

**IN THE COURT OF COMMON PLEAS OF INDIANA COUNTY
PENNSYLVANIA**

IN RE: : MD-181-2025
: :
LOCAL RULE 576.1 : :
ELECTRONIC FILING AND : :
SERVICE OF LEGAL PAPERS : :
: :
: :

Indiana Co Proth & Court Clerk
2025 MAY 7 AM 9:02

ORDER OF COURT

AND NOW, this 7th day of May, 2025, in compliance with Rule 103(d) of the Pennsylvania Rules of Judicial Administration, it is HEREBY ORDERED that the Court adopts the following Local Rule of Criminal Procedure 576.1 addressing electronic filing and service of legal papers, effective June 17, 2025.

The Court Administrator shall:

- 1) File one certified copy of this Order with the Administrative Office of Pennsylvania Courts to adminrules@pacourt.us;
- 2) Submit two paper copies of this Order to the Legislative Reference Bureau and one electronic copy in Microsoft Word format only to Bulletin@palrb.us for publication in the Pennsylvania Bulletin;
- 3) Provide one copy of this Order to the members of the Indiana County Bar Association;
- 4) Incorporate the Rule into the set of Local Rules within thirty (30) days of publication of the Local Rule in the Pennsylvania Bulletin and

publish the rules on the Court's website at www.IndianaCountyPA.gov;

5) File this Order in the Prothonotary's Office of Indiana County.

Local Rule 576.1 Electronic Filing and Service of Legal Papers

- (A) Agreement. The Administrative Office of Pennsylvania Courts and Indiana County, the 40th Judicial District, have agreed upon an implementation plan for electronic filing, as that term is defined in Pa.R.Crim.P. 576.1(C), in Indiana County through the statewide system known as PACFile, effective June 17, 2025.
- (B) Purpose.
- (1) The electronic filing of legal papers and the electronic service of such papers through the PACFile system with the Indiana County Clerk of Courts for criminal cases in the Indiana County Court of Common Pleas is permitted under the terms described in this Local Rule.
 - (2) The exclusive system for electronic filing is the PACFile system, developed and administered by the Administrative Office of the Pennsylvania Courts and located on Pennsylvania's Unified Judicial System Web Portal at <http://ujportal.pacourts.us/PACFile.aspx>.
 - (3) The applicable general rules of court and court policies that implement the rules shall continue to apply to all filings regardless of the method of filing.
- (C) Definitions. As used in the Rule, the following words shall have the following meanings:
- "electronic filing," the electronic transmission of legal papers by means other than facsimile transmission and the acceptance of the document by the Clerk of Courts;
 - "filing party," an attorney, party, or other person who files a legal paper by means of electronic filing;
 - "legal paper," a pleading or other submission to the court, including motions, answers, notices, or other documents, of which filing is

required or permitted, including orders, copies of exhibits, and attachments, but excluding:

- (1) Applications for search warrants;
- (2) Applications for arrest warrants;
- (3) Any grand jury materials, except the indicting grand jury indictment or the investigating grand jury presentment;
- (4) Submissions filed ex parte as authorized by law;
- (5) Submissions filed or authorized to be filed under seal;
- (6) Exhibits offered into evidence, whether or not admitted, in a court proceeding; and,
- (7) Confidential documents, including but not limited to, drug and alcohol assessments and reports, mental health evaluations and reports, and medical records.

"original document," a legal paper filed electronically shall be deemed the original document, but copies of exhibits electronically filed do not constitute the original exhibit for evidentiary purposes.

(D) Participation.

- (1) All attorneys and defendants proceeding without counsel shall be permitted to file legal papers electronically in accordance with this Local Rule.
- (2) In order to participate in the PACFile system, an attorney shall establish an account in the PACFile system by procedures established by the Administrative Office of Pennsylvania Courts.
- (3) A defendant who is proceeding without counsel shall be permitted to utilize the PACFile system through an authorization process established by the Administrative Office of Pennsylvania Courts.
- (4) Establishment of an account by an attorney or authorization of a defendant proceeding without counsel in the PACFile system, to the extent permitted under this Local Rule and authorized by the Administrative Office of Pennsylvania Courts, shall constitute consent to participate in electronic filing, including acceptance of service electronically of any document filed in the PACFile system.
- (5) Any attorney or defendant participating in the PACFile system is permitted to file a legal paper either in an electronic or in a physical paper format. Service upon an attorney or

defendant participating in the PACFile system shall be done electronically.

