

43rd Judicial District of Pennsylvania
Coronavirus (COVID-19) INFORMATION/FAQs

Court Related –

Please see the Court's latest Emergency Administrative Order (89 AD 2020 on 9/2/2020) for processes/topics which may not be covered in this set of FAQs.

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

As of this time, the 43rd Judicial District's Judicial Emergency extends through January 4, 2021 (per Emergency Administrative Order 89 AD 2020).

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

A. **Yes.** The County Courthouse is open Monday – Friday, 8:30 AM to 4:30 PM, however **access to the Court facility is limited** given the reduced number and types of cases being heard in-person. Litigants will only be permitted in the facility 10 minutes, or less, prior to a scheduled proceeding and counsel shall speak with their clients outside of the court facility prior to the proceeding. Witnesses will remain outside of the court facility and will be called in as needed. Reasonable accommodations for the press and for public access to proceedings will be made upon request to Court Administration.

If you are required to come to the Courthouse during this time, please be sure you need to be here and please come alone:

- **Do not bring children to the Courthouse.**
- **Do not bring relatives or friends unless they are mandated by Order of Court.**
- **Individuals scheduled for Court are encouraged to remain outside of the building or in their vehicle until just before the scheduled time of their Court proceeding (allow time for security screening at the front door).**

Q. Am I required to wear a mask in Court facilities?

A. **Yes.** Any person entering any Court facility (i.e., the main Courthouse, any MDJ Court) shall wear a facial covering in

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accordance with 76 AD 2020, which covers the nose and mouth, excepting persons unable to wear same because of a medical condition and children under the age of two (2). Face coverings shall be worn at all times in all public spaces, including courtrooms, corridors, elevators, stairways, and entranceways, and all Court offices (except when an employee is at his or her own work station). Additionally, all persons in all Court Facilities shall maintain, at all times, the appropriate social distancing of a minimum of 6 feet of separation.

Q. How can I file pleadings for civil or family (non-support) matters without entering the Courthouse?

A. Pleadings may be filed through the U.S. Mail, placed in designated bins at the Courthouse entrance or filed electronically (via email). The Monroe County Prothonotary is authorized to accept filings by email, with pleadings attached as PDF documents, one pleading per email. Pleadings shall be signed and shall comply with all local and state rules and sent to protcivilfiling@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. How can I file pleadings for Orphans' Court matters without entering the Courthouse?

A. Pleadings may be filed through the U.S. Mail, placed in designated bins at the Courthouse entrance or filed electronically (via email). The Clerk of Orphans Court is authorized to accept all filings by email. Pleadings shall be signed and shall comply with all local and state rules and sent to 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. Is there a way for me to make payments and file remotely for Domestic Relations (child & spousal support) matters?

A. Yes.

- Support payments *will not be accepted in the office* but **must be paid using any of the methods listed at www.childsupport.state.pa.us**.
- Filings will be accepted via:
 - www.childsupport.state.pa.us,
 - Email. Email is authorized to accept all filings by email. Pleadings shall be signed and shall comply with all local and state rules and sent to CS-Monroe@PACSES.com (must be filed in PDF format - one filing per email).
 - Through the U.S. Mail to the following address:

MONROE COUNTY DOMESTIC RELATIONS SECTION
610 MONROE STREET STE 110
STROUDSBURG, PA 18360-2280

- Dropoff in designated bins at the Courthouse entrance.

For additional Domestic Relations information, including options for online payments, filings, and other support related questions, please go to www.childsupport.state.pa.us and click the appropriate tab on the home page related to your question.

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

A. **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 U.S. Mail.*

- For cases at the Court of Common Pleas - 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.
- For Magisterial District Court (minor courts) cases - If you do not receive notice of your new date(s) within the next few weeks, please contact the particular Magisterial District Court where your matter originated (phone information is available for each MDJ Office on the Court's website, www.monroepacourts.us) and speak to a member of the MDJ 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. 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. I was scheduled for jury service, should I report?

A. New juror summonses have been issued for the month of September 2020. Please contact the Jury Management Office by calling 570-517-3110 or 570-517-3001 or by emailing juryselection@monroepacourts.us if you have a question about your jury service.

To see Juror FAQs related to Jury Duty, please click the following link:

<http://www.monroepacourts.us/CourtAdministration/Documents/JURYMANAGEMENTCOVIDFAQ's%2008102020.pdf>

Q. Are the MDJ Courts open?

A. Magisterial District Courts (minor courts) within the 43rd Judicial District are open generally to conduct all court business effective June 1, 2020, however All payments for fines and costs may be made by mail or online at www.ujportal.pacourts.us.

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

A. County maintenance and housekeeping crews have been 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.

***** Readers are strongly encouraged to review all of the Emergency Administrative Orders (most recent one issued: 89 AD 2020 – issued September 2, 2020) for the most recent information regarding Court operations *****

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.slnh.org/>

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