



COURT ADMINISTRATOR'S OFFICE
THIRTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA
FRANKLIN/FULTON COUNTIES

157 LINCOLN WAY EAST
CHAMBERSBURG, PA 17201
(717) 261-3848
FAX: (717) 261-3854
T.D.D.: (717) 264-8474

MARK M. SINGER
COURT ADMINISTRATOR

GALE A. KENDALL
DEPUTY COURT ADMINISTRATOR
ANDREW R. EVERETTS
DEPUTY COURT ADMINISTRATOR

MEMORANDUM

To: All Practicing Attorneys – 39th Judicial District, Franklin County Branch
From: Mark Singer, District Court Administrator for 39th Judicial District
CC: Board of Judges for 39th Judicial District
Court Administration Staff, Law Clerks, Judicial Assistants
Linda Beard, Prothonotary for Franklin County
RE: Custody Presentations
Date: 1/11/2015

RE: Presentation of Complaints for Custody and/or Petitions for Modification of a Custody Order

Effective immediately, practitioners and self-represented litigants will no longer be expected to retrieve the Complaint for Custody or Petition for Modification listed for presentation and carry said document to the assigned courtroom for presentation. Instead, the Complaint or Petition will be stamped filed, docketed, and then physically filed by the Prothonotary's Office. The assigned judge's staff will then retrieve the document from the Prothonotary's Office in advance of the presentation. Should counsel wish to "mark up" the proposed Order attached to the original filing prior to the presentation, it may be obtained in the courtroom on the morning of the presentation.

Further, in cases involving two self-represented litigants, upon completion of the presentation, self-represented parties will be escorted by court staff (i.e. law clerk, judicial assistant, or court crier) from the court room to the Court Administrator's Office to obtain a date for the Conciliation Conference and then to the Prothonotary's Office for filing of the original order.

It is hoped that the procedure outlined above will assist the Prothonotary's Office in maintaining accurate and complete records.

Thank you for your cooperation.