

# PROTHONOTARY AND CLERK OF COURTS OF INDIANA COUNTY

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RANDY DEGENKOLB  
PROTHONOTARY AND CLERK OF COURTS

Sharon Mlecik  
FIRST DEPUTY

FR: Randy Degenkolb  
Prothonotary & Clerk of Courts of Indiana County

DT: March 17, 2020

RE: Court Communications

To avoid physically coming to the courthouse, listed below is the temporary protocol you are invited to utilize to communicate with the courts remotely. This is in conjunction with the Declaration of Judicial Emergency signed earlier today by President Judge William J. Martin.

If there are questions regarding the information listed below please first call the Office of the Prothonotary & Clerk of Courts at 724-465-3855.

FILINGS for Prothonotary and Clerk of Courts can be received in the following ways:

- a. E-mail: [pcc@indianacountypa.gov](mailto:pcc@indianacountypa.gov)
- b. Fax: 724-465-3968
- c. Regular mail: Prothonotary & Clerk of Courts  
Indiana County Courthouse  
825 Philadelphia St.  
Indiana, PA 15701

*NOTE: During this time, all filings received by e-mail & fax will be printed by our office, date/time stamped, marked as "ORIGINAL", and filed. Also, we will return a copy to the filer (by e-mail or fax ... as received) so that service can be accomplished by the filer.*

PAYMENTS ON-LINE or by PHONE or by MAIL:

- 1. Existing CRIMINAL Cases (court costs, etc): [www.ujportal.pacourts.us/epay/](http://www.ujportal.pacourts.us/epay/)
- 2. CIVIL Filing Fees can be paid "by phone" by calling 724-471-7832  
(Our staff will enter credit card #, name, address, etc)
- 3. CRIMINAL AND CIVIL Payments and/or Filing Fees can continue to be paid via traditional mail service. If you submitted a Filing by e-mail or fax simply send the filing fee to our office (by check or money order).

SUBSCRIPTION (for CIVIL case viewing):

You can view CIVIL cases on-line through the subscription service currently available through the County's IT Department. To subscribe simply call 724-465-3970. The cost of this is \$25 per month. The viewable information is identical to the case information on the public terminals in our office.

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