

**COURT OF COMMON PLEAS OF MONROE COUNTY
COMMONWEALTH OF PENNSYLVANIA
43RD JUDICIAL DISTRICT**

RE: Administrative Order 2010. _____

No. AD # 21

5 - CU - 2010

ORDER

And Now, this 4th day of February, 2010, in accordance with the Judicial Code, 42 Pa.C.S. § 4301(b), *It Is Ordered* that the following procedures shall be utilized to ensure a policy is in place to govern public access to the paper records of the Magisterial District Courts within the Forty-Third Judicial District. This policy supplants the existing *Public Access Policy of the Unified Judicial System of Pennsylvania: Magisterial District Courts*, found at 204 Pa.Code §§ 213.1 and 213.11.

It Is Further Ordered that seven (7) certified copies of this Order shall be filed with the Administrative Office of Pennsylvania Courts; that two (2) certified copies and one (1) diskette shall be filed with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin; that one (1) certified copy shall be filed with the Civil Procedural Rules Committee of the Supreme Court of Pennsylvania; one copy to the *Monroe County Legal Reporter* for publication, and that one copy shall be filed with the Prothonotary – Civil - of the Court of Common Pleas of Monroe County.

1. Public Request Access

- (a) Verbal requests for records are to be filled within 48 hours.
- (b) Information subject to a sealing order, restricted by law or court rule, and the court's work product is not accessible to the public
- (c) Magisterial district courts have the discretion to require that a 'complex or voluminous' request be submitted in writing on a form supplied by AOPC. Exactly what is 'complex or voluminous' may vary from court to court depending on factors such as court resources and caseload.
- (d) All denials for record requests must be issued in writing and the requestor, within 10 business days of notification of the decision, can appeal such a denial to the Deputy Administrator Special Courts.

CERTIFIED FROM THE RECORD

this 5th day of February 2010

[Signature]

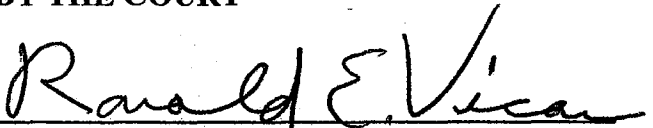
Prothonotary, Common Pleas
43rd Judicial District
Monroe County, PA

2. Fee Schedule

- (a) Copying per page - \$.25
- (b) Preparing, copying and re-filing requested court documents - \$8.00 per ¼ hour
- (c) Estimated costs are to be pre-paid
- (d) Fees paid for services rendered are non-refundable

5. The effective date of this Order shall be July 1, 2010.

BY THE COURT


RONALD E. VICAN, President Judge

Cc/: All District Courts.
MDJ Court Administration.

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PROthonotary
2010 FEB -5 P 12:15
MONROE COUNTY, PA