

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA

Lehigh County Rules of
Juvenile Procedure 205 and 1205

: No.: 2025 - J - AD-35-2025
:

Filed
8/19/2025 4:15 p.m.
Clerk of Judicial Records
Lehigh County, PA

ADMINISTRATIVE ORDER

AND NOW, this 19th day of August, 2025;

IT IS ORDERED that the attached Lehigh County Rules of Juvenile Procedure 205 and 1205 are 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 Lehigh County Rules of Juvenile Procedure 205 and 1205 with the Administrative Office of Pennsylvania Courts via e-mail to adminrules@pacourts.us.
2. Mail one (1) copy to the Legislative Reference Bureau for publication in the Pennsylvania Bulletin; and e-mail another copy in Microsoft Word format to bulletin@palrb.us.
3. Publish the local rules on the court's website.
4. Incorporate the local rules into the set of local rules on the court's website no later than thirty (30) days following publication in the Pennsylvania Bulletin.
5. File one (1) copy with the Lehigh County Clerk of Judicial Records for public inspection and copying.

BY THE COURT:

A handwritten signature in blue ink, appearing to read 'J. Brian Johnson', with a long horizontal line extending to the right.

J. Brian Johnson, P.J.

Leh.R.J.C.P. 205 Electronic Filing and Service of Legal Papers in Delinquency Matters

(A) The electronic filing of legal papers in the Lehigh County Court of Common Pleas, 31st Judicial District, is permissive in accordance with Pa.R.J.C.P. 205 and this rule.

(B) *Local Rule*

(1)(a) The legal papers which shall be filed electronically shall encompass all written motions, written answers, and any notices or documents for which filing is required or permitted, including orders and attachments, except for the following:

- (i) applications for search warrants;
- (ii) applications for arrest warrants;
- (iii) exhibits offered into evidence, whether or not admitted in a court proceeding;
- (iv) submissions filed *ex parte* as authorized by law;
- (v) written allegations of delinquency;
- (vi) applications for continuance; and

(1) Applications for continuance for delinquency cases can be submitted to Court Administration via facsimile at 610-871-2779, via email at CAHelp@lehighcounty.org, or in person.

(vii) notice of appeals.

(1) Notice of Appeals for delinquency cases can be submitted to the Clerk of Courts in person, or by mail with appropriate filing fees; or via email at COJRMotions-Orders@lehighcounty.org if the filing fee has been waived.

(1)(b) Any party who declines to participate in electronic filing, or who is unable to electronically file legal papers, or who is otherwise unable to access the system, shall be able to file legal papers in a physical paper format. Any party who declines to participate in electronic filing, or accept service of legal papers which were filed electronically, or who is otherwise unable to access the system, shall be served legal papers in a physical paper format.

(1)(c) The Administrative Office of Pennsylvania Courts has agreed upon the implementation plan for the use of PACFile in the Lehigh County Court of Common Pleas, 31st Judicial District.

(C) *Service*

(1) Petitions Alleging Delinquency shall be served upon the child and the child's guardian via first-class mail or in-person in accordance with Pa.R.J.C.P. 331(B).

(2) Petitions Alleging Delinquency shall be served upon the juvenile's attorney, attorney for the Commonwealth, and the juvenile probation officer via electronic transmission, first-class mail, or in-person in accordance with Pa.R.J.C.P. 331(C).

(3) Subpoenas shall be served upon a witness via certified mail, first-class mail, or in-person in accordance with Pa.R.J.C.P. 123(B)(1).

(4) Service upon the Court Administrator shall be done electronically and automatically through PACFile.

Leh.R.J.C.P. 1205 Electronic Filing and Service of Legal Papers in Dependency Matters

(A) The electronic filing of legal papers in the Lehigh County Court of Common Pleas, 31st Judicial District, is permissive in accordance with Pa.R.J.C.P. 1205 and this rule.

(B) *Local Rule*

(1)(a) The legal papers which shall be filed electronically shall encompass all written motions, written answers, and any notices or documents for which filing is required or permitted, including orders and attachments, except for the following:

- (i) submissions filed *ex parte* as authorized by law;
- (ii) exhibits offered into evidence, whether or not admitted in a court proceeding; and
- (iii) applications for continuance; and,

(1) Applications for continuance for dependency cases can be submitted to Court Administration via facsimile at 610-871-2779, via email at CAHelp@lehighcounty.org, or in person.

(iv) notice of appeals.

(1) Notice of Appeals for dependency cases can be submitted to the Clerk of Courts in person, or by mail with appropriate filing fees; or via email at COJRMotions-Orders@lehighcounty.org if the filing fee has been waived.

(1)(b) Any party who declines to participate in electronic filing, or who is unable to electronically file legal papers, or who is otherwise unable to access the system, shall be able to file legal papers in a physical paper format. Any party who declines to participate in electronic filing, or accept service of legal papers which were filed electronically, or who is otherwise unable to access the system, shall be served legal papers in a physical paper format.

(1)(c) The Administrative Office of Pennsylvania Courts has agreed upon the implementation plan for the use of PACFile in the Lehigh County Court of Common Pleas, 31st Judicial District.

(C) *Service*

(1) Dependency Petitions and Shelter Care Applications shall be served upon the child and all of the child's guardians via certified mail and first-class mail, or in-person, in accordance with Pa.R.J.C.P. 1331(B)(1).

(2) Dependency Petitions, Shelter Care Applications, and Applications for Emergency Protective Custody shall be served upon the attorneys and the Office of Children and Youth Services via electronic transmission, first-class mail, or in-person in accordance with Pa.R.J.C.P. 1331(B)(2).

(3) Subpoenas shall be served upon a witness via certified mail, first-class mail, or in-person in accordance with Pa.R.J.C.P. 1123(B)(1).

(4) Service upon the Court Administrator shall be done electronically and automatically through PACFile.