*

(d) Appeals from Lower Courts under Chapter 9, Pennsylvania Appellate Procedure Rules 901 *et seq.*

BY THE COURT:

Kevin F. Kelly, P.J.

FILED
01-18-2019 03:32 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: ADOPTION OF RULE 205.4	:	**NO. 17-005120**
	:	
Electronic Filing and Service of	:	
Legal Papers in Delaware County	:	

ADMINISTRATIVE ORDER

AND NOW, this 5th day of June, 2018, it is hereby **ORDERED** that Delaware County Local Rule 205.4 for the Electronic Filing and Service of Legal Papers is **ADOPTED.**

This local rule (205.4) **SHALL** be effective upon publication on the Pennsylvania Unified Judicial System (UJS) web portal at https://ujsportal.pacourts.us/.

Use of the Delaware County Electronic Filing System **SHALL** commence on Monday, July 30, 2018, at 8:30 AM, as provided by local Rule 205.4, unless otherwise ordered by this court.

BY THE COURT:

Kevin F. Kelly, P.J.

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 18 DAY OF July A.D. 2018
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

FILED
07-16-2018 03:28 PM
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY, PA

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: ADOPTION OF RULE 205.4	:	**NO. 17-005120**
	:	
Electronic Filing and Service of	:	
Legal Papers in Delaware County	:	

ADMINISTRATIVE ORDER

AND NOW, this 5th day of June, 2018, it is hereby **ORDERED** that Delaware County Local Rule 205.4 for the Electronic Filing and Service of Legal Papers is **ADOPTED.**

This local rule (205.4) **SHALL** be effective upon publication on the Pennsylvania Unified Judicial System (UJS) web portal at https://ujsportal.pacourts.us/.

Use of the Delaware County Electronic Filing System **SHALL** commence on Monday, July 30, 2018, at 8:30 AM, as provided by local Rule 205.4, unless otherwise ordered by this court.

BY THE COURT:

Kevin F. Kelly, P.J.

DELAWARE COUNTY LOCAL RULE 205.4

(a) (1) **Commencement**

(i) On the commencement date, all parties may electronically file all "legal papers" as defined in Pa.R.C.P. No. 205.4 (a)(2), with the Office of Judicial Support through Delaware County's Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4,

(ii) Ninety (90) days from the commencement date, parties shall electronically file all "legal papers" as defined in Pa.R.C.P. No. 205.4 (a)(2), with the Office of Judicial Support through Delaware County's Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4.

Explanatory Note: *The term "legal paper" as defined in Pa.R.C.P. No. 205.4(a)(2) encompasses all pleadings and all other papers filed with the Office of Judicial Support – including exhibits and attachments -even if the legal papers are not adversarial in nature and do not require the non-filing party or parties to respond.*

(2) As used in this rule the following words shall have the following meanings:

CMS (*Case Management System*): A Court case management system manages the receipt, processing, storage and retrieval of data associated with a case and performs actions on the data.

Electronic Filing (*E-Filing*): The electronic transmission, acceptance and processing of a filing. A submission consists of data, one or more documents, and/or images. The definition of electronic filing does not apply to facsimile or e-mail.

Electronic Service (*E-Service*): The electronic transmission of an original document to all other electronically-registered case participants via the electronic filing system. Upon the completion of any transmission to the electronic filing system, an electronic receipt shall be issued to the sender acknowledging receipt by the electronic filing system.

EFS : Delaware County Electronic Filing System.

(b) (1) **Authorized Electronic Format of Legal Papers Electronically Filed**
All legal papers shall be filed in a portable document format ("pdf"). A legal paper presented for filing in hard copy or in a format other than portable document format shall be converted to a portable document format and maintained by the Office of Judicial Support pursuant to Pa. R.C.P. 205.4 (b)(1)

(2) This Rule shall not apply to legal papers related to actions in Support as defined in Pa.R.C.P. 1910.1 through 1910.50 and 1930.1 through 1940.9, Custody, Partial Custody and Visitation of Minor Children under Pa. R.C.P. 1951.1, Special Relief under Pa. R.C.P. 1913.13 or Actions for Divorce or for the Annulments of Marriage under Pa. R.C.P. 1920.1; Protection from Abuse under Pa. R. C. P. 1901.3; Protection of Victims of Sexual Violence or Intimidation under Pa. R.C.P 1951; Petition for Writ of Seizure pursuant to Pa. R. C. P. 1075; Petition to Postpone Sheriff's Sale Pa.R.C.P. 3132; Petition to Appoint a Constable. ; Claim of Exemption pursuant to Pa.R.C.P. 3123.1; Appeal from Denial of Right to Know Request under Pa.R.J. A. 509. This rule shall also not apply to certified zoning records which

include blueprints and/or plot plans under Delaware County Local Rule 27. *Motions or petitions seeking relief in emergency situations, injunctive relief or stay of proceedings shall not be filed through the EFS system but shall be taken to the Office of Judicial Support to be time –stamped, processed, and docketed and then brought by the party seeking the emergency relief or the stay of proceedings to the Court Administrator for reference to the appropriate judge.*

(2) **Website. Access to the Website**

(i) Website. All legal papers shall be filed electronically through Delaware County's Electronic Filing system Electronic Filing system "EFS" which shall be accessible through the County of Delaware website http://www.co.delaware.pa.us/ojs/efile.html or at such other website as may be designated from time to time.

(ii) Use of the EFS shall be in accordance with the local rule and instructions contained on the website.

(iii) Access to the Website. To obtain access to the Delaware County Electronic Filing System, counsel and self- represented litigant must apply for and receive a User Name and Password.

(iv) Registered users shall be individuals, and not law firms, agencies, corporations nor other groups.

(v) User access may be suspended to prevent fraud, to maintain security of the system and network, to prevent an unacceptable level of congestion, or to prevent a disruption to the EFS or another user.

(d) (1) **Payment of Filing Fees under the EFS system.**

(i) The Office of Judicial Support will accept for payment of all filing fees through PayPal.

(ii) The Office of Judicial Support will not accept advance deposits for future filings.

(e) Reserved

(f) (1) **Filing Status Messages**

(i) Upon receipt of the electronic document, the Office of Judicial Support shall provide the filing party with an acknowledgment, which includes the date and time the document was received by the Delaware County Electronic Filing system.

(ii) After review of the electronic document , the Office of Judicial Support shall provide the filing party with e-mail notification, or notification on the Delaware County Electronic Filing System, that the document has been accepted for filing ("filed") or refused and not accepted for filing.

(2) **Official Record**

(i) When an electronic document is accepted, the document is the official record.

(3) **Signatures and Verifications**

(i) The electronic filing of documents utilizing the issued User Name and Password as provided by this rule and Pa.R.C.P. No. 205.4, constitutes the party's signature on electronic documents as provided by Pa.R.C.P. No. 1023.1 and, if the filing party is an attorney, constitutes a certification of authorization to file it as provided in Pa.R.C.P. No. 205.1.

(ii) The electronic document filed by a party must include a signature block, and the name of the filer under whose User Name and Password the document is submitted. The document may be submitted with the filers scanned signature or "/s/" and the filer's named typed in the space where the signature would otherwise appear on the document.

(iii) If an attorney is the filing party, the Pennsylvania Supreme Court Attorney Identification number must be included under the signature line. The correct format for an attorney signature is as follows:

/s/ Attorney name
Pa Supreme Court ID#
Attorney for (Plaintiff/Defendant) XYZ Corporation
ABC Law Firm
ADDRESS
TELEPHONE NUMBER
FAX NUMBER - (FAX)
E-MAIL ADDRESS

(iv) An authorized electronic filer must not allow their user name and password to be used by anyone other than an agent who is authorized by the electronic filer.

(v) Electronic filers shall notify the Office of Judicial Support's Help Desk immediately if there has been any unauthorized use of their EFS user name and password.

(vi) The Verification required by Pa.R.C.P. Nos. 206.1 and 1024 and the signature page(s) of any document or legal paper executed by a client or other persons other than the filing party must be scanned and attached to the electronic filing in a portable document format at the time the legal paper is submitted.

(vii) Documents requiring signatures of more than one party must be scanned and attached to the electronic filing in a portable document format at the time the legal paper is submitted.

(viii) The original of a sworn or verified document that is electronically filed (e.g. affidavit) or is contained with an electronic filing (e.g. verification) shall be maintained by the electronic filer and made available upon direction of the court or reasonable request of the signatory or opposing party.

Explanatory Note: This subsection is designed to address issues which may arise regarding signatures on legal documents. A filer's use of the User Name and Password issued through the Delaware County Electronic Filing System is the filer's "electronic signature". However, legal documents often require verifications executed by non-filers. In addition, many legal documents require multiple signatures. Deficiencies in content and execution could be subject to preliminary objections. In order to avoid prejudicial delay, this section requires the filing party to scan such legal documents or signature pages and include them as part of the electronic filing at the time of submission. Original copies should be kept as provided for in Pa.R.C.P. No. 205.4 (b)(4).

(4) **Electronic Filing Fees and Costs.**

(i) The Office of Judicial Support shall collect an electronic filing user fee for each legal paper or exhibit filed as established by the Office of Judicial Support with the approval of the President Judge of the Delaware County Court of Common Pleas.

(ii) In addition to such electronic filing user fee, the Office of Judicial Support is authorized to charge a fee as set forth from time to time for each page of a legal paper or exhibit which is filed in hard copy format and which must be converted by the Office of Judicial Support to a portable document format.

(iii) Electronic filers shall alert the EFS to any payment errors within forty-five (45) days of the payment date by notifying the Office of Judicial Support's Help Desk.

(5) **Other Procedures Necessary to the Operation of a System of Elecronic Filing**: authorized by Pa.R.C.P. No. 205.4 (f), the following administrative procedures are adopted:

(i) If a document is accepted, it shall be deemed to have been filed as of the date and time it was received by the Delaware County Electronic Filing System; provided, however, that if a document is submitted without the requisite fee, the document shall be deemed to have been accepted for filing as of the date payment was received. The Office of Judicial Support is authorized to refuse for filing a document submitted without the requisite payment. If the electronic document other than original process is accepted for filing, it will be electronically served as authorized by Pa.R.C.P. No. 205.4(g)(1)(ii) and service shall be effectuated as provided in Pa.R.C.P. No. 205.4(g)(2)(ii).

(ii) *Termination Notice*. In addition to the procedures set forth in Pa.R.C.P. No. 230.2, in cases where a party is a registered user of the Delaware County Electronic Filing System, notice of proposed termination may also be electronic.

(iii) An electronic filer is not required to file any paper copies unless specifically required by the court.

Note: In addition to the electronic paper, a Judge may request counsel or a self- represented litigant to provide a courtesy copy of a pleading(s) or other such material including but not limited to a memorandum of law, a pre-trial binder for the Court including relevant pleadings, a pre-trial memo, if any, stipulations and pre-labeled exhibits which may be useful to a Judge in preparation for trial. The Court may also request courtesy motions, petitions and answers to such pleadings from time to time.

(iv) An electronic filer is not required to file multiple copies of documents unless requested by the Court, or as specified elsewhere in these local rules. If documents are to be served electronically, the electronic filer is not required to provide envelopes, unless requested by the Court or as specified elsewhere in the local rules, except for those parties who are to receive the document by regular mail or other means of service as required by other rules.

(v) Electronic filing is permitted at all times when the EFS is available. If the EFS is unavailable at the time a registered user attempts to file a document, the registered user shall make reasonable efforts to file the document as soon as the unavailability ends.

(vi) If a registered user believes the unavailability of the EFS prevented a timely filing to the party's prejudice, the registered user may submit a motion to the court within ten (10) days of the registered user's unsuccessful attempt to file the document. The motion shall state the date and time of the first unsuccessful attempt to file the document electronically, the date(s) and time(s) of any subsequent attempts to file the document electronically, and why the delay was prejudicial.

(vii) The filing deadline for any document filed electronically is 11:59:59PM EST/EDT.

(viii) *Documents with Attachments.* Attachments, including exhibits, that are part of any filing, shall be filed electronically at the same time as the document.

(ix) An attachment or exhibit that exceeds the technical standards for the EFS or is unable to be electronically filed must be filed as ordered by the court. A Notice of Exhibit Attachment shall be filed in the EFS referencing such an exhibit with specifically and stating the reason why the exhibit was not filed electronically.

(x) The Court may, on its own motion or for good cause shown, order a filing be made under seal. Filings requested to be made under seal shall be submitted to the Office of Judicial Support over the counter rather than through EFS.

(xi) Sealed or confidential documents may be submitted for electronic filing in a manner that maintains confidentiality under applicable law.

(xii) Filings not under seal are public and parties shall comply with the Public Access policy related to case records of the Appellate and Trial Courts of the Unified Judicial System of Pennsylvania under 204 Pa. Code 213.81 and Delaware County Administrative Rule No. 17-5120 .

Note: As required by Pa.R.C.P. No. 205.4(c)(1), access to the Delaware County Electronic Filing System shall be available at all times, except for required maintenance. However, legal papers can only be reviewed during normal court hours. Therefore, parties are cautioned to file required legal papers in advance of any filing deadline to enable timely correction and re-submission in the event a legal paper is not accepted or is refused for filing. The Office of Judicial Support may refuse for filing any legal paper submitted without the required filing fees as provided by 42 Pa.C.S. § 1725(c)(2)(xix), or, at the Office of Judicial Support's discretion, may authorize the filer to submit the required filing fees within a stated time period after which the Office of Judicial Support may refuse the legal paper for filing if payment is not received.

(6) If a legal paper is refused for filing, the Office of Judicial Support shall specify the reason. Subject to the provisions of subsection Rule 205.4(e)(1)(i), a legal paper refused for filing shall be deemed as not having been filed.

(7) Neither the Court nor the Office of Judicial Support are required to maintain a hard copy of any legal paper or exhibit, notice, or order filed or maintained electronically under this rule.

(8) If a legal paper is electronically filed, the Delaware County Civil Electronic Filing System will automatically serve all persons who have previously submitted electronic filings in the same case, pursuant to Delaware County Civil Rule *205.4 and Pa. R.C.P. No. 205.4 (g) but the filing party must serve all others as required by rules of Court. All legal papers filed in a hard-copy format must be served by the filing party as required by rules of court.

