

COURT OF COMMON PLEAS OF MONROE COUNTY  
FORTY-THIRD JUDICIAL DISTRICT  
COMMONWEALTH OF PENNSYLVANIA

In Re: Cleanup of Juvenile Records in  
Preparation for Start-Up of  
Delinquency CPCMS System  
In Monroe County

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:

5 Civil 2014  
adm #39

**ADMINISTRATIVE ORDER**

**AND NOW**, this 13<sup>th</sup> day of March, 2014, the Administrative Office of Pennsylvania Courts (AOPC) having set a date for the delinquency CPCMS system to "go live" in Monroe County, and this Court having been advised by the AOPC that the juvenile files and data contained in the records of the office of the Clerk of Courts need to be "cleaned up" before the system becomes operative in this jurisdiction, it is **ORDERED** as follows:

1. The Clerk of Courts shall prepare a list of all open juvenile cases, active and inactive, designating cases in which: (a) there are "open charges"; (b) there are outstanding bench warrants; (c) the juvenile has turned 21 years of age; and/or (d) there are data errors or omissions that would constitute an "exception" in the new delinquency CPCMS system.
2. The list shall be approved by the Clerk of Courts and the Chief Juvenile Probation Officer.
3. Thereafter, the Clerk of Courts shall first mark as "unsubstantiated" and "dismissed" all open charges in all cases in which disposition has occurred, more than 30 days have elapsed since disposition, and no appeal is pending.

4. The Clerk of Courts shall next close all cases in which: (a) the juvenile has turned 21 years of age and there is either (i) no outstanding warrant, or (ii) a warrant has been issued but the juvenile is charged or has been adjudicated delinquent of only misdemeanor offenses; and/or (b) an order has been issued releasing the juvenile from the supervision of the Court and the juvenile has either (i) satisfied all obligations; or (ii) owes only financial obligations.

5. The Clerk of Courts shall **NOT** mark as "unsubstantiated" or "dismissed" open charges in any active case in which: (a) disposition has not yet occurred; or (b) disposition has occurred but the case is either on appeal or the 30 day appeal period has not yet expired.

6. The Clerk of Courts shall **NOT** close any active case in which the Juvenile: (a) is under the age of 21 and is still under the supervision of the Court; or (b) has turned 21, but there is an outstanding bench warrant and the juvenile is charged with or has been adjudicated delinquent of at least one felony offense.

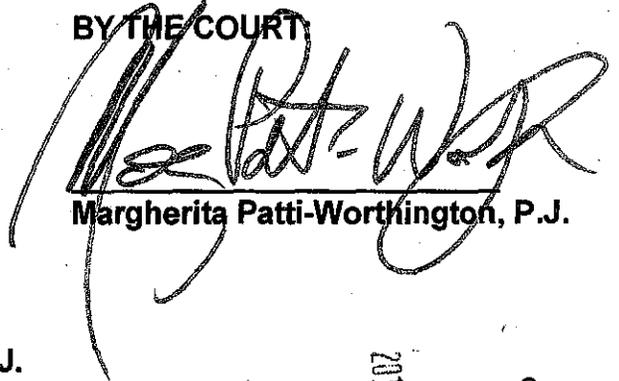
7. During the data and file cleanup process, the Clerk of Courts may, in addition to taking the actions directed above, correct clerical, technical, and filing errors (i.e., transposition of numbers on a file; duplicate docket numbers; documents filed in an incorrect file; an improper CPCMS code; information in an incorrect CPCMS field; and similar non-substantive errors) in the record. However, no substantive or non-clerical corrections shall be made without an Order of Court.

8. After the cleanup authorized in Paragraphs one through eight is completed, the Clerk of Courts shall create a list of all remaining open cases, active and inactive.

Copies shall be provided to the Court and the Chief Juvenile Probation Officer. The Clerk of Courts shall review the list with the Chief Juvenile Probation Officer.

9. The Clerk of Courts shall bring to the attention of the Court any additional data cleanup that is necessary to bring its files, records, and system into compliance with juvenile CPCMS requirements.

BY THE COURT



Margherita Patti-Worthington, P.J.

cc: Margherita Patti-Worthington, P. J.  
Jonathan Mark, J.  
George Warden, Clerk of Courts  
Steve Houloose, Chief Probation Officer  
Al Strouse, Deputy Chief Probation Officer  
James DeVore, Court Administrator

PROTHONOTARY  
2014 MAR 13 AM 9 12  
MONROE COUNTY, PA

This is to certify that this is a true and correct copy  
of Order  
Certified From the Record this 13 Day of  
March A.D. 2014  
Court of Common Pleas of Monroe County  
Forty-Third Judicial District Commonwealth of Pennsylvania  
George J. Warden, Prothonotary  
By Rose Fraley  
Rose Fraley, Deputy Prothonotary