

2017

ANNUAL REPORT

THE 31<sup>ST</sup> JUDICIAL DISTRICT  
OF PENNSYLVANIA



## **JUDGES SERVING THE COURT OF COMMON PLEAS IN 2017**

**JUDGE CAROL K. MCGINLEY**

**JUDGE EDWARD D. REIBMAN**

**JUDGE ROBERT L. STEINBERG**

**JUDGE J. BRIAN JOHNSON**

**JUDGE KELLY L. BANACH**

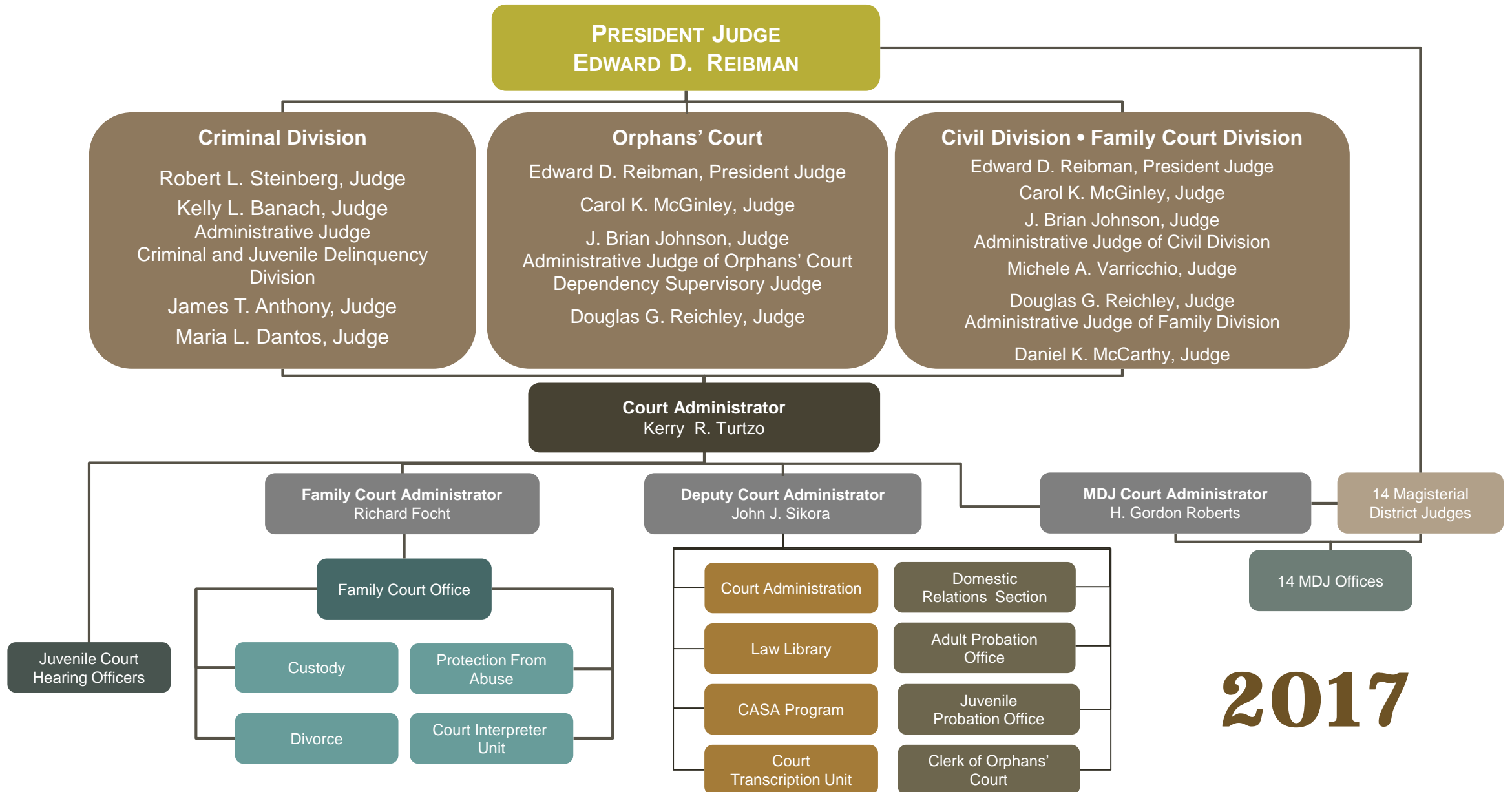
**JUDGE JAMES T. ANTHONY**

**JUDGE MARIA L. DANTOS**

**JUDGE MICHELE A. VARRICCHIO**

**JUDGE DOUGLAS G. REICHLEY**

**JUDGE DANIEL K. MCCARTHY**



2017

# 2017

**COURT ADMINISTRATION**

Providing Management

# OFFICE OF THE COURT ADMINISTRATOR

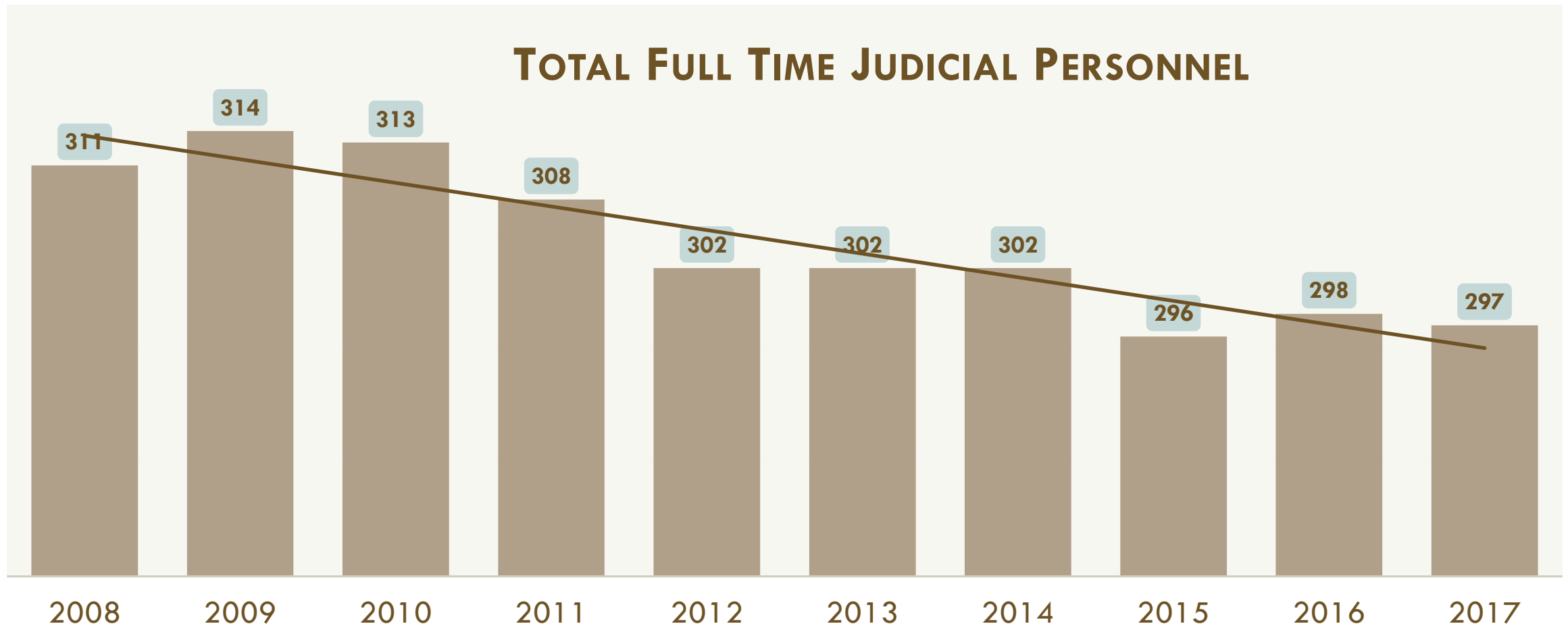
The responsibility of the Court Administrator is to manage the non-judicial functions of the Court under the guidance of the President Judge. The complexity of the modern court requires the delegation of administrative functions to the Court Administrator. The Court Administrator increases judges' time for adjudication by accomplishing the administrative functions of the Court. In Lehigh County, Jury Management, the Court Transcription Unit, Library Information Services and the CASA program are considered components of Court Administration.

In 2017, District Court Administrator, Kerry R. Turtzo and Deputy District Court Administrator, John J. Sikora, continued to serve in the positions to which they were appointed in 2016.

## FUNCTIONS

- Personnel
- Fiscal Management
- Calendar & Scheduling Management
- Jury Management
- Information Systems
- Facilities Management
- Equipment & Technology Management
- Legal Resource Procurement
- Records Control
- Public Information

# PERSONNEL

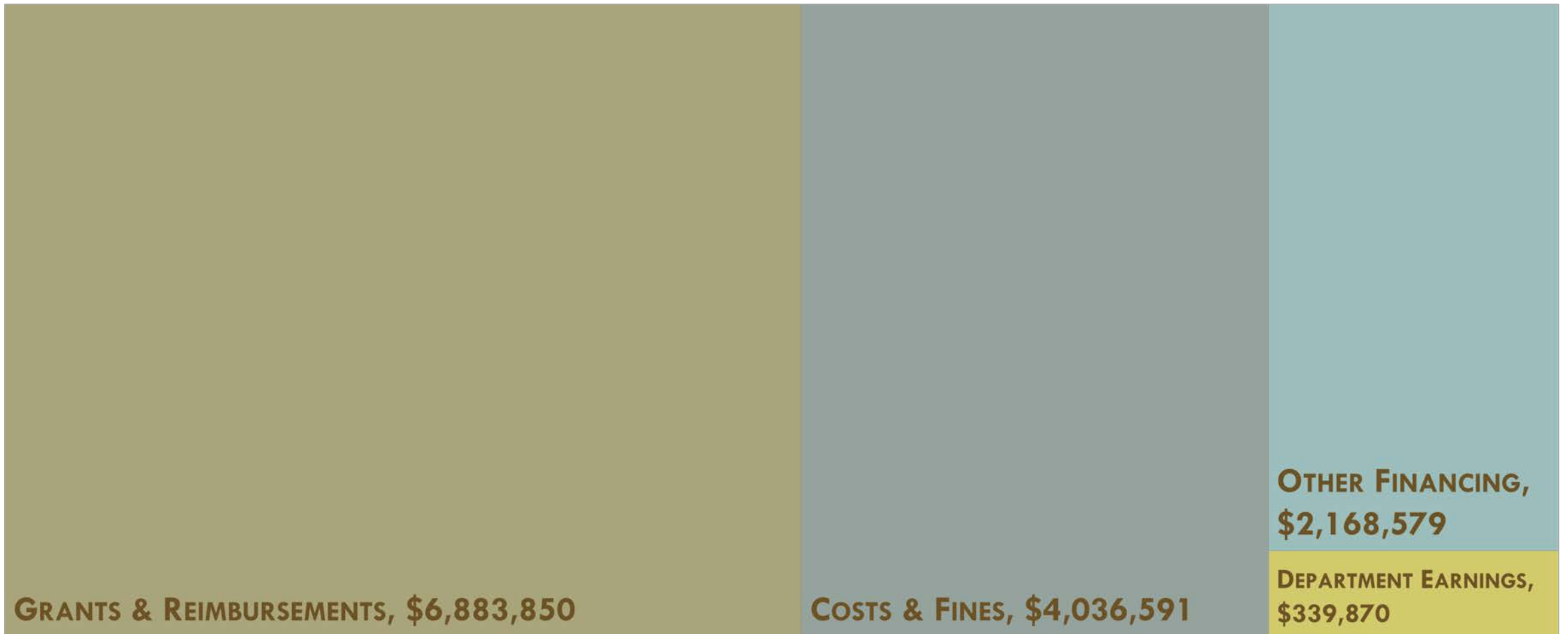


# PERSONNEL

## FULL TIME JUDICIAL EMPLOYEES BY DEPARTMENT

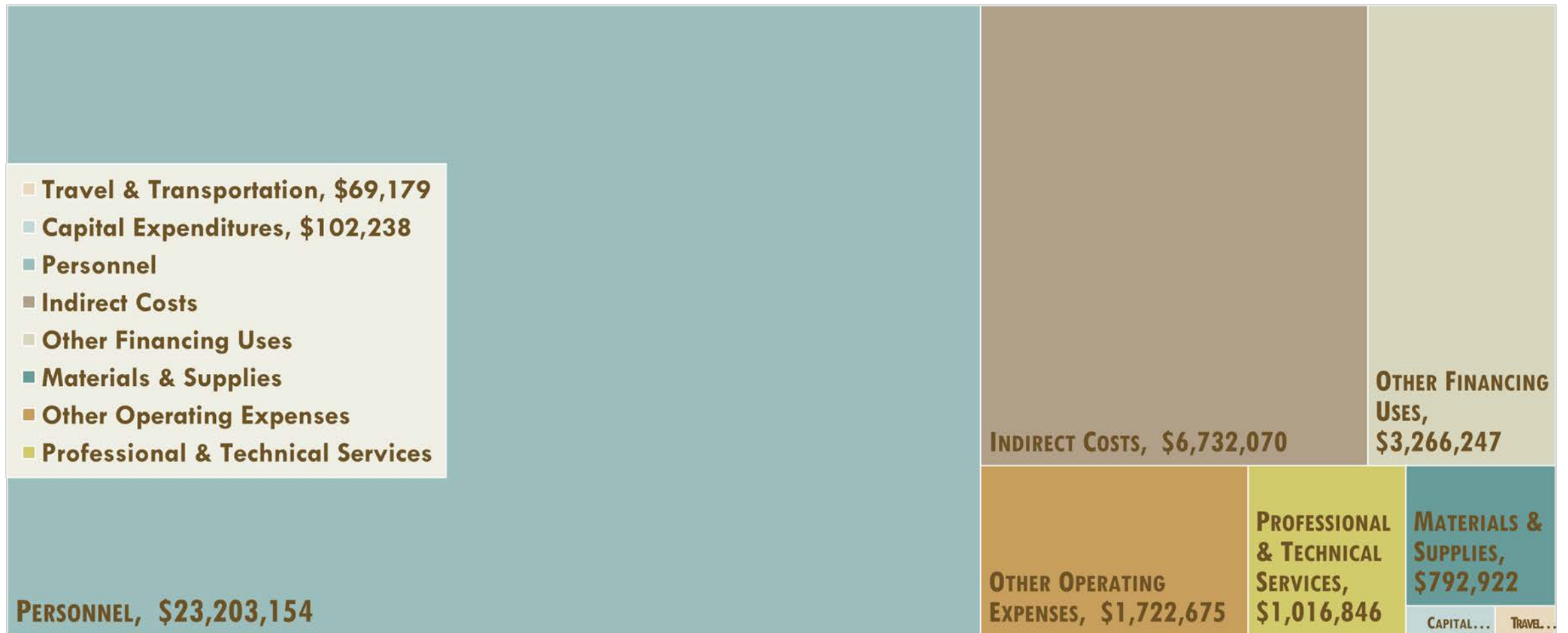
YEAR	2012	2013	2014	2015	2016	2017
COURT ADMINISTRATION	83	83	83	76	76	75
ADULT PROBATION	50	50	50	52	54	54
JUVENILE PROBATION	49	49	49	48	48	48
ORPHANS' COURT	6	6	6	6	6	6
DOMESTIC RELATIONS	62	62	62	62	62	62
DISTRICT JUDGE	51	51	51	51	51	51
LAW LIBRARY	1	1	1	1	1	1
TOTAL	302	302	302	296	298	297

# FISCAL MANAGEMENT COURT REVENUE 2017





# FISCAL MANAGEMENT COURT EXPENSES 2017



# GRANT FUNDING

## THE COURT OF COMMON PLEAS PURSUES FEDERAL AND STATE GRANTS TO OFFSET THE COSTS OF COURT PROGRAMS.

1

Most grant funding is available in the areas of Adult and Juvenile Probation and is often earmarked for the creation of new programs.

2

Adult Probation receives state funding based on the rate of compliance with state-wide standards for probation operations. Currently the Lehigh County Adult Probation Department receives the maximum in state funding.

3

The Juvenile Probation Department works closely with the Lehigh County Office of Children and Youth to produce a “needs-based” budget maximizing state assistance to the Court.

4

The Court is reimbursed in the form of services at state youth institutions and funding for some delinquent youth placement expenditures.

# GRANT FUNDING

## 2017 CRIMINAL JUSTICE ADVISORY BOARD GRANT ACTIVITIES

### ADULT PROBATION

PROJECT TITLE	GRANT	GRANT AMOUNT	DEPARTMENT	STATUS
Adult Probation/Drug/Alcohol Restrictive Intermediate Punishment	PCCD	\$759,343	SCA/Adult Probation	Awarded
Grant-In-Aid Continuing Program for the Improvement of Adult Probation Services	PBPP	\$601,643	Adult Probation	Awarded

# GRANT FUNDING

## 2017 CRIMINAL JUSTICE ADVISORY BOARD GRANT ACTIVITIES

### JUVENILE PROBATION

PROJECT TITLE	GRANT	GRANT AMOUNT	STATUS
Second Chance Act Grant-Violence Prevention Program	OJJDP	\$333,948	Active
Technical Assistance Grant-Youth Law Enforcement Curriculum Coordination	PCCD	\$1,500	Active
Grant-In-Aid/Juvenile Justice System Enhancement Strategy Implementation Plan	JCJC	\$467,389	Awarded
Disproportionate Minority Contact	PCCD	\$35,248	Continued into 2017
Juvenile Court Judges' Commission Training Grant	JCJC	\$23,900	Awarded

# JURY MANAGEMENT 2017

ONE DAY,  
ONE TRIAL

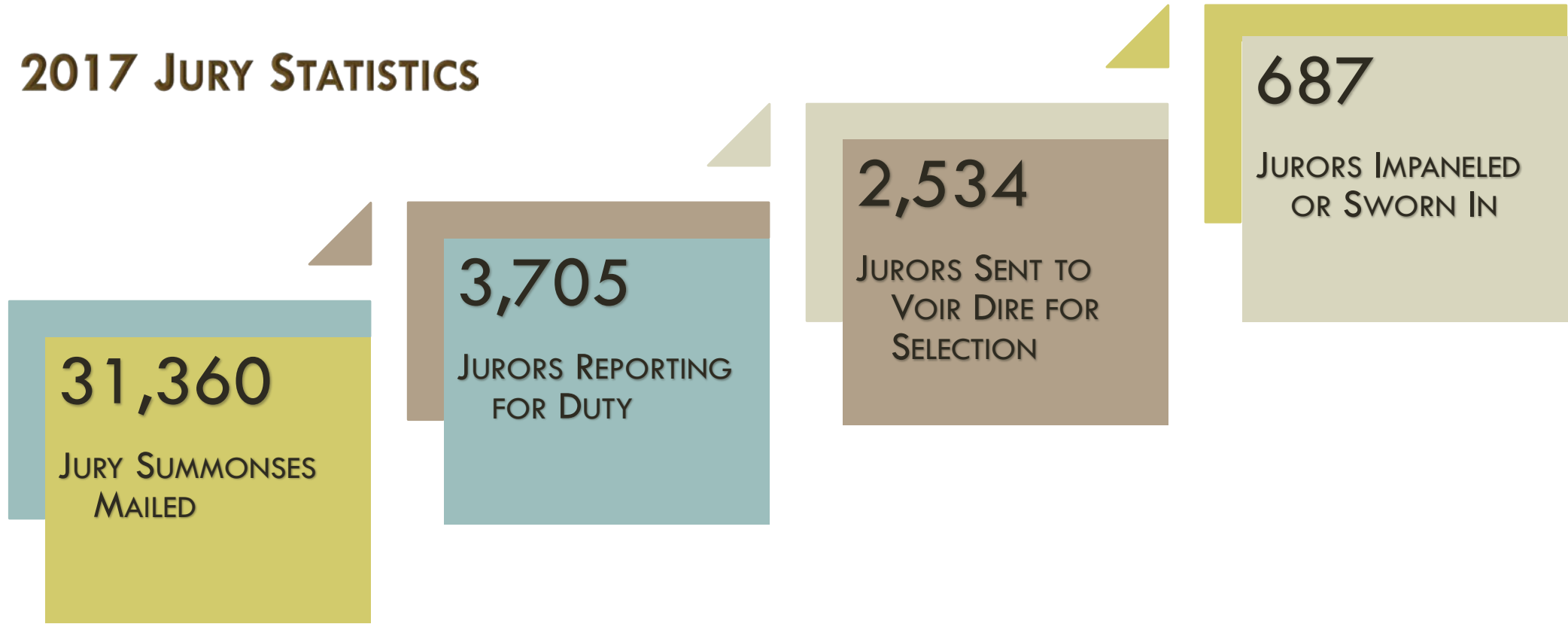
Lehigh County has adopted the “**one day, one trial**” method of juror selection to increase the efficiency of the jury system while making a minimal imposition on the lives of residents. Citizens selected for jury duty will serve one day, or, if selected for a jury, will serve the duration of the trial. This method ensures juries are available to judges and only keeps those jurors necessary.

