

**FOURTEENTH  
JUDICIAL DISTRICT  
OF  
PENNSYLVANIA**

**RULES  
OF THE  
COURT OF COMMON PLEAS  
OF  
FAYETTE COUNTY, PENNSYLVANIA**

***UPDATED: September 10, 2024***

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**FREQUENTLY CALLED NUMBERS**  
**(Area Code 724)**

|   |          |
|---|----------|
| Administrative Office of Fayette County Courts..... | 430-1230 |
| Adult Probation Office .....                        | 430-1251 |
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| Register of Wills .....                             | 430-1206 |
| Sheriff.....  | 430-1295 |
| Specialty Courts .....                              | 430-4845 |
| County Solicitor .....                              | 430-1200 |
| Treasurer.....                                      | 430-1256 |
| Fayette County Bar Association .....                | 437-7994 |

**Fayette County Courthouse  
61 East Main Street  
Uniontown, Pennsylvania 15401  
FAX (724) 430-1001**

## **JUDGES**

**Honorable Steve P. Leskinen**

***President Judge*.....(724) 430-2060**

**Honorable Nancy D. Vernon..... (724) 430-1397**

**Honorable Linda R. Cordaro .....(724) 430-1396**

**Honorable Joseph M. George, Jr.....(724) 430-4843**

**Honorable Mark M. Mehalov.....(724) 430-1233**

**Honorable John F. Wagner, Jr.**

***Senior Judge* .....(724) 430-1236**

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**RULES OF CIVIL PROCEDURE  
OF THE  
COURT OF COMMON PLEAS  
OF  
FAYETTE COUNTY, PENNSYLVANIA**

## **RULES OF CONSTRUCTION**

### **RULE 51**

#### **TITLE AND CITATION OF RULES**

All civil rules adopted by the Court of Common Pleas of Fayette County, Pennsylvania, shall be known as the Rules of Civil Procedure for the Court of Common Pleas of Fayette County, Pennsylvania, and may be cited as "F.C.R. \_\_\_\_\_."

### **RULE 52**

#### **EFFECTIVE DATE. APPLICATION TO PENDING ACTIONS**

(a) These rules shall be effective thirty days after publication in the Pennsylvania Bulletin.

(b) Unless otherwise ordered for cause shown, these rules shall apply to actions pending on the effective date.

### **RULE 76**

#### **DEFINITIONS**

All words and phrases used in these rules shall have the same meanings as in the Pennsylvania Rules of Civil Procedure

### **RULE 101**

#### **PRINCIPLES OF INTERPRETATION**

These rules shall be construed in accordance with the principles of interpretation set forth in the Pennsylvania Rules of Civil Procedure, specifically including Rules 101 through 153, and Rule 239(b) (1).

These rules shall be given numbers that are keyed to the numbers of the Pennsylvania Rules of Civil Procedure to which the rules correspond.

## **BUSINESS OF COURTS**

### **RULE 201**

#### **CASE ASSIGNMENT**

(a) All civil cases, not including family court matters, filed in the Prothonotary's Office shall be assigned to a Judge as set forth in FCR 201.1. The Prothonotary shall notify the assigned Judge of the assignment upon the filing of the initial responsive pleading of any defendant. The assigned Judge's name shall be placed on all subsequent pleadings by counsel under the number and term of the case. The party's or counsel's facsimile number and email address, along with the party's or counsel's address, phone number and counsel's Supreme Court identification number, shall be listed on all civil case pleadings.

(b) If pending cases which arise from the same transaction or occurrence are assigned to different Judges, the Court, on its own motion or the motion of any party, may order the cases consolidated before the Judge assigned to the first case filed.

**NOTE:**       *Adopted December 19, 2003, effective February 10, 2004. Amended June 8, 2004, effective July 26, 2004. Amended November 18, 2011, effective January 9, 2012.*

### **RULE 201.1**

#### **RANDOM ASSIGNMENT**

Civil cases set forth in FCR 201(a) shall be assigned randomly by the Prothonotary's computer system to a Judge. Those cases which have not yet been assigned and require an emergency determination as provided in FCR 208.3(a)(1)(iii) will be immediately assigned randomly by the Prothonotary's computer system, after the President Judge approves the case as being in compliance with FCR 208.3(a).

**NOTE:**       *Adopted December 19, 2003, effective February 10, 2004. Amended June 8, 2004, effective July 26, 2004. Amended June 29, 2004, effective July 26, 2004.*

### **RULE 202**

#### **PAPERS AND RECORDS**

(a) The court administrator and members of a judge's staff may remove records from the prothonotary's office for official Court business. In addition, the following, if appointed by the Court, shall have authority to remove records from the office of the Prothonotary:

1. Referees;
2. Auditors;
3. Masters;
4. Attorneys; and
5. other similar officers.

All such records shall be returned within three months after their taking unless the Court authorizes a longer retention.

(b) Except as provided in section (a), no record shall be removed from the prothonotary's office except upon subpoena duces tecum or order of Court.

(c) Any original record filed may be reviewed in the prothonotary's office and copied by paying the prescribed fee charged by the prothonotary's office for such copying

**NOTE: Adopted November 18, 2011, effective January 9, 2012.**

## **RULE 203**

**NOTE: Rescinded April 9, 2010, effective May 30, 2010.**

## **RULE 204**

**NOTE: Rescinded July 29, 2004.**

## **RULE 205.2**

**NOTE: Rescinded June 29, 2004, effective July 26, 2004.**

## **RULE 205.2(a)**

### **FORM OF PAPERS**

- (1) All documents filed shall be on 8 ½ inch x 11 inch paper and shall comply with the following requirements:
  - (i) The document shall be prepared on good quality white paper.
  - (ii) The text must be double spaced. Margins must be at least one inch on all four sides.
  - (iii) The lettering shall be clear and legible and shall be on only one side of a page. Exhibits and similar supporting documents and paper books may be lettered on both sides of the page.

- (iv) Documents and papers must be firmly bound. Any metal fasteners or staples must be covered.
- (v) No backers or top strips are permitted.

**NOTE:** *Filing Legal Papers With Prothonotary, adopted June 29, 2004, effective July 26, 2004, Rescinded February 22, 2005. Form of Papers, adopted February 22, 2005, effective March 4, 2005.*

#### **RULE 205.2(b)**

**NOTE:** *Rescinded November 17, 2011.*

#### **RULE 206.1**

**NOTE:** *Rescinded June 29, 2004, effective July 26, 2004.*

#### **RULE 206.1(a)**

### **PETITION, DEFINITION, CONTENT AND FORM**

In addition to petitions to open and for non pros, petition practice shall also be applicable to petitions to transfer venue on grounds of forum non conveniens.

**NOTE:** *Adopted June 29, 2004, effective July 26, 2004.*

#### **RULE 206.4**

**NOTE:** *Rescinded June 29, 2004, effective July 26, 2004.*

## **RULE 206.4(c)**

### **RULE TO SHOW CAUSE**

(1) Fayette County hereby adopts Pa.R.C.P. 206.5 as the procedure governing Rules to Show Cause. The issuance of Rules to show Cause will be discretionary with the Court upon presentation of a petition seeking the same.

(i) A petition for a Rule shall be presented to the assigned judge as a Priority Motion in accordance with FCR 208.3(a).

(A) Those petitions which show no merit on their face or which can be determined by a short presentation by the respective attorneys in Motions Court will be disposed of without a formal fact finding procedure.

(B) If it appears to the Court that formal fact finding is necessary to the disposition of the Rule, the Court will set a date for argument subsequent to the filing of an Answer and the taking of any necessary discovery.

(ii) In the event that the Court grants the Rule to Show Cause, an order to that effect will be issued in accordance with Pa. R.C.P. 206.5, setting forth the time mandates for the Respondent's Answer and any depositions required prior to argument.

(A) Said order will also indicate the date set for argument on the matter.

(B) The Petitioner for the Rule must provide notice of the entry of this order to all parties within seven (7) business days of the entry thereof.

(iii) A request for a stay of execution pending disposition of a petition to open may be ordered upon presentation of said petition.

**NOTE:** *Adopted June 29, 2004, effective July 26, 2004.*

## **RULE 208.2**

**NOTE:** *Rescinded June 29, 2004, effective July 26, 2004.*

## **RULE 208.2(c)**

### **MOTIONS – STATEMENT OF APPLICABLE AUTHORITY**

All motions and other applications for Court action must set forth a specific citation to relevant constitutional provisions, case law, statutory provisions or rules that provide the Court's authority to grant the relief requested. Said citation shall be placed on the Certificate of Presentation, which form appears in FCR 208.3(a) (1)(vii).

**NOTE:** *Adopted June 29, 2004, effective July 26, 2004.*



## **RULE 208.2(d)**

### **UNCONTESTED MOTION CERTIFICATE**

All motions and other applications for Court action presented as uncontested require certification as such, if no joinder has been attached.

**NOTE:**       *Adopted June 29, 2004, effective July 26, 2004.*

## **RULE 208.2(e)**

### **DISCOVERY MOTION CERTIFICATE**

Any motion relating to discovery must contain a certification that counsel has conferred or attempted to confer with all interested parties in order to resolve the matter without court action.

**NOTE:**       *Adopted June 29, 2004, effective July 26, 2004.*

## **RULE 208.3**

**NOTE:**       *Rescinded June 29, 2004, effective July 26, 2004.*

## **RULE 208.3(a)**

### **MOTIONS COURT PROCEDURE**

(1) In order to provide a uniform means of presenting to the Court all matters which require action by the Court, Motions Court will be held daily at 9:00 o'clock A.M. in the courtroom of the Motions Judge. The name of the assigned Motions Judge for each day shall be published periodically in the Fayette County Legal Journal.

(2) All applications for Court action, including motions, petitions, and those other applications specifically listed in Pa.R.C.P. 208.1 (b)(1) and (2), shall be presented to the Court by following this Motions Court procedure. The party presenting the motion to the Court is to select the day on which the motion will be listed for Motions Court.

(3) As used herein, the term “motion” shall include every type of motion, petition, or other application for action by the Court, and shall be designated as either “Priority” or “Routine”, presentation of the latter not requiring the presence of the parties or counsel for either side. By definition, a “priority” motion is one which may be subject to contest or is so unusual as to require discussion or explanation, while “routine” motions include all other applications, such as uncontested matters to which the parties have consented in writing, requests for hearing, or requests for later argument. All priority motions will be presented to the assigned Judge in Motions Court.

(4) All motions and other applications for Court action presented as uncontested require certification as such, if no joinder has been attached.

(5) All motions filed and served pursuant to this rule shall include a Certificate of Service, signed by the party’s attorney, or the party if unrepresented, setting forth the date and manner of service (personal delivery, mail, facsimile), and the names, addresses and phone numbers of the persons served. The Certificate of Service shall be substantially in the following form:

#### CERTIFICATE OF SERVICE

I hereby certify that I am this day serving the within document upon the persons and in the manner indicated below.

1. Service by regular mail:

(Name of person served)\_\_\_\_\_, \_\_\_\_\_ Phone Number\_\_\_\_  
Address; (and/or)

2. Service by facsimile at FAX number \_\_\_\_\_:

(Name of person served)\_\_\_\_\_, \_\_\_\_\_ Phone number\_\_\_\_  
Address; (and/or)

3. Service in person:

(Name of person served)\_\_\_\_\_, \_\_\_\_\_ Phone number\_\_\_\_  
Address

Date:\_\_\_\_\_ Signature\_\_\_\_\_

(6) All motions shall be accompanied by a Certificate of Presentation as set forth in FCR 208.3(a)(12).

(7) All motions and other applications for Court action must set forth a specific citation to relevant constitutional provisions, case law, statutory provisions or rules that provide the Court’s authority to grant the relief requested. Said citation shall be placed on a Certificate of Presentation.

(8) The moving party shall file the original motion, Certificate of Presentation, and any attachments in the appropriate office before presentment in Motions Court. An original proposed order, a copy of the Certificate of Presentation, Certificate of Service, and the motion, assembled in that order, shall be delivered to the Court Administrator and every other party of record. Such copies and notice shall be given so as to be received at least two (2) business days before presentation in Motions Court, unless there are emergency circumstances specified in the motion requiring presentation within a shorter time.

(9) The Court Administrator shall maintain a Motions Docket and shall

make daily entries of all motions filed and the disposition thereof.

(10) The Court Administrator shall assign any motion not otherwise assigned to a Judge for disposition.

(11) Failure to accurately provide the information required by paragraph (12) below may result in the matter not being listed for Motions Court.

(12) The Certificate of Presentation shall be substantially in the following form:

IN THE COURT OF COMMON PLEAS OF FAYETTE COUNTY,  
PENNSYLVANIA

:  
:  
:  
:  
:  
: NO. \_\_\_\_\_ OF \_\_\_\_\_

#### CERTIFICATE OF PRESENTATION

1. The undersigned, \_\_\_\_\_, represents \_\_\_\_\_, the moving party herein.

2. The attached motion will be presented in Motions Court on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ at 9:00 o'clock A.M.

3. The attached motion shall be classified as a Routine/Priority motion. (If the motion is Routine, parties or counsel are not required to be present in Motions Court.

4. Judge \_\_\_\_\_ has been assigned or has previously ruled on a matter relevant to this motion. (See attached relevant ruling.)

5. The SPECIFIC citation for the Court's authority to grant the relief requested is \_\_\_\_\_.

6. Estimated time for hearing or argument to resolve the motion on its merits:\_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:**        ***Adopted June 29, 2004, effective July 26, 2004. Amended July 29, 2004, effective August 5, 2004. Amended February 8, 2005, effective March 4, 2005.***

## **RULE 210**

### **FORM AND CONTENT OF BRIEFS**

(a) The brief of the moving party shall contain a statement of the questions involved, a history of the case, and argument; and shall have appended to it a copy of the relevant docket entries, all pleadings or papers in the nature thereof upon which the particular application is based or that are necessary to a full understanding of the questions involved and any adjudication, decision, or opinion previously filed. The brief of the responding party needs contain only that party's argument, but a counter statement of the questions involved and a counter-history of the case may be added.

(b) The argument shall be divided into as many parts as there are questions to be argued, each part with a heading indicating the particular question discussed therein. If reference is made to the evidence or charge, the argument shall set forth in immediate connection therewith, or in a footnote thereto a reference to the page or pages of the transcript where the matter referred to appears. When a finding of fact or the refusal to find a fact is discussed, the argument shall contain a synopsis of all the evidence on the question, with a reference to the page or pages of the transcript where the evidence may be found.

(c) The matter will be decided on the briefs submitted unless oral argument is requested.

(d) This rule applies to all briefs submitted to the Court En Banc as well as those submitted to individual Judges.

## **RULE 210.1**

**NOTE:**        *Rescinded January 25, 2017, effective March 13, 2017.*

## **RULE 210.2**

**NOTE:**        *Rescinded April 4, 2003, effective July 21, 2003.*

## **RULE 211**

**NOTE:**        *Rescinded June 8, 2004, effective July 26, 2004.*

## **RULE 211.1**

**NOTE:**        *Rescinded June 8, 2004, effective July 26, 2004.*

## **RULE 211.2**

**NOTE:**        *Rescinded June 8, 2004, effective July 26, 2004.*

## **RULE 211.3**

**NOTE:**        *Rescinded June 8, 2004, effective July 26, 2004.*

## **RULE 212**

**Note:** *Rescinded August 30, 2016, effective October 16, 2016.*

## **RULE 212.1**

### **PRE-TRIAL PROCEDURE; CERTIFICATE OF READINESS FOR PRE-TRIAL CONFERENCE**

(a) Except in those cases involving compulsory arbitration, there shall be 240 days from the filing of the complaint in which the parties shall complete discovery. Discovery will not be permitted after the 240 day period except by order of Court upon good cause shown.

(b) In those cases where it is apparent that extensive discovery will be required, counsel may present a motion requesting a status conference, or file and present an appropriate motion, with the trial Judge to whom the case has been assigned to establish an alternate discovery time table.

(c) Unless otherwise agreed upon by the parties, or ordered by the Court, all depositions shall be held in Fayette County.

(d) At any time after the close of discovery, the Court may, in its discretion, direct the parties to attend a status conference, or the Court may compel the filing of pre-trial statements, schedule the pre-trial conference, or otherwise intervene to expedite the litigation.

(e) If there is an appeal of the award of arbitrators, this rule shall apply, except that there shall be 60 days from the filing of the appeal in which the parties shall complete discovery.

(f) At the close of discovery and upon the filing of a pre-trial statement by the moving party, the movant shall file a Certificate of Readiness for Pre-trial Conference.

- (1) The Certificate of Readiness shall be substantially in the form which follows this rule and shall be served with written notice to all parties.
- (2) If a party objects to the Certificate of Readiness as filed by any party, the objecting party is required to file the objection within 20 days; otherwise, all parties will be deemed to be in agreement with the statement contained in the Certificate of Readiness.

- (3) Objections to the Certificate of Readiness shall be presented forthwith as a priority motion to the Judge to whom the case is assigned. If an objection to the Certificate of Readiness has been filed, the Prothonotary shall only transmit the docket to the Trial Judge for pre-trial conference after the Judge resolves the objection.
- (4) If no objection to the Certificate of Readiness has been filed within 20 days, the Prothonotary shall transmit the docket to the Trial Judge to schedule a pre-trial conference.
- (5) In accordance with Local Rule 212.3, the Trial Judge shall schedule the pre-trial conference upon transmission of the docket from the Prothonotary.
- (6) A Certificate of Readiness is not required for cases assigned to arbitration.

### IN THE COURT OF COMMON PLEAS OF FAYETTE COUNTY, PENNSYLVANIA

|           |   |                      |
|-----------|---|----------------------|
| Plaintiff | : | Civil Action         |
|           | : |                      |
| Vs.       | : | NO.                  |
|           | : |                      |
|           | : |                      |
| Defendant | : | JUDGE _____          |
|           | : |                      |
|           | : | Jury Trial _____     |
|           | : | Non-jury Trial _____ |
|           | : | Arbitration _____    |

### CERTIFICATE OF READINESS

I hereby certify, pursuant to Fayette County Rule of Civil Procedure 212.1, that the above-captioned case is ready for trial. All pleadings are closed; all witnesses are presently available to appear at trial; the moving party's pre-trial statement has been filed and served upon the other parties; and discovery is complete, except for those depositions to be taken solely for the purpose of being presented at trial. Any such deposition shall be completed prior to trial and a transcript of the deposition shall be submitted to the Court at least five (5) days prior to trial or all objections will be deemed waived.

