

IN THE SUPREME COURT OF PENNSYLVANIA



IN RE: : NO. 385
: :
AMENDMENT OF RULES 204, 205: JUDICIAL ADMINISTRATION
& 509 OF THE PENNSYLVANIA :
RULES OF JUDICIAL : DOCKET
ADMINISTRATION :
: :
:

ORDER


PER CURIAM

AND NOW, this 16th day of July, 2012, the proposal having been submitted without publication pursuant to Pa.R.J.A. No. 103(a)(3) in the interests of efficient administration:

IT IS ORDERED, pursuant to Article V, Section 10 of the Constitution of Pennsylvania that Rules 204, 205 and 509 of the Pennsylvania Rules of Judicial Administration are amended in the attached form.

This **ORDER** shall be processed in accordance with Pa.R.J.A. No. 103(b), and shall be effective immediately.

Additions to the rule are shown in bold and are underlined.
Deletions from the rule are shown in bold and in brackets.

A True Copy Patricia Nicola
As of: July 16, 2012
Attest: 
Chief Clerk
Supreme Court of Pennsylvania

Rule 204. Compliance and Reporting Responsibilities.

All Personnel of the System and Related Staff are expected to comply with this Policy, and all judicial officers and managerial and supervisory Personnel of the System are obligated to take appropriate measures to ensure that prohibited conduct does not occur, or is properly reported, if observed.

Personnel of the System who engage in any form of prohibited discrimination or harassment within a Court Facility may be subject to disciplinary action.

Related Staff who serve the UJS and who engage in any form of prohibited discrimination or harassment within a Court Facility will be reported to the chief official in their Related Staff offices for appropriate review and action. With respect to violations of this UJS Policy by Related Staff, the Supreme Court expects each Related Staff office to take discrimination and harassment complaints very seriously and to properly investigate and adjudicate such complaints.

Any Personnel of the System, Related Staff or Court Users who feel they have been subjected to, or have observed, any form of discrimination or harassment in any judicial process or Court Facility are urged to report such discrimination or harassment in accordance with the published UJS Non-Discrimination and Equal Employment Opportunity Complaint Procedures which are posted as a companion document to this Policy.

Any Personnel of the System, Related Staff or Court Users who do not have access to these complaint procedures may obtain a copy of these procedures from their local personnel office, the AOPC Office of Human Resources at **[717-795-2080] 717-231-3309**, or the UJS Website at **[www.courts.state.pa.us] www.pacourts.us**.

Judicial officers and managerial and supervisory Personnel of the System who observe, or have reason to believe that discrimination or harassment has occurred in a Court Facility, must (1) take immediate action to terminate any ongoing harassment/discrimination if they are reasonably able to do so; or (2) immediately report such harassment/discrimination, if possible, as described in the UJS Non-Discrimination and Equal Employment Opportunity Complaint Procedures referenced above.

Adopted Dec. 21, 2007, effective Jan 1, 2008; amended July 16, 2012, effective immediately.

Rule 205. Filing Complaints under This Policy.

The UJS Non-Discrimination and Equal Employment Opportunity Complaint Procedures accompanying this Policy offer guidance as to how to file complaints of alleged harassment or discrimination as described in this Policy. Specific procedures have been created for Personnel of the System and Related Staff based on their organizational entity. Separate procedures have been created for Court Users doing business with the UJS in a Court Facility.

If the appropriate procedures are not immediately available, complainants may obtain a copy of these procedures from their local personnel office, the AOPC Office of Human Resources at **[717-795-2080] 717-231-3309**, or the UJS Website at **[www.courts.state.pa.us] www.pacourts.us**.

Adopted Dec. 21, 2007, effective Jan. 1, 2008; **amended July 16, 2012, effective immediately.**

Rule 509. Access to Financial Records.

* * *

(c) Procedure for Requesting Access.

(1) A request to inspect or obtain copies of records accessible pursuant to this rule and in possession or control of the Administrative Office of Pennsylvania Courts shall be made in writing to the records manager, as designated by the Court Administrator of Pennsylvania. A request to inspect or obtain copies of records accessible pursuant to this rule and in possession or control of a court of a judicial district shall be made in writing to the records manager, as designated by the president judge. A written request may be submitted in person, by mail, by e-mail, by facsimile, or, to the extent provided, any other electronic means, on a form provided by the Administrative Office.

Note: Information related to procedures applicable to written requests to the AOPC may be found on the UJS website, located at [www.courts.state.pa.us] www.pacourts.us. Information related to procedures applicable to requests for courts within a judicial district should be posted on the local court's website.

* * *

Adopted May 14, 2007, effective July 1, 2007. Amended June 23, 2008, effective Jan. 1, 2009; amended July 16, 2012, effective immediately.