The process of juror selection is supervised by Court Operations Officer, Gayle Fisher. The reception and orientation of jurors and selection and control of juries, requires cooperation between jury management staff and courtroom staff.

A **new Jury Management System** is planned for April 2018. The web-based system will allow potential jurors to complete qualification questionnaires online. Correspondence to jurors about their status and reminders will be possible via United States Postal Service, text message, and email, significantly decreasing mailing costs. Also expected to be reduced is the time Court Administration staff must spend in processing hard-copy summonses mailed to prospective jurors.

# JURY MANAGEMENT 2017

## 2017 JURY STATISTICS



# COURT APPOINTED SPECIAL ADVOCATE

The Lehigh County Court Appointed Special Advocate (CASA) Program provides consistent, credible and trained volunteers who advocate for Lehigh County's abused and neglected children in Juvenile Dependency Court in accordance with the Pennsylvania Juvenile Act (Title 42 Pa.C.S. § 6301 et. seq.). These CASA volunteers serve as the "eyes and ears" of the Court and are appointed to the most complicated dependency cases.



# COURT APPOINTED SPECIAL ADVOCATE

## CASA BY THE NUMBERS

- Active CASA Volunteers Donated 5,500+ hours in 2017

45



- Abused and Neglected Children Served

78



- CASA Volunteers appointed as Educational Decision Makers for 8 Children

7



- Pennsylvania's 3<sup>rd</sup> Largest CASA Program

#3





# CASA PERMANENT HOMES 2017

3



**Kinship Care  
Solutions  
Found**

7



**Children were  
Reunited with  
Biological  
Family**

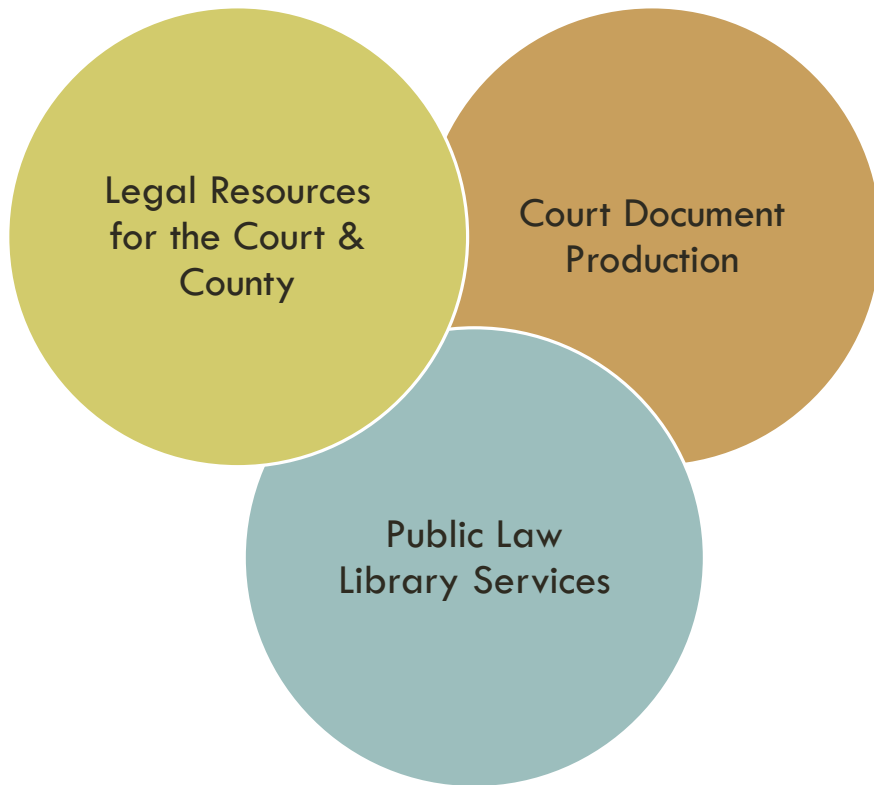
8



**Children were  
Adopted**

**A CASA volunteer's objective is to assist the Court in making decisions that will provide safe, secure and permanent homes for at-risk children. A CASA representative attends every hearing for their children. CASA volunteers aid the court by submitting written reports making recommendations in the best interest of the child.**

# LIBRARY INFORMATION SERVICES



## LEHIGH COUNTY LAW LIBRARY'S TRIPLE MISSION

Founded in 1869, the Lehigh County Law Library fills a critical niche in the community.

Lorelei A. Broskey, M.L.S., Director, oversees the three related missions of the department:

- Providing judges, court, and county employees with essential legal sources necessary for job performance
- Providing the only public law library in Lehigh County
- Providing document production and assistance to courthouse offices

# LIBRARY INFORMATION SERVICES

**\$4.9 Million**

Retail value of the **74,743** Westlaw online research transactions performed by Court, County Employees and Law Library Patrons during **6,000+** hours of research in 2017.

**\$462,747**

Actual cost of all online and print legal resources received, processed and delivered by the law library, court and county offices on **853** invoices most representing multiple print volumes.

**12,073**

Pages of legal research printed and photocopies made in the public Law Library.

**2,258**

Lexis Advance Public Access Program searches performed in the public Law Library in 2017. These Lexis searches had a retail value of \$65,532.

**1,273**

Public Law Library books and CDs circulated and 592 items renewed by telephone.

2017

# THE COURT OF COMMON PLEAS OF LEHIGH COUNTY

Providing Civil and  
Criminal Justice

# COURT DIVISIONS

## CRIMINAL/JUVENILE COURT DIVISION

**Criminal Court**

**Juvenile Delinquency  
Court**

## CIVIL/FAMILY COURT DIVISION

**Civil Court**

**Family Court**

**Juvenile Dependency  
Court**

## ORPHANS' COURT DIVISION

**The Orphans' Court**

**Office of the Clerk of  
Orphans' Court**

# CRIMINAL/JUVENILE COURT DIVISION

In 2017, the Court received **4,897** new adult criminal cases.

**15** of those new adult cases were homicide filings.

The judges assigned to the Criminal/Juvenile Court Division are responsible for handling a caseload comprised of adult criminal cases as well as juvenile delinquency matters.

Furthermore, the judges in this division handle forfeiture matters and contempt of court and fine orders.

## JUDGES SERVING IN THE CRIMINAL DIVISION IN 2017

**ROBERT L. STEINBERG, JUDGE**

**KELLY L. BANACH, JUDGE**

ADMINISTRATIVE JUDGE OF  
CRIMINAL AND JUVENILE DELINQUENCY DIVISIONS

**JAMES T. ANTHONY, JUDGE**

**MARIA L. DANTOS, JUDGE**

# CRIMINAL/JUVENILE COURT DIVISION

## ADULT CRIMINAL COURT

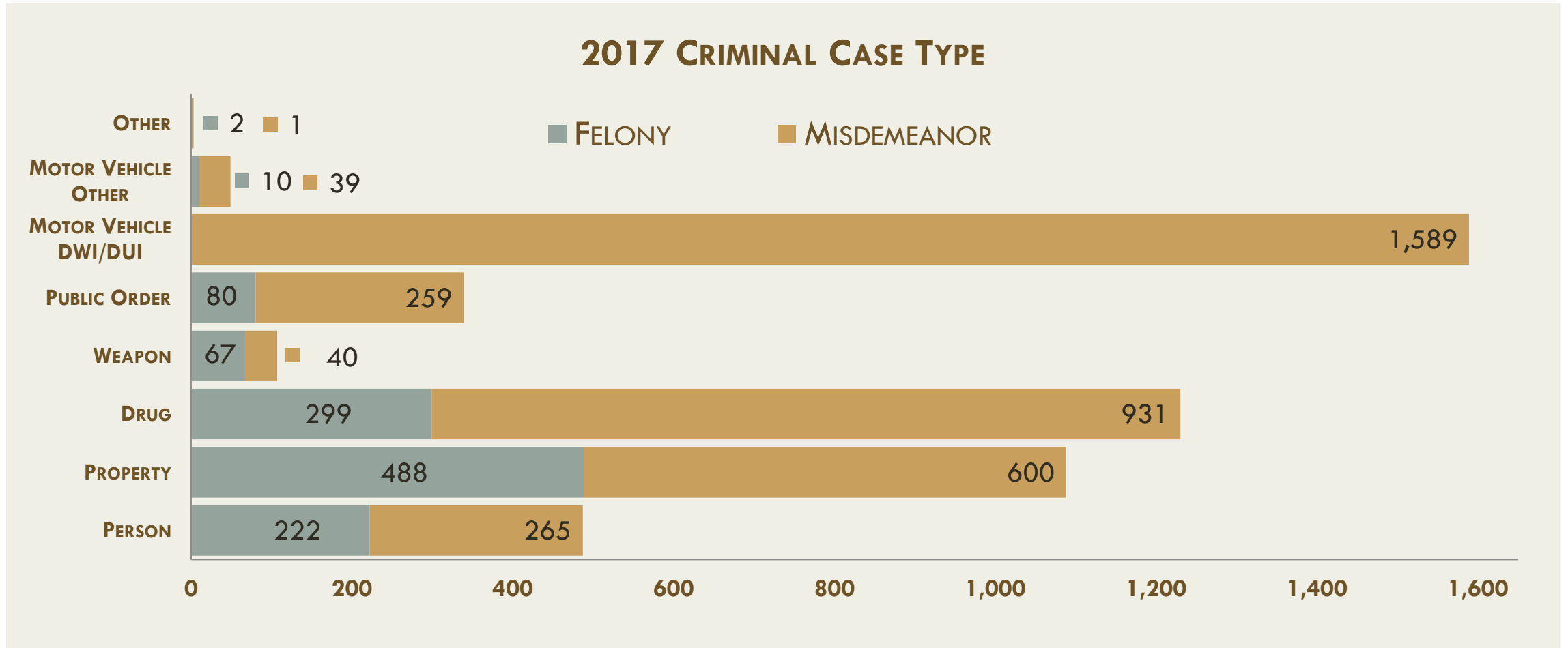
The Court utilizes an individual calendaring system in the Criminal/Juvenile Court Division. The assigned judge handles the cases from formal arraignment through disposition. In addition, all probation and parole violations as well as post sentence motions are handled by the judge who sentenced the defendant.

In 2017, the four judges of the Criminal/Juvenile Division processed 4,888 adult criminal cases.

## CRIMINAL FILINGS AND DISPOSITIONS FOR 2017

New Cases	4,897
Reopened Cases	196
ARD	1,633
Dismissed/Withdrawn	101
Guilty Plea	2,897
Jury Trial	22
Non-Jury Trial	11
Inactive	218
Other	6
<b>Total Cases Processed</b>	<b>4,888</b>

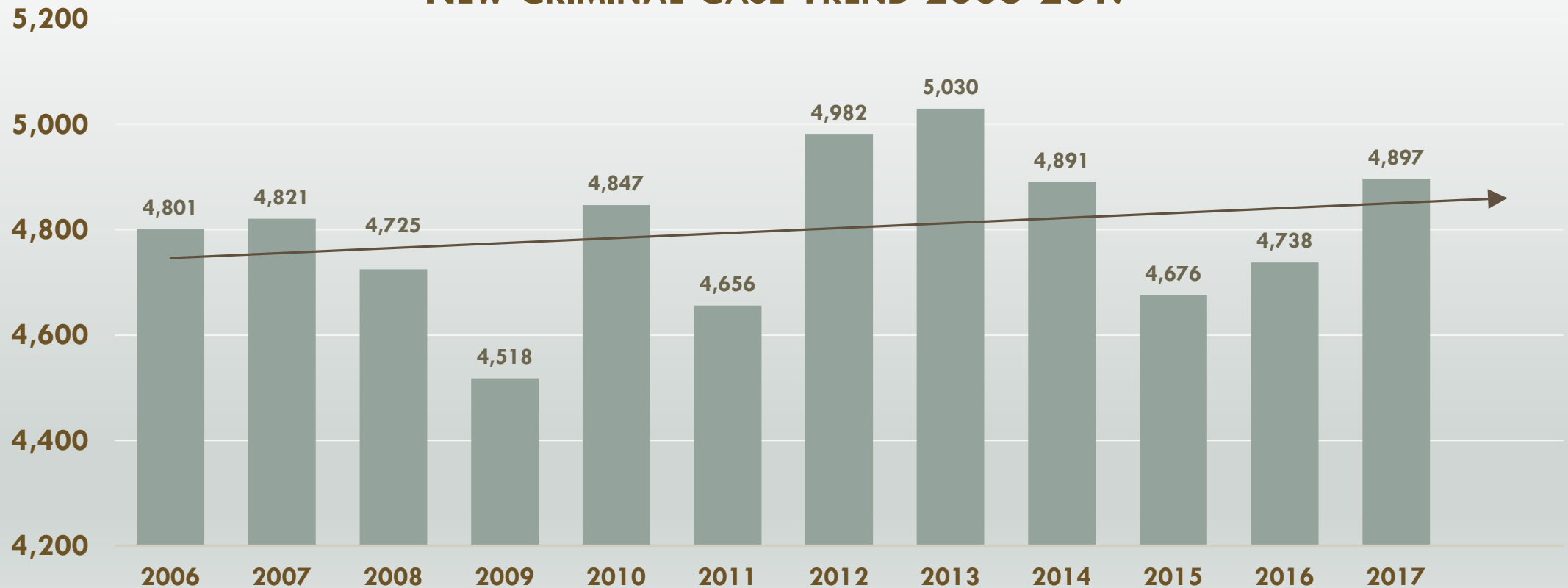
# CRIMINAL/JUVENILE COURT DIVISION



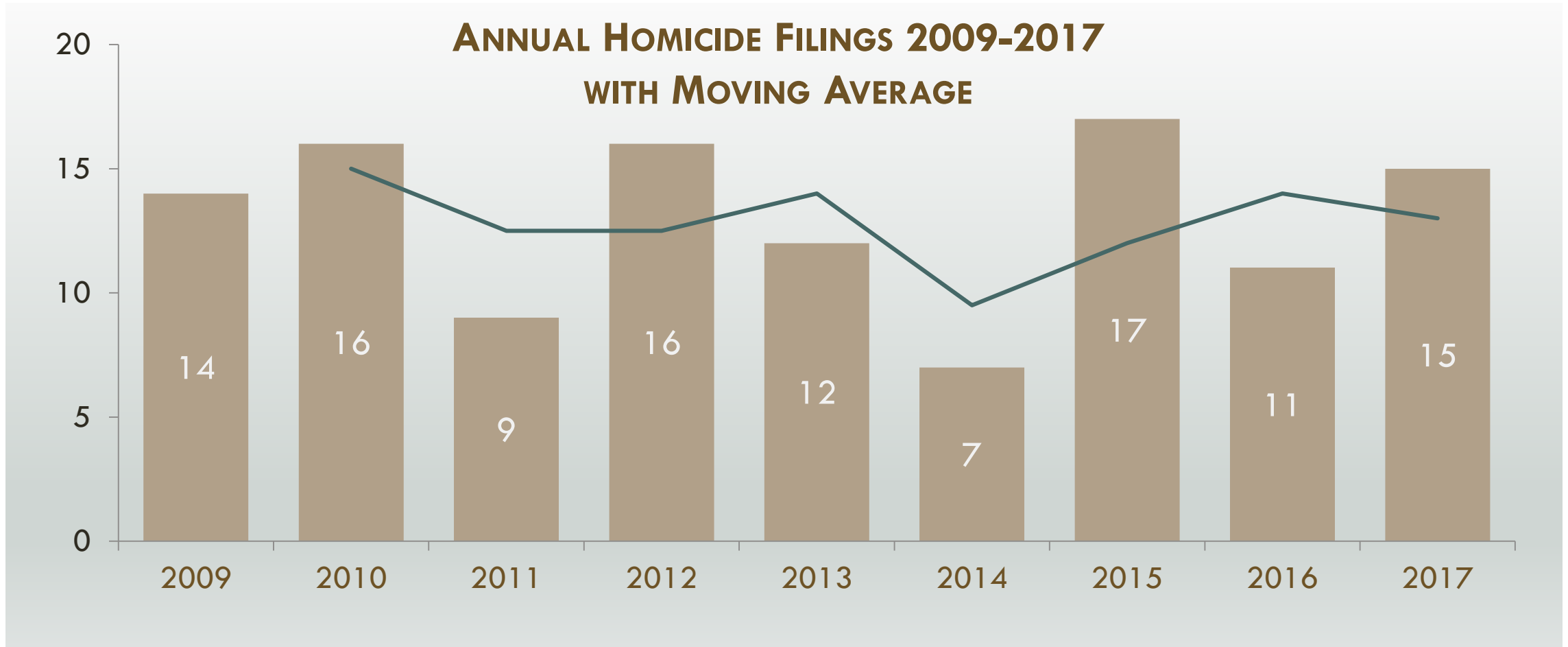


# CRIMINAL/JUVENILE COURT DIVISION

**NEW CRIMINAL CASE TREND 2006-2017**



# CRIMINAL/JUVENILE COURT DIVISION



## JUVENILE COURT

Juvenile Court, in 2017, fell under both the authority of the Administrative Judge of the Criminal/Juvenile Division and the Administrative Judge of the Civil Division. The Juvenile Court Division is responsible for cases involving juvenile delinquency and juvenile dependency. The Juvenile Court judges are assisted by two full-time Juvenile Court Hearing Officers, Theresa M. Loder, Esquire and Jacquelyn C. Paradis, Esquire, who adjudicate both delinquency and dependency cases. In 2017, Juvenile Judges and Hearing Officers disposed of 596 delinquency cases and 154 dependency petitions.

## DEPENDENT JUVENILES

- Children who are, or who have been, subject to abuse or neglect.
- Cases are initiated by the Lehigh County Office of Children and Youth Services or the Lehigh County Juvenile Probation Department.
- Cases referred to a judge are handled by the Civil/Family Court Division.
- Dependent juveniles may enter foster care, be reunited with family or placed for adoption.

