

IN THE SUPREME COURT OF PENNSYLVANIA

WESTERN DISTRICT

IN RE: AMENDED)
FIFTH JUDICIAL DISTRICT) No. 23 WM 2020
EMERGENCY OPERATIONS)
PLAN CRIMINAL DIVISION)
)

ORDER OF COURT

AND NOW, this 21st day of August 2020, having previously declared a judicial emergency in the Fifth Judicial District of Pennsylvania, this Court further amends its Emergency Operations Order entered on May 28, 2020, as amended, and orders that the following actions be taken in the Criminal Division, pursuant to Pa.R.J.A. No. 1952(B) (2):

I. REMOTE PROCEEDINGS

- A. During the judicial emergency, the following matters in the Allegheny County Court of Common Pleas, Criminal Division, shall presumptively be conducted remotely through Advanced Communication Technology:
1. Bail Hearings and Motions Court;
 2. Motions for Continuance and other motions which do not require testimony;
 3. Guilty Pleas;
 4. Sentencing Hearings;
 5. ARD Hearings;
 6. Phoenix Docket and EDP Hearings;

7. Review Hearings for SOC, Domestic Violence Court, Drug Court, DUI Court, Mental Health Court, PRIDE Court, and Veteran's Court;
 8. Probation Violation Hearings;
 9. SOC Formal Arraignments.
- B. Criminal Division proceedings conducted by Advanced Communication Technology shall be conducted primarily through Microsoft Teams. Other audio or videoconference methods may be employed with the approval of the Administrative Judge.
- C. If a judge in a particular case determines that extenuating circumstances exist that justify an in-person proceeding, then one of the types of matters listed in paragraph I(A) above may be heard in-person, in whole or in part, in the courtroom. Extenuating circumstances may exist, for example, when an interpreter is required or where there is a likelihood that a sentence of imprisonment will be imposed after a guilty plea. The Court shall make efforts to minimize the number of people present for these in-person matters including allowing particular attorneys or witnesses to appear remotely.
- D. Recognizing the difficulty that defendants representing themselves may have using Advanced Communication Technology, such defendants may appear in person for any matter at the discretion of the judge. Defendants representing themselves may also appear in person at Formal Arraignment or Pretrial Conferences.
- E. Remote matters conducted through Advanced Communication Technology shall be conducted with the same decorum as in-person matters.
- F. Defense Counsel is encouraged to conduct Formal Arraignments without appearing at the Formal Arraignment Office pursuant to the attached procedure.

- G. Absent extenuating circumstances, Pretrial Conferences for represented defendants should be conducted by email, telephone, or videoconferencing.

II. IN-PERSON MATTERS

- A. Matters not listed in paragraph I(A) of this Order, which would otherwise be conducted in person, may also be conducted using Advanced Communication Technology after consultation with the parties and if the defendant consents and waives his or her confrontation clause rights and his or her right to be physically present. This may include matters such as non-jury trials or pretrial suppression motions in which witnesses will be called.

- B. All persons participating in an in-person court proceeding, including but not limited to, judges and judicial officers, attorneys, court employees, court reporters, witnesses, and spectators, are required to wear a mask or face covering for the entire proceeding. The judge may permit a person to temporarily remove a mask or face covering to take testimony or where the presence of a mask would affect the ability to judge credibility, provided that the requirements set forth in the May 28, 2020 Emergency Operations Plan Order, this Order, and the attached Criminal Division Procedures (as may be subsequently amended and posted on the website of the Fifth Judicial District) are followed. In such cases, the witness will be required to wear a face shield. The Court shall make efforts to minimize the number of people present for all in-person matters including allowing particular attorneys or witnesses to appear remotely.

- C. Attorneys are strongly encouraged to only bring essential witnesses and participants to in-person court proceedings. Attorneys should encourage their clients to refrain from having non-participants accompany them to court proceedings.

D. Sidebar conferences are prohibited until further order of court.

E. The Court shall continue to evaluate the circumstances regarding the pandemic in Allegheny County to determine an appropriate time to resume jury trials. A separate order will set forth additional requirements relating to resumption of jury trials.

III. CONDUCT OF COURT BUSINESS

A. Attorneys are to participate in Case Status Conferences as set forth in the attached Case Status Conference Procedures. Judges or their staff may also conduct status conferences via telephone or videoconferencing. Attorneys are required to participate in any such status conferences.

B. Absent extenuating circumstances unique to a particular case, inmates will not be transported to the courthouse for proceedings except for trials, hearings on matters which require witnesses, and cases where an interpreter is necessary for an incarcerated defendant.

