

IN RE: STATEWIDE JUDICIAL  
EMERGENCY – SUSPENSION  
SUPERIOR COURT OF PENNSYLVANIA

: IN THE SUPERIOR COURT OF  
: PENNSYLVANIA

RE: Writs of Summons in Courts of  
Common Pleas

:  
:  
:  
: No. 3 Administrative Docket  
:  
:  
:  
:

**ORDER**

AND NOW, this 23rd day of March, 2020, in light of the Supreme Court of Pennsylvania's Order directing the closure of trial courts to the public due to the COVID-19 outbreak, **see** 531 & 532 Judicial Administration Docket (Pa. Mar. 18, 2020), and in recognition of the difficulties litigants may face in attempting to file *praecipēs* for writs of summons prior to expiration of applicable statutes of limitations, it is hereby ORDERED as follows:

1. The Superior Court's Miscellaneous Docket is OPEN for the filing of *praecipēs* for writs of summons that potential litigants are unable to file in the appropriate court of common pleas in any of the districts in the Commonwealth. The Superior Court's Miscellaneous Docket shall be open **only** to such *praecipēs* involving claims that are subject to expiration of the statute of limitations.
2. Any such *praecipē* SHALL be filed in the appropriate Superior Court District Office: Eastern, Middle, or Western.
3. Any such *praecipē* SHALL bear the following, in bold-face, 14-point font, in its caption: "**For Filing in Miscellaneous Docket**"
4. Any such *praecipē* SHALL be titled: "Fail Safe—Miscellaneous Petition in Lieu of Filing in Court of Common Pleas Due to Closure or Impossibility."
5. Any such *praecipē* SHALL include a separate page certifying the following:

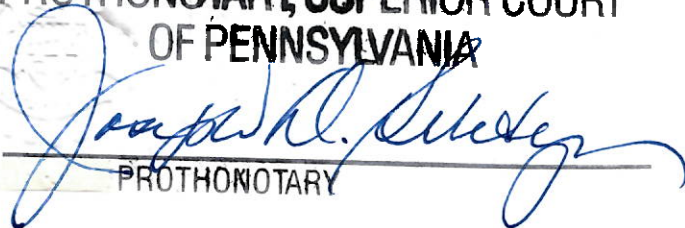
- a. Filing of the *praecipe* in the appropriate court of common pleas is impossible due to the closure of the courthouse during the judicial emergency; and
  - b. Filing of the *praecipe* is necessary to toll the relevant statute of limitations, in order to avoid expiration of the statute of limitations during the judicial emergency imposed by the Supreme Court of Pennsylvania, and any extension of the emergency thereof.
6. In light of the temporary closure of the public counters at the Superior Court Prothonotary offices, filings must be made *via* PACFile or by United States Mail, with appropriate certification of the date of mailing. Information on PACFile may be found at <https://ujportal.pacourts.us/>.
  7. Upon the Superior Court's deeming the *praecipe* as properly filed, as contemplated by this Order, this Court's Prothonotary shall transfer the *praecipe* to the appropriate court of common pleas, which, upon receipt, shall docket the *praecipe* as filed in its court the same day the *praecipe* was filed in the Superior Court.

By the Court,

\_\_\_\_\_  
Jack A. Panella, P.J.

A TRUE COPY JOSEPH D. SELETYN

PROTHONOTARY, SUPERIOR COURT  
OF PENNSYLVANIA

  
\_\_\_\_\_  
PROTHONOTARY