

THE COURTS

Title 204—JUDICIAL SYSTEM GENERAL PROVISIONS

PART II. GENERAL ADMINISTRATION [204 PA. CODE CH. 29]

Promulgation of Consumer Price Index Pursuant to 42 Pa.C.S. §§ 1725.1(f) and 3571(c)(4) and Financial Regulations, 204 Pa. Code §§ 29.401— 403; No. 624 Judicial Administration Docket

Order

Per Curiam

And Now, this 7th day of October, 2024, *It Is Ordered* pursuant to Article V, Section 10(c) of the Constitution of Pennsylvania and Sections 1721 and 3502(a) of the Judicial Code, 42 Pa.C.S. §§ 1721, 3502(a), that the Court Administrator of Pennsylvania is authorized to obtain and publish in the *Pennsylvania Bulletin* the percentage increase in the Consumer Price Index for calendar year 2025 as required by Act 54 of 2024, 42 Pa.C.S. §§ 1725.1(f) and 3571(c)(4) (as amended) and to revise the Financial Regulations, 204 Pa. Code §§ 29.401—403, as provided in those statutory escalation provisions.

To the extent notice of proposed rulemaking may be required by Rule of Judicial Administration 103, the immediate promulgation of the regulations is hereby found to be in the interests of efficient administration.

[Pa.B. Doc. No. 24-1488. Filed for public inspection October 18, 2024, 9:00 a.m.]

Title 204—JUDICIAL SYSTEM GENERAL PROVISIONS

PART II. GENERAL ADMINISTRATION [204 PA. CODE CH. 29]

Promulgation of Consumer Price Index Pursuant to 42 Pa.C.S. §§ 1725.1(f) and 3571(c)(4) and Financial Regulations, 204 Pa. Code §§ 29.401— 403; No. 624 Judicial Administration Docket

In accordance with Supreme Court Order No. 624 of the Judicial Administration Docket, the Court Administrator of Pennsylvania is authorized to obtain and publish in the *Pennsylvania Bulletin* the percentage increase in the Consumer Price Index for calendar year 2025 as required by Act 54 of 2024, 42 Pa.C.S. §§ 1725.1(f) and 3571(c)(4) (as amended) and to revise the Financial Regulations, 204 Pa. Code §§ 29.401—403, accordingly.

In accordance with the Supreme Court Order, 204 Pa. Code §§ 29.401—403 is amended in the attached form and shall be effective on January 1, 2025.

Filed in the Administrative Office of Pennsylvania Courts on October 8, 2024.

ANDREA TUOMINEN,
Court Administrator of Pennsylvania

Annex A

TITLE 204. JUDICIAL SYSTEM GENERAL PROVISIONS

PART II. GENERAL ADMINISTRATION CHAPTER 29. MISCELLANEOUS PROVISIONS

Subchapter K. COSTS, FINES AND FEES

§ 29.401. Scope.

The Pennsylvania Supreme Court, pursuant to Art. V, § 10 of the Pennsylvania Constitution, and 42 Pa.C.S. § 1721, has authorized by Administrative Order, the Court Administrator of Pennsylvania to promulgate regulations relating to the accounting methods to be utilized in connection with the collection of fees and costs charged and collected by prothonotaries, and clerks of courts of all courts of common pleas, or by any officials designated to perform the functions thereof, as well as by the minor judiciary, including magisterial district judges, and judges and staff of all divisions of the Philadelphia Municipal Court.

Under authority of said Administrative Order and pursuant to the authority vested in the governing authority under 42 Pa.C.S. § 3502(a) of the Judicial Code, the following regulations are adopted to implement Act 54 of 2024, 42 Pa.C.S. §§ 1725.1(f) and 3571(c)(4) (as amended).

§ 29.401a. Consumer Price Index—costs and fines.

Pursuant to Article V, Section 10 of the Pennsylvania Constitution, and 42 Pa.C.S. § 1721, the Supreme Court has authorized the Court Administrator of Pennsylvania to obtain and publish in the *Pennsylvania Bulletin* on or before November 30 the percentage increase in the Consumer Price Index for calendar year 2023 as required by Act 54 of 2024, 42 Pa.C.S. §§ 1725.1(f) and 3571(c)(4) (as amended). See, No. 624 Judicial Administration Docket.

