



Commonwealth of Pennsylvania - Magisterial District Court 39-4-02
Wendy Richards Mellott, MDJ

208 North Second Street, McConnellsburg, PA 17233
Telephone: 717-485-4842 Fax: 717-485-5760

Due to the recent COVID-19 outbreak:

All hearings will be held under the following conditions until further notice:

Upon your arrival at District Court 39-4-02, remain in your vehicle. If you have walked to the office, please remain outside. Please call us at 717-485-4842 to advise that you have arrived for your hearing.

If you are driving, let us know the make, model and color of your vehicle along with your telephone number. If you are walking, we will just need your telephone number. When the court is ready to proceed with your hearing, we will call you on the number you provide. At this time, you will enter the facility by using the north entrance, this is the door facing the parking lot. The District Court staff will open the door for you and you will enter the courtroom directly by following the posted signs.

While in the court facility, social distancing of at least 6 feet shall be maintained. Also, mouth and nose coverings will be required of anyone entering the court facility.

We will be limiting attendance at this time, so, please do not bring anyone who is not necessary to your hearing. If you have questions about who may or may not attend, please call this office prior to your hearing for instructions.

Payments to this District Court may be made in one of three ways:

1. Online at <http://ujsportal.pacourts.us>
2. Send check or money order to District Court 39-4-02, 208 N 2nd St., McConnellsburg, PA 17233
3. If you wish to make a cash payment in person, please call 717-485-4842 upon your arrival at the office. A secure drop box will be provided during regular business hours. We will be able to view you dropping your payment into the drop box while we speak to you on the phone. We will retrieve your payment and mail you a receipt once it is processed.

We encourage you to pay online or by mail if at all possible.

If you need to set up a payment plan, please call us at 717-485-4842 for instructions.

Civil and Landlord/Tenant Filings:

Please call the office at 717-485-4842 during regular business hours for instructions and accommodations for obtaining forms and filing complaints.

Thank you in advance for your cooperation during these difficult and unusual times.

District Court 39-4-02