## DELINQUENT JUVENILES

- Those children under the age of 18 who are in violation of criminal law.
- Delinquency cases referred to a judge are handled by the Criminal/Juvenile Court Division.
- These juveniles may be referred to the Juvenile Probation Department.
- Juveniles may be both delinquent and dependent.
- There were 678 new delinquency filings in 2017.

# CIVIL/FAMILY COURT JURISDICTIONS

**CIVIL CASES**

**JUVENILE  
DEPENDENCY**

## **FAMILY COURT**

**Divorce**

**Custody**

**PFA**

**Child Support**

**Spousal Support**

## **ORPHANS' COURT**

**Parental Rights**

**Adoptions**

**Guardianships**

# CIVIL/FAMILY COURT DIVISION

The judges assigned to the Civil/Family Court Division are responsible for a caseload comprised of various types of civil actions as well as divorce, custody, protection from abuse, and child and spousal support cases. The judges in this division also handle juvenile dependency cases and Orphans' Court cases regarding termination of parental rights, adoptions, and guardianships.

## **JUDGES SERVING IN THE CIVIL/FAMILY DIVISION IN 2017**

**EDWARD D. REIBMAN, PRESIDENT JUDGE**

**CAROL K. MCGINLEY, JUDGE**

**J. BRIAN JOHNSON, JUDGE**

**ADMINISTRATIVE JUDGE OF CIVIL AND ORPHANS' COURT**

**SUPERVISORY JUDGE OF DEPENDENCY COURT**

**MICHELE A. VARRICCHIO, JUDGE**

**DOUGLAS G. REICHLEY, JUDGE**

**ADMINISTRATIVE JUDGE OF FAMILY COURT**

**DANIEL K. MCCARTHY, JUDGE**

# CIVIL/FAMILY COURT DIVISION

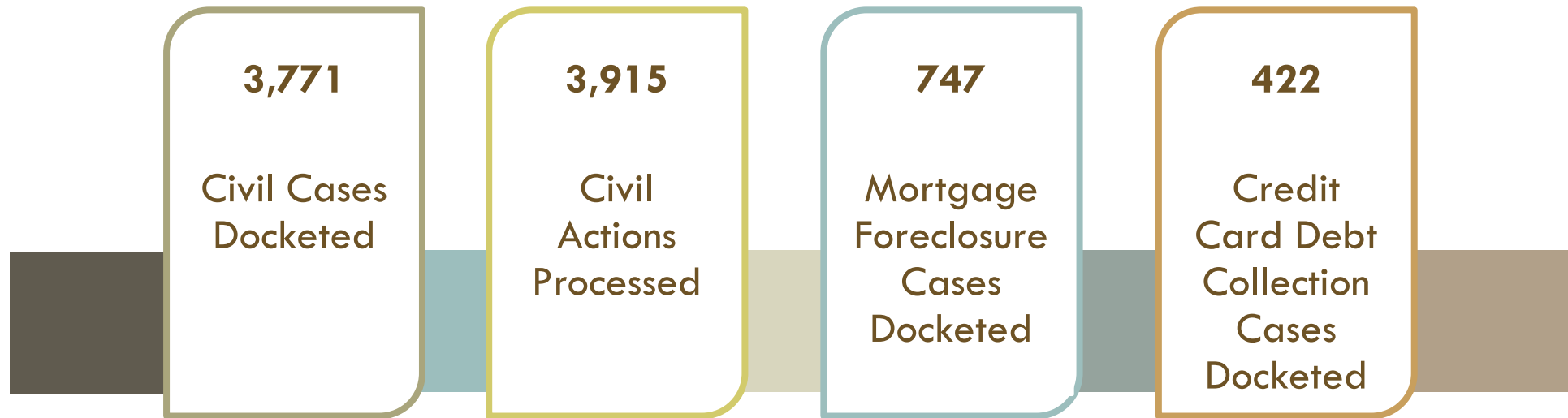
## CIVIL COURT OPERATIONS

The Civil Operations section of the Court Administrator's Office, under the direction of Court Operations Officer Toni Dries and Court Operations Director Linda Fritz, is responsible for scheduling and tracking all civil cases. There are approximately 1,900 civil cases pending in the Court's open inventory.

The staff of the Civil Operations section schedule and distribute notices for status conferences, arguments, hearings, settlement conferences, and trials. The staff is responsible for tracking the result of each court proceeding. The Judges of the Civil/Family Division work with the Civil Operations staff to proactively manage the civil caseload.

Civil actions are those cases which, for the most part, involve the resolution of private conflicts between people or institutions. These cases may include personal injury or personal property claims, matters of equity, products liability, malpractice, or commercial and contract disputes. Within the Civil Category are License and Registration Suspension Appeals, Mortgage Foreclosures, Assessment Appeals, Quiet Title Actions, Zoning Appeals, Ejectment and Actions in Replevin.

# CIVIL/FAMILY COURT DIVISION



## 2017 CIVIL COURT SYNOPSIS

# ORPHANS' COURT DIVISION

## THE OFFICE OF THE CLERK OF THE ORPHANS' COURT DIVISION

The Office of the Clerk of the Orphans' Court Division is a judicial office distinct from the Register of Wills, which is part of the Clerk of Judicial Records. All scheduling for Orphans' Court cases is done by the Office of the Clerk of the Orphans' Court. The Orphans' Court Division of the Court of Common Pleas is under the direction of the Director of Orphans' Court Operations, Janet Thwaites, Esquire, and the Clerk of the Orphans' Court, Wendy A. W. Parr.

In addition, a full-time law clerk, three full-time assistant clerks and a full-time auditor, (who reviews all formally filed fiduciary accounts), comprise the staff of the Clerk of the Orphans' Court. One of the judges assigned to the various matters within the jurisdiction of the Orphans' Court Division also serves as the Orphans' Court Administrative Judge.

The name Orphans' Court is an anachronism derived from an era in which those persons who traditionally had no legal "voice" (minor children, widows, orphans, decedents) required an objective entity—the Orphans' Court—to "speak" for them and assure that their rights and interests were protected. Unlike the other divisions of the Court of Common Pleas, many of the matters that come before the Orphans' Court are non-adversarial.



# ORPHANS' COURT JURISDICTION

<b>THE ORPHANS' COURT DIVISION</b>	Oversees Trusts, Powers of Attorney and certain aspects of non-profit organizations	Reviews and approves settlement of litigation/claims involving minors, incapacitated persons and/or decedents' estates	Audits all formal fiduciary accounts
<b>THE ORPHANS' COURT HEARS</b>	Appeals from Register of Wills, including will contests or contested letters of administration	All parental termination cases	Petitions for adult guardianships (incapacities)
	Disputes Regarding administration/distribution in decedents' estates	Adoptions and minors' guardianship cases	Judicial by-pass hearings required by the Abortion Control Act
<b>THE OFFICE OF THE CLERK OF ORPHANS' COURT</b>	Issues marriage licenses upon "in person" application	Maintains marriage license records and issues certified copies of those records	Responds to requests for access to both identifying and non-identifying information from adoption files

# ORPHANS' COURT DIVISION

## REQUIREMENTS POSING UNIQUE CHALLENGES TO ORPHANS' COURT

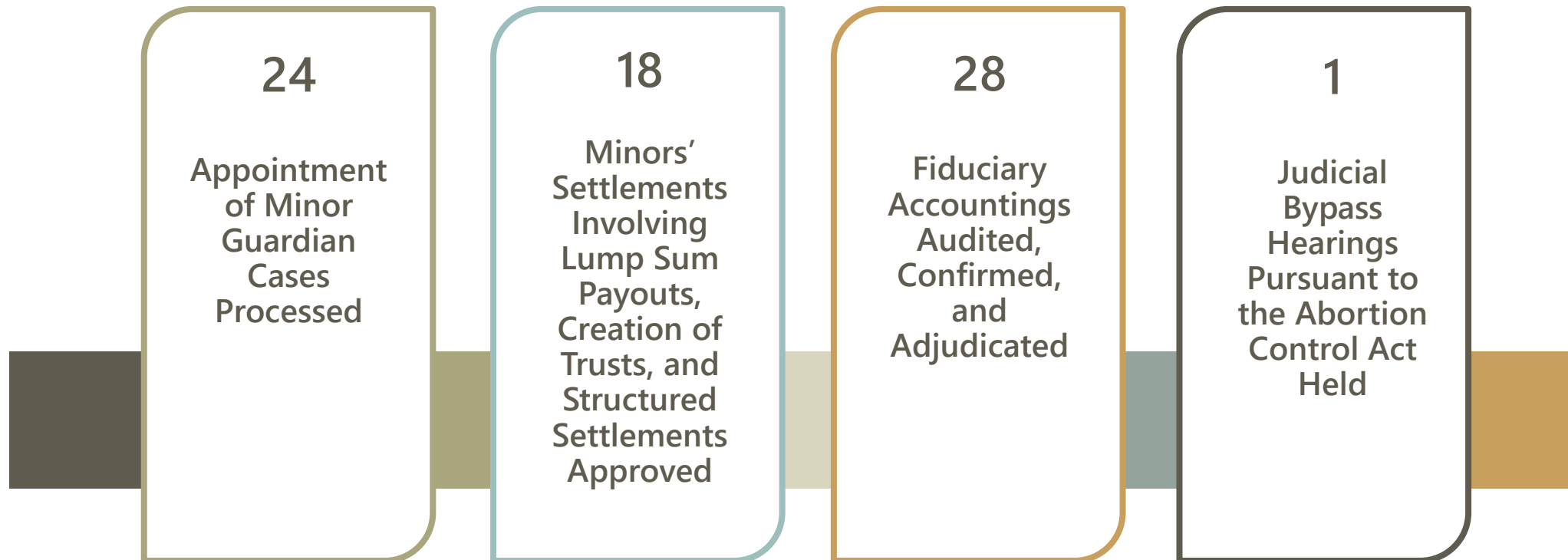
**Statutory requirement to appoint counsel to represent each indigent parent who contests the termination of his/her parental rights, (many cases involve more than one paternal parent) and counsel to represent the minor child.**

**Necessity to appoint guardians ad litem and/or counsel in guardianship proceedings to protect the interests of AIP (Alleged Incapacitated Person).**

**Statutory prohibition on imposition of filing fee for Judicial Bypass Hearings.**

# ORPHANS' COURT DIVISION

## 2017 ORPHANS' COURT SYNOPSIS



# ORPHANS' COURT DIVISION

## 2017 ORPHANS' COURT SYNOPSIS

2,251

Marriage  
Licenses Issued

103

Persons  
adjudicated  
incapacitated  
and appointed  
guardians for  
their persons  
and or estates

46

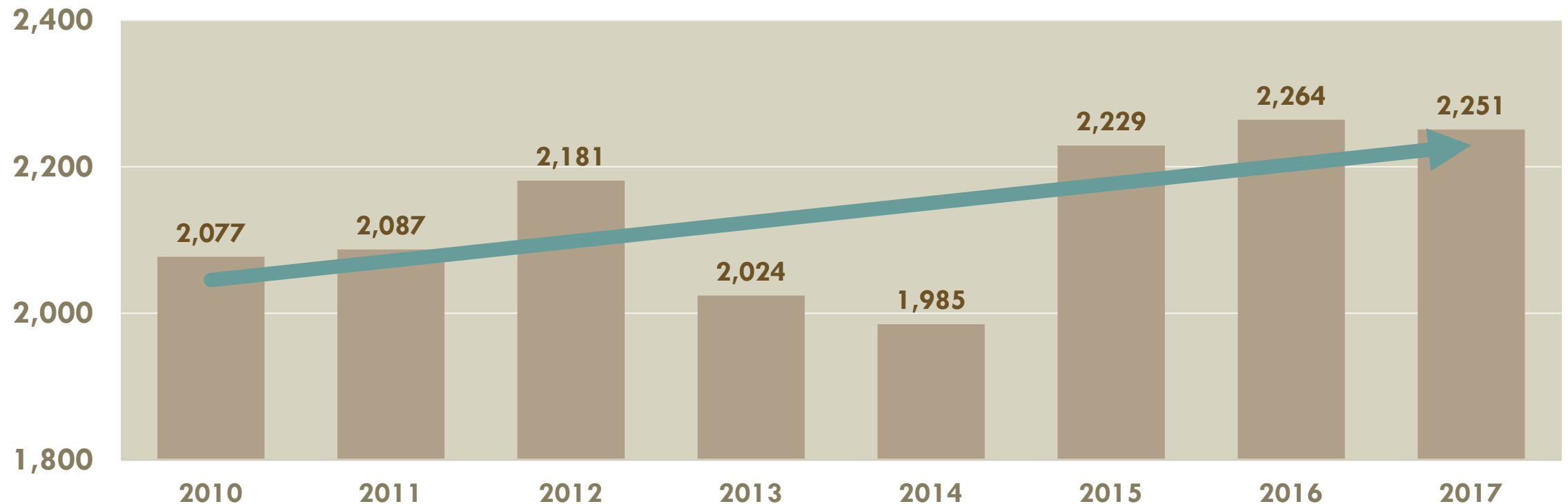
Adoptions  
Granted

29

Cases  
concerning the  
termination of  
the parental  
rights of  
biological  
parents  
processed

# ORPHANS' COURT DIVISION

**Marriage Licenses issued in Lehigh County in years 2010 to 2017.**  
**In May 2014, Pennsylvania Law changed to permit same-sex marriages.**



# 2017

## COURT RELATED OFFICES

Providing Operational  
Support to the Court

# COURT OFFICES

## FAMILY COURT OFFICE

Custody

Divorce

Protection From  
Abuse

Interpreting Unit

## DOMESTIC RELATIONS SECTION

Paternity

Child Support

Spousal Support

ADULT PROBATION  
AND PAROLE  
DEPARTMENT

JUVENILE  
PROBATION  
DEPARTMENT

# FAMILY COURT: CUSTODY

Most parties in custody cases are not represented by attorneys. When a self-represented custody litigant comes to the Family Court Office, an intake employee asks questions to begin the assessment of whether the Lehigh County Court has jurisdiction to decide the custody issue. The intake employee provides the litigant with the necessary forms to start a custody lawsuit. General instruction on completing the forms, and filing and serving the pleadings on the other parent is also provided.

**SELF-REPRESENTED, 80%**

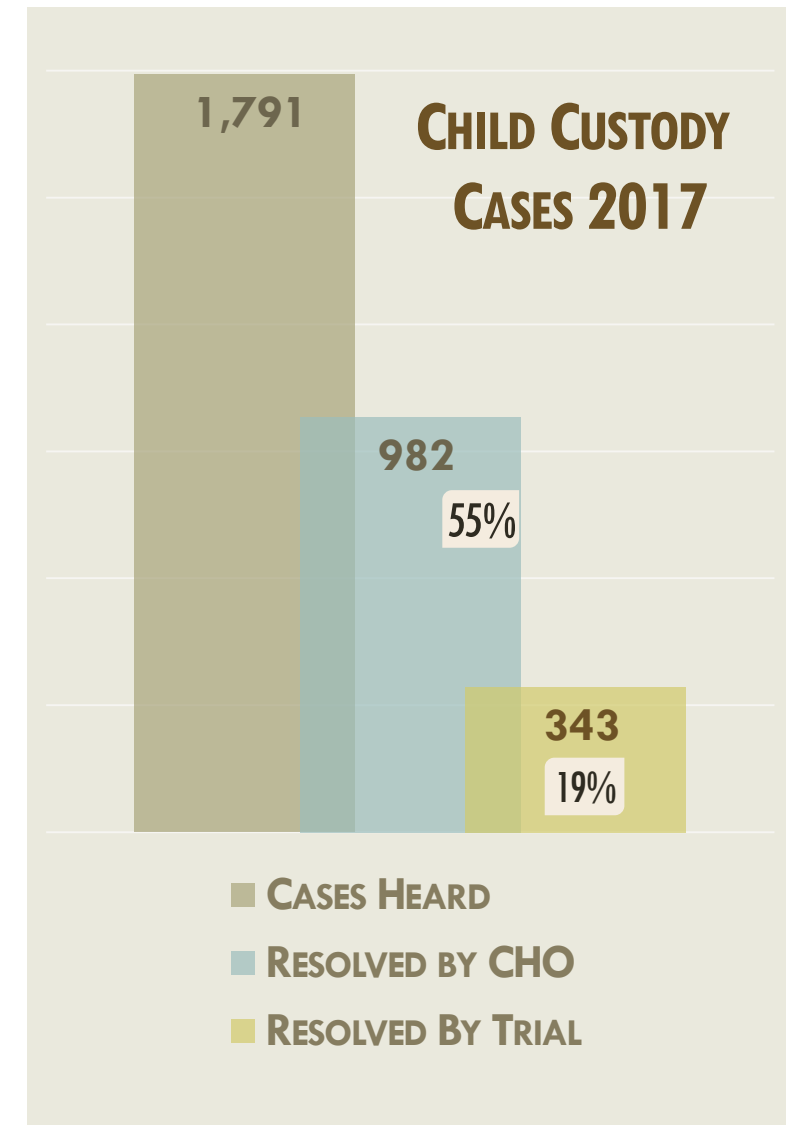
**REPRESENTED BY  
ATTORNEY,  
20%**



# FAMILY COURT: CUSTODY

After the filing of one or more pleadings, custody cases usually proceed to a mediation or conciliation conference where efforts are made to have the parties reach an agreement. Most cases are scheduled for conciliation conferences before a Custody Hearing Officer (CHO), unless the parties agree to mediate their case before a mediator. The CHO identifies the issues and helps the parties settle the case according to the best interests of the child. If a settlement is reached, the CHO prepares a Court Order that summarizes the custodial agreement. If the parties are unable to agree, the case proceeds to a trial on the merits before a Judge (most cases) or a CHO (only in cases involving solely partial physical custody). Of the custody cases conferenced by CHOs in 2017, about 55% were resolved by the agreement of the parties with assistance of the CHO. The CHO's successful efforts to resolve custody cases with orders entered by agreement avoid costly Trials for litigants and the use of judicial resources.

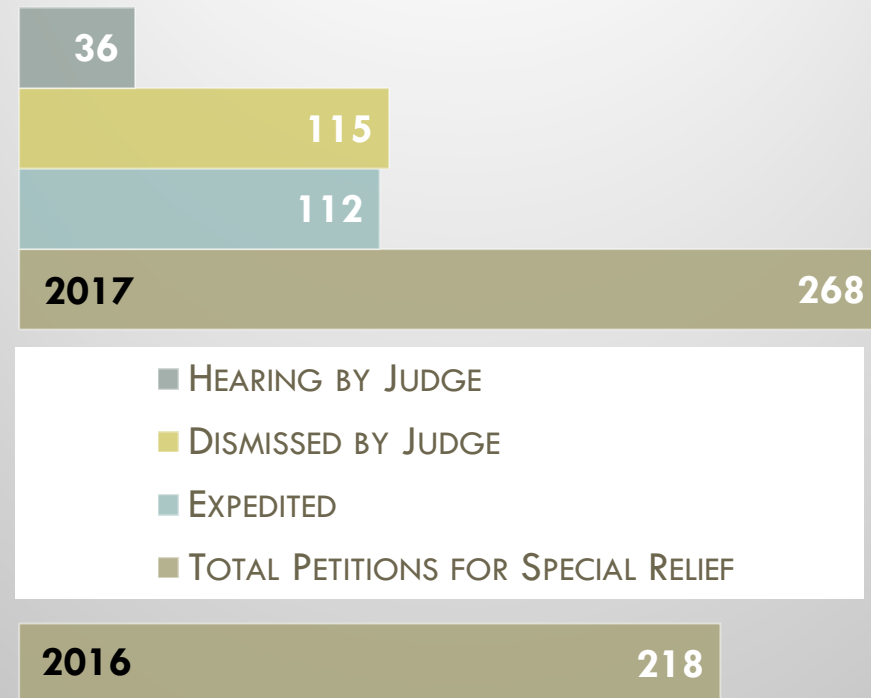
In 2017, there were 1,791 cases that proceeded to conferences before CHOs. Of that amount, 982 cases were settled with the assistance of CHOs. Of the total cases conferenced, 343 were listed for Trial before a Judge or a CHO. The remaining cases were disposed of for other reasons (resolution of preliminary issues, out of Court agreements, etc.).



