

## 43<sup>rd</sup> Judicial District of Pennsylvania Coronavirus (COVID-19) INFORMATION/FAQs

### Court Related –

**\*\* Be sure to see this Judicial District's Declaration of Judicial Emergency and related Administrative Orders of Court (to date there have been 7) as well as certain Pennsylvania Supreme Court Orders which have been released as a result of the Coronavirus (COVID-19) pandemic since the March 16, 2020.**

#### **Q. Is the County Courthouse (on Monroe Street in Stroudsburg open)?**

A. Yes. The County Courthouse remains open Monday – Friday, 8:30 AM to 4:30 PM, however **access is EXTREMELY limited** given the reduced number and types of cases being heard. Per Emergency Administrative Order 65 AD 2020, Public Access to Judicial facilities from the close of business Wednesday March 18, 2020 through the close of business Wednesday April 3, 2020 (as modified by 67 AD 2020) is limited to: Court and County officials and employees, attorneys with business in the judicial facility in emergency or time sensitive matters, litigants for the purpose of filing emergency petitions (as delineated in the Order), parties to a scheduled case, credentialed members of the Media and any other person seeking access upon petition to the President Judge or her designee filed in the manner of an emergency petition (as delineated in the Order).

#### **Q. What about the MDJ Courts?**

A. Magisterial District Courts in Monroe County will be closed from the close of business Wednesday March 18, 2020 until the close of business Wednesday April 3, 2020 except for Criminal Cases involving incarcerated Defendants as delineated in paragraph 3 of Emergency Administrative Order 65 AD 2020. All hearings will be conducted by the on-call MDJ on a rotating weekly basis using ACT (advanced communications technology).

#### **Q. With the Governor's Stay at Home Order in effect, what happens to the terms of my custody order?**

A. Allowable essential travel provisions within the Governor's Order include travel required by court order. If you are represented by an attorney, you should contact them for more information. Barring a new Court Order changing your custody situation, the existing Court Order remains in effect and should be followed.

**Q. How will I know what the status of my case is, what the new date(s) may be for my case?**

A. New Court Orders will be generated for those Court proceedings, (hearings, conciliations, etc.) and new hearing notices will be generated for the MDJ Court proceedings that have been cancelled and continued. Please see the following as applicable:

- **If you are represented by an attorney**, you should contact your attorney immediately so they may advise you of any information you will need to know for your case, inclusive of your next scheduled event date.

- **If you are not represented by an attorney**, and it is a Court appearance, please allow some time for the new Court Order or Hearing Notice to reach you by US Mail. If you do not receive notice of your new date(s) within the next few weeks, please contact Court Administration at (570) 517-3009 and speak to a member of the Court Administration staff. To receive the proper attention, please have your docket number and your scheduling Order or hearing notice available when you call.

**Q. Should I report for Court supervision?**

A. Unless otherwise instructed by a probation officer during this time, reporting will be limited to electronic or telephonic reporting. Persons subject to Court supervision – whether it be probation, pretrial monitoring, or any other supervision – should continue to comply with reporting requirements. Modern technology is used to alert individuals to any changes that may be forthcoming with how they are to report. Please monitor your electronic devices/messages regularly and respond accordingly.

**Q. How can I file civil matters without entering the Courthouse?**

A. Non-emergent filings in civil, family and orphans court matters are authorized to be filed by first class mail or electronically commencing immediately through the close of business April 14, 2020. The Monroe County Prothonotary/Clerk of Orphans Court is authorized to accept said filings by email, with pleadings attached as PDF documents, one pleading per email, for the purpose of preserving the date filed. Pleadings shall be signed and comply with all local and state rules and sent to

protcivilfiling@monroecountypa.gov or  
orphanscourtfiling@monroecountypa.gov. Filing fees shall be  
payable to the filing office and sent by first class mail within 7  
days of filing to the filing office at 610 Monroe Street,  
Stroudsburg, PA 18360.

**Q. Can I make payments for fines, costs, restitution for Common Pleas Court and Magisterial District Court matters as well as State Probation/Parole fees?**

A. Yes. Visit <https://ujportal.pacourts.us/PayOnline.aspx>

**Q. Is there a way for me to access Domestic Relations (child & spousal support) information, make payments and file remotely?**

A. Yes. For Domestic Relations information, including options for online payments, filings, and other support related questions, please go to [www.childsupport.state.pa.us](http://www.childsupport.state.pa.us) and click the appropriate tab on the home page related to your question.

**Q. How can I file a civil or landlord/tenant action without going to the MDJ Court?**

A. Visit <http://ujportal.pacourts.us>

- Click “UJS Forms” – upper right corner of screen
- Click “For the Public”
- Locate the Civil Complaint or Landlord/Tenant Complaint
- Print and complete the necessary form
- Call MDJ Court for filing and service fees
- Mail complaint with check or money order for fees to the MDJ Court.

**Q. I was scheduled for jury service, should I report?**

A. All jury service for the 43<sup>rd</sup> Judicial District of Pennsylvania is cancelled for March and April 2020; this cancellation of jury service includes Grand Jury. **Do not report to the Courthouse during March or April for any jury-related reasons.** Contact the Jury Management Office at (570) 517-3001 or email [pbisbing@monroepacourts.us](mailto:pbisbing@monroepacourts.us) if you have a question about your jury service.

**Q. What changes have been made to the cleaning of the Court and Court-related offices since the Coronavirus issue has evolved?**

- A. County maintenance / housekeeping crews are sanitizing all door handles, light switches, counters, elevators, handrails, etc. in the Courthouse nightly per the Court's request. Sanitizer dispensers have been installed in the hallways near the elevators, and hand sanitizers have been placed in or near all courtrooms and hearing / meeting rooms. The Court continues to work with the County to obtain additional supplies for each Court and Court-related office and is assured that those supplies are forthcoming.

## **Coronavirus (COVID-19) Specific –**

### **Q. What should I do to prevent transmission of coronavirus?**

- A. Take the same precautions you would to avoid other respiratory diseases, such as the flu:
- Avoid close contact with people who are sick
  - Avoid touching your eyes, nose and mouth
  - Stay home when you are sick
  - Cover your cough or sneeze with your upper sleeve. If wearing short sleeves, cover your cough sneeze with a tissue, then throw the tissue in the trash
  - Clean and disinfect frequently touched objects and surfaces using a disinfectant wipe
  - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing
    - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.

### **Q. What should I do if I feel sick or develop symptoms?**

- A. Stay home, except to get medical care, and follow these protocols:
- Separate yourself from other people and animals in your home
  - Call ahead before visiting your doctor
  - Cover your coughs and sneezes
  - Clean your hands often
  - Avoid sharing personal household items
  - Monitor your symptoms

### **Q. What should I do if I have been exposed to someone who is sick?**

A. Follow all protocols for preventing transmission of illness.

If you are or may have been exposed to someone with coronavirus, call a healthcare professional if you develop a fever and symptoms of respiratory illness. Those symptoms include cough or difficulty breathing developed after recent travel from an area with widespread or ongoing community spread or after you have been in close contact with a person known to have coronavirus.

For more information and answers to other frequently asked questions please visit the Pennsylvania Department of Health (DOH) website, at:

<https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx>.

**COVID-19 Questions? Call 1-877-PA-HEALTH  
(1-877-724-3258)**

Updates from the Centers for Disease Control (CDC) can be found at

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Links to local health care providers:

Lehigh Valley Health Network –

<https://www.lvhn.org/>

<https://www.lvhn.org/testing-services/coronavirus-covid-19-care>

St. Luke's University Health Network

<https://www.slhn.org/>

<https://www.slhn.org/covid-19>