

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
SECOND JUDICIAL DISTRICT**

IN RE: SUPPLEMENTAL ORDER
TO ADMINISTRATIVE ORDER
OF MARCH 18, 2020, SPECIFIC TO
JUVENILE DEPENDENCY MATTERS :

No. A.D. 27-2020

Supreme Court Docket No. 44-MM-2020

ADMINISTRATIVE ORDER

AND NOW, this 7th day of April, 2020, consistent with the March 16, 2020 Order of the Pennsylvania Supreme Court declaring a general, statewide judicial emergency, the March 17, 2020 Declaration of Judicial Emergency for the Second Judicial District, the March 18, 2020 Order of the Pennsylvania Supreme Court closing all Pennsylvania courts to the public, the March 18, 2020 Administrative Order of this Court, and the recommendations of the Centers for Disease Control and Prevention regarding COVID-19, this Court hereby amends its previous Emergency Operations Administrative Orders and now ORDERS that the following actions be taken pursuant to Pa.R.J.A. No.

1952(B)(2):

1. The general provisions found in paragraphs 1 through 14 of the Administrative Order dated and filed April 1, 2020, at No. A.D. 25-2020, in the Office of the Clerk of Courts are incorporated herein.
2. The Administrative Order dated and filed March 17, 2020, to A.D. No. 20-02838 in the Office of the Prothonotary regarding visitation shall remain in effect in accordance with its terms.
3. Shelter care hearings, adjudication hearings, disposition hearings, and permanency review hearings shall be held as scheduled by the Court Administration

CLERK OF COURTS
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LANCASTER COUNTY, PA

Office. All such hearings shall be held through video and/or telephone participation in accordance with the attached Protocol, which is incorporated herein by reference.

4. The Lancaster County Children and Youth Social Service Agency (the "Agency") shall deliver to the judge or hearing officer scheduled to preside at each hearing written certification that the Agency has complied with the Agency's responsibilities under the Protocol. The certification shall specify the email address and telephone number, if known, of all persons known to the Agency who will participate in the hearing. The certification shall be delivered by electronic means not less than one business day in advance of the hearing. The Agency shall provide a copy of its certification to attorneys for parents, self-represented parents (if an email address is available), the guardian *ad litem*, and the child(ren)'s legal interest attorney (if one is appointed) simultaneously with delivery to the judge or hearing officer.

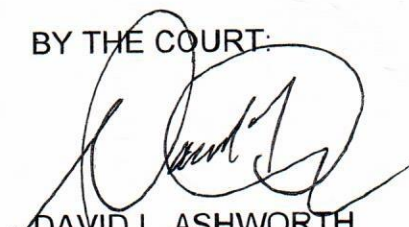
5. (a) Attorneys for parents, guardians *ad litem*, and the child(ren)'s legal interest attorney (if one is appointed) shall deliver to the judge or hearing officer scheduled to preside at each hearing the names and contact information (email address and telephone number) for themselves and all persons whom they intend to call as witnesses at a hearing. This information shall be delivered by electronic means not less than one business day in advance of the hearing and shall be provided simultaneously to the Agency and all counsel and self-represented parents (if an email address is available).

(b) Self-represented parents are encouraged (but shall not be required) to provide to the judge or hearing officer scheduled to preside at each hearing and simultaneously to the Agency, attorneys for parents, guardians *ad litem*, and the

child(ren)'s legal interest attorney (if one is appointed), the names and contact information (email address and telephone number) for themselves and all persons whom they intend to call as witnesses at a hearing. This information should be delivered not less than one business day in advance of the hearing, preferably by electronic means. The same information should be provided simultaneously to the Agency and all other counsel and other self-represented parents (if an email address is available). The Agency shall make available upon request all contact information needed by self-represented parents to comply with this sub-paragraph.

6. All other processes which do not require a hearing shall proceed in the customary fashion. Electronic filing shall be permitted in all such cases.

