

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

In Re: KELLY L. FERRARI, Prothonotary : MsD No. 20-40062

To The Honorable William R. Shaffer, Administrative Judge:

Your Petitioner, Kelly L. Ferrari, Butler County Prothonotary, by and through her solicitor, Dorothy J. Petrancosta, Esquire, presents the within Petition, whereof the following is a statement:

1. Your Petitioner, the duly elected Prothonotary, is charged with receiving and maintaining records and documents.
2. Your Petitioner continues to monitor developments on the spread of the coronavirus (COVID-19) and any potential impact on the operations of her office.
3. Your Petitioner is being proactive to ensure the most seamless of operations and believes that adjustments in filing of documents is needed to protect the health and safety of court users and court employees.
3. Your Petitioner desires to accept filings by email and facsimile commencing Monday March 16, 2020 and continuing through Friday April 3, 2020, with required originals to be mailed with proper fees.
4. Your Petitioner proposes the following filing procedure be implemented:
 - a. Documents for filing with the Butler County Prothonotary may be emailed or faxed for filing during the hours of 8:30 AM and 4:00 PM using an email address of kferrari@co.butler.pa.us or fax number of 724-431-1086 ;
 - b. All parties or counsel choosing to file during this period by email or fax shall include in their document a certification that the original is being mailed to the Prothonotary by placing the same in U.S. Mail, postage prepaid and postmarked on the same date as the date emailed or faxed with the proper fees and must identify a contact person by name with contact phone number for the Prothonotary's office to call to provide fee information, or in the event that there are questions or issues with the document received;
 - c. Documents that do not contain Exhibits, that the contents of which are incorporated into

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the document being filed, shall not include the Exhibits in the email or fax, but must be attached to the original that is mailed to the Prothonotary;

d. Documents that contain Exhibits, that the contents of which are incorporated into the document being filed, shall include the Exhibits in the email or fax, as well as attach them to the original that is mailed to the Prothonotary;

e. In addition to regular filing fees, there will be a \$0.50 per page fee for printing of the emailed or faxed copy pending receipt of the original by U.S. Mail postage prepaid;

f. Businesses and Law Firms may continue to pay by check; however, individuals shall pay by money order or cash; and

g. Should the proper filing fee and copy fee not accompany the original, the Prothonotary, may, in her discretion, motion to Court to vacate the pleading.

WHEREFORE, your Petitioner respectfully requests this Honorable Court enter and Order of Court to accept filings by email and facsimile commencing Monday March 16, 2020 and continuing through Friday April 3, 2020 in accordance with the following procedure:

a. Documents for filing with the Butler County Prothonotary may be emailed or faxed for filing during the hours of 8:30 AM and 4:00 PM using an email address of kferrari@co.butler.pa.us or fax number of 724-431-1086 ;

b. All parties or counsel choosing to file during this period by email or fax shall include in their document a certification that the original is being mailed to the Prothonotary by placing the same in U.S. Mail, postage prepaid and postmarked on the same date as the date emailed or faxed with the proper fees and must identify a contact person by name with contact phone number for the Prothonotary's office to call to provide fee information, or in the event that there are questions or issues with the document received;

c. Documents that do not contain Exhibits, that the contents of which are incorporated into the document being filed, shall not include the Exhibits in the email or fax, but must be attached to the original that is mailed to the Prothonotary;

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f. Businesses and Law Firms may continue to pay by check; however, individuals shall pay by money order or cash; and

g. Should the proper filing fee and copy fee not accompany the original, the Prothonotary, may, in her discretion, motion to Court to vacate the pleading.

Respectfully submitted,

Dorothy J. Petrancosta



Dorothy J. Petrancosta,
Solicitor

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ORDER OF COURT

AND NOW, this 16 day of MARCH, 2020, upon due consideration of

Kelly L. Ferrari, Petitioner, being proactive to ensure the most seamless of operations and believes that adjustments in filing of documents is needed to protect the health and safety of court users and court employees, it is hereby **ORDERED** that, commencing Monday March 16, 2020 and continuing through Friday April 3, 2020, Kelly L. Ferrari, Prothonotary is authorized to accept documents for filing under the following procedure:

- a. Documents for filing with the Butler County Prothonotary may be emailed or faxed for filing during the hours of 8:30 AM and 4:00 PM using an email address of kferrari@co.butler.pa.us or fax number of 724-431-1086 ;
- b. All parties or counsel choosing to file during this period by email or fax shall include in their document a certification that the original is being mailed to the Prothonotary by placing the same in U.S. Mail, postage prepaid and postmarked on the same date as the date emailed or faxed with the proper fees and must identify a contact person by name with contact phone number for the Prothonotary's office to call to provide fee information, or in the event that there are questions or issues with the document received;
- c. Documents that do not contain Exhibits, that the contents of which are incorporated into the document being filed, shall not include the Exhibits in the email or fax, but must be attached to the original that is mailed to the Prothonotary;

- d. Documents that contain Exhibits, that the contents of which are incorporated into the document being filed, shall include the Exhibits in the email or fax, as well as attach them to the original that is mailed to the Prothonotary;
- e. In addition to regular filing fees, there will be a \$0.50 per page fee for printing of the emailed or faxed copy pending receipt of the original by U.S. Mail postage prepaid;
- f. Businesses and Law Firms may continue to pay by check; however, individuals shall pay by money order or cash; and
- g. Should the proper filing fee and copy fee not accompany the original, the Prothonotary, may, in her discretion, motion to Court to vacate the pleading.

Should concerns with the coronavirus (COVID-19) continue beyond April 3, 2020, Kelly L. Ferrari must Petition this Court should she desire to extend the procedure beyond April 3, 2020.

By the Court,



William R. Shaffer, Administrative Judge