# FAMILY COURT: CUSTODY SPECIAL RELIEF

The Domestic Relations Code and the Pennsylvania Rules of Civil Procedure permit the filing of a Petition for Special Relief in instances where a litigant believes an emergency exists in a custody case. In 2016, the Family Court Office received 218 Petitions for Special Relief. In 2017, the number of filings rose to 268, a substantial increase. In 2017, of the 268 filings, 112 were ordered to proceed to an expedited custody conference before a Custody Hearing Officer, 115 were summarily dismissed by a Judge. The Judges held 36 hearings on Petitions for Special Relief.

## PETITIONS FOR SPECIAL RELIEF



# FAMILY COURT: DIVORCE

Contested divorce cases in Lehigh County are often resolved by the Master in Divorce, an attorney appointed by the Court. Following the filing of a motion by a divorce litigant to appoint the Master to a particular case, the Master conducts one or more settlement conferences with the litigants and attempts to resolve the case. If those efforts are unsuccessful, the Master conducts hearings and prepares reports and recommended Orders, subject to judicial review.

## 2017 DIVORCE SYNOPSIS

**918**

**New Divorce  
Cases Filed**

**702**

**Uncontested  
Divorce  
Cases Filed**

**107**

**Contested  
Divorce  
Cases—  
Master in  
Divorce  
Appointed**

**807**

**Divorce  
Decrees  
Entered**

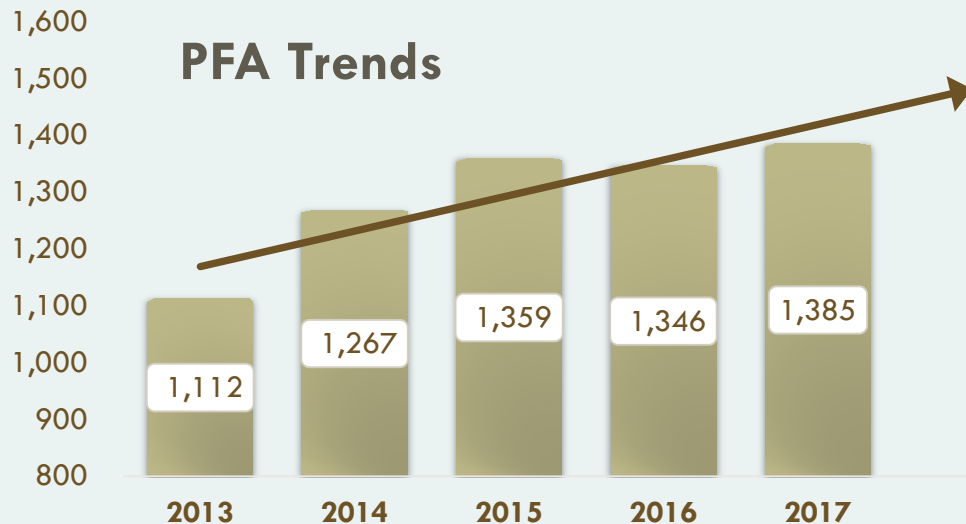
# FAMILY COURT: PROTECTION FROM ABUSE

1,385  
NEW PFA CASES

1,098  
TEMPORARY  
PFA ORDERS

548  
FINAL PFA  
ORDERS

PFA Trends



Pennsylvania law requires every court to assist victims of domestic violence seeking Protection From Abuse Orders. Individuals may seek a protection order on their own behalf and/or on behalf of their minor children.

Lehigh County Family Court staff provides private intake assistance and escorts applicants to court. Court assistance hours are from 8:00 a.m. until 12:15 p.m. daily. Litigants appear before a judge at 10:30 a.m. and 1:30 p.m. Special security measures are taken in all cases, especially in cases where cross-petitions have been filed. Emergency PFA relief is available 24 hours a day, seven days a week through the Magisterial District Judges.

# FAMILY COURT: PROTECTION FROM SEXUAL VIOLENCE AND INTIMIDATION



The Protection From Sexual Violence and Intimidation Act became effective in Pennsylvania in July 2015. The Act protects victims of sexual violence and intimidation who may not be covered by the Protection From Abuse Act. A victim may seek a Sexual Violence Protection Order against a perpetrator where there is no family or personal relationship between them. A minor may obtain a Protection From Intimidation Order against an offender who is 18 or older for certain types of conduct.

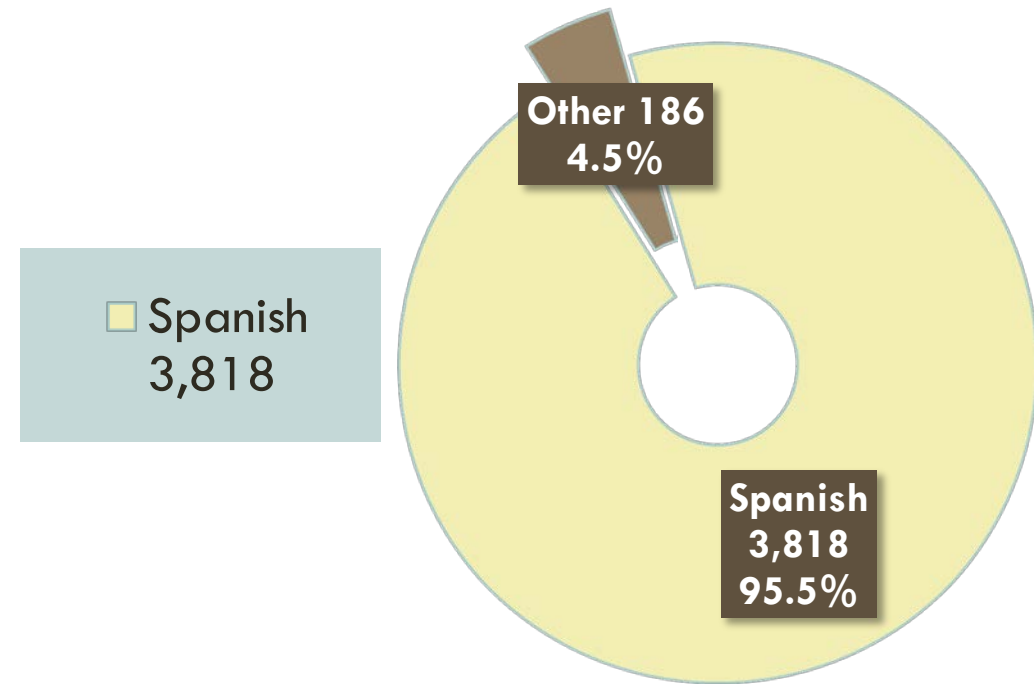
Assistance available from the Lehigh County Family Court Office is the same as that described in the Protection From Abuse information on the prior slide.

# FAMILY COURT: INTERPRETING UNIT

## FOREIGN AND SIGN LANGUAGE

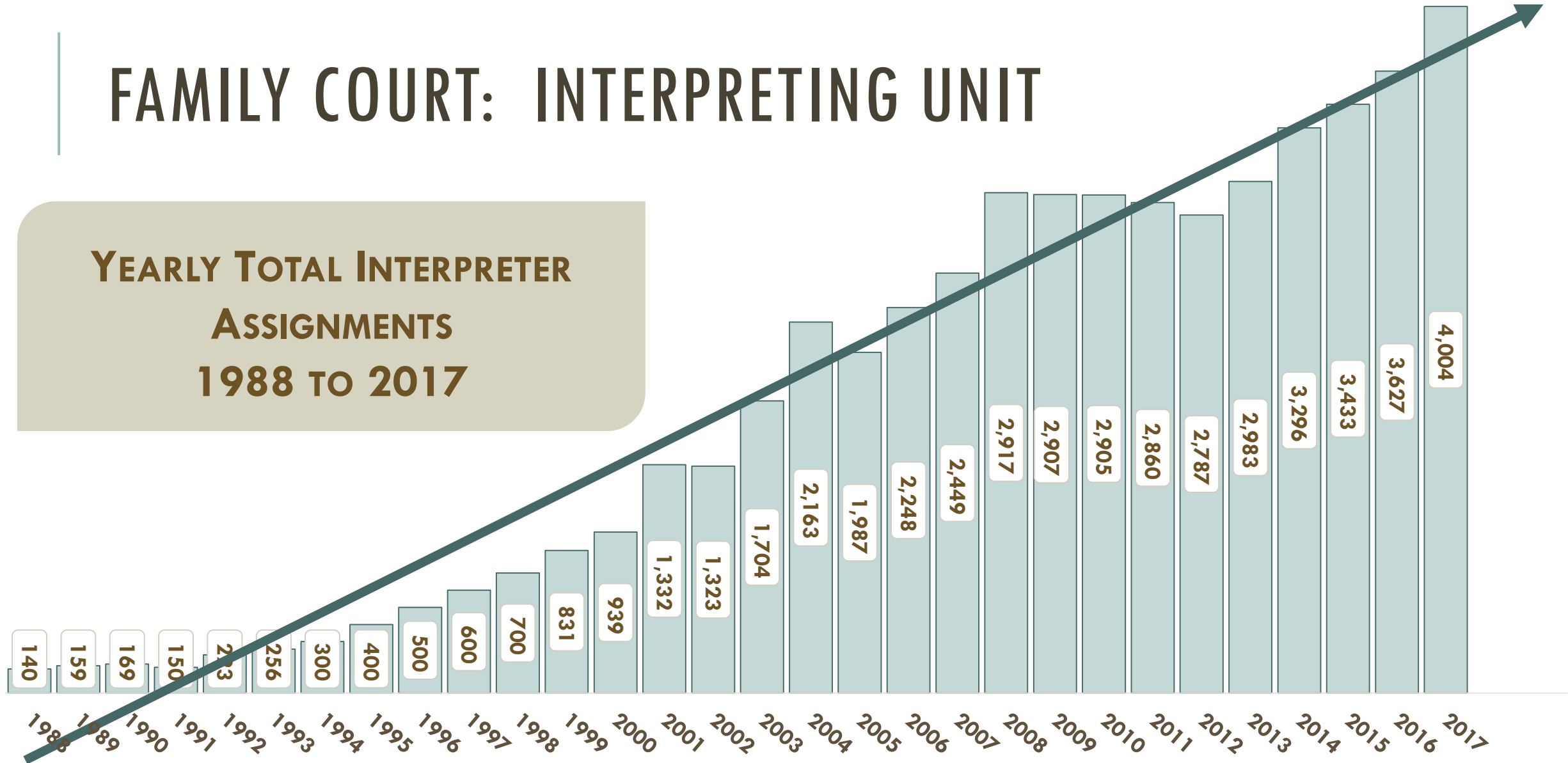
The Court provides interpreters in criminal and family court proceedings. A staff interpreter is assisted by a pool of 25 per diem contractors, all of whom meet the professional standards set by the Supreme Court of Pennsylvania.

In 2017, there were 4,004 interpreter assignments, 3,818 of which were for Spanish. Telephone interpretation is used when needed. Translations of written documents are also provided by the Interpreting Unit. Overall, interpreter assignments increased 10% in 2017.