The Court Administrator of Pennsylvania reports that the percentage increase in the Consumer Price Index, All Urban Consumers, U.S. City Average, for calendar year 2023 was 3.4% percent. (*See*, U.S. Department of Labor, Bureau of Labor Statistics, Series CUUROOOSAO, January 20, 2024.)

§ 29.402. 42 Pa.C.S. § 1725.1. Costs.

(a) *Civil cases*.—In calendar year 2025, the costs to be charged by magisterial district judges in every civil case, except as otherwise provided in this section, shall be as follows:

(1) Actions involving \$500 or less	\$67.00
(2) Actions involving more than \$500 but not more than \$2,000	\$89.00
(3) Actions involving more than \$2,000 but not more than \$4,000	\$111.50
(4) Actions involving between \$4,001 and \$12,000	\$167.00
(5) Landlord-tenant actions involving \$2,000 or less	\$100.50
(6) Landlord-tenant actions involving more than \$2,000 but not more than \$4,000	\$122.50
(7) Landlord-tenant actions involving more than \$4,000 but not more than \$12,000	\$167.00
(8) Order of execution	\$50.50

- (9) Objection to levy \$22.50
- (10) Reinstatement of complaint\$11.50
- (11) Entering Transcript on Appeal or
Certiorari\$6.00

Said costs shall not include, however, the cost of postage and registered mail which shall be borne by the plaintiff.

(a.1) *Custody cases.*—In calendar year 2025, the cost (in addition to the cost provided by general rule) to be charged by the court of common pleas shall be as follows:

- (1) Custody cases, except as provided in section 1725(c)(2)(v) \$10.00

(b) *Criminal cases.*—In calendar year 2025, the costs to be charged by the minor judiciary or by the court of common pleas where appropriate in every criminal case, except as otherwise provided in this section, shall be as follows:

- (1) Summary conviction, except motor vehicle cases \$63.50
- (2) Summary conviction, motor vehicle cases, other than paragraph (3) \$50.50
- (3) Summary conviction, motor vehicle cases, hearing demanded \$61.50
- (4) Misdemeanor \$72.50
- (5) Felony \$83.50

Such costs shall not include, however, the cost of postage and registered mail which shall be paid by the defendant upon conviction.

(c) *Unclassified costs or charges.*—In calendar year 2025, the costs to be charged by the minor judiciary in the following instances not readily classifiable shall be as follows:

- (1) Entering transcript of judgment from another member of the minor judiciary\$11.50
- (2) Marrying each couple, making record thereof, and certificate to the parties \$56.00
- (3) Granting emergency relief pursuant to 23 Pa.C.S. Ch. 61 (relating to protection from abuse) \$22.50
- (4) Issuing a search warrant (except as provided in subsection (d)) \$22.50
- (5) Any other issuance not otherwise provided in this subsection \$22.50

§ 29.403. 42 Pa.C.S. § 3571.

In calendar year 2025, Commonwealth portion of fines, etc.

* * * * *

- (c) *Costs in magisterial district judge proceedings.*
- (2) Amounts payable to the Commonwealth:
 - (i) Summary conviction, except motor vehicle cases \$22.40
 - (ii) Summary conviction, motor vehicle cases other than subparagraph (iii) \$22.40
 - (iii) Summary conviction, motor vehicle cases, hearing demanded \$22.40
 - (iv) Misdemeanor \$29.00
 - (v) Felony \$44.50

- (vi) Assumpsit or trespass involving:
 - (A) \$500 or less \$28.00
 - (B) More than \$500 but not more than \$2,000 \$44.50
 - (C) More than \$2,000 but not more than \$4,000 \$66.90
 - (D) Between \$4,001 and \$12,000\$111.35
- (vii) Landlord-tenant proceeding involving:
 - (A) \$2,000 or less \$44.70
 - (B) More than \$2,000 but not more than \$4,000 \$55.70
 - (C) More than \$4,000 but not more than \$12,000 \$77.95
- (viii) Objection to levy\$11.25
- (ix) Order of execution \$33.65
- (x) Issuing a search warrant (except as provided in section 1725.1(d) (relating to costs)) .. \$15.75
- (xi) Order of possession \$15.00
- (xii) Custody cases (except as provided in section 1725(c)(2)(v))\$8.00

(Editor’s Note: Ellipses refer to the text of 42 Pa.C.S. § 3571).