Note: A party has the responsibility of providing legal papers and other correspondence to the Delaware County Sheriff's Office for service of original process pursuant to Pa. R.C.P. 400-425 The Delaware County Electronic Filing Service or CMS program does not encompass the Delaware County Sheriff's Office.

(9) Documents shall use the universal PDF standard and shall be no more than 25 megabytes (mb). Files that exceed this limit must be split into multiple files so that each individual file is less than 25 megabytes (mb).

(10) Color shall be Black and White, resolution of 300 dpi. If a filer has a document that is color or greystroke, the document shall not be filed electronically but must be submitted to the Office of Judicial Support.

(11) All pleadings must conform to Pennsylvania Rule of Civil Procedure 204.1 (1) so that the size of the document be 8 ½ inch by 11 inch paper.

(12) Any font that is not part of the Microsoft default font list must be embedded in the PDF document

(13) PDF properties (Title, Author, Subject, and Keywords) should be removed from the document. Documents cannot be password protected or encrypted. Documents names shall not include any special characters such / : * ? " <>

(g) (2) ***Service by Electronic Transmission***

(i) Service shall be made to registered users through the EFS and to all others as otherwise provided in the Pennsylvania Rules of Civil Procedure. Service by the EFS is complete upon transmission on a Saturday, a Sunday, a holiday recognized by Delaware County, or after 5:00PM EST/EDT, shall be considered complete on the next day that is not a Saturday, Sunday or recognized Delaware County holiday.

(ii) Other than original service, the electronic filer shall not be required to serve a paper copy of the electronic filing on the opposing party if the opposing party is a registered user on the EFS and the electronic filing has been served on them through the EFS.

(h) An AOPC Civil Court Cover Sheet pursuant to Pa.R.C.P No. 205.5 shall be required and must be scanned separately from the original pleading

Note: The following documents may be filed through the EFS system. The Office of Judicial Support, once accepted, will forward the document to Court Administration for review and processing:

(1) Certificate of Readiness pursuant to Local Rule 241; (2) Debtor's Exemption under Local Rule 3123; (3) Application for Continuance in arbitration cases pursuant to Delaware County Local Rule 1303 (f) or for a hearing related to a petition or motion (Local Rule 206.1 (a)(1) and 208.3 (b) (1)); (4) License Suspension Appeal(Local Rule 29); (5) Tax Assessment Appeal(Local Rule 30); (6) Board of View (Local Rule 622 (k));and (8) Request for Extension pursuant to Local Rule 1028.

Once filed through the EFS system, the document will be processed by the Court Administrator and notice of the outcome and/or a hearing date , if any, will be sent electronically to the filing party. The party requesting a continuance shall provide advance notice to all parties in a case, state if the continuance is opposed or unopposed, and be responsible to notify all parties of the outcome of the request prior to a listed hearing or event.

Applications for Continuance in assigned cases may be filed electronically at the Court's discretion subject to the assigned judge's guidelines.

Motions or petitions seeking relief in emergency situations or stay of proceedings shall not be filed through the EFS system but shall be taken to the Office of Judicial Support to be time –stamped, processed, and docketed and then brought by the party seeking the emergency relief or the stay of proceedings to the Court Administrator for reference to the appropriate judge.

Note: This rule is adopted as required by Pa.R.C.P. No. 239.9.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
CIVIL DIVISION

IN RE: Fee Schedule : No.: 12-5040
:
:

ADMINISTRATIVE ORDER

AND NOW, this **30th** day of **March, 2017**, pursuant to 42 Pa.C.S. Sections 21071.1 and 21071.2, the Fee Schedule of the Office of Judicial Support is hereby amended, as follows, effective July 1, 2017:

CRIMINAL	
Fee Description	**New Fee**
Proceedings disposed during or after trial- misdemeanor & felony cases	**$272.00**
Proceedings disposed before trial- misdemeanor & felony cases	**$247.00**
Proceedings- summary matters	**$24.00**
Appeal from summary conv. – Distr.	**$45.50**
All certifications	**$9.50**
All other matters filed with OJS and all reports prepared by OJS	**$17.50**
Appeal from Court of Comm. Pleas to Appellate Court	**$58.50**
Issuance of (single) Detective License. Same fee applies for all renewals	**$200.00**
Issuance of Detective License for Corporation. Same fee applies for all renewals	**$300.00**
Judicial Computer Program fee	**$8.00**
Automation fee	**$5.00**

CIVIL	
Fee Description	**New Fee**
Appeal from Arbitration	**$391.75**
Appeal from Distr. Justice	**$292.50**
Appeal to Higher Court	**$58.50**
Plus check payable to Appellant Court	**#######**
Assignments	**$10.25**
Articles of Association	**$13.50**
Certifications:	
1st Page	**$5.95**

Add'l pages each	**$1.00**
Certification Notary Public	**$3.30**
* Complaint – Civil Action	**$292.50**
Docket entries per page	**$1.00**
Judgments * Complaint and Confession	**$64.50**
Default of Judgment that already have docket #s	**$17.50**
* Dist. Justice Judgment Transfer	**$23.75**
* Note, Bond or Transfer	**$35.25**
* Foreign Judgment	**$35.25**
* Certificate of Arrearage	**$23.50**
* Liens	**$23.50**
* Mechanics Lien	**$25.25**
* Waiver	**$25.25**
* Exemplification	**$16.00**
* Land Use/Zoning Board Appeal	**$292.50**
* Out of County Custody/Divorce Decree Registr.	**$35.25**
* Out of County Writ	**$35.25**
* Writ of Execution	**$30.00**
With Garnishee (each $.50)	**$0.50**
* Petition to Commence an Action	**$292.00**
* Petition to Open or Strike a Judgment	**$292.00**
Retake Maiden Name (with Delco Divorce #)	**$24.50**
Certified Copy	**$5.95**
* Praecipe and Writ of Summons	**$292.50**
* Recording Miscellaneous Document	**$25.50**
Writ of Revival:	
Adverse	**$35.25**
Amicable	**$17.50**
Suggestions of Non-Payment	**$10.00**
Satisfactions, SD&E, Withdrawals	**$10.00**
Subpoena	**$3.25**
Foreign Subpoena	**$35.25**
Surety Bond	**$35.25**
Certificate to Harrisburg	**$3.25**
Lis Pendens filed with Complaint	**$16.25**
Lis Pendens with Docket #	**$16.25**
Praecipe	**$10.00**
Stipulation or Praecipe to	**$10.00**
Miscellaneous Docket	**$25.50**

BY THE COURT:

CHAD F. KENNEY
President Judge

OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

2017 MAR 31 AM 10:56

FILED JM

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

Local Rule of Judicial Administration
IN RE: Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

Civil Docket No. 17-5120
Criminal Docket No. MD-1545-17

WHEREAS, the Pennsylvania Supreme Court has recently amended its past adopted Public Access Policy (the "Policy") of the Unified Judicial System of Pennsylvania: Case Records of Appellate and Trial Courts,[1] which applies to all court records, including civil, family, criminal, Orphans' Court; minor courts' matter; and

WHEREAS, the Policy establishes uniform standards for all appellate and trial courts in responding to requests from the public for case records; and

WHEREAS, the Policy is built upon the principle that court records are open for inspection by the public while maintaining appropriate boundaries for the protection of individuals who come into the court system; and

WHEREAS, the Policy provides access protocols for sensitive information which might be found in case files, including the following:

1. Where applicable authority requires information listed in Section 7.00(A) of the Public Access Policy of the Unified Judicial System of Pennsylvania to appear on certain documents, the Public Access Policy does not apply. Otherwise, certain types of information set forth in Section 7.00(A) ("Confidential Information"), cannot be included in court filings, but instead must be identified to the court on a separate form, called a Confidential Information Form (the "CIF") and attached to the filing. The CIF is not available to the public. Alternatively, a court may require a party to file two versions of every document- a redacted and unredacted version. The unredacted version is not available to the public. Attached hereto as Exhibit "A" is the "CIF".

2. Certain documents set forth in Section 8.00 of the Public Access Policy of the Unified Judicial System of Pennsylvania must be filed with a Confidential Document Form (the "CDF"), such as Financial Documents. While the CDF which describes the document is available to the public, the underlying document is not. The "CDF" form is attached hereto as Exhibit "B".

3. The forms shall be available in each filing office as well as on the Court and OJS websites at http://www.co.delaware.pa.us/.

[1] The Policy was initially promulgated by the Supreme Court of Pennsylvania under such an administrative order dated January 6, 2017. *See* Order dated January 6, 2017 No. 477 – Judicial Administration Docket. The Supreme Court of Pennsylvania more recently amended the Policy via its administrative order of March 28, 2018, to include within the Policy's scope all minor courts (*E.g.* Magisterial District Courts) and relatedly rescinded as of July 1, 2018, the Public Access Policy of the Unified Judicial System of Pennsylvania: Official Case Records of the Magisterial District Courts. *See* Order dated March 28, 2018, No. 496 – Judicial Administration Docket.

4. Certain cases are not accessible to the public because there is no method to ensure that all of the sensitive information contained in the case file can be redacted before permitting public access.

5. Certain Information is only accessible at the courthouse and not online.

6. A certification shall be filed on every document filed with a court or custodian. The Certificate of Compliance Form is attached hereto as Exhibit "C".

AND NOW, this 26TH day of June, 2018, it is hereby ordered and decreed that the following policy regarding access to case records, is hereby adopted effective July 1, 2018. It is further ordered and decreed that the local rule Public Access Policy signed on December 7th, 2017 and effective on January 6th, 2018, is hereby rescinded, effective July 1st, 2018.

1. Relationship to the Policy.

   This Local Rule of Judicial Administration shall be known as the Delaware County Public Access Policy Local Rule, and is intended to conform procedure and practice in the Courts operating within the 32nd Judicial District to the Public Access Policy adopted by the Unified Judicial System of Pennsylvania concerning case records ("the Policy").

2. Definitions.

   "Confidential Information" is all information identified in Section 7 of the Public Access Policy of the Unified Judicial System of Pennsylvania, and to conform with the schedule attached hereto as Exhibit "D", which identifies Limits of Public Access to the Unified Judicial System Case Records ("Limits of Public Access Matrix").

   "Confidential Document" is all documents identified in Section 8 of the Public Access Policy of the Unified Judicial System of Pennsylvania.

   All remaining definitions are addressed in section 1.0 of the State Public Access Policy of the Unified Judicial System of Pennsylvania and are incorporated herein by reference.

3. Compliance/Appropriate Sanctions.

   Compliance with the Delaware County Public Access Policy Local Rule including the Limits of Public Access Schedule is the responsibility of litigants and

attorneys, each of whom shall be responsible for safeguarding Confidential Information and Confidential Documents. Those litigants and attorneys who are found to have failed to comply with this local rule shall be subject to the imposition of appropriate sanctions.

4. Responding to Requests for Access to Case Records

A custodian shall fulfill a request for access to case records as promptly as possible under the circumstances existing at the time of the request. If the request is unable to be fulfilled promptly or at all, the custodian shall inform the requestor of the specific reasons why access to the information is being delayed and/or denied. If a request is denied, the denial shall be in writing. A Request For Access Form is attached hereto and marked as Exhibit "E".

5. Orphans' Court Division.

For all Orphans' Court matters, all "Confidential Information" as defined in Section 7.0 of the Policy which is to be filed with any Case Record, shall be set forth on the Confidential Information Form. Such policy is subject to change upon Order of Court, which could direct (among other things) that a redacted version of any document be produced.

TRIAL DIVISION

6. Civil Section and Family Section.

For all Civil and Family matters, 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. As to all Family matters, on-line remote access is limited to the Docket. The presiding judge, upon application of a litigant or attorney or acting *sua sponte,* retains the right to require filing in a redacted/unredacted form.

7. Criminal Section.

For all Criminal matters, 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. Additionally, all confidentiality provisions regarding Juvenile Court proceedings shall continue to comply with the Juvenile Act. The presiding judge, upon application of a litigant or attorney or acting *sua sponte,* retains the right to require filing in a redacted/unredacted form.

8. Magisterial District Courts

a. Magisterial District Courts

For all Magisterial District Court matters, 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. If a filed document fails to comply with the requirements of this section, a Magisterial District Court may, upon request or its own initiative, with or without a hearing order the filed document redacted, amended or both.

b. Public Access

When desiring to inspect or copy case records, an oral or written request must be made to the applicable custodian. Requests shall identify or describe the records sought with specificity to enable the custodian to ascertain which records are being requested. If the information that is the subject of a request is complex or voluminous, the custodian may require a written request. The custodian may also designate an individual to monitor access to ensure the integrity of the case records is maintained.

c. Fees

Fees for the duplication by photocopying or printing from electronic media or microfilm will be $0.25 per page. All Fee schedules for the Magisterial District Court shall be publicly posted in an area accessible to the public.

d. Relief from Denial

Relief from a denial by a Magisterial District Court may be sought by filing a written appeal within ten (10) business days of a denial to the Deputy Administrator, Special Courts, 100 N. Front Street, Media, Pa. 19063. Within twenty (20) business days, the Deputy Administrator, Special Courts shall make a determination and forward it in writing to the requestor. Any further appeal shall be subject to Chapter 15, Judicial review of Government Determinations, of the Rule of Appellate Procedure.

9. Corrections of Clerical Errors in Case Record

A Party, or the party's attorney, seeking to correct a Clerical Error in a case record may submit a Request for Correction of Clerical Error to the Custodian which is attached hereto as Exhibit "F".

All requests shall be in writing on the form designated by the Administrative Office of Pennsylvania Courts. The requestor shall specifically describe within the request the alleged Clerical Error and shall provide sufficient facts, including

supporting documentation, to corroborate the allegation of Clerical Error. The requestor shall provide copies of the request to each party in the case.

