

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

2 Administrative Order

3 Number 8 of 2020

4 In Re: Adams County Rule of Criminal Procedure 576.1

5 **ORDER OF COURT**

6 AND NOW, this 7<sup>th</sup> day of July, 2020, the Court hereby creates Rule 576.1 of the Adams  
7 County Rules of Criminal Procedure and amends as follows:

8 [Rules 572—589. Reserved]

9 **Rule 576.1. Electronic Filing and Service of Legal Papers**

- 10 **A. Pursuant to Pa.R.Crim.P. 576.1, the Administrative Office of Pennsylvania Courts**  
11 **and the 51<sup>st</sup> Judicial District have agreed upon an implementation plan for**  
12 **electronic filing of criminal legal papers through the statewide system known as**  
13 **PACFile, effective March 9, 2020.**
- 14 **B. All parties are authorized to electronically file legal papers through PACFile with**  
15 **the clerk of courts in cases in the Adams County Court of Common Pleas, 51<sup>st</sup>**  
16 **Judicial District.**
- 17 **C. Any party may, but is not required to, utilize PACFile for any document except**  
18 **the following:**
- 19 **1. applications for search warrants,**
  - 20 **2. applications for arrest warrants,**
  - 21 **3. any grand jury materials,**
  - 22 **4. submissions filed *ex parte* as authorized by law, and**
  - 23 **5. submissions filed or authorized to be filed under seal.**
- 24 **D. Any party who is unable or declines to participate in PACFile may file legal**  
25 **papers in a physical paper format with the clerk of courts, and shall be served**

1                   **legal papers in a physical paper format by the clerk of courts and other parties to**  
2                   **the case. However, pursuant to Pa.R.Crim.P. 576.1(D)(2), establishment of a**  
3                   **PACFile account shall constitute consent to participate in electronic filing,**  
4                   **including acceptance of service electronically of any document filed in PACFile.**

5                   **E. Parties utilizing PACFile shall serve physical paper format copies on all parties to**  
6                   **the case who do not utilize PACFile, pursuant to Pa.R.Crim.P. 576. When utilizing**  
7                   **PACFile, parties shall not be required to serve the court administrator.**

8                   **F. On March 9, 2022, all attorneys shall be required to file criminal legal papers**  
9                   **electronically through PACFile in the 51<sup>st</sup> Judicial District, subject to the**  
10                   **provisions in this Rule.**

11  
12                   This rule shall become effective after all the provisions of the Pennsylvania Rules of Judicial  
13 Administration 103 are met, to include the following:

- 14                   a. A certified copy of this Order shall be submitted to the Criminal Procedural Rules  
15                   Committee for review.
- 16                   b. Upon receipt of a statement from the Criminal Procedural Rules Committee that the local  
17                   rule is not inconsistent with any general rule of the Supreme Court, two (2) certified copies  
18                   of this Order together with a computer diskette that complies with the requirement of 1 Pa.  
19                   Code §13.11 (b), or other compliant format, containing the text of the local rule(s) adopted  
20                   hereby shall be distributed to the Legislative Reference Bureau for publication in the  
21                   Pennsylvania Bulletin.
- 22                   c. One copy of this Order shall be forwarded to the Administrative Office of the Pennsylvania  
23                   Courts via e-mail to [adminrules@pacourts.us](mailto:adminrules@pacourts.us);
- 24                   d. A copy of the proposed local rule(s) shall be published on the 51<sup>st</sup> Judicial District website;
- 25                   e. This Order shall be filed in the Office of the Prothonotary of Adams County and a copy

1                   thereof shall be filed with the Adams County Clerk of Courts and the Adams County Law  
2                   Library for inspection and copying;

3                   f. The effective date of the local rule(s) shall be 30 days after publication in the Pennsylvania  
4                   Bulletin.

6                   BY THE COURT,

8                   MICHAEL A. GEORGE

9                   President Judge

11                  Board of Judges

12                  Executive Assistants to the Board of Judges

13                  Magisterial District Judges

14                  Court Administration

15                  Clerk of Courts

16                  District Attorney's Office

17                  Public Defender's Office

18                  Department of Probation Services

19                  Adams County Law Library

20                  Adams County Bar Association

21  
22  
23  
24  
25