

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA

CIVIL DIVISION

IN RE: 27<sup>TH</sup> JUDICIAL DISTRICT )  
DECLARATION OF JUDICIAL ) Nos. 2020-1  
EMERGENCY ) 24 W.M. 2020

PROTHONOTARY  
WASHINGTON CO. PA

2020 DEC -8 PM 3:28

FILED

**ADMINISTRATIVE ORDER**

AND NOW, this 8<sup>th</sup> day of December, 2020, the Court declared a judicial emergency in the 27<sup>th</sup> Judicial District of Pennsylvania, effective March 16, 2020, and having previously extended the local judicial emergency through December 31, 2020, to safeguard the health and safety of court personnel, court users, and members of the public through the exercise of emergency powers under Pennsylvania Rule of Judicial Administration 1952(B)(2), it is hereby **ORDERED, ADJUDGED, and DECREED** as follows:

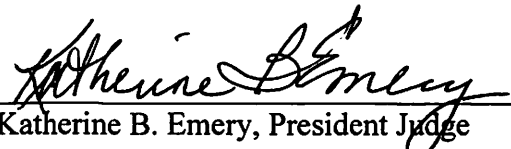
1. Due to circumstances involving COVID-19 exposure in the Register of Wills, the office is closed to the public until Thursday, December 10, 2020.
2. Time calculations for the purpose of time computation within this Judicial District for the filing of documents with the Court of Common Pleas in the Orphans' Court (Register of Wills and Clerk of the Orphans' Court) are **SUSPENDED** beginning December 1, 2020, and ending December 10, 2020. Filings that were required in the period of suspension shall be deemed timely if filed by Monday, December 28, 2020, at the close of public business. The Register of Wills must immediately notify the Court if any appeal that appears untimely on its face is filed between December 14, 2020, and December 28, 2020.
3. Due to circumstances involving COVID-19 exposure in the Prothonotary, the office is closed to the public until Monday, December 14, 2020.
  - a. The Prothonotary is permitted to accept filings via mail, private delivery service, or electronic mail. Email filings will need to be followed by the original document

(with original signatures) via mail or private delivery service, and include any applicable filing fee. Filings received by email will be time-stamped upon receipt to preserve filing dates provided originals are received. The Prothonotary shall make an email address for filings available on the Court's website, [www.washingtoncourts.us](http://www.washingtoncourts.us).

4. Time calculations for the purpose of time computation within this Judicial District for the filing of documents with the Court of Common Pleas in the Civil Division (Prothonotary) are **SUSPENDED** beginning December 7, 2020, and ending December 14, 2020. Filings that were required in the period of suspension shall be deemed timely if filed by Monday, December 28, 2020, at the close of public business. The Prothonotary or Register of Wills, as applicable, must immediately notify the Court if any appeal that appears untimely on its face is filed between December 14, 2020, and December 28, 2020.
5. In cases involving exigent circumstances, common pleas judges or the District Court Administrator are authorized to date and time stamp judicial orders or notices as filed.

The District Court Administrator is **DIRECTED** to post a copy of this Order on all entry doors of the Washington County Courthouse and the entrance to the offices of the Prothonotary and Register of Wills, and to post a copy on the Court's website at [www.washingtoncourts.us](http://www.washingtoncourts.us). A copy of this Order shall also be transmitted to the Washington County Bar Association for distribution to its members. Notification by email may satisfy the requirements of this Order.

BY THE COURT

  
Katherine B. Emery, President Judge P.J.