

THE COURTS

Title 231—RULES OF CIVIL PROCEDURE

PART I. GENERAL

[231 PA. CODE CH. 200]

Order Suspending Rule 230.2 of the Rules of Civil Procedure Regarding Termination of Inactive Cases; No. 594 Civil Procedural Rules Doc.

Order

Per Curiam

And Now, this 23rd day of April, 2014, as Rule 230.2 of the Pennsylvania Rules of Civil Procedure (governing the administrative purge of civil matters in which there has been no activity of record for two years or more) is currently under review and revision, *It Is Ordered* pursuant to Article V, Section 10 of the Constitution of Pennsylvania that Pa.R.C.P. No. 230.2 is suspended. This order does not affect the trial courts' ability to proceed pursuant to Pa.R.J.A. No. 1901.

This order shall be processed in accordance with Pa.R.J.A. No. 103(b), and shall be effective immediately.

[Pa.B. Doc. No. 14-966. Filed for public inspection May 9, 2014, 9:00 a.m.]

Title 255—LOCAL COURT RULES

CARBON COUNTY

Amendment of Local Rules of Civil Procedure 205.2(a) Filing of Legal Papers with the Prothonotary and 1035.2(a) Motion for Summary Judgment; No. 10-1100; 13-0523; 13-1830

Amended Administrative Order No. 7-2014

And Now, this 17th day of April, 2014, in order to correct an improper numbering of the Local Rule of Civil Procedure from 205.3.1 to 205.2(a), it is hereby

Ordered and Deceed that, effective May 1, 2014, Carbon County Rules of Civil Procedure CARB.R.C.P. 205.2(a) governing Filing of Legal Papers with the Prothonotary, and CARB.R.C.P. 1035.2(a) governing a Motion for Summary Judgment be and are hereby *Amended* as follows.

It Is Further Ordered and Deceed that Carbon County Rule of Civil Procedure CARB.R.C.P. 205.3.1 governing Filing of Legal Papers with the Prothonotary—Originals and Copies promulgated effective November 1, 2013 be and is hereby *Valid and Enforceable* retroactive to November 1, 2013.

1. The Carbon County District Court Administrator is *Ordered and Directed* to File one (1) certified copy of this Administrative Order and Local Rules with the Administrative Office of Pennsylvania Courts.

2. File two (2) certified copies and one (1) CD with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. Publish the Rules on the UJS Portal at <http://ujportal.pacourts.us/localrules/ruleselection.aspx>.

4. File one (1) certified copy with the Civil Procedural Rules Committee.

5. Forward one (1) copy for publication in the *Carbon County Law Journal*.

6. Forward one (1) copy to the Carbon County Law Library.

7. Keep continuously available for public inspection copies of the Administrative Order and Local Rules in the Prothonotary's Office.

By the Court

ROGER N. NANOVIC,
President Judge

Rule 205.2(a). Filing of Legal Papers with the Prothonotary.

All papers filed in the Prothonotary's Office shall conform to the following requirements:

1. The use of backers and/or toppers is prohibited.

2. Original pleadings shall be held together by paper clip or expandable spring-loaded clip.

3. Original pleadings shall not be highlighted by the use of colored markers. Highlighting of text can be done on the computer by bolding or using a different shape and size of font.

4. All documents shall be single-sided, double spaced and the font size shall be no less than 12 points.

5. Paper size shall not exceed 8 1/2" x 11" and shall be on good quality paper.

6. Attachments smaller than 8 1/2" x 11" paper shall be attached to regular size paper by using scotch tape.

7. All exhibits shall be identified and marked on the bottom center of each exhibit. No exhibit tabs shall be allowed.

8. Pages must be consecutively numbered beginning with page 2 and said number shall appear in the upper right hand corner of the pleading.

9. All copies attached to the pleadings must be clear and legible.

10. Any documents presented for filing referring to social security numbers, driver's license/vehicle identification numbers, and any financial account numbers shall list only the last four digits. Birth dates shall be limited to the year of birth only. When reference is made to a minor child (i.e., individuals less than 18 years of age), the names shall not be given, only their initials. The complete social security numbers, account numbers, dates of birth and full names of minors shall be submitted on the Court's "CONFIDENTIAL INFORMATION FORM" attached hereto. The Prothonotary's Office shall record the Confidential Information in the Court Computer Database and, upon verification of proper entry, shall shred the form containing the Confidential Information. This information shall remain confidential in that it will only be visible to internal personnel and cannot be accessed through the public access programs.