I further certify that immediately after filing, I will serve a time-stamped copy of this certificate upon all counsel, and/or any unrepresented party.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Counsel

\_\_\_\_\_

\_\_\_\_\_  
Representing

---

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Address

---

Date

---

Telephone No.

**NOTE:**      ***Amended December 19, 2003, effective February 9, 2004. Amended January 26, 2010, effective March 15, 2010. Amended August 30, 2016, effective October 16, 2016.***

## **RULE 212.2**

### **PRE-TRIAL STATEMENTS**

(a) Time tables:

- (1) All plaintiffs, within twenty (20) days after the 240 day period, or the extension thereof, shall file their pre-trial statements with the Prothonotary.
- (2) All original defendants, within twenty (20) days of the filing of the plaintiff's pre-trial statements, shall file their pre-trial statements with the Prothonotary.
- (3) All other parties, within twenty (20) days of the filing of original defendants' pre-trial statements, shall file their pre-trial statements with the Prothonotary.

(b) The pre-trial statement shall contain:

- (1) A brief narrative statement of the essential facts upon which liability is asserted or denied.
- (2) The legal issues involved and legal authorities relied upon.
- (3) A list of the names and addresses of all witnesses the party expects to call, which witnesses shall be classified as liability or damage witnesses.
- (4) A specific description of damages.
  - (i) Any party seeking to recover damages for personal injuries shall attach to their pre-trial statement, if not previously provided to all parties, a written authorization to inspect and make copies of the records and reports of any physician, hospital or clinic by whom or where said party may have been examined, treated, or hospitalized for the injuries or disabilities complained of, and covering prior injuries or disabilities where the same may be relevant.
  - (ii) A list of the damages that the party intends to claim and prove at trial.
- (5) The settlement status of the case.
- (6) A realistic estimate of the trial time required for presentation of their case, as well as total trial time required.

- (7) There shall be attached to the pre-trial statement:
- (i) A copy of all reports containing findings or conclusions of any physician who has treated or examined the party or has been consulted in connection with any injuries complained of and whom the party expects to call as a witness at the trial of the case. If timely production of any report is not made, the testimony of such physician shall be excluded at the trial except upon consent of all parties or upon express order of the Court.
  - (ii) A copy of all reports containing findings or conclusions of any expert who has been consulted in connection with the matters involved in the case and whom the party expects to call as a witness at the trial of the case. If timely production of any report is not made, the testimony of such expert shall be excluded at the trial except upon consent of all parties or upon express order of Court.
- (8) Upon failure of any party to file a pre-trial statement within the time required, upon motion the Court may impose the sanctions provided in Pa.R.C.P. Sec. 4019(c). Also, the Court may order other appropriate relief including, but not limited to, the barring of testimony, assessment and awarding of attorney fees, and expenses and costs to opposing counsel.
- (9) Counsel, upon agreement of all parties, or upon Order of Court, may file a supplemental pre-trial statement up to the time of trial as long as such filing does not delay trial. Supplemental statements may include additional claims for damages, additional damage and/or liability witnesses, expert witnesses, and/or exhibits intended to be used at trial.

**NOTE:**        ***Adopted January 26, 2010, effective March 15, 2010. Amended August 26, 2015, effective October 12, 2015. Renumbered August 30, 2016, effective October 16, 2016.***

## **RULE 212.3**

### **PRE-TRIAL CONFERENCE**

- a) When a case is scheduled for pre-trial conference, it shall not be continued except for just cause and upon order of the pre-trial judge.
- b) The pre-trial conference shall be attended by the attorney who will try the case, or by an attorney who is fully prepared and authorized as to all matters which may reasonably be expected to arise during the conference.
- c) Parties must also be present, except when the real party in interest is an insurance company, a common carrier, corporation or other artificial legal entity, in which instance a representative thereof, other than the attorney, must be present with full authority and power to discuss and settle the case.
- d) The Court shall encourage the amicable settlement of the controversy and the parties and their attorneys shall be prepared to discuss settlement.



- e) The judge presiding at the pre-trial conference shall refer to arbitration all cases where the amount in controversy is found not to exceed the jurisdictional limits of arbitration except where title to lands or tenements may come in question.
- f) If there is not an amicable settlement of the controversy at the pre-trial conference, then the pre-trial judge shall issue a pre-trial adjudication which shall, in the discretion of the judge, control the subsequent course of the action.

**NOTE:**        *Adopted January 26, 2010, effective March 15, 2010. Amended August 30, 2016, effective October 16, 2016.*

## **RULE 212.4**

### **DISCONTINUANCE PAYMENT OF RECORD COSTS ON SETTLEMENT**

Unless all parties agree in writing to the contrary, the settling defendant or defendants in any filed civil action shall pay to the plaintiff record court costs which are specifically defined to be:

Initial filing fees;  
Service of process fees; and  
Costs to settle and discontinue the docket.

**NOTE:**        *Adopted January 26, 2010, effective March 15, 2010.*

## **RULE 212.5**

### **MEDIATION**

#### **(a) Certification of Mediators.**

(1) The President Judge shall certify as many mediators as determined to be necessary.

(2) All mediators will be members of the Fayette County Bar Association.

(3) An attorney may be certified by the President Judge as a mediator if:

(i) he or she has been a member of the Pennsylvania bar for a minimum of ten (10) years;

(ii) he or she has been admitted to practice before the Fayette County Court of Common Pleas;

(iii) he or she has been referred to the President Judge by the Civil Rules Committee of the Fayette County Bar Association. Notwithstanding such referral, the President Judge may nonetheless certify an attorney as a mediator.

(iv) he or she has been determined by the President Judge to be competent to perform the duties of a mediator;

(v) he or she has professional liability insurance in the minimum amount of a \$300,000.00 single limit policy.

(4) Each individual certified as a mediator shall take the oath or affirmation prescribed by 42 Pa.C.S.A. §3151 before serving as a mediator.

(5) A list of all persons certified as mediators shall be maintained in the office of the Court Administrator.

(6) A member of the bar certified as a mediator may be removed from the list of certified mediators by the President Judge for any reason.

**(b) Payment of Mediators.**

(1) The parties shall pay the mediator directly. The court assumes no responsibility for the supervision or enforcement of the parties' agreement to pay for mediation services.

(2) Any charges relating to the mediator's services shall be shared equally by the parties.

(3) The mediator shall be paid a mediation fee of two hundred and fifty (\$250.00) dollars per hour, divided equally among all of the parties to the mediation. A deposit of two hundred and fifty (\$250.00) dollars shall be paid by each party within twenty (20) days of the order directing mediation. Failure to pay the deposit by all parties shall result in the cancellation of the mediation and shall subject the offending party to sanctions pursuant to Pa.R.Civ.P. 4019. Failure to pay the balance due twenty (20) days after receipt of the mediator's bill shall subject the offending party to sanctions pursuant to Pa.R.Civ.P. 4019.

(4) Except as provided herein, a mediator shall not accept anything of value from any source for services provided under the court-annexed mediation program.

**(c) Types of Cases Eligible for Mediation.**

Every personal injury, medical or professional malpractice, wrongful death or damage to property action filed in the Fayette County Court of Common Pleas is eligible for mediation, except any case which the assigned judge determines, after application by any party or by the mediator, is not suitable for mediation.

**(d) Voluntary Mediation.**

The parties to any civil action, with the exception of arbitration and domestic relations/custody cases, may voluntarily submit the case to mediation by filing a joint motion of all parties with the assigned judge.

**(e) Mandatory Mediation.**

The assigned judge may order a case to mandatory mediation at any time. All cases selected for mandatory mediation by the assigned judge, and which are not settled or referred to arbitration, shall be given preference pursuant to Pa.R.Civ.P. 214(2) on the trial list of the assigned judge.

**(f) Mediation Conference Scheduling.**

(1) When the court makes a determination that referral to mediation is appropriate, it shall issue an order referring the case to mediation, appointing the mediator, directing the mediator to establish the date, time and place for the mediation session and setting forth the name, address, and telephone number of the mediator.

Within ten (10) days of his or her assignment, the mediator shall notify all parties and the Court Administrator of the date, time and place of the mediation, which shall be within forty-five (45) days of the assignment.

(2) The mediation session shall be held before a mediator selected by the assigned judge from the list of mediators certified by the President Judge.

(3) The court administrator shall provide the mediator with a current docket sheet.

(4) The mediator shall advise the court administrator as to which documents in the case file the mediator desires copies of for the mediation session. The clerk shall provide the mediator with all requested copies at no charge to the mediator. However, the assigned Judge, in his or her discretion, may require that the parties share in the cost of providing the necessary copies.

(5) Any continuance of the mediation session beyond the period prescribed in the referral order must be approved by the assigned judge.

(6) A party may assert the bias or prejudice of an assigned mediator by filing an affidavit with the assigned judge stating that the mediator has a personal bias or prejudice. The judge may, in his or her discretion, end alternative dispute resolution efforts, refer the case to another mediator, refer the case back to the original mediator or initiate another alternative dispute resolution mechanism

**(g) The Mediation Session and Confidentiality of Mediation Communications.**

(1) The mediation session shall take place as directed by the court and the assigned mediator. The mediation session shall take place in a neutral setting designated by the mediator.

(2) The parties shall not contact or forward documents to the mediator except as directed by the mediator or the court.

(3) At least ten (10) days prior to the Mediation, the parties and/or their attorneys shall be required to prepare and submit a Confidential Position Paper disclosed only to the mediator in the format attached or as modified by the mediator or

the assigned judge. The Confidential position paper shall not become a part of the court record and shall be destroyed at the conclusion of the mediation.

(4) If the mediator determines that no settlement is likely to result from the mediation session, the mediator shall terminate the session and promptly thereafter file a report with the assigned Judge stating that there has been compliance with the requirements of mediation in accordance with the local rules, but that no settlement has been reached.

(5) In the event that a settlement is achieved at the mediation session, the mediator shall file a report with the assigned Judge stating that a settlement has been achieved. The order of referral may direct the mediator to file the report in a specific form.

(6) Unless stipulated in writing by all parties and the mediator or except as required by law or otherwise ordered by the court, all discussions which occur during mediation shall remain strictly confidential and no communication at any mediation session (including, without limitation, any verbal, nonverbal or written communication which refers to or relates to mediation of the pending litigation) shall be disclosed to any person not involved in the mediation process, and no aspect of the mediation session shall be used by anyone for any reason.

(7) No one shall have a recording or transcript made of the mediation session, including the mediator.

(8) The mediator shall not be called to testify as to what transpired in the mediation.

(9) Prior to the beginning of the mediation, all parties and their attorneys shall be required to sign a form developed by the Court wherein the parties agree:

(i) to the terms of the mediation; and

(ii) to waive any professional liability claims that they might assert against the mediator, the assigned Judge, the Court of Common Pleas of the 14th Judicial District, or Fayette County, as a result of their participation in the mediation process.

#### **(h) Duties of Participants at the Mediation Session.**

**(1) Parties.** All named parties and their counsel are required to attend the mediation session, participate in good faith and be prepared to discuss all liability issues, all defenses and all possible remedies, including monetary and equitable relief. Those in attendance shall possess complete settlement authority, independent of any approval process or supervision, except as set forth in subparagraphs (A) and (B) below.

Unless attendance is excused, willful failure to attend the mediation session will be reported by the mediator to the court and may result in the imposition of sanctions pursuant to Pa.R.Civ.P. 4019.

**(A) Corporation or Other Entity.** A party other than a natural person (e.g., a corporation or association) satisfies this attendance requirement if represented by a person (other than outside counsel) who either has authority to settle or who is knowledgeable about the facts of the case, the entity's position, and the policies and procedures under which the entity decides whether to accept proposed settlements.

**(B) Government Entity.** A unit or agency of government satisfies this attendance requirement if represented by a person who either has authority to settle or who is knowledgeable about the facts of the case, the government unit's position, and the policies and procedures under which the governmental unit decides whether to accept proposed settlements. If the action is brought by or defended by the government on behalf of one or more individuals, at least one such individual also shall attend.

**(2) Counsel.** Each party shall be accompanied at the mediation session by the attorney who will be primarily responsible for handling the trial of the matter.

**(3) Insurers.** Insurer representatives are required to attend in person unless excused, if their agreement would be necessary to achieve a settlement. Insurer representatives shall possess complete settlement authority, independent of any approval process or supervision.

**(4) Request to be Excused.** A person who is required to attend a mediation session may be excused from attending in person only after a showing that personal attendance would impose an extraordinary or otherwise unjustifiable hardship. A person seeking to be excused must submit, no fewer than ten (10) days before the date set for the mediation, a written request to the mediator, simultaneously copying all counsel. The written request shall set forth all considerations that support the request and shall indicate whether the other party or parties join in or object to the request. A proposed order prepared for the signature of the Judge shall be submitted to the mediator with the request. The mediator shall promptly consider the request and shall submit the proposed order to the Judge with a recommendation that the request be granted or denied. In the absence of an order excusing attendance, the person must attend.

Where an individual requests to be excused from personal participation at the mediation, a preference shall be given to attending by telephone at the expense of the excused party rather than complete excusal from the mediation.

#### **(i) Mediator's Report.**

Within fifteen (15) days of the mediation, the mediator shall send to the assigned judge a mediation report which shall advise that court whether the case has settled. If not, the mediation report shall set forth the following:

- (1) plaintiff's final settlement demand;
- (2) defendant's final settlement offer;
- (3) Mediator's assessment of liability;
- (4) Mediator's assessment of damages;

(5) Mediator's opinion regarding potential range of verdict and settlement value of case; and

(6) Mediator's recommendation regarding settlement of case.

The mediator shall provide all parties and the Court Administrator with a copy of the mediation report.

***Appendix A: Form for Confidential Position Paper***

**Confidential Position Paper**

Case Caption:

Docket #:

Assigned Judge:

Date of Report:

A. Summary of Critical Facts .

B. Insurance Coverage

C. Prior demands and offers of settlement

D. Issues that may Assist the Mediator, with citations

E. Medical and Expert reports

F. Itemized list of damages

G. succinct statement of position regarding liability and damages

***NOTE: Adopted July 30, 2010, effective September 20, 2010. Amended August 30, 2016, effective October 16, 2016. Amended September 19, 2022, effective October 31, 2022.***

**RULE 214**

**TRIALS**

(a) There shall be four (4) Sessions of Civil Jury Trial terms each year, beginning respectively on the third Monday of January, April, July, and October, unless otherwise specifically ordered.

(b) The jury selection day shall be the first day of the Civil Jury Trial term, and such other days as the Court may direct.

- (c) Non-jury and equity trials shall be scheduled at the pretrial conference.
- (d) As to any civil jury trial, unless the assigned Judge directs otherwise, a trial date and a jury selection date shall be determined at the pretrial conference.

**NOTE:** *Amended September 24, 1998. Amended December 19, 2003, effective February 10, 2004. Amended June 8, 2004, effective July 26, 2004.*

## **RULE 216**

### **CONTINUANCES: ABSENCE OF WITNESS OR ATTORNEY**

(a) Every motion for continuance because of the absence of a witness who has not been served with a subpoena shall be supported by an affidavit as required by Pa.R.C.P. 216(A)(3). The motion may be refused if (i) the party applying or the party's attorney knew of the intended absence of the witness in time to subpoena the witness, or (ii) the witness lives in the state and could, by reasonable diligence, have been subpoenaed within five (5) days of the date set for trial, or (iii) the adverse party stipulates that the witness, if present, would testify to the facts set forth in the affidavit.

(b) The absence of an attorney shall not be deemed to be grounds for a continuance unless such absence is caused by an engagement in a Federal Court, a Pennsylvania Appellate Court, a previously scheduled Common Pleas Court hearing, by the attorney's illness, or by some special or unexpected circumstance rendering the attorney's absence practically involuntary. When two or more attorneys are of record for the same party, the absence of one of them shall not be deemed grounds for a continuance or for passing the case, except for reasons satisfactory to the Court.

(c) Except for cause shown as stated in the motion, a motion for continuance shall comply with the following requirements:

(1) The motion shall be signed by the moving party and counsel for the moving party; and

(2) The motion shall be consented to and signed by all counsel, and unrepresented parties of record, or it must be presented as a Priority Motion; and

(3) If the motion is made necessary by a pre-existing hearing commitment, a copy of the order setting such hearing shall be attached to the motion, and the motion for continuance must be presented as soon as possible after the conflict is established, and in no event more than two weeks after the mailing of notice of the hearing that is proposed to be continued; and

(4) Counsel must obtain from the Court at least three dates available to all parties and all counsel for the continued hearing. Alternately, each counsel may provide a list of the dates counsel or counsel's client is unavailable during the three-month period following the date the motion for continuance is presented.

**NOTE:** *Amended May 9, 1997, effective August 4, 1997.*

## **RULE 223**

### **EXAMINATION OF WITNESSES AND ADDRESSES TO JURY**

Except as otherwise specifically allowed by the Trial Judge, only one attorney for a party or group of parties having a common interest shall examine or cross-examine any particular witness or make an opening or closing address to the jury, but both addresses need not be made by the same attorney.

## **RULE 227.1**

### **MOTION FOR POST-TRIAL RELIEF**

(a) A motion for post-trial relief shall be presented in Motions Court as a Routine Motion within ten (10) days after the date it is filed of record, accompanied by a transcript order or a statement that no transcript is necessary, and together with a proposed order for the Court's use in setting the date and time for argument, or in ordering that the matter be submitted on briefs.

(1) Unless otherwise ordered, the brief of the moving party shall be served on all parties and the assigned Judge within fifteen (15) days from the presentation of the motion pursuant to F.C.R. 208.3(a); and the briefs of all responding parties shall be served on all other parties and the assigned Judge within (15) days after service of the moving party's brief. A certificate of service shall be filed of record, but the brief itself need not be filed.

(2) Failure to comply with the briefing schedule may result in the denial of oral argument, a civil contempt fine of up to \$100 per day, deemed waiver of issues not fully developed, and/or such other sanctions as are appropriate. The briefing schedule shall not be stayed pending completion of the transcript unless specially ordered by the Court.