[Pa.B. Doc. No. 24-1489. Filed for public inspection October 18, 2024, 9:00 a.m.]

Title 25—LOCAL COURT RULES
COLUMBIA COUNTY
Custody of Exhibits; 59 AD 2024; 1 MV 2024

Order

And Now, this 27 day of September, 2024, pursuant to Pa.R.J.A. 5101(a)(1),

It Is Hereby Ordered as follows:

1. The custodian of all exhibits shall be the Clerk of Courts or the Court’s designee.
2. Throughout a court proceeding, all exhibits shall remain in the custody of the proponent until the exhibit is offered for admission into the record. The exhibit shall then be placed in the temporary custody of the court reporter/recorder, technician or Court designee. The Court reporter/recorder, technician or designee shall utilize the Index of Exhibits form supplied by Court Administration to log all the exhibits presented by the Proponent.
3. Digital media that is presented as exhibits shall be saved by the proponent on a thumb drive, flash drive, USB drive, CD-ROM, DVD or other portable media containing device that is properly labeled with the exhibit identifier used on the record and presented to the custodian.
4. As time permits, the Court reporter/recorder, technician or designee, shall deliver the documentary and non-documentary exhibits to the Custodian at the conclusion of each business day during the Court Proceeding. The Custodian shall retrieve and have the items available before the Court Proceeding resumes each day.
5. The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court

Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, not later than five business days after the conclusion of the Court proceeding pursuant to Pa.R.J.A. 5104(a)(2).

6. This Order shall be effective within thirty (30) days after publication thereof in the *Pennsylvania Bulletin*, and shall govern all criminal and civil matters.

7. The District Court Administrator, in accordance with Pa.R.Crim.P. 105, shall:

a. File one (1) copy of this Order with the Administrative Office of the Pennsylvania Courts via email to adminrules@pacourts.us;

b. File with the Legislative Bureau for publication in *The Pennsylvania Bulletin*;

c. Publish one (1) copy of this Order on the Columbia-Montour 26th Judicial District County Court website.

By the Court

HONORABLE GARY E NORTON,
President Judge

**LOCAL RULES OF JUDICIAL ADMINISTRATION
("L.R.J.A.")**

**PERTAINING TO CUSTODY OF EXHIBITS
FOR THE 26TH JUDICIAL DISTRICT
COLUMBIA AND MONTOUR COUNTIES**

L.R.J.A. 5102.1. Custody of Exhibits Generally.

(a) *Application.* These Rules, L.R.J.A. 5102.1—5103.2 and Pa.R.J.A. 5101—5105, shall apply to Court Proceedings as defined by Pa.R.J.A. 5101(a)(1).

(b) *Index of Exhibits and Confidential Information.*

1. During Criminal Court Proceedings, a member of the Clerk of Courts' office (the "Clerk of Courts") or, if the Clerk of Courts is not available, a Court designee, shall maintain the Index of Exhibits. The Clerk of Courts, or the Court designee, shall utilize the Exhibit List form provided by the AOPC/CPCMS program. To the extent the AOPC/CPCMS Exhibit List form is not available or accessible, the Clerk of Courts or the Court designee shall utilize the Index of Exhibits form supplied by Court Administration substantially in the form appended at the end of these Rules.

2. During all Non-Criminal Court Proceedings, the Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court designee shall maintain the Index of Exhibits. The Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court designee shall utilize the Index of Exhibits form supplied by Court Administration substantially in the form appended at the end of these Rules.

3. In all Court Proceedings, the Proponent shall include a properly completed Confidential Information Form or Confidential Document Form for any exhibit offered into evidence that contains confidential information or confidential documents as defined in the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. These forms shall be given by the Proponent to the entity responsible for maintaining the Index of Exhibits at the time evidence is introduced.

4. The Index of Exhibits shall be filed of record with the corresponding Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(c) *Weapons, Contraband, and Hazardous Materials Pursuant to Pa.R.J.A. 5103(d), and Other Dangerous Items.*

1. *Dangerous Items Defined.* "Dangerous Items" within these Rules shall include, but are not limited to, weapons, cash, currency, money, negotiable instruments, other items of value, drugs, dangerous materials, guns, knives, explosives, controlled substances, narcotics, intoxicants, toxic materials, biological items, and biohazards. "Dangerous Items" may also include other items not specifically defined herein as determined by the presiding judge.

