

# THE COURTS

## Title 255—LOCAL COURT RULES

### CENTRE COUNTY

#### Local Civil Rule 205.4; No: 2021-22-CM

##### Order

*And Now*, December 19, 2023, Local Civil Rule 205.4, Paragraph E(1) is amended to read that Upon receipt of the legal paper, the Prothonotary/Clerk of Courts shall provide the filing party with an acknowledgement, which includes the date and time the legal paper was received by the Electronic Filing System. The Prothonotary/Clerk of Courts shall also provide the filing party with notice that the legal paper was accepted for filing. All filing must be received by 3:30 pm to be timestamped for that business day.

This change in time shall be effective February 5, 2024. In all other respects the Local Rule is reaffirmed in its entirety.

*By the Court*

JONATHAN D. GRINE,  
*President Judge*

#### Rule 205.4. Electronic Filing.

##### A. Electronic Filing

1. The Centre County Court of Common Pleas hereby permits the electronic filing of legal papers and the electronic service of such papers under the terms described in this Local Rule. In the context of this rule, “legal papers” which may be filed electronically do not include cases involving Domestic Relations, Protection From Abuse, Orphans’ Court, and Mental Health/Intellectual Disability.

##### B. Form of Documents Electronically Filed

1. All electronic filings shall be in Portable Document Format (PDF) or any other electronic format, if any, that the Court by local rule designates. A paper presented for filing in a format other than PDF shall be converted to PDF and maintained by the Prothonotary/Clerk of Courts in that format.

2. A legal paper filed electronically shall be deemed the original document. The Prothonotary/Clerk of Courts shall maintain a hard copy of the document filed.

3. Scanned signatures will be accepted as originals. An electronically filed document shall be deemed to have been signed by the filer if it bears a facsimile or typographical signature of the filer, e.g./s/John Doe. The electronic filing of legal paper constitutes a certification by the filing party that a hard copy of the legal paper was properly signed and, where applicable, verified; and a certification as provided by the signature to a legal paper under Pa.R.C.P. 1023.1(c), the violation of which shall be subject to the sanction provided by Pa.R.C.P. 1023.1(d).

4. The filing party shall maintain the signed hard copy of the document filed for two (2) years after the later of: the disposition of the case; the entry of an order resolving the issue raised by the legal paper; or, the disposition by an appellate court of the issue raised by the legal paper.

5. Any other party at any time may serve upon the filing party a notice to produce for inspection the signed hard copy within fourteen (14) days of service of the

notice. The Court upon motion may grant appropriate sanctions for failure to produce the signed hard copy pursuant of the notice.

6. As required by Pa.R.C.P. 205.5, the filing party shall include the statewide cover sheet with the initial filing.

##### C. Access

1. The Prothonotary/Clerk of Courts shall provide electronic access at all times.

2. All legal papers that are filed electronically shall be filed through the Prothonotary/Clerk of Court’s Electric Filing System which shall be accessible at Prothonotary/ClerkofCourts-orders@centrecountypa.gov.

3. Prothonotary/ClerkofCourts-orders@centrecountypa.gov. shall only be used for filing documents and not for any other purposes.

4. The Prothonotary/Clerk of Courts, Courts or Court Administrator shall not be obligated to print documents that are filed electronically. A fee will be charged for any documents exceeding 25 pages which need to be printed by the Prothonotary/Clerk of Courts, including a hard copy of any pleadings.

##### D. Filing Fees

1. The Prothonotary/Clerk of Courts will accept for payment of filing fees the following credit and debit cards: American Express, Discover, Master Card and Visa. Any convenience fee charged will be the responsibility of the filer. The prothonotary will not accept advance deposit on account of future filing fees.

##### E. Time of Filing

1. Upon receipt of the legal paper, the Prothonotary/Clerk of Courts shall provide the filing party with an acknowledgement, which includes the date and time the legal paper was received by the Electronic Filing System. The Prothonotary/Clerk of Courts shall also provide the filing party with notice that the legal paper was accepted for filing. All filings must be received by 3:30 pm to be time stamped for that business day.

2. The Prothonotary/Clerk of Courts shall affix “Filed by Email” near the timestamp.

3. If a legal paper is not accepted upon presentation for filing or is refused for filing by the Electronic Filing System, the Prothonotary/Clerk of Courts shall immediately, or if the office is closed, immediately upon opening, notify the party presenting the legal paper for filing of the date of presentation, the fact the document was not accepted or refused for filing by the system, and the reason it was not accepted or refused.

