

YORK COUNTY RULES OF JUVENILE COURT PROCEDURE
(Including Amendments Adopted through January 1, 2017)

Table of Local Rules

DELINQUENCY MATTERS

Rule

102	Citing the Juvenile Court Procedural Rules.
167	Filings and Service of Court Orders and Notices.

DEPENDENCY MATTERS

Rule

1124	Summons.
1135	Captions.
1167	Filings and Service of Court Orders and Notices.
1210.	Order for Protective Custody
1331	Service of Petition.
1604	Submission of Reports - Designation by President Judge.

DELINQUENCY MATTERS

CHAPTER 1 GENERAL PROVISIONS

Rule 102 Citing the Juvenile Court Procedural Rules.

These Rules shall be known as the York County Rules of Juvenile Court Procedure and may be cited as “York R.J.C.P. ____”.

PART C. RECORDS

Rule 167 Filings and Service of Court Orders and Notices.

Pursuant to Pa.R.J.C.P. 167(B), the court, court chambers staff, the clerk of courts, the district court administrator, the department of probation services, and the solicitor for the office of children, youth and families are all authorized to perform service of any document upon any party.

DEPENDENCY MATTERS

CHAPTER 11 GENERAL PROVISIONS

PART A. BUSINESS OF COURTS

Rule 1124 Summons.

A summons and any application, including an application for emergency custody, filed on behalf of the Agency may be served by counsel for the Agency, in any manner provided in Pa.R.J.C.P. 1124B and in Pa.R.J.C.P. 1331B. An affidavit of service shall be filed with the Clerk prior to the proceeding.

Rule 1135 Captions.

(A) All pleadings, applications, documents and affidavits which are not expressly regulated as to form by Act of Assembly or are forms or documents routinely used or prepared by the courts or court-related agencies, shall conform to the Pennsylvania Rules of Juvenile Court, and to these Rules.

(1) The original of all pleadings, applications, documents and affidavits, and any responses thereto, except forms pre-printed by the Court, to be presented to and filed with the Court, shall be securely fastened in a document cover. No original document shall be fastened with staples.

(2) Exhibit tabs, if any, shall be placed at the bottom of a document.

(3) Filings already of record may be referenced in any subsequent document to be filed, but shall not be attached to the original document to be filed.

(B) Any document signed by a party for filing shall contain under the signature line the name, address, and telephone number of the party, and the facsimile number, e-mail address, and Pennsylvania

or other state bar identification number, if applicable. When listing the bar identification number, the state's postal abbreviation shall be used as a prefix (e.g. PA 12345; NY 246810).

(C) Any party filing an application or other document which requires the signature of a judge or action by the court, including an emergency custody application filed in a dependency action or a dependency petition, shall first file the original document with the clerk of courts. An original proposed order, with a brief title describing the nature of the proposed order (as examples: "Summons", "Order Scheduling Hearing," etc.) shall accompany each document delivered to the Court Administrator for assignment, but shall not be fastened to the other documents.

(D) Documents shall not be sent by facsimile to a judge or to the district court administrator without leave of court.

PART C. RECORDS

(2) Maintaining Records

Rule 1167 Filings and Service of Court Orders and Notices.

Pursuant to Pa.R.J.C.P. 1167(B), the court, court chambers staff, the clerk of courts, the district court administrator, the department of probation services, and the solicitor for the office of children, youth and families are all authorized to perform service of any document upon any party. An affidavit of service shall be filed with the clerk of courts prior to the proceeding.

CHAPTER 12 COMMENCEMENT OF PROCEEDINGS, EMERGENCY CUSTODY, AND PRE- ADJUDICATORY PLACEMENT

PART B. EMERGENCY CUSTODY

Rule 1210. Order for Protective Custody

Counsel for the office of children, youth and families shall file any application for emergency protective custody and a proposed order with the clerk of courts. Unless filed electronically, the application shall be accompanied by a clerk's rush form. If the moving party obtained an oral order, the application of emergency protective custody must be filed prior to 4:00 p.m. the next business day after the order was orally issued.

CHAPTER 13 PRE-ADJUDICATORY PROCEDURES

PART C. PETITION

Rule 1331 Service of Petition.

A petition filed on behalf of the office of children, youth and families may be served by that office's solicitor.

**CHAPTER 16
POST-DISPOSITIONAL PROCEDURES**

PART A. SUMMONS, NOTICE, AND REPORTS

Rule 1604 Submission of Reports - Designation by President Judge.

Pursuant to Pa.R.J.C.P. 1604(B), the clerk of courts is designated to receive reports, including resource parent reports.