2. Each presiding judge in any Court Proceeding may issue special instructions to address the method by which Dangerous Items are offered into evidence, including the party that shall secure the exhibits while the Court Proceeding is in session, as well as during all breaks and recesses, which method shall be directed by the presiding judge.

3. In the absence of a Court Order, in any Court Proceeding where Dangerous Items are offered into evidence, the Proponent shall secure the exhibits while the Court Proceeding is in session, as well as during all breaks and recesses.

4. During a Court Proceeding, the Proponent shall exercise all appropriate safeguards necessary to protect the public based on the nature of the exhibit.

5. Exhibits comprised of Dangerous Items are prohibited from viewing in the jury room. The Court may direct alternative viewing arrangements for such exhibits upon the request of the jury.

6. At the conclusion of a Court Proceeding, all Dangerous Items which have been offered into evidence, whether or not admitted of record, shall be kept in the custody of the Proponent, the Proponent's Designee, or such other person as designated by the presiding judge.

7. Dangerous Items categorized under this Rule may only be disposed of or destroyed by an Order of Court.

8. If there are Dangerous Items which require temporary storage, the Sheriff's Office shall provide the Proponent with an escort to the Records Office, as defined by Pa.R.J.A. 5101(a)(7), or other secure area designated by the presiding judge.

9. Dangerous Items shall be subject to requirements pertaining to non-documentary exhibits and photographing of the same, pursuant to Pa.R.J.A. 5103(c) and L.R.J.A. 5103.1.

L.R.J.A. 5102.2. Custody of Exhibits During and After Proceedings.

(a) *Proceedings Docketed with the Prothonotary.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Prothonotary or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the temporary custody of the Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court designee. As time permits, the Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court Designee shall deliver the documentary and non-documentary exhibits to the Custodian at the conclusion of each business day during the Court Proceeding. The

Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician, or Court designee shall retrieve the documentary and non-documentary exhibits from the Custodian before the Court Proceeding resumes each day. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(b) *Proceedings Docketed with the Clerk of Courts.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Clerk of Courts or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(c) *Proceedings Docketed with the Orphans' Court.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Clerk of the Orphans' Court or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all of the exhibits, whether offered for admission during the proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(d) *Proceedings before the Juvenile Court.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits in Juvenile Court shall be the Juvenile Probation Office or the Court's designee.

2. *Custody of Exhibits During a Juvenile Court Proceeding.* Throughout a Juvenile Court Proceeding, all

documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Juvenile Court Proceeding.* The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(e) *Proceedings before a record Hearing Officer or Master.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Hearing Officer, Master or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the Hearing Officer or Master, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the parties may agree to an alternate custodial process if approved by the Hearing Officer and confirmed on the record.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all exhibits offered for admission during the Court Proceeding with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), within five business days of the conclusion of the Court Proceeding or within five business days of the lodging of the final decision by the Hearing Officer.

L.R.J.A. 5103.1. Custody of Exhibits. Special Provisions.

(a) *Photographs and Photographs of Non-Documentary Exhibits.*

1. In advance of a proceeding, the Proponent shall prepare potential photographic exhibits pursuant to Pa.R.J.A. 5103(b) and a physical, photographic copy of each potential, non-documentary exhibit pursuant to Pa.R.J.A. 5103(c).

(b) *Digital Media and Digital Format.* Evidence in digital media format or digital format used or presented at trial shall be retained by the Proponent. The Proponent (and not court personnel) shall be responsible for hardware and software sufficient to allow review of the same in court. Digital media or digitally formatted exhibits shall be saved on a thumb drive, flash drive, USB drive, CD-ROM, DVD or other portable media-containing device, and shall be properly labeled with the exhibit identifier used on the record and shall be retained during and after the hearing or trial by the Custodian. The Proponent shall prepare in advance and make available at trial or hearing an envelope not exceeding 8 1/2 by 11 inches and shall place the portable media-containing device in the envelope which shall be labeled with the case name, the case docket number, and the exhibit identifier used on the record and shall present the same to the Custodian.

THE COURT OF COMMON PLEAS OF THE 26th JUDICIAL DISTRICT OF PENNSYLVANIA
 Index of Exhibits

Case Name: _____

Docket Number: _____

Proceeding: _____

Date: _____

Presiding Judge: _____

Parties/Counsel Present: _____

Number	Description / Title	Proponent	Admitted	Rejected	Sealed by Court	Confidential Info Sheet Required?

