

Rule 205.3.1 Use of Electronic Mail Addresses in Filings and Correspondence

(a) Electronic mail (email) addresses shall be included in all filings in the Office of the Prothonotary, and in all correspondence to the Office of the Prothonotary, Court Administration, and the Court.

(b) Responses from the Office of the Prothonotary, Court Administration, and the Court may be by email at the responder's discretion, which shall be deemed the same as if the responses were sent by mail.

(c) If the email address changes, the filer or sender shall provide an updated email address to the Office of the Prothonotary, Court Administration, and the judge to whom the case has been individually assigned (if any), within one business day.

(d) This Rule shall not apply to an unrepresented individual who does not have an email address.

(e) This Rule does not authorize filing by email.