- (6) Service of electronic filings on any attorney or party who has not established a UJS web portal account or who is unable to file or receive legal papers electronically or otherwise unable to access the system shall be made by the procedures provided under Rules 114(B) and 576(b).
 - (7) The following offices must be served in accordance with Pa.R.Crim.P. 576: Sheriff, Adult Probation, Court Reporters, Court Administration, and Judge's Chambers. This applies to the service of court orders and notices. Distribution to those parties not automatically served via PACFile with a court order or notice must be filed with the Clerk of Courts office with a complete distribution list including the names and addresses of all parties required to be served with a paper copy.
- (E) Retention, Conversion, and Use of Legal Papers.
- (1) All legal papers electronically filed shall be maintained and retained by the Clerk of Courts in an electronic format. An electronic filer is not required to file a paper copy of any document filed electronically unless the document exceeds thirty (30) pages. If the document exceeds thirty (30) pages, the filer shall provide a paper copy of the document to the Clerk of Courts. The Clerk of Courts shall maintain a hard copy of any legal paper filed electronically as provided in this Rule. The Clerk of Courts shall print a hard copy of all documents not provided in physical paper format. This requirement may be removed by Administrative Order of the President Judge.
 - (2) Any legal paper submitted for filing to the Clerk of Courts in a physical paper format shall be accepted by the Clerk of Courts in that format and shall be retained by the Clerk of Courts as may be required by applicable rules of court and record retention policies. The Clerk of Courts shall convert such hard copy legal paper to .pdf and add it to the system, except those legal papers excluded from electronic filing pursuant to Pa.R.Crim.P. 576.1(C) and this Rule.
 - (3) Once converted to .pdf, the .pdf version of the legal paper shall be deemed and treated as the original legal paper and

may be used by the parties and the Court for the same purposes to the same extent as the original.

- (4) Those legal papers that are not permitted to be electronically filed pursuant to this Rule shall be maintained in a physical paper format only.

(F) Filing.

- (1) When a legal paper is to be electronically filed, it shall be submitted to the PACFile system at the Unified Judicial System web portal at <http://ujportal.pacourts.us>, in accordance with Pa.R.Crim.P. 576.1, this Rule, and any filing instructions as may be otherwise provided at the web portal site.
- (2) Electronic filings may be submitted at any time, except during times of periodic maintenance. The electronic submission must be completed by 11:59:59 p.m. EST/EDT to be considered filed that day.
- (3) A legal paper shall be considered filed upon submission of the legal paper to the system and acceptance of the filing by the Clerk of Courts. If the Clerk of Courts determines that the requirements for filing have been met, the time and date of filing shall be the time and date that the legal paper was submitted to the system. If the Clerk of Courts finds that the requirements for filing are not met, the Clerk may reject the filing.
- (4) No legal paper that complies with the Pennsylvania Rules of Criminal Procedure shall be refused for filing by the Clerk of Courts or the electronic filing system based upon a requirement of a local rule or local administrative procedure or practice pertaining to the electronic filing of legal papers.
- (5) A filing party shall be responsible for any delay, disruption, and interruption of the electronic signals and legibility of the document electronically filed, except when caused by the failure of the system's website.
- (6) Legal papers shall be presented for filing in portable document format (".pdf").


(G) Signature.

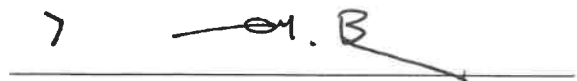
- (1) Except as provided in paragraph (G)(3), an electronic signature of the filer as provided for in the system is

permitted on electronic filings in the following form: /s/ John L. Doe.

- (2) The electronic filing of a motion or answer that includes an electronic signature constitutes a certification pursuant to Pa.R.Crim.P. 575 that the filing party or attorney has read the legal paper, that to the best of the filing party's or attorney's knowledge, information, and belief there is a good ground to support the motion or answer, and that it is not interposed for delay.
 - (3) Any motion that, pursuant to Pa.R.Crim.P. 575(A)(2)(g), avers facts not of record and requiring a sworn affidavit, must be created in a physical paper form, have a physical signature placed on it, and then be converted into a .pdf before it is electronically filed.
 - (4) The original of a sworn or verified legal paper that is electronically filed or is contained within an electronic filing shall be maintained by the electronic filer in paper format and made available upon direction of the court or reasonable request of the signatory or opposing party.
- (H) Confidential Information. Counsel and unrepresented parties must adhere to the Public Access Policy of the Unified Judicial System or Pennsylvania and refrain from including confidential information in legal papers filed with the Clerk of Courts or the Court whether filed electronically or in a paper format.
- (I) Fees. Applicable fees shall be paid through procedures established by the Clerk of Courts and at the same time and in the same amount as required by statute, court rule or order, or published fee schedule.
- (J) Record of Appeal. Electronically filed legal papers, and copies of legal papers in a paper format, as provided in subsections (D) and (E), shall become the record on appeal.

BY THE COURT:

EXTRACT FROM
THE RECORDS
ATTEST

Prothonotary and Clerk of Courts


Thomas M. Bianco, P.J.

Indiana Co Proth & Court Clerk
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