Name of Person Completing this Index: _____

[Pa.B. Doc. No. 24-1490. Filed for public inspection October 18, 2024, 9:00 a.m.]

Title 255—LOCAL COURT RULES

CUMBERLAND COUNTY

Rules of the Court of Common Pleas; Local Rules 1996-1335

Order of Court

And Now, this 3rd day of October, 2024, it is hereby Ordered and Decreed, that effective November 1, 2024, or thirty (30) days after publication in the *Pennsylvania Bulletin*, whichever is later, the Cumberland County Court of Common Pleas amends the following local rules, 4002, 4007, and 4008, governing court reporting and transcripts for the 9th Judicial District.

The Cumberland County District Court Administrator is Ordered and Directed to do the following:

1. File one (1) copy to the Administrative Office of Pennsylvania Courts via email to adminrules@pacourts.us.
2. File two (2) paper copies and one (1) electronic copy in a Microsoft Word format only to bulletin@palrb.us with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
3. Publish these Rules on the Cumberland County Court website at www.ccpa.net.
4. Incorporation of the local rule into the set of local rules on www.ccpa.net within thirty (30) days after the publication of the local rule in the *Pennsylvania Bulletin*.
5. File one (1) copy of the local rule in the appropriate filing office for public inspection and copying.

6. Forward one (1) copy to the *Cumberland Law Journal*.

By the Court

EDWARD E. GUIDO,
President Judge

Rule 4002. Transcript Definitions.

All terms in these rules shall have the same meaning as defined in Pa.R.J.A. No. 4002. As further clarification:

- (a) Commonwealth or subdivision thereof includes any Pennsylvania state, county, regional, or municipal government entity, including any department, board, attorney, employee or agent acting on behalf of that entity.
- (b) Transcript includes any electronic or paper record, including orders, prepared by a court reporter or court recorder of any proceeding presided over by a judge, a magisterial district judge, or a hearing officer.
- (c) All transcripts fall into one of two categories regarding need and purpose:
 - (1) an ordinary transcript is either:
 - (i) required by rule because notice of appeal has been filed; or
 - (ii) required by order or rule to advance litigation in a matter currently before the court.
 - (2) a non-ordinary transcript is any transcript requested or prepared for any reason other than ordinary as defined in section (c)(1) above.
 - (d) The terms daily, expedited, rough draft and same-day delivery all refer to variations in the delivery deadline and cost for non-ordinary transcripts.

Rule 4007. Requests for Transcripts.

(a) All requests for new, previously untranscribed transcripts shall be submitted to the district court administrator's office, utilizing the FTR Justice Cloud platform, available through the Court Website, which shall include all elements required in the form provided by the state court administrator.

(b) The district court administrator shall also serve copies of the request to all participating parties via electronic notice on the appropriate filing offices' docketing system:

- (1) the judge presiding over the matter;
- (2) the court reporter, court recorder or transcriptionist; and
- (3) opposing counsel, or if not represented, the opposing party.

(c) A request for daily, expedited, or same-day transcripts shall be filed in the district court administrator's office at least ten (10) days before the scheduled proceeding. Copies of the request shall be provided as required in paragraph (b) above. In the event of an emergency, a party may request by oral motion a daily, expedited, or same-day transcript. This request will be accommodated upon approval of the trial judge and the court reporter or court recorder.

(1) Transcripts will not be prepared until a credit or debit card has been placed on file, a deposit has been paid, or a fee waiver has been approved granted pursuant to C.C.R.J.A 4008(b). If the party requesting a transcript provides a credit or debit card through the request portal, a hold will be placed as a deposit. Upon completion of the transcript, the credit or debit card on file will be charged and the district court administrator shall deliver the original transcript to the appropriate filing office and provide a copy to the requesting party.

(2) If the party requesting a transcript is unable to provide a credit or debit card, the district court administrator's office will issue an invoice via email within seven (7) business days after the receipt of the transcript request.

(i) The invoice shall be for a non-refundable, partial payment of 90% of the estimated transcript cost. This deposit shall be paid by cash, money order, certified check, or law firm check made payable to Cumberland County, and shall be delivered to the district court administrator's office within seven (7) calendar days from the date of the invoice.

