

IN RE: DECLARATION OF JUDICIAL  
EMERGENCY IN 12<sup>TH</sup> JUDICIAL  
DISTRICT AND CLOSING OF  
COURTHOUSE, MAGISTERIAL  
DISTRICT JUDGE OFFICES, AND  
HUMAN SERVICES BUILDING TO  
PUBLIC THROUGH APRIL 14, 2020

: IN THE COURT OF COMMON PLEAS  
: DAUPHIN COUNTY, PENNSYLVANIA

2020-CV-178-AO

: AO  
:

**SUPPLEMENTAL ADMINISTRATIVE ORDER**

AND NOW THIS 30<sup>th</sup> day of March 2020, in order to safeguard the health and safety of court personnel, court users and members of the public due to the COVID-19 virus, in accordance with the Order issued by the Supreme Court of Pennsylvania on March 18, 2020, the administrative order entered on March 16, 2020 is hereby supplemented as follows:

1. All court facilities in Dauphin County shall be closed to the public through April 14, 2020.
2. The following court matters are deemed essential and shall be filed in the Prothonotary's Office by emailing the document to [prothonotary@dauphinc.org](mailto:prothonotary@dauphinc.org) and to [lhagenbuch@dauphinc.org](mailto:lhagenbuch@dauphinc.org). The document will be considered filed as of the date and time of the email. The filing party is further directed to contact the Prothonotary's Office to receive the correct amount of the filing fee. The filing party shall, by overnight mail, send the original document plus the filing fee to the Prothonotary's Office.
  - a. Emergency petitions for child custody
  - b. Civil mental health reviews (see 50 P.S. §7302)
  - c. Protection from Abuse Petitions
  - d. Emergency equity civil matters (injunctions and stays)
  - e. Any pleading or motion relating to public health concerns involving immediate and irreparable harm
  - f. Commencement of a civil action, by *praecipe* for a writ of summons, for the purposes of tolling the statute of limitations

All filings not included in the above list shall be mailed to the Prothonotary's Office.

2020 MAR 30 PM 4:29  
OFFICE OF THE  
PROTHONOTARY  
DAUPHIN COUNTY, PA

3. The following court matters are deemed essential and shall be filed in the Register of Wills/Clerk of the Orphans' Court Office by emailing the document to [sshaffer@dauphinc.org](mailto:sshaffer@dauphinc.org). The document will be considered filed as of the date and time of the email. Filing fees shall be paid by credit card.

- a. Emergency Petitions for Guardianship
- b. Judicial Bypass Petitions

All filings not included in the above list shall be mailed to the Register of Will/Clerk of the Orphans' Court Office or placed in the drop box at the front door of the Courthouse (Market Street entrance).

4. All court proceedings deemed essential shall be conducted either by telephone or videoconference unless there is no other alternative. If the matter is a record proceeding, the court reporter shall also participate by telephone or videoconference.

5. In addition to the types of matters listed above, the following Court of Common Pleas proceedings are deemed essential:

- a. Emergency bail review and habeas corpus hearings
- b. Bench warrant hearings pursuant to Rule of Criminal Procedure 150
- c. Juvenile delinquency detention
- d. Juvenile emergency shelter and detention hearings

6. All Magisterial District Judge offices are closed to the public. The following proceedings are deemed essential and shall be conducted by videoconference.

- a. Gagnon I hearings
- b. Preliminary arraignments
- c. Preliminary hearings for incarcerated persons
- d. Issuance of search warrants
- e. Emergency protection from abuse petitions

7. All filings in the Clerk of Courts Office shall be done electronically using PACFile.

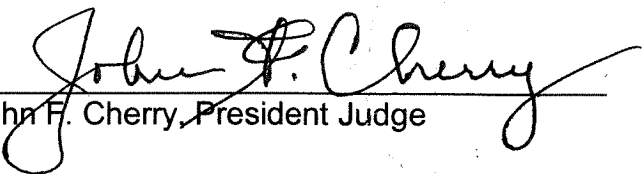
8. April arbitration hearings are cancelled. Counsel shall file a new Certificate of Readiness.

9. The May criminal and civil jury trial term is cancelled. In civil matters, counsel shall file a new certificate of readiness or request a status conference for a

scheduling conference. Rescheduling of criminal matters will be addressed by the Court.

10. Criminal Miscellaneous Court is cancelled through April 24, 2020 unless a case is specially scheduled with the assigned judge and the case shall be heard by telephone or videoconference.
11. Domestic Relations Appeals Court scheduled for April 8, 2020 and Domestic Relations Contempt Court scheduled for April 16, 2020 are cancelled. Cases will be rescheduled by the Domestic Relations office.
12. All Sheriff's Real Estate Sales scheduled for April 16, 2020 are cancelled and will be rescheduled to occur on June 11, 2020 at 10:00 a.m.
13. All other provisions contained in the Administrative Order dated March 16, 2020 shall remain in full force and effect.
14. Any questions should be directed to Court Administration at (717) 780-6630.

BY THE COURT:

  
\_\_\_\_\_  
John F. Cherry, President Judge

MAR 30 2020

(This copy certifies that the foregoing is a true and correct copy of the original filed.)

  
\_\_\_\_\_  
Matthew R. Krupp