

IN THE COURT OF COMMON PLEAS OF
SUSQUEHANNA COUNTY, PENNSYLVANIA

IN RE: 34th JUDICIAL DISTRICT :
ADMINISTRATIVE ORDER IN :
RESPONSE TO APRIL 1, 2020 :
SECOND SUPPLEMENTAL ORDER :
DECLARING GENERAL STATEWIDE :
JUDICIAL EMERGENCY AND DIRECTING CLOSURE OF :
PENNSYLVANIA COURTS :

2020-27 AD

ADMINISTRATIVE ORDER

Per the Pennsylvania Supreme Court's supplemental order of April 1, 2020 that directed Pennsylvania Court to be closed to the public through April 30, 2020 as it related to any non-essential judicial services, the Court of Common Pleas issues this administrative order to provide counsel, litigants and the general public with information as to how to file documents with the Court of Common Pleas via alternate means through the use of email services.

1. The Susquehanna county Prothonotary and Susquehanna County Register of Wills shall accept legal filings via email provided that the filing does not require a filing fee. Any filing requiring a filing fee will be accepted via United States Postal Service, other priority mail delivery service or drop box located in the lobby of the Susquehanna County Courthouse, together with appropriate filing fee payment.
2. For the use of email to file with the Susquehanna County Prothonotary, the following email address shall be utilized: jkrupinski@susqco.com.
3. For the use of email to file with the Susquehanna County Register of Wills, the following email address shall be utilized: regrec@susqco.com.
4. This process shall remain in effect until close of business Thursday, April 30, 2020 where upon the same may be extended by subsequent order.

BY THE COURT,


JASON J. LEGG, P.J.

PROTHONOTARY &
CLERK OF COURTS

2020 APR -2 PM 2:46

FILED
SUSQUEHANNA COUNTY