

**IN THE COURT OF COMMON PLEAS  
OF THE FIFTY-FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA**

**IN RE: 55<sup>TH</sup> JUDICIAL DISTRICT** :  
**DECLARATION OF JUDICIAL EMERGENCY** : No. 21 of 2020  
**ACCESS TO JUDICIAL FACILITIES/** :  
**MODIFICATION OF PROCEDURES** :

**AMENDED**

**EMERGENCY ADMINISTRATIVE ORDER OF COURT**

AND NOW, this 17<sup>th</sup> day of November 2020, pursuant to the Order of the Pennsylvania Supreme Court dated March 17, 2020, and in light of ongoing public health concerns related to the COVID-19 pandemic, the President Judge of the 55<sup>th</sup> Judicial District is hereby exercising the power granted by the Supreme court and ORDERING that the 55<sup>th</sup> Judicial District emergency declaration is extended through December 31, 2020, and the following provisions apply though that date (unless a different date is indicated below) subject to state and federal constitutional requirements and any subsequent order by the Supreme Court: Effective Wednesday, November 18, 2020 at 4:30 p.m.

1. Access to Potter County Courthouse and the Magisterial District Courts within the Fifty-Fifth Judicial District, as applicable, shall be limited exclusively to elected officials whose offices are maintained in the courthouse, county commissioners, courthouse employees, court employees, attorneys, parties to a case with a scheduled proceeding that has not otherwise been continued in the respective court or before a Magisterial District Courts within the Fifty-Fifth Judicial District of Pennsylvania, Potter County subpoenaed witnesses and victims in proceedings being held within the Potter County Courthouse and before Magisterial District Courts within the Fifty-Fifth

Judicial District of Pennsylvania, Potter County, prospective and selected jurors, and members of the media.

2. Access to the Potter County Courthouse and Magisterial District Courts within the Fifty-Fifth Judicial District of Pennsylvania, by the general public shall be restricted and limited to official and essential serious matters that the needs immediate attention, which such need shall be determined by the Potter County Sheriff or Magisterial District Judges within the Fifty-Fifth Judicial District of Pennsylvania on a case by case basis.
3. The Potter County Sheriff, Glenn Drake and his deputies shall immediately take over the single point of entry at the Potter County Courthouse for purposes of enforcing this Order of Court. Furthermore, Glenn Drake, Potter County Sheriff, and his deputies are vested with full authority to enforce this Order of Court.
3. The use of telephonic and video conferencing for all hearings including those at the Court of Common Pleas, the Magisterial District Courts and Domestic Relations hearings are hereby approved in lieu of face to face contact, unless a Constitutional right is infringed.
4. Any person who believes that they are being unjustly denied access to the Potter County Courthouse, and the Magisterial District Courts with the Fifty-Fifth Judicial District of Pennsylvania, Potter County may immediately:
  - a. Contact Jennifer Saulter, District Court Administrator of the Fifty-Fifth Judicial District of Pennsylvania by telephone at 814-274-9720 or by email at [jsaulter@pottercountypa.net](mailto:jsaulter@pottercountypa.net) to address the being deprived of access to the Potter County Courthouse, and /or Magisterial District Court of the Fifty-Fifth Judicial District ; and or

- b. File a petition with the Court of Common Pleas at the above captioned docket number to address being deprived of access to the Potter County Courthouse and/or Magisterial District Court within the Fifty-Fifth Judicial District.
5. The exclusive purpose of this Order of Court is to promote and protect the health, safety and welfare of the public, county and court employees, and users of the Potter County Courthouse, and the Magisterial District Courts with the Fifty-Fifth Judicial District of Pennsylvania. Notwithstanding this Order of Court, the Court of Common Pleas of the Fifty-Fifth Judicial District of Pennsylvania shall remain and are open. This Order of Court shall remain in effect until December 31, 2020, unless modified by further Order of Court.
6. A copy of this Order of Court shall be prominently posted on the main entry of the Potter County Courthouse, the offices of Magisterial District Judges Annette Easton (Coudersport, PA), Kari McCleaff, (Shinglehouse PA) and Christopher Kalacinski (Galeton PA).

BY THE COURT:



---

Stephen P. B. Minor, President Judge  
55<sup>th</sup> Judicial District