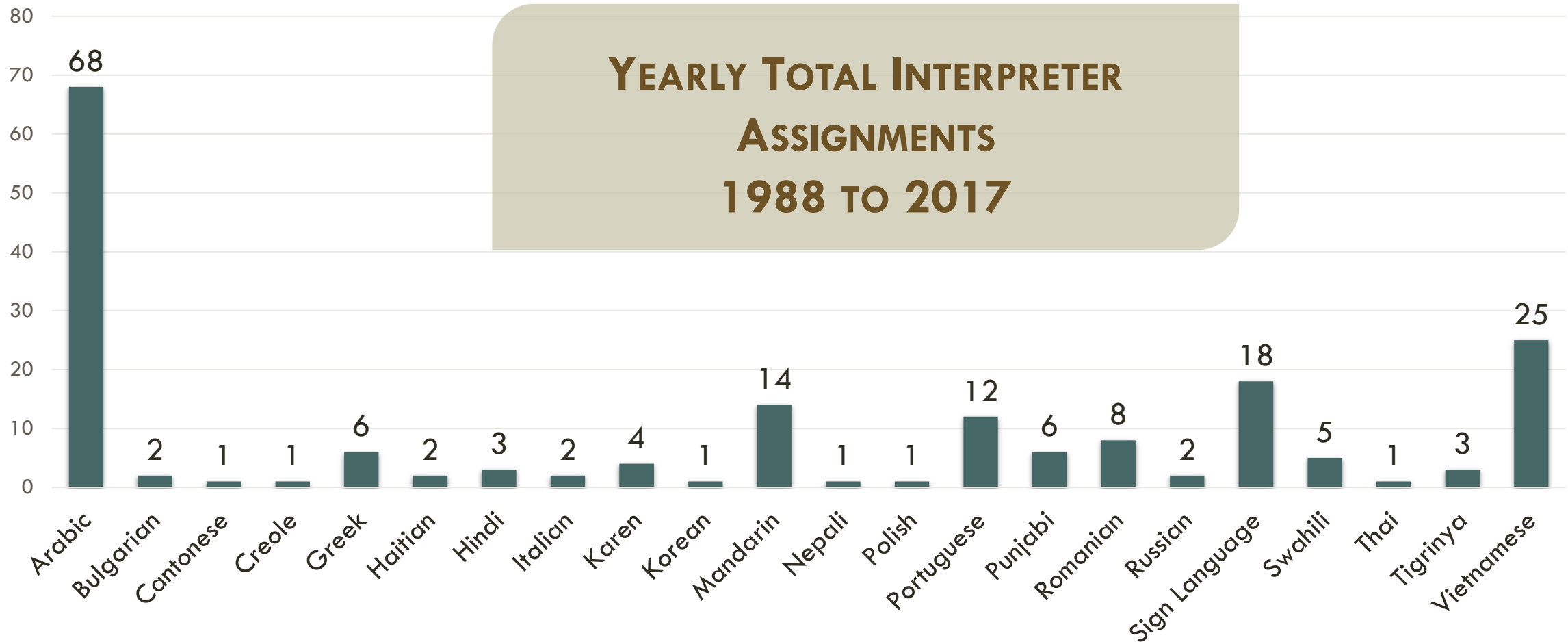


# FAMILY COURT: INTERPRETING UNIT

## YEARLY TOTAL INTERPRETER ASSIGNMENTS 1988 TO 2017

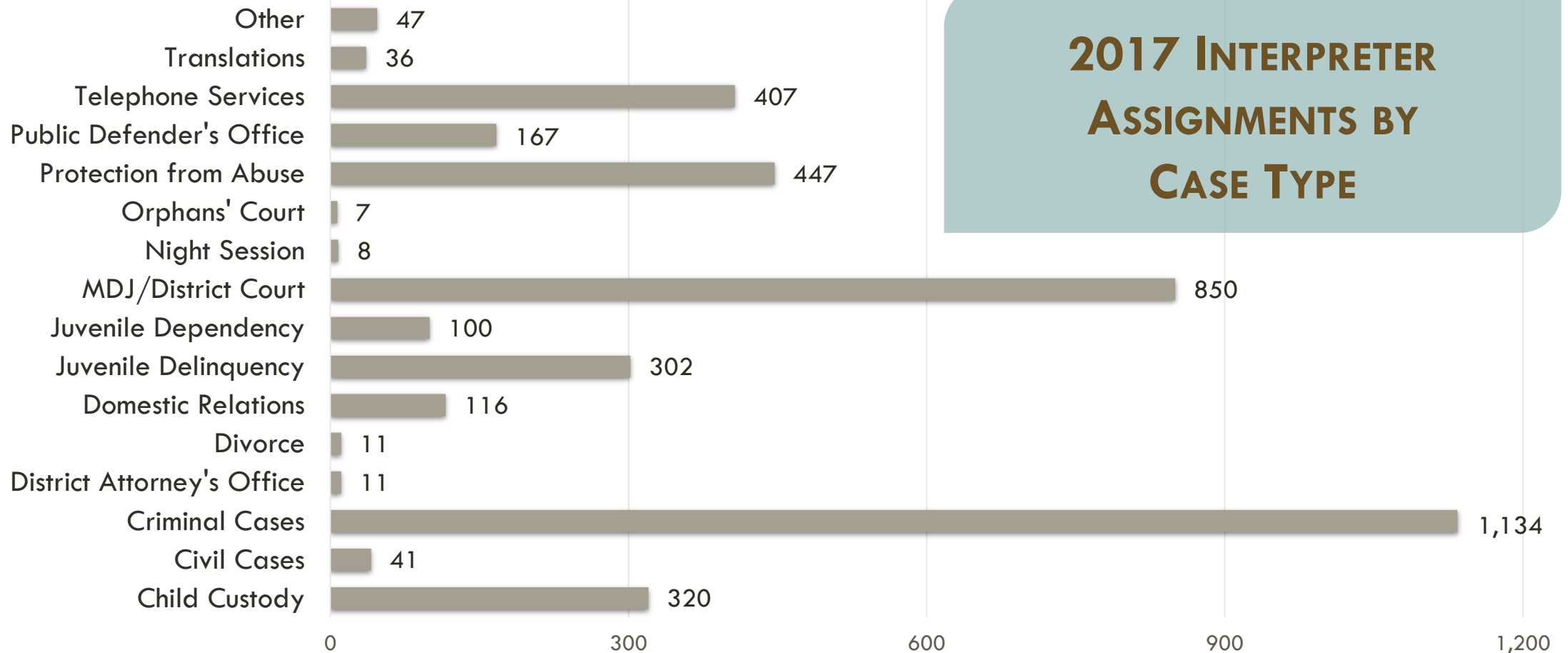


# FAMILY COURT: INTERPRETING UNIT





# FAMILY COURT: INTERPRETING UNIT



# 2017

## DOMESTIC RELATIONS SECTION

Providing Child and Spousal  
Support

# DOMESTIC RELATIONS SECTION



# DOMESTIC RELATIONS SECTION

Establishing  
Paternity

Locating  
Absent  
Parents

Securing  
Financial  
Support for  
Children of  
Separated  
Parents

Establishing Enforceable Orders

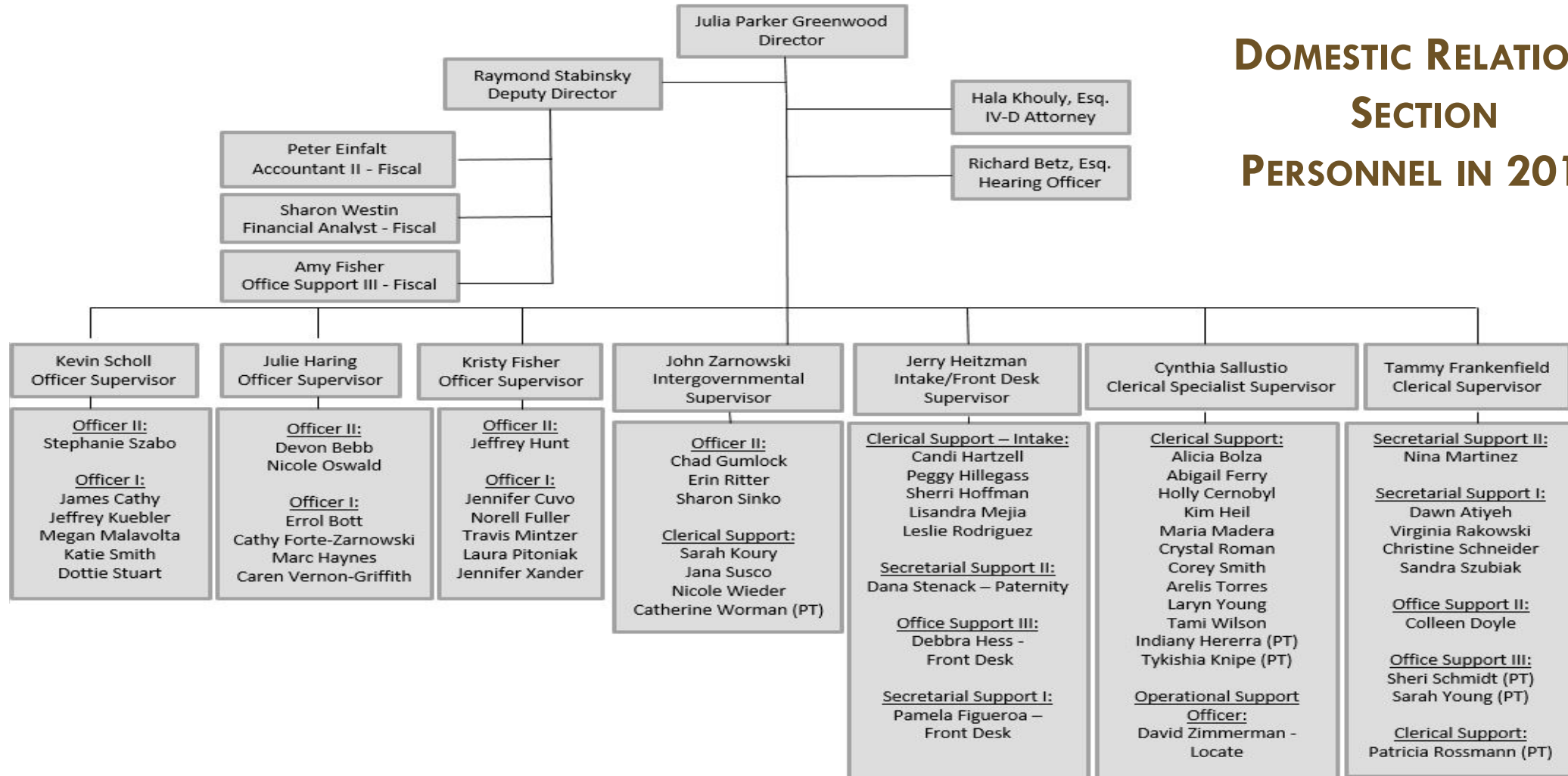
The Lehigh County Domestic Relations Section, located at 14 North 6th Street, Allentown, is the Title IV-D agency responsible for the establishment and enforcement of child and spousal support for the Lehigh County Courts. Under the leadership of Director Julia Parker Greenwood, the Domestic Relations Section handles all aspects of a support case, with the goal of establishing enforceable orders of support to benefit the children for whom support is owed.

In 2017, there were:

- 21 conference officers
- 1 full-time hearing officer
- 9 managers
- 31 full-time support staff
- 6 part-time support staff

# DOMESTIC RELATIONS SECTION

## DOMESTIC RELATIONS SECTION PERSONNEL IN 2017



# DOMESTIC RELATIONS SECTION

Establishment of support in Lehigh County progresses under a 3-tier system. A Conference Officer handles initial complaints for support and petitions for modification. If no agreement can be reached at the conference level, a temporary or "interim" order is issued, and the case proceeds to a full hearing before a Hearing Officer. The support order entered by the Hearing Officer can be appealed before a Judge of the Court of Common Pleas of Lehigh County.



**ESTABLISHING CHILD AND SPOUSAL SUPPORT ORDERS**

# DOMESTIC RELATIONS SECTION

The Pennsylvania Child Support Enforcement System (PACSES) is a state-wide computer and check disbursement system used as the database for child support case information, support calculations and enforcement actions. Payments are made to and disbursed from the state level office, the Support Collection and Disbursement Unit (SCDU).

Domestic Relations is responsible for the collection of support funds from the defendant in the action and disbursement of those funds to the plaintiff.

## PACSES AND SCDU

**LEHIGH COUNTY  
COLLECTED AND  
DISBURSED**

**\$46,587,436  
IN 2017.**

# DOMESTIC RELATIONS SECTION

**3,358** Establishment Conferences

**629** Establishment Hearings

**3,643** Contempt Hearings

## CASE MANAGEMENT TEAMS

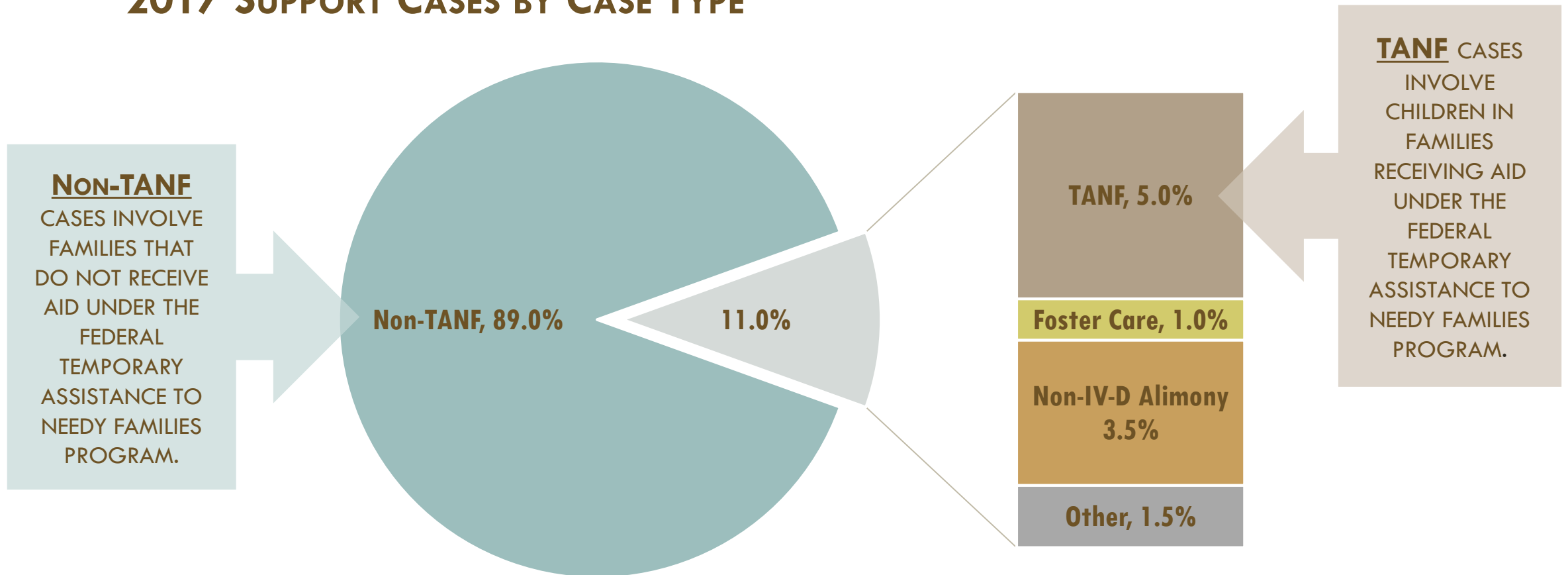
Domestic Relations Officers and Clerical Staff are assigned to case management teams that are responsible for all aspects of a support case from establishment through enforcement with the goal of establishing enforceable orders of support to benefit the children for whom support is owed.

In 2017, Domestic Relations staff conducted 3,358 establishment conferences and 629 establishment hearings. In addition, 3,643 contempt hearings were conducted.



# DOMESTIC RELATIONS SECTION

## 2017 SUPPORT CASES BY CASE TYPE



# DOMESTIC RELATIONS SECTION

## 2017 TANF SUPPORT CASE FILINGS & DISPOSITIONS

New Cases	322
Cases Transferred In	30
Non-TANF to TANF	183
Judge	2
Hearing Officer	71
Conference Officer	361
Cases Transferred Out	34
TANF to Non-TANF	124
Cases Processed	592

## 2017 Non-TANF SUPPORT CASE FILINGS & DISPOSITIONS

New Cases	3645
Cases Transferred In	67
TANF to Non-TANF	124
Judge	46
Hearing Officer	510
Conference Officer	3,186
Cases Transferred Out	92
Non-TANF to TANF	183
Cases Processed	4,017

# DOMESTIC RELATIONS SECTION

The Lehigh County Domestic Relations Section, through a Cooperative Agreement between Lehigh County and the Pennsylvania Bureau of Child Support Enforcement, is required to provide child support services as outlined in Title IV-D of the Social Security Act in order to receive federal funding. These child support services must be performed in accordance with United States Code of Federal Regulations and Pennsylvania Rules of Civil Procedure. As long as the DRS is performing as required, 66% of DRS operating expenses are reimbursed by the United States government.

As a IV-D agency, the Domestic Relations Section is required to meet federal performance standards. To maximize incentive funds for Pennsylvania and Lehigh County, the benchmark of 80% must be met in the following categories:

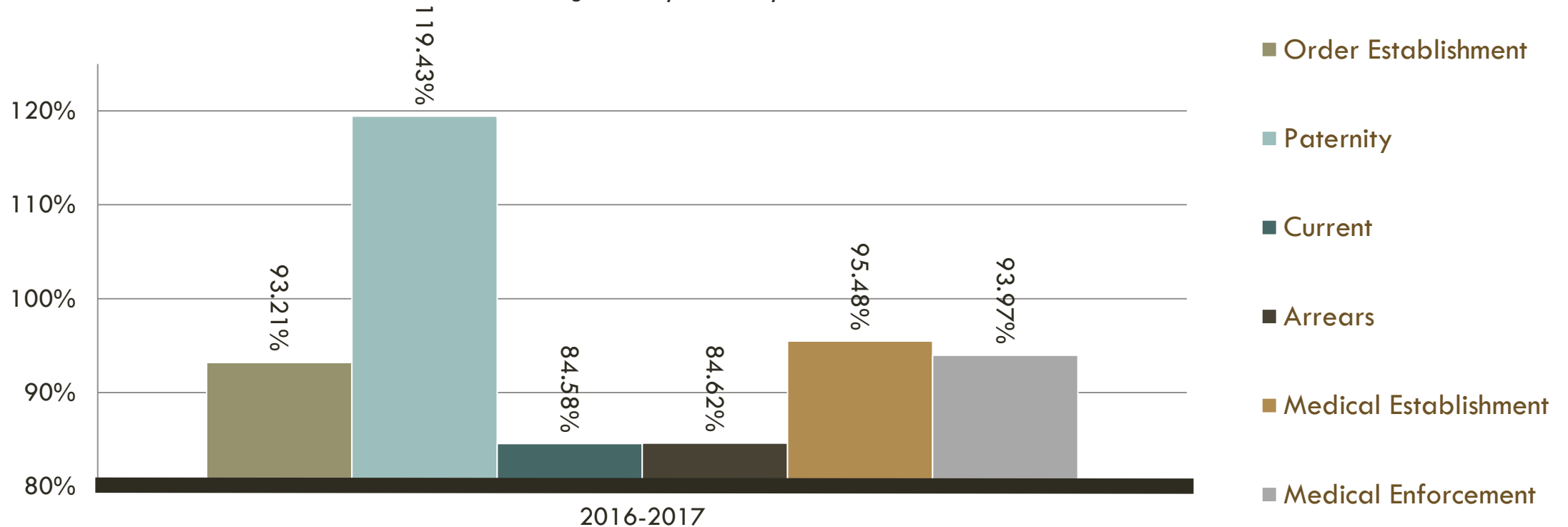
- Cases with active support orders
- Cases with paternity established
- Cases with full monthly collection of current support
- Cases with a payment on arrears (back support) during the federal fiscal year
- Cases with medical support established—not tied to funding
- Cases with medical support enforced—not tied to funding

**FEDERAL  
FUNDING  
REQUIREMENTS**

# DOMESTIC RELATIONS SECTION

## 2016-2017 DOMESTIC RELATIONS SECTION FEDERAL PERFORMANCE INDICATORS

For Federal Fiscal Year 2017, which ended on September 30, 2017, Lehigh County exceeded 80% in all the Federal Performance Standards. Lehigh County routinely exceeds these standards.



# DOMESTIC RELATIONS SECTION

Domestic Relations Officers are responsible for conducting contempt conferences with delinquent defendants in an attempt to gain compliance with the support order. When necessary, the case may be scheduled for a contempt hearing before a judge when a defendant fails to comply with the support obligation.

The enforcement remedies listed here are available:

## JUDICIAL AND ADMINISTRATIVE ENFORCEMENT OF SUPPORT ORDERS

**Real Estate  
Liens**

**Credit  
Bureau  
Reporting**

**Work Search  
Program**

**Drivers License  
Suspensions**

**IRS  
Intercepts**

**Lottery  
Intercepts**

**Professional  
License  
Suspensions**

**Passport  
Denial**

**Incarceration  
with Purge  
Conditions/Work  
Release**

**Recreational  
License  
Suspensions**

**Bench  
Warrants**

# 2017

## ADULT PROBATION

Providing Community  
Protection Through Offender  
Supervision

# ADULT PROBATION

## MISSION STATEMENT

To aid in reducing the incidents of crime in the community through field-based supervision, treatment and rehabilitation of the offender, thus protecting the public from recurring criminal and antisocial behavior.

## Philosophy & Primary Goal

The primary goal of the Lehigh County Adult Probation Department is to provide protection to the community. The Department, led by Chief Adult Probation Officer Ann Marie Egizio, works to achieve its goal through appropriate and relevant supervision and treatment of offenders by trained probation officers.

The Department recognizes that offenders can change negative behavior patterns if they are afforded the appropriate supervision and restorative programs to help them in the rehabilitation process. The offender must, however, desire to change the inappropriate behavior and be willing to work with the probation officer to effectuate change. When an offender fails to comply with rules and conditions and where the community's safety is in jeopardy, the offender is removed from community supervision and remanded to jail.

The Department is audited annually by the Pennsylvania Board of Probation and Parole and continues to be in compliance with standards promulgated by the Commission on Accreditation for Corrections.

# ADULT PROBATION

4,652

**4,652 OFFENDERS ON ACTIVE SUPERVISION**

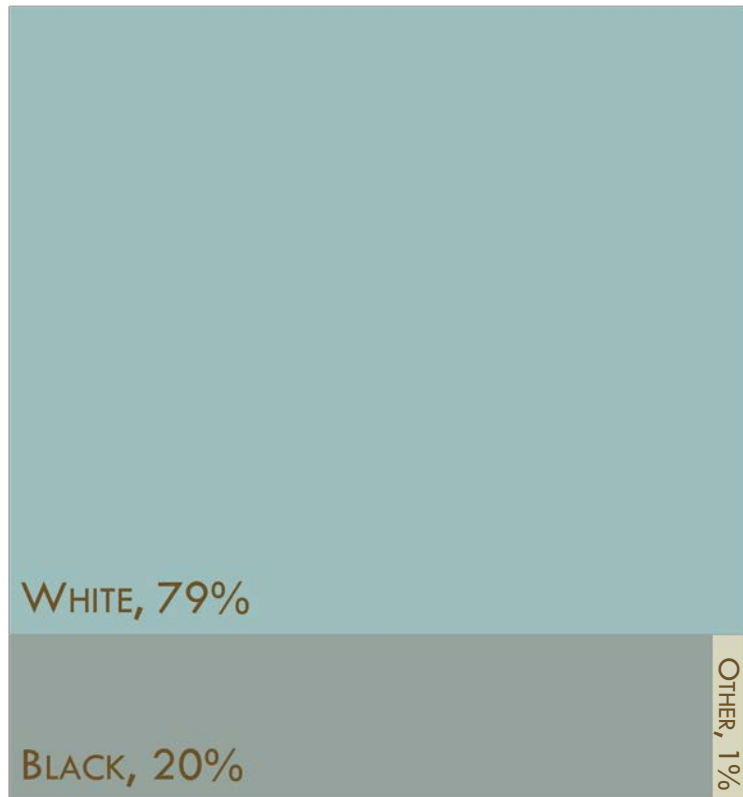
**41**  
**PROBATION**  
**OFFICERS**  
(5 PART TIME  
PROBATION OFFICERS)

