

IN RE: : IN THE COURT OF COMMON PLEAS
 : OF LACKAWANNA COUNTY
 :
 RELIEF UNDER THE PROTECTION :
 FROM ABUSE (PFA) ACT : NO. 20MD138

ORDER

AND NOW, this 3rd day of April, 2020, in light of the Judicial Emergency declared by this Court and by the Pennsylvania Supreme Court on April 1, 2020, directing the closure of court facilities in all judicial districts as to non-essential functions, and further acknowledging that one of the Court’s **essential functions** is to address relief under the Protection from Abuse (PFA) Act, **IT IS HEREBY ORDERED and DECREED THAT effective immediately:**

1. **The Lackawanna County Family Court, located at 123 Wyoming Avenue, 1st Floor, Scranton, Pennsylvania remains closed to the public.**
 - a. General operations are suspended except as set forth in previously issued President Judge Administrative Orders and as provided hereafter.
2. **For Emergency Temporary Protection from Abuse Petitions and Orders during NON-BUSINESS HOURS- During non-business hours, which are hereby defined as weekdays from Monday through Friday at 2:00 p.m. until 9:00 a.m. and weekends from Friday at 2:00 p.m. through Monday at 9:00 a.m., the Petitioner shall contact their local police department.**
3. **Temporary PFA Filings during business hours:**
 - a. **Pre-prepared, verified PFA filings:**
 - i. *IMPORTANT: Preparers of the petitions must provide a valid email address and telephone number of the Petitioner (and counsel, if applicable) to the Family Court Administration Office to process the petitions.*
 - ii. PFA Petitions and Proposed Temporary Orders properly completed pursuant to 23 Pa.C.S.A. § 6101, et seq, and Pennsylvania Rules of Civil Procedure 1901.3 and 1905, must be emailed to the following email address for referral to and consideration by the Court: CzaykowskiC@lackawannacounty.org.
 - b. **Petitioners who require assistance in preparation and filing (pro se):**
 - i. *IMPORTANT: Petitioners must be prepared to provide a valid email address and telephone number for the Family Court Administration Office process the petitions.*
 - ii. The **PFA Petitions** are available at: <https://www.lackawannacounty.org/index.php/one-stop-form-shop-2>
 - iii. If the Petitioner needs assistance in completing the PFA Petition contact the Family Court Administration Office: 570-963-5692 Monday through Friday from 9:00 a.m. until 2:00 p.m.
 - iv. The PFA Petitions and Proposed Temporary Orders must be emailed to the following email address for referral to and consideration by the Court: CzaykowskiC@lackawannacounty.org.
 - v. Thereafter, each Petitioner will receive a telephone call from the Family Court Administration Office to conduct a brief intake

MAURIE B. KELLY
 LACKAWANNA COUNTY
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interview and obtain a valid email address and telephone number for the Petitioner to allow for the Court to contact the Petitioner.

- vi. If the Petitioner is unable to submit the PFA Petition and Proposed Temporary Order electronically, the Petitioner shall contact the Family Court Administration at 570-963-5692.

4. Temporary PFA Orders:

- a. If a Temporary PFA Order is entered, the Petitioner (and counsel, if applicable) shall receive a copy of their Temporary PFA Order via First Class Mail and email.
- b. Upon request of a Petitioner, a copy of the PFA Order will be available for pickup from 12:00 p.m. until 2:00 p.m. at the Lackawanna County Family Court, 123 Wyoming Avenue, 1st Floor, Scranton, Pennsylvania. The pickup location will be at the front entrance to the Lackawanna County Government Center at 123 Wyoming Avenue. Each Petitioner must present a valid form of photo identification in order to receive their order.

BY THIS COURT:


HONORABLE TRISH CORBETT