

IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

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In Re: Judicial Emergency

Supervisory Order
No. 2020-SO-

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FILED
ADAMS COUNTY, PA
PROTHONOTARY
2020 MAR 18 PM 4:36

ORDER OF COURT

AND NOW, this 18th day of March, 2020, pursuant to Rule of Judicial Administration 1952(a) and pursuant to the authority granted by Order of the Pennsylvania Supreme Court dated March 16, 2020, it is hereby Ordered:

1. **Public Access to All Court Offices** is prohibited except as otherwise provided in this Order. For purposes of this Order and in addition to the Court and the Magisterial District Courts, Court Offices include: the Department of Probation Services, the Domestic Relations Office, the Department of Operational Services, the Clerk of Courts Office, the Prothonotary's Office, the Register and Recorder of Deeds Office, and Court Administration. The offices shall continue to be staffed as necessary to perform essential functions as identified by this Order or determined by the elected official and/or executive director of each department. Elected officials/executive directors are directed to perform work obligations offsite to the extent possible and to maintain onsite staff at a minimum.

2. **Register and Recorder of Deeds Office** - Documents shall be received by the Register and Recorder of Deeds Office by regular U.S. mail or by deposit in a mail box located in the lobby of the Adams County Courthouse. The Register and Recorder shall record and process all such documents on a daily basis. All mailed or deposited documents must include appropriate filing fees. Documents will only be physically received at the Courthouse between the hours of 10:00 a.m. and 3:30 p.m.

3. **Title/Estate Searches** - Property title searches and estate searches at the Register and Recorder of Deeds Office may be conducted online at <https://landrecordspa.adamscounty.us/external>. All fees/costs related to online searches are waived during the effective dates of this Order. Title searchers who are employed by a law firm or title company shall be permitted access to

1 the Courthouse between the hours of 10:00 a.m. and 2:30 p.m. for purposes of
2 accessing FullCourt on the computer terminal located in the lobby to the
3 Prothonotary's Office.

4 **4. Prothonotary's Office** - Except as otherwise provided hereinbelow for
5 emergency filings, all public filings at the Adams County Prothonotary's Office
6 are suspended. Time limitations for the initiation of any action or filing of any
7 pleading or document applicable by statute, rule of court, or court order for all
8 filings at the Prothonotary's Office are extended until April 14, 2020. Any filing
9 required by statute, court rule, or order of court prior to that date shall be
10 considered timely filed if filed on or before the close of business on April 14,
11 2020.

12 **5. Clerk of Courts Office** - Except as otherwise provided hereinbelow for
13 emergency filings, all public filings at the Adams County Clerk of Courts Office
14 are suspended. Electronic filings will be accepted by the Clerk of Courts Office
15 on a daily basis pursuant to current practice. Time limitations for the initiation of
16 any action or filing of any pleading or document applicable by statute, rule of
17 court, or court order for all filings at the Clerk of Courts Office are extended until
18 April 14, 2020. Any filing required by statute, court rule, or order of court prior to
19 that date shall be considered timely filed if filed on or before the close of
20 business on April 14, 2020.

21 **6. Criminal Payment of Fees** - All court ordered payment of fees, fines,
22 costs, restitution, or other charges in a criminal matter shall be made by credit
23 card at www.govpaynow.com; <https://ujsportal.pacourts.us>; or by telephone at
24 888-604-7888. Administrative fees incurred through the use of
25 www.govpaynow.com shall be paid by the Adams County Offender Treatment
account and shall not be assessed to the defendant. The Adams County Clerk
of Courts Office shall not accept payment at the Clerk of Courts' counter for any
fees, fines, costs, restitution, or other charges assessed in a criminal matter.

7. Emergency Filings - Emergency filings will continue to be accepted by
the Court through electronic means currently in effect or through filing at the
Courthouse. The Adams County Courthouse will be open between the hours of
10:00 a.m. and 3:30 p.m. for the limited purpose of accepting emergency filings.

1 Any party wishing to make an emergency filing at the Courthouse shall file the
2 respective pleading at an office designated by the Adams County Security
3 Department upon arrival at the Courthouse. For purposes of this Order,
4 emergency filings are limited to petitions for protection from abuse, petitions
5 under the Protection of Victims of Sexual Violence or Intimidation Act, petitions
6 for injunctive or special relief, emergency custody complaints or emergency
7 petitions to modify custody, search warrant applications or applications under
8 the Wiretapping and Electronic Surveillance Control Act, emergency petitions in
9 criminal matters, and any other petition seeking emergency relief authorized by
10 law or in the interests of justice. The recording office shall immediately alert the
11 Court as to the filing of any such petition for the Court to determine what relief, if
12 any, is appropriate. The processing of emergency petitions shall occur in
13 compliance with protocol established by Court Administration.

14 **8. Prothonotary/Clerk of Courts Merger** - The Adams County
15 Prothonotary's Office and the Adams County Clerk of Courts Office are merged
16 for purposes of staffing to receive emergency filings. The Prothonotary's Office
17 and the Clerk of Courts Office are authorized to accept emergency filings which
18 procedurally should be filed in the other office. All filings shall be time-stamped
19 and thereafter docketed in the correct civil or criminal docket. The Rules of Civil
20 Procedure and Criminal Procedure which require filing in a particular office are
21 suspended. Upon receipt of a filing by the joint office, office staff shall process
22 paperwork as otherwise procedurally required by the Pennsylvania Rules of Civil
23 and Criminal Procedure.

24 **9. Domestic Relations** - The Domestic Relations Office shall be closed for
25 all counter filings. Payments of alimony/support shall be made online at
<http://www.adamscounty.us/Dept/CourtofCommonPleas/DomesticRelations>.
In order to preserve a determined filing date, complainants may file a complaint
electronically at www.childsupport.state.pa.us. All other motions or document
submissions to the Domestic Relations Office may be filed electronically at
AdamsMailbox@PACSES.com.