C. Attorneys are strongly encouraged to file motions (including motions to reduce bail), pleadings, and other documents through PACFile. Attorneys and self-represented parties shall add their email address on the cover page of all filings with the Court as part of their contact information. The Bail Review Request Form may continue to be utilized and emailed to Pretrial Services via the Court's website at https://www.alleghencourts.us/criminal/pretrial_services/bail_services/brr.aspx.

D. All bail and miscellaneous motions for cases at the Court of Common Pleas level that are assigned a CR number, should be filed through PACFile. Miscellaneous motions, however, may also be filed in person and brought to the motions counter in room 534 of the courthouse. All bail motions for cases at the Magisterial District Court level shall be filed by emailing the motion (with the OTN number of the case on the coversheet) to

DCRCriminal@AlleghenyCounty.us. A copy of any bail motion, at either level, and/or a Bail Review Request form, which can be found on the Criminal Division page of Fifth Judicial District website, shall be submitted to PTS_Bail_Questions_Bin@alleghenycourts.us.

- E. All motions to lift detainers should be filed through PACFile and emailed to the assigned judge and his/her staff but may be filed in person at the Department of Court Records and brought to the appropriate courtroom. Email addresses for Criminal Division Judges and staff are located on the Fifth Judicial District website.

- F. Requests or Motions for Continuance should be liberally granted.

- G. Court appearances and hearing times shall be staggered, and the Administrative Judge may require that the scheduling of cases be centralized.

- H. When a court reporter or other approved form of recording court proceedings is unavailable, alternative forms of recording shall be permitted.

- I. Alternative methods of signing, delivery and service of court documents and orders shall be permitted. Such methods may include, but are not limited to:
 - 1. The signature of defense counsel on a defendant's behalf;
 - 2. The signature of court personnel while in the presence of the defendant or while on the record, with the defendant's verbal permission;
 - 3. The faxed, scanned or electronic signature of a defendant; and
 - 4. Other methods determined to be reliable by a judge.

- J. Defendants who wish to address warrants for failure to appear may do so by phoning (412) 350-1229, Monday through Friday between 9:00 A.M. and 3:00 P.M.
- K. Electronic monitoring supervision by the Adult Probation Department continues to be available at the discretion of the Criminal Division judges.

IV. SAFETY PROVISIONS ENFORCEMENT

- A. In addition to social distancing, masking, and other safety requirements set forth in the Emergency Operations Plan Order dated May 28, 2020, and this Order, the attached Criminal Division Procedures (as may be subsequently amended and posted on the website of the Fifth Judicial District) shall be followed in the Criminal Division of the Allegheny County Court of Common Pleas.
- B. Sheriff's deputies are authorized to deny admission or remove a person who is visibly ill or who is exhibiting symptoms of COVID-19. Any person excluded or removed for health concerns shall be provided with information (telephone number or email address) to enable them to initiate, participate in, or complete necessary essential court business/functions during the judicial emergency.
- C. Sheriff's deputies shall have the authority to enforce all of the conditions in this Order. Persons who are not compliant with the safety provisions of this Order will be required to leave the court facility.

V. APPLICATION AND EFFECTIVE DATE OF THIS ORDER

- A. This Order does not apply to summary or statutory appeals or any cases scheduled to be heard at Pittsburgh Municipal Court or the Magisterial District Courts in the Fifth Judicial District.

B. This Order shall be effective beginning on September 8, 2020 and shall replace section VI of the Emergency Operations Plan Order entered on May 28, 2020. All other provisions of the Emergency Operations Plan Order entered on May 28, 2020 as amended, shall remain in effect. The orders entered on July 23, 2020, July 24, 2020 and July 25, 2020 are vacated and replaced with this Order.

BY THE COURT:

A handwritten signature in blue ink, appearing to read "KBC Clark", written over a horizontal line.

P. J.

Kim Berkeley Clark
President Judge

CRIMINAL DIVISION PROCEDURES

Additional Courtroom Procedures

Participants Who Cannot Be Heard Clearly While Wearing Masks

- Paper masks will be provided in each courtroom where the judge determines that a witness, defendant or other participant cannot be heard or understood while wearing a cloth or other mask.
- The judge may permit a witness to temporarily remove a mask to take testimony where the presence of a mask would adversely affect the ability to evaluate credibility. In such cases, the witness will be required to wear a face shield but will put their mask back on whenever approached by an attorney.
- A participant shall not be asked to lower or remove their mask at any time while they are within 15 feet of another person unless protected by a plexiglass partition.

