



Magisterial District Courts (Public Access; Preliminary Arraignments; Scheduling Events; Correspondence; New Civil Case Filings; Contact Information)

1. Public Access

- a. The Magisterial District Courts within the 43rd Judicial District shall be open generally to conduct all court business effective June 1, 2020. ALL IN-PERSON ACCESS IS STRICTLY LIMITED until June 15, 2020.
- b. All payments for fines and costs shall be made by mail or online at www.ujspportal.pacourts.us. NO IN-PERSON PAYMENTS ARE PERMITTED absent extenuating circumstances.
- c. All MDJ office telephones remain forwarded to Court Administration until 8:30 a.m. on Tuesday, May 26, 2020.

2. Preliminary Arraignments

- a. All preliminary arraignments shall be conducted using Advanced Communication Technology (ACT) between the Magisterial District Court and the Monroe County Central Booking Department located at the Monroe County Correctional Facility. No in-person preliminary arraignments shall be held at any Magisterial District court until further notice.

3. Scheduling Events

- a. All proceedings of incarcerated defendants shall be held using Advanced Communication Technology (ACT).
- b. No hearings/proceedings in any case type shall be scheduled or rescheduled to a date prior to June 15, 2020, giving priority to rescheduling of criminal cases.
- c. No more than 5 cases total, of any case type, shall be scheduled or rescheduled in an hour and shall be scheduled in a staggered fashion.
- d. No person other than the litigants and counsel for any scheduled events are permitted to enter the Magisterial District Court. The MDJ Court will insure that litigants and counsel are called into the building one case at a time.
- e. The appearance of witnesses and affiants on the first listing of a preliminary hearing is waived. Should an evidentiary hearing be necessary, the MDJ shall schedule same for a date and time certain.
- f. All DUIs previously scheduled from March 19th through May 31st shall be rescheduled at Magisterial District Court 43-3-02 located at 1211 N 5th Street, Stroudsburg, Pa. and will be heard by a Senior Magisterial District Judge on dates to be determined, pursuant to this Court's authority

*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 1st and will be on a rolling basis as noted specifically herein.

delineated above and Pennsylvania Rule of Judicial Administration 605(B)(6).

- i. Criminal cases resulting in a waiver or where all charges are bound over to the Court of Common Pleas shall have a Waiver of Formal Arraignment form completed by the defendant and counsel on a form provided to the MDJ court by Court Administration. The completed form shall be scanned and submitted with the docket entries and a copy provided to Court Administration.

4. Correspondence

- a. At this time, all correspondence necessary for cases filed at the MDJ courts can be mailed using the US Mail or faxed to the individual court office at the applicable address / fax number as listed on the Monroe County Court's website (www.monroepacourts.us).
 - i. Correspondence includes but is not limited to entries of appearance, pleas in summary cases, etc.

5. New Civil Case Filings

- a. All new civil case filings can be mailed using the US Mail to the specific MDJ court directly or filed in person commencing June 1, 2020 at the specific MDJ court.

6. Contact Information

- a. Individual MDJ Court contact information can be found at: www.monroepacourts.us
 - i. Please note that the MDJ Court telephones are being forwarded to Court Administration until May 26, 2020.

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