**NOTE:** *Amended August 25, 2005, effective October 17, 2005.*

## **RULE 230.2**

### **TERMINATION AND DISMISSAL OF INACTIVE CIVIL MATTERS PURSUANT TO Pa. R. J. A. NO. 1901**

**NOTE:** *Amended, renamed and renumbered F. C. R. J. A. 1901.*



## **RULE 234**

### **SUBPOENAS DUCES TECUM**

(a) Every subpoena duces tecum shall describe specifically the books, papers or tangible things desired to be produced and, if unreasonable or oppressive, may be quashed on application to the Court at any time before the date specified in the subpoena for compliance therewith.

(b) No subpoena duces tecum for public records or papers shall be issued except by special order of the Court.

## **RULE 430(b)**

### **DESIGNATION OF LEGAL PERIODICAL**

The Fayette Legal Journal shall be the legal periodical for the publication of all legal advertisements and notices required by statute, rule or special order of Court.

## **RULE 1018.1**

### **NOTICE TO DEFEND**

The organization and agency to be named in the notices accompanying complaints and in the notice of praecipe for entry of default judgment filed in the Court of Common Pleas of Fayette County, shall be:

Pennsylvania Lawyer Referral Service  
Pennsylvania Bar Association  
100 South Street  
P. O. Box 186  
Harrisburg, PA 17108  
Telephone: 1-800-692-7375

**NOTE:** *Amended January 21, 1998, effective February 2, 1998.*

## **RULE 1028**

**NOTE:** *Rescinded June 29, 2004, effective July 26, 2004.*

## **RULE 1028(c)**

### **PRELIMINARY OBJECTIONS**

(a) Any party to any proceeding may file preliminary objections to any pleading pursuant to Pa.R.C.P. 1028(a). Such preliminary objections must be filed within twenty (20) days of the service of the pleading to which the moving party is objecting. A timely filing of an amended pleading by the non-moving party shall render the preliminary objections moot in accordance with Pa.R.C.P. 1028(c)(1)(i).

(b) In the event the preliminary objections properly raise an issue of fact under Pa.R.C.P. 1017(a)(4) and Pa.R.C.P. 1028(c)(2) then the non-moving party shall file its response within twenty (20) days after service of the preliminary objections.

(c) In the event an amended pleading is not timely filed by the non-moving party, the preliminary objections shall be presented in Motions Court pursuant to FCR 208.3(a) within forty (40) days of the filing of the preliminary objections, accompanied by a proposed Order.

(d) Upon agreement of the parties, the preliminary objections may be submitted as a priority Motion for disposition by the Court at that time. The parties shall be permitted no more than three (3) minutes to orally present their positions on the issues raised and any briefs or memorandums the parties wish for the Court to consider shall be submitted to the Court at that time. Otherwise, the preliminary objections shall be presented by the moving party as a routine Motion accompanied by a proposed Order. Upon receipt of such a Motion, the Court shall establish a briefing schedule, and, if deemed necessary by the Court, an argument date for disposition of the preliminary objections. If the preliminary objections properly raise an issue of fact, the Court shall enter an Order establishing the procedure to be followed for the making of a factual record, for the briefing of the issues raised, and for setting an oral argument date and time, if deemed necessary by the Court.

(e) All briefs shall be served on all other parties to the case and on the assigned Judge. A certificate of service shall be filed with the Prothonotary but the brief itself shall not be filed of record. Failure to comply with the briefing schedule may result in the denial of oral argument or such other sanctions as the Court deems appropriate.

(f) Failure of a party to comply with the requirements of these rules may result in either the entry of the relief requested or the denial of such relief as the circumstances may warrant.

**NOTE:** *Adopted June 29, 2004, effective July 26, 2004. Amended March 9, 2010, effective March 22, 2010. Amended February 25, 2015, effective February 28, 2015.*

## **RULE 1034**

**NOTE:** *Adopted June 8, 2004. Amended June 18, 2004, effective July 26, 2004. Rescinded June 29, 2004, effective July 26, 2004.*

### **RULE 1034(a)**

#### **JUDGMENT ON THE PLEADINGS**

(1) A Motion for Judgment on the Pleadings shall be presented in Motions Court as a Routine Motion within ten (10) days after the date on which a response is due from the non-moving party, accompanied by a proposed order for the Court's use in setting the date and time for argument. A response to the motion shall be filed within 20 days after service of the same.

(i) Unless otherwise ordered, the brief of the moving party shall be served on all parties and the assigned Judge within fifteen (15) days from the presentation of the motion pursuant to FCR 208.3(a); and the briefs of all responding parties shall be served on all other parties and the assigned Judge within fifteen (15) days after service of the moving party's brief. A certificate of service shall be filed with the Prothonotary, the brief itself need not be filed.

(ii) Failure to comply with the briefing schedule may result in the denial of oral argument or such other sanctions as are appropriate.

**NOTE:** *Adopted June 29, 2004, effective July 26, 2004.*

### **RULE 1035.2**

**NOTE:** *Adopted June 8, 2004. Rescinded June 29, 2004, effective July 26, 2004.*

### **RULE 1035.2(a)**

#### **SUMMARY JUDGMENT**

(1) A Motion for Summary Judgment shall be presented in Motions Court as a Routine Motion within ten (10) days after a response is due from the non-moving party, accompanied by a proposed order for the Court's use in setting the date and time for argument.

(i) Unless otherwise ordered, the brief of the moving party shall be served on all parties and the assigned Judge within fifteen (15) days from the presentation of the motion pursuant to FCR 208.3(a); and the briefs of all responding parties shall be served on all other parties and the assigned Judge within fifteen (15) days after service of the moving party's brief. A certificate of service shall be filed with the Prothonotary, the brief itself need not be filed.

(ii) Failure to comply with the briefing schedule may result in the denial of oral argument or such other sanctions as are appropriate.

**NOTE:** *Adopted June 29, 2004, effective July 26, 2004.*

## **RULE 1042**

**NOTE:** *Rescinded September 20, 2010.*

## **ARBITRATION**

### **RULE 1301**

#### **COMPULSORY ARBITRATION: CASES COVERED**

(a) Any civil action where the amount in controversy is Fifty Thousand (\$50,000) Dollars or less and title to real estate is not involved, shall be submitted to compulsory arbitration pursuant to Section 7361 of the Judicial Code, 42 Pa.C.S. Section 7361, and Rules 1301 to 1314 of the Pennsylvania Rules of Civil Procedure, as well as these rules.

(b) The amount in controversy in any action shall be deemed to exceed Fifty Thousand (\$50,000) Dollars if any count in the complaint or counter-claim demands an amount in excess of Fifty Thousand (\$50,000) Dollars.

(c) Notwithstanding the amount demanded, if the Court determines that the amount in controversy does not exceed Fifty Thousand (\$50,000) Dollars for the purposes of these rules; the Court shall order the matter to arbitration.

(d) If separate actions are consolidated for trial and the amount in controversy in any of these actions exceeds Fifty Thousand (\$50,000) Dollars, arbitration shall not apply.

(e) If the same transaction or occurrence, or series of transactions or occurrences, give rise to more than one cause of action and separate actions have been commenced, all such actions shall be consolidated for arbitration and heard together. Before proceeding with any hearing, the board of arbitration shall inquire of the parties whether any other action has been commenced.

**NOTE:** *Amended March 11, 1996, effective April 29, 1996. Amended November 8, 2005, effective January 1, 2006. Amended July 27, 2006, effective September 11, 2006.*

## **RULE 1302**

### **COMPULSORY ARBITRATION: ARBITRATORS**

(a) The Court Administrator shall maintain a roster of arbitrators, which shall include all attorneys as set forth in subparagraph (c) herein.

(b) The roster of arbitrators shall be divided into two lists, designated "chair" and "arbitrator". The chair list shall consist of qualified attorneys who have been actively engaged in civil trial practice for at least (5) years. The arbitrator list shall consist of all other qualified attorneys.

(c) All attorneys who are actively engaged in the practice of law in Fayette County shall be listed on the roster of arbitrators unless:

(1) Upon petition, they have requested to be removed from the list by court order; or

(2) They have been removed from the list for some other reason by court order.

(d) The Court may remove any attorney from the roster of arbitrators, or either of its lists, as the Court deems appropriate, upon cause shown

(e) Each arbitrator shall be paid the sum of Two-hundred (\$200.00) Dollars a day for each morning and afternoon session attended or One Hundred (\$100.00) for each morning or afternoon session attended. In cases requiring lengthy hearings or involving unusual questions of law or fact, the Court may, on petition of the arbitrators, increase their fees to an amount that will reasonably compensate them for necessary services performed.

(f) To each board of arbitration the Court Administrator shall appoint three (3) arbitrators. The first arbitrator shall be from the chair list; the second from the arbitrator list, and the third may be from either list. The Court Administrator shall select arbitrators from the lists in rotation and in such fashion that, as nearly as possible, each attorney is selected once before any other attorney is selected to serve again.

(g) No more than one member of any firm or association of attorneys or one of any group of attorneys sharing a suite of offices shall be appointed to any one board or arbitration.

(h) An arbitrator may be excused from serving only by order of Court. If an arbitrator fails, without reasonable cause, to perform his scheduled duties, his name will be removed from the roster of arbitrators.

(i) If an arbitrator is excused or fails to appear or is unable to continue to act, the Court Administrator will appoint a substitute from the same list.

(1) The appointment of a board of arbitration shall be substantially in the following form:

(caption)

#### **APPOINTMENT OF BOARD OF ARBITRATION**

The following are appointed to a board of arbitration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
The board will convene on  
Date: \_\_\_\_\_

\_\_\_\_\_  
COURT ADMINISTRATOR

**NOTE:**      ***Amended March 15, 2001, effective May 6, 2001.***

## **RULE 1303**

### **COMPULSORY ARBITRATION: INITIATION, SCHEDULING, HEARINGS AND CONTINUANCES**

(a) The Court Administrator shall designate the third and fourth Tuesday of each calendar month as arbitration day. In the event it conflicts with Criminal or Civil Court Trial Sessions, the Court Administrator shall designate an alternate date and advise all parties thereof.

(b) For each arbitration day, the Court Administrator shall appoint a board of arbitration. The Court Administrator shall appoint an additional board or boards if the Court Administrator determines that the number of pending cases so requires. The Court Administrator shall notify all arbitrators of their appointment at least thirty (30) days before the arbitration day involved.

(c) When arbitration is ordered in any case, the Court shall schedule that case to be heard on the next arbitration day which is at least forty-five (45) days thereafter.

(d) The Court Administrator will prepare a list of cases scheduled to be heard on each arbitration day. Cases shall be listed in chronological order according to the date on which arbitration was ordered. The list shall include the name of the attorney for each party. A copy of the list will be posted in the Prothonotary's office. At least thirty (30) days before the arbitration day, the Court Administrator will furnish to each arbitrator appointed to serve on that day, to each attorney involved, and to any party not represented by counsel a copy of the list as well as a roster of each board appointed to sit on that day and notice of the place each board will sit.

(e) The senior arbitrator from the chair list shall chair a board of arbitration.

(f) The arbitration procedure is intended to be economical for the parties and, therefore, the proceedings are abbreviated and somewhat less formal. The consequences to the litigants are nevertheless of great significance. To assure that all present understand the seriousness of the proceedings, the arbitrators will conduct their proceedings with appropriate dignity and decorum at all times.

(g) Each board of arbitration shall hear cases in the order in which they appear on the list for the day. If more than one board is sitting on the same day, when a board completes one case, it will take the next case remaining on the list.

(h) Each board of arbitration will convene at 9.30 o'clock A.M. and will remain in session until 4:00 o'clock P.M., or such earlier time as all cases on the list have been heard. The lunch recess will ordinarily be from noon until 1:30 o'clock P. M. and, unless the parties consent, no case will be called to start during that period.

(i) If an arbitrator is unable to hear a particular case because of a conflict of interest, the case will be heard by another board of arbitration sitting on the same day. If no other board is sitting on that day, the case will be continued to the next arbitration day.

(j) Each board of arbitration shall file its award in each case with the Prothonotary not later than noon of the next business day after the hearing is concluded.

(k) When it is not possible to conclude a hearing on the day on which it commences, the board of arbitration will fix the time and place to resume the hearing. Each hearing will be completed within ten (10) days after the arbitration day unless the Court allows a longer time.

(l) The Court Administrator will coordinate the hearings on each arbitration day. At the conclusion of its hearings on any day, each board will report to the Court Administrator its disposition of the cases heard by it.

(m) If a party is not prepared to proceed when his case is called to be heard, the board of arbitration shall hear the parties who are present and decide the case on the basis of their evidence. If none of the parties is prepared to proceed when a case is called to be heard, the board of arbitration shall enter an award for the defending parties on each count.

(n) Continuances shall be granted by the Court upon cause shown. There shall be no continuances granted on the date of the hearing except for emergencies.

(o) A \$25.00 fee shall be charged for continuances. No continuance shall be granted without payment of the required fee unless waived by the Court. Proof of payment shall be attached to the motion when presented in accordance with Fayette County Rule 208.3.

**NOTE:** *Amended May 30, 2002, effective July 22, 2002. Amended December 19, 2003, effective February 10, 2004. Amended December 16, 2008, effective February 2, 2009.*

## **RULE 1308**

### **COMPULSORY ARBITRATION: APPEALS**

For the purpose of filing an appeal from the award of arbitrators, the compensation of the arbitrators shall be deemed to be Three Hundred (\$300.00) Dollars. The Prothonotary, within fifteen (15) days, shall forward a copy of the appeal to the judge assigned to that case.

**NOTE:** *Amended March 15, 2001, effective May 6, 2001. Amended October 4, 2004, effective November 22, 2004.*

## **PARTITION**

### **RULE 1559**

#### **NOTICE OF MASTER'S HEARING IN PARTITION**

The master shall give all parties or their attorneys at least ten (10) days notice of the time and place of the master's hearing, in the manner provided by Pa.R.C.P. No. 440.

### **RULE 1566**

#### **NOTICE OF PROPOSED PARTITION**

The master shall give all parties or their attorneys preliminary notice of the proposed partition and allotment of purports or the inability to partition the property in the manner provided by Pa.R.C.P. No.440.

### **RULE 1568**

#### **NOTICE OF PUBLIC SALE IN PARTITION**

The master shall give notice of the time, place, and terms of a sale of real estate at public auction, not confined to the parties, by publication once each week for three consecutive weeks in one daily newspaper of general circulation within the county and in The Fayette Legal Journal, by posting the premises to be sold, and by the circulation of at least fifty (50) printed handbills among persons who may be known to be interested in buying the property and among persons residing in the neighborhood in which it is located. If the real estate lies in different counties, the first publication shall be made at least sixty (60) days before the date of sale.

### **RULE 1569**

#### **NOTICE OF FILING MASTER'S REPORT IN PARTITION**

When the master's report is prepared the master shall, in the manner provided by Pa. R.C.P. No.440, give all persons in interest or their attorneys at least ten (10) days notice of the date on which the master's report and proposed decree are to be filed.



## **RULE 1573**

### **NOTICE OF FILING RETURN OF SALE IN PARTITION**

When the master has conducted a public sale the master shall, in the manner provided by Pa.R.C.P. No.440, give all persons in interest or their attorneys at least ten (10) days' notice of the date on which the return of sale and proposed decree are to be filed.

# **ACTIONS PURSUANT TO THE PROTECTION FROM ABUSE ACT**

## **RULE 1901.1-1**

### **ACTIONS PURSUANT TO THE PROTECTION FROM ABUSE ACT**

Pursuant to the authority set forth in the Protection From Abuse Act of December 19, 1990, P. L. 1240, as amended, 23 Pa.C.S. Sec. 6101 et seq., the following practices, procedures, and rules are promulgated.

It is the purpose and policy of the Court of Common Pleas of Fayette County, Pennsylvania, to implement and effectuate the Protection From Abuse Act and its amendments to protect victims from abuse; to streamline and facilitate enforcement; to establish duties upon the Prothonotary, Sheriff, District Justices, Prison, Warden, Crime Victim/Witness Coordinator, and police departments; and to provide emergency relief.

## **1901.1-2**

### **COMMENCEMENT IN COURT**

(a) A petition for Protection From Abuse (PFA) shall be presented to the Court as a routine motion in accordance with Fayette County Rule 208.3 and assigned to the PFA Judge who will schedule a hearing on the petition.

(b) If the petition seeks temporary relief for protection from abuse and alleges immediate and present danger of abuse to the plaintiff and/or minor children, the same shall be presented directly to the assigned PFA Judge on any business day from 8:30 A.M. through 3:00 P.M.; the PFA Judge will, at the earliest possible time consistent with his/her schedule, conduct an ex parte proceeding. Thereafter, the Court may enter such temporary order, as it deems necessary to protect the plaintiff and/or minor children pending hearing on the petition.

(c) Assistance and advice to plaintiffs not represented by counsel.

(1) Petition forms and written information referring individuals to the local domestic violence program, Southwestern Pennsylvania Legal Aid Society, and Fayette County Bar Association Lawyer Referral Service shall be provided by the Prothonotary.

(2) Clerical assistance in the preparation and filing of the petition shall be provided by the local domestic violence agency, if available.

(3) PFA petition forms and instructions are available in the Fayette County Law Library or on the website of the Administrative Office of Fayette County Courts at [www.co.fayette.pa.us](http://www.co.fayette.pa.us).

**NOTE: Amended, November 19, 2014, Effective January 12, 2015.**

## 1901.1-3

### EMERGENCY RELIEF BY THE MINOR JUDICIARY

(a) From 3:00 P.M. each day to the resumption of business at 8:30 A.M. the next morning; from 3:00 P.M. of the last day of the business week to 8:30 A.M. of the first day of the next business week; during any holiday; and at any other time that the assigned PFA Judge is declared to be unavailable, a Petition for Protection from Abuse seeking ex parte emergency relief based upon an allegation of immediate and present danger of abuse to the plaintiff and/or minor children shall be filed with the Magisterial District Judge in the district where the plaintiff lives or, when unavailable, with the court ordered Duty Magisterial District Judge, who may grant relief in accordance with the Act.

(b) Magisterial District Judge.

(1) The Magisterial District Judge shall provide petition forms and assist in the preparation thereof.

(2) If, following an ex parte proceeding, the Magisterial District Judge determines that emergency relief is warranted; he/she shall issue an emergency order.

(3) The Magisterial District Judge shall certify the emergency order issued and the petition to the Court.