**13 PROBATION**  
**AIDES AND**  
**CLERICAL STAFF**

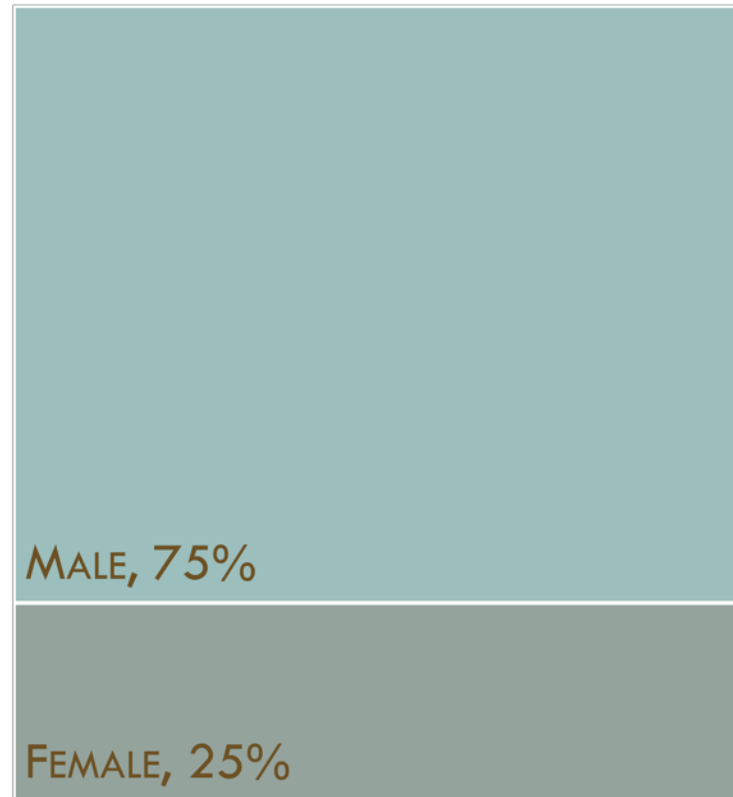


# ADULT PROBATION CLIENT PROFILE

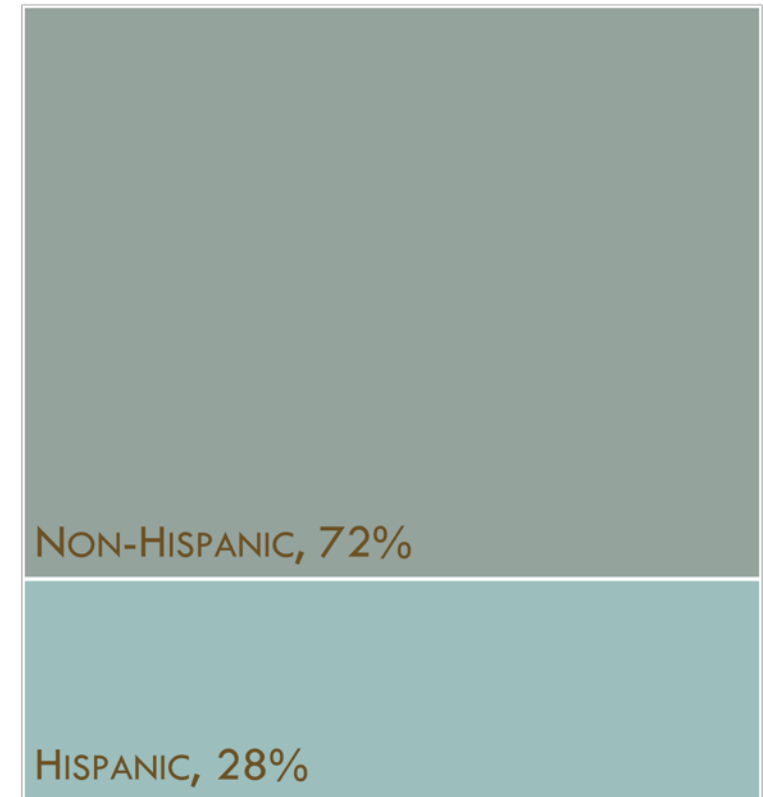
Race



Gender

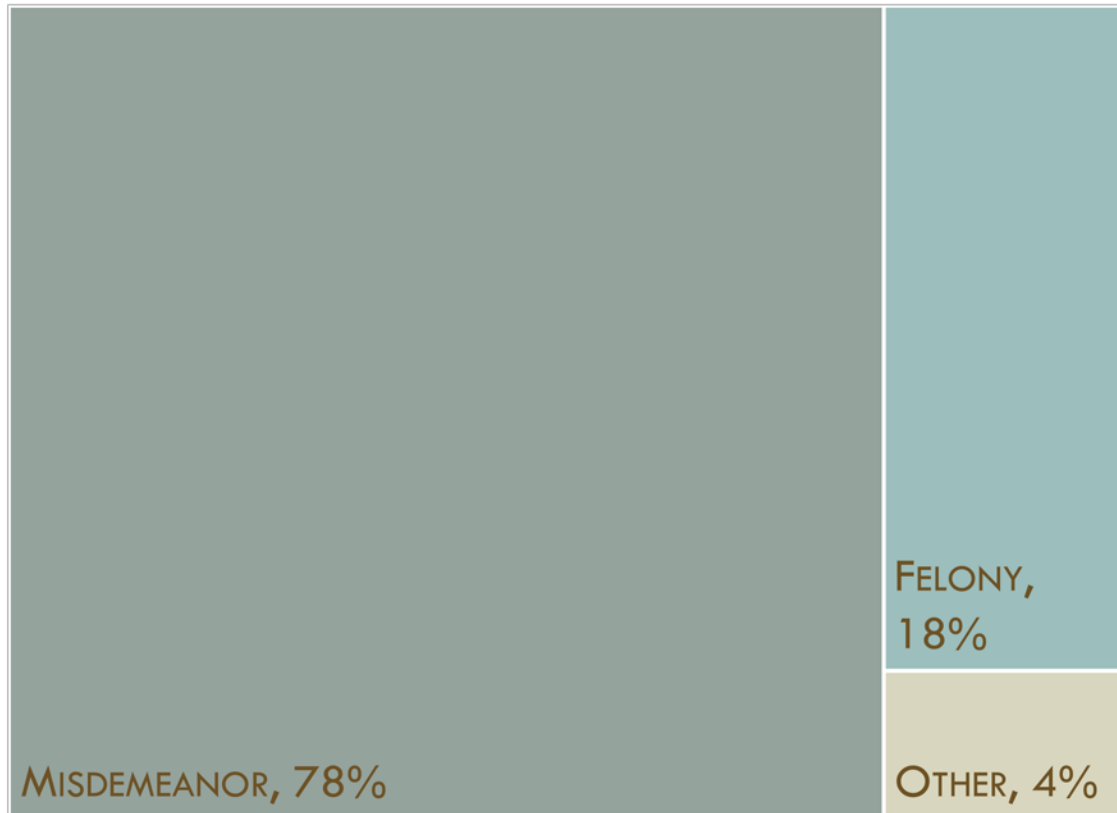


Ethnicity

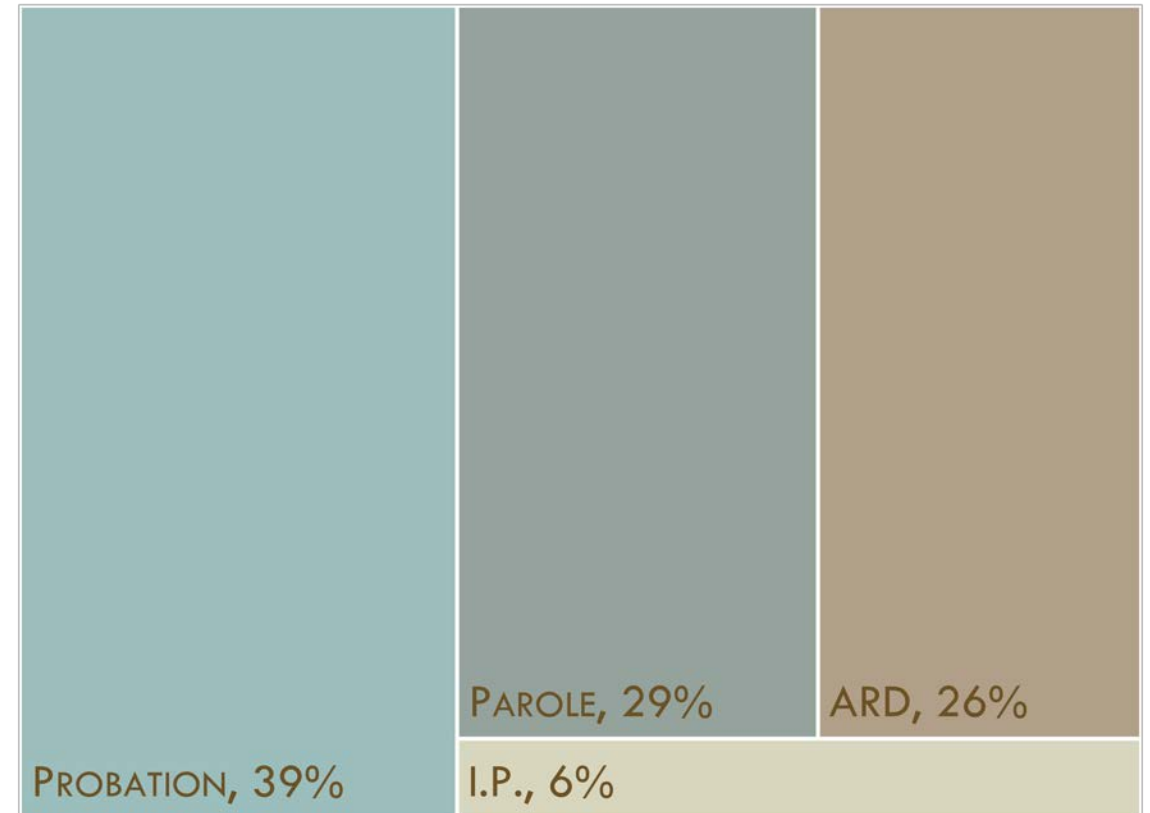


# ADULT PROBATION CLIENT PROFILE

## OFFENSE TYPE



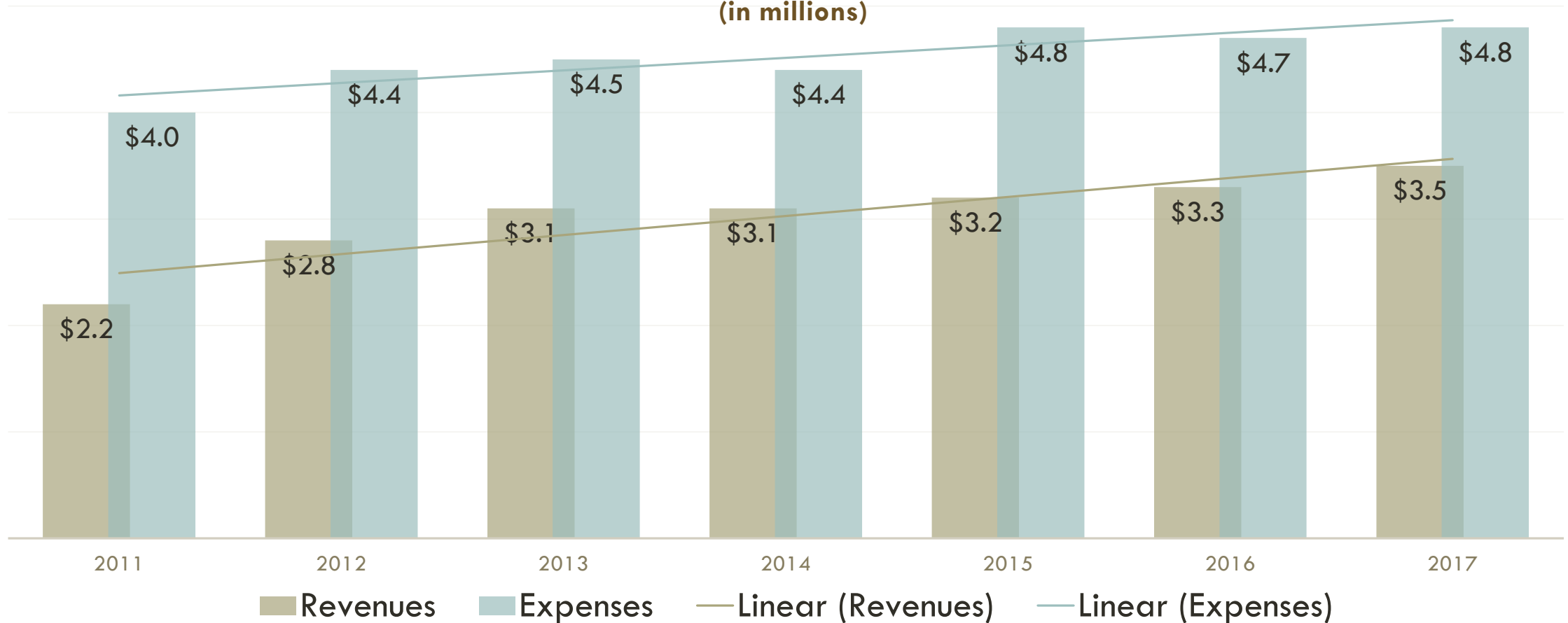
## DISPOSITION



# ADULT PROBATION

## ADULT PROBATION BUDGET TREND

(in millions)

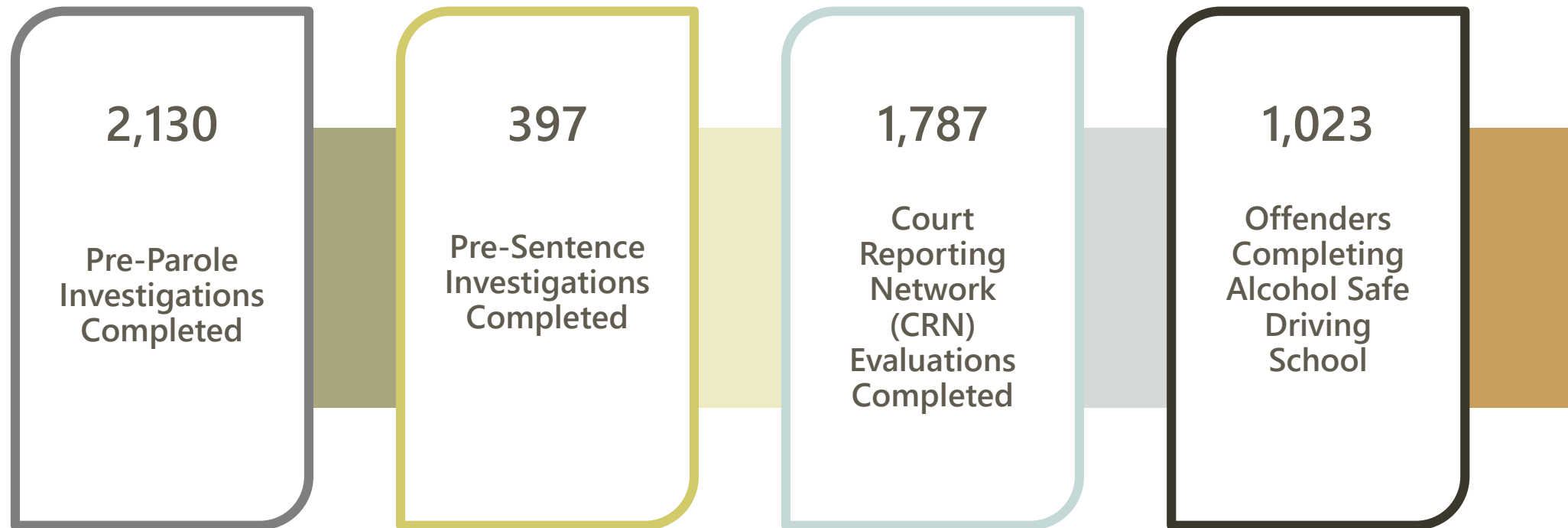


# ADULT PROBATION

## FUNCTIONAL UNITS 2017



# ADULT PROBATION



# ADULT PROBATION

## PROGRAMS AND PROJECTS ACTIVE IN 2017

**SPORE**

**Intensive  
Supervision**

**In-House Drug  
Testing  
Program**

**Community  
Corrections  
Center**

**Competency/  
Accountability  
Programs**

**Prevention  
Through Anti-  
Violence Education  
(PAVE)**

**Electronic  
Monitoring**

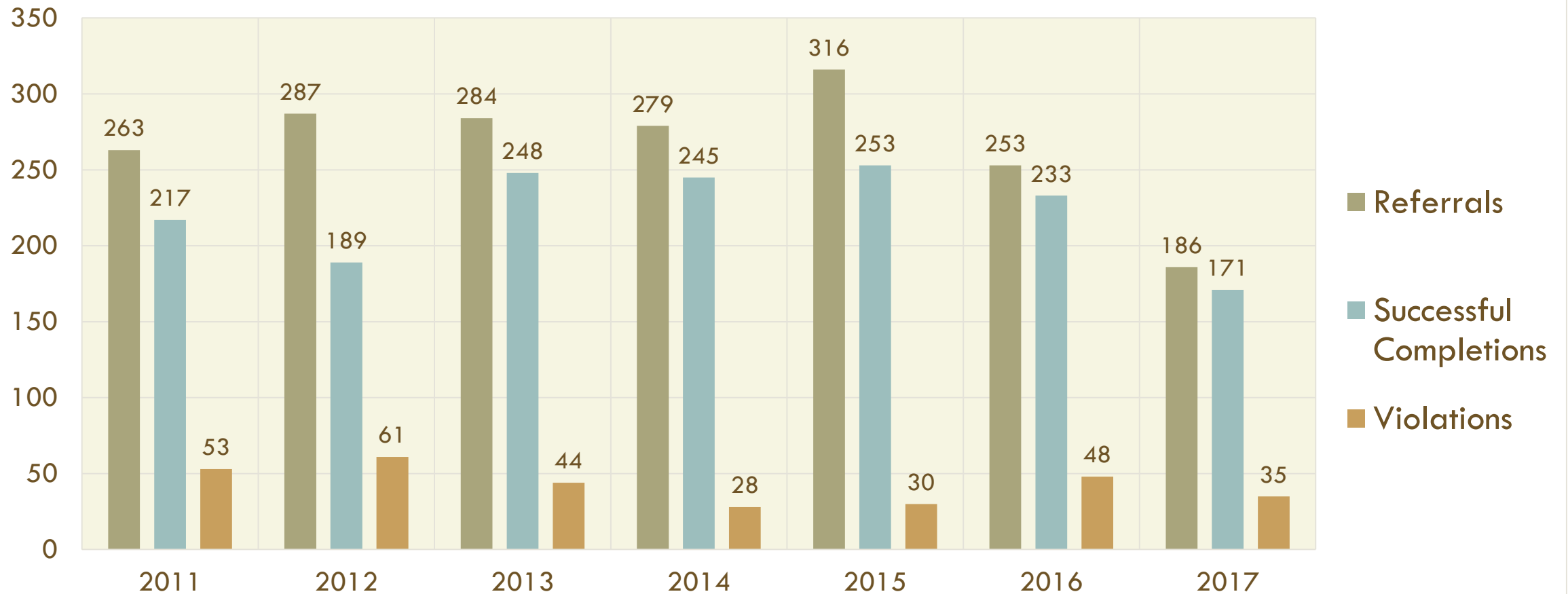
**Treatment  
Continuum  
Alternative Project  
(TCAP)**

**Alcohol Highway  
Safety Project**

**Community Work  
Service Project**

# ADULT PROBATION

## ELECTRONIC MONITORING TRENDS

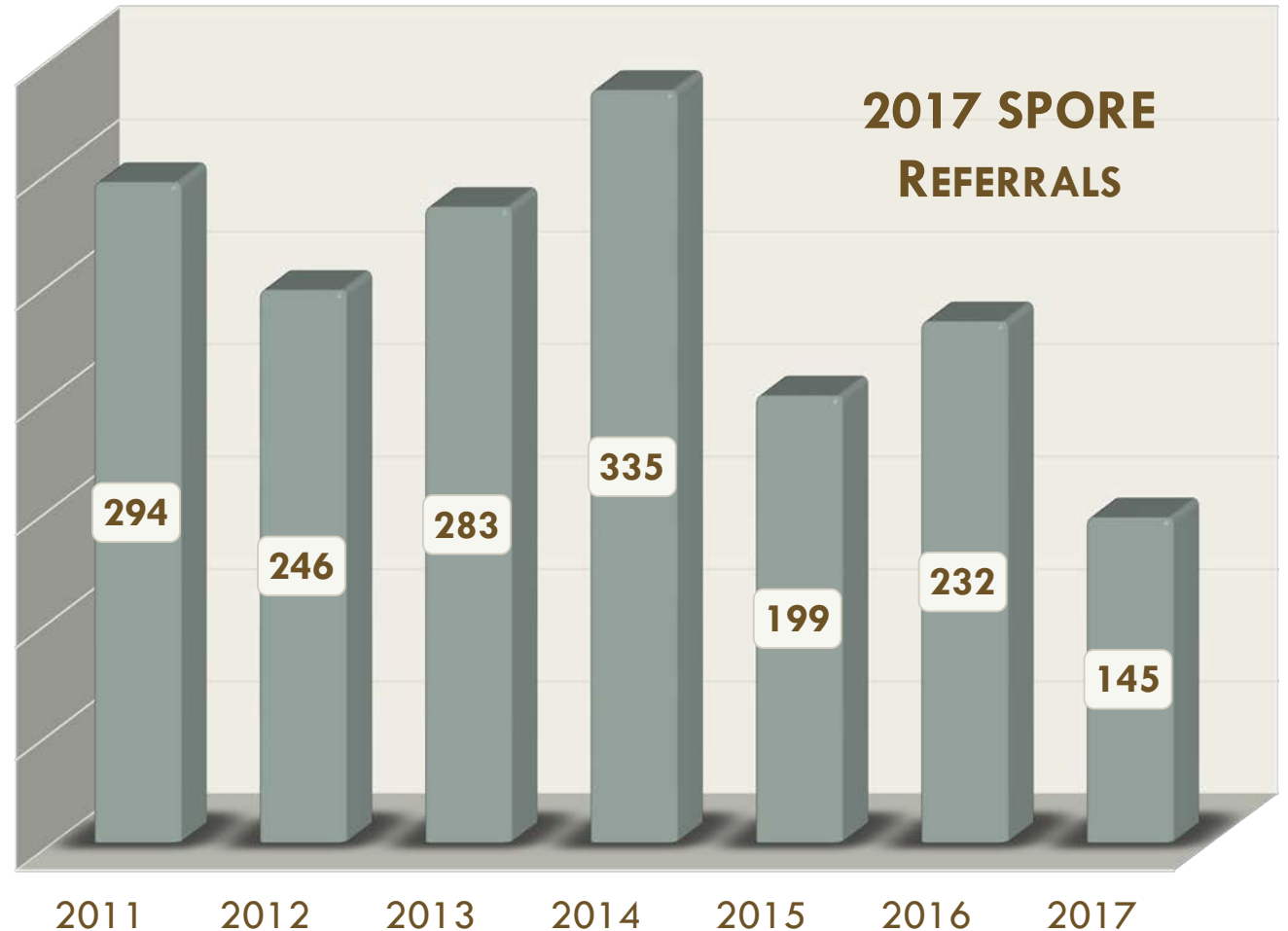


# ADULT PROBATION

## 2017 SPORE TRENDS

Special Program for Offenders in Rehabilitation and Education (SPORE) provide services for mentally ill offenders. Adult Probation Officers and Mental Health Caseworkers jointly supervise offenders on intensive and maximum supervision levels. A psychiatrist and psychologist are available for evaluations.

