

**IN THE COURT OF COMMON PLEAS OF
CLARION COUNTY, PENNSYLVANIA**

Jeffrey A. Hines, Prothonotary
Clarion County 2020MAR17 PM3:38

In re: Procedures Pursuant to :
Declaration of Judicial Emergency : **No. 349 CD 2020**

ADMINISTRATIVE ORDER

AND NOW, this 17th day of March, 2020, this court having executed an Order declaring a judicial emergency in the Eighteenth Judicial District as authorized by the Pennsylvania Supreme Court, the following procedures shall be followed during the pendency of the judicial emergency period, March 17, 2020 April 14, 2020 and any extension thereof:

1. Court Proceedings

- a. Only attorneys, parties and witnesses are permitted to be present in the courtroom or hearing room. All other individuals are prohibited from entering the courthouse or other court facility.
- b. Whenever possible, court proceedings will be conducted via advanced communication technologies such as video and telephone.
- c. Court proceedings may be continued to a later date to be established by the court on a case by case basis. The parties and their attorneys will be contacted directly by Court Administration of any such continuances. Requests for continuances from parties to any action will be liberally granted.
- d. Court proceedings that occur via a list of cases, such as criminal plea and sentence court, will be rescheduled in increments to reduce the number of individuals present in the courtroom or other court facility at any one time.

2. Central Court Procedures for preliminary hearings

- a. Only the District Attorney and necessary staff, defense attorneys and defendants are permitted to enter court facilities for proceedings at Central Court. No family, friends or other individuals permitted.
- b. Witnesses present for hearings will be asked to remain in their vehicles after informing the deputy of their presence. If they are needed for a hearing, they will be permitted to enter the building at that time. Otherwise, witnesses will be informed by the deputy that they are excused once the DA has informed the deputy that the case has been resolved.
- c. All defendants, attorneys, and witnesses shall leave the building as soon as their case is concluded.

3. Magisterial District Judge offices

Each MDJ shall evaluate the hearings scheduled in their respective offices to determine any hearings that can be continued to a later date, rescheduled at greater time increments to eliminate the number of individuals congregating in the offices at any time or conducted via video or phone.

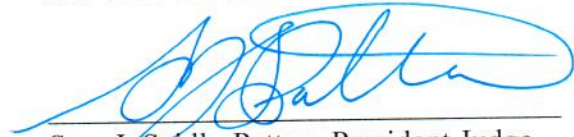
4. Domestic Relations Division

The Domestic Relations division shall conduct all support conferences via telephone rather than face-to-face until further notice. Any appointments scheduled with Clarion County Domestic Relations for at least the next two weeks will be conducted via conference call. Documents and other filings that need to be submitted to Domestic Relations shall be submitted via mail, fax or email to eliminate the need for entry into the Domestic Relations office.

5. Court Employees

Any court employee demonstrating signs of illness is directed to inform their supervisor and refrain from coming to work. Court employees shall practice hand washing and other personal hygiene to eliminate the spread of illness and shall take extra steps to assist in cleaning and disinfecting their work space. Any employee with a family member demonstrating signs of illness or that becomes aware that they have been in contact with an individual exposed to Coronavirus shall immediately inform their supervisor and refrain from coming to work.

BY THE COURT



Sara J. Seidle-Patton, President Judge