4. A filing party shall be responsible for any delay, disruption, interruption of the electronic signals and legibility of the document electronically filed, except when caused by the failure of the electronic filing system’s website.

##### F. Service of Legal Papers

1. Once the electronic filing has been accepted, it shall be the responsibility of the filing party to provide the Sheriff with the proper service fee and the documents for Original Service and Writs.

This amended rule (changing the time for electronic filing to 3:30 pm to be stamped for that business day in Paragraph E(1)) is effective February 5, 2024.

[Pa.B. Doc. No. 24-2. Filed for public inspection January 5, 2024, 9:00 a.m.]

**Title 255—LOCAL COURT RULES**

**CENTRE COUNTY**

**Local Criminal Rule 117; No: CP-14-MD-690-2006**

**Order**

*And Now*, December 19, 2023, Local Criminal Rule 117, Paragraph (a) is amended to read that After normal business hours, coverage shall be provided by a Magisterial District Judge, assigned on a rotational schedule, who has county-wide jurisdiction and who operates between the hours of 4:00 p.m. to 8:00 a.m. Monday through Friday. Holidays and weekend coverage shall be provided by an assigned on-call Magisterial District Judge.

This change in time shall be effective February 5, 2024. In all other respects the Local Rule is reaffirmed in its entirety.

*By the Court*

JONATHAN D. GRINE,  
*President Judge*

**Local Rule 117. Providing for Judicial Coverage for the Issuance of, and Presiding Over, Necessary Proceedings: Issuing Warrants, Preliminary Arraignments, Summary Trials, and Setting and Accepting Bail.**

a. After normal business hours, coverage shall be provided by a Magisterial District Judge, assigned on a rotational schedule, who has county-wide jurisdiction and who operates between the hours of 4:00 pm to 8:00 am Monday through Friday. Holidays and weekend coverage shall be provided by an assigned on-call Magisterial District Judge.

1. In the event a Magisterial District Judge is needed for after-hours coverage for the issuance of a search or arrest warrant, a preliminary arraignment, a summary trial, a protection from abuse petition, or any other

emergency matter; the “duty” Magisterial District Judge will be contacted through the Centre County 911 Center.

2. The “duty” Magisterial District Judge may conduct essential hearings, such as a preliminary arraignment, pursuant to Pa.R.Crim.P. 516 & 519(A)(1), and summary trials, pursuant to Pa.R.Crim.P. 430(A), 431(B)(3), and 441(C), from any approved advanced communication technology site.

3. (Deleted)

b. Monetary bond may be posed after normal business hours for Magisterial District Judge Court cases at the Centre County Correctional Facility by certified check or money order. Bail bond agents may continue to post bond at the Centre County Correctional Facility.

This Rule, as Amended by Order of Court on December 19, 2023, (changing the times in paragraph “a” and deleting subparagraph 3) shall be effective February 5, 2024.

[Pa.B. Doc. No. 24-3. Filed for public inspection January 5, 2024, 9:00 a.m.]

**Title 255—LOCAL COURT RULES**

**DAUPHIN COUNTY**

**Promulgation of Local Rules; No. 1793 S 1989**

**Order**

*And Now*, this 20 day of December, 2023, Dauphin County Local Rule of Civil Procedure 223.2 and Dauphin County Local Rule of Criminal Procedure 609 are rescinded and replaced with Local Rules of Judicial Administration 5102 and 5103 as follows:

**Rule 5102. Custody of Exhibits. General Provisions.**

(a) *During Court Proceedings before Judge.*

(1) The Court Reporter shall be designated as the custodian of all documentary exhibits and photographs of non-documentary exhibits accepted or rejected during the court proceedings.

(2) The Court Crier/Clerk shall maintain the Index of Exhibits during the court proceedings. The Court Crier/Clerk shall use the form supplied by Court Administration which shall be in the following format:

**Index of Exhibits**

No.	Description/Title	Proponent	Admitted	Rejected	Sealed by Court	Confidential Information Sheet (If required)

(3) The proponent shall include a Confidential Information Form or Confidential Document Form for any exhibit offered into evidence that contains confidential information or confidential documents as defined in the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. These forms shall be given by the proponent to the Court Crier/Clerk at the time the evidence is introduced.

