



WERTIME & GÓMEZ LLP
ATTORNEYS AT LAW

MEMORANDUM

TO: Defense and Prosecuting Attorneys (and their staff) practicing in Franklin County, Pennsylvania
FROM: David C. Wertime, Esquire, Solicitor for Todd A. Rock, Clerk of the Courts
IN RE: Pennsylvania Rules of Criminal Procedure 575 and 576
DATE: February 17, 2017

All attorneys are reminded to read in the entirety and follow the requirements of Rule 575 (regarding Motions and Answers) and Rule 576 (regarding Filing and Service by Parties) when filing documents or papers in the office of Clerk of the Courts of Franklin County, Pennsylvania.

With regard to Rule 575, please specifically note:

- Paragraph (C)(3) requires a 3-inch space from the top of the paper for all court stamps. Kindly adhere to this requirement.

With regard to Rule 576, please specifically note the Clerk will:

- Receive the original document
- Time stamp the original document
- Enter/docket the original document into CPCMS
- Place the original document in the criminal case file
- Additional copies provided will be marked True/Attest and returned to the Defense or Prosecuting Attorney (for returns by mail, attorneys should provide a self-addressed, stamped envelope)
- **The Clerk WILL NOT provide service for the document**

With regard to Rule 576, please further specifically note under paragraph (B), **the obligation for service on the parties and the Court Administrator "concurrently with filing" is imposed on the Defense or Prosecuting Attorney.**