Within 10 business days of its receipt of the request, the Custodian shall reply in writing to the requestor and each party in the case, selecting one of the following responses:

a. The request does not contain sufficient facts to determine the information alleged to be in error, and no further action will be taken in the reply to the request;
b. The request does not concern a Case Record which is subject to this policy, and no further action will be taken on the request;
c. A Clerical Error does exist in the Case Record and the Clerical Error in question has been corrected;
d. A Clerical Error does not exist in the Case Record; or
e. The request has been received and an additional period not exceeding 30 business days is necessary to complete a review of the request.

The requestor and each party in the case may seek review of the Custodian's reply under subsections 9(a)-(d) of this Local Rule of Judicial Administration within 10 business days of the mailing date of the Custodian's Reply. The Request For Review of Custodian's Reply shall be made on the form designated by the Administrative Office of Pennsylvania Courts. The Request For Review shall be considered by the judge(s) who presided over the case. However, if the Request For Review concerns a Magisterial District Court's decision, it shall be reviewed by the Special Court Administrator in accordance with 8(d) above.

10. Motions to Seal Court Records.

This Public Access Policy Local Rule in no way alters the ability and authority of the Court, upon application of a litigant or attorney or acting *sua sponte*, to seal a record or any portion of a record for reasons not inconsistent with the Policy of the Unified Judicial System of Pennsylvania.

11. Public Accessibility to Case Records.

Accessibility of all case record information by the public shall be governed by the attached Limits of Public Access Matrix. (Attached hereto as Exhibit 'C'). Please note that certain case record information is inaccessible, while other case record information may be publicly accessible at the courthouse but not accessible online.

FILED JM
2018 JUN 28 AM 9:20
OFFICE OF JUDICIAL SUPPORT

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 28 DAY OF June AD 2018
ANGELA MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

BY THE COURT:

Kevin F. Kelly **P.J.**

EXHIBIT "A"

CONFIDENTIAL INFORMATION FORM

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

_____ (Party name as displayed in case caption)

_____ Docket/Case No.

Vs.

_____ (Party name as displayed in case caption)

_____ Court

This form is associated with the pleading titled _____, dated_____,_____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of adult) OR This information pertains to a minor with the initials of ____ and the full name of _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 1 Alternative Reference: FAN 1 Alternative Reference: DLN 1 Alternative Reference: SID 1
_____ (full name of adult) OR This information pertains to a minor with the initials of ____ and the full name of _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 2 Alternative Reference: FAN 2 Alternative Reference: DLN 2 Alternative Reference: SID 2

THIS FORM IS CONFIDENTIAL

CONFIDENTIAL INFORMATION FORM

Additional page(s) attached. _____ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

_____ _____

Signature of Attorney or Unrepresented Party Date

Name: _____ Attorney Number: (if applicable) _____

Address: _____ Telephone: _____

_____ Email: _____

NOTE: **Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.**

Rev. 7/2018 **THIS FORM IS CONFIDENTIAL**

CONFIDENTIAL INFORMATION FORM

Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of adult) OR This information pertains to a minor with the initials of ____ and the full name of _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN ___ Alternative Reference: FAN ___ Alternative Reference: DLN ___ Alternative Reference: SID ___
_____ (full name of adult) OR This information pertains to a minor with the initials of ____ and the full name of _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN ___ Alternative Reference: FAN ___ Alternative Reference: DLN ___ Alternative Reference: SID ___

THIS FORM IS CONFIDENTIAL

CONFIDENTIAL INFORMATION FORM

Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers

2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.

3. Driver License Numbers

4. State Identification (SID) Numbers

5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.

6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

CONFIDENTIAL INFORMATION FORM

Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.C.P. No. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action

☐ Divorce, Annulment, Dissolution of Marriage ☐ Child Custody

☐ Support ☐ Paternity ☐ Protection from Abuse

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address:	Alternative Reference: AV 1 Address
	AV Employer's Name & Address:	Alternative Reference: AV 1 Employer's Name & Address
_____ Docket/Case No. of Protection Order	AV Work Schedule:	Alternative Reference: AV 1 Work Schedule
_____ Court/County	AV Other contact information:	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

Rev. 7/2018

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CONFIDENTIAL INFORMATION FORM

Abuse Victim Addendum

Additional page (if necessary)

Type of Family Court Action

☐ Divorce, Annulment, Dissolution of Marriage ☐ Child Custody

☐ Support ☐ Paternity ☐ Protection from Abuse

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Docket/Case No. of Protection Order	AV Work Schedule: _____	Alternative Reference: AV __Work Schedule
_____ Court/County	AV Other contact information:	Alternative Reference: AV __ Other contact information

Type of Family Court Action

☐ Divorce, Annulment, Dissolution of Marriage ☐ Child Custody

☐ Support ☐ Paternity ☐ Protection from Abuse

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Docket/Case No. of Protection Order	AV Work Schedule: _____	Alternative Reference: AV __Work Schedule
_____ Court/County	AV Other contact information:	Alternative Reference: AV __ Other contact information

THIS FORM IS CONFIDENTIAL

EXHIBIT "B"

CONFIDENTIAL DOCUMENT FORM

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

(Party name as displayed in case caption) _____ Docket/Case No. _____

Vs.

(Party name as displayed in case caption) _____ Court _____

This form is associated with the pleading titled _____, dated _____, _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian. **Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
☐ Financial Source Documents ☐ Tax Returns and schedules	
☐ W-2 forms and schedules including 1099 forms or similar documents	
☐ Wage stubs, earning statements, or other similar documents	
☐ Credit card statements	
☐ Financial institution statements (e.g., investment/bank statements)	
☐ Check registers	
☐ Checks or equivalent	
☐ Loan application documents	
☐ Minors' educational records	
☐ Medical/Psychological records	
☐ Children and Youth Services' records	
☐ Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
☐ Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
☐ Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

_____ _____
Signature of Attorney or Unrepresented Party Date

Name: _____ Attorney Number: (if applicable) _____

Address: _____ Telephone: _____

_____ Email: _____

Rev. 7/2018

CONFIDENTIAL
DOCUMENT FORM

Instructions for Completing the Confidential Document Form

The following documents are confidential and shall be filed with a court or custodian with the "Confidential Document Form":

1. Financial Source Documents as listed on the form
2. Minors' educational records
3. Medical/Psychological records are defined as "records relating to the past, present, or future physical or mental health or condition of an individual"
4. Children and Youth Services' records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.* A party's or attorney's failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

Rev. 7/2018

EXHIBIT "C"

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____

Rev. 7/2018

EXHIBIT "D"

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
Civil	Jurors Notes.	No Public Access. Collected and destroyed post-trial.	Pa.R.C.P. No. 223.2.
Commonwealth Court	Child Line Registry Cases.	No Public Access to documents in the case except Orders and Opinions wherein the court shall use initials of the minor child involved rather than full name.	Admin. Order No. 126 Misc. Docket No. 3 (February 8, 2013).
Criminal	Juror's Address.	No Public Access.	*Commonwealth v. Long*, 922 A.2d 892 (Pa. 2007).
Criminal	Sealed affidavit of probable cause for a search warrant.	No Public Access while sealed. The affidavit may not be sealed for more than 60 days unless an extension is received. Extensions may not be longer than 30 days, but an unlimited number of extensions are available. Public may access the affidavit after it has been unsealed.	Pa.R.Crim.P. 211.
Criminal	Unexecuted Search Warrant.	No Public Access until warrant is executed.	Pa.R.Crim.P. 212(A).
Criminal	Arrest Warrant Information.	A court may delay public access for good cause for up to 72 hours. In addition, a court may seal arrest warrant information for a longer period of time.	Pa.R.Crim.P. 513(C), Pa.R.Crim.P. 513.1.
Criminal	Motion filed by attorney for the Commonwealth to present the matter to an indicting grand jury and subsequent order.	No Public Access - the motion and order are sealed.	Pa.R.Crim.P. 556.2.

Subject Area	Record Description	Accessibility	Authority
Criminal	All indicting grand jury proceedings and related documents.	No Public Access. Disclosure may be granted to attorney for the Commonwealth, defendant in a criminal case, witnesses, law enforcement personnel, and upon motion when necessary.	Pa.R.Crim.P. 556.10
Criminal	Sealed indictments.	No Public Access.	Pa.R.Crim.P. 556.11(E).
Criminal	Sealed records concerning mental health experts.	No Public Access.	Pa.R.Crim.P. 569.
Criminal	Sealed written statements pertaining to protective orders.	No Public Access. The entire text of the statement shall be sealed and preserved in the records of the court to be made available to the appellate court(s) in the event of an appeal.	Pa.R.Crim.P. 573(F).
Criminal	Sealed plea agreement.	No Public Access.	Pa.R.Crim.P. 590.
Criminal	Juror qualification forms.	No Public Access.	Pa.R.Crim.P. 625(A)(3).
Criminal	Juror information questionnaires.	No Public Access. Questionnaires are retained in a sealed file and shall be destroyed upon completion of the jurors' service, unless otherwise ordered by the trial judge.	Pa.R.Crim.P. 632.
Criminal	Sealed verdict.	No Public Access.	Pa.R.Crim.P. 649.
Criminal	Notes taken by jurors.	No Public Access.	Pa.R.Crim.P. 644(B)(7).
Criminal	Pre-sentence reports and related psychiatric psychological reports.	No Public Access.	Pa.R.Crim.P. 703(A).

Subject Area	Record Description	Accessibility	Authority
Criminal	Records revealing the names of human trafficking victims.	No Public Access, unless otherwise ordered by a court in a prosecution involving a victim of human trafficking.	18 Pa.C.S. § 3019(a).
Criminal	Wiretap applications, final reports and orders.	No Public Access except upon showing of good cause before a court of competent jurisdiction.	18 Pa.C.S. § 5715.
Criminal	Names of minor victims of sexual or physical abuse.	No Public Access. Records revealing a victim's name are sealed. A minor victim who is 18 years of age or older at the time of the commencement of the prosecution may waive this protection and allow the court to release the name of the minor victim.	42 Pa.C.S. § 5988.
Domestic Relations	Information regarding the registration, filing of a petition for, or issuance of a protection from abuse in either the issuing or enforcing State.	No Public Access via internet publication, if such publication would be likely to publically reveal the identity or location of the protected party.	18 U.S.C. § 2265(d)(3).
Domestic Relations	Social security number of any individual subject to a divorce decree, support order, paternity determination, or acknowledgement of paternity, which is required in all records of those matters.	No Public Access.	23 Pa.C.S. § 4304.1(a)(3).

Subject Area	Record Description	Accessibility	Authority
Domestic Relations	Child Support Records	No Public Access, except for PACSES dockets, court orders and opinions.	42 U.S.C. §§ 654 (26)(A), 654a(d)(1)(A); 45 CFR §§ 303.21(c)-(d), 307.13(a)(1); 23 Pa.C.S. §4304.1(d); Sections 2.4 and 3.4 of the Cooperative Agreement.
Domestic Relations	(a) Subject to any inconsistent general rules and to the supervision and direction of the court, the domestic relations section shall have the power and duty to:... (10) Implement safeguards applicable to all confidential information received by the domestic relations section in order to protect the privacy rights of the parties, including:... (ii) prohibitions against the release of information on the whereabouts of one party or the child to another party against whom a protective order with respect to the former party or the child has been entered; and (iii) prohibitions against the release of information on the whereabouts of one party or the child to another person if the domestic relations section has reason to believe that the release of the information may result in physical or emotional harm to the party or the child.	No Public Access.	23 Pa.C.S. § 4305 (a)(10)(ii)-(iii).

Subject Area	Record Description	Accessibility	Authority
Domestic Relations	List of weapons ordered to be relinquished by the defendant in an action for protection from abuse.	No Public Access, except (A) upon an order of the court granted upon cause shown; (B) as necessary, by law enforcement and court personnel; or (C) after redaction of information listing any firearm, other weapon or ammunition.	23 Pa.C.S. § 6108(a)(7)(v).
Domestic Relations	All records pertaining to a confidential address for individuals participating in the Office of Victim Advocate's Address Confidentiality Program.	No Public Access, except for the substitute address provided by the Office of Victim Advocates.	23 Pa.C.S. § 6703(d); *see also* 23 Pa.C.S. § 5336(b)(1).
Juvenile Court	Juvenile Dependency and Delinquency records.	No Public Access; except as set forth in 42 Pa.C.S. § 6307, Pa.Rs.J.C.P. 160 and/or 1160, including with leave of court.	42 Pa.C.S. § 6307; Pa.Rs.J.C.P. 160, 1160.
Orphans' Court	Proceedings related to appointment of guardianship for incapacitated persons.	Shall be closed to the public upon request of the alleged incapacitated person or his counsel. After the individual's death his/her estate may access the record of the guardianship proceedings.	20 Pa.C.S. § 5511(a); *In re Estate of duPont*, 2 A.3d 516 (Pa. 2010).
Orphans' Court	Records required for foreign adoption decrees.	No Public Access unless a court order is granted upon good cause.	23 Pa.C.S. § 2908(F); Pa.O.C.R. 15.7.

Subject Area	Record Description	Accessibility	Authority
Orphans' Court	Adoption records.	No Public Access unless otherwise ordered.	23 Pa.C.S. § 2915; *see also* 23 Pa.C.S. § 2906; Pa.O.C.R. 15.7.
Orphans' Court (Family Court in Philadelphia County or Juvenile Court Section of Family Division in Allegheny County Pa.R.J.A. 2157)	Applications of a minor for judicial approval of decision to have an abortion, under the Abortion Control Act, as well as proceedings and the name of the minor.	No Public Access; sealed dockets, and documents shall be maintained in a closed file marked "confidential" and identified by case number only.	18 Pa.C.S. § 3206(f); Pa.O.C.R. 16.2 and 16.6. Note also Pa.R.J.A. No. 2157 and Pa.R.A.P. 3801.
General	For certain offenses graded as a misdemeanor of the second or third degree, any information relating to the conviction, arrest, indictment or other information leading to the conviction, arrest, indictment or other information.	No public access. The court shall not release the information to an individual, noncriminal justice agency or an internet website.	18 Pa.C.S. § 9122.1 and amends 18 Pa.C.S. § 9121.
General	Records concerning persons in treatment under the Mental Health Procedures Act.	Limited Public Access in compliance with the Mental Health Procedures Act and controlling case law.	50 P.S. § 7111.
General	Court documents, rules, or orders in Gaming Law proceedings.	Any party may request proceeding and record to be sealed if in best interest of any person or Commonwealth.	4 Pa.C.S. § 1518.2(b).
General	Proceedings and records involving juveniles charged with a summary offense before the minor judiciary, the Philadelphia Municipal Court or a Court of Common Pleas.	No Public Access.	42 Pa.C.S. §§ 6303(c), 6307(c), and 6336(g).