(4) The Magisterial District Judge shall advise the plaintiff that the emergency order will expire at 3:00 P.M. on the next business day of Court.

(5) The Magisterial District Judge shall advise the plaintiff that the plaintiff is responsible for obtaining the certified record from the Magisterial District Judge and for filing the certified record with the Prothonotary on the next business day of Court.

(c) Prothonotary.

(1) The Prothonotary shall accept the certified record from the plaintiff for filing without the payment of fees.

(2) The Prothonotary shall provide the plaintiff with a verified statement form which must be completed by the plaintiff setting forth the abuse by the defendant, if the abuse has not already been set forth in the Petition for Emergency Order.

(3) The Prothonotary shall provide the plaintiff with a copy of the petition, verified statement and emergency order and advise the plaintiff to present same to the assigned PFA Judge for ex parte proceedings as provided for in 1901.1-2(b).

**NOTE:** *Amended November 19, 2014, effective January 12, 2015.*

## **1901.1-4**

### **SERVICE OF PETITION AND ORDER**

(a) The plaintiff shall ensure that the petition and order are promptly served upon the defendant and that the order is served upon the police department with appropriate jurisdiction to enforce the order.

(b) Where the plaintiff avers that service cannot be safely effectuated by an adult individual other than a law enforcement officer, the Sheriff of Fayette County shall serve the petition and order on the defendant. The Sheriff shall advise the Court that service has been effectuated as well as the cost therefor.

(c) Where the plaintiff avers that service of an emergency order cannot be safely effectuated by an adult individual other than a law enforcement officer, the District Justice issuing the order shall have the same served by a constable at the initial expense of the county. The constable shall file a return of service as well as the cost therefor.

## **1901.1-5**

### **ARREST FOR VIOLATION OF ORDER**

(a) Upon arrest for violation of a PFA order or court approved consent agreement, the defendant shall be taken, without unnecessary delay, to the District Justice in the district where the alleged violation occurred, or if unavailable, to the court ordered Duty District Justice for preliminary arraignment and bail pursuant to the Pennsylvania Rules of Criminal Procedure.

At the preliminary arraignment the defendant shall be notified

(1) That he is charged with indirect criminal contempt for violation of a PFA order or court approved consent order, and

(2) That he is entitled to be represented by counsel and, if unable to afford counsel and otherwise qualifies, a Public Defender will be appointed.

(b) Immediately following the preliminary arraignment, the District Justice shall provide the arresting officer and the defendant with written notice of the time and date for hearing on the charge. The written notice shall be signed by each.

(c) It shall be the duty of the arresting officer to notify the plaintiff of the time and date for hearing.

(d) The District Justice shall cause the following completed forms to be delivered to the Clerk of Courts prior to the scheduled hearing.

- (1) Criminal complaint;
- (2) Probable cause affidavit, if any;
- (3) Warrant of arrest, if any;
- (4) Certificate of bail, if required, and discharge of commitment; and
- (5) Receipts for notice of hearing.

(e) When the defendant has been arrested without a warrant for a PFA violation, a criminal complaint shall be filed against the defendant prior to the preliminary arraignment.

(f) Where the police officer has been unsuccessful in his attempts to locate the defendant, the officer shall file a criminal complaint and affidavit of probable cause with the District Justice where the alleged violation occurred, or if unavailable, with the court ordered Duty District Justice who shall issue a warrant of arrest for the defendant.

## **1901.1-6**

### **PRIVATE CRIMINAL COMPLAINT FOR VIOLATION OF ORDER OR AGREEMENT**

(a) A private criminal complaint shall be filed with the District Justice in the district where the alleged abuse occurred, or if unavailable, with the court ordered Duty District Justice.

(b) The approval of the District Attorney is not required prior to the filing of a criminal complaint under this section.

(c) The procedure for filing a private criminal complaint for indirect criminal contempt for violation of a non-economic provision of an order or court approved consent agreement pursuant to Section 6113.1 of the Act is as follows:

(1) District Justice.

(i) The District Justice shall provide the complaint form and assist in the preparation thereof.

(ii) The District Justice shall set a date for hearing consistent with the schedule of the PFA Judge and prepare a notice of hearing.

(iii) The District Justice shall provide the plaintiff with a copy of the private criminal complaint and notice of hearing, receipt of which shall be acknowledged in writing by the plaintiff.

(iv) The District Justice shall serve a copy of the private complaint and notice of hearing on the defendant by certified mail return receipt requested.

(v) The District Justice shall notify the District Attorney that the return receipt has been received or that the criminal complaint has been returned undelivered.

(2) Clerk of Courts.

(i) The Clerk of Courts shall process the documents received from the District Justice and forward them to the PFA Judge.

## **1901.1-7**

### **OUT OF COUNTY ORDERS**

(a) A PFA order issued by a District Justice or Court in another judicial district within the Commonwealth or PFA order issued by a comparable court in another state shall be enforced in the same manner as a PFA order entered by a Fayette County Court provided, however, that such order has been properly recorded in the Registry of the Pennsylvania State Police, or until a Pennsylvania State Police Registry has been established, has been properly registered with the Prothonotary of Fayette County.

(b) Until the Pennsylvania State Police Registry is established and fully operational, the Prothonotary shall maintain a Registry in which shall be entered certified copies of protection from abuse orders issued by a court in another judicial district within the Commonwealth or a comparable court in another state.

(1) A valid PFA order may be registered by the plaintiff by obtaining a certified copy of the order of the issuing court endorsed by the Prothonotary of that court and by presenting that certified order to the Prothonotary or Clerk of Fayette County for filing.

(2) Upon receiving a certified order for registration and upon completion of filing and registration, the Prothonotary shall provide the plaintiff with a copy bearing proof of registration, which copy shall then be filed by the plaintiff with the appropriate law enforcement agency.

(3) No costs shall be assessed for registration of an order.

(4) Registration of PFA orders shall not be required upon the establishment and operation of the Pennsylvania State Police Registry.

## **1901.1-8**

### **CIVIL CONTEMPT**

(a) A plaintiff may file a petition for civil contempt alleging that a defendant has violated any provision of an order or a Court-approved consent agreement.

(b) A petition for civil contempt shall be presented to the court as a routine motion in accordance with Fayette County Rule 211 and assigned to the issuing judge who will schedule a hearing on the petition.

## **1901.1-9**

### **NOTIFICATION UPON RELEASE**

(a) The Warden of the Fayette County Prison shall use all reasonable means to notify the plaintiff sufficiently in advance of the release of the defendant from any incarceration imposed as a result of a finding of contempt.

(b) Notification shall be required for work release, furlough, medical leave, community service, discharge, escape and recapture. Notification shall include terms and conditions imposed on any temporary release from custody. The plaintiff shall keep the Warden of the Fayette County Prison and Crime Victim/Witness Coordinator apprised of contact information; failure to do so will constitute a waiver of any rights to notification under these provisions.

**NOTE:**        ***Adopted January 20, 1998, effective March 16, 1998.***

# **ACTION FOR CUSTODY, PARTIAL CUSTODY, AND VISITATION OF MINOR CHILDREN**

## **RULE 1915.1**

### **SCOPE**

(a) This rule shall apply to any action for custody, partial custody, or visitation, whether filed as an independent cause of action or as a count in a related proceeding.

(b) Upon the filing of any complaint, petition, or motion relating to child custody, partial custody or visitation, in which there is no agreed-upon Order disposing of the issues, the case shall proceed in accordance with Pa. R.C.P. No. 1915.4-1, et seq., and these Rules.

## **RULE 1915.2**

### **PROCEDURE**

(a) A party who is requesting a child custody mediation conference must file, after filing an appropriate complaint/petition, with the Prothonotary a "Request to Schedule Child Custody Mediation" form, along with the \$100.00 filing fee, in accordance with F.C.R. 1915.3. The requesting party must also serve on the Administrative Office of Fayette County Courts a copy of the Request for Child Custody Mediation Conference, along with a copy of the receipt for the filing fee. The Administrative Office of Fayette County Courts shall refer the request form to Child Custody Services and a mediation conference shall be scheduled. All parties must attend this child custody mediation conference unless excused by the child custody mediator/hearing officer. Children shall not attend the conference, unless directed by the Court or directed by the Child Custody Mediator/Hearing Officer.

(b) The child custody mediator/hearing officer shall conduct the conference as an informational and conciliatory proceeding. Upon the filing of any complaint, petition, or motion, relating to child custody, partial custody or visitation, the parties are required to attend at least one session of a child custody education program, the cost of which may be assessed against a party or parties, unless the court waives the requirement upon petition filed for good cause shown. A defaulting party may be subject to sanctions by the Court. The child custody mediator/hearing officer may require the parties to attend additional sessions of a child custody program and shall monitor attendance.

(c) Attorneys and pro se litigants shall adhere to the custody instructions and shall specifically use the forms which accompany those instructions that are available in the Fayette County Law Library or on the website at [www.co.fayette.pa.us/ChildCustody](http://www.co.fayette.pa.us/ChildCustody).

**NOTE: Amended November 19, 2014, effective January 12, 2015. Amended April 2, 2015, effective May 24, 2015.**



## **RULE 1915.3**

### **FEES AND COSTS**

Upon the filing of any complaint, petition, or motion relating to child custody, partial custody, visitation, or contempt, where there is at the time of filing no agreed-upon Order disposing of the issues, the moving party shall file and serve a Request to Schedule Child Custody Mediation and pay to the Prothonotary (in addition to any other required fees), a non-refundable conciliation fee in the amount of One Hundred (\$100.00) Dollars, or shall file to proceed *in forma pauperis* with Court approval in accordance with Pa.R.C.P. §240. Attorneys and pro se litigants shall adhere to the instructions and shall specifically use the form which accompanies the instructions to proceed in forma pauperis that are available in the Fayette County Law Library or on the website at [www.co.fayette.pa.us/CourtAdmin](http://www.co.fayette.pa.us/CourtAdmin).

***Note: Amended February 8, 2005, effective April 1, 2005. Amended April 2, 2015, effective May 24, 2015.***

## **RULE 1915.4**

### **EXCEPTIONS**

- (a) A party filing exceptions shall request and cause to be filed any transcript required and make any necessary payment or deposit therefore.
- (b) When both parties file exceptions, the cost of the transcript shall be borne proportionately.
- (c) Exceptions shall be presented to the Court as a routine motion in accordance with Fayette County Rule 211 and assigned for argument.

***NOTE: Amended August 21, 2001, effective October 15, 2001.***

## **ACTIONS OF DIVORCE AND ANNULMENT**

### **RULE 1920.3**

*Note: Rescinded effective April 8, 2019.*

### **RULE 1920.31**

*Note: Rescinded effective April 8, 2019.*

### **RULE 1920.51(a)**

#### **APPOINTMENT OF MASTER, MASTER'S FEE, TRANSCRIPT COSTS**

(a) The moving party shall file a Motion for Appointment of Master and deposit the sum of \$750.00 for the master's services with the Prothonotary prior to the time that a master is appointed.

(b) Subject to the direction of the court, the master shall have procedural and administrative control of the proceedings in regard to the detention of witnesses for examination and the general course of the proceedings. The master shall rule on objections to competency, relevancy of testimony, and admissibility of evidence. If the master sustains an objection, the testimony shall not be heard or reported. Parties may file exceptions to the master's rulings.

(c) The master shall satisfy himself or herself of the jurisdiction of the Court and of the formal sufficiency and regularity of the record. If not so satisfied, the master shall afford the parties an opportunity to make the necessary corrections, and if they are not made within a reasonable time, shall report to the Court for its instruction.

(d) The master shall receive one hundred fifty dollars (\$150.00) per hour for all services including conducting hearings, researching, and writing reports.

- (e) To receive compensation, the master shall file:
- (1) the report and recommendation or a marital settlement agreement with a statement that the matter has settled;
  - (2) a proposed order for equitable distribution, if warranted;
  - (3) a decree for divorce, if divorce is recommended; and
  - (4) an invoice for services detailing the date and time expended in quarter-hour increments.

(f) Should the master's services exceed the deposit, the master shall petition the Court by routine motion for additional compensation for actual time worked detailing the date and time expended in quarter-hour increments. A petition for additional compensation shall not toll the deadline for the master to file the report.

(g) Unless otherwise ordered by Court, the Prothonotary shall pay no master's fee until the master files the report.

(h) The court reporter or transcriptionist shall abide by the format of transcripts and be paid transcript costs in accordance with Pennsylvania Rules of Judicial Administration Rules 4001 et seq.

(i) In the event that a hearing is canceled by the master with less than twenty-four hours' notice, an appearance fee of seventy-five dollars (\$75.00) shall be paid to the court reporter.

(j) Should the master's services and transcription costs not exceed the deposit, the Prothonotary shall return the balance to the paying party.

*Note: Amended February 19, 2019, effective April 8, 2019.*

## **RULE 1920.51(b)**

### **NOTICE OF AND TIME FOR MASTER'S HEARING**

(a) The master shall establish a hearing date and give at least ten (10) days written notice of the time and place of all hearings to attorneys of record and unrepresented parties in accordance with Pennsylvania Rules of Civil Procedure Rule 1920.51(b).

(b) Additional hearings before a master shall be concluded within thirty (30) days of the initial date of hearing unless the time is extended by written consent of the parties filed of record in the Prothonotary or by Court Order.

(c) The master shall promptly file notice of all hearing dates and continuances with the Prothonotary.

*Note: Amended February 19, 2019, effective April 8, 2019.*

## **RULE 1920.52**

*Note: Rescinded effective April 8, 2019.*

## **RULE 1920.53(a)(1)**

*Note: Rescinded effective April 8, 2019.*

## **RULE 1920.53(a)(2)**

*Note: Rescinded effective April 8, 2019.*

## **RULE 1920.55-2**

### **MASTER'S REPORT. NOTICE. EXCEPTIONS. FINAL DECREE.**

The master's report, notice, exceptions, and final decree shall be governed by Pennsylvania Rules of Civil Procedure Rule 1920.55-2.

(a) After conclusion of the hearing, the master shall file the record and the report within (i) twenty days in uncontested actions or (ii) thirty days from the last to occur of the receipt of the transcript by the master or close of the record in contested actions; and immediately serve upon counsel for each party, or, if unrepresented, upon the party, a copy of the report and recommendation and written notice of the right to file exceptions.

(b) The timeframe for filing a master's report may be extended only by Court Order.

(c) If the master requires a transcript to aid in the preparation of the report, the master shall file of record in the Prothonotary a notice within five (5) business days from the date of hearing which identifies the assigned court reporter or transcriptionist and the dates of testimony requested.

(d) The court reporter or transcriptionist shall deliver transcripts to the master within thirty (30) days of the hearing.

(e) If a transcript is not delivered within thirty (30) days, the master shall notify the District Court Administrator.

(f) The District Court Administrator or designee shall monitor

compliance with the timeframe for transcript preparation and for the filing of the master's report. The District Court Administrator shall notify the appointing Judge of delinquent transcripts or master's reports.

- (f) Failure of the master to timely file the report may result in a forfeiture of the master's fee or contempt proceedings.

*Note: Adopted February 19, 2019, effective April 8, 2019.*

## **RULE 1920.76**

*Note: Rescinded effective April 8, 2019.*

## **MINORS AS PARTIES**

### **RULE 2039(a)**

#### **PETITIONS FOR APPROVAL OF COMPROMISE, SETTLEMENT OR DISCONTINUANCE OF ACTIONS OF MINORS AND INCOMPETENTS**

Every petition for approval by the Court of a proposed compromise, settlement, or discontinuance of an action for injury to the person of a minor or incompetent shall contain a description of the injury, a brief account of the circumstances under which it was sustained, a statement of the nature of the evidence relied on to establish liability, any limits on the defendant's financial responsibility, a list of the expenses incurred, the fees of counsel, arrangements for payment of unpaid bills, and it shall be accompanied by a certificate of the attending physician setting forth the extent of the injury, the treatment given, and the prognosis for the injured party.

## **INTERPLEADER**

### **RULE 2307**

#### **MONEY PAID INTO COURT**

(a) On motion and twenty-four (24) hours' notice to the plaintiff or the plaintiff's attorney, a defendant may have leave to pay into Court the amount of money he admits to be due, together with the costs accrued. The plaintiff may then receive the amount so paid and either enter a discontinuance or proceed to trial. If he elects to proceed to trial, he shall pay all costs subsequently accruing unless he recovers judgment for a principal sum in excess of the amount paid into Court.

(b) All moneys paid into Court shall be deposited by the Prothonotary in such incorporated banks or trust companies as the Court may designate, to the credit of the Court in the particular case; and no money shall be withdrawn except upon an order of the Court signed by two Judges thereof and attested by the Prothonotary with the seal of the Court attached. A copy of this rule shall be certified and delivered by the Prothonotary to all depositories of the Court.

**RULES OF CRIMINAL PROCEDURE  
OF THE  
COURT OF COMMON PLEAS  
OF  
FAYETTE COUNTY, PENNSYLVANIA**

## **RULE 4**

### **CITING THE CRIMINAL PROCEDURAL RULES**

All criminal procedural rules adopted by the Court of Common Pleas of Fayette County, Pennsylvania, shall be known as the Fayette County Rules of Criminal Procedure and may be cited as "F.C.R.Crim.P. \_\_\_\_".

**NOTE:**           *Adopted February 17, 2000, effective April 24, 2000.*

## **RULE 86**

### **DEPOSIT AND DISPOSITION OF PERCENTAGE CASH BAIL: CONSENT THERETO AND FORM**

**NOTE:**           *Rescinded December 19, 2005.*

## **RULE 101**

### **COURT REPORTER NOTES/TAPE RETENTION - CRIMINAL CASES**

**NOTE:**           *Rescinded April 4, 2003, effective July 21, 2003.*

## **RULE 106**

### **CONTINUANCES**

(a) The Court may, in the interest of justice, grant a continuance, on its own motion, or on the motion of either party. The Court shall on the record identify the moving party and state for the record the Court's reasons justifying the granting or denial of the continuance.

(b) A motion for continuance of trial made on behalf of the defendant shall be made to the assigned Plea Judge no later than forty-eight hours before the time set for trial. A later motion shall be entertained only when the opportunity therefore did not previously exist, or the defendant was not aware of the grounds for the motion, or the



interests of justice require it.

