

Court of Common Pleas (March 20, 2020)

	ONSITE	REMOTE	SUSPENDED/CANCELLED
Adult Probation & Parole	<ul style="list-style-type: none"> • When able, intakes are being completed at LCP by Pre-Parole prior to release. Others are being handled via phone. • Mail that is going out is being handled from 40 E. King Street. • Limited staff are on sight to handle public phone calls and scanning of documents. • Some PSI interviews are being done from 40 E. King Street via video conferencing with LCP. 	<ul style="list-style-type: none"> • Court Reporting Network (CRN) assessments • Client appointments will be conducted by phone/email. • Collections payments are being taking by phone, online, and by drop-off in the mail slot at 40 E. King Street. • PSI Reports • Violation paperwork • Staff meetings (via Microsoft Teams or Lifesize) 	<ul style="list-style-type: none"> • Domestic Violence Intervention Groups • On Site Alcohol Highway Safety Classes (Online is permitted) • Field/Community visits • Taking DNA for non-interstate transfer clients • Probation officer use of satellite offices • Non-APPS staff entering the building • Treatment Courts: Court sessions • Megan's Law registration (registrants diverted to Pennsylvania State Police for registration) • Risk assessments (LSI-Rs) • New EM installs/orientation are suspended • Weekend drug testing • DNA for interstate transfers
Court Administration /Bail Administration	<ul style="list-style-type: none"> • Office is closed to the public. • Filing of Pro-Se Protection from Abuse Petitions and Other Emergency Filings and Hearings • Public defenders' applications 	<ul style="list-style-type: none"> • Use of video and telephonic technology for most proceedings • Supervise all Pre-Trial defendants via phone, text or email. • Bench Warrants • Inquiries are done by email through courtadmin@co.lancaster.pa.us 	<ul style="list-style-type: none"> • Visits of Pre-Trial defendants at home suspended. • Jury Trials suspended through April 14, 2020. • Jurors cancelled thru April 14, 2020. • Children reporting to Dependency Court • All persons not essential for purposes of hearings are not permitted in courtrooms

			<ul style="list-style-type: none"> • Most Scheduled Hearings
Court Reporters	<ul style="list-style-type: none"> • Will continue to cover all court functions as scheduled by the Court. • Continue essential daily office functions and services. • Continue accepting and processing transcript requests from the filing offices. 	<ul style="list-style-type: none"> • Electronic transcript delivery. • Email communication. • Phone message retrieval. 	<ul style="list-style-type: none"> • Walk-in transcript requests.
Domestic Relations	<ul style="list-style-type: none"> • All public access to the building has been stopped. • Essential staff is processing mail, email, and fax deemed an emergency. 	<ul style="list-style-type: none"> • 24/7 IVR case specific information available 717 299-8141 • 24/7 payment processing through State website www.childsupport.state.pa.us • Communicate office status to clients via automated phone system updates • Respond to Admin emails • New support filings may be made on line at www.childsupport.state.pa.us • Petitions to modify at www.childsupport.pa.us 	<ul style="list-style-type: none"> • All scheduled events • Genetic Testing • Live customer service calls • Public access
Juvenile Probation	<ul style="list-style-type: none"> • Limited staff on site to handle phone calls and scanning of documents • Essential Court hearings for youth. 	<ul style="list-style-type: none"> • Phone appointments for clients who are currently participating in community based programs • Police departments should mail all allegations to the Office of Juvenile Probation • Allegations for detained youth should be delivered to the Youth Intervention Center once the youth is authorized by Juvenile Probation to be admitted. 	<ul style="list-style-type: none"> • Employee travel to and attendance at group trainings, conferences, etc. • Facility visits • Field/community visits and meetings • New Electronic Monitoring installs • Public Access
Law Library/Court Self Help Center	<ul style="list-style-type: none"> • Library and Court Self-Help Center are closed 	<ul style="list-style-type: none"> • Remote reference assistance via email and Westlaw • Court Self Help Center packets available at www.court.co.lancaster.pa.us/35/Self-Help-Center 	<ul style="list-style-type: none"> • Sale of packets to walk-in clients at the Court Self Help Center (see under Remote)

<p>Magisterial District Courts</p>	<ul style="list-style-type: none"> • All Magisterial District Courts are closed to the public except for essential services effective March 19 through April 14, 2020 pursuant to Administrative Order AD–20-2020. • Preliminary Hearings involving incarcerated defendants • Emergency Protection from Abuse Petitions • Payments accepted via mail or using PaEpay only. • Pleas on Summary cases accepted via mail 	<ul style="list-style-type: none"> • Expanded use of video conferencing for incarcerated defendants • Arraignments, Arrest Warrants Search Warrants using video conference. 	<ul style="list-style-type: none"> • Preliminary Hearings involving defendants that are not incarcerated. • Summary Trials • Civil/Landlord Hearings • In-person Payments • In-person filings except for Criminal Complaints
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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.