

Administrative Order

By the authority granted at Pennsylvania Rule of Judicial Administration 1907.2(b) and (c), it is hereby Ordered and Directed that all elected or appointed Constables in the 36th Judicial District must comply, in total, with all provisions of the "Constable Policies, Procedures and Standards of Conduct" as adopted and published by The Pennsylvania State Court Administrator in May, 2013, as the Policies and Procedures for all Constables in this Judicial District. Further, the Beaver County Constable Cost Sheet, as prepared by the District Court Administrator, and, as may be amended from time to time, is the designated form when requesting approved payment of fees and costs from the Court. Still further, the District Court Administrator is directed to create and maintain a Master List of Constables approved for assignment by the Courts of this Judicial District. Finally, the Complaint forms, as prepared to process both Complaints against and Complaints by Constables, are the only forms to be completed and filed with the District Court Administrator for Court action.

The District Court Administrator is Directed to:

(1) file one (1) certified copy of this Administrative Order with the Administrative Office of Pennsylvania Courts;

(2) submit two (2) certified copies of this Administrative Order and a copy on computer diskette or CD-ROM to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*;

(3) keep a copy of this Administrative Order continuously available for public inspection and copying in the Office of the Clerk of Courts of Beaver County and in the Beaver County Law Library, and upon request and payment of reasonable costs of reproduction and mailing, the Clerk of Courts or the Law Librarian shall furnish to any person a copy of this Administrative Order (see Pa.R.J.A. Rule 103(c)).

This Administrative Order is effective thirty (30) days after publication in the *Pennsylvania Bulletin*.

By the Court,

JOHN D. McBRIDE,
President Judge