

H. MAGISTERIAL DISTRICT COURTS

1. General

- a. All persons entering any Magisterial District Court shall be screened using the COVID-19 questionnaire approved by the Court. Any person not meeting the health questionnaire criteria may be denied access to any Court facility and alternative accommodations will be made.
- b. Masking and physical / social distancing requirements follow the pandemic protocol currently in effect for all Court facilities.

2. Public Access

- a. The Magisterial District Courts are fully open to the public with access as indicated below.
 - i. The term “public” includes all persons except magisterial district judges and court staff.
- b. Video doorbells and monitors are in place at the entrance door of each Magisterial District Court facility to allow the court staff to communicate with the public who approach the door in order to determine the court user’s needs and to provide them with assistance.

3. Payment Information

- a. Payments for fines and costs and filings may be made as follows:
 - i. online at <https://ujportal.pacourts.us/ePay/Default.aspx>; or,
 - ii. by sending a check or money order by mail; or,
 - iii. in person at the counter at those Magisterial District Courts where in person access is available subject to the restrictions set forth in this Court’s Transitional Protocol; or,
 - iv. in person via a drop-box located at the entrance of Magisterial District Court locations, where available.

4. Correspondence

- a. All correspondence includes but is not limited to entries of appearance, pleas in summary cases, continuance requests, initial filings etc. as necessary for cases filed at the Magisterial District Courts may be delivered:
 - i. in person at the counter at those Magisterial District Courts where in person access is available subject to the restrictions set forth in this Court’s Transitional Protocol; or,

- ii. in person via a drop-box located at the entrance of Magisterial District Court locations not accepting in person payments / filings at this time; or,
- iii. faxed to the individual court office at the applicable fax number as listed on the Monroe County Court's website.

5. Preliminary Arraignments (All MDJ Courts)

- a. All preliminary arraignments shall be conducted using Advanced Communication Technology (ACT).
- b. No in-person preliminary arraignments shall be held at any Magisterial District Court until further notice.

6. Please see the Table below for how specific hearing types will be conducted in each of the MDJ Courts of the 43rd Judicial District:

MDJ COURT - MDJ	Criminal Preliminary Arraignments	Criminal Preliminary Hearings	Summary Trials	Civil/Landlord-Tenant Hearings	Truancy Hearings
43-2-01 – Anzini	ACT	ACT	ACT	ACT	ACT
43-2-02 – Muth	ACT	IN-PERSON	ACT	ACT	ACT
43-3-01 – Travagline	ACT	IN-PERSON	IN-PERSON	ACT	ACT
43-3-02 – TBD	ACT	IN-PERSON	IN-PERSON	IN-PERSON	IN-PERSON
43-3-03 – Kresge	ACT	IN-PERSON	IN-PERSON	IN-PERSON	N/A
43-3-04 – Mancuso	ACT	IN-PERSON	IN-PERSON	IN-PERSON	IN-PERSON
43-4-01 – Germano	ACT	ACT	ACT	ACT	ACT
43-4-02 – Riley	ACT	IN-PERSON	ACT	ACT	ACT
43-4-04 – Claypool	ACT	ACT	ACT	ACT	N/A

7. Criminal ACT Proceedings

- a. Criminal preliminary hearings waived by defendants during ACT proceedings where the defendant is unable to immediately sign the Waiver of Preliminary Hearing form, will require:
 - i. the defendant to be colloquied by the MDJ via ACT;
 - ii. the MDJ to write the following on said form on the defendant signature line: "COVID-19 – Defendant colloquied by MDJ (Last Name)"; and,
 - iii. the MDJ to sign next to this notation on the defendant's signature line in addition to signing on said form at the MDJ signature line.
- b. Any proceeding that cannot be held via ACT due to a participant's inability to access such technology shall be continued until such access may be accomplished or shall be rescheduled in person subject to the restrictions set forth in this Court's Transitional Protocol.

8. In-Person Hearings

- a. All in-person attendance at Magisterial District Court events is permitted in accordance with the safety protocols adopted generally for all courts.
- b. No more than 8 in-person cases total (regardless of type) shall be scheduled or rescheduled in an hour and same shall be scheduled in a staggered fashion. Participants will be called into the building one case at a time.

9. Contact Information

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