

IN RE: RULES OF THE COURT OF : IN THE COURT OF COMMON PLEAS OF  
COMMON PLEAS OF : CUMBERLAND COUNTY, PENNSYLVANIA  
CUMBERLAND COUNTY, :  
PENNSYLVANIA : LOCAL RULES 1996-1335


**ORDER OF COURT**

AND NOW, this 10<sup>th</sup> day of September 2025, it is hereby Ordered and Decreed, that effective January 1, 2026, the Cumberland County Court of Common Pleas adopts the following revisions to local rule 205.4.

The Cumberland County District Court Administrator is Ordered and Directed to do the following:

- 1) File one (1) copy to the Administrative Office of Pennsylvania Courts via email to [adminrules@pacourts.us](mailto:adminrules@pacourts.us).
- 2) File one (1) paper copy and one (1) electronic copy in a Microsoft Word format only to [bulletin@palrb.us](mailto:bulletin@palrb.us) with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin.
- 3) Publish these Rules on the Cumberland County Court website at [www.cumberlandcountypa.gov](http://www.cumberlandcountypa.gov).
- 4) Incorporation of the local rule into the set of local rules on [www.cumberlandcountypa.gov](http://www.cumberlandcountypa.gov) within thirty (30) days after the publication of the local rule in the Pennsylvania Bulletin.
- 5) File one (1) copy of the local rule in the appropriate filing office for public inspection and copying.
- 6) Forward one (1) copy to the Cumberland Law Journal.

By the Court,

  
Albert H. Masland, P.J.

## **Rule 205.4. Electronic Filing and Service of Legal Papers Filed in the Civil Trial Division**

### **(a) Mandatory Electronic Filing.**

- (1) The Cumberland County Court of Common Pleas requires mandatory electronic filing of all legal papers with the Prothonotary through its Electronic Filing System, as well as the electronic service of such papers, under terms more specifically provided in Pa.R.C.P. 205.4.
- (2) The Prothonotary's Office will provide the necessary technical assistance to those parties who lack the capability to file legal papers electronically, including providing electronic filing stations in the Prothonotary's Office.

### **(b) Format.**

- (1) Legal papers shall be presented for filing in a portable document format ("PDF").

### **(c) Access.**

- (1) The Prothonotary shall always provide access to its Electronic Filing System, except during periods of required maintenance, through the Cumberland County Prothonotary website.
- (2) To obtain access to the Electronic Filing System, counsel or any unrepresented party must first register with the Prothonotary's Office for a Username and Password.

### **(d) Payment Method.**

- (1) A filing party shall pay the cost of the electronic filing of a legal paper by approved credit or debit card. The following cards have been approved for payment of the electronic filing: American Express, Discover, MasterCard and Visa.

### **(e) Resolving Filing Concerns.**

- (1) Filing delays, disruptions, interruptions, or refusals of filings shall be resolved by the process outlined in Pa.R.C.P. 205.4(e).

### **(f) Administrative Procedures.**

- (1) Upon receipt of the legal paper, the Prothonotary shall provide the filing party with an acknowledgment, which includes the date and time the legal paper was received by the Cumberland County Electronic Filing System. After review of the legal paper, the Prothonotary shall provide the filing party with e-mail notification, or notification on the Cumberland County Electronic Filing System, that the legal paper has been accepted for filing ("filed") or refused and not accepted for filing.
- (2) Neither the Court nor the Prothonotary shall be required to maintain a hard copy of any legal paper, notice or Order filed or maintained electronically under this Rule.
- (3) Verification of pleadings, as required by Pa.R.C.P. 206.3 and 1024, as well as any other documents executed by the client or third parties, such as Affidavits or Certificates of Service, shall be scanned and attached to the electronic filing in a PDF at the time the legal paper is submitted for electronic filing.

### **(g) Service.**

- (1) Copies of all Notices, Orders or Judgments from the Court in any action shall be served by electronic transmission through the Electronic Filing System to all parties who have previously submitted electronic filings in the same case. If a party or parties have not yet submitted electronic filing in a particular case, then

the Prothonotary shall provide notice by facsimile, other electronic means, or by forwarding a hard copy to said party or parties.

- (h) Civil and Family Court Cover Sheets are not required because any required data will be collected through the Electronic Filing System for transmission to the Administrative Office of Pennsylvania Courts as required by Pa.R.C.P. No. 205.5(e).
- (i) Family Court documents shall be confidential and shall not be viewable in the Case Management System by the public without an Order of Court.