Subject Area	Record Description	Accessibility	Authority
General	Transcript of proceedings in the judicial districts within the Unified Judicial System.	A court may order the person preparing the transcript to redact confidential, personal and/or financial data and other identifiers and information listed in Section 7.0 of the Case Records Public Access Policy of the Unified Judicial System.	Pa.R.J.A. No 4014.

*Note this may not be a complete listing; the public and court staff are directed to consult federal and state statutes, court rules or case law.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

Local Rule of Judicial Administration	**Civil Docket No. 17-5120**
IN RE: Public Access Policy	**Criminal Docket No. MD-1545-17**

WHEREAS, the Pennsylvania Supreme Court has adopted a new Public Access Policy (the "Policy") of the Unified Judicial System of Pennsylvania: Case Records of Appellate and Trial Courts, which applies to all court records, including civil, family, criminal and orphans' court matters; and

WHEREAS, the Policy establishes uniform standards for all appellate and trial courts in responding to requests from the public for case records; and

WHEREAS, the Policy is built upon the principle that court records are open for inspection by the public while maintaining appropriate boundaries for the protection of individuals who come into the court system; and

WHEREAS, the Policy provides access protocols for sensitive information which might be found in case files, including the following:

1. Certain types of information set forth in Section 7.00 Confidential Information, such as Social Security Numbers, cannot be included in court filings, but instead must be identified to the court on a separate form, called a Confidential Information Form (the "CIF") and attached to the filing. The CIF is not available to the public. Alternatively, a court may require a party to file two versions of every document- a redacted and unredacted version. The unredacted version is not available to the public.

2. Certain documents set forth in Section 8.00 must be filed with a Confidential Document Form (the "CDF"), such as Financial Documents. While the CDF which describes the document is available to the public, the underlying document is not.

3. Certain cases are not accessible to the public because there is no method to ensure that all of the sensitive information contained in the case file can be redacted before permitting public access.

4. Certain Information is only accessible at the courthouse and not online.

EXHIBIT "E"

REQUEST FOR ACCESS FORM

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

DATE OF REQUEST: _____

REQUESTOR INFORMATION:

NAME: _____ DAYTIME TELEPHONE NUMBER: ( ) _____

ADDRESS: _____

_____

EMAIL ADDRESS: _____ FAX NUMBER: ( ) _____

REQUESTING CASE RECORD FROM:

☐ Supreme Court	☐ Superior Court	☐ Commonwealth Court
☐ Court of Common Pleas	☐ Philadelphia Municipal Court	☐ Magisterial District Court

DESCRIBE INFORMATION REQUESTED: (See instructions on following page)

Official Use Only *Date Received* _____	CHARGE _____	Comments
_____ *Tracking Number (if applicable)*	_____ Total Cost	

Rev. 7/2018

REQUEST FOR ACCESS FORM

INSTRUCTIONS FOR OBTAINING A CASE RECORD

1. A requestor shall identify or describe the record sought with specificity to enable the custodian to ascertain which record is being requested.

2. The completed form shall be submitted to the appropriate custodian. Incomplete forms may result in delayed access to the requested record.

3. The requestor may be charged reasonable fees for access to court records. Fees for duplication by photocopying or printing from electronic media or microfilm shall not exceed $0.25 per page, unless otherwise provided by applicable authority.

4. Requests will be completed as promptly as possible under the circumstances existing at the time of the request. If the custodian cannot fulfill the request promptly or at all, the custodian shall inform the requestor of the specific reason(s) why access to the information is being delayed or denied.

5. If a request is denied by the custodian, relief may be sought by filing a motion or application with the court for which the custodian maintains the records. If a request is denied by a magisterial district court, relief may be sought by filing an appeal with the president judge of the judicial district or the president judge's designee. If a request is denied by the Philadelphia Municipal Court, relief may be sought by filing a motion with the president judge of Philadelphia Municipal Court or the president judge's designee.

For Court Use Only

Your request was received on ___/___/___. In accordance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, please be advised that:

- ☐ this request is being returned to you because it does not contain sufficient information to evaluate your request. No further action will be taken unless you resubmit the request with additional information.
- ☐ the information/record does not exist.
- ☐ the information/record is not a case record as defined by the Policy.
- ☐ you have failed to properly complete the Request Form.
- ☐ Other _____

_____ _____

Signature **Date**

Rev. 7/2018

EXHIBIT "F"

REQUEST FOR CORRECTION OF CLERICAL ERRORS

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

Requestor Information:

Name: _____ Attorney No. (if applicable): _____

Address: _____ Phone Number: _____

_____ Email Address: _____

_____ Fax Number: _____

I am: ☐ A party to the case. ☐ An attorney for a party to the case.

Case caption of the case record:

_____

Docket number of the case record:

_____

Set forth in specificity the information that is alleged to be a clerical error, as defined in the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.* Attach additional sheets if necessary.

Set forth in specificity sufficient facts, including supporting documentation, that corroborates your allegation. Attach additional sheets if necessary.

I, _____, verify that the facts set forth in this form are true and correct to the best of my knowledge or information and belief. This statement is subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities.

Signature of Requestor: _____ Date: _____

NOTE: A request to correct a clerical error in a case record of the Supreme Court, Superior Court or Commonwealth Court shall be submitted to the prothonotary of the proper appellate court. A request to correct a clerical error in a case record of a court of common pleas, magisterial district court, or Philadelphia Municipal Court shall be submitted to the applicable custodian. You shall provide a copy of this completed form to all parties to the case.

Rev. 7/2018

REQUEST FOR CORRECTION OF CLERICAL ERRORS

For Custodian Use Only

Please be advised that your request was received on ___/___/___. In accordance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, please be advised that:

- ☐ the request does not contain sufficient information and facts to determine what information is alleged to be in error, and no further action will be taken on the request.
- ☐ the request does not concern a case record that is covered by this policy, and no further action will be taken on the request.
- ☐ a clerical error does exist in the case record and the information in question has been corrected.
- ☐ a clerical error does not exist in the case record.
- ☐ the request has been received and an additional period not exceeding 30 business days is necessary to complete a review of the request.

Comments:

Signature: _____ Date: _____

If an additional period of time not exceeding 30 business days was necessary to complete the review of the request, please be advised that:

- ☐ this request is being returned to you because it does not contain sufficient information to evaluate your request. No further action will be taken unless you resubmit the request with additional information.
- ☐ this request is being returned to you because it does not concern a case record. No further action will be taken on this matter.
- ☐ it was determined a clerical error existed in the case record, and the information has been corrected.
- ☐ it was determined a clerical error does not exist in the case record.

Comments:

Signature: _____ Date: _____

For Use by Requestor

Unless applicable authority requires otherwise, please follow the following procedure. This procedure cannot be used to correct alleged inaccuracies in orders and judgments. If you wish to seek review of the decision set forth above, please complete this section and submit this entire form to the custodian within 10 business days of the mailing date of the response. The custodian will submit the form to the judge(s) who presided over the case for review. If the request for review concerns a magisterial district court's decision, it shall be reviewed by the president judge or his/her designee.

I, _____, request that a review of the decision set forth above be made.

Signature: _____ Date: _____

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
ORPHANS' COURT DIVISION

FILE NO: 0068-2018

IN RE: AMENDMENTS TO THE REGISTER OF WILLS and CLERK OF ORPHANS' COURT DIVISION FEE SCHEDULES

ORDER

AND NOW, this 14th day of March, 2018, upon consideration of the Register of Wills' application to amend the Fee Schedule of the Register of Wills and Clerk of the Orphans' Court Division recognizing the most recently implemented use of video conferencing technology for taking witness testimony during hearings before the Register of Wills,[1] it is hereby **ORDERED** and **DECREED** that the Fee Schedules of the Register of Wills and Clerk of Orphans' Court Division previously adopted through such orders[2] **SHALL** be **AMENDED** to include a Video Conference Technology Fee of one hundred twenty-five ($125.00) dollars, **EFFECTIVE APRIL 10, 2018.**

Except to the extent amended by that set forth above, the original fee schedule orders dated January 31, 2007 (Nos. 83 and 84 – 2007), and those subsequent, salient such orders (Nos. 785 and 786 - 2009 and 467 - 2014) **SHALL** in **ALL** other material respects remain as past entered.

BY THE COURT:

Kevin F. Kelly P.J.

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
CHIEF DEPUTY REGISTER OF WILLS
AND CLERK OF ORPHANS' COURT DIVISION
MAR 20 2018

[1] Anyone seeking to present witness testimony via video conferencing **SHALL** make a timely application in advance of the hearing detailing with sufficient specificity the underlining basis (*E.g.* Witness's medical circumstances) which the Register of Wills on review may in the reasoned exercise of her or his discretion for good cause allow.

[2] Per two (2) orders dated January 31, 2007, the Register of Wills and Clerk of Orphans' Court Division Fees were adopted by then President Judge Edward J. Zetusky, Jr. *See* Orders dated January 31, 2007, Nos. 83 and 84 – 2007.

President Judge Joseph P. Cronin, Jr. entered two (2) orders on December 7, 2009, the first directing the Orphans' Court Computerization Fee to be charged at a rate of fifteen dollars and fifty cents ($15.50), while the second set the Register of Wills Automation Fee also at fifteen dollars and fifty cents ($15.50). *See* Orders dated December 7, 2009, Nos. 785 and 786 - 2009.

On July 15, 2014, President Judge Chad F. Kenney amended President Judge Zetusky's January 31, 2007, orders to reflect the JCS Fee as thirty-five dollars and fifty cents ($35.50), effective August 8, 2014. *See* Order dated July 15, 2014, No. 467 - 2014.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Newspaper Examining Board : NUMBER: 12-5040
:
:

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 2nd day of **March, 2017**, it is hereby **ORDERED** and **DECREED** that the following individuals are appointed by this Court to serve on the Newspaper Examining Board for a period of one (1) year effective March 19, 2017:

Honorable Barry C. Dozor
Gerald C. Montella, Esquire
Angela Martinez, Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

CC: Honorable Barry C. Dozor
Gerald C. Montella, esquire
Angela Martinez, Esquire

FILED
2017 MAR -7 PM 1:01
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Mental Health Hearing Examiners : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 17th day of **January, 2017**, it is hereby **ORDERED** and **DECREED** that the following individual is appointed by this Court to serve as Mental Health Examiner for a period of one (1) year at $40.00 per hearing effective January 1, 2017:

Stephen C. Miller, Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2017 JAN 19 AM 9:08
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Mental Health Hearing Examiners : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 9th day of **January, 2017**, it is hereby **ORDERED** and **DECREED** that the following individuals are reappointed by this Court to serve as Mental Health Examiners for a period of one (1) year at $40.00 per hearing effective January 1, 2017:

Eugene A. Bonner, Esquire
Michael S. Dugan, Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2017 JAN -9 PM 2:26
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Appointment to the Prison Board Of Delaware County, Pennsylvania : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 9th day of **January, 2017**, it is hereby **ORDERED** and **DECREED** that the following individuals are appointed by this Court to serve on the Prison Board of Delaware County for one (1) year beginning January 13, 2017 and expiring on January 13, 2018:

James F. Shields
Thomas Danzi
Edward T. Lawlor, Jr., Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2017 JAN -9 PM 2:26
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: JURISDICTION FOR CASES BROUGHT BY CSX RAILROAD POLICE	:	MD Number: 411-16
	:	
	:	Civil – 12-5040

ORDER

AND NOW, this 6th day of **January, 2017**, it is **ORDERED** and **DECREED** pursuant to Rule 605 of the Rules of Judicial Administration, Rule 112 of the Rules Governing Standards of Conduct of Magisterial District Judges, and Rules 130, 131, 132 and 133 of the Rules of Criminal Procedure, promulgated by the Supreme Court of Pennsylvania, that Magisterial District Judge Vincent D. Gallagher, District Court 32-1-30 shall have concurrent jurisdiction for all cases brought by the CSX Railroad Police.

This Order vacates this Court's Order dated December 29, 2016, titled incorrectly as "Counseling and Anger Management Program for the City of Chester."

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED
2017 JAN -9 PM 3:08
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO PA

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 9 DAY OF Jan AD 2017
ANGELA MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: COUNSELING AND ANGER MANAGEMENT PROGRAM FOR THE CITY OF CHESTER	:	DOCKET NUMBER 12-5040

ORDER

AND NOW, this 25th day of October, A.D., 2016 it is ORDERED and DECREED that Magisterial District Judge Wilden H. Davis, District Court 32-1-20, Magisterial District Judge Dawn L. Vann, District Court 32-1-21, and Magisterial District Judge Spencer B. Seaton, Jr., District Court 32-1-22 are hereby authorized to refer any cases involving only Summary Offenses to The Empowerment Resurrection Center of Chester, PA for Counseling and/or Anger Management Services, with the costs to be paid by the Defendant.

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2016 OCT 26 AM 8:59
OFFICE OF JUDICIAL SUPPORT DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: BOARD OF VIEW COMPENSATION : No. 12-5040

ADMINISTRATIVE ORDER

AND NOW, this 25th day of October, 2016, it is hereby **ORDERED** and **DECREED** that the individuals appointed to the Board of View shall be compensated in the following manner:

1) Each Board of View member shall receive one hundred dollars ($100.00) for each quarterly meeting;
2) Each Board of View member who is an attorney shall receive two hundred and fifty dollars ($250.00) for each half day of service and five hundred dollars ($500.00) for each full day of service;
3) Each Board of View member who is not an attorney shall receive two hundred dollars ($200.00) for each half day of service and four hundred dollars ($400.00) for each full day of service.

