

## **RULE L301. PROTHONOTARY.**

### **(1) Records and Dockets.**

The Prothonotary shall be responsible for the safekeeping of all records and papers. No records or papers of any kind shall be removed from the Office of the Prothonotary, except as herein provided. Dockets shall not be removed except when required in Court.

### **(2) Endorsing Filing Time of Papers.**

The Prothonotary shall endorse upon all papers the filing date thereof, together with the precise hour of the entry of all judgments, verdicts, mechanic's liens, municipal liens, tax liens of all kinds, financing statements or other encumbrances or liens. The filing date, or filing date and time, shall in like manner be entered on the dockets.

### **(3) Entries on Dockets.**

No entries of any kind shall be made in any docket or other record of the Court unless attested to by the Prothonotary, a deputy or clerk. All entries so made shall be in ink and shall be dated.

### **(4) Records in Court.**

At all sessions of Argument Court and at all trials and special hearings, the Prothonotary shall have the entire record of each case before the session arranged in the order that the papers therein were filed and present the same to the Court when the case is called. At the conclusion of the case, the Prothonotary shall repossess all papers and return the same to the file. In the event the Court retains the papers after the session, the Prothonotary shall so indicate on a withdrawal receipt. Except as otherwise provided in these Rules, all papers concerning any case which are not presented in open Court at a session in which any matter connected with the case is being heard, shall be first filed in the Prothonotary's Office; and if the papers with relation thereto are in the hands of the Court in connection with its deliberation on the case or for any other reason, the paper, after filing, shall be transmitted to the Court by the Prothonotary.

### **(5) Bulletin Board.**

The Prothonotary shall maintain a bulletin board of sufficient size and conspicuously placed in the Prothonotary's office for posting thereon all notices directed by rules or by special order of Court. The Prothonotary or deputy shall certify on such notices the precise date and time of the

posting thereof.

(6) Register of Attorneys.

The Prothonotary shall keep a register setting forth a list of the attorneys of the Bar of Crawford County with the date of their admission for historical purposes.

(7) Rules of Court.

The Prothonotary shall maintain a printed copy of the Rules adopted by the Court and shall insert therein all amendments which may be hereafter adopted from time to time. Within ten (10) days after the adoption of any new rule or amendment of any existing rule and proper publication of the same, the Prothonotary shall mail or deliver a copy thereof to all members of the Crawford County Bar. The printed copies of new rules or amendments shall be in loose-leaf form and of such proportions and arrangement as to permit the compilation and insertion thereof in appropriate loose-leaf binders. The Prothonotary shall maintain complete sets of the Local Rules of Civil Procedure for sale at cost.

(8) Collection of Costs.

The Prothonotary shall establish, implement, maintain and utilize a system for the collection of outstanding unpaid fees and costs. The Prothonotary shall keep a separate listing of the date that costs and fees were imposed, the date due, collection efforts, and the dates and amounts of payment. The Prothonotary shall make an annual report to the President Judge on or before April 1st of each year for the preceding calendar year setting forth the amount of outstanding costs at the beginning of the year, the amount of costs and fees imposed on a delay time payment basis, the amount of said costs paid during the year and the amount of the unpaid costs at the end of the year. Costs and fees which are either paid at the time that services are incurred or paid at the time that the order imposing the costs and fees is entered are not included in this rule. This rule governs costs which either the Court or the Prothonotary has given an attorney or party time to pay.

(9) Removal of Papers.

Except as otherwise provided herein, no original papers shall be removed from the Office of the Prothonotary without prior written permission of the Court upon cause shown.

(a) Removal of Original Papers.

No original note, bond or other instrument upon which a judgment has been entered, shall be removed from the Office of the Prothonotary except for use by the Court.

(b) Procedure for Removal of Other Papers.

All other papers may be removed by an attorney who is a member of any bar upon filing with the Prothonotary a signed receipt as prescribed in Cra.R.C.P. 301(11) below, provided, however, that (1) no such paper shall be taken out of the Crawford County Judicial Center and (2) all such papers shall be returned to the Prothonotary's office by the end of the same business day.

(10) Removal by Masters, Arbitrators, Mediators, Hearing Officers.

A master, arbitrator, mediator or hearing officer appointed by the Court or Prothonotary may remove papers for the purpose of that appointment for a period not to exceed sixty (60) days.

(11) Receipt for Documents.

When any person removes papers from the Office of the Prothonotary, that person shall sign a receipt therefore, setting forth the caption and number of the case, a description of the papers removed and the date of removal.

(12) Return of File and Documents.

All papers removed on receipt, with or without leave of the Court, shall be returned promptly, and in no case shall the papers be retained for a period longer than prescribed herein, except by special permission of the Court. If papers are retained beyond the proper time limit, the Prothonotary shall notify the attorney in default of this failure to return such papers, and if such default continues for three (3) days following notice, the attorney shall thereafter be prohibited from removing any papers from the office until the default is corrected. The Prothonotary shall report such cases of continuing default to the President Judge for appropriate action.