

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

Court Related –

Please see the Court's latest Emergency Administrative Order (92 AD 2020 on 12/3/2020) for a thorough understanding 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 June 30, 2021 (per Emergency Administrative Order 92 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 be permitted in the facility no more than 10 minutes 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. 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. All Court employees and every person entering any Court Facility shall wear a facial covering which covers the nose and mouth, in accordance with the Order of the Secretary of the Pennsylvania Department of Health at the time of the entry into the Court Facility (the Secretary's Order, as well as any related amendments, updates, or new orders, may be found at <https://www.health.pa.gov/>). Additionally, all persons in all Court Facilities shall at all times maintain physical 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 shall be filed through the U.S. Mail, electronically or front door drop-off to Security. 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 shall be filed through the U.S. Mail, electronically or front door drop-off to Security. The Monroe County Clerk of Orphans Court is authorized to accept all 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 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 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

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**,

- contact Court Administration at (570) 517-3009 and speak to a member of the Court Administration staff. Having your docket number and your scheduling Order or hearing notice available when you call will expedite the ability of staff to assist you.
- For Magisterial District Court (minor courts) cases - 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. All jury service for the 43rd Judicial District of Pennsylvania is suspended for December 2020. The Court will reassess when jury trials can be safely conducted, and at that time, we will observe prevailing health and safety norms. Do not report to the Courthouse for any jury-related reasons in December. 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.

Q. Are the MDJ Courts open?

A. They are operational, however, Magisterial District Courts within the 43rd Judicial District shall be closed generally to the public effective December 2, 2020. ALL IN-PERSON ACCESS IS STRICTLY PROHIBITED until such time that the Judicial Emergency is no longer in effect or as otherwise ordered by the President Judge.

All payments for fines and costs shall be made by mail, online at <https://ujportal.pacourts.us/ePay/Default.aspx>, or by placing payment in the drop-box, if available, at the specific MDJ office.

When available, the Court will station at the entrance door of each Magisterial District Court facility a drop-box, which shall be used to accept drop off communications and payments.

For more details regarding MDJ Court operations, please see the Court's Emergency Administrative Order 92 (available at www.monroepacourts.us) which includes the current Transitional Protocol document.

Individual Magisterial District Court contact information can be found at: www.monroepacourts.us. If you are unable to reach a specific Magisterial District Court, please contact the Magisterial District Court Administration office at 570-517-3088.

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: 92 AD 2020 – issued December 3, 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:
- Wear a cloth face mask that securely covers you nose and mouth when you go out in public.
 - Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
 - Limit physical contact with others not in your household.
 - 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

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>