

1 e. If the inmate is incarcerated in the Pennsylvania Department of
2 Corrections, the name and telephone number of the inmate's prison
3 counselor and the date when the couple received pre-marital counseling
4 under Department policy; and

5 f. The inmate's expected date of release. (Video conferencing will not be
6 permitted if the incarcerated applicant's expected release date is within
7 six months or less.)

8 3. In addition to fees customarily charged for marriage license applications, the
9 applicants shall also deposit with the Clerk of Courts a fee for time incurred by
10 Court Administration in arranging the videoconferencing process and for use of
11 the equipment. If the inmate is incarcerated in the Adams County Adult
12 Correctional Complex, the fee shall be \$25.00 and if the inmate is incarcerated in
13 the Department of Corrections or any other prison within the Commonwealth of
14 Pennsylvania, the fee shall be \$100.00. The videoconferencing fees must be
15 deposited with the written request and are nonrefundable unless the Court
16 rejects the request or it is readily determined that the correctional facility is
17 unable to or declines to process the videoconferencing process.

18 4. If the Court approves videoconferencing usage for the marriage license
19 application process, notice of the same shall be provided by the Court to the
20 Clerk of Courts, Court Administration, and the applicants.

21 5. The designated Court Administration staff person shall:

22 a. Make arrangements to schedule the videoconference with the
23 appropriate prison; and
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b. Notify the Clerk of Courts and the non-incarcerated applicant of the date, time, and location of the videoconferencing.

6. The non-incarcerated applicant shall appear at least 15 minutes prior to the videoconferencing and shall participate in the examination at the same time as the incarcerated applicant.

7. Videoconferencing will not be approved unless there is compliance with the rules, regulations or policies of the applicable prison or correctional institution.

8. Fees collected for videoconferencing shall be transferred to Court Revenue Code No. _____ or such other Revenue Code as may, from time to time, be designated for that purpose.

BY THE COURT,

JOHN D. KUHN
President Judge

Robert G. Bigham, Judge
Michael A. George, Judge
Thomas R. Campbell, Judge
Court Administration
Clerk of Courts

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