

C. CIVIL

1. MORTGAGE FORECLOSURE

- a. Conciliations will continue using ACT only. Plaintiff(s) and defendant(s) will receive a Conciliation/Case Management Order specifying the conference date and directing them to provide their email address to: gschaefer@monroepacourts.us. Once an email is provided, an invitation to the ACT Meeting will be sent with the time of the conference.

CONTACT INFORMATION

Mortgage Foreclosure:

Phone – (570) 517-3945

Email - gschaefer@monroepacourts.us

2. MENTAL HEALTH ACT PROCEEDINGS

- a. Petitions will be filed electronically.
- b. Hearings will be held using ACT, including witness testimony, at the discretion of the presiding judge.
- c. Mental Health Review Officers' recommendations will be submitted electronically to the Judge assigned for electronic signature and filing, or by hand delivery to the Courthouse.

3. ALL CIVIL FILINGS

- a. Pleadings shall be filed through the U.S. Mail, electronically, by counter 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.
- b. Court Administration will process new pleadings, including new scheduling orders, pursuant to local rule.
- c. Motions lists will be provided by Court Administration via the new civil case management system and will be distributed to Judges for processing.
- d. Civil Jury trials have resumed as of May 2021 and shall continue to be scheduled according to age and readiness. Civil Jury selection and all civil jury trials shall be held at the Sherman Theater, 524 Main Street, Stroudsburg, PA, unless otherwise ordered by the presiding Judge.

4. ARBITRATIONS

- a. Arbitrations will continue using ACT. All praecipes for arbitration must include a telephone number and email address for attorneys and pro se litigants, and Court Administration will assist the arbitrators in scheduling and using ACT.

CONTACT INFORMATION

All Other Civil (*not previously specified above*):

Phone – (570) 517-3096

Email - drivera@monroepacourts.us

kmedlar@monroepacourts.us