



COURT ADMINISTRATOR'S OFFICE
THIRTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA
FRANKLIN/FULTON COUNTIES

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COURT ADMINISTRATOR

Memorandum

To: All Attorneys
From: Neil E. Burkholder, Court Administrator
Subject: Filing of Legal Papers and Motion Judge Schedule 2009
Date: December 15, 2008

Rule 39-205.1 as interpreted by the Court, provides that a paper requiring the signature or action by a judge may be filed, delivered or mailed to the Prothonotary or Clerk of Courts. The Prothonotary or Clerk of Courts will mark the paper filed and it is to be delivered to the Court Administrator for distribution to the motion judge's law clerk. If any questions exist, the attorney shall be notified to make an appointment with the motion judge to discuss the matter; otherwise, the papers will be routinely signed.

Below is the motion judge schedule for 2009:

<u>MONTH</u>	<u>JUDGE</u>
JANUARY	JUDGE HERMAN
FEBRUARY	JUDGE WALSH
MARCH	JUDGE VAN HORN
APRIL	JUDGE HERMAN
MAY	JUDGE WALSH
JUNE	JUDGE VAN HORN
JULY	JUDGE HERMAN
AUGUST	JUDGE WALSH
SEPTEMBER	JUDGE VAN HORN
OCTOBER	JUDGE HERMAN
NOVEMBER	JUDGE WALSH
DECEMBER	JUDGE VAN HORN

Those desiring to do so may present motions and petitions to the motion judge at the beginning of the morning and afternoon sessions of open court or in chambers at 11:30 a.m., each day except Wednesday. Contact this office to inquire when court is in session or if the motion judge is available.