(c) A request for continuance on the grounds that an attorney of record is unavailable may only be entertained when that attorney has an engagement in Federal Court, in Pennsylvania Appellate Court, a previously scheduled Common Pleas Court hearing, an illness, or by some special or unexpected circumstance rendering the attorney's absence practically involuntary. When two or more attorneys are of record for the same party, the absence of one of them shall not be deemed grounds for a continuance or for passing the case, except for reasons satisfactory to the court.

(d) Except for cause shown as stated in the motion, a motion for continuance shall comply with the following requirements:

(1) The motion shall be signed by the moving party and counsel for the moving party; and

(2) The motion shall be consented to and signed by all counsel, and unrepresented parties of record, or it must be presented as a Priority Motion (in accordance with Fayette County Rule 575); and

(3) If the motion is made necessary by a pre-existing hearing commitment, a copy of the order setting such hearing shall be attached to the motion, and the motion for continuance must be presented as soon as possible after the conflict is established, and in no event more than two weeks after the mailing of notice of the hearing that is proposed to be continued; and

(4) Counsel must obtain from the Court at least three dates available to all parties and all counsel for the continued hearing. Alternately, each counsel may provide a list of the dates counsel or counsel's client is unavailable during the three-month period following the date the motion for continuance is presented.

**NOTE:** *Adopted May 9, 1997, effective July 28, 1997. Renumbered and Amended May 15, 2015, effective July 13, 2015.*

## **RULE 114.1**

### **ORDERS AND COURT NOTICES: FILING; SERVICE; AND DOCKET ENTRIES.**

The Court, by and through the President Judge, hereby designates the Court Administrator of Fayette County as the entity responsible for service of all Court notices on each party's attorney, or the party if unrepresented.

**NOTE:** *Adopted June 8, 2004, effective July 26, 2004.*

## **RULE 117**

### **COVERAGE: ISSUING WARRANTS: PRELIMINARY ARRAIGNMENTS AND SUMMARY TRIALS: AND SETTING AND ACCEPTING BAIL**

- (a) All Magisterial District Judge Offices shall be open for regular business on Mondays through Fridays from 8:00 AM to 4:30 PM.
- (b) On-call Magisterial District Judge(s) shall be available for continuous coverage in Protection from Abuse Act cases, the issuance of warrants, accepting bail, and for providing the services set forth in Pa.R.Crim.P §117(A)(2)(a), (b), (c), and (d). The President Judge shall establish the schedule of on-call duty in accordance with the traditional system presently utilized.
- (c) Magisterial District Judges, the Clerk of Courts and Warden of the Fayette County Prison or his designee, shall be authorized to accept bail in accordance with the provisions, and subject to the limitations, of the Pennsylvania Rules of Criminal Procedure.
- (d) Magisterial District Judges shall be available during normal business hours for all other business.

**NOTE:**        ***Adopted June 22, 2006, effective August 1, 2006.***

## **RULE 120(B)**

### **ATTORNEYS – WITHDRAWAL OF APPEARANCE**

A motion to withdrawal an attorney's appearance shall include (1) the name, address, and telephone number of the defendant; (2) the date of birth of the defendant and the last four numbers of his or her Social Security Number; (3) if the defendant is incarcerated, the name of the facility and his or her inmate identification number; (4) a list of prior counsel who represented the defendant in the case; and (5) a list of co-defendants and the name of any other defendant who is charged in the same incident, including the name(s) of counsel for any other defendant identified. If the appointment of new counsel is required to continue the case, the motion to withdraw should include a request for appointment of new counsel.

**Note:**        ***Adopted March 16, 2022, effective May 2, 2022.***

## **RULE 301**

### **DIVERSIONARY PROGRAM FOR TRANSMISSION OF SEXUALLY EXPLICIT IMAGES BY MINORS**

The Court hereby recognizes the Fayette County Diversionary Program for Transmission of Sexually Explicit Images by Minors as a dispositional alternative for the summary offense enumerated at 18 Pa.C.S.A. §6321(a) and as authorized by 18 Pa.C.S.A. §6321(f) and Pennsylvania Rule of Criminal Procedure Rule 300.

The conditions and parameters of this program shall be governed by the Crime Victims' Center of Fayette County and must include an educational training session of not less than two hours regarding the legal and nonlegal consequences of sharing sexually explicit images. Diversion into the program may only be authorized by a magisterial district judge or other judicial authority with jurisdiction over the violation.

All costs and administrative expenses associated with the diversionary program shall be the responsibility of the defendant. If the defendant successfully completes the diversionary program, the defendant's records of the charge of violating 18 Pa.C.S.A. §6321(a) shall be expunged.

**NOTE:**       *Adopted May 15, 2015, effective July 13, 2015.*

## **RULE 301(A)**

### **DIVERSIONARY PROGRAM FOR CYBER HARASSMENT OF A CHILD**

The Court hereby recognizes the Fayette County Diversionary Program for Cyber Harassment of a Child as a dispositional alternative for the summary offense enumerated at 18 Pa.C.S.A. §2709(a.1) and as authorized by 18 Pa.C.S.A. §2709(a.1)(2)(i).

The conditions and parameters of this program shall be governed by the Crime Victims' Center of Fayette County and must include an educational training session of not less than two hours regarding the legal and nonlegal consequences of cyber harassment. Diversion into the program may only be authorized by a magisterial district judge or other judicial authority with jurisdiction over the violation.

All costs and administrative expenses associated with the diversionary program shall be the responsibility of the defendant. If the person successfully completes the diversionary program, the person's records of the charge of violating 18 Pa.C.S.A. §2709(a.1) shall be expunged.

**NOTE:**       *Adopted, March 23, 2016, effective May 16, 2016.*

## **RULE 305**

**NOTE:** *Adopted June 8, 2004, effective July 26, 2004. Rescinded July 29, 2004.*

## **RULE 305.1**

**NOTE:** *Adopted June 8, 2004, effective July 26, 2004. Rescinded July 29, 2004.*

## **RULE 530**

### **DESIGNATION OF BAIL AGENCY**

The Fayette County Adult Probation and Parole Office, Pre-Trial Services Unit, is designated as the bail agency of the Court of Common Pleas of Fayette County.

**NOTE:** *Adopted June 18, 2020, effective August 17, 2020.*

## **RULE 535**

### **RETURN OF CASH DEPOSITS**

Upon full and final disposition of the case, the issuing authority or the Clerk of Courts shall retain thirty percent (30%) of the amount deposited, but in no event less than Ten (\$10.00) Dollars, as administrative costs, which includes the Clerk's poundage fee for the percentage cash bail program. The balance shall be returned to the depositor, unless the depositor at the time the balance is to be returned otherwise agrees in writing. The thirty per cent (30%) to be retained shall be considered as earned at the time the bail undertaking is executed and the defendant or the third party surety deposits the cash. Any money not claimed within one hundred eighty (180) days from the time of full and final disposition of the case shall be deemed as fees and shall be forfeited to the use of the county of Fayette.

**NOTE:** *Adopted November 1, 2005, effective December 19, 2005.*

## **RULE 571**

### **ARRAIGNMENT**

(A) Arraignment shall be held on the third Thursday of each month before an assigned Judge.

- (B) At the arraignment, the defendant shall be advised of:
- (1) The right to be represented by counsel;
  - (2) The nature of the charges contained in the information; and
  - (3) The right to file motions, including a Request for a Bill of Particulars, a Motion for Pretrial Discovery and Inspection, a motion requesting Transfer from Criminal Proceedings to Juvenile Proceedings and an Omnibus Pretrial Motion, and the time limits within which the motions must be filed.
- (4) If the defendant fails to appear without cause at any proceeding for which the defendant's presence is required, including trial, that the defendant's absence may be deemed a waiver of the right to be present, and the proceeding may be conducted in the defendant's absence.

If the defendant or counsel has not received a copy of the Information(s) pursuant to Pa.R.Crim. 562, a copy thereof shall be provided.

(C) A defendant may waive appearance at arraignment if the following requirements are met:

- (1) The defendant is represented by counsel of record and counsel concurs in the waiver; and
- (2) The defendant and counsel sign and file with the Clerk of Courts a waiver of appearance at arraignment, which acknowledges that the defendant:
  - (a) Understands the nature of the charges;
  - (b) Understands the rights and requirements set forth in Pa. R.Crim.P. 571(C) and
  - (c) Waives his or her right to appear for arraignment.

(D) The waiver of appearance at arraignment shall be in substantially the following form:

**YOU MUST BE REPRESENTED BY COUNSEL TO WAIVE THE APPEARANCE AT ARRAIGNMENT**

(Pa. Rule of Criminal Procedure 571 (D))

**IN THE COURT OF COMMON PLEAS OF FAYETTE COUNTY,  
PENNSYLVANIA**

**COMMONWEALTH OF PENNSYLVANIA,**  
**v.**

**No. \_\_\_\_\_ of 20\_\_\_\_**

\_\_\_\_\_,  
**Defendant.**

OTN: \_\_\_\_\_  
Arraignment Date: \_\_\_\_\_

### **ENTRY OF APPEARANCE**

Enter my appearance for the above-named Defendant.

**INTERPRETER NEEDED** ☐

\_\_\_\_\_  
Attorney for Defendant [PRINTED]      Date      Attorney I.D. #

\_\_\_\_\_  
Address of Attorney      Attorney Phone #

\_\_\_\_\_  
Email Address of Attorney      Attorney's SIGNATURE

### **WAIVER OF APPEARANCE AT ARRAIGNMENT**

I hereby waive my appearance at arraignment and I stand mute with respect to my plea. I have been advised by my attorney of the charges against me and that my attorney will receive copies of the Criminal Information filed in this case. I know I have the right:

1. to file a request in writing for a Bill of Particulars with the Clerk of Courts and a copy to be served on the District Attorney within seven (7) days following the above listed arraignment date (Pa. Rule of Criminal Procedure 572);
2. to file a motion with the Court in writing, requesting pretrial Discovery and Inspection and a copy to be served on the District Attorney within fourteen (14) days after the above listed arraignment date (Pa. Rule of Criminal Procedure 573);
3. to file an Omnibus motion with the Court in writing requesting all other kinds of pretrial relief and a copy to be served on the District Attorney within thirty (30) days after the above listed arraignment date (Pa. Rules of Criminal Procedure 578 & 579).

#### **THE TIME LIMITS SET FORTH TO EXERCISE THESE RIGHTS WILL BE STRICTLY ENFORCED!**

4. If I fail to appear without cause at any proceeding for which my presence is required, including trial, my absence may be deemed a waiver of the right to be present, and the proceeding may be conducted in my absence. (Pa. Rule of Criminal Procedure 571).

I am hereby notified that, as a condition of bail, I am required to notify in writing the Clerk of Courts' office, the District Attorney's office, and my bondsman of any change of address and/or telephone number within forty-eight (48) hours after any change by mail or delivering in person said notice to each of the above (Pa. Rule of Criminal Procedure 117).

**IF I FAIL TO APPEAR FOR ANY SCHEDULED COURT DATE, THE HEARING OR TRIAL WILL CONTINUE IN MY ABSENCE AND A BENCH WARRANT WILL BE ISSUED FOR MY ARREST, WITH AN ADDED CONTEMPT PENALTY OF UP TO SIX MONTHS INCARCERATION.**

\_\_\_\_\_  
Signature of Defendant      Date      Signature of Attorney

**NOTE:** *Amended May 10, 2002, effective July 8, 2002. Amended November 26, 2016, effective January 16, 2017.*

## **RULE 575**

### **MOTIONS COURT PROCEDURE**

(6) In order to provide a uniform means of presenting to the Court all matters which require action by the Court, Motions Court will be held daily at 9:00 o'clock A.M. in the courtroom of the Motions Judge. The name of the assigned Motions Judge for each day shall be published periodically in the Fayette County Legal Journal.

(b) All applications for Court action, including motions, petitions, and any other applications shall be presented to the Court by following this Motions Court procedure. The party presenting the motion to the Court is to select the day on which the motion will be listed for Motions Court.

(c) As used herein, the term "motion" shall include every type of motion, petition, or other application for action by the Court, and shall be designated as either "Priority" or "Routine", presentation of the latter not requiring the presence of the parties or counsel for either side. By definition, a "priority" motion is one which may be subject to contest or is so unusual as to require discussion or explanation, while "routine" motions include all other applications, such as uncontested matters to which the parties have consented in writing, requests for hearing, or requests for later argument.

(d) All documents filed shall be on 8 ½ inch x 11 inch paper and shall comply with the following requirements:

(1) The document shall be prepared on good quality white paper.

(2) The text must be double spaced. Margins must be at least one inch on all four sides.

(3) The lettering shall be clear and legible shall be on only one side of a page. Exhibits and similar supporting documents and paperbooks may be lettered on both sides of the page.

(4) Documents and papers must be firmly bound. Any metal fasteners or staples must be covered.

(5) No backers or top strips are permitted.

(e) All motions and other applications for Court action presented as uncontested require certification as such, if no joinder has been attached.

(f) Any motion relating to discovery must contain a certification that counsel has conferred or attempted to confer with the District Attorney in order to resolve the matter without court action.

(g) All motions filed and served pursuant to this rule shall include a Certificate of Service, signed by the party's attorney, or the party if unrepresented, setting forth the date and manner of service (personal delivery, mail, facsimile), and the names, addresses and phone numbers of the persons served. The Certificate of Service shall be substantially in the following form:

## CERTIFICATE OF SERVICE

I hereby certify that I am this day serving the within document upon the persons and in the manner indicated below.

1. Service by certified mail, first class mail:

(Name of person served)\_\_\_\_\_, \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address; (and/or)

2. Service by facsimile at FAX number \_\_\_\_\_:

(Name of person served)\_\_\_\_\_, \_\_\_\_\_ Phone number \_\_\_\_\_  
Address; (and/or)

3. Service in person:

(Name of person served)\_\_\_\_\_, \_\_\_\_\_ Phone number \_\_\_\_\_  
Address

Date: \_\_\_\_\_ Signature \_\_\_\_\_

(h) All motions shall be accompanied by a Certificate of Presentation as set forth in F.C.R.Crim.P 575(o).

(i) All motions and other applications for Court action must set forth a specific citation to relevant constitutional provisions, case law, statutory provisions or rules that provide the Court's authority to grant the relief requested. Said citation shall be placed on a Certificate of Presentation.

(j) The moving party shall file the original motion, Certificate of Presentation, and any attachments in the appropriate filing office before presentment in Motions Court. An original proposed order (if any), a copy of the Certificate of Presentation, Certificate of Service, and motion, assembled in that order, shall be delivered to the Court Administrator and every other party of record. Pursuant to Pa.R.Crim.P. 576(B)(1), all motions and other documents for which filing is required shall be served on each party and the Court Administrator so as to be received at least two (2) business days before presentation in Motions Court, unless there are emergency circumstances specified in the motion requiring presentation within a shorter time.

(k) All priority motions pertaining to matters already ruled on by a Judge shall be presented to that Judge in Motions Court, except in emergencies as set forth in paragraph (j) of this Rule immediately above.

(l) The Court Administrator shall maintain a Motions Docket and shall make daily entries of all motions filed and the disposition thereof.

(m) The Court Administrator shall assign any motion not otherwise assigned to a Judge for disposition.

(n) Failure to completely provide the information required by the Certificates of Presentation and Service may result in the matter not being listed for Motions Court.

(o) The Certificate of Presentation shall be substantially in the following form:



IN THE COURT OF COMMON PLEAS OF FAYETTE COUNTY,  
PENNSYLVANIA

:  
:  
:  
:  
:

: NO. \_\_\_\_\_ OF \_\_\_\_\_

CERTIFICATE OF PRESENTATION

1. The undersigned, \_\_\_\_\_, represents \_\_\_\_\_, the moving party herein.
2. The attached motion will be presented in Motions Court on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ at 9:00 o'clock A.M.
3. The attached motion shall be classified as a Routine/Priority motion. (If the motion is Routine, parties or counsel are not required to be present in Motions Court.)
4. Judge \_\_\_\_\_ has been assigned or has previously ruled on a matter relevant to this motion. (See attached relevant ruling.)
5. The SPECIFIC citation for the Court's authority to grant the relief requested is \_\_\_\_\_.
6. Estimated time for hearing or argument to resolve the motion on its merits: \_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Adopted July 29, 2004, effective September 13, 2004. Amended February 8, 2005, effective March 28, 2005. Adopted July 21, 2006, effective September 4, 2006.

**RULE 1107**

**JUROR INFORMATION QUESTIONNAIRES**

## **RULE 1107.1**

### **GENERAL**

Confidential Juror Information Questionnaires (“questionnaires”) will be maintained securely in the office of the Jury Commissioners. The juror questionnaires shall not constitute a public record.

## **RULE 1107.2**

### **COPIES**

Complete and accurate copies of the original questionnaires (“copies”) shall be collated into numbered binders, which shall be available only to judges, attorneys for the Commonwealth and defendants’ attorneys. Attorneys and judges may examine copies prior to jury selection by making arrangements with the designated custodian. The Court Administrator shall be the official custodian. Copies shall be made available from and returned to the office of the Court Administrator. Copies shall not constitute public records.

## **RULE 1107.3**

### **RESTRICTIONS**

Copies shall not be removed from the designated area except upon prior court order for good cause shown. The designated area shall be any courtroom. Copies shall not be duplicated, distributed or published. Defendants shall not be furnished copies of the questionnaires unless they are unrepresented by counsel at trial.

## **RULE 1107.4**

### **DISPOSITIONS OF QUESTIONNAIRES AND COPIES**

**(a) Impaneled jurors; original questionnaires.** All original questionnaires of all impaneled jurors shall be retained by the Jury Commissioners in a sealed file and shall be destroyed (1) year after the trial session in which they were selected, unless otherwise ordered by the Court.

**(b) Impaneled jurors; copies.** At the completion of selection of all juries for

each trial session, all copies shall be returned to the Jury Commissioners and destroyed, unless otherwise ordered by the trial judge upon timely request of any unrepresented defendant, any defendant's attorney, or the attorney for the Commonwealth.

(c) **Jurors not impaneled.** All original and all copies of questionnaires of all jurors not impaneled and not selected for any trial shall be destroyed upon completion of the jurors' service.

## **RULE 1107.5**

### **SUPPLEMENTAL QUESTIONNAIRES**

The Jury Commissioners are hereby authorized to require the completion of a supplemental confidential juror information questionnaire mandated by Pa.R.Crim.P. 1107.