(ii) Upon receipt of the deposit by the district court administrator's office, the court reporter, court recorder or transcriptionist shall commence production of the requested transcript.

(iii) Upon completion of the transcript, the court reporter, court recorder or transcriptionist shall deliver it to the district court administrator's office. The district court administrator's office will then issue a final invoice to the requester.

(iv) Upon receipt of the final invoice, payment of the final balance shall be paid by cash, money order, certified check, or law firm check made payable to Cumberland County and shall be delivered to the district court administrator's office within seven (7) calendar days from the date of the invoice. Once full and final payment is received, the district court administrator shall deliver the original transcript to the appropriate filing office and provide a copy to the requesting party.

Rule 4008. Transcript Costs Payable by a Requesting Party Other Than the Commonwealth or a Subdivision Thereof.

(a) *Costs:*

(1) The costs payable by a requesting party, other than the Commonwealth or a subdivision thereof, for a transcript in an electronic format shall be:

(i) for an ordinary transcript, \$2.50 per page;

(ii) for an expedited transcript, \$3.50 per page, expedited transcripts are only available if the court reporter or court recorder is able to accommodate;

(iii) for a daily transcript, \$4.50 per page, daily transcripts are only available if the court reporter or court recorder is able to accommodate; and

(iv) for same day delivery, \$6.50 per page, same delivery transcripts are only available if the court reporter or court recorder is able to accommodate.

(2) When the transcript is prepared in bound paper format, the costs shall be in accordance with paragraph (1) relating to electronic format plus a surcharge of \$0.25 per page.

(b) *Economic hardship—minimum standards:*

(1) The application to waive all or a portion of costs for ordinary transcripts shall be supported by an affidavit substantially in the form required by Pa.R.C.P. Rule 240(h).

(2) Such application should be prepared in the form of a Petition to Waive All or a Portion of the Transcript Costs and filed in the appropriate filing office.

(3) Any request for hardship reduction or waiver of costs for any ordinary transcript shall be filed contemporaneously with the request for transcript.

(4) No reduction or waiver of costs shall be requested or granted for any non-ordinary transcript unless the requesting party demonstrates reasonable need.

(5) Time frames for completion of requested transcripts will not commence until the waiver has been approved. If waiver is denied, time frames will commence when the deposit is paid.

(c) *Copies of transcript:*

A request for a copy of any transcript previously ordered, transcribed and filed of record shall be provided by the appropriate filing office according to the following schedule:

(1) \$0.50 per page bound, paper format, and,

(2) \$0.50 per page electronic copy, not to exceed \$50.00. An additional \$20.00 fee may be charged if the copy cannot be emailed directly and needs to be transferred to another medium or multiple emails are required for file transfer.

(d) *Additional Costs:*

(1) A trial judge may impose a reasonable surcharge in cases such as mass tort, medical malpractice or other unusually complex litigation, where there is a need for court reporters to significantly expand their dictionary.

(2) Such surcharges are at the discretion of the trial judge.

[Pa.B. Doc. No. 24-1491. Filed for public inspection October 18, 2024, 9:00 a.m.]

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Title 255—LOCAL COURT RULES

MONTOUR COUNTY

Custody of Exhibits; 37 AD 2024; 1 CV 2024

Order

And Now, this 27 day of September, 2024, pursuant to Pa.R.J.A. 5101(a)(1),

It Is Hereby Ordered as follows:

1. The custodian of all exhibits shall be the Clerk of Courts or the Court's designee.

2. Throughout a court proceeding, all exhibits shall remain in the custody of the proponent until the exhibit is offered for admission into the record. The exhibit shall then be placed in the temporary custody of the court reporter/recorder, technician or Court designee. The Court reporter/recorder, technician or designee shall utilize the Index of Exhibits form supplied by Court Administration to log all the exhibits presented by the Proponent.

3. Digital media that is presented as exhibits shall be saved by the proponent on a thumb drive, flash drive, USB drive, CD-ROM, DVD or other portable media containing device that is properly labeled with the exhibit identifier used on the record and presented to the custodian.

4. As time permits, the Court reporter/recorder, technician or designee, shall deliver the documentary and non-documentary exhibits to the Custodian at the conclusion of each business day during the Court Proceeding. The Custodian shall retrieve and have the items available before the Court Proceeding resumes each day.