Private Attorney/Client Communication in Courtroom

- During any hearing requiring a witness, the defendant, defense counsel, prosecutor, and affiant will each be provided with paper and a pen (if consistent with safety concerns of the Court, Deputy Sheriff, and attorneys) and will be permitted to write confidential notes to each other. The court may permit other means of confidential communication including providing for brief recesses or allowing the defendant and attorney to briefly exit the courtroom to confer consistent with safety concerns.

Early arrival for court proceedings

- Attorneys and witnesses arriving more than 30 minutes prior to a scheduled court event may be asked by the Court to leave and return later in order to maintain social distancing and reduce the amount of people in the courtroom at any given time.

Signing of Subpoenas

- Alternative methods of signing should be used to avoid contact between court staff and defendants.

CRIMINAL DIVISION PROCEDURES

Document Transfer

- All efforts shall be made to transfer as many documents as possible to court staff electronically. When a physical document must be provided to court staff in a courtroom, it shall be done, whenever possible, by placing the document on a table provided for the exchange rather than by a direct hand- to-hand exchange.

CRIMINAL DIVISION PROCEDURES

Formal Arraignment Waiver

The following steps must be taken by defense counsel to waive appearance at Formal Arraignment during the judicial emergency:

- Defense counsel must enter their Appearance on behalf of the Defendant.
- After the Praecipe for Appearance has been filed with the Department of Court Records, defense counsel may download and complete Waiver of Appearance at Formal Arraignment form. This document can be found on the Fifth Judicial District Website, <https://www.alleghencourts.us/Criminal/Default.aspx>
- Once completed, the Waiver of Appearance at Formal Arraignment form must be forwarded to ccformalarraignment@alleghencourts.us.
- The email must include defense counsel and the defendant's phone number, email address, and mailing address.
- The Formal Arraignment Office will review the waiver request and determine if the Criminal Information has been filed by the District Attorney's Office.
- If the Criminal Information has been filed, the Formal Arraignment Office will email the attorney of record the information and all paperwork along with the judge assignment and a subpoena for the Defendant to appear on the scheduled Pretrial Conference date or Phoenix Court date. When required, a Court Reporting Network (CRN) appointment will be included in the paperwork; the defendant shall attend the scheduled CRN appointment and complete the full drug/alcohol assessment, if required, prior to the scheduled court date.
- If the case is eligible for ARD, information will be provided to defense counsel to contact the District Attorney's ARD unit and complete the ARD interview. Upon receipt of the ARD paperwork from defense counsel showing that the defendant has been accepted into the ARD program, the Formal Arraignment Office will provide an ARD date and subpoena to defense counsel via email.

CRIMINAL DIVISION PROCEDURES

- If the Criminal Information has not been filed, the Formal Arraignment Office will reschedule the Formal Arraignment date and notify defense counsel of the new date.
- Defense Counsel will sign the subpoena on the defendant's behalf with the defendant's permission or will make arrangements for the defendant to sign the subpoena and return it to the Formal Arraignment Office by email.
- Pretrial Conferences for defendants should be conducted by email, telephone, or videoconferencing, but may be conducted in person.
- Defense counsel may accept a subpoena on a defendant's behalf by completing a Waiver of Appearance at Pretrial Conference. This document can be found on the Fifth Judicial District Website, <https://www.alleghenycourts.us/Criminal/Default.aspx>.
- Defendants without an attorney must appear in person to schedule their cases, unless other arrangements have been made by court staff, in which case the Pretrial Conferences may be conducted by telephone or videoconferencing

CRIMINAL DIVISION PROCEDURES

In-Person Proceedings

Attorneys shall confer with their witnesses and clients prior to the hearing date to ensure that they are not exhibiting symptoms of COVID-19 and are not awaiting the results of a COVID-19 test. Those exhibiting COVID-19 symptoms or awaiting a test result are not permitted in any court facility. Information on appropriate actions to take when experiencing COVID-19 symptoms can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>.

Attorneys shall notify the Court of any witness or client exhibiting symptoms or awaiting the results of a COVID-19 test. Arrangements shall be made for the person to participate remotely or the matter shall be postponed.

Taking the testimony of witnesses through Microsoft Teams is strongly encouraged. However, when a witness must testify in person in a courtroom, attorneys will be responsible for management of their witnesses.

Witnesses may be required to wait in designated areas of the Courthouse, outside the Courthouse or elsewhere so that social distancing may be maintained and to reduce the amount of people in the courtroom at any time.

