

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA

IN RE:

BEAVER COUNTY LOCAL RULE
OF JUDICIAL ADMINISTRATION
LJA5104

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Administrative Docket

No:

10117-2024

ADMINISTRATIVE ORDER

MANCINI, P.J.

FEBRUARY 14, 2024

As required by Pennsylvania Rule of Judicial Administration 5104, it is hereby
ORDERED that the following Beaver County Local Rule of Judicial Administration
LJA5104 is adopted, effective thirty days following publication in the Pennsylvania

Bulletin:

**LJA5104 POLICIES AND PROCEDURES FOR THE CUSTODY OF EXHIBITS IN
COURT PROCEEDINGS**

- (a) If present, the stenographer shall safeguard and maintain exhibits introduced in a court proceeding. If a stenographer is not present, the presiding Judge shall designate a member of his or her staff to safeguard and maintain exhibits introduced.
- (b) The custodian designated in part (a), above shall file all exhibits with the appropriate records office no later than five (5) days following the end of the proceeding.
- (c) Oversized documentary exhibits may be reduced to 8.5" x 11" paper, so long as the quality is not compromised. Alternatively, they may be submitted digitally via a CD or USB flash drive in a common format such as PDF with a file name identifying the exhibit. Voluminous documentary exhibits shall be submitted digitally via a CD or USB flash drive in a common format such as PDF with a file name identifying the exhibit.
- (d) The proponent of any bulky or oversized non-documentary exhibit shall safeguard and maintain such exhibit during and after the court proceeding.

- (e) Audio or visual recordings shall be submitted via a CD or USB flash drive; any proprietary or uncommon software necessary to play the recording must be included. The proponent of an audio or video recording shall designate in writing the timestamps of the portions presented to the factfinder if the recording is not presented in its entirety.
- (f) Issues regarding exhibits not addressed in this Local Rule shall be governed by Pa.R.J.A. 5101 – 5104.

The District Court Administrator is directed to:

1. File one (1) certified copy of this Administrative Order with the Administrative office of Pennsylvania Courts via email to adminrules@pacourts.us;
2. File two (2) paper copies and one (1) electronic copy in Microsoft Word format only to bulletin@palrb.us with Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*;
3. Publish a copy of this Administrative Order on the Beaver County Court of Common Pleas website, <http://www.beavercountypa.gov/courts>, after publication in the *Pennsylvania Bulletin*;
4. Incorporate the change rule into the Local Rules of this Court within thirty (30) days after publication of the Local Rules in the *Pennsylvania Bulletin*;
5. Keep a copy of this Administrative Order continuously available for public inspection and copying in the Beaver County Law Library.

BEAVER COUNTY, PA.
 PROTHONOTARY
 JODI JONES

2024 FEB 14 P 3:12

I, Jodi Jones, Prothonotary of the
 Court of Common Pleas of Beaver County,
 do certify that this is a true and correct
 copy of the original record.

Date 2-14-2024
 By: [Signature]
 Deputy

BY THE COURT,

[Signature]

BY THE COURT
 2024 FEB 14
 P 2:28
 RICHARD J. ANCINI
 PRESIDENT JUDGE