

## Court of Common Pleas (March 20, 2020)

	ONSITE	REMOTE	SUSPENDED/CANCELLED
Adult Probation & Parole	<ul style="list-style-type: none"> <li>• When able, intakes are being completed at LCP by Pre-Parole prior to release. Others are being handled via phone.</li> <li>• Mail that is going out is being handled from 40 E. King Street.</li> <li>• Limited staff are on site to handle public phone calls and scanning of documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Court Reporting Network (CRN) assessments</li> <li>• Client appointments will be conducted by phone/email.</li> <li>• Collections payments are being taking online, by mail, and by drop-off in the mail slot at 40 E. King Street.</li> <li>• PSI Interviews and Reports</li> <li>• Violation paperwork</li> <li>• Staff meetings (via Microsoft Teams or Lifesize)</li> </ul>	<ul style="list-style-type: none"> <li>• Domestic Violence Intervention Groups</li> <li>• On Site Alcohol Highway Safety Classes (Online is permitted)</li> <li>• Field/Community visits</li> <li>• Taking DNA for non-interstate transfer clients</li> <li>• Probation officer use of satellite offices</li> <li>• Non-APPS staff entering the building</li> <li>• Treatment Courts: Court sessions</li> <li>• Megan's Law registration (registrants diverted to Pennsylvania State Police for registration)</li> <li>• Risk assessments (LSI-Rs)</li> <li>• New EM installs/orientation are suspended</li> <li>• Weekend drug testing</li> <li>• DNA for interstate transfers</li> </ul>
Court Administration /Bail Administration	<ul style="list-style-type: none"> <li>• Office is closed to the public.</li> <li>• Filing of Pro-Se Protection from Abuse Petitions and Other Emergency Filings and Hearings</li> <li>• Public defenders' applications</li> </ul>	<ul style="list-style-type: none"> <li>• Use of video and telephonic technology for most proceedings</li> <li>• Supervise all Pre-Trial defendants via phone, text or email.</li> <li>• Bench Warrants</li> <li>• Guilty Pleas and PV hearings of incarcerated defendants</li> <li>• Inquiries are done by email through <a href="mailto:courtadmin@co.lancaster.pa.us">courtadmin@co.lancaster.pa.us</a></li> </ul>	<ul style="list-style-type: none"> <li>• Visits of Pre-Trial defendants at home suspended.</li> <li>• Jury Trials suspended through May 31, 2020.</li> <li>• Jurors cancelled thru May 31, 2020.</li> <li>• Children reporting to Dependency Court</li> <li>• All persons not essential for purposes of hearings are not permitted in courtrooms</li> </ul>

			<ul style="list-style-type: none"> <li>• Most Scheduled Hearings</li> </ul>
Court Reporters	<ul style="list-style-type: none"> <li>• Will continue to cover all court functions as scheduled by the Court.</li> <li>• Continue essential daily office functions and services.</li> <li>• Continue accepting and processing transcript requests from the filing offices.</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic transcript delivery.</li> <li>• Email communication.</li> <li>• Phone message retrieval.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk-in transcript requests.</li> </ul>
Domestic Relations	<ul style="list-style-type: none"> <li>• All public access to the building has been stopped.</li> <li>• Essential staff is processing mail, email, and fax deemed an emergency.</li> <li>• Parties may mutually agree to modify their support Orders and email the terms to the Domestic Relations for processing at <a href="mailto:www.DROadmin@co.Lancaster.pa.us">www.DROadmin@co.Lancaster.pa.us</a></li> </ul>	<ul style="list-style-type: none"> <li>• 24/7 IVR case specific information available 717 299-8141</li> <li>• 24/7 payment processing through State website <a href="http://www.childsupport.state.pa.us">www.childsupport.state.pa.us</a></li> <li>• Communicate office status to clients via automated phone system updates</li> <li>• Respond to Admin emails</li> <li>• New support filings may be made online at <a href="http://www.childsupport.state.pa.us">www.childsupport.state.pa.us</a></li> <li>• Petitions to modify at <a href="http://www.childsupport.pa.us">www.childsupport.pa.us</a></li> </ul>	<ul style="list-style-type: none"> <li>• All scheduled events</li> <li>• All scheduled events at the Domestic Relations Office up to and through April 30<sup>th</sup> will be rescheduled and parties will receive rescheduled notices in the mail.</li> <li>• Genetic Testing</li> <li>• Live customer service calls</li> <li>• Public access</li> </ul>
Juvenile Probation	<ul style="list-style-type: none"> <li>• Limited staff on site to handle phone calls and scanning of documents</li> <li>• Office is closed to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Phone appointments for clients who are currently participating in community-based programs</li> <li>• Police departments should mail all allegations to the Office of Juvenile Probation</li> <li>• Allegations for detained youth should be delivered to the Youth Intervention Center once the youth is authorized by Juvenile Probation to be admitted.</li> <li>• Essential Court hearings for youth by Lifesize video conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Employee travel to and attendance at group trainings, conferences, etc.</li> <li>• Facility visits</li> <li>• Field/community visits and meetings</li> <li>• New Electronic Monitoring installs</li> <li>• Public Access</li> </ul>
Law Library/Court Self Help Center	<ul style="list-style-type: none"> <li>• Library and Court Self-Help Center are closed</li> </ul>	<ul style="list-style-type: none"> <li>• Remote reference assistance via email and Westlaw</li> </ul>	<ul style="list-style-type: none"> <li>• Sale of packets to walk-in clients at the Court Self Help</li> </ul>

	<ul style="list-style-type: none"> <li>• Essential staff continues to process some mail and updates to library material</li> </ul>	<ul style="list-style-type: none"> <li>• Court Self Help Center packets available at <a href="https://www.court.co.lancaster.pa.us/35/Self-Help-Center">https://www.court.co.lancaster.pa.us/35/Self-Help-Center</a></li> </ul>	Center (see under Remote)
Magisterial District Courts	<ul style="list-style-type: none"> <li>• All Magisterial District Courts are closed to the public except for essential services.</li> <li>• Preliminary Hearings involving incarcerated defendants</li> <li>• Emergency Protection from Abuse Petitions</li> <li>• Payments accepted via mail or using PaEpay only.</li> <li>• Pleas on Summary cases accepted via mail</li> </ul>	<ul style="list-style-type: none"> <li>• Expanded use of video conferencing for incarcerated defendants</li> <li>• Arraignments, Arrest Warrants Search Warrants using video conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary Hearings involving defendants that are not incarcerated.</li> <li>• Summary Trials</li> <li>• Civil/Landlord Hearings</li> <li>• In-person Payments</li> <li>• In-person filings except for Criminal Complaints</li> </ul>

Unless specifically indicated above in a specific department, all services will continue as normal. Please contact the appropriate Court Department with specific questions about service.