Witnesses who wait in the hallways may not congregate and must socially distance.

Attorneys shall inform the Court of the status and location of their witnesses prior to the start of a proceeding so that the attorneys may be given adequate time to notify and call each witness to testify. Upon conclusion of the testimony, the witness shall be excused from the courtroom and shall leave the court facility unless the judge or judicial officer determines that there is a reason that the witness must remain in the court facility.

The taking of photographs or the recording of any proceeding is strictly prohibited. Anyone violating this provision shall forfeit their cellular phone or device and shall be subject to contempt proceedings or other sanctions. Notwithstanding, with the permission of the presiding judge, an attorney may use a cellular telephone to summon a witness waiting in another location or for such other purpose authorized by the judge. When a judge is on the bench, the attorney shall first request permission from the judge.

CRIMINAL DIVISION PROCEDURES

ARD Procedures

After the defendant completes the ARD interview and accepts the ARD offer, the defendant will receive a subpoena from the Court Arraignment Office with the hearing date and time noted.

ARD Court staff will email defense counsel (or the defendant, if not represented) the ARD Packet with instructions to complete it and return it at least 7 days prior to the ARD hearing date.

ARD Court staff will email an invitation for the Microsoft Teams ARD Hearing to both the Defendant and Defense Counsel the week of the ARD hearing.

The ARD Hearing and Admission into the ARD program will take place as scheduled through Microsoft Teams.

Upon the conclusion of the ARD Hearing on Microsoft Teams, the ARD Officer and defendants will remain on the Teams call so that the ARD Officer may review the ARD rules with the defendants.

ARD Probation either will complete the intake interview at the conclusion of the ARD TEAMS hearing or will contact the defendant approximately one week after the hearing. If a defendant has not had an intake interview within 14 days of the ARD hearing, please contact the ARD office at 412-350-4632.

CRIMINAL DIVISION PROCEDURES

Phoenix Court Procedures

On all Phoenix cases a full discovery packet, sentencing guidelines and offer are presented to the Defendant at the time of Formal Arraignment.

The Phoenix Hearing will be conducted remotely through Advanced Communication Technology primarily through Microsoft Teams unless extenuating circumstances exist that justify an in-person proceeding.

The Remote Plea Packet should be completed and sent to the assigned courtroom staff two (2) business days before the assigned court date. The protocol during the Plea Hearing via remote access will also be followed.

If the Phoenix Offer is rejected, a Rejection of Phoenix Offer and Election to Proceed to Trial form must be completed and filed with the Court.

A trial date will then be set by the Court and the Case Status Conference protocol must be then followed.

CRIMINAL DIVISION PROCEDURES

Case Status Conferences (CSC)

All attorneys will be required to engage in an audio and/or video case status conference with opposing counsel in every case at least one week prior to the next scheduled court date during which the following matters must be addressed:

- Whether any plea offers have been made; all plea negotiations must occur before the CSC deadline;
- If a plea offer has been made and the defendant intends to reject the plea offer and proceed to trial, the rejection of the offer shall be placed on the record. The court, in its discretion, may notify the defendant that, once the plea is rejected and the case is scheduled for trial, the Court will no longer accept a negotiated plea;
- If a plea offer will not be made, a determination will be made as to whether the case is ready to proceed to jury or nonjury trial. If the parties are not prepared to proceed, a postponement request must be submitted electronically via <https://www.alleghencourts.us/criminal/MotionForContinuance.aspx> at least four (4) business days before the next court date. Postponement requests submitted in this fashion will be granted or denied by the end of the next business day after submission.

After the CSC is complete, but in no event later than 4 business days before the next court listing, the Prosecutor shall submit an email to the minute clerk and the designated court staff for each courtroom, with a copy to defense counsel, which shall include the following:

- Defendant's name,
- Date of proceeding,
- Attorneys' names and email addresses (prosecution and defense),
- Defendant's contact information, including their email address if the proceeding is to take place remotely,
- Whether the case will resolve by plea, nonjury or jury trial or whether a postponement request will be submitted and by whom;
- Whether any motions are pending and, if so, whether any such motion requires a hearing with or without witnesses;
- Whether the defendant and witnesses and victims necessary for the scheduled proceeding have been contacted.

CRIMINAL DIVISION PROCEDURES

Counsel shall not send multiple CSC emails on the same case as such emails burden the court staff, overwhelm their email accounts and create confusion.

