

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY, PENNSYLVANIA

CIVIL DIVISION

IN RE: ACCESS TO JUDICIAL FACILITIES:  
IN THE THIRTIETH JUDICIAL DISTRICT :  
DURING THE STATEWIDE JUDICIAL :  
EMERGENCY DECLARED ON MARCH 16, :  
2020 ON ACCOUNT OF COVID-19 :

No. AD 2020 - 189

APR 23 11 09 AM '20  
CRAWFORD COUNTY PA

ADMINISTRATIVE ORDER NO. 3

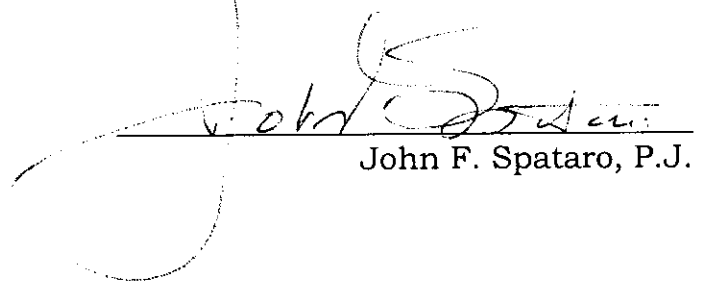
AND NOW, **March 23, 2020**, in accordance with the Order of the Supreme Court of Pennsylvania declaring a general, statewide, judicial emergency, see 532 Judicial Administrative Docket (March 16, 2020), and pursuant to this Court's Declaration of Judicial Emergency on March 16, 2020, see No. 27 WM 2020, the following is hereby ORDERED, effective immediately:

1. The public counters in the Offices of the Prothonotary and the Clerk of Courts are CLOSED until further order of the Court, and no filings, payments, inquiries, etc., may be made in person;
2. While this Order remains in effect, the Prothonotary will accept in place of original filings, and mark as recorded during regular business hours, documents in PDF format (15MB max), emailed to [earnett@co.crawford.pa.us](mailto:earnett@co.crawford.pa.us), copy to [acrawford@co.crawford.pa.us](mailto:acrawford@co.crawford.pa.us), as well as facsimiles, faxed to **814-337-5416**. Any and all associated fees will be billed to the filer;
3. While this Order remains in effect, the Clerk of Courts will accept in place of original filings, and mark as recorded during regular business hours, documents in PDF format (15MB max), emailed to [PWetherbee@co.crawford.pa.us](mailto:PWetherbee@co.crawford.pa.us), copy to [JLeech@co.crawford.pa.us](mailto:JLeech@co.crawford.pa.us), as well as facsimiles, faxed to **814-333-7349**. Any and all associated fees will be billed to the filer;
4. Filings are NOT limited to matters of an emergent nature;

5. To the extent that a filing cannot be presented for recording by facsimile or email transmission, the filer is directed to contact the Office of the Prothonotary at 814-333-7324, or the Office of the Clerk of Courts at 814-333-7442, as applicable; and
6. The Offices of the District Attorney and the Public Defender are exempted from this Order.

It is further ORDERED that the Sheriff and his deputies and designees are authorized to enforce this Order.

BY THE COURT,



John F. Spataro, P.J.