(b) *After Court Proceedings before Judge.* The Court Reporter shall be designated as the custodian of all

documentary exhibits and photographs of non-documentary exhibits after court proceedings have concluded.

(1) The Court Reporter shall:

(i) retain or take custody of all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings.

(ii) file all documentary exhibits, photographs, and photographs of non-documentary exhibits with the re-

cords office within five (5) business days of the conclusion of the court proceedings; and

(iii) secure and maintain all other non-documentary exhibits as directed by the Court or agreed to by the parties.

(2) The Court Reporter shall obtain the Index of Exhibits prepared during the court proceedings from the Court Crier/Clerk and compare the exhibits in the possession of the Court Reporter with the Index of Exhibits. The Court Reporter shall file the Index of Exhibits with the exhibits in the records office.

(c) *Proceedings before Divorce Hearing Officer and Juvenile Hearing Officer.*

(1) In proceedings before the Divorce Hearing Officer and Juvenile Hearing Officer the Hearing Officer shall be the custodian of the documentary exhibits.

(2) The Hearing Officer shall retain all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings.

(3) The Hearing Officer shall prepare the Index of Exhibits and file the Index of Exhibits with the exhibits in the records office.

(4) The Hearing Officer shall ensure that a Confidential Information Form or Confidential Document Form for any exhibit offered into evidence that contains confidential information or confidential documents as defined in the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania was completed and filed with the exhibit.

**Rule 5103. Custody of Exhibits. Special Provisions.**

(a) *Documentary Exhibits: Generally*

(1) If a document is larger than 8-1/2 × 11 inches, the Court Reporter shall be provided with a copy of the same sized 8-1/2 × 11 inches. Items larger than 8-1/2 × 11 may be used for illustration during the court proceedings.

(2) Media depositions presented at trial shall remain in the proponent's possession. The proponent shall simultaneously submit a transcript of the deposition as an exhibit.

(c) *Non-documentary Exhibits: Generally*

(3) If the exhibit is bulky or oversized, either the Court Reporter or the proponent shall maintain custody of the exhibit as directed by the Court.

The previously listed amendments shall be published in the *Pennsylvania Bulletin* and will become effective on April 1, 2024.

*By the Court*

JOHN F. CHERRY,  
*President Judge*

[Pa.B. Doc. No. 24-4. Filed for public inspection January 5, 2024, 9:00 a.m.]

## Title 255—LOCAL COURT RULES

### SNYDER COUNTY

#### Adoption of Local Rules; No. CP-55-AD-18-2023

##### Order

*And Now*, this 18th day of December 2023, it is hereby *Ordered and Decreed*, that effective thirty (30) days after publication in the *Pennsylvania Bulletin*, the Snyder County Court of Common Pleas adopts local rule 576.1 as follows:

##### C.C.R.P. No. 576.1

##### Rule 576.1. Electronic Filing in Criminal Dockets.

A. The Snyder County Clerk of Courts Office and the Administrative Office of Pennsylvania Court (AOPC) agreed upon an implementation plan for PACFile in Snyder County for certain criminal filings. Legal papers may be filed electronically using the PACFile electronic filing system pursuant to Pa.R.Crim.P. 576.1. Electronic filing is permissive and not mandatory.

B. As used in this rule, the following words shall have the following meanings:

i. "electronic filing," the electronic submission of legal papers by means other than facsimile transmission and the acceptance of the document by the clerk of courts;

ii. "filing party," an attorney, defendant, plaintiff, or other person who files a legal paper by means of electronic filing;

iii. "legal paper," a pleading or other submission to the court, including motions, answers, notices or other documents, of which filing is required or permitted, including orders, copies of exhibits, and attachments. The following documents are excluded from the definition of "legal paper" and are therefore prohibited from being filed electronically:

(1) applications for search warrants,

(2) applications for arrest warrants,

(3) any grand jury materials, except the indicting grand jury indictment or the investigating grand jury presentment,

(4) submission filed ex parte as authorized by law,

(5) submissions filed or authorized to be filed under seal, and

(6) exhibits offered into evidence, whether or not admitted, in a court proceeding;

iv. "original document," a legal paper filed electronically shall be deemed the original document, but copies of exhibits electronically filed do not constitute the original of the exhibit for evidentiary purposes; and

v. "the system" the PACFile electronic filing system, developed and administered by the Administrative Office of Pennsylvania Courts, is the exclusive system for electronic filing.

