

Laser Fax

Modification 5
Modification 5.49
May 14, 2007

LTN FIELD

The LTN field name on the Criminal Court Case Entry screen is now labeled LOTN. Continue to follow the same procedures when recording the LOTN and OTN; only the field name has been changed. Refer to the on-line MDJS Manual or Modification 4.97 dated March 29, 2004 for a review of LOTN/OTN procedures.

RULE 112, RULES OF CONDUCT, OFFICE STANDARDS AND CIVIL PROCEDURES FOR MAGISTERIAL DISTRICT JUDGES

Effective May 18, 2007, the Pennsylvania Supreme Court has approved amendments to Rule 112 (Temporary Assignments of Magisterial District Judges) of the Rules of Conduct, Office Standards and Civil Procedures for Magisterial District Judges. (<http://www.pabulletin.com/secure/data/vol37/37-18/774.html>)

In order to provide continuous availability for civil and possessory actions, during regular business hours, the President Judge or his or her designee is to make at least one Magisterial District Judge in the judicial district available to handle routine civil matters, such as the issuance of orders of execution or orders for possession, so that such matters are handled in a timely manner even in the absence of the proper issuing authority. The amended Rule provides for availability and temporary assignment of Magisterial District Judges in civil actions that is similarly provided for in criminal matters.

No programming changes have been made to the MDJS, but please consider the following in order to conform to the Rule:

- ? Multi-court access allows you to electronically access another magisterial district court's docketed cases and process non-accounting actions as appropriate or when required.
- ? The out-of-district execution option can be used to record requests and issuances of orders of execution when the original paperwork is filed at another court.
- ? If a temporary assignment is made under Rule 112, and your court is affected by the temporary assignment, create a notice in Microsoft Word and conspicuously post it.