

## ADOPTION OF LOCAL RULES OF JUDICIAL ADMINISTRATION USER GUIDE

As of August 1, 2016, local rulemaking procedure has been consolidated into Pennsylvania Rule of Judicial Administration 103. Please click on these links to access the [order](#), [rule text](#), and [final report](#) adopting Pa.R.J.A. No. 103. This user guide focuses on the promulgation of local rules of judicial administration. For the procedure to adopt local rules of procedure, [please click here](#).

**BEFORE ADOPTION:** Local rules of judicial administration require no review prior to adoption.

**AFTER ADOPTION:** The court should proceed with publication. There are four requirements that a court must fulfill following adoption. They are:

1. Copies of all local rules of judicial administration should be distributed according to the following schedule (please note that these copies no longer are required to be certified):

A. One copy to the Administrative Office of Pennsylvania Courts via e-mail to [adminrules@pacourts.us](mailto:adminrules@pacourts.us).

B. Two paper copies and one electronic copy in a Microsoft Word format only on a CD-ROM to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin* to the following address:

Pa. Code and Bulletin  
Legislative Reference Bureau  
647 Main Capitol Building  
Harrisburg PA 17120

Local rules may be e-mailed in a Microsoft Word format only to [bulletin@parb.us](mailto:bulletin@parb.us) if the court is unable to provide a CD-ROM. PDF files will not be accepted for publication. The Microsoft Word format does not need to include the president judge's signature.

2. Publication of the local rule on the adopting court's website.

3. Incorporation of the local rule into the set of local rules on the adopting court's website within 30 days after the publication of the local rule in the *Pennsylvania Bulletin*.

4. Filing one copy of the local rule in the appropriate filing office for public inspection and copying.

**EFFECTIVE DATES:** All local rules will become effective not later than 30 days after publication in the *Pennsylvania Bulletin*.