

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA

Amended Lehigh County Rule of
Civil Procedure

:
: No.: 2023 - J - 0023
:

AMENDED
ADMINISTRATIVE ORDER

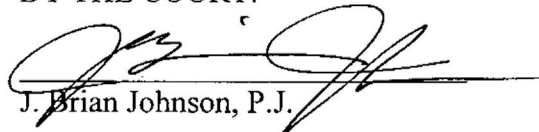
AND NOW, this 31st day of May, 2023, the Administrative Order entered on April 18,
2023 is amended as follows:

IT IS ORDERED that the attached Lehigh County Rule of Civil Procedure 430 is hereby
ADOPTED, effective thirty (30) days after publication in the Pennsylvania Bulletin.

IT IS FURTHER ORDERED that the Court Administrator of Lehigh County shall:

1. File one (1) copy of the Order and the Amended Lehigh County Rule of Civil
Procedure 430 with the Administrative Office of Pennsylvania Courts.
2. File two (2) copies, and other copies that comply with the requirement of 1 Pa. Code
Section 13.11 (b) as necessary, with the Legislative Reference Bureau for publication
in the Pennsylvania Bulletin;
3. File one (1) copy with the Lehigh County Clerk of Judicial Records – Civil Division
for public inspection and copying.
4. Publish a copy of the amended local rule on the court's website.
5. Compile the amended local rule within the complete set of local rules no later than
thirty (30) days following publication in the Pennsylvania Bulletin.

BY THE COURT:


J. Brian Johnson, P.J.

Amended Lehigh County Rule of Civil Procedure 430. Service by Publication

- (1) Every motion for a special order directing the method of service pursuant to Pa. R. C.P. 430 shall be accompanied by a cover sheet in the form set forth as Appendix 1 of these rules.
- (2) The Lehigh Law Journal shall be the legal periodical for the publication of all notices.
- (3) The court will not consider a motion for special service pursuant to Pa.R.C.P. 430(a) unless
 - a. A cover sheet in the form set forth in Appendix 1 of these rules is attached to the motion;
 - b. An affidavit and supporting documentation is attached to the motion indicating that all prerequisites and at least one discretionary effort have been attempted; and
 - c. The motion is electronically filed.

APPENDIX 1 – Requirements for Special Service Checklist

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) Case No.
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Counsel for the moving party has attempted the following efforts marked with an “X”:

Prerequisites:

- _____ Attempted Sheriff service to all known addresses
- _____ PennDOT Form DL-503¹ (as applicable, pursuant to Section D of the Form)
- _____ Inquiry of postal authority
- _____ Examination of Lehigh County dockets
- _____ Examination of social media platforms (Facebook, LinkedIn, etc.)
- _____ Search on at least one Internet search engine (Google, Bing, etc.)

Discretionary Efforts:

- _____ Examination of local tax records
- _____ Examination of voter registration records
- _____ Examination of telephone directory website (411.com, whitepages.com, etc.)
- _____ Inquiry of relatives, neighbors, friends, and employers of defendant(s)
- _____ Other: _____

The court will not consider a motion for special service pursuant to Pa.R.C.P. 430(a) unless:

1. This checklist is attached to the motion;
2. An affidavit and supporting documentation is attached to the motion indicating that all prerequisites and at least one discretionary effort have been attempted; and
3. The motion is electronically filed.

¹ PennDOT Form DL-503 is available on PennDOT’s website. PennDOT Form DL-503 is only required if the requestor satisfies one of the seven categories set forth in Section D of Form DL-503.