During 2017, SPORE received 145 formal referrals and 41 evaluations were completed.





2017

## JUVENILE PROBATION

Providing a Balanced  
Approach to Juvenile Justice

# JUVENILE PROBATION

## MISSION STATEMENT

We are dedicated to working with juvenile offenders, their families, victims and the community by utilizing evidence based practices and balanced and restorative justice principles, in order to build competencies, reduce risk to reoffend, restore victims, protect the community and assist in promoting long term behavior change.

The Lehigh County Juvenile Probation Department is a division of the Court of Common Pleas, reporting to the Administrative Judge responsible for juvenile probation activities. The department, under the supervision of Chief Juvenile Probation Officer Elizabeth Fritz, is responsible to the court and the community for delivering necessary and appropriate services to those juveniles referred to the department.

The jurisdiction of the Juvenile Court and the Juvenile Probation Department extends to both “delinquent” and “dependent” children as defined in the Pennsylvania Juvenile Act, Section 6302. In light of the mandate of this Act, it is essential for the department to have operational principles to guide its decision making and delivery of services.

# JUVENILE PROBATION



## THE BALANCED APPROACH

**Community Protection:** Residents have a right to live in a safe and secure community. Probation Officer's decisions must take into account the risk that each child poses and the degree of structure required to protect the community.

**Accountability:** Every juvenile offender is to be held accountable for his or her actions and behavior. When a juvenile commits an offense against a person or property, the juvenile incurs an obligation to the victim of that offense. Victims are to be compensated by the offender as a rehabilitative measure.

**Competency Development:** The department assesses each youth to determine how they can best become productive and responsible citizens. This is the part of our mission "that seeks to tap the strengths of young people, their immense capacity for change and growth, in order to achieve transformations."

# JUVENILE PROBATION

## JUVENILE PROBATION DEPARTMENTAL DIVISIONS

### ADMINISTRATION /MANAGEMENT

INTAKE UNIT (EVALUATION AND ASSESSMENT)

COMMUNITY BASED SUPERVISION

SPORE (MENTAL HEALTH AND ID)

PLACEMENT/AFTERCARE UNIT

COMMUNITY SERVICES UNIT

VICTIM SERVICES UNIT

LOW RISK SUPERVISION UNIT

NON PAYMENT OF COSTS AND FINES UNIT

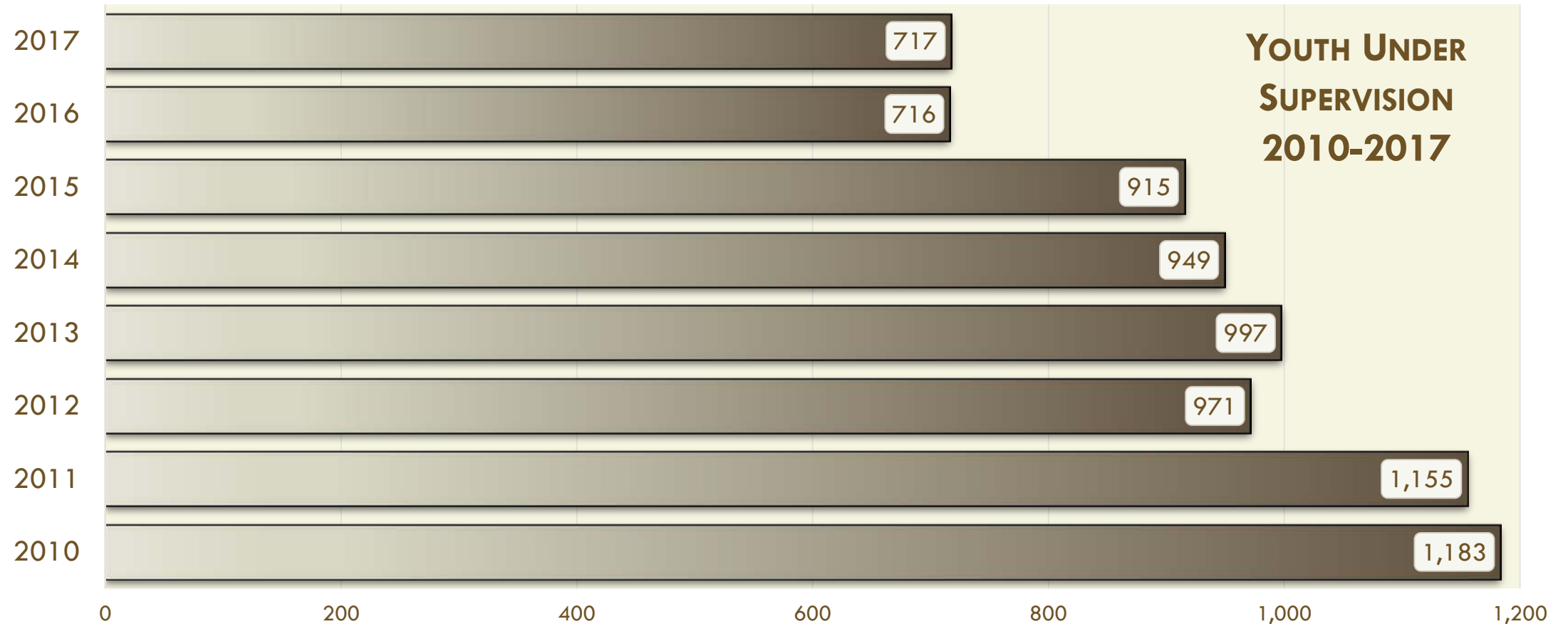
QUALITY ASSURANCE UNIT

TRANSPORTATION UNIT

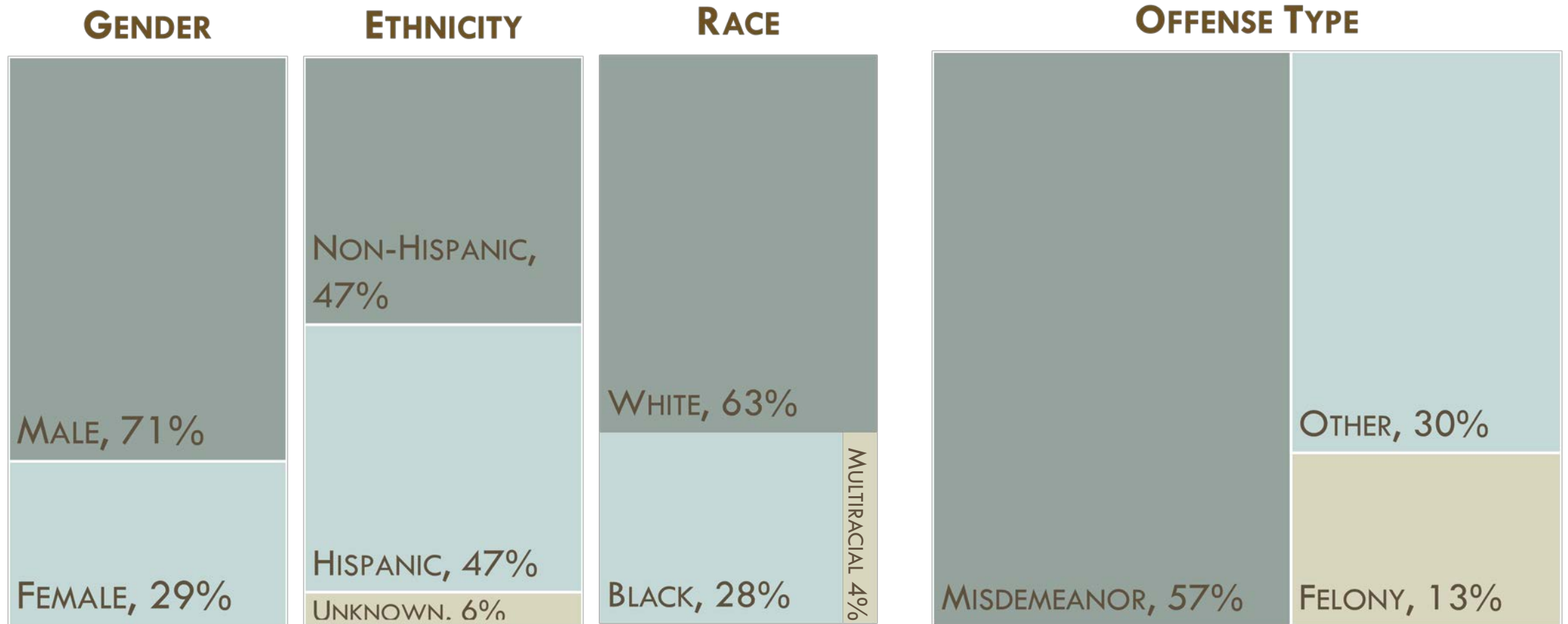
FISCAL UNIT

SUPPORT STAFF

# JUVENILE PROBATION

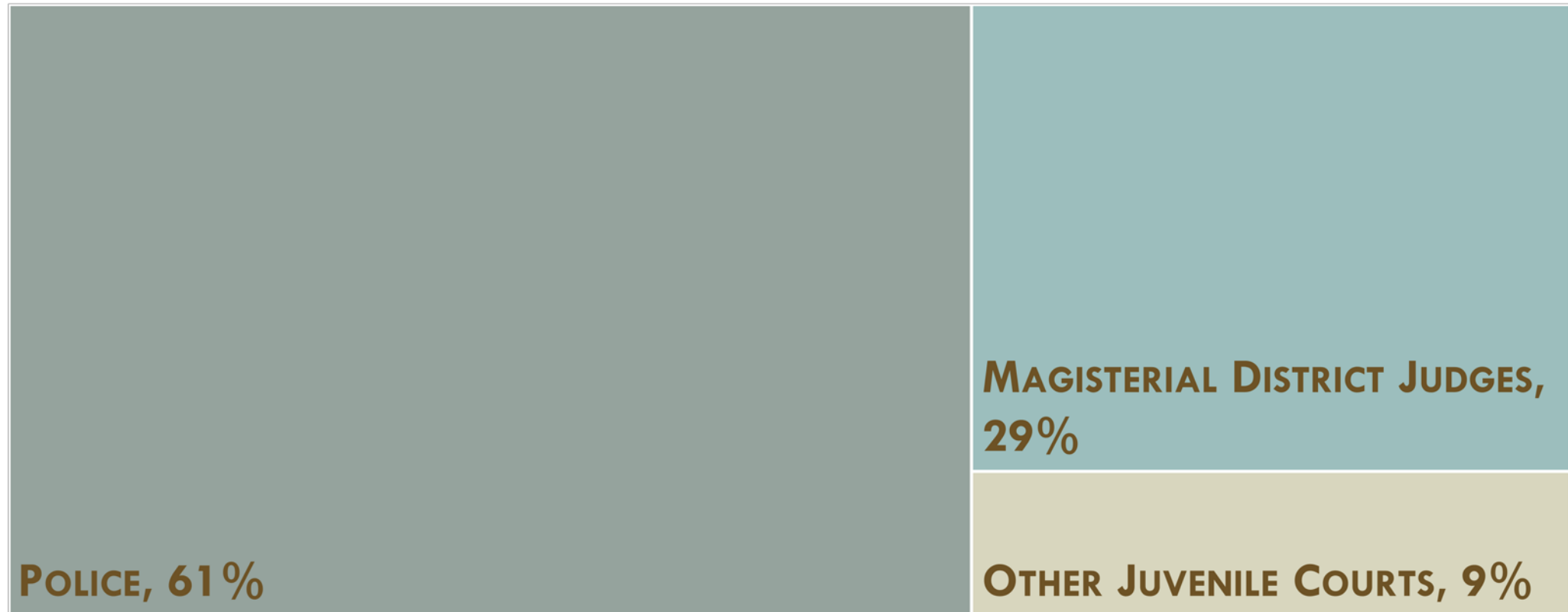


# JUVENILE PROBATION CLIENT PROFILE 2017



# JUVENILE PROBATION

## ALLEGATIONS RECEIVED BY:



# JUVENILE PROBATION

While referrals have been relatively flat for the past few years, complex issues within cases have increased significantly requiring more collaboration with system partners and heightened attention to the dynamics of the case. Heightened attention is also required for sex offender supervision. The use of drugs among youth, and gang activity, remain a concern for our probation officers and require an increased level of supervision. As has been the case for many years, the number of youth with a mental health diagnosis has continued to increase. These youth require special attention and interventions. **Each referral/written allegation may include multiple “cases” which may result in multiple dispositions per allegation. The numbers reflected here include our most frequent dispositions, but are not reflective of all our dispositions.**

## JUVENILE PROBATION PRIMARY DISPOSITIONS

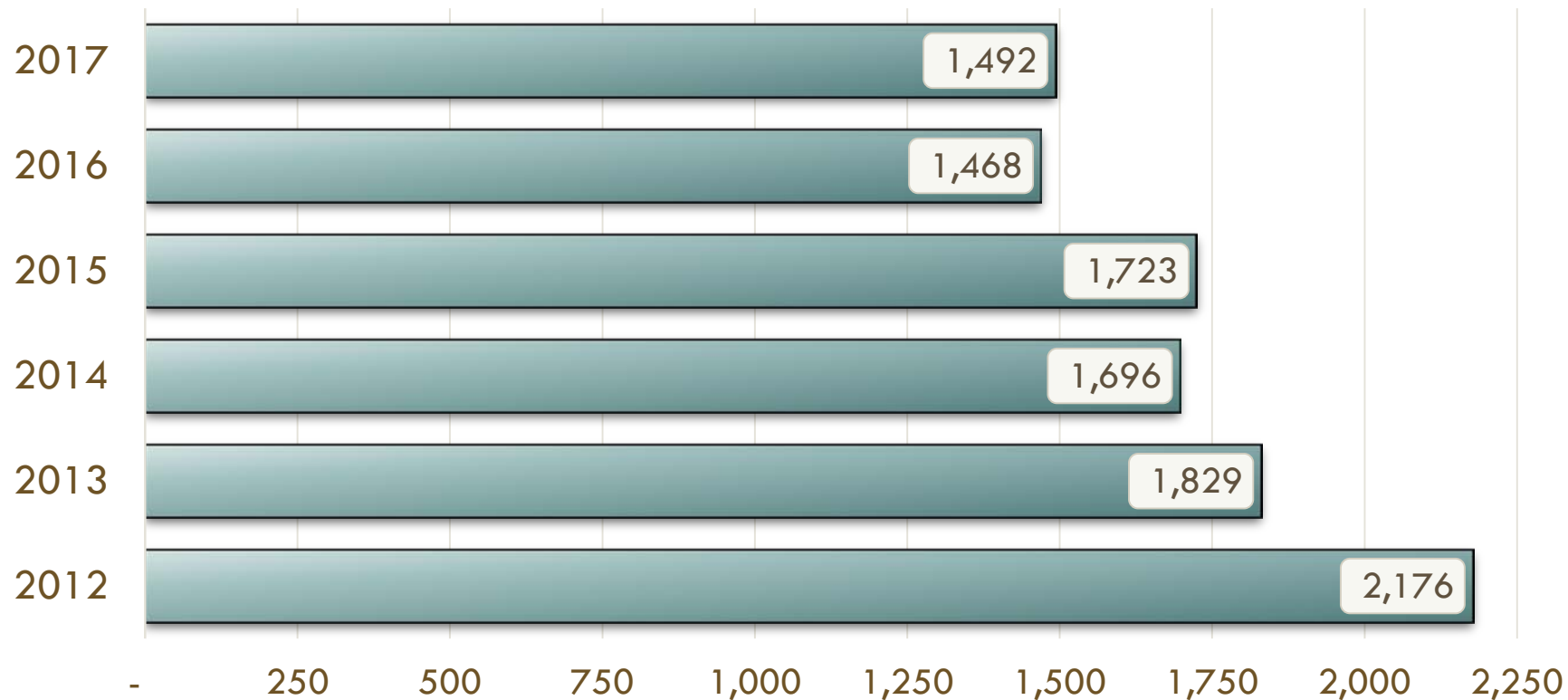
Year	Referrals/ Written Allegations	Informal Adjustment	Consent Decree	Probation	Placement
2017	958	29	160	231	124*
2016	967	49	140	319	106*
2015	1,268	62	160	325	118*
2014	1,293	78	148	338	190
2013	1,175	61	175	305	221
2012	1,239	161	189	393	214
2011	1,475	259	184	479	209

\*Starting with 2015, the Placement data does not include Drug and Alcohol and Mental Health placements that were not court commitments.



# JUVENILE PROBATION

## NUMBER OF JUVENILE CASES DISPOSED



Probation and placement dispositions can be counted more than once for the same juvenile as they represent each “case”.

# JUVENILE PROBATION

## INCARCERATED YOUTH (2014 TO PRESENT)

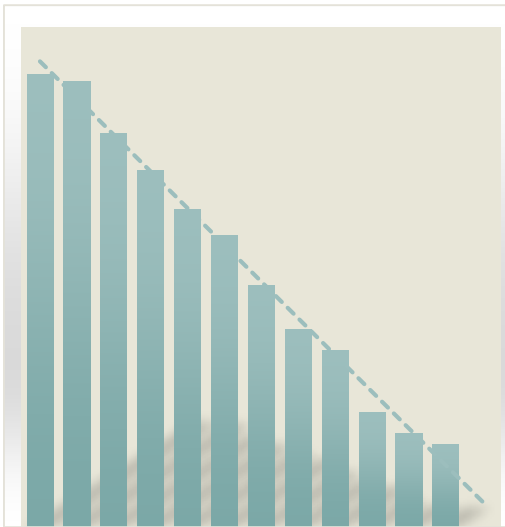
	Total	Sentenced in Adult Court	De-Certified	Other
Direct File Youth	32	19	6	7
Youth Transferred to Adult Court	6			

This chart reflects the number of youth that were direct filed or transferred to adult court since 2014.