5. The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, not later than five business days after the conclusion of the Court proceeding pursuant to Pa.R.J.A. 5104(a)(2).

6. This Order shall be effective within thirty (30) days after publication thereof in the *Pennsylvania Bulletin*, and shall govern all criminal and civil matters.

7. The District Court Administrator, in accordance with Pa.R.Crim.P. 105, shall:

a. File one (1) copy of this Order with the Administrative Office of the Pennsylvania Courts via email to adminrules@pacourts.us;

b. File with the Legislative Bureau for publication in *The Pennsylvania Bulletin*;

c. Publish one (1) copy of this Order on the Columbia-Montour 26th Judicial District County Court website.

By the Court

HONORABLE GARY E NORTON,
President Judge

LOCAL RULES OF JUDICIAL ADMINISTRATION ("L.R.J.A.")

PERTAINING TO CUSTODY OF EXHIBITS FOR THE 26TH JUDICIAL DISTRICT COLUMBIA AND MONTOUR COUNTIES

L.R.J.A. 5102.1. Custody of Exhibits Generally.

(a) *Application.* These Rules, L.R.J.A. 5102.1—5103.2 and Pa.R.J.A. 5101—5105, shall apply to Court Proceedings as defined by Pa.R.J.A. 5101(a)(1).

(b) *Index of Exhibits and Confidential Information.*

1. During Criminal Court Proceedings, a member of the Clerk of Courts' office (the "Clerk of Courts") or, if the Clerk of Courts is not available, a Court designee, shall maintain the Index of Exhibits. The Clerk of Courts, or the Court designee, shall utilize the Exhibit List form provided by the AOPC/CPCMS program. To the extent the AOPC/CPCMS Exhibit List form is not available or accessible, the Clerk of Courts or the Court designee shall utilize the Index of Exhibits form supplied by Court Administration substantially in the form appended at the end of these Rules.

2. During all Non-Criminal Court Proceedings, the Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court designee shall maintain the Index of Exhibits. The Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court designee shall utilize the Index of Exhibits form supplied by Court Administration substantially in the form appended at the end of these Rules.

3. In all Court Proceedings, the Proponent shall include a properly completed Confidential Information Form or Confidential Document Form for any exhibit offered into evidence that contains confidential information or confidential documents as defined in the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. These forms shall be given by the Proponent to the entity responsible for maintaining the Index of Exhibits at the time evidence is introduced.

4. The Index of Exhibits shall be filed of record with the corresponding Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(c) *Weapons, Contraband, and Hazardous Materials Pursuant to Pa.R.J.A. 5103(d), and Other Dangerous Items.*

1. *Dangerous Items Defined.* "Dangerous Items" within these Rules shall include, but are not limited to, weapons, cash, currency, money, negotiable instruments, other items of value, drugs, dangerous materials, guns, knives, explosives, controlled substances, narcotics, intoxicants, toxic materials, biological items, and biohazards. "Dangerous Items" may also include other items not specifically defined herein as determined by the presiding judge.

2. Each presiding judge in any Court Proceeding may issue special instructions to address the method by which Dangerous Items are offered into evidence, including the party that shall secure the exhibits while the Court Proceeding is in session, as well as during all breaks and recesses, which method shall be directed by the presiding judge.

3. In the absence of a Court Order, in any Court Proceeding where Dangerous Items are offered into evi-

dence, the Proponent shall secure the exhibits while the Court Proceeding is in session, as well as during all breaks and recesses.

4. During a Court Proceeding, the Proponent shall exercise all appropriate safeguards necessary to protect the public based on the nature of the exhibit.

5. Exhibits comprised of Dangerous Items are prohibited from viewing in the jury room. The Court may direct alternative viewing arrangements for such exhibits upon the request of the jury.

6. At the conclusion of a Court Proceeding, all Dangerous Items which have been offered into evidence, whether or not admitted of record, shall be kept in the custody of the Proponent, the Proponent's Designee, or such other person as designated by the presiding judge.

7. Dangerous Items categorized under this Rule may only be disposed of or destroyed by an Order of Court.

8. If there are Dangerous Items which require temporary storage, the Sheriff's Office shall provide the Proponent with an escort to the Records Office, as defined by Pa.R.J.A. 5101(a)(7), or other secure area designated by the presiding judge.