When a matter is scheduled as a remote plea or hearing, all paperwork shall be emailed to court staff 48 hours prior to the scheduled plea or hearing date, or, in the case of a defendant who is incarcerated, 24 hours prior to the plea or hearing date including:

- Plea Packet
- Sentencing Guidelines
- Restitution Form
- Other forms required for SORNA or Domestic Violence cases

If a case will be proceeding to trial, the parties are encouraged to stipulate to any evidence or testimony, where possible, to avoid the need for witnesses to be called to testify. If stipulations may be furthered by a party making a potential witness available via conference call with all counsel, counsel are encouraged to utilize this method or other similar opportunities to further discussions regarding possible stipulations. Where stipulations cannot be reached regarding the testimony of a witness, the parties should discuss whether any witnesses might be permitted to testify via video.

In a matter which is to proceed remotely, exhibits should be exchanged via email between the parties at least 24 hours prior to the proceeding, with a copy to court staff. If a party believes that circumstances exist that a prior exchange of a particular exhibit should not occur, the issue should be brought to the Court's attention through the Case Status Conference process.

When a defense attorney has been unable to contact the defendant, the Prosecutor shall not bring in any witnesses but shall have them available by phone in the event that a previously "unreachable" defendant appears and determines to enter a guilty plea.

If the defendant then fails to appear on their scheduled court date, a warrant shall be issued.

If the defendant does appear on their scheduled date, the courtroom staff should direct the defendant to the location previously supplied by defense counsel so that the defendant can make contact with defense counsel. The case may proceed in a manner that does not require witnesses such as a plea, or a stipulated non-jury trial, or other method agreed upon by the parties.

CRIMINAL DIVISION PROCEDURES

Otherwise, a short defense postponement may be granted with a definite date for trial.

Prosecutors shall make every effort to contact their witnesses well in advance of the scheduled court date and shall comply with the requirements of the Case Status Conferences or status conferences held by judges and their staff.

When a Prosecutor has been unable to contact a witness or victim, the prosecutor shall include on any postponement request, the efforts made to contact the witness or victim.

If a Commonwealth postponement is not granted, defense counsel shall not bring in any witnesses but shall have the defendant available by phone in the event the Commonwealth witness or victim does appear for the proceeding on the specified date.

In the event the Commonwealth witnesses do not appear on the scheduled court date, the case may be *nolle prossed*, dismissed or, at the discretion of the judge, a postponement maybe granted on that date.

If the Commonwealth witness or victim does appear on the scheduled court date, the case may proceed in a manner that does not require witnesses such as a plea, stipulated non-jury trial, or other method agreed upon by the parties. Otherwise, a short Commonwealth postponement shall be granted with a definite date for trial.

All defendants without counsel will be required to engage in a CSC with the assigned prosecutor consistent with the above procedures. Prior to the CSC, the assigned prosecutor will notify the Office of the Public Defender that the defendant is unrepresented so that the defendant can be provided counsel from the Office of the Public Defender or the Office of Conflict Counsel to explain the following:

- The right to counsel for future court proceedings;
- The right to have counsel appointed if the defendant is unable to afford an attorney; and
- If the defendant elects to proceed *pro se*, the fact that counsel will serve as a third-party witness to ensure the CSC is fairly conducted.

