

# COURT OF COMMON PLEAS



## THIRTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA FRANKLIN AND FULTON COUNTY BRANCHES

**SHAWN D. MEYERS**  
**PRESIDENT JUDGE**

### MEMORANDUM

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**TO:** Attorneys, Litigants and the public

**CC:** Board of Judges, DCA Mark Singer, Court Administration

**FROM:** Shawn D. Meyers, President Judge

**RE:** Operating Procedures of 39<sup>th</sup> Judicial District Magisterial District Judges, Standing Masters & Hearing Officers and Domestic Relations Officers

**DATE:** May 7, 2020

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In response to the COVID-19 crisis and the Judicial Emergency in the 39th Judicial District, President Judge Shawn Meyers directed all Magisterial District Judges, Standing Masters/Hearing Officers and Domestic Relation Offices to develop processes to resume hearing matters. Each Judge, Master, Hearing Officer and Domestic Relations Office was required to develop a process that observes social distancing and complies with the court operation limitations established by the judicial emergency orders issued by the Pennsylvania Supreme Court on April 28th, 2020 and President Judge Shawn D. Meyers on April 30, 2020. The procedures are attached to this memorandum.

The court asks that all attorneys, litigants and interested parties review the procedures and cooperate with the respective Magisterial District Judge, Standing Master, Hearing Officer or Domestic Relations office in their efforts to provide parties due process during the judicial emergency. As you can see from the carefully thought out process, each Judge, Standing Master, Hearing Officer and Domestic Relations Office provides varying levels of accessibility based upon available facilities and technology.

The limitations set forth in the court's judicial emergency orders will remain in place through June 1, 2020 at which time they will expire, unless extended by an order of court.