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED UM
2016 OCT 26 AM 8:59
OFFICE OF JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: PA RJA No. 509. ACCESS TO FINANCIAL RECORDS UNDER THE PENNSYLVANIA RIGHT TO KNOW LAW	:	No. 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **30th** day of **September, 2016**, upon notice of the Supreme Court, and upon the promulgated Pennsylvania Rule of Judicial Administration 509, Access to Financial Records and Act 3 of 2008, known as the Pennsylvania Right to Know Law, it is hereby **ORDERED** and **DECREED** the District Court Administrator is hereby appointed as the records manager for purposes of reviewing and determining the applicability of public access to financial records under PA.RJA 509 for the Delaware County Court of Common Pleas and its judicial agencies, where applicable. The term "financial records" is defined as any account, contract, invoice or equivalent dealing with: 1) the receipt or disbursement of funds appropriated to the system; or 2) acquisition, use or disposal of services, supplies, materials, equipment or property secured through funds appropriated to the system. All financial records are accessible to the public except those Common Pleas Court and/or judicial agency records which are not "financial records" or enumerated under Pa. RJA 509 (b).

The records manager or judicial agency, where applicable, shall not be required to create financial records which do not currently exist or to compile, maintain, format or organize such records in a manner in which the records are not currently compiled, maintained, formatted or organized.

Upon receipt of a request for records, the records manager shall respond within ten (10) business days pursuant to Pa. RJA 509 (4). Reasonable costs incurred in providing public access to records may be incurred as well as prepayment of estimated of fees associated with the request under Pa RJA 509 (d).

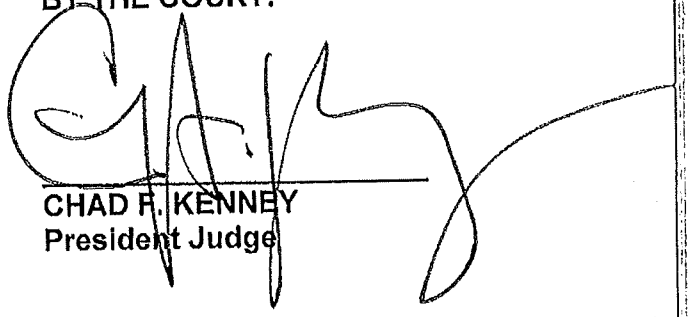
If the records manager or judicial agency denies a written request for access under Pa. RJA 509, the denial may be appealed in writing within fifteen (15) business days of the mailing date of the written response by the records manager or judicial agency, where applicable, under Pa RJA 509 (5).

The Honorable Kathrynann W. Durham is designated to make a determination within twenty (20) business days of the receipt by the designated judge of any written appeal by the requestor pursuant to Pa. RJP 509 (5). A copy of the written appeal shall be served upon the records manager on the date of submission to the designated judge.

Should a conflict exist with either the records manager or judicial designee, the President Judge shall designate a substitute as needed.

Any further appeal shall be subject to Chapter 15, Judicial Review of Governmental Determinations, of the Pennsylvania Rules of Appellate Procedure.

BY THE COURT:



CHAD F. KENNEY
President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In Re: Practice of Law by and Qualifications of Law Clerks Employed In the Unified Judicial System of Pennsylvania	: : :	No. 411-16

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 3RD day of ~~September~~ OCTOBER, 2016, upon consideration of Pennsylvania Rule of Judicial Administration No. 438 and the President Judge Administrative Order of December 21, 2015, it is hereby **ORDERED** and **DECREED**, the Court of Common Pleas of Delaware County, 32nd Judicial District, pursuant to Pennsylvania Rule of Judicial Administration No. 702, that a new section titled "Internal Management Section" is hereby created and any attorney appointed to this section who serves as a law clerk in said section is prohibited from practicing law before the President Judge under whom the individual serves.

BY THE COURT:

Chad F. Kenney
President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In RE: **Appointment to the Board of View**	:	Number: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 22nd day of **September, 2016**, it is hereby **ORDERED** and **DECREED** that the following individual is appointed as a member of the Board of Viewers in and for Delaware County, Pennsylvania for three (3) years beginning September 22, 2016 to May 1, 2019:

Realtor: Steven M. Eckell

The said appointed individual shall file his Oath of Office with the Office of Judicial Support before proceeding in performance of the duties of his office.

FILED JM
2016 SEP 22 PM 2:46
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

BY THE COURT:

CHAD F. KENNEY
President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Mortgage Foreclosure Hotline Program : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 10th day of August, 2016, it is hereby ORDERED that the Mortgage Foreclosure Hotline Pilot Program is extended until the 31th day of August, 2017 and shall expire on that date unless otherwise extended by this Court.

In all other respects, this Court reaffirms and republishes its Administrative Order dated September 17, 2009, attached hereto.

BY THE COURT:

CHAD F. KENNEY
President Judge

CERTIFIED A TRUE AND CORRECT COPY FROM THE RECORD
THIS 11th DAY OF August A.D. 2016
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

JUDICIAL SUPPORT
DELAWARE CO. PA.
2016 AUG 11 PM 2:23
FILED

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: MORTAGE FORECLOSURE HOTLINE PROGRAM

NO: 09-10910

ADMINISTRATIVE ORDER

AND NOW, this 17TH day of September, 2009, it is hereby ORDERED and DECREED as follows:

1. The Court finds that the number of mortgage foreclosure actions which are being Filed and which will be filed in the future requires and will require the Expenditure of substantial judicial resources.

2. The Court, in the exercise of its powers to manage the business of the courts does hereby adopt the Mortgage Foreclosure Hotline Pilot Program herein set forth as follows:

MORTGAGE FORECLOSURE HOTLINE PILOT PROGRAM

1. In all Actions in Mortgage Foreclosure that involve residential real estate that are occupied as the principal residence of the defendant(s) and are filed with the Office of Judicial Support and received by the Sheriff's Office on or after October 1, 2009, the Sheriff of Delaware County shall serve the Notice of Foreclosure Hotline Program (hereinafter "Notice"). A copy of the Notice is attached hereto as Exhibit A.

2. The Notice need not be served at any other address by the Sheriff other than at the property that is the subject of the Action in Mortgage Foreclosure (hereinafter the "Property").

3. The Sheriff shall note on the top of the Notice the date of service immediately prior to serving it upon the party being served, and the Sheriff's Return of Service of the

Complaint and Notice shall be filed with the Office of Judicial Support.

4. The Owner of the Property has thirty (30) days from the date of service of the Complaint and Notice to call the Save Your Home Hotline, as set forth on the Notice, to discuss a loan resolution option regarding the Property with a Housing Counselor. If the Owner fails to call the Save Your Home Hotline within thirty (30) days of service of the Notice, the owner will not be eligible for any Court-sanctioned delay of the Mortgage Foreclosure Action under this program.

5. The Housing Counselor, upon receipt of the call from the Owner, shall immediately notify Plaintiff's Counsel by facsimile or email, by sending a completed Notification of Hotline Contact ("Notification") to Plaintiff's Counsel. If more than 25 days has passed since the date of service as noted on the top of the Notice, the Housing Counselor or Owner shall also telephone Plaintiff's Counsel to inform Plaintiff's Counsel that the Notification was forwarded. A copy of the Notification is attached hereto as Exhibit "B".

6. The Owner must furnish all of the information and documents required by the Housing Counselor in sufficient time for the Housing Counselor to prepare and submit a proposal to the Plaintiff within 30 days of the initial call to the Housing Counselor.

7. If the Certification, in the form attached hereto as Exhibit "C", and the proposal package prepared by the Housing Counselor is not received by the Plaintiff's Counsel within 30 days of the initial call to the Housing Counselor, the Plaintiff may proceed with its Action in Mortgage Foreclosure in accordance with the Pennsylvania Rules of Civil Procedure (Pa. R.C.P.) and the Delaware County Local Rules of Procedure.

8. Plaintiff may not send a Pa. R.C.P. Rule 237 Notice until 31days from the date of service of the complaint or, if the Owner calls the Housing Counselor within 30 days of the

service of the complaint; 31 days from the initial call to the Housing Counselor by the Owner.

9. This Administrative Order shall apply to all Actions filed on or after the first day of October, 2009 and shall expire, unless otherwise extended by the court, on the 30th day of July, 2010.

BY THE COURT:

JOSEPH P. CRONIN JR. P. J.

Exhibit A.

[COURT SEAL OR SHERIFF'S SEAL OR BOTH]

Important Notice

Date of Service of this Notice:_____
(to be completed by the Sheriff's Deputy upon Service of Complaint)

Under a new Pilot Program sponsored by the Court of Common Pleas of Delaware County and the Sheriff of Delaware County, you may be eligible to get help with your Mortgage.

Call the Save Your Home Hotline at 800-989-2227

To be eligible for any stay, you must be the owner or an heir to a deceased owner of the property which is the subject of the Action of Mortgage Foreclosure and you must occupy the property which is the subject of this Action of Mortgage Foreclosure as your principal residence.

You will discuss your mortgage foreclosure with an independent and professional Housing Counselor who will work with you to review your finances and work with your lender to try and resolve the mortgage foreclosure action. The Housing Counselor is available to you AT NO CHARGE. Once you call this number, the Housing Counselor will contact the lender's attorney and the Court sanctioned thirty (30) day delay of the Action in Mortgage Foreclosure will go into effect, all you have to do is call.

You can have the Action of Mortgage Foreclosure delayed for up to thirty (30) days so that you can participate in a conference with your Housing Counselor and submit a loan resolution proposal to the lender and their attorney. This may assist you in saving your home from foreclosure.

Call the Save Your Home Hotline at 800-989-2227

Make this call today to save your home. If you do not call within thirty (30) days from the day this notice has been served on you or a member of your household by the Sheriff, you may not be eligible for this program, but you may have other legal ways to delay the foreclosure action.

IF YOU DECIDE TO USE THE SERVICES OF THE HOUSING COUNSELOR MADE AVAILABLE BY THIS PROGRAM, YOU SHOULD NOTE THAT THE SOLE PURPOSE OF THIS PROGRAM IS TO PROVIDE INFORMATION AND ASSISTANCE IN YOUR DESIRE TO MAKE ARRANGEMENTS WITH YOUR LENDER FOR THE MUTUAL RESOLUTIONOF YOUR INDEBTEDNESS. THIS IS A PUBLIC SERVICE PROGRAM AND IS NOT IN ANY WAY A PROGRAM TO PROVIDE YOU WITH LEGAL ADVICE OR LEGAL SERVICES OF ANY KIND. NEITHER THE HOUSING COUNSELOR NOR ANY PERSON OR ENTITY ASSOCIATED WITH THE PROGRAM IS PROVIDING OR WILL PROVIDE YOU WITH ANY INFORMATION OR ADVICE CONCERNNG ANY LEGAL REMEDIES, LEGAL PROCEDURES, OBJECTIONS OR DEFENSES TO THE CLAIM AGAINST YOU. THE PROGRAM AND ANY PERSON OR ENTITLY ASSOCIATED WITH IT DOES NOT AND WILL NOT PROVIDE YOU WITH AN ATTORNEY OR LEGAL REPRESENTATION OF ANY KIND.

Exhibit B

Plaintiff,	:	NO.
v.	:	
Defendant	:	

DELAWARE COUNTY MORTGAGE FORECLOSURE HOTLINE PILOT PROGRAM

NOTIFICATION OF HOTLINE CONTACT

The Defendant(s) called the DELAWARE COUNTY MORTGAGE FORECLOSURE HOTLINE on _____.

The Defendant(s) advised who advised our agency that they occupy the property as their principal residence,

Accordingly, the Defendants have qualified for a thirty (30) day stay of proceedings. The stay expires on _____(date).

The Defendant(s) is/are scheduled to attend a Housing Counseling appointment on_____.

Consumer Credit Counseling Agency
of the Delaware Valley

_____
Assigned Counselor Contact Name:

Phone Number:
Fax Number:
Email Address:

Exhibit C

Plaintiff, : NO.

v. :

Defendant :

CERTIFICATION OF HOTLINE CONTACT

1. I am the owner or an owner or an heir to a deceased owner of the property known as: Premises Address: _____
   _____
2. I live in the property identified above;
3. This property is my principal residential property;
4. A Complaint in Mortgage Foreclosure has been filed against me;
5. I/we understand that the stay of foreclosure proceedings under the Delaware County Pennsylvania Foreclosure Program expires thirty (30) days after I/we have called the Save Your Home Hotline.
6. The undersigned verifies that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S. 4904 relating to unsworn falsification to authorities.

Date:_____

_____
Signature of Defendant
Phone Number:
Mobile Number:
Fax Number:
Email Address:

Date of Service of Complaint:_____

Date of Hotline Contact: _____

Date of Credit Counseling Appointment:_____

Assigned Counselor Contact Information:
Phone
Fax:
Email:

COURT OF COMMON PLEAS OF DELAWARE COUNTY

A.R.D. Administrative Procedure 80124-98

DUI Cases

Docket No. MD 29-2016

ADMINISTRATIVE ORDER

And Now, this 19th day of May, 2016, it is hereby ORDERED and DECREED that A.R.D. Administrative Guidelines procedure 80124-98 is hereby vacated and repealed. This rule is hereby replaced with the below procedures and requirements effective thirty (30) days after publication in the Pennsylvania Bulletin.

1) Each person charged with a Driving Under the Influence Offense in the County of Delaware is required to complete the Court Reporting Network (CRN) Evaluation under the direction of Court Diagnostic Services exclusively in the County of Delaware on each and every DUI Offense.

2) Each defendant convicted of Driving Under the Influence in the County of Delaware or admitted to the A.R.D. Program is required to complete the Community Services Hours, if ordered, and the Track 1 or Track 2 Alcohol Highway Safety Educational Classes (1st and 2nd offenses) in the County of Delaware. Defendants, who reside outside of the Philadelphia Metropolitan Area, may be allowed to complete the above requirements in their home county, provided documentation is provided by the supervising county to the County of Delaware attesting to the successful completion thereof. The Philadelphia Metropolitan Area is defined as Philadelphia, Chester, Montgomery, and New Castle Counties.

3) Each defendant who is required to complete DUI outpatient treatment may complete the treatment at a licensed drug and alcohol treatment facility in his or her home county or state, as long as the defendant executes the appropriate HIPAA releases to allow the treatment facility to provide admittance and completion requirements prior to registration and updated treatment information where required by the County of Delaware Office of Probation and Parole.