CRIMINAL DIVISION PROCEDURES

Designated Staff to Receive CSC Emails for Each Courtroom

JUDGE	ADDITIONAL STAFF	EMAIL	MINUTE CLERK	EMAIL
Bruce R. Beemer	Diana Colosimo	DColosimo@allegheycourts.us	Janine McVay	McVayJ@allegheycourts.us
Alexander P. Bicket	Carley Donnelly	CDonnelly@allegheycourts.us	Kathy Burford	KBurford@allegheycourts.us
Kelly E. Bigley	Teri Michaels	TMichaels@allegheycourts.us	John D'Abruzzo	JD'Abruzzo@allegheycourts.us
Edward J. Borkowski	Pamela Farrell	Pam.Farrell@allegheycourts.us	John Halloran John Matter - ARD	John.Halloran@allegheycourts.us JMatter@allegheycourts.us
David R. Cashman	Wendy Hayes	Wendy.Hayes@allegheycourts.us	Derek Smith	DJSmith@allegheycourts.us
John J. Driscoll	Mary Angela Ogg	MOgg@allegheycourts.us	Lindsay Williamson	LWilliamson@allegheycourts.us
Susan F. Evashavik DiLucente	Mary Lou Conroy	mlconroy@allegheycourts.us	Dan Cregan	DCregan@allegheycourts.us
Thomas E. Flaherty	Sarah Deasy	SDeasy@allegheycourts.us	Karen Cirrincione	Karen.Cirrincione@allegheycourts.us
Beth A. Lazzara	Judy Sarna (Law Clerk)	jsarna@allegheycourts.us	Tim Palmer	TPalmer@allegheycourts.us
Jeffrey A. Manning	Sandy Leasure	Sandy.Leasure@allegheycourts.us	Michele Kearney	MKearney@allegheycourts.us
Anthony M. Mariani	Christen Hobaugh	CHobaugh@allegheycourts.us	Christa Buchewicz	CBuchewicz@allegheycourts.us
Lester G. Nauhaus	Lucille Trobaugh	LTrobaugh@allegheycourts.us	Sandy Evans	Sandy.Evans@allegheycourts.us
Jill E. Rangos	Shana Kemerer	SKemerer@allegheycourts.us	Laura Gettings	LGettings@allegheycourts.us
Kevin G. Sasinowski	Stephanie Ewing	SEwing@allegheycourts.us	Candice Kelly	CKelly@allegheycourts.us
Randall B. Todd	Gwyn Behr	GBehr@allegheycourts.us	Elizabeth Collins	ECollins@allegheycourts.us
Mark V. Tranquilli	Mary Angela Ogg	MOgg@allegheycourts.us	Lindsay Williamson	LWilliamson@allegheycourts.us
John A. Zottola	Marie Zottola	MZottola@allegheycourts.us	Toni Snelsire	TSnelsire@allegheycourts.us

CRIMINAL DIVISION PROCEDURES

Remote Pleas

When a matter is scheduled as a remote plea or hearing, all paperwork shall be emailed to court staff 48 hours prior to the scheduled plea or hearing date, or, in the case of a defendant who is incarcerated, 24 hours prior to the plea or hearing date.

If the case will be a plea, the following paperwork should be included:

- Request for Remote Hearing *
- Instructions for Scheduling a Remote Plea *
- Guilty Plea Colloquy *
- Waiver of Rights and Consent to Plea/Sentencing by Video Conference*
- Adult Probation Intake Form *
- General Rules and Condition of Probation Acknowledgement Form *
- Sentencing Guidelines
- Restitution Form

*Denotes items the are included in the Plea Packet.

If the case is a Domestic Violence case, include also:

- Order of Relinquishment
-

If the case is a SORNA case, include also:

- Specific Special Conditions of Probation
- General Rules and Condition of Probation Acknowledgement Form
- Sexual Offender Registration/Notification Act (SORNA) Colloquy

The SORNA Packet includes these 3 forms as well as all of the forms in the Plea Packet denoted by * above.

CRIMINAL DIVISION PROCEDURES

Miscellaneous Motions

Updated instructions and forms for filing Miscellaneous Motions in Motions Court can be found at:

<https://www.alleghencourts.us/criminal/MiscellaneousMotions.aspx>.

CRIMINAL DIVISION PROCEDURES

Criminal Division Forms

Criminal Division forms may be found at
<https://www.alleghenycourts.us/Criminal/Default.aspx>

Waiver of Appearance at Formal Arraignment

Waiver of Appearance at Pretrial Conference

Plea Packet – includes:

- Request for Remote Hearing
- Instructions for Scheduling a Remote Plea
- Guilty Plea Colloquy
- Waiver of Rights and Consent to Plea/Sentencing by Video Conference
- Adult Probation Intake Form
- General Rules and Condition of Probation Acknowledgement Form

ARD Packet – includes:

- Instructions for Scheduling a Remote ARD Hearing
- Explanation of ARD Proceeding
- Waiver of Rights and Consent to Entry into ARD by Video Conference
- PAePay Instructions
- General Rules for ARD Probationers

SORNA Plea Packet – includes:

- Request for Remote Hearing
- Instructions for Scheduling a Remote Plea
- Guilty Plea Colloquy
- Waiver of Rights and Consent to Plea/Sentencing by Video Conference
- Charge Specific Special Conditions of Probation
- Adult Probation Intake Form
- General Rules and Condition of Probation Acknowledgement Form
- Sexual Offender Registration/Notification Act (SORNA) Colloquy

Order of Relinquishment (for Domestic Violence Cases)

Nolo Contendere Colloquy

Guilty Plea Colloquy

Waiver of Rights and Consent to Plea/Sentencing by Video Conference

Waiver of Rights and Consent to Non-Jury by Video Conference