

1 IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

2 Administrative Order

3 Number 15 of 2017

4 In Re: Clerk of Courts Correcting of Captions

5 **ORDER OF COURT**

6 AND NOW, this 18th day of September, 2017, the Adams County Clerks of Courts Office is
7 hereby authorized to manually correct captions on Orders of Court issued by Judges in Adams County
8 when that office detects an error, provided that they notify the affected Judge and that Judge's
9 Executive Assistant of the correction. This Order does not preclude the affected Judge from notifying
10 the Clerk of Courts that said correction(s) should not be made.

11 Additionally, the Clerk of Courts is authorized to place the Court of Common Pleas docket
12 number on the following documents:

- 13 1. Any document that only reflects the docket number from the Lower Court
- 14 2. Bankruptcy filings
- 15 3. Constable Insurance and Bond Filings
- 16 4. Private Detective Filings
- 17 5. Bondsman Filings
- 18 6. Initial Claims Against an Estate Filings
- 19 7. Receipt/Inventory related to Sealed Search Warrants
- 20 8. Correspondence from Treatment Facilities related to Defendants under Supervision
- 21 9. PennDOT Error Reports

22 BY THE COURT,

23
24 MICHAEL A. GEORGE

25 President Judge

- 1 Board of Judges
- 2 Court Administration
- 3 Clerk of Courts
- 4 District Attorney
- 5 Public Defender
- 6 Adams County Bar Association
- 7 Law Library

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