



**Civil** (Mortgage Foreclosure; Tax Assessment Appeals; Mental Health Act Proceedings; All Civil Filings; Arbitrations)

## **1. MORTGAGE FORECLOSURE**

- a. Conciliations may resume using ACT only. Conciliators will work with Court Administration and use the already scheduled dates and times.
- b. All evictions in foreclosures are stayed through July 11th.

### CONTACT INFORMATION

Mortgage Foreclosure:

Phone – (570) 517-3945

Email - [gschaefer@monroepacourts.us](mailto:gschaefer@monroepacourts.us)

## **2. TAX ASSESSMENT APPEALS**

- a. Mediations may resume using ACT only for a first listing. The mediators will work with Court Administration and use the already scheduled dates and times. Should an in person meeting become necessary, the mediator will work with Court Administration to secure a venue where the participants can practice social distancing.

## **3. MENTAL HEALTH ACT PROCEEDINGS**

- a. Petitions will continue to be filed electronically.
- b. Hearings will be held using ACT, including witness testimony.

Masters' recommendations will be submitted electronically to the Judge assigned for electronic signature and filing or by hand delivery to the Courthouse.

## **4. ALL CIVIL FILINGS**

- a. Pleadings shall be filed through the U.S. Mail or electronically. 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](mailto: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.

\*Please note that these procedures may be modified on a regular basis as the safety parameters and pandemic evolve. Not all processes will be ready for implementation on May 1<sup>st</sup> and will be on a rolling basis as noted specifically herein.

- b. Court Administration will continue to process new pleadings, including new scheduling orders, pursuant to local rule.
- c. Motions lists will be provided to Court Administration by the Prothonotary's Office and distributed to Judges for processing.
- d. Bench trials may commence June 8 ***IF*** social distancing can be maintained.

## **5. ARBITRATIONS**

- a. Arbitrations may commence June 1 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](mailto:drivera@monroepacourts.us)  
[odaigle@monroepacourts.us](mailto:odaigle@monroepacourts.us)

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