## **RULE 1107.6**

### **COMPLETION OF QUESTIONNAIRES AND SUPPLEMENTAL QUESTIONNAIRES.**

The Jury Commissioners shall develop appropriate procedures for distributing or mailing, collecting, collating, copying, binding, maintaining, securing and destroying questionnaires, supplemental questionnaires and all copies, as provided and required by law. The Jury Commissioner shall, in writing, inform jurors of the procedures for maintaining confidentiality of the questionnaires.

**NOTE:** *Adopted September 2, 1999, effective October 25, 1999.*

**RULES OF  
JUDICIAL ADMINISTRATION  
OF THE  
COURT OF COMMON PLEAS  
OF  
FAYETTE COUNTY,  
PENNSYLVANIA**

## **RULES OF JUDICIAL ADMINISTRATION**

### **RULE 101**

#### **TITLE AND CITATION OF RULES**

All rules of judicial administration adopted by the Court of Common Pleas of Fayette County, Pennsylvania, shall be known as the Fayette County Rules of Judicial Administration and may be cited as "F.C.R.J.A. \_\_\_\_\_."

### **RULE 102**

#### **PUBLIC ACCESS POLICY: CASE RECORDS OF THE TRIAL COURTS**

All filings in the Court of Common Pleas of Fayette County shall comply with the Public Access Policy of the Unified Judicial System of Pennsylvania. Information that is confidential as defined by the Public Access Policy shall not be included in any document filed in the Court of Common Pleas of Fayette County, except on a Confidential Information Form filed contemporaneously with the document.

Confidential information filed in accordance with the Public Access Policy shall be on a standardized Confidential Information Form provided by the Administrative Office of Pennsylvania Courts. The form shall be available in each filing office as well as on the Court's website at [www.co.fayette.pa.us](http://www.co.fayette.pa.us). Failure to comply with the requirements may result in the matter being before the court for hearing or sanctions.

A copy of this policy shall be continuously available for public inspection in the custodian's office, in the Administrative Office of Fayette County Courts and on the Court's website at [www.co.fayette.pa.us](http://www.co.fayette.pa.us).

*NOTE: Adopted September 18, 2017, effective January 6, 2018*

## **RULE 507**

### **RETENTION AND DISPOSITION OF COURT REPORTER NOTES**

#### **(a) Raw Notes of Testimony**

- (1) Raw notes of testimony are those on paper tapes and/or other media in the original state which they existed when taken at the time of testimony.
- (2) Once transcribed, raw notes of testimony may be destroyed 6 days after the filing of the transcript.
- (3) Raw notes of testimony that have not been transcribed may be destroyed seven years from the date of testimony.
- (4) Notwithstanding the above provisions, a party may petition on good cause shown for a court order directing that particular raw notes of testimony be retained for a longer period of time than otherwise required.

#### **(b) Transcribed Notes of Testimony**

- (1) Transcribed notes of testimony filed with the Prothonotary, Clerk of the Orphans' Court, or Clerk of Courts are subject to the retention periods set forth in the County Records Manual under those offices, and need not be retained by the Judicial District, court reporter or Court.
- (2) Transcribed notes of testimony filed in juvenile matters shall be retained by the appropriate office until the subject reaches the age of 25, or, 10 years after the last action in the case, whichever is later.

#### **(c) Record Retention Disposal Log**

- (1) Disposal of raw notes of testimony shall be accomplished as provided in Section 2.3 of the *Record Retention & Disposition Schedule* promulgated by the Supreme Court of Pennsylvania/Administrative Office of Pennsylvania Courts.
- (2) When completing Disposal Log Forms, the raw notes need not be listed on the Records Disposal Log by caption and case number, but may be listed merely by the hearing date.

Comment: This Rule is derived from the *Record Retention & Disposition Schedule* referred to above.

**NOTE:**        ***Adopted April 3, 2003, effective July 21, 2003***

## **RULE 1901**

### **PROMPT DISPOSITION OF MATTERS; TERMINATION OF INACTIVE CASES**

#### **(a) Civil Cases**

(1) When no docket activity has occurred in a civil case, except in proceedings of custody, eminent domain, and condemnation, for a period of more than two years, the Prothonotary shall commence proceedings under this rule to terminate the action.

(2) The Prothonotary shall provide notice of the proposed dismissal of each civil case that has been dormant for more than two (2) years to all counsel of record and to any pro se litigants in person or by regular mail at the last address of record and shall set forth a brief identification of the case to be terminated. If such notice cannot be given or has been returned undelivered, notice may be given by publication once in the Fayette Legal Journal by stating the caption of each case, the names of the attorneys of record or pro se litigants, and the requirements of filing a statement of intention to proceed.

(3) If no action is taken or no statement of intention to proceed is docketed within sixty (60) days of the notice or of the publication, the Prothonotary shall administratively enter an order as of course dismissing the civil case with prejudice for failure to prosecute. Any civil case terminated under this rule may be reinstated by the Court upon written petition for good cause shown.

(4) Any filing of a statement of intention to proceed shall be accompanied by such filing fee as may be allowed by law to be charged by the Office of the Prothonotary in accordance with the fee bill of that office.

#### **(b) Criminal Cases**

(1) At the Call of the Criminal Trial List in March and September each year, the Clerk of Courts shall present to the Court a list of cases where no docket activity has occurred for a period of more than two years.

(2) Notice of the proposed dismissal of each case shall be given by the Clerk of Courts to the prosecutor and the defendant in person or by regular mail at least thirty (30) days before the date on which the list is to be called.

(3) If no good cause for continuing a proceeding is shown at the Call of the Criminal Trial List, an order for dismissal shall be entered forthwith by the Court.

**NOTE:** *Adopted November 24, 2015, effective January 18, 2016.*

## **RULE 1903**

### **FEE SCHEDULE**

Pursuant to Section 5.00 of the Public Access Policy of the Unified Judicial System of Pennsylvania: Official Case Records of the Magisterial District Courts, the fee for photocopying the official case records of the magisterial district courts shall be \$0.25 per page and exact postage shall be charged when official case records are requested to be mailed. The fee schedule shall be publicly posted.

**NOTE:**       *Adopted June 11, 2015, effective July 27, 2015.*

## **RULE 4007**

### **REQUESTS FOR TRANSCRIPTS**

(A) All requests for transcripts shall be set forth on a standardized form provided by the Administrative Office of Pennsylvania Courts. The “Request for Transcript or Copy” form is available in the office or on the website of the Administrative Office of Fayette County Courts. The form shall indicate the current rates authorized to be charged for transcripts under these rules.

(B) For an ordinary transcript, the party requesting a full or partial transcript of a trial or other proceeding shall file the original request with the Administrative Office of Fayette County Courts.

(C) The production of daily, expedited, same day or rough draft transcripts are only available at the discretion of the court reporter.

(D) When a litigant requests a transcript,

(1) the district court administrator shall request the court reporter to estimate the transcript cost. The ordering party shall make partial payment in the amount of seventy-five percent (75%) of the estimated transcript cost. All payments are nonrefundable and shall be made by money order, certified check, or check from an attorney payable to the County of Fayette



and delivered to the Administrative Office of Fayette County Courts. No payments shall be made to the court reporter.

(2) upon receipt of the deposit by the Administrative Office of Fayette County Courts, the court reporter shall prepare the transcript.

(3) the court reporter shall notify the ordering party and the district court administrator of the completion of the transcript and of the final balance due.

(4) upon payment of any balance owed to the Administrative Office of Fayette County Courts, the court reporter shall deliver the original transcript to the appropriate filing office and a copy for the ordering party in the form requested to the district court administrator.

(E) When a transcript is requested for which the court or county is responsible for the cost, the court reporter shall prepare the transcript without the necessity of a deposit.

**NOTE:**      *Adopted January 12, 2017, effective March 6, 2017.*

## **RULE 4008**

### **TRANSCRIPT COSTS PAYABLE BY A REQUESTING PARTY OTHER THAN THE COMMONWEALTH OR A SUBDIVISION THEREOF.**

#### **(A) Costs**

(1) The costs payable by a requesting party, other than the Commonwealth or a subdivision thereof, for a transcript in an electronic format shall not exceed:

- (a) for an ordinary transcript, \$2.50 per page;
- (b) for an expedited transcript, \$3.50 per page;
- (c) for a daily transcript, \$4.50 per page; and
- (d) for same day delivery, \$6.50 per page.

(2) When the transcript is prepared in bound paper format, the costs shall be in accordance with paragraph (1) relating to electronic format plus a surcharge of \$0.25 per page.

(B) Economic hardship -- In cases of economic hardship, where the matter is under appeal or a transcript is necessary to advance the litigation, the costs of procuring the transcript shall be waived or otherwise adjusted by the court as provided herein. In cases of economic hardship where there is no appeal pending or there exists no obvious need for the transcript to advance the litigation, the requesting party must demonstrate good cause shown before the court shall waive or adjust the cost of obtaining the transcript.

(1) Transcript costs for ordinary transcripts in matters under appeal or where the transcript is necessary to advance the litigation shall be waived for a litigant who has been permitted by the court to proceed in forma pauperis or whose income is less than 125 percent of the poverty line as defined by the U.S. Department of Health and Human Services (HHS) poverty guidelines for the current year.

(2) Transcript costs for ordinary transcripts in matters under appeal or where the transcript is necessary to advance the litigation shall be reduced by one-half for a litigant whose income is less than 200 percent of the poverty line as defined by the HHS poverty guidelines for the current year.

(3) Transcript costs for ordinary transcripts in matters that are not subject to an appeal, where the transcript is not necessary to advance the litigation, or for expedited, daily, rough draft or same day transcripts may be waived at the court's discretion for parties who qualify for economic hardship under subdivision (B)(1) or (B)(2) and upon good cause shown.

(4) To request a waiver of all or a portion of transcript costs in accordance with Rule 4008(B)(1) through (B)(3), the applicant must attach to the Request for Transcript a "Petition to Proceed In Forma Pauperis and Affidavit" in the form required by Rule 240(h) of the Pennsylvania Rules of Civil Procedure. The Petition and Affidavit are available in the office or on the website of the Administrative Office of Fayette County Courts. The applicant must file the Petition and Affidavit in the appropriate filing office and provide a copy to the Administrative Office of Fayette County Courts for presentation as a routine motion to the presiding judge.

(5) To proceed under Rule 4008(B)(3), after presentation of the "Petition to Proceed In Forma Pauperis and Affidavit" through Motions Court, the presiding judge, at his or her discretion, may schedule a hearing to determine whether the applicant has established good cause to receive a waiver of all or a portion of transcript costs. The determination of good cause shown is at the discretion of the presiding judge.

(6) Litigants who have been approved for representation by legal aid services are not required to prove economic hardship. Legal aid services shall be entitled to obtain ordinary transcripts for no cost by attaching to their Request for Transcript a letter of certification verifying in accordance with Rule 4008(B) that the represented client meets financial eligibility and that the matter is under appeal or that the transcript being requested is necessary to advance the current litigation.

(7) Transcripts requested in accordance with Rule 4008(B)(1) through (B)(3) shall have costs imputed to the County of Fayette for payment to the court reporter. In accordance with Rule 4007(E), no deposit shall be required.

(C) Assignment and allocation of transcript costs

(1) Assignment of costs. The requesting party, or party required by general rule to file a transcript, shall be responsible for the cost of the transcript.

Original costs to produce the transcript shall not be assessed against any party for transcripts prepared at the initiation of the court.

(2) Allocation of costs. When more than one party requests the transcript, or are required by general rule to file the transcript, the cost shall be divided equally among the parties.

(D) Copies of transcript

(1) A request for a copy of any transcript previously ordered, transcribed and filed of record shall be made pursuant to the "Request for Transcript or Copy" form and the request filed with the Administrative Office of Fayette County Courts.

(a) If the request is for an electronic copy, the Administrative Office of Fayette County Courts shall collect \$0.50 per page and direct the court reporter to provide the electronic copy to the district court administrator for the requesting party.

(b) If the request is for a paper format copy, the district court administrator shall notify the filing office to collect \$0.75 per page, prepare a paper copy of the transcript, and provide the copy to the requesting party.

**NOTE:**      ***Adopted January 12, 2017, effective March 6, 2017.***

## **RULE 5000.13**

**NOTE:**      ***Adopted December 3, 1998, effective January 25, 1999. Rescinded January 12, 2017, effective March 6, 2017.***

## **RULE 5104**

### **Custody of Exhibits in Court Proceedings**

(a)      Designation of Custodian.

1. In court proceedings before a Judge, the Court Reporter is designated as the custodian to safeguard and maintain exhibits introduced in a court proceeding.
2. In court proceedings before a Hearing Officer, the Hearing Officer is designated as the custodian to safeguard and maintain exhibits introduced in the court proceeding.

(b)      During Court Proceedings.

1. Throughout court proceedings, all documentary and non-documentary exhibits shall remain in the custody of the proponent until the exhibit is offered for admission into the record.
  2. Non-documentary exhibits, including, but not limited to, weapons, cash, other items of value, drugs, and other dangerous contraband or materials, and bulky, oversized, or otherwise physically impractical exhibits for the custodian to maintain shall remain in the custody of the proponent during court proceedings.
  3. Non-documentary exhibits shall be photographed by the proponent and the photograph shall be appropriately marked and produced during the court proceedings for inclusion in the official case record.
  4. After being offered into evidence, whether accepted or rejected by the presiding Judge or Hearing Officer, documentary and photograph exhibits shall then be placed in the custody of the custodian.
  5. The proponent may reduce oversized documentary exhibits to 8.5 x 11 inches paper, so long as the quality is not compromised, or may submit the exhibits digitally via a CD or USB flash drive as a PDF with a file name identifying the exhibit.
  6. The proponent may submit voluminous documentary exhibits digitally via a CD or USB flash drive as a PDF with a file name identifying the exhibit.
- (c) After Court Proceedings.
1. Proponent Responsibilities.
    - i. The proponent of non-documentary exhibits shall safeguard and maintain such exhibits and may only dispose of or destroy non-documentary exhibits as required by any applicable records retention periods or by Order of Court.
    - ii. If not submitted during the court proceedings, the proponent shall provide to the custodian a photograph (no larger in size than 8.5 x 11 inches) of the non-documentary exhibits in lieu of the non-documentary exhibit, within five business days of the conclusion of the court proceeding.
  2. Custodian Responsibilities.
    - i. The custodian shall retain or take custody of all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceeding.
    - ii. The custodian shall prepare and file a numbered list of exhibits, and for each exhibit identify the proponent, whether the exhibit was admitted or rejected from evidence, and a textual description or identification of the exhibit.
    - iii. The custodian shall file all documentary exhibits, photographs, and photographs of non-documentary exhibits with the records office within five business days of the conclusion of the court proceeding unless otherwise directed by the court.
- (d) All other issues regarding custody of exhibits in court proceedings shall be governed by Pennsylvania Rule of Judicial Administration 5101—5104.

***Note: May 8, 2024, effective June 17, 2024.***

**ORPHANS' COURT RULES  
OF THE  
COURT OF COMMON PLEAS  
OF  
FAYETTE COUNTY, PENNSYLVANIA**

*(All Orphans' Court local rules were vacated on September 1, 2016  
by order of the Supreme Court)*

**ADMINISTRATIVE ORDERS  
OF THE  
COURT OF COMMON PLEAS  
OF  
FAYETTE COUNTY, PENNSYLVANIA**

## **MORTGAGE FORCLOSURE PROGRAM**

The Fayette County Court of Common Pleas having recognized the current mortgage foreclosure crisis, hereby establishes the Mortgage Foreclosure Diversion Program:

- (a) When a plaintiff files a complaint in a mortgage foreclosure action, the Prothonotary's Office shall provide a copy of the Mortgage Foreclosure Diversion Program Notice to the plaintiff.
- (b) The plaintiff shall serve a copy of the Mortgage Foreclosure Diversion Program Notice along with the complaint on the defendant in accordance with the Pennsylvania Rules of Civil Procedure.
- (c) Pursuant to the procedures of this program, a defendant who commences Foreclosure Mitigation Counseling (FMC) may seek a 90-day stay in the mortgage foreclosure proceedings for the purpose of reaching a mutually acceptable agreement with the plaintiff to resolve the case.
- (d) The defendant must commence FMC with Southwestern Pennsylvania Legal Services, Inc., within twenty (20) days of being served with a Complaint in Mortgage Foreclosure.
- (e) If the defendant commences FMC and desires the imposition of a 90-day stay in their mortgage foreclosure proceedings, the representative of Southwestern Pennsylvania Legal Services, Inc., or other legal representative, shall present a request for such a stay in writing to the judge to whom the case has been assigned.
- (f) The defendant must commence FMC in order to qualify for the 90-day stay.

(g) Only mortgage foreclosure cases with owner-occupied residences are subject to this program.

(h) If a defendant fails to commence FMC, or the defendant fails to request a 90-day stay, or the parties fail to reach an agreement within the 90-day stay period, all further proceedings in the case will be handled by the judge to whom the case is assigned in accordance with normal assignment procedures.

### **MORTGAGE FORECLOSURE DIVERSION PROGRAM NOTICE**

You have been sued in court to foreclose upon the mortgage associated with your home.

You are notified that you may seek a 90-day stay in this mortgage foreclosure proceeding if you commence Foreclosure Mitigation Counseling with Southwestern Pennsylvania Legal Services, Inc., within 20 days of being served with the complaint in this action and this notice, and make application for this stay. The purpose of this stay is to permit you an opportunity to work with the lender/plaintiff to reach an agreement to settle this proceeding.

If you fail to commence this free Foreclosure Mitigation Counseling, you will not receive a 90-day stay of these proceedings and if you do not respond to the complaint, a default judgment may be entered.

YOU SHOULD STRONGLY CONSIDER FORECLOSURE MITIGATION COUNSELING. THIS COUNSELING WILL BE CONDUCTED BY A REPRESENTATIVE OF SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES. YOU MAY BE ABLE TO SEEK ASSISTANCE FROM A LEGAL PROFESSIONAL AT THE FORECLOSURE MITIGATION COUNSELING.

