

**COMMONWEALTH OF PENNSYLVANIA, COURT OF COMMON PLEAS  
THIRTEENTH JUDICIAL DISTRICT - GREENE COUNTY**

FILED

2020 MAR 25 AM 11:24

OFFICE OF THE  
PROTHONOTARY  
GREENE COUNTY, PA

IN RE: OFFICE OF PRESIDENT JUDGE ) Court Administration  
ADMINISTRATIVE ORDER ) Docket No. 4 of 2020

**ORDER - #2: COVID-19  
DECLARATION OF JUDICIAL EMERGENCY**

AND NOW THIS 25 day of March 2020, per the Supreme Court's Order dated March 18, 2020 declaring a judicial emergency in all of the Commonwealth of Pennsylvania:

**FROM - Close of Business: March 19, 2020**

**UNTIL - Close of Business: April 3, 2020  
and/or as otherwise Ordered**

The Greene County Court facilities, including the Courthouse offices, Magisterial District Court Offices, Office of Probation and Parole, and Office of Domestic Relations shall remain open and staffing shall be available for 'ESSENTIAL SERVICES ONLY' defined as follows.

THE COURTHOUSE IS CLOSED TO THE PUBLIC, INCLUDING ATTORNEYS. IF YOU HAVE A COURT DEFINED "ESSENTIAL BUSINESS" MATTER AND NEED TO ENTER THE BUILDING, ALL PARTICIPANTS MUST SEEK PRE-HEARING APPROVAL BY THE OFFICE OF COURT ADMINISTRATION AND BE INCLUDED ON A LIST LOCATED AT THE SECURITY ENTRANCE.

All interaction between court personnel and anyone else involved in a proceeding shall be undertaken consistent with federal guidance - including a) Social Distancing b) Disinfection of surfaces, and c) Wearing of a facemask by an infected person.

The following are defined as **"ESSENTIAL FUNCTIONS OF THE COURT"**

**Criminal:** (Criminal Procedure Rule 600 is suspended)

Emergency Bail Hearings

Probation Violation Hearings - Gagnon I (if detained)

Criminal Bench Warrants (72 Hour Hearings)

Habeas Corpus Hearings

**Juvenile:**

Juvenile delinquency shelter & detention Hearings

Emergency Child Custody Hearings

Children & Youth Shelter Care & Adjudication Hearings

**Civil:**

Protection From (and Sex) Abuse Hearings

Guardianship Hearings

Mental Health Hearings

Emergency Equity Hearings

All pleadings related to Public Health

Civil Actions in which Statutes of Limitations are a factor

Civil Praecipe for Writ of Summons

**Magisterial District Courts:**

MDJ Preliminary arraignments setting & accepting Bail

MDJ Criminal case filings and processing

MDJ Preliminary hearings for Incarcerated Persons

MDJ Issuance of Search Warrants

MDJ Emergency Protection from Abuse Hearings

MDJ \$ Payments (by mail, "ePay" at [ujsportal.pacourts.us](https://ujsportal.pacourts.us))

MDJ Landlord-Tenant evictions can not be Ordered

**Other functions deemed essential by President Judge:**

Marriage License Applications & Adoptions

Case-by-Case basis. Please call ahead.

All other proceedings are, for now, declared "**NON-ESSENTIAL.**"

**JURY SELECTION**

**SCHEDULED FOR WEDNESDAY, APRIL 8, 2020**

**IS CANCELLED.**

AND FURTHER: effective immediately, and until further notice, President Judge Farley Toothman, in consultation with the Courthouse Safety and Security Committee has adopted the following policies and/or restrictions:

- **Court Employees who travel** outside of the country will be restricted on a case-by-case basis;
- **Court events/meetings** (as distinguished from court proceedings, conferences, etc.) may be limited, rescheduled, or held telephonically/virtually.
- **Remote/telecommute** work may be approved by an employee's Department Head and Judge on a case-by-case basis.
- **Court Employees will stay home** from work if they or someone who resides with them is exhibiting signs of illness (sneezing, coughing, difficulty breathing).
- **Motions** will be handled by telephone or email if consented to. Contact the Office of Court Administration for instructions;
- **Contested Motions** will be argued by telephone, or scheduled to a date certain. Contact the the Office of Court Administration for instructions;

- **Scheduling Motions for Criminal Cases** will be handled by telephone or e-mail. Contact the the Office of Court Administration for instructions;
- **Continuances** may be requested by telephone or email in advance of the court date, with the consent of the opposing party, and 24 hours' notice to the Court.
- **Video Conferencing** shall be utilized for status conferences, Gagnon hearings, guilty pleas, bench warrants, and all other judicial proceedings where possible;
- **Initial Case Management Conferences** may be conducted by telephone;
- **All MDJ offices** will be directed to implement similar strategies to minimize exposure (staggered scheduling, video arraignments and preliminary hearings, money processing policies, etc.);
- Court programming, such as the **Alcohol Highway Safety School, and Community Service**, may be modified or cancelled;
- The **Court Administrator** shall have the authority to restrict, modify, reschedule, or cancel non-essential departmental operations. This includes the scheduling of conferences and hearings before quasi-judicial officers.

