

IN THE COURT OF COMMON PLEAS OF THE  
39<sup>TH</sup> JUDICIAL DISTRICT OF PENNSYLVANIA – FULTON COUNTY

In Re: Email Service of Orders in Fulton : Misc. Docket \_\_\_\_\_  
County by Prothonotary Office, Clerk of :  
Courts, Orphans' Court, and Juvenile Court :  
:

**ADMINISTRATIVE ORDER**

**AND NOW THIS 2<sup>nd</sup> day of February, 2026,**

**WHEREAS**, the filing offices for Fulton County, Pennsylvania, are supervised by a singular elected official, Stephanie Sherman, whose offices include Prothonotary, Clerk of Courts, Orphans' Court, Register of Wills and Recorder of Deeds;

**AND WHEREAS**, the filing offices for Fulton County seek to effectively and efficiently **serve** court orders and notices to litigants;

**AND WHEREAS**, the Rules of Civil Procedure permit the Prothonotary to **electronically serve** certain court orders to parties and/or attorneys where those individuals agree to such service via email, whether through written request or inclusion of an email address in a signature block on a prior legal paper filed. See, e.g., Pa. R.C.P. 440(a)(1)(i); Pa. R.C.P. 236(d); Pa. R.C.P. 205.4(g)(1)(ii);

**AND WHEREAS**, the Rules of Orphans' Court Procedure permit the Clerk to **electronically serve** "all notices, opinions, and orders" to parties and/or attorneys where those individuals agree to service via email, whether through written agreement or inclusion of an email address in a signature block on a prior legal paper filed. See Pa. R.O.C.P. 4.5;

**AND WHEREAS**, the Rules of Criminal Procedure permit the Clerk of Courts to **electronically serve** certain court orders and notices to parties and/or attorneys where those individuals agree to service via email, whether through written request or inclusion of an email address in a signature block on a prior legal paper filed. Individuals and/or attorneys may rescind this consent at any time through written request. See Pa. R.Crim.P. 114(B)(3)(c)(subsections (i) and (ii) distinguish between requests for one case versus all cases);

**AND WHEREAS**, the Rules of Juvenile Court Procedure permit the Clerk of Courts to **electronically serve** certain court orders and notices to parties and/or attorneys where those individuals agree to service via email, whether through written request or inclusion of an email address in a signature block on a prior legal paper filed. See Pa. R.J.C.P. 167(B)(3)(a)(v);

**AND WHEREAS**, both the applicable rules and the local rules of the 39<sup>th</sup> Judicial District **do not permit** litigants or individuals **to file** legal papers with the filing offices of Fulton County via email. See, e.g., Pa. R.C.P. 205.1, 205.3.

Considering the foregoing, **IT IS HEREBY ACKNOWLEDGED** that the Fulton County filing Offices of the Prothonotary, Clerk of Courts, Orphans' Court Clerk, Register of Wills, etc., are willing to permit parties, attorneys, offices, and/or other individual(s) interested in receiving service of permissible court filings through email provided they make a **written request** to:

**Ms. Stephanie Sherman, Prothonotary, Clerk of Courts, etc.**  
**201 N 2nd St**  
**McConnellsburg, PA 17233**  
**RE: Email Service of Orders**

The individual, party, and/or attorney shall indicate the case or cases, or consent to email service for all matters before the Court, where they desire email service of permissible court orders and notices, and the correct email address where that correspondence may be served. Any individual, party, and/or attorney may rescind their request for service of permissible orders and notices via email by sending a paper writing addressed to Ms. Sherman indicating their rescission.

It is **HEREBY ORDERED** that pursuant to Pa. R.C.P. 205.1, Pa. R.C.P. 205.3, etc., that no litigants or individuals shall file any legal papers via email with any of the Fulton County filing offices.

**A copy of this Order shall be posted on the doors of the Fulton County Courthouse. A copy of this Order shall be placed on the Fulton County government website. A copy of this Order shall also be advertised in the Fulton County News no later than March 2, 2026.**

FULTON COUNTY  
PENNSYLVANIA  
FILED

PROTHONOTARY, CLERK OF COURTS,  
CLERK OF ORPHANS COURT,  
REGISTER OF WILLS, RECORDER OF DEEDS

By the Court

  
Shawn D. Meyers, P. J.

*Distribution:*

Common Pleas Judges of the 39<sup>th</sup> Judicial District  
Fulton County Commissioners  
Stacey Shibes, Fulton County Chief Clerk  
Magisterial District Judges of Fulton County  
Eric Weisbrod, Esq., Fulton County District Attorney  
Philip Harper, Esq., Fulton County Public Defender  
Stephanie Sherman, Prothonotary  
Mike Sprague, Fulton County Sheriff  
Dan Miller, Fulton County Chief Probation Officer  
Tina Gress, Fulton County Director of Domestic Relations  
Christine McQuade, Fulton County Director of Services for Children  
James Stein, Esq., Solicitor  
Judicial Assistants of the 39<sup>th</sup> Judicial District  
Law Clerks of the 39<sup>th</sup> Judicial District  
Court Administration  
Amelia Ambrose, Franklin County Bar Association Director