9. Dangerous Items shall be subject to requirements pertaining to non-documentary exhibits and photographing of the same, pursuant to Pa.R.J.A. 5103(c) and L.R.J.A. 5103.1.

L.R.J.A. 5102.2. Custody of Exhibits During and After Proceedings.

(a) *Proceedings Docketed with the Prothonotary.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Prothonotary or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the temporary custody of the Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court designee. As time permits, the Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician or Court Designee shall deliver the documentary and non-documentary exhibits to the Custodian at the conclusion of each business day during the Court Proceeding. The Court Reporter, Court Transcriptionist/Recorder, Courtroom Technician, or Court designee shall retrieve the documentary and non-documentary exhibits from the Custodian before the Court Proceeding resumes each day. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(b) *Proceedings Docketed with the Clerk of Courts.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Clerk of Courts or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(c) *Proceedings Docketed with the Orphans' Court.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Clerk of the Orphans' Court or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all of the exhibits, whether offered for admission during the proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(d) *Proceedings before the Juvenile Court.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits in Juvenile Court shall be the Juvenile Probation Office or the Court's designee.

2. *Custody of Exhibits During a Juvenile Court Proceeding.* Throughout a Juvenile Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the presiding judge, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the presiding judge may direct otherwise.

3. *Custody of Exhibits After a Juvenile Court Proceeding.* The Custodian shall take steps necessary to file all exhibits, whether offered for admission during the Court Proceeding or as ordered by the presiding judge, to be made a part of the case file with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), not later than five business days after the conclusion of the Court Proceeding pursuant to Pa.R.J.A. 5104(a)(2).

(e) *Proceedings before a record Hearing Officer or Master.*

1. *Custodian Defined.* Except as provided in Pa.R.J.A. 5103(d) and L.R.J.A. 5102.1(c), the Custodian of all exhibits shall be the Hearing Officer, Master or the Court's designee.

2. *Custody of Exhibits During a Court Proceeding.* Throughout a Court Proceeding, all documentary and non-documentary exhibits shall remain in the custody of the Proponent until the exhibit is offered for admission into the record. Whether accepted or rejected by the Hearing Officer or Master, the exhibit shall then be placed in the Custodian's custody. Notwithstanding this subdivision, the parties may agree to an alternate custodial process if approved by the Hearing Officer and confirmed on the record.

3. *Custody of Exhibits After a Court Proceeding.* The Custodian shall take steps necessary to file all exhibits offered for admission during the Court Proceeding with the Records Office, as defined by Pa.R.J.A. 5101(a)(7), within five business days of the conclusion of the Court Proceeding or within five business days of the lodging of the final decision by the Hearing Officer.

L.R.J.A. 5103.1. Custody of Exhibits. Special Provisions.

(a) *Photographs and Photographs of Non-Documentary Exhibits.*

1. In advance of a proceeding, the Proponent shall prepare potential photographic exhibits pursuant to Pa.R.J.A. 5103(b) and a physical, photographic copy of each potential, non-documentary exhibit pursuant to Pa.R.J.A. 5103(c).

(b) *Digital Media and Digital Format.* Evidence in digital media format or digital format used or presented at trial shall be retained by the Proponent. The Proponent (and not court personnel) shall be responsible for hardware and software sufficient to allow review of the same in court. Digital media or digitally formatted exhibits shall be saved on a thumb drive, flash drive, USB drive, CD-ROM, DVD or other portable media-containing device, and shall be properly labeled with the exhibit identifier used on the record and shall be retained during and after the hearing or trial by the Custodian. The Proponent shall prepare in advance and make available at trial or hearing an envelope not exceeding 8 1/2 by 11 inches and shall place the portable media-containing device in the envelope which shall be labeled with the case name, the case docket number, and the exhibit identifier used on the record and shall present the same to the Custodian.

THE COURT OF COMMON PLEAS OF THE 26th JUDICIAL DISTRICT OF PENNSYLVANIA

Index of Exhibits

Case Name: _____

Docket Number: _____

Proceeding: _____

Date: _____

Presiding Judge: _____

Parties/Counsel Present: _____

<i>Number</i>	<i>Description / Title</i>	<i>Proponent</i>	<i>Admitted</i>	<i>Rejected</i>	<i>Sealed by Court</i>	<i>Confidential Info Sheet Required?</i>

Name of Person Completing this Index:
