

IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

Administrative Order

Number 11 of 2026

In Re: Adams County Rules of Judicial Administration

ORDER OF COURT

AND NOW, this 1st day of September, 2026, IT IS HEREBY ORDERED that Rule 5102 of the Adams County Rules of Judicial Administration be amended as follows:

5102. Exhibits Generally

...

B. If neither the Clerk of Courts nor Prothonotary is serving the Court and present during a judicial proceeding and an attorney or party needs to have an exhibit entered into evidence:

1. The Court Reporter shall be responsible for marking exhibits;
2. For criminal matters, the Court Reporter shall be responsible for maintaining an exhibit sheet to be filed with the Clerk of Courts.
3. When the proceeding for which neither the Clerk of Courts nor Prothonotary were present has concluded for the day:
 - a. The **[Tipstaff in charge of the courtroom]** **Court Reporter** shall be responsible for:
 - i. Gathering all exhibits;
 - ii. **[For criminal matters, gathering]** **Preparing** the exhibit sheet **[from the Court Reporter];**
 - iii. If applicable, verifying that the exhibits match the items listed on the sheet;

- iv. Returning the exhibits and exhibit sheet, if applicable, to the **Court's Executive Assistant or the** appropriate filing office, who shall verify receipt of all exhibits upon acceptance.
- b. The Sheriff in charge of the courtroom shall be responsible to escort the Tipstaff to the filing office if there are other physical exhibits (weapons, instruments of crime/fraud, illegal substances, etc.).
- 4. If the court proceeding ends for the day after the closing of a filing office, the Chief Tipstaff or designee shall ensure the securing of all exhibits in a locked area that is only accessible to the Chief Tipstaff or designee.
 - a. If the court proceeding resumes the next business day, the Chief Tipstaff or designee shall return the exhibits to the courtroom unless otherwise instructed by the presiding Judge.
 - b. If the court proceeding has concluded, the Chief Tipstaff or designee shall return the exhibits to the appropriate filing office at the beginning of the next business day, to be escorted by the Sheriff's Office if there are other physical exhibits (weapons, instruments of crime/fraud, illegal substances, etc.).

C. In the event the Court takes a matter under advisement and needs to maintain the exhibits, the [Tipstaff in charge of the courtroom] **Court Reporter shall:**

- 1. Gather the exhibits; **and**
- 2. For criminal matters, [gather] prepare the exhibit sheet [from the Court Reporter] **and return the exhibit sheet to the Judge's Executive Assistant or to the appropriate filing office.**
- [3. The Chief Tipstaff shall secure the exhibits in a locked area that is only accessible to the Chief Tipstaff or designee and to allow them to be

removed when the presiding Judge requests to examine them, and to re-secure them when the presiding Judge is no longer needs them;]

[4. When instructed by the presiding Judge, return the exhibits to the appropriate filing office, to be escorted by the Sheriff's Office if there are other physical exhibits (weapons, instruments of crime/fraud, illegal substances, etc.).]

...

This rule shall become effective after all the provisions of the Pennsylvania Rules of Judicial Administration 103 are met, to include the following:

- A. Two (2) certified copies of this Order together with a computer diskette that complies with the requirement of 1 Pa. Code §13.11 (b), or other compliant format, containing the text of the local rule(s) adopted hereby shall be distributed to the Legislative Reference Bureau for publication in the Pennsylvania Bulletin.
- B. One (1) certified copy of this Order shall be forwarded to the Administrative Office of the Pennsylvania Courts.
- C. A copy of the proposed local rules shall be published on the 51st Judicial District website.
- D. This Order shall be filed in the Office of the Prothonotary of Adams County and a copy thereof shall be filed with the Adams County Clerk of Courts and the Adams County Law Library for inspection and copying.
- E. The effective date of the local rules shall be thirty (30) days after publication in the Pennsylvania Bulletin.

BY THE COURT,

Thomas R. Campbell

President Judge

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Board of Judges

Court Administration

Clerk of Courts

Prothonotary

Chief Tipstaff

Court Reporters

District Attorney

Public Defender

Law Library

Adams County Bar Association