1 The Court will make adjustments on filing dates for new complaints which
2 have not otherwise been electronically filed as provided hereinabove on a case-
3 by-case basis as necessary in the interests of justice.

4 **10. Probation Services** - The Adams County Department of Probation
5 Services shall continue to provide community supervision pursuant to
6 procedures adopted by the executive director with the approval of the Court.
7 On-call emergency services are not impacted by this Order and shall remain
8 operational pursuant to current practice.

9 **11. Children and Youth Services** - On-call emergency services are not
10 impacted by this Order and shall remain operational pursuant to current practice.

11 **12. Juvenile Emergency Proceedings** - Delinquency and dependency
12 hearings, due process hearings, and other emergency hearings shall be
13 conducted pursuant to local practice in Courtroom No. 1, fourth floor of the
14 Adams County Courthouse, at 10:00 a.m. on Monday and Thursday of each
15 week.

16 **13. Protection From Abuse/Protection of Victims of Sexual Violence or
17 Intimidation Petitions** - All petitions for emergency temporary orders filed under
18 the Protection From Abuse/Protection of Victims of Sexual Violence or
19 Intimidation Acts may be filed at the Adams County Courthouse between the
20 hours of 10:00 a.m. and 1:30 p.m. Emergency petitions filed at all other times
21 shall be filed by contacting the on-call Magisterial District Judge for emergency
22 orders. Petitions filed at the Adams County Courthouse prior to 1:30 p.m. will be
23 heard on that same business day at 2:30 p.m. in Courtroom No. 1, fourth floor of
24 the Adams County Courthouse. Petitions filed with the on-call Magisterial
25 District Judge for which an emergency order is granted shall be heard at 2:30
p.m. on the business day following the grant of the temporary emergency order.

Final hearings on protection from abuse petitions and protection from
victims of sexual violence or intimidation petitions shall be held on Wednesday
mornings at 10:00 a.m. in Courtroom No. 1, fourth floor of the Adams County
Courthouse.

14. Indirect Criminal Contempt Hearings - Any complainant alleging a
violation of a protection order shall contact the on-call Magisterial District Judge

1 at any time. The Magisterial District Judge shall arraign the defendant and
2 schedule an indirect criminal contempt hearing with the Adams County Court of
3 Common Pleas for court hearing before the Court of Common Pleas on the
4 furthest Wednesday from the date of preliminary arraignment which is not more
5 than ten (10) days from the preliminary arraignment. All such hearings shall be
6 scheduled at 10:00 a.m.

7 **15. Bench Warrants** - Criminal/miscellaneous bench warrants shall be held
8 on Mondays and Wednesdays at 1:15 p.m. via video conferencing with the
9 Adams County Prison. Domestic Relations bench warrants shall be held on
10 Mondays and Wednesdays at 2:00 p.m. via video conferencing with the Adams
11 County Prison. The District Attorney, the Public Defender, or Domestic
12 Relations Solicitor shall be report as necessary for bench warrants which will be
13 held in Courtroom No. 4, third floor of the Adams County Courthouse.

14 **16. DNA Fingerprinting** - Any person directed by court order to report to the
15 Adams County Prison for purposes of fingerprinting is granted until April 17,
16 2020 within which to report unless otherwise ordered to a later date. No person
17 shall report for DNA fingerprinting at the Adams County Prison prior to April 6,
18 2020.

19 **17. Security** - The Adams County Courthouse shall be staffed by two
20 members of the Security Department and two Sheriff's Deputies between the
21 hours of 10:00 a.m. and 3:30 p.m. All entrances to the Adams County
22 Courthouse shall be closed with the exception of the main entrance to the
23 building.

24 **18. Human Services Building** - The Human Services Building is closed to all
25 public access.

19. Criminal Court Scheduling - All criminal court scheduling as identified in
paragraphs 3, 4, and 5 of Supervisory Order No. 2020-SO-16 dated March 16,
2020 shall remain in full force and effect with the exception that any video
conferencing designated by that Order shall be conducted in Courtroom No. 4,
third floor of the Adams County Courthouse. All Gagnon I hearings are
cancelled and shall be rescheduled to April 24, 2020.

1 20. **Central Court** - Central Court scheduling shall be conducted in compliance with Supervisory Order No. 2020-SO-21 dated March 18, 2020.

2 21. **Judicial Authority** - The presiding Judge in any action pending before
3 the Court shall have authority to modify scheduling as set forth hereinabove as
4 the interests of justice require.

5 22. **Notice** - The Adams County Court Administrator's Office is directed to
6 post a copy of this Order on all entry doors of the Adams County Courthouse
7 and all Magisterial District Courts within the Fifty-First Judicial District. Court
8 Administration is further directed to post a copy of this Order on the Fifty-First
9 Judicial District's website and on the Adams County website. A copy of this
10 Order shall be transmitted by Court Administration to all members of the Adams
11 County Bar Association. Court Administration shall also serve a copy of this
12 Order on all relevant parties and file of record in the Prothonotary's Office and
13 Clerk of Courts Office a distribution list.

14 It is further Directed that this Order is the controlling order. To the extent
15 any prior supervisory order contains terms contrary to this Order, the terms of
16 the prior supervisory order are vacated. In all other respects, prior supervisory
17 orders remain in full force and effect.

18 This Order is effective at 5:00 p.m. on March 18, 2020 and shall remain in
19 effect through 12:01 a.m. on April 6, 2020 at which time it is automatically
20 vacated unless extended by further Order of Court.

21 BY THE COURT:

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23 **MICHAEL A. GEORGE**
24 President Judge
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