11. The parties and their attorneys are solely responsible for complying with the provisions of number 10 above. The court staff is not responsible for reviewing any document filed as a public record for compliance with

number 10 above. A party's or attorney's failure to comply with the provisions shall not affect access to case records that are otherwise accessible.

**COMMONWEALTH OF PENNSYLVANIA
COUNTY OF CARBON**

Confidential Information Form

Carbon County Court of Common Pleas
Carbon County Courthouse
P.O. Box 131
Jim Thorpe, PA 18229-0131
Telephone: (570) 325-8556

VS.

Docket No. _____

CONFIDENTIAL INFORMATION	
Name: _____ <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other: _____	Social Security Number Financial Information/Driver's License Number/VIN
Name: _____ <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other: _____	Social Security Number Financial Information/Driver's License Number/VIN
Name: _____ <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other: _____	Social Security Number Financial Information/Driver's License Number/VIN
Name: _____ <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other: _____	Minor Child(ren) Names/Dates of Birth

Name: _____ Signature: _____
Attorney #: _____ Telephone: __ (____) _____
Address: _____

Rule 1035.2(a). Motion for Summary Judgment.

1 A party moving for summary judgment shall simultaneously file with the motion a proposed order and supporting brief. If a brief is not filed with the motion, the motion shall be deemed withdrawn, without prejudice, upon motion of the opposing party. A certificate of service in conformance with Pa.R.C.P. 208.2(a)(5) shall be attached to the motion. Pa.R.C.P. 440 governs service. Service shall be required on the District Court Administrator. For form of briefs, see CARB.R.C.P. 210.

2 Any party opposing the motion shall file a response within thirty (30) days of service of the motion, together with a certificate of service evidencing service in accord-

ance with number one above. Service shall be required on the District Court Administrator. A party who fails to respond to the motion shall be deemed to be unopposed to the granting of the motion without contest.

3 Upon service of the motion and response on the District Court Administrator, the matter shall be decided on briefs unless the assigned Judge requests that argument be scheduled. If a party desires argument, a Praecipe for Argument shall accompany the motion or response.

4 A respondent briefing schedule will be issued by the Court contemporaneous with the scheduling of any argument ordered by the Judge or requested by the filing of

the Praeceptum for Argument. If the matter is to be decided on briefs, a respondent briefing schedule will be issued.

5 A party who fails to file a brief shall not be permitted to argue.

[Pa.B. Doc. No. 14-967. Filed for public inspection May 9, 2014, 9:00 a.m.]

DAUPHIN COUNTY

Promulgation of Local Rules; No. 1793 S 1989

Order

And Now, this 25th day of April 2014, Dauphin County Local Rule of Civil Procedure 1012 is promulgated as follows:

Rule 1012. Entry of Appearance.

1. All self-represented parties shall enter a written appearance which provides an address where service of pleadings and other legal papers may be made. This address does not have to be a home address. The written appearance shall also provide a telephone number where the party may be contacted. A facsimile number may also be provided in accordance with Pa.R.C.P. No. 440(d). An entry of appearance form shall be made available in the Prothonotary's Office and on the Court's website at www.dauphincounty.org.

2. All self-represented parties shall be under a continuing obligation to file a praecipe with the Prothonotary's Office updating the self-represented party's contact information immediately upon any change in the address, telephone number or other contact information for that party.

3. A self-represented party shall provide a copy of the entry of appearance form and any updates to his/her contact information to all other parties and attorneys of record immediately upon the filing of such matters.

5. I certify that I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name _____ Address _____
Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

6. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date _____ Signature (Your Signature) _____

[Pa.B. Doc. No. 14-968. Filed for public inspection May 9, 2014, 9:00 a.m.]

4. The assertion of self-representation shall not delay any stage of the proceedings.

This amendment shall be effective 30 days after publication in the Pennsylvania Bulletin.

