

In Re:48<sup>th</sup> Judicial District : IN THE COURT OF COMMON PLEAS  
Declaration of Judicial Emergency : OF McKEAN COUNTY, PENNSYLVANIA  
: 48<sup>TH</sup> JUDICIAL DISTRICT  
: No. \_\_\_\_\_

**ADMINISTRATIVE ORDER**

AND NOW, This 18<sup>th</sup> day of March, 2020, Per the Supreme Court's Order dated March 16, 2020, and the declaration of a Judicial Emergency in McKean County entered on today's date, which is in effect until April 13, 2020, at 8:00 a.m. unless extended by further order of court, the following procedures are enacted:

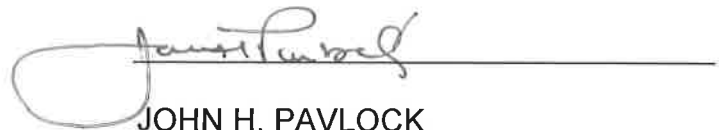
- 1) All court operations are limited to essential functions **ONLY** at this time.
- 2) **ONLY** essential staff are to report to their job locations. Each Judge, Magisterial Judge, Department Head, Court Administrator and Deputy Court Administrator are considered essential staff. Each Department shall immediately provide a list to the Court Administrator of additional essential staff for their Departments. The Department Head shall strive to limit the number of essential staff as much as possible but still allow for emergency functions. The Court Administrator will advise each Department if the list they submitted was approved or if more adjustments are needed. If an employee is not listed as an essential employee, they are still required to be available to assist during their regular work hours. If an essential employee is unavailable to complete their duties than an employee may be reclassified as an essential employee, and required to appear, at any time.

- 3) All court facilities will be closed to the general public. If a member of the bar or the public believe that they are required to enter a court facility to complete one of the Essential Functions further defined elsewhere herein, they shall contact the office they need to visit via telephone prior to appearing there and obtain approval from that department for entry into the court facility and to that department. The Department Head shall notify security that an individual has been approved for entry. A Notice shall be placed on the entry way to any court facility explaining that the facility is closed and if an individual believes they are required to enter they are required to contact the Department they wish to visit and obtain approval before entering. A list of Department telephone numbers shall be included on this Notice.
- 4) Court Security in cooperation with the McKean County Sherriff are to assure that the provisions of this order are followed.
- 5) **Any** employee, member of the bar, public are prohibited from appearing at a court location if they are experiencing symptoms consistent with a contagious disease. Security shall deny entry to anyone clearly exhibiting symptoms of illness who is requesting entry.
- 6) Time calculations are suspended for the purposes of time computation relevant to court cases or other judicial business for the period of time covered by the emergency declaration.
- 7) The expanded use of advanced communication technology is authorized to conduct court proceedings for the period of time covered by the emergency declaration.
- 8) The application of Pa.R.Crim.P. 600 is suspended for the period of time covered by the emergency declaration.
- 9) Court facilities are open for **ESSENTIAL FUNCTIONS ONLY** until such time as safe operation of the court and its offices can be restored. Essential Functions include: Emergency legal matters,

Mental Health Reviews, Bench Warrants and Detainer Hearings, Emergency and Temporary Protection of Abuse Processing, Emergency Juvenile Dependency and Delinquency Hearings, Emergency Guardianships, Preliminary Hearings for jailed Defendants, Preliminary Arraignments and bail hearings.

- 10) All court calendars, appearances, scheduling notices, and subpoenas previously issued by the Court for the period covered by the emergency declaration are cancelled. Future scheduling involving Essential Functions is not affected by this Order.
- 11) If a party requests action regarding an essential function, such as filing an emergency motion, they shall call (814) 887-5571, ext. 4305 or 4306 (Court Administration).
- 12) All proceedings, with a few limited exceptions, previously scheduled for the applicable period, March 19, 2020 to April 13, 2020, have been cancelled / suspended. If you wish to inquire if a proceeding is still pending, please call (814) 887-5571, ext. 4305 or 4306 (Court Administration).
- 13) his order shall expire on April 13, 2020, at 8:00 a.m. unless extended by further order of court.

BY THE COURT:

A handwritten signature in black ink, appearing to read "John H. Pavlock", is written over a solid horizontal line. The signature is cursive and somewhat stylized.

JOHN H. PAVLOCK  
PRESIDENT JUDGE