**IN THE COURT OF COMMON PLEAS**

**OF THE 37TH JUDICIAL DISTRICT OF PENNSYLVANIA**

**WARREN/FOREST COUNTY**

**IN RE: CUSTODY OF EXHIBITS**

**DURING AND AFTER COURT : No. 25 of 2024**

**PROCEEDINGS : Miscellaneous**

**:**

**ADMINISTRATIVE ORDER**

AND NOW, this 28th day of February, 2024, it is hereby Ordered and Decreed that

the Warren/Forest County Court of Common Pleas adopts Local Rule of Judicial Administration Rule R.J.A. L5102 and Rule R.J.A. L5103 governing the Custody of Exhibits effective thirty (30) days after publication in the *Pennsylvania Bulletin*.

The Warren/Forest District Court Administrator is Ordered to do the following:

1. File one (1) copy to the Administrative Office of Pennsylvania Courts via email to [adminrules@pacourts.us](mailto:adminrules@pacourts.us).

2. File one (1) paper copy and one (1) electronic copy in a Microsoft Word format only to [bulletin@palrb.us](mailto:bulletin@palrb.us) with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin.*

3. Publish these Rules on the Warren/Forest County Court website at [www.warrenforestcourt.org](http://www.warrenforestcourt.org).

4. File one (1) copy of the local rule in the appropriate filing office for public inspection and copying.

BY THE COURT

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Maureen A. Skerda,

President Judge

**Rule R.J.A.L5102. Custody of Exhibits. General Provisions.**

*(a) During Court Proceedings before Judge.*

(1) The Official Court Reporter shall be designated as the custodian of all documentary exhibits

and photographs of non-documentary exhibits accepted or rejected during the court

proceedings.

(2) The Official Court Reporter shall maintain the Index of Exhibits and shall use a form which shall

be in the following format:

**Index of Exhibits**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exhibit No.** | **Description/Title** | **Proponent** | **Marked** | **Rejected** | **Admitted** | **Confidential Information Sheet**  **(If required)** |

(3) If the Official Court Reporter is not present during court proceedings, the Court or a

designated tipstaff shall secure all exhibits accepted or rejected during the court proceedings

and file them with the Official Court Reporter.

(4) If the court proceedings are audio-recorded, the Court or a designated tipstaff shall secure

all exhibits accepted or rejected during the court proceedings and file them with the Official

Court Reporter.

*(b) After Court Proceedings before Judge.*

(1) The Official Court Reporter shall:

(a) Secure and maintain all documentary exhibits, photographs, and photographs of

non-documentary exhibits accepted or rejected during the court proceedings, and;

(b) Secure and maintain all non-documentary exhibits as directed by the Court or agreed to

by the parties.

(2) The Official Court Reporter shall file a copy of the Index of Exhibits with copies of the

exhibits in the Prothonotary’s Office

*(c) Proceedings before the Court Hearing Officer:*

(1) In proceedings before the Court Hearing Officer, the Hearing Officer shall be the custodian of

the documentary exhibits.

(2) The Court Hearing Officer shall retain all documentary exhibits, photographs, and

photographs of non-documentary exhibits accepted or rejected during the court

proceedings.

(3) The Court Hearing Officer shall prepare the Index of Exhibits and secure and maintain the

Index of Exhibits with the exhibits.

**Rule R.J.A.L5103. Custody of Exhibits. Special Provisions.**

*(a) Documentary Exhibits: Generally.*

(1) If a document is larger than 8 ½ X 11 inches, the Official Court Reporter shall be provided

with a copy of the same sized 8 ½ X 11 inches. Items larger than 8 ½ X 11 inches may be used

for illustration during the court proceedings.

(2) Original depositions presented at trial shall remain in the proponent’s possession. The

proponent shall simultaneously submit copies of depositions as an exhibit.

*(b) Non-documentary Exhibits: Generally.*

*(*1) If the exhibit is oversized or bulky, the proponent shall maintain custody of the exhibit. A

photograph shall be taken by the proponent of the oversized or bulky exhibit and submitted

to the Official Court Reporter either before or during the court proceedings.

(2) Copies of audio and/or video recordings presented during the court proceedings shall be

submitted to the Official Court Reporter either before or during the court proceedings.