

**IN THE COURT OF COMMON PLEAS OF HUNTINGDON COUNTY,  
PENNSYLVANIA**

IN RE: Electronic Filing of Documents : CP-31-MD-82-2020  
and Scheduling of Hearings During : AO-4-2020  
Public Health Emergency :

**ADMINISTRATIVE ORDER**

AND NOW, this 16th day of March, 2020, in light of the COVID-19 outbreak in Pennsylvania and the resulting need for social distancing, as well as the potential requirement for infected persons to self-quarantine, the Court Orders as follows:

1. The Court will remain open, however, all hearings and other proceedings scheduled before the Court of Common Pleas and Magisterial District Courts of the 20<sup>th</sup> Judicial District for the week of March 16, 2020, are hereby continued, and will be rescheduled by Court Administration.
2. All filings with the Prothonotary (civil matters), Clerk of Courts (criminal matters), and Clerk of the Orphans' Court (estates, trusts, guardianships, and adoptions) that would ordinarily be required to be made either in person or via U.S. Mail may be made via e-mail at the following addresses, respectively:
  - a. [prothonotary-orders@huntingdoncounty.net](mailto:prothonotary-orders@huntingdoncounty.net)
  - b. [clerkofcourts@huntingdoncounty.net](mailto:clerkofcourts@huntingdoncounty.net)
  - c. [orphans-court@huntingdoncounty.net](mailto:orphans-court@huntingdoncounty.net)
3. Each document filed shall be transmitted as a .pdf attachment. Scanned signatures will be accepted as originals. Each filing e-mail shall be copied to: (i) all persons to whom service copies would ordinarily be sent via U.S. Mail; (ii) Court Administration at [ctadmin.orders@huntingdoncounty.net](mailto:ctadmin.orders@huntingdoncounty.net); and (iii) in the case of filings

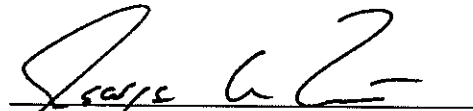
The Original of the Document has  
been filed in the Office of the  
Prothonotary/Clerk of Court on

**MAR 16 2020**

Clerk at [ssnare@huntingdoncounty.net](mailto:ssnare@huntingdoncounty.net) and  
[mrohrbaugh@huntingdoncounty.net](mailto:mrohrbaugh@huntingdoncounty.net), respectively.

4. The requirement for the immediate payment of filing fees will be suspended for all filings completed by e-mail under this Order. The Prothonotary, Clerk of Courts, and Clerk of the Orphans' Court shall keep a log of all filing fees owed, which shall be due and payable upon invoice after the termination of this Order.
5. The Prothonotary, Clerk of Courts, and Clerk of the Orphans' Court are hereby directed to monitor the inboxes for the above e-mail addresses regularly for the receipt of electronically filed documents. Upon receipt, the transmittal e-mail and all attached documents shall be printed and then filed as if received in hard copy, except that the notation "Filed under AO-4-2020" shall be added next to the time stamp.
6. This Administrative Order shall be effective immediately, and shall continue in effect until terminated by the Court.

BY THE COURT:

  
George N. Zanic, President Judge

C: Kay Coons, Prothonotary/Clerk of Courts  
Virginia Cooper, Register & Recorder/Clerk of the Orphans' Court  
Jeffrey E. Leonard, Sheriff  
Duane Black, Warden  
Leonard Hahn, Director, Probation Department  
Kathy Richards, Director, Domestic Relations Section  
David G. Smith, District Attorney  
Fredrick Gutshall, Esq., Director, Office of Court Appointed Counsel  
Shannon Walborn, Director, Department of Children and Youth  
Angela J. Robinson, District Court Administrator  
Huntingdon County Bar Association  
Huntingdon County Commissioners