

CIVIL FILINGS – STATUTE OF LIMITATIONS ISSUE

Members of the Bar:

As you were made aware yesterday, the Supreme Court has added filing of Writs of Summons for purposes of tolling the Statute of Limitations to the list of essential functions to be performed by the Court during the judicial emergency declared by order of March 18, 2020.

As a follow up, we encourage any member of the Bar facing an expiring Statute of Limitations during the period of judicial emergency to utilize the Prothonotary's e-filing system to file Writs of Summons.

E-filing was approved by Court order in 2013 and has become widely used for filing by both the Bar and self-represented litigants. Writs of Summons may be e-filed, and once the filing has been accepted by the Prothonotary, a physical copy of the filed Writ must be prepared and forwarded to the Sheriff's Office (with appropriate fee) for service.

While we emphasize that use of the e-filing system for Writs is encouraged during the period of judicial emergency, if you are not a registered e-filer and need to file a Writ, the Justice Center is open for limited purposes from 9 a.m. until 2 p.m. each weekday, and emergency access may be obtained 24 hours a day by calling the telephone number posted at the entrance.

A Prothonotary time-clock is located at the security station in the Justice Center atrium. The Writ, accompanied by a civil cover sheet and the appropriate filing fee (which may be ascertained by consulting the Prothy's fee bill online) may be clocked in and left in the provided box.

We trust that this information will be helpful to practitioners as we navigate this unprecedented time, and the Court appreciates your continued understanding and cooperation.

Stephen G. Heckman, Esquire
Court Administrator