BY THE COURT:

CHAD F. KENNEY
President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In RE: **Appointment to the Board of View** : Number: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of **May, 2016**, it is hereby **ORDERED** and **DECREED** that the following individual is appointed as a member of the Board of Viewers in and for Delaware County, Pennsylvania for three (3) years beginning May 1, 2016 to May 1, 2019:

Realtor: Patti Rodgers Morrisette

The said appointed individual shall file her Oath of Office with the Office of Judicial Support before proceeding in performance of the duties of her office.

BY THE COURT:

CHAD F. KENNEY
President Judge

COURT OF COMMON PLEAS OF DELAWARE COUNTY

Establishing Uniform Rules Regarding Taking of Photographs, Video or Motion Pictures of Judicial Proceedings or in the Hearing Room, Courtroom or Its Environs; MD-~~11-16~~ 29-2016

ADMINISTRATIVE ORDER

And Now, this ~~11th~~ 24 *day of* ~~February,~~ March *2016,*

It is Ordered:

1) No sound recording, photograph, video recording or motion picture may be made or taken of any judicial proceeding or in any hearing room or courtroom, without the prior permission of the President Judge, the presiding judge, the presiding hearing officer or the designee of the presiding judge or the presiding hearing officer.

2) All electronic devices, including cell phones, tablets, laptops, and cameras, shall be powered off (not simply muted) in all hearing rooms, and courtrooms unless permission to activate such device has been first obtained from the presiding judge, the presiding hearing officer or the designee of the presiding judge or the presiding hearing officer.

3) No photograph, video recording or motion picture of any witness, juror or police officer connected to a pending judicial proceeding may be taken or made in the courthouse or in any building housing a courtroom or hearing room, whether or not the court is actually in session, without the prior permission of the presiding judge, the presiding hearing officer or the designee of the presiding judge or the presiding hearing officer.

4) The transmission of any conversation or testimony taken by any electronic means during any judicial proceeding without the prior permission of the presiding judge, or the presiding hearing officer is strictly prohibited.

5) Violation of this Order may constitute contempt of court and result in the confiscation of such device, the deletion of any offending data or material on such device, the imposition of a fine of up to $1,000.00 and/or imprisonment of up to six (6) months.

6) The presiding judge or the presiding hearing officer or his/her designee, are authorized to enforce this Order, including taking immediate possession of any offending device.

7) Any device confiscated pursuant to this Order that is not claimed by its lawful owner within seven (7) business days of such confiscation shall be deemed forfeited to the County of Delaware.

BY THE COURT:

Chad F. Kenney
President Judge

2016 MAR -2 PM 1:59

[Pa.B. Doc. No. 15-2099, Filed for public inspection February 11, 2016]

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Newspaper Examining Board : NUMBER: 12-5040
:
:

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 8th day of March, 2016, it is hereby ORDERED and DECREED that the following individuals are appointed by this Court to serve on the Newspaper Examining Board for a period of one (1) year effective March 19, 2016:

Honorable Barry C. Dozor
Gerald C. Montella, Esquire
Angela Martinez, Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

CC: Honorable Barry C. Dozor
Gerald C. Montella, esquire
Angela Martinez, Esquire

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Mental Health Hearing Examiners : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 23rd day of February, 2016, it is hereby ORDERED and DECREED that the following individual is appointed by this Court to serve as Mental Health Examiner effective February 17, 2016:

Michael S. Dugan, Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2016 FEB 24 PM 4:05
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

DUI Cases

Court of Common Pleas of Delaware County
Criminal Law
Docket No.

MD 411-16

ORDER

And Now, to wit, this 5th day of February, 2016, it is hereby Ordered and Decreed as follows:

1. Each person charged with a Driving Under the Influence Offense in the County of Delaware is required to complete the Court Reporting Network (CRN) Evaluation under the direction of Court Diagnostic Services exclusively in the County of Delaware on each and every DUI Offense.

2. Each defendant convicted of Driving Under the Influence in the County of Delaware or admitted to the ARD Program is required to complete the Community Service Hours, if ordered, and the Track 1 or Track 2 Alcohol Highway Safety Educational Classes (1st and 2nd offenses) in the County of Delaware. Defendants, who reside outside of the Philadelphia Metropolitan Area, may be allowed to complete the above requirements in their home county, provided documentation is provided by the supervising county to the County of Delaware attesting to the successful completion thereof. The Philadelphia Metropolitan Area is defined as Philadelphia, Chester, Montgomery, and New Castle Counties.

3. Each defendant who is required to complete DUI outpatient treatment may complete the treatment at a licensed drug and alcohol treatment facility in his or her home county or state, as long as the defendant executes the appropriate HIPPA releases to allow the treatment facility to provide admittance and completion requirements prior to registration and updated treatment information where required by the County of Delaware Office of Probation and Parole.

By the Court,
Chad F. Kenney,
President Judge

FILED
2016 FEB -8 PM 2:38

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Appointment to the Prison Board Of Delaware County, Pennsylvania : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of January, 2016, it is hereby ORDERED and DECREED that the following individuals are appointed by this Court to serve on the Prison Board of Delaware County for one (1) year beginning January 13, 2016 and expiring on January 13, 2017:

James F. Shields
Thomas Danzi
Edward T. Lawlor, Jr., Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM.
2016 JAN -7 AM 8:55
OFFICE OF JUDICIAL SUPPORT DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Mental Health Hearing Examiners : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 4th day of January, 2016, it is hereby ORDERED and DECREED that the following individuals are reappointed by this Court to serve as Mental Health Examiners for a period of one (1) year at $40.00 per hearing effective January 1, 2016:

Eugene A. Bonner, Esquire
Stephen C. Miller, Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2016 JAN -7 AM 8:54
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLANIA

In RE: Practice of Law By and Qualifications of Law Clerks Employed in the Unified Judicial System of Pennsylvania to Law Clerks	:	Number: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **21st** day of **December, 2015**, upon notice from the Pennsylvania Supreme Court and pursuant to the Court's *Per Curiam* Orders of December 11, 2014, and December 21, 2014, it is hereby **ORDERED** and **DECREED** that all law clerks employed in the Delaware County Court of Common Pleas shall provide written notice on or before January 7, 2016 to the Judge to whom they serve, and the President Judge, advising of any outside employment or commercial activities in advance of said activities for the year. Each law clerk shall provide said written notice to the Judge to whom they serve and the President Judge on or before January 7th of every year. Each law clerk shall further include a statement in the written notice, that he or she, is either a member of the Bar of Pennsylvania, or received an earned Bachelor of Laws or Juris Doctor degree from a law school that was an accredited law school at the time the law clerk matriculated or graduated. All law clerks are prohibited from appearing as counsel in the Section of the Court in which the Judge by whom they serve is assigned.

BY THE COURT:

CHAD F. KENNEY
President Judge

OFFICE OF JUDICIAL SUPPORT DELAWARE CO. PA.
2015 DEC 23 AM 9:14
FILED JM

CC: Board of Judges
Beth Rolette, Director of Internal Management
Gerald C. Montella, Esq., District Court Administrator
Thomas B. Darr, Court Administrator of Pennsylvania

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In RE: Practice of Law by and Qualifications of Law Clerks Employed in the Unified Judicial System of Pennsylvania : No.: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **21st** day of **December, 2015**, upon consideration of Pennsylvania Rule of Judicial Administration No. 438, it is hereby **ORDERED** and **AFFIRMED**, the Court of Common Pleas of Delaware County, 32nd Judicial District, pursuant to Pennsylvania Rule of Judicial Administration No. 702 consists of two (2) formal Divisions, Trial and Orphans' Court, has and will continue to process cases and assign Trial Judges and staff to the following Sections within the Trial Division, until further Order of Court:

Criminal
Civil
Family
Juvenile
Motion- Hearing

By further Order of this Court, law clerks employed by Delaware County are prohibited from appearing as counsel in the Section of the Trial Division in which the Judge by whom they are employed serves. A law clerk in the Orphans' Court Division is prohibited from practicing law in the Division in which the Judge by whom they are employed serves.

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2015 DEC 23 AM 9:14
OFFICE OF JUDICIAL SUPPORT
DELAWARE CO. PA

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Language Access Plan In Accordance with Title VI of the Federal Civil Rights Act	: : :	NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 8th day of December, 2015, upon notice from the Pennsylvania Supreme Court and pursuant to Title VI of the Civil Rights Act it is hereby ORDERED and DECREED that Lindsay N. Wolf is appointed the Language Access Coordinator for the 32nd Judicial District, Delaware County, Pennsylvania.

BY THE COURT:

CHAD F. KENNEY
President Judge

CC: Gerald C. Montella, Esquire, District Court Administrator
Lindsay N. Wolf, Deputy District Court Administrator
Zygmont A. Pines, Court Administrator of Pennsylvania
Mary Vilter, Esquire

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Cases Involving the Law Firm of Simon and Simon	:	**NUMBER: 12-5040**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 3rd day of **December, 2015**, it is hereby **ORDERED** that in all cases listed for Arbitration Hearings in which the Law Firm of Simon and Simon, P.C., or any of its attorneys represent any party, no continuance of an Arbitration Hearing is to be granted without the approval of the President Judge.

It is further **ORDERED** that if it is determined that the reason for a requested continuance of an Arbitration Hearing is due to the failure of the Simon firm and its attorneys to comply with the applicable Rules of Civil Procedure regarding discovery, dismissal of the action, sua sponte, may occur.

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED
2015 DEC -4 PM 12:10
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO., PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Constable Advisory Board for 32nd Judicial District : Number: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 17th day of **July, 2015**, it is hereby **ORDERED** and **DECREED** that the following individuals are appointed by this Court to serve on the Constable Advisory Board for 32nd Judicial District for two (2) beginning July 1, 2015 and expiring on July 1, 2017:

Honorable Kevin F. Kelly (Chairman)
Constable Gerry Bosch
Constable Fred Contino (ad hoc non-voting member of Committee)
Magisterial District Judge David R. Griffin
Charles E. McDonald, Esquire, Administrator
Joan E. Vanhorn, First Assistant Administrator
Ruthann Flore, Criminal Court Administrator

Members for the Advisory Board to be appointed are as follows:

Representative of the Office of District Attorney
Representative for County Council
Representative for the Constable Transport Team
Representative for the Prison

BY THE COURT:

CHAD F. KENNEY
President Judge

2015 JUL 21 AM 9:46

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

IN RE: Constable Advisory Board for 32nd Judicial District : Number: 12-5040

ORDER

AND NOW, this **29th** day of **June, 2015**, pursuant to the Court's authority to supervise the "performance of constable duties for the Courts" 42 Pa. C.S. 7102, it is **ORDERED** that effective July 1, 2015, there shall be a Constable Advisory Board for the Thirty Second Judicial District to recommend policies on duties, requirements, organization, training, responsibilities, ethics and discipline of all persons performing Constable duties.

The Board shall consist of nine (9) members appointed to two (2) year terms as follows:

1. A Common Pleas Court Judge as designated by the President Judge. The designated Judge shall be Chair of the Committee;
2. A Constable as designated by the President of the Constable Association;
3. Two Magisterial District Justice Administrators as designated by the President Judge;
4. A representative of the Office of the District Attorney as designated by the District Attorney;
5. A Criminal Court Administrator as designated by the President Judge;
6. A representative for county government as designated by County Council;

7. A representative for the Constable Transportation Team as selected by the Chief of the Park Police;

8. A representative for the prison as selected by the Prison Superintendent

The Board shall meet at least quarterly and at the call of the Chair or the Court.

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED
2015 JUN 29 PM 2:06
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 29 DAY OF June A.D. 2015
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: CONSTABLE PETER A. INNAURATO	:	MISCELLANEOUS DOCKET NUMBER: 12-5040
	:	
	:	13-2245

ORDER

AND NOW, this **28th** day of **May, 2015** it is hereby **ORDERED** and **DECREED** that **Constable PETER A. INNAURATO** is prohibited from performing the duties of a Constable in the Thirty-Second Judicial District, Delaware County, Pennsylvania.

It is further **ORDERED** and **DECREED** that all warrants and civil process in the possession of **Constable PETER A. INNAURATO** shall be returned to the issuing Magisterial District Court immediately.

It is further **ORDERED** and **DECREED** that all warrants and civil process issued to **Constable PETER A. INNAURATO** shall be marked as "recalled" by the issuing Magisterial District Court immediately. Such warrants and civil process may be re-issued to another qualified Constable.

It is further **ORDERED** and **DECREED** that no payments for the service of warrants and civil process shall be made to **Constable PETER A. INNAURATO** unless approved by Order of this Court.

It is further **ORDERED** and **DECREED** that Office of Administration for Magisterial District Courts shall provide a copy of this ORDER to **Constable PETER A. INNAURATO** and to all Magisterial District Courts in the Thirty-Second Judicial District, Delaware County, Pennsylvania immediately.

It is further **ORDERED** and **DECREED** that this ORDER shall remain in effect until rescinded by Order of this Court.

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2015 MAY 28 PM 4:08
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 28 DAY OF May 2015
ANGELA L. MARTINEZ
OFFICE OF JUDICIAL SUPPORT

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Mandatory Pre-Sentence DUI Assessments	: : :	**NUMBER: 12-5040**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **9th** day of **December, 2014**, on consideration of the Pennsylvania Supreme Court's most recent opinion, *Commonwealth v. Taylor*, ____ A.3d ____, WL6491613 (Pa. 2014) (Mandatory pre-sentence assessments) and as is necessary to promote the continued orderly and efficient operations of the Thirty-Second Judicial District's criminal justice system salient to Driving Under the Influence matters, it is hereby **ORDERED** and **DECREED** that all defendant's charged with Driving Under the Influence, 75 Pa.C.S. §3802, **SHALL** as a non-monetary bail condition timely undergo a Court Reporting Network (CRN) evaluation and/or a full assessment for alcohol and drug addiction. *See* 75 Pa.C.S. §§3804(a)(b)(c)(d), 3807(b), 3814(1)(2), 3815, and 3816(a)(b). *See also* Pa.R.Crim.P. 523(A)(1)(8), 524(C)(2), 526(A)(2), and 527(A)(3).