By the Court

TODD A. HOOVER,
President Judge

PLAINTIFF

IN THE COURT OF
COMMON PLEAS
DAUPHIN COUNTY,
PENNSYLVANIA

vs.

NO.

DEFENDANT

ENTRY OF APPEARANCE AS A
SELF-REPRESENTED PARTY

This form shall be used in all civil cases except for custody, divorce, protection from abuse, paternity and support.

1. I am the [] Plaintiff [] Defendant in the above-captioned case and have chosen to represent myself.

2. My address for the purpose of this case and for serving me with all future pleadings and other legal notices is: _____

I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I know of important deadlines or scheduled proceedings.

3. My telephone number where I can be reached during normal business hours (8:00 a.m.—4:30 p.m. Monday—Friday) is _____

4. I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.

FAYETTE COUNTY**Custody of Evidence Admitted in Court; No. 808 of 2014 GD****Administrative Order**

And Now, this 23rd day of April, 2014, it is hereby Ordered that our pre-existing practice with regard to the Custody of Evidence Admitted in Court is stated as follows.

The Prothonotary is directed as follows:

(1) Seven certified copies of the order and policy shall be filed with the Administrative Office of Pennsylvania Courts.

(2) Two certified copies and diskette of the order and policy shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

(3) One certified copy of this order shall be sent to the State Civil Procedural Rules Committee.

(4) One certified copy shall be sent to the Fayette County Law Library and the Editor of the *Fayette Legal Journal*.

The adoption of the Custody of Evidence Admitted in Court policy shall become effective thirty (30) days after publication in the *Pennsylvania Bulletin*.

By the Court

JOHN F. WAGNER, Jr.,
President Judge

Custody of Evidence Admitted in Court

(1) ALL evidence offered by a party in any civil, criminal, juvenile or orphans' court proceeding SHALL, after admission, remain in the custody of counsel for the party offering said evidence; and counsel for the offering party SHALL be required to secure and maintain the evidence, unadulterated, and insure the evidence is present in Court during all Court proceedings and available for jury deliberation.

(2) Counsel for the parties shall be required to secure and maintain all evidence admitted in Court throughout the pendency of all appeals.

(3) Under NO CIRCUMSTANCES SHALL the Court, or any officer thereof, take custody of any controlled substances, intoxicants, firearms, explosives, currency, money, or negotiable instruments admitted into evidence

in Court. Nor shall any of the aforementioned items be permitted to be in the custody of a jury at any time, including deliberations.

If during deliberations, the jury requests to view such evidence, the Court in its discretion, may permit such viewing in open court or by providing the evidence to a Deputy Sheriff who shall display the evidence to the jury in the jury room. In so doing, the Deputy Sheriff shall at all times maintain custody of such evidence and shall not speak or answer any questions.

(4) All such evidence as described in paragraph (3) shall remain in the custody of the offering party and may only be disposed of by return, forfeiture, or destruction pursuant to a Court Order and according to law.

[Pa.B. Doc. No. 14-969. Filed for public inspection May 9, 2014, 9:00 a.m.]

WESTMORELAND COUNTY**Orphans' Court Rule WO407; Nr. 3 of 2014****Administrative Order**

And Now this 21st day of April, 2014 *It Is Hereby Ordered That* the introductory paragraph of Westmoreland County Orphans' Court Rule WO407(a)(1) is rescinded and new introductory paragraph WO407(a)(1) is adopted. Items WO407(a)(1)(A) through (K) remain unchanged.

By the Court

RICHARD E. McCORMICK, Jr.,
President Judge

Rule WO407. Small Estates.**(a) Personalty**

(1) When any person domiciled in Westmoreland County, Pennsylvania dies owning property (exclusive of real estate and of wages, salary or any accrued vacation benefits or pension payable under 20 Pa.C.S.A. § 3101, but including personal property claimed as the family exemption) of a gross value not exceeding \$50,000.00, any party in interest may present a petition for the distribution of the property. The petition shall set forth:

[Pa.B. Doc. No. 14-970. Filed for public inspection May 9, 2014, 9:00 a.m.]