C. Attorneys or self-represented parties who file legal papers electronically must establish a PACFile account using the Unified Judicial System of Pennsylvania Web Portal. Pursuant to Pennsylvania Rule of Criminal Procedure 576.1(D)(2), the establishment of the PACFile account constitutes consent to participate in electronic

filing, including acceptance of service electronically of any document filed using PACFile.

D. Applicable filing fees for the electronically filed legal papers shall be paid electronically to the Clerk of Courts simultaneously with the filing.

E. A party who was granted In Forma Pauperis status shall not pay filing fees to the Clerk of Courts.

F. All filings shall comply with the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.

G. *Service of Legal Papers:*

(a) Attorneys or self-represented parties who are unable and unwilling to participate electronic filing of documents are permitted to file and serve the legal papers in a physical paper format.

(b) Service of legal papers on any attorney or party who has not established an Account as provided in subsection (C) of this rule shall be made in accordance with Pa.R.Crim.P. 576. Specially, the following offices must be served in accordance with Rule 576: Court Administration, Probation, Sheriff and Court Reporter. This applies to the service of court orders and notices. Distribution to those parties not automatically served via PACFile with a court order or notice must be filed with the Clerk of Courts office with a complete distribution ledger listing the names and addresses of all parties required to be served with a paper copy.

(c) Service upon an attorney or defendant participating in the system shall be done electronically.

The District Court Administrator is Ordered and Directed to do the following:

1. File one (1) copy to the Administrative Office of Pennsylvania Courts via email to adminrules@pacourts.us.

2. File two (2) paper copies and one (1) electronic copy in a Microsoft Word format only to bulletin@palrb.us with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. Incorporation of the local rule into the 17th Judicial District Local Rules and publish on the Snyder County website at www.snydercounty.org. within thirty (30) days after the publication of the local rules in the *Pennsylvania Bulletin*.

4. File one (1) copy of the local rule in the appropriate filing office for public inspection and copying.

*By the Court*

LORI R. HACKENBERG,  
*President Judge*

[Pa.B. Doc. No. 24-5. Filed for public inspection January 5, 2024, 9:00 a.m.]

## Title 255—LOCAL COURT RULES

### UNION COUNTY

#### Adoption of Local Rules; No. CP-60-AD-22-2023

#### Order

And Now, this 18th day of December 2023, it is hereby Ordered and Decreed, that effective February 12, 2024,

after publication in the *Pennsylvania Bulletin*, the Union County Court of Common Pleas adopts local rule 576.1 as follows:

#### C.C.R.P. No. 576.1

#### Rule 576.1. Electronic Filing in Criminal Dockets.

A. The Union County Clerk of Courts Office and the Administrative Office of Pennsylvania Court (AOPC) agreed upon an implementation plan for PACFile in Union County for certain criminal filings. Legal papers may be filed electronically using the PACFile electronic filing system pursuant to Pa.R.Crim.P. 576.1. Electronic filing is permissive and not mandatory.

B. As used in this rule, the following words shall have the following meanings:

i. “electronic filing,” the electronic submission of legal papers by means other than facsimile transmission and the acceptance of the document by the clerk of courts;

ii. “filing party,” an attorney, defendant, plaintiff, or other person who files a legal paper by means of electronic filing;

iii. “legal paper,” a pleading or other submission to the court, including motions, answers, notices or other documents, of which filing is required or permitted, including orders, copies of exhibits, and attachments. The following documents are excluded from the definition of “legal paper” and are therefore prohibited from being filed electronically:

(1) applications for search warrants,

(2) applications for arrest warrants,

(3) any grand jury materials, except the indicting grand jury indictment or the investigating grand jury presentment,

(4) submission filed ex parte as authorized by law,

(5) submissions filed or authorized to be filed under seal, and

(6) exhibits offered into evidence, whether or not admitted, in a court proceeding;

iv. “original document,” a legal paper filed electronically shall be deemed the original document, but copies of exhibits electronically filed do not constitute the original of the exhibit for evidentiary purposes; and

v. “the system” the PACFile electronic filing system, developed and administered by the Administrative Office of Pennsylvania Courts, is the exclusive system for electronic filing.

