

Laser Fax

Modification 5
Modification 5.45
March 15, 2007

OTN ASSIGNMENT FOR INDIRECT CRIMINAL CONTEMPT

Please be advised that when a case involving Indirect Criminal Contempt (ICC) is filed with the court, an OTN should be assigned if an OTN has not already been provided by the affiant. If the affiant has provided you with an OTN, that number should be entered into the MDJS by typing "N" in the "Assign OTN?" field and recording the assigned number in the OTN field.

ICC has been held to be a crime by the Pennsylvania Supreme Court (Matter of Johnson, 467 Pa. 552 (1976), Crozer-Chester Medical Center v. Moran, 522 Pa. 124 (1989)). For that reason, an OTN should be assigned to all cases involving ICC, including those for which the contempt concerns an order issued pursuant to the Protection from Abuse Act, 23 Pa.C.S. § 6101, et seq. AB-ABUSE should no longer be used as the OTN for these cases. In addition, you should continue docketing ICC charges as a Miscellaneous Docket (MD).

MISCELLANEOUS DOCKET (MD) DISPOSITION

SNCP has been restored as a valid disposition code for miscellaneous docket (MD) case types.

REQUESTS FOR MDJS INFORMATION FROM COURT STAFF

We have instituted new procedures regarding requests to AOPC from Magisterial District Judges, court staff members, or court administration for information that cannot be discerned from reports on the MDJS, MDJS Portal, or DCA Portal; or for requests that relate to more than one court, such as a county-wide request for information. Note: This pertains to just court staff and court administration requests, and not public access requests or other agency requests.

- ? Complete the request form that is posted under "Forms" on the MDJS and DCA Portal. Be sure to complete all the fields concerning contact information, the reason for the request, and a detailed description of the request.
- ? Fax the form to (717) 795-0813.
- ? If you need to discuss a submitted request, call the MDJS Help Desk (800-243-5735) and when prompted, press 3.

The reason for this more formalized process is twofold. First, we will be reviewing requests that are similar or repetitive, and we will consider designing a report for the portals that can be ordered by you on an ad hoc basis without AOPC involvement. Secondly, the number of requests continues to increase substantially, and this new procedure provides an organized structure.