

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

In re: 43<sup>rd</sup> Judicial District :  
Emergency Administrative Order : 65 AD 2020  
:

ORDER

**And Now**, this 17th day of March, 2020, pursuant to this Court's Declaration of Judicial Emergency dated March 16, 2020 through April 14, 2020, We hereby AUTHORIZE and ORDER the following pursuant to Pa.R.J.A. No. 1952(B) (2):

1. Except as provided in paragraphs 2 and 3, all scheduled proceedings, programs, conferences, hearings and trials in the Monroe County Court of Common Pleas, 43<sup>rd</sup> Judicial District, and the Monroe County Magisterial District Courts commencing Wednesday March 18, 2020 through and including Tuesday April 14, 2020 are CONTINUED. Each proceeding will be rescheduled to a new date and time by Court Order.
2. From the close of business Wednesday March 18, 2020 through the close of business Wednesday April 1, 2020, **Emergency Matters**, as delineated in paragraph 3, will be accepted for filing in person or electronically, reviewed and scheduled for hearing by the assigned Judge.

3. **Emergency Matters** for filing and hearing are the following:
  - a. Protection from Abuse/ Protection of Victims of Sexual Violence or Intimidation Act
  - b. Mental Health Procedures Act
  - c. Petitions for Emergency Guardianship of a person or estate of an incapacitated person
  - d. Abortion Control Act petitions
  - e. Civil Injunctions for which immediate irreparable harm is alleged
  - f. Emergency Child Custody
  - g. Juvenile Dependency Shelter Care and Adjudication using ACT
  - h. Juvenile Delinquency Detention and Adjudication using ACT
  - i. Criminal proceedings for which the Defendant is incarcerated for Bail, Parole, Parole/Probation Revocation, Bench Warrants, Pleas and Sentencings using ACT, search warrants and arrest warrants
  - j. Any emergency civil matters as a result of the public health emergency
4. Non-emergent criminal and juvenile filings shall be made electronically using PacFile in accordance with local and state rules effective immediately through the close of business on April 14, 2020.
5. 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](mailto:protcivilfiling@monroecountypa.gov) or [orphanscourtfiling@monroecountypa.gov](mailto: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.

6. 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 1, 2020 except for Criminal Cases involving incarcerated Defendants as delineated in paragraph 3. All hearings will be conducted by the on-call MDJ on a rotating weekly basis using ACT.
7. The Domestic Relations Office will be closed from the close of business Wednesday March 18, 2020 through the close of business Wednesday April 1, 2020 and all new filings may be made online at [www.childsupport.state.pa.us](http://www.childsupport.state.pa.us).
8. The Adult and Juvenile Probation Offices will be available with essential personnel to handle **Emergency Matters** as delineated herein. Supervision services will use technological resources and the offices will otherwise be closed from the close of business Wednesday March 18, 2020 through the close of business Wednesday April 1, 2020.
9. Payments of fines and costs in pending cases may be made online at <https://ujportal.pacourts.us/PayOnline.aspx>.
10. Public Access to Judicial facilities from the close of business Wednesday March 18, 2020 through the close of business Wednesday April 1, 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 delineated herein, 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 herein.

BY THE COURT:



Margherita Patti-Worthington, P.J.

- cc:** Geoff Moulton, Court Administrator of Pennsylvania
- John J. Goldner, District Court Administrator
- Kathy Sauter, Magisterial District Court Administrator
- Deborah Rivera, Deputy District Court Administrator
- Ken Morris, Sheriff
- George Warden, Prothonotary/Clerk of Courts
- Josephine Ferro, Register and Recorder
- E. David Christine, Esq. District Attorney
- James Gregor, Esq. Chief Public Defender
- Board of Commissioners
- Denise Burdge, Executive Director MCBA
- Brian Jordan, Esq., President MCBA
- Garry Haidle, Warden MCCF
- Tricia Clancy, Information Services

PROTHONOTARY  
2020 MAR 17 P 6:59  
HARRIS COUNTY, PA  
GSM