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2014 DEC 10 AM 9:58
OFFICE OF JUDICIAL SUPPORT DELAWARE CO. PA.

CERTIFIED A TRUE AND CORRECT COPY FROM THE RECORD
THIS 10th DAY OF Dec A.D. 2014
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Appointment to the Prison Board Of Delaware County, Pennsylvania : NUMBER: 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 27th day of May 2014, it is hereby ORDERED and DECREED that the following individual is appointed by this Court to serve on the Prison Board of Delaware County effective May 27, 2014 and expiring on January 13, 2015:

Edward T. Lawlor, Jr., Esquire

BY THE COURT:

CHAD F. KENNEY
President Judge

FILED JM
2014 JUN -4 PM 4:09
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
ORPHANS' COURT

Accountings of Trusts Related To Cemeteries	:	No.: 326-2014

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **12th** day of **May, 2014**, upon consideration of 9 Pa. C.S.A. §308 which provides, inter alia, that the Trustees are to regularly file Accountings of Trusts related to cemeteries in the Court of Common Pleas in the county wherein the Trust is situated, and 9 Pa. C.S.A. §308(a) further providing that notice shall be given to the parties in interest as the Court may determine and subsection (b) thereof further providing that in addition to notice being given to the parties in interest as the Court may determine notice should also be given to the State Real Estate Commission, it is hereby directed that for all future Accounts being filed pursuant to 9 Pa. C.S.A. §308 (a) and (b) in Delaware County, Pennsylvania, that notice be provided to the following:

1. The State Real Estate Commission, and
2. The township or townships wherein the cemetery is located, and
3. The Solicitor for the County of Delaware.

The Clerk of the Orphan's Court is directed to provide a copy of this Administrative Order to all parties and/or counsel who file Accountings for Audit at the time the said Accountings are filed.

BY THE COURT:

CHAD F. KENNEY
President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Reasonable Accommodations for The Public under Title II of the Americans with Disabilities Act	: : :	**NUMBER: 12-5040**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **16th** day of **April, 2014**, upon notice from the Pennsylvania Supreme Court and pursuant to the ""Reasonable Accommodations Under Title II of the Americans with Disabilities Act" and upon the promulgated Rules of Judicial Administration, Rule 252(B), it is hereby **ORDERED** and **DECREED** that **Michael Freeman, Esquire, is appointed the ADA coordinator for the 32nd Judicial District, Delaware County, Pennsylvania.**

BY THE COURT:

CHAD F. KENNEY
President Judge

CC: Gerald C. Montella, Esquire, District Court Administrator
Michael Freeman, Esquire
Zygmont A. Pines, Court Administrator of Pennsylvania
Mary Vilter, Esquire

FILED JM
2014 APR 17 AM 11:59
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Reasonable Accommodations for : NUMBER: 12-5040
The Public under Title II of the :
Americans with Disabilities Act :

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **16th** day of **April, 2014**, upon notice from the Pennsylvania Supreme Court and pursuant to the ""Reasonable Accommodations Under Title II of the Americans with Disabilities Act" and upon the promulgated Rules of Judicial Administration, Rule 252(B), it is hereby **ORDERED** and **DECREED** that **Michael Freeman, Esquire, is appointed the ADA coordinator for the 32nd Judicial District, Delaware County, Pennsylvania.**

BY THE COURT:

CHAD F. KENNEY
President Judge

CC: Gerald C. Montella, Esquire, District Court Administrator
Michael Freeman, Esquire
Zygmont A. Pines, Court Administrator of Pennsylvania
Mary Vilter, Esquire

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 17 DAY OF A.D. 2014
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

FILED JM
2014 APR 17 AM 11:59
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: Wiretapping and Electronic Surveillance	:	**NUMBER: 12-5040**

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **15th** day of **April, 2014**, this Court designates the Honorable Kevin F. Kelly and the Honorable John P. Capuzzi, Sr., as the President Judge's designees to permit oral intercepts taking place in the home of a non-consenting party pursuant to 18 Pa. C.S.A. §5704(2) IV.

BY THE COURT:

CHAD F. KENNEY
President Judge

CC: Honorable Kevin F. Kelly
Honorable John P. Capuzzi, Sr.
John J. Whelan, Esquire, District Attorney

FILED JM
2014 APR 16 AM 9:40
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 16 DAY OF April A.D. 2014
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: CONSTABLE ROBERT K. DUGAN, Jr. and DEPUTY CONSTABLE LEONA M. DUGAN	:	DOCKET NUMBER.	12-5040

ORDER

AND NOW, this 26th day of September, A.D., 2013 it is hereby ORDERED and DECREED that Constable Robert K. Dugan, Jr. is prohibited from performing the duties of a Constable in the Thirty-Second Judicial District, Delaware County, Pennsylvania.

It is further ORDERED and DECREED that Constable Robert K. Dugan, Jr.'s Deputy Constable Leona M. Dugan is prohibited from performing the duties of a Constable or Deputy Constable in the Thirty-Second Judicial District, Delaware County, Pennsylvania.

It is further ORDERED and DECREED that Deputy Constable Leona M. Dugan may apply to work as a Deputy Constable under another qualified Constable in the Thirty-Second Judicial District, Delaware County, Pennsylvania, and if otherwise qualified, may perform the duties of a Deputy Constable under the supervision of such other qualified Constable.

It is further ORDERED and DECREED that all warrants and civil process in the possession of Constable Robert K. Dugan, Jr. and/or Deputy Constable Leona M. Dugan shall be returned to the issuing Magisterial District Court immediately.

It is further ORDERED and DECREED that all warrants and civil process issued to Constable Robert K. Dugan, Jr. and/or Deputy Constable Leona M. Dugan shall be marked as "recalled" by the issuing Magisterial District Court immediately. Such warrants and civil process may be re-issued to another qualified Constable.

It is further ORDERED and DECREED that no payments for the service of warrants and civil process shall be made to Constable Robert K. Dugan, Jr. and/or Deputy Constable Leona M. Dugan unless approved by Order of this Court.

It is further ORDERED and DECREED that Office of Administration for Magisterial District Courts shall provide a copy of this ORDER to Constable Robert K. Dugan, Jr. and Deputy Constable Leona M. Dugan and to all Magisterial District Courts in the Thirty-Second Judicial District, Delaware County, Pennsylvania immediately.

It is further ORDERED and DECREED that this ORDER shall remain in effect until rescinded by Order of this Court.

BY THE COURT:

Honorable Chad F. Kenney
President Judge

FILED
2013 SEP 26 AM 10:25
OFFICE OF JUDICIAL SUPPORT
DELAWARE COUNTY

CERTIFIED A TRUE AND CORRECT
COPY FROM THE RECORD
THIS 26 DAY OF September A.D. 2013
ANGELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In RE: **Appointment of Conflict Counsel For Indigent Accused Juveniles** : NO. 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this 27th day of **August, 2013**, it is hereby **ORDERED** and **DECREED** that Orders issued under the "Appointment of Conflict Counsel for Indigent Accused Juveniles" adopted in December, 2003 as an addendum to the "Delaware County Indigent Defense Plan" will include an allowance for Counsel Fees not to exceed One Thousand Five Hundred Dollars ($1,500.00) without prior Court approval.

This Order is issued on an interim basis and is hereby incorporated into and made part of the "Delaware County Indigent Defense Plan" dated July 17, 2003 and its addendum "Appointment of Conflict Counsel for Indigent Accused Juveniles" which became effective on December 1, 2003.

This Order is effective until such time that the Board of Judges, in consultation with the Subcommittee on Indigent Defense, can review and adopt a general update of the entire 2003 plan or is otherwise rescinded or replaced by Administrative Order.

BY THE COURT:

CHAD F. KENNEY
President Judge

OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

2013 AUG 27 PM 3:10

FILED JM

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In RE: **Delaware County Indigent Defense Plan – Case Fee Cap** : NO. 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **27th** day of **August , 2013**, it is hereby **ORDERED** and **DECREED** that the CASE FEE CAP established under the "Delaware County Indigent Defense Plan" dated July 17, 2003, is hereby amended as follows:

Capital Homicide Cases - $15,000.00

This Amendment is effective immediately and will include cases that are currently being prosecuted.

This Order is issued on an interim basis and is hereby incorporated into and made part of the "Delaware County Indigent Defense Plan" dated July 17, 2003 and its addendum "Appointment of Conflict Counsel for Indigent Accused Juveniles" which became effective on December 1, 2003.

This Order is effective until such time that the Board of Judges, in consultation with the Subcommittee on Indigent Defense, can review and adopt a general update of the entire 2003 plan or is otherwise rescinded or replaced by Administrative Order.

BY THE COURT:

CHAD F. KENNEY
President Judge

OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

2013 AUG 27 PM 3:12

FILED JM

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

In RE: **Delaware County Indigent Defense Plan – Fee Structure** : NO. 12-5040

PRESIDENT JUDGE ADMINISTRATIVE ORDER

AND NOW, this **27th** day of **August, 2013**, it is hereby **ORDERED** and **DECREED** that the "Fee Structure" established under the "Delaware County Indigent Defense Plan" dated July 17, 2003, is hereby amended to include as follows:

The hourly rates for Capital homicide cases will be:

1. Travel time - $40.00 per hour
2. Out of Court time - $90.00 per hour
3. In Court time - $110.00 per hour

These amended rates will apply to time actually worked on all Capital homicide cases on or after the date of this Order and not to time worked before the date of this Order.

This Order is issued on an interim basis and hereby incorporated and made part of the "Delaware County Indigent Defense Plan" dated July 17, 2003 and its addendum "Appointment of Conflict Counsel for Indigent Accused Juveniles" which became effective on December 1, 2003.

This Order is effective until such time that the Board of Judges, in consultation with the Subcommittee on Indigent Defense, can review and adopt a general update of the entire 2003 plan or is otherwise rescinded or replaced by Administrative Order.

BY THE COURT:

CHAD F. KENNEY
President Judge

OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.
2013 AUG 27 PM 3:11
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IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: **AMENDMENT TO DELAWARE COUNTY LOCAL RULE 1920.90**
DIVORCE FILES IMPOUNDED

DOCKET NO. 125040

ORDER

AND NOW, to wit, this 29th day of January, 2013, it is hereby **ORDERED** that Delaware County Local Rule 1920.90 is **AMENDED**, to provide as follows:

Rule 1920.90 Divorce Files Impounded

In all divorce actions filed after December 31, 1939, the file shall be open to inspection by the parties or their attorneys of record without order of court. Inspection by others shall be only upon order of court for good cause shown.

In all divorce actions filed before January 1, 1940, the file shall be open to the general public for inspection.

2013 JAN 30 PM 12:52
OFFICE OF JUDICIAL SUPPORT DELAWARE CO. PA.

By the Court:

Chad F. Kenney, President Judge

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: APPOINTMENT OR REMOVAL OF DEPUTY CONSTABLES

NO: 2750 OF 2008

AMENDED ADMINISTRATIVE ORDER

AND NOW, this 26TH day of January, 2012, this Court **ORDERS** as follows:

The last paragraph of this Court's Administrative Order dated the 9th day of September, 2010, related to the appointment or removal of Deputy Constables which formerly read;

"Once this Court has signed an Order approving the appointment of a Deputy Constable, the Deputy Constable shall provide to the Office of the Administrator for Magisterial District Judges within ten (10) days the following: a copy of the Court Order approving the appointment of the Deputy Constable and a copy of the newly appointed Deputy Constable's bond in the amount of $10,000.00 that has been filed in the Delaware County Office of Judicial Support; a copy of the certificate of professional liability insurance which has been filed in the Delaware County Office of Judicial Support; the completed Pennsylvania State Constable Personal Information sheet; and, a copy of the petition seeking the approval of the appointment of the Deputy Constable with all exhibits".

Is amended to read as follows:

"Once this Court has signed an Order approving the appointment of a Deputy Constable, the Deputy Constable shall provide to the Office of the District Court Administrator for Magisterial District Judges within ten (10) days the following information: a copy of the newly appointed Deputy Constable's bond in the amount of $3,000.00 that has been filed in the Delaware County Office of Judicial Support; a copy of the certificate of professional liability insurance showing a minimum coverage of $250,000.00 per incident and a minimum aggregate of $500,000.00 per year which has been filed in the Delaware County Office of Judicial Support; the completed

Pennsylvania State Constable Personal Information sheet; and, a copy of the petition seeking the approval of the appointment of the Deputy Constable with all exhibits".

In all other respects, this Court reaffirms and republishes its Order of Court dated the 9th day of September, 2010 related to the appointment or removal of Deputy Constables.

BY THE COURT:

JOSEPH P. CRONIN, JR., P.J.

CERTIFIED A TRUE AND CORRECT COPY FROM THE RECORD
THIS 26 DAY OF Jan A.D. 2012
MICHELA L. MARTINEZ, ESQ., DIRECTOR
OFFICE OF JUDICIAL SUPPORT

FILED
2012 JAN 26 PM 2:15
OFFICE OF JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: APPOINTMENT OR REMOVAL OF DEPUTY CONSTABLES **NO: 2750 OF 2008**

AMENDED ADMINISTRATIVE ORDER

AND NOW, this 26TH day of January, 2012, this Court **ORDERS** as follows:

The last paragraph of this Court's Administrative Order dated the 9th day of September, 2010, related to the appointment or removal of Deputy Constables which formerly read;

"Once this Court has signed an Order approving the appointment of a Deputy Constable, the Deputy Constable shall provide to the Office of the Administrator for Magisterial District Judges within ten (10) days the following: a copy of the Court Order approving the appointment of the Deputy Constable and a copy of the newly appointed Deputy Constable's bond in the amount of $10,000.00 that has been filed in the Delaware County Office of Judicial Support; a copy of the certificate of professional liability insurance which has been filed in the Delaware County Office of Judicial Support; the completed Pennsylvania State Constable Personal Information sheet; and, a copy of the petition seeking the approval of the appointment of the Deputy Constable with all exhibits".