BY THE COURT:



DAVID L. ASHWORTH
PRESIDENT JUDGE

Attest:  deputy

Copies to: Lancaster County Board of Judges
Lancaster County Magisterial District Judges
Lancaster County District Court Administrator
Lancaster County Clerk of Courts
Lancaster County Prothonotary
Lancaster County Register of Wills
Lancaster County Sheriff
Lancaster County District Attorney
Lancaster County Public Defender
Lancaster County Adult Probation & Parole Services
Lancaster County Prison
Lancaster County Board of Commissioners
Lancaster County Solicitor

PROTOCOL FOR VIDEO/TELEPHONE HEARINGS

This protocol shall be attached to the Notice of Hearing in all juvenile dependency cases and shall be considered a part thereof.

PROTOCOL BEFORE THE HEARING:

1. All parties are notified that until further notice the Court will be using the Lifesize™ application to conduct the hearing remotely. No participant shall be personally present in the courtroom. The Lifesize™ application permits all participants to join in and fully participate in the hearing by video link or by telephone. Video link shall be the method used by all participants to whom it is available by computer or tablet (equipped with a camera, microphone, and speakers/headphones) or by smart phone; those without such capability shall join the hearing by telephone.

At the bottom of the last page you will find the information you need to join the hearing. There is a unique internet link and password for each video hearing, and also a call-in number with access code to use for telephone participation.

YOU ARE HEREBY NOTIFIED THAT IF YOU FAIL TO JOIN IN THE HEARING AS DIRECTED THE HEARING MAY PROCEED IN YOUR ABSENCE AND THE COURT MAY ENTER AN ORDER AFFECTING YOUR RIGHTS.

The County of Lancaster is a licensed user of the Lifesize™ application. You may learn more about the Lifesize™ application at <https://www.lifesize.com>.

2. (a) It is the responsibility of the attorneys to assure that this information has been received by their clients and by their witnesses.

(b) It is the responsibility of self-represented parents to provide the Lancaster County Children and Youth Social Service Agency with a working email address (if they have one) or with a working telephone number from which they will join the hearing.

(c) It is the responsibility of the Lancaster County Children and Youth Social Service Agency to assure that all parents have a working method of joining the hearing.

(d) It is the responsibility of the Lancaster County Children and Youth Social Service Agency to assure that children in care (or, for young children, their caregivers) have a working method of joining the hearing.

(e) It is the responsibility of self-represented parents to provide this information to their witnesses.

(f) Attorneys shall consult with their clients well in advance of the hearing to avoid any delay of the hearing on the date and time set for it.

3. Copies of any documents which any party wishes to introduce at the hearing shall be delivered in advance of the hearing to all other participants and to the Court. Delivery by electronic means is preferred. For delivery to the Court, contact Court Administration at (717) 299-8041 or email FlaudA@co.lancaster.pa.us for instructions at least one full business day before the hearing.

The Court and the Court Administration Office will take care to schedule hearings so that there is no overlap in the scheduling of hearings. If a hearing is approaching the end of the allotted time but is not completed, it will be necessary to adjourn and

reschedule the hearing to avoid problems with the next hearing which is scheduled to commence. The participants are encouraged to design their presentations and confer with one another in advance of the hearing to permit the hearing to be concluded within the allotted time whenever possible in a manner consistent with due process.

PROTOCOL ON THE DAY OF THE HEARING:

1. (a) All parties and attorneys must join the Lifesize meeting at least five minutes before the scheduled starting time of the hearing.
- (b) Witnesses shall NOT join the Lifesize hearing until they are notified by the Court (either by telephone or text message) to do so. Witnesses shall remain in the hearing until their testimony is completed. Witnesses shall immediately disconnect from the meeting when they are directed to do so by the Court.
- (c) No participant or witness shall record any portion of the hearing by video or sound recording methods, nor shall any "screen shot" of the hearing be taken. Violation of this prohibition may constitute a criminal offense and, further, may be subject to sanctions for contempt of court or may lead to professional discipline.
- (d) The hearing must conclude not less than ten minutes before the scheduled start of the next hearing.

2. THE INFORMATION YOU NEED TO JOIN THE HEARING THROUGH THE LIFESIZE™ APPLICATION IS AS FOLLOWS:

[PERTINENT INFORMATION TO BE INSERTED HERE IN EACH NOTICE]