

IN THE COURT OF COMMON PLEAS OF THE 22<sup>ND</sup> JUDICIAL DISTRICT  
COUNTY OF WAYNE

IN RE: 22<sup>ND</sup> JUDICIAL DISTRICT-- :  
DECLARATION OF JUDICIAL EMERGENCY : Wayne County  
: NO. 55-MD-2020  
: : Supreme Court  
: No. 34 MM 2020

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ADMINISTRATIVE ORDER-Filings

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AND NOW, to wit, this 27 day of March, 2020, per the Supreme Court's Order dated March 16, 2020, the declaration of a Judicial Emergency in the 22<sup>nd</sup> Judicial District for the time period of March 16, 2020 through April 14, 2020, and the Administrative Order adopted on March 17, 2020, the following also apply immediately until further Order of Court:

1. No court filing shall be accepted by the Prothonotary/Clerk of Courts by **in-person** delivery except for emergency matters that require the petitioner to appear before the Court.
2. All non-emergent filings shall be filed by mail.
3. All emergency filings shall be submitted via email to the following address:  
[emergencyfiling@waynecountypa.gov](mailto:emergencyfiling@waynecountypa.gov).
4. Each document shall be transmitted as a .pdf attachment. Scanned signatures will be accepted as originals. Each filing email shall be copied by the filer to: (i) all person(s) to whom service copies would ordinarily be sent via Untied States Postal Service.
5. The requirement for the immediate payment of filing fees will be suspended for all filings completed by email under this Order. The Prothonotary/Clerk of Courts shall keep a log of all filing fees owed from emailed filings, which shall be due and payable upon expiration of the judicial emergency.

CERTIFIED FROM  
THE RECORD

MAR 27 2020

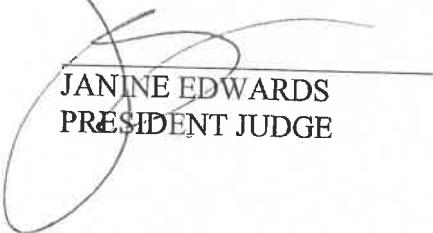
EDWARD G SANDERCOCK  
PROTHONOTARY & CLERK

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PROTHONOTARY AND  
CLERK OF COURTS  
WAYNE COUNTY, PA

6. Upon receipt of emergency filings by email, the transmittal email and all attached documents shall be printed by Court staff and will then be filed with the Prothonotary by Court staff as if received in hard copy except that the notation "Filed by Email" shall be added next to the timestamp.
7. Court staff shall reply back to the filing party indicating that the document has been received. Neither the Prothonotary/Clerk of Courts nor Court Administration is responsible for any electronic email malfunctions to the [emergencyfiling@waynecountypa.gov](mailto:emergencyfiling@waynecountypa.gov) email address.
8. All documents received at [emergencyfiling@waynecountypa.gov](mailto:emergencyfiling@waynecountypa.gov) after 4:00 p.m. shall be time stamped for the following business day.

BY THE COURT:



JANINE EDWARDS  
PRESIDENT JUDGE