Is amended to read as follows:

"Once this Court has signed an Order approving the appointment of a Deputy Constable, the Deputy Constable shall provide to the Office of the District Court Administrator for Magisterial District Judges within ten (10) days the following information: a copy of the newly appointed Deputy Constable's bond in the amount of $3,000.00 that has been filed in the Delaware County Office of Judicial Support; a copy of the certificate of professional liability insurance showing a minimum coverage of $250,000.00 per incident and a minimum aggregate of $500,000.00 per year which has been filed in the Delaware County Office of Judicial Support; the completed

Pennsylvania State Constable Personal Information sheet; and, a copy of the petition seeking the approval of the appointment of the Deputy Constable with all exhibits".

In all other respects, this Court reaffirms and republishes its Order of Court dated the 9th day of September, 2010 related to the appointment or removal of Deputy Constables.

BY THE COURT:

JOSEPH P. CRONIN, JR., P.J.

FILED JM
2012 JAN 26 PM 2:15
PROTHONOTARY
JUDICIAL SUPPORT
DELAWARE CO. PA.

Copying Prohibited

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: ADMINISTRATIVE ORDER AMENDING SECTION 7.18 OF THE POLICIES AND PROCEDURES OF THE DELAWARE COUNTY OFFICE OF ADULT PAROLE AND PROBATION

NO: 2750-2008

ORDER

AND NOW, this 25th day of October, 2011 it is hereby ORDERED that Section 7.18 Violation of the Electronic Monitoring Program (2) Action to be Taken When Violation Occurs (paragraph 3) which presently states:

> "If the client was serving house arrest as part of a "Min/Max" sentence, he/she will serve the remainder of time left on the minimum in the prison. The office will inform the defendant, if the defendant disagrees they will be advised to request a habeas. The officer is responsible for requesting a recission at the end of the minimum. If the client was serving EMP as part of an Intermediate Punishment sentence or if it was ordered at a Gagnon hearing, the appropriate violation hearing will be requested by the probation officer".

is immediately amended to read as follows:

> "If the client was serving house arrest as part of a "Min/Max" sentence, the probation officer will request that the sentencing judge, or the criminal back up judge if the sentencing judge is unavailable, issue a bench warrant to affect the apprehension of the client. Once the client is apprehended and detained pursuant to the bench warrant, the probation officer will request that a hearing be schedule before a judge on the bench warrant to occur within seventy-two (72) hours or the close of the next business day if the seventy-two (72) hours expires on a non-business day. At the conclusion of the judicial hearing where the violation is addressed, the probation officer will present the bench warrant to the sentencing judge for recission.
>
> If the client was serving EMP as part of an Intermediate Punishment sentence or

if it was ordered at a Gagnon hearing, the appropriate violation hearing will be requested by the probation officer in accordance with the Pennsylvania Rules of Criminal Procedure".

The Director of the Delaware County Office of Adult Parole and Probation is ORDERED to post this Administrative Order on the Department Bulletin Board and to deliver a copy of this Administrative Order to all probation officers and supervisory personnel in the Delaware County Office of Adult Parole and Probation.

BY THE COURT:

JOSEPH P. CRONIN, JR., P.J.

2011 OCT 25 PM 3:24

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

RE: BENCH WARRANT HEARINGS FOR JUVENILES AND WITNESSES IN JUVENILE COURT

NO. 08-2750

ADMINISTRATIVE ORDER

AND NOW, this 14th day of October, 2011, it is hereby ORDERED and DECREED that the President Judge of Delaware County designates Stephen D. Molineux, Esquire and Robert E.J. Curran, Jr., Esquire as Masters in Juvenile Court who will have the authority to preside over Bench Warrants for juveniles and witnesses who fail to appear for hearings in the Delaware County Juvenile Court. The effective date of Mr. Molineux and Mr. Curran's designation shall be November 1, 2011. These designations are made pursuant to Pa. Rule of Juvenile Court Procedure 140 as amended.

BY THE COURT:

JOSEPH P. CRONIN JR. P.J.

cc: Danielle DiMatteo, Director, Juvenile Court Services
Stephen D. Molineux, Esquire
Robert E.J. Curran, Jr., Esquire
Dominick Spigarelli, Esquire, District Attorney Deputy for Juvenile
David DiPasqua, Esquire, Juvenile Division Public Defender's Office
William L. Baldwin, Executive Director, Delaware County Bar Asso.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

RE: BENCH WARRANT HEARINGS FOR JUVENILES AND WITNESSES IN JUVENILE COURT	**NO. 08-2750**

ADMINISTRATIVE ORDER

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2011 OCT 14 AM 9:0
JUDICIAL SUPPORT
DELAWARE CO. PA.

BY THE COURT:

JOSEPH P. CRONIN JR. P.J.

cc: Danielle DiMatteo, Director, Juvenile Court Services
Stephen D. Molineux, Esquire
Robert E.J. Curran, Jr., Esquire
Dominick Spigarelli, Esquire, District Attorney Deputy for Juvenile
David DiPasqua, Esquire, Juvenile Division Public Defender's Office
William L. Baldwin, Executive Director, Delaware County Bar Asso.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: EXEMPTIONS AND EXCUSES FROM JURY DUTY	**NO. 2750-2008**

ADMINISTRATIVE ORDER

AND NOW, this 4TH day of February, 2011, it is hereby **ORDERED** and **DECREED** that when the Delaware County Jury Administrator and staff under the supervision of the District Court Administrator and appointed Jury Commissioners exempts or excuses a person summoned to appear as a petit or grant juror pursuant to the provisions of 42 Pa.C.S.A. §4502, 42 Pa.C.S.A. §4503 or 42 Pa. C.S.A. §4563, then said administrator and staff shall reschedule the prospective juror's jury duty service for a date when such person is legally able to serve as a juror.

BY THE COURT:

JOSEPH P. CRONIN JR. P.J.

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2011 FEB -4 PM 1:07
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
ORPHANS' COURT DIVISION

IN RE: APPOINTMENT OF SPECIAL MASTERS **NO:** 2750-08

ORDER

AND NOW, this 30TH day of December 2010, IT IS HEREBY ORDERED that Dennis Woody, Esquire and William G. Halligan, Esquire, are hereby appointed as Masters for the purpose of conducting hearings, taking testimony, and receiving evidence in such matters in the Orphans' Court as the Court may from time to time direct.

Following such hearings, the aforesaid Masters shall make a report and recommendation to the Court.

BY THE COURT:

JOSEPH P. CRONIN, JR., PRESIDENT JUDGE

FILED JM
2011 JAN -6 AM 9:35
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
JUVENILE COURT DIVISION

IN RE: ADMINISTRATIVE ORDER DESIGNATING THE DIRECTOR OF JUVENILE COURT, DANIELLE DIMATTEO UNDER PA. R.J.C.P. 1604 (B) TO RECEIVE REPORTS REGARDING ADJUSTMENT, PROGRESS AND CONDITION OF CHILD PRIOR TO A PERMANENCY HEARING.

NO. 2750 OF 2008

ORDER

AND NOW, this 13th day December, 2010, it is hereby **ORDERED** that the Director of Juvenile Court, Danielle DiMatteo, be and is herby designated to receive reports regarding a child's adjustment, progress and condition prior to a permanency hearing in accordance with Pa. R.J.C.P. 1604 (B). This Order shall be effective immediately.

BY THE COURT:

JOSEPH P. CRONIN JR. P.J.

Copies of Order to:
Honorable, Kathrynann W. Durham
Honorable, Mary Alice Brennan
Honorable, Linda A. Cartisano
CYS Master David McNulty
Danielle DiMatteo, Director, Juvenile
Deirdre Jacques – CYS

FILED
2010 DEC 15 AM 11:19
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

Put in file w/ miscellaneous admin orders

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

IN RE: COURTHOUSE FIREARMS POLICY :

CERTIFIED FROM THE RECORDS OF THE PROTHONOTARY, COURT OF COMMON PLEAS, MONTGOMERY COUNTY, PA.
MARK LEVY, PROTHONOTARY
DATE: 11-17-2010 CLERK

ORDER

AND NOW, this 17th day of November, 2010, it is hereby ORDERED and DECREED that the following policy shall be strictly observed by all law enforcement officials regarding the carrying of firearms while attending any court proceeding held in the Montgomery County Courthouse:

1. All law enforcement officers on official police business who appear in Court wearing their uniform are permitted to carry their firearm, provided that the firearm is secured in a safety holster[1]; and

2. All law enforcement officers (except for Montgomery County Detectives) on official police business who appear in court wearing plain clothes are permitted to carry their firearm, secured in a safety holster, provided they wear their badge plainly visible on their outermost garment. Otherwise they are prohibited from carrying a firearm in the courthouse; and

3. No law enforcement officers may carry a firearm during a court proceeding when he or she is a litigant or otherwise not on official police business; and

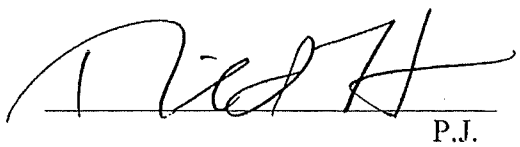
4. Any breach of this policy may subject the violator to contempt proceedings in addition to any departmental discipline that may be levied by the violator's employer[2]; and

[1] "Safety Holsters" - in this regard, all holsters used by law enforcement officers must be approved, in terms of design and operation, by the Chief County Detective.

2010-00001-0006
11/17/2010 1:59:04 PM
Order
Receipt # Z1058534 Fee $0.00
Mark Levy - Montgomery County Prothonotary

5. The effective date of this Order is December 1, 2010.

BY THE COURT:



P.J.

Copies of the above were sent on 11/17/10 to:

Montgomery County Common Pleas Judges
Montgomery County Commissioners
Acting Sheriff Al Ricci
Risa Ferman, Esquire - District Attorney
Hon. Susan Devlin Scott, President Judge (Bucks County)
Hon. James P. MacElree, Jr., President Judge (Chester County)
Hon. Joseph P. Cronin, Jr., President Judge (Delaware County)
Hon. Pamela P. Dembe, President Judge (Philadelphia County)
Montgomery County Chiefs of Police Association
Joseph A. Bushner, Supervisory Senior Resident Agent – FBI
Lt. David C. Buckley, Station Commander – PSP Skippack
Charles H. Ramsey, Philadelphia Police Commissioner

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[2] The County Detectives Office will serve as the point of contact for any violations of this policy. Violations of this policy shall be reported immediately to Chief Deputy County Detective Sam Gallen. The County Detectives will ensure that any violation of this policy is reported to the Chief Law Enforcement Officer of the agency that employs the offending officer.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

IN RE: APPOINTMENT OR REMOVAL OF DEPUTY CONSTABLES **NO: 2750 OF 2008**

ADMINISTRATIVE ORDER

AND NOW, this 9TH day of September, 2010, it is hereby ORDERED that all appointments and removals of Deputy Constables shall strictly comply with 44 Pa. C.S.A. §7122. The Petitions filed with this Court for the approval or removal of the appointment of Deputy Constables shall set forth the following facts:

(1) The act of assembly authorizing the appointment.

(2) The name and address of the Petitioner.

(3) The name of the municipality or district in which the Petitioner was elected.

(4) The date of commencement and expiration of the term of office of the Petitioner.

✓ (5) The name and full address of the surety on Petitioner's bond and an averment that the surety has had notice of the Petition, to be evidenced by the written joinder of the surety in the prayer of the Petitioner.

(6) The name and full address of the person to be appointed Deputy Constable or whose appointment is to be revoked and an averment that he/she maintains his/her residence at that address, and an averment that the person to be appointed is of good repute and has not been convicted of a felony or misdemeanor and that he is not currently a defendant in any pending criminal proceeding.

(7) A full statement of the necessity, facts and reasons for making or revoking the appointment.

(8) An averment that the deputy will maintain his/her residence within the municipality or district in which the Petitioner was elected.

(9) If any security of any kind is given or to be given by the Petitioner or his surety, then the nature, character and extent shall be fully set forth or, in lieu thereof, an averment that no security is being given.

(10) The person to be appointed Deputy Constable must attach as Exhibits to their Petition proof that they have:

(a) Completed and passed the Pennsylvania Commission on Crime and Delinquency Constable Certification Course, including firearm certification. Firearm certification is required in order to carry a firearm.

(b) Automobile liability insurance in the amount of $100,000.00 per person and $300,000.00 per accident.

(c) Had a criminal record check conducted by the Delaware County Criminal Investigation Division.

(d) Had a verification of a valid Pennsylvania driver's license conducted by the Delaware County Criminal Investigation Division.

Once this Court has signed an Order approving the appointment of a Deputy Constable, the Deputy Constable shall provide to the Office of the Administrator for Magisterial District Judges within ten (10) days the following: a copy of the Court Order approving the appointment of the Deputy Constable and a copy of the newly appointed Deputy Constable's bond in the amount of $10,000.00 that has been filed in the Delaware County Office of Judicial Support; a copy of the certificate of professional liability insurance which has been filed in the Delaware County Office of Judicial Support; the completed Pennsylvania State Constable Personal Information sheet; and, a copy of the Petition seeking the approval of the appointment of the Deputy Constable with all Exhibits.

BY THE COURT:

JOSEPH P. CRONIN JR. P.J.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: 02/19/10 MF NO: 08-2750

LIVE SCAN PROCESSING FEE

ADMINISTRATIVE ORDER

AND NOW, this 17TH day of February ,2010, effective immediately, the Office of Judicial Support, in conjunction with the Office of Court Financial Services, if necessary, is directed to assess a THREE HUNDRED ($300.00) DOLLAR live scan processing fee against any defendant sentenced on or after the effective date of this order and who was processed at a live scan site in Delaware County and is either:

1) convicted of any misdemeanor or felony upon their entry of a plea of guilty or nolo contendere, or after a guilty verdict at trial; or,

2) admitted to the Accelerated Rehabilitative Disposition (ARD) program

The live scan processing fee shall be divided as follows: 5% ($15.00) to the County of Delaware and 95% ($285.00) to the municipality supporting the live scan facility.

FILED JM
2010 FEB 17 PM 1:34
OFFICE OF
JUDICIAL SUPPORT
DELAWARE CO. PA.

BY THE COURT:

Joseph Cronin JR.
J.