

IN RE: : IN THE COURT OF COMMON PLEAS OF  
JUDICIAL EMERGENCY AND : CUMBERLAND COUNTY,  
LIMITED REOPENING OF THE : PENNSYLVANIA  
COURTS :  
: NO: CP-21-MD-0000202-2020

**ADMINISTRATIVE ORDER**

AND NOW, this <sup>1<sup>st</sup></sup> day of May, 2020, the Judicial Emergency previously declared as a result of the COVID-19 pandemic shall extend through June 1, 2020. Provided, however, that beginning May 4, 2020, the Court of Common Pleas and ALL District Courts will be open to the public subject to the following conditions and limitations:

1. All common pleas judges, magisterial district judges, and hearing officers, when reasonably possible, shall do the following:
  - a) Utilize, and encourage litigants to utilize, to the fullest extent available, telephonic, video/audio devices and other advanced communication technology to reduce personal appearances for hearings, trials, meetings, conferences, and similar proceedings or gatherings;
  - b) Stagger court appearance times to reduce crowding;
  - c) Limit meetings, conferences and other gatherings to essential participants and arrange seating to avoid close personal contact;
  - d) Liberally grant requests for continuances.
  
2. When a hearing or other proceeding cannot be held using the methods set forth in 1 (a), access to judicial facilities (including MDJ offices) of the 9<sup>th</sup> Judicial District shall be limited to the following persons:
  - a) Court and County employees, officials, and people with badge keycard credentials;

- b) In Criminal proceedings: attorneys, defendants, witnesses, and victims (this does not include friends or family members of the above). In Civil proceedings only attorneys and litigants (witnesses, other than parties, in civil proceedings shall testify electronically, including by phone or video).
  - c) Individuals with a bona fide business need before a Court or Court-related office;
  - d) Attorneys, litigants, or their representatives filing papers or pleadings, **INCLUDING walk-in *pro se* petitioners for protection from abuse**, or making monetary payments, (although they are encouraged to do so by mail or electronically whenever possible); and
  - e) Members of the media.
3. All common pleas judges, magisterial district judges, and hearing officers **shall**:
- a) Enforce social-distancing at all times (if a hearing or proceeding requires too many participants to have access to the judicial facility to make social distancing impractical, it shall be continued to a date after the expiration of the Judicial Emergency);
  - b) Require all witnesses in civil proceedings, other than litigants, to testify telephonically or by other advanced communication technology.
  - c) Require all incarcerated individuals (whether in civil or criminal proceedings) to participate electronically. Provided, however, if the individual has the right to be in court for the proceeding and refuses to waive that right, the proceeding shall be continued until after the judicial emergency is over.
4. All individuals entering any judicial facility shall observe social distancing at all times. Furthermore all such individuals shall wear an appropriate face covering unless given permission (or requested) by the judge or hearing officer to remove it during the proceeding.
5. Any matter previously scheduled on or after May 4, 2020, and not otherwise cancelled by court order, shall proceed as scheduled.

6. Common pleas judges, magisterial district judges and hearing officers shall have broad discretion to schedule, continue and conduct hearings, trials and other proceedings in accordance with the above.

It is further **ORDERED** that the Sheriff of Cumberland County, or his designee, is authorized to enforce this Order and bar individuals from the premises of any judicial facility.

By the Court,



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Edward E. Guido, P.J.

Cumberland County Bench; District Attorney; Public Defender; The Sheriff of Cumberland County; Attorneys Attached to Affected Active Cases; Defendants with Affected Active Cases; Cumberland County Law Journal; Clerk of Courts; Prothonotary; Register of Wills; Recorder of Deeds; Court Administrator; Prothonotary of the Supreme Court of Pennsylvania; AOPC