IF YOU HAVE QUESTIONS ABOUT THIS MATTER, OR WISH TO COMMENCE FORECLOSURE MITIGATION COUNSELING, CONTACT:

SOUTHWESTERN PA LEGAL SERVICES  
45 EAST MAIN STREET  
UNIONTOWN, PA 15401  
724-439-3591  
800-846-0871 (toll free)

***NOTE: Adopted March 16, 2010, effective May 3, 2010***



## **JUVENILE COURT RESTITUTION FUND**

The statutory authority for the creation of this Fund appears at 42 Pa. C.S. Section 6352(a)(5), The Juvenile Act, Disposition of delinquent children.

The purpose of the Fund is to provide a means whereby the Court may:

- a) direct children under its supervision to pay a reasonable amount of money into a common fund;
- b) collect the above-mentioned revenue and deposit them into an appropriate account that is under the supervision of the Court or its designee;
- c) distributed money received by the Fund to victims of delinquent behavior in a fair and equitable manner.

Furthermore, the Court hereby adopts the following guidelines and operating standards for the Fund.

### **Fayette County Juvenile Court Restitution Fund**

#### **Operating Guidelines**

The Court of Common Pleas of Fayette County, Pennsylvania (Court), through the Fayette County Juvenile Probation Office (Probation) will establish the Fayette County Juvenile Court Restitution Fund (Fund) for the purpose of providing financial reimbursement to the victims of delinquent behavior as defined in the Juvenile Act.

The Probation department will be responsible for establishing, monitoring, maintaining, and auditing the Fund in accordance with the Fund Operating Guidelines and Standards and accepted accounting practices and principals.

## **Name**

The name of the Fund will be the “**Juvenile Court Restitution Fund.**” For clarity purposes, when referring to the Fund on documents such as an Informal Adjustment Consent, Consent Decree, an order issued by the Court, rules and conditions of probation, and all financial documents including restitution documents, judgment, etc., the Fund will be referred to as the **JCR Fund.**

## **Eligibility**

For the purpose of the Fund, eligibility will be defined as follows:

**Eligible Benefactor** – An eligible benefactor of the Fund will be any child who is under the jurisdiction of the Court through the Probation department on or after the effective start date of the Fund and whose disposition, as rendered by the Court or Probation department, requires the child to pay restitution to a victim of a delinquent act.

**Eligible Recipient** – An eligible recipient of the Fund will be any person, business, organization, etc., including an insurance company, and the Commonwealth’s Crime Victims Compensation Fund (Restitution) who has a legitimate restitution claim on file with the Probation office on or after the effective start date of the Fund that is the result of the delinquent act(s) of an Eligible Benefactor.

## **Fund Revenue**

On and after the effective date of the creation of the Fund, it will be supported financially in the following manner:

a) The Probation department will assess a fee in the amount of \$25.00 to all children who are subject to delinquency proceedings whose case results in

a final disposition of an Informal Adjustment Consent (excluding Youth Commission), Consent Decree, or adjudication of delinquency and make the same payable to the Fund.

b) The Probation department will assess a minimum fee of \$50.00 for a case referred to the Probation department where the only disposition rendered is an adjustment at the intake level with no further action taken or sanctions imposed. The initial \$25.00 collected in these cases will be made payable to the Fund, with the remainder of payments credited to the Fayette County Youth Commission.

c) The Probation department will assess a \$100.00 fee for the preparation and processing of Petitions and corresponding documents as they pertain to the expungement of Juvenile Court records and make the same payable to the Fund.

NOTE: A child who otherwise qualifies for an expungement and who has only a single referral to the Court or Probation department that was successfully handled by the Fayette County Youth Commission will not be required to pay the above-mentioned fee.

d) The Probation department will assign a fee of \$25.00 to all cases that are dismissed at the intake level at the Juvenile Probation Office upon the request of the victim or complainant, if the complainant is a private citizen, with the fee to be paid by the person requesting the dismissal and with the fee made payable to the Fund.

e) The Probation department will allocate ten thousand dollars (\$10,000.00) per year as part of the Title IV-E Administrative Account contained in the County Budget for the Probation department and make the same payable to the Fund. This allocation will remain in effect for as long as the Probation department participates in the Title IV-E Administrative Cost Pool Program through the Pennsylvania Department of Public Welfare. The Probation department will request from the County an open purchase order number for the above-mentioned allocation and invoice the County quarterly

(March 31, June 30, September 30, and December 31) for reimbursement from the above-mentioned account and make the same payable to the Fund.

f) The Court, at its discretion or upon the recommendation of the Probation department, will make other sources of revenue payable to the Fund as the same become available.

### **Fund Management**

The Fund receipts and expenditures will be managed by the Probation department. Any and all funds received by the Probation department that may be considered revenue for the Fund will be deposited into an account separate and apart from other accounts managed by the Probation department. The sole purpose of this account will be to receive and disperse funds associated with the JCR Fund. As of the date of the creation of the Fund, the account(s) used by the Probation department requires 2 signatures:

All Fund revenues will be receipted, recorded, deposited and otherwise handled as any other revenue received by the Probation department for the intended purpose of reimbursing victims of delinquent behavior.

Additionally, expenditures made from the Fund will be forwarded to eligible recipients by checks issued from the above-mentioned checking account on an as needed basis.

Expenditures from the above-mentioned account will require two signatures consisting of the Chief and Deputy Chief Juvenile Probation Officers.

The above-mentioned account will be subject to an audit performed by the Controller of Fayette County on an annual basis as per the request of the Chief Juvenile Probation Officer.

## **Review Committee**

The President Judge will establish a committee to review the requests made by the eligible benefactors requesting benefits from the Fund. The committee will be comprised of the following individuals:

Chief or Deputy Chief Juvenile Probation Officer

Victim Services Coordinator for Juvenile Court

The child's supervising probation officer.

## **Fund Expenditures**

Eligible benefactors of the Fund will be able to request assistance from the Fund in the following manner:

a) The Court or Probation department will prepare an application form for eligible benefactors to utilize in order to request assistance from the fund. The application form will include the following information:

- 1) Descriptive information about the child including name, DOB, type of supervision, length of supervision.
- 2) A statement as to the child's overall adjustment while under supervision, addressing behavior at home, in the community, and at school;
- 3) A statement as to the child's community service completion rate;
- 4) A statement as to the balance of restitution due by the child.

The applicant's probation officer will assure that the child completes the application, and the probation officer will forward the same to the Review Committee.

The Review committee will review the application, and recommend the level of expenditure to be made on behalf of the applicant.

The President Judge will authorize the amount to be expended from the Fund and credited to the applicant's / benefactor's restitution account. The Probation department will then disperse payments to all applicants remain victim(s) in a proportionate share.

Payments dispersed from the fund will be made on a first come / first serve basis and will be made in the full amount recommended by the Review Committee and approved by the President Judge.

The Probation department will be prohibited from dispersing payments from the Fund in excess of the Fund case reserves plus \$100.00.

### **Maximum Disbursement**

The maximum amount that may be disbursed from the Fund on behalf of any single child per period of supervision by the Court or Probation department will be one thousand dollars (\$1,000.00).

### **Fund Balance**

The Fund will maintain a minimum balance of \$100.00 at all times.

### **Suspension of Activity**

The Court or Chief Juvenile Probation Officer will have the authority to suspend any and all activities associated with the Fund.

### **Audit Requirement**

The Fund will be subject to an audit by the Controller of Fayette County on an annual basis, covering the period January 1 through December 31 as part of the annual audit on the above-mentioned check account.

***NOTE: Adopted June 21, 2010, effective August 9, 2010***

## **AMENDED ADMINISTRATIVE ORDER**

### **BOOKING CENTER PROCESSING FEE**

*And Now*, this 4th day of October 2012, it is Hereby Ordered, that the Court of Fayette County adopts a countywide Regional Booking Center (RBC) procedures plan as set forth herein.

1. The Regional Booking Center (RBC) is to be located at the Uniontown Police Department.
2. The purpose of the RBC is to efficiently process defendants charged with criminal actions. The process shall include, but not limited to, fingerprinting, photographing and determining prior records of defendants being processed.
3. In all cases in which the defendant has been charged with an offense graded as a misdemeanor or greater, the defendant shall be required to appear either at the Pennsylvania State Police Barracks, if arrested by the member of the Pennsylvania State Police, or, if arrested by an arresting authority other than the Pennsylvania State Police at the Fayette County Regional Booking Center, (RBC), located in the Uniontown Police Department or at such other locations designated, in writing, by the President Judge of Fayette County Court of Common Pleas, for fingerprinting and processing.
4. Pursuant to 18 Pa.C.S.A. § 9112, an arresting authority shall be responsible for taking the fingerprints of persons arrested for misdemeanors, felonies or summary offenses which become misdemeanors on a second arrest after conviction of that summary offense. The Regional Booking Center shall serve as the designated fingerprinting and processing site for all arresting authorities in Fayette County other than the Pennsylvania State Police. The State Police Barracks shall serve as the designated fingerprinting site for the Pennsylvania State Police.
5. In cases of private prosecutions, the defendant may only be fingerprinted and photographed after conviction of a misdemeanor, felony or summary offense which becomes a misdemeanor on a second arrest after conviction of that summary offense. An order shall be issued from the Court of Common Pleas after such conviction directing the defendant to report to the RBC to be

fingerprinted and photographed.

6. In cases which proceed by issuance of a summons, the Magisterial District Judge presiding at the scheduled Preliminary Hearing shall order the defendant to submit to the RBC within five (5) days following the date of issuance of such order.

7. A booking fee of \$300.00 shall be assessed and collected by the Fayette County Clerk of Courts after sentencing upon conviction of or plea to a misdemeanor or felony offense or acceptance into the Accelerated Rehabilitative Disposition Program.

8. This fee will not apply to those defendants whose cases are dismissed by the Magisterial District Judge, withdrawn or nolle prossed by the Commonwealth or who enter a guilty plea to a summary offense at the time of the preliminary hearing.

9. Any juvenile with a case that has resulted in a disposition of a Consent Decree or Adjudication of Delinquency shall be fingerprinted and photographed; a fee of \$300.00 shall be assessed for processing. The Juvenile Probation Office shall oversee the collections of said fee.

10. Private Citizens shall be assessed a cost of \$25.00 for all non-criminal electronic printing and/or photos.

11. The RBC shall also serve as a processing center for all parties required to be registered and processed under the provisions of 42 Pa.C.S.A. § 9791, ET. Seq., commonly known as "Megan's Law," pursuant to 42 Pa.C.S.A. § 9795.2 (d), if determined by the Pennsylvania State Police to be an "approved registration site" pursuant to 42 Pa.C.S.A. § 9799.1

President Judge Gerald R. Solomon

***Note: Adopted October 4, 2012, effective November 26, 2012.***

## **FAYETTE COUNTY YOUTH COMMISSION PROGRAM**

### **Program History and Description:**

The Fayette County Youth Commission (Youth Commission) is a diversionary program established by the Fayette County Juvenile Court (Court) in January 1996. The Youth Commission is a Court approved program and is authorized to provide guidance and supervision to children under the supervision of the Juvenile Court whose dispositions are consistent with 18 Pa. C. S. Section 6323, Informal Adjustment and 42 Pa. C.S. Section 6340 Consent Decree.

The Youth Commission is comprised of residents of Fayette County who have agreed to volunteer their time in order to provide guidance and supervision to alleged delinquent children and who are eligible for supervision through the Youth Commission Program.



In addition to an unspecified and changing number of volunteers the Youth Commission is staffed by a Juvenile Probation Officer who has been designated at the “Youth Commission Coordinator” (YC Coordinator). The YC Coordinator acts as the liaison between the Court, Juvenile Probation Office and the Youth Commission. The YC Coordinator is authorized to allocate up to one third (1/3) of their time, or not more than 12.5 hours per week, to the overall operation of the Youth Commission.

The Youth Commission falls under the direct supervision of the Chief Juvenile Probation Officer or his designate.

### **Definitions**

For the purpose of this document the following words and phrases will be defined as follows:

**Child:** The individual who is alleged to have committed a delinquent act and who is the object of the proceedings before the Court.

**CJPO:** Chief Juvenile Probation Officer

**County:** Fayette County Board of Commissioners and all entities of the County of Fayette

**Court:** Court of Common Pleas of Fayette County, Pennsylvania including the Juvenile Division of said Court.

**CPO:** Community Probation Officer

**Juvenile Probation:** Fayette County Juvenile Probation Office

**Parent:** To include the mother, father, grandparents, guardians, foster parents of the child who is the object of the proceedings before the Court.

**YC Coordinator:** Juvenile Probation Officer on staff who is assigned to supervise the Youth Commission Program and act as the liaison between the Court, Juvenile Probation Office, and Youth Commission

**YLS:** Youth Level of Service Assessment Instrument

**Youth Commission:** Fayette County Youth Commission Program

### **Program Principals**

The Youth Commission will operate with the following principals as its guide:

1. To provide the Court with a viable dispositional alternative for minor delinquent offenders who, based upon the YLS, should be supervised by a community based group as opposed to traditional Juvenile Probation supervision while at the same time holding the child accountable for their delinquent behavior;

2. To provide community members with the opportunity to engage in a constructive activity with the hopes of positively impacting the lives of young persons who reside in the same community with the ultimate goal of reducing delinquent behavior and therefore improving the overall safety and quality of life in that community;
3. To link children within a community with natural supports that will last well into adulthood and therefore serve as a long term positive influence.

### **Legislative Authority**

Through this document and the accompanying administrative order, the Court will recognize the Youth Commission as a Court operated program which is authorized to provide guidance and supervision to individuals who fall within the jurisdiction of the Juvenile Court who are alleged delinquent children as defined in 42 Pa. C. S. Section 6302 of the Juvenile Act entitled Definitions, wherein the Juvenile Act defines “child” and “delinquent act.” Furthermore, the Court will also authorize the Youth Commission to provide supervision over children who are subject to the jurisdiction of the Court as a result of their delinquency case has received a disposition pursuant to 42 Pa. C.S. Section 6323 entitled Informal Adjustment and Section 42 Pa. C.S. Section 6340 Consent Decree.

## **Youth Commission Members**

The Youth Commission will be comprised of volunteers from the communities in which they reside. Persons wishing to be Youth Commission members should have genuine interest in working with children between the age of 10 and 18 years who have engaged in a wide variety of delinquent behavior.

Potential Youth Commission members must be at least eighteen (18) years of age at the time of application and be individuals of good character and moral standing.

All potential Youth Commission members will be subject to a screening process that will include the following:

1. Completed Youth Commission Application (copy attached)
2. Criminal History Clearance from the Pennsylvania State Police
3. Child Abuse Clearance from the Pennsylvania Department of Public Welfare
4. Federal Bureau of Investigation Criminal History Check

Applicants who have been convicted or adjudicated delinquent of the following offense(s) will be disqualified from serving on the Youth Commission:

Violation of the Controlled Substance, Drug, Device or Cosmetic Act or similar State or Federal laws that are graded as a felony;

Any offense enumerated in 18 Pa. C.S. Section 3101 et. seq., Sexual Offenses or equivalent law from another State or Federal statute;

Any offense which would bring the applicant's credibility into question.

Persons seeking to become Youth Commission members may, upon request, be reimbursed for the costs associated with obtaining the above-listed clearances.

A person seeking to become a member of the Youth Commission will have their application and corresponding information reviewed by the YC Coordinator and the CJPO. Applicants will be notified in writing as to whether their request to become a member of the Youth Commission is approved or rejected.

Persons who are accepted as member of the Youth Commission may be barred from participation in the program for just cause. Examples of just cause to exclude an individual from participation in the Youth Commission may include, but is not limited to one or more of the following:

Failure to participate in the program on a regular or consistent basis;

Engaging in a course of conduct that is contrary to the best interest of the Youth Commission;

Arrest and conviction of one or more of the above-mentioned criminal acts;

Violating rules pertaining to confidentiality;

Any other behavior that in the opinion of the YC Coordinator and the CJPO is detrimental to the overall demeanor and workings of the Youth Commission.

Notice that a Youth Commission member has been expelled will be provided to the member in writing.

### **Youth Commission Structure and Responsibilities**

It is recommended that the Youth Commission be a county wide program which is made up of individual commissions that serve specific geographic areas. In order to be consistent with the supervision model utilized by the Juvenile Probation Office, individual youth commissions should be developed to serve children based upon the school district that its clients attend. The individual youth commission may assume the name of the school district in which they are located (i.e. Uniontown Youth Commission, Connellsville Youth Commission, etc.). Regardless of the number of individual commissions, they will all be part of the Fayette County Youth Commission.

Individual youth commissions shall be structured in such a manner that enables them to conduct their responsibilities of providing guidance and supervision to children assigned to them for such a purpose. At a minimum the individual youth commissions will require a person designated as the Chairperson and a person designated as the Secretary.

The Chairperson will be responsible for coordinating with the YC Coordinator at the Juvenile Probation Office with regard to cases being referred to the Youth Commission for supervision and cases being returned to the Juvenile Probation Office upon conclusion of supervision. The Secretary will be responsible for organizing and retaining all records as they relate to children referred for supervision.

An individual youth commission may also designate an individual as a Co-Chairperson who may act in the Chairperson's absence.

Each youth commission will also be required to have individuals designated as Community Probation Officers (CPO). A CPO is an individual who will be responsible for providing direct services (guidance and supervision) to a child that is subject to supervision by the Youth Commission. CPO's will be responsible for maintaining, at a minimum once per month, face to face contact with a child under their supervision. CPO will also be responsible for assuring that the child subject to the supervision of the Youth Commission successfully completes all of the specific terms and conditions of their probationary period including the payment of fines, costs, and restitution, completion of specific competency development and victimization programs, community service obligations, and other specific requirements as reflected in the child's disposition.

To further define the role of the CPO, individuals assigned to this position within the Youth Commission will be responsible to monitor the overall behavior of a child under the Youth Commission's supervision in the following areas:

- Adherence to parental guidance, supervision and authority;
- Adherence to the curfew set by the parents or the Juvenile Probation Office;
- Level of school attendance;
- Behavior issues experienced at home, school, or in the community;
- The extent, if any, of the child's use of alcohol or illegal drugs;
- The nature of the child's peer group and the influence exercised by this group;
- The child's level of participation in Court directed programs or activities.

The recommended minimum number of volunteers required to be considered a Youth Commission be six (6) while there is no recommended maximum number.

### **Training**

Youth Commission members will receive training in a wide variety of areas including the following:

- Operation of the Juvenile Court in Pennsylvania
- The Pennsylvania Juvenile Act
- Laws governing confidentiality
- Effective communication skills

The YC Coordinator will be responsible for assuring that Youth Commission member received training on an ongoing and timely basis.

