

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 : No. AD 2020 – 189
EMERGENCY DECLARED ON MARCH 16, :
2020 ON ACCOUNT OF COVID-19 :

RECEIVED
MAY 29 2020
CRAWFORD COUNTY
CLERK OF COURT

ADMINISTRATIVE ORDER NO. 11
EMERGENCY JUDICIAL CENTER OPERATIONS

AND NOW, **May 29, 2020**, pending further Order of Court, and in accordance with the Order of the Pennsylvania Supreme Court issued on May 27, 2020, *see* Nos. 531 and 532 Judicial Administrative Docket, and pursuant to this Court's Declaration of Judicial Emergency, as supplemented for a third time today, *see* Case No. 27 WM 2020, the following is ORDERED, DIRECTED, and DECREED, effective as of Monday, June 1, 2020:

I. JUDICIAL CENTER PRECAUTIONS

1. Everyone seeking access may be **subject to questioning** and a temperature check to determine the risk of infecting others with the COVID-19 virus;
2. Everyone (other than officials and employees) will be required to **wear a mask** at all times, unless excused by the court. Masks will only be provided to those appearing for a scheduled court proceeding who do not have adequate time to obtain a mask. All others appearing at the Judicial Center without a mask will be turned away;
3. Everyone must **maintain social distancing**;

I. JUDICIAL CENTER PRECAUTIONS (continued)

4. Inmates at the Crawford County Correctional Facility will not be permitted access to the Judicial Center unless authorized by order of court. All communication with inmates shall be by video conferencing or teleconferencing, except as authorized by court order; and
5. Enforcement of these General Precautions shall be by the Sheriff and his deputies, along with tipstaves and other court personnel. Enforcement may include, but is not limited to, the following: Asking pertinent questions regarding COVID-19 contagion; requiring persons seeking access to have their temperatures taken; denying access; stationing individuals so as to maintain social distancing; and requiring the use of gloves.

II. OFFICE OF THE PROTHONOTARY

1. The issuance of passports will resume immediately;
2. Filings may be made by mail or in person; and
3. The Prothonotary will also accept in place of original filings, and mark as recorded during regular business hours, documents in PDF format (15 MB max) emailed to earnett@co.crawford.pa.us, copy to 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.

III. OFFICE OF THE CLERK OF COURTS

1. *Preferred method of filing:* The Clerk of Courts will accept, and mark as recorded during regular business hours, documents in PDF format (15 MB max) emailed to pwetherbee@co.crawford.pa.us, copy to 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; and
2. *Alternative method of filing:* Filings will also be accepted by mail and in person.

IV. CUSTODY PROCEEDINGS

Custody Mediations shall be exclusively through teleconferencing.

V. DEPENDENCY and DELINQUENCY PROCEEDINGS

All proceedings before the Juvenile Court Hearing Officer shall be conducted through teleconferencing, with the exception of contested dependency adjudications.

VI. CRIMINAL COURT

1. Pleas.

- a. All pleas shall be **prescheduled**. Counsel shall provide email notice to Court Administration and the Office of the District Attorney of the intention of having his or her client placed on the plea list no later than Tuesday at 3:00 p.m., prior to the Thursday Plea Court, and no later than Friday at noon prior to the Call of the List. Failure to timely provide notice will result in the defendant having his or her plea set automatically for the next available time designated for pleas;
- b. Defense Counsel must secure from his or her client their signature on the Form 150 Written Plea Colloquy. The Plea Video will only be used for prison inmates and *pro se* defendants. It will not be used for criminal defendants who are represented by counsel; and
- c. Videoconferencing will be the exclusive method for taking the pleas of prison inmates, with defense counsel signing all required documentation on behalf of, and at the direction of the inmate. If an inmate objects to videoconferencing, the plea hearing will be continued.

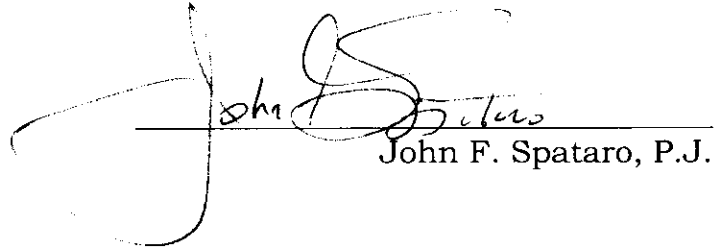
2. Sentence Court Hearings.

- a. Defendants who are represented by counsel must sign the Appellate Rights After Sentencing Form 704 prior to their sentence hearing; and
 - b. Prison inmates will be sentenced by videoconferencing only. If an inmate exercises his or her right to be personally present, then the sentence hearing will be postponed.
3. **Suspension of Rule of Criminal Procedure 600.** All time attributable to a delay caused by objecting to video-conferencing shall apply against the defendant under Pa.R.Crim.P. 600.

VII. PRIOR ADMINISTRATIVE ORDERS SUPERCEDED

This Administrative Order SUPERCEDES any conflicting terms and conditions of Administrative Order Nos. 3, 4, 5, 6, 8, and 9 filed at Case No. AD 2020 – 189.

BY THE COURT,



John F. Spataro, P.J.