C. Attorneys or self-represented parties who file legal papers electronically must establish a PACFile account using the Unified Judicial System of Pennsylvania Web Portal. Pursuant to Pennsylvania Rule of Criminal Procedure 576.1(D)(2), the establishment of the PACFile account constitutes consent to participate in electronic filing, including acceptance of service electronically of any document filed using PACFile.

D. Applicable filing fees for the electronically filed legal papers shall be paid electronically to the Clerk of Courts simultaneously with the filing.

E. A party who was granted In Forma Pauperis status shall not pay filing fees to the Clerk of Courts.

F. All filings shall comply with the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania.

G. *Service of Legal Papers:*

(a) Attorneys or self-represented parties who are unable and unwilling to participate electronic filing of documents are permitted to file and serve the legal papers in a physical paper format.

(b) Service of legal papers on any attorney or party who has not established an Account as provided in subsection (C) of this rule shall be made in accordance with Pa.R.Crim.P. 576. Specially, the following offices must be served in accordance with Rule 576: Court Administration, Probation, Sheriff and Court Reporter. This applies to the service of court orders and notices. Distribution to those parties not automatically served via PACFile with a court order or notice must be filed with the Clerk of Courts office with a complete distribution ledger listing the names and addresses of all parties required to be served with a paper copy.

(c) Service upon an attorney or defendant participating in the system shall be done electronically.

The District Court Administrator is Ordered and Directed to do the following:

1. File one (1) copy to the Administrative Office of Pennsylvania Courts via email to adminrules@pacourts.us.

2. File two (2) paper copies and one (1) electronic copy in a Microsoft Word format only to bulletin@palrb.us with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. Incorporation of the local rule into the 17th Judicial District Local Rules and publish on the Union County website at [www.unioncountypa.org](http://www.unioncountypa.org). Within thirty (30) days after the publication of the local rules in the *Pennsylvania Bulletin*.

4. File one (1) copy of the local rule in the appropriate filing office for public inspection and copying.

*By the Court*

LORI R. HACKENBERG,  
*President Judge*

[Pa.B. Doc. No. 24-6. Filed for public inspection January 5, 2024, 9:00 a.m.]

## DISCIPLINARY BOARD OF THE SUPREME COURT

### Notice of Administrative Suspension

Notice is hereby given that the following attorneys have been Administratively Suspended by Order of the Supreme Court of Pennsylvania dated November 15, 2023, pursuant to Rule 111(b), Pa.R.C.L.E., which requires that every active lawyer shall annually complete, during the compliance period for which he or she is assigned, the continuing legal education required by the Continuing Legal Education Board. The Order became effective December 15, 2023, for Compliance Group 1.

Notice with respect to attorneys having Pennsylvania registration addresses, which have been administratively suspended by said Order, was published in the appropriate county legal journal.

DaSilva, Rosemarie  
Roseland, NJ

Dotts, Stephen William  
Newark, DE

Friedrichs, Karl F.  
Marlton, NJ

Geiger, Valerie  
Fairfax, VA

Goncher, Brett Lowell  
Washington, DC

Guerin, Amy Regina  
Westhampton, NJ

Halper, Brooke Bella  
Orlando, FL

Jaslow, Howard M.  
New York, NY

Katz, Debra Susan  
Washington, DC

Kusel, Elaine Simek  
Newark, NJ

Nadipuram, Naveen  
Frederick, MD

Petrozzino, John Philip  
Ridgewood, NJ

Prophete, Donald  
Kansas City, MO

Sandnes, James T.  
New York, NY

Smith, Adam Christopher  
Cherry Hill, NJ

Stuart, Kimberley  
Haddonfield, NJ

Thorne, Jenna Rose  
Moorpark, CA

Treter, Christopher David  
Voorhees, NJ

Viano, Michael, Jr.  
Lakeville, MA

Wolk, Adam Maxwell  
New York, NY

Wright, Robert  
Newark, NJ

Young, Brett Jackson  
Houston, TX

SUZANNE E. PRICE,  
*Attorney Registrar*

[Pa.B. Doc. No. 24-7. Filed for public inspection January 5, 2024, 9:00 a.m.]