IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

In Re: Marriage License Examination
Via Video Conferenceing

Administrative Order No. 33 of 2011

ORDER OF COURT

AND NOW, this /6^{7½} day of September, 2011, the Court establishes the following policy for the use of video conferencing in connection with an application for a marriage license. The Court recognizes that applicants for a marriage license must appear in person before the Clerk of Court and be examined under oath or affirmation as to specific information. 23 Pa. C.S.A. §1306. The Court further recognizes that inmates, who have the privilege of being married while incarcerated, are unable to appear in the Clerk of Court's Office or that their physical presence may pose security and/or manpower resource concerns. Accordingly, when one of the applicants for a marriage license is incarcerated in the Commonwealth of Pennsylvania, and at least one of the applicants is a resident of Adams County, the following protocol shall be followed:

- 1. The applicants shall submit a written request with the Court for the use of video conferencing during the examination process required under §1306.
- 2. The written request shall include:
 - a. The name and residential address of each applicant;
 - b. If either applicant was previously married, a certified copy of the divorce decree or death certificate;
 - c. The inmate's place of incarceration;
 - d. A photographic identification of the inmate;

- e. If the inmate is incarcerated in the Pennsylvania Department of

 Corrections, the name and telephone number of the inmate's prison

 counselor and the date when the couple received pre-marital counseling

 under Department policy; and
- f. The inmate's expected date of release. (Video conferencing will not be permitted if the incarcerated applicant's expected release date is within six months or less.)
- 3. In addition to fees customarily charged for marriage license applications, the applicants shall also deposit with the Clerk of Courts a fee for time incurred by Court Administration in arranging the videoconferencing process and for use of the equipment. If the inmate is incarcerated in the Adams County Adult Correctional Complex, the fee shall be \$25.00 and if the inmate is incarcerated in the Department of Corrections or any other prison within the Commonwealth of Pennsylvania, the fee shall be \$100.00. The videoconferencing fees must be deposited with the written request and are nonrefundable unless the Court rejects the request or it is readily determined that the correctional facility is unable to or declines to process the videoconferencing process.
- 4. If the Court approves videoconferencing usage for the marriage license application process, notice of the same shall be provided by the Court to the Clerk of Courts, Court Administration, and the applicants.
- 5. The designated Court Administration staff person shall:
 - Make arrangements to schedule the videoconference with the appropriate prison; and

1	b. Notify the Clerk of Courts and the non-incarcerated applicant of the date,
2	time, and location of the videoconferencing.
3	6. The non-incarcerated applicant shall appear at least 15 minutes prior to the
4	videoconferencing and shall participate in the examination at the same time as
5	the incarcerated applicant.
6	7. Videoconferencing will not be approved unless there is compliance with the
7	rules, regulations or policies of the applicable prison or correctional institution.
8	8. Fees collected for videoconferencing shall be transferred to Court Revenue
9	Code No. or such other Revenue Code as may, from time to time,
10	be designated for that purpose.
11	
12	BY THE COURT,
13	
14	JOHN D. KUHN
15	President Judge
16	Robert G. Bigham, Judge Michael A. George, Judge
17	Thomas R. Campbell, Judge Court Administration
18	Clerk of Courts
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