

### **39-205.1. Filing of Legal Papers**

**39-205.1.1.** A legal paper requiring the signature of, or action by a Judge may be filed, delivered or mailed to the Prothonotary as in Pa.R.C.P. 205.1. When such paper is received by the Prothonotary it shall be marked filed and then delivered to the Court Administrator for distribution to the motion Judge's Law Clerk. If the Order is routine, the Law Clerk will present the paper to the motion Judge for signature. If either the Law Clerk or the Judge have any questions about the paper or the Order, the person filing the same shall be notified by the Law Clerk to make an appointment with the motion Judge to discuss the matter.

Adopted by Order of Court dated December 7, 1993  
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**39-205.1.2.** All papers filed with the Court, including Pleadings, Petitions, Motions and Brief, shall be printed throughout from type at least as large as point 11 with 2 point lead.

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### **39-205.1.3 Filing of TeleFaxed Pleadings and Papers**

In every civil action, the Prothonotary shall accept for filing legible pleadings and papers which have been properly signed and/or verified which have been telefaxed, so long as, within five days of any such filing, the original of the telefaxed pleading or paper is filed.

Any party who telefaxes a pleading or paper for filing bears the responsibility for assuring its receipt in legible form and for assuring that the pleading or paper is actually delivered to and filed with the Prothonotary.

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