

JUDICIAL EMERGENCY - NON-INCARCERATED GUILTY PLEA PROCEDURE

GUILTY PLEA PROCEDURE- The following is the procedure to be used for non-incarcerated guilty pleas during the Judicial Emergency. All guilty pleas will be handled remotely with only defense counsel and the non-incarcerated defendant present in the courtroom. Defense attorneys may appear remotely, but if defense counsel chooses to appear remotely, the defendant(s) must appear either in the assigned courtroom or in the defense attorney's office. Defendant(s) will not be permitted to appear remotely from unapproved locations. These arrangements must be made in advance. The ADA will be responsible for initiating the LifeSize call to all parties. Once initiated, the video should remain on during the block of guilty pleas. Pleas will be scheduled in small blocks of 3 or 4.

PAPERWORK- Defense counsel must email all necessary executed paperwork to GPDocuments@co.lancaster.pa.us at least one day PRIOR to the scheduled guilty plea listing the date and time of the scheduled guilty plea. Court Administration will then direct the paperwork to the appropriate judge. The video plea will not be delayed because paperwork is not completed properly. If the paperwork is not complete before the hearing, the plea will be removed from the list at the discretion of the judge. Any documents/orders that require the Court's signature (i.e. Sentencing Sheet) will be forwarded electronically to the judge by the clerk. The judge will electronically sign the document and return it to the clerk who will file it of record. An unsigned copy of the Sentencing Sheet will be forwarded to APPS by the clerk to facilitate Intake. Anyone requesting copies of documents will need to obtain them from the Clerk of Courts Office. Any Forfeiture and/or Destruction Orders which need to be filed with the Prothonotary will be emailed by the ADA to the President Judge. Those Orders will be printed, signed, and submitted for filing. All other original plea documents will remain in the possession of the defense attorney at the time of the plea. A designated bin will be in each courtroom where the defense attorney will deposit the original documents after the plea, you may also present this paperwork to the bailiff. Defense counsel are responsible for ensuring the paperwork is secured properly (paper clip, rubber band, etc.) to avoid comingling with other file documents. Someone from the clerk's office will retrieve the original documents from the bin for placement in the file.

REPORTING TO ADULT PROBATION- once the guilty plea has been completed the defendant should go directly to Adult Probation & Parole Services at 40 East King Street, Lancaster, PA 717-299-8181 and take a completed copy of the APPS Client Data Form with them.

Guilty Pleas- Required documents

Defense counsel must email all necessary executed paperwork to GPDocuments@co.lancaster.pa.us at least one day PRIOR to the scheduled guilty plea listing the date and time of the scheduled guilty plea.

- Criminal Information
- Sentencing Guidelines
- Restitution Summary (if applicable)
- Guilty Plea Colloquy (reviewed with and approved by Defendant)
- Plea Agreement (reviewed with and approved by Defendant) if it is a negotiated plea
- Guilty Plea Slip (reviewed with and approved by Defendant)
- Notification of Sexual Offender Registration Requirements (if applicable)
- SOAB Assessment Order (if applicable)
- Sentencing Waiver (if Defendant is being sentenced before the SOAB assessment)
- Victim Impact Statements (if applicable)
- Forfeiture Agreements/Destruction Orders (if applicable) – Chambers returns to ADA Swinehart
- APPS Client Data Form
- Any other documents to be presented as part of the guilty plea proceeding