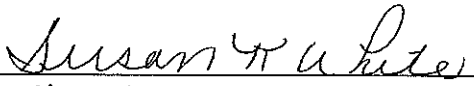
The expectation is that the judicial system remains functional — even if on a limited basis. Information about COVID-19 continues to evolve, and this Court will communicate relevant information as it becomes available.

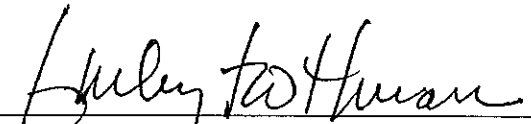
For more Court related information, please contact the Office of District Court Administration, at:

Website: [www.greenepacourts.us](http://www.greenepacourts.us)  
eMail: [courtadministration@greenepacourts.us](mailto:courtadministration@greenepacourts.us)  
FB Page: "Greene County PA Court Administration"  
Phone: 724-852-5237

FURTHER, please see the attached PA Supreme Court "Supplemental Order" dated March 24 regarding Civil Praecipe for Writ of Summons.

**SO ORDERED AND DECREED**

  
Prothonotary

  
Farley Toothman, President Judge

**Frequent hand washing and/or sanitizing should be practiced.**

Copies immediately distributed to:

01. Office of President Judge
02. Office of Associate Judge
03. Magisterial District Judge of 13-03-01
04. Magisterial District Judge of 13-03-02
05. Magisterial District Judge of 13-03-03
06. Chief Clerk, County Board of Commissioners
07. Probation and Parole Department
08. Cumberland Township Police Department
09. Carmichaels Police Department
10. Waynesburg Borough Police Department
11. Pennsylvania State Police
12. GC Office of District Attorney
13. GC Office of Public Defender
14. GC Clerk of Courts
15. GC Prothonotary
16. GC Register and Recorder
17. GC Sheriff
18. GC Director of Public Safety
19. County Human Resources
20. Director, County Buildings and Grounds
21. Prison Warden
22. District Attorney
23. Public Defender
24. President, GC Bar Association
24. Please post at entrances of all Buildings with Court facilities & restrooms

IN THE SUPREME COURT OF PENNSYLVANIA

IN RE: GENERAL STATEWIDE JUDICIAL:  
EMERGENCY

Nos. 531 & 532

Judicial Administration Docket

OFFICE OF THE  
PROTHONOTARY  
GREEN COUNTY PA

2020 MAR 25 AM 11:51

FILED

SUPPLEMENTAL ORDER

PER CURIAM

AND NOW, this 24<sup>th</sup> day of March, 2020, this Court's ORDER of March 18, 2020, is SUPPLEMENTED as set forth herein. The non-exclusive list of essential functions provided as guidance to the Courts of Common Pleas shall include:

Commencement of a civil action, by *praecipe* for a writ of summons, for purposes of tolling a statute of limitations. However, all related procedural rules, including rules regarding service of original process, are suspended as set forth in this Court's Order of March 18, 2020.

In the event a court of common pleas is unable to accommodate the filing of a *praecipe* for a writ of summons, attorneys may file a *praecipe* for a writ of summons in the Superior Court district corresponding to the applicable court of common pleas, pursuant to the miscellaneous filing procedure set forth in the Superior Court's Order dated March 23, 2020, Superior Court Administrative Docket No. 3. The filing in the Superior Court must be accompanied by the filing attorney's certification that the attorney has been unable to file the *praecipe* in the appropriate court of common pleas due to the closure of that court to such filings in light of the ongoing public health emergency, and that in the attorney's opinion, filing of the *praecipe* for a writ of summons is necessary to toll a statute of limitations that would otherwise expire during the judicial emergency declared by this Court, or any extension of that judicial emergency.

This ORDER shall be posted on the Unified Judicial System website and shall be effective immediately.

A True Copy Patricia Nicola  
As Of 03/24/2020

Attest:   
Chief Clerk  
Supreme Court of Pennsylvania