

**LANCASTER COUNTY**

**RULES FOR CONSTABLES AND MAGISTERIAL DISTRICT JUDGES**

**LANCASTER COUNTY**

**RULES FOR CONSTABLES**

## **CONSTABLES**

### **RULE 1. Title and Citation of Rules**

These rules shall be known as the Lancaster County Rules for Constables and Magisterial District Judges and may be cited as “L.C.R.C.M.D.J. No.       ”.

### **RULE 2. District Court Administrator. Screening of Applicants Constable Vacancies**

The District Court Administrator shall be responsible for screening all applicants for the offices of constable or deputy constable and shall submit all petitions and recommendations to the President Judge.

**LANCASTER COUNTY**

**RULES FOR MAGISTERIAL DISTRICT JUDGES**

**RULE 3. Supervision of Magisterial District Judges by President Judge**

The President Judge designates the District Court Administrator as the liaison between the Court and magisterial district judges.

COMMENT: The District Court Administrator is so designated to assist the President Judge with exercising the authority granted by Rule 17 of the Rules Governing Standards of Conduct of Magisterial District Judges.

**RULE 4. Termination of Inactive Summary Matters**

A. A summary offense may be terminated if it has not been adjudicated within two years of the filing of the charge.

B. Before any such termination, the magisterial district judge shall give at least thirty days notice in writing to counsel of record and unrepresented parties of impending termination. Such notice shall be given in person or by mail to the last address of record of the parties or their counsel of record (including the District Attorney and Public Defender) and shall minimally consist of the name of the defendant, docket number, a brief description of the charge and date the offense was filed.

COMMENT: This Rule covers some of the provisions of Pa. R.J.A. No. 1901.

**RULE 6. Fees**

A. Fee Schedule for Responding to Public Access Requests

The following fees shall be charged to the public in response to requests for public access to the official case records of the magisterial district courts:

1. Photocopies per page - \$.25
2. Staff time required to respond to a public access request - No fee for the first hour of staff time. After the first hour, the fee shall be \$6 per ¼ hour with a minimum of ¼ hour.
3. Actual postage costs incurred by the court.
4. Fees under this paragraph may be waived by the court if the magisterial district judge determines that the requestor is indigent.

B. Remittals of Collected Fees

Fees received pursuant to Paragraph A above, and any notary fees received by

any magisterial district judge or any staff member for affidavits, oaths, acknowledgments, or other similar services, regardless of where such services were performed, shall be remitted to the County of Lancaster.

Revised 6-16-10

Effective 8-09-10