Youth Commission members are encouraged to seek out and attend training not provided directly the Youth Commission program that is pertinent their role and which would be beneficial to the Youth Commission program as a whole.

All costs associated with training Youth Commission members will be paid for by the Youth Commission.

### **Case Processing**

All cases alleging delinquent behavior by a child shall be processed by the Intake Department at the Juvenile Probation Office. The Intake Department will file the Allegation / Complaint Forms, schedule and conduct the Intake Interviews and along with the appropriate level of supervision make a determination as to whether a child and his/her related case(s) are eligible for a disposition that does not include an adjudication of delinquency.

Those children and their related cases(s) deemed inappropriate for an adjudication of delinquency will therefore be eligible for a non-adjudication disposition of a Consent Decree or Informal Adjustment Consent. A child must also be deemed appropriate for supervision by the Youth Commission as a result of their YLS assessment results.

After the Intake Department has determined that the child and his/her case is eligible for either a Consent Decree or Informal Adjustment Consent the child will be scheduled for a YLS assessment. The YLS assessment is a tool used to aid probation staff in determining the level of supervision required to best meet the child's and the community's best interests.

After the YLS assessment has been completed and it is determined that the child's and community's best interest will be served by a level of supervision that can be best served by the Youth Commission the referral will be effectuated. The Intake Department will prepare and execute the Informal Adjustment Consent or Consent Decree and review the terms and conditions of the same with the child and his parents.

The Informal Adjustment Consent or Consent Decree will include traditional rules of probation as well as any specific conditions that are deemed necessary, appropriate and in the child's and community's best interest.

The Intake Department internally process this case as it pertains to entry of dispositional data on all appropriate data bases including the JCMS. At the same time the Intake Department will notify the YC Coordinator that a case is being referred to the Youth Commission for supervision and provide the YC Coordinator with sufficient case related information to effectuate that function. At a minimum the Intake Department will provide the YC Coordinator with copies of the following information:

- Allegation / Complaint Form;
- JPO Fact Sheet;
- Informal Adjustment Consent;
- YLS Assessment Report;
- Other information deemed necessary and appropriate to effectuate supervision.

The YC Coordinator will assign the case to the Youth Commission for supervision that is located in this child's school district.

The YC Coordinator will deliver the above-mentioned information to the Chairperson of the Youth Commission that will provide supervision in the instant case. The YC Coordinator and the Chairperson of the Youth Commission providing supervision will work jointly to notify the child and his/her parents of all subsequent meetings and appointments which will enable the Youth Commission to provide supervision.

The YC Coordinator will be responsible for making all referrals for purchased services for the child subject to supervision by the Youth Commission and monitoring the same.

At the initial meeting with the Youth Commission the case will be reviewed by the YC Coordinator, Youth Commission personnel, child and parents and the case will be assigned to a CPO for ongoing supervision.

### **Case Termination**

The supervision of a case assigned to the Youth Commission may be terminated in one of the following manner:

**Successful Case Closure:** A successful case closure will occur when a child has met the expectations of the conditions of his/her probationary period and the Youth Commission recommends the child's release from supervision.

**Unsuccessful Case Closure:** An unsuccessful case closure will occur when a child has failed to meet the expectations of the conditions of his probationary period and Youth Commission recommends that the child and his/her corresponding case be returned to the Juvenile Probation Office for continued supervision or further disposition.

### **Files and Reports**

Information generated as a result of cases referred to the Youth Commission for supervision will be recorded and retained for future use. Upon receiving a referral the YC Coordinator or the Chairperson of the Youth Commission providing supervision will be responsible for creating a file which contains the original referral information.

The CPO assigned to supervise a case will be required to submit written reports on an approved document each time that the child is seen as part of his/her supervision. These reports are to accurately reflect the progress of the child subject to supervision in the areas indicated in section entitled

The files and reports pertaining to a case subject to supervision by the Youth Commission shall be maintained in a secure location on the premises where the supervision is provided.

Upon discharge of a child from the Youth Commission's supervision **ALL** case related information shall be returned to the Juvenile Probation Office and placed into the child's permanent file at the Juvenile Probation Office.

### **Confidentiality**

All written and verbal information received or obtained by the Youth Commission pertaining to a case subject to their supervision is considered to be confidential and access to this information is governed by 42 Pa. C. S. Section 6307 Inspection of court files and records. All members of the Youth Commission are bound by the provisions of this law. Members of the Youth Commission should address questions concerning the release of information and their ability to share information with individuals or agencies beyond the scope of the Youth Commission should be directed to the YC Coordinator or the Chief Juvenile Probation Officer.

### **Costs of operation**

All expenses associated with the day to day operation of the Fayette County Youth Commission shall be paid for through the Youth Commission Account that is maintained at and by the Juvenile Probation Office. The provisions associated with the Youth Commission Account are described in the section of this program description entitled "Fayette County Youth Commission Income/Revenue Sources and Allowable Expense".

## **Expungement of records**

Cases receiving supervision by the Youth Commission are eligible for expungement as per the provisions of 18 Pa. C.S. Section 9123.

Children who have successfully completed their supervision through the Youth Commission may request that their record be expunged by contact the YC Coordinator. The YC Coordinator will determine the child's eligibility as per the above statute as well as reviewing whether all fines, costs, and restitution have been paid in full.

All financial obligations must be paid in full before a case handled by the Youth Commission may be expunged.

In the event that at the time a request is made by the juvenile to expunge his/her Juvenile Court Record the only record maintained by the Juvenile Probation Office is the one that was subject to the supervision by the Youth Commission, there will be no cost associated with the expungement.

## **Revenue and Expenses**

The Youth Commission encounters ongoing expenses in order to meet its goals of providing guidance and supervision to alleged delinquent children who are subject to its supervision. At the time the Youth Commission was created it was the goal of the Court to allow for revenue options that would make the operation of the program cost neutral for the County of Fayette.

### **Revenue**

At the time that the Youth Commission was created the Court authorized the Juvenile Probation Office to assess all children who come under the Court's jurisdiction as a result of a final disposition of a Consent Decree or an adjudication of delinquency be required to pay a fine through the Juvenile Probation Office in the amount of one hundred dollars (\$100.00) with the money generated from this fine to be used to offset the overall costs associated with the operation of the Youth Commission.

Furthermore, on April 1, 2006 the Chief Juvenile Probation Officer gave authorization that allowed fifty percent (50%) of all of the funds received from processing cases certified to the Juvenile Court by the Minor Judiciary where the defendants are juveniles who have failed to pay fines and costs pursuant to a summary offense conviction shall likewise be as a source of revenue to support the operation of the Youth Commission.

All funds collected as a result of this these revenue sources are deposited in an account which is used for the operation of the Fayette County Youth Commission.

### **Revenue Deposits**

All funds received and intended for use by the Youth Commission shall be deposited into the YC Account described herein. Deposits shall be prepared and deposited in to the YC Account on a



timely basis and the deposit ticket received at the time of the deposit shall be attached to the NCR or other copy of the deposit ticket.

Copies of checks or other sources of revenue which make up the deposit shall be copied and recorded for audit purposes.

## **Expenses**

The expenses generally associated with the operation of the Youth Commission fall into one of three different categories:

1. Expenses relating to the Youth Commission Members and the business of operating the Youth Commission. The expenses that generally fall into this category are as follows:

- materials and supplies including printed materials;
- advertising as associated with soliciting new members;
- advertising as associated with the program itself;
- liability and related insurance;
- training and related expenses.

2. Expenses relating directly Youth Commission clients. The expenses that generally fall into this category are as follows:

- materials and supplies for educational and community service programs where Youth Commission clients are participants,
- the cost of personal items which the client is in need of and if not provided may prove to be detrimental to the overall health, safety and wellbeing of the client;
- any other reasonable expenses relating to the supervision of the client deemed appropriate and agreed upon by the YC Coordinator and the Chief or Deputy Chief Juvenile Probation Officer.

3. Expenses relating to the YC Coordinator. The expenses that generally fall into this category are items such as:

- materials and supplies;
- training fees and related expenses;
- travel and transpiration expenses;
- proportionate share of the salary, benefits and allocated costs associated with the YC Coordinator;\*

\* It should be noted that the proportionate share of the YC Coordinator's salary, benefits and allocated costs that may be considered as Youth Commission related expense is not to exceed one third (1/3<sup>rd</sup>) of the amounts for these items as established on January 1. As a general rule the cost of benefits may be established as that amount equal to but not to exceed twenty-eight percent (28%) of the YC Coordinator's salary for the calendar year. The value associated with the cost of employment of the YC Coordinator, including allocated costs, as determined above **shall not** be forwarded to the County as a form of reimbursement, however this amount shall be made available to the Chief or Deputy Chief Juvenile Probation Officer as a discretionary

amount to be used to offset the costs associated with the overall operation of the Juvenile Probation Office.

### **Accounting**

On November 30, 2006 the Juvenile Probation Office established a checking account at First National Bank of Pennsylvania, Uniontown, Pennsylvania. The account created in this matter is entitled “Fayette County Juvenile Probation Office – Youth Commission Program Account”.

The above-mentioned account is an interest generating account which requires two (2) signatures for check processing. The two signatures required at the time of the creation of this account were the Chief and Deputy Chief Juvenile Probation Officers. Signatures on this account will be changed on an as needed basis.

This account is subject to reconciliation on a monthly basis. The reconciliation is to be performed by an individual who is not the person who administers the account or who is signature authority on the account.

This account shall be subject to audit on an annual basis by the Controller of Fayette County with the results of the audit to be forwarded to the Chief Juvenile Probation Officer and the Court. The day to day activities, deposits and withdraws, of this account will be maintained in the customary checkbook ledger method as well as electronically.

### **Reimbursement for expenses**

Eligible expenses associated with the operation of the Youth Commission shall be paid out of the YC Account.

Persons seeking reimbursement for expenses or seeking funds for purchases, etc. will be required to prepare and submit for approval a “Youth Commission Account Requisition for Funds” form.

This form will contain the following information:

- Date that the requisition is made;
- Name of the person making the request;
- Description of the service or product for which payment or reimbursement is requested;
- Estimated amount that the service or product will cost;
- Name and title of the person approving the request;
- Amount paid for the service or product;
- Check number of the check used for payment;
- An indication as to whether there is a receipt for the service or product.

All requisition shall be submitted to the Chief or Deputy Chief Juvenile Probation Officer for approval.

The Chief or Deputy Chief Juvenile Probation Officer shall prepare, record, and distribute the check for payment to the appropriate party.

A copy of the receipt for the service or product shall be attached to the requisition form and properly recorded.

The Chief for Deputy Chief Juvenile Probation Officer is empowered to authorize and make payments for services or products associated with the operation of the Youth Commission in an amount up to three thousand dollars (\$3,000.00). Services and products in excess of three thousand dollars (\$3,000.00) will require the approval of the President Judge.

### **Reporting**

A report which reflects the financial activity of the YC Account will be generated on a monthly basis. This report will be forwarded to the Court with a copy to be retained along with other financial and program reports generated for that month.

***NOTE: Adopted January 25, 2012, effective March 13, 2012***

## **JUVENILE FEE BILL**

### **COSTS AND FEES IN FAYETTE COUNTY JUVENILE DELINQUENCY CASES**

#### **ADJUDICATION HEARING**

|                     |   |  |
|---------------------|---|--|
| <b>STATE FEES:</b>  | Crime Victims Compensation Cost   | <b>\$25.00</b>                                       |
|                     | Judicial Computer Project (JCP / ATJ / CJEA)                            | <b>\$35.50</b>                                       |
|                     | Substance Abuse, Education and Demand<br>Reduction Fund (CSDDCA ONLY)   | <b>\$100.00</b>                                      |
|                     | Substance Abuse, Education and Demand<br>Reduction Fund (DUI 3802 ONLY) | <b>\$100.00 BAC &lt;.16<br/>\$300.00 BAC &gt;.16</b> |
|                     | PSP Crime Lab User Fee (DUI ONLY)                                       | <b>Actual Cost / Court<br/>Ordered Only</b>          |
|                     | DNA (Any Felony) or (M) 3126 & 2910(a)(1)                               | <b>\$250.00</b>                                      |
|                     | Manufacture / Sale of False ID Card                                     | <b>\$500.00</b>                                      |
|                     | Amber Alert System Cost   | <b>\$25.00</b>                                       |
|                     | County Costs (Petition / Automation Fee)                                | <b>\$65.00</b>                                       |
|                     | Booking Center Fee  | <b>\$300.00</b>                                      |
| <b>COUNTY FEES:</b> | Juvenile Court Restitution Program (JCR)                                | <b>\$25.00</b>                                       |
|                     | Fayette County Youth Commission Program                                 | <b>\$100.00</b>                                      |

#### **CONSENT DECREE**

|                    |                                 |                |
|--------------------|---------------------------------|----------------|
| <b>STATE FEES:</b> | Crime Victims Compensation Cost | <b>\$25.00</b> |
|--------------------|---------------------------------|----------------|

|                     |  |                 |
|---------------------|--|-----------------|
|                     | Judicial Computer Project (JCP / ATJ / CJEA) | <b>\$35.50</b>  |
| <b>COUNTY FEES:</b> | County Costs (Petition / Automation Fee)     | <b>\$25.00</b>  |
|                     | Booking Center Fee                           | <b>\$300.00</b> |
|                     | Juvenile Court Restitution Program (JCR)     | <b>\$25.00</b>  |
|                     | Fayette County Youth Commission Program      | <b>\$100.00</b> |

#### **DISTRICT MAGISTERIAL CERTIFICATIONS**

|                     |   |                                      |
|---------------------|---|--------------------------------------|
| <b>COUNTY FEES:</b> | Juvenile Court Restitution Program      | <b>50% of collection</b>             |
|                     | Fayette County Youth Commission Program | <b>50% of collection</b>             |
|                     | Restitution                             | <b>Promissory note if applicable</b> |

#### **ADDITIONAL COSTS**

|                      |  |                                     |
|----------------------|--|-------------------------------------|
|                      | Expungement (ADJ / CD)                       | <b>\$100.00 Payable to JCR Fund</b> |
|                      | Expungement (IAC)                            | <b>No cost</b>                      |
|                      | Charges dismissed via victim request         | <b>\$25.00 Payable to JCR Fund</b>  |
| <b>*Admin Orders</b> | <b>Booking Fee (1 AD 2009)</b>               |                                     |
|                      | <b>JCR Fund (1534 of 2010 GD)</b>            |                                     |
|                      | <b>Youth Commission Revision (1 AD 2013)</b> |                                     |

***NOTE: Adopted August 5, 2014, effective September 30, 2014***

## **APPROVAL FOR MAGISTERIAL DISTRICT JUDGES TO SENTENCE OFFENDERS TO INTERMEDIATE PUNISHMENT**

It is hereby **ORDERED** that, pursuant to Act 41 of 2000, the Magisterial District Judges of Fayette County are approved to sentence, at their discretion, offenders who are convicted of a violation of 75 Pa. C.S.A. § 1543(a) (Driving While Operating Privilege is Suspended or Revoked) and 75 Pa. C.S.A. § 1543(b) (Driving While Operating Privilege is Suspended or Revoked – DUI Related) to Intermediate Punishment for the applicable mandatory period.

All court costs, fines and the Offender Supervision Fee shall be collected and disbursed by the Magisterial District Judges. The Electronic Monitoring fee shall be collected by the Fayette County Adult Probation and Parole Department.

The Magisterial District Judges of Fayette County are further authorized and approved to revoke an offender's participation in the Intermediate Punishment Program upon motion by the Fayette County Adult Probation Office and after hearing. Upon revocation of an offender's participation in the Intermediate Punishment Program the Magisterial District Judge shall have the authority to resentence and shall have the discretion to credit the offender for time served while on Intermediate Punishment with electronic monitoring.

***NOTE: Adopted August 30, 2016, effective October 24, 2016***

## **DETENTION OR INCARCERATION OF JUVENILES PURSUANT TO AMENDMENTS OF THE FEDERAL JUVENILE JUSTICE REFORM ACT**

AND NOW, December 20, 2021, pursuant to recent amendments of the Federal Juvenile Justice Reform Act (JJRA) of 2018, 34 U.S.C. § 11101 *et seq.*, it is hereby ORDERED and DIRECTED that a juvenile (a child under the age of eighteen) arrested on or after December 21, 2021, for an act designated as a crime under the laws of this Commonwealth and subject to adult criminal proceedings, including criminal proceedings initiated pursuant to provisions of the Juvenile Act (42 Pa.C.S. §§ 6302 and 6355), and who is not released on bail, shall be detained at Aspire or other juvenile facility until such time as a common pleas judge, upon motion of the Commonwealth, promptly makes the “interest of justice” determination required by 34 U.S.C. § 11133(a)(3)(B) and commits the juvenile for incarceration in the Fayette County Prison. The period(s) of incarceration of the subject juvenile shall be in accordance with the requirements of the JJRA, unless waived in writing or on the record by the juvenile.

***NOTE: Adopted December 28, 2021, effective February 21, 2022***

## VICTIM SERVICES FEE

*AND NOW*, this 15th day of August 2023, it is hereby ORDERED and DECREED that pursuant to the Crime Victims Act a person who pleads guilty or nolo contendere, who is convicted of a crime, or is placed in a diversionary program shall, in addition to costs imposed under 42 Pa.C.S. § 3571(c) (relating to Commonwealth portion of fines, etc.), pay costs of one hundred dollars (\$100.00).

Costs imposed shall be paid into the Crime Victim Services and Compensation Fund except that 70% of any costs which exceed \$60 shall be paid into a local victim services fund, established and administered by the county treasurer pursuant to 18 Pa. Stat. Ann. § 11.1101(b)(4). The county treasurer shall disperse money from a local victim services fund at the discretion of the county district attorney. The money in the local victim services fund shall be used only for victim services.

In accordance with Pa.R.J.A. 103(d), it is further ORDERED that the Clerk of Courts shall distribute this Order to the Legislative References Bureau for publication in the Pennsylvania Bulletin, file one copy with the Administrative Office of Pennsylvania Courts, and the District Court Administrator shall publish this Order on the Fayette County website. The effective date of this Order shall be thirty days after publication in the Pennsylvania Bulletin.

***NOTE: Adopted August 15, 2023, effective September 26, 2023.***