- **Direct filed** cases include offenses that are not included in the definition of a “delinquent act”. Offenses such as murder, and other severe offenses (for juveniles 15 years or older) are included.
  - In these instances, youth can be automatically charged as an adult per section 42 Pa.C.S.A. § 6302 of the Juvenile Act.
- **Youth transferred to adult court** are cases petitioned to juvenile court; however, the court finds that the juvenile system is not appropriate for the particular case.
  - Youth must be 14 or older at the time of the offense and the court must find that a felony crime occurred. Furthermore, there must be reasonable grounds to believe the public interest would be best served by having the case sent to criminal court.
  - A youth can also request that the case be transferred to criminal court.

# JUVENILE PROBATION

## DETENTION TRENDS 2005-2017

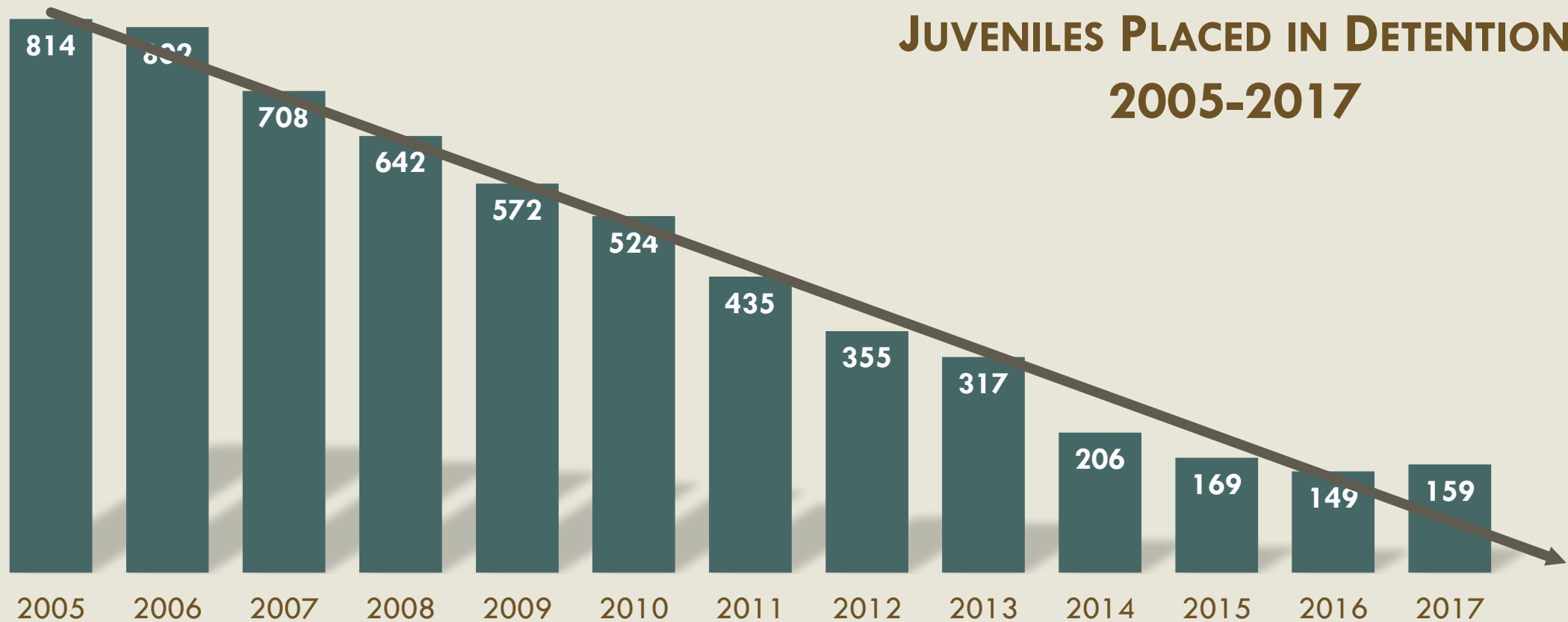


The decision to place a youth in a detention center is one of the most important decisions the juvenile court can make. Throughout the United States, recent emphasis has been on making better detention decisions based on whether each youth is at high risk to commit another crime or fail to appear for court. Lehigh County, as in many other jurisdictions throughout the country, has shown that by detaining the right youth, or selecting proper alternatives to detention, there has been little risk of reoffending or failing to appear for court. Lehigh County has seen decreasing numbers of youth placed in detention.

The decreasing trend is displayed clearly on the following chart.

# JUVENILE PROBATION

## JUVENILES PLACED IN DETENTION 2005-2017



# JUVENILE PROBATION

## OUTCOMES ON 385 JUVENILE PROBATION CASES CLOSED IN 2017

Juveniles who completed a community service obligation in full	94.6%
Juveniles in school or employed at case closing	89.9%
Juveniles who paid their restitution in full	81.3%
Juveniles who successfully completed supervision without a new offense resulting in a Consent Decree, Adjudication of Delinquency, ARD, Nolo Contendere, or finding of guilt in a criminal proceeding	82.1%
Juveniles with no judicial finding of technical violations of probation while under supervision	84.9%
Juveniles committed to placement (28 days or longer)	16.1%
Completion rate of juveniles ordered to Victim Awareness Curriculum	96.7%
Juveniles who completed a Competency Development activity while under supervision	96.1%

Probation officers are required to report outcome measures whenever they release a juvenile from probation supervision.

These outcomes measure activities while under supervision.

# JUVENILE PROBATION: RISK/NEED STATUS

**JUVENILE PROBATION RISK STATUS**

<u>Domain</u>	<u>Low</u>	<u>Moderate</u>	<u>High</u>
Prior and Current Offenses	68%	27%	5%
Family Circumstances / Parenting	71%	22%	7%
Education / Employment	27%	56%	16%
Peer Relations	33%	44%	17%
Substance Abuse	49%	32%	19%
Leisure / Recreation	26%	28%	46%
Personality / Behavior	24%	65%	11%
Attitudes / Orientation	57%	40%	3%
Overall Risk Status	46%	45%	9%

Research shows that to have the greatest impact on recidivism of delinquent behavior, the juvenile justice system must adhere to the principles of risk, need, and responsivity. In 2009, Lehigh County was one of the first 10 counties (now 66) in Pennsylvania to implement the Youth Level Service/Case Management Inventory (YLS/CMI). This instrument measures the youth's risk to reoffend, and helps prioritize the services necessary to affect change. This information is used to determine appropriate levels of supervision, develop case specific goals, and better allocate resources. This will hopefully produce better outcomes for youth and keep our communities safer.

In 2017, Juvenile Probation completed 1,043 assessments, showing that 46% of the assessments completed were low risk, 45% moderate risk, and 9% high risk. Each of the domains listed here represent the percentage of risk within each overall risk level.

# JUVENILE PROBATION PROGRAMS

**Crossroads**

**Young Offenders  
Program**

**Evening Reporting  
Center**

**College Mentoring**

**Community Work  
Service Program**

**CHOICES**

**Retail Theft  
Program**

**Underage Drinking  
Program**

**Young Artist  
Program**

**Thinking for a  
Change**

**Skill Building &  
Cognitive Based  
Interventions**

**Drug Awareness &  
Prevention  
Program**

**Aggression  
Replacement  
Training**

**Forward Thinking  
Journaling**

**Victim Awareness  
Curriculum**

# 2017

## MAGISTERIAL DISTRICT COURT

Providing the First Level of  
Pennsylvania's Judiciary



# MAGISTERIAL DISTRICT COURT

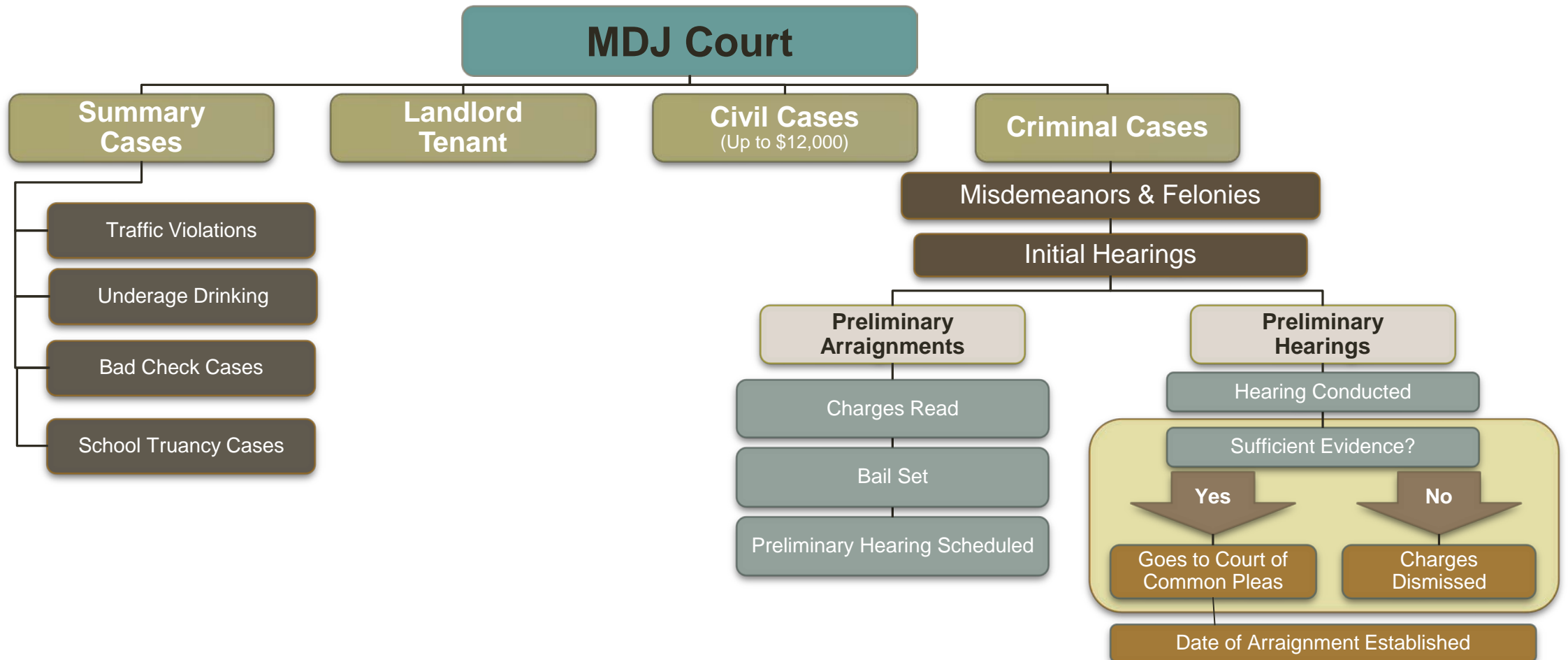
## 2017 Magisterial District Judges

31-1-01	Patricia M. Engler	31-1-08	Michael J. Pochron
31-1-02	Rashid O. Santiago	31-2-01	Karen C. Devine
31-1-03	Ronald S. Manescu	31-2-02	Jacob E. Hammond
31-1-04	David M. Howells, Jr.	31-2-03	Donna R. Butler
31-1-05	Michael D. D'Amore	31-3-01	Rod R. Beck
31-1-06	Wayne Maura	31-3-02	Michael J. Faulkner
31-1-07	Robert C. Halal	31-3-03	Daniel C. Trexler

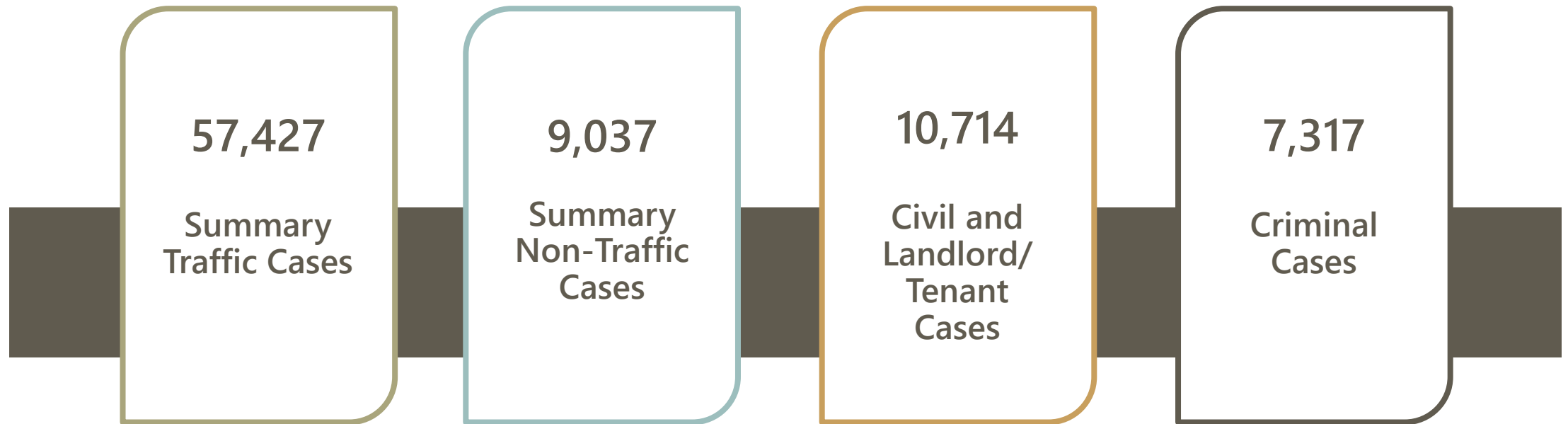
The Lehigh County Magisterial District Court consists of 14 District Court offices, Night Court and Central Court. The supervision of each District Court is the responsibility of the elected Magisterial District Judge, a state employee.

The employees within the specific office are Lehigh County judicial employees and the personnel and administrative functions fall under the responsibility of the District Judge Administrator, H. Gordon Roberts.

# JURISDICTION OF THE MDJ COURT



# MDJ COURT FILINGS 2017



# SPECIAL MDJ COURTS

## NIGHT COURT

- Preliminary Arraignments for Arrests made after Courthouse hours
- Bail Payments
- Emergency PFA Orders
- Constable Warrant Matters

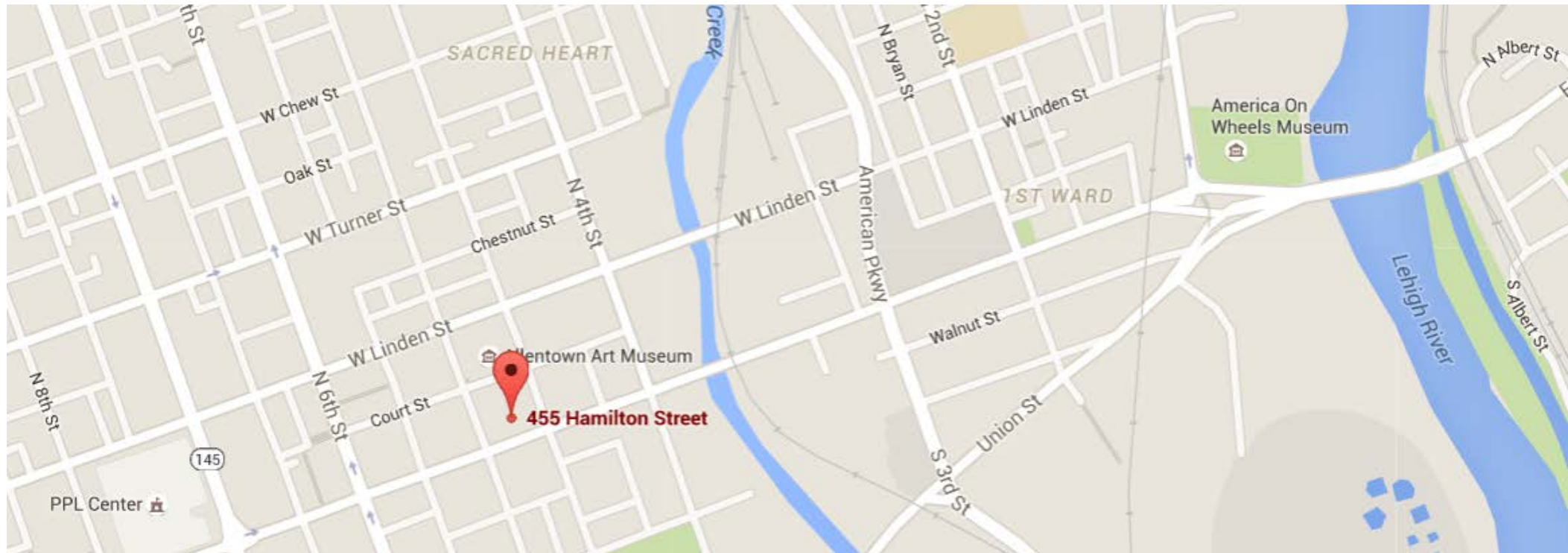
## CENTRAL COURT

- Preliminary Hearings for all Incarcerated Defendants
- Located within the Lehigh County Courthouse
- 14 MDJs preside on a rotating schedule

# MDJ COURT ADMINISTRATION

1. In 2015 and 2016 many Lehigh County police departments and the Pennsylvania State Police began to “e-file” traffic citations. E-filing allows citation information to be received and docketed electronically at the District Court via the Administrative Office of Pennsylvania Courts (AOPC). There is a significant savings by eliminating the double entry of citation information. In 2017 and ongoing into 2018, the e-filing project will begin with non-traffic summary cases. Lehigh County is also pursuing the development of an e-filing project for all criminal case actions. The 2017 scanning project was completed which allowed the District Court to scan completed case file information directly to the Clerk of Judicial Records Office. Case file information is made available quickly to many of the Departments and offices in the Lehigh County Courthouse and the amount of space required to store paper files in accordance with the rules established by the State is reduced.
  2. The District Court offices had the means to accept credit card payments on-line utilizing two different methods and in 2016 there was growing interest in having credit card payment machines in the District Court offices. This allows the Court customer to bypass the need to go on-line for credit card payments. During September 2016, the District Court offices installed connections to now have three (3) differing methods of accepting payments for fines and costs in the District Courts. This credit card project was finalized and made operational in 2017.
  3. Emergency Protection From Abuse actions are a very important part of the business of the District Courts. In 2017, a review of the technological options to expedite the communications between applicants for Emergency Protection From Abuse Orders and the Magisterial District Judge providing countywide coverage when the Courthouse is closed. With the guidance of the Court of Common Pleas and assistance from the Lehigh County Information Technology Department, a new means of communication was established in 2017 to reduce any unnecessary delay between the applicant and the on-call Magisterial District Judge. This process includes an iPad for portability and may be expanded for use with video technology in the near future.
- MAGISTERIAL DISTRICT COURT ADMINISTRATION STRIVES TO MODERNIZE AND STREAMLINE THE OPERATION OF MDJ COURT OFFICES.**

# CONTACT THE COURT



Court of Common Pleas of Lehigh County

455 W. Hamilton Street

Allentown PA 18101

Telephone: 610-782-3014

[www.lccpa.org](http://www.lccpa.org)