

**RULE L205.2(c). PRO SE FILINGS.**

(1) Except as provided in Pa.R.C.P. 240, the Prothonotary may refuse to accept filings that are not accompanied by the requisite filing fee. In doing so, the Prothonotary shall advise the party of the right to proceed inform a pauperis under Pa.R.C.P. 240 and make available to the party a form motion and affidavit for the party to use, if the party desires to do so, in seeking leave of Court to proceed inform a pauperis. Any filing which is not in compliance with law, rule of Court, etc. shall be forwarded immediately to the office of the Court Administrator. The Court Administrator, after consulting with the Court, shall notify the individual of the deficiency in the filing.

Said notice shall be substantially in the following form:

NOTICE. YOU HAVE FILED A DOCUMENT WITH THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY WHICH IS NOT IN COMPLIANCE WITH THE LAW, RULE OF COURT OR FEE SCHEDULE. THE PROBLEMS WITH THE FILING ARE:

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YOU ARE ADVISED THAT YOUR FAILURE TO COMPLY MAY RESULT IN PREJUDICE TO YOUR RIGHTS OR CLAIM. YOU SHOULD CONSULT A LAWYER IMMEDIATELY. IF YOU CANNOT AFFORD A LAWYER YOU SHOULD CONTACT THE COURT ADMINISTRATOR AT THE FOLLOWING OFFICE

COURT ADMINISTRATOR  
CRAWFORD COUNTY COURTHOUSE  
MEADVILLE, PENNSYLVANIA 16335  
TELEPHONE: 814.333.7498

IF YOU DESIRE TO REPRESENT YOURSELF OR DO NOT QUALIFY FOR FREE COUNSEL YOU ARE INSTRUCTED THAT YOU MUST BRING YOUR FILING INTO COMPLIANCE WITH THE LAW, RULE OF COURT OR FEE SCHEDULE YOU HAVE VIOLATED OR YOUR RIGHTS OR CLAIM MAY BE PREJUDICED.

(2) Pro se filings by counseled parties.

Pro se filings with the Prothonotary by parties with counsel of record, which are not signed by the attorney, shall be accepted for filing. The Prothonotary shall time stamp the filing, make a docket entry reflecting the date of receipt and place the document in the case file. A copy of the time stamped document shall be sent to the attorney for the party. The Court may not be required to take any action in response to any pro se filing by a counseled party.