

IN THE COURT OF COMMON PLEAS OF MIFFLIN COUNTY, PENNSYLVANIA

IN RE: Electronic Filing of Documents : **CP-44-CV-2-2020**
and Scheduling of Hearings During : **eFile 1-2020**
Public Health Emergency : **No. 52MM2020**

ADMINISTRATIVE ORDER

AND NOW, this 19th 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, and in accordance with PA Supreme Court Order dated March 18, 2020, the Court Orders as follows:

1. The Court will remain open, however; the Court is closed to the public. All hearings and other proceedings scheduled before the Court of Common Pleas and Magisterial District Courts of the 58th Judicial District for the weeks of March 23, 2020 through April 3, 2020, are hereby continued and will be rescheduled by Court Administration.
2. All filings with the Prothonotary (civil matters), Clerk of Court (criminal matters) and Clerk of 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 email at the following addresses, respectively:
 - a. prothyclerkofcourt@mifflinco.org
 - b. orphanscourt@mifflinco.org

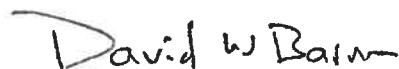
Petitioners shall include a telephone number where petitioner (and his/her counsel if represented) can be reached directly.

3. Each document filed shall be transmitted as a .PDF attachment. Scanned signatures will be accepted as originals. Each email filing shall be copied to: (i) all persons to whom service copies would ordinarily be sent via U.S. Mail and (ii) Court

Administration at ctadmin@mifflinco.org. Such filings may also be made via facsimile sent to the filing office and court administration or by placement in the filing office's courthouse mailbox on the first floor.

4. The requirement for the immediate payment of filing fees will be suspended for all filings completed by email under this Order. The Prothonotary/Clerk of Court and Clerk of Orphans' Court shall keep a log of all filing fees owed which shall be due and payable within 15 days, via US mail, upon return email confirmation of amount due.
5. The Prothonotary/Clerk of Court and Clerk of Orphans' Court are hereby directed to monitor the email inboxes for the above email addresses regularly for the receipt of electronically filed documents. Upon receipt, the transmittal email and all attached documents shall be printed and then filed as if received in hard copy, except that the notation "**Filed under eFile 1-2020**" 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:



DAVID W. BARRON
PRESIDENT JUDGE

c: Tammy Stuck, Prothonotary/Clerk of Court
Barbara Stringer, Clerk of Orphans' Court
James Drayer, Sheriff
Dana Bubb, Director of Children and Youth
Mifflin County Bar Members
Mifflin County Commissioners
Bonnie Bowsman Operations Manager, Geisinger Lewistown Hospital