

1 IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

2 Administrative Order

3 Number 6 of 2015

4 In Re: Civil Proceedings and Use of Video Conferencing Equipment

5 **ORDER OF COURT**

6 AND NOW, this 22<sup>nd</sup> day of January, 2015, the Court establishes the following policy for the  
7 use of video conferencing equipment owned or otherwise controlled by the Court in connection with a  
8 civil proceeding at the Common Pleas level. In those instances where the presiding authority has  
9 approved the use of video conferencing equipment, the following procedure shall be followed:

- 10 1. The party seeking the use of video conferencing shall submit a written request with the Court  
11 through the Prothonotary's Office for the use of video conferencing during the civil proceeding,  
12 to include:
- 13 a. The name of the presiding authority over the proceeding.
  - 14 b. The date, time and location of the civil proceeding (NOTE: in all instances, the video  
15 conferencing equipment owned or otherwise controlled by the Court will be located in  
16 the Adams County Courthouse, 117 Baltimore Street, Gettysburg, PA 17325).
  - 17 c. The name and residential address of the applicant.
  - 18 d. The name, address and phone number of the person responsible on the other end of the  
19 video conference call.
  - 20 e. The name(s), residential address(es) and phone number(s) of the parties participating  
21 by video conferencing.
  - 22 f. A signed agreement of all parties regarding participation by video conference, or in the  
23 absence of agreement, a copy of a subpoena directing the participation of the party in  
24 the civil proceeding.
  - 25 g. The IP Address of the equipment to be connected to.

- 1 2. The party seeking the use of video conferencing shall pay a fee of \$100.00, to be deposited with  
2 the written request and nonrefundable. This fee shall be transferred to Court Revenue Code  
3 600010-4428.
- 4 3. Upon receipt of the written request, the Prothonotary shall transmit the request to Court  
5 Administration, who will:
- 6 a. Confirm that the presiding authority has approved the use of video conferencing.
  - 7 b. Confirm that the equipment is available on the date and time requested, and notify the  
8 requestor with this information. If the date and time on the request is not available,  
9 Court Administration may discuss other dates and times that the equipment could be  
10 made available for use. It shall be the responsibility of the requestor to determine if all  
11 parties and the presiding authority can participate on alternate dates/times provided.
  - 12 c. Arrange for a test with the individual responsible on the other end of the video  
13 conference call.
  - 14 d. Set up the equipment on the date and time of the video conference.
- 15 4. If the party to participate in the proceeding is incarcerated, video conferencing will not occur  
16 unless there is compliance with the rules, regulations or policies of the applicable prison or  
17 correctional institution.
- 18 5. The presiding authority, on its own motion, may direct the use of video conferencing  
19 equipment.
- 20 6. This procedure in no way is intended to interfere in any matter for which a party has a statutory  
21 right to be present for a proceeding.

22 BY THE COURT,

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24 MICHAEL A. GEORGE

25 President Judge

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Board of Judges  
Court Administration  
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