



**COURT ADMINISTRATOR'S OFFICE
THIRTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA
FRANKLIN/FULTON COUNTIES**

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MEMORANDUM

TO: Defense and Prosecuting Attorneys (and their staff) practicing in Franklin County, Pennsylvania
FROM: Judges of the 39th Judicial District
RE: Pa.R.Crim.P. 576
DATE: April 13, 2017

In response to the February 17, 2017 Memorandum from David C. Wertime, Solicitor for Todd A. Rock, Clerk of Courts, regarding Pa.R.Crim.P. 575 and 576, we write to clarify the service requirements of Pa.R.Crim.P. 576. Please be advised that the Clerk of Courts will no longer forward an original filed document to the Court for action. Rather, it is the responsibility of the filing party to serve a true and attested copy of the filed document (motion, petition, answer, brief, notice of appeal, etc.) on the Court. Service on the Court shall be accomplished by serving a true and attested copy of the filed document on the Court Administrator in a manner prescribed by Pa.R.Crim.P. 576(B)(3). So that the Court Administrator can promptly and accurately distribute true and attested copies of documents to the assigned judge, it is imperative that the caption of the case include the name of the assigned judge.

Failure to serve a copy of the filed document